

Payroll Utility Overview

Shepherd's Staff imports payroll information from Intuit's QuickPayroll program. Information on the QuickPayroll software is available at www.intuit.com in the small business section. The phone number is 800-332-4844.

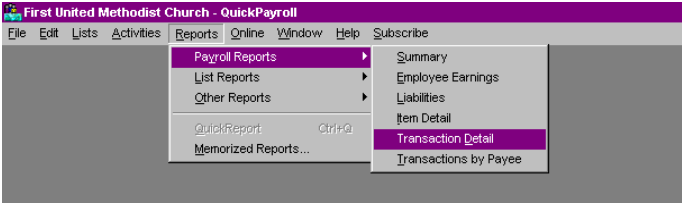
Payroll details, check printing and all other payroll processing is performed in QuickPayroll. Payroll processing related questions should be directed to Intuit. Shepherd's Staff imports the data produced from your QuickPayroll checks, and automatically updates your account balances, creating a matching payroll transaction for each employee.

Getting Started

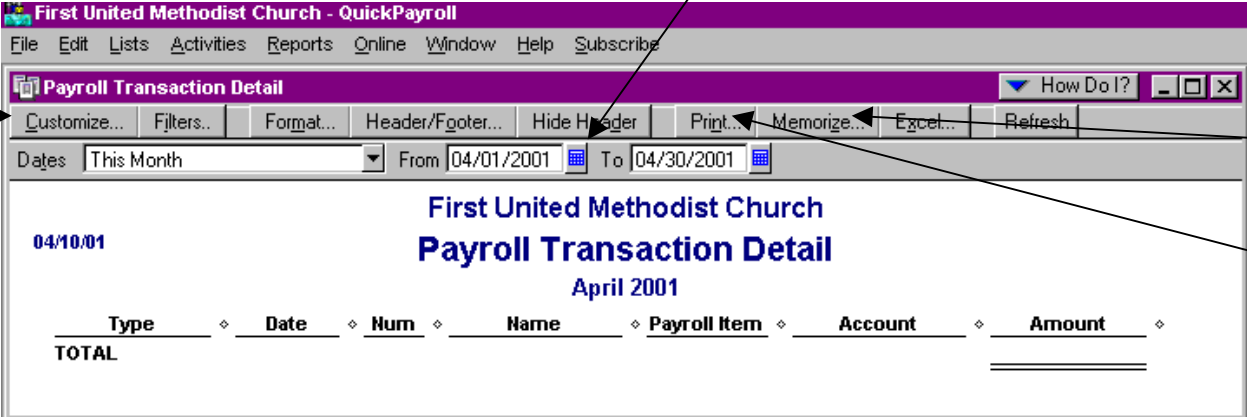
Read these instructions completely before attempting the procedures.

Following the instructions furnished with the software; create your paychecks in QuickPayroll. For each check payee, Shepherd's Staff must contain a matching vendor record.

- From the Reports menu, select Payroll Reports, then Transaction Detail.

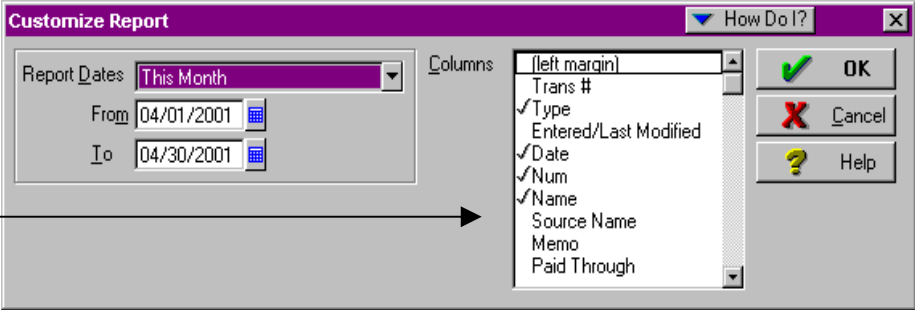


- On the Payroll Transaction Details template, select the dates for the period you want the report to cover.

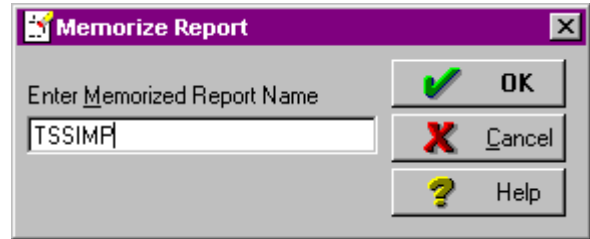


- Click customize and select the following fields, in this order, then click OK.

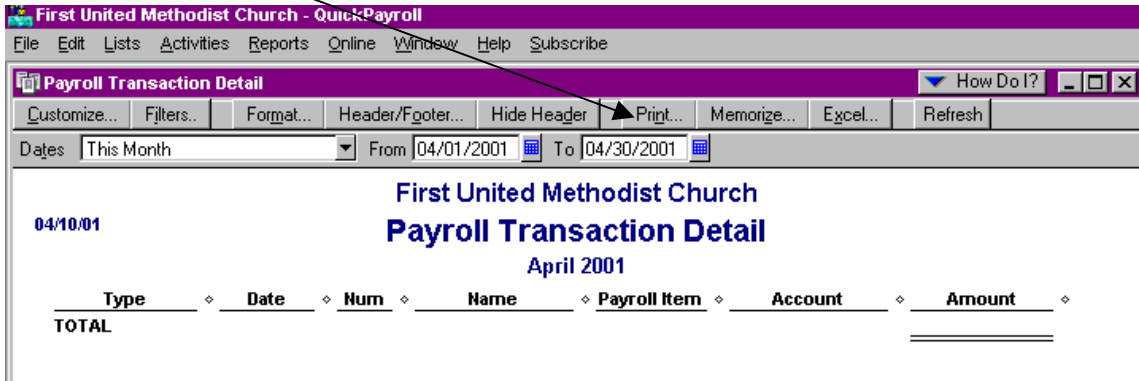
- Type
- Date
- Number
- Name
- Payroll Item
- Account
- Amount



4. Click Memorize (previous page), and name the report TSSIMP. This will allow you to access the report from the Memorized Reports list. Click OK.

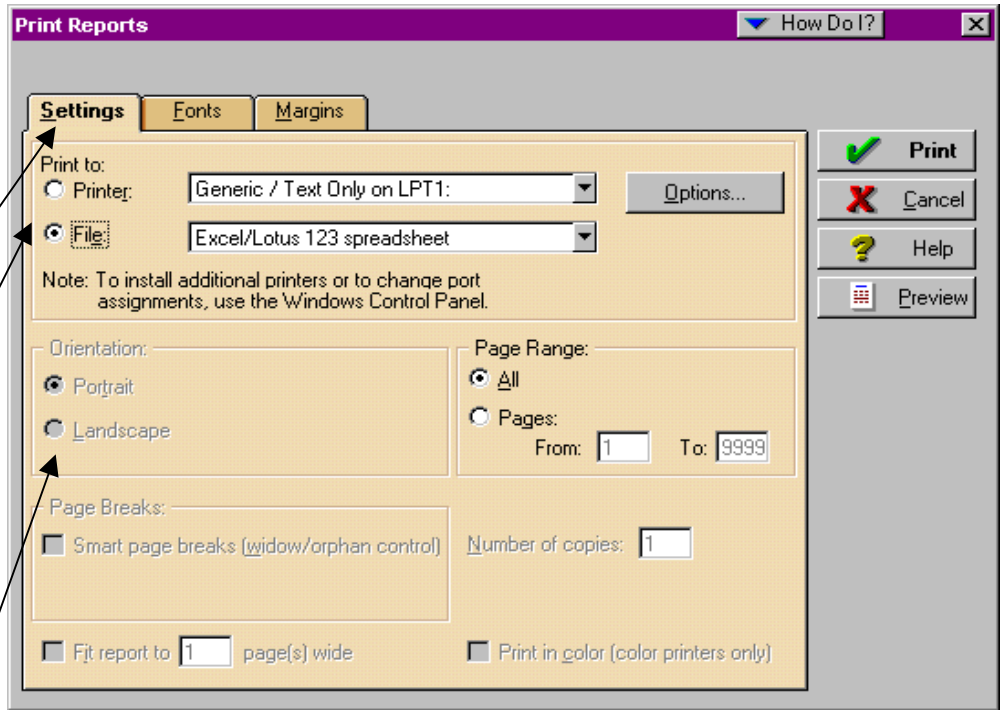


5. Click Print.



Exporting Your Payroll Information from QuickPayroll

1. Preview the report to confirm it contains the data you want to export. Note: Shepherd's Staff cannot import checks that contain "adjustments." These must be made in the SStaff finance module using journal entries or deposits.

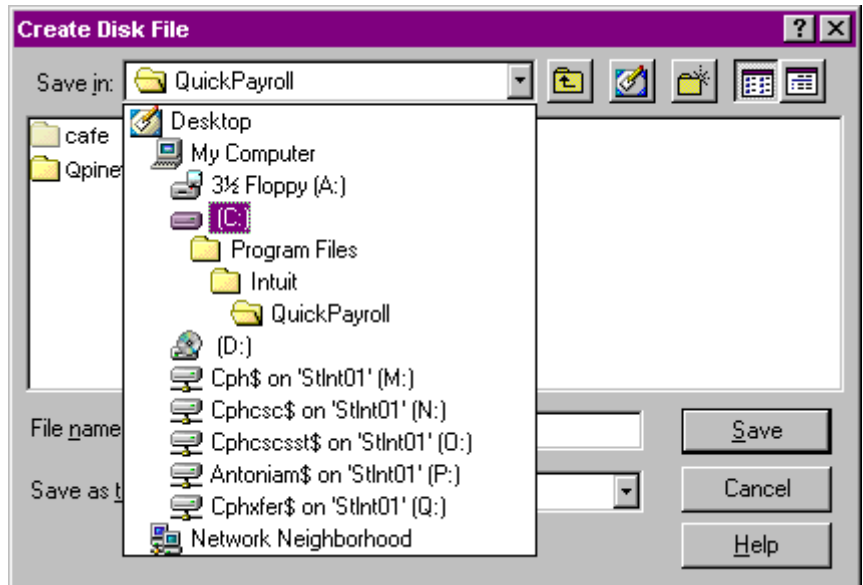


2. Click Print. On the settings page of the Print Reports Menu, click on the printer button and select Generic/Text Only on File.

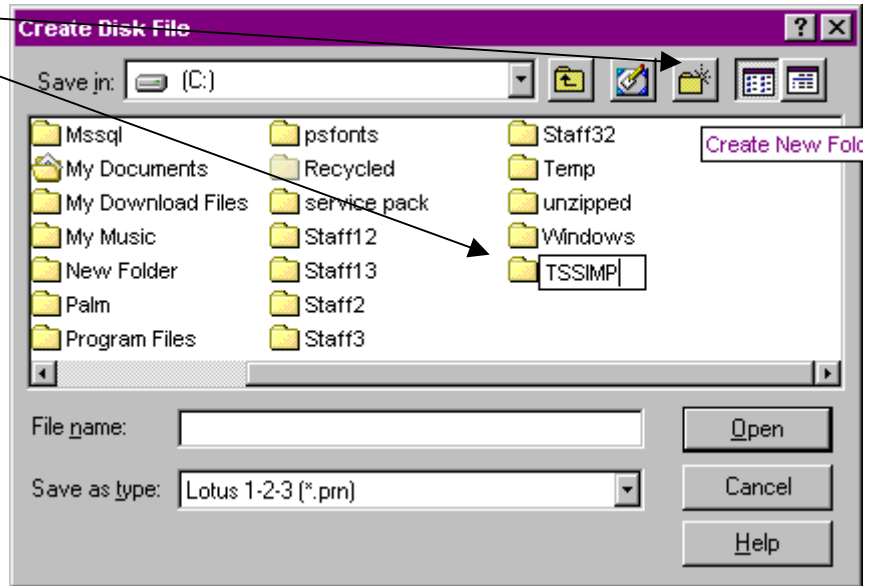
3. Click on the File button. Select Excel/Lotus 123 spreadsheet.

4. Click Print.

5. From the Create Disk File box, select the C drive from the Save in: drop down menu.



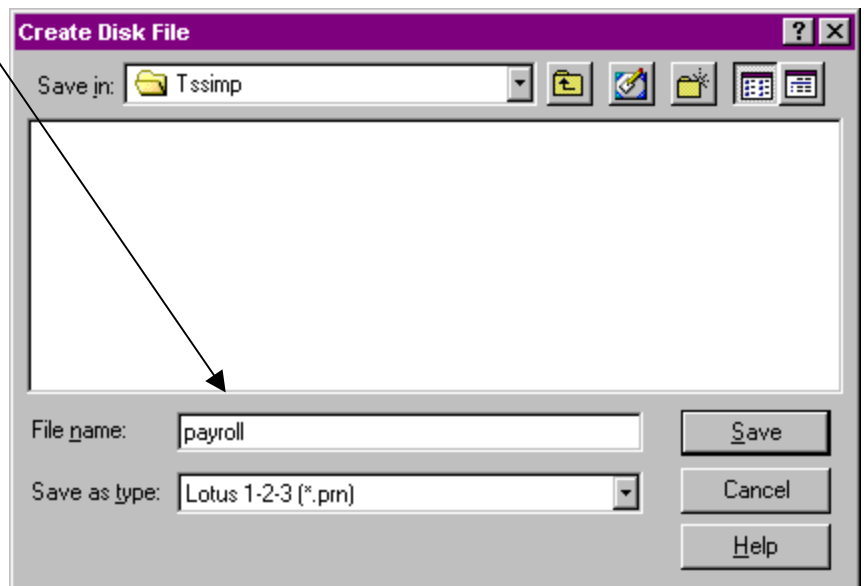
- Click on the New File Folder button and create a file folder called TSSIMP by typing over the 'new folder' highlighted text.



- Type "payroll" in the File Name box and click Save.

This directory and filename are hard coded into the transfer utility. This file path is required for the payroll import.

If your system does not have a Generic/Text Only printer option, see the attached instructions on how to set one up on your computer.

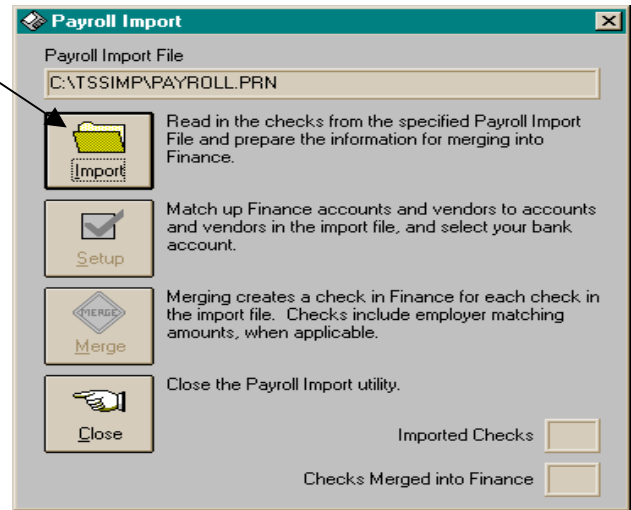


Importing into Shepherd's Staff

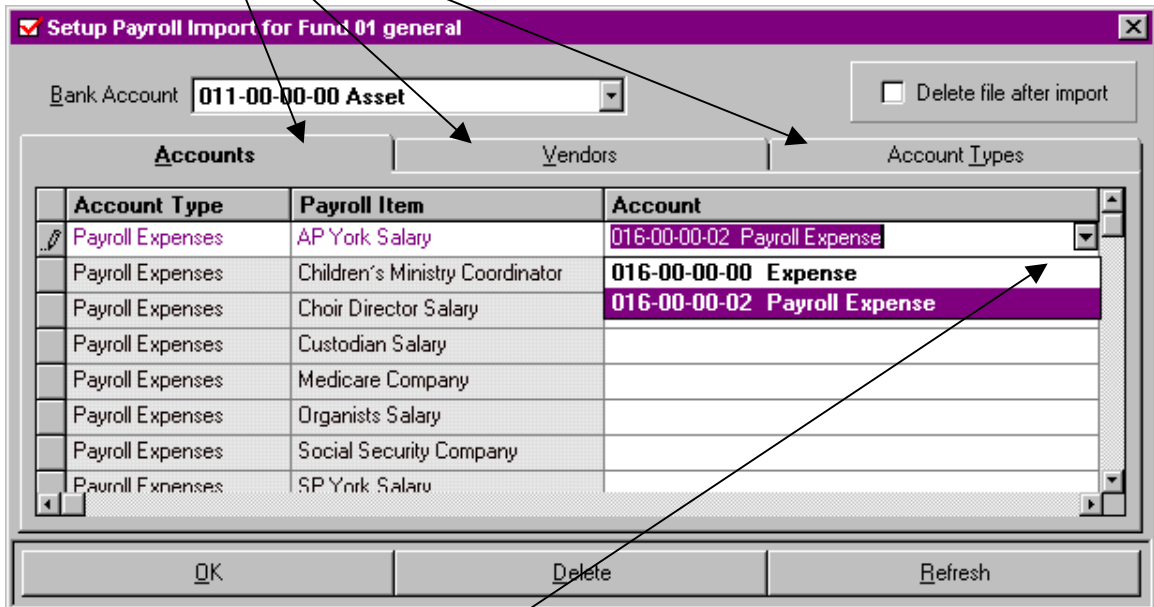
1. In the Finance module of Shepherd's Staff, select Payroll, then Payroll Import.



2. Click Import. The count of checks imported will appear in the Imported Checks box.
3. You will see a grid with three tabs. Your QuickPayroll information will show on the left side of the grid. On your first import, the right side of the grid will be empty.



Complete the information on each of the three tabs.



4. For each row on the grid, click the down arrow on the right side of the screen. You will see your Shepherd's Staff Account, Vendor, or Account Type.

- Select the corresponding Shepherd's Staff information for each of the QuickPayroll transaction detail line. This is called 'mapping' your data.

Setup Payroll Import for Fund 01 general

Bank Account: **011-00-00-00 Asset** Delete file after import

| Accounts | Vendors | Account Types |
|-----------------------|-------------------|---------------|
| QP Vendor | SS Vendor | |
| Cordes, Paulette | Bonnala Henderson | |
| Ford, Ralph H | Gary Rasmussen | |
| Henderson, Bonnalyynn | Joel Rathburn | |
| Hess, Toni | Julia Smithson | |
| Marsh, Susan K | Mary Scott | |
| Rasmussen, Gary | Paulete Cordes | |
| Rathbun, Joel L | Ralph Ford | |
| Scott, Marv | Susan Marsh | |

OK Delete Refresh

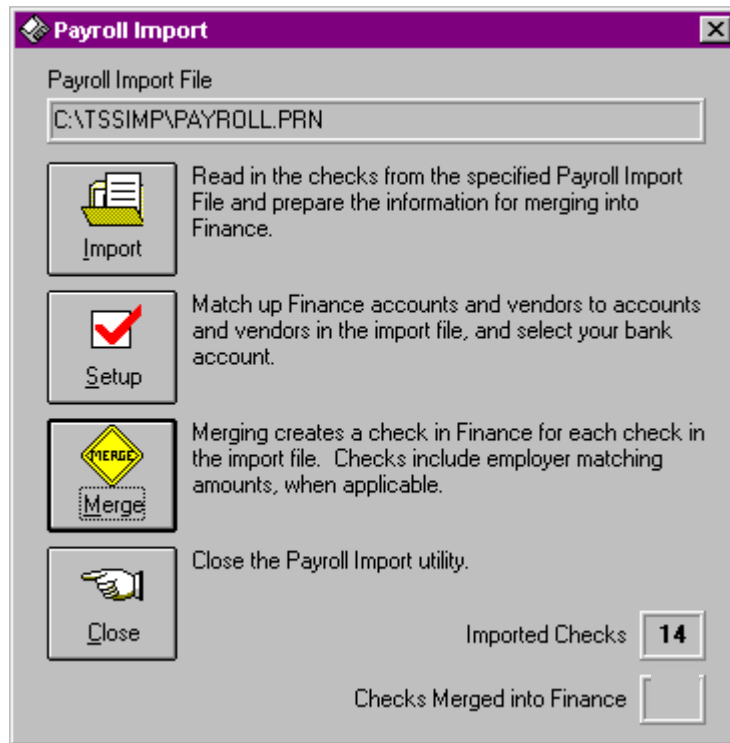
Setup Payroll Import for Fund 01 general

Bank Account: **011-00-00-00 Asset** Delete file after import

| Accounts | Vendors | Account Types |
|---------------------|---------------------|---------------|
| QP Account | Account Type | |
| Checking | 1 - Asset | |
| Payroll Assets | 1 - Asset | |
| Payroll Expenses | 6 - Expense | |
| Payroll Liabilities | 2 - Liability | |

OK Delete Refresh

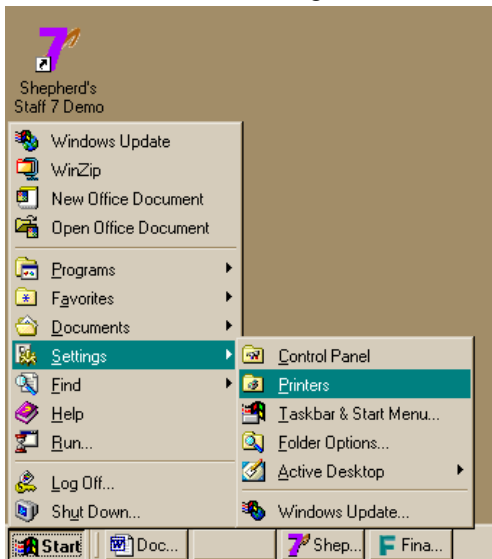
- Once all of your row have been mapped, Click Merge. The count of merged checks will appear in the Checks merged into Finance box. This number should match the Imported Checks number.



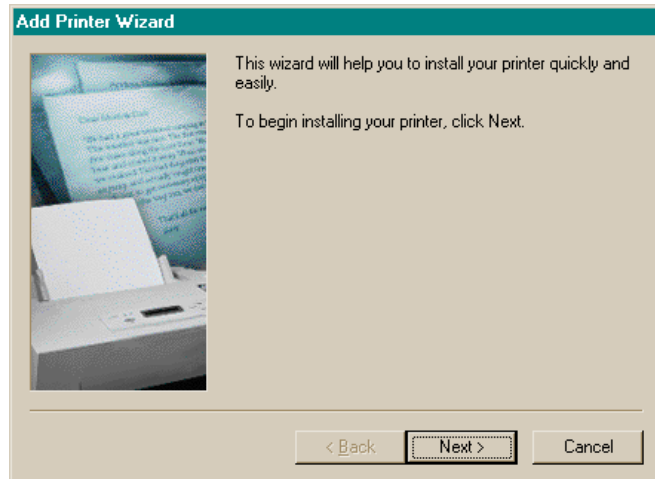
- Your checks are now imported into Shepherd's Staff. These details will show up on the respective transaction grids.

How to Add a Generic/File Printer

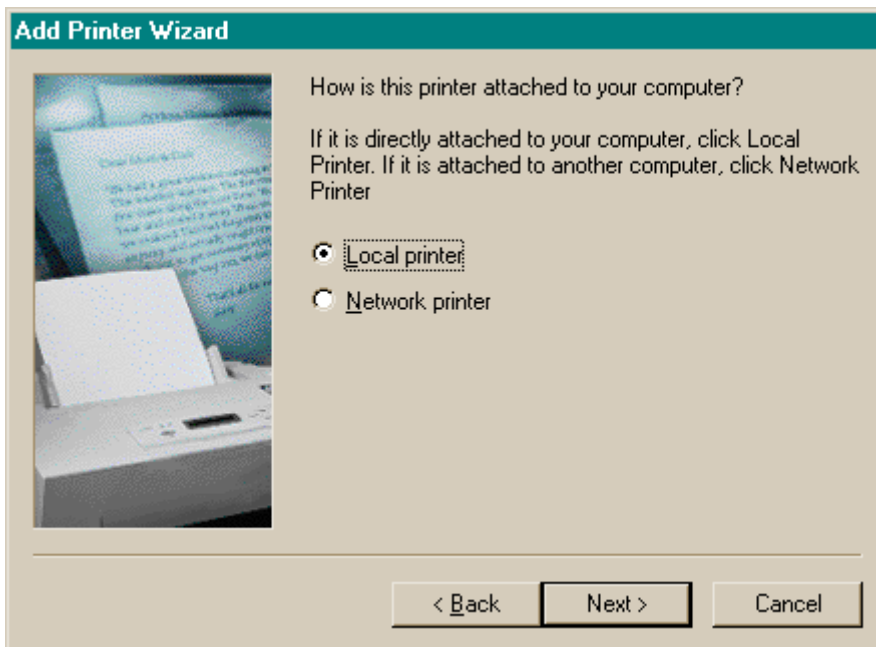
1. Click Start, then Settings and Printers.



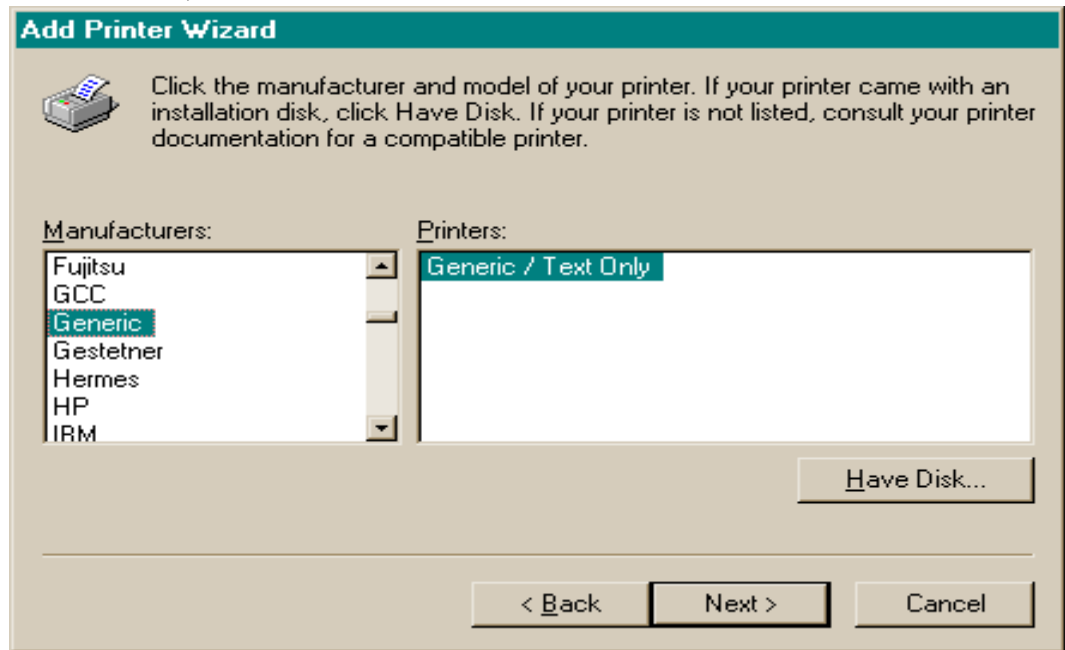
2. Click Add a Printer. You will see the Add a Printer Wizard. Click Next to begin installing your printer.



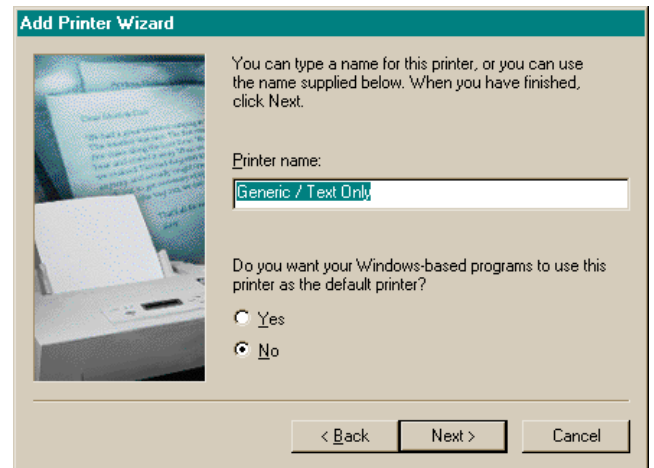
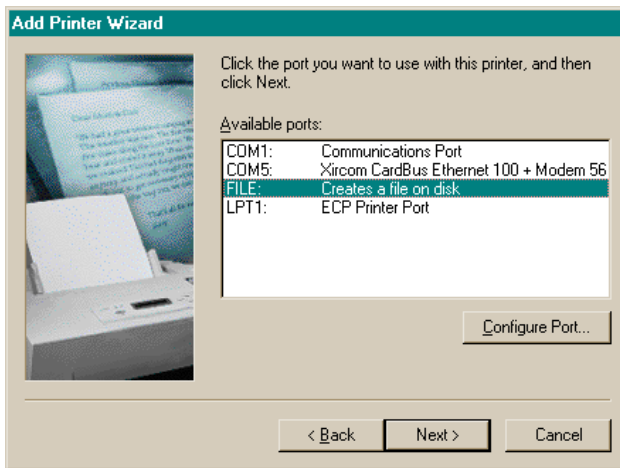
3. On the second screen, select Local Printer.



- In the list of Manufactures, select Generic. Then Click Next.



- When prompted for an available port, select File, then click Next.
- Leave the Printer Name/Default window as it appears and click Next.



7. If the system asks you about printer sharing, leave the Generic/Text Only printer as Not Shared and click Next.

8. When asked if you want to print a test page, Click No. Click Finish. You may be prompted to insert your Microsoft Windows CD. If so, follow the screen prompts.

