



MARGE Municipal Accounting Software

User's Manual



Overview

Welcome to the TownHall Software family!

We are excited you have chosen to use MARGE Municipal Accounting Software to serve your needs.

Why are we different? When using other software programs (or doing it by hand) there will be times when you need support. TownHall Software keeps an off-site backup of your data, as well as allows you the opportunity to call us when you need help. These are at no additional charge! Also, the reporting functions are unmatched! After the data has been entered, Form C is only a click away! Also there are Budget Planning Reports and more! The mission of TownHall Software is helping the Wisconsin Clerk do their job. After being in business for over 25 years, we understand that the Clerk wears many hats and we want the Accounting hat to be less burden so you are free to do the other aspects of your position.

Let's get started! Enclosed you will find:

- Letter from **State of Wisconsin** outlining the duties of a clerk and the differences between a Clerk and Treasurer. This includes the flow chart and statutes.
- Monthly Duties
- User's Manual
- CD (DVD) with the MARGE program

Step 1. Install the program and use the "No Questions Ask" option.

Step 2. Set up your General Ledger.

Step 3. Set up your Vendors in the Accounts Payable/Disbursements Module

Step 4. Set up your Employee Files in your Payroll Module.

Step 5. Set your Beginning Balance as outlined in the Checkbook section.

You are well on your way!

If you are new to the position of Clerk, take time to print the Wisconsin Chart of Accounts (see General Ledger. Go to the Maintenance menu option. Click on Chart of Accounts – Complete. At the bottom of the window you will see **(Print Chart of Accounts – Complete)**). You will need to know the Chart of Accounts when you are setting up your accounting practices. This is the basis for ALL municipalities in Wisconsin (whether they use MARGE Municipal Accounting Software or not).

MOST IMPORTANTLY, we are here for you! Feel free to call us at 1.800.528.9086 OR e-mail us at info@townhallinc.com with any question you have along the way.

Enjoy!

~TownHall Software, Inc.



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES •

ADDRESS MAIL TO:

2135 Rimrock Rd #6-97 • PO Box 8971
Madison, WI 53708-8971
TELEPHONE: 608-266-2669
FAX: 608-264-6887

October 06, 2004

Dave Westerhoff
Town Hall Software
10065 N Raven Rd
Hayward WI 54843

Dear Dave:

Our office is often asked about the separation of duties between town clerk and town treasurer as far as bill-paying and check writing is concerned. Our recommendations, based on state statutes and good accounting practice, are as follows:

1. The Clerk must first receive all bills, and then review and approve each bill in writing before it can be considered for payment by the town board, and before any check can be issued. This is mandated by sections 60.44 and 66.0607(1) of the statutes. A signed order must also be issued by the clerk for each bill to be paid. Many, even most, towns treat a town check as the written order, and have the clerk make out and sign the checks prior to the board meeting. A town that uses a formal voucher system, in which a separate document is issued for each bill, sometimes assigns the check issuing to someone else. However, we usually recommend that the clerk make out the checks in any case. Especially in the case of computer-issued checks, it doesn't seem to make sense economically to waste the check-writing capacity of the clerk's computer by having anyone else do this step. I would strongly advise having the clerk write the checks in nearly every case.

Writing checks, and the review and countersigning of checks by the chairman and the treasurer should be done outside of the town board meeting. It can, of course, be done before the meeting opens, but the writing and signing of checks is part of the statutory duties of the clerk, chairman, and treasurer, and does not have any connection to the board meeting. Those three officials need to arrange their time so as to accomplish these tasks outside of the board meeting. The only part of the process that takes place at the board meeting is the board's own formal approval of spending town funds to pay the bills brought before it by the clerk. The only bills which can be considered for approval are those which were filed with the clerk in advance of the meeting. No other bills can be paid.

2. Payroll checks should be treated exactly the same as any other claims against the town as far as bill-paying is concerned. Payroll checks can only be issued when a signed timecard has been presented to the clerk in advance, listing all of the hours worked, and classifying those hours as to function. Any overtime must have been worked in accordance with board policy. The clerk should obtain the approval of the person who supervises each employee if the clerk does not personally keep track of the hours being worked
3. After the clerk has issued and signed a check, it should be turned over to the chairman for review and signature. This can be done either before or after the board approves the payment, since the

law states that the check is not valid until all three signatures have been obtained. The chairman then gives the treasurer the checks, along with any invoice copies, envelopes, etc. needed for mailing. After the board has approved the bill, the treasurer reviews each check, signs it, and mails it out or otherwise distributes it. This duty of the treasurer is mandated by several statutes, among them 66.0607(1) and 60.34(1).

4. Proper segregation of duties requires that the person who is allowed access to blank checks not be the last person who handles the outgoing check and should not be the first person who receives and reconciles the bank statements. That is why we always recommend that the treasurer (who does not write the checks) be the first person to receive the bank statements, and then only pass them on to the clerk for filing after the treasurer has finished reconciling their own books to the bank records.
5. I sometimes hear about towns that have reversed this process entirely, and have the treasurer issuing checks, and the clerk mailing them out. At least they have segregated the functions properly, but are still violating state law at both ends of the process. The main function of the treasurer is to handle cash, countersign and distribute checks, and keep a complete record of all transactions. The clerk is responsible for all expenditures from authorization through verification through bill-paying and is the chief bookkeeper and budget-watcher for the board. The workloads are not equal, and are not intended to be. The clerk has many more duties than the treasurer does, and is generally paid more in compensation. If a clerk needs assistance, a deputy clerk can and should be appointed, but that person should not be the treasurer.
6. As you know, whenever a town combines the positions of clerk and treasurer into one position, whether elected or appointed, an annual audit is required. This is because the proper segregation of duties no longer exists.

I hope this covers the main points you have been encountering in your work with towns. If you have any further questions, or if any of the town officials you work with have further questions, I will try to answer them. I can be reached at 608-266-2569 between 8 A.M. and 4:30 P.M. weekdays. My email address is:

cdoran@dor.state.wi.us

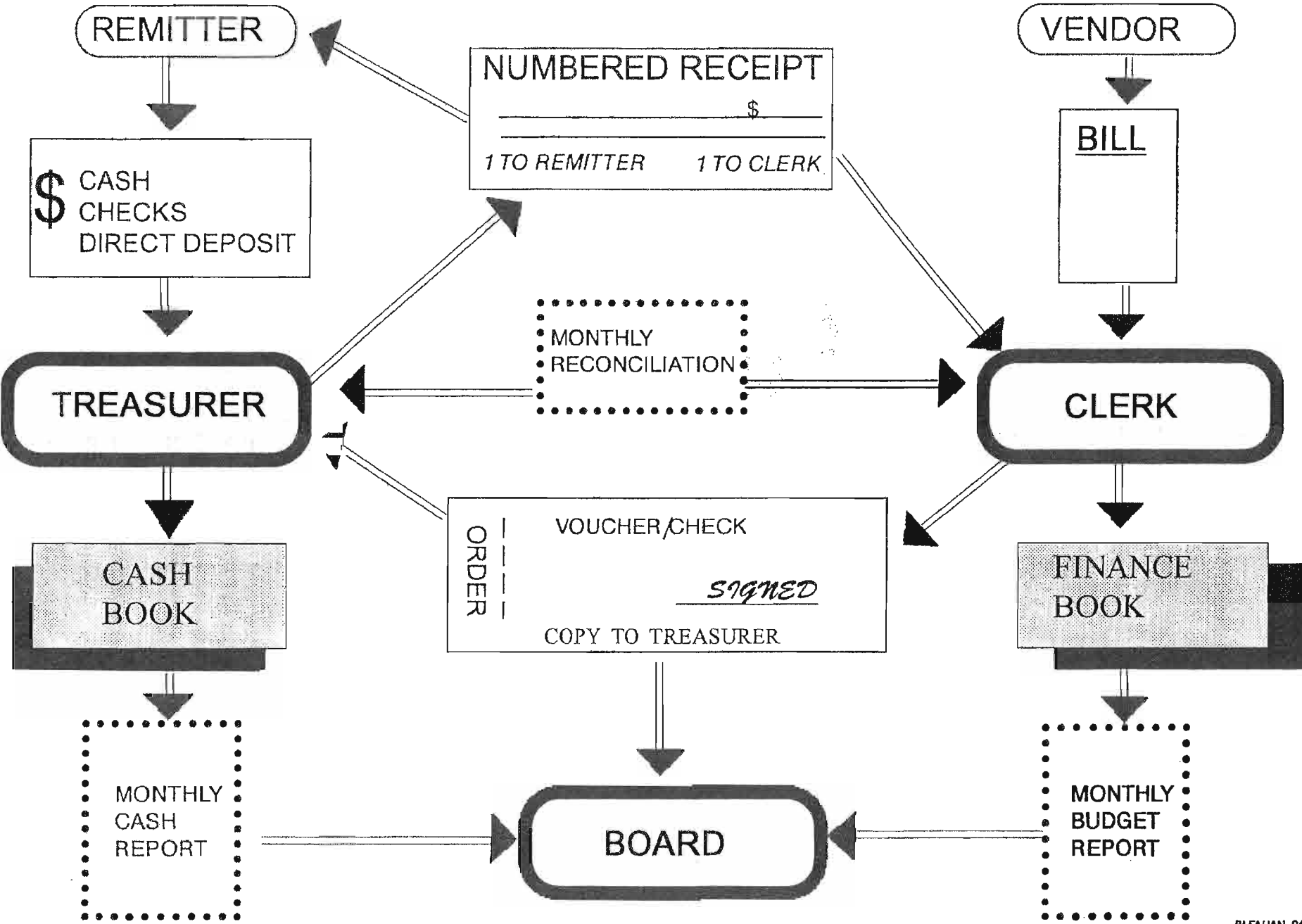
Sincerely,



Carol Doran
Auditor
Local Government Services
Wisconsin Department of Revenue

REVENUES

EXPENDITURES



60.33 DUTIES OF TOWN CLERK. The town clerk shall.

(1) **CLERK OF TOWN MEETING.** Serve as clerk of the town meeting under s. 60.15.

(2) **CLERK OF TOWN BOARD.** (a) Serve as clerk of the town board, attend meetings of the board and keep a full record of its proceedings.

(b) File all accounts approved by the town board or allowed at town meetings and enter a statement of the accounts in the town's record books.

(c) File with the town board claims approved by the clerk, as required under s. 60.44 (2) (c).

(3) **FINANCE BOOK.** Maintain a finance book, which shall contain a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board.

60.34 DUTIES OF TOWN TREASURER. The town treasurer shall:

(1) **RECEIVE AND DISBURSE TOWN MONEY.** (a) Receive and take charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburse the money under s. 66.042.

(b) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The treasurer shall issue numbered receipts for all funds received. At the request of the town board, the treasurer shall present the account books, and any supporting documents requested, to the board.

(2) **DEPOSIT OF TOWN MONEY.** (a) Deposit as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office.

TOWN OF ST. JOSEPH
ST. CROIX COUNTY
State of Wisconsin

**TREASURER'S
GENERAL RECEIPT**

4115

St. Joseph, WI _____, 19_____

RECEIVED OF _____

_____ DOLLARS, \$ _____

FOR _____

THE TOWN TREASURER'S ROLE IN FINANCIAL ADMINISTRATION

**RECEIVE
SAFEGUARD
DEPOSIT** **ALL FUNDS OF THE MUNICIPALITY**

STATUTES: 34.05(3) 60.34(1)(a) 60.34(2)(a)

HANDBOOK: CHAPTER 4 PAGES 1-2-3

ISSUE ORIGINAL RECEIPTS

STATUTES: 60.34(1)(b) (second sentence)

HANDBOOK: CHAPTER 4 EXHIBIT 4-C, PAGE 4-2

MAINTAIN RECORD OF ALL TRANSACTIONS

STATUTES: 60.34(1)(b)

HANDBOOK: CHAPTER 4 EXHIBIT 4-D

DISBURSE ALL EXPENDITURES

STATUTES: 60.34(1)(a) 66.0607(1)

HANDBOOK: CHAPTER 5

REPORT CASH POSITION TO TOWN BOARD

STATUTES 60.34(1)(b)

HANDBOOK: CHAPTER 7 PAGE 7-4

COLLECT THE TAX ROLL

STATUTES: CHAPTER 74

HANDBOOK: CHAPTER 4 PAGE 4-3 LGS/CED/2005

Monthly Accounting Procedures

Disbursements

You can either do several Disbursement "batches" per month or just one. Each time you print checks you MUST finish all 6 disbursement steps.

1. Set Proper GL Period (1 = Jan. 2 = Feb. Etc) & GL period end date (01/31/2005 or 02/29/2005 etc. To correspond to the GL period.
2. Enter (Invoices) Disbursements. If you enter a "Purpose" on the purpose line, it will print in the check register.
3. Print checks. If checks do not print properly, do NOT print the check register.
4. Finish & send to General Ledger (Complete all 6 steps under checks.)

Payroll

You can either do several Payroll "batches" per month or just one. Each time you print checks you MUST finish all 7 payroll steps.

1. Set Proper GL Period (1 = Jan. 2 = Feb. Etc) & GL period end date (01/31/2005 or 02/29/2005 etc. To correspond to the GL period. Set Proper PR Period (1-99) , PR period end date & starting Check Number.
2. Insert payroll for each person to be paid & print the Check Preview. Actually INSPECT the Check preview & make sure all is correct.
3. Print the payroll checks & then complete ALL of the rest of the steps.

Check Book

1. Set Proper GL Period (1 = Jan. 2 = Feb. Etc) & GL period end date (01/31/2005 or 02/28/2005 etc. To correspond to the GL period.
2. Enter & post any necessary transfers.
3. Under "Reports" print the "Check Register - No Deposits" report for the appropriate range of dates for the board to approve.
4. Under "Reports" print the "Check Register" report for the appropriate range of dates for the Board & treasurer.

Receipts

You can either do several Receipt "batches" per month or just one.

1. Set Proper GL Period (1 = Jan. 2 = Feb. Etc) & GL period end date (01/31/2005 or 02/29/2005 etc. To correspond to the GL period.
2. Enter Receipts
3. Print Edit List
4. If the Edit List balances on the last page of the report, Print the Deposit Slip, Post Receipts, & Print posting detail. (This step also sends the receipts to the General Ledger.
5. After all receipts for the month have been entered under Reports (in Receipts) Print the Receipts Report for the appropriate range of dates for the Board & the Treasurer.

General Ledger

Keep GL Period at 12 & GL period end date at 12/31/2005.

1. Under "Data Entry" select the "Print Edit list" report & inspect it to be sure there are no notices of "Bad Accounts" or "Batch does not Balance".
2. If there are no problems, Under "Data Entry" select "Update General Ledger"
3. Under "Budget" Print the Detailed budget for your use & Print Summary Budget for the board.

You're done for the month!!

General Ledger

The General Ledger is the area of the program that tracks all transactions throughout the rest of the program and is the “gate keeper” of accounts. Also, the General Ledger is where the Budget is set up and Form C is printed.

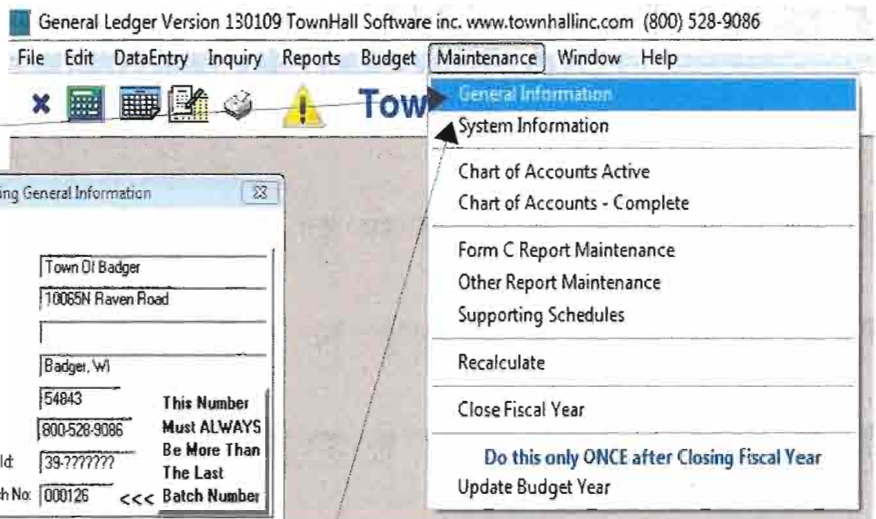
SETTING UP THE GENERAL LEDGER

Step 1: Getting into General Ledger

To open the **General Ledger**, double click on the **MARGE** icon on the desktop to open MARGE. From the opening **Company Selection Table** menu, single click on **Municipality**, click on **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Click on **General Ledger**.

Step 2: General & System Information

At the top of the **General Ledger** screen, click on the **Maintenance** tab and then click on **General Information**.



This will display the **General Information** setup screen. Fill in all of the correct information for the municipality. Click **OK**.

Return to the **Maintenance** tab and click on **System Information**.

This will display the **System Control Information Form**.

The **Cash Account** (checking account) should be set to **11010-00**.

The **Retained Earnings** account should be set to **34300-00**.

The **Current Earnings** account should be set to **34301-00**.

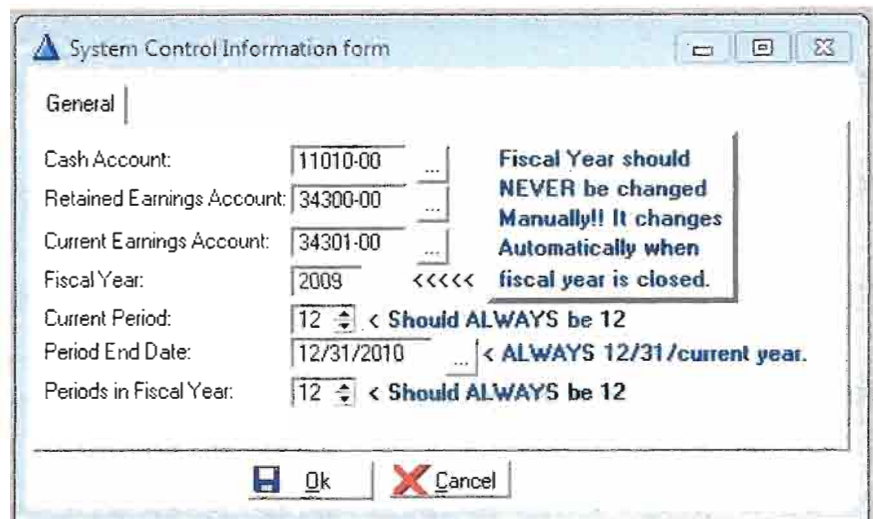
The **Fiscal Year** should be set to the **current year**.

The **Current Period** should be set to the **current month**.

The **Period End Date** should be the **last day of the current month**.

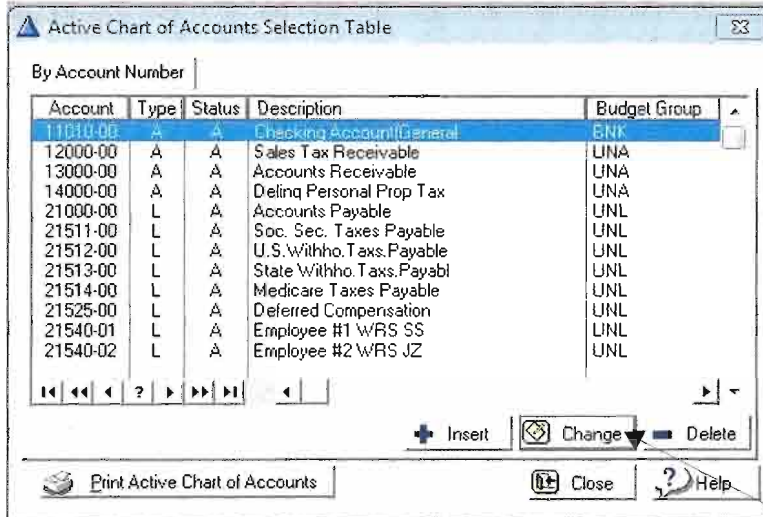
There should be **12 Periods in Fiscal Year**.

Click **OK** when finished.



Step 3: Wisconsin Chart of Accounts

Click on the **Maintenance** tab at the top of the **General Ledger** main screen and then select **Chart of Accounts Active**. This will display the **Active Chart of Accounts Selection Table**. Scan these accounts to make sure they are the ones needed for the municipality.



Account	Type	Status	Description	Budget Group
11010-00	A	A	Checking Account/General	ENK
12000-00	A	A	Sales Tax Receivable	UNA
13000-00	A	A	Accounts Receivable	UNA
14000-00	A	A	Delinq Personal Prop Tax	UNA
21000-00	L	A	Accounts Payable	UNL
21511-00	L	A	Soc. Sec. Taxes Payable	UNL
21512-00	L	A	U.S. Withho. Taxes Payabl	UNL
21513-00	L	A	State Withho. Taxes Payabl	UNL
21514-00	L	A	Medicare Taxes Payable	UNL
21525-00	L	A	Deferred Compensation	UNL
21540-01	L	A	Employee #1 WRS SS	UNL
21540-02	L	A	Employee #2 WRS JZ	UNL

About Wisconsin Chart of Account Numbers

Generally the number the account number begins with indicates how the money is used:

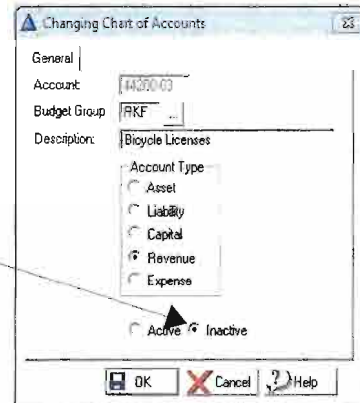
- '1' = Assets (Real Money)
- '2' = Liability (Money that the town has that it does not own, such as Social Security collected but not yet paid)
- '3' = Capital
- '4' = Revenue
- '5' = Expenses

Take time to read and learn which accounts are available.

If there are some that are not needed, highlight them and click **Change**.

The **Changing Chart of Accounts** screen will display. Click on **Inactive** and click **OK**.

This will prevent the account from showing in the active chart, but keep it available in the complete chart for possible later use. Click on **Close** at the bottom of the **Chart of Accounts Selection Table** when finished inactivating accounts.

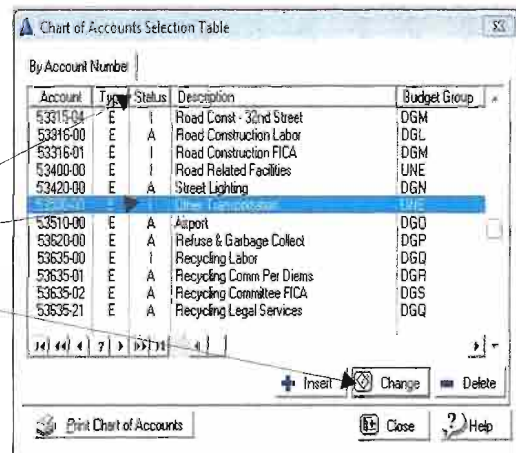


NOTE – DO NOT DELETE AN ACCOUNT!
 If there is an account you do not need, simply make the account 'inactive.' Additionally, you **cannot change account numbers**. If you need to further break down an account, go to "ADDING A SUB-ACCOUNT" below.

If additional accounts are needed, click on **Maintenance**, and then click **Chart of Accounts Complete**.

The **STATUS** for each account is "I" for **INACTIVE** and "A" for **ACTIVE**. If there are accounts listed that are needed but listed as *inactive*, highlight them and click **Change**.

The **Changing a Chart of Accounts** screen will display. Click on **Active** and click **OK**. This will show the account in the active chart.

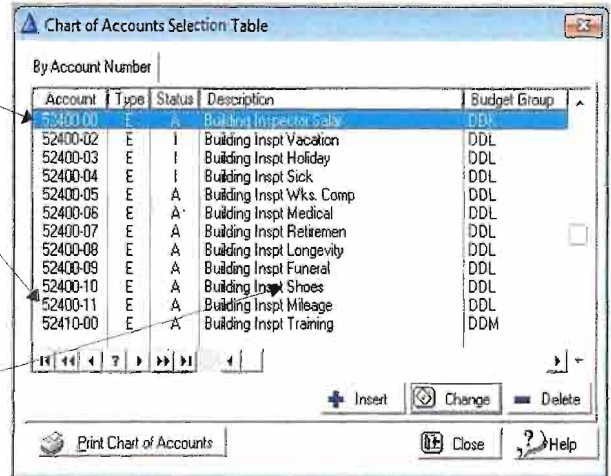


Account	Type	Status	Description	Budget Group
53315-04	E	I	Road Const - 3rd Street	DGM
53316-00	E	A	Road Construction Labor	DGL
53316-01	E	I	Road Construction FICA	DGM
53400-00	E	I	Road Related Facilities	UNE
53420-00	E	A	Street Lighting	DGN
53510-00	E	A	Asphalt	DGQ
53620-00	E	A	Refuse & Garbage Collect	DGP
53635-00	E	I	Recycling Labor	DGQ
53635-01	E	A	Recycling Comm Per Diem	DGR
53635-02	E	A	Recycling Committee FICA	DGS
53635-21	E	A	Recycling Legal Services	DGQ

Adding "Sub-Accounts"

Account numbers **CANNOT** be changed **NOR** added to the Wisconsin Chart of Accounts. Therefore, in order to break down account numbers, MARGE Software allows you to add sub-accounts to major accounts.

For example, if you wanted to break down an account into specific expenses – you would create a SUB account. Account number 52400-00 is "Building Inspector Salary" and you would like to break it down into specific items relating to the Building Inspector. Create an account 53315-11 for "Mileage" to track expenses. For reporting purposes – all "sub" accounts will roll up into the major account! You can create up to 99 sub-accounts.



Account	Type	Status	Description	Budget Group
52400-00	E	A	Building Inspector Salary	DDL
52400-02	E	I	Building Insp't Vacation	DDL
52400-03	E	I	Building Insp't Holiday	DDL
52400-04	E	I	Building Insp't Sick	DDL
52400-05	E	A	Building Insp't Wks. Comp	DDL
52400-06	E	A	Building Insp't Medical	DDL
52400-07	E	A	Building Insp't Retiremen	DDL
52400-08	E	A	Building Insp't Longevity	DDL
52400-09	E	A	Building Insp't Funeral	DDL
52400-10	E	A	Building Insp't Shoes	DDL
52400-11	E	A	Building Insp't Mileage	DDL
52410-00	E	A	Building Insp't Training	DDM

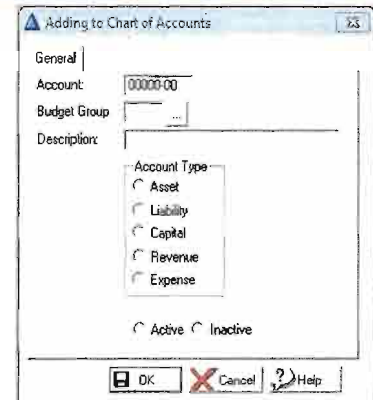
NOTE – BE CAREFUL!

Do not create too many sub-accounts or break down expenses too much – it becomes cumbersome and should only be used for specific tracking purposes – not for micromangement.

The **Adding to Chart of Accounts** screen will display.

Insert the new number, all seven digits without the dash (i.e. 9999999).

Use the *Budget Group* from the account before or after and enter a description. Enter the *Account Type*. Click on **Active** and then click **OK**.



General

Account: 00000-00

Budget Group: ...

Description:

Account Type:

- Asset
- Liability
- Capital
- Revenue
- Expense

Active Inactive

OK Cancel Help

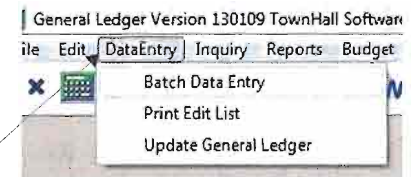
USING THE GENERAL LEDGER

Step 1: Getting into General Ledger

To open the **General Ledger**, double click on the **MARGE** icon on the desktop to open MARGE. From the opening **Company Selection Table** menu, single click on **Municipality**, click on **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Click on **General Ledger**.

Step 2: Posting Batches to the GL (General Ledger)

As each process is completed in MARGE (Disbursements, Payroll, or Receipts) a "batch" consisting of the entries made in that module is sent to the GL. These entries **MUST** be "posted" (or confirmed) to the General Ledger before they will be reflected in the trial balance, budget, etc.



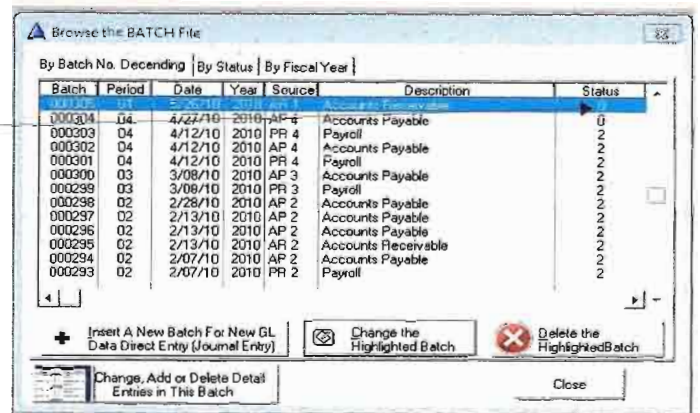
To see the batches, click on the **Data Entry** tab at the top of the **General Ledger** screen. **Select Batch Data Entry**, the **Browse the Batch File** will display.

The **Browse the Batch File** is displayed.

Note: Do not delete any batches.

If there are any batches with the status '0', they must be posted into the GL. If any batches need to be edited (i.e. changing account numbers or amounts), this can be done as long as they have not been posted.

Click on **Data Entry** and select **Print Edit List** to view each account to be credited or debited and for how much. This list will also show if any account numbers have been entered that do not exist in the **Chart of Accounts**, or if the batch is out of balance. After viewing this report, exit out of it.



Batch No.	Period	Date	Year	Source	Description	Status
000304	04	4/22/10	2010	AP 4	Accounts Payable	0
000303	04	4/12/10	2010	PR 4	Payroll	2
000302	04	4/12/10	2010	AP 4	Accounts Payable	2
000301	04	4/12/10	2010	PR 4	Payroll	2
000300	03	3/08/10	2010	AP 3	Accounts Payable	2
000299	03	3/08/10	2010	PR 3	Payroll	2
000298	02	2/28/10	2010	AP 2	Accounts Payable	2
000297	02	2/13/10	2010	AP 2	Accounts Payable	2
000296	02	2/13/10	2010	AP 2	Accounts Payable	2
000295	02	2/13/10	2010	AR 2	Accounts Receivable	2
000294	02	2/07/10	2010	AP 2	Accounts Payable	2
000293	02	2/07/10	2010	PR 2	Payroll	2

Now, click on **Data Entry** (at the top of the GL screen) and select **Batch Data Entry**. The **Batch Selection Table** will display on the screen. If there are still any batches with the status '0' they must be corrected. Normally they will now have a '1' in the *Status* field. This means that this batch balances and all of the account numbers exist in the chart of accounts.

Next, click on **Data Entry** (at the top of the screen) and then click **Print GL Batch Register and Update GL**. A reminder to turn on the printer will be displayed. Click **OK** when the printer is turned on and online. Once the report is complete, click on **Cancel**, now posting the batches is complete.

Step 4: Creating New Batches- Journal Entries

Journal Entries is the process of moving money from one account to another. This function is used to enter the beginning balances, correct mistakes, adjust tax roll entries, or move money between savings accounts.

First, a batch must be created for the entries. Click on the **Data Entry** tab, and then select **Batch Data Entry**. The **Batch Selection Table** will display on the screen. Click on **Insert a New Batch for new GL data (Journal Entry)**. The **Batch Maintenance Form** will display. Make sure the *Fiscal Year* is correct. The *Period* should be the number of the month in which these transactions to be in the General Ledger, and the *Period End Date* should normally be the last day of the chosen month.

The *Batch Number* is automatically selected. The *Source* may be left empty, or the user's initials may be used. *Description* should describe the batch, such as "Tax Roll Adjust" or "Correct 5/26 Payroll," then click **OK**. The new batch will be listed in the **Batch Selection Table**.

Now that the batch has been created, entries are now able to be made into it. Highlight the new batch, and click the "**Change Add or Delete**" button. The **Batch Detail Selection Table** will be displayed. Click on **Insert** and the **Batch Detail Maintenance Form** will display. Enter the account in which the entry must be made, or use the ellipsis (...). Enter the amount with the appropriate sign (+ or -) and a description for this item. Continue making entries by clicking **OK** after the previous entry is finished, a new form will display. When finished, click **Cancel** on the **NEXT BLANK FORM**. Remember, the batch balance must be zero before batch is able to be posted, so for every adjustment a compensating entry must be made. For example: +123.00 to add \$123.00 to the *Checking Account* (11010-00) and -123.00 to take it from the *Savings Account* (11300-00). If the *Batch Balance* is zero, the batch is in balance. Click **Close** on the **Batch Selection Table** if finished. Now this batch is able to be posted, do so by following the steps in the '*Posting Batches to GL*' portion of this manual.

Disbursements is the area of the program that keeps track of the debits and credits in accounts payable, typically payment of invoices for products or services. When an item is posted to your Disbursements, it will also post to your General Ledger, keeping track of the spending the accounts.

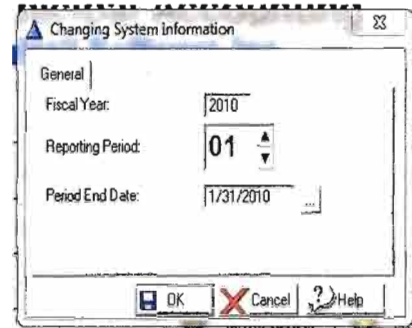
SETTING UP THE DISBURSEMENT MODULE

Step 1: Getting into the Disbursements Module.

To start activity in your Disbursements, select the **MARGE** icon from your desktop, and double click to open. The **Company Selection Table** menu will open, from there, click on **Municipality** and then **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Select **DISBURSEMENTS** to open the Disbursements module.

Step 2: Opening Disbursements.

The **Changing System Information** screen will then be displayed. Check the information displayed, making sure the *Fiscal Year, Reporting Period, and the Period End Date* is all correct. The *Reporting Period* corresponds to the months of the year and the *Period End Date* should normally be the last day of the appropriate month. (i.e. Reporting period would be 3 for March, and Period End Date would then be 03/31/2010) When the information displayed is correct, click **OK**.



Step 3. System Information.

The **Disbursements** screen will now be opened. At the top of the screen, there will be several items to choose from. Click on **Maintenance**, and then select **System Information**.

This will display the **System Information** setup screen.

The *Payables Account* should be set to 21000-00.

The *Cash Account* should be set to 11010-00.

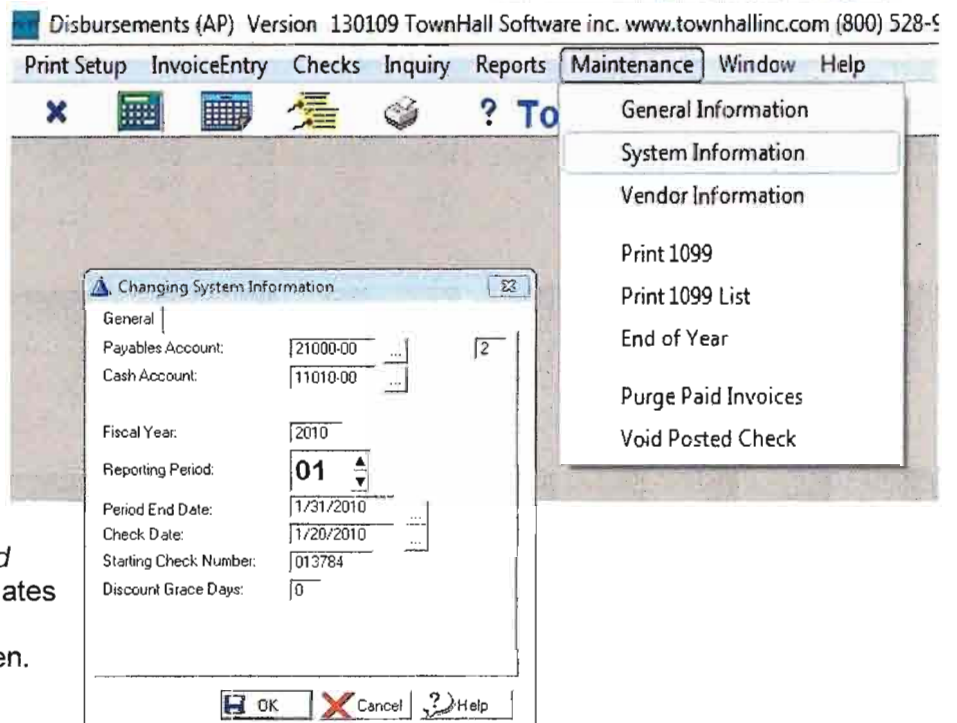
The *Fiscal year, Reporting Period, and Period End Date* should all have the dates that you previously selected in the **Changing System Information** screen.

The *Check Date* should be set to the current day.

The *Starting Check Number* can be skipped at this time, and will be set further on in the setup process.

The *Discount Grace Days* are not an issue at this time in the setup phase and need not be set.

If all of the information in the screen is correct, click **OK**.



Step 4. Adding Vendors.

Now the vendors will be added. At the top of the screen, click on **Maintenance**, and then select **Vendor Information**.

Disbursements (AP) Version 130109 TownHall Software inc. www.townhallinc.com (800) 528-5
 Print Setup InvoiceEntry Checks Inquiry Reports Maintenance Window Help

- General Information
- System Information
- Vendor Information
- Print 1099
- Print 1099 List
- End of Year
- Purge Paid Invoices
- Void Posted Check

Vendor Selection Table

By Vendor Name | By Contact Name | By Vendor Number

Name	Reminder	Account	Vndr.Type	Sup.Type	1099
ACE HARDWARE		54100-00	R	0	
ADAMS ELECTRIC		53311-00	R	0	
ADAMS-COLUMBIA ELEC COOP		53420-00	R	0	
AGA GAS INC		53311-02	R	0	
AIR COMMUNICATIONS		52210-00	R	0	
AIRGAS NORTH CENTRAL		53311-00	R	0	
ALLIANT ENERGY/WP&L		53420-00	R	0	
AMERICAN ASPHALT OF WIS		53315-00	R	0	
BADGER UNIFORMS		52210-00	R	0	
BADGER UTILITY INC		53311-02	R	0	
BANKCARD SERVICES		00000-00	R	0	
BATTERY PRODUCTS INC	VFD	52210-00	R	0	

Buttons: + Insert, Change, - Delete, Print Vendor List, Close, Help

This will display the **Vendor Selection Table**. At the bottom of the table, click **Insert**, this will bring up the **Adding a Vendor** screen.

Each Vendor will need a different Vendor number. These numbers are necessary, and the program will automatically assign a number (consecutive) to the added vendor.

NOTE – SAME VENDOR/SEPARATE CHECKS:
 The Same vendor may be added more than once; however a **different spelling must be used if separate checks are needed to be sent to the same vendor.** (i.e. Hayward School District/Hayward School Dist./Hayward Schools)

If this vendors' checks are always charged to the same account number, that account number should be added to the Default Account Number box provided. If the account number is unknown, click the ellipsis [...] next to the box to display the active **Chart of Accounts**. A list of account numbers will appear, highlight the needed account number and click **Select**. After the account number is added, the program will prompt the use of the chosen account number for subsequent payments to this vendor.

Adding a Vendor

General | General (cont.) | Remit To Address

Vendor Number: 013354

Name: _____

Address: _____

Suite: _____

City, State: _____

Zip Code: _____

Telephone: _____

Fax Number: _____

Reminder: _____

Federal Id: _____

Default Account Number: 00000-00

Supply 1099?

Buttons: OK, Cancel, Help

The **Remit to Address** tab is for entering a different address for payments that are mailed to a billing address that is different from the address entered for that specific vendor. After all the necessary information is entered, click **OK**. The screen will return to the **Vendor Selection Table**. Repeat the previous steps until all of the vendors have been added.

NOTE – ADDING VENDORS LATER:
 You may add vendors at any time, and they need not be entered all at once if time is limited.

Adding a Vendor

General | General (cont.) | Remit To Address

Discount: 0.00 % Net 0 Days

Due Delay Days: 0

Vendor Type: Regular Special

Supplier Type: Inventory Other

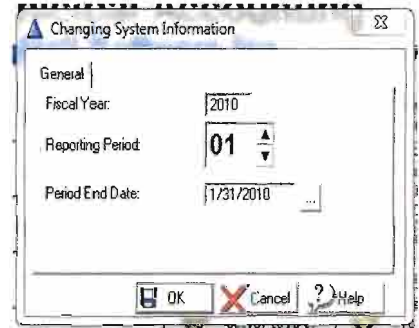
Status: Active Inactive

Buttons: OK, Cancel, Help

USING THE DISBURSEMENT MODULE

The vendor information has been added the program will be ready to use for payments.
Remember that vendors may be added at any time necessary.

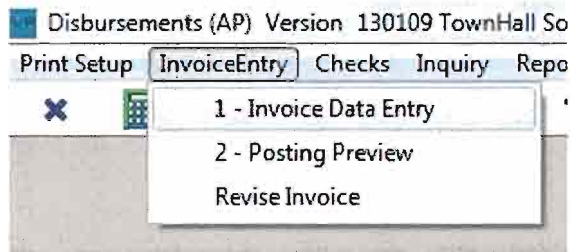
To start using the Disbursements Module of the MARGE program, select the MARGE icon from your desktop. The **Company Selection Table** menu will show, click on **Municipality**, click **Select**, and then click on **Disbursements**. The **Changing System Information** screen is now displayed. The *Fiscal year*, *Reporting Period* and *Period End* date should all be current, if so, click OK.



WHAT DO I USE FOR THE PERIOD?:

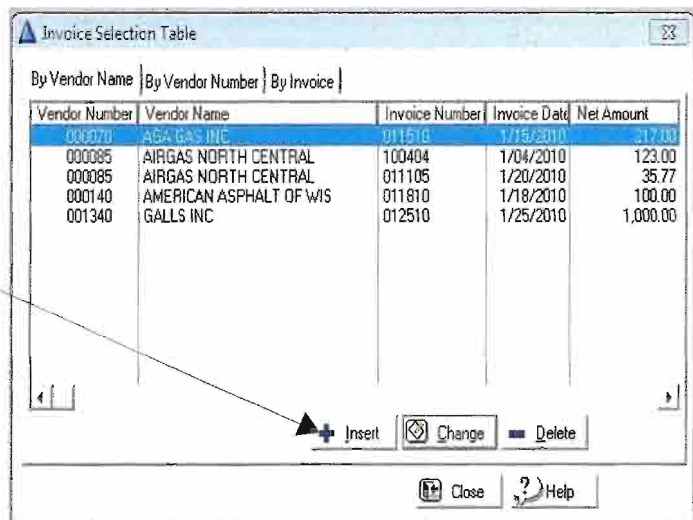
The period should be set to the month in which the transactions are needed to be entered into the General Ledger (usually the current month).

Invoice Entry

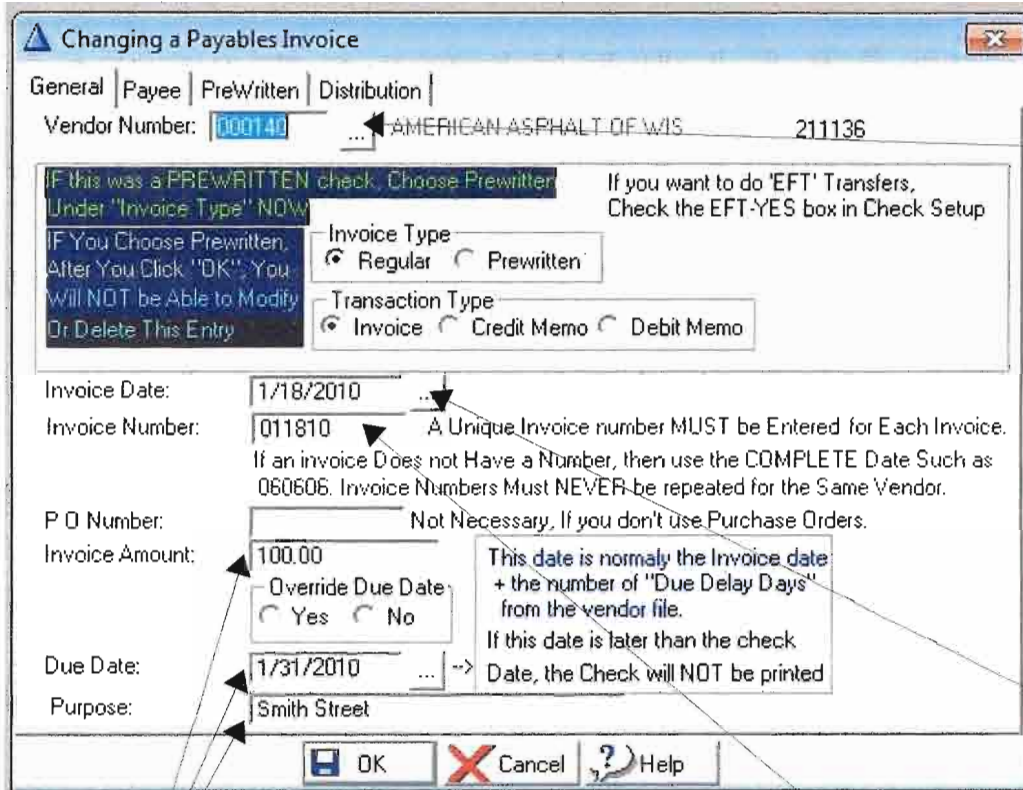


The **Disbursements** screen is now displayed. At the top of the screen, click on the **Invoice Entry** tab and then click on **Invoice Data Entry**.

The **Invoice Selection Table** will now be displayed; click on **Insert**.



Vendor Number	Vendor Name	Invoice Number	Invoice Date	Net Amount
000070	AGA GAS INC	011510	1/15/2010	217.00
000085	AIRGAS NORTH CENTRAL	100404	1/04/2010	123.00
000085	AIRGAS NORTH CENTRAL	011105	1/20/2010	35.77
000140	AMERICAN ASPHALT OF WIS	011810	1/18/2010	100.00
001340	GALLS INC	012510	1/25/2010	1,000.00



The **Adding a Payables Invoice** screen will be displayed.

Next, click the ellipsis (...) at the end of the *Vendor Number* box, this will display the **Vendor Selection Table**. (if the vendor needs to be added, refer to the *Accounts Payable Setup*).

Highlight the vendor that the payment will be made to and click **Select**.

The screen will then return to the **Adding a Payables Invoice** window.

Next, enter the **Invoice Date** in the space provided, and then enter the **Invoice Number**.

Next, enter the **P O** number if needed; it is not necessary to enter this number if none was given.

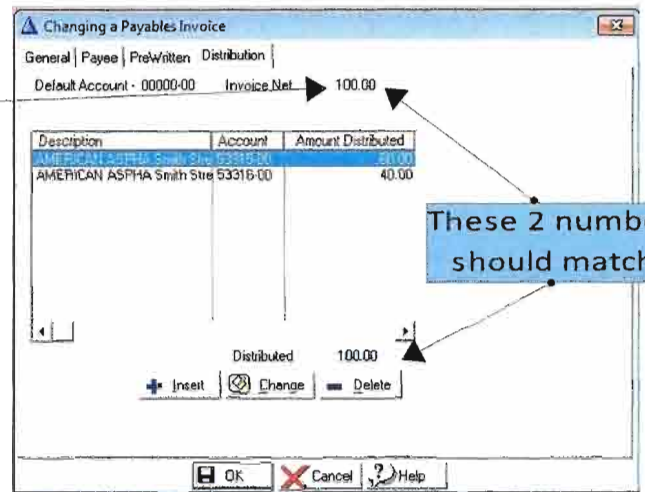
Enter the **Invoice Amount** (payment amount), and then type in the **Due Date** from the invoice or the current day's date, finish with entering the **Purpose** of the invoice (i.e. road repairs).

At the top of the Adding a Payables Invoice screen, click on the **Distribution** tab. The amount to be distributed will be displayed at the top right corner of this window (the Invoice Net). If this vendor has a *Default Account Number*, the distribution will already be shown.

If some or all of this distribution needs to be charged to another account number, select **Change**. This will bring up the **Changing an Invoice Distribution** screen. From this window the *Description*, *Quantity*, and *Account Number* may be changed, once this change has been made, click **OK** (you will be brought back to the original **Adding a Payables** screen). If the **Total Invoice** on the top of the screen and the **Distributed** amount at the bottom of the screen are equal, click **OK**. If not, continue to click on **Insert** and add distribution information until they are equal, and click **OK**.

The **Invoice Selection Table** will again be displayed. Continue to insert invoices until finished, and then click on **Close** at the bottom of the screen. This will complete the invoice entry process.

• **WHAT IF THERE ISN'T A PROPER INVOICE NUMBER?**
If no invoice number was given, use the current day's **COMPLETE** date (i.e. 03-31-2010 OR 03312010 OR 033110).



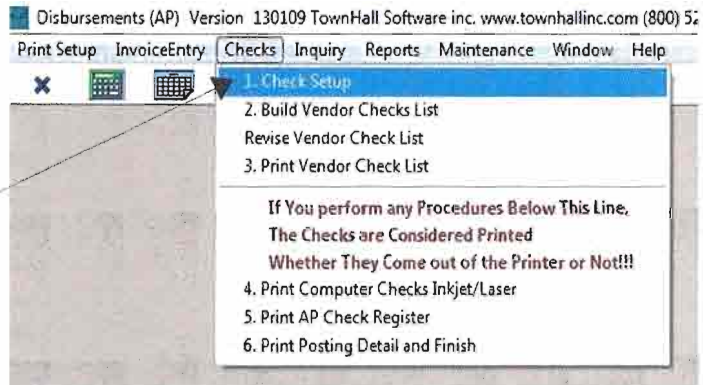
Description	Account	Amount Distributed
AMERICAN ASPHALT Smith St 53315-00		20.00
AMERICAN ASPHALT Smith St 53315-00		40.00

Printing Checks for Entered Invoices

NOTE – NOTICE STEPS 1 THRU 6!

Please do ALL steps. Do NOT skip steps.
Do NOT continue if you notice an error.

Enter into the **Disbursements** main screen. At the top of the screen, click on the **Checks** tab and select **Check Setup**. This will display the **Changing System Information** screen. Make sure the correct *Checking Account* number is displayed, and that the *Check Date* and *Check Number* is correct, if so click **OK**.



Go back to the top of the screen and click on the **Checks** tab, select **Build Vendor Checks List**. The **Check Candidate Selection Setup** screen will be displayed. Select the *Due Date* option; this will select all of the invoices you entered to be paid.

Return to the **Checks** tab and then click on **Print Vendor Check List**, if you wish to print this list, click on the printer icon in the upper left corner of the report window.

Now, to print the checks, go back to the **Checks** tab and click on **Print Computer Checks Inkjet/Laser**.

Do NOT continue with the next step until you make sure that the checks have printed correctly.

After the checks have finished printing correctly, return to the **Checks** tab at the top of the **Disbursements** screen, and select **Print AP Check Register**. Click on the printer in the upper left corner of the printed report window, this will print your Check Register for this batch.



Accounts Payable						5/25/10	9:37PM
Check Register - 1/31/2010							
	Invoice Number	Invoice Date	Invoice Type	Check Amount	Check Number	Purpose	
Payee -	AGA GAS INC						
	011510	1/15/2010	I	217.00	013784	LP GAS	
				Check Amount -	217.00		
Payee -	GALLS INC						
	012510	1/25/2010	I	1,000.00	013785	Parts & Suopply	
				Check Amount -	1,000.00		
				Check Run Total -	1,217.00		

There is also a *Monthly Check Register* under the **Reports** tab that may be used instead. (For a complete Check Register, use the Check Register in the **Check Book** module)

To finish, click the **Checks** tab once more and then select **Print Posting Detail and Finish**. Click on the printer icon in the upper left corner of the window. This will print the *Posting Summary* for this batch., and will complete the batch and send it to the **General Ledger** for posting.

Receipts is the area of the program that keeps track of the debits and credits in your accounts receivable. When an item is posted to Receipts, it will also post to your General Ledger, keeping track of the receipts into the accounts.

SETTING UP THE RECEIPTS MODULE

Step 1: Getting into the Receipts Module

To begin using the **Receipts** module of the **MARGE** program select the **MARGE** icon from the desktop and double click to open. This will display the **Company Selection Table** menu, single click on **Municipality** and then click on **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Select **RECEIPTS** to open the Receipts module.

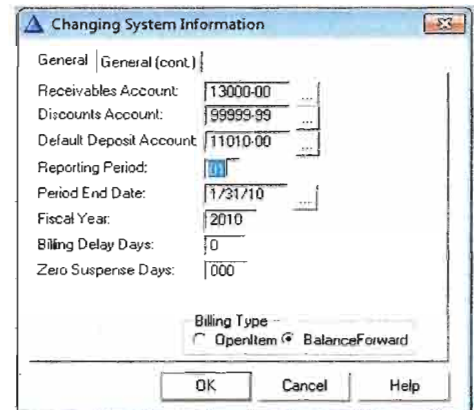


Step 2: Opening Receipts

The **Changing System Information** screen will be displayed. Check to make sure the *Fiscal Year*, *G/L Reporting Period* and the *G/L Period End Date* are correct. (The *Period* corresponds to the month of the year and the *Period End Date* should be the last day of the appropriate month.) If all is correct, click **OK**.

Step 3: System Information

The **Receipts** main screen will now be displayed. At the top of the screen, click on the **Maintenance** tab, and then select **System Information**. The **System Information** set up screen will be displayed. The *Receivables Account* should be set to 13000-00 and the *Discounts Account* should be set to 99999-99. The *Default Deposit (checking) Account* should be set to the town Checking Account, which is normally 11010-00. *Billing Delay Days* and *Zero Suspense Days* are not an issue at this time and need not be set. At the bottom of the screen, the *Billing Type* should be set to *Balance Forward*. If all the information is correct, click **OK**.



Step 4: Adding a Customer (Income Source)

From the main **Receipts** screen, click on the **Maintenance** tab and then select **Customer Information**. This will display the **Customer Selection Table**.

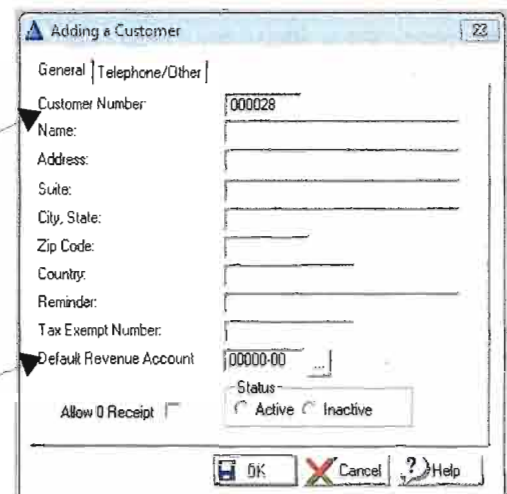
Next, click on **Insert** and the **Adding a Customer** screen will display.

NOTE – WHO IS A CUSTOMER?

“Customer” in this case is the **INCOME SOURCE**. Enter the most common sources of receipts. You can add “customers” at any time.

Each customer will need a different *Customer Number*. The program will auto-fill this field in numerical order. Enter a *Customer Name*.

Continue filling in the rest of the information for the customer. If this customer’s receipt will always be credited to one account number, enter it into the *Default Revenue Account* field. If the account number is not known, click the ellipsis [...] at the end of the field. This will display the **Chart of Accounts**, highlight the needed account number and click **Insert**. The program will then prompt future receipts from this customer to be entered into the chosen account number. If the account number will vary (rare) then leave this set to “00000-00” as shown.

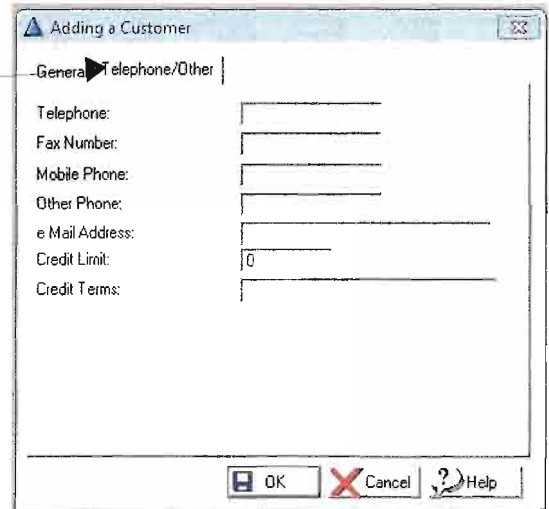


Accounts Receivable (Receipts)

Now, for the status, click **Active**.

No other information is required, however if it is needed to add the telephone number or other information for this customer click on the **Telephone/Other** tab at the top of the **Adding a Customer** screen to enter the information. When finished, click **OK**, this will return you to the **Customer Selection Table**.

Continue to follow the steps until all of the customers that need to be added are done.



NOTE – INDIVIDUALS AS CUSTOMERS

The clerk receives money from individuals for dog licenses, operator's licenses, etc. Set up a "Customer" as the **INCOME SOURCE** (i.e. Dog License and no address). When money is received, indicate the name of the remitter in the "Description" area of the Receipt Entry screen.

USING THE RECEIPTS MODULE

Step 1: Opening the Receipts Module:

To begin using the **Receipts** module of MARGE, double click on the MARGE icon on your desktop. The **Company Selection Table** menu will now be displayed; click on **Municipality** and then click **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Select **RECEIPTS** to open the Receipts module.

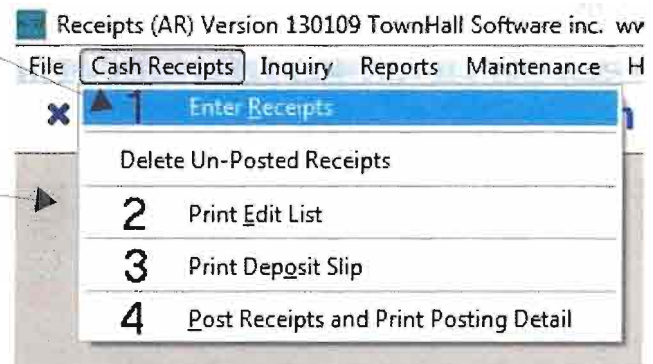
Step 2: System Information

The System Information Maintenance screen will then be displayed. Make sure the Fiscal Year, G/L Reporting Period and G/L Period End Date are correct, and then click **OK**. (The *Period* corresponds to the month of the year and the *Period End Date* should be the last day of the appropriate month. This period should be the number of the month in which you want these transactions to be in the General Ledger.)



Step 3: Processing Receipts – Accounts Receivable

At the top of the main **Receipts** screen click on the **Cash Receipts** tab and select **Enter Receipts**.



NOTE – NOTICE STEPS 1 THRU 4!
Please do ALL steps. Do NOT skip steps.
Do NOT continue if you notice an error.

Accounts Receivable (Receipts)

The **Receipts Entry** form will display.

At the *Customer Number* field click the ellipsis [...] to display the **Customer Selection Table**. Next, click on the customer (source) that you are receiving the payment from, and then click **Select**.

OOPS – MY CUSTOMER IS NOT HERE
If the customer is not in the list then click on **Insert** and add the new customer, see the **Accounts Receivable** setup instructions

The screen will now return to the **Receipt Entry Form**, fill in the *Receipt number*, *Receipt Date*, and fill in the *Description* for the payment received.

Next fill in the *Receipt Amount* and enter the total amount received from this source, and then enter the account number in which the payment will be deposited, typically 11010-00 (General Checking). After selecting the deposit account number, move to the *Distribution* field.

At the bottom of the screen click **Insert Distribution**, which will bring up the **Adding an Distribution Record** screen.

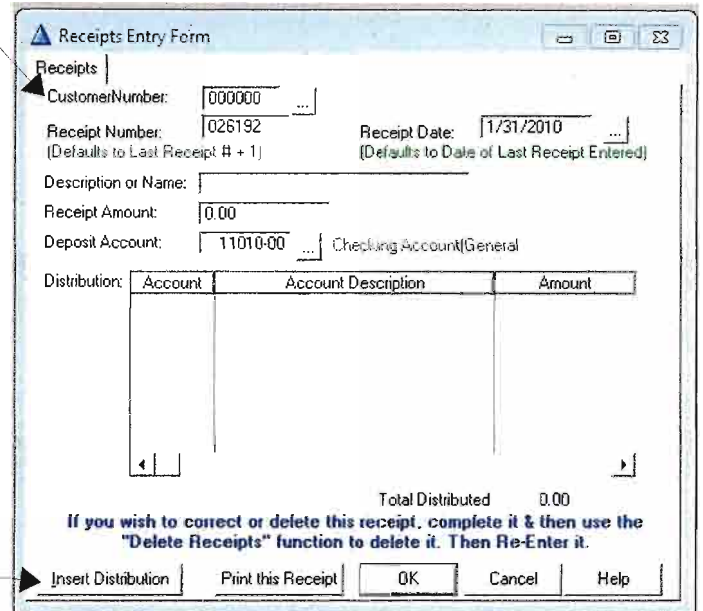
Click on the ellipsis [...] at the end of the *Account* field to bring up the **Chart of Accounts** selection table, and then highlight the required account number and click on **Select**. Next, fill in the amount that goes to this account number and then enter the reference for this transaction if needed, click **OK**. Repeat until all funds for this receipt have been distributed.

Note: Do NOT cancel or quit until ALL funds have been distributed.

When this receipt is finished, click **OK**.

If more receipts are needed to be entered, they may be done now by clicking on **YES** to continue or **NO** if you are finished.

Once finished, click on the **Cash Receipts** tab at the top of the main **Receipts** screen and select **Print Edit List**. This will display the **Posting Detail** of all the receipts grouped by the account numbers they are charged to. After the report is printed or cancelled, the **Receipts Edit List** by receipt number will be automatically displayed. Print this report and check to make sure everything is correct. Receipts may be deleted and re-entered if necessary. If everything is correct continue and post them. Before posting, click on **Cash Receipts** and select **Print Deposit Slip**. The next step is to click on the **Cash Receipts** tab, then select **Post Receipts** and **Print Posting Detail**. This will print the **Posting Detail Register**, post the entries to the customer accounts, and send the batch to the General Ledger to be posted there. Before each board meeting, the **Receipts List** or **Receipts List with Account Numbers** should be printed from the **Cash Receipts** tab.



Receipts Entry Form

Receipts | CustomerNumber: 000000 ...

Receipt Number: 026192 Receipt Date: 1/31/2010 ...
(Defaults to Last Receipt # + 1) (Defaults to Date of Last Receipt Entered)

Description or Name: _____

Receipt Amount: 0.00

Deposit Account: 11010-00 ... Checking Account(General)

Distribution:	Account	Account Description	Amount

Total Distributed 0.00

If you wish to correct or delete this receipt, complete it & then use the "Delete Receipts" function to delete it. Then Re-Enter it.

Insert Distribution | Print this Receipt | OK | Cancel | Help



Adding a Distribution Record

Distribution |

Customer #: 000001 Dog License

Receipt #: 026192

Account: 44210-00 ... Dog Licenses Fee IN & OUT

Amount: 10.00

Reference: _____

OK | Cancel | Help

Payroll is the area of the program that tracks all transactions relating to paying the municipality's employees. Unlike a regular business, a municipality will face several diverse situations in which employees are paid. Some employees are paid for 3 or 4 positions from different accounts. This software will track earnings and deductions in a way that maintains the integrity of the information, regardless of the the situations for which employees will be paid.

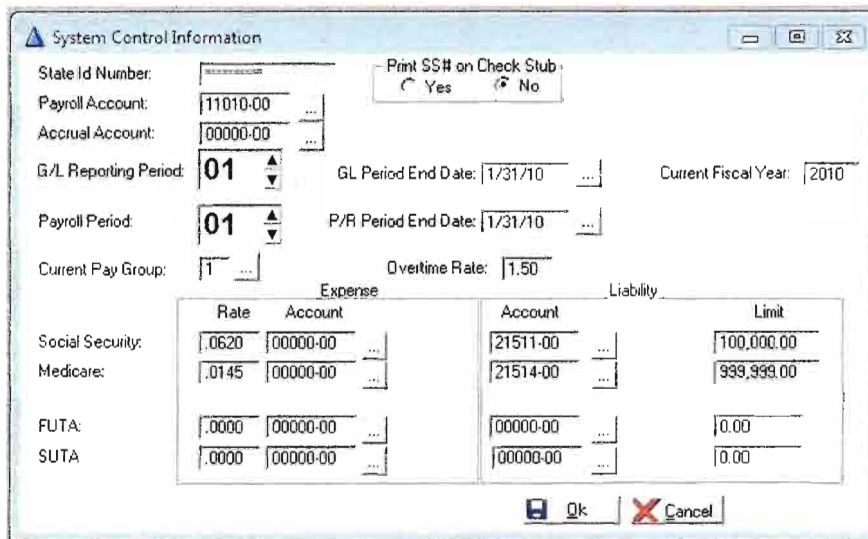
SETTING UP THE PAYROLL MODULE

Step 1: Getting into Payroll

To start entering employees into the **Payroll** module of MARGE, double click the MARGE icon from the desktop to display the **Company Selection Table** menu. Single click on **Municipality** and then click **Select**. The Main Menu for the MARGE Municipal Accounting System will come up. Single click on **Payroll**, this will open the main **Payroll** screen.

Step 2: System Information

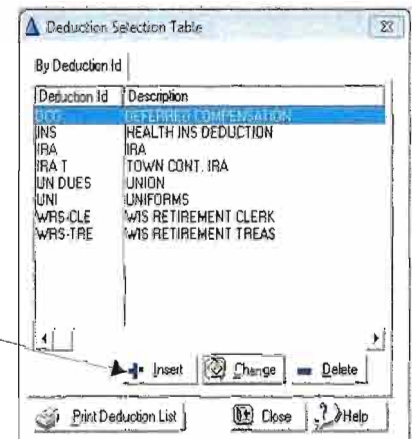
At the top of the **Payroll** screen click on **Maintenance**, and then click on **System Information**. Now, enter the *State ID* number and click on the ellipsis [...] at the end of the *Payroll Account field*. Select the account number that corresponds to the account that will be used as the **Payroll Checking account** (Usually 11010-00 town checking). Make sure the rest of the entries are correct on the screen, if so click **OK**.



	Rate	Account	Expense	Liability	Limit
Social Security:	.0620	00000-00	21511-00		100,000.00
Medicare:	.0145	00000-00	21514-00		999,999.00
FUTA:	.0000	00000-00	00000-00		0.00
SUTA:	.0000	00000-00	00000-00		0.00

Step 3: Entering Miscellaneous Deductions

Return to the top of the **Payroll** screen and click on **Maintenance**, and select **Misc. Deductions**. This will bring up the **Deduction Selection Table**. Click on **Insert** to start adding deductions such as deferred comp., Pebsco, Union Dues, Child Support, Insurance, etc. Now is when all of the various deductions should be inserted for any, or all, of the employees; do so by clicking **Insert** at the bottom of the Deduction Selection Table, the **Adding Misc. Deductions** window will display.

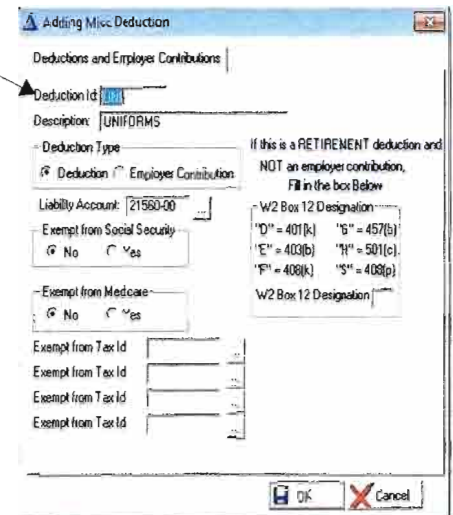


Deduction Id	Description
DEFER	DEFERRED COMPENSATION
HEALTH	HEALTH INS DEDUCTION
IRA	IRA
IRA T	TOWN CONT. IRA
UN DUES	UNION
UNI	UNIFORMS
WRS-CLE	WIS RETIREMENT CLERK
WRS-TRE	WIS RETIREMENT TREAS

The Adding Misc. Deductions window is displayed. For the *Deduction ID*, use an abbreviation that will be easy to understand. (i.e. Def. Comp or Pen for pension).

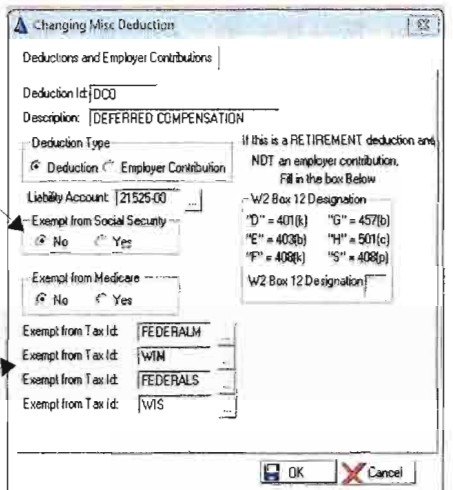
Remember that two deductions are needed if the employee and municipality both contribute. (i.e. Pepsco-E for employee and Pepsco-R for employer).

The *Description* field on the screen is for the full description of the deduction. The *Deduction Type* is to show if this is an employee deduction or employer contribution, click where appropriate.



DEDUCTION TYPE: EMPLOYER CONTRIBUTION
 If the Employer Contribution is chosen as the Deduction Type, the wording for Social Security, Medicare, and Tax exemptions changes from "Exempt from" to "Applies to".

For the *Account*, enter the liability account number where the money collects until the appropriate check is written (i.e. 21521-00 Retirement) Next, select if the deduction is *Exempt from Social Security* and/or *Exempt from Medicare*. This will depend on the specific deduction (most will answer *No*, however a sample is provided which includes a deduction that is exempt). The *Exempt from Tax ID* field is to be entered if the deduction is exempt from Federal, State, or Local income taxes. If not, do not enter any information into these fields. If the deduction is exempt, click on the ellipsis [...] and choose the correct ID from the table.

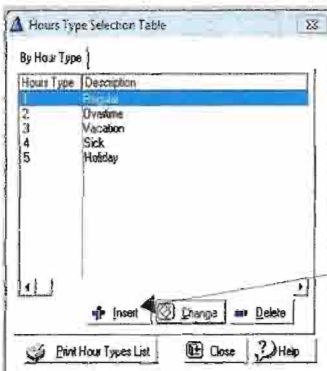


When finished with this deduction click **OK**. Continue to enter the rest of the deductions if needed. When finished adding deductions, click on **Close** at the bottom of the **Deduction Selection Table**.

Sample Entry for a Misc Deduction that is EXEMPT from Taxes

Step 4: Entering HOUR Type

Next, click on **Maintenance** at the top of the **Payroll** screen and select **Hour Type**. This will display the **Hours Type Selection Table**.



CATAGORIZING HOW AN EMPLOYEE IS PAID
 The system uses two basic types of pay: **Hour Types** for hourly paid employees and **Pay Types** for employees who are paid salaries, per diem, expenses, by-the-meeting etc. All types can be mixed for any employee in one pay period on one check.

Click **Insert** to add any **Hour Types** beyond the ones already provided.

For each Hour Type, the appropriate boxes must be selected.

Benefit Hour should be **Yes** if this is an hour type that is given as a benefit, such as paid vacation, paid holiday etc.

For *Accrue Benefit*, **Yes** should be selected if this is an hour type that earns paid benefits, such as regular or overtime hours.

Productive Hour should be **Yes**, if this is an hour type that requires that the person be at work in order to be paid.

Rate Type should be set to the appropriate rate, **Regular** (the hourly rate in the employee file), **Overtime** (the hourly rate in the employee file multiplied by the *Overtime Rate* setup in the **System Information**-typically 1.5), or **Double Time** (the hourly rate in the employee file multiplied by 2).

NOTE: HOURS TYPE
Filling in the number in the first field should following these guidelines.

Step 5: Entering PAY Type

Return to the **Maintenance** tab and **Select Pay Types**.

To add a pay type, click on **Insert**. This will bring up the **Insert Pay Type** screen.

The only necessary choices on the **Inserting Pay Type** screen are *Exempt from Taxes*, which is **No** for most employees, such as salary, per diem, and meetings and **Yes** for expenses.

Return to the **Maintenance** tab and select **Pay Groups**. This will display the Pay Group Selection Table. There should only be ONE Pay Group, number **1-All**. Now close the Pay Group Selection table and all other windows except the main Payroll screen.

Step 6: Inserting Employees

The following information needs only to be entered **ONCE** for each employee. At the top of the Payroll screen, click **Employee** and select **Employee Maintenance**. The Employee Selection Table will pop up.

Click the **Insert** button, at the bottom of the **Employee Selection Table**.

EmployeeId	LastName	First Name	Middle	Social Security	Account	I Type	S	F	M	Red	TaxId	State
000135	BAYDE	ALLAN	J	3-11-55-1	53311-04	H	A	N			FEDERAL	WM
0001375	BENTON	JUDITH		3-11-55-7	51449-00	H	A	Y			FEDERAL	WM
0001322	BESTETTE	MICHAEL	G	3-11-55-7	52100-00	H	A	N			FEDERAL	WM
0001903	BOHN	DONALD	W	3-11-55-9	51116-00	S	A	N			FEDERAL	WM
000051	BOWER	VALERIE	L	3-11-55-9	52705-00	H	A	N			FEDERAL	WM
0001373	BULLDOCH	LINDA	J	3-11-55-7	51440-00	H	A	N			FEDERAL	WM
0001296	BUSHMAKER	RYAN	J	3-11-55-7	53312-00	H	A	N			FEDERAL	WS
000001	BUSS	THOMAS	M	3-11-55-5	51100-00	S	A	N			FEDERAL	WM
0001378	CARRIGAN	DOLORES	E	3-11-55-13	51440-00	H	A	Y			FEDERAL	WM
0001362	DILLEY	BETTY		3-11-55-5	51440-00	H	A	Y			FEDERAL	WM
0001331	EICHHORN	JAMES	L	3-11-55-16	53312-00	H	A	N			FEDERAL	WM

General | General (cont.) | Payroll Data | Tax Data | Deduction Data | Benefit Data

Type in entries for the *Employee ID number, Last Name, First Name* etc. through *Zip Code* and then make the *Status* as **Active**.

Employee Id: 000030
 Last Name: AUSTINO
 First Name: RICKY
 Middle Initial: G
 Address: 6310 64TH STREET SOUTH
 Address:
 City, State: BADGER WI
 Zip Code: 54434

Optional - For Information Only
 Telephone: 555-325-5696
 Contact: MARI
 Contact Telephone:
 Active Terminated

General | General (cont.) | Payroll Data | Tax Data | Deduction Data | Benefit Data

Employee Id: 000030
 Last Name: AUSTINO
 First Name: RICKY
 Middle Initial: G
 Address: 6310 64TH STREET SOUTH
 Address:
 City, State: BADGER WI
 Zip Code: 54434

Optional - For Information Only
 Telephone: 555-325-5696
 Contact: MARI
 Contact Telephone:
 Active Terminated

Select the **General (Cont.)** tab at the top of the entry area to go to the second page of employee information.

This information is for the town's information only and does not have to be completed immediately. You can add to this at any time.

Once finished, click on the **Payroll Data** tab at the top of the entry area.

Fill in *Social Security number*, and *Primary Rate Type* (Hourly or Salaried),

General | General (cont.) | Payroll Data | Tax Data | Deduction Data | Benefit Data

Social Security: 123-45-6789 AUSTINO RICKY G
 Std Period Hours: 0.00 **Leave Blank for Most Municipalities**

Primary Rate Type: Hourly Salaried Pay Group: 1
 Normal Work Account: 53312-00 Road Maintenance Labor
 Pay Frequency - Determines Fed. and State Withholding
 Weekly Biweekly Semimonthly Every 6 Months
 Monthly Quarterly Annually

Account Number - This is the account number for the job area where this employee spends most of his time and the account that the employers share of the Social Security and Medicare will be charged to for this employee.

Pay Frequency determines how taxes are withheld. Select the way the municipality will pay this employee.

Enter up to 6 Pay Rates & Default Account Numbers for this Employee. These will be Used When the Payroll Check is entered for this Employee.

Rate 1: 14.6800	Rate 1 Account: 53311-00	Road Maintenance
Rate 2: 14.6000	Rate 2 Account: 53311-02	Equipment Maintenance
Rate 3: 14.6000	Rate 3 Account: 53311-04	Snow & Ice Labor
Rate 4: 14.6000	Rate 4 Account: 53311-01	Town Garage
Rate 5: 0.0000	Rate 5 Account: 00000-00	
Rate 6: 0.0000	Rate 6 Account: 00000-00	

Typically only one Pay Rate is necessary. Here you will see an example of how this employee works for different areas and rates are allowed for each area.

Click on the **Tax Data** tab at the top of the entry area.

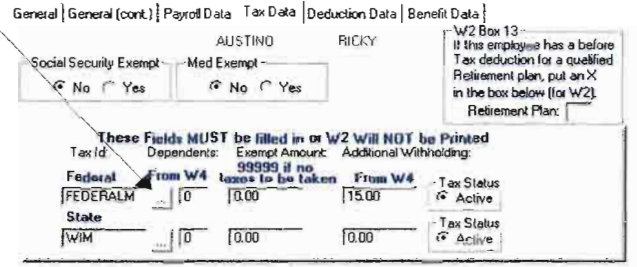
General | General (cont.) | Payroll Data | Tax Data | Deduction Data | Benefit Data

AUSTINO RICKY
 Social Security Exempt: No Yes Med Exempt: No Yes
 W2 Box 13: It this employee has a before Tax deduction for a qualified Retirement plan, put an X in the box below (for W2). Retirement Plan:
 These Fields MUST be filled in or W2 WILL NOT be Printed
 Tax Id: FEDERALM From W4 taxes to be taken: 0.00 Exempt Amount: 99999 if no: 0.00 Additional Withholding: 15.00 Tax Status: Active
 State: WIM From W4 taxes to be taken: 0.00 Tax Status: Active

The following information comes from the persons W-4 form.

Select if **FICA** and **Medicare** is *Exempt* (Usually **No** except for election workers).

Next select **Tax ID** by clicking on the ellipsis at the end of the **TAX ID** field. This will display the **TAX ID's** to choose from depending on the employee's status (i.e. FEDERALM if the employee is married)



ENTERING TAX
Always select **FEDERAL** in the first box and **STATE** in the second box.

EXEMPT
If an employee does not want any Federal and/or State withholding taken out of his/her pay, put **99999** in the Exempt Amount box and make the Tax status as **Active**.

For the Federal withholding area, fill in the number of Depends from the W-4. The *Exempt Amount* will ONLY be used if the person wants only a fixed amount withheld (i.e. \$50.00). If the employee wants a fixed amount withheld, enter 999.99 in the *Exempt Amount* field, then put the \$50.00 in the *Additional Withholding* field. Next, click **Active** in the *Tax Status* field. This will complete the Federal Withholding. The State

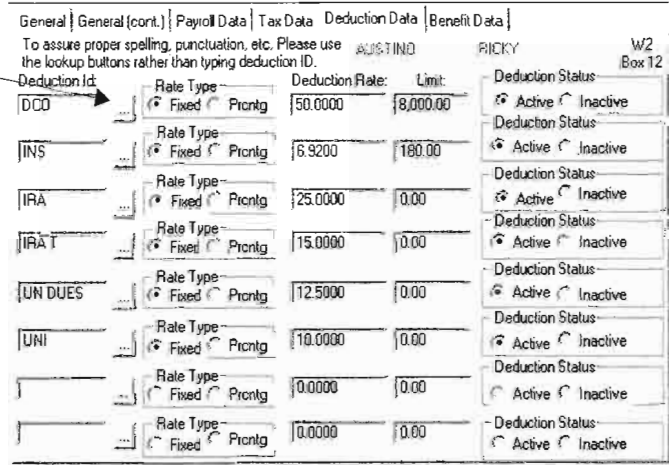
Withholding should be set the same way.

Return to the top of the screen and click on the **Deduction Data** tab. Click on the ellipsis at the end of the *Deduction ID* field.

This will display the **Deduction Selection Table**.



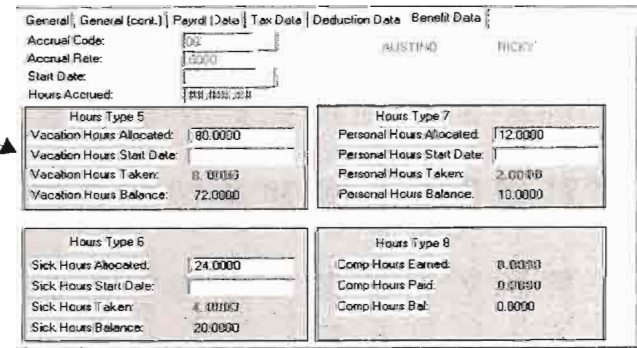
This will allow the appropriate deductions to be selected for this employee, one at a time. Double click on an appropriate deduction for this employee from the **Deduction Selection Table**. This moves the **Deduction ID** into the employee's **Deduction ID** field.



Select **Fixed** amount or **Percentage** of wages for this deduction. Next enter the amount or percentage for the deduction (i.e. 15.5 for 15.5% or 13 for \$13.00). In the *Limit* field, enter a limit for a deduction. If there is no limit, enter 99,999.00. In the case of an IRA the limit would be 2000.00.

Continue this process until all employees are entered and all deductions are listed.

Lastly, Click on the **Benefit Data** tab. Fill in the annual allocated amounts for each pay type as shown.



When finished with the last employee click **Close** to return to the opening screen of **Payroll** and exit the module.



Process Payroll

Select the **Marge** icon from your windows screen then double click on that icon to open the **MARGE Municipal Accounting Program**. From the opening "Company selection table" menu, single click on Your Organization Name and then click on **Select**. Now you are ready to start. Click on **Payroll**.

Remember... In Windows programs:
[TAB] is used to move from field (entry area) to field.
[SPACE BAR] can be used to "select".
[ENTER] usually results in closing the current dialog box.

Click on **Checks** then click on **Payroll Setup**.

The **Payroll Setup Information** form is displayed on the screen.

Step 1

Check to make sure the **G/L Reporting Period**, **P/R Period End Date**, and **Current Fiscal year** are correct. The Periods correspond to months of the year, and the period end date should normally be the last day of the month. This G/L period should be the number of the month in which you want these transactions to be entered in the General Ledger.

Step 2

On this screen you also enter the **Payroll Number**, & **P/R End Date**.

NOTE

*You **MUST** change Payroll Numbers each time you do a new payroll. There are 99 Payroll numbers available. They have **NO** significance other than to identify the numerical order of payrolls.*

Step 3

Enter the Payroll Check Date for the current Payroll and then set the next check number. The **Current Pay Group** should **ALWAYS** be 1. Click on **OK**.

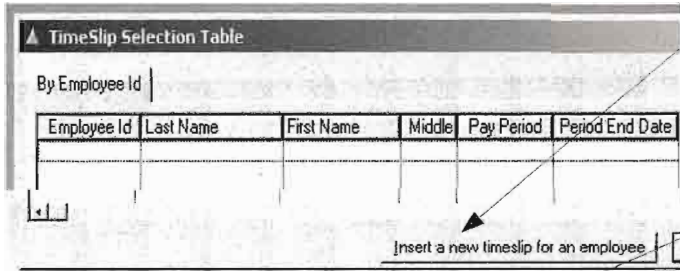
Step 4

Click on **Checks**, then click on **Hours/Pay entry**, the **Time Slip Selection Table** will appear.

This is where we start the time slip entry.

NOTE

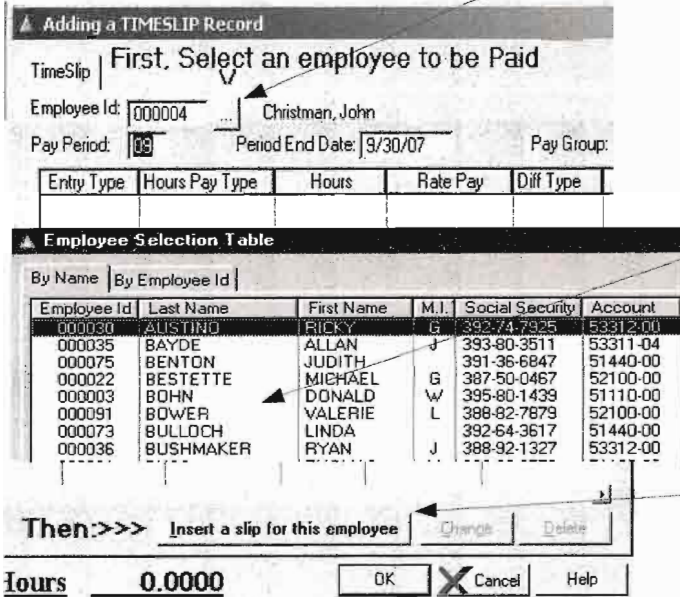
*If there are names in the **Time Slip Selection Table** it means that you have not changed periods since the last payroll entry. You **MUST** change periods before starting a new payroll. Go back to **Payroll Setup** to make sure **GL period** is correct, date, and check number, etc. Then return here.*



Click the **Insert a New Timeslip for an Employee** button, this will display the Adding a TIMESLIP Record window.

Step 6

In top left click on the button at the right end of the employee Id Box. This will display the **Employee Selection Table** which should include all of your employees.



Step 7

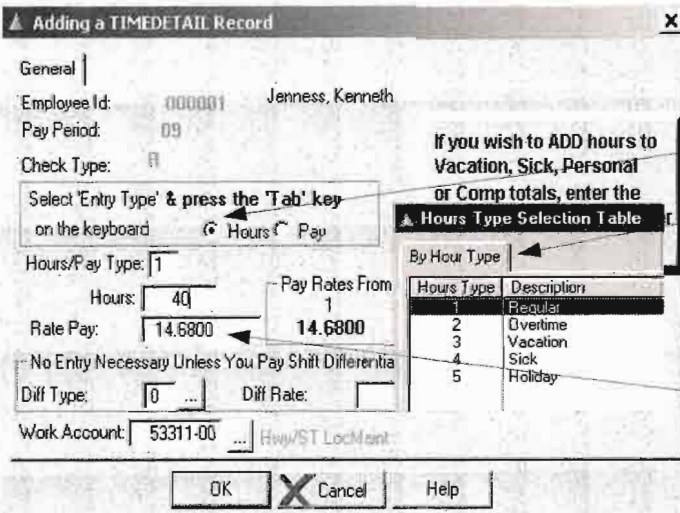
From this table you start processing time slips one at a time. Click on the first employee you wish to pay and click **Select**.

Step 8

Then click **Insert a slip for this employee**. This will bring up the **Adding a TIMEDETAIL Record** window.

Step 9A

Hourly Entry: Start filling in the time detail record. **Entry type** is the first field. You can pay any employee for either Hour Types or Pay Types. For example you may wish to pay someone a salary and for special hours in addition. For hourly pay, click in the circle in front of hours, then press the Tab key on your keyboard this will display the **Hours Type Selection Table**. From this table you select the correct hour type. For example regular time, overtime, etc. Click on select. This will return you to the Adding a TIMEDETL record screen. Press the Tab key to enter the number of hours for the account number, (example 40 hours for 53311-00) for the Hours Type that you selected. Press the Tab key and enter the **Hours Rate/Pay Amount** if it is different from the rate displayed. Tab until the Work Account box is highlighted. In this box type in the account number that this work is to be charged to, or use the lookup button and click OK For example if the employee also works on Town Hall Maintenance choose 51610-00 and put in the hours for that activity. **Do this until all hours are charged to their respective accounts for this employee.**



Step 5

Adding a TIMEDETAIL Record

General |
 Employee Id: 000006 Jenness, Allen R
 Pay Period: 09
 Check Type: R

Select 'Entry Type' & press the 'Tab' key on the keyboard
 Hours Pay

Hours/Pay Type: 1
 Hours: 0.00
 Rate Pay: 250.02
 Pay Rates From: 250.0200

No Entry Necessary Unless You Pay Shift Differential:
 Diff Type: 0 Diff Rate:

Work Account: 51110-00 Board Salaries/Fic

OK Cancel Help

If you wish to ADD hours to Vacation, Sick, Personal or Comp totals, enter the correct Hour Type & Number

Pay Type Selection Table

Pay Type	Description
1	Salaried
2	Per Diem
3	expense
4	Meelings

Step 9B

Salary or Other Pay Type Entry:

start filling in the time detail record. **Entry type** is the first field. You can pay any employee for either Hour Types or Pay Types. For example you may wish to pay someone a salary and for special hours in addition. For Salary or Other pay, **click in the circle in front of Pay, then press the Tab key on your keyboard** this will display the **Pay Type Selection Table**. From this table you select the correct **Pay type**. For example Salary, Expense, etc. Click on **Select**. This will return you to the **Adding a TIMEDETL Record** screen. Press the [TAB] key to enter the Amount of Pay for the account number, (example 250.02 for 51110-00) for the Pay Type that you selected. Press the Tab key and enter the **Rate/Pay Amount** if it is different from the rate displayed. Tab until the Work Account box is highlighted. In this box type in the account number that this work is to be charged to, or use the lookup button and click OK For example if the employee also works on Town Hall Maintenance choose 51610-00 and put in the hours for that activity. **Do this (steps 8 - 9B) until all Hours & Pay are charged to their respective accounts for this employee.** When complete click OK at the bottom of the **Adding a TIME SLIP Record** window.

PAYROLL

File Edit Employee Checks Inquiry Reports Maintenance

1. Payroll Setup
 2. Hours/Pay Entry
 Manual/Adjustment Entry
 3. Calculations Worksheet
 4. Check Preview
 Manual/Adjustment Preview
 5. Update Employee Files
 6. Print Payroll Checks Laser
 6a. Print Payroll Checks Dot Matrix
 7. Print Check Register
 8. Print Labor Distribution

Now repeat this process (**steps 5 - 9B**) for each employee to be paid choosing either Hours or Pay entry types for each entry for each employee. When finished with all employees for this period, click on **Close** at the bottom of the **Time Slip Selection Table**.

Step 10

Click on **Checks** and then click on **Calculation Worksheet** this worksheet can be printed or not printed that is up to you.

Step 11

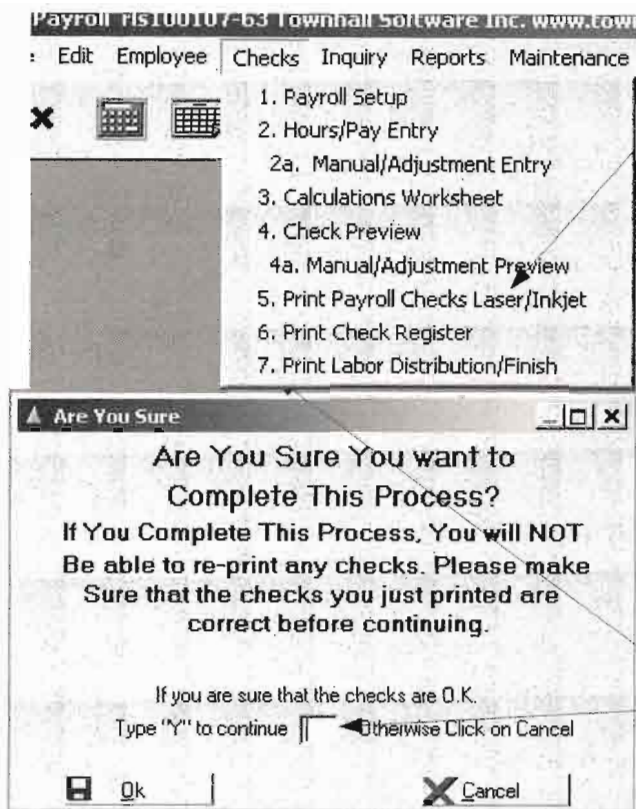
Click on **Checks** and then click on **Check Preview** this will show withholding and net check, this worksheet can be printed or not printed as you wish.

Town Of Badger
 0.00

Payroll
 Check Preview
 Pay Period - 09 Pay Group - 1

9/11/07 10:51PM

Employee Id	Name	0.00	Gross Wages	Sossec	Med	Federal	State	Employer Contributions	Misc Deductions	Check Amount
000001	Jenness Kenneth		587.20	36.41	8.51	25.39	16.88	0.00	0.00	500.01
000006	Jenness Allen R		290.02	17.98	4.21	0.00	0.00	0.00	0.00	267.83
Total Payroll Requirement -			877.22	54.39	12.72	25.39	16.88	0.00	0.00	767.84



Step 12

Click on **Checks** and then click on **Print Payroll Checks**. The payroll checks will display on the screen before you tell the computer print. At this time the employee payroll records are updated. Put checks in the Printer & Click on the printer in the upper left corner of this window. This will print all of your payroll checks.

Be sure that all entries are correct before continuing.

Step 13

Click on **Checks** and then on **6. Print Check Register**.

The **Are You Sure** window will appear, and you must type "Y" to continue. **Be sure that all Checks are correct before continuing!!**

If everything is Ok, and the checks & check numbers are correct, type "Y" to continue and click Ok. Now you may click on the printer in the upper left corner of this window and print your check register report. You can click the red "X" at the top instead & bypass printing the Check Register - there is a better check register available in the Check Book module.

Step 14

Click on **Checks** and then on **Print Labor Distribution/Finish**. Again, click on the printer in the upper left corner of this window. This will print your **Labor Distribution** report and also sends your payroll batch to the General Ledger.

This Completes the payroll entries for this period.

Now click on File, then click on EXIT to close Payroll.

If this is the end of a QUARTER

You **MUST** click on Maintenance, then Quarter End Processing, and Federal Wage Report. Print this report so you can use it for your Federal Quarterly 941 report. After printing the Federal Wage Report, click on Maintenance, then Quarter End Processing, and **Close Quarter**. This will zero the quarterly amounts to get ready for the next quarter.

If this is the end of a YEAR

You **MUST** click on Maintenance, then Year End Processing, and Print W2s. Contact us for **W2 forms**. Print these forms for your employees. After printing the W2s, click on Maintenance, then Year End Processing, and **Close Year**. This will zero the yearly amounts to get ready for the next Year.

If you do not complete this step before your next payroll, your next quarter totals will be incorrect.

If you do not complete this step before your next payroll, your next year totals will be incorrect.

Now click on File, then click on Exit to close Payroll.

Checkbook will show all cash/The checkbook is reconciled with the bank statement and clearing of checks is noted.

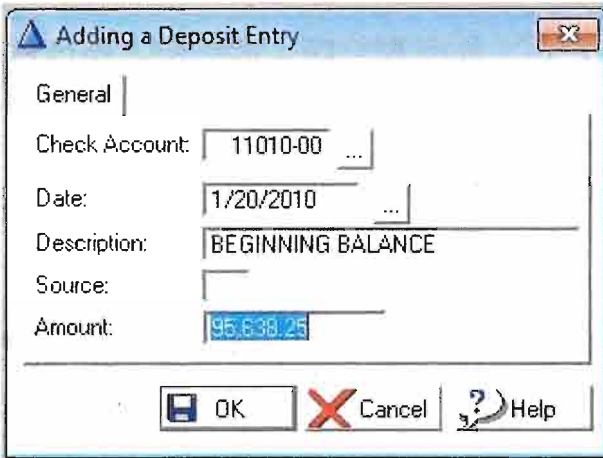
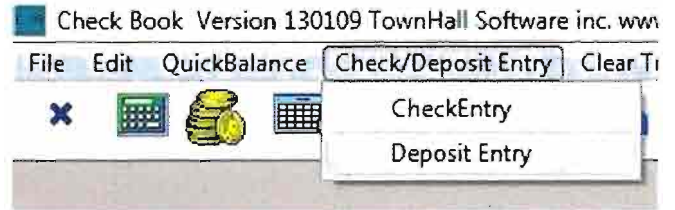
SETTING UP THE CHECKBOOK MODULE

Step 1: Getting into the Checkbook Module.

To start activity in your Disbursements, select the MARGE icon from your desktop, and double click to open. The Company Selection Table menu will open, from there, click on Municipality and then Select. The Main Menu for the MARGE Municipal Accounting System will come up. Select CHECKBOOK to open the Checkbook module.

Step 2: Beginning Balance(s)

From the main checkbook screen click on the **Check/Deposit Entry** tab at the top. Then, click on **Deposit Entry**, this will display the **Adding A Deposit Entry** screen.



Check Account should be set to 11010-00.

The *Date* should be the date of beginning balance, usually 01/01/20--.

The description should be *Beginning Balance* and the

Source should be BB. The amount should be the beginning bank balance for this account.

When complete, click OK.

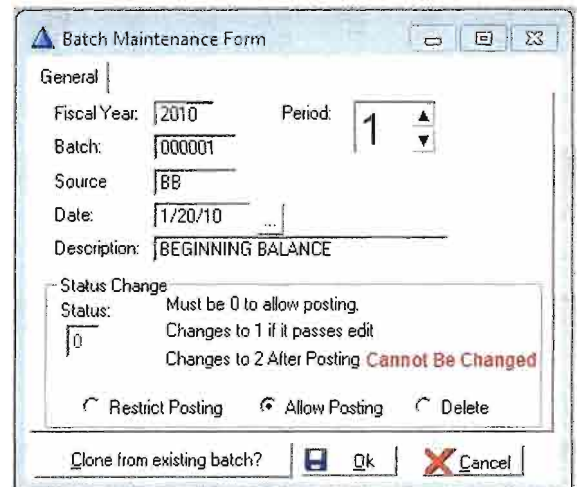
Repeat this step for all of the asset accounts (checking, savings, CD's, contingent funds, state trust accounts etc.). This will create the checkbook balances in the checkbook function.

Step 3: GENERAL LEDGER: Beginning Balance(s)

Next the beginning balances must be created in the **GENERAL LEDGER**. Close out of the Checkbook module. Return to the Main MARGE Menu and click on GENERAL LEDGER.

Click on the Data Entry tab at the top of the screen and select Batch Data Entry. The Batch Selection Table will now be displayed. At the bottom of the table, click Insert a New Batch (Journal Entry). The **Batch Maintenance form** will appear.

The *Fiscal Year* should be the current year. The *Batch Number* will be assigned automatically. The *Source* should be BB (for beginning balance) The date should be 01/01/20--. The *Description* should be Beginning Balance, then click on Allow Posting and click OK.



Now, highlight this batch and click **Change, Add or Delete Detail Entries** (at the bottom of the Batch Selection table).

The **Batch Detail Selection Table** will appear, click on **Insert**.

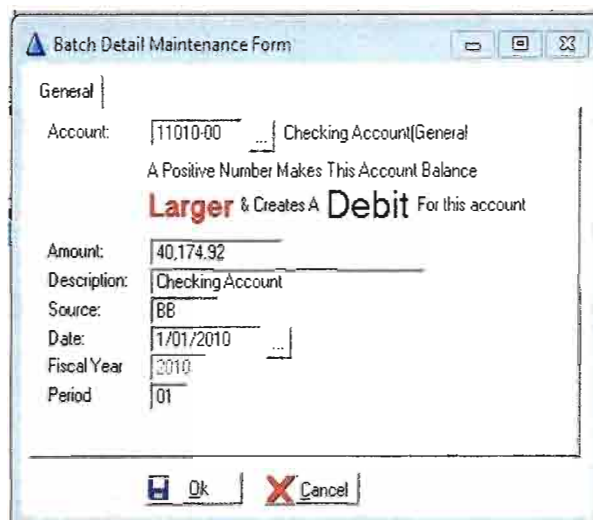
The **Batch Detail Maintenance Form** will display.

The *Account* is the asset account that the beginning balances are entered into (such as 11010-00 for checking) If the actual account number is unknown click the ellipsis [...] to display the list of accounts.

Note: The screen will advise if adding a + next to the amount will make this account balance larger or smaller.

Now, enter the beginning balance amount for this account, add the description for this account number (i.e. General Checking Account), and when finished click OK.

Repeat this step for all of the asset accounts. When finished click Cancel, you will be returned to the **Batch Detail Selection Table**. The batch should be out of balance at this time. Write down the amount the batch is out of balance, and then click Insert at the bottom of the table.



Batch Detail Maintenance Form

General |

Account: 11010-00 ... Checking Account(General)

A Positive Number Makes This Account Balance

Larger & Creates A **Debit** For this account

Amount: 40,174.92

Description: Checking Account

Source: BB

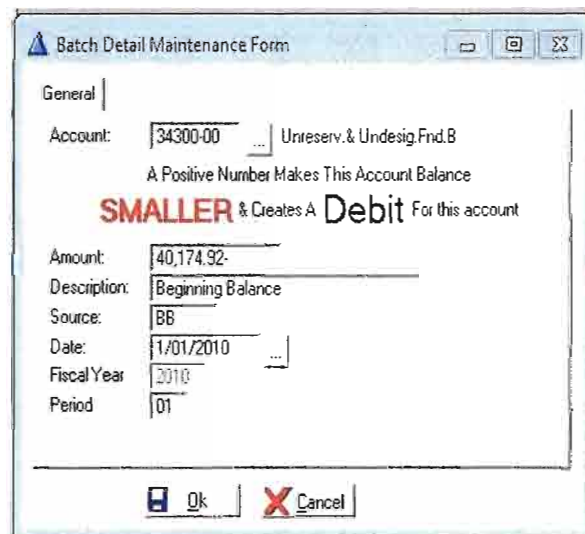
Date: 1/01/2010 ...

Fiscal Year: 2010

Period: 01

Ok Cancel

From the **Batch Detail Maintenance** form, enter the account number 34300-00. For the amount, use the amount that the batch was out of balance (amount written down) and add a - (minus) behind the amount. This will bring the batch into balance. When finished click **Close**.



Batch Detail Maintenance Form

General |

Account: 34300-00 ... Unreserv. & Undesig.Fnd.B

A Positive Number Makes This Account Balance

SMALLER & Creates A **Debit** For this account

Amount: 40,174.92-

Description: Beginning Balance

Source: BB

Date: 1/01/2010 ...

Fiscal Year: 2010

Period: 01

Ok Cancel

This completes the beginning bank balances in the General Ledger.