

Sunburst Software Solutions

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Wage Manager Solution Read Me

Installation:

1. Download the software installation (approximately 10.8 MB). Saving the file on your hard drive for future use or open and run the setup program directly from the site.
2. Start the installation. Double click on the WmsSetup.exe that you saved to your computer. Most browsers will let you open the file after it has been downloaded and saved.
3. Follow the simple installation procedure.

Recent installation issues with Norton Anti-Virus. During the installation, if you encounter, Error 1904.Module C:\WINDOWS\System32\msxml4.dll failed to register. HRESULT -2147024891., let the installation procedure finish. Then disable Norton Anti-Virus, install the software and then re-enable Norton Anti-Virus.

Running Wage Manager Solution

1. Open your QuickBooks file in single-user mode logged in as the QuickBooks Administrator.
2. Double-click on the Wage Manager Solution icon on your desktop (it looks like a lightening bolt) and click on the "Use Open Company File" button.
3. Grant permissions in QuickBooks
 - a. In QuickBooks 2005-2007 or Enterprise 5.0-7.0 simply allow the requested access
 - b. For prior versions of QuickBooks, be sure to check the bottom box which allows access to Social Security Numbers and Other sensitive financial information (wages rates are considered "sensitive" data)
4. The tool should be self-explanatory, if not there is help available in the program and it can be accessed from each screen by clicking on the red question mark.

Trial Version Limitations:

This is a fully functioning version of the program, **with one exception**, you cannot write the changes back to the QuickBooks file. Write functions require a program license for \$50.00 available by ordering on-line at <http://sunburstsoftwaresolutions.com/order-information.php> or by calling us (888) 348-2877. Licensing requires human intervention.

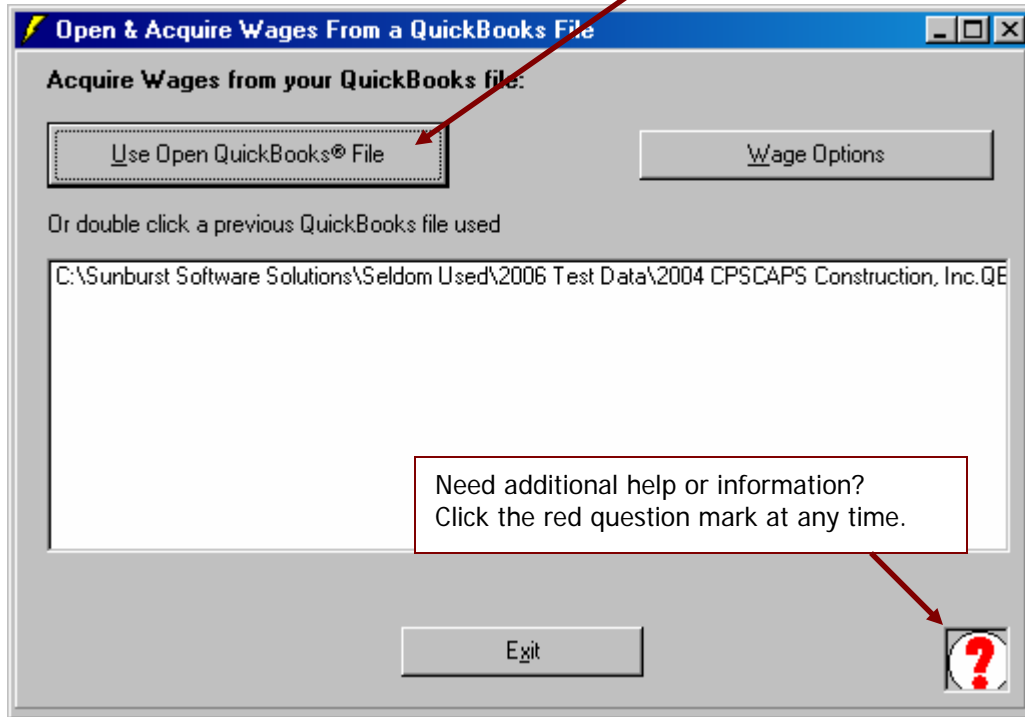
Sample "Tutorial" of instructions for use:

Below are instructions for using the "Copy" function; where you can copy the existing structure of a payroll item, increase the original amount, create items for straight time, over time, double time, and triple time all at the same time and assign the new payroll item to multiple employees.

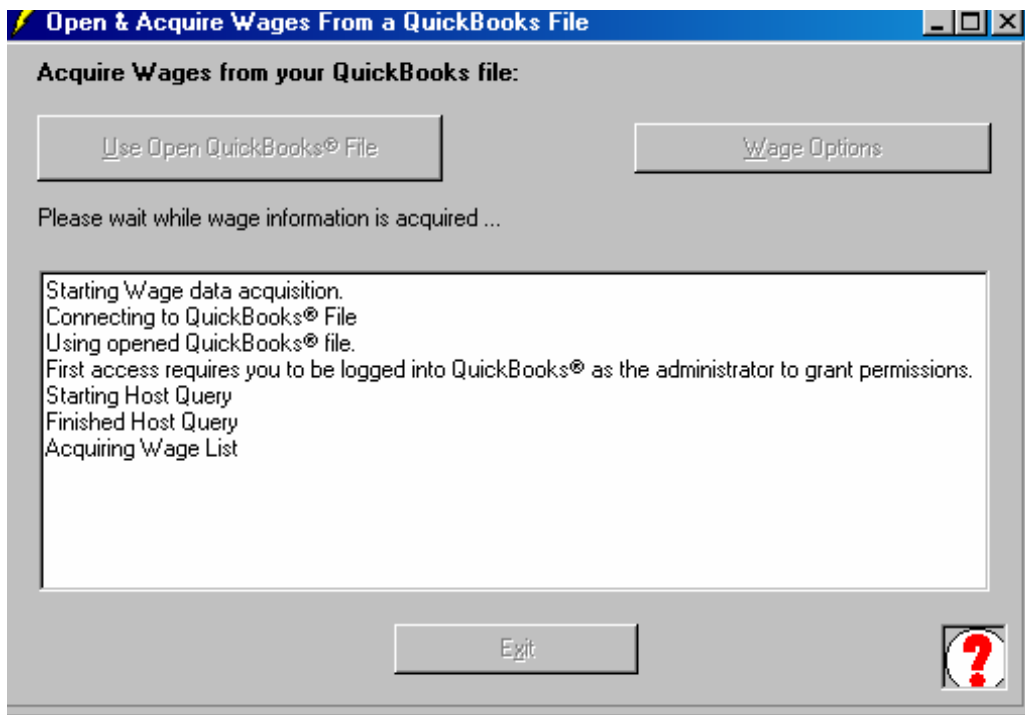


Wage Manager Solution

1. Double click on the Wage Manager Solution icon on your desktop
2. From the Wage Manager Main Screen, click the "Use Open QuickBooks File" button



3. A status box appears informing you what actions Wage Manager Solution is taking.



- View all of your employees, the payroll items that are assigned to them and the wage rates associated with the payroll item in a convenient grid-like screen.

The screenshot shows the 'Wage Manager Solution' application window. The menu bar includes File, Edit, Special, and Help. The toolbar contains icons for Open, Print, Close, Save, Modify, New, Copy, Delete, Sort A-Z, Sort Z-A, Employee, and Help. The main grid displays the following data:

Employee	1-3 Laborer	1-4 Laborer OT	2-1 Backhoe	2-2 Backhoe OT	2-3 Dozer
Apprentice, Amy L.			15		
Bookkeeper, Betty A.					
Equipment, John J.			30	45	30
Laborer, Laura B.	15	22.5			
Mason, Mark L.					
Sheetrocker, Joe					
Supervisor, Sam L.					
Trucker, Tammi T.					

The status bar at the bottom shows the file path: C:\Sunburst Software Solutions\Seldom Used\2006 Test Data\2004 CPSCAPS Construction, the date 2/14/2006, and the time 11:58 AM.

- Select a current payroll item structure that you wish to work with by: First highlighting it in the grid and then clicking on the Copy button.

This screenshot shows the same 'Wage Manager Solution' application window. In this view, the 'Copy' button in the toolbar is highlighted with a red arrow. In the grid, the row for 'Laborer, Laura B.' is also highlighted with a red arrow. The data in the grid is identical to the previous screenshot.

Employee	1-3 Laborer	1-4 Laborer OT	2-1 Backhoe	2-2 Backhoe OT	2-3 Dozer
Apprentice, Amy L.			15		
Bookkeeper, Betty A.					
Equipment, John J.			30	45	30
Laborer, Laura B.	15	22.5			
Mason, Mark L.					
Sheetrocker, Joe					
Supervisor, Sam L.					
Trucker, Tammi T.					

The status bar at the bottom shows the file path: C:\Sunburst Software Solutions\Seldom Used\2006 Test Data\2004 CPSCAPS Construction, the date 2/14/2006, and the time 12:00 PM.

6. Clicking the "Copy" button initiates the "Copy a Wage" function and presents the following screen; where you will:
 - a). Enter a New Name for the Payroll Item
 The "Type" and "Account" are automatically transferred from the structure of the payroll item that you are copying; therefore, automatically assigned to the correct "Payroll Expense Account" in QuickBooks.
 - b). Now you can actually begin to work with the payroll item itself and choose to
 - Increase all rates by \$** - or increase all rates by a fixed dollar amount (\$2.00)
 - Increase all rates by %** - or increase all rates by a fixed percentage (10%)
 - Set all rates to:** - or set all rates to a fixed dollar amount (17.00)
- For the purpose of our example we wish to increase the current rate by 2.00

Copy a Wage

Copying from 1-3 Laborer and has all wage rates set to \$15.00
and is a wage type of HourlyRegular posting to Job Related Labor Costs:Job Labor (Gross Wages)

Regular | Overtime | DoubleTime | Triple/Other

New Name: Laborer 06 **a**

Type: Hourly Regular

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

Wage Rate:

Increase all rates by \$: 2.00

Increase all rates by %:

Set all rates to:

Add new Wage(s) | Cancel | ?

7. To setup Overtime, Double time, or Triple time rates, click on the appropriate tab. Selecting the Overtime Tab will allow you to create the Overtime Payroll Item and you can tell Wage Manager how to calculate that rate by a factor. A factor of 1.5 would indicate that Overtime is calculated by the full rate PLUS ½ of the full rate or “time and one half”. A factor of 2.0 would mean twice the regular rate or “double-time”, 3.0 would mean three times the regular rate or “triple time”.

For our example we will be appending the payroll item name with **-OT** (for overtime and use a factor of 1.5)

Copy a Wage

Copying from 1-3 Laborer and has all wage rates set to \$15.00
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

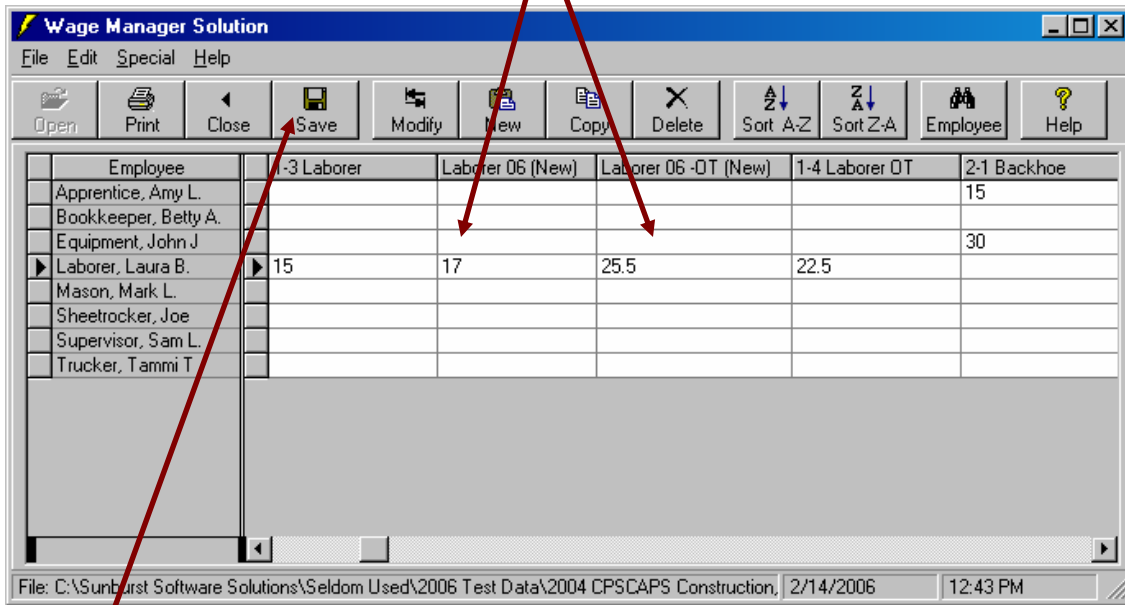
Shift Differential

Factor Regular

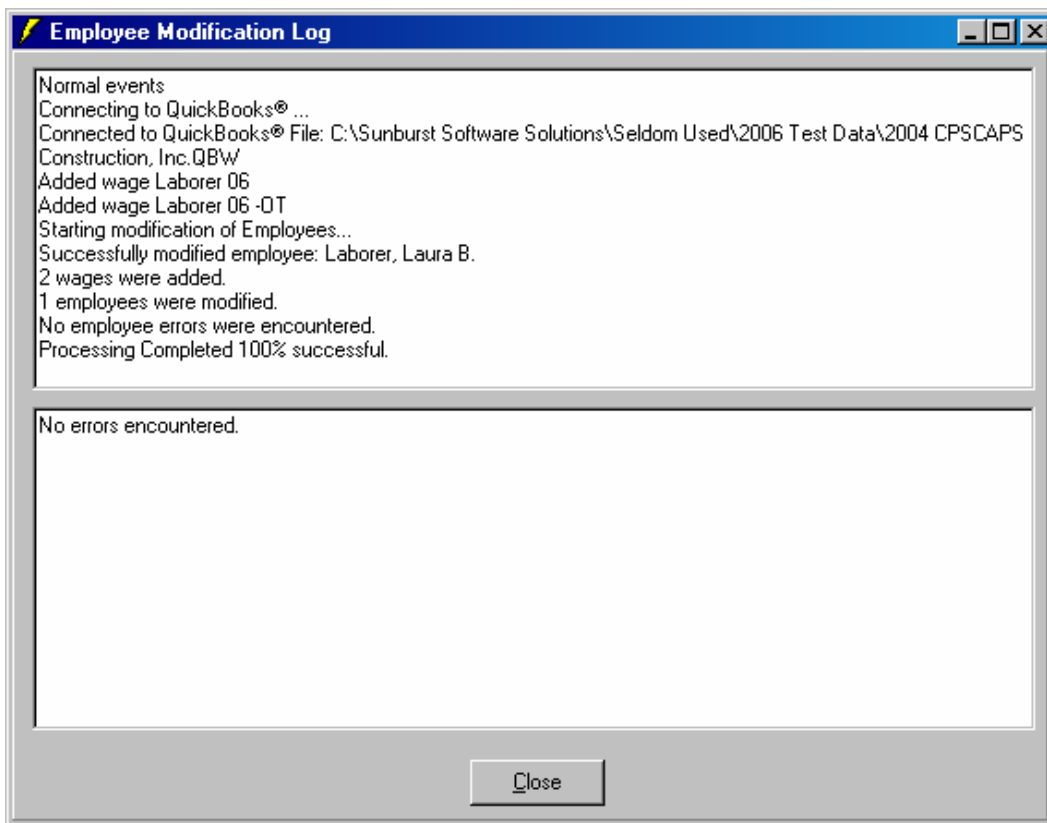
Cash Benefit Rate/Hr Cash Benefit Rate per Hour is omitted from the factor calculation but added in. I.E. If a regular rate is \$15.00 hour with a factor of 1.5 and a Benefit per hour of \$5.00, then the overtime rate would be calculated at \$20.00 not \$22.50

When you have finished setting up the various rates; click the **Add new Wage(s)** button

8. Selecting the **Add new Wage(s)** button will take you back to the main Wage Screen, where you can see that the wage items have been set-up and assigned to the same employees who had the original item that you copied...with the correct rates of pay.



9. Once you had completed the implementation of new payroll items, you would simply click the **Save** button. As with the initial connection screen, Wage Manager reports its progress and informs you of the tasks that it is completing when you choose to Save the changes back to QuickBooks. A valid license (\$50.00) is required to write changes back to QuickBooks.



Please contact us at (888) 348-2877 if you have questions or comments.