Getting Ready to Process Payroll

With the Payroll Utility, also referred to as the PenSoft Payroll Interface, you can move payroll journal entries from PenSoft® Payroll Plus into TireMaster (version 6.0.0 or higher). This document describes the following:

- "Setting Up the Payroll Utility" on page 1
- "Setting Up PenSoft Payroll Plus" on page 3

Note: ASA Tire Systems does not support PenSoft Payroll Plus, provide training, or provide accounting advice related to the use of PenSoft products. For employment-related tax information, refer to IRS Publication 15, *Circular E, Employer's Tax Guide* and other publications for payroll tax laws.

Setting Up the Payroll Utility

Before you can install and set up the Payroll Utility, TireMaster and PenSoft Payroll Plus must be installed on one of the computers on your network.

Note: For PenSoft Payroll Plus installation instructions, refer to your PenSoft product documentation.

Setting Up the Payroll Utility includes the following tasks:

- Downloading the Payroll Utility installer
- Installing the Payroll Utility
- Setting an export path for payroll entries

Note: If you track sales commission in TireMaster, you can also use the Payroll Utility to move sales-commission data from TireMaster to PenSoft. For information about this function, call TireMaster Support at **800-891-7437**.

Downloading and Installing the Payroll Utility

The Payroll Utility installer is available on the TireMaster Support site. Download the installer and save it on your computer. Then run the installation.

Note: If you cannot download the Payroll Utility installer from the TireMaster Support site, call TireMaster Support at **800-891-7437** and request a CD.

To download the Payroll Utility installer

1. Log on to **http://support.tiremaster.com**.

2. On the menu, click **Download Programs**. The Download Center page appears.

3. Click the **Payroll Utility for PenSoft** link. The File Download screen appears.

4. Depending on your operating system, click **Save** or select **Save this program to disk**. The Save As screen appears.

5. Select the location where you want to save the installer, and click **Save**.

6. When the download is complete, click **Close**.

To install the Payroll Utility

1. Close all other applications.

2. Navigate to the location where you saved the Payroll Utility installer, and double-click **payutil00000000-02000000.exe**. The TireMaster - Installation Program screen appears.

3. Click **OK**. The TireMaster - Search Results screen appears.

4. Select the installation location for the Payroll Utility (usually **c:\tiremaster**, **d:\tiremaster, c:\qdstm**, or **d:\qdstm**,), and click **Update**.

5. Click **Finish**.

Setting the Export Path

Before you can move payroll journal entries from PenSoft Payroll Plus into TireMaster, you need to set the export path. Setting the export path links the Payroll Utility to the PenSoft program folder.

To set the export path

1. From the **Start** menu, go to **Programs > QDS TireMaster** (or **TireMaster**) **> PenSoft**. The Login screen appears.

2. Enter your TireMaster user ID and password, and click **OK**. The TireMaster - PenSoft Payroll Export screen appears.
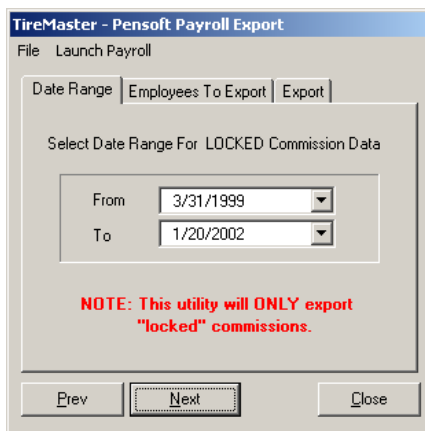
3. From the **File** menu, select **Setup Paths**. The Setup Employee Link / Paths screen appears.
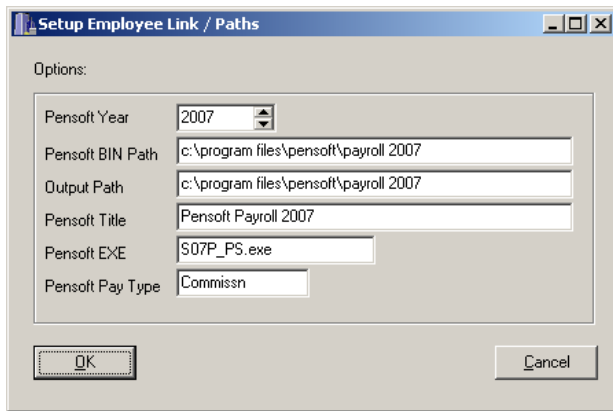
4. In the **PenSoft Year** field, select the current year. The end of the path listed in the **PenSoft BIN Path** and **Output Path** fields changes to the match the current year.

> **Example:** If you select the year 2007, the path name changes to **c:\program files\pensoft\payroll 2007** or **d:\program files\pensoft\payroll 2007**.

> **Note:**   The year listed in the installation folder must match the year listed in the **PenSoft Year** field.

5. Click **OK**.

Setting Up PenSoft Payroll Plus

Once the Payroll Utility and PenSoft Payroll Plus are installed, you need to do the following:

- Add one or more custom income types
- Add one or more payroll deductions
- Add a default employee (optional) and employee records
- Add TireMaster's general-ledger account numbers to PenSoft's Custom Export Format

Completing these settings prevents errors in the Payroll Utility and incorrect entries in TireMaster's general ledger.

> **Note:**   You will likely need to complete additional settings in PenSoft Payroll Plus. For details, refer your PenSoft product documentation.

Setting up a Custom Income

Custom income types ensure that payroll journal entries post to the correct general-ledger account in TireMaster. The number of income types that you need depends on the structure of your chart of accounts.

For example, if you use account 6300–300 for managers, 6300–400 for salespeople, and 6300–500 for mechanics, you could create three custom incomes in PenSoft. Doing so makes it possible to post separate journal entries to each of the payroll accounts. Once you create your custom income types, you can then assign them to employees.

To set up a custom income in PenSoft Payroll Plus

1. From the **Setup** menu, select **Company > Income List**. The Company Income List appears.

2. Click **Add**. The Add a New Income screen appears.

3. In the **Title** field, type the name for this income type.

> **Tip:** It is helpful to use the same name for both this title and the general-ledger account to which this income will post in TireMaster.

4. In the **Abbreviation** field, type an abbreviation that is unique and no longer than eight letters or numbers.

> **Note:** This abbreviation is used on reports, check stubs, and other documents.

5. From the **Calculation** drop-down list, select the default calculation for this income type.

> **Example:** If the income type is for a salaried employee, you would select **Annual Salary** or **Fixed Amount**.

6. In the **Rate** field, type the rate used for the calculation selected in step 5.

7. Click **OK**.

8. To close the Company Income List, click **OK**.

Setting Up Payroll Deductions

If you make deductions from paychecks for items such as benefits or employee purchases, you need to set up deductions in PenSoft Payroll Plus.

To set up a deduction in PenSoft Payroll Plus

1. From the **Setup** menu, select **Company > Deduction List**. The Company Deduction List appears.

2. Click **Add**. The Add a New Deduction screen appears.

3. In the **Title** field, type a name for this deduction.

> **Note:** This title should match the name of the general-ledger account to which this deduction will post in TireMaster.

4. In the **Abbreviation** field, type an abbreviation that is unique and no longer than eight letters or numbers.

> **Note:** This abbreviation is used on reports, check stubs, and other documents.

5. From the **Calculation** drop-down list, select the appropriate calculation for this deduction.

6. Leave **0.00** in the **Amount** field.

7. Click **OK**.

Setting up a Default Employee Record

While setting up a default employee is not required, the benefit is that it helps you create employee records quickly. Because the default employee record includes basic payroll information, all employees whom you add to PenSoft then take on the properties set in the default employee record.

To create a default employee record in PenSoft Payroll Plus

1. Click **Employees**. The Active Employees screen appears.

2. Click **Add**. The New Employee screen appears.

3. In the **Last Name** field, type `Default Employee`.

4. Select the **Default employee** check box.

5. Click the **Incomes** tab. By default, it lists regular hourly and overtime hourly wages.

> **Note:** If you have specific general-ledger accounts for different employee payroll types, you might want to create a custom income type to post to those accounts. For more information on custom income types, see "Setting up a Custom Income" on page 3.

6. If you pay sales commission, do the following:

    a. Click **Add**. The Add an Income screen appears.

    b. Select **Commission**.

    c. Select **Add to all employees**.

d. Click **OK**. The Modify Income screen appears.

e. Make sure that **Fixed** is selected in the **Calculation** drop-down list.

f. Select **Apply changes to all employees**.

g. Select the **Apply calculation to all employees** check box.

Note: Federal, state, social security, and Medicare taxes are added by default to employee records on the **Taxes** tab. Most other settings vary for each employee.

h. Click **OK**.

7. Add any other commonly-used benefits or deductions to the default employee record.

8. Click the **Pay** tab. Then select your company's pay frequency from the **Pay Frequency** drop-down list.

9. When you are finished setting up the default employee, click **OK**. Now you can create a record for each employee.

Note: For information about adding employees, refer to the PenSoft product documentation.

Setting up the Custom Export Format

Before you can move payroll information from PenSoft into TireMaster, you need to add general-ledger accounts to PenSoft. Adding the accounts ensures that payroll entries post correctly in TireMaster's general ledger.

Warning: The Payroll Utility posts entries to accounts in TireMaster regardless of whether those accounts are active or inactive. To ensure the accuracy of your general ledger, verify that all accounts in PenSoft are assigned the correct, active general-ledger account numbers.

To set up the Custom Export Format in PenSoft Payroll Plus

1. Click **Export**. The Export Data screen appears.

2. Select **Custom Export**, and click **Setup**. The Export to Custom Export Setup screen appears.

3. Click **Setup Accounts**. The Export to Custom Export Setup screen for general-ledger accounts appears.


4. In the **Account** column, type the account number for each kind of payroll data, separating the major account from the minor account with a hyphen.

    Example: For account 6300–100, 6300 is the major account, and 100 is the minor account.

    Note: If you use only major account numbers, type a hyphen and a zero (such as **1010-0**). If the list includes payroll data types that you do not use, leave them blank.

5. To save the account numbers, click **OK**.

6. Make sure **Overwrite any existing file** is selected.

   Note: The following check boxes must be clear to prevent unnecessary deposits from posting in TireMaster's check register: **Include tax deposit data in the export**, **Include deduction payment data in the export**, and **Include Form 1099 data in the report**.
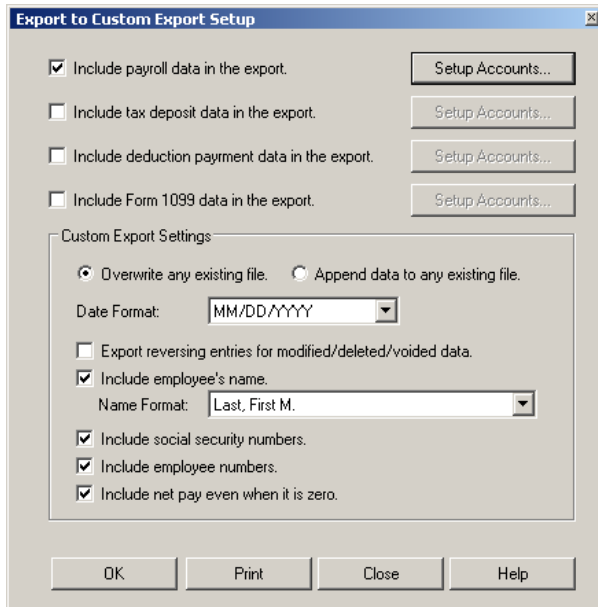
7. Click **OK**. The Export Data screen appears.

8. Click **OK**. The Export to Custom Export screen appears.
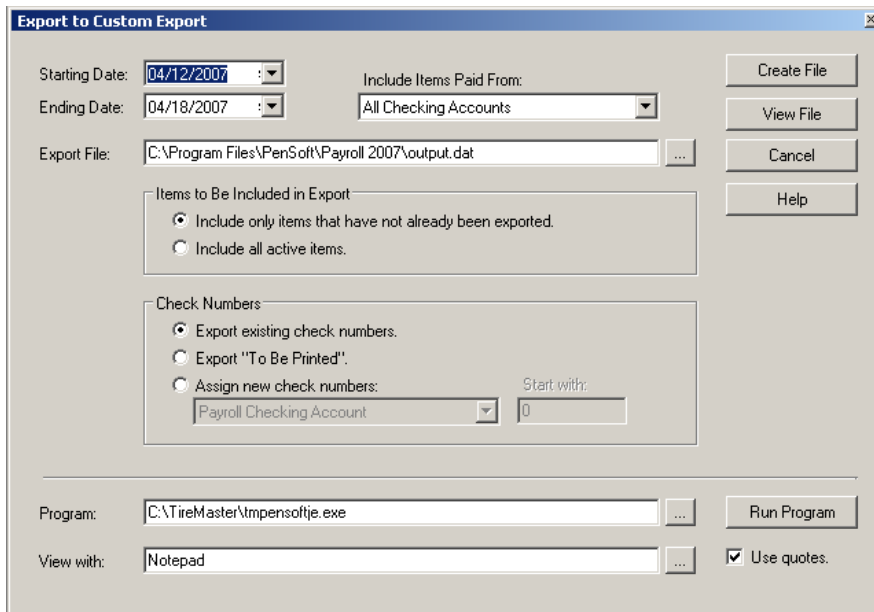
9. Verify that the name in the **Export File** field ends with `output.dat`.

10. Verify that the path listed in the **Program** field is for the location of your TireMaster program folder.

   Note: Typically, the path will be **c:\TireMaster\tmpensoftje.exe**, **d:\TireMaster\tmpensoftje.exe**, c**:\qdstm\tmpensoftje.exe**, or **d:\qdstm\tmpensoftje.exe**.

   If none of the above file names are listed, click and select **tmpensoftje.exe** from your TireMaster program folder.

11. To save the settings, click **Create File**. The Report screen appears.

12. To exit the Report screen, click **Close**.

13. Click **Close** again.

14. To exit the Export Data screen, click **Close**.