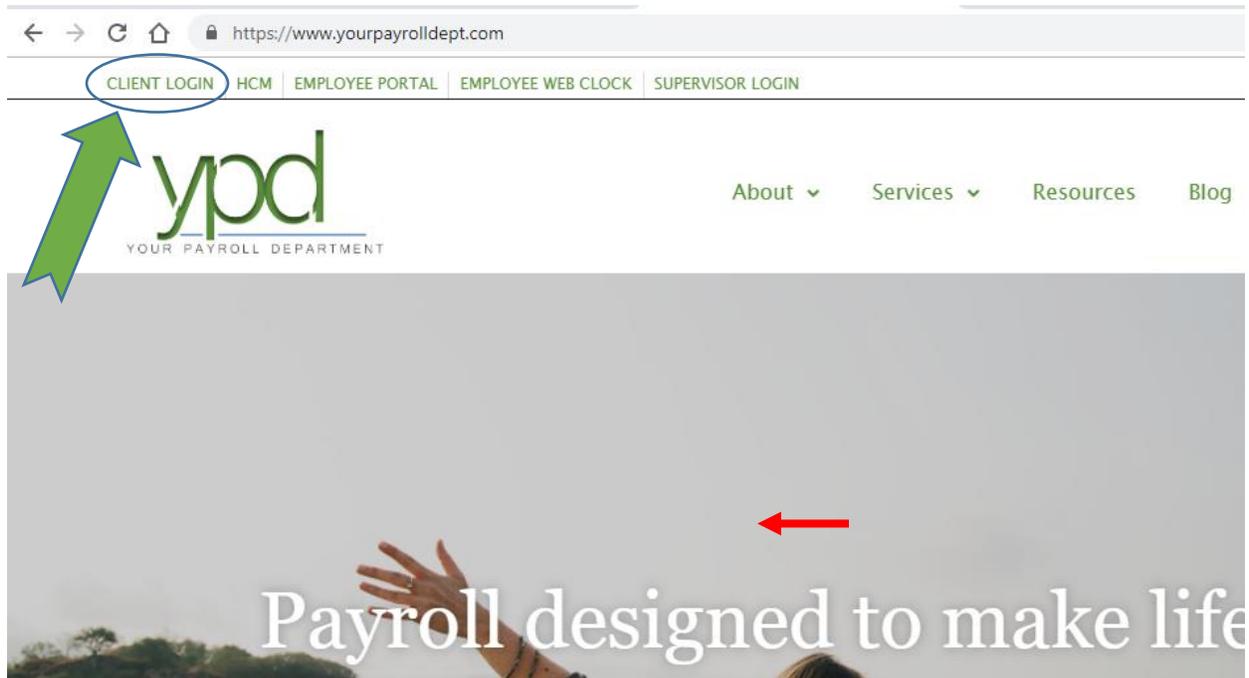




## Web Client

### How to Add and Remove E/D Columns

Go to [www.kaizencpas.com/ypod](http://www.kaizencpas.com/ypod). In the upper left, click on CLIENT LOGIN.



1. Login to the employer portal:

**USER ID:**

**PASSWORD:**

Sign In

Username

Password

**SIGN IN**

[Forgot Password?](#)

- On the dashboard, you will see in the upper left-hand side a box titled "Payroll Today". Click on the payroll you want to work on/are working on.

**Payroll Today**

Regular Payroll 08/30/2019  
 Regular Payroll 09/13/2019  
 Regular Payroll 09/27/2019

Not Started  
 Not Due  
 Not Due

10/25/2013 - 1	10/18/2013	06/10/2014	06/10/2014
10/25/2013 - 1	12/03/2015	12/03/2015	12/03/2015
10/25/2013 - 1	12/03/2015	12/03/2015	12/03/2015
05/27/2011 - 7	06/16/2011	05/21/2014	05/21/2014

**Analysis**

Tax Report For Payroll (S247)  
 Check Date: 04/13/2018-1, Period Range: 03/25/2018 TO 04/07/2018 Week #15  
 State Taxes: \$422.49 = 2.64 %  
 State Taxes: \$724.19 = 3.96 %  
 Local Taxes: \$0.00 = 0.00 %  
 Federal Taxes: \$4,110.08 = 22.50 %  
 Net Payroll: \$12,948.42 = 70.89 %

- On the sides of the next screen, the Payroll Notes and the Payroll Settings will automatically show. Click the arrows to hide them, and click the Create Checks button.

**Payroll Timeline**

Payroll 08/30/2019 - 1

**Payroll Settings** (Left Panel)

Check Date\*: 08/30/2019  
 Run #: 1  
 Payroll Type: Regular  
 Actual Call In Date: [Empty]  
 Blocks: Agency Payments, Checks, Reports, ACH, Billing, Liabilities, Deposits  
 Time Off Accrual: [Unchecked]  
 Accruals Only: [Unchecked]  
 Payroll Check Comment: [Text Area]

**Payroll Notes** (Right Panel)

CREATE CHECKS

Hide →

If you create a payroll to test, please remove when done. If you process a payroll for history, please let the tax dept know so they can clear the taxes. mp

Login: Webclntdemo Password: payroll123

Reporting Method: Remote  
 Check Date: Wednesday  
 Period Beg/End dates: Prior Thur-Wed  
 Frequency: Biweekly  
 Avg check count: 10

Payroll Notes

A. THIS WEEK'S PAYROLL:

B. Primary rate (regular) = primary level rate  
 Rate 2 = S2 level

- Now, you will see all of your input columns.

5. In the bottom right-hand corner, click on the circle with three horizontal lines in it.

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E02 Hrs Salary	E02 Amt Salary
R	620	Colboth, Al	1	0.00	\$0.00				
R	626	Dolnik, Alberto	1	0.00	\$0.00				
R	700	James, Jim	1	0.00	\$0.00				
R	630	Moore, Ralph E.	1	0.00	\$0.00				
R	72	Slim, Jim	1	0.00	\$1,000.00				\$1,000.00
R	38	Smithy, Johnny	1	0.00	\$0.00				
R	46	Smith, Bill J.	1	0.00	\$0.00				
R	615	Velazquez, Mona	1	0.00	\$0.00				
R	40	Afleck, Benny	1	0.00	\$0.00				
R	66	John, Smith	1	0.00	\$0.00				
R	15	Johnson, Joe	2	0.00	\$0.00				
R	15	Johnson, Joe	1	0.00	\$0.00				
Totals				0.00	\$5,500.00				\$5,500.00

30 Items

- This will bring up two lists: one for “Available Columns” and the other for “Current Columns”. You can click and drag items to/from either column to customize which columns are best for your payroll.
- When you are done, click the “Apply” button in the bottom right-hand corner.

Choose Columns

Available Columns

Search...

- D01 Hrs 401K
- D01 Amt 401K
- D02 Hrs 401K Employer Match
- D02 Amt 401K Employer Match
- D03 Hrs 401k Catch up
- D03 Amt 401k Catch up
- D06 Hrs Roth 401k
- D06 Amt Roth 401k
- D07 Hrs Roth Catch up
- D07 Amt Roth Catch up
- D10 Hrs Insurance - Pre Tax

Current Columns

Search... Select: All | None

- Type
- EE Code
- Name
- Seq
- Total Hrs
- Gross Pay
- E01 Hrs Regular
- E01 Amt Regular
- E02 Hrs Salary
- E02 Amt Salary

🔒 Locked Columns are grouped together and remain visible while scrolling through the grid  
[Restore Default Column Settings](#)

APPLY
CANCEL