

PayChex interface user Guide.

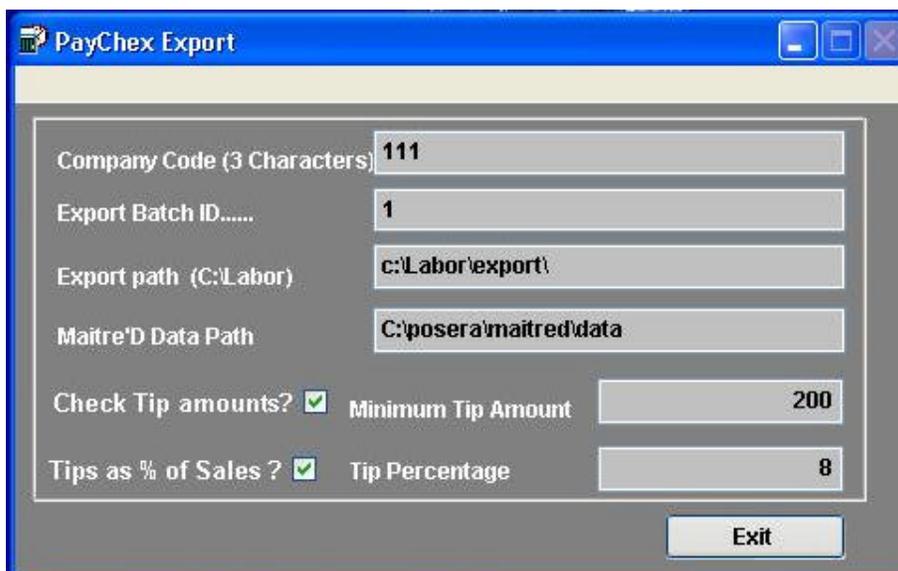
After installation of Software, there is little to be configured in order to run the export. Start the program by clicking on the <MDPayChex.exe ICON> or run it from the program list.

If the software has not been registered with Cabaret Development LLC you will get the registration screen. If so call use at 704-33-1100 and we will get the software registered.

Once registered the first screen you come to will be the main PayChex screen.



Click on the config button to open the config screen.



Your PayChex representative will provide you with your 3 character company code if you do not already have it. Set the export batch ID to 1 if not already set. Key in a path for the export file to be exported to. If you would like the export to check all Tips to be over a specific amount, place a check mark in box after "Check tip amount?". Next key in a minimum amount of tips each employee with tips should meet. You can also place a check mark in the box after "Tips as % of Sales?" and key in a percentage amount each employee with tips should meet. This percentage will be check against their total sales for the pay period not each day. For instance, a total sale for Jane Doe for this pay period happens to be \$1000. Her total tips come to \$50. The tip percentage was set to 8% so she will be on the tip report as under reporting her tips. Another example would be John Doe who had a bad day and only got \$10 in tips at the beginning of the pay period but had \$900 in sales. By the end of the pay period he had rebounded enough so that his total sales for the pay period was \$4500 and reported tips was \$450. Since his tips comes to 10% of his sales he will not be on the tips report even though on the first day of the pay period he only had 1% in tips. For each of the items checked you will get a separate report.

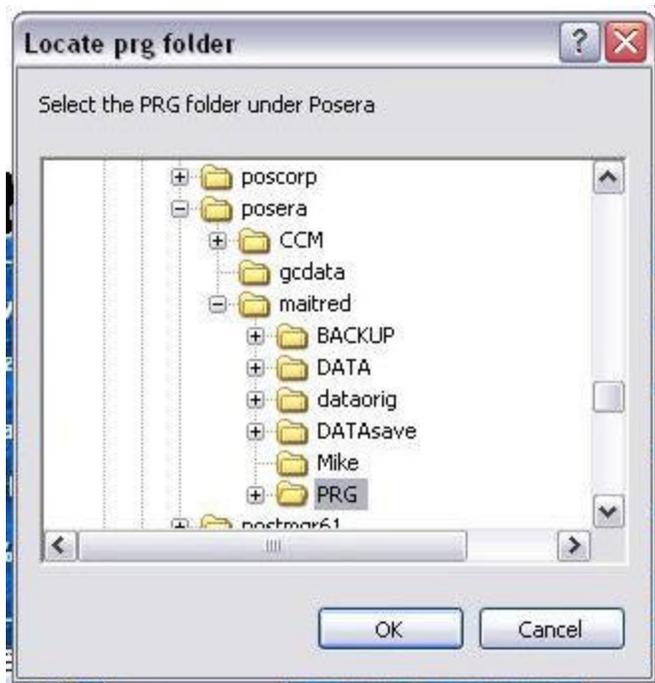
Now click on the close button to close the config window.

If you did not select to run any of the tip reports you are done with setup and ready to export the PayChex file. Select the dates of your pay period, if they are not already correct and click on the export button. The file will be in the export folder after running and you can upload it to PAYCHEX according to there instructions.

To finish the setup for tip reporting the getsales.exe program will need to be run to get the employee sales from Maitre'D.



This program will reach into the archive folder and remove the sales from zip files and place them in local data files. Once you have opened the program click on the “Maitre’D Path” button at the bottom.



Locate the “PRG” folder under your Maitre’D install and click on it then click “OK”. That will save the path to the database. Next do the same thing for the Export path. This time locate the “XML” folder under the PAYCHEX Export install. Typically, this is going to be “C:\MDPayChex\xml”. Again click on the folder and then click on “OK” to save it to the database.

If today is the first day of you pay period then you are done and you can click on “EXIT”. If you are in the middle or end of a pay period then you will need to select from the drop down calendars the starting payroll date and either today’s date if you are in the middle of a pay period or the last day of the pay period. Then click on Export and the program will gather all the sales information for each employee from the archive folder.

Note: This process may take a few minutes to run depending on sales volume and number of employees and the number of day you are running. Typically running it for the past two weeks will take 20 to 25 minutes. Remember this only needs to be done the first time you install the software or if you get a report of sale missing for a specific day.

After it finished click on “Exit” to close and you are ready to run the payroll export to PayChex. When the export is run it will check to see if any sales are missing for a specific day. If so you will get a window with a list of days you may be missing sales for. You will have to determine if you were closed that day or if sales were missed. The program under normal operating condition will grab the days sales at a give time set up in the Windows scheduler. Call Cabaret Development LLC for assistance in setting this up.



Above is a sample of the window you will get if the program finds a day with no sales. If you were closed those days then nothing needs to be done. If you were open those days then close the export program and run the getsales.exe program for the dates you are missing sales for. Then run the export again to get correct data for tip reporting.

Depending on which report you selected and if any employee fits the criteria, you will see one or both of these reports.

Tips below set Percentage

10/04/06

Server num	Name	Total sales	Total Tips	Tip %
1	NewDude	24.04	0.00	0.00
10	Fred	294.90	11.00	3.73
20	Angela	7,543.39	472.30	6.26
100	Sammy	7,293.76	411.49	5.64
110	Georgia	1,330.28	50.39	3.79

Minimum Tip report

10/04/06

Employee No.	Name	Tips
1	NewDude	0
20	Sly	5

Setting up task scheduler to get daily sales

Click on the **START** button and select **SETTINGS** then **Control Panel**. When the control panel opens look for an icon name of **Scheduled Tasks**. Double click on the icon to open. Now click on **Add Scheduled Task**. And when the window opens click **Next** then click **Browse**. Now browse to c:\mdpachex\dailysls.exe file and double click on dailysls.exe file. A window will appear with a default name, leave it and select **Daily** from the radio buttons then click **Next**. Now set the time that you are SURE you will have the system shut down. If you normally close at 1 AM then select 2 AM for the program to run. After setting the time click **Next**. Here you will have to put in your log in information. This must be a user that has a password. If you do not have a user with a password you will have to create the user first before you can continue. After you have keyed in the user name and password click **Next** and then **Finish**.

Now copy the file BEOD.BAT from the c:\mdpachex folder to your posera prg folder. This is the batch file that will move the daily invoice.xml file to the correct folder so the dailysls program will run properly. If you have any questions about the instructions call Cabaret Development LLC for help or email us at support@cabdev.com

Cabaret Development LLC
8848 Red Oak Blvd Suite J
Charlotte NC 28217
704-333-1100
fax 704-333-6979
sault@cabdev.com