

## DIGITAL DINING's point of sale system now saves you big dollars on payroll processing.

**No outside payroll service!**  
**No additional computers!**  
**No multiple keying of payroll data!**

DIGITAL DINING had its own point of sale, inventory control with recipe costing and full back office accounting: accounts payable, accounts receivable, general ledger. Everything, that is, **except** payroll. Now with the addition of *PayMaster* from Computer Aid Corporation, DIGITAL DINING dealers offer restaurants truly complete accounting packages. Here's the story.

### Two proven products

DIGITAL DINING was originally developed and installed in Australia in 1976. The product was introduced in the United States in 1984 and the Virginia corporation, Menusoft, was formed. In 1984, the first U.S. DIGITAL DINING system was installed at a small Washington, D.C. tavern with three workstations. Today, DIGITAL DINING can be seen at the largest greyhound racetrack in the world, the Gulf Greyhound Track in Houston, Texas, boasting over 70 workstations.

*PayMaster*™ payroll system was originally developed by Computer Aid Corporation of Vienna, VA, and first installed in 1983. Graham Granger, the founder and president of Menusoft Systems, has this to say about Donna Rosen, the founder and president of Computer Aid Corporation: "I was comfortable that Donna knew payroll. Her background as a programmer, former IRS agent, and daughter of a

restaurateur allowed her to know the right stuff. A lot of packages just don't do tip and tax calculations right. The only payroll package I recommend is Computer Aid's *PayMaster*."

### Three ways you save thousands of \$\$\$

First, you don't have to buy a second computer system to run payroll or separate time clocks to capture hours. Each employee clocks in and out on the terminal.

Second, you don't have to send payroll to an outside service. Seville Quarter (featured in this issue's **User spotlight**) saves \$4,200 per year by doing payroll in-house with *PayMaster* and DIGITAL DINING on page 11.

### Have select and/or void checks?

*Here are a few IMPORTANT things you need to know.*

*PayMaster* 6.0/6.0 **Xtra** makes it easier to make your federal tax deposit if you process select or void checks. Select and void checks are automatically included in the next pre-check register.

1. When you process a payroll, *PayMaster* will include separate sections for both the select and void checks.
2. *PayMaster* will include select checks and deduct void checks from the totals on your totals page (gross, net, deductions, etc), department summaries, and federal tax deposit.

**Before processing end of month/quarter if you have selects/voids:**

### Inside

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*PayMaster*/DIGITAL DINING

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*PayMaster* interface to DIGITAL DINING available at a special price (\$400) to current DIGITAL DINING users

Call for information and mention our **BLUE PAGES** newsletter article on DIGITAL DINING. You'll get a 20% discount when you purchase the *PayMaster* interface.

1. Process a zero payroll: calculate BATCH, using ZEROES (so no one gets paid) and continue on **through updating the payroll files**. (No checks to print.) Your pre-check register and FTD report will include only the select and void checks processed since the last payroll. Make an FTD deposit based on that amount.
2. Then process end of the month/quarter and you're all set to start the next month/quarter.

### **What you need to know about selects/voids if you transfer payroll data to your general ledger:**

If you PROCESS/PAYROLL INTERFACE/TRANSFER, we strongly recommend that you transfer **month-to-date** instead of **current**. This way, after processing a zero payroll, all select and void checks processed at any time during the month will be included in the transfer.

But, you may ask, how about if you want your payroll totals, department summaries, and federal tax deposit **without the selects and voids**?

Easy. After you update the payroll files, return to the main menu, choose RESUME, and print the pre-check register again. You will get the information for the **current payroll only**, without the selects and voids. Just make sure, if you do this and use transfer, that you transfer month-to-date instead of current.

### **Take a look at our sample reports on the next page and we'll show you how it works.**

Flora Enterprises gave Fred Forest a discretionary bonus of \$50.00, using *PayMaster* to process a select check for this amount. The following payday Fred was paid his regular pay. When Flora's pre-check register prints, it shows the regular pay for all employees, including Fred.

The next section of the pre-check register shows all select and void checks processed since the last payroll. Fred's bonus check was the only one this time.

Fred's bonus is included in the following reports:

- Payroll Totals by Job Title,
- Pre-check Register Totals, and
- Federal Tax Deposit.

These reports are shown on pages 3-4.

#### **THE BLUE PAGES**

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registered licensees of *PayMaster*™.

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Flora's pre-check register shows Fred's regular paycheck.

Pre-check register goes here.

The select  
check  
register  
below prints as part of the following pay period register, showing all voids & selects run since the last payroll.

Select check register goes here.

Fred's bonus  
check is the  
only select  
check this  
time.

register gives you the option to print totals by department or job title. Fred's bonus is included here.

The pre-  
check

Payroll Totals report goes here

Pre-check register totals report goes here.

Fred's bonus check is the only select check. It's included in the appropriate totals.

Federal Tax Deposit report goes here.

Fred's bonus check (the select check) is included in the appropriate figures so that you do not need to adjust your federal tax deposit.

# Tax law changes

[All changes eff. 1/1/93 unless otherwise indicated.]

## Federal

- Federal tax withholding tables changed.
- Personal exemption increased to \$2,350.
- EIC credit increased.
- **1993 W-2 is revised.** Many boxes have changed: Wages, tips, other compensation are to be reported in Box 1 instead of 10; federal income tax withheld is to be reported in Box 2 instead of 9. Watch the next issue of the **BLUE PAGES** for a sneak preview.
- There's a new Social Security Administration (SSA) program -- the **Front-End Medicare Edit.** What this means is the SSA is now verifying OASDI and Medicare based on Box 10 wages for the 1991 W-2s. They are making automatic adjustments to Social Security and Medicare wages on incorrect W-2s. But, they are **not** explaining the correction.

Best way to prevent SSA adjustments:

1. Upgrade to *PayMaster 6.0/6.0 Xtra* so you do not file multiple W-2s for an employee (unless they've moved from one state to another). With multiple W-2s, there's a chance the SSA could correct one, but not all of an employee's W-2s in a single year, making your company totals out of sync. *PayMaster 6.0/6.0 Xtra* combines information on an employee who works in more than one division and prints a single W-2.
2. Double-check your W-2s on plain paper before printing them. Verify your additional income/deduction tax responses on the *PayMaster* division screen. Since some types of income are not FICA-taxable, be sure they are correct before printing and filing your W-2s.

## State withholding tables change

CA	CT
ME	MO
MT	NE
NM	RI
UT	VT

and possibly more to come...

## SDI

- CA Rate 1.3%, wage base same \$31,767.  
Note: 401(k) is taxable for unemployment insurance, ETT & disability insurance.
- HI Weekly wage base increases to \$555.81. Max deduction of \$2.78.
- NJ Taxable wage base rises to \$16,100.  
Clarification: New unemployment insurance effective 1/1/93 to 12/31/95. Health Care Subsidy Fund tax used to pay for uncompensated hospital care of indigents.

Offset by reduction in unemployment taxes.

## State minimum wage/hour law

- CA If you charge employees for meals, this is the maximum you can deduct from their pay: breakfast \$1.40; lunch \$1.95, dinner \$3.05.

## State unemployment wage base increases to:

AK	\$23,200
HI	\$23,900
ID	\$19,200
MT	\$14,500
NV	\$14,800
NC	\$12,500
ND	\$12,600
RI	\$15,600

## Unemployment mag media

- TX Mag media required (250+ employees) for TX C-4, effective with the '93 1st quarter report.

**Alert to TX users  
with 250+ employees**

You need *PayMaster 6.0/6.0 Xtra* with a PYSUTA.EXE file dated 2/28/93 or later to file the mag media TX C-4.

## Other

- OH School taxes (local withholding changes).
- OR Personal credit (state withholding) increases to \$109 for each exemption.
- WA L&I: New rates for Industrial Insurance.

## Beware the Wage-Hour Law auditor. Use *PayMaster's* additional income feature to avoid penalties.

Employers are not always aware of the many Fair Labor Standards Act (FLSA) statutes that apply to them. If the Department of Labor conducts a Wage-Hour Law audit of your company and finds violations, you could be subject to large fines.

One common violation concerns overtime pay for employees who receive bonuses for quantities of production or quality of work. When a bonus is based on work performed, the company has given up its discretion as to whether a bonus will be given. That bonus becomes nondiscretionary and must be included in calculating the employee's overtime rate.

You can use one of *PayMaster's* additional income fields for nondiscretionary bonuses so that they can be used in calculating the overtime rate, making sure you **comply fully with the law**.

Version 6.0 **Xtra** offers five additional income fields (two for 6.0 users) which you can customize to your company's individual needs. All five can be pre-tax, so they can be used for such things as the meal allowance that some states allow as a credit against minimum wage.

We'll show you how a few of these work on the interactive payroll screens:

In our example, Flora Enterprises pays a nondiscretionary bonus of \$25.12 to Penny Petunia, whose employee type field is C (Commission), using additional income 1. Because Penny is employee type C, the bonus changes both her regular rate and overtime rate.

Don't change any of your additional income fields mid-year unless the tax implications are exactly the same. The reason? When *PayMaster* prints reports (941, wage, W-2s), it calculates **at the time you print the report** based on tax question responses in Division initialization and amounts in the pay fields.

Flora's uses additional income 2 as a meal allowance to offset minimum wage (Flora's state allows 30 cents per hour worked to offset minimum wage). Flora's named their Misc. Deduction 8 "meals" because Deduction 8 is the offsetting deduction to additional income 2 (this amount is deducted from net pay).

Lily Waitress worked 38 hours, so a meal allowance of 38 hours times 30 cents (\$11.40) was allowed.

Fred Forest gets a **discretionary** bonus (additional income 3), which does not affect the overtime pay rate.

meals allowance screen for Lily Waitress

boxes pointing to:

meals allowance  
based on hour worked (30 & 8)  
meals amount deducted automatically

Fred Forest screen with notes pointing:

no bonus  
OT rate  
regular rate

Fred Forest with notes pointing:

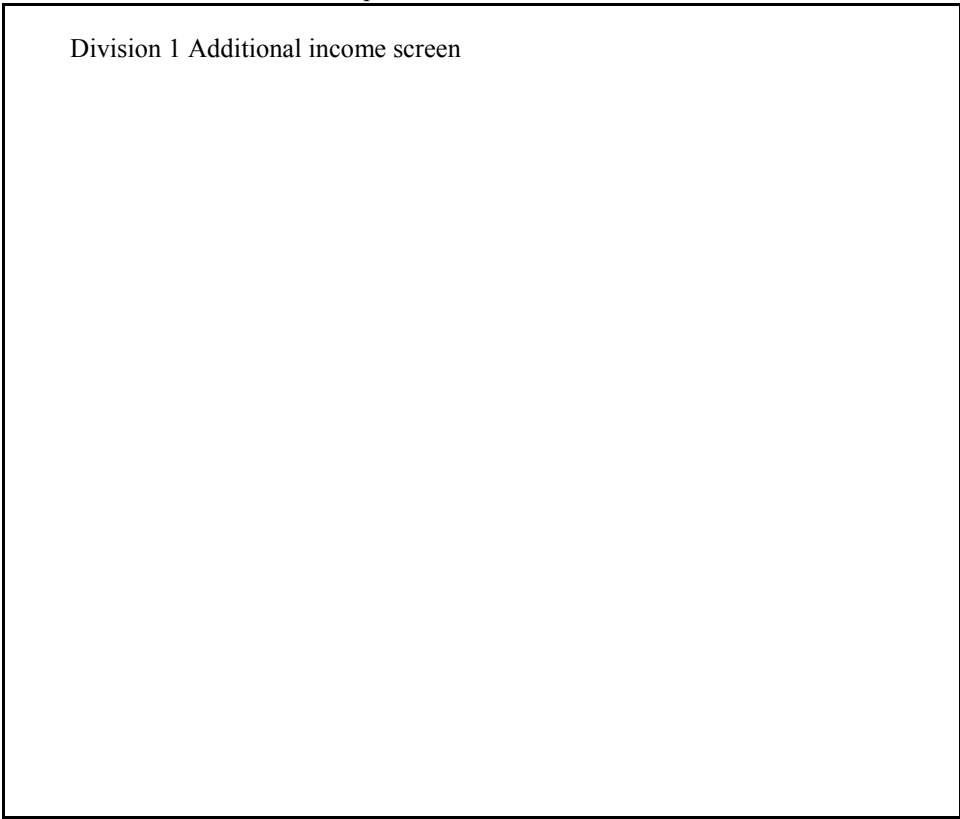
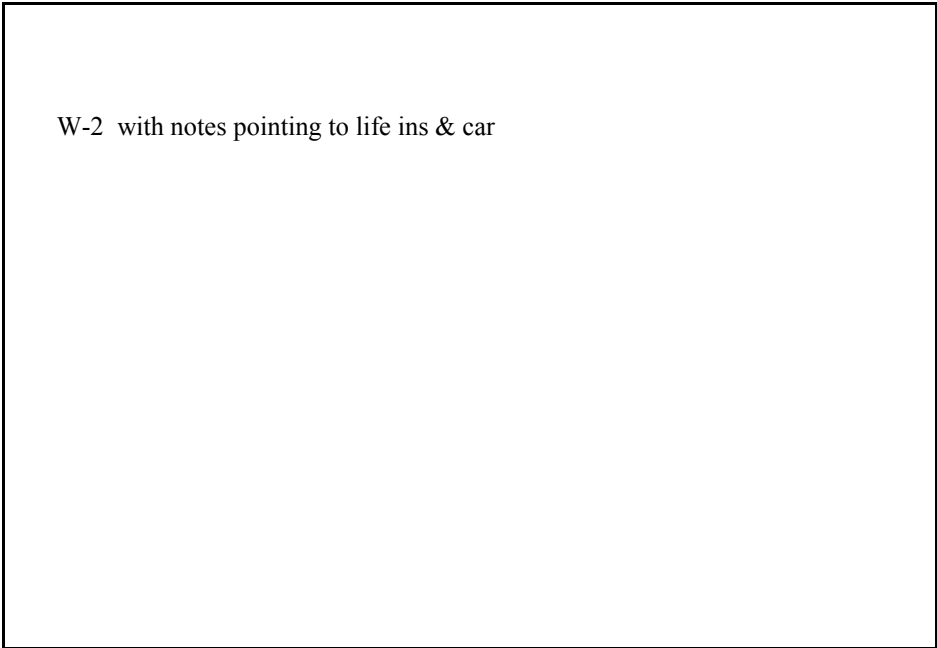
\$50.00 bonus  
OT rate  
regular rate

Flora's lets its manager use his company car for personal use (additional income 4). The value is taxable to the manager, but not actually paid.

Flora's employees have company-paid life insurance that's twice their salary. The premium above \$50,000 is taxable to the employee, so Flora's uses additional income 5.

If you have the information before the last payroll of the year, you can process it through the payroll and deduct the taxes at that time. Otherwise, enter the information directly in the employee's QTD and YTD pay files to include it in the 941, 940, wage report, and W-2.

This is what *PayMaster's* division screen looks like for Flora Enterprises:



Additional income 1 and 2 offer more flexibility than 3, 4, or 5. Use 1 or 2:

1. If you need to use regular and/or OT hours worked as the base for calculating the units of additional income paid to the employee. (e.g. meals)
2. If the additional income should be included in the calculations for the OT rate. (e.g. nondiscretionary bonus). [Use 1 if the employee type is Commission.]
3. If the additional income should not go in your workers comp report. (e.g. fringe/car).
4. If the additional income is applied as credit toward minimum wage (e.g. meals).

\* may vary with state law

*PayMaster* Version 6.0 allows two additional income fields. Version 6.0 **Xtra** allows five additional income fields.



## Q & A

**Q.** When I process payroll interactively or make corrections, I can't see the names of my deductions on the employee screen. I can't remember which one is which. How can I tell?

**A.** Holding the <shift> key down displays the deduction name instead of the deduction amount.

**Q.** I processed batch before making a returning employee active again. I escaped to the menu, made him active, and then resumed. The employee is there, but not his pay rate. Is there an easy way to bring it in?

**A.** Press <alt>+<c> at the "make corrections" screen to bring in the default pay information.

**Q.** Are all 9 miscellaneous deductions the same? Can I use any of them for anything I want?

**A.** Yes and No. They are the same in that you can respond *y* or *n* to each of the tax questions to accommodate any pre-tax deductions your company has. But there are differences:

Deductions 1 and 2 allow you to deduct a specific dollar amount or % of pay each pay period, up to a maximum dollar amount or % per month or per year. Example: biweekly payroll with a deduction of 1/2 of each month's health insurance. Setting a maximum per month prevents the deduction in the third payroll of the month (happens twice each year).

Deduction 3 is set up so that if the employee's deduction is \$1.00 or more, it's a regular deduction per pay period. If it's less than \$1.00, that amount is deducted **for each unit worked** each pay period.

All 6.0 users can access deductions 1-5; 6.0 **Xtra** users can access deductions 1-9.

For both 6.0 and 6.0 **Xtra** users, Deduction 9 is used by *PayMaster* for automatically deducting Additional Income 1 if Addtl Inc 1 says **include in gross y; include in net n**. Ditto for Deduction 8 and Additional Income 2. For 6.0 Xtra users, Deductions 7, 6, and 5 work the same way with Additional Income 3, 4, and 5 respectively.

Caution. If the responses to the tax questions are not exactly the same, you should not change your miscellaneous deduction fields mid-year. *PayMaster's* quarterly and annual reports (including W-2s) calculate **at the time the reports are run** based on the amount in the employee's payroll files and the responses to these tax questions.

**Q.** I don't understand why my select and void checks are repeated in the pre-check register when I process the next payroll.

**A.** *PayMaster* prints void and select check information on separate pages on the pre-check register and includes the appropriate amounts in the FTD report. The select and void check figures are also included in the amounts on your totals page. See page 2 for details.

**Q.** Is there a quicker way to move the cursor on the batch screen than just a field at a time?

**A.** With the *PayMaster* program diskette you'll be receiving soon, you can use <tab> and <shift> + <tab> to move from screen to screen for each employee and <page up> and <page down> to scroll through the batch screen.

Throughout the BLUE PAGES there are references to payroll tax laws and requirements in effect as of the date specified. These references to the laws and the explanations provided are designed to familiarize the employer with said laws, but are not meant to serve either as a legal or accounting opinion, or as any indication that reference to the Internal Revenue Code or Regulations issued thereunder and appropriate administrative or court rulings interpreting same is unnecessary. All persons using this newsletter should look to and rely upon their respective legal counsel and accountants with respect to these laws and requirements.

## User spotlight

**"Amazingly the set-up was done in half an hour and the interface (from DIGITAL DINING to PayMaster) worked! I'd never had such a clean interface before! One hundred and fifty employees take just two minutes to transfer."**

This issue's spotlight is on Louise Carlson and Doug Mitchell of Seville Quarter in Pensacola, Florida, and their DIGITAL DINING dealer, Steve King. Steve's Noteworthy Systems, Inc., of Atlanta, GA, installed 26 DIGITAL DINING terminals and *PayMaster* software for Seville Quarter.

Louise and Doug are two of six siblings who operate Seville Quarter, where their father, Wilmer Mitchell, is CEO. Seville Quarter takes up one entire side of a city block and has a restaurant and seven bars:

- ♦ Fast Eddie's Billiard Room with autographed pictures of Pensacola's famous sports figures.
- ♦ Phineas Phogg's, a bar with a DJ and dance hall.
- ♦ Palace Oyster Bar, a restaurant and bar.
- ♦ Apple Annie's, a bar that opens up into a courtyard with live entertainment.
- ♦ Rosie O'Grady's, a bar featuring live entertainment from the 50's and 60's.
- ♦ Lilli Marlene's, an Aviators' Pub with live entertainment.
- ♦ End of the Alley, a bar with live entertainment.

A busy place indeed, it needed hardware and software to handle both point of sale and back office operations more efficiently than their current system. They had a mixture of registers, a Simplex time clock, and Great Plains payroll, AP & GL. To get totals of items sold they had to take each register's report and enter the numbers in a Lotus spreadsheet.

Doug Mitchell in Seville Quarter's office.

So Louise and Doug began looking for new hardware and software. Most systems they looked at required two sets of hardware -- one for the POS system, another for the back office -- and were not fully integrated. Enter Steve King, a dealer for DIGITAL DINING, a totally integrated point of sale **and** back office system.

Steve, a former pitcher for the California Angels, had studied computer engineering while attending college on a baseball scholarship. After retiring from baseball, he worked eight years in the top secret labs

of the Defense Department before becoming a dealer for DIGITAL DINING.

Louise and Doug were very interested in the DIGITAL DINING system because it had point of sale, time clock, inventory control, accounts payable and general ledger integrated in one package developed by one company -- no interface hassles.

Steve used Computer Aid's *PayMaster* as his secret weapon during the sales process. *PayMaster's* payroll integrated with DIGITAL DINING to make it a truly complete package that could run on one machine. He saved his client money two ways: the competition required the cash register system to run on one machine and the back office on another, requiring a second computer system. **And** payroll would have to be sent out at a cost of \$350 per month. Steve says, "*PayMaster* enhanced the package and solidified the sale!"

In August of 1992, Doug and Louise made the decision to go with DIGITAL DINING and *PayMaster*. Steve was new to both DIGITAL DINING and *PayMaster* and says, "As an engineer I knew the pitfalls of interfacing. I was so afraid that the time and attendance data wouldn't go into *PayMaster*. Amazingly the set-up was done in half an hour and the interface worked! I'd never had such a clean interface before! One hundred and fifty employees take just two minutes to transfer."

Steve goes on to say, "The second best thing about *PayMaster* is I didn't have to learn it! I gave Louise Computer Aid's toll-free number and she doesn't call me on payroll questions. I don't have to support payroll and everything is working smoothly. This is an exceptional scenario."

Louise says, "Payroll used to take up to three days to do. Now it's done in one day. We have less mistakes because the hours, departments, tips and receipts come from DIGITAL DINING. Before, we had a Simplex time clock and this information had to be keyed into our Great Plains payroll program. *PayMaster* is easier to use and much faster. And, I don't have to rekey the information."

**DIGITAL DINING, continued from page 1.**

Third, all the data you need to do payroll is captured directly from the DIGITAL DINING system. Not only hours, but also cash and charge receipts as well as charge tips are computed as the orders are entered and the checks are paid. Waiters, waitresses and bartenders enter cash tips.

**Easy processing and professional support**

When DIGITAL DINING users are ready to process payroll, they use Computer Aid's *PayMaster* and its DIGITAL DINING Time/Labor Interface to bring in each employee's hours by job, cash receipts, charge receipts, charge tips, and cash tips. This information will automatically appear on the *PayMaster* batch screen. This means you do not have to rekey any of the payroll information.

The dealers really like being able to offer a payroll program that interfaces with DIGITAL DINING **without** requiring that they're payroll experts. Computer Aid's experts handle all software support for *PayMaster*.

**Good news!**

Department (job) headings will now print on the pre-check register and input sheet for 6.0 users. The program diskette you'll soon receive includes a change: departments and jobs will be identical.

**Yes, we have a *PayMaster* 6.0/6.0 Xtra manual!**

Orders are being taken now for shipment in April of the revised *PayMaster* manual (for Version 6.0 and 6.0 **Xtra**). Your cost is our cost for reproduction and shipping. See order form below.

We thank all of you for your patience and welcome your comments on the manual so that we can make it even better in the future.

<b>Order form for <i>PayMaster</i> Version 6.0/6.0 Xtra manual</b>		
Orders must be prepaid or COD		
Your <i>PayMaster</i> manual pages will fit in your current binder. If you wish to order another binder, add \$15 in the box to the right of the binder description.	<i>PayMaster</i> manual pages (\$35)	\$35
<input type="checkbox"/> Check enclosed <input type="checkbox"/> send COD	Binder for <i>PayMaster</i> manual pages (\$15)	\$
Subtotal		\$
All orders except AK, HI, and VI include shipping and handling (AK, HI, and VI, add \$15)		\$
COD charge \$5.00		\$
VA residents add 4.5% sales tax on subtotal above		\$
<b>TOTAL</b>		<b>\$</b>
SHIP TO: Name		
Company		
Street address		
City/State/Zip		
Area code/telephone		
Return this form to Computer Aid Corporation, P.O. Box 1074, Vienna, VA, 22183		

**DIGITAL DINING AND *PAYMASTER* --  
Constantly innovating and keeping  
up with the tax man**

DIGITAL DINING, always on the leading edge, recently added a Digital Delivery register that provides what's needed for home delivery. With this register, the

order begins when the telephone rings -- the register reads the caller's telephone number and tracks the customer name, address, and delivery instructions by this number. "Pop up" menus make order entry fast and easy.

And in May, DIGITAL DINING will introduce a hand-held register.

Computer Aid Corporation continues to provide innovative solutions to problems created by ever-changing tax laws. In 1992 they introduced a *PayMaster* version with five additional income fields and nine miscellaneous deductions fields, all of which can be pre-tax. As you can see in this issue, they constantly track federal and state tax law changes and they incorporate them in their program. *PayMaster* recently introduced a feature that offers instant checks with one pass through your laser printer complete with MICR encoding.

Graham Granger and Kay Branson of DIGITAL DINING -- THE NEXT GENERATION.

And now, DIGITAL DINING users can save time and money by doing payroll in-house with *PayMaster*. Call Computer Aid at 800-327-4AID to order their *PayMaster* payroll program **and** the DIGITAL DINING Time/Labor interface for a combined price starting at \$2,000 for small and medium size installations.