

Upgrade from Xenix (Cat. No. 26-6203) Version 02.00.00

to Xenix (Cat. No. 26-6203) Version 03.01.00

Addendum to Operation Manual

PAYROLL

Cat. No. 700-2076

Special Note on Converting from Multi-Company, Multi-Hard Disk Version 2 to Version 3

If you used the method printed in the Microcomputer News of October, 1983, or suggested by Radio Shack personnel for implementing multiple companies on multiple hard disks (involving moving data to other directories), the version 3 installation is not able to find your data files.

The version 3 installation overwrites the SAVE command with a new SAVE utility that can handle multi-company, multi-hard disk data. You cannot restore the version 2 data with the version 3 SAVE utility, but other methods of retrieving data exist should a problem occur. If you install a version 2 system after installing a version 3 system, you cannot save data for the version 2 system using the SAVE utility unless you convert the data to the version 3 directory structure. Do this by re-installing a version 3 system. You can re-install for the same company and answer "no" to the questions concerning re-installing programs and creating new data files. The re-installed system is not affected, and the converted system now appears on the Master Menu.

Once a version 3 application is installed on a Master Menu, you must modify the Master Menu to locate moved data files. To modify the Master Menu function, perform the following procedures when installing your first Version 3 application. The order of installation steps as given must be strictly followed. You need perform this procedure only during your first version 3 installation. If you have any problems, contact your local Computer Center or call Customer Service for assistance.

1. First, make a complete backup of your disk:
 - a. Type `cd / [ENTER]`
 - b. Mount the first blank diskette in Drive 0.
 - c. Type `tar -cvfbk /dev/fd0 16 #sec`ls | grep -v "dev" [ENTER]*`, where `#sec` is 608 for single-sided diskettes or 1224 for double-sided diskettes.
 - d. Replace this diskette with other blank diskettes as the screen instructs you to do so.

* Produce the back quote symbol by holding down [CTRL] and pressing ['].

2. Remount your hard disks if they are not mounted to /hd#:

- a. Determine the way your hard disk is mounted by typing `mount [ENTER]`.
- b. If the screen does not show hd# on /hd#, for each hard disk type:

```
umount /dev/hd# [ENTER]
mkdir /hd# [ENTER] (if not previously done)
mount /dev/hd# /hd# [ENTER]
```

3. Gather four pieces of information:

- a. The system letters of each version 2 application you use (for instance, G1, Ar, Sa, and so on), shown below as Xx (or xx if you are required to enter only lowercase letters)
- b. The company numbers you created, shown below as nn
- c. The hard disk drive number you used for each company's data, shown below as #
- d. The complete path name of any files that are changed, shown below as /?/

4. Remove an old Dta.01 if the data is relocated:

- a. Do this only if you copied data to a new hard disk but did not remove the old data.
- b. Determine if you need to remove a Dta.01 by typing `lc /Dta.01 [ENTER]`.
- c. If a list of files appears, type `rm -fr /Dta.01 [ENTER]`.

5. Move files if the first digit of the company is 0 or if the path name is changed. Type these commands for each company:

```
copy -rom /hd#/Dta.nn /hd#/Dta.n [ENTER]
```

As an example of this procedure, suppose that you installed the version 2 Accounts Receivable for 2 different companies, company #1 and company #22. Because you ran out of space, you moved the A/R data to hard disk 1. You did not mount the hard disk on /mnt or change the path names. You have already followed instructions to remove Dta.01 after using the COPY command. You begin by making a complete backup on double-sided diskettes:

```
tar -cvfbk /dev/fd0 16 1224 `ls | grep -v "dev" [ENTER]
```

You skip Step 2 of the instructions and gather your information:

```
System = Ar
Companies = 01, 22
Hard disk = 1
Path names = none
```

You then install your version 3 package following the instructions in the addendum. You install it again for a second company. At this point, you must perform one move for Company #01:

```
copy -rom /hd1/Dta.01 /hd1/Dta.1 [ENTER]
```

```
rm -fr /hd1/Dta.01 [ENTER]
```

Next, you must create these control files:

You type:

The screen responds:

```
ed /hd0/Ct1/Cob/ar [ENTER]
```

```
?/hd0/Ct1/Cob/ar
```

```
a [ENTER]
```

```
/hd0/Cob/Ar/ar.cob Ar [ENTER]
```

```
. [ENTER]
```

```
w [ENTER]
```

18

```
d [ENTER]
```

```
a [ENTER]
```

You type:

The screen responds:

/hd1/Dta.1/Ar Ar [ENTER]

. [ENTER]

w /hd0/Ct1/Dta/1ar [ENTER]

17

d [ENTER]

a [ENTER]

/hd1/Dta.22/Ar Ar [ENTER]

. [ENTER]

w /hd0/Ct1/Dta/22ar [ENTER]

18

q [ENTER]

Version 2 Installation Subsequent to a Version 3 Installation

If you encounter problems in installing other version 2 applications and/or in re-installing existing version 2 applications, follow this procedure:

1. Log in as root.
 2. Type `cd /` [ENTER]. (Be sure that you are at the root directory.)
 3. Check the root directory and verify the existence of `Dta.01`. If you find `Dta.01`, proceed with the application installation. If you do not find `Dta.01`, continue with the next step.
 4. Type `mkdir /Dta.01` [ENTER].
 5. Type `chmod 777 /Dta.01` [ENTER].
-

6. Proceed with the installation by typing `install [ENTER]`.

Note: If messages such as `rm: /usr/bin/runxx`, `convrtxx`, etc. appear, ignore them. Complete the installation process.

Contents

Introduction.....	1
Part 1/Version 3 Enhancements and Considerations.....	3
Section 1/Enhancements.....	3
Multiple Hard Disks.....	3
Multiple Companies' Data File for the Same Application.....	4
Master Menu.....	4
File Locking.....	4
Local Printing.....	5
Common Files.....	6
Section 2/Considerations.....	7
Mounting Secondary Hard Disks.....	7
Temporary Files.....	7
Removed Files.....	8
The SAVE Utility.....	8
Part 2/Installing Version 3.....	9
Part 3/Installing a New Company.....	15
Section 1/The Installation.....	15
Section 2/Answering Prompts on Subsequent Installations.....	17
Section 3/Overwriting a Previously Installed Company.....	18
Part 4/Converting Existing Data to TRS-XENIX.....	19
Section 1/Conversion of Payroll Data Files Version 2.0 to Version 3.0.....	21
Part 5/The SAVE Utility.....	23
Section 1/Formatting.....	23
Section 2/SAVE.....	25
Part 6/The MOVE Utility.....	31
Part 7/Special TRS-XENIX Instructions.....	35
Section 1/Selecting Another Company.....	35
Section 2/Selecting an Accounting System.....	36
Section 3/Initializing the Lockfile.....	37

Part 8/Documentation Changes.....	39
Section 1/Overtime and Special Pay Entries.....	39
Section 2/Amount Type.....	39
Section 3/Work State/City Codes.....	41
Section 4/Vacation Checks-Advance Weeks.....	42
Section 5/Payroll Checks.....	43
Section 6/Manual Transaction Maintenance Second Screen.....	44
Section 7/PR Distribution To G/L.....	48
Section 8/Year-End Payroll Report.....	52
Section 9/Tab Key As Restart.....	53
Section 10/Larger Data.....	54
Section 11/Other.....	55
Handling an Employee Deduction Based Upon Days Worked.....	55
Correcting an Employee's Social Security Number.....	56
Correcting an Employee's State Tax Code.....	56
Handling More Than 15 Entries in a Tax Table.....	57
Part 9/In Case of System Crash.....	59
Sample Reports.....	61

(or `copy -rom /?/ /hd#/Dta.n` [ENTER] if the path name is different)

`rm -fr /hd#/Dta.nn` (or `/?/`) [ENTER]

Specify the `hd#` even when the `Dta` is on `hd0`.

6. Now, perform the installation of your first version 3 package. Repeat the installation for each company number you use.
7. Using `ed`, create the control files for the programs:

This step applies to version 2 programs only. Skip this step when you install version 3 of an existing version 2 application package.

- a. Per application, name the file with: `/hd0/Ctl/Cob/xx`
 - b. Insert in the file: `/hdx/Cob/Xx/xx.cob Xx`
 - c. Per company, name the file with: `/hd0/Ctl/Dta/nnxx`
 - d. Insert in the file: `/hd#/Dta.nn/Xx Xx`
8. If difficulty occurs, recover from your tar backup disks:
 - a. Insert your first tar diskette in Drive 0.
 - b. Type `tar -xvfn /dev/fd0` [ENTER]
 - c. Replace this diskette with the others in the set as instructed by the screen to do so.
 - d. If you still have a problem, check for typing mistakes, and perform the procedure again.
 - e. If you continue to have a problem, contact your local Computer Center. Call Customer Service if the local Computer Center is unable to resolve the problem.
-

INTRODUCTION

This addendum is a guide to starting up and using the Payroll package on your Tandy TRS-80 Enhanced Model II/Enhanced Model 12/Model 16 computer. Use it as a supplement to your Payroll user's manual.

You received one version of Payroll in this package:

TRS-Xenix Payroll--Contains three single-sided disks used for Tandy TRS-80 Enhanced Model II, Enhanced Model 12, and Model 16 users. Runs single or multi-user on hard disk only.

To use TRS-XENIX Payroll, read this addendum for your setup and operating instructions. Pay special attention to Part 7, "Special TRS-XENIX Instructions." Initialize your hard disk as described in the TRS-XENIX Operations Guide. If you were using your hard disk with TRSDOS-II, be sure to SAVE your files before installing TRS-XENIX.

Note: If you are using a Tandy TRS-80 Enhanced Model 12, follow the instructions given for Model 16 users throughout this addendum.

If you have not already done so, please stop and read your computer Owner's Manual or introductory manual. Both contain important information about your computer that is not covered in this addendum. If you are a hard disk user, also read your Hard Disk Owner's Manual. Connect and initialize your hard disk according to the instructions in that manual.

PART 1/VERSION 3 ENHANCEMENTS AND CONSIDERATIONS

Version 3 COBOL applications packages running under TRS-XENIX are enhancements of the version 2 packages previously released to run under TRS-XENIX. These packages are General Ledger, Accounts Payable, Accounts Receivable, Order Entry, Payroll, Sales Analysis, and Manufacturing Inventory. Version 3 allows for:

- . The use of multiple hard disks
- . Multiple companies' (sets of) data files for the same application
- . A Master Menu from which all applications can be run
- . A file locking scheme to assure data integrity in a multi-user environment
- . Local printing at a printer connected to a terminal (with the exception of Manufacturing Inventory)
- . Use of common files

Section 1/Enhancements

Multiple Hard Disks

To ease overcrowding on Drive 0, version 3 lets you store almost all programs and data files on drives other than 0. Control files stored on Drive 0 serve as tools in locating data files and programs, regardless of the drive on which they might be stored. Only the control files, common data files, and common programs must be stored on Drive 0. If applications data exists in their version 2 directory structures, they are converted to the version 3 directory structure at the time a version 3 installation is performed for any system. The version 3 directory structure can be stored on any hard disk, even for files that will be accessed by the version 2 programs. The version 2 directories, however, must all be converted to the same hard disk drive. To allow version 2 programs to interface with another system (such as G/L with A/P, A/R, and O/E), the data files for the systems must be on the same hard

disk drive. You can move the directory and its files for any particular system to any drive later by using a MOVE utility if you do not require interfacing. The version 2 programs remain on Drive 0 because pathnames for programs are hard coded in version 2.

Multiple Companies' Data File for the Same Application

So that you can store more than one set of data files on your TRS-XENIX system for the same application, company numbers 1-99 are now available. Each company's data is associated with a directory and with data files, but only one copy of the programs is required. Thus, a CPA could keep Payroll data files for 99 companies on a TRS-XENIX system at the same time.

Master Menu

A Master Menu simplifies entry into the accounting applications for all systems and for all installed companies. The Master Menu displays all installed systems for a specified company. Typing RUNMM [ENTER] (or runmm) defaults the Master Menu to Company #1. Typing RUNMM 5 [ENTER] displays the Master Menu for Company #5. To change from one company to another at the Master Menu, press [0], and enter the company number you want.

File Locking

A file called lockfile.dta exists for each company. The file contains the status of every existing file's use for all possible systems. Files are accessed in programs for either shared use or exclusive use. Exclusive access occurs when no other user should have access to your data during execution of a program (such as during a posting run). At all other times, the files are accessed with shared use. Exclusive use is allowed only when the file is not currently being used. Shared use of a file is allowed except when exclusive use exists for that file. Any time use is denied, the program either gives you the option of waiting/cancelling or continues to try for access if you cannot cancel. If a needed file is not available, you see:

XXXXXXXXXX FILE IS LOCKED AT ANOTHER TERMINAL...WILL YOU WAIT? Y/N

or:

XXXXXXXXXX FILE IS LOCKED AT ANOTHER TERMINAL...PLEASE WAIT

If you have the option of waiting, type Y [ENTER] to try for access to the file again, or type N [ENTER] to cancel the request for access and continue with another process. If you decide to wait, continue entering Y each time the prompt appears until the file becomes available.

If the program terminates abnormally (such as during a power failure or through means other than regular exiting), the lockfile is usually left with improper statuses in some fields. The lockfile initialization program resets all statuses and is available through the Master Menu. Run the lockfile initialization program only when no one else is using an application for the same company.

If you are accessing the same file with another user through shared use, you might see the following message:

RECORD LOCKED AT ANOTHER TERMINAL ... PLEASE WAIT

This message appears because the other user is modifying data in the record. No one else can access the record until the other user is finished. The program tries to access the record every five seconds until the other user finishes.

Local Printing

The version 3 accounting packages are modified to let you choose whether to print reports at the system printer or at the printer connected to your terminal. The first time you print a report from your terminal, you are shown four options:

1. SYSTEM PRINTER FOR ALL REPORTS
2. LOCAL PRINTER FOR ALL REPORTS
3. SYSTEM PRINTER FOR THIS REPORT
4. LOCAL PRINTER FOR THIS REPORT

If you want to change printers for different reports, use options 3 or 4. If you wish to change from using the system printer for all reports or for a specific report, return to the Master Menu and select the print options again. Be sure that your printer is properly connected to your terminal and on line before you try to print a report.

The local printing options are slightly different for reports that require special forms. Considering the necessity of changing forms on the printer, the option chosen here is probably not the same for the report(s) that follow. Therefore, only two options are available: system printer or local printer for special forms (options 3 and 4 above). Specifically, in Payroll, you see only these two options on Check printing and W-2 printing.

Note: To use the local printer feature, you must have a DT-1 upgraded with ROM 1.1 or later and have installed TRS-XENIX 1.3.2 or later.

Common Files

Version 3 has been modified to keep files that are common to all systems in a common directory. This reduces duplication of effort if any change is made to the valid G/L account file and the company file. Each company has a separate common directory that includes the lockfile for providing file integrity. The common account file is used by all systems except G/L.

Data in the common directories is not destroyed when you install another system or convert data using the conversion script.

Section 2/Considerations

Mounting Secondary Hard Disks

Version 3 lets you use secondary hard disks. They must be mounted under the directories /hd1, /hd2, and /hd3 for hard disk Drives 1, 2, and 3 respectively. Before mounting, the hard disk must be formatted and a file system made on it. (See the Operations Guide.) Follow these steps:

1. Create the directory for mounting using `mkdir /hd1`.
2. Set the permissions for the directory using `chmod 777 /hd1`.
3. Mount the drive on /hd1 using `/etc/mount /dev/hd1 /hd1`.

Temporary Files

Avoid using files with the following pathnames:

/tmp/system dirs	/tmp/pgm_files
/tmp/tmp_file	/tmp/dta_files
/tmp/pass_file	/tmp/tmpXX
/tmp/pass_file1	

(XX in /tmp/tmpXX is any number, 1-99.)

If files with these pathnames exist and are important to you, you might want to rename them. They are overwritten during execution of scripts (install, CONVRTPR, SAVE, MOVE) and during execution of the Master Menu. The files are all in the /tmp directory because temporary files are usually of short term importance and are removed after rebooting TRS-XENIX.

Removed Files

Files in the /usr/bin directory with the following forms are removed during installation of any version 3 system:

RUNXX	runxx
RUNSETUP	runsetup
RUNJBSET	runjbset

(XX is any pair of uppercase letters, and xx is any pair of lowercase letters.)

The scripts previously used to run the individual applications are removed, and the applications are run from the Master Menu. A new conversion script is also copied to hard disk to let you convert data from TRSDOS to the new version 3 directory structure for the version 3 system you install.

The SAVE Utility

If you make any major changes to the system, be sure to make backups first. Before you install version 3 for the first time, save all your version 2 data. The version 3 installation overwrites the SAVE command with a new SAVE utility that can handle multi-company, multi-hard disk data. You cannot restore the version 2 data with the version 3 SAVE utility, but there are other ways to retrieve data should a problem occur. If you install a version 2 system after installing a version 3 system, you cannot save data for the version 2 system using the SAVE utility unless you convert the data to the version 3 directory structure. Do this by re-installing a version 3 system. You can re-install for the same company and answer "no" to the questions concerning re-installing programs and creating new data files. The re-installed system is not affected, and the converted system now appears on the Master Menu.

PART 2/INSTALLING VERSION 3

This installation procedure upgrades your Payroll version 2 to version 3 (if version 2 exists). It also completely converts all version 2 systems on your hard disk to run with version 3 on the same Master Menu (if this is your first TRS-XENIX accounting package installed) and puts all programs under the same company number. Version 2 conversion occurs only if version 2 systems exist on your hard disk. You need not, then, convert each accounting system package individually. After the initial conversion, use the Install diskette when you add more companies.

Before you begin, read through all the directions. During the installation, be sure to watch the screen and answer all the prompts you see.

To begin installing version 3:

1. Turn on all peripherals, then turn on the computer.
2. Log in as root. (To install TRS-XENIX applications, you must be logged in as root.)
3. At the root prompt (#), type `install [ENTER]`.

The screen now displays the Installation Menu with the selections:

- 1) to install
- 2) to quit

Press [1] to install your application.

4. The installation screen is displayed, showing the application and version number being installed. All version 2 programs are removed, along with their directories (if they exist). If no other systems exist, the common programs and their directory are removed. The screen shows:

Removing version 02.00.00 XX program files from hard disk --
please wait

(XX is the application's name.)

5. Next, the installation program checks for existing version 2 data directories. If directories exist under /Dta.01, they are displayed with the following message (assuming, for example, that General Ledger, Accounts Receivable, and Accounts Payable exist):

Convert the following system directories to multi-company/multi-disk format:

G1 Ar Ap

6. You are then prompted to enter a company number:

Enter company # for data directories (1-99) :

Select a company number, and enter it. The program checks to see whether systems were previously installed for the company you selected.

7. The following message appears to help you decide whether to keep data files on the same drive so that you can interface data files by version 2 programs:

Company # x systems data files on drive x include:

G1 Ap

Company # x systems data files on drive x include:

Ar

If data files to be converted exist, the following message is displayed:

Enter hard disk # for conversion of data files (0-3) :

Enter the hard disk drive number on which you want converted files to reside. If the hard disk you select is not mounted properly, you can exit the installation and correctly mount the drive. You must then start the installation again and complete it before processing to any previously existing applications can occur.

8. If you choose a drive other than 0, a message appears, showing you the amount of free space on the drive you selected as well as the size of the files to be moved:

Compare size requirements for the conversion to hard disk x (in 512 byte blocks)

Free space on hard disk x /dev/hdx 6012

Size of data files 3115 /Dta.01

Continue with converting data files to hard disk x (y/n):

Compare the two numbers, and if free space is the larger number, answer [y]. If the drive does not contain enough free space, answer [n], and choose another drive.

9. Next, the following message is displayed:

Converting from version 02.00.00 to version 03.00.00 directory
structure -- Please wait

The necessary directories are created, the files are moved into the proper directories, and the necessary control files are created.

10. Next, the program checks to see if version 3 PR programs have been previously installed. If they have not, you see the following message:

Enter hard disk # for Pr programs (0-3) :

If version 3 PR programs were previously installed, this message appears:

Pr programs previously installed on hard disk x

In either case, the program determines that the drive is properly mounted. If it is not, exit the installation, and mount the drive properly. If programs were previously installed, you also see:

Re-install programs? (y/n) :

Answer [y] to install PR programs on the drive you selected. If programs did not previously exist on that drive or if you answer [y], the following message appears:

Remove install disk #1, insert install disk #2, press <ENTER>

After you exchange diskettes and press [ENTER], you see:

Copying Pr programs from floppy disk to hard disk -- Please wait

After the copying is complete, you see:

Remove install disk #2, insert install disk #3, press <ENTER>

After exchanging disks and pressing [ENTER], the following message appears:

Copying Pr programs from floppy disk to hard disk -- Please wait

When the copying is complete, you are instructed to remove install disk #3, reinsert install disk #1, and press [ENTER].

11. If you do not have version 2 data files to convert, the following is displayed:

Enter company # for Pr data (1-99) :

Enter the company number you want. The program then checks to see if PR data exists for this company. If it does, you see:

Company # x Pr data directory previously installed on hard disk # x

If this does not follow a conversion, you next see:

Continue with installation? (y/n) :

If you answer [n], you can enter another company number. If you answer [y], you can continue without losing any data, or you can create new data files later.

12. If data does not exist, you are asked for a drive number on which to store data:

Enter hard disk # for company # x Pr data (0-3) :

Enter a drive number, and the program creates the necessary directories for the data files, along with the control files necessary for locating data and program directories. The lockfile initialization program is run if the lockfile.dta file does not exist for this company. You see:

```
      Initializing lockfile          00255
      Initialization complete
```

13. You are informed of whether data files exist in the directory for this system and this company with:

Data files exist in company # x Pr data directory

or:

Data files do not exist in company # x Pr data directory

The prompts that follow let you either copy over data files or create new data files. If you do not want to lose data, answer [n] to the prompts. If no data exists, do not run the application until data exists, whether it is copied sample data, newly created data files, or converted data from previous TRSDOS systems.

14. Next, the new versions of the RUNMM Master Menu, SAVE, CONVTPR, and MOVE are copied to hard disk. The installation is now complete. You are returned to the Installation Menu. To install another company, see Part 2, Section 3, "Installing a New Company." If you are finished, press [q] to exit to the selection prompt.

PART 3/INSTALLING A NEW COMPANY

Section 1/The Installation

Once you install a version 3 package, you can install additional companies by using the same install procedure. Please read through all the following instructions. During the installation, be sure to watch the screen and answer all the prompts you see.

To begin installing a new company:

1. Turn on all peripherals, then turn on the computer.
2. Log in as root. (To install TRS-XENIX applications, you must be logged in as root.)
3. At the root prompt (#), type install [ENTER].
4. Type 1 [ENTER] at the menu to install your application.
5. You are prompted:

Pr programs previously installed on hard disk x
Re-install programs? (y/n)

If you answer [n], installation continues with the next step. If you answer [y], follow Step 10 of Part 2, "Installing Version 3," and continue with the next step in Part 3.

6. You are now prompted:

Enter company # for Pr data (1-99) :

Enter the company number by which the data files are accessed. If the application was installed previously for that company number, you are prompted to press [y] to continue with the installation or [n] to stop installation for this company.

7. You are now prompted:

Enter hard disk # for company # x Pr data (0-3) :

(x is the company number entered in Step 6.) Enter the hard disk drive number onto which you are installing data files. If a lockfile has not been created before for this company, it is created now.

8. You are now asked:

Create new Pr data files for company # x? (y/n)

If you answer [n], no data files are created for the new company. If you answer [y], all new data files are created for the new company.

9. When the installation is complete, you are returned to the Installation Menu. Press [1] to continue with the installation of another system or the same system for another company (create another set of data files). If you are finished, press [q] to exit to the selection prompt.

Section 2/Answering Prompts on Subsequent Installations

After you install the programs for the first time, you see prompts different from the ones you encountered the first time. When installing, you see the prompt:

Pr programs previously installed on hard disk
Re-install programs (y/n)

It is not necessary to re-install the P/R programs each time you add a company. Answer this prompt with [n]. The prompts for company number and hard disk number will follow.

The following prompt:

Create new Pr data files for company #x ? (y/n)

is answered [y] when installing a company for the first time. If this prompt is answered [n], the P/R program terminates when you try to run it, and you see a File Not Found error message. You must then re-install that company, answering the prompts correctly and using Initialize Lockfile at RUNMM to reset the lock.

Section 3/Overwriting a Previously Installed Company

You can overwrite a previously installed company's data by re-installing the system for the same company number. Answer [y] to the Create new data files (y/n) question.

All files are re-created with the exception of the company file. You can re-create the company file by using Company File Maintenance in the P/R program and manually changing it. Initialize the lockfile from RUNMM.

PART 4/CONVERTING EXISTING DATA TO TRS-XENIX

If you used Payroll prior to receiving TRS-XENIX, you can transfer your existing data files to your TRS-XENIX hard disk.

If your files are in TRSDOS 2.0a (or 2.0b) format, follow the instructions in your TRS-XENIX Operations Guide for transferring your data files to TRSDOS-II. (Only TRSDOS-II files and TRSDOS-II SAVE files can be transferred to TRS-XENIX. Both single- and double-sided diskettes can be transferred.)

To transfer existing data files to TRS-XENIX, follow these instructions:

1. Power up your computer under TRS-XENIX, and log in as root.
2. At the root prompt (#), type **convrtpr** [ENTER] to load the conversion program for Payroll. CONVRTPR lets you convert data files used under the TRSDOS-II operating system. You must install for a company before the data files can be converted to the company's data directory for the installed system.
3. The following menu appears:

```
TRSDOS TO TRS-XENIX
C O N V E R S I O N
Payroll System
Cat. No. 26-4603
MENU
```

1. Convert from 4.x single-sided disks
2. Convert from 4.x double-sided disks
3. Convert from 'SAVE' disks
- q. to quit

Please select:

Press a number key (or [q]) for the type of conversion you need to make.

4. Verify your selection by answering [y] to one of the following prompts:

Convert from TRSDOS 4.x single-sided disks
Perform this function? (y/n) :

Convert from TRSDOS 4.x double-sided disks
Perform this function? (y/n) :

Convert from TRSDOS 'SAVE' disks
Perform this function? (y/n) :

5. Next, enter the company number (1-99) for which data is being converted. If the company was not installed or if the hard disk is not properly mounted, the conversion ends. Type q [ENTER] to quit, or enter a proper company number.

6. A search is made for the data directory for this company, and the following message appears:

Pr previously installed for company # x on hard disk x

You are then prompted to insert diskettes as required to transfer all data to the data directory for this system.

Converting from TRSDOS 4.x single-sided diskettes: You are prompted to insert the Payroll PROGRAMS #1 diskette, then the DATA FILES A diskette, followed by the DATA FILES B diskette.

Converting from TRSDOS 4.x double-sided diskettes: You are prompted to insert the Payroll PROGRAMS diskette and then the DATA diskette.

Converting from TRSDOS 'SAVE' diskettes: You are prompted to insert each TRSDOS 'SAVE' diskette of the data set, starting with Volume 0.

7. After all data is transferred to the directory, the common data files are updated. All version 2 systems previously contained their own valid G/L account files and their own company files. Version 3 has made these files common to all systems so that only one of each of the common files exists for any specific company. For every system except G/L, the following message is displayed before updating occurs:

Updating the company file and the valid G/L account files -- Please wait

The company file is common to all systems. All systems access the same company file for the same company in the company's common directory. This eliminates duplication of effort if any data is changed in one system.

The company file is moved to the common directory if it does not already exist there; otherwise, it is not overwritten (assuming that the current file is good).

The other common file is the valid G/L account file. This file is used by all systems except G/L. The valid G/L account file in the common directory is updated to include all accounts in the converted file. The accounts in the converted file are read, and if they do not already exist in the common file, they are added. If a common valid G/L account file does not exist, the converted file is moved to the common directory.

Your Payroll data files are now transferred to TRS-XENIX. Proceed to the next part for instructions on making backups.

Section 1/Conversion of Payroll Data Files from Version 2.0 to Version 3.0

This conversion must be run for existing data files to run with version 3.0 Payroll. After the new Payroll is installed, insert the disk (1 of 3 used in the Payroll installation process) into floppy Drive 0, and type `/convert` [ENTER]. The following screen appears:

C O N V E R S I O N

Payroll Data Files

Version 02.00.00 Format

to

Version 03.00.00 Format

Cat. No. 26-4603

TRS-80 Model 16 TRS-XENIX System

Enter company # for data file conversion (1-99) :

Now enter the company of the data to be converted. If Payroll version 3 is not installed for that company, the conversion process ends with the following message:

Enter company # for datafile conversion (1-99) : 3
Payroll version 03.00.00 not installed for this company number
Exit from Conversion

If the company number is valid, the following message appears:

Enter company # for data file conversion (1-99) : 2
Converting existing Payroll data files to version 03.00.00 format
Please Wait

The conversion process takes place, and the conversion program ends.

PART 5/THE SAVE UTILITY

Section 1/Formatting

Use the following procedure to make backups instead of the procedure described in your user's manual. Before you get started, format some floppy diskettes. You might want to keep a box of floppy diskettes formatted for making backups.

Hint: Since you must exit TRS-XENIX to format floppy diskettes, you might want to format them at the beginning or end of the day, when the system is shut down.

To format floppy diskettes, follow these steps:

1. Exit TRS-XENIX, and reset the system.
 - a. If you have only one hard disk, at the root prompt, type **shutdown** [ENTER].
 - b. If you have secondary hard disks, 1) use the **Wall** command to send a message to the terminals that the system will be shutting down and that users should log off; 2) use the **ps** command to check that the terminals have logged off; 3) when all terminals have logged off, type **haltsys** [ENTER].

Note: **Wall** and **ps** commands are described in the TRS-XENIX Operations Guide. You must use these commands to properly handle multi-hard disks, because shutdown does not dismount the secondary hard disks before shutting down.

2. Reset the system after the message, **** NORMAL SYSTEM SHUTDOWN ****, is displayed. At the TRS-XENIX Boot prompt, type **diskutil** [ENTER]. Answer the following prompts:

Prompt:

Response:

Diskutil: Hard or floppy disk (h or f) ?
Copy or format (c or f) ?

f [ENTER]
f [ENTER]

Format floppy disk in drive number (0..3) ? 0 [ENTER]

TRS-XENIX format or IBM single-density
format (x or i) ? x [ENTER]

3. The following message is displayed:

About to format TRS-XENIX floppy disk in Drive 0.

Insert disk into Drive 0.

Type <enter> to proceed or <break> to abort:

Press [ENTER] to begin formatting the diskette.

The cylinder and side numbers are displayed while the formatting is in progress. If the diskette is defective, you see the message:

****Format verify failed****

The location of the bad spot on the floppy diskette is given, followed by the message:

Disk is unusable

Note: If you attempt to format a floppy diskette that already contains data, you see the message:

****Destination disk is not blank****

Any data on it will be lost if you proceed.

After the diskette is formatted, the screen displays the format prompt again. You can format another floppy diskette or press [BREAK] if you have no more floppy diskettes to format. Press reset to exit diskutil.

IBM™ is a trademark of International Business Machines, Inc.

Section 2/SAVE

Version 3 has a new **save** script that provides for saving and restoring programs and data with pathnames that reflect the multi-company/ multi-disk directory structure. The script no longer accesses version 2 data in its old directory structure because version 2 data is converted to the version 3 directory structure. Version 2 programs that run from RUNMM can still be saved.

The **save** function erases and writes over any information on the diskette. Use separate diskettes to save programs, data, and control files.

Do not attempt to save or restore any files if another terminal is running any of the TRS-XENIX COBOL applications packages.

Data files are saved by system, company, and hard disk. You can save one or all systems for one company on one hard disk at one time. Program files are saved by system and hard disk. You can save one or all systems on one hard disk at one time. Control files are all saved at one time. Control files tell the RUNMM Master Menu program and the CONVRTXX, SAVE, and MOVE scripts the hard disk that contains the programs and data files for processing a particular accounting package for a particular company. Be sure to keep a current backup of the control files. They must be correct to allow restoration of programs and data.

The following instructions describe the way to save your TRS-XENIX programs and data files.

1. Boot TRS-XENIX, and log in as root while you are at the console in multi-user mode. At the root prompt (#), type **save [ENTER]**.
2. Make a selection from the following menu:

Save/Restore User File Systems

-
1. to save data
 2. to restore data
 3. to save programs
 4. to restore programs
 5. to save control files
 6. to restore control files
 - q. to quit

3. Different prompts are displayed, depending upon the selection you choose:

If You Choose:	You See:
1	Enter hard disk # (0-3) :
2	Enter hard disk # (0-3) :
3	Enter hard disk # (0-3 or V2) :
4	Enter hard disk # (0-3 or V2) :
5	(no message--control files are always on Drive 0)
6	(no message--control files are always on Drive 0)

Answer with the hard disk number you want or with V2 to save version 2 programs.

4. If the save/restore involves data files (selections 1 or 2), you are asked for the company number with:

Enter company # (1-99) :

5. Different prompts appear, depending upon your menu selection in Step 3 above:

If You Chose (in Step 3):	You Now See:
1	Data file directories do not exist on hard disk x for company # x -- Try again OR Data file directories on hard disk x for company # x include following systems: G1 Ar Ap
2	There are not any systems installed on hard disk x for company # x -- Try again OR The following data file directories have been installed for company # x on hard disk x: G1 Ar Ap
3	Version 02.00.00 programs do not exist -- Try again OR Version 02.00.00 programs include following systems: Ar Ap OR Programs do not exist on hard disk x -- Try again OR Programs on hard disk x include following systems: G1

If You Chose (in Step 3):	You Now See:
4	<p>There are not any version 02.00.00 systems installed -- Try again</p> <p>OR The following version 02.00.00 program file directories have been installed: Ar Ap</p> <p>OR There are not any systems installed on hard disk x -- Try again</p> <p>OR The following program file directories have been installed on hard disk x : G1</p>
5	Control files are stored on hard disk 0
6	Control files are stored on hard disk 0

6. For all selections, you are prompted to enter the disk type:

Enter 1 for single-sided disks, 2 for double-sided :

You are then prompted to enter the floppy drive to use:

Enter floppy drive # (0-1) :

7. a. For selections 1-4, you are asked to enter a system directory name to save (or restore), **all**, or **end**. Respond with a valid system name, **all**, or **end**. If you choose **end**, the SAVE menu reappears. If you enter a system name or **all**, your choice is confirmed, and you are asked if you want to proceed with the save or restore procedure. Press **[y]** or **[n]**.

Insert your first floppy diskette into Drive 1, and press [ENTER]. The process begins, and all pathnames of all files saved to or restored from floppy diskette are displayed. SAVE continues to ask for additional diskettes until you enter **end**.

- b. For selections 5 and 6, your choice is confirmed, and you are asked if you want to proceed with saving or restoring the control files. Press [y] or [n].

To save control files, insert your first floppy diskette into Drive 1, and press [ENTER]. To restore control files, insert the diskette into Drive 0, and press [ENTER]. The process begins, and all pathnames of saved or restored control files are displayed. SAVE continues to ask for additional diskettes to be restored until you enter **end**.

8. Label each floppy diskette with a description, date, and diskette number in the backup series, such as:

Payroll Data Files	** BACKUP **
December 4, 19##	Disk # 1 of 10

9. When the process is complete, you are returned to the SAVE menu. If you are finished, press [q] to exit to the root prompt.

Note: Do not attempt to save or restore any files if another terminal is running any of the TRS-XENIX COBOL applications systems.

PART 6/THE MOVE UTILITY

MOVE is a utility that lets you move a directory of data files or programs from one hard disk to another and make the necessary changes to the control files to reflect these changes.

Do not attempt to move files if another terminal is running any of the TRS-XENIX COBOL applications systems.

Immediately update your backups to reflect the move. This entails saving the control files with SAVE and being sure that all program and data file backups reflect the new pathnames for the files. (Pathnames all begin with the hard disk directory--/hd0, /hd1, /hd2, or /hd3.) If only data files are moved, it is not necessary to make new backups of programs, and vice-versa.

Also be aware that interfacing of version 2 programs requires that data files are on the same hard disk. For example, General Ledger interfaces with Accounts Receivable, Accounts Payable, and Payroll. If General Ledger is a version 2 system, G/L data files must be on the same drive as A/R, A/P, and P/R data files. If G/L is a version 3 system, any of the systems' data files can be on any drive. Version 3 programs can find the other systems' data files with the aid of the control files.

To move program or data files, follow these instructions:

1. Log in as root at the console.
2. At the root prompt (#), type **move** [ENTER]. The following menu appears:

```
          M O V E
Move COBOL Program Or Data Files
To Another Hard Disk
```

1. to move program files from one hard disk to another
2. to move data files from one hard disk to another
- q. to quit

3. If you select [1] for program files, you see a message similar to this:

```
Searching for program files that may be moved -- Please wait
Ap is stored on hard disk x
G1 is stored on hard disk x
Ar is not a version 03.00.00 or later release and may not be moved
from drive 0
```

4. In a few moments, the following prompt is displayed:

```
Enter system to be moved (Xx) or 'end' :
```

If you enter **end**, the MOVE menu reappears. If you enter **G1** (for example), the following appears:

```
G1 programs installed on hard disk x
Enter hard disk to which G1 programs are being moved (0-3) :
```

5. After you enter a valid drive number, you see the following messages:

```
Compare size requirements for the move (in 512 byte blocks)
Free space on hard disk x          /dev/hdx      2718
Size of G1 programs                608          /hdx/Cob/G1
Continue with moving G1 from hard disk x to hard disk x? (y/n) :
```

If you answer with **[y]**, the following is displayed:

```
Setting up new G1 directory structure on hard disk x
Moving G1 programs from hard disk x to hard disk x
Removing unused directories on hard disk x
```

6. If you select [2] to move data files, you see:

```
Enter company # data files to be moved (1-99) :
```

After you enter a valid company number, the following appears:

```
Searching for data files that may be moved -- Please wait
Ap is stored on hard disk x
G1 is stored on hard disk x
Ar is stored on hard disk x
```

7. In a few moments, the following prompt appears:

Enter system to be moved (Xx) or 'end' :

If you enter **end**, the MOVE menu reappears. If you enter **G1**, the following is displayed:

G1 installed for company # x on hard disk x

Enter hard disk to which G1 data files are being moved (0-3) :

Enter a valid drive number.

8. Next, you see:

Compare size requirements for the move (in 512 byte blocks)

Free space on hard disk x	/dev/hdx	2718
---------------------------	----------	------

Size of G1 system data files	875	/hdx/Cob/G1
------------------------------	-----	-------------

Continue with moving G1 from hard disk x to hard disk x? (y/n) :

If you answer with **[y]**, you see the following messages:

Setting up new G1 directory structure on hard disk x

Moving company # x G1 data files from hard disk x to hard disk x

Removing unused directories on hard disk x

When the move is complete, you are returned to the MOVE Menu. You can perform another move or quit and return to the root prompt.

PART 7/SPECIAL TRS-XENIX INSTRUCTIONS

RUNMM (Run Master Menu) is the menu program that drives all the TRS-XENIX applications packages. The Master Menu displays the accounting systems installed for a company you set up. You can run both version 2 and version 3 programs from the RUNMM Master Menu, providing that a version 3 system was installed last. You can specify a company number when you type RUNMM. This displays the Master Menu for the specified company. If you do not specify a company number, RUNMM defaults to Company #1.

Type RUNMM [ENTER] or runmm [ENTER] at the \$ prompt to display the Master Menu for Company #1.

Type RUNMM 5 [ENTER] or runmm 5 [ENTER] (for example) to display the Master Menu for Company #5.

Section 1/Selecting Another Company

To select another company number, press [0]. Enter the new company number (1-99), and press [ENTER].

Section 2/Selecting an Accounting System

Press the menu number of the accounting system you wish to use. (Be sure that you have the correct company displayed.) The program loads the accounting system you select.

When you press [F1] or [TAB] to exit an accounting system, the Master Menu is again displayed.

Section 3/Initializing the Lockfile

There are times when a file should be used by only one person. The lockfile system maintains file integrity during these times. If you see this message:

XXXXXXXXXX FILE IS LOCKED AT ANOTHER TERMINAL...WILL YOU WAIT? Y/N

the file you want to use is not available. (WILL YOU WAIT? Y/N might not be displayed in some cases.) Type **y** [ENTER] to wait until the file is available. Type **n** [ENTER] to exit and continue with another process.

If no other users are running applications for this company number, you are receiving this message in error. If this happens, initialize the lockfile for that company. (This situation is most likely to occur after a system failure.) The last Master Menu option, * - INITIALIZE LOCK-FILE, resets all files for that company number to an "unlocked" status.

Be sure all other users are off the TRS-XENIX system for the company on which you are working before you initialize the lockfile for that company.

Note: The lockfile system is not used in any version 2 accounting system.

PART 8/DOCUMENTATION CHANGES

The Payroll Menus #1, #2, and #3, pages 4.1.1-4.1.4, are combined into one Master Menu.

Section 1/Overtime and Special Pay Entries

Affects: page 4.3.4
Control File Maintenance

The manual currently states that 3 decimal positions are allowed in the Overtime and Special Pay fields. However, the Payroll System recognizes only two decimal positions in its calculations. To conform with the program, the fields now allow entries of only 2 decimal positions.

Section 2/Amount Type

Affects: pages 4.5.4, 4.5.6, 4.5.11, 4.5.21, 4.7.18, 4.7.19, and 4.8.11
Deduction and Earning Code List
Numeric Employee List
Payroll Time Edit List, page 4.8.25
Payroll Time Register, page 4.9.4

A new feature is added to the capabilities of deductions and earnings; this is an amount type. Previously, you could enter only a flat amount for a deduction/earning at Employee Maintenance or Time Card Maintenance. The new feature enables you to specify for each deduction/earning whether the amount to be entered is a percentage of the employee's gross, a rate per hour, or a fixed amount per pay period. This decision is made in Deduction/Earnings Maintenance upon entry of a code. This field is not applicable for tips and meals.

Amount Type is now the fifth field entered for earnings, deductions, and before tax deductions. The available codes for amount type are P (percent of gross), H (rate per hour), and F (fixed amount per period). This is a required field, which means you must enter one of three valid types to continue entry of the deduction/earning code.

The new field slightly alters the way employee deduction/earnings are entered in Employee Maintenance. After entering the deduction/earning code, a description of the amount type is displayed with a description of the code itself. If the amount description is PER HR, enter the hourly rate that applies. If the description is PER PPD, enter the amount per period. However, if the amount type is PCT OF GROSS, enter the percentage as if a percent sign were present. For example, you would enter 15% as 15.000, not as 0.150. Per Hour and Per Period allow three digits in front of the decimal and two behind the decimal. PCT OF GROSS allows two digits in front of the decimal and three behind the decimal.

Addition of Amount Type also affects the add and change transaction options of Time Processing. The entry of the three temporary deduction/earnings codes is affected in the same way that the entry of the six permanent deduction/earnings codes is affected in Employee Maintenance. After you enter a valid code, the code's description is displayed with an amount description of either PERCENT, AMOUNT, or PER HR. Enter the amount, rate, or percent as described for Employee Maintenance.

For examples of the way the reports have changed, see the attached printouts.

Section 3/Work State/City Codes

Affects: pages 4.6.19, 4.6.26
Tax Codes/Tables File Printout, page 4.6.31
Employee W-2's, page 4.16.8

Two new fields are added to the state and city tax codes. The new fields are entitled Work State and Work City respectively. These fields do not affect the operation of the system. Their purpose is to clarify information on W-2 forms. Previously, the system used the employee's home state and home city for Work State and Work City on the W-2. The system now allows for entry of these work fields to reflect the correct city/state for those employees who are taxed in the city and state in which they work instead of the city/state in which they live.

For examples of the way the reports have changed, see the attached printouts.

Section 4/Vacation Checks - Advance Weeks

Affects: pages 4.9.1, 4.9.2

A change is made in the handling of Advance Vacation Weeks' checks. Previously, one check was printed for each week of advance vacation pay. Now, only one advance vacation paycheck is printed, regardless of the number of advance vacation weeks being paid. As a result of this change, the first screen displayed in the Calculate Payroll option is changed. Instead of Vacation Check, fields 2-5 read Vacation Week.

Section 5/Payroll Checks

Affects: Check Alignment, page 4.10.6
Check Format, page 4.10.7

Three fields are added to the stub portion of each payroll check. The new fields are the company name, the city and state in which the company resides, and the beginning date of the pay period. Company name is added as Line 1 at the top of the check stub. The city and state of the company is added between the Totals and Comment lines. Adding the Beginning Date of the Pay Period causes two changes. First, Check Number appears in the same shaded area as Net Pay. Second, Pay Period now reads Beginning Date To Ending Date in the standard format (12/12/84).

Section 6/Manual Transaction Maintenance Second Screen

Affects: page 4.11.8

Manual Payroll Transaction Edit List, page 4.11.16

A second screen is added to Manual Transaction Processing. After you indicate that there are no more changes to the first screen, the second screen automatically appears. Entry for the second screen is as follows:

MANUAL PAYROLL PROCESSING		XYZ CO.
ADD		
EMP. 3	LOPEZ, FELICIA J.	CHECK NO: 1009
CALC GROSS	1,200.00	
FICA	0.00	EIC 0.00
FWT	0.00	EMPR FICA 0.00
SWT	0.00	FUI 0.00
OST	0.00	SUI 0.00
CWT	0.00	SUPP BEN 0.00
43. GROSS PAY		
44. EMP FICA GROSS		
45. FWT GROSS		
46. SWT GROSS		
47. OST GROSS		
48. CWT GROSS		
49. EIC GROSS		
50. W-COMP GROSS		
51. EMPR FICA GROSS		
52. FUI GROSS		
53. SUI GROSS		
54. SUPP BEN GROSS		
PRESS F1 TO DEFAULT TO CALC GROSS		

Near the top of the screen, the employee number, name, and check number is displayed as previously entered on the first screen of Manual Payroll Processing. The CALC GROSS amount (calculated gross pay) is computed internally, based upon your entries for REG PAY, OVT TIME, VAC PAY, HOL PAY, SICK PAY, SPEC PAY, and SUPP EARN. The deduction amounts entered on the first screen are also displayed for your reference.

On this screen, enter a gross amount for each deduction category. For example, if FWT (Federal Withholding Tax) were calculated based upon the CALC GROSS amount, you would enter that amount for number 45, FWT GROSS. The State Withholding Tax might be calculated based upon a different amount (for example, partial or exempt), and that amount would be entered for number 46, SWT GROSS. You can also use these entry fields to make adjustments to the gross amounts in the Employee file and Quarter-To-Date History file in a manner similar to that described in the beginning of this chapter.

For each category, you can enter a maximum of 8 numeric characters, including 2 decimal places, plus an optional minus sign. Pressing [F1] defaults to the amount displayed in CALC GROSS.

Enter the data as follows:

43. GROSS PAY

Enter the amount of GROSS PAY that should be applied to the employee's history records. To use the calculated gross amount, press [F1]. If this entry is being used as an adjustment as well as a transaction entry record, enter the total amount of both the adjustment and the transaction as the gross amount. For example, for a transaction of \$1,000 and an adjustment of \$15, enter the amount of \$1,015 into the Gross Amount field.

44. EMP FICA GROSS

Enter the EMP FICA GROSS amount. This is the amount on which the employee's portion of FICA is calculated. For example, since this is for a non-employee with no taxes being withheld, type 0 [ENTER] (for RET).

45. FWT GROSS Enter the FWT GROSS amount on which federal withholding tax is calculated. For instance, type 0 [ENTER] (for RET).
46. SWT GROSS Enter the SWT GROSS amount on which the state withholding tax is calculated. For example, type 0 [ENTER] (for RET).
48. CWT GROSS Enter the CWT GROSS amount on which city withholding tax is calculated. For instance, type 0 [ENTER] (for RET).
49. EIC GROSS Enter the EIC GROSS amount on which any EIC payment is calculated. For example, type 0 [ENTER] (for RET).
50. W-COMP GROSS Enter the W-COMP GROSS amount on which the employer's contribution to worker's compensation is calculated. For example, type 0 [ENTER] (for RET).
51. EMPR FICA GROSS Enter the EMPR FICA GROSS amount on which the employer's contribution to FICA is calculated. For example, type 0 [ENTER] (for RET).
52. FUI GROSS Enter the FUI GROSS amount on which the employer's contribution to federal unemployment insurance is calculated. For example, type 0 [ENTER] (for RET).

53. SUI GROSS

Enter the SUI GROSS amount on which the employer's contribution to state unemployment insurance is calculated. For example, type 0 [ENTER] (for RET).

54. SUPP BEN GROSS

Enter the SUPP BEN GROSS amount on which supplemental benefit contributions are calculated. For instance, type 0 [ENTER] (for RET).

For an example of the way this affects the Edit List, see the attached reports.

Note: The system does minimum verification for manual entries of any type.

Section 7/PR Distribution To G/L

Affects: page 4.12.1

This selection from the Main Menu was previously entitled Print PR Distribution to G/L Report. Two new features are added to the distribution area. When you choose this selection now, the Distribution Menu appears instead of the screen shown on page 4.12.1. The entry of fields is described.

DISTRIBUTION MENU	XYZ COMPANY
PLEASE ENTER:	
1. G/L REPORT	
2. VERIFY ACCOUNTS	
3. DISTRIBUTION FILE MAINTENANCE	

To print a complete report of the General Ledger entries, type 1 [ENTER]. After you answer "y" to the ARE YOU SURE question, the screen on page 4.12.1 appears.

As you can see from the Distribution Menu, the two new features are Verify Accounts and Distribution File Maintenance. To print a report of the invalid account numbers used in the Distribution File, type 2 [ENTER].

If there are no invalid accounts present in the file, a message to that effect is displayed, and you are prompted to press [ENTER] to continue.

Distribution Maintenance lets you replace incorrect account numbers in the Distribution File. At the Distribution Menu, type 3 [ENTER]. The screen shows:

DISTRIBUTION FILE MAINTENANCE	XYZ COMPANY
PLEASE ENTER:	
INCORRECT G/L ACCOUNT NUMBER _____	

At this point, enter the account number you wish to replace. Verification on the account number ensures that it exists in the Distribution File. The screen shows:

DISTRIBUTION FILE MAINTENANCE	XYZ COMPANY
PLEASE ENTER:	
INCORRECT G/L ACCOUNT NUMBER 6250-000	
CORRECT G/L ACCOUNT NUMBER _____	

Enter a valid account number, and press [ENTER]. After you verify your answers, the system corrects the account in every distribution record in which it appears.

Continue with this process until all invalid accounts are correct. When there are no more accounts to correct, press [TAB] to return to the Distribution Menu.

To return to the Payroll Menu, press [TAB] at the Distribution Menu.

For an example of the Verify Accounts Report, see the attached reports.

Section 8/Year-End Payroll Report

Affects: Year-End Payroll Report, page 4.16.2

The format for this report is altered to increase field sizes and spacing.
This allows for easier reading. See the attached report for the new format.

Section 9/Tab Key As Restart

Affects: Payroll System

In this new version of Payroll, you can press [TAB] or [CTRL] [R] to exit data entry. Previously, it was required that you press the [RESTART] key to exit data entry at certain fields.

Section 10/Larger Data

Affects: Payroll System

File sizes are increased to accommodate a salary of \$99,999 with a pay frequency of weekly.

Section 11/Other

A large number of changes are made to this version of the Payroll System. As stated in the aforementioned documentation changes, some of the changes are external, while others are not visible to you. Additionally, there are changes that require manual procedures on your part to operate properly. These changes and the necessary procedures are detailed below.

Handling an Employee Deduction Based Upon Days Worked

Note: Follow these instructions for deductions based on hours worked if the new deduction amount is not adequate.

Some states require a payroll deduction based upon days or hours worked in a pay period. Most payrolls are unable to handle this. To accomplish this type of deduction using Payroll, use the Temporary Deduction/Earnings code along with Payroll Time Processing. The following example is based upon Oregon's required deduction of 14 cents per day for worker's compensation. These are the necessary steps:

1. Set up a Deduction/Earnings code for worker's compensation. Use a work unit of a day. This is to track the employer's requirement. (Manual Section 4.5.)
2. Set up a Deduction/Earnings code type "D" for the employee's deduction of worker's compensation. (Manual Section 4.5.)
3. When you are ready to process a payroll using the Payroll Time Processing, select ADD TRANSACTION. If you used GENERATE STANDARD PAYROLL, then use CHANGE TRANSACTIONS instead. (Manual Section 4.8.)
4. Use field number 9, 10, or 11 (TEMP D/E) as appropriate to your payroll processing to enter the employee's deduction code that you set up in Step 2 above. Now, you must calculate the amount of the deduction. For example, if an employee works 8 1/2 days during the pay period, you would enter \$126 (9 X .14).

Note: Oregon requires that partial days count as full days.

5. Use field number 14 to enter the work units. For example, you would enter 9.

Correcting an Employee's Social Security Number

Since the social security number, or SSN, is the key to an employee record, a problem arises when you enter the wrong SSN for an employee and process data for that employee under that number.

If the employee discovers the mistake and changes the SSN, the Payroll application treats the employee as completely separate from the previous data. Two entries are printed in every report and, most critically, two W-2's are printed. To correct this, back the old data out of the wrong SSN and into the new one.

1. Print an Employee List and note the YTD amounts.
2. Using manual transactions with negative amounts, bring the employee's YTD \$ amount to zero. Be sure to post these transactions and run an Employee List to verify your entries.
3. Delete the employee.
4. Add the employee again with the correct SSN.
5. Use manual transactions again to add the correct amounts to YTD. Verify your entries by running an Employee List.

Correcting an Employee's State Tax Code

The state tax code, as with the social security number, is the key to an employee record. A problem occurs when an incorrect state tax code is entered and data is processed for the employee. The procedure for correcting a state tax code is the same as for correcting an erroneous social security number. Refer to "Correcting an Employee's Social Security Number" for more details.

Handling More Than 15 Entries in a Tax Table

The state of West Virginia has defined 16 wage ranges for their calculation of state withholding tax. The Payroll application limits the wage ranges to 15 per table, causing a problem for the state of West Virginia. We recommend using two separate tables in a situation like this. The lower wage ranges can be added to Table A, the higher ranges to Table B.

In the case of West Virginia, you can use any convenient breaking point to split the table. When entering the employee into the file, choose the proper table by comparing the the employee's periodic wage amount to a tax table printout.

PART 9/IN CASE OF SYSTEM CRASH

If for any reason you have to re-initialize your entire TRS-XENIX system, follow these steps to restore your accounting programs and data to the hard disk.

After re-initializing TRS-XENIX:

1. Re-install a version 3 accounting package to put the new SAVE and RUNMM back on the hard disk.
2. Type **save** [ENTER] to enter the SAVE utility.
3. Use option 6 to restore the control files.
4. Use options 2 and 4 to restore data and programs.

S A M P L E R E P O R T S

1. Deduction/Earning Code List
2. Numeric Employee List
3. Payroll Time Edit List
4. Payroll Time Register
5. Alignment Mask & W-2 Tax Form
6. Tax Codes/Tables File Print-Outs
7. Alignment Mask & Paycheck
8. Year-End Payroll Report
9. Invalid Payroll Distribution Account Report

TANDY COMPUTER PRODUCTS

RUN DATE: 05/30/85

SPANDO CORPORATION

PAGE 0001

DEDUCTION AND EARNING CODE LIST

DEDUCTION/EARNING TYPES: D = DEDUCTION B = BEFORE TAX DED E = EARNING W = W/COMP CLASSIFICATION M = MEALS T = TIPS

AMOUNT TYPES: P = PERCENT OF GROSS H = RATE PER HOUR F = FIXED AMOUNT PER PERIOD

W/COMP RATE BASIS: P = PERCENT ON SUBJECT WAGES W = WORK UNITS

CODE	DESC	TYP	G/L-ACCT	G/L-ACCT-DESC	AMT	TYP	FWT	EMP-FICA	EMPR-FICA	FUI	EIC	SWT	SUI	OST	SUPPL-BEN	W/COMP	CWT
				RATE-BASIS	PREM-RATE	YTD-EARN-LIMIT	CURR-EARN-LIMIT	WRK-UNIT-DESC									
B1	PENSION	B	3060-000	PENSION		P	N	N	N	N	N	N	N	N	N	N	N
B2	test	B	1000-000	ACCOUNTS RECEIVABLE ACCT		F	N	N	N	N	N	N	N	N	N	N	N
D1	charitu	D	3610-000	CHARITY DEDUCTION PAYABLE		F											
D2	RDCROSS	D	3610-000	CHARITY DEDUCTION PAYABLE		F											
D3	CARE	D	3610-000	CHARITY DEDUCTION PAYABLE		P											
D4	UNTDWAY	D	3610-000	CHARITY DEDUCTION PAYABLE		F											
E1	bonus	E	1000-000	ACCOUNTS RECEIVABLE ACCT		F	N	N	N	N	N	N	N	N	N	N	N
E2	comm	E	1000-000	ACCOUNTS RECEIVABLE ACCT		H	N	N	N	N	N	N	N	N	N	N	N
EB1	BONUS	E	6030-100	BONUS EXPENSE		F	N	N	N	N	N	N	N	N	N	N	N
EB2	BONUS	E	6030-200	BONUS EXPENSE		F	N	N	N	N	N	N	N	N	N	N	N
EC1	COMISSN	E	6020-100	COMMISSIONS EXPENSE		H	N	N	N	N	N	N	N	N	N	N	N
EC2	COMISSN	E	6020-200	COMMISSIONS EXPENSE		H	N	N	N	N	N	N	N	N	N	N	N
ET1	TRAVEL	E	6550-100	TRAVEL EXPENSE		H	N	N	N	N	N	N	N	N	N	N	N
ET2	TRAVEL	E	6550-200	TRAVEL EXPENSE		H	N	N	N	N	N	N	N	N	N	N	N
M1	MEALS	M					N	N	N	N	N	N	N	N	N	N	N
M2	meals	M					N	N	N	N	N	N	N	N	N	N	N
T1	TIPS	T					N	N	N	N	N	N	N	N	N	N	N
WC1	PCT-.5	W		P	.000		.00		.00								
WC2	WEEKS	W		W	2.000												WEEK

19 CODES ON FILE: 4 DEDUCTIONS 2 BEFORE TAX DED 8 EARNINGS 2 W-COMP 2 MEALS 1 TIPS

TANDY COMPUTER PRODUCTS

RUN DATE: 09/05/84

MARVS COMPANY

PAGE 0002

NUMERIC EMPLOYEE LIST

EMP-NO	DEPT	TYPE	NAME	STREET	CITY	ST ZIP	SOC-SEC-NO	BIRTH-DT
0003	0198	S	BISI, SPANDO	RD5 BOX 263	PITTSBURGH	CA 10986	184-44-1112	10/18/61

MARITAL	= S	HIRED	= 05/12/80	RATES / EXEMPTIONS	EARN/DED	CODE	AMOUNT	TYPE	FRQ	ACCT/BAL	---YEAR TO DATE AMOUNTS---
PAY FREQ	= B	LAST RAISE	= 12/06/81								
FICA	= N	REVIEW	= 06/01/82	SALARY	14,000.00	DEDUCTION	D1	25.00	F	B	YTD-GROSS .00
FUI	= Y	TERMINATED	=	REG RATE	175.000	DEDUCTION	D2	35.00	F	M	YTD-FWT-GR .00
SUI	= N			OVT RATE	262.500	EARNING	ET1	3.50	H	B	YTD-ER-FIC-GR .00
WORK-COMP	= WC2	STATE- TBL	= C-S	SPC RATE	350.000	EARNING	EC1	5.00	H	B	YTD-E-FIC-GR .00
PENSION	= Y	CITY - TBL	=	FED EX #	1	D-E5		.00			YTD-FUI-GR .00
TIP-CR-ELG	= Y	STATE- CR	= .00	ST W/TX \$	1,000.00	D-E6		.00			YTD-SUI-GR .00
EIC CODE	= 0			OTHR EX #	0	GARNISH %		.00		.00	YTD-W-COMP .00
		VAC DUE	= 100.00	CITY EX #	0	LOAN		.00		.00	YTD-SUPP-BEN .00
		VAC PAID	= .00	ADD'L FWTX	.00	UNION		.00			YTD-FICA .00
		SICK DUE	= 500	ADD'L SWTX	2.00						YTD-FWT .00
				ADD'L CWTX	.00						YTD-EIC .00
		INS PREM	= 300.00								YTD-SWT .00
		GL DISTRIB	= N								YTD-OST .00
		WAGE-ACCT	= 6000-200								YTD-CWT .00
											YTD-TIP-CR .00

EMP-NO	DEPT	TYPE	NAME	STREET	CITY	ST ZIP	SOC-SEC-NO	BIRTH-DT
0004	0654	S	BLACK, DOUG	RT 10 BOX 93A	CHARLESTON	CA 67859	789-22-1659	10/31/62

MARITAL	= M	HIRED	= 08/16/80	RATES / EXEMPTIONS	EARN/DED	CODE	AMOUNT	TYPE	FRQ	ACCT/BAL	---YEAR TO DATE AMOUNTS---
PAY FREQ	= B	LAST RAISE	= 10/25/81								
FICA	= N	REVIEW	= 06/21/82	SALARY	15,000.00	D-E1		.00			YTD-GROSS .00
FUI	= N	TERMINATED	=	REG RATE	86.540	D-E2		.00			YTD-FWT-GR .00
SUI	= N			OVT RATE	129.810	D-E3		.00			YTD-ER-FIC-GR .00
WORK-COMP	= WC1	STATE- TBL	= C-M	SPC RATE	173.000	D-E4		.00			YTD-E-FIC-GR .00
PENSION	= N	CITY - TBL	=	FED EX #	3	D-E5		.00			YTD-FUI-GR .00
TIP-CR-ELG	= N	STATE- CR	= .00	ST W/TX \$	3,000.00	D-E6		.00			YTD-SUI-GR .00
EIC CODE	= 0			OTHR EX #	0	GARNISH %		.00		.00	YTD-W-COMP .00
		VAC DUE	= .00	CITY EX #	0	LOAN		.00		.00	YTD-SUPP-BEN .00
		VAC PAID	= .00	ADD'L FWTX	.00	UNION		.00			YTD-FICA .00
		SICK DUE	= 0	ADD'L SWTX	.00						YTD-FWT .00
				ADD'L CWTX	.00						YTD-EIC .00
		INS PREM	= .00								YTD-SWT .00
		GL DISTRIB	= N								YTD-OST .00
		WAGE-ACCT	= 6000-100								YTD-CWT .00
											YTD-TIP-CR .00

TANDY COMPUTER PRODUCTS

RUN DATE: 09/05/84

MARVS COMPANY

PAGE 0001

PAYROLL TIME EDIT LIST

FOR THE PAY PERIOD ENDING 09/05/84

EMPLOYEE TYPES: H = HOURLY S = SALARY

PAY FREQUENCIES: D = DAILY W = WEEKLY B = BI-WEEKLY S = SEMI-MONTHLY M = MONTHLY Q = QUARTERLY

DISTRIBUTION TYPES: S = SALARY % R = REGULAR HOURS O = OVERTIME HOURS X = SPECIAL HOURS

DEPT NO	EMP NO	NAME SOC-SEC-NO	TYPE	WAGE-ACT	FRQ	SALARY SUPP-EARN	HOURS			SICK VAC	TEMP-DED/EARN			VAC WKS	WKS WRK	WORK UNITS
							REGULAR	SPECIAL	OVERTIME		DESC	TYPE	AMOUNT	TYPE		
69	12	MARY BISI 184-44-1116	S	6000-100	B	25,000.00 .00	80.00 .00	.00 .00	.00 .00	0 .00	charity	D	15.00	F	2.00	
1 ENTRIES							DEPARTMENT TOTALS:			80.00						
0 HOURLY								.00								
1 SALARY								.00		.00						
								.00								
198	3	BISI, SPANDO 184-44-1112	S	6000-200	B	14,000.00 .00	80.00 .00	.00 .00	.00 .00	0 .00	RDCROSS CARE	D D	15.00 .500	F P	2.00	
1 ENTRIES							DEPARTMENT TOTALS:			80.00						
0 HOURLY								.00								
1 SALARY								.00		.00						
								.00								
247	1	PALMER, ARNOLD 185-77-1122	S	6000-100	W	100,000.00 .00	40.00 .00	.00 .00	.00 .00	0 .00					1.00	
1 ENTRIES							DEPARTMENT TOTALS:			40.00						
0 HOURLY								.00								
1 SALARY								.00		.00						
								.00								
321	6	ALLEN, GWEN 760-61-9530	S	6000-100	B	3,200.00 .00	80.00 .00	.00 .00	.00 .00	0 .00					2.00	
	7	MOORE, BOB 731-51-9999	S	6000-100	M	300.00 .00	173.33 .00	.00 .00	.00 .00	0 .00					4.33	
	8	BOWEN, SANDRA 763-25-2222	S	6000-100	B	2,000.00 .00	80.00 .00	.00 .00	.00 .00	0 .00					2.00	
	9	LEAPER, LORI 462-22-3699	H	6000-100	B	.00 .00	80.00 .00	.00 .00	.00 .00	0 .00					2.00	

TANDY COMPUTER PRODUCTS

RUN DATE: 09/05/84

MARVS COMPANY

PAGE 0001

PAYROLL TIME REGISTER

FOR THE PAY PERIOD ENDING 09/05/84

EMPLOYEE TYPES: H = HOURLY S = SALARY

PAY FREQUENCIES: D = DAILY W = WEEKLY B = BI-WEEKLY S = SEMI-MONTHLY M = MONTHLY Q = QUARTERLY

DISTRIBUTION TYPES: S = SALARY % R = REGULAR HOURS O = OVERTIME HOURS X = SPECIAL HOURS

DEPT NO	EMP NO	NAME	SOC-SEC-NO	TYPE	WAGE-ACT	FRQ	SALARY SUPP-EARN	HOURS			SICK VAC	TEMP-DED/EARN				VAC WKS	MKS WRK	WORK UNITS
								REGULAR	SPECIAL	OVERTIME		DESC	TYPE	AMOUNT	TYPE			
69	12	MARY BISI	184-44-1116	S	6000-100	B	25,000.00 .00	80.00 .00	.00 .00	.00 .00	0	charity	D	15.00	F	2.00		
1 ENTRIES								DEPARTMENT TOTALS:	80.00		0							
0 HOURLY									.00									
1 SALARY								.00			.00							
									.00									
198	3	BISI, SPANDO	184-44-1112	S	6000-200	B	14,000.00 .00	80.00 .00	.00 .00	.00 .00	0	RDCROSS	D	15.00	F	2.00		
									.00		.00	CARE	D	73.40	P			
1 ENTRIES								DEPARTMENT TOTALS:	80.00		0							
0 HOURLY									.00									
1 SALARY								.00			.00							
									.00									
247	1	PALMER, ARNOLD	185-77-1122	S	6000-100	W	100,000.00 .00	40.00 .00	.00 .00	.00 .00	0					1.00		
1 ENTRIES								DEPARTMENT TOTALS:	40.00		0							
0 HOURLY									.00									
1 SALARY								.00			.00							
									.00									
321	6	ALLEN, GWEN	760-61-9530	S	6000-100	B	3,200.00 .00	80.00 .00	.00 .00	.00 .00	0					2.00		
	7	MOORE, BOB	731-51-9999	S	6000-100	M	300.00 .00	173.33 .00	.00 .00	.00 .00	0					4.33		
	8	BOWEN, SANDRA	763-25-2222	S	6000-100	B	2,000.00 .00	80.00 .00	.00 .00	.00 .00	0					2.00		
	9	LEAPER, LORI	462-22-3699	H	6000-100	B	.00 .00	80.00 .00	.00 .00	.00 .00	0					2.00		

TANDY COMPUTER PRODUCTS

1 Control number 22222		For Paperwork Reduction Act Notice, see back of Copy D. OMB No. 1545-0008		For Official Use Only	
2 Employer's name, address, and ZIP code XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		3 Employer's identification number XXXXXXXXXXXX		4 Employer's State number XXXXXXXXXXXX	
8 Employee's social security number XXXXXXXXXXXX		9 Federal income tax withheld XXXXXXXXXXXX		10 Wages, tips, other compensation XXXXXXXXXXXX	
12 Employee's name (first, middle, last) XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX		13 Social security wages XXXXXXXXXXXX		14 Social security tips XXXXXXXXXXXX	
15 Employee's address and ZIP code		16 *		17 State income tax XXXXXXXXXXXX	
				18 State wages, tips, etc. XXXXXXXXXXXX	
				19 Name of State XX XX	
				20 Local income tax XXXXXXXXXXXX	
				21 Local wages, tips, etc. XXXXXXXXXXXX	
				22 Name of locality XXXXXXX	

Form **W-2 Wage and Tax Statement 1983**
13-2581759

Copy A For Social Security Administration
Do NOT Cut or Separate Forms on This Page

Department of the Treasury IRS
* See Instructions for Forms W-2 and W-2P

1 Control number 22222		For Paperwork Reduction Act Notice, see back of Copy D. OMB No. 1545-0008		For Official Use Only	
2 Employer's name, address, and ZIP code SPANDO CORPORATION RD5 BOX 263 LATROBE, PA 15650		3 Employer's identification number 95-1135917		4 Employer's State number 213-4495-1	
8 Employee's social security number 184-44-1112		9 Federal income tax withheld 10,470.12		10 Wages, tips, other compensation 29,360.00	
12 Employee's name (first, middle, last) SPANDO BISI		13 Social security wages 29,360.00		14 Social security tips .00	
15 Employee's address and ZIP code		16 *		17 State income tax 3,703.24	
				18 State wages, tips, etc. 29,360.00	
				19 Name of State CA	
				20 Local income tax 652.72	
				21 Local wages, tips, etc. 14,680.00	
				22 Name of locality LATROBE	

Form **W-2 Wage and Tax Statement 1983**
13-2581759

Copy A For Social Security Administration
Do NOT Cut or Separate Forms on This Page

Department of the Treasury IRS
* See Instructions for Forms W-2 and W-2P

TANDY COMPUTER PRODUCTS

RUN DATE: 09/27/84

MARV'S COMPANY

PAGE 0004

TAX CODES/TABLES FILE PRINT-OUT

STATE TAX CODES/TABLES

CODE	DESCRIPTION	TX-RPT-ID-#	TAX-LIAB-ACCT	SUPPL	MIN
		NO	DESC	W/H-X	WAGE

M-S	MICHIGAN TAX CODE	35-1155435	2871-000	EMPLOYEE FUNDS W/H-HIGH	.00 3.350
-----	-------------------	------------	----------	-------------------------	-----------

EXEMPTION DEFINITIONS: STATE-W/H SUI OST W/COMP SUPPL/BEN

REGULAR PAY ?	N	N	N	N	N
OVERTIME PAY ?	N	N	N	N	N
SPECIAL PAY ?	N	N	N	N	N
HOLIDAY PAY ?	N	N	N	N	N
SICK PAY ?	N	N	N	N	N
VACATION PAY ?	N	N	N	N	N
SUPPL EARN ?	N	N	N	N	N

CALCULATION BASIS	D
GROSS WAGE CUT-OFF AMT	.00
BASE GROSS PCT	100
PCT OF FWT TO ADJUST	.00
ADJ FOR FICA W/H ?	N
STANDARD ADJ PCT OF GROSS PAY	.000
MIN STANDARD ADJUSTMENT	.00
MAX STANDARD ADJUSTMENT	.00
STATE W/H ALLOWANCE AMT	.00

SUI PERCENT	10.50
SUI MAXIMUM \$	8,500.00
SUI EXPENSE ACCT	2400
SUI LIAB ACCT	2400-000 ACCRUED PAYROLL TAXES
OST W/H ALLOWANCE AMT	.00
OST PERCENT	.00
OST MAXIMUM \$.00
OST LIAB ACCT	
SUPPL BENEFIT PERCENT	.00
SUPPL BENEFIT MAXIMUM \$.00
WORK STATE	MI

-----STATE-W/H-TABLES-----

\$-AMT Z-AMT ON-AMT-OVER

.00	6.100	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0

TANDY COMPUTER PRODUCTS

RUN DATE: 09/27/84

MARV'S COMPANY

PAGE 0005

TAX CODES/TABLES FILE PRINT-OUT

CITY TAX CODES/TABLES

CODE	DESCRIPTION	TX-RPT-ID-#	TAX-LIAB-ACCT	SUPPL	MIN
		NO	DESC	W/H-X	WAGE
C20	C-20	35-1155435	2000-000 EMPLOYEE FUNDS W/H-CITY	.00	3.350

EXEMPTION DEFINITIONS: CITY-W/H

REGULAR PAY ?	N
OVERTIME PAY ?	N
SPECIAL PAY ?	N
HOLIDAY PAY ?	N
SICK PAY ?	N
VACATION PAY ?	N
SUPPL EARN ?	N

CALCULATION BASIS	D
GROSS WAGE CUT-OFF AMT	.00
BASE GROSS PCT	100
PCT OF FWT TO ADJUST	.00
ADJ FOR FICA W/H ?	N
STANDARD ADJ PCT OF GROSS PAY	.000
MIN STANDARD ADJUSTMENT	.00
MAX STANDARD ADJUSTMENT	.00
CITY W/H ALLOWANCE AMT	.00

WORK CITY	ANARBOR
-----------	---------

CITY-W/H-TABLES

S-AMT	Z-AMT	ON-AMT-OVER
-------	-------	-------------

.00	1.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0
.00	.000	0

TANDY COMPUTER PRODUCTS

XYZ COMPANY

Name
SPANDO BISI

Emp.No. - Dept.
3 0198

Soc.Sec.No.
184-44-1112

EARNINGS / CREDITS				TAXES / DEDUCTIONS		
DESCRIPTION	HOURS	CURRENT	YEAR-TO-DATE	DESCRIPTION	CURRENT	YEAR-TO-DATE
REGULAR	80.00	14,000.00		FEDERAL W/H TAX	5,235.06	5,235.06
TRAVEL		280.00		FICA	983.56	983.56
COMISSN		400.00		STATE W/H TAX	1,851.62	1,851.62
				OTHER STATE W/H	6.00	6.00
				RDCROSS	15.00	
				CARE	73.40	
				charity	25.00	
				RDCROSS	35.00	
TOTALS	80.00	14,680.00	14,680.00		8,224.64	

LATROBE

PA 15650

Pay Period

08/23/84 to 09/05/84

Ck.No.

000027

Net Pay

6,455.36

STATEMENT OF EARNINGS AND DEDUCTIONS • DETACH AND RETAIN FOR YOUR RECORDS

CHECK NO.

000027

PAY

SIX THOUSAND FOUR HUNDRED FIFTY-FIVE & 36/100 ----- DOLLARS

TO THE
ORDER OF

SPANDO BISI
RD5 BOX 263
PITTSBURGH

CA 10986

DATE

09/06/84

AMOUNT

***6,455.36

TANDY COMPUTER PRODUCTS

RUN DATE: 09/06/84

MARVS COMPANY

PAGE 0004

YEAR-END PAYROLL REPORT

COMPANY: SPANDO CORPORATION
 ADDRESS: RD5 BOX 263
 LATROBE, PA 15650

FED ID: 95-1135917

STATE: CALIF. TAX CODE (SINGLE) STATE ID: 213-4495-1

SOC-SEC-NO	NAME/ADDRESS		1ST-QTR	2ND-QTR	3RD-QTR	4TH-QTR	YEAR-TOTAL
184-44-1112	SPANDO BISI	EIC-PHNT	.00	.00	.00	.00	.00
	RD5 BOX 263	GRS-WAGES	.00	.00	14,680.00	.00	14,680.00
	PITTSBURGH	CA FWT-W/H	.00	.00	5,235.06	.00	5,235.06
	10986	FICA-GRS	.00	.00	14,680.00	.00	14,680.00
		FICA-W/H	.00	.00	983.56	.00	983.56
		RPTD-TIPS	.00	.00	.00	.00	.00
		EMPR-FICA	.00	.00	983.56	.00	983.56
		SMT-GRS	.00	.00	14,680.00	.00	14,680.00
		SMT-W/H	.00	.00	1,851.62	.00	1,851.62
		CWT-GRS	.00	.00	.00	.00	.00
		CWT-W/H	.00	.00	.00	.00	.00

EARNING CATEGORIES YEAR TOTALS:

REG-PAY	14,000.00
OVT-PAY	.00
VAC-PAY	.00
HOL-PAY	.00
SICK-PAY	.00
SPEC-PAY	.00
SUPP-PAY	.00

DEDUCTION CATEGORIES YEAR TOTALS:

GARNISH	.00
LOAN	.00
UNION	.00

MISC DED-EARN CATEGORIES YR TOTALS:

charity	25.00
RDCROSS	50.00
CARE	73.40
COMISSN	400.00
TRAVEL	200.00

TANDY COMPUTER PRODUCTS

RUN DATE: 09/06/84

MARVS COMPANY

PAGE 0001

INVALID PAYROLL DISTRIBUTION ACCOUNT REPORT

FOR THE PERIOD ENDING 09/06/84

ACCOUNT NO	DESCRIPTION	CHECK DATE	CHECK NO	EMPL NO	AMOUNT DISTRIBUTED
6030-100	*** ACCOUNT NOT ON FILE ***	09/06/84	28	1	150.00
		09/06/84	30	7	100.00
		09/06/84	32	9	120.00
6030-200	*** ACCOUNT NOT ON FILE ***	09/06/84	26	12	250.00
		09/06/84	28	1	400.00
		09/06/84	31	8	100.00
6550-100	*** ACCOUNT NOT ON FILE ***	09/06/84	27	3	200.00

875-9790