

# COMPATIBLE PAYROLL SYSTEM FP-300

## INSTALLATION AND OPERATING INSTRUCTIONS

\*Keep these instructions for reference and training new personnel.

### STARTA-SYSTEM® CONTENTS

- 25 Payroll Journals
- 25 Compensation Records
- 200 Double Window Envelopes
- 300  
or 625 Payroll Checks
- 1 Folding Pegboard

### HOW TO BEGIN

1. Check your order. Verify the imprint and bank information is correct on your checks.
2. Place the folding Pegboard on your desk so clamp is at the left. The pegboard will open to the right.
3. Place one Payroll journal on the pegboard. The highlighted peghole on the journal should be placed on the first peg of the pegboard.

### PREPARING THE JOURNAL:

1. Enter the Page Number and Period Ending at the bottom of the journal. (See A of illustration 1)
2. Fill in the Earnings and Deductions columns on the journal with the headings that correspond with your checks. (See B of illustration 1)
3. In columns 1-6, enter the appropriate distribution column headings. (See C of illustration 1)
4. Enter your current account balance. (See D of illustration 1)
5. Place the first bank of shingled checks on the pegboard by placing the first peghole at the top of the bank of checks on the fifth peg. Be sure the posting line of the top check aligns with the first writing line on the journal.

PAYROLL JOURNAL																		
EMPLOYEE'S NAME	PERIOD	AMOUNT	EARNINGS					DEDUCTIONS			DEBITS	DISTRIBUTION						
			REGULAR	O.T.	COMMISSION	F.I.C.A.	STATE	FEDERAL	UNEMP.	RET.	INS.		OFFICERS	OFFICE STAFF	SALES PERSONNEL	SHIPPING DEPT.	RECEIVING DEPT.	TEMP. HELP
1																		
2																		
3																		
4																		
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TOTALS																		
PROXY FORMULA		GROSS COL. '01		DEDUCTIONS COLS. '8 THRU '4'			NET PAY		PAGE NO. <u>1</u>		PERIOD ENDING <u>1/24/XX</u>							

ILLUSTRATION #1

## PREPARING THE COMPENSATION RECORD:

1. Complete the top of the card with the employee name, address, telephone number and social security number. Enter all other pertinent information at the top. (See A of illustration 2)
2. Enter the deduction headings to correspond with your check. (See B of illustration 2)

## RECORDING THE PAYROLL:

1. Slide the appropriate Compensation Record under the check until the columns line up properly. Be sure the line number of the current pay period is in line with the posting line of the check.
2. On the posting line at the top of the check, beginning at the left, enter the Employee's Name, Period Ending, Time Worked, Regular and Overtime Earnings and Total (Gross) Pay. (See C of illustration 2)

3. Complete the posting line with the appropriate Deductions and Net Pay. Record the check number on the journal. (See D of illustration 2)
4. Distribute the gross amount of the check to the proper distribution column on the right side of the journal. (See E of illustration 2)
5. Adjust the Bank Balance column after each entry. (See F of illustration 2)
6. Once the posting line is complete, detach the check at the perforation.

## Remove the Compensation Record.

7. Complete the check by entering the net amount on the pay line, sign the check and place in a double window envelope.

**PAYROLL JOURNAL**

**A. Complete all necessary information at the top of the card**

EMPLOYEE'S NAME: Mike Smith  
 ADDRESS: 405 Lane Street  
 CITY: Anytown, U.S.A.  
 STATE: 451-00-0000  
 ZIP: 456-7890

**B. Enter deduction headings to correspond with your checks**

LINE NO.	CHECK NUMBER	BANK BALANCE	OFFICERS	OFFICE STAFF	SALES PERSONNEL	SHIPPING DEPT.	RECEIVING DEPT.	TEMP. HELP
1	3200	3481.14		275.00				
2	3201	3292.20		301.00		254.10		
3	3202	2364.50	486.00					126.00
4	3207	1816.96		396.00			294.00	
5	3208	5495.84	4000.00					412.00
6	3209	5162.87						426.00
7	3210	4751.33		537.00				
8	3211	4396.69						450.00

**C. Record Employee Name, Period Ending, Time Worked, Regular and Overtime Earnings and Gross Earnings**

LINE NO.	EMPLOYEE'S NAME	PERIOD ENDING	TIME WORKED	REGULAR	O.T.	GROSS
1	Mike Smith	4/3	40	450.00	—	450.00
2	Mike Smith	4/10	40	450.00	—	450.00
3	Mike Smith	4/17	40	450.00	—	450.00
4	Mike Smith	4/24	40	450.00	—	450.00

**D. Complete the Posting Line with Deductions and Net Pay. Enter the Check Number on the Journal.**

**E. Enter the Gross Amount in the appropriate distribution column**

**F. Adjust the Bank Balance Column**

STARTA SYSTEMS, INC.  
 4 TIME SAVINGS WAY  
 ONE BRIDE U.S.A. 1200  
 TELEPHONE (313) 443-2880

DATE: April 24, 19XX  
 TIME: 3211  
 58-5678  
 198X

PAY TO THE ORDER OF: Mike Smith  
 405 Lane Street  
 Anytown, U.S.A. 00000

AMOUNT: Three Hundred Fifty-four and 64/100 DOLLARS \$ 354.64

NON-NEGOTIABLE

EMPLOYEE'S SOCIAL SECURITY NUMBER: 14956-5678X 90 123 919X

PROOF FORMULA: GROSS (COL. 7) - DEDUCTIONS (COLS. 8 THROUGH 11) = NET PAY

PAGE NO. 1  
 PERIOD ENDED 4/24/XX

ILLUSTRATION #2

**PROVING THE JOURNAL:**

1. Total all columns and enter figures on the last line of the journal. (See A of illustration 3)
2. The total of the Gross Earnings column less the sum total of the Deduction columns (Col. E-K) must equal the Net Pay column. (See B of illustration 3)
3. The Net Pay column plus the sum total of the Deduction columns (Col. E-K) must equal the sum total of columns 1-6. (See C of illustration 3)

PAYROLL JOURNAL																													
#	EMPLOYEE'S NAME		HOURS	RATE	EARNINGS				DEDUCTIONS					NET PAY	CHECK NUMBER	DATE	DEPOSITS	OFFICERS	OFFICE STAFF	SALES PERSONNEL	SHIPPING DEPT.	REQUIRING DEPT.	TEMP. HELP						
					FEDERAL INCOME TAX	STATE INCOME TAX	S.S.I.	UNEMPLOYMENT TAX	HEALTH INSURANCE	FICA	WATER TAX	STREET TAX	S.E.T.											F.T.D.					
1	Joyce Smith		4:17	4.0	275.00	-			275.00	15.12	38.20	3.24	2.16	5.00	5.00	206.28	1	3200	3481 14										
2	Joe Walters		4:17	4.0	242.00	12.10			254.10	13.81	16.30	2.48	2.07	5.00	5.00	188.94	2	3201	3292 20				254 10						
3	Nate Miller		4:17	4.0	301.00	-			301.00	18.92	40.77	3.44	2.55	5.00	5.00	225.30	3	3202	3066 90										
4	Kevin Taylor		4:17	4.0	486.00	-			486.00	26.73	68.04	5.13	3.89	5.00	5.00	371.51	4	3203	2695 39										
5	Amy Michaels		4:17	1.6	126.00	-			126.00	6.93	17.60	1.51	1.01	-	5.00	93.91	5	3204	2601 48								126 00		
6	Tom Robbins		4:24	4.0	294.00	-			294.00	18.06	39.94	3.37	2.49	5.00	5.00	220.14	6	3205	2381 34							294 00			
7	Sally Bryant		4:24	4.0	396.00	-			396.00	22.85	48.17	4.16	2.62	5.00	5.00	308.20	7	3206	2073 14										
8	Bob Thomas		4:24	4.0	306.00	30.00			336.00	19.51	43.89	3.85	2.57	5.00	5.00	256.18	8	3207	1816 96						336 00				
9	Brad Martin		4:24	4.0	412.00	-			412.00	24.64	49.21	4.35	2.68	5.00	5.00	321.12	9	3208	5495 84	4/24			412 00						
10	Dove Adams		4:24	4.0	426.00	-			426.00	25.66	52.23	4.42	2.72	5.00	5.00	332.97	10	3209	5162 87						426 00				
11	Karen White		4:24	4.0	537.00	-			537.00	29.54	65.18	4.44	3.30	5.00	5.00	411.54	11	3210	4751 33										
12	Mike Smith		4:24	4.0	450.00	-			450.00	26.91	51.20	4.50	2.75	5.00	5.00	354.64	12	3211	4396 69										
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<b>TOTALS</b>					456	4251.00	42.10	-	4293.10	248.68	493.77	46.11	31.81	55.00	60.00	3290.73													

**B. Gross Earnings - Sum Total of Deductions (Col. E-K) = Net Pay**

**A. Enter Totals of all Columns**

**C. Net Pay Column + Sum Total of Deductions (Col. E-K) = Sum Total of all Distribution Columns (Col. 1-6)**

PROOF FORMULA: GROSS (COL. 5) - DEDUCTIONS (COLS. 6-14) = NET PAY  
 PAGE NO. / PERIOD ENDED 4/24/XX

**ILLUSTRATION #3**

## ACCESSORY ITEMS AND ADDITIONAL OPTIONS

### CHECKS:

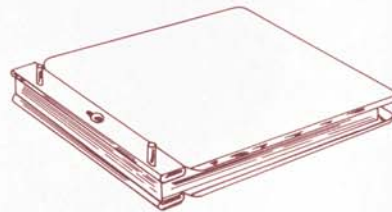
Available Topwrite with a choice of pantograph colors.

### DOUBLE WINDOW ENVELOPES:

Your company name and address is positioned on the check to show through the top window as a return address. The employee name and address will appear in the bottom window .

### EQUIPMENT:

Post binders are available for storage of completed journals. Indexes are available for the storage binder



## PERSONALIZED DEPOSIT TICKETS

### Compliments any Check Order

#### AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty.=250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty.=250

TRIPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3-15# Pink NCR-CF

Minimum Qty.=250

