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Wage Manager Solution Technical Overview/Whitepaper

How Wage Manager Solution integrates with QuickBooks to provide critical automation of numerous employee pay rate changes.

(Information current as of May 2005)

Purpose of this document

by Nancy Smyth, President & Certified QuickBooks ProAdvisor

We recognize that the selection of a QuickBooks integrated application for your business or your clients business must be based on detailed product knowledge and the confidence that comes from detailed product information and practical experience with the program. The information provided here supplements what you will find in the Demonstration at <http://www.SunburstSoftwareSolutions.com/wage-manager-demo.htm> and other information found on our website.

The primary objectives of this document are to:

- * Provide you with a brief company history and background of Sunburst Software Solutions, Inc.
- * Provide you with a Wage Manager Solution product data sheet
- * Provide you with information on how we utilize the Intuit Software Development Kit
- * Provide you with information on how Wage Manager Solution access the QuickBooks company file
- * Introduce you to Wage Manager Solution and the features available
- * Help you identify if Wage Manager Solution is the right solution for your company
- * Answer detailed questions about the software
- * Provide a comprehensive overview of how Wage Manager Solution and QuickBooks Financial software can be used together to automate the time consuming process of manually updating individual employee records when a pay rate change occurs

The information in this document is not all-inclusive. This document primarily focuses on features that make Wage Manager Solution the ideal solution for any business that has multiple employees and deal with frequent pay rate changes and the benefits of using it in conjunction with QuickBooks Financial software.

We are certain that once you explore Wage Manager Solution and learn about product features, ease-of-use, and the benefits of integration with QuickBooks Financial Software, you will select it with confidence. We welcome your comments and questions, and appreciate the opportunity to serve your needs.

Your feedback will be essential to helping us improve this white paper. Please provide your feedback via email to sales@SunburstSoftwareSolutions.com

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1 Introduction

1.1 Sunburst Software Solutions, Inc. - Company History & Background

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Ben Smyth - smyth@SunburstSoftwareSolutions.com (802) 895-4929

Background:

Nancy (Hoffman) Smyth, President of Sunburst Software Solutions, Inc. has been a Certified QuickBooks ProAdvisor since 1999; utilizing Intuit products in a variety of industries since 1986, with a primary focus on the construction industry.

Providing bookkeeping services for several Union and Non-Union construction firms in Connecticut, Nancy knew QuickBooks was a great tool to be used not only for herself, but also by the business owner. While completing a job-costed payroll for 10 employees or a progress invoice within QuickBooks was a fast and efficient process, finalizing the required Certified Payroll Reports and AIA Billings would take hours to complete. Distaste for these tedious tasks led to a lengthy search for someone to extract this information from QuickBooks and assemble these forms, ready to be signed and submitted.

In August 2000, a method was found for retrieving QuickBooks information by the OfficeQ Pro product developed by DataBlox, Inc. Ben Smyth, a Software Engineer with an accounting background, who had written software programs since 1980 for use in Municipal, Retail, Restaurant, Web Services, GPS/Imaging, and the Travel Industries (many involving complex payroll products for use in the Commercial and Municipal arenas), was willing to embark on this data retrieval project and Sunburst Software Solutions, Inc. was born in Lakeside, MT.

Meanwhile, Nancy, already familiar with Federal Prevailing Wage Laws, as well as Connecticut and Massachusetts Specific Prevailing Wage mandates began research to make Certified Payroll Solution compliant with the requirements for all 50 states - and coding began. By late 2000, she began the tedious task of testing the program with live payroll data.

In March 2001, Certified Payroll Solution was released, and has since grown to include various EEOC/Work Utilization Reports and a highly flexible Benefit Reporting module that can be used to report Union Fringe Benefit or "bona fide" plan contributions.

In August 2001, Sunburst Software Solutions, Inc. became a Premier Member of the Intuit Developer Network knowing that the Software Development Kit (SDK) would provide a more direct and, therefore, sanctioned means of accessing QuickBooks data. They retain their Premier Status to date. Additionally, the design for the Construction Application for Payment program began - to automate AIA Billing from Estimates and Progress Invoices created in QuickBooks with its initial release in January 2002.

Certified Payroll Solution was rewritten in January 2003, when the Intuit SDK was updated to include access to payroll information for their 2003 product line. Sunburst Software Solutions, Inc. still maintains their original Version 4.9 of the program for use with QuickBooks Pro 2002 and prior versions.

In December 2004, Sunburst became a Microsoft Registered Partner and is in the process of becoming a Microsoft Certified Partner.

Development of Wage Manager Solution, our newest program, began in mid-December 2004 with it's original final release date occurring in February 2005; after stringent beta testing. Wage Manager will allow business owners, payroll administrators, and Certified QuickBooks ProAdvisors to work with payroll wage items for multiple employees simultaneously.

All of Sunburst Software Solutions, Inc. products have been designed to specifically meet the needs of QuickBooks users in the construction industry. Sunburst is committed to bring high-end functionality to the small and growing contractor at a reasonable price. As of December 31, 2004 over 75% of their customers have remained active users by purchasing an inexpensive Annual Maintenance Contract, which provides compatibility and/or conversion updates for the latest release of the QuickBooks product line, user requested enhancements, and compliance with any reporting mandate changes.

1.2 Wage Manager Solution Data Sheet

Market Applicability:

Wage Manager Solution is designed for anyone using QuickBooks for their accounting needs, have multiple employees, and must deal with frequent pay rate changes. Wage Manager Solution is also suitable for Certified QuickBooks ProAdvisors, CPA's, Bookkeepers who frequently setup up company files for their clients with employees.

Benefits/Market Niche: Wage Manager Solution provides automation for a previously time-consuming task and it is currently the only program of this type on the market that provides a direct interface with Intuit's QuickBooks product line.

Cost: The software is priced from \$50.00 for the download version, \$70.00 for Priority Mail Delivery of CD and manual, or \$85.00 for Express Mail Delivery of CD and manual.

Function: Wage Manager Solution (WMS) automates the process of employee wage rate changes, solves duplication of entry caused by QuickBooks necessity to edit a single employee at a time, eliminates transposition errors and oversights by providing an integrated solution that enhances the existing features and functionality of QuickBooks.

Previously business owners, payroll administrators, CPA's, ProAdvisors, Bookkeepers, etc. using QuickBooks would first have to create the new payroll item, and then edit the Payroll & Compensation portion of each employee record in order to bring in and assign a value to a new payroll item, or change an existing one or create a complicated .iif spreadsheet file and hope that it imported correctly. This caused already busy people to spend extra effort duplicating the entry of what should be an easy task to accomplish.

The productivity and cost saving of eliminating time-consuming data entry add up quickly. Even a small company saving 2-3 hours every six months, or an Advisor saving an hour or more on a client setup lead to substantial saving of time throughout the course of a year.

Use: The user will first choose the types of wages that they wish to acquire from the currently open QuickBooks company file (Hourly Regular, Salary Regular, Bonus, Commission, etc) and then choose to acquire the information.

Wage Manager then access the company file and reads information from the Payroll & Compensation section of each employee record. The Employee name along with the current payroll wage items and rates of pay are then shown in a convenient spreadsheet type grid. Once the information appears in the grid, existing payroll items and rates may be modified for single or multiple employees if there is an across the board pay increase; new payroll wage items can be created and assigned to multiple

employees with the same or varying rates of pay, obsolete payroll items may be removed from single or multiple employees; and when all changes have been made in the grid, verified for accuracy, all changes for all employees may be written back to the QuickBooks file with the click of a button; while the user can watch the process in a documented log file as it happens; thus, being able to quickly correct any problem that the program should encounter - such as the inability to write to a specific employee's record because that record is open in QuickBooks.

Human Resource Requirements: Anyone in the office can operate this software by simply following the instruction in the Help file. Most end-users are able to use the software after the first time they walk through it's use with the systematic instructions provided in the Help file. The most pronounced requirement is the ability to read and follow instructions. Customers receive unlimited lifetime technical support through the use of an on-line forum only. Currently program updates are free of charge.

Technical Requirements: Users are required to have QuickBooks Pro, Premier (any version - Contractor, Accountant, etc.) 2003 or newer, or Enterprise Solutions and an Intel Pentium III or IV class computer, minimum 128 MB of RAM, and 25 MB of disk space for the program.

Wage Manager Solution will take only moments for installation, and users can be up & running successfully moments after they grant the program permissions to access the QuickBooks company file.

1.3 The Wage Manager Solution Development Process

The thought process behind the design

- Every business owner, payroll administrator, CPA, ProAdvisor, and Bookkeeper has a need to create and maintain employee payroll wage items and wage rates
- Depending upon the number of employees and how often wage rates change, this process can literally consume hours each year
- The current process of editing each individual employee is time consuming, error prone and downright grueling
- The original problem was how to automate this task
- The SDK provides a direct method to **query** or **read** existing information contained within the Payroll & Compensation section of each employee record
- Create a grid to hold the imported information, where you can work with multiple employees and wages all at the same time
- The SDK provides a direct method to **write back**, **add**, or **modify** existing QuickBooks information
- Creation of a visible log file so users can watch the progress of the write back process and quickly address any problems that the program encounters

Program Design and Utilization of the SDK

Wage Manager Solution utilizes the SDK to send a **query existing information, add new information, and modify existing information**.

Wage Manager Solution first sends a **query or read-only access request** to the QuickBooks file for information already entered by the user from the Payroll & Compensation section of the Employee Record - specifically

- the Employee Name
- the payroll wage items assigned to them
- the rates of pay assigned to the payroll wage items

This query results in the information indicated above to be displayed in a convenient grid-like spreadsheet where the user can then "work" with the data.

When the user is satisfied with their changes simply selecting the Save button sends a **write, add and modify** request to the QuickBooks file. A **write request** signifies that you wish to write information back to the QuickBooks file, an **add request** signifies that you have created new payroll items in Wage Manager that you wish to add to not only your existing Payroll Item list but also that you wish to "add" that payroll item to the records of the selected employees, a **modify** request indicates that you wish to modify an existing employee record or an existing rate of pay for specific employees.

The diagram below shows the flow of information:



1.4 How Wage Manager Solution Utilizes the Intuit QuickBooks Software Development Kit (SDK)

Introduction:

This overview will describe how Sunburst Software Solutions, Inc. has utilized the Intuit QuickBooks SDK in the development of Wage Manager Solution. It is written for ProAdvisors, Consultants, other Professionals, and end-users that are interested in the development process of Wage Manager, which integrates with QuickBooks.

The purpose of this document is to provide you with a better understanding of the high-level concepts relating to the components of the QuickBooks SDK and how they are utilized in Wage Manager Solution.

Why and SDK for QuickBooks?

The Intuit Software Development Kit (SDK) was created for technical professionals interested in developing applications that share data with QuickBooks to help small business owners during times when QuickBooks data must be managed in ways that are unique to a specific industry or task and cannot be accomplished within QuickBooks itself.

Through the development of 3rd party applications using the SDK such as Wage Manager, the small business owner no longer needs to spend unnecessary time updating rates of pay employee-by-employee. Because Wage Manager was created with the SDK, it can directly share this QuickBooks data, giving the small-business owner the best of both worlds - the power, ease, and

comprehensiveness of QuickBooks combined with the benefits of an application tailored to automate this specific task.

The SDK provides a common method for integrating an application with QuickBooks; once a developer creates an application for one QuickBooks product, modifying that application to support any (or all) of the other QuickBooks products is a straightforward task. This shared SDK approach is based on qbXML, which is a version of XML (eXtensible Markup Language) that has been designed specifically for QuickBooks by Intuit.

The QuickBooks SDK was designed with the following principles in mind:

- **Keep the business owner in control.** The business owner or the QuickBooks Administrator **must authorize** the connection between the 3rd party application and QuickBooks. They must also set up **permissions** for authorized users and access rights for each 3rd party application. The SDK support the user privilege structure established within QuickBooks, wherein, for example, certain users can access only certain types of information.
If Wage Manager has not been authorized to access the QuickBooks file the user will receive the following error message:
Error Code: 0x8004041A
Error Message: This application does not have permission to access this QuickBooks company data file.
Error Resolution Message: The QuickBooks administrator can grant access permissions through Edit -> Preferences -> Integrated Applications -> Company Preferences -> Product Name -> Properties.
- **Provide robust mechanisms to protect QuickBooks data.** The SDK provides strong error recover, data logging, and synchronization facilities to ensure that data is NOT lost or destroyed and that 3rd party application data remains synchronized with QuickBooks data. Additionally, the Intuit SDK enforces all the QuickBooks business rules no matter what the 3rd party application does.

With the **qbXML Validator utility** we verify that a given qbXML document conforms to the qbXML specifications before it is sent to QuickBooks. All Wage Manager requests for Employees, Payroll Wage Items, and Pay Rates have been validated before it is allowed to read, write, add, or modify information.

The **SDKTest utility** is used to test the request/response cycle; which accepts a qbXML request, sends it to QuickBooks, and returns the response to Wage Manager.

The qbXML specifications are built into QuickBooks and the SDK provides methods for querying which version of the qbXML specification is supported by the version of QuickBooks that is currently running on the user's system - having written "smart" code that checks the version and responds accordingly, Wage Manager can run with multiple versions of QuickBooks.

- **Use existing programming standards.** The QuickBooks SDK uses standard interfaces and XML formats, and as a result is compatible with most software programming languages such as Visual Basic, C, C++, and Java. Sunburst Software Solutions utilizes Microsoft Visual Basic for the development of Wage Manager.
- **Adhere to a single specification for the entire SDK.** The QuickBooks products, except for the On-line version, all use the same qbXML specification, therefore, the content and behavior of the request and responses messages between QuickBooks Pro, Premier (any edition - Contractor, Accountant, etc.), Enterprise Solutions, etc. and Wage Manager is consistent across all products.

Wage Manager Solution utilizes the SDK to:

Query or read information contained in the QuickBooks file from the Employee Record and Payroll

Item List - specifically Employee Names, Payroll Wage Items assigned to that Employee in the Payroll & Compensations section of the record, and the rate of pay assigned to the payroll item for that employee.

Write, add and modify request to the QuickBooks file. A **write request** signifies that you wish to write information back to the QuickBooks file, an **add request** signifies that you have created new payroll items in Wage Manager that you wish to add to not only your existing Payroll Item list but also that you wish to "add" that payroll item to the records of the selected employees, a **modify** request indicates that you wish to modify an existing employee record or an existing rate of pay for specific employees.

1.5 Which Companies are right for Wage Manager Solution?

Wage Manager Solution is an appropriate choice for any company or any one that:

1. Has numerous employees
2. Experiences frequent pay rate changes
3. Sets up numerous QuickBooks files for their clients who do payroll in-house

More specific example include:

1. contractors performing work on public works jobs that are subject to several different prevailing wage schedules
2. Union shops that deal with multiple collective bargaining agreements and multiple pay rate changes
3. Companies with multiple salespeople and commission rates

1.6 System/Software Requirements & Compatibility with QuickBooks Financial Software

System Requirements:

Intel Pentium Class machine, Pentium III recommended
128 MB RAM minimum, 256 MB or more recommended
25 MB of disk space for program

Software Requirements:

Windows Server 2003 with the latest Service Pack applied OR
Windows XP Professional with the latest Service Pack applied OR
Windows XP Home Edition with the latest Service Pack applied OR
Windows 2000 with the latest Service Pack applied OR
Windows NT 4.0 - Service Pack 6 OR *
Windows ME with the latest Critical Updates applied OR *
Windows 98 with the latest Service Pack applied *

QuickBooks Pro 2003, 2004, 2005 OR
QuickBooks Premier (any "Flavor" Accountant, Contractor, etc) 2003, 2004, 2005
QuickBooks Enterprise Solutions 3.0, 4.0, 5.0

*NOTE: While our products still support Windows 98, ME, and NT 4.0 please check and follow the QuickBooks requirements for your specific version.

1.7 Wage Manager Solution Features

The listing of features is not intended to be all-inclusive. The features mentioned here are those considered to be of significant value to targeted companies and those central to the integration of

Wage Manager Solution with QuickBooks Financial Software data.

Features:

1. Work with single or multiple payroll wage item types - i.e. Hourly Regular Rates, Commissions, Salary items or any combination of item types
2. Modify pay rates for an existing payroll item for multiple employees all at the same time
3. Add new payroll wage items; creating rates for straight time, overtime, double time, and triple time all at the same time and assign that new payroll item to multiple employees
4. Remove obsolete payroll items from multiple employee records all at the same time
5. Increase or decrease existing rates of pay by a specific dollar amount, a percentage, or set the rate to be a fixed rate of pay
6. Easily work with shift differentials and cash benefit rates
7. View a visible log file as this information is written back to the employee records in QuickBooks
8. Work with multiple QuickBooks files under a single license

These features allow you to

- Save time

- Modify, add, or remove multiple payroll wage items for multiple employees all at the same time

- Stop wasting valuable time updating individual employee records

- Streamline the wage rate modification process

- Be more productive

- Work efficiently and effectively

1.8 QuickBooks Required Setup

As Wage Manager Solution initially gathers its information from your existing QuickBooks file - specifically from the Employee Record, QuickBooks will have to contain your Employees.

New Payroll Items may be created in Wage Manager, with the ability to assign a QuickBooks Expense or Cost of Goods Sold Account of your choosing, and these new items may be written back to the file at the end of your session.

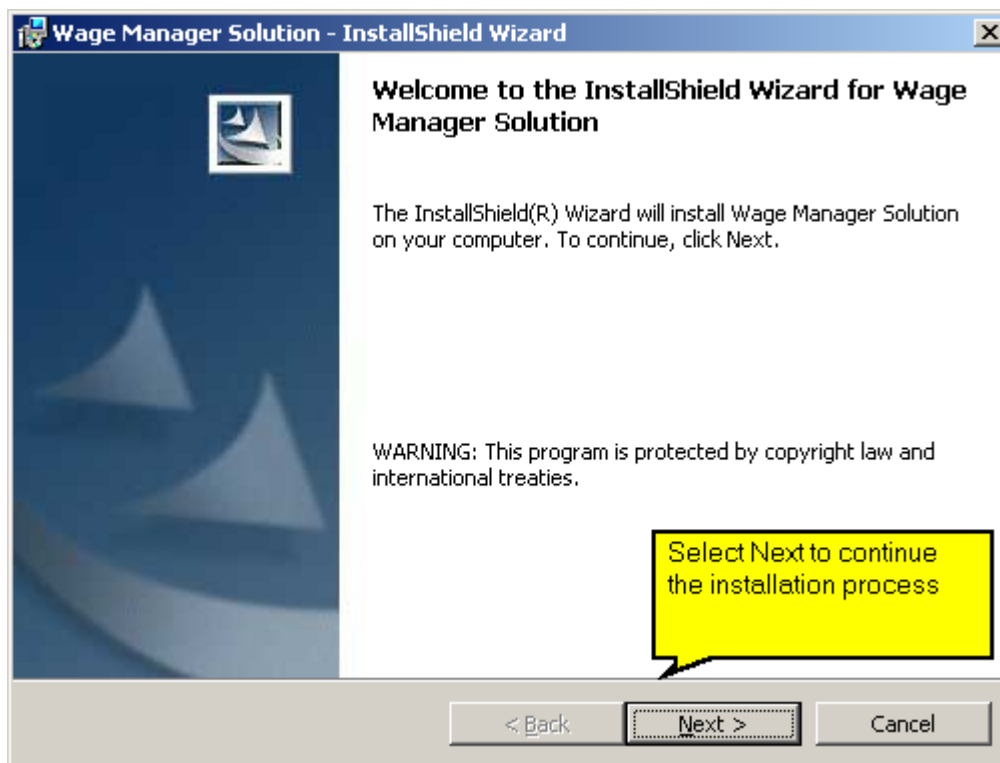
1.9 Wage Manager Solution Installation

In most cases, inserting the installation CD, starts the installation manager. If the screen below does not start up shortly, do the following:

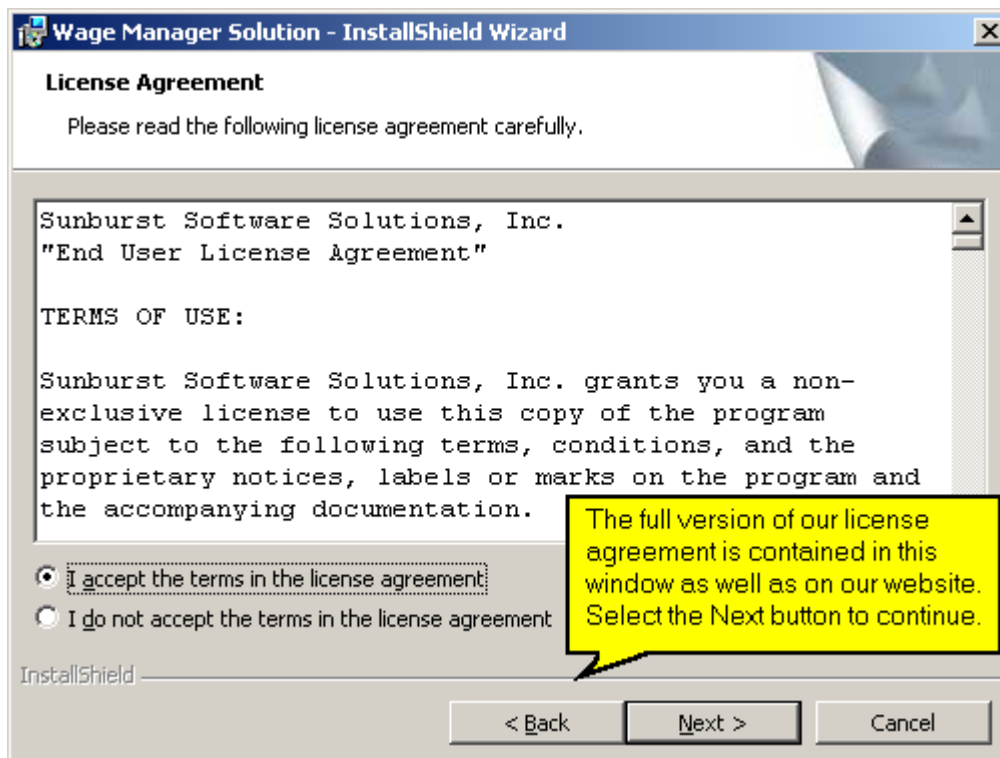
- A. Use "My Computer" to locate the CD drive and double click on it

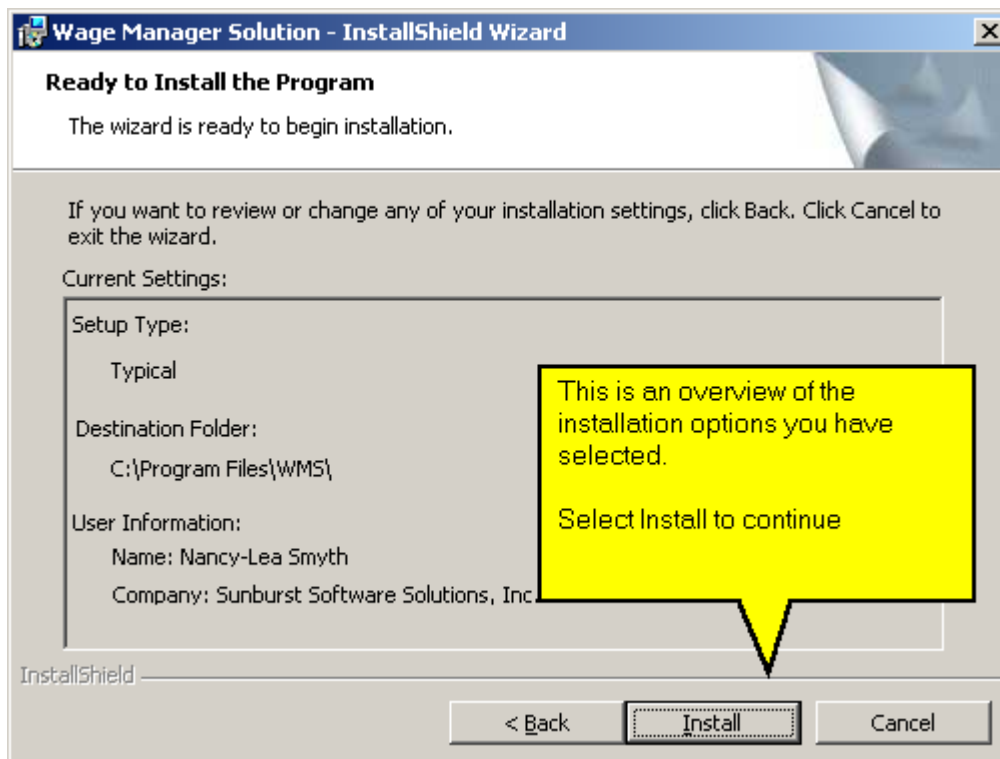
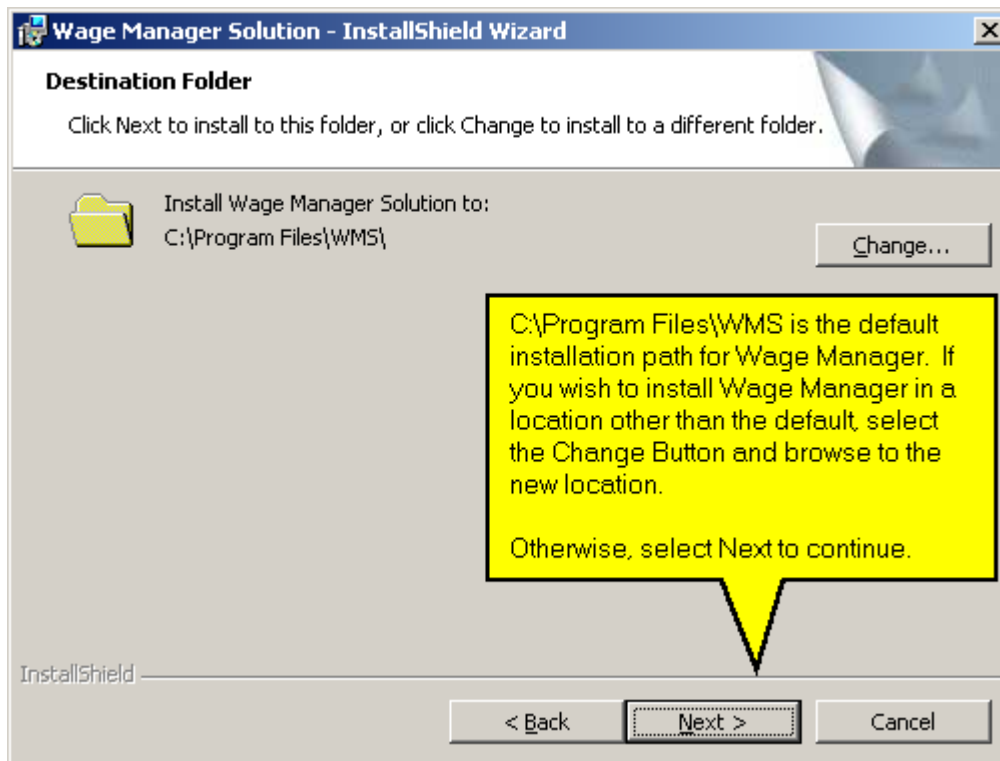
- B. Locate the file named "WmsSetup.exe" and double click on it

An Install Shield Wizard will start and two screens will flash very quickly in front of you taking you to the Main Install Wizard Screen shown below:



Accept the license agreement as shown:






Follow the prompts on the two remaining screens that will flash before you, and Wage Manager is successfully installed.

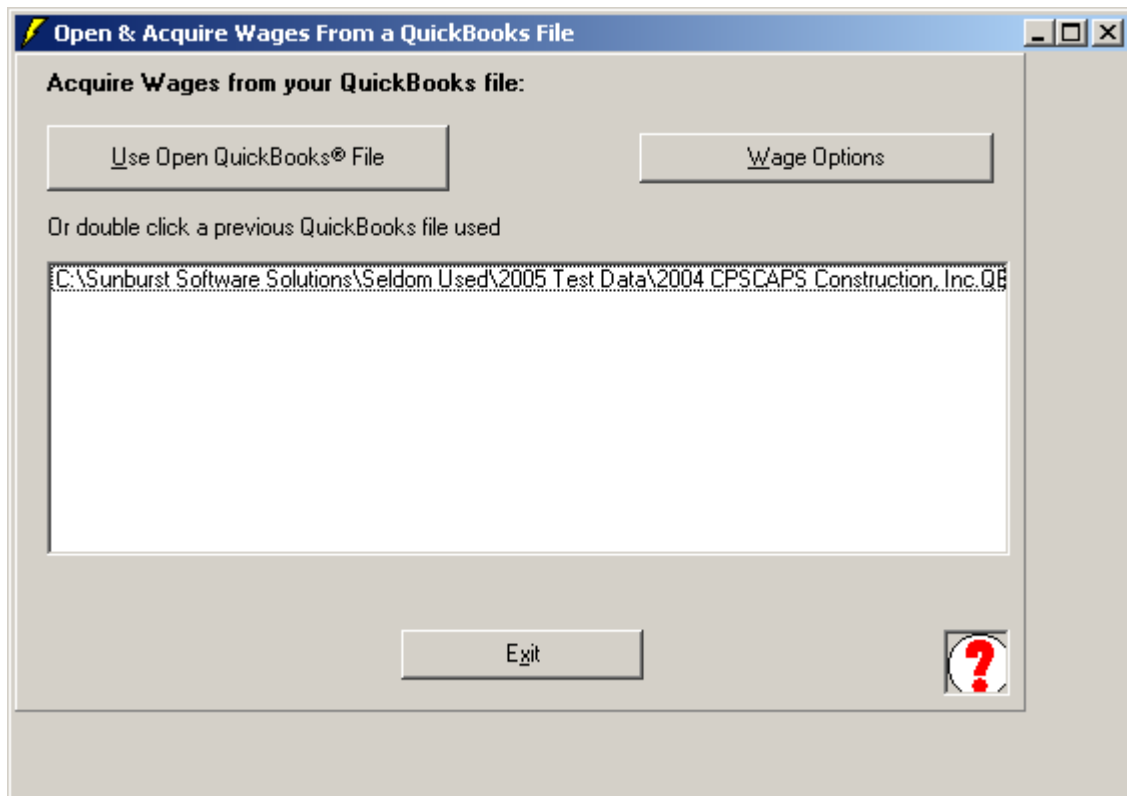
1.10 Granting Wage Manager Solution Access Rights & Permissions to the QuickBooks Data File

The first time that Wage Manager accesses the QuickBooks file, the QuickBooks Administrator is required to grant it permission to do so.

Open QuickBooks in single-user mode, logging in as the QuickBooks Administrator.

Start Wage Manager by clicking on the Wage Manager icon on you desktop  Wage Manager Solution.Ink (or if you received a complimentary license of Wage Manager Solution with your purchase of Certified Payroll Solution (CPS), start CPS; choose Run and Wage Manager).

The Wage Manager Main Screen appears



Click the **Use Open QuickBooks File** button

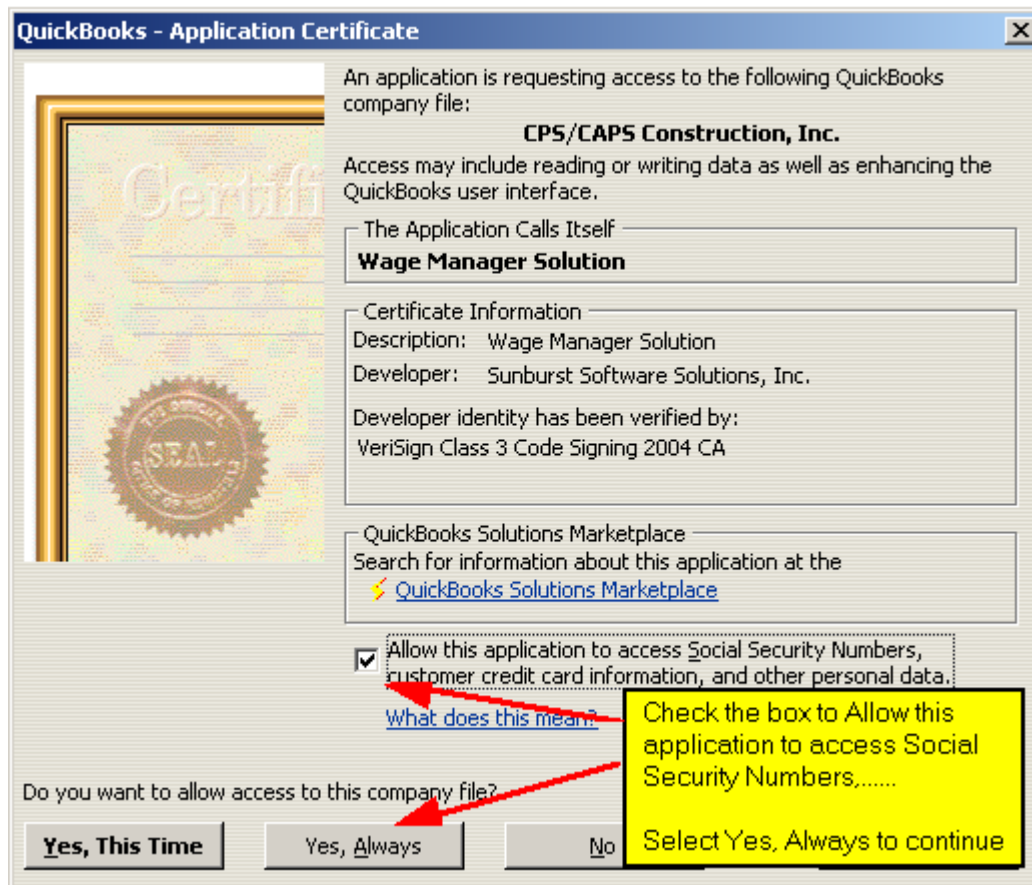
Grant permissions following the provided instructions for your version of QuickBooks; as follows.

1.10.1 Permission for QuickBooks 2003/2004 & Enterprise 3.0/4.0 Users

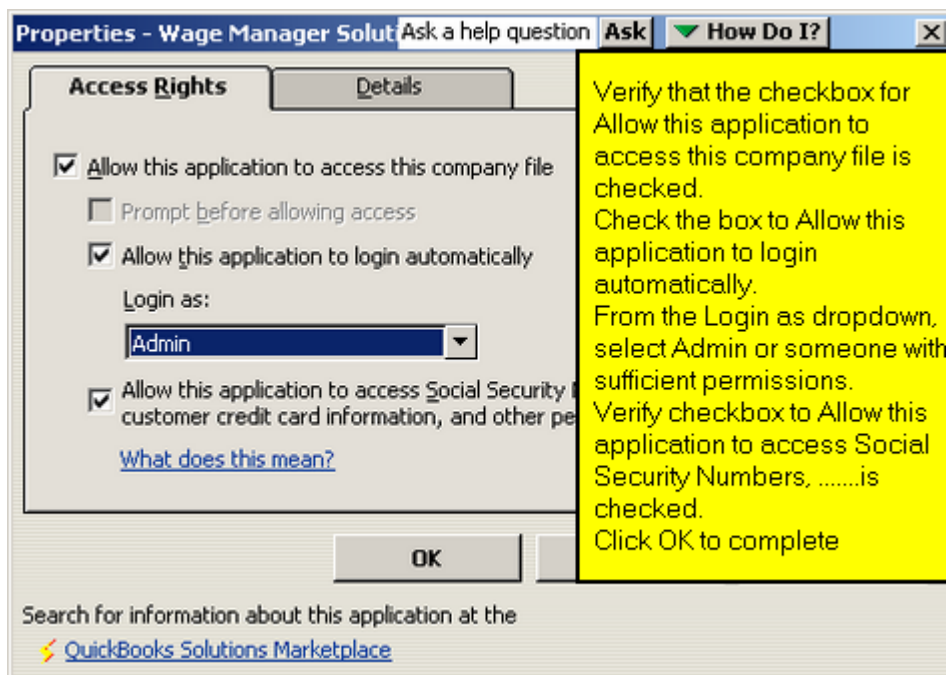
IMPORTANT NOTE: Granting permissions to integrated applications is a two step process in QuickBooks 2003/2004 & Enterprise 3.0/4.0 versions. Failure to complete both steps will result in errors.

Step 1:

After Selecting the **Use Open QuickBooks File** button the following screen appears

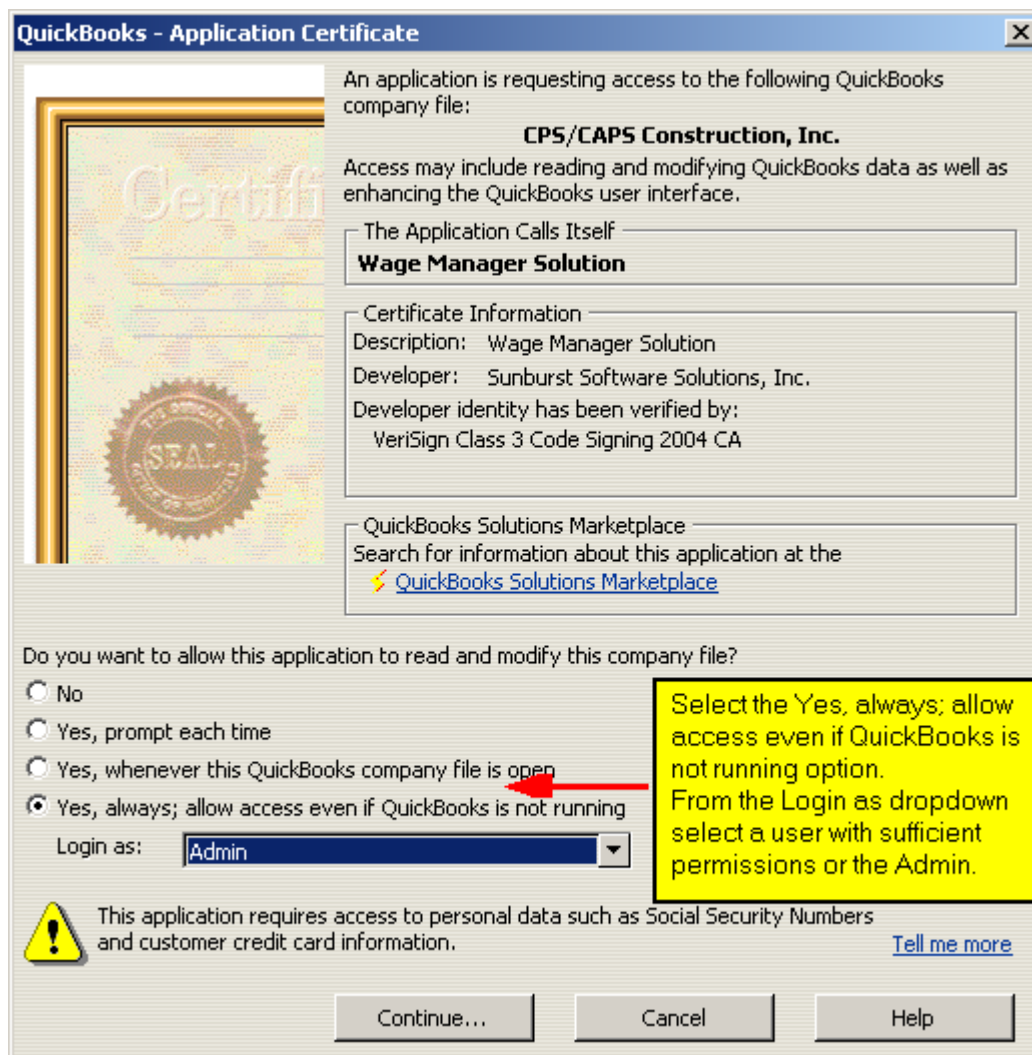
**Step 2:**

In QuickBooks, from the **Edit Menu**, choose **Preferences**, scroll to **Integrated Applications**, click on the **Company Preferences Tab**, highlight **Wage Manager Solution** and click on the **Properties** button

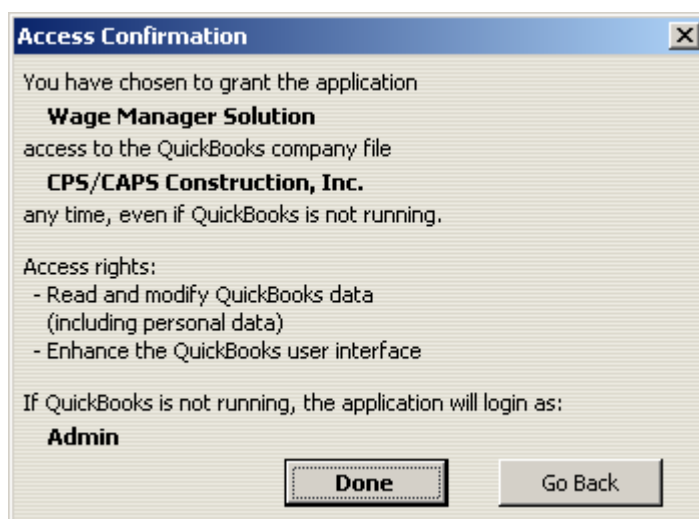


1.10.2 Permission for QuickBooks 2005 & Enterprise 5.0 Users

After Selecting the **Use Open QuickBooks File** button the following screen appears



Select Continue to review your choices

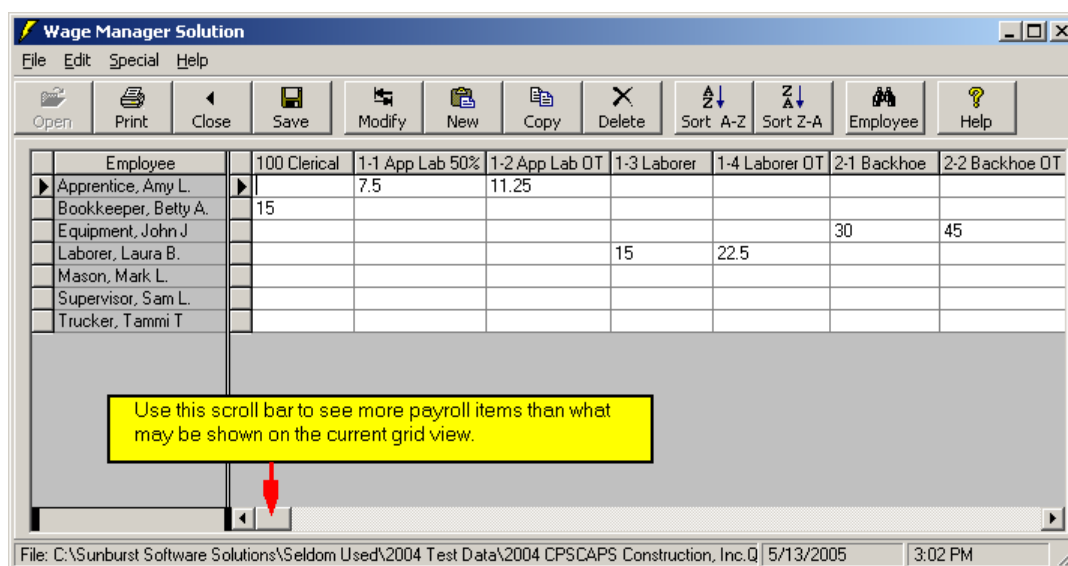


To make any changes select the Go Back button, otherwise select Done

Special Note for Enterprise 5.0 Users: Intuit has made drastic changes in the entire User Permission process of this version. If one is not careful when setting up user permissions in this version you can effectively block someone from being able to perform their job duties. The Wage Manager Solution manual/in-program Help file contains the minimum user permissions required for those who will be working with Wage Manager.

1.11 Data Linkage with QuickBooks Financial Software

After successfully granting permission for Wage Manager to access your QuickBooks company file, Wage Manager will automatically link to your Employee records and you will see a screen similar to the following appear- containing all of your employees and the current payroll items and rates that WMS has found.



1.12 Using Wage Manager

Once the requested data from QuickBooks has been acquired and presented in the grid, it can be manipulated in many ways.

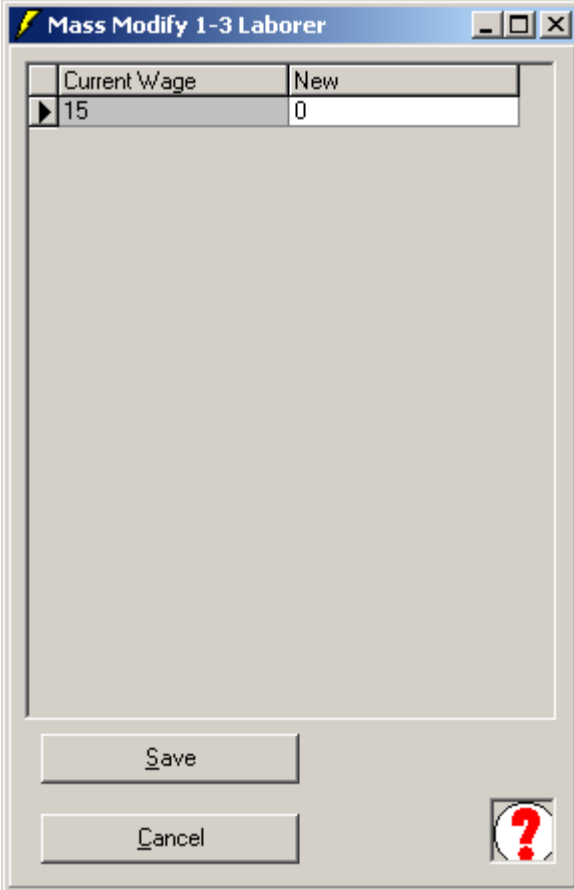
Use the arrow keys on your keyboard to move around the grid as desired. Simple editing of the grid in the white boxes is the simplest way to change wages.

The columns can be resized and moved, by clicking or dragging the column headings (similar to Excel).

The Modify, New, Copy, Delete, and Sort buttons shown on the toolbar act on the column where the cursor is located when the button is clicked.

1.12.1 Modify An Existing Wage


Clicking on the 1-3 Laborer Heading and then clicking the Modify button brings up the following screen



Current Wage	New
15	0

Save

Cancel




Mass Modify 1-3 Laborer

Current Wage	New
15	18

Enter the new rate in the white box and click the save button

Save

Cancel



And the Wage Rates are saved as shown below:

Wage Manager Solution

File Edit Special Help

Open Print Close Save Modify New Copy Delete Sort A-Z Sort Z-A Employee Help

Employee	100 Clerical	1-1 App Lab 50%	1-2 App Lab OT	1-3 Laborer	1-4 Laborer OT	2-1 Backhoe	2-2 Backhoe
Apprentice, Amy L.		7.5	11.25				
Bookkeeper, Betty A.	15						
Equipment, John J						30	45
Laborer, Laura B.				18	22.5		
Mason, Mark L.							
Supervisor, Sam L.							
Trucker, Tammi T							

File: C:\Sunburst Software Solutions\Seldom Used\2004 Test Data\2004 CPSCAPS Construction, 5/13/2005 3:32 PM

1.12.2 Copy An Existing Wage

The Copy command allows you to start with an existing wage setup to use as a template, create a new wage from the template while adjusting the regular rate and create rates for Overtime, Doubletime, and Triple time rates all at the same time.

By selecting a column and clicking on the copy button you will be allowed to enter the name of the new payroll item, type, and account for the new wage item to be assigned to in QuickBooks. You can then increase (or with a negative number) decrease the rates of the existing column by a dollar amount, a percent, or alternatively set various rates to a specific amount.

Copy a Wage

Copying from 1-1 App Lab 50% and has all wage rates set to \$7.50
and is a wage type of HourlyRegular posting to Job Related Labor Costs:Job Labor (Gross Wages)

Regular | Overtime | DoubleTime | Triple/Other

New Name: 1-5 App Lab 60%

Type: Hourly Regular

Account: Job Related Labor Costs:Job Labor (Gross Wages)

Wage Rate:

Increase all rates by \$:

Increase all rates by %: 10%

Set all rates to:

Add new Wage(s) Cancel ?

The Overtime, Double Time, and Triple time tabs all work on the same principals as follows:

The account will be setup as the same "type" and "Account" as the Regular Wage

The "Suffix for Name" will be applied to the name of the Regular Wage

The "Shift differential" will be added to the "Regular Rate"

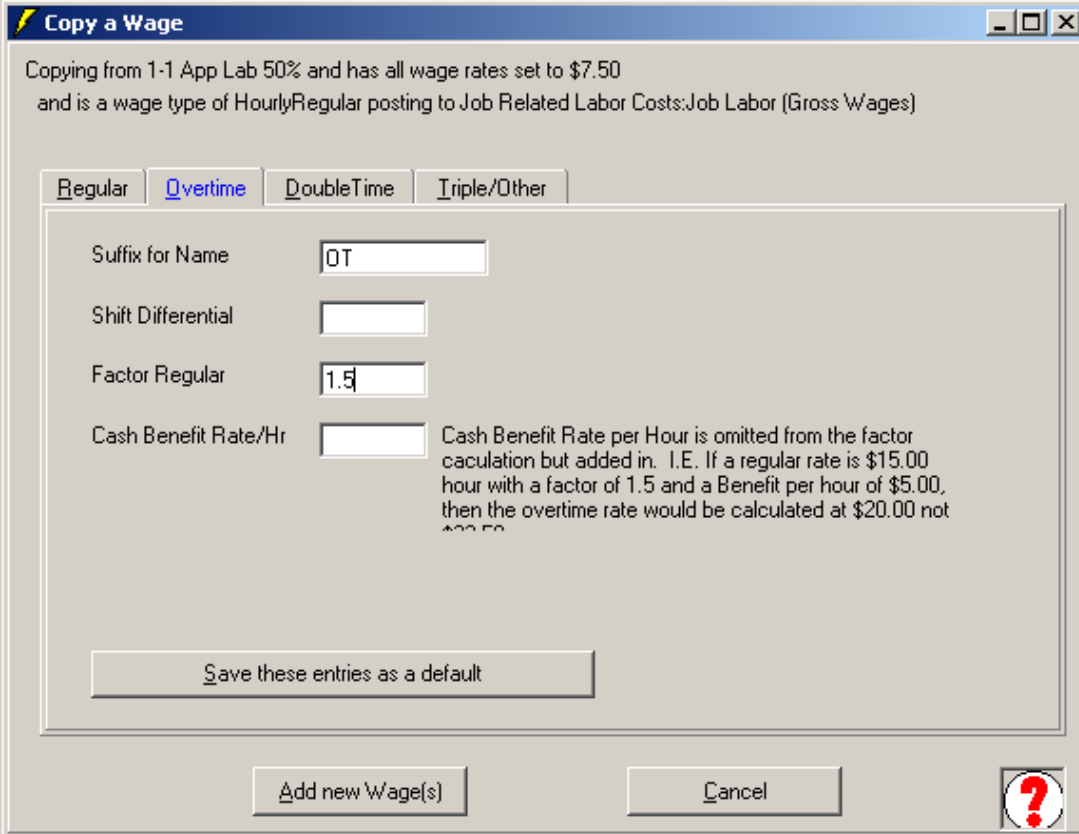
The "Factor Regular" is a multiplication factor. For example if the Regular rate ends up as \$20.00 per hour with a Shift differential of \$2.00 per hour, the OT rate will be \$33.00 ($\22×1.5)

The "Cash Benefit Rate/Hour" is geared toward contractors working on Prevailing Rate Jobs.

Since Cash Benefit rates per hour are not subject to Overtime, this amount is removed from the factoring. For example, if the regular rate is \$40.00 per hour, which includes \$10.00 per hour in cash benefits, the overtime rate would be calculated at \$55.00 per hour or $\$40.00 - \$10.00 = \$30.00 \times 1.5 = \$45.00 + \$10.00 = \55.00 .

"Save these entries as default" will save the current field entries for Suffix, Shift Differential, Factor and Cash Benefit so that they will be completed automatically each time you click the "Copy" a Column. You do not even have to click on the "Overtime", simply enter it, and click to save it as a

default and it will always create an overtime entry for you without having to enter this



Copy a Wage

Copying from 1-1 App Lab 50% and has all wage rates set to \$7.50
and is a wage type of HourlyRegular posting to Job Related Labor Costs:Job Labor (Gross \Wages)


Regular Overtime DoubleTime Triple/Other

Suffix for Name

Shift Differential

Factor Regular

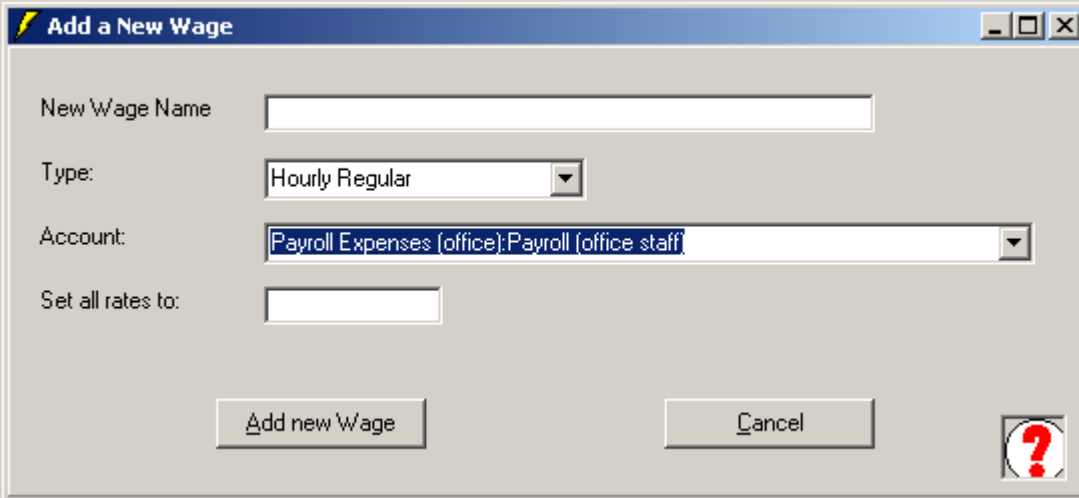
Cash Benefit Rate/Hr Cash Benefit Rate per Hour is omitted from the factor calculation but added in. I.E. If a regular rate is \$15.00 hour with a factor of 1.5 and a Benefit per hour of \$5.00, then the overtime rate would be calculated at \$20.00 not \$22.50



1.12.3 Create A New Wage

A new wage can be created, which is a much simpler and, therefore, less powerful option than using the Copy Wage function. This is a very useful function when you are required to create new payroll wage items.

Choosing the "New" button will initiate the following screen:




Add a New Wage

New \Wage Name

Type:

Account:

Set all rates to:

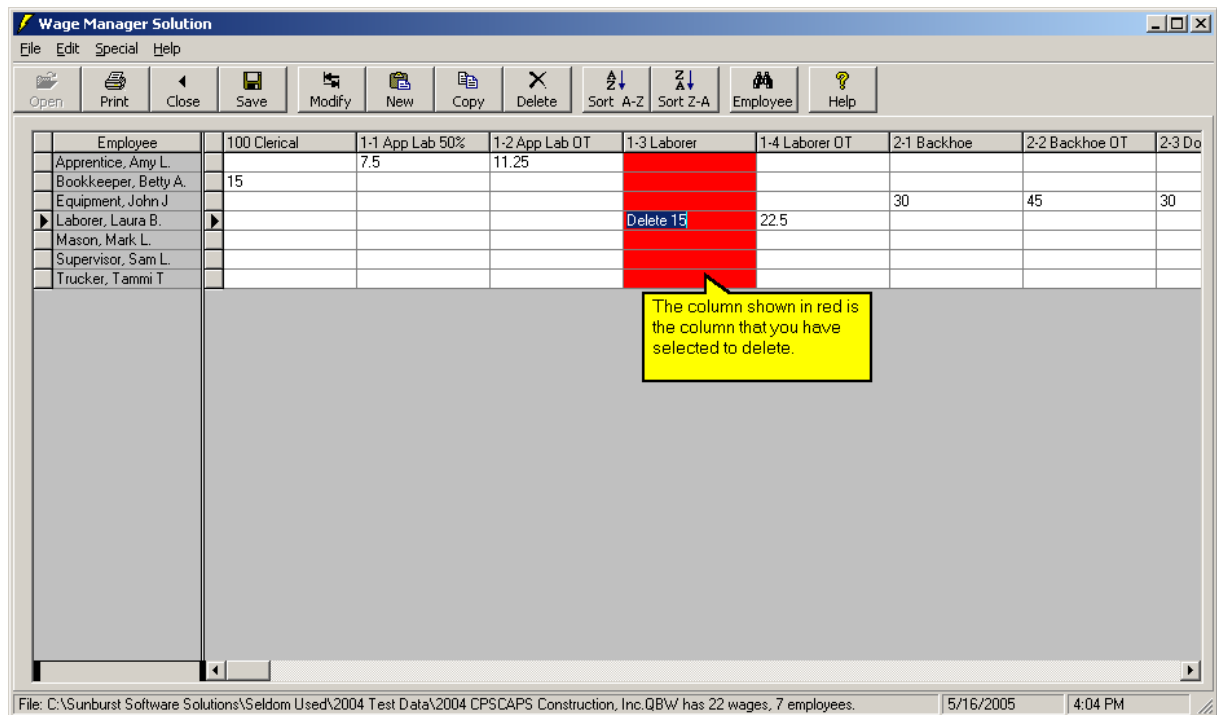


Simply add the name of the Payroll Wage Item, select it's type, choose the Account from the QuickBooks Chart of Accounts that you would like the wage to be associated with from the drop down list, and enter the desired rate of pay.

Selecting the Add new Wage button will add this item to the grid and there you can assign it to multiple employees.

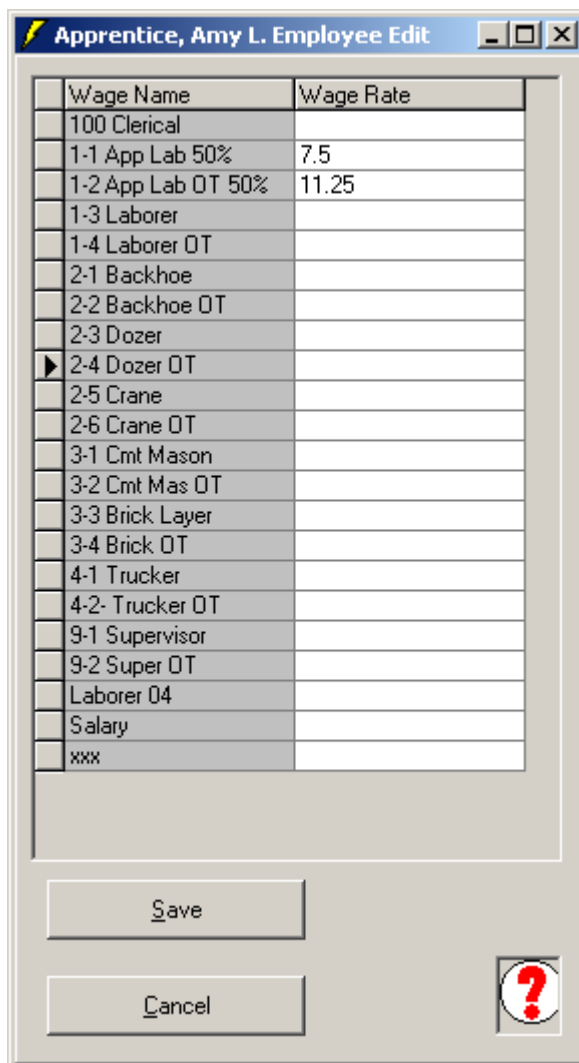
1.12.4 Delete an Existing Wage

Deleting a column does so visually. This allows you to click "Delete" again, and will undelete that column. Deleting a column will remove the payroll item and rates of pay from the QuickBooks Employee records but will NOT delete the actual payroll item in the payroll item list.



1.12.5 Edit a Single Employee

From within the grid, select an employee that you wish to Edit, and then click the Employee button. This action brings up a screen for the selected employee and allows you to insert a rate of pay for any of the other payroll items that are currently recognized or change the rate of pay for an existing payroll item.



The screenshot shows a software window titled "Apprentice, Amy L. Employee Edit". Inside the window is a table with two columns: "Wage Name" and "Wage Rate". The table contains the following data:

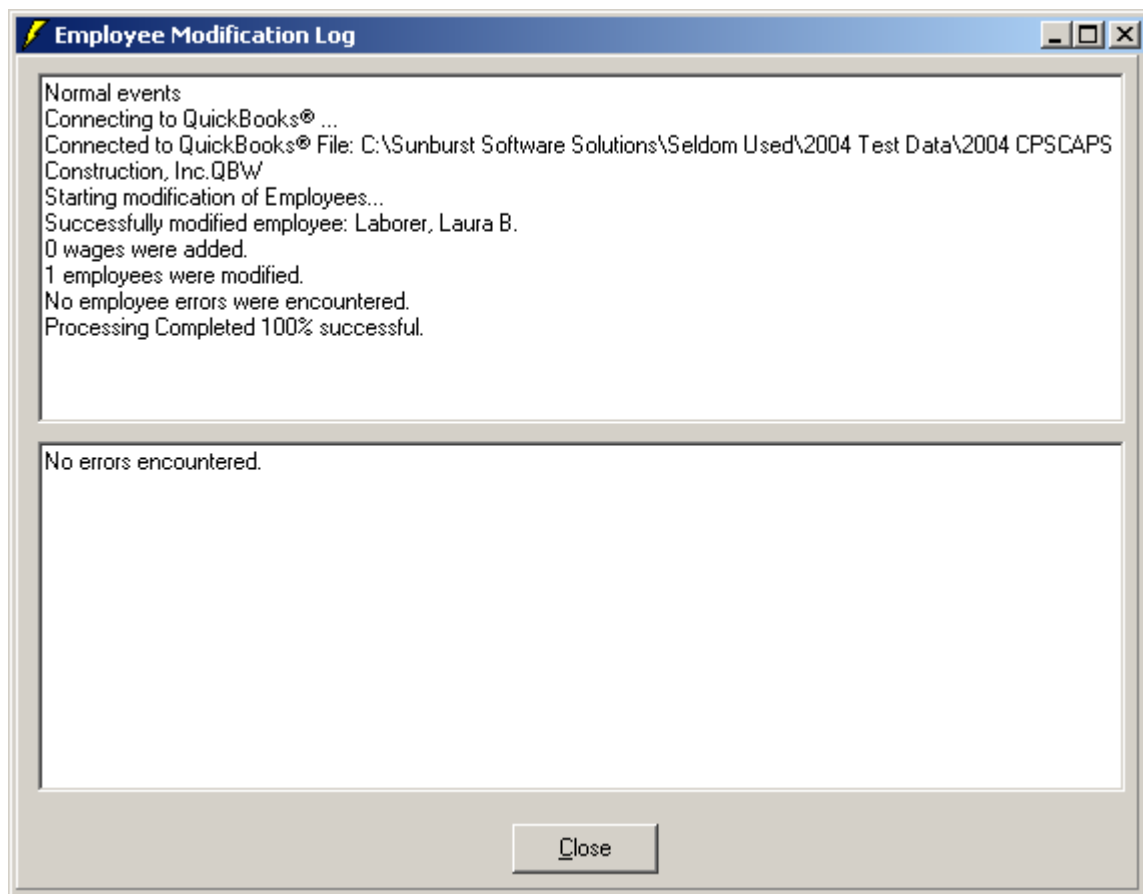
Wage Name	Wage Rate
100 Clerical	
1-1 App Lab 50%	7.5
1-2 App Lab OT 50%	11.25
1-3 Laborer	
1-4 Laborer OT	
2-1 Backhoe	
2-2 Backhoe OT	
2-3 Dozer	
2-4 Dozer OT	
2-5 Crane	
2-6 Crane OT	
3-1 Cmt Mason	
3-2 Cmt Mas OT	
3-3 Brick Layer	
3-4 Brick OT	
4-1 Trucker	
4-2 Trucker OT	
9-1 Supervisor	
9-2 Super OT	
Laborer 04	
Salary	
xxx	

Below the table are two buttons: "Save" and "Cancel". In the bottom right corner of the window is a red question mark icon.

1.12.6 Saving Wages to QuickBooks

Writing the changes back to QuickBooks is a simple task, however, it does require a license.

If you have our Certified Payroll Solution product, you are automatically granted a license for Wage Manager. If no license is found, a license screen will prompt you to input the license information provided. Once the license information has been entered the save process will commence. A split screen will appear with normal logging on the top half and errors appearing in the bottom half of the screen.



1.13 Pricing Information

Wage Manager pricing is as follows:

- \$50.00 - Electronic Download
- \$70.00 - program on CD, printed manual via Priority Mail through the US Postal Service
- \$85.00 - program on CD, printed manual via Express Mail through the US Postal Service

1.14 Technical Support

All support is provided free of charge through an on-line forum only located at

<http://www.certifiedpayrollreports.com/forum/>

1.15 Feedback

Please provide feedback to sales@sunburstsoftwaresolutions.com

1.16 End Notes

Enter topic text here.

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