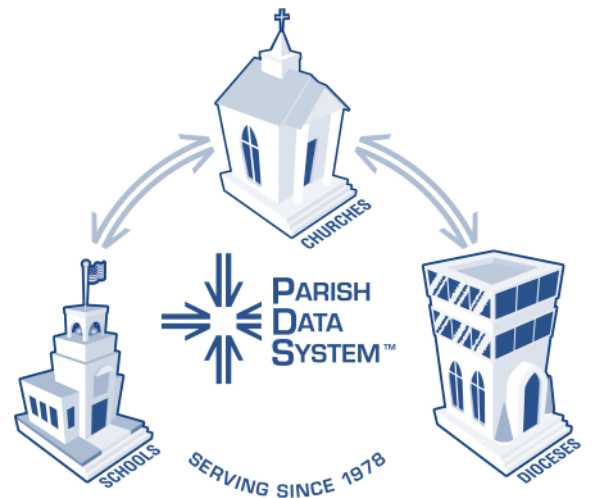


 PDS *Ledger/Payroll*™

Getting Started Guide



PDS Ledger/Payroll 5.1

Getting Started Guide

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Introduction

Welcome to PDS Ledger/Payroll.

Overview of Ledger/Payroll

PDS Ledger/Payroll allows you to track all of your financial transactions and outstanding invoices. Generate a wide variety of reports or create your own. Maintain General Ledger, Accounts Receivable, and Accounts Payable. Finally, you can manage your payroll needs.

Overview of This Guide

This *Getting Started Guide* is designed to get you working quickly with Ledger/Payroll. It is not an exhaustive guide to using the application. For full instructions on using Ledger/Payroll, consult the online help or the *Ledger/Payroll User Guide*. Access these by clicking **Help** in the application menu bar. This *Getting Started Guide* includes the following sections:

Preparing to Install — Includes system requirements and operating system configurations needed before installing.

Upgrading from Ledger/Payroll Version 1, 2, 3, or 4 — Includes installation instructions for upgrading to version 5.1.

Installing — Includes installation instructions for new users.

Performing Basic Tasks — Includes instructions for performing some common tasks.

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Increasing Network Performance — Includes tips for speeding up a slow network after you install your PDS product.

Note — This guide often refers to your program's user guide or online help for additional information. You can find the user guide on your installation CD. Start online help by clicking **Help** on the program's menu bar, or pressing the F1 key.

While PDS does support the Windows Vista™ operating system, the examples and instructions in this guide are based on Windows XP. Please consult your Microsoft® documentation for equivalent Vista directions where necessary.

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Preparing to Install

Before installing, make sure you have the required hardware, software, and software configurations on the machines that will house the PDS application files or the PDS database. Instructions for checking your hardware specifications, configuring your hardware and operating system, and installing any required third-party software follow the system requirements table below.

System Requirements

The requirements for Ledger/Payroll include:

Requirement	Minimum	Recommended
Operating System	Microsoft Windows Vista™, XP SP (Service Pack) 2, 2003 SP2, or 2000 SP4 operating system.	
Processor	Intel® Pentium® processor or equivalent.	1.5 GHz processor or higher.
Memory	256 MB.	1 GB.
Monitor	VGA color monitor (800 x 600 pixels or higher).	

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Requirement	Minimum	Recommended
Available Disk Space	150 MB. More storage might be required depending on the number of records you track. PDS products also create data backups automatically; these backups require additional space.	
Multimedia Player	Adobe® Flash® Player (latest version).	
PDF Reader	Adobe Reader® (latest version).	
Additional Storage Devices	CD-ROM drive for installation of the PDS software.	A CD-RW, DVD-RW, USB Flash drive, or other high-capacity, removable media device to which Windows® assigns a drive letter is ideal for storing data backups.
Printer		Windows-supported laser or ink-jet printer.
E-mail Program		Microsoft Outlook®, or similar.

Checking Your Hardware and Media Player Status

You can view much of the hardware information for your machine in the System Properties window. To locate it, click the Windows **Start** button, select **Control Panel**, then double-click **System**.

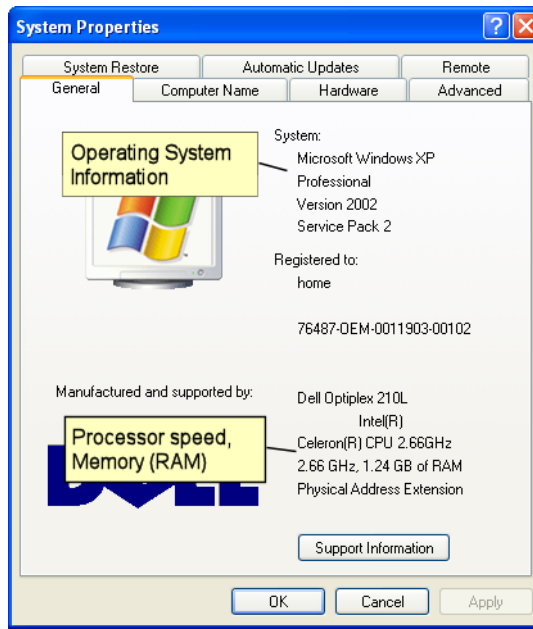


Figure 2.1 System Properties window

To check for available disk space, open Windows Explorer and locate the drive that will house the PDS software. Right-click the drive name and select **Properties**. Windows displays the amount of free disk space.

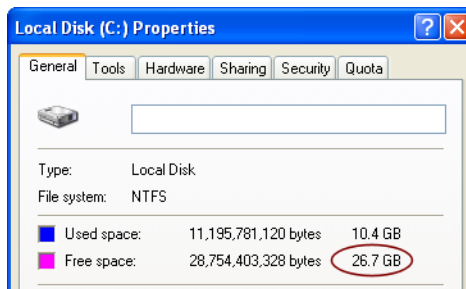


Figure 2.2 Available disk space

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To see if Adobe Flash Player and Adobe Reader are installed, click the Windows **Start** button, select **Control Panel**, then double-click **Add or Remove Programs**. Wait as Windows populates the pane. Scroll through the list to see if the programs are included.



Figure 2.3 Adobe Flash Player and Reader installed

If Adobe Flash Player is not installed, you can download it at the following URL:
http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&promoid=BIOW.

If Adobe Reader is not installed, you can download it at the following URL:
<http://www.adobe.com/products/acrobat/readstep2.html>.

Server Configuration Prerequisites

Before installing your PDS product, configure the server that will house your database. This section does not apply if you are running the PDS application and data on a single, standalone machine.

To configure your database server for installation

1. Make sure that your operating system includes the latest updates and patches. You can download these at the appropriate manufacturer's Web site:
 - **Microsoft:** If you have not done so, download the latest service pack and any recommended security patches at <http://windowsupdate.microsoft.com/>.
 - **Novell@:** Get the latest updates for your system at <http://support.novell.com/filefinder/6385/index.html>.
 - **Linux:** Though not specifically supported, some users house their PDS database on a Linux machine. The machine must be running Samba 3.x or higher. You can get the latest updates at <http://samba.org>.

Workstation Configuration Prerequisites

2. Make sure your machine supports long file names. Windows versions supported by PDS support long file names by default. You can check this by creating a file on your hard drive with more than eight characters (not including the three-letter extension). If the system accepts the name without truncating it, it supports long file names. If your operating system does not support long file names, contact the manufacturer's support division to find out how to enable it.
3. Create a folder on the server to house your data. You can choose, for example, **PDSLedgerPayroll**.
4. Share the folder you just created so workstations can access it. Authorized users must have complete user access rights to the folder (Full Control, Modify, Read and Execute). If you are using Windows XP and the server is part of a workgroup, disable the simple file sharing. From Windows Explorer, select **Tools**, then **Folder Options**. On the **View** tab, clear **Use Simple File Sharing**. If your operating system has both a **Sharing** and a **Security** tab in the directory Properties window, you might need to set up access on both.
5. Make a note of the new folder's UNC path. A UNC path includes server, volume, directory, and file name. A typical path is \\<servername>\PDSLedgerPayroll. Later in the installation process, you will need to point workstations to this directory, so it must be a path recognized elsewhere on the network. It cannot be a local path.
6. Disable opportunistic locking (also called file caching). If you installed the PDS application on the same machine that houses your data, this is not necessary. The PDS product's installation process disables file caching automatically. For instructions on doing this manually, use the following online resources:
 - **Windows 2000, XP, and 2003:**
<http://support.microsoft.com/default.aspx?scid=kb;en-us;296264>
 - **Windows NT:** <http://support.microsoft.com/kb/129202/en-us>
 - **Novell:**
<http://support.novell.com/cgi-bin/search/searchtid.cgi?10085899.htm>
 - **Linux (using Samba):**
<http://samba.org/samba/docs/man/Samba-HOWTO-Collection/locking.html>

Note — After you disable opportunistic locking or install the program, restart the server.

Workstation Configuration Prerequisites

Configure the workstations on which you will install your PDS product. This section also applies to the server housing your PDS database if that server runs the PDS application.

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To configure a workstation for installation

1. Log in to the workstation with administrator rights.
2. Install the latest Windows updates, including the latest service pack and any recommended security patches, at <http://windowsupdate.microsoft.com/>.
3. Temporarily disable your anti-virus program.
4. Close all running programs.

3

Upgrading from Ledger/Payroll Version 1, 2, 3, or 4

This chapter is for customers who are upgrading to Ledger/Payroll version 5.1 on a machine or network that previously ran Ledger/Payroll version 1, 2, 3, or 4. This chapter assumes you will continue to house your data in the same location as before. The new PDS program updates your data to the version 5.1 format automatically. All other customers should proceed to “Installing” on page 13.

Once you are sure your hardware and operating system meet the necessary requirements, you can install your PDS product. Before beginning the installation process, make sure you know how your workstations access your PDS database. You might have a single, standalone machine that stores both the PDS program files and the database. On the other hand, you might have multiple workstations sharing a single database across a network. If this is the case, you should find out the network location of the database before you upgrade each workstation.

Installing Your Ledger/Payroll Upgrade

Follow this procedure to upgrade to Ledger/Payroll version 5.1.

Caution — Do not set up Ledger/Payroll to share the database of another program, even another PDS program. This could corrupt both databases. You can export data to PDS DioView once Ledger/Payroll is installed. This procedure is explained in the *Ledger/Payroll User Guide*.

To upgrade to Ledger/Payroll 5.1

1. Insert the installation CD into your machine's CD drive.
2. Click **Setup Ledger/Payroll**. The Welcome page of the setup wizard opens.
3. Click **Next**. The Select Destination Folders page of the wizard opens.
4. In the **Program Folder** field, enter the path to the location where your program files will be located. Typically, you can accept the default location, C:\PDSLed.
5. In the **Data Folder** field, enter the path to the location where your existing data files are located. This could be a local directory or a network location where you share data with other workstations. If you are unsure of the location, open the existing version on a workstation. In the menu bar, select **Help**, then **About Ledger/Payroll**. Note the **Data Path** location. Use this as your data folder. If it is a location not on your local machine, make sure you enter a network path that is valid from your workstation.
6. Click **Next**. Wait as the wizard installs the files. When complete, a notification page opens.
7. Click **Finish**.
8. Click **Exit**.
9. Launch the upgraded version of Ledger/Payroll.
10. The new version automatically begins the upgrade of your existing database. **Do not try to interrupt this process**. An update message displays while you wait: "Parish Data System Ledger/Payroll. Updating Data to 5.1..."

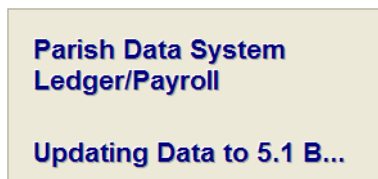


Figure 3.1 Data update message

After Installing

If you encounter problems after installation, perform the following post-installation steps:

Post-installation tasks

1. Restart and reconfigure your anti-virus software. Include the PDS database as a folder the anti-virus software should ignore. This is the folder that contains the Backup, Data, Empty, Sample, Lock, Update, and TempData folders. Ignore the subfolders of the database as well.
2. Ensure that your server's anti-virus software is not also scanning workstations, assuming your workstations' anti-virus software performs this task already.
3. Ensure that write-behind caching is enabled. To do so, open Windows Explorer. Right-click the PDS drive. Select **Properties**. Click the **Hardware** tab. Select the appropriate disk, and click **Properties**. Select the **Policies** tab (in Windows XP and 2003) or **Properties** (in Windows 2000). If it is not already checked, select **Enable write caching...** If you change the status of the check box, restart the machine.
4. Verify the settings in the BDE (Borland® Database Engine) Configuration Utility. In Windows Explorer, open the **Program Files** directory, **Common, Borland Shared**, then **BDE**. Locate and double-click the file **BDEADMIN.EXE**. Select the **Configuration** tab. Expand the nodes **Configuration**, then **System**. Select the **INIT** node. In the right-hand pane, verify that the PDS program installation process set the following values:
 - LOCAL SHARE=TRUE
 - MAXFILEHANDLES=250
 - SHAREDMEMSIZE=4096
 - MAXBUFSIZE=32768
 - MEMSIZE=64
 - MTS POOLING=TRUE

If your settings do not match, a pre-existing BDE program such as Corel® or WordPerfect® has installed its own version of BDE. In this case, uninstall the conflicting program, reinstall the PDS program, then reinstall the conflicting program. Both should be able to use the PDS BDE.

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4

Installing

Follow the instructions in this chapter if you are:

- installing Ledger/Payroll for the first time
- upgrading to Ledger/Payroll version 5.1 from version 1, 2, 3, or 4 **and** prefer to restore your current data from a previously-made backup instead of allowing the program to update the data automatically (if, for instance, you are a current user but want to install the new version on a new, standalone computer).

If you are upgrading from version 1, 2, 3, or 4 and want the installer to *automatically* update your existing data (the case for most users), please follow the instructions in the preceding chapter instead.

Once you are sure your hardware and operating system meet the necessary requirements, you can install your PDS product. Before beginning the installation process, make sure you know how your workstations will access the PDS database. You might have a single, standalone machine that stores both the PDS program files and the database. On the other hand, you might have multiple workstations running Ledger/Payroll but sharing a single database. If this is the case, find out the network location of the database before you install your PDS program on each workstation.

Installing Ledger/Payroll

Follow the procedure below to install Ledger/Payroll.

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To install Ledger/Payroll

1. Insert the Ledger/Payroll installation CD into your machine's CD drive. The installer program opens automatically.
2. From the Main Menu window, click **Setup Ledger/Payroll**. The Welcome page of the setup wizard opens.
3. Click **Next**. The Select Destination Folders page of the wizard opens.
4. In the **Program Folder** field, enter the path to the location where your program files will be located. Typically, you can accept the default location: C:\PDSLed.
5. In the **Data Folder** field, enter the path to the location where your data files will be located.
6. Click **Next**. Wait as the wizard installs the files. When complete, a notification page opens.
7. Click **Finish**.
8. Click **Exit**.

After Installing

If you encounter problems after installation, perform the post-installation steps below:

Post-installation tasks

1. Restart and reconfigure your anti-virus software. Include the PDS database as a folder the anti-virus software should ignore. This is the folder that contains the Backup, Data, Empty, Sample, Lock, Update, and TempData folders. Ignore the subfolders of the database as well.
2. Ensure that your server's anti-virus software is not also scanning workstations, assuming your workstations' anti-virus software performs this task already.
3. Ensure that write-behind caching is enabled. To do so, open Windows Explorer. Right-click the PDS drive. Select **Properties**. Click the **Hardware** tab. Select the appropriate disk, and click **Properties**. Select the **Policies** tab (in Windows XP and 2003) or **Properties** (in Windows 2000). If it is not already checked, select **Enable write caching...** If you change the status of the check box, restart the machine.
4. Verify the settings in the BDE (Borland Database Engine) Configuration Utility. In Windows Explorer, open the **Program Files** directory, **Common, Borland Shared**, then **BDE**. Locate and double-click the file **BDEADMIN.EXE**. Select the **Configuration** tab. Expand the nodes **Configuration**, then **System**. Select the **INIT** node. In the right-hand pane, verify that the PDS program installation process set the following values:
 - LOCAL SHARE=TRUE
 - MAXFILEHANDLES=250

Opening Ledger/Payroll for the First Time

- SHAREDMEMSIZE=4096
- MAXBUFSIZE=32768
- MEMSIZE=64
- MTS POOLING=TRUE

If your settings do not match, a pre-existing BDE program such as Corel or WordPerfect has installed its own version of BDE. In this case, uninstall the conflicting program, reinstall the PDS program, then reinstall the other program. Both should be able to use the PDS BDE.

Opening Ledger/Payroll for the First Time

Your first launch of Ledger/Payroll will differ depending on your status as a user. Follow the steps in the section below that applies to you.

New User

If your organization has never used Ledger/Payroll, the installer will create a new, empty database to house your records. Notice that you can click **Back** at any time to change your selections.

To launch as a new user

1. Click **Start** on the Windows taskbar. Select **All Programs**, then **Parish Data System**, and finally **Ledger Payroll**. The first page of the license registration wizard opens.
2. Select **New user**, and click **Next**.
3. Enter available information on the **Registration Information** and **Dealer Information** tabs. Only the fields marked with a red asterisk are required.
4. Click **Next**. The backup options page opens. Select the days on which the program should automatically back up your database information. The backups will occur when the program is first opened on a selected day.
5. Click **Next**.
6. Review the list of options you have chosen. When ready, click **Start Program**.
7. Wait as the wizard configures and launches Ledger/Payroll.

Upgrading Version 2.4 User

This section applies to you if you are upgrading from version 2.4 of Ledger/Payroll.

To launch as an upgrading version 2.4 user

1. Click **Start** on the Windows taskbar. Select **All Programs**, then **Parish Data System**, and finally **Ledger Payroll**. The first page of the license registration wizard opens.
2. Select **Upgrading user**, then **Next**.
3. Enter available information on the **Registration Information** and **Dealer Information** tabs. Only the fields marked with a red asterisk are required.
4. Click **Next**. The Ledger/Payroll Location page opens.
5. Enter the location of your current data, either a Led.Dat file in a directory you specify or a backup file stored on a drive you specify, and click **Next**. The Bank Reconciliation page opens.
6. Choose whether or not to mark old receipts and journal entries before the date you specify as reconciled.
7. Click **Next**. The Text Conversion Options page opens.
8. Choose whether or not to convert the text from all upper case to mixed case. Mixed case is supported by Ledger/Payroll version 5.1.
9. Click **Next**. The Automatic Backup Options page opens. Select the day or days on which you want PDS to back up your data. The wizard requires you to select at least one day before continuing. The backup will be performed when the program is first opened on a selected day. If you want, you can change your selection later.
10. Click **Next**. Review the options you selected. Click **Back** to make changes or **Convert Data** to begin the conversion process.

Note — The conversion can take some time, depending on the amount of data and the speed of your system.

Current Ledger/Payroll User Restoring Data from a Ledger/Payroll Backup

This section applies to you if you are upgrading from version 1, 2, 3, or 4 and want to use a previously-made backup of Ledger/Payroll data. Typically, this selection is made by Ledger/Payroll users installing on a new, standalone machine.

To launch as a current user with a data backup

1. Click **Start** on the Windows taskbar. Select **All Programs**, then **Parish Data System**, and finally **Ledger Payroll**. The first page of the license registration wizard opens. **CAUTION:** If you are upgrading an existing Ledger/Payroll database instead of restoring one from a backup, you should not see this wizard. If you do, stop. The wrong database path might have been selected during installation. You can

verify the database path from a workstation currently connected to the database by selecting **Help** and **About** from the Ledger/Payroll menu bar. Run the installation again if necessary, then follow the instructions in the previous chapter.

2. Select **Current user**, and click **Next**.
3. Review your options, and click **Restore**. The data restoration wizard opens.
4. Select one of the following options:
 - **Drive**—Select this option if you have a drive dedicated to the backup. This might be a section of a drive mapped to a specific drive letter, or a removable storage device, such as a flash drive or CD drive, that has a drive letter assigned to it.
 - **Specific Folder**—Select this option to specify (in the **Folder** field) a path to a specific folder.
 - **Internal Archive Folder**—Select this option and an associated frequency if your backup data was saved as part of the program's automated backup process. The program detects the backup (based on the frequency selection) and populates the list on the right side of the page.
 - **Internal FTP Server**—Select this option if your backup was saved to an FTP server. If the program displays the text *FTP information not setup*, click **Setup FTP**, and specify the **Host** name of the server, **User ID** and **Password** (if required) to access the server, and the **Backup Folder**. Leave the maximum number of backup files as zero. Click **Save/OK**.
5. Click **Next**, and review the options. If you prefer, you can click **Advanced Restore Options** to select the specific data, clipart, reports, and style files you want to restore. If you are unsure which files to choose using this method, contact customer support.
6. Click **Start Restore**, and wait as the program restores the records. The speed of the process depends on the amount of data in the backup and the speed of your system.

Initial Setup

When you first launch the program, the Initial Setup window opens. The options you select here determine how broad and important areas of the program will be configured for your organization. Selections are based on your fiscal year, accounting policies, and the program features you want to use. Click **Save**, then **Close** when you have made your selections. Refer to the descriptions below when making your choices.

Current Fiscal Year Begins — If you are a new user, enter the starting month of your current fiscal year. If you are converting data from Ledger 2.4, this field is set based on the **Fiscal Year Ends** field on the Utilities Setup window in that program.

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Current Fiscal Period — For both new and converting users, this defaults to the first month of the fiscal year set in the previous field. For new users, once you close this window, you will not be able to edit this field again.

Next Batch Number — If you are a new user, this field defaults to **1** but can be changed to any number. If you are converting from Ledger 2.4, this defaults from the **Batch Number** in Ledger 2.4 on the Setup window of **Utilities**.

Current Payroll Year — For both new and converting users, this defaults to the current calendar year. This is your current payroll year. It may be different from the current calendar year if you have not finished payroll for the previous year. Once you run the Close Calendar Year for Payroll process, this field's value automatically advances. Note: **Current Payroll Year** can also be used as a selection filter. If you want to view the benefit, allowance, or QTD/YTD totals from a previous year, you can select that year here.

Current Payroll Quarter — If you are a new user, this defaults to the current calendar quarter. If you are converting from Ledger 2.4, this defaults from the **Current Payroll Quarter** in Ledger 2.4 on the Miscellaneous Data window (line 13) of **Utilities**. This is the current period for reporting quarterly taxes. Once you run the Close Quarter for Payroll process, this field's value automatically advances. **Current Payroll Quarter** is for reporting purposes only. Tax information from paychecks will be added automatically to the correct quarter based on the check date, regardless of which quarter is set here.

Clergy Wages Charged SUTA Tax — Use this field to indicate whether employers or clergy are liable for state unemployment tax. Refer to your state tax guide to determine the selection you should make.

Use Direct Deposit of Paychecks — Use this field to indicate whether employees receive their paychecks using direct deposit from a bank. Refer to the *Ledger/Payroll User Guide* for more information on direct deposit.

Accounting Approach — For both new and converting users, this defaults to **Cash Basis** but can be changed to **Accrual** at any time. For more information, see the “Accounting Principles” chapter in the user guide.

Use Alternate Account Number — For both new and converting users, this defaults to **No** but can be changed at any time. For more on alternate numbers, see the “Chart of Accounts” chapter in the user guide.

Use Budgets — For both new and converting users, this defaults to **Yes** but can be changed. If you select **No**, the **Budget** tab in the COA Detail window will be hidden, and fewer options will be displayed on the **Comparatives** tab. For more on these tabs, see the “Chart of Accounts” chapter in the user guide.

Use Master/Sub Accounts — For new users, this defaults to **No** but can be changed at any time. For converting users, if you had master/sub accounts previously, this will default to **Yes**, and each account will be indicated as **Master** or **Sub** on the COA Detail window.

Allow Transactions to be Deleted — For both new and converting users, this defaults to **Yes**. Choosing **Yes** allows you to delete transactions if your access permissions allow. Select **No** to prevent transactions from being deleted. This will remove the **Delete** button from the dialog box that displays when you click **Void/Delete**.

Require 'Allow Changes' on COA — If **Yes** is selected, an **Allow Changes** button appears at the bottom of the **COA Detail** tab. You must click the button to temporarily unlock the tab in order to make changes to it. Once you click **Save**, or select another tab, the lock is restored.

Allow Multiple Retained Earnings and Prior Year Fund Balances — Select **Yes** to allow multiple retained earnings accounts. Previous versions of the program only allowed one retained earnings account.

Invoices need Authorization — For both new and converting users, this defaults to **No**. It is used to determine whether invoices need authorization before they can be paid and is partially controlled by your user profile. Paying and authorizing invoices is discussed in the “Expenses” chapter of the user guide. Select **Yes** to allow multiple retained earnings accounts. Previous versions of program only allowed one retained earnings account.

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Performing Basic Tasks

This chapter guides you through opening Ledger/Payroll and performing some common tasks.

Launching and Navigating Ledger/Payroll

After your first launch of PDS Ledger/Payroll, you can subsequently open the program and go quickly to the home page.

Tip — If you created a shortcut, you can also double-click the PDS Ledger/Payroll  icon on your desktop to start the program.

To open Ledger/Payroll

1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Parish Data System**, and click **Ledger/Payroll**.
2. Depending on your setup, you might be asked for a **User Name** or **Password**. If so, enter them in the fields provided and press **Enter**. The PDS Ledger Payroll window opens to the home page.
3. Notice both the menu bar at the top of the window and the main menu on the left side. All of the main menu commands are duplicated in the **File** menu in the menu bar. You can use either method to navigate in Ledger/Payroll.

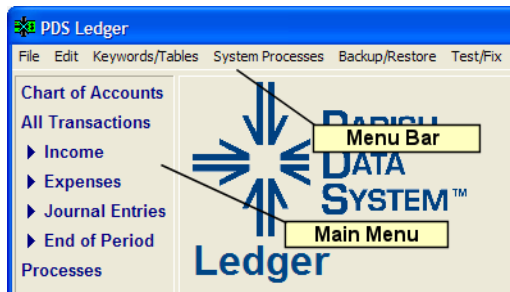


Figure 5.1 Menu bar and main menu

Accounting Basics

The rule of double-entry accounting is that every transaction has two sides. In accounting, debits and credits are weights used to tip and balance the scale. Each one is taken from an assortment of accounts, increasing or decreasing the total value of those accounts.

The accounts are named and numbered from a system that allows certain types (assets, liabilities, equity, income, expense) to belong to specific statements (balance sheet or income statement). Some consist mainly of debits and other mainly of credits. In accounting, this system is called the chart of accounts and follows this simple table:

	Assets	Liabilities	Equity	Income	Expense
Normal Balance	Debit	Credit	Credit	Credit	Debit
Statement	Balance Sheet	Balance Sheet	Balance Sheet	Income Statement	Income Statement
Increased with	Debits	Credits	Credits	Credits	Debits
Decreased with	Credits	Debits	Debits	Debits	Credits
Sample Range	1000-1499	1500-1999	2000-2999	3000-3999	4000-4999

Although you can use any number range, the types must follow the same order:

1. Assets
2. Liabilities
3. Equity

4. Income
5. Expenses

This leads to the following simple accounting equations that also govern the two main accounting reports:

Assets must equal liabilities plus equity (Statement of Financial Position or Balance Sheet).

Income minus expense equals net profit/loss (Statement of Activity or Income Statement).

Note — Net profit/loss is technically an expense account and must have the highest or last number in your system. It also becomes part of equity when you view the balance sheet.

Adding an Account

Add accounts on the COA Detail tab.

To add an account

1. On the main menu, click **Chart of Accounts**, then **COA Detail**.
2. Click **Add Account**.
3. Enter the **Account Number** and **Account Name**. Each account must have a unique number that falls within the range for that type of account. For example, number assets in the range 1000-1999. Within that range, you can number cash accounts 1000-1100.
4. Select an account type.
5. Select the level of account from 1 to 9. Regular detail accounts are level 1. Net income (the last account) is level 9. The major totals—total assets, total liabilities/equity, total income, and total expense—are level 8. Levels 2-7 are for any other subtotals you create.
6. For asset, liability, and equity accounts, enter a beginning balance value.
7. For income and expense accounts, click the **Budget** tab and add the budget values. This tab only displays if you activate budgets using the **Initial Setup** command on the **System Processes** menu.
8. Click **Save** and **Close**.

Note — For a description of all the Chart of Accounts fields and tabs, consult the user guide.

Adding a Vendor

A vendor is a company or person from whom you purchase products or services. A vendor, for example, could be the diocese or the phone company. Add vendors on the Vendor Detail tab.

To add a vendor

1. On the main menu, expand **Expenses** under **All Transactions**, and click **Vendors/Payees**.
2. Click **Add Vendor**.
3. Enter a **Vendor Name** and **Abbreviation**. If your system is configured to do so, the contact “name breakdown” window displays when you enter the vendor’s name.
4. Enter any additional information you have. Note the additional subtabs on the left side of the **Vendor Detail** tab. For a description of all **Vendor/Payees** fields and tabs, consult the user guide.
5. Click **Save** and **Close**.

Adding a Transaction

There are four main transaction types: invoices, disbursements, receipts, and receivables.

Invoice — An invoice is an expense that needs to be paid with a computer-generated check. Once paid, another transaction is created—a paid invoice.

Disbursement — A disbursement is an expense that has already been paid with a hand-written check.

Receipt — A receipt is income that has been received.

Receivable — A receivable is income not yet received.

Each transaction type has its own window that includes a details tab, a view listing tab, a batches tab, and a reports tab. Transactions are added in batches of one or more items in order to enter and keep related data together. The procedure here describes how to add an invoice; however, for a full description of all transaction types, as well as the tabs and fields used to create them, consult the user guide.

To add an invoice

1. In the main menu, expand the **Expenses** listing by clicking the arrow next to it.
2. Click **Invoices**.
3. Click **Add Invoices** near the bottom of the **Invoice Detail** tab. The Invoice Batch Entry window opens.

4. Enter the **Batch Date**. This can be any month that you have not closed. Press **Enter** to accept the current month.
5. Select a payables account. This field is only present if you are using accrual basis accounting.
6. Enter the payee/vendor. You can add new vendors during this procedure. If you enter a vendor not in the database, the program opens a dialog box in which you can add it.
7. Enter an invoice number. This is optional.
8. Enter an invoice date. You can enter any date, but, typically, this is the date on the invoice. If the batch month is the current month, the default value is today's date. If not, the default value is the last day of the batch month.
9. Enter a transaction date. This is the date that you enter the invoice into the program. It must be within the batch month range. If the batch month is the current month, the default value is today's date. If not, the default is the last day of the batch month.
10. Press **Enter** to accept the vendor's terms. If this vendor has terms set up on the **Vendor Detail** tab, the terms display here. If not, you can select the terms from the drop-down list or leave the field blank.
11. Press **Enter** to accept the due date based on the terms. If terms are **None** or blank, the due date is equal to the invoice date. If terms are **Other**, you can choose any due date.
12. Enter the total amount of this invoice.
13. Press **Enter** to accept the vendor's discount terms. If the vendor had discount terms set up, they default here. If not, you can choose the terms from the drop-down list.
14. Enter the distribution information. If the vendor has an automatic distribution set up, you are asked if you want to use it. If not, enter the expense account number and amounts for this invoice. Use the buttons in the lower left of the window to add, delete, or reorder lines.
15. To save the current invoice and add more invoices to this batch, click **Add Invoice**. When finished, click **Save**, then **Close**.

Printing Checks

Use the Print Check process to pay invoices with checks generated by the computer. For a complete description of the fields and buttons available in this process, consult the user guide.

To run the Print Checks process

1. On the main menu, expand **Expenses**, then click **Print Checks**.
2. In the **Print Checks** grid, select the check box next to each invoice you want to pay.
3. Click **Print Checks**.

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4. Select or enter the cash account, check date, and check layout style. Click **Edit Style** if you want to create a new layout style or change an existing one.
5. Click **Print Checks**.
6. If necessary, void or reissue the checks.
7. Print the check register and other reports.
8. Click **Finished**.

All invoices marked at the same time are paid from the same cash account using the same check date and check layout. The Print Checks process creates a batch of checks or paid invoices. To view them, click **Paid Invoices** under **Expenses** on the main menu.

Posting a Deposit

The **Post a Deposit** process posts collected receivables and cash receipts as part of the same deposit to the same cash account. If you do not use receivables, you do not have to use this process. Instead, you can enter all cash receipts as individual items using the **Cash Receipts** command under **Income** on the main menu. For a complete description of the buttons and fields used to post a deposit, consult the user guide.

To post a deposit

1. On the main menu, expand **Income** and click **Post a Deposit**.
2. Select the check box next to the receivables collected.
3. Click **Post Deposit**.
4. Choose the cash account and date. All the receivables marked and receipts entered at the same time post to the same cash account.
5. Click **Process**.

The posting process creates a batch of receipts, whether you collected the money from a receivable or originally entered it as a receipt. To view them, click **Cash Receipts** under **Income** on the main menu.

Running Transaction Reports

Each of the major transaction types—invoices, disbursements, receipts, receivables—includes a **Reports** tab as part of its main window. Alternatively, you can click **Reports** on the main menu to choose from a list of all reports available.

To run a transaction report

1. On the main menu, expand either **Income** or **Expenses** and click the appropriate transaction type.

2. For the transaction you have chosen, click the last tab in the group—the **Reports** tab.
3. Expand the groupings in the **List of Reports** to select the report you want.
4. Click **Next**. Follow the report wizard through the selection process to choose the data to include in your report and generate the finished output. For a complete description of all the fields, buttons, and dialog boxes used to create reports, consult the user guide.

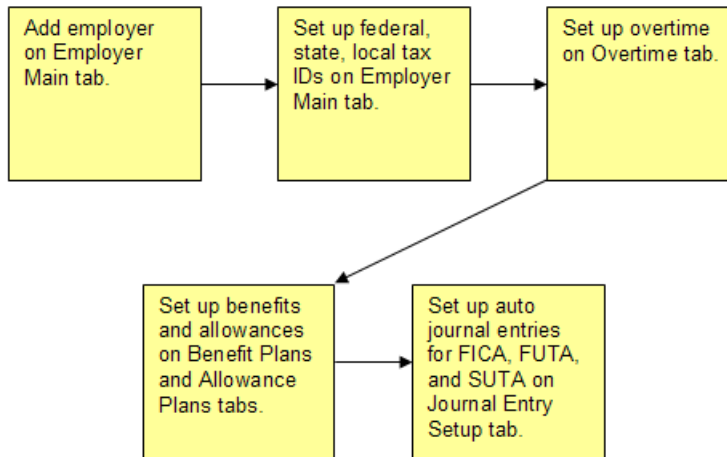
Note — To view or report all transactions in the program, regardless of their type, click **All Transactions** on the main menu. This window includes a master listing of every transaction in the program.

Running Chart of Accounts Reports

To run COA Reports, click **Chart of Accounts** on the main menu. Select the **COA Reports** tab. Choose the report you want to run and follow the wizard. Consult the user guide for full details.

Setting up Employers—Best Practices

The following chart will help you set up essential employer information. Some of the processes are described in more detail, but for a full description of each task, consult the user guide.



Adding an Employer and Tax IDs

Most organizations using Ledger/Payroll set up only one employer. Potentially, though, you may need to track multiple employers with different federal, state, and local ID numbers. This could be the case if you have a churches, schools, education departments, cemeteries, or other entities within your organization functioning as separate employers.

To add an employer and tax IDs

1. On the main menu, expand **Payroll** and click **Employer Setup**.
2. Click **Quick Lookup** and enter the **Organization Name** to make sure the employer does not yet exist in the database.
3. Click **Add Employer**.
4. Enter an **Organization Name**, typically, your church's business name.
5. Click the **Tax ID Numbers** tab, and enter any tax numbers that apply.
6. Enter any other information you have for the organization. Note the subtabs on the left side of the Employer Main window.
7. When finished, click **Save**, then **Close**, or proceed to set up overtime, benefits and allowance plans, and journal entries.
8. For a complete description of the tabs and fields associated with employer setup, consult the user guide.

Setting up Overtime

Use the **Overtime** tab, if applicable, to establish the rules used for overtime pay of hourly employees.

To set up overtime rules

1. On the main menu, expand **Payroll** and click **Employer Setup**.
2. If necessary, use the arrow keys at the bottom of the tab or click **Quick Lookup** to locate the appropriate employer.
3. Click the **Overtime** tab.
4. Enter the hourly multiplier rates for the three types of overtime. **Special Time** is holiday and other special pay rates. **Overtime 1** is hours worked above the normal. **Overtime 2** is hours worked above the normal and overtime 1. For example, entering 1.5 for **Overtime 1** is the same as “time-and-a-half.”
5. In the **Hours to Qualify** section, enter the number of hours required to qualify for each type of overtime. For example, anything over 40 hours per week receives Overtime 1 (1.5 times). Anything over 60 hours per week receives Overtime 2 (double). For example, if you entered 40.00 and 60.00 next to **Weekly**, a weekly employee would qualify for the Overtime 1 rate upon working between 40 and 60 hours, and the Overtime 2 rate upon working over 60 hours. (If you enter zeroes in either of the columns, the number of overtime hours will have to be entered manually as you mark each paycheck.)
6. Click **Save** and **Close**, or proceed to set up benefit and allowance plans and journal entries.

Setting up Benefit and Allowance Plans

Use the **Benefit Plans** and **Allowance Plans** tabs to specify how an employer handles employee paycheck deductions and additions with specific tax implications. A benefit is money the employee has withheld for a specific purpose such as 401(k) or medical insurance. An allowance is money the employer gives the employee for a particular use such as transportation, housing, or childcare.

To set benefits and allowances

1. On the main menu, expand **Payroll** and click **Employer Setup**.
2. Use the arrow keys at the bottom of the tab or click **Quick Lookup** to locate the appropriate employer.
3. Click the **Benefit Plans** tab.
4. Add or delete items using the **Insert** and **Line Delete** buttons. The **Name** field value must be unique. Use the prefix “DPCR” to indicate dependent care.

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5. Check the appropriate boxes. **Deferred Comp.** indicates taxes are taken when the benefit is received. **W2 Letter** accepts letter code entries from the list on the back of the W-2 form and will appear in box 12 of the W-2. Check the appropriate **Exempt From** boxes if the benefit is exempt from a tax.
6. Click the **Allowance Plans** tab. Set these up as you did benefit plans. Checking an **Exempt From** box indicates the allowance is added after taxes have been calculated and subtracted.
7. Click **Save** and **Close**.

Setting up Journal Entries

This tab allows you to set up an automatic journal entry to post the employer's portion of the FICA tax due from paychecks and to post the quarterly FUTA and SUTA tax if required for a particular wage account. After running payroll, you can quickly tell the total amount of tax due by examining the liability records.

There are two methods by which you can set up automatic journal entries.

Method 1: The default setup. All wage accounts not set up using method 2 automatically use this setup.

1. On the main menu, expand **Payroll** and click **Employer Setup**.
2. Use the arrow keys at the bottom of the tab or click **Quick Lookup** to locate the appropriate employer.
3. Click the **Journal Entry Setup** tab.
4. The default setup displays "All Other Wage Accounts" next to the **Wage Account** field. Enter the **Liability** and **Expense** account numbers for FICA, FUTA, and SUTA.
5. Click **Save** and **Close**.

Method 2: Enter a set of account numbers for each wage account.

1. On the main menu, expand **Payroll** and click **Employer Setup**.
2. Use the arrow keys at the bottom of the tab or click **Quick Lookup** to locate the appropriate employer.
3. Click the **Journal Entry Setup** tab.
4. Click **Add Wage Account**.
5. Select an item from the **Wage Account** drop-down list.
6. Select liability and expense accounts for FICA, FUTA, and SUTA for this wage account.
7. Click **Save** and **Close**.

Setting up Tax Information

You should set up information about FICA, federal, state, and local taxes as they apply to you. To set up tax data, expand **Payroll** on the main menu and click **Tax Setup**. The first tab in this group stores federal tax data. Note the FICA, FUTA, withholding, and EIC subtabs along the left side. State and local tax information is stored on the last two tabs in the group. For complete details on using these tabs, consult the user guide.

Note — PDS maintains the latest federal and state tax tables for download on our Web site. To use this service, copy and paste the following URL into your browser:
<http://apps.acstechnologies.com/support/downloads/PRTax/ViewPRTaxTableSite.asp?rci=2>.

Setting up Employees

Ledger/Payroll uses a group of dedicated tabs to set up employees' personal and wage information.

Adding Employee Basics

Add a new employee and any information you have available for his or her records. Note that when you enter an employee's name, the "name breakdown" dialog box opens automatically for you to enter name details. This feature can be turned on or off by those with access permission for the User Detail tab.

To add an employee

1. On the main menu, expand **Payroll** and click **Employees**. The **Personal** tab opens.
2. Click **Add Employee**.
3. Enter an employee name, a unique employee ID, date of birth, gender, and Social Security Number. Enter any other information you have for the employee on the remaining subtabs on the left side of the **Personal** tab. Consult the user guide for a complete description of the tabs and fields.
4. Click **Save**.
5. Click **Close** to close the window, or enter wage information for the employee by following the steps listed in the next section.

Adding Employee Wage Information

In the same tab group, enter the information required to include the employee in your payroll.


To enter wage and withholding information for an employee

1. Click the **Wages/Withholding** tab.
2. Locate the appropriate employee record using **Quick Lookup** or the left and right arrow keys.
3. Click **Add Wage**. Note that a single employee can have more than one wage record—one for each position held. However, each position should have the same federal filing status, located on the **Employment & Tax Options** subtab.
4. Enter **Department & Position** tab information. This tab must be completed for each employee for each job before a paycheck can be generated.
5. Enter **Employment & Tax Options** tab information. This tab must be completed for each employee for each job before a paycheck can be generated.
6. Enter **Master Paycheck** tab information. This tab must be completed for each employee for each job before a paycheck can be generated. This is where all information for a typical paycheck is stored. Each line represents a wage, deduction, benefit, allowance, tax, or reimbursement.
7. Click **Save** and **Close**. For a full description of all fields and tabs in this tab group, consult the user guide.

Printing Paychecks

Use this process to pay both hourly and salaried employees with computer-generated checks.

To print paychecks

1. On the main menu, expand **Payroll** and click **Print Paychecks**.
2. In the first field, select the employer from the drop-down list. Optionally, specify a department and position.
3. Enter the check date (MM/DD/YYYY format), or click the calendar  icon and select a date. All checks created in this batch will have the same date.
4. Select the pay periods and enter pay period date ranges as applicable.
5. Click **Next**. The program displays all employee wage records that match the conditions selected.
6. Click **Pay** next to a line to open a corresponding paycheck record. The program adds a line showing a checked box, net wages, and pay period. (If applicable, you can now create a one-time check, such as a bonus, by selecting the paycheck record then clicking **Edit Paycheck Details**. You can then change the information displayed for this batch only.)
7. Click **Next**. The Printing Paychecks window opens.
8. Choose the cash account, starting check number and check layout style.
9. Click **Print Paychecks**.

10. Void or reissue the checks if necessary.
11. Print the check register and other reports.
12. Click **Finished**.

All of the employees marked at the same time will be paid from the same cash account using the same check date and layout.

Paycheck and stub layouts can be created and modified from the Printing Paychecks window or by clicking **System Processes** on the menu bar, then **Paycheck Layout**.

The Print Paychecks process creates a batch of paychecks. You can view them by expanding **Payroll** on the main menu, then clicking **Paychecks**.

Running Employee and Paycheck Reports

Ledger/Payroll contains a number of pre-configured reports.

To run reports

1. On the main menu, expand **Payroll**. Depending on the type of report you want to run, select either **Employee** or **Paychecks**.
2. Select the last tab (the reports tab) in the tab group.
3. Click the arrow next to a category to display the reports listed in that group. Select the report you want to run.
4. Click **Next**, and follow the wizard to select the data you want to include in your report.
5. At the end of the wizard, click **Preview** to see the report. From the preview window, you can also print the report.

As needed, you can also create custom reports. For full instructions, see the reports chapters in the user guide.

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Increasing Network Performance

Consider the following if, after installing your PDS program, you notice a decrease in network performance.

- Check and, if necessary, reconfigure your anti-virus software. Include the PDS database as a folder the anti-virus software can ignore. This folder contains the Backup, Data, Empty, Sample, Lock, Update, and TempData folders. Ignore subfolders of the database as well.
- Verify that your server's anti-virus software is not scanning workstations if the workstations' software already performs this duty.
- If network performance slows after installation, reboot the entire network (server, switches, hubs, routers, and workstations). If the network speeds up only temporarily, you might need to locate a specific hardware issue. Reboot each device on the network individually. After each reboot, re-launch the program. This might let you locate and troubleshoot a problem device.
- Do not attempt to run your PDS program over a wireless network. The data transfer rates are likely too slow.
- Avoid mixed network protocols. Ideally, use only TCP/IP.
- Avoid periods in paths when creating folders. Some Windows programs will interpret this as an IP address and spend unnecessary time trying to locate it as such.
- Avoid Internet "speed-tweaking" utilities.
- Disable screen savers on the server.



180 Dunbarton Drive
Florence, SC 29501
800.892.5202
www.parishdata.com

