



ConnectNow Church Accounting: Payroll Training Guide

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INTRODUCTION TO CONNECTNOW PAYROLL	4
SUPPORT	4
USERS AND PERMISSIONS.....	5
CREATING A USER.....	5
PERMISSIONS.....	6
CHANGE YOUR PASSWORD.....	7
ENTER EMPLOYER INFORMATION.....	8
PAY GROUPS	9
ENTER PAY ITEMS	10
MANAGE DEDUCTIONS AND BENEFITS	11
ACCOUNT DISTRIBUTION.....	12
SETUP PAYROLL CHECK LAYOUT FOR BANK ACCOUNTS.....	14
EMPLOYEES	15
ENTERING EMPLOYEES.....	15
<i>Click the Emp/Cust link to look at more fields.</i>	<i>16</i>
<i>Choose the Tax Data option.....</i>	<i>16</i>
<i>Now Click on Pay Data.....</i>	<i>18</i>
<i>Click on the Ded/Ben Option.....</i>	<i>19</i>
<i>Click on the Personal Option.....</i>	<i>19</i>
<i>Click on Direct Deposit.....</i>	<i>21</i>
START UP EMPLOYEE TOTALS	22
PAYROLL PROCESS	23
CREATE A NEW PAYROLL.....	23
NEW PAYROLL	23
SELECT EMPLOYEES.....	24
EDIT TIMECARDS	24
CALCULATE.....	25
REVIEW	25
EDIT PAYCHECKS.....	26
PRINT CHECKS.....	27
ACH/DIRECT DEPOSIT.....	29
CLOSING PAYROLL	30
REPORTING	31
<i>Pay Cycle Reports.....</i>	<i>31</i>
<i>Employee Reports.....</i>	<i>31</i>
<i>End of Period Reports</i>	<i>31</i>
<i>Federal Reports.....</i>	<i>31</i>
<i>State and Local Reports</i>	<i>31</i>
<i>Finance Reports</i>	<i>31</i>
<i>Forms.....</i>	<i>31</i>
END OF QUARTER	33
941.....	33
END OF YEAR	34
W-2 SETUP.....	34
PRINT W-2/W-3's.....	34
EDIT W-2'S.....	35

Introduction to ConnectNow Payroll

ParishSOFT's ConnectNow Payroll brings you a powerful, fully featured payroll system with the freedom of anytime, anywhere access—all delivered in an easy-to-use interface.

An online application, Payroll is designed especially for churches and schools, so staff—even the non-experts—can manage payroll, deductions, benefits, special clergy allowances, and personal time with confidence.

Fully integrated with our ConnectNow Ledger and Payables program, all Payroll processing is automatically tracked in your general ledger, so there's no need for duplicate data entry or special imports. And because Payroll is Web-based, ParishSOFT maintains current state and federal tax tables for you, so you can rest assured that your Payroll system will always be updated with the most current rates.

The ConnectNow family of Church Accounting modules includes: Ledger and Payables, Payroll, and Accounts Receivable, with Fixed Assets, and Purchase Orders available soon.

Support

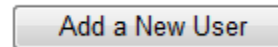
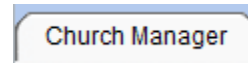
Convenient support links, located on your main Payroll “dashboard,” make it easy to contact support, open the user guide or online help tools, or review release notes. For customer support, please contact us via phone or email, or use our online tools.

Toll Free: 866-930-4774 x2
Email: support@parishsoft.com
Web: www.parishsoft.com

Users and Permissions

Creating a User

1. Click the **Church Manager** tab.
2. Click the **Add a New User** button.
3. Enter
 - a. **User Name** = (Enter your name or title here)plus 1234
 - b. **Password** = password
 - c. **Confirm Password** = password



NOTE: A username unique to the ConnectNow system-wide. If the username has previously been entered or deleted, you be prompted to enter a unique username.

4. The **Force Password Change** box will be checked by default for new users.
 - a. This option requires the user to set a new password during his/her initial login.
5. Enter
 - a. **First Name** = **Use your first name**
 - b. **Last Name.** = **Use your last name**
6. **Select the Role** (e.g., Parish User or Parish Administrator)
 - a. Church Administrators can create user accounts, reset passwords, and deactivate a user account. Although you can have multiple Church Administrators, we recommend that you limit the Church Administrator account to a single user.
7. The **Active** box will be checked by default to activate the user's account.

Permissions

We have set up a User and now we can decide what you *do* and *do not* want them to access.

1. Click the **Church Manager**.
2. Click on the **Permissions Page**.
3. Use the **Quick Find** option to select the user
 - a. Click **Select Person**.

Church Manager



Permissions

Quick Find

Your Name

Quick Find

Your Name

Select Person Clear Value

4. Remove the checkmarks in the columns Read, Allow/Write and Delete next to the items for which you do not want the new user to have access to and click **Submit**.

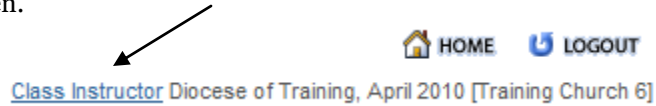
Payroll <input checked="" type="checkbox"/> (show)			
Area	Read	Allow/Write	Delete
Account Distributions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculate Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deductions And Benefits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Direct Deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pay Items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paychecks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paychecks (Voiding)		<input checked="" type="checkbox"/>	
Payroll Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PersonalTime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timecard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

NOTE: The **Employee Direct Deposit** Option will show ALL employee's Account and Routing Numbers. Only authorized users should have access to this area.

Change Your Password

Users can change their own passwords by accessing their personal user profiles.

1. Click on your user name in the upper-right corner of your screen. Your personal user profile will open.



2. Enter your **Current Password**, **New Password**, and **Confirm the New Password**.

Current Password:

New Password:

Confirm New Password:

3. Click **Change Password** and **Submit**.

Enter Employer Information

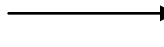
Use the *Employer Information* screen to set up your general church information; your federal, state and local tax IDs; and your ACH (Automated Clearinghouse) information for direct deposit processing.

1. Click the **Setup** button.



Setup

2. Click **Employer Info**.



Employer Info

3. We will enter ACH information into the system so we are prepared for those that want Direct Deposit.

4. **Enter the following:**

- **Immediate Destination:** 123456789
- **Immediate Origin:** 10000001
- **Immediate Destination Name:** Wells Fargo Bank
- **Immediate Origin Name:** TrainingChurch
- **Originating DFI Identification:** 12345678
- **Account Number:** 123456789

5. Click **Submit** when finished.

General	ACH Info
Employer Name: <input type="text" value="Training Church"/>	Immediate Destination: <input type="text" value="123456789"/>
Address: <input type="text"/>	Immediate Origin: <input type="text" value="10000001"/>
Address 2: <input type="text" value="123 Elm Street"/>	Immediate Destination Name: <input type="text" value="Wells Fargo Bank"/>
City: <input type="text" value="Lake Wobegon"/>	Immediate Origin Name: <input type="text" value="TrainingChurch"/>
State: <input type="text" value="MN"/>	Originating DFI Identification: <input type="text" value="12345678"/>
Zip Code: <input type="text" value="57103"/>	Account Number: <input type="text" value="123456789"/>
Phone Number: <input type="text"/>	Batch Number: <input type="text" value="0"/>

Tax IDs
Federal Tax ID: <input type="text" value="46-0443398"/>
State1: <input type="text" value="MN"/> <input type="text" value="55-24252525"/>
State2: <input type="text"/> <input type="text"/>

Pay Groups

Use the *Pay Groups* screen to define pay periods for groups of employees paid at the same frequency as specified in the **Pay Periods Per Year** field.

You can set up pay groups to match pay frequency (Monthly, Semi-Monthly, Weekly, etc.), staff title (Day Care, Pastor, Office Staff, Teachers, etc.) or whatever else makes sense for your organization. Once you have Pay Groups set up, you can process payroll by Pay Group.

We'll enter a New Pay Group for a New Employee we will create later. It will be for those that get paid on a Weekly basis.

1. Click the **Setup** button.



2. Click on **"Pay Group"**.



Pay Group

3. The screen will allow you to enter a new Pay Group.
4. Enter the following:

- **Description:** Weekly
- **Pay Periods Per Year:** 52

Pay Group Number:

Description:

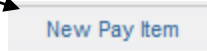
Pay Periods Per Year:

5. Click **Submit** when completed.

Enter Pay Items

Use the *Pay Item* screen to define the things that might be included in an employee's pay (e.g., salary, housing allowance, mileage, and any reimbursements, etc.).

1. Click the **Setup** button and click **Pay Item**.
2. Click **New Pay Item** (located above and left of the Pay Item Information fields)



3. Enter the following new Pay Item for our Janitor:
 1. **Description:** Custodian Salaries
 2. **Pay Item Type:** Taxable
 3. **Default Check Sequence:** 1
 4. **Default Gross Pay Account:** 5044GA00P00 Wages E-10-00-10-5044-00

NOTE: Any pay item referring to Clergy pay **MUST** have the Pay Item Type of "**CLERGY**". This will ensure that the taxable wages will calculate properly even if the clergy member chooses not to have Federal, State and Local Taxes withheld.

Pay Item Information

Description:

Pay Item Type:

Default Check Sequence:

Default Gross Pay Account:

Click **Submit** when finished.

Activity:

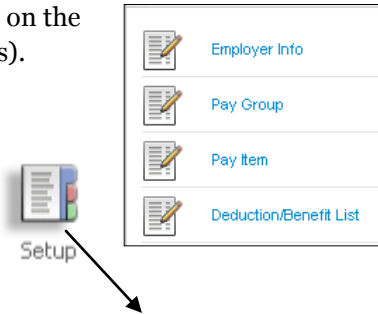
1. Enter the following **Pay Items**
 - **Priests Salary**
Pay Item Type: **Clergy**
Default Check Sequence: **1**
Default Gross Pay Account: **5041GA00P00 Priests Wages E-10-00-10-5041-00**
 - **Priest's Housing**
Pay Item Type: **Non-Taxable**
Default Check Sequence: **1**
Default Gross Pay Account: **<Blank>**
 - **Secretary's Salary**
Pay Item Type: **Taxable**
Default Check Sequence: **1**
Default Gross Pay Account: **<Blank>**

Manage Deductions and Benefits

Use the *Deductions/Benefits* screen to define any line item taken from **(Deduction)** an employee's pay (e.g., Social Security, Federal Taxes, Insurance, Garnishment, etc.) or paid on the Employee's behalf by the church **(Benefit)** (e.g. Retirement Contributions).

Let's set up a Deduction:

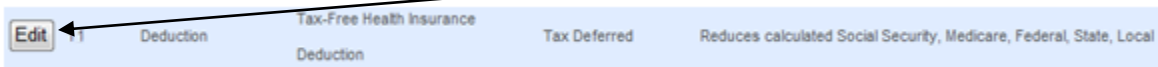
1. Click the **Setup** button and click **Deduction/Benefit List**.
2. To add a new item, click **Add a New Deduction/Benefit From Template**.



3. Click the **Select** button next to Tax-Free Health Insurance Deduction to create a new deduction based on an existing template.

Add a New Deduction/Benefit From Template

Choose **"Tax-Free Health Insurance Deduction"** from the list of Benefits/Deductions and click the **Edit** button.



4. Click **Submit** to finish.

Now let's set up a Benefit:

1. Click the **Setup** button and click **Deduction/Benefit List**.
2. To add a new item, click **Add a New Deduction/Benefit From Template**.
3. Click the **Select** button next to Tax-Free Health Insurance Deduction to create a new deduction based on an existing template.

The image shows a form for setting up a 'Tax-Free Health Insurance Deduction'. The form includes fields for 'Description', 'Deduction or Benefit', 'Type', 'Code Number', 'W2 Category', and 'Subject to Tax'. A note indicates that codes less than or equal to 10 are system-defined, and a code number of 11 is entered. The 'Subject to Tax' section has checkboxes for Social Security, Medicare, Federal, State, and Local, all of which are checked.

NOTE: Codes less than or equal to 10 are system-defined deductions and benefits for standard items

Activity:

Select **Health Care Benefit** from Template.


NOTE: You must specify a liability and/or expense account link for all gross pay accounts on the *Account Distribution* screen to calculate a payroll.

Deduction = Employee Pays
Benefit = Church Pays


Account Distribution

Now we will set up our Account Distributions for our Gross Pay Accounts. Every Account used in a Pay Item must have an Account Distribution in order to transfer funds to Liabilities.


We'll start with an account that is already complete.

1. Click the Setup button. 
2. Click **Account Distribution**.
3. Use the **Quick Find** to locate **5044GA00P00 Wages E-10-00-10-5044-00**
4. Click **Find Account**.
5. We will now take an account without distributions and add them.
6. Use the **Quick Find** to locate **5044GA00P00 Wages E-10-00-10-5044-00**

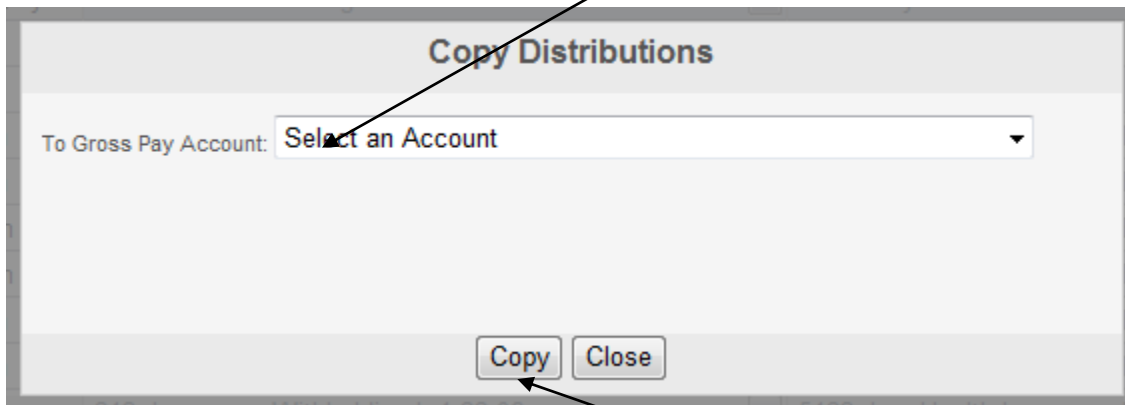
Screen print for reference only – not intended to reflect actual Winona Accounts

Account Distributions					Quick Find	
Salaries: E-1-02-5000-00 5000.00PBLD					Account Code Description Shortcut	
Deductions					Watch Help Video! 	
#	Code	Description	State	Liability	<input type="text"/>	
1	1	Social Security Withheld		2135.00P: FICA Payable L-1-60-2135-00	<input type="button" value="Find Account"/> <input type="button" value="Clear Value"/>	
2	2	Medicare Withheld		2135.00P: FICA Payable L-1-60-2135-00		
3	3	Federal		2130.00P: Federal Tax W/H Payable L-1-60-2130-00		
4	4	State		2145.00P: State Tax W/H Payable L-1-60-2145-00		
5	6	Local		2145.00P: State Tax W/H Payable L-1-60-2145-00		
6	12	Tax-Free Health Insuranc		2165.00P: Health Insurance L-1-60-2165-00		
Benefits						
#	Code	Description	Liability	Expense		
1	1	Social Security Employer	2135.00P: FICA Payable L-1-60-2135-00	5010.00PBLD: Payroll Taxes E-1-02-5010-00		
2	2	Medicare Employer	2135.00P: FICA Payable L-1-60-2135-00	5010.00PBLD: Payroll Taxes E-1-02-5010-00		
3	11	Health Care Benefit	2165.00P: Health Insurance L-1-60-2165-00	5020.00PBLD: Health Insurance E-1-02-5020-00		
					<input type="button" value="Submit"/> <input type="button" value="Copy"/>	

7. When all accounts are entered, Click **Submit**.

8. When complete, your distributions will match the graphics above. If not please check them again and/or ask your instructor for assistance.
9. Now we will take our Account Distributions and **Copy** them to other Gross Pay Accounts to save us time and improve consistency throughout the program.
10. Choose the Copy button at the bottom of the listing. 

11. On the next screen we will choose the account we are going to copy the Distributions to. We will choose account: **5041GA00P00 Wages E-10-00-10-5041-00.**



12. Then click the **Copy** button to complete the procedure.

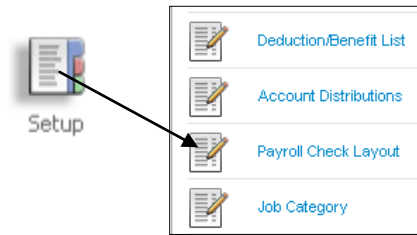
You will be able to do this for all accounts that are using the same distributions. The only exceptions will be Gross Pay Accounts that are using different Liability or Expense accounts.

Screen print for reference only – not intended to reflect actual Winona Accounts

Account Distributions					Quick Find	
Salaries: E-1-03-5000-00 5000.00PLIT					Account Code Description Shortcut	
Watch Help Video!					<input type="text"/>	
Deductions					<input type="button" value="Find Account"/> <input type="button" value="Clear Value"/>	
#	Code	Description	State	Liability		
1	1	Social Security Withheld		2135.00P: FICA Payable L-1-60-2135-00		
2	2	Medicare Withheld		2135.00P: FICA Payable L-1-60-2135-00		
3	3	Federal		2130.00P: Federal Tax W/H Payable L-1-60-2130-00		
4	4	State		2145.00P: State Tax W/H Payable L-1-60-2145-00		
5	6	Local		2145.00P: State Tax W/H Payable L-1-60-2145-00		
6	12	Tax-Free Health Insuranc		2165.00P: Health Insurance L-1-60-2165-00		
Benefits						
#	Code	Description		Liability	Expense	
1	1	Social Security Employer		2135.00P: FICA Payable L-1-60-2135-00	5010.00PLIT: Payroll Taxes E-1-03-5010-00	
2	2	Medicare Employer		2135.00P: FICA Payable L-1-60-2135-00	5010.00PLIT: Payroll Taxes E-1-03-5010-00	
3	11	Health Care Benefit		2165.00P: Health Insurance L-1-60-2165-00	5020.00PLIT: Health Insurance E-1-03-5020-00	
					<input type="button" value="Submit"/> <input type="button" value="Copy"/>	

Setup Payroll Check Layout for Bank Accounts

1. Click the **Setup** Button.
2. Choose the **Payroll Check Layout**.
3. Click **Print Test Check**.



Recommended check forms are available at ChurchManagementForms.com

Setup Payroll Check Layout for Bank Accounts

Bank Account:

NOTE: A separate layout must be done for each bank account you use for Payroll.

Check Field Position Adjustments - 1/100 Inch Increments

	Left / Right	Up / Down
Check Date	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Amount	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Number	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Amount (Words)	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Payee	<input type="text" value="0"/>	<input type="text" value="0"/>
Check Memo	<input type="text" value="0"/>	<input type="text" value="0"/>
Payee Name/Address	<input type="text" value="0"/>	<input type="text" value="0"/>

Payroll Check Page Layout Options

Payroll Check Format:

Print Check # On Check:

Print Check Payee:

NOTE: This Feature will put the employees name on the check stubs

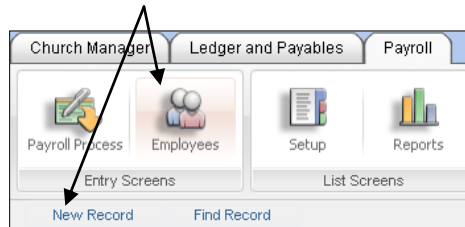
Overall Page Adjustments

	Left	Right	
Margins	<input type="text" value="0"/>	<input type="text" value="0"/>	
	Section 1	Section 2	Section 3
Section Divider	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Employees

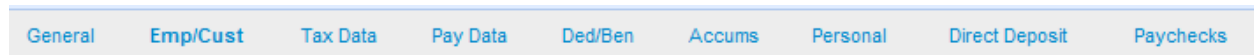
Entering Employees

1. Click **Employees**.
2. Choose **New Record**.
3. Enter information for a new employee.
 - Please Use Your name.



Employee Information								
General	Emp/Cust	Tax Data	Pay Data	Ded/Ben	Accums	Personal	Direct Deposit	Paychecks
First Name:	<input type="text" value="Your"/>	Gender:	<input type="text"/>					
Middle Name:	<input type="text"/>	Birthdate:	<input type="text"/>	<input type="text"/>				
Last Name:	<input type="text" value="Name"/>	Phone Number:	<input type="text"/>					
Suffix:	<input type="text"/>	Cell Phone:	<input type="text"/>					
Address:	<input type="text" value="123 Main Street"/>	Email:	<input type="text"/>					
Address 2:	<input type="text"/>	Emergency Contact:	<input type="text"/>					
City:	<input type="text" value="Minneapolis"/>	Emergency Phone:	<input type="text"/>					
State:	<input type="text" value="MN"/>							
Zip Code:	<input type="text" value="55401"/>							
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>								

4. Click **Submit** to save.
 - After Clicking Submit, the links to the tabs for Tax Data, Pay Data, etc. are now available.



Click the Emp/Cust link to look at more fields.

Additional Fields

Active ←

Job Title:

Job Category:

Employment Date:

Termination Date:

Employment Date 2:

Termination Date 2:

Deceased ←

Retirement Number:

Last Physical:

Physical Limitations:

NOTE: Uncheck to deactivate an employee from having a timecard created and calculated. You will hold their accumulations for 941 and W2's printing.

NOTE: Check this if you will need to keep the Employee's info in the system to produce a correct W2

- 1.
6. When finished, Click **Submit**

Choose the Tax Data option

General
Emp/Cust
Tax Data
Pay Data
Ded/Ben
Accums
Personal
Direct Deposit
Paychecks

1. We will enter the following tax data (Note: We will cover some of the other options for handling taxation later in the exercise.).
2. Enter Your Tax Data with the following info:

Tax Information

- **Withhold Social Security Tax** = Yes
- **Withhold Medicare Tax** = Yes
- **Tax Statement** = W-2
- **Social Security Number** = 111-22-3333

<p>State Tax Withholding</p> <ul style="list-style-type: none"> • Withhold State Tax = Yes • Applicable State = ND • Marital Status = Married -Spouse Employed • Allowances = 1 • Dependents = 3 	<p>Federal Tax Withholding</p> <ul style="list-style-type: none"> • Withhold Fed Tax = Yes • Marital Status = Married • Allowances = 3 <hr/> <p>Withhold Local Tax = No</p>
---	---

3. Click **Submit** when finished.

When complete the Tax/Data screen should look like the following:

Tax Information	Federal Tax Withholding
<input checked="" type="checkbox"/> Withhold Social Security Tax <input checked="" type="checkbox"/> Withhold Medicare Tax Tax Statement: <input type="text" value="W-2"/> Social Security Nbr: <input type="text" value="111-22-3333"/>	<input checked="" type="checkbox"/> Withhold Federal Tax Marital Status: <input type="text" value="Married"/> Allowances: <input type="text" value="3"/> Override: <input type="text"/> Extra: <input type="text"/>
State Tax Withholding	Local Tax Withholding
<input checked="" type="checkbox"/> Withhold State Tax Applicable State: <input type="text" value="MN"/> Marital Status: <input type="text" value="Married - Jointly/Spouse Emplo"/> Allowances: <input type="text" value="1"/> Dependents: <input type="text" value="3"/> Override: <input type="text"/> Extra: <input type="text"/> <input checked="" type="checkbox"/> Subject to State Unemployment	<input type="checkbox"/> Withhold Local Tax

Now Click on Pay Data



1. We will enter the Pay Group “**Weekly**”.
2. Choose the Pay Item **Custodial Salaries**
 - **NOTE:** Gross Pay Account automatically fills in.
3. Use the **Pay Period Amount** of **\$950.00** - Click **Submit** after the amount is entered.

This would be a standard entry. There are features that will assist you with the more complicated payroll configurations. For example, let’s assume this new employee actually needs to have his salary split between 2 different expense accounts.

1. Click on the **Distributions** button.

#	Pay Description	Hours / Units	Rate	Pay Period Amount	Annual Amount	Account	Use Dist
1	Sr.Pastor Salary: Clergy			950.00	49400.00		<input checked="" type="checkbox"/>

2. We will enter the split as shown below:

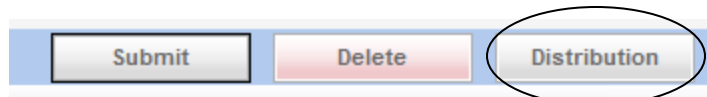
Regular Pay Distributions

Override the accounts used on checked pay items with the following percentage distribution.

#	Account	Percent
1	5041GA00P00 Preists Wages E-10-00-10-5041-00	50.00
2	5044GA00P00 Wages E-10-00-10-5044-00	50.00
3		
Total:		100.00

[More Lines](#)

3. Click **Save** when completed.
4. You will need to verify that there is a checkmark in the **Use Distributions** field, if not, click on the field and then **Submit**.



Click on the Ded/Ben Option.

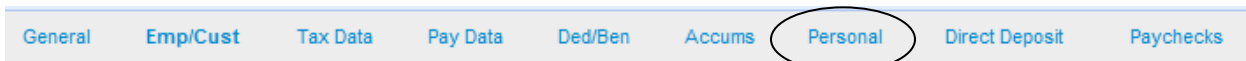


- Here we will enter info for our Retirement withholding and church contribution.
- Choose **Deduction - Tax Free Health Insurance** and enter a percentage of 2.5%.
 - This is the amount that will come out of the employee's salary.
- Choose **Benefit - Health Care Benefit** and enter a \$155.00.
 - This is money that will be contributed by the church on the employee's behalf.
 - It will only be taxed based on the Benefit/Distribution setup. It WILL show on the appropriate box of the W-2 and move to the liability that is being used to make the payments.

NOTE: The benefits and deductions are put in during setup and our distribution accounts have already been selected.

- When finished, choose **Submit**

Click on the Personal Option



Here we can begin to accumulate Vacation Time on a per paycheck basis. We will accrue time each time we run a Payroll.



- Click on the link for Vacation.
- Check the box **Earn Per Payroll**.
- We will use the Amount Per Payroll of **2** (**NOTE:** All time is earned and used in Hour formats).
- Set limit of total accumulated to **120**.
- Click **Submit** to finish.

To subtract vacation time and enter any previous balances, we will use the entry lines below.

- Click on the first line and enter the following:
 - Date:** Today's Date
 - Activity:** Earned
 - Amount:** 20
 - Note:** Year to Date Balance

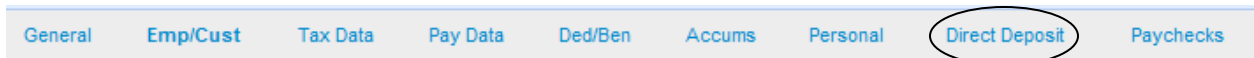
Personal Time					Summary	
Family					<input checked="" type="checkbox"/>	Earn Per Payroll
Personal					Amount Per Payroll:	2.00
Sick					Limit:	120.00
Vacation					Earned:	20.00
					Used:	8.00
					Available:	12.00
Details						
#	Date	Activity	Amount	Note		
✘ 1	2/10/2010	Used	8.00			
✘ 2	4/30/2010	Earn	20.00	Year to Date Balance		
✘ 3						
			Total:	28.00		

7. Click on the second line
 - **Date:** Today's Date
 - **Activity:** Used
 - **Amount:** 8
 - **Note:** None

8. Click **Submit**.

We've entered the YTD balance of our vacation and the day in February that was used. You can set up individual Personal Time options or just use one for all personal time. Every time a vacation day is used, you will need to make an entry here.

We entered the Church info earlier for Direct Deposit, now we will enter the individual's account settings and any disbursements that may be required.



Click on Direct Deposit

1. **Direct Deposit Participation:** ACH File
2. Enter **Account Number** : 121212121
3. Enter **Routing Number:** 343434343
4. **Account Type:** Checking
5. **Percent:** 100
6. Click **Submit**

Direct Deposit Participation: None ACH File Distribute To Accounts By: Percent Amount

#	Account Number	Routing Number	Account Type	Percent	Prenote Date
✘ 1	121212121	343434343	Checking ▾	100.00	
✘ 2			▾		
✘ 3			▾		
Total:				<u>100.00</u>	

You can split the paycheck into amounts as well as percent. You will need to enter another account and then choose the amounts the employee wants.

Blank Account Amounts will receive the balance.

Direct Deposit Participation: None ACH File Distribute To Accounts By: Percent Amount

#	Account Number	Routing Number	Account Type	Amount	Prenote Date
✘ 1	121212121	343434343	Checking ▾	100.00	
✘ 2	212121212	434343434	Checking ▾		
✘ 3			▾		
Total:				<u>100.00</u>	

Start Up Employee Totals

If you begin to use the ConnectNow Payroll system at the beginning of the Calendar Year, you do not need to enter Start Up Employee Totals.

If you begin to use the ConnectNow Payroll system at any other time other than January 1st, you can quickly enter the totals for each employee from the beginning of the calendar year until the first payroll processed in ConnectNow Payroll.



Setup

1. Click the **Payroll Setup** Button.
2. Then choose **Start-Up Employee Totals**.



Start-Up Employee Totals

3. Enter the date you're entering the Calendar Year totals as of.

Calendar year totals for all employees as of:

4. Select the employee from the Employees listing on the left.
5. Enter the Gross Wages for each employee's Pay Item type in the Start-Up Gross Wages for Employee

Employees
Elliott, Denise
Employee, New
Pham, David
Thompson, Brandi

- a. Total **Gross Wages**
- b. Non-Taxable **Gross Wages**
- c. Social Security **Gross Wages**
- d. Medicare **Gross Wages**
- e. State **Gross Wages**
- f. Local **Gross Wages**

Start-Up Gross Wages for Chris Mann							
#	Pay Item	Taxable	Non Taxable	Soc Sec	Medicare	Federal	State
1	Wages:Taxable	2131.88	0.00	2131.88	2131.88	2131.88	2131.88
2	Auto:Non Taxable	0.00	1000.00	0.00	0.00	0.00	0.00

6. Enter the Deductions and Benefit totals.

Start-Up Deductions/Benefits for Bruce Calvert		
#	Deduction/Benefit	Amount
1	1 Benefit Social Security Employer	132.18
2	1 Deduction Social Security Withheld	132.18
3	2 Benefit Medicare Employer	30.92
4	2 Deduction Medicare Withheld	30.92
5	3 Deduction Federal	0.00
6	4 Deduction State	1.89
7	6 Deduction Local	0.00
8	13 Deduction Health Insurance	238.50

Submit

Cancel

Payroll Process

Create a New Payroll

Process

We will now run our payroll and create checks. You may only have one payroll open at a time. If you are running separate payrolls for the same day, the first will have to be closed in order to run the second.

Navigation

Payroll: Number 22 Description Check Date 4/30/2010								
1) Setup Payroll	2) Select Employees	3) Edit Timecards	4) Calculate	5) Review	6) Edit Paychecks	7) Print Checks	8) Ach File	9) Close Payroll

The Navigation Menu at the top of the payroll processing screens will progress as you move through the various steps involved. You can use it to move backwards and fix or add to most parts of the process.

Let's Get Started....

New Payroll

1. Click the **Payroll Process** Button.
2. Then choose **Create New Payroll**.
3. Enter the Parish Bank Account and use Today's Date.
4. Click **Submit**.



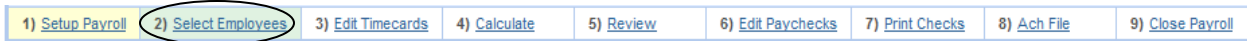
Payroll Process



Create a New Payroll

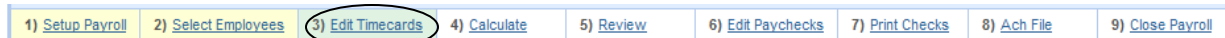
Payroll Information	
Number:	<input type="text" value="1"/>
Bank Account:	<input type="text" value="Today's Date"/>
Balance:	<input type="text" value="10,000.00"/>
Check Date:	<input type="text"/>
Description:	<input type="text"/>

Select Employees



1. We will do payroll for those in our **Monthly** paygroup.
2. Choose the following people to process:
 - The New Employee
3. Click **Submit**.

Edit Timecards



We'll need to review the timecards and put in Hours and Amounts if necessary.

1. Click **Edit Timecards**.
2. Enter the following for the employees by clicking their names on the left.
 - **New Employee:** Verify pay period amount is \$950
3. Click **Submit** when finished.

Employees
Elliott, Denise
Employee, New
Pham, David
Thompson, Brandi

Calculate

1) Setup Payroll	2) Select Employees	3) Edit Timecards	4) Calculate	5) Review	6) Edit Paychecks	7) Print Checks	8) Ach File	9) Close Payroll
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1. Click **Calculate** to run process.

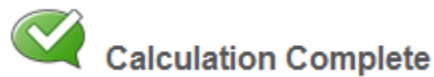
Calculation Progress

0%

Calculate Payroll

Stop Calculation

2. The following will appear when the process is complete.



Review

1) Setup Payroll	2) Select Employees	3) Edit Timecards	4) Calculate	5) Review	6) Edit Paychecks	7) Print Checks	8) Ach File	9) Close Payroll
------------------	---------------------	-------------------	--------------	-----------	-------------------	-----------------	-------------	------------------

1. Click on **Review**.
2. Look at the breakdown of Deductions and Benefits and the pay amounts. You will want to make sure things look good before proceeding.

Employee: Denise Elliot
6415 Winchester Rd
Lake Wobegon, MN 57103

Check Number:
Date: 3/31/2011
Amount: 338.40

Three Hundred Thirty-Eight Dollars and Forty Cents.....

Wages					Deductions / Benefits		
#	Pay Item	Hours	Rate	Amount	#	Deduction/Benefit	Amount
1	Wages	8.0000	50.0000	400.00	1	Social Security Employer	24.80
					2	Social Security Withheld	16.80
					3	Medicare Employer	5.80
					4	Medicare Withheld	5.80
					5	Federal	0.00
					6	State	31.00
					7	403(b) Employer Benefit	8.00
					8	403(b) Employee Deduction	8.00

Print Checks

ACH File

3. If you need to make adjustments, click on timecards, fix the issue and recalculate again.

Edit Paychecks

- 1) [Setup Payroll](#) 2) [Select Employees](#) 3) [Edit Timecards](#) 4) [Calculate](#) 5) [Review](#) 6) [Edit Paychecks](#) 7) [Print Checks](#) 8) [Ach File](#) 9) [Close Payroll](#)

1. Click on **Edit Paychecks**.
2. Here, you will have the opportunity to Void a Paycheck if necessary

Check Information	
Employee: Denise Elliot 6415 Winchester Rd Lake Wobegon, MN 57103	Check Number: <input type="text"/> Date: 3/31/2011 Amount: 338.4
<i>Three Hundred Thirty-Eight Dollars and Forty Cents.....</i>	

Deductions & Benefits			
#	Deduction / Benefit		Pay Period Amount
✘ 1	1 Benefit: Social Security Employer	▼	24.80
✘ 2	1 Deduction: Social Security Withheld	▼	16.80
✘ 3	2 Benefit: Medicare Employer	▼	5.80
✘ 4	2 Deduction: Medicare Withheld	▼	5.80
✘ 5	3 Deduction: Federal	▼	0.00
✘ 6	4 Deduction: State	▼	31.00
✘ 7	11 Benefit: 403(b) Employer Benefit	▼	8.00
✘ 8	12 Deduction: 403(b) Employee Deduction	▼	8.00
Total:			100.20

[More Lines](#)

Wages			
#	Pay Item	Hours	Amount
1	Wages	8.0000	400.00
Total:			0.00

Print Checks

1) Setup Payroll	2) Select Employees	3) Edit Timecards	4) Calculate	5) Review	6) Edit Paychecks	7) Print Checks	8) Ach File	9) Close Payroll
------------------	---------------------	-------------------	--------------	-----------	-------------------	-----------------	-------------	------------------

1. Click the **Print Checks**.
2. Select the checks you want to print and click **Submit**. We will choose all the checks.

#	Select	Employee	Amount
1	<input checked="" type="checkbox"/>	Denise Elliott	344.40
2	<input checked="" type="checkbox"/>	David Pham	814.40
3	<input checked="" type="checkbox"/>	Brandi Thompson	954.68

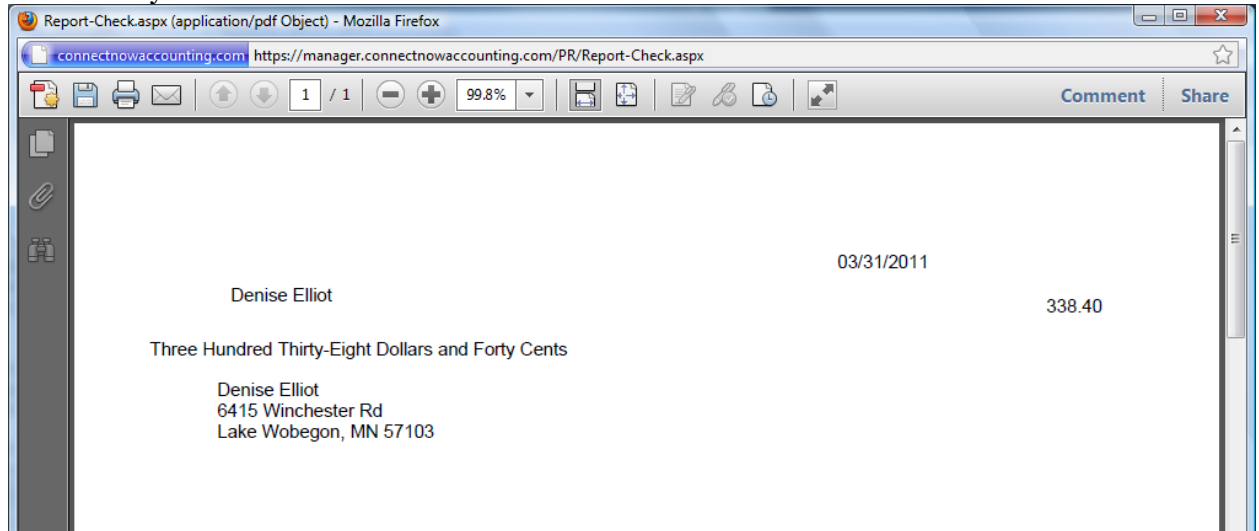
[Deselect All](#) [Select All](#)

Submit

3. This screen shows all the checks listed for printing and change any check numbers necessary.
4. After pressing Print Selected, another window should open with Adobe Reader and your checks ready to be sent to the printer.

#		Number
1	<input checked="" type="checkbox"/>	1109
2	<input checked="" type="checkbox"/>	1110
3	<input checked="" type="checkbox"/>	1111

5. **NOTE:** If report does not appear, please check that all Pop-Up Blockers are turned off and retry.



6. When you are done printing, close the Check Window and return to the main program window.

- The options below will appear and you will need to indicate the status of the check printing.
- We will assume the checks printed correctly and choose the first option and click **Submit**.

NOTE: If **NONE** of the checks printed correctly, choose this option and you will be able to start the process again.

Did checks print OK?

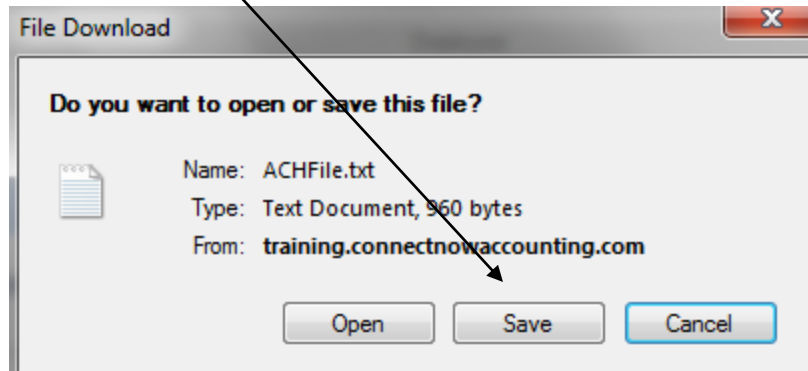
Yes, I clicked the Print icon and Check(s) printed correctly.

Some checks did not print correctly. First incorrectly printed check:

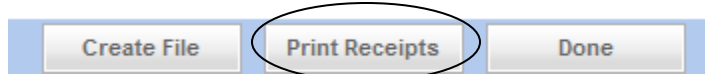
I didn't print any checks.

NOTE: If the checks stopped printing at a certain point, choose this option and put in the first incorrect number

5. When prompted, **Save** the file to your computer for later transmission to the bank.

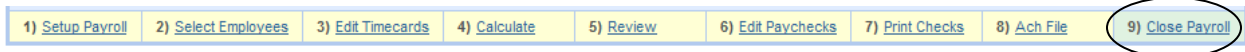


6. After saving the file, Click on Print Receipts to print out the Paycheck stubs.



7. When finished, press **Done**.

Closing Payroll



1. When payroll is complete click on **Close Payroll**.
2. Then click **Submit**.
3. Congratulations, your Payroll is now closed.

Reporting

We will look at the reporting features that come with ConnectNow Payroll and some of the reports you will look at running at the end of the payroll cycle.

Pay Cycle Reports

Current Earnings
Payroll Summary
Ledger Distribution
Pay Distribution
Detailed Deductions
Retirement Wages
Paycheck Register

Employee Reports

Blank Timecards
Employee Directory
Employee Record
Tax Status
Personal Time

End of Period Reports

Accumulations
Taxable Pay and Withheld
Deductions/Benefits Accumulations
Retirement Accumulations

Federal Reports

Federal Unemployment
Federal Tax Remittance

State and Local Reports

State Unemployment

Finance Reports

Account List
Account Distribution Links

Forms

941
W-2/W-3

Let's go through the printing of a Payroll Summary.

1. Click on **Paycycle**.
2. Then **Payroll Summary**.
3. When the selection page opens, choose the following:
 - Choose the Payroll we just created.
 - Choose the Paygroups we used: **Weekly**, and **Monthly**.
 - *Do this by holding down the CTRL key and clicking on the individual paygroups.*
 - Employees: Select None – By not selecting any particular employee, the system will include **ALL** employees.
4. When finished, click **Preview Report**.



5. The report below will show on your screen.

Payroll

- 22 - 04/30/2010 -
- 21 - 10/29/2009 - From Conversion
- 20 - 10/14/2009 - From Conversion
- 19 - 09/29/2009 - From Conversion
- 18 - 09/15/2009 - From Conversion
- 17 - 08/28/2009 - From Conversion

Paygroup(s)

- 1 - Bi-Monthly
- 2 - Monthly
- 3 - Monthly 15th
- 4 - Weekly

Employee(s)

- Elliott, Denise
- Employee, New
- Gonzalez, Father Marco
- Morris, Robert
- Pham, David
- Thompson, Brandi

**** Sort Options**

Sort report data by: Paygroup

Training Church 9

Payroll Summary

	Date	Check Nbr	Gross	Soc Sec	Medicare	Federal	State	Local	Other Ded	Allow/Reimb.	Net
<i>Monthly</i>											
Elliott, Denise											
	04/30/2010	1009110505	400.00	24.80	5.80	25.00	0.00	0.00	0.00	0.00	344.40
	<i>Pay Item: Music - Mass</i>		400.00								
	<i>Other Ded:</i>										
Pham, David E											
	04/30/2010	1009110506	936.00	58.03	13.57	50.00	0.00	0.00	0.00	0.00	814.40
	<i>Pay Item: Maintenance</i>		936.00								

6. The menu bar on the top of the report will allow you to:

SEARCH DOCUMENT - PRINT - NAVAGATE PAGES - SAVE - CHANGE SAVING FORMAT



End of Quarter

ConnectNow Church Accounting now enables you to automatically generate and edit 941 statement forms for submission to the IRS.

We will show you how to set up your Payroll system to generate and print 941 forms.

It also shows you how to edit these forms before submission to correct any errors that may result from incorrect wage and tax amounts, missing and/or incorrect information, and bad formatting.

941

1. Click the Payroll **Forms** Button.
2. Then choose **941**.
3. Select the **Calendar Year**.
4. Choose the **Quarter** for that Calendar Year you would like to report on.
5. Select a **Paygroup** or accept the default selection of All Paygroups.
6. Choose the Form Name you would like to report, either **941 Blank Paper** or **Schedule B Blank Paper**.
7. Click **Preview Report**.
8. Review the 941 **Form Data** display and make any changes as needed.
9. Click **Submit**.
10. This will display the **941** or **Schedule B** with the data automatically inserted, which you can print and submit to the IRS.

Forms > 941 :: Configure Report

Calendar Year: 2012

Quarter: First Quarter Second Quarter Third Quarter Fourth Quarter

Paygroup(s): 1 - Bi-weekly

Form Name: 941 Blank Paper Schedule B (941) Blank Paper

Buttons: Preview Report, Memorize Report, Reset Criteria, Cancel

Form 941 Data			
Employer EIN	46-0443398		
Employer name, address, zip	FAITH UNITED CONGREGATION 123 ELM STREET LAKE WOBEGON MN 57103		
1 Number of Employees			6
2 Wages, Tips, Other Comp			1400.00
3 Income Tax Withheld			179.00
4 If no wages, tips and other compensation are subject to SocSec or Medicare tax, check and go to line 6e	<input type="checkbox"/>		
5a Taxable Social Security Wages	1450.00	150.80	
5b Taxable Social Security Tips			
5c Taxable Medicare Wages & Tips	1450.00	42.05	
5d Add 5a, 5b, 5c Column2			192.85
5e Tax On Unreported Tips			
6e Total Taxes Before Adjustments			371.85
7 Adjustment For Fractions Of Cents			-0.01
8 Adjustment For Sick Pay			
9 Adjustments For Tips and Group-Term Life Insurance			
10 Total Taxes After Adjustments			371.84
11 Total Deposits Including Overpayments			371.84
12a COBRA Premium Assistance Payments			
12b Number Of Individuals Provided COBRA			
13 Add Lines 11 and 12a			371.84
14 Balance Due			

End of Year

ConnectNow Church Accounting now enables you to automatically generate and edit W2 wage and tax statement forms and a W3 summary form for submission to the IRS.

We will show you how to set up your Payroll system to generate and print W2 and W3 forms. It also shows you how to edit these forms before submission to correct any errors that may result from incorrect wage and tax amounts, missing and/or incorrect information, and bad formatting.

W-2 Setup

1. Click the Payroll **Forms** Button.
2. Then choose **W-2 Setup**.
3. Under Deductions/Benefits, select the **W-2 Box** where each deduction/benefit should print and enter the appropriate **W-2 Code** to print on the W-2.
4. Under **Pay Items**, check the box at **Print In W-2 Box 14** for those Allowances you want to print in Box 14 and enter appropriate the **W-2 Box 14 Code** you want to print.
5. Click **Submit**.

W-2 Setup					
Deductions/Benefits					
#	Code	Type	Description	W-2 Box	W-2 Code
1	12	Deduction	Tax-Free Health Insurance Deduction	Box 12	HLT
Pay Items					
#	Description	Type	Print In W-2 Box 14	W-2 Box 14 Code	
1	Auto	Non Taxable	<input checked="" type="checkbox"/>	AUT	
2	Housing	Non Taxable	<input checked="" type="checkbox"/>	HOU	
3	Mileage	Non Taxable	<input type="checkbox"/>		
4	Parish Secretary	Taxable	<input type="checkbox"/>		
5	Pastors Salary	Taxable	<input type="checkbox"/>		
6	RE Secretary Salaries	Taxable	<input type="checkbox"/>		
7	Secretary Salaries	Taxable	<input type="checkbox"/>		
8	Wages	Taxable	<input type="checkbox"/>		

Submit Cancel

Print W-2/W-3's

1. Click the Payroll **Forms** button.
2. Click on **Federal**.
3. Then **W-2's/W-3**.
4. Select the Form Name **W-2 Review** and click **Preview Report** and review the report for any inaccuracies or errors (if you do find errors, review the next section on Editing W-2's). We will assume all W-2's are correct. Click the Back button on your internet browser.
5. Select the Form Name **W-2 Copy A, 2-Up Blank Paper** and click **Preview Report**. The employee's W-2's will appear on your display and you can choose to print the W-2's on blank paper.
6. Click the Back button on your internet browser and choose the form name W-3 Blank Paper to print the W-3 report.

Form W-2, Wage & Tax Statement
2010
Employee: LARRY WOBBSLOW, MHI 57103
Social Security Number: 22222
Gross Pay: \$200.00
Federal Tax Withheld: \$35.00

Edit W-2's

If your W-2 contains an error, you can edit it to correct the mistake. The system creates a historical record (audit) of any change so that you can find out who made the change, when it was made, and exactly what was changed.

Suppose that you discover that information on the W-2 for one of your employees is incorrect. Perhaps a deduction is inaccurate or the employee's address is wrong. You can edit the employee's W-2 to correct the mistake.

1. Click the **Payroll** Forms button.
2. Choose **Edit Employee's W-2 Information**.
3. Select from the list of Employees the employee you would like to edit.
4. Read only fields are dimmed and cannot be edited. Edit the value or type a new value in the desired field.
5. Click **Submit**.

The screenshot shows a web interface for editing an employee's W-2 form. The title is "Edit Employee W-2". At the top left, there is a dropdown menu for the year "2010" and a "Show Year" button. On the left side, there is a sidebar titled "Employees" with a list of names: "Amy", "John", "Jan", and "Jeff". The "Amy" entry is highlighted with a blue border. The main content area is titled "AMY ANDERSON" and contains a form with the following fields:

- a Social Security Nbr: 355-38-4234
- b Employer EN: 45-0443398
- c Employer name, address, zip: TRAINING CHURCH, 123 ELM ST, LAKE WOBEGON MN 57103
- d Control number: 1
- e Employee first name, initial, last name, suffix: AMY A ANDERSON
- Address: 1810 DORADO AVENUE, LAKEWOOD MN 55433

On the right side, there is a grid for tax information:

1 Wages, tips, other comp	2 Federal tax withheld
5200.00	588.00
3 Social security wages	4 Social security tax withheld
5200.00	395.80
5 Medicare wages	6 Medicare tax withheld
5200.00	113.80
7 Social security tips	8 Allocated tips
9 Advance EIC	10 Dependent care
11 Nonqualified plans	12
13	
14 Other	

Note:

This procedure shows you how to edit an employee's W-2 form. Any edit you make does not result in a permanent change to the employee's record. The edit only modifies the W-2 form so that the printed W-2 reflects the correction.

If you want to make a permanent change, do not use this procedure. Call Technical Support for assistance.

Editing W-2 information may affect the consistency of W-2/941 or other previously reported wage and tax information.

Consult a qualified tax professional if you have questions about making changes to the W-2 data.

Training Evaluation Form

We strive to continually improve our seminars to meet your needs. Your suggestions are extremely valuable to this process. If you rated any part of this course good or lower, we would appreciate knowing how we can improve. If you wish to remain anonymous, feel free to leave this section blank.

Name: _____

Parish: _____

Signature: _____ Date: _____

Instructor Jim Nelson	Excellent	Good	Fair	Poor
How would you rate the instructor's presentation skills?				
How would you rate the instructor's knowledge of the subject?				

Additional Comments:

Class and Materials	Excellent	Good	Fair	Poor
How well did the class meet your expectations?				
How would you rate the methods used to conduct this class?				
Overall, how would you rate this training session?				

Additional Comments:

Which part of the class was most beneficial to you?

Which part of the class was least beneficial?

Which part of the class needed more time allotted?

Which part of the class needed less time allotted?

Please fax to: 734.205.1011

Or mail to: 825 Victors Way, Suite 200, Ann Arbor, MI 48108-2830 ATTN: Karen