

PayMaster's Direct Deposit saves you time and money. Plus, it is easier and more flexible than ever.

Just think of the time you can save by directly depositing your employees' paychecks into their checking and savings accounts.

Chris Maher of the Province Restaurant in Frederick, MD, says "employees don't have to come in on off-hours to pick up their checks. There is less paperwork since we started using the Direct Deposit option with *PayMaster*TM. No more bank reconciliation!"

With *PayMaster's* Direct Deposit option, you will:

- eliminate time lost by employees depositing checks during working hours;
- reduce payroll administration and distribution expense;
- reduce expense of payroll check reconciliation;
- reduce losses due to stolen, forged, or lost paychecks.

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Enhanced batch screen in Ver. 7

Users who have long been requesting separate overtime columns for jobs 1, 2, and 3 are overjoyed with *PayMaster 7's* new batch screen.

Not everyone uses the separate columns though, and they miss having *PayMaster* automatically calculate overtime hours when an employee has one job and works more than 40/80 hours per week/biweekly period.

Well, we've got good news for you. We've listened to you too! The next update of *PayMaster* will do both—separate overtime columns **and** automatic computation of overtime hours when you enter more than 40/80 in one job. Call us for your free update to have this feature now.

Direct Deposit

Continued from page 1.

Your employees will:

- save the time and cost of depositing their check;
- have consistent and timely availability of funds despite business or vacation absence;
- not have to worry about stolen or lost paychecks.

With *PayMaster's* Direct Deposit option, each employee can have money deposited into one checking and one savings account each pay period. And each employee's account can be at a different bank.

The employee screen is where you enter the account number and bank transit routing number.

Prenoting (sending a zero dollar transaction to verify the bank routing number and account number for actually transferring money to an employee's account) is handled smoothly by giving you the option of clearing the prenote once the bank verifies the transaction. Enter *p* in the active field to prenote an employee's deposit.

PayMaster will print the ACH (Automated Clearing House) register shown on page 1 which you can transmit to your bank via diskette or by modem.

If you have multiple locations and are processing payroll on different days, *PayMaster* will accumulate temporary ACH files and create one file for transmission to the bank, saving money on transmission fees. Banks normally charge a flat rate for each transmission and also charge per transaction.

PayMaster's ACH Transmittal Register lists each employee, SSN, bank account number and amount to be transmitted. The last page of the register shows the total amount and total number of transactions, and has a place for your signature to authorize your bank to deduct this amount from your payroll account and make the transfers to the listed accounts.

The ACH file you send via diskette or modem to your bank includes the transit routing number for each account's bank.

Direct Deposit has a one-time cost of \$500 if you have one company and one division. For multiple companies and/or divisions, the cost is \$1,500.

Give your employees a great Christmas present — offer them direct deposit. ■

THE BLUE PAGES

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Tax law changes

[All changes effective 1/1/96 unless otherwise indicated.]

Federal

- Federal withholding tax tables change. No word yet on Earned Income Credit (EIC) tables.
- FICA (OASDI & Medicare) rates remain at 6.2% and 1.45% respectively, but OASDI wage base changes:
 - OASDI/Soc Sec wage base for 1996 is \$62,700.
 - Maximum OASDI tax liability is \$3,887.40.
 - Medicare wage base has **no limit (Enter 999999.99 in PayMaster)**.
 - There is no maximum Medicare.
- 401(k) maximum amount of deferred income increases to \$9,500 for 1996. Limit on total annual contribution remains at \$30,000.

Form 8027 notes

Make sure your "charge tips on charge receipts" amount is not higher than total reported cash and charge tips. If it is, there's something wrong. And if there's something wrong, the IRS will be in touch.

State child support

- DE Employer must provide information within 30 days of the request.
- LA Enacted Uniform Interstate Family Support Act.
- NC Enacted Uniform Interstate Family Support Act.

State new hire report

- NY Send to tax commissioner within 15 days.
- OH Employers with more than 25 employees report newly hired & rehired employees.
- SC Voluntary reporting of new hires.

State withholding

In order to receive your tax tables on diskette, please send us the tax table order form on page 7, even if you're on AutoUpdate. We have to make sure your state tax codes match those on the diskette we prepare for you.

- CA New withholding tables.
- DE New withholding tables.
- ME New withholding tables. No longer requires W-2s (1995) to be filed with state. Employees still need copies and employer must keep state copy on file.
- MO New withholding tables.
- NC New withholding tables.
- NJ New withholding tables.
- OH Changes in city taxes.
- OR Effective 9/9/95, Department of Revenue may require an employer to substantiate its annual reconciliation return by submitting additional information, including W-2 forms.
- PA Changes in occupational privilege taxes for numerous jurisdictions.
- SC New withholding tables.

State unemployment

- AR If employers file federal mag media, must also file quarterly wage mag media.
- IA Taxable wage base increases to \$14,700.
- MT Effective 10/1/96, mag media files use ICESA format.
- NV Taxable wage base \$16,600.
- TN Employers with more than 250 employees required to file mag media first quarter of 1997.



SOFTWARE SUPPORT HOURS

9:00 am - 6:00 pm Eastern Time, Mon.-Fri.

We will be closed:

12:00 noon Dec. 22 through Dec. 25
and Dec. 30 — Jan. 1.

Before you print your W-2s:

W-2 FORMS

Only W-2 forms ordered from us are guaranteed to work with *PayMaster*. Not all printing companies print W-2s with boxes the same size and in the same place. Call immediately if you haven't yet ordered your W-2s. Their availability is not guaranteed after December 15.

PROGRAM CHANGE NECESSARY

Because of SSA changes to the mag media W-2 format, mag media filers need *PayMaster* 7.02 to print the information in the correct mag media format. Your *PayMaster* Version 7.02 must have a PYW2.EXE file dated 11/28/95 or later.

1. Verify your federal tax ID via INIT/COMPANY.
2. Make sure your correct state ID for *withholding* is entered in each state tax table via INIT/TAX/STATE/TAX CODE #/GENERAL. Versions earlier than 6.x¹ of *PayMaster* had a field in the division screen for the withholding/unemployment number. Later versions have the *withholding* number in the tax tables. Your W-2s must show the state *withholding* ID. You need *PayMaster* Version 6.x/6.x **Xtra** or higher to print multiple state IDs on W-2s.

Oops. Step 2 is especially critical after installing Version 7.x. Gremlins got in and accidentally zapped state withholding numbers in the tax tables. Please go to INIT/TAX/STATE/TAX CODE #/GENERAL for each of your tax codes and re-enter your withholding ID number so it will print on your W-2s. Our sincere apologies for the extra work.

3. On each division screen, check the responses to tax related questions for Additional Income. If you gave year-end bonuses but did not want to withhold federal/state taxes, you responded *n* to **Withhold federal, state, local tax**. Change those responses to *y*, (and make sure OASDI and Medicare are *y* also) to include that amount in the 941 and the correct boxes on the W-2s.

¹6.x refers to any *PayMaster* version that begins with 6; 7.x to those beginning with 7.

Not sure what goes in Boxes 12 and 13 on the W-2? Please see page 5 for that information plus other important W-2 information.

Verify that each additional income type has the correct label (*e, f, I*, etc.). Please see the box on page 5 for definitions.

4. Make sure that only those employees who actually are *statutory* employees have an *x* in that box. [Responding *n* in the **federal? y/n** field on the employee screen puts an *x* in the *statutory* box on the employee's W-2.]

You can check this by printing your W-2s on plain paper and looking for *x*'s in the appropriate space. You can also check via DISPLAY/EMPLOYEE. Move your cursor to that field for the first employee. Press [F4] or [END] to display each successive employee. Your cursor remains on the same field.

5. Make sure only those employees covered by a pension plan have an *x* in the pension box. Responding *y* in the **pension? y/n** field on the employee screen puts an *x* in the pension box on the W-2. [With an *x* in the W-2 pension plan box, special limits may apply to the amount of IRA contributions the employee may deduct.] You can check this as in item #4.
6. If you have not collected the full amount of any deductions with *n* (pre-tax) as the tax response, collect it in cash before year-end. Increase the deduction amount in the employee's YTD pay file so the 941 and W-2s will be correct. If your deduction responses are all *y*'s, no collections or adjustments are necessary.
7. If allocating tips on an annual basis, do so prior to printing your W-2s (and after backing up your data). If allocating by hours, double check the receipts in your division file—this is what's used for hourly annual allocation. The total of all division receipts should equal company receipts.
8. Verify your maximums via INIT/TAX/FICA for OASDI (\$61,200) and Medicare (\$999,999.99) before you print the reports in step #9.
9. Print your reconciliation reports and make any necessary corrections:
 - OASDI (Social Security)
 - Medicare

Continued on page 5.

Before you print your W-2s, continued from page 4.

- SDI, WCA, or L&I (if appropriate)
 - Taxes (State) Paid or State/local tax reconciliation
10. Print the FICA tax credit report. This is the one you'll use if you file your corporate income taxes on a calendar year. If your fiscal year ends other than 12/31, print it anyway. The data used for this report is zeroed out when you process end of year. A smart thing to do is print this report at the end of your fiscal year and at the end of the calendar year, so you'll be able to calculate the tax credit your company can take.
 11. Print your W-2s first on plain paper to double check them. You can print them as many times as you want. Hold the paper up to an actual W-2 to ensure it lines up correctly.

12. Verify the figures with your quarterly 941s.
(A copy of our **941 and W-2 worksheet** was included with each W-2 order. Call if you'd like another copy faxed to you.)

PayMaster will print **one** W-2 per employee, even if the employee works in more than one division. Exceptions: if an employee has more than three items in Box 13; if an employee moved from one state to another (one W-2 for each state).

13. When printing the alignment copy/copies on the actual W-2 forms, make sure they are aligned both vertically **and** horizontally.
14. It's an SSA requirement that each 42nd W-2 (subtotal) must be the bottom one on the page, so always start the first W-2 at the top of a page.



Important W-2 information for Additional Income and Other Items		
Additional Income <i>W-2 Income Type</i>	1995 W-2 Box	Use for this type of income:
e	13 (L)	The substantiated, i.e. non-taxable, portion of the amount you reimbursed employees using a per diem or mileage allowance. NOTE: You must use another Additional Income to record the portion of the reimbursement that is more than the amount treated as substantiated. This one would have a W-2 income type of <i>o</i> because it's to be included in Box 1.
f	12	Fringe benefits included in Box 1, such as a company-provided vehicle.
I	13 (C)	Cost of group-term life insurance coverage over \$50,000.
n	none	No dollar amount included on W-2.
o	1	"Other compensation" in Box 1 (example: annual bonus)
s	13 (J)	Nontaxable sick pay.
Other items	Box	Description
Dependent Care	10	First \$5,000 of pre-tax dependent care deduction goes in Box 10. Use the Miscellaneous Deduction 1 field. Make sure the deduction name in your Division file (INIT/DIV) is DEP CARE . (All caps.)
State SDI	14	State SDI. [NJ is split into SUI and SDI.]
401(k) employee amount	13 (D)	Employee contribution to 401(k) (elective deferrals to 401(k) plan). Make sure the deduction name in your Division file (INIT/DIV) reads 401K (no spaces). Yes, that's a capital K.

Mag Media Preparation

Yes, there has been a change to the 1995 mag media format. You must have *PayMaster* Version 7.02 or 7.02 **Xtra** with a *PYW2.EXE* dated 11/28/95 or later to prepare the current format for mag media filing of W-2s. (If you're not on AutoUpdate, call us for a *PayMaster* 7.02/7.02 **Xtra** order form and prices.)

PayMaster will prepare the correct format state mag media for all states where mandatory. If your state accepts the mag media federal specifications, you can also use *PayMaster* for your state mag media filing in those states where it is optional.

1. Follow the steps on pages 4-5, **BEFORE YOU PRINT YOUR W-2S**, without preparing the mag media file, to make sure everything's OK.
2. Then, to prepare the mag media file, put a newly formatted floppy disk in drive a: or b:.
3. Print the W-2s again, printing to **[D]isplay** instead of **[P]rinter** this time. Respond *n* to **Reprint? y/n**. Use the PRINT SCREEN key to print the last W-2 that appears on the screen—these are your W-3 totals. **Do not remove the floppy disk before it's done. It's not completely done until you see the W3 totals, and you've returned to the main PayMaster menu.**

If preparing mag media for more than one company, do them all, one right after the other, appending each new company to the existing file and inserting another diskette whenever *PayMaster* prompts you. This is the way the SSA prefers it.

4. From the DOS prompt, double check your file before sending it to the SSA:

Do a directory listing to make sure your W2REPORT file has greater than zero bytes.

Type: *Dir a:* (or b:) [ENTER]. You'll see something like this (84454 is the bytes):

Directory of A:

W2REPORT 84454 1-31-96 4:45p

If you have a wide-carriage, dot matrix printer (make sure you first put in wide paper), you can print this file with the DOS *type* command, redirecting it to the printer or LPT1, LPT2, etc.:

Type: *Type a:w2report > prn* (or *LPT1* or *LPT2*) [ENTER].

This will not work on a laser. Instead, take a look at it on the screen:

Type: *Type a:w2report | more* [ENTER].



End-of-Year Processing

This is probably the most important part of payroll (other than actually paying your employees, of course). See *PayMaster* manual page 3-485 (5.x and earlier versions), or page 4-51 (Version 6.x manual), for easy end-of-year processing instructions.

Just as you process end-of-month/quarter to clear out MTD and QTD files, you must process end-of-year so YTD totals for each employee are reset to zero. At end-of-year, you do not have to process end-of-month/quarter. Processing end-of-year (EOY) takes care of that and deletes unneeded employee records.

ONLY after you have printed (and double-checked!) your reports (including W-2s) and backed up your data and program should you process end-of-year to clear the data files to zero.

Before you process end-of-year, you must print your reports: (You can print your payroll and employee reports to the printer or to a file.)

These are the reports you want to print:

- OASDI, Medicare and SDI reconciliation reports.
- Payroll report summary (detail optional).
- 941, 940, wage (QTD and YTD).

[An important note: "Last Quarter" reports are **not** available after you process end-of-year. That data is zeroed out during the EOY processing.]

- Employee report (optional, but suggested).
- 8027 annual tip allocation report. (If allocating tips on an annual basis, do so **before** printing the 8027 or the W-2s. Refer to your manual for annual allocation instructions.)
- FICA tip credit report.
- Any other reports your state requires.
- The W-2s (please see the important information on page 4 about what to do *before* printing the W-2s).

What's that? No time to double check everything and print the W-2s before processing your first 1996 payroll? No problem. Before processing end-of-year, create a 1995 W-2 data company. Then you can enter the code for the W2 company and print the reports, including W-2s, later. Please see Q&A on page 8 of this **BLUE PAGES** or page 4-19 in the 6.0 manual.

But read on for information on making sure you have enough space on the hard disk.

Continued on page 7.

End of Year Processing, cont'd from page 6.

Getting a little crowded? Now would be a good time to make room for 1996. Read the **Space Crunch** and **Xtra user** boxes for useful information.

Space Crunch

You might want to check that you've got enough hard disk space before creating the 1995 W-2 company. Type DIR at C> and press [ENTER]. The very last line tells you how many bytes are left on the disk.

And, before processing end-of-year, make sure you have enough space on your hard disk for the PYPAY#.DAT and PYEMPL.DAT files.

ALERT: Do not use DOS/Windows to simply delete the files in your old (1993, 1994 etc.) directories. That will not remove them from your *PayMaster* path. Use *PayMaster* instead. Call us for a copy of the instructions.

End of Year for Xtra users

Remember, *PayMaster* keeps the data in the check history file forever, unless you tell it to delete it. From the *PayMaster* menu, choose PROCESS/BANK REC/DELETE CHECKS. If you have the divisions version, choose the division you're in or all divisions. Then follow these prompts:

1. **Delete <1>all, <2>cancelled and voided checks, or <3> selected checks: 1, 2, or 3**
(<2> means checks cancelled and voided through *PayMaster*.)
2. **Cut off date (m/d/y): 12-31-94**
3. **All check information through 12/31/94 will be deleted. Warning. Press a key. Press a key.**
4. **Continue? (y/n) y**
5. **Check deletion in progress. Do not disturb computer.** You might want to get a cup of coffee at this point. It may take a while, depending on how many checks you've been keeping in the file.
6. When it's done: **Processing complete. Press a key.** Press a key and [ESC] back to the main menu.



ORDER FORM FOR FEDERAL & 3 STATE TAX TABLES ON DISKETTE

AutoUpdate subscribers receive tax tables on diskette as part of their subscription, but must send this form to us so we can verify the state numbers.

Diskette size (DD) <input type="checkbox"/> 5¼" <input type="checkbox"/> 3½"	\$50 for tax tables (up to 3 states)	\$50
<input type="checkbox"/> check enclosed <input type="checkbox"/> send COD All orders must be prepaid or COD.	Additional states—\$10 per state	\$
Name of States: <i>(List additional tax codes and state names on separate sheet)</i>	VA residents add 4.5% sales tax on above two amounts.	\$
	Shipping: CA, AK, HI \$10 for UPS 2nd day air; all others \$5 UPS ground	\$
Tax code 1:	COD charge \$7.50	\$
Tax code 2:	If on AutoUpdate, check here <input type="checkbox"/> and enter zero for TOTAL.	\$
Tax code 3:	TOTAL	\$
Ship to: Name		
Company		
Street Address		

City/State/Zip

Area code/telephone

Q & A

Q. I have to process my first payroll of 1996 and don't have time to print my W-2s first. Help!

A. If you've got enough room on your hard disk, you can have *PayMaster* (Ver 6.x/6.x **Xtra** and later versions) create a new subdirectory for you and copy the data into it. ***Make sure you do this before processing end-of-year on the data.***

Decide on a new company I.D. code for the '95 data (e.g. 95W2). For multiple companies, use I.D. codes such as A95W2, B95W2, etc. The prompts are shown in **bold**. What you enter is in *italics*. Our example uses *95W2* as the new code and subdirectory under C:\PRV6. The company we're creating the 95W2 directory for is Flora Enterprises, whose company I.D. code is *flora*. (So the code of our source company is *flora*.)

1. **Enter company I.D. code:** *95W2*
2. **1) Add a company, 2) Archive copy of existing company, or 3) Try again:** *2*
3. **Data drive:** *C*
4. **Suggested data path:** C:\PRV6\95W2
Enter data path: C:\PRV6\95W2
Enter a new path if you wish, or press [ENTER] to accept this data path.
5. **Enter code of source company:** *flora*

PayMaster will create the new directory in the path specified and will copy the data into it. When it's finished, you're at the password prompt. Enter your regular password. You're now in the 95W2 company. Add *95W2* to the Division name(s) so you know at a glance you are using the 95W2 data (appears above the main menu). Print a payroll summary to make sure the data's OK.

Then, after backing up the data on two separate sets of floppies, process end-of-year on your real company data, using your **original**

company code. When it's time to run the W-2s, use the **95W2 company code.**

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.

Q. How can I be sure that my mag media file is OK before I send it off to the Social Security Administration?

A. Use DOS to print out the file and spot check the information and the totals. See Mag Media Preparation on page 6.

Q. I forgot to order the tax tables. What can I do?

A. Fill in the form on page 7 (even if you're on AutoUpdate) and send it in now so you'll have them for your next payroll. Using the old tax withholding tables for one or two pay periods isn't critical. The OASDI and Medicare percentages remain the same for 1996. The 1996 OASDI taxable wage base, however, does change. See page 3.

Q. If my printer jams up in the middle of printing my W-2s, am I stuck?

A. Good news. You **can** resume printing your W-2s. Choose REPORTS/W-2s as you normally would. Respond *y* to **All employees?** Respond *y* to **Resume an interrupted run?**. At the **Print from employee** = prompt, enter the code of the first employee to print. *PayMaster* will print from there, including the W-2 subtotals and total.

Q. My backup still requires two diskettes, even though *PayMaster* now uses PKZIP to back up the files. Why?

A. PKZIP requires a clean diskette or a diskette with the same zipped files on it because it always **adds** to any files with a different name rather than overwriting like DOS's BACKUP.

To use your old *PayMaster* backup diskettes, format them first to get rid of the BACKUP.00# and CONTROL.00# files. Or you can use Windows File Manager to change the attributes of these files from *read only* so you can erase them. Now you can use the diskettes to back up with PKZIP from *PayMaster*'s menu. ■

CharterHouse enhancements

If you would like to:	Then, you want to order:	Price
<p>Run multiple occurrences of CharterHouse/Levinson Lyon (CH/LL) modules in Windows.</p> <p>Bill customers, enter vendor invoices in Accounts Payable, post to the General Ledger, all at the same time.</p>	<p>Windows® Integration Kit</p> <p>Switching from one application to another is a mere mouse click away.</p> <p>Compatible in multi-user mode with Novell® NetWare®.</p>	\$495.00
<p>Run CH/LL in Windows '95.</p>	<p>Windows Integration Kit (Required for Windows 95)</p>	\$495.00
<p>Reconcile your bank statement using CH/LL.</p> <p>Print laser checks, using the same supply for payroll and for AP.</p> <p>Add vendors, inventory items, GL accounts on the fly in Order Entry, Order Maintenance, and Invoice Entry.</p> <p>Use "search windows" for customers, vendors, inventory items, journal names, departments, divisions.</p> <p>Access vendor profiles while in voucher entry or FastPay.</p>	<p>The upgrade to Version 2.12E for CharterHouse/Levinson Lyon:</p> <ul style="list-style-type: none"> - Master Menu - Accounts Payable - General Ledger - Accounts Receivable 	<p>Call for pricing (depends on your current version)</p>
<p>Enter invoice detail only once when using FoodTrak Inventory Control Software or Restaurant Express Food Costing and Inventory Control.</p> <p>Eliminate duplicate keypunching of invoices. Save hours of time each week and eliminate errors.</p>	<p>CharterHouse/Levinson Lyon Accounts Payable Interface to FoodTrak® Inventory Control Software, or</p> <p>CharterHouse/Levinson Lyon Accounts Payable Interface to Restaurant Express® Food Costing and Inventory Control Software</p>	<p>\$300.00</p> <p>\$300.00</p>
<p>Compute separate percentages for as many sales accounts as you wish, e.g., food sales to food purchases; liquor sales to liquor purchases and bartenders' wages. You decide what is included in the cost of goods (purchases, bar, etc.)</p>	<p>Custom Ratio for the General Ledger Income Statement</p> <p>(Standard allows comparisons to only one sales account.)</p>	\$495.00
<p>Calculate depreciation correctly based on the new tax laws.</p>	<p>Fixed Assets Update</p> <p>Incorporates the new depreciation laws, as of 12/1/95.</p>	\$295.00
<p>Reconcile payroll checks using CharterHouse's bank reconciliation.</p>	<p>PayMaster™ Check Export to CharterHouse</p>	\$195.00

Please see the order form on the reverse of this page.

**Order form for CharterHouse enhancements
available from Computer Aid Corporation®**

Quantity	Item	Price
	Windows® Integration Kit	\$495.00
Upgrade to Version 2.12E: Call for price (depends on your current version)		
	- Master Menu Upgrade (manual included)	\$
	- Accounts Payable Upgrade (manual included)	\$
	- General Ledger Upgrade (manual included)	\$
	- Accounts Receivable Upgrade (manual included)	\$
	CH/LL AP Interface to FoodTrak®	\$300.00
	CH/LL AP Interface to Restaurant Express®	\$300.00
	Custom Ratio for the GL Income Statement	\$495.00
	Fixed Assets Update	\$295.00
	<i>PayMaster™</i> Check Export to CharterHouse	\$195.00
<input type="checkbox"/> check enclosed <input type="checkbox"/> send COD All orders must be prepaid or COD.		Subtotal \$
Diskette size: <input type="checkbox"/> 3½ <input type="checkbox"/> 5¼ <input type="checkbox"/> Double Density <input type="checkbox"/> High Density		VA residents add 4.5% sales tax on Subtotal \$
		Shipping: UPS ground: \$5 per item; \$10 if with manual. CA, AK, HI UPS 2nd day air \$10 per item; \$15 if with manual.
Ship to:		COD charge \$7.50 \$
		Total \$
Name:		
Company:		
Street Address:		
City/State/Zip:		
Area code/telephone:		
SEND TO: COMPUTER AID CORPORATION P.O. Box 1074 VIENNA, VA 22183 1-800-327-4AID FAX 703-281-3461		



Backup is critical

At year-end, back up your *PayMaster* data onto two separate sets of diskettes. Use the correct type of diskette for your floppy disk drive, i.e. high density (HD) diskettes in a high density drive; double density (DD) diskettes in a double density drive.

To use DD diskettes in a HD drive, format them specifically as DD diskettes. Check your DOS manual since the command is different, depending on diskette size and DOS version. (Windows File Manager makes it easier to format DD diskettes in a HD drive.) If done incorrectly, the diskettes may not work, and you won't find out until too late.

Do not use HD diskettes in a DD drive. It may look like it's working OK, but you might not be able to get the data back if you need to restore it.

Back up your PayMaster program too! You may need it in the future to print a 1995 W-2.

Using PKZIP requires fewer diskettes. To back up the 1995 *PayMaster* program onto a floppy diskette, go into the *PayMaster* program directory and enter:

C:PRV6>pkzip -& a:95pmprog ■

We'd like your feedback!

Everyone likes the extra columns on the new batch screen in *PayMaster 7*. Since it's been out, we've had many requests from users who enter tips, but not receipts, on the batch screen—they'd like to have the columns for cash & charge tips before the columns for cash & charge receipts, so that tips are on the first batch screen. and receipts on the second batch screen.

Before we accommodate their request, we'd like to hear from the rest of you. Does it matter to those of you who enter both receipts and tips which columns are first?

Call 1-800-327-4AID or fax 703-281-3461 to vote!

- Tips first
- Receipts first
- It doesn't matter

Name & company:

ORDER FORM FOR 941 & SCHEDULE B FORMS			
Form	Package price	# of packages of 25	Total Price
Laser 941 form	\$4.80 per pkg of 25		\$
Laser Schedule B form	\$4.80 per pkg of 25		\$
Pin feed 941 form	\$9.75 per pkg of 25		\$
Pin feed Schedule B form	\$9.75 per pkg of 25		\$
[] check enclosed [] send COD		Subtotal	\$
All orders must be prepaid or COD.			
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SEND THIS FORM TO: COMPUTER AID CORPORATION, P.O. BOX 1074, VIENNA, VA
22183

All of us at Computer Aid wish all
of you the merriest of Holiday
Seasons and the most successful
of New Years!

And, we thank you for your
continuing patronage.

We know that you are the reason
we are successful.