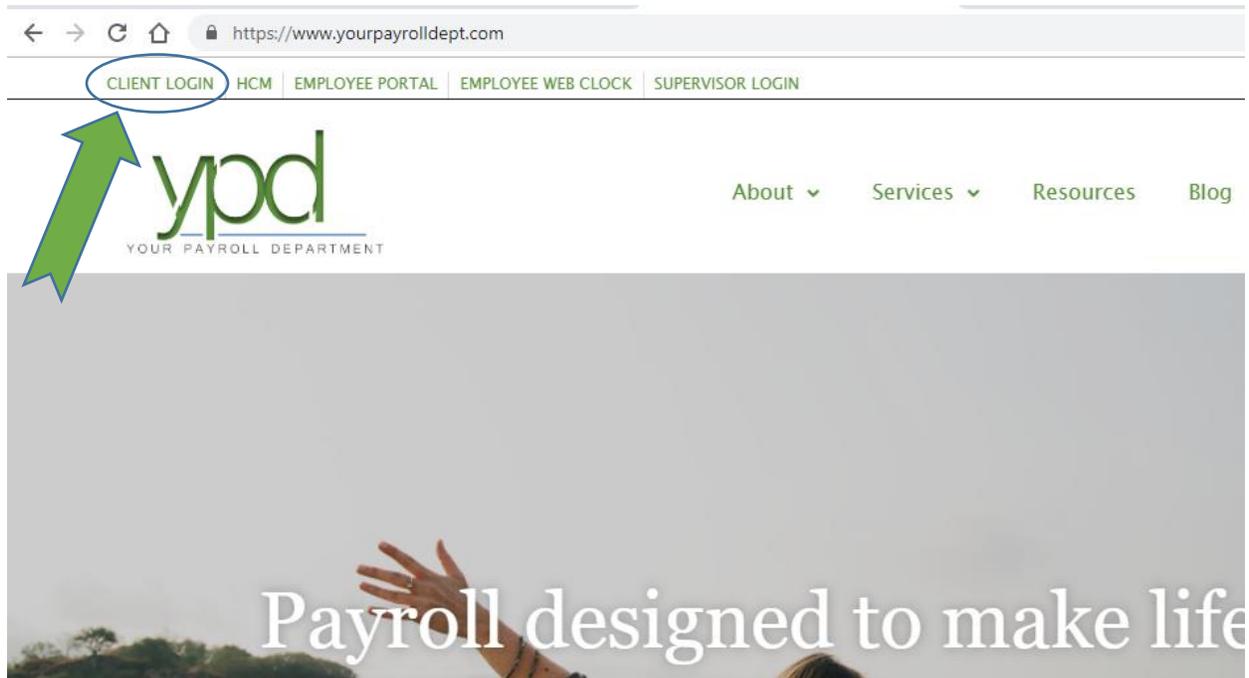




## Web Client How to Use the Tax Calculator

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



2. Login to the employer portal:

**USER ID:**

**PASSWORD:**

### Sign In

Username

Password

**SIGN IN**

[Forgot Password?](#)

- Click on the "Check Calculator" button on the left-hand side of the screen:

The screenshot shows the ypd (Your Payroll Department) dashboard. On the left-hand side, there is a navigation menu with several options: Dashboard, Company, Employees, Check Calculator (circled in red), Payrolls, Check Finder, and Reports. The main content area is titled 'Payroll Today' and displays a grid of payroll information for three dates: 09/14/2017 - 1, 08/30/2017, 08/30/2017, and 08/30/2017. Above this grid are three status buttons: 'Not Started', 'Processed' (highlighted in green), and 'Not Due'. To the right, there is an 'Agenda' section with a calendar view for 'Friday, 09/15/2017'. Below the payroll grid, there is a 'Published Reports' section with links for 'Payroll Register (S109)', 'Excel Export Of Payroll Information (S1132)', and 'General Ledger (S183)'.

- If the employee does not automatically populate, you may need to search them. Once the employee is in the top drop down, you can fill in all appropriate fields of the check you need.

If you need to include additional Earnings or Deductions, use the "Add" button and select them from the drop down.

\*\*\*Please note, if you are starting with the **net amount**, you will need to check the box that says "Net to Gross".

The screenshot shows the 'Check Calculator' form in the ypd system. The form is titled 'Basic Sample Client, HR Sample'. It has a search bar for 'Employee Name' with the value '000625-James Bond' and a 'Net Amount' section with a checkbox for 'Net to Gross'. Below this, there is a 'Check Settings' section with a table of Earnings/Deductions. The 'ADD' button in the 'Check Settings' section is circled in red. The table has columns for 'FD Code', 'Description', 'Hrs/Pcs', 'Pay Rate', 'Amount', and 'Rate #'. The table contains 11 items, including 'Direct Deposit - Savings', 'Dental - Pre Tax', 'Insurance - Pre Tax', '401K', '401K Employer Match', 'ER Insurance Premium', and 'Pension Match - Testinn'. On the right side, there are 'Actions' buttons: 'CALCULATE' and 'SEND TO PAYROLL'.

