

Question

Answer

1. Click **Company**
2. Click **Income Categories**
3. Click **Add**

Click Income Categories	2
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Company

Click Company 1

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

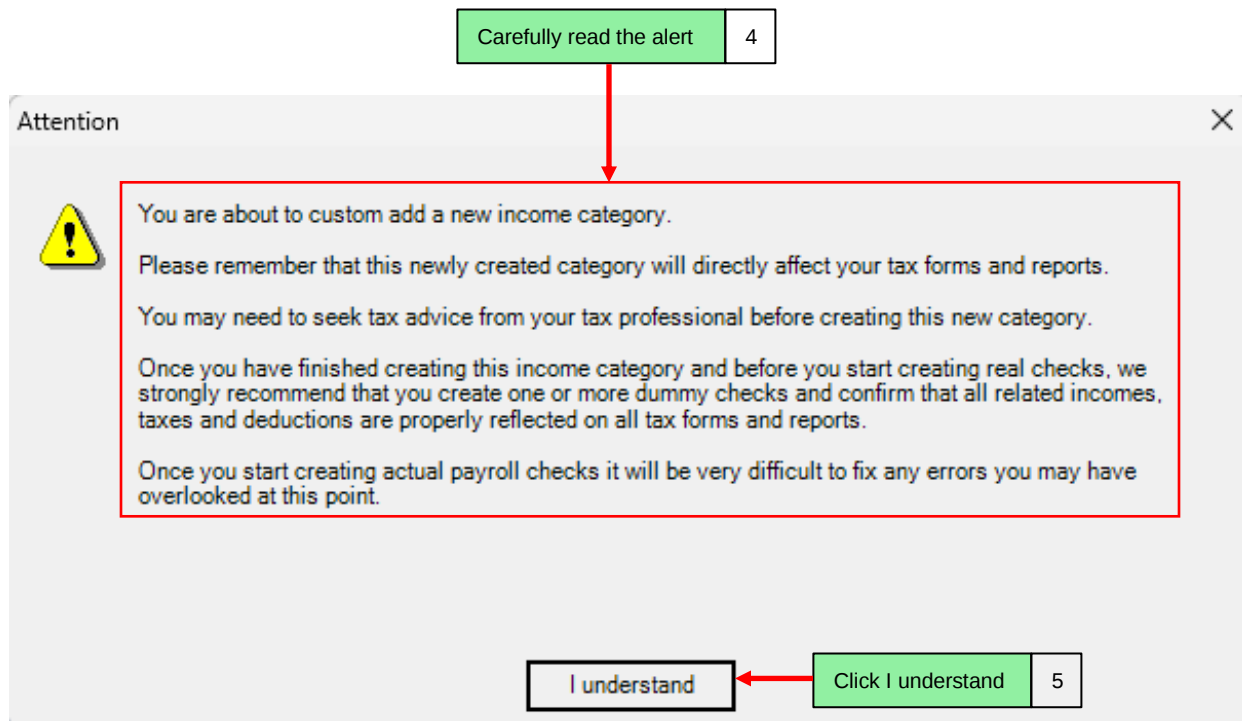
Title	Calculation
▶ Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
Yearly Salary	Per Year
Bonus	Variable
Tips Received Directly by Employee	Variable
Tips Paid by Employer	Variable
Double-Time	Per Hour
Commission	Variable
Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
Housing Allowance	Per Year
User Defined Income	Per Hour

Click Add 3

[How to Create an Income Category](#)

Add Edit Delete

4. Carefully read the alert information
5. Click I understand



6. **Enter the Title** for the income you are creating
7. **Select Type** from the drop down
8. **Check the Taxes and Deductions** that apply to the income
9. Click **OK**

Income Details
✕

Title:

Abbreviation:

Type: Per Year ▼

W-2 Box 12 Code:

W-2 Box 14 Abbreviation:

☐ Reported tips (include in "Social security tips" on form W-2)
☐ Omit from Net Pay
☐ Inactive

Enter Title

Select Type

Taxes Applied:

☒ Federal Income Tax
☒ Social Security (Employee)
☒ Social Security (Employer)
☒ Medicare (Employee)
☒ Medicare (Employer)
☒ Fed Unemployment (Employee)
☒ State Income Tax
☒ State Unemployment (Employee)

Deductions Applied:

☒ 401K (Employee)
☒ 401K (Employer)
☐ Health Insurance
☐ Medical Flex Spend (FSA)
☐ Retirement Plan
☐ Deduction

Check Taxes and Deductions

Check the **Taxes and Deductions** that apply to the income.

OK

Cancel

Click OK

10. The **new income created** is now added to the list of income categories available in the company

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Title	Calculation
Regular Hourly Pay	Per Hour
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Double-Time	Per Hour
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Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
Housing Allowance	Per Year
User Defined Income	Per Hour
My income category	Per Hour

How to Create an Income Category

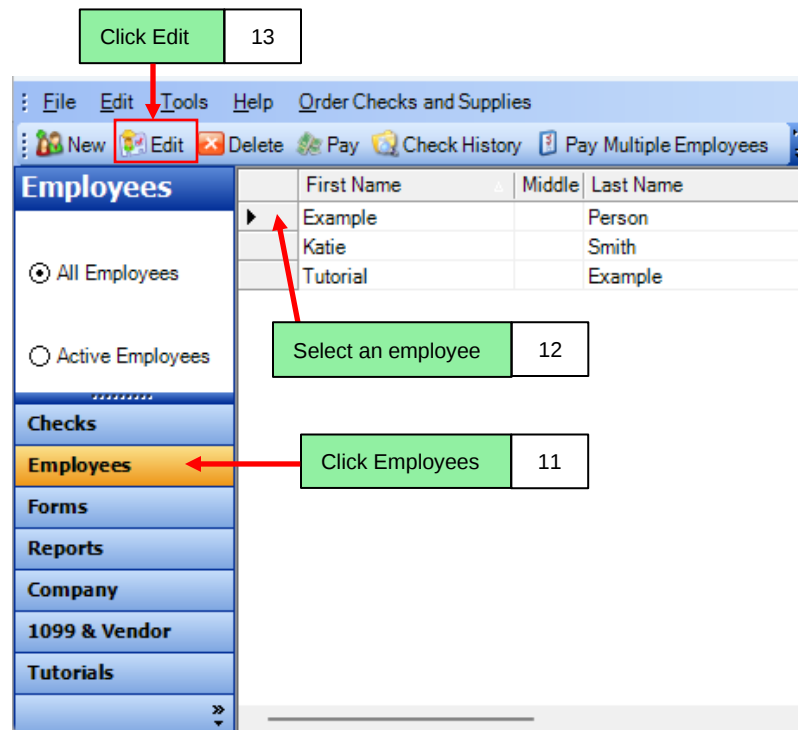
Add Edit Delete

New income created 10

Checks Employees Forms Reports Company 1099 & Vendor Tutorials

Now you will need to apply the income to your applicable employees

11. Click **Employees**
12. **Select an employee** from the list of employee's names
13. Click **Edit**



14. Welcome to the New Employee Wizard dialog will open, click **Next**



Continue to click **Next**, until you reach the **Incomes** screen

15. **Check the income** that was **created** (example: 'My income category')

16. Click **Next**

Modify Employee

Incomes

[How to Create an Income Category](#)

☒ Regular Hourly Pay	[Per Hour]	32.5000
☐ Overtime Hourly Pay	[Per Hour]	0.00
☐ Yearly Salary	[Per Year]	0.00
☐ Double-Time	[Per Hour]	0.00
☐ Mileage	[Per Mile]	0.00
☐ Piece Work	[Per Piece]	0.00
☐ Fringe Benefits	[Fixed]	0.00
☐ Vacation Pay Hourly	[Per Hour]	0.00
☐ Sick Pay Hourly	[Per Hour]	0.00
☐ Housing Allowance	[Per Year]	0.00
☒ User Defined Income	[Per Hour]	15.0000
☐ My income category	[Per Hour]	0.00

Cancel
< Back
Next >
Finish

Note:
Scroll down to locate the income you created appears, if necessary.

Depending on the type of income (Per Year, Per Hour, etc.) you selected, you may also need to enter a corresponding value.

Check the income created

15

Click Next

16

Continue to click Next, until you reach the **Finish** screen

17. Click Finish

Modify Employee ×

Finish

Wizard completed, please click "Finish" to update this employee information.

Click Finish

17

After adding the income to one employee, repeat these steps for each applicable employee.

Congratulations. You have created an income category and applied it to applicable employee(s)!