

CPA ERATTA SHEET

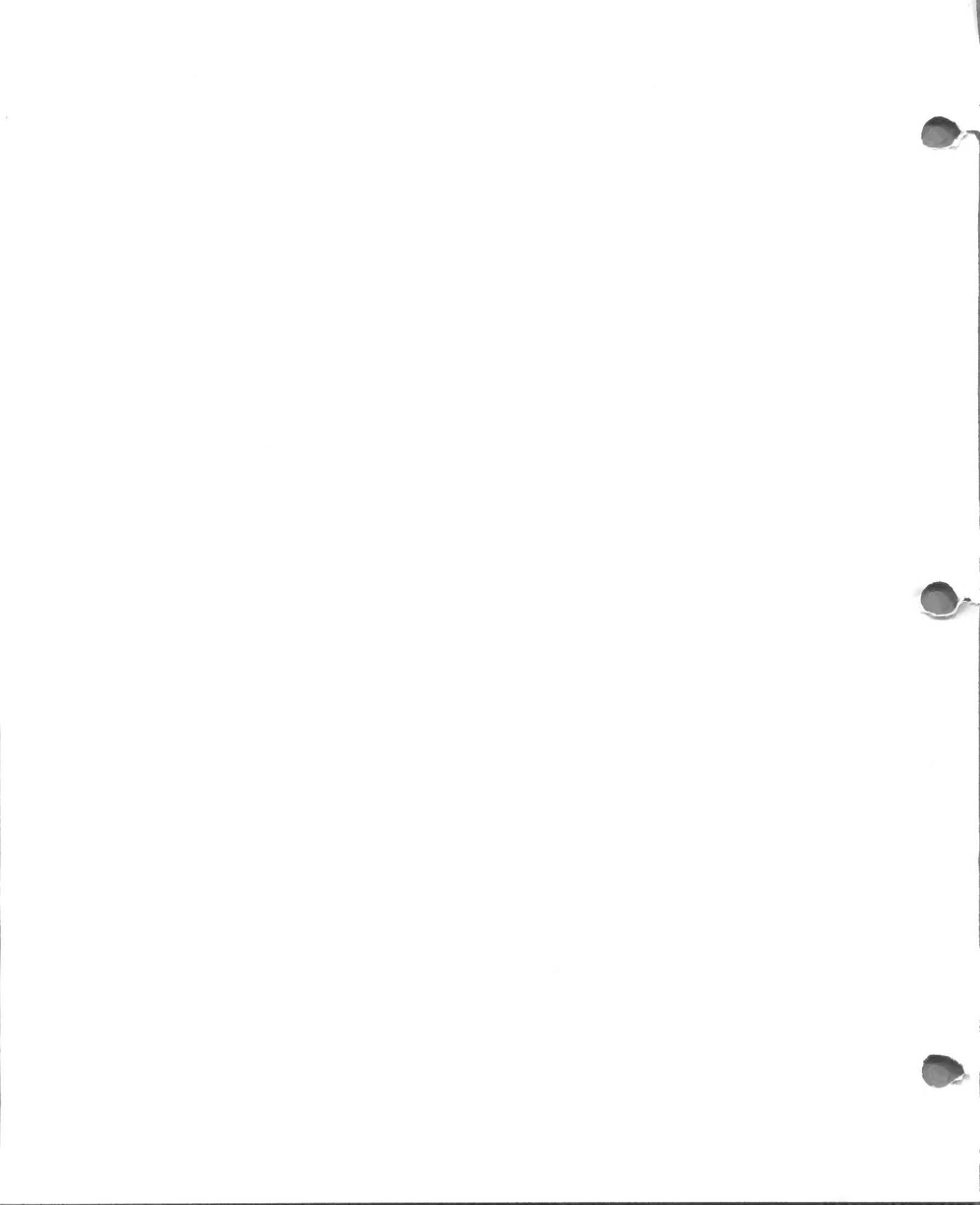
December 24, 1981

Dear CPA User:

Thank you for your purchase of this module of our CPA Package. We are constantly striving to bring our customers truly state of the art software. Your patronage is greatly appreciated. We have added a new feature to our packages. With our new Hardware Configuration section (similar to the one in General Ledger), you may have the program send any printer initialization characters that are needed to set your printer for either 80 or 132 columns. The first time the program is run it is suggested that you select the printer configuration option and specify your printer parameters. If, for any reason, the initialization characters need to be changed at a later date, you may access this option through the Program's Main Menu. This should add to the ease of operation of the program immensely. At the bottom of this page is a chart with codes for some of the most popular printers.

One final note. If for some reason you don't receive the Program Main Menu after you boot the disk. The reason is, it isn't the first time the system has been run. It is possible that the dealer that you purchased it from used the package to demonstrate it to another perspective customer, possibly even yourself. A file on the diskette indicates to the program that the system is partly initialized. No need to panic. We have made provisions to restart the system. If this has happened to you, read the following steps carefully to restore your disk to its original condition. First boot the program disk. When you are asked to insert the data disk, hit reset. After that, you should have an Applesoft prompt (]). Now, type LOAD MAKE FT. When you have the prompt again, type RUN 1000. After the disk drive stops, you may use the program as usual.

	132-column											80-column				
	D	E	8-1/2"		or		14"		F	G	H	I	J	K	L	M
EPSON MX 100	15	0	0	0	0	OR	18	0	0	0	0	18	0	0	0	0
EPSON MX-80	15	0	0	0	0		NA	-	-	-	-	18	0	0	0	0
EPSON MX-70	0	0	0	0	0		NA	-	-	-	-	18	0	0	0	0
TI 810/820	27	55	0	0	0		27	54	0	0	0	27	54	0	0	0
IDS 445	31	0	0	0	0		NA	-	-	-	-	29	0	0	0	0
IDS 460	31	0	0	0	0		NA	-	-	-	-	29	0	0	0	0
IDS 560	31	0	0	0	0		29	-	-	-	-	29	0	0	0	0
ANADEX 9501	24	20	0	0	0		24	18	0	0	0	24	18	0	0	0



# Continental Software

*is proud to bring you  
a truly revolutionary Payroll Program  
designed specifically for the Apple Computer*

## **YOUR ACCOUNTANT WILL LIKE IT!**

- ★ *Provides complete and accurate audit trails*
- ★ *Maintains a complete and accurate history of all transactions*
- ★ *Gives concise yet meaningful reports that your accountant will love*

## **YOU WILL LIKE IT!**

- ★ *Comes with a detailed step-by-step user's manual with full screen layouts written for the non accountant.*

**MAINTAINS EMPLOYEE RECORDS** — Personnel records for up to 100 employees as well as quarter to date and year to date earnings are maintained. Employees may be departmentalized and may be designated as hourly or salaried. Federal and state exemptions are stored as well as miscellaneous deductions.

**PRINTS PAYROLL CHECKS** — Having entered the payroll data, payroll checks may be printed showing all the detail of earnings and deductions including bonus, commissions, vacation pay, etc.

**PRINTS 941 INFORMATION** — The information required to file form 941 quarterly is supplied.

**PRINTS W-2** — Form W-2 may be printed for all or selected employees at any time.

**PRINTS STATE OF CALIFORNIA FORM DE-3 INFORMATION** — For those users in California, the information required for form DE-3 is supplied.

**PRINTS PAYROLL JOURNAL** — Prints a complete payroll journal customized to the user's specifications.

**POSTS TO GENERAL LEDGER** — Automatically posts to Continental Software's General Ledger.

**PRINTS EMPLOYEE LISTS** — A master list of employees may be printed.

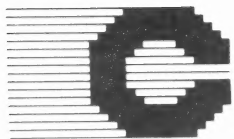
**TAX TABLE MAINTENANCE** — Federal Tax Tables easily updated as are federal and state unemployment tax data and local tax information.

### **WARNING!**

**LIMIT NUMBER OF EMPLOYEES TO  
50 IF PAID ON A WEEKLY BASIS.**

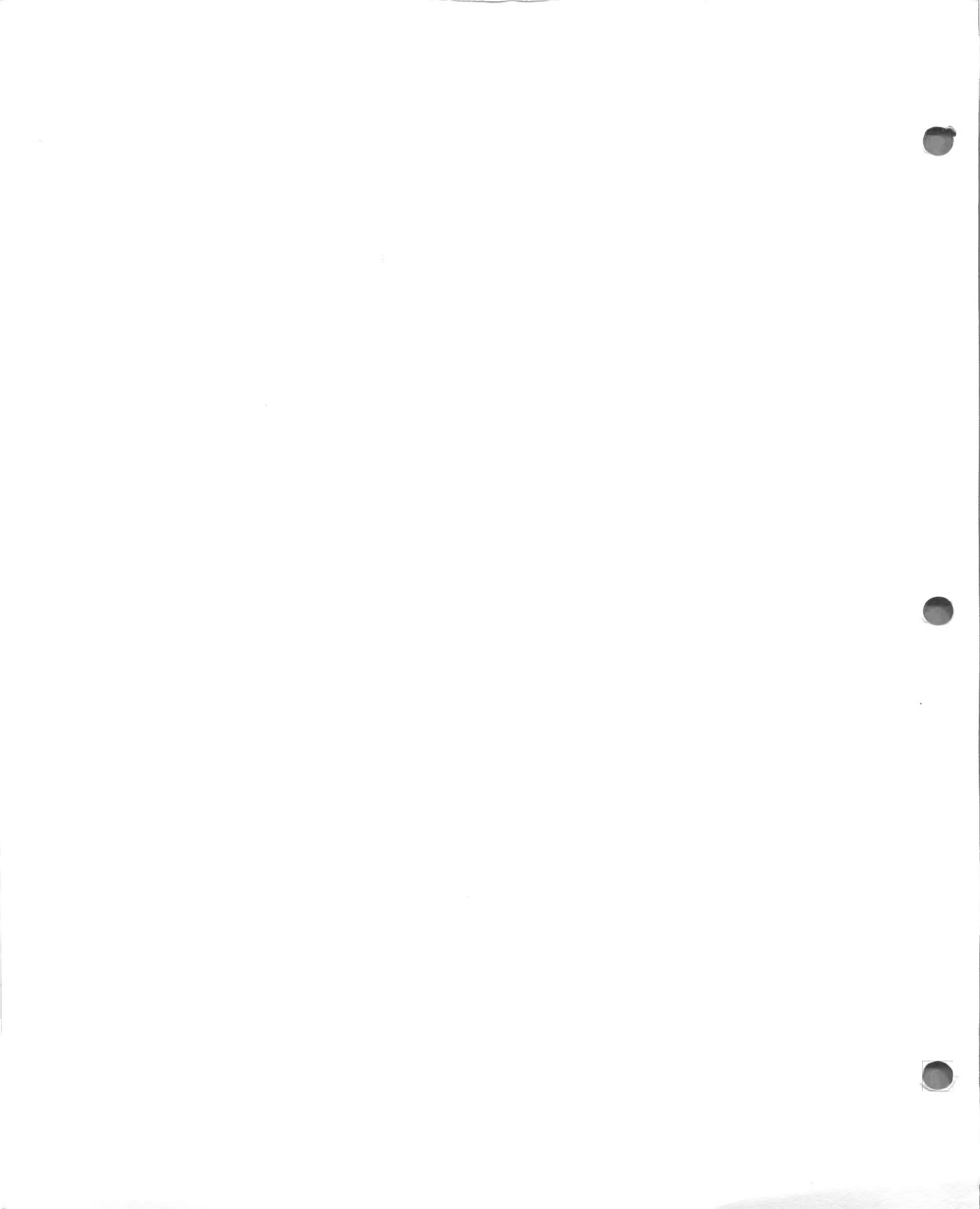
### **HARDWARE REQUIREMENTS**

- ★ APPLE II 48K
- ★ Dual Disk Drives DOS 3.3
- ★ Applesoft in Rom
- ★ Printer Capable of 132 Col.



**Continental  
Software**

11223 S. HINDRY AVENUE  
LOS ANGELES, CA 90045  
(213) 417-8031



# TABLE OF CONTENTS

Step I	- Sending in Your Warranty Card	3
Step II	- Following Instructions	3
Step III	- Preparing Blank Diskettes	3
Step IV	- Starting Up the Program	3
Step V	- Setting Up the System	6
Step VI	- Assigning Account Numbers & Titles for the Payroll Journal	7
Step VII	- Verification of Journal Configuration	10
Step VIII	- Defining Your Company Configuration	11
Step IX	- Entering State & Local Tax Information	12
Step X	- Employee File Maintenance	18
Step XI	- Print Employee List	22
Step XII	- Remake System Information	23
Step XIII	- Changing Tax Tables	24
Step XIV	- Entering State Employment Insurance Data	27
Step XV	- Entering Payroll Information	28
Step XVI	- Edit/Search Payroll Transactions	36
Step XVII	- Print Payroll Journal	38
Step XVIII	- Print Payroll Checks	39
Step XIX	- Close Month	40
Step XX	- Prepare for General Ledger Posting	41
Step XXI	- Remake Payroll Journal Accounts	42
Step XXII	- Start New Month	43
Step XXIII	- Print 941/940/W2/DE3	44
Step XXIV	- Start New Payroll System	46
Step XXV	- Change Pass Words	47
Step XXVI	- Exit Program	48
<b>Sample Reports</b>		See Back

# SYSTEM PASSWORDS

The system has been shipped with a system password — SAFE and a second level password — ENTRY. You must enter these when requested to do so.

After the system is up and running, these may be changed.

The second level password allows entry to:

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION  
MAINTENANCE

**Notice:** Because of the way the APPLE II operates, programs may appear to stop from time to time. Depending on what it was doing at the time, the disk may stop, the printer may stop or the keyboard may “lock.”

When any of these situations occurs, do not panic. Do not press any keys or turn off the power. Wait at least a minute. The program will start up again on its own.

## READ THIS NOTICE

It is strictly up to the user to be certain that rates and limits for Unemployment Insurance and/or Disability Insurance are correct.

Further it is the user's responsibility to read this manual and follow any instructions therein peculiar to the user's state and/or local taxes.

## LIMITED WARRANTY FOR PAYROLL

Although steps have been taken to insure the accuracy of the calculations made by Continental's Payroll System, the user, not Continental Software, nor its **distributor** or its **retailer**, assumes all liabilities regarding the suitability, quality, performance merchantability or fitness for any particular purpose.

This program was created to be used by small companies within the parameters and limitations of the system. It is the user's responsibility to verify all calculations made by the programs supplied. Relying solely on the printouts of the system is strictly at the user's own risk.

Continental Software will not be held liable for direct, indirect, incidental or consequential damages resulting from any defect in the software or its calculations even if Continental Software had been advised of the possibility of such damages.

# STARTING UP FOR THE FIRST TIME

## STEP I — Sending in Your Warranty Card.

Before doing anything else, take a moment to fill out the enclosed warranty card. By doing so, you'll obtain two major benefits:

(1) Upon receipt of your card, you will be sent a duplicate copy of the master program disk. **NOW!! DISKS ARE NO LONGER PROTECTED. MAKE A COPY OF YOUR PROGRAM DISK IMMEDIATELY!** in that as the master program disk supplied with the package is *not* a back-up copy, you to have a back-up copy to protect yourself in the event of damage to your diskette is to send in that card.

(2) The second advantage to sending in your warranty card is that you'll be able to receive updates to the program as they come out as well as announcements of new accounting modules that will interface to your Payroll System. We cannot send you this information if we do not know who you are.

(3) Thirdly, you qualify to purchase additional back-up diskettes for a charge of \$10.00 each.

## STEP II — Following Instructions.

Read this entire manual before attempting to use the system.

Payroll is a complicated program, however, every effort has been made to enable you to "get up and running" as effortlessly as possible. The program itself is completely menu driven and as error proofed as is possible. However, it is still necessary to read the manual carefully and follow the step-by-step instructions exactly. By doing so, you'll find you will encounter a minimum of difficulty in using the system.

## STEP III — Preparing Blank Diskettes.

Using the procedure outlined in your Apple manual, take two blank disks (preferably Dyan Diskettes) and initialize them in Applesoft using DOS 3.3. (see Apple DOS manual). (1) Label one blank disk — "Employees." Label the other blank disk — "Payroll Transactions."

## STEP IV — Starting Up the Program.

On the reverse side of this page starts the instructions for actually starting to use the Payroll program.

The format used is a very simple one to follow. On the left side of each page will be a layout of what you will see on your visual display — to the right of this layout will be step-by-step instructions to follow. Do everything in the sequence described and you will rapidly be "on line" with your new system.

Before going any further, check to be sure that your disk drive controller is in slot #6 and that you have two drives attached. Also have your printer in slot #1. You may change this configuration later if you wish but for now this will make it easier to start learning how to run the program.

# INTRODUCTION

Before starting to use the Payroll System please read through this section which explains some of the limitations and parameters inherent in the program.

Since the computation of payroll taxes is not an exact science, certain algorithms have been included which compute the payroll taxes according to some assumptions made which correspond to the rules set down by the Internal Revenue Service. Withholding tax will be computed based on the marital status and exemptions claimed by the employee. When a "regular" paycheck is issued, the taxes will always be accurate. Problems occur when on a given paycheck more than one "irregular" pay such as bonus and commissions is included and the pay period is not the same as the employee's "normal" pay period.

In such a case it is possible that the withholding tax may not be what you or the employee expects. That is the reason that a manual override has been included in this program. Any amount to appear on the employee's paycheck may be altered by the user BEFORE the check is actually printed.

For example, if Jack Smith, an hourly employee paid weekly is to receive his regular pay (including overtime and premium time) plus a bonus covering six months, a monthly commission and vacation pay covering a year it is simply not possible to obtain an accurate calculation of withholding tax.

Or, if an employee receives a \$5,000 monthly commission included with his regular pay, and does not receive another such check, the withholding probably will not be accurate.

These are extreme examples and are atypical of most payroll checks. They were included here merely to make you aware of what may occur and to emphasize that you may edit any prepared check prior to printing it.

When an employee has indicated that voluntary deductions are to be taken out of every check, they will be taken out only if the check includes some "regular" pay. Again provision has been made to alter the voluntary deductions if desired.

If the employee has requested that additional withholding be taken out of his checks, this will only be done if the check has some "normal" pay included.

Before starting the system, please initialize two blank diskettes in DOS 3.3 Consult you DOS manual on how to do this. These diskettes should be blank — no other data should be on them. Label one disk EMPLOYEES and the other TRANSACTIONS — (MONTH).

## OVERVIEW OF PROGRAMS

1. **Enter Payroll Information** — Used to enter payroll data for one or more employees in preparation for check printing.
2. **Print Payroll Journal** — Prints the Payroll Journal and/or Payroll Register.
3. **Print Payroll checks** — Prints one or more employee checks and updates the quarter and year totals.
4. **Employee Information Maintenance** — Enter new employees, Print employee list, delete terminated employees.
5. **Close Month** — Closes out the month; no further transactions may be entered.
6. **Prepare For General Ledger Posting** — Prepares the external posting file used in conjunction with the General Ledger.
7. **Start New Month** — Prepares diskettes for new month.
8. **Print Payroll Reports** — Prints W2, 941 information, 940 information and California DE3 information.
9. **Start New Payroll System** — Used to create a payroll system for a new company.
10. **Change Tax Tables** — Allows the user to enter new tax tables and payroll tax information.
11. **Change Passwords** — Allows user to protect sensitive information.
12. **Printer Configuration** — Allows user to select proper printer operation.



**PAYROLL SYSTEM**

**BY**

**CONTINENTAL SOFTWARE**

**COPYRIGHT 1981**

**UNAUTHORIZED REPRODUCTION OF  
THIS PROGRAM OR ITS ACCOMPANYING  
MANUAL IS STRICTLY FORBIDDEN**

Now insert the Payroll System program disk in Drive #1 and turn the power on. If you have an Apple II with auto start, the disk will "boot" automatically. If not, go through the "boot" procedure for your "flavor" of Apple.

When the program disk is booted the screen at the left will appear. This is the main screen for the Payroll System.

**NEVER** put a write protect  
tab on any disk  
used with this system.

# Password



Enter SAFE then <RETURN>.  
Passwords may be changed. See main menu  
selection L.

# Main Menu

Select M. Printer Configuration. See the following page.

One final note. If for some reason the Main Selection Menu does not appear after you boot the disk, it is because this isn't the first time the system has been run. It is possible that the dealer that you purchased it from used the package to demonstrate it to another prospective customer, possibly even yourself. A file on the diskette indicates to the program that the system is partly initialized. No need to panic. We have made provisions to restart the system. If this has happened to you, read the following steps carefully to restore your disk to its original condition. First, boot the program disk. When you are asked to insert the data disk, hit reset or <CTRL>Reset. After that, you should have an Applesoft prompt (!). Now, type **LOAD MAKE FT, D1**. When you have the prompt again, type **RUN 1000**. After the disk drive s ops, you may use the program as usual.

PAYROLL SYSTEM  
STATE CODE CA

\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N)

# Printer Configuration

HARDWARE CONFIGURATION  
REFER TO SECTION IN MANUAL.

A PRINTER SLOT #1

B SERIAL OR P/ARALLEL CARD? P

C SUPPRESS LINE FEED? (Y/N) N

ASCII CODE(S) FOR 132-COLUMN FORMAT

D 15 E 0 F 0 G 0 H 0

ASCII CODE(S) FOR 80-COLUMN FORMAT

I 18 J 0 K 0 L 0 M 0

LETTER TO EDIT (A-M)

X(CANCEL)

R(RECORD)

ENTER SELECTION

\* \* NOTE: Example screen shows proper setup for an Epson MX-80.

If your printer does not appear here then consult your printer manual. Be sure to indicate B Serial or P/parallel and if you are using 8½" or 14" wide paper press R(Record) when done.

	132-column												80-column											
	8-1/2"						14"						80-column											
	D	E	F	G	H	I	D	E	F	G	H	I	D	E	F	G	H	I	J	K	L	M		
EPSON MX 100	15	0	0	0	0	0	OR	18	0	0	0	0	18	0	0	0	0	18	0	0	0	0		
EPSON MX-80	15	0	0	0	0	0		NA	-	-	-	-	18	0	0	0	0	18	0	0	0	0		
EPSON MX-70	0	0	0	0	0	0		NA	-	-	-	-	18	0	0	0	0	18	0	0	0	0		
TI 810/820	27	55	0	0	0	0		27	54	0	0	0	27	54	0	0	0	27	54	0	0	0		
IDS 445	31	0	0	0	0	0		NA	-	-	-	-	29	0	0	0	0	29	0	0	0	0		
IDS 460	31	0	0	0	0	0		NA	-	-	-	-	29	0	0	0	0	29	0	0	0	0		
IDS 560	31	0	0	0	0	0		29	-	-	-	-	29	0	0	0	0	29	0	0	0	0		
ANADEX 9501	24	20	0	0	0	0		24	18	0	0	0	24	18	0	0	0	24	18	0	0	0		
NEC 8023A	27	81	0	0	0	0		NA	-	-	-	-	27	81	0	0	0	27	81	0	0	0		
OKIDATA M-80	29	0	0	0	0	0		NA	-	-	-	-	30	0	0	0	0	30	0	0	0	0		

\*NOTE: You may select 14" or 8½" paper format. Some printers do not have a 14" option (NA). RETURN alone is the same as zero. The numbers in D-M are the ASC II values (See next page) eg. 27 = "ESC", 15 = "CTRL", and 55 = "7".

# Start New System

PAYROLL SYSTEM  
STATE CODE CA  
\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. **START NEW PAYROLL SYSTEM**
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N)

Select J. START NEW PAYROLL SYSTEM.

# STEP V — Setting Up The System

CURRENT MONTH (1-12) 3  
CURRENT YEAR (YY) 81  
OVERTIME FACTOR EXAMPLE (1.5) 1.5  
PREMIUM FACTOR EXAMPLE (2.0) 2.0  
NORMAL HRS./WEEK EXAMPLE (40) 40  
PAYROLL CASH ACCNT A/C# (1000's) 1040  
IS EVERYTHING OK (Y/N)? Y

If this is the first time you are using the system, or if you wish to change the set up of the system, select "Y".

Enter the information requested. Press "Y" when everything is OK.

\* If you are using Continental's General Ledger package be sure that the account number for the Payroll Cash account is the one you specified in the General Ledger Chart of Accounts.

# STEP VI — Assigning Account Numbers And Titles For The Payroll Journal

PAYROLL SYSTEM CONFIGURATION	
ACC. NAME	ACC NUMBER
A SALARIES	A 5010
B OVERTIME	B 5020
C VACATION	C 5030
D COMMISSIONS	D 5040
E BONUS	E 5050
F HOLIDAY	F 5060
G BIRTHDAY	G 5070

HIT RETURN IF ALRIGHT  
OR LETTER TO CHANGE

One by one enter the account numbers to correspond to the account names. These account numbers must be in the 5000s. For items C through G type in the account names desired or press return if you wish to skip an item. Again, be sure the account numbers correspond to the General Ledger's Chart of Accounts if you are using it as part of your system.

Hit return if all right or press the letter to change the line desired.

# STEP VI — Assigning Account Numbers And Titles For The Payroll Journal (Cont.)

PAYROLL SYSTEM CONFIGURATION	
ACC. NAME	ACC. NUMBER
H PAYROLL TAXES	H 5100
I FICA EMPLOYEE	I 2100
J FICA EMPLOYER	J 2110
K FED INC TAX	K 2120
L STATE INC TAX	L 2130
M SDI (STATE DIS INS)	M 2140
N FUI (FED UNEMP INS)	N 2150

HIT RETURN IF ALRIGHT  
OR LETTER TO CHANGE

The account number for Payroll Taxes must be in the 5000s. The account numbers for the payroll tax liabilities must be in the 2000s.

Hit return if all right or press the letter to change the line desired.



# STEP VI — Assigning Account Numbers And Titles For The Payroll Journal (Cont.)

PAYROLL SYSTEM CONFIGURATION	
ACC. NAME	ACC. NUMBER
O SUI (STATE UNEMP INS)	O 2160
P LOCAL INC TAX	P 2200
Q U.S. SAVINGS BONDS	Q 2210
R HOLIDAY CLUB	R 2220
S HEALTH INSURANCE	S 2230
T ANNUITIES	T 2240
U VACATION CLUB	U 2250

HIT RETURN IF ALRIGHT  
OR LETTER TO CHANGE

Items "O" and "P" must be in the 2000's. Items Q through U may be any account number except in the 3000's. Enter the account name, press return then enter the account number and press return. These items are the voluntary deductions to be used by employees for such items as are shown. Press return if all right or press the letter to change the line desired.

# STEP VII – Verification of Journal Configuration



DO YOU WANT TO REVIEW  
THE ACCOUNTS (Y/N) N

If you wish to review the accounts, press "Y" or press "N" to continue on.

**REMEMBER >** If you are using Continental's General Ledger and wish to post to it automatically, be sure that ALL the account numbers entered above exist in the General Ledger Chart of Accounts.

# STEP VIII — Defining Your Company Configuration

COMPANY NAME ROMAN BUSINESS PRODUCTS  
ADDRESS 1234 MAIN ST.  
CITY ANYTOWN  
STATE CA  
ZIP CODE 99999  
FED. TAX ID # 95-1111111  
STATE TAX ID # 11-1111111

IS EVERYTHING OK? (Y/N) Y

To set up the Payroll System for your company, answer the questions as they appear on the screen. Refer to page 8 for printer configuration if you haven't already done so.

# STEP IX – Entering Employee Information



Assuming this is the first time you are using the system, there will be no employees on file. Press any key to continue.

**WARNING!**  
LIMIT NUMBER OF EMPLOYEES TO  
50 IF PAID ON A WEEKLY BASIS.

# STEP IX — Entering Employee Information (Cont.)

This screen will appear every time an employee is entered. Employee numbers are automatically assigned. Enter the information requested for each item. Certain items are required while others are optional. Optional items are items G through N, T through V and Y through Z.

D RESIDENT applies to New York and New Jersey. Enter "R" or "N" as required.

F TERM is for a termination date.

To skip a phone number, enter "\*" in the first position. To skip the area code only, press return. Entering a "\*" for item I or item Z will move the cursor to the EXT. Press return to skip the extension. D Resident R or N (only important for those states that require residency for tax purposes.)

If the person's social security number (item C) is unknown, enter "\*" in the first character.

Item O STATUS refers to marital status. Enter S for single, M for married or H for head of household. Items P EXEMPTS refers to tax exemptions. Entering a 99 will cause the tax tables to be ignored for the kind of tax specified. The first is Federal, next is State. The third is for either additional state (for California) or for local tax for those localities levying such tax. 2 digits required. Example 02.

Item Q is for those employees wishing to have additional withholding tax taken out over and above the regular tax on "normal" checks. Item S/H designates an employee as salaried or hourly. Enter S (salaried or H) hourly then the salary or hourly rate as required.

ROMAN BUSINESS PRODUCTS      EMPLOYEE  
NO. 1

A FIRST NAME JOE  
B LAST NAME BLACK  
C SOC. SEC. # 111-11-1111 D RESIDENT R  
E DATE HIRED 11/30/81 F TERM.  
G DEPT. 30 H TITLE: SALESMAN  
I OFF. # 222-333-1111 EXT. 1111  
J ADDRESS 1233 HAWTHORNE  
K CITY ANYTOWN  
L STATE CA M ZIP CODE 99999  
N HOME PHONE 222-111-2222  
O STATUS M P EXEMPTS. F. 02 S 03 S+ 01  
ADDNL. W/H TX: Q F > 10.00 R S > 20.00  
S S/H S RATE 3000.00  
T MISC. DED. #1 1 AMOUNT 25.00  
U MISC. DED. #2 2 AMOUNT 10.00  
V MISC. DED. #3 3 AMOUNT 50.00  
W PAY PERIOD M X FICA EXEMPT N  
EMERGENCY CONTACT  
Y NAME SANDRA BLACK  
Z PHONE 111-222-1111 EXT. 33333  
PRESS (A-Z) <CTRL> -0

# STEP IX -- Entering Employee Information (Cont.)

## MISCELLANEOUS DEDUCTIONS

- 1. INSURANCE
- 2. CREDIT UNION
- 3. US BONDS
- 4. STOCK MARKET
- 5. HEALTH INSURANCE

T MISC. DED. #1    AMOUNT -----  
U MISC. DED. #2    AMOUNT  
V MISC. DED. #3    AMOUNT  
W PAY PERIOD      X FICA EXEMPT  
Y NAME            EMERGENCY CONTACT  
Z PHONE           EXT.  
PRESS (A-Z) <CTRL>-0 '\* ' TO DELETE

Enter the voluntary deductions in items T through V from the list you designated when the system was configured. Press return if none is desired. Item W is pay period. This may be Daily, Weekly, Biweekly, Semimonthly or Monthly. Press any key A-Z to correct the item desired or press <CTRL> > O if everything is ok.

# STEP IX — Entering Employee Information (Cont.)

DO YOU WISH TO ENTER QUARTER  
AND YEAR TO DATE INFORMATION  
FOR THIS EMPLOYEE? Y

If you wish to enter quarter and/or year to date information enter Y. If not, enter N.

# STEP IX — Entering Employee Information (Cont.)

		<u>TOTAL WAGES PAID</u>	
		<u>QTR./DATE</u>	<u>YEAR/DATE</u>
GROSS WAGES	A	0.00	K 0.00
OVERTIME PAY	B	0.00	L 0.00
LOCAL W/H	C	0.00	M 0.00
FEDERAL W/H	D	0.00	N 0.00
STATE W/H	E	0.00	O 0.00
FICA	F	0.00	P 0.00
FUTA	G	0.00	Q 0.00
SDI	H	0.00	R 0.00
SUI	I	0.00	S 0.00
WEEKS WORKED	J	0	T 0

Enter the amounts desired for quarter and/or year to date. Press A-T to change an item or press <<CTRL>> O if ok.

Note: OVERTIME PAY is included in GROSS WAGES.

PRESS (A-T) TO CHANGE, < CTRL > - 0 IF OK



# STEP IX — Entering Employee Information (Cont.)

ROMAN BUSINESS PRODUCTS	EMPLOYEE NO. 2
A FIRST NAME #	-----
B LAST NAME	
C SOC. SEC. #	D RESIDENT
E DATE HIRED	F TERM.
G DEPT.	H TITLE:
I OFF. #	EXT.
J ADDRESS	
K CITY	
L STATE	M ZIP CODE
N HOME PHONE	
O STATUS	P EXEMPTS. F. S S+
ADDNL. W/H TX:	Q F > RS >
S S/H RATE	
T MISC. DED. #1	1 AMOUNT
U MISC. DED. #2	2 AMOUNT
V MISC. DED. #3	3 AMOUNT
W PAY PERIOD	X FICA EXEMPT
Y NAME	EMERGENCY CONTACT
Z PHONE	EXT.

When through entering employees, enter a “#” to terminate in the first name field.

NOTE: You must enter at least one employee. You may come back to this section from the main menu.  
WARNING: Exit only by proper methods.

NOTE: Changing an hourly employee's pay rate **after** a check has been written will cause erratic amounts to be printed when a PAYROLL JOURNAL is printed.

# STEP X — Employee File Maintenance

**\*\* EMPLOYEE FILE MAINTENANCE \*\***

**ROMAN BUSINESS PRODUCTS**

1. ADD EMPLOYEES
2. EDIT/SEARCH EMPLOYEE INFORMATION
3. SORT EMPLOYEES
4. CHECK NUMBER OF EMPLOYEES
5. PRINT EMPLOYEE LIST
6. REMAKE SYSTEM INFORMATION
7. RETURN TO MAIN MENU

PLEASE SELECT (1-7) 2

Select "2" to EDIT/SEARCH EMPLOYEE INFORMATION.

## STEP X -- Employee File Maintenance (Cont.)

### SEARCH/EDIT MENU

- A. LAST NAME
- B. SOCIAL SECURITY #
- C. RESIDENT
- D. DATE HIRED
- E. DEPARTMENT
- F. TITLE
- G. MARITAL STATUS
- H. SALARIED/HOURLY
- I. SALARY/RATE
- J. PAY PERIOD
- K. FICA EXEMPT
- L. EMPLOYEE NUMBER
- M. SEQUENTIAL SEARCH
- N. RETURN TO MENU

PLEASE MAKE SELECTION (A-N)

Employees may be searched and hence the information edited if desired by one of the items shown. Enter the item desired as the search key and press return. Now enter the search key itself or employee number.

The employees that fit the search key will be displayed using the same screen as the screen to add employees. Make any changes desired or press < <CTRL > > O if ok.

When through, press N to return to the menu.

**SPECIAL NOTE:** Employees may be deleted in January only if 1) they have been terminated and 2) no transactions have been entered for any employees. To accomplish this enter a "\*" when the employee's file is displayed.

# STEP X — Employee File Maintenance (Cont.)

ADD/CHANGE, DELETE SORTED CUSTOMER FILE

- A. EMPLOYEE NAME
- B. SALARIED OR HOURLY
- C. TITLE
- D. FICA EXEMPT
- E. DEPARTMENT
- F. PAY PERIOD
- G. SENIORITY
- H. RETURN TO MENU

ENTER CHOICE (A-H)

To sort the employees press 3. SORT EMPLOYEES on the EMPLOYEE FILE MAINTENANCE menu.

When the program is loaded, select the method of sorting. Selecting the seniority option will sort the employees in order of hire date. Up to three sort files may be active at any time.

When through, return to the menu.

NOTE: Single field sorts **only** are allowed.

At least three employees must be entered before a sort is performed.

## STEP X — Employee File Maintenance (Cont.)

THERE ARE 1 EMPLOYEES ON FILE  
99 EMPLOYEES MAY BE ADDED  
HIT ANY KEY TO RETURN TO MENU

Select 4. CHECK NUMBER OF EMPLOYEES to  
see how many are on file.

# STEP XI — Print Employee List

PRINT EMPLOYEE LIST

EMPLOYEE LIST MAY BE PRINTED  
BY EMPLOYEE # OR SORTED ORDER  
PLEASE CHOOSE FROM BELOW

- A. EMPLOYEE # ORDER
  - B. SORTED ORDER
  - C. RETURN TO MENU
- ENTER CHOICE

Select 5. PRINT EMPLOYEE LIST to print the employee list as desired. The employee list may be printed by sort file or sequentially. In addition, the list may show just the master file information, quarter and/or year totals.

An input sheet may be printed to aid in payroll preparation.

# STEP XII -- Remake System Information

**\*\* EMPLOYEE FILE MAINTENANCE \*\***

## ROMAN BUSINESS PRODUCTS

1. ADD EMPLOYEES
2. EDIT/SEARCH EMPLOYEE INFORMATION
3. SORT EMPLOYEES
4. CHECK NUMBER OF EMPLOYEES
5. PRINT EMPLOYEE LIST
6. REMAKE SYSTEM INFORMATION
7. RETURN TO MAIN MENU

PLEASE SELECT (1-7) 2

Select 6. REMAKE SYSTEM INFORMATION.  
Use this option to change the company information.  
Now, select 7. RETURN TO MAIN MENU. If you  
wish to sort you may do so at this time.

# STEP XIII — Changing Tax Tables

PAYROLL SYSTEM  
STATE CODE CA

\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) K

If this is the first time the system is being used, the program will automatically load the module to start a new month.

When this has been accomplished, hit any key to continue.

\* NOTE: In the future months you will need two blank initialized disks to start the month.

The MAIN SELECTION MENU will now appear. Select K. CHANGE TAX TABLES then press R to Run the program.

NOTE: Change tax tables (K) if the state desired is not displayed at the top of the screen and be sure to check the state employe(r) values also on page 27 "Entering State Information."



# STEP XIII — Changing Tax Tables (Cont.)

## TAX TABLE MAINTENANCE PROGRAM

1. FEDERAL EMPLOYE(R) TAX DATA
  2. STATE EMPLOYE(R) TAX DATA
  3. ENTER LOCAL TAX DATA
  4. ENTER FEDERAL TAX TABLES
  5. EXIT PROGRAM
- ENTER CHOICE (1-5) 5

Insert the TAX DATA disk in drive 2 when requested.

**CAUTION >** The disk sent to you has the correct tax tables on file. Using this program without due care may cause unpredictable changes in the computation of the payroll taxes. However, this program **must** be used to enter the proper rates and limits for State Unemployment Insurance, State Disability Insurance and Local Tax Data.

# STEP XIII — Changing Tax Tables (Cont.)

FEDERAL SINGLE TAX TABLE

	WAGES OVER	NOT OVER	WITHHOLD	+ PCT
A	0	1420	0.00	0%
B	1420	3300	0.00	15%
C	3300	6800	282.00	18%
D	6800	10200	912.00	21%
E	10200	14200	1626.00	26%
F	14200	17200	2666.00	30%
G	17200	22500	3566.00	34%
H	22500	LAST	5368.00	39%
I				
J				
K				
L				
M				
N				
O				

ENTER LETTER TO CHANGE (A-O)  
 ENTER <CTRL-O> IF OK

The table shown is an example of the tax tables used to compute withholding tax. These are annual tax tables. Notice that the final line contains the word LAST in the NOT OVER column.

NOTE: Only Federal tables may be changed. Updates for changes in state tax laws may be obtained through Continental's Tax Update Service. Federal changes are also included in the service.

# Federal Information

## FEDERAL EMPLOYEE(R) TAX DATA

- A FICA RATE 6.7%
- B FICA LIMIT 32400
- C FUTA RATE .7%
- D FUTA LIMIT 6000
- E EXEMPTION 1000

ENTER LETTER TO CHANGE (A-E)  
ENTER 'O' IF OK

If these values are not current, then they should be changed.

# STATE CODES AND INSTRUCTIONS

STATE CODE	NAME	STATE CODE	NAME
AK	ALASKA	NE	NEBRASKA
AL	ALABAMA	NH	NEW HAMPSHIRE
AR	ARKANSAS	NJ	NEW JERSEY
AZ	ARIZONA		* Enter 99 for state exemptions if not subject to New Jersey state tax. Enter 99 for S + exemptions if not subject to New Jersey state emergency transportation tax.
CA	CALIFORNIA	NM	NEW MEXICO
CO	COLORADO	NV	NEVADA
CT	CONNECTICUT	NY	NEW YORK
DC	WASHINGTON, D.C.		* Every employee is presumed to be both a state and New York City Resident. Enter "N" for resident to deduct non-resident New York City tax. Enter 99 for S + exemptions to override New York City tax.
DE	DELAWARE		
FL	FLORIDA	OH	OHIO
GA	GEORGIA	OK	OKLAHOMA
HI	HAWAII	OR	OREGON
IA	IOWA	PA	PENNSYLVANIA
ID	IDAHO		Program will handle one combined per cent for any or all local taxes.
IL	ILLINOIS	RI	RHODE ISLAND
IN	INDIANA	SC	SOUTH CAROLINA
KS	KANSAS	SD	SOUTH DAKOTA
KY	KENTUCKY	TN	TENNESSEE
	Local Taxes: Program designed for per cent only. Use Misc. Deduction if flat amount.	TX	TEXAS
LA	LOUISIANA	UT	UTAH
MA	MASSACHUSETTS	VA	VIRGINIA
	Add one more exemption if employee is blind.	VT	VERMONT
MD	MARYLAND	WA	WASHINGTON
	Enter local tax rate. Program will not compute taxes for Maryland residents working in Delaware.		Enter Washington combined tax as local tax rate. The program will divide rate by 2. Ignore % sign on screen.
ME	MAINE	WI	WISCONSIN
MI	MICHIGAN	WV	WEST VIRGINIA
MN	MINNESOTA	WY	WYOMING
MO	MISSOURI		* Enter changes from Employee Maintenance (Main Menu Selection D)
MS	MISSISSIPPI		
MT	MONTANA		
NC	NORTH CAROLINA		
	Enter exemption in state exemption field as follows: E.G. 5100 enter 5 1		
ND	NORTH DAKOTA		

# STEP XIV --Entering State & Local Tax Information

## STATE EMPLOYE(R) TAX DATA

- A STATE NAME: CA
- B SDI RATE: 6%
- C SDI LIMIT: 14900
- D SUI RATE: 2.3%
- E SUI LIMIT: 6000

ENTER LETTER TO CHANGE (A-E)  
ENTER 'O' IF OK

Select 2. STATE EMPLOYE(R) TAX DATA.  
Enter the two-letter code for your state, the SDI (State Disability Insurance) rate and SDI limit and the SUI (State Unemployment Insurance) rate and SUI limit. Enter 0 if these items do not apply to your state.

NOTE: Be sure to select appropriate state values for B F.

## LOCAL INCOME TAX DATA

- A LOCAL NAME: FRESNO
- B LOCAL RATE: 1.5%

ENTER LETTER TO CHANGE (A-B)  
ENTER 'O' IF OK

Select 3. LOCAL TAX INFORMATION.  
Enter the name of the locality and the tax rate if applicable.

# STEP XV — Entering Payroll Information

## PAYROLL PREPARATION MENU

### ROMAN BUSINESS PRODUCTS

- 1) EMPLOYEE
- 2) PAY PERIOD
- 3) SALARIED/HOURLY
- 4) DEPARTMENT
- 5) SEARCH/EDIT/VOID
- 6) RETURN TO MAIN MENU

SELECT (1-6) 1

From the MAIN SELECTION MENU select A.  
ENTER PAYROLL INFORMATION then R to R)un  
the program. Payroll checks may be prepared by  
any of the items (1-4) shown on the screen.

## STEP XV -- Entering Payroll Information (Cont.)

PAYROLL BY EMPLOYEE: 0 FOR ALL: # TO END  
EMPLOYEE LAST NAME BLACK

Select 1. EMPLOYEE. Enter the employee number or last name or enter a 0 for all employees.  
NOTE > > Only one paycheck may be prepared for an employee at a session. Before another check may be prepared, the check must be printed or the preparation must be cancelled.

## STEP XV — Entering Payroll Information (Cont.)

PAYROLL BY EMPLOYEE: 0 FOR ALL: # TO END  
EMPLOYEE LAST NAME JOE BLACK  
OK (O) CANCEL (X) OR REDO (R) > > 0

The program will display the employee to be processed.

Press return to accept the name or space bar to search for another.

Press O if ok, X to cancel or R to redo.



# STEP XV — Entering Payroll Information (Cont.)

PAYROLL INFORMATION  
NAME: JOE BLACK  
PAY PER: MONTHLY SALARIED  
SOCIAL SECURITY # 111-11-1111  
DEPT. 30  
REG. SALARY 3000.00

- 1) REGULAR SALARY
- 2) NON-REGULAR
- 3) NOT TO BE PAID
- 4) CANCEL

SELECT 1-4 > > 2

This screen shows a salaried employee. If the check is "regular" press 1. If the check is to include some miscellaneous pay or ONLY miscellaneous pay press 2.

# STEP XV -- Entering Payroll Information (Cont.)

PAYROLL INFORMATION  
NAME: JOE BLACK  
PAY PER: MONTHLY SALARIED  
A) SALARY 3000.00

MISC. SALARIES	AMOUNT	PD	NO.
B) VACATION	500.00	M	12
C) BONUS	2000.00	M	3
D) COMMISSIONS	1000.00	M	1

TOTAL \$ 6500.00

OK (O) CANCEL (X) REDO (R)  
OR LETTER TO CHANGE > >

Now, enter the type of pay, amount, period pay  
D)aily, W)eekly, B)iweekly, S)emimonthly or  
M)onthly) and the number of periods the  
miscellaneous pay covers. For example the first item  
shows VACATION in the amount of \$500.00 cover-  
ing 12 months.

Enter O if ok, X to cancel or R to redo.

# STEP XV — Entering Payroll Information (Cont.)

PAYROLL BY EMPLOYEE: 0 FOR ALL: # TO END

EMPLOYEE LAST NAME # \_\_\_\_\_

If an hourly employee is to be processed, hours may be entered for regular, overtime and premium time if desired.

When through enter a #. At this point the program will complete the paychecks for all employees processed during this session.

Employees may be processed in a similar manner by 2)PAY PERIOD, 3) SALARIED /HOURLY or 4) DEPARTMENT.

COMPUTING TAXES

The message at the left will flash until the taxes are computed for the checks prepared in this session.

# STEP XV — Entering Payroll Information (Cont.)

PAYROLL PREPARATION MENU

ROMAN BUSINESS PRODUCTS

- 1) EMPLOYEE
- 2) PAY PERIOD
- 3) SALARIED/HOURLY
- 4) DEPARTMENT
- 5) SEARCH/EDIT/VOID
- 6) RETURN TO MAIN MENU

SELECT (1-6) 5

For now, select 5) SEARCH/EDIT/VOID.

## STEP XV -- Entering Payroll Information (Cont.)

DO YOU WANT A PREVIOUS MONTH (Y/N) N

If this is not the first month the system is being used, you have the option to process a diskette from a previous month. This option is available to allow looking at or voiding checks from previous months. If a check is voided from a previous month, the quarter and year totals will be corrected and the transaction will appear on this month's register as a negative entry. Enter N.

# STEP XVI — Edit/Search Payroll Transactions

## SEARCH KEYS

- 1) EMPLOYEE .....
- 2) (H)/(S) .....
- 3) PAY PER .....
- 4) DEPARTMENT .....
- 5) CHECK # .....
- 6) CHECK DATE .....
- 7) CHECK AMT. ....
- 8) TRANS # .....1 (1-7)
- 9) MENU

TO CANCEL ENTER > > X  
IF OK ENTER > > 0  
SELECT CHOICES (1-9)  
TO SEARCH > > 8

Entries may be searched by any combination of  
the first seven keys or by transaction number.

# STEP XVI — Edit/Search Payroll Transactions (Cont.)

```

CHECK PREPARED                TRANS >> 3
PAYROLL INFORMATION PAY PD.: WEEKLY
NAME: BOB SMITH HOURLY
SOCIAL SECURITY # 123-56-6766 DEPT. 30
REG. SALARY 40 HOURS X 10.00 = $400.00

A) NORMAL          35    RATE          TOTAL
B) OVER           5    10.00         350.00
C) PREMIUM        5    75.00          75.00
MISC. SALARY      5    100.00         100.00
D) BONUS          1000.00    PD NO
E)                                     M 1
F)

GROSS PAY >> 1525.00

DEDUCTIONS AMOUNT MISC. AMOUNT
G) FICA 101.41 L) SDI 9.15
H) FED W/H 452.10 M) I 55.00
I) ST W/H 90.17 N) 0.00
J) LOCAL 0.00 P) 0.00
K) PD ENDING 05/31/81 NET PAY 817.17
OK (O) VOID (V) CANCEL (X)
REDO (R) OR LETTER TO CHANGE >>
    
```

The message on the first line shows the status of the transaction: CHECK PREPARED, CHECK WRITTEN, CHECK VOIDED or PREPARATION CANCELLED will be shown. At this point, if the CHECK PREPARED message is shown the data may be changed if desired. This option allows you to tailor the check if, for example, a manual check was written and you wish the data to show the amounts on that check.

If this is the case and FICA or (in some states) SDI had been incorrectly computed, the quarter and year totals as well as the amounts on the NEXT check will be automatically corrected to what it should be. Otherwise, corrections may be made to either federal or state withholding tax (in some states) as desired.

The transaction may be voided or if changes were made press O if ok or R to redo as desired. Pressing X to cancel will return to the search/edit/void menu. When through, press ) MENU. Now, press 6) RETURN TO MAIN MENU

# STEP XVII — Print Payroll Journal

## ROMAN BUSINESS PRODUCTS

### PRINT PAYROLL JOURNAL

1. ENTIRE MONTH
  2. PREPARED CHECKS ONLY
  3. PRINTED CHECKS ONLY
  4. EXIT
- ENTER CHOICE (1-4)

### PRINT JOURNAL BY ...

1. PAY PERIOD
  2. DEPARTMENT
  3. SALARIED/HOURLY
  4. SEQUENTIAL
  5. RETURN TO MENU
- ENTER CHOICE (1-5)

Select B. PRINT PAYROLL JOURNAL then press R to R)un.

This program has several uses. It may be used to determine much the payroll tax liability is. To accomplish this select 3. PRINTED CHECKS ONLY then 4. SEQUENTIAL. Now, enter the range of dates desired. The other options from the primary menu will allow you to see 1. ENTIRE MONTH or 2. PREPARED CHECKS ONLY. The next menu allows you to see within the choice already entered. Date is the Issue Date not Preparation Date.

1. PAY PERIOD, 2. DEPARTMENT or 3. SALARIED/HOURLY.

The heading PAYROLL REGISTER will be printed for all options other than the combination of 1. ENTIRE MONTH and 4. SEQUENTIAL. In that case, the heading PAYROLL JOURNAL will be printed.



# STEP XVIII — Print Payroll Checks

PAYROLL CHECK MENU

PRINT CHECKS BY > >

- 1) EMPLOYEE
- 2) PAY PERIOD
- 3) SALARIED/HOURLY
- 4) DEPARTMENT
- 5) EXIT

PLEASE SELECT (1-5) 1

Select C. PRINT PAYROLL CHECKS then press R to R)un.

This program has two purposes. It is used to print the payroll checks if desired and it updates the quarter and year totals. The operation of this program is very similar to A. ENTER PAYROLL INFORMATION. Payroll checks may be printed by employee, pay period, salaried/hourly or department. Checks will be numbered automatically and will start with the check number indicated unless a new check number is entered. All checks will bear the same date unless checks are processed one at a time.

Checks do not have to be printed and if they are, they may be printed on custom checks or on plain paper. This must be run to update year-to-date files.

# STEP XIX — Close Month

PAYROLL SYSTEM  
STATE CODE CA

\*\* MAIN SELECTION MENU \*\*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) E

Select E. CLOSE MONTH.

This program closes the payroll journal for the month. No more transactions may be entered.

# STEP XX — Prepare For General Ledger Posting

PAYROLL SYSTEM  
STATE CODE CA

\*\* MAIN SELECTION MENU \*\*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) F

Select F. PREPARE FOR GENERAL LEDGER POSTING.

This program is used to create an external posting file for use with Continental's General Ledger. The month must be closed before running this program.

# STEP XXI — Remake Payroll Journal Accounts

PAYROLL SYSTEM  
STATE CODE CA  
\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) G

Select G. REMAKE PAYROLL JOURNAL ACCOUNTS.

This program is used to renumber or rename the payroll journal accounts. It may only be used after the month is closed and before a new month is started.

# STEP XXII — Start New Month

PAYROLL SYSTEM  
STATE CODE CA

**\*\* \* MAIN SELECTION MENU \* \***

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DF3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) | |

Select H. START NEW MONTH.

One initialized disk must be prepared before using this program. Consult the Apple DOS 3.3 manual on how to do this.

NOTE: In April, July and October, employee quarter totals will be set to 0. In January, both employee quarter and year totals will be set to 0.

# STEP XXIII — Print 941/940/W2/DE3

PAYROLL SYSTEM  
STATE CODE CA

\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) I

Select I. PRINT 941/940/W2/DE3.

# STEP XXIII — Print 941/940/W2/DE3 (Cont.)

## ROMAN BUSINESS PRODUCTS

### PAYROLL REPORTS MENU

1. 941 INFORMATION
  2. 940 INFORMATION
  3. PRINT WS(S)
  4. STATE EMPLOYEE TAXES REPORT
  5. LOCAL TAXES REPORT
  6. EXIT
- ENTER CHOICE (1-6)

Select the report desired and follow the subsequent instructions as they appear on the screen.

When through, select 6. EXIT to return to the MAIN SELECTION MENU.

# STEP XXIV — Start New Payroll System

PAYROLL SYSTEM  
STATE CODE CA  
\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) J

Select J. START NEW PAYROLL SYSTEM.  
Two blank initialized disks are required. Consult the Apple DOS 3.3 manual on how to do this.  
NOTE: No further transactions can be processed — even on previous disks — until the process has been completed.  
Return to page 7.



# STEP XXV — Change Passwords

PAYROLL SYSTEM  
STATE CODE CA

\* \* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. PRINTER CONFIGURATION
- N. EXIT

ENTER CHOICE (A-N) L

Select L. CHANGE PASSWORDS.

The system and/or second level passwords may be changed as desired. Up to six characters may be entered for each.

# STEP XXVI -- Exit Program

PAYROLL SYSTEM  
STATE CODE CA

\* \* MAIN SELECTION MENU \* \* \*

- A. ENTER PAYROLL INFORMATION
- B. PRINT PAYROLL JOURNAL
- C. PRINT PAYROLL CHECKS
- D. EMPLOYEE INFORMATION MAINTENANCE
- E. CLOSE MONTH
- F. PREPARE FOR GENERAL LEDGER POSTING
- G. REMAKE PAYROLL JOURNAL ACCOUNTS
- H. START NEW MONTH
- I. PRINT 941/940/W2/DE3
- J. START NEW PAYROLL SYSTEM
- K. CHANGE TAX TABLES
- L. CHANGE PASSWORDS
- M. EXIT
- N. EXIT

ENTER CHOICE (A-N) M

Select M. EXIT.

Be sure to copy both the employee and transaction disks to protect your data.

It is suggested that you use a high quality diskette e.g., Dysan or Maxell and that you maintain at least two sets of back-ups. Use Apple's Copy or CopyA on the 3.3 System Master, as the date diskettes are unprotected.

# IF YOU HAVE PROBLEMS

While extraordinary steps have been taken to make this program as easy-to-use and as error proofed as possible it is still conceivable that you could encounter a problem. If you do, fill out the enclosed problem report form and return it to us or phone (213) 417-8031. Your program will be diagnosed and the solution given to you as quickly as possible.

Should an error occur in program operation, please refer to your DOS 3.3 manual for an explanation of the error encountered.

## CONTINENTAL SOFTWARE CO. PROBLEM REPORT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

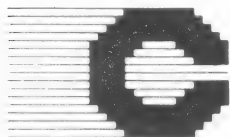
DATE OF PURCHASE: \_\_\_\_\_

WARRANTY CARD NO. \_\_\_\_\_

PROBLEM DESCRIPTION: \_\_\_\_\_

SYSTEM CONFIGURATION: (Please describe EXACT hardware configuration, including ALL peripherals, slot numbers, etc.)

RETURN THIS FORM, TOGETHER WITH SELF-ADDRESSED STAMPED ENVELOPE TO:



**Continental**  
Software

11223 S. HINDRY AVENUE  
LOS ANGELES, CA 90045  
(213) 417-8031







# Reports Printed on an Epson MX-100

ROMAN BUSINESS PRODUCTS >> EMPLOYEE LIST

DATE : 06/30/81

PAGE 1

EMP	NAME	TITLE	S/H RATE	P	F	DP	X	HIRED	TERM.	OFFICE PHONE#/EXT	HOME PHONE #	S	FX	SX	S+
1	DAVID, JAMES		S 1000.00	B	N		R	01/01/79			111-222-3333	M	02	02	00

SOC. SEC. #	ADDRESS	CITY/STATE/ZIP	EMERGENCY CONTACT	PHONE #
(11-11-1111	1234 EASY STREET	SMALLVILLE, CA 99999		

ADDITIONAL TAX	* MISC. DEDUCTIONS	GROSS	OVERTIME	LOCAL	FED	STATE	FICA	FUTA	SDI	SUI	WEEKS
0.00F	0.00S / / /										
	QUARTER TO DATE	5682.48	0.00	0.00	976.56	134.05	377.88	1.12	34.08	3.67	13.00
	YEAR TO DATE	11522.80	0.00	0.00	1980.24	273.12	766.26	42.00	69.11	138.00	26.00

EMP	NAME	TITLE	S/H RATE	P	F	DP	X	HIRED	TERM.	OFFICE PHONE#/EXT	HOME PHONE #	S	FX	SX	S+
2	JUMP, PETER	PROGRAMMER	S 450.00	B	N		R	10/01/79				S	01	01	00

SOC. SEC. #	ADDRESS	CITY/STATE/ZIP	EMERGENCY CONTACT	PHONE #
321-65-4321	1000 RANDOM LANE	SMALLVILLE, CA 99999		

ADDITIONAL TAX	* MISC. DEDUCTIONS	GROSS	OVERTIME	LOCAL	FED	STATE	FICA	FUTA	SDI	SUI	WEEKS
0.00F	0.00S 1/27.36 / /										
	QUARTER TO DATE	2700.00	0.00	0.00	405.24	58.92	179.58	18.90	16.20	62.10	13.00
	YEAR TO DATE	5759.27	0.00	0.00	897.07	135.95	383.03	40.31	34.56	132.46	26.00

EMP	NAME	TITLE	S/H RATE	P	F	DP	X	HIRED	TERM.	OFFICE PHONE#/EXT	HOME PHONE #	S	FX	SX	S+
3	TORRANCE, JOHN	SALESMAN	S 550.00	B	N		R	11/01/79				S	01	01	00

SOC. SEC. #	ADDRESS	CITY/STATE/ZIP	EMERGENCY CONTACT	PHONE #
222-33-1111	10200 PACIFIC COAST HWY	SMALLVILLE, CA 99999		

ADDITIONAL TAX	* MISC. DEDUCTIONS	GROSS	OVERTIME	LOCAL	FED	STATE	FICA	FUTA	SDI	SUI	WEEKS
0.00F	0.00S 1/18.90 / /										
	QUARTER TO DATE	5143.74	0.00	0.00	1124.11	228.70	342.08	1.91	30.86	6.28	13.00
	YEAR TO DATE	10870.53	0.00	0.00	2489.84	537.55	722.92	42.00	65.22	138.00	26.00

\* MISCELLANEOUS DEDUCTIONS

1/INSURANCE 2/ADVANCE 3/ 4/ 5/

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PAYROLL JOURNAL  
 JUNE 30, 1981

SEQUENTIAL

ROMAN BUSINESS PRODUCTS  
 1234 ANY STREET  
 SMALLVILLE, CA 99999

PAGE 1

TR#	DATE	CHECK#	EMPLOYEE	MISC.	AMOUNT	HOURS	AMOUNT	TOTAL	INC TAXES	EMP TAXES	VOL DEDUCT	NET PAY
1	06/06/81	1057	DAVID, JAMES			REG SAL	947.08		F 162.76	SS 62.98	0.00	693.46
	PD. THRU	E# 1	SS# 111-11-1111	PER. B		OT	0.00		S 22.20	SDI 5.68	2 0.00	
	06/06/81		RATE 1000.00	DEPT.		PR	0.00	947.08	L 0.00			
2	06/06/81	1058	JUMP, PETER			REG SAL	450.00		F 67.54	SS 29.93	1 27.36	312.77
	PD. THRU	E# 2	SS# 321-65-4321	PER. B		OT	0.00		S 9.75	SDI 2.70		
	06/06/81		RATE 450.00	DEPT.		PR	0.00	450.00	L 0.00			
3	06/06/81	1059	TORRANCE, JOHN	COMM	899.00	REG SAL	550.00		F 367.20	SS 96.36	1 18.90	887.34
	PD. THRU	E# 3	SS# 222-33-1111	PER. B		OT	0.00		S 70.46	SDI 8.69		
	06/06/81		RATE 550.00	DEPT.		PR	0.00	1449.00	L 0.00			

MISC. DEDUCTIONS CODE >> 1-INSURANCE 2-ADVANCE 3-  
 4- 5-

ROMAN BUSINESS PRODUCTS  
 PAYROLL JOURNAL  
 RECAP OF LEDGER ACCOUNTS  
 JUNE 30, 1981

A/C#	TITLE	DEBIT	CREDIT
5010	SALARIES	1947.08	
5030	COMMISSION	899.00	
5070	PAYROLL TAXES	844.25	
2020	FICA EMPLOYEE		189.27
2030	FICA EMPLOYER		189.27
2050	FED INC TAX		597.50
2060	STATE INC TAX		102.41
2070	SDI(STATE DIS INS)		17.07
2080	FUI(FED UNEMP INS)		121.16
2090	SUI(STATE UNEMP INS)		533.82
5080	INSURANCE		46.26
0050	PAYROLL CASH ACCNT		1893.57
TOTAL >>		3690.33	3690.33



DAVID, JAMES SOC. SEC. # >> 111-11-1111

CHECK DATE >> 06/30/81 CHECK # 1087 EMPLOYEE # >> 1 PAID THRU >> 06/30/81

GROSS PAY FED. W/H STATE W/H LOCAL W/H F.I.C.A. S.U.I. NET PAY

1000.00	178.19	26.22	0.00	66.50	6.00	723.09
12522.80	2158.43	299.34	0.00	832.76	75.11	YEAR/DATE

GROSS PAY VOLUNTARY DEDUCTIONS

AMOUNT	TYPE	AMOUNT
--------	------	--------

SALARY 1000.00

# CONTINENTAL SOFTWARE

CHECK NO.  
1087

DATE  
06/30/81

AMOUNT  
\$ 723.09\*\*\*\*

THE SUM\*\*\*\*\*723\*\*DOLLARS AND \*\*09\*\*CENTS

PAY TO THE ORDER OF  
JAMES DAVID  
1234 EASY STREET  
SMALLVILLE, CA 99999

VOID



=====

ROMAN BUSINESS PRODUCTS

STATE TAXES INFORMATION

JUNE 30, 1981

=====

B. TOTAL WAGES 46297.60

C. SUI TAXABLE WAGES 24660.84

D. SDI TAXABLE WAGES 46297.60

E. EMPLOYER CONTRIBUTIONS 2.30%  
TIMES 24660.84 = 567.20

F. EMPLOYEE CONTRIBUTIONS .6%  
TIMES 46297.60 = 277.79

G. STATE PERSONAL INCOME TAX 1111.71

PRESS 'P' TO PRINT INFORMATION

PRESS 'C' TO CONTINUE P

=====

ROMAN BUSINESS PRODUCTS

941 INFORMATION

JUNE 30, 1981

=====

LINE 2 TAXABLE WAGES = 46297.60

LINE 3 INCOME TAX WITHHELD = 7470.48

LINE 4 TAXABLE FICA WAGES PAID

WAGES X 13.30%  
46297.60 6157.58

PRESS 'P' TO PRINT INFORMATION

PRESS 'R' TO RETURN TO MENU P

=====

ROMAN BUSINESS PRODUCTS

940 INFORMATION

JUNE 30, 1981

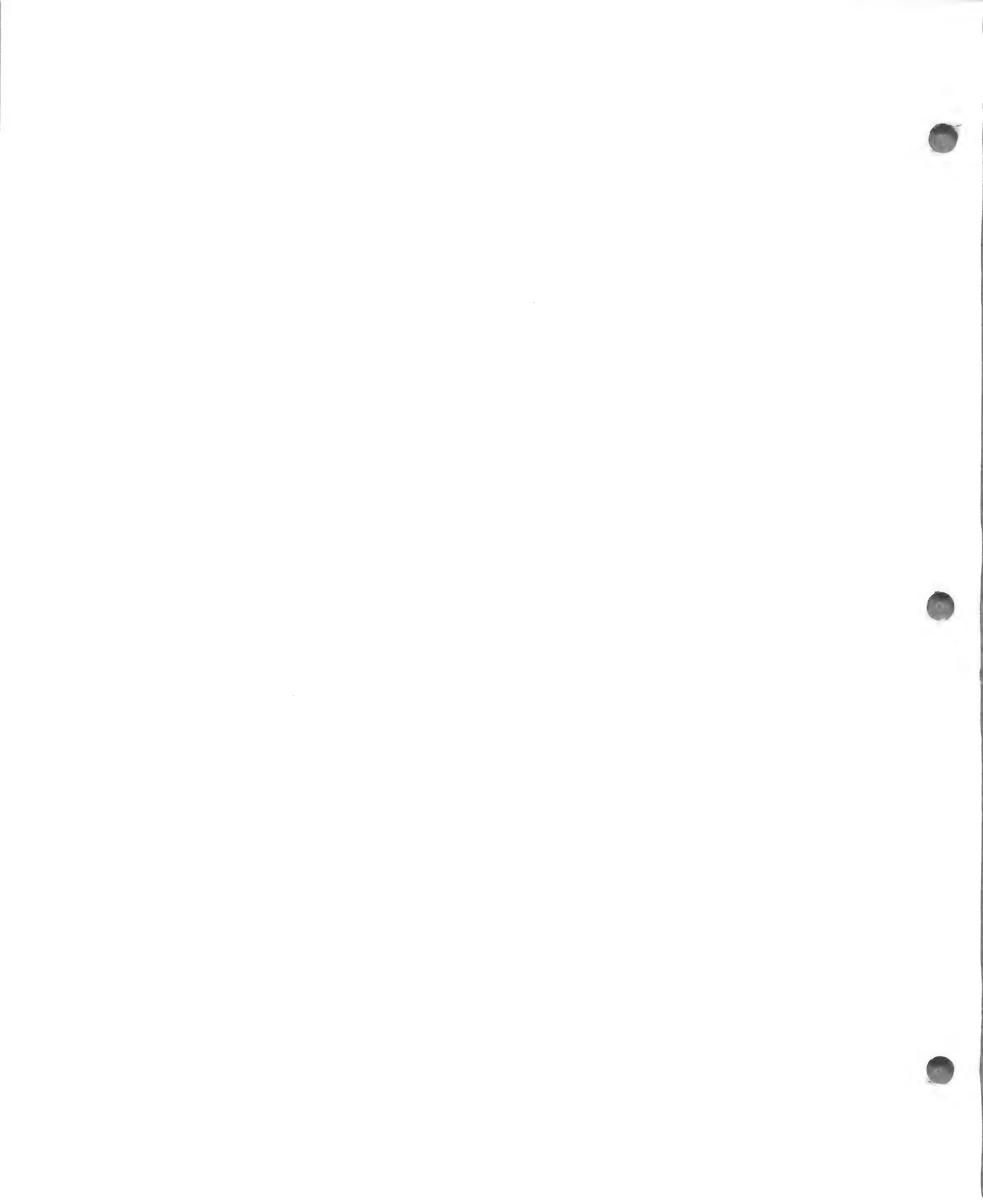
=====

PART II LINE 1 FUTA TAX

WAGES X .70%  
24660.84 172.63

PRESS 'P' TO PRINT INFORMATION

PRESS 'R' TO RETURN TO MENU P



1 Control number		22222	
2 Employer's name, address, and ZIP code			
ROMAN BUSINESS PRODUCTS 1234 ANY STREET SMALLVILLE, CA 99999			
8 Employee's social security number		9 Federal income tax withheld	
321-65-4321		897.07	
12 Employee's name (first, middle, last)			
PETER JUMP			
15 Employee's address and ZIP code			
1000 RANDOM LANE SMALLVILLE, CA 99999			
3 Employer's identification number		4 Employer's State number	
95-1111111		11-1111111	
5 Stat. em- ployee ceased		942 Sub- emp. total	
<input type="checkbox"/>		<input type="checkbox"/>	
Legal rep.		Cor- rection	
<input type="checkbox"/>		<input type="checkbox"/>	
6 Advance EIC payment			
10 Wages, tips, other compensation		11 FICA tax withheld	
5759.27		383.03	
13 FICA wages		14 FICA tips	
5759.27			
16 Employer's use			
17 State income tax		18 State wages, tips, etc.	
135.95		5759.27	
20 Local income tax		21 Local wages, tips, etc.	
0.00		5759.27	
S.D.I.*		19 Name of State	
34.56		CA	
		22 Name of locality	

Department of the Treasury  
Internal Revenue Service

Copy A For Social Security Administration  
See Instructions for Forms W-2 and W-2P

Form **W-2 Wage and Tax Statement 1980**

95-2850101







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Checks To-Go aims to become your "complete source" for forms. We can supply you with virtually any type of continuous form. If your format isn't among our stock line of over 200 formats, our custom forms department can assist you in designing one to your specifications.

We also handle stock tabulating paper in a wide variety of sizes and parts. 9 1/2 x 11 and 14 7/8 x 11 one-part paper can be shipped immediately. Other sizes can usually be shipped within 72 hours.

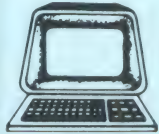
For self-programmers, our extensive stock forms line includes a blank check, statement, and invoice that enables you to design your own format. Call your customer service representative for additional information.



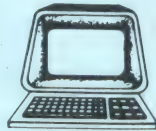
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# RETAIL PRICE LIST

DESCRIPTION			QUANTITY					
			500	1000	2000	3000	5000	OVER 5000
PAYROLL CHECKS		1-ply	\$ 90.00	\$110.00	\$180.00	\$250.00	\$350.00	PLEASE CALL FOR PRICES
		2-ply	110.00	130.00	220.00	310.00	420.00	
ACCOUNTS PAYABLE CHECKS		1-ply	90.00	110.00	180.00	250.00	350.00	
		3-ply	118.00	140.00	240.00	345.00	460.00	
COMBINATION CHECKS	OSB 100 LIBA/P/R	1-ply	105.00	125.00	220.00	310.00	420.00	
		2-ply	113.00	135.00	240.00	345.00	460.00	
		3-ply	118.00	145.00	260.00	370.00	495.00	
ACCOUNTS RECEIVABLE STATEMENTS		1-ply (imprinted)	65.00	85.00	140.00	190.00		
		1-ply (blank)	45.00	65.00	110.00	150.00		
		2-ply (imprinted)	80.00	100.00	160.00	220.00		
		2-ply (blank)	55.00	75.00	130.00	180.00		
		3-ply (imprinted)	95.00	115.00	180.00	250.00		
		3-ply (blank)	65.00	85.00	140.00	210.00		
INVOICES PURCHASE ORDERS SHIPPERS	8 1/2 x 11	4-ply (imprinted)	148.00	180.00	290.00	400.00		
		4-ply (blank)	118.00	150.00	255.00	360.00		
		5-ply (imprinted)	160.00	210.00	340.00	475.00		
		5-ply (blank)	130.00	180.00	305.00	435.00		

PERSONAL CHECKS	CTGPSCK	1-ply	70.00	95.00	150.00	200.00	PLEASE CALL FOR PRICES
DELINQUENCY NOTICE	LIBDEL	1-ply (imprinted)	70.00	90.00	130.00	170.00	
		1-ply (blank)	50.00	70.00	100.00	130.00	
BLACK BORDER FINANCIAL PAPER	PCHTIV	1-ply (blank)	35.00	50.00	75.00	100.00	
		2-ply (blank)	50.00	70.00	105.00	140.00	
		3-ply (blank)	70.00	90.00	140.00	190.00	
		4-ply (blank)	95.00	110.00	170.00	230.00	

- \* Please refer to order form for additional pricing information.
- \* For custom orders, please call for complimentary price quotes.
- \* Freight included in price.
- \* Envelopes available for most forms.
- \* Price subject to change without notice.
- \* On multi-part forms, duplicate copies are carbon impressions of original.



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in California: (800) 552-8817





# Checks To-Go

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 La Mesa, CA 92041 In California (800) 552-8817

CHECKS ORDERED BY:

NAME \_\_\_\_\_  
 STREET \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE NO. \_\_\_\_\_

PLEASE SIGN

ABC Vending, Inc. 0004

ORDER#

**ABC Vending, Inc.**  
 110 Main Street  
 Anytown, USA

BANK NAME — ANYWHERE, USA  
 PAYROLL CHECK 006505

PAY EXACTLY \*\*\*295 DOLLARS AND 04 CENTS

DATE: MAY 19, 1976  
 CHECK NO.: 12061  
 AMOUNT: \$ 295.04\*

TO: MARY JONES  
 4731 WISCONSIN AVENUE  
 LAKESIDE, CA 92027

ABC VENDING, INC.  
 DEMONSTRATION CHECK  
 NON-NEGOTIABLE

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

CUSTOMIZING INFORMATION AND ADDITIONAL CHARGES

	FORM NO.	PARTS	QUANTITY
<b>1</b> CLIENT HEADING One client heading line and three address lines included. Extra lines \$2.00 each. You may choose to include the entire address in a logo. (See No. 2.)  Client Heading Line and Address (please type)		CHARGE FROM PRICE LIST FOR QUANTITY ABOVE <i>RUSH SERVICE (\$15.00)</i> EXTRA LINES IN HEADING (\$2.00/EACH)  Typestyle for client heading line. (see reverse side)  Style # _____  All type except heading line will be set in coordinated typesyles.	
<b>2</b> CUSTOMER LOGO NEEDED? (Sample Enclosed) Yes <input type="checkbox"/> - Add one time cut charge of \$15.00			
<b>3</b> CLIENT NAME PRINTED ON STUB? Yes <input type="checkbox"/> - Add \$5.00			
<b>4</b> Bank Name and Branch (please type)		BANK NAME AND ADDRESS 4 LINES INCLUDED, EXTRA LINES — \$2.00/EACH  Bank Transit _____ Numbers _____	
<b>5</b> CHECKS NUMBERED? Starting No. _____ Yes <input type="checkbox"/> - No Charge			N/C
<b>6</b> STUBS NUMBERED? Yes <input type="checkbox"/> - \$7.00/1st M; \$1.50/M thereafter			
<b>7</b> CONSECUTIVE MICR CHECK NUMBERS? Yes <input type="checkbox"/> - \$15.00/1st M; \$4.00/M thereafter			
<b>8</b> SIGNATURE LINE NAMES? Yes <input type="checkbox"/> - \$2.00/line			
<b>9</b> EXTRA SIGNATURE LINE? Yes <input type="checkbox"/> - No Charge			N/C
<b>10</b> MICR BANK NUMBERS - No Charge For these numbers please enclose: Bank Spec Sheet _____ or Sample Voided Check _____		6% Tax (Ca. only) Sub-Total <b>AMOUNT ENCLOSED</b> Date paid	

Type Style 1	<b>ABC Vending, Inc.</b>
Type Style 2	ABC Vending, Inc.
Type Style 3	<b>ABC VENDING, INC.</b>
Type Style 4	<i>ABC Vending, Inc.</i>

Please choose one of the above type-styles for your client heading line and enter in box #1 on the reverse side. Should you require special typestyles or artwork, please call our office for information.

1. Quality and satisfaction with your checks is guaranteed. You are taking advantage of what we feel is the best service in the industry and we would like to know as soon as you are dissatisfied for any reason.
2. Each of your orders will be processed when we receive a signed order form with all information entered. If we have any questions we will call to clarify. In some cases additions may have to be okayed by you before the checks are run.
3. The service and pricing you receive is made possible by our specialization and experience in continuous checks. Pricing is based on our ability to keep bookkeeping to a minimum, and for this reason we must ask that your remittance accompany your order.
4. **DELIVERIES** — Your checks will be shipped UPS Land fourteen working days from receipt of your order (included in price). Seven working day shipping is available for \$15.00 per order. Should you require air freight we will be happy to make arrangements for only the extra cost of freight.

\*\*\*\*\*  
\*  
\* PLACE \*  
\* STAMP \*  
\* HERE \*  
\*  
\*\*\*\*\*

CONTINENTAL SOFTWARE  
11223 S. HINDRY AVE.  
LOS ANGELES, CA 90045

PAYROLL DATA UPDATE

SERIAL NUMBER OF YOUR PAYROLL PROGRAM A2FRAJ1401E

- YES! PLEASE SIGN ME UP FOR THE YEARLY TAX  
UPDATE SERVICE! (\$50.00)
- YES! Please rush me my new TAX DATA  
diskette! (\$25.00)

Name [

Address [

[

Phone [( ) - ]

ENCLOSED IS MY CHECK #

PLEASE CHARGE MY CARD

MASTER CARD

VISA

EXP DATE \_\_\_\_\_

CARD #

(MC BANK #)





# AVAILABLE FROM



**Continental  
Software**

## **The Book of Apple Software 1983, \$19.95**

This is the only source that evaluates (not just lists) hundreds of programs available for Apple microcomputers.

Evaluations are written by experts, giving you hard facts (like price, hardware requirements, language, etc.), and a letter grade (A through F) in categories like Ease of Use, Reliability, and Value for Your Money.

## **The Book of Atari Software 1983, \$19.95**

Attention Atari 400/800 or 2600 (VCS) owners. The Book of Atari Software contains hundreds of incisive reviews for Business, Education and Word Processing as well as Game software.

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It keeps track of up to five checking accounts and all the credit cards you can carry, prints a net worth statement and financial statement, has up to two hundred\* budget categories, lets you flag transactions for tax time (a big time-saver), and best of all, it makes managing your money a simple task on this easy-to-run program.

\*Depends on hardware configuration.

The Home Accountant is available for Apple II, IBM PC, Atari 400/800, Osborne, TRS-80 Model III, Commodore VIC 64.

## **The Tax Advantage, \$59.95**

Breeze through the most dreaded task of the year with this easy-to-use program. The Tax Advantage will help you prepare your income tax forms simply and quickly, computing the tax you owe with each entry you make. This feature lets you see how each entry affects your overall tax picture.

The Tax Advantage is available for Apple II and Atari 400/800.

## **FCM: The Filing, Cataloging and Mailing System, from \$74.95 (Formerly known as 1st Class Mail)**

Use FCM for anything you'd keep on a card file, whether it's your car's servicing history, your address book or record collection. It's not only the most flexible mail list/utility data base you can buy, it's also incredibly easy to use.

FCM is available for Apple II/III and IBM PC.

## **Continental's Computer Programmed Accountant Modules**

**Modules 1-4, \$250. each  
Module 5, \$495.**

### **General Ledger (Module 1)**

Double-entry bookkeeping, complete and accurate audit trails, concise and meaningful reports, creates custom chart of accounts, hires plotting of accounts, contains step-by-step user's manual.

### **Accounts Receivable (Module 2)**

Prints invoices, issues statements, prints sales and cash receipts journals, stimulates manual special journal entries, customizes journals, prints aging report to 150 days, prints customer lists and labels, posts to General Ledger.

### **Accounts Payable (Module 3)**

Prints checks, prints purchases and cash disbursement journals, stimulates manual special journal entries, customized journals, posts to General Ledger, prints aging report to 150 days, prints cash requirements report, prints vendor list and labels.

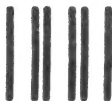
### **Payroll (Module 4)**

Maintains employee records, prints payroll checks, prints 941 information, prints W-2, prints state of California form DE-3 information, prints payroll journal, posts to General Ledger, works in every state.

### **Property Management (Module 5)**

Complete transaction bookkeeping for residential or commercial properties, instant status queries, allows entry of expense data, comprehensive financial reports, interfaces with Peachtree and Continental accounting packages, calculates common area assessments.

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CONTINENTAL SOFTWARE

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Los Angeles, CA 90045

