

Mamut Business Software

Introduction

Payroll Operations and Procedures Manual



Payroll Operations and Procedures Manual

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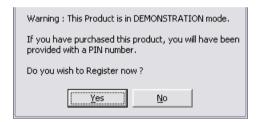
TAC PAYROLL - OPERATIONS AND PROCEDURES MANUAL

Registration

This section includes:

- Registration
- Default Username and Password
- Entering an upgrade PIN
- Closing the software for the first time

The first thing you must do when you have installed the Qtac software is register the product. When the software is opened for the first time this message will appear:



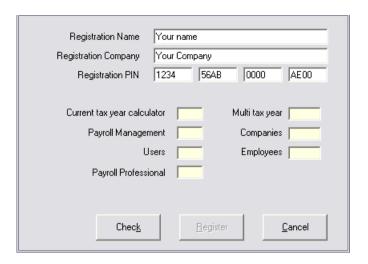
Click 'Yes' to register the software with a pin number (See: 'If you have purchased a pin' just below).

By selecting **No** the program will start in demonstration mode. **Please note:** that in demonstration mode the software will run for a total of 45 days. You can process payroll in this time but you will not be able to file any information online.

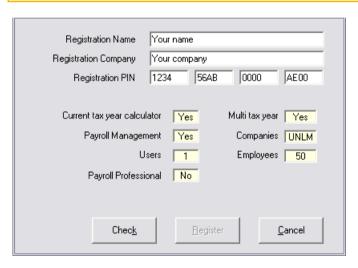
If you have purchased a PIN:

To register the product you will have to enter your name and your company name. This information is used for licensing purposes only and will not affect registration.

Next, enter the PIN number and click the **Check** button, this fills in the remaining information below the PIN number. If an error message appears, then please double check the PIN.



Note! The PIN number shown here is for example only and will not register the product.



If the PIN has been entered correctly the **Register** button will become active. Click this to complete the operation.

Default Username and Password:

In Note! The default username & password are both SVR.

Entering an upgrade PIN

The software can be upgraded to handle more employees by entering a new PIN. To input a new PIN, go to the **Admin** menu, then click **Registration** and the registration screen will then be displayed.

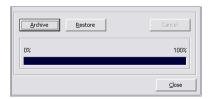


Entering an Upgrade Pin:

- Overtype the old PIN.
- Click Check and the information will change.
- Click Register.
- A message box will appear, Click OK to complete the Upgrade.

Closing the Software for the first time

On closing the program for the first time, Payroll Manager will force a back up to be taken (standalone version only). Click **Ok** to clear the message and the Archive and Restore screen will be displayed.

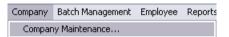


- Click the Archive button to open the file dialog window
- Select the location to save the backup
- The file name consists of Year-Date-Time, example Q2008-08-14@142022.arc. The file name can be changed
- Click Save to start the backup
- A counter will show the progress of the backup
- When complete click Ok on the message box and then click Close.
- The program will now close.

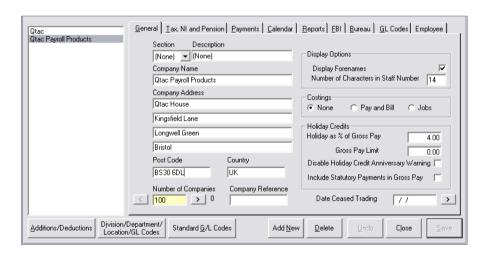
SETTING UP A COMPANY

The first step in setting up a new company is to enter the company details:

Open the company maintenance screen by selecting **Company - Company Maintenance** from the drop down menus and the following screen will be presented.



General



Creating a New Company:

Click the **Add New** button to add a new company record.

Company Name and Address:

The company name and address details need to be entered on this screen. These details will be printed on all the relevant reports including the P35 end of year reports.

Display Forenames:

Check this box if forenames are to be displayed on the main screen in the Employee List window.

Staff Number:

If a staff number is entered when setting up an employee, it can be used to order the Employee List window and associated reports. The default length is set to a maximum of 14 characters but if fewer characters are needed, changing the length here will make for neater displays and printing.

Costings:

(Payroll Professional only)

This is for the allocation of costings on a Pay & Bill scheme (to charge clients for employee payments) or to allocate Job costings.

Holiday Credits:

(Payroll Professional only)

Holiday Credits for all new employees can be setup here. Add the Gross Pay Limit and Percentage of Gross Pay to be calculated. Existing employees will have to have their percentages changed manually in the Personal tab of the Employee Maintenance screen.

Disable Holiday Credit Anniversary Warning:

(Payroll Professional only)

This option when ticked will stop reminders when an employee's accrued holiday should have been taken.

Include Statutory Payments in Gross Pay:

(Payroll Professional only)

This will make statutory pay eligible for holiday accrual.

Number of Companies/Company Ref:

These are display options to help decrease company load times. For example, a figure of '20' in the Number of Companies box will show 20 companies in the list at a time. The Company Ref will display the selected company with the inputted reference only.

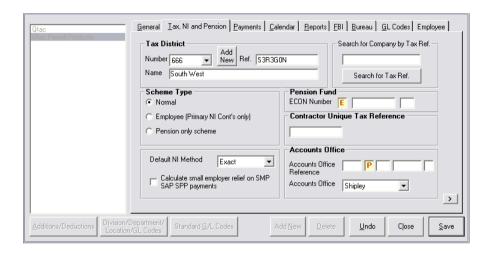
Date Ceased Trading:

If a company ceases trading during the tax year then the ceased trading date can be entered. This is necessary if the company's end of year returns are to be filed early via the Internet.

Pressing the **Undo** button will completely remove all information entered on this screen.

When this has been completed, click the **Tax**, **NI** and **Pensions** tab.

Tax, NI and Pension



Overview:

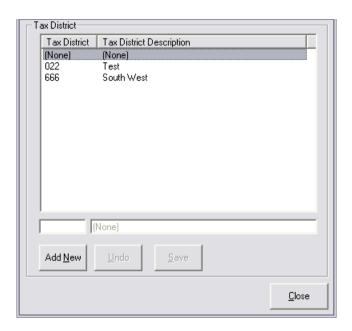
This section allows entry of company Tax and Pension details; it also allows the default NI method to be set so each new employee added will be calculated in this way.

Tax District:

From the **Tax, NI and Pensions** screen select the **Tax District Number** from the drop-down list.



If the number has not been previously entered, select the **Add New** button located between the Number and Ref.



Select **Add New** and enter the Tax District Number and District Description into the lower fields

Press Save then Close to return to the main screen.

9

Note! An incorrect tax district number will prevent the successful transmission of reports online.

Ref:

The Ref input box is for the company's PAYE reference number.

Scheme Type:

The scheme type selected depends on the kind of employee's in the payroll.

If <u>all</u> employees on the payroll are paid pension only (No Basic Pay) then the scheme type should be set to Pension Only Scheme.

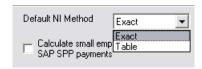
In any of the employee are receiving Basic Pay the scheme type should be set as Normal.

Pension Fund:

If the company is authorised to operate a company pension scheme, enter the employer's ECON number

Default NI:

Select the method in which NI should be calculated. This will be used as the default for any employees added to the system. This can be overridden if necessary when adding a new employee.





๙ Tip! Setting the default NI method here will save time when adding new employees.

The Table method uses the Inland Revenue tables and should be used if transferring over from a manual payroll. The Exact method will calculate NI using a percentage method: both are accepted by the Inland Revenue.

Small Employer Relief:

If the company is classed as a small employer put a tick in the Calculate small employer relief on SMP, SAP, and SPP payments check box. This will then calculate and display the compensation on the IR Remittance Advice. A company is entitled to SER if its total NI contributions are less than £45,000 per annum.

Tax Reference Search:

To search the company list by tax reference, enter the PAYE reference and click the Search for Tax Ref

Contractor Unique Tax Reference:

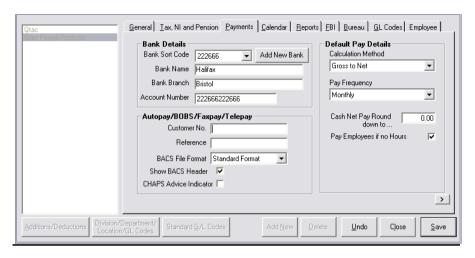
If the company is a registered contractor enter the UTR of the company.



Accounts Office!

Enter the Accounts Office Reference and select Office location from drop-down menu. This must be entered for subcontractor efiling.

Payments



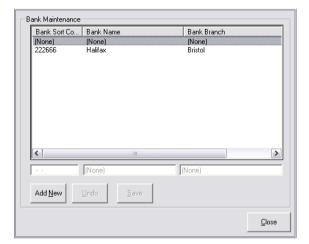
Overview:

The payments section is used to enter company bank /payment details. Additionally the default pay frequency and calculation method can be set for each new employee.

Bank Details:

If the company makes net payments through a banking system using Giro or a form of BACS, enter the company's Bank Details by clicking **Add New Bank**.

Adding a new bank



Click **Add New** and enter the Sort Code, Bank Name & Branch. At any stage the **Undo** button can be pressed to clear all the details.

Press **Save** to store the details then **Close** to return to the Payments Screen.

If bank details are to be amended, select the bank from the list, correct the information and click **Save**, then **Close**.

To assign the bank details to the company, select the bank sort code from the drop down list. The Bank Name and Bank Branch will appear in the respective fields.



If any of the banking interfaces to BACS are used, enter the appropriate reference numbers into the Autopay / BOBS / Faxpay / Telepay fields.

A format for the BACS transmission must be selected from the dropdown list.

Default Pay Details:

The default calculation type i.e. Net > Gross or Gross > Net can be selected here. These settings will be applied to any new employees created, but can be altered in the individual Employee Maintenance screen.

The default pay frequency i.e. Monthly/Weekly/Two-weekly etc can be selected here. These settings will be applied to any new employees created, but can also be altered in the Employee Maintenance screen.

Pay Employees if no Hours:

The **Pay Employees if no Hours** checkbox is used when batch paying hourly paid employees. Putting a tick in this checkbox will include employees in the batch payment even if they have worked zero hours.

Cash Net Pay Rounding:

For cash payments, enter the Rounding to be taken into account when calculating the Cash Analysis. E.g. to round down to 50p enter .50

Show BACS Header:

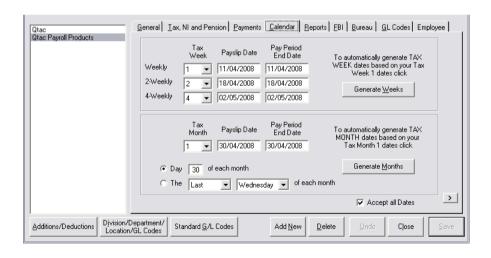
Check this box if a header is required on the BACS file output from the system. The BACS software provider can inform the correct setting.

CHAPS Advice Indicator:

Specifically for the RoyLine BACS format - it will add a Y or an N depending on whether CHAPS Advice Indicator is ticked.

Only added for payments with 'S' - Same day payment

Calendar



Overview:

Payslip/Pay Period dates for each individual company are set from this screen.

Tax Week or Month:

Use the Tax Week / Tax Month lists to view the dates for the selected period.

Payslip Date:

This date is printed on the payslip for earnings paid in the selected period. The Payslip Date is the date which the employee is paid.

Pay Period End Date:

The end date for earnings paid in the selected period. E.g. if paying a week-in-hand, then this date should be set a week prior to the payslip date.

Setting Weekly Payslip Dates:

Important: The dates for the year must be set from the first period for the frequency e.g. 1 for weekly, 2 for 2-weekly or 4 for 4-weekly. Then by clicking **Generate Weeks** or **Generate Months** the dates for each period will be calculate automatically.

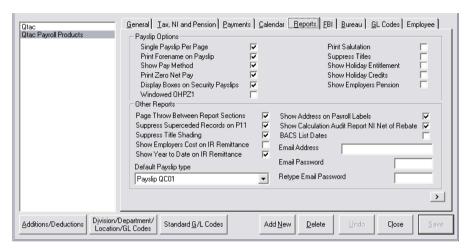
Setting Monthly Payslip Dates:

- The monthly dates can be changed individually by selecting the tax period from the dropdown list and entering the required date.
- By selecting the first option a day of the month can be entered. Then by clicking Generate Months the dates for each period will be calculate automatically.
- By selecting the second option the monthly dates can be setup to be a specific day of each month e.g. the last Friday of each month. Click **Generate Months** to calculate the date automatically.

Accept all Dates:

It is required that the dates are verified. Once you are certain you have entered the correct dates, tick the **Accept all Dates** check box. If this box is not ticked the program <u>will not</u> perform calculations and a warning message will be presented directing the user to the calendar screen.

Reports



Overview:

The reports option screen allows the customization of the information displayed on the payslip and various options for other reports.

Payslip Options:

Single Payslip per Page:

Check this to produce one payslip per page or uncheck to allow for two per page.

Print Forename on Payslip:

This will display an employee's forename on their payslip.

Show Pay Method:

When this option is checked the pay method e.g. cash, BACS etc will appear on the payslip

Print Zero Net Pay:

Prints payslips with zero net pay.

Display Boxes on Security Payslips:

Displays boxes around gross, net etc on Security Payslip.

Windowed DHPZ1:

Formats address to top. Option for DHPZ1 type payslip only.

Print Salutation:

Prints Salutation on payslip.

Suppress Titles:

Do not display titles on the payslip.

Show Holiday Entitlement:

Prints Holiday Entitlement on payslip.

Show Holiday Credits:

Prints Holiday Credits on payslip

Show Employers Pension:

Print the amount of employers pension calculated.

Other Reports:

Page Throw between Sections:

This option will put a blank page between the various sections of a printed report.

Suppress Superseded Records on P11:

The P11 report shows any payment that has been saved for the employee; this includes any payments that have been back processed, which are denoted by a (S) for superseded. Checking this option will remove the superseded records for the report.

Suppress Title Shading:

Deselect to show title/header shading on reports.

Show Employers Cost on IR Remittance:

Totals employers cost on IR Remittance.

Show Year to Date on IR Remittance:

Displays year to date amounts on IR Remittance report.

Show Address on Payroll Labels:

By default only the employees name will be printed on the payroll labels. Check the box to include the address on the label. The software is formatted to print on Avery 7160 or 7161 labels.

Show Calculation Audit Report NI Net of Rebate:

Toggle on/off the employee/employer NI rebate on 'D' Ni Code letters.

BACS List Dates:

Show payslip dates on the BACS Report.

File by Internet

This section acts as a record for your File by Internet details. It isn't a requirement to fill in these details but can be useful to keep track of your FBI details.

GL Codes

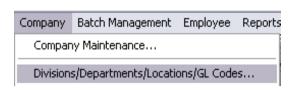
In this section you can setup general ledger codes for your company. This will be covered in greater detail elsewhere in this manual

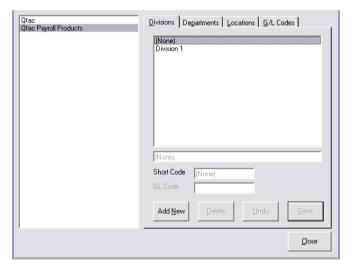
Click **Save** to keep the changes you have made in the Company Maintenance screen. Note that you can Save the changes at any time.

Click Close to return to the main menu.

DIIVISIONS, DEPARTMENTS & GL CODES

To access the Division/Department/Location and GL Code options select Company > Division/Department/Location G/L Codes





Overview:

Divisions/Departments/Locations are used to divide employees into groups. When applied to an employee the display and reports will be split according to these groups.

G/L Codes

Can be applied to any addition or deduction within the system.

Adding an Entry:

- Select the company from the list on the left hand side.
- Select the correct tab.
- Click the Add New button.
- Enter the name of the group or code.
- At any time click **Undo** to clear the entry
- Click Save.

This entry will now appear in the list on the right.

Deleting an Entry:

- Highlight the entry to be deleted in the right hand list.
- Click Delete.

Applying Divisions/Departments/Locations to an Employee

From the main screen, highlight the employee and then press the right mouse button.

Choose **Employee Maintenance** from the context menu.

From the **General** section, select the Division/Location/Department for the employee.

Click Save.

Employee List Grouping

The main employee list can be ordered from **Company > Display Options**. From here the employees can be sorted into three levels.

For more information on Display Preferences see *Main Screen Overview*.

Applying GL Codes to Additions and Deductions

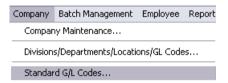
See *Additions and Deductions* later in this section for more information on how to set up and apply G/L Codes.

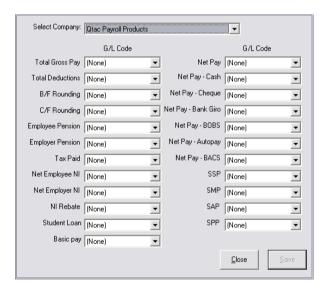
GL Code Reports are available from the Reports > Pay Period menu.

STANDARD GL CODES

Before any G/L Codes can be assigned to the pay elements (additions/deductions) they must set-up using the **Company > Division/Department/Location G/L Codes** menu option, see the previous page for more details on how to do this.

To access the Standard G/L Codes options select Company > Standard G/L Codes





The **Select Company** drop down list allows the user to choose the company to work with, as each company may have its own separate G/L codes.

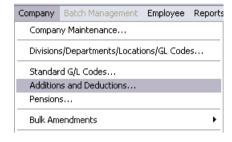
To assign a code to the pay element simply choose one from the dropdown list next to it. When all codes have been set, click **Save** then **Close**.

ADDITIONS AND DEDUCTIONS

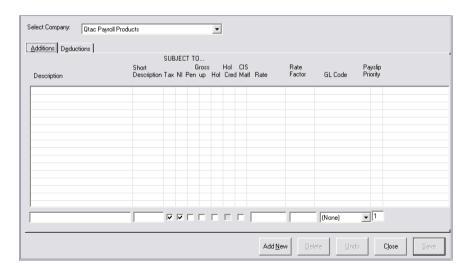
Additions and Deductions allow you to set up company Additions and Deductions which you can in turn apply to any number of employees. Examples would be setting up a Bonus addition or a Loan deduction.

Firstly start by setting up an Addition or Deduction for the company:

To access the Additions and Deductions options select the **Company** button along the top of software then click **Additions & Deductions**



Additions



Overview:

This is the additions screen which is used for setting up new additions, and for defining the relevant parameters, i.e. allowable for tax, NI, rate factors etc.

Creating a New Addition:

- Select the correct company from the dropdown list at the top
- Select the Additions tab
- Click the Add New along the bottom
- Enter a description for the addition e.g. Bonus.

Description:

The description allows you to give the addition a name, for example Bonus, Overtime or Loan.

Short Description:

If the original addition description is long then you can give it a short description.

Subject To:

Different elements can be added depending on the addition. If the addition is tax and NI allowable, if it is to be included in a pension calculation, if you want the calculation to be a net addition then you can apply the Gross up tick box. An addition can also be set to be included in holiday accrual or for subcontractor materials.

Rate:

If a second rate of pay is required, or another addition such as a mileage allowance, enter the rate payable in the **Rate** field. The rate field can be left blank to allow the payroll software to automatically use the employee's hourly rate (an hourly rate must first be specified in the Employee Maintenance screen). This can help reduce the amount of additions of the same type which you need to create for your staff.

Rate Factor:

The Rate Factor is linked to the employee's hourly rate and is normally used for overtime additions. For example: To enter an addition for double time the rate factor will be 2.0.

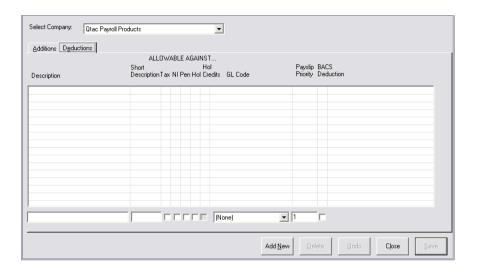
GL Code:

A G/L Code can be assigned to the addition by selecting one from the dropdown list.

Payslip Priority:

If required, the order in which the additions should appear on the payslip can be set here.

Deductions



Overview:

This is the deduction screen which is used for setting up new deductions, and defining the relevant parameters, i.e. allowable for tax, NI, Pen etc

Creating a New Deduction:

- Select the correct company from the dropdown list.
- Select the **Deduction** tab.
- Click Add New.
- Enter a description for the deduction e.g. Loan.

Description:

The description allows you to give the deduction a name, for example Bonus, Overtime or Loan.

Short Description:

If the original deduction description is long then you can give it a short description.

Subject To:

Different elements can be added depending on the deduction. If the deduction is tax and NI allowable, if it is to be included in a pension calculation, if you want the calculation to be a net deduction then you can apply the Gross up tick box. A deduction can also be set to be included in holiday accrual or for subcontractor materials.

G/L Code:

A G/L Code can be assigned to the deduction by selecting one from the dropdown list.

Payslip Priority:

If required, the order in which the deductions should appear on the payslip can be set here.

BACS Deduction:

The BACS deduction checkbox will create an extra line in the BACS Report stating that it is a deduction.

Applying Additions and Deductions

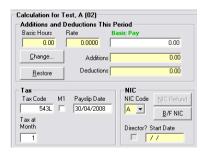
There are three ways you can apply additions and deductions to employees: Through

Employee Maintenance, Bulk Amendments - Create Employee Additions/Deductions, Open and Pay Employee then select the Change button.



Employee Maintenance:

If you add an addition/deduction to an employee in Employee Maintenance the addition/deduction will apply to every pay period until you remove or change the addition/deduction in question. If you want to apply an addition/deduction to a single pay period then see the **Open and Pay - Change** section below.

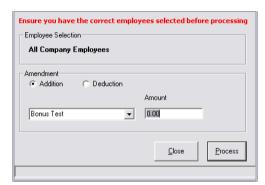


Open and Pay - Change:

If you want to add an addition or deduction for a single pay period, start by going to the Open and Pay Employee screen and click the **Change** button and select the addition or deduction tab then follow the instructions on the right for set up.

Setting up:

- Employee Maintenance or Open and Pay > Change
- Additions or Deductions
- Add New Addition or Deduction
- Select the Addition/Deduction from the drop down menu
- Input the amount to be added or deducted
- Click Save Addition or Save Deduction
- Save and Close.



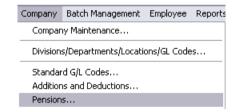
Create Employee Addition/Deduction:

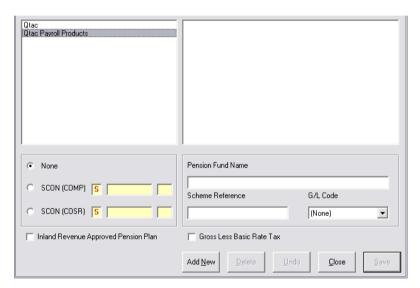
You can apply an addition or deduction to an employee, a department/division/location or a company as a whole.

- Highlight the company, section or employee in question.
- Open the Company menu from the main screen.
- Select Bulk Amendments then Create Employee Additions/Deductions.
- Select Amendment type.
- Select the addition/deduction type and input the amount.
- Click Process.

PENSIONS

To access the Pensions options select **Company > Pensions** from the main screen.





Overview:

This screen is used to set up the pension details for the company.

Adding a New Pension Fund:

- Select the correct company from the list.
- Click Add New.
- Enter the name of the pension fund this will appear on all relevant reports.
- Enter the Scheme Reference as supplied by the pension provider. If the scheme reference is unknown, then leave this field blank.

A G/L Code can be assigned to this fund by selecting one from the dropdown list.

NOTE: The G/L code must have been created for it to appear in the list.

SCON Number:

Each pension fund may have a **COSR** (Contracted Out Salary Related)

or **COMP** (Contracted Out Money Purchase) number, which needs to be entered here. If there is no code number assigned to the fund, ensure that '**None**' is selected.

Inland Revenue Approved Pension Plan:

If the pension scheme is Inland Revenue approved then this box needs to be checked. The pension provider will be able to confirm this.

Gross Less Basic Rate:

To calculate the pension deduction on the gross pensionable pay less the basic rate of tax this box needs to be checked.

Note: This method only works when calculating the pension deduction on a percentage of the employee's wages.

Assigning a Pension Fund:

This is done in the Employee Maintenance screen and will be covered later in the manual.

Deleting a Pension Fund:

- Highlight the fund name in the right hand list.
- Click Delete.

SETTING UP AN EMPLOYEE

After setting up a company you can now add employees. To do this, ensure the correct company is displayed on the main screen (this can be changed by pressing the down arrow to expand the list and selecting a different company):

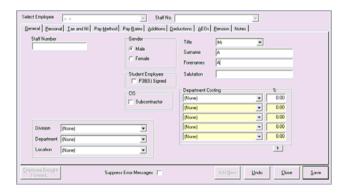


Then click either the **New Employee** button (as shown above) or select **Employee > Employee Maintenance** from the drop down menus.



Click the **Add New** button to start a new employee record.

General



Overview:

The General screen is used to set up the staff number, gender, title, surname, forename and division/dept/location as required.

General Information:

Enter the employee's details including surname, forename and title.

The gender setting is used to check various statutory entitlements (e.g. SMP) and also to create temporary NI numbers when the employee's correct NI number is not yet available.

Staff Number:

This field contains the employee's staff number if applicable. The length of this field can be set from the Company Maintenance screen, up to a maximum of 14 characters.

Personnel Database Name:

Qtac Payroll Manager will link with the *Personnel Manager* application. This field will only appear if a link to the personnel database has been activated. Personnel Manager options are available under **Admin > Personnel Manager > Link Status**.

Division/Location/Department:

These fields can be used to sort the employees in the Employee List and reports. You can create these sections in the **Company > Divisions/Locations/ Departments** menu.

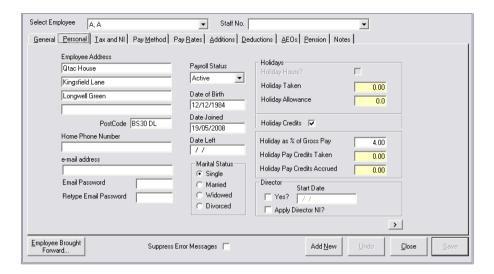
Student Employee:

For employees who have signed a P38(S) tick the **P38(S) Signed** check box. This will indicate to the Inland Revenue that the employee is a student who has paid no tax, when electronically filing the end of year return.

CIS:

Check this box for subcontractors. This will self-populate the Tax Code to **CT** and National Insurance Number to **X** – **Exempt from National Insurance**. Employees will not be included in the CIS Monthly Return if this checkbox is not ticked. For more on CIS employees read the **CIS** – **Construction Industry Scheme** section.

Personal



Overview:

This section allows entry of the employee's personal information, i.e. address, date of birth etc. It also allows you to change their payroll status, holiday entitlement/credits and director's status.

General Information:

This screen contains sections for entering the employee's address, marital status, etc.

The Date of Birth field is used to check that an incorrect National Insurance code is not used. If the National Insurance number is not initially known for a new employee the date is also used to create a temporary NI number.

Email Address/Password (Payroll Professional only):

Enter the email address and choose a password to protect it when sending payslips via email. The payslips will default to a .pdf file format.

Payroll Status:

By default the status is 'Active', allowing all pay operations to be performed on the employee. 'On Hold' excludes the employee from any automatic payroll processing until they have been changed back to 'Active'.

'Left' allows the printing/eFiling of a P45 Certificate. This status excludes the employee from automatic payroll processing operations but will allow manual payment.

Selecting 'Deceased' from the list will trigger the screen on the right. This allows the user to enter a representative of the deceased for whom the P45 will go to.



A further payment can be made by selecting the checkbox at bottom of screen.

Holiday Hours:

If the employee's holiday entitlement is measured in hours tick the **Holiday Hours?** Checkbox. If left un-ticked the holiday entitlement will be measured in days.

Holiday Allowance:

The total amount of holiday entitlement should be entered here.

Holiday Taken:

Displays the amount of holiday taken, half days appear as 0.5.

NOTE: Holiday is recorded in Absence Recording via the **Change** button in the **Open and Pay** screen; please see the **Absence Recording > Holiday** section.

Holiday Credits (Payroll Professional only):

This section allows you to add accrued holiday credits to an employee as a percentage of their pay and will also tell you how much of this entitlement has been taken.

Directors NI:

If the employee is a company director put a tick in the Yes? box.

The employee may opt to pay NI under normal rules; therefore the **Apply Directors NI** box should be unchecked.

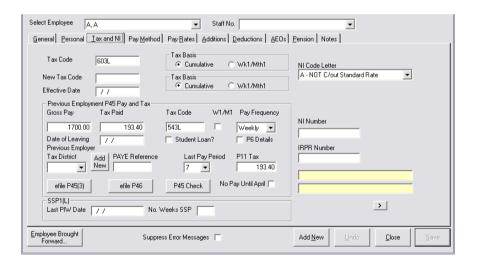
If the employee has been appointed a director during a tax year the start date must be entered so that the NI is calculated on a pro-rata basis. If no start date has been entered, the date defaults to the start of the tax year.

If an employee has been paying directors NI at any point during the tax year they must continue to do so until the year has ended.

Date Left:

This date will appear on the P45 certificate.

Tax and NI



Overview:

This screen is used for inputting the employee's tax code, P45 information if required, NI Code letter and NI number.

Tax Code:

This is a mandatory field and must be entered in one of the following formats without leading blanks or zeroes:

- 1 to 999999H, L, P, V, T, J, A, Y (E.g. 461L, 264T, 1035H)
- 0T
- K1 to K999999BR. D0
- CT/CTI/CT0 (Subcontractors 20/30/0% respectively)
- NT (Student code for tax exemption)

Tax Basis:

Wk1/Mth1 does not include NI and tax in the pay calculation from the employee's previous pay period. This is used, for example, when an employee's P45 details are not available.

Cumulative will include the previous NI and tax details in the pay calculation.

Previous Employment P45 Pay & Tax:

Enter any P45 Gross Pay and Tax Paid from a previous employer during the current tax year.

Select the pay frequency for this employee and the period for which the calculation is being made and then click **P45 Check**. If the P45 details are incorrect the Calculated Tax area will be shaded red.

Student Loan:

The **Student Loan** checkbox is to show that the employee was making student loan deductions in their previous employment.

P6 Details:

The **P6 Details** checkbox is to confirm that you have received a notification from the HMRC of an employee tax code change.

No Pay until April:

The **No Pay until April** checkbox will be used for a starter who has begun employment in early April but won't be paid until the new financial year has begun.

There also options to electronically send a P45 (3) or P46 in this section.

NI Code Letter:

Choose the correct NI code (NI Table Letter). **NOTE:** - The system does not support mariners NI Table Letters.

Various checks are made within the system to ensure that the correct code is used.

E.g. if the employee is in a Contracted Out Money Purchase Scheme (COMP) then the NI code must be F, G or S.

Warning messages will also appear below the selected NI code if an appropriate ECON or SCON number has not been entered in the company information. These are required for printing on the Inland Revenue end of year tax reports and can be entered by using the **Company > Company Maintenance** menu.

Students and CIS employees have an 'X' NI letter to make them except from NI contributions.

Male employees over 65 and female employees over 60 will need to be changed to 'C' as they are no longer required to make NI contributions (although the employer continues to make contributions).

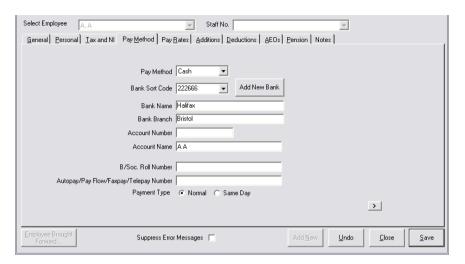
NI Number (NINO):

If an NI number is not provided then leave the NI Number text box blank. The NI number must be entered as soon as possible as this information is required on all Inland Revenue and Contribution Agency reports. You cannot eFile an individual report without an employee NI number.

IRPR Number (Inland Revenue Personal Reference):

This number will appear on all documentation from the revenue and may eventually replace the NI number. It is not a required field.

Pay Method



Overview:

The pay method section is used to enter the employee's pay method, i.e. BACS or Cash and bank details if required.

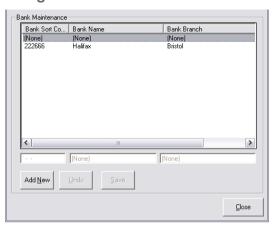
Pay Method:

Choose one of the pay methods from the list. For each pay method different reports and controls are available from the **Reports > Pay Period > Payment Method Reports** menu.

Bank Details:

Start by entering the employee's sort code, if the bank has already been added the Bank Name and Branch details will be completed automatically. If there is no match you will have to click the **Add New Bank** button and input the Bank Sort Code, Name and Branch.

Adding a new bank:



- Click Add New and enter the Sort Code, Bank Name & Branch. At any stage pressing the Undo button will clear all of the details
- Press Save to store the details then Close to return to the Pay Method screen.
- If bank details need to be amended, then select the bank from the list, correct the information and click Save and then Close.

B/Soc. Role Number:

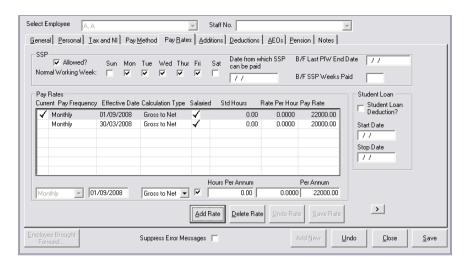
If the Bank Sort Code is for a Building Society then enter the Building Society Roll Number (maximum of 20 characters). This field is also used to add a reference to BACS files.

Auto Banking Reference Number:

If either the Autopay/Pay Flow/Faxpay or Telepay pay methods have been selected enter the relevant number in this input box

Pay rates

The pay rates section (shown below) is used to enter details of the employee's pay frequency, pay rate indicator, standard hours (if required) and pay rate. There is also the facility to choose the calculation type, SSP details, a student loan, and a pro-rata pay on start facility.



SSP:

If the employee is allowed SSP tick the Allowed checkbox.

Enter the number of qualifying days in a working week that an employee would qualify for SSP payments i.e. this is the number of days in a week that the employee normally works.

If the employee has been receiving other benefits, the Benefits Agency may have provided a date before which SSP cannot be paid. If so enter the date.

The **B/F Last PIW End Date** and **B/F SSP Weeks Paid** boxes allows you to specify the number of weeks the employee has taken off sick and the date of the last Pay In Waiting (PIW).

Pay Rates and Salaries:



Select the Add Rate button:

When setting up a new pay rate you will first need to choose a pay frequency from the pay frequency dropdown menu; you have a choice of weekly, 2 weekly, 4 weekly, monthly, quarterly, half yearly or annually.

Next, enter the pay rate effective date.

NOTE: Any changes to a pay rate will not take effect until this date has passed.

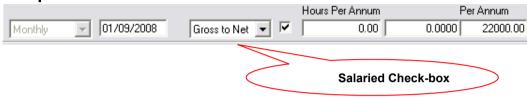
Choose whether the pay rate will be **Gross to Net** (tax deducted) or **Net to Gross** (tax added)

If the employee is to be paid on a salaried basis tick the **salaried** checkbox. This will prevent you from modifying the basic hours and rate box on the '**Open and Pay Employee**' screen but will allow you to change the Basic Pay amount if necessary.

If the employee is not on salaried pay the standard hours and hourly rate can be added. If the employee's hours are variable only the rate needs to be added as the hours will be put in manually in the '**Open and Pay Employee**' screen.

Below is a sample pay rate:





Pay Frequency

Always check when entering or changing the pay frequency that the Salaried Check-box, Standard Hours and Pay Rates fields are consistent with the changes.

If an employee changes pay frequency, the same employee record can be used and all the pay details at the old pay frequency are retained and reported as normal. When the effective date changes mid-period, you will need to select a valid date from the drop-down list.

The default pay frequency can be set from the **Company > Company Maintenance > Payments**.

Start at Pay Period (week/month)

If the employee starts during the tax year, or is an existing employee moving from a manual book-keeping system, the starting period should be entered here.

Start at Pay Month	2



Student Loan

Tick this box to deduct the loan repayment automatically. The amount which is deducted is salary dependent and the percentage for this is defined by HMRC. Start/Stop dates can be entered, although these cannot be back-dated.

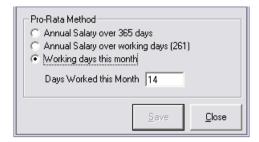
Select **Save Rate** once finished and then **Save** the employee record.

If your employee is a salaried, monthly paid employee, you will notice the **Pro-Rata on Start** button at the bottom left of the screen. This can be used to specify the number of days the employee worked in their first period.

Select the **Pro-Rata on Start** button:



- This will display the pro-rata options.
- Select the Pro-Rata Method.
- Enter the number of Days Worked in the period.

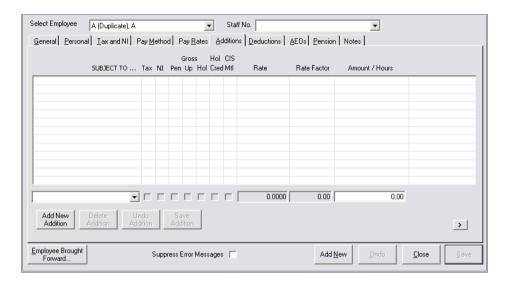


If this is a new employee, complete the rest of the Employee Maintenance screen and/or select Save



NOTE: If a pay rate changes through a pay period, the basic pay amount will need to be manually changed for this period only. The new rate will appear as per normal the following pay period.

Additions



Overview:

From this screen, you can make any additional payments to an employee. The addition(s) will be applied to each and every pay period.

NOTE: This screen is only for <u>applying</u> additions to an employee. The addition will first need to be created in the Addition/Deductions screen under the Company menu.

Applying an Addition:

- Click the Add New Addition button.
- From the dropdown list select the addition to add.
- In the Amount/Hours field enter the payment to be made. Please note you will only be able to enter hours if the addition has been set up using a rate or rate factor.
- Click Save Addition.

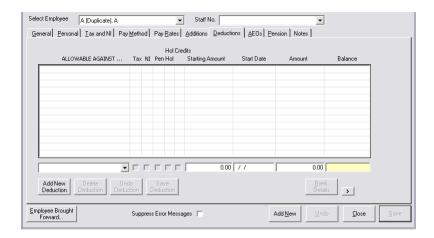
If no additions have been created a message will appear after pressing 'Add New Addition' requesting you to create one.

Deleting an Addition from the Employee:

- Highlight the Addition in the list.
- Click **Delete** Addition.

NOTE: An addition cannot be deleted from the **Company > Additions/Deductions** menu until it has been removed from the employee record first.

Deductions



Overview:

From this screen the user can add any deduction taken from the employee's pay. The deduction(s) will be applied to each and every pay period

NOTE: This screen is only for <u>applying</u> deductions to an employee. The deduction will first need to be created in the Addition/Deductions screen under the Company menu.

Applying a Deduction:

- Click the Add New Deduction button.
- From the drop down list select the deduction to add.
- Enter the deduction amount.
- Click Save Deduction.

If no deductions have been created a message will appear after pressing 'Add New Deduction' requesting you to create one.

Reducing Balance Deduction:

To pay a deduction over a number of periods the total amount payable can be entered in the Starting Amount field.

- Enter the date when the deductions will begin.
- Enter the amount to be deducted each pay period in the Amount field.
- This amount will then be deducted each pay period until the deduction is paid.

Deleting a Deduction:

- Highlight the deduction in the list.
- Click **Delete** deduction.

NOTE: A deduction cannot be deleted from the **Company > Additions/Deductions** menu until it has been removed from the employee record first.

Attachment of Earnings Order



Overview:

This screen is used for attachment of earnings orders only.

Applying an Attachment of Earnings Order (AEO):

- Click the Add New AEO button to unlock the fields.
- Using the information supplied on the AEO form, enter the details that are applicable.
- Click Save.

NOTE: Depending on the AEO type you may or may not be able to input an amount to be deducted.

Order Types

PAEO -Priority AEO

CPAEO - Consolidated Priority AEO

NPAEO - Non-Priority AEO

CNPAEO - Consolidated non-priority AEO

AE on AOS - Attachment of Earnings on an Admin Order

CCAEO - Community Charge AEO

CTAEO - Council Tax AEO

DEO - Child Support Deduction from Earnings order

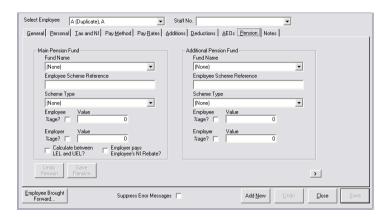
SEA - Scottish Earnings Arrestment Order

SCMA - Scottish Current Maintenance Arrestment Order

SCAO - Scottish Conjoined Arrestment Order

For an information booklet on attachment orders please contact: The Court Service, Southside, 105 Victoria Street, London, SW1E 6QT¹.

Pensions



Overview:

The Pension section is used to select a Pension Fund and scheme type from the list available. Employee and employer contributions can be entered either as an amount or a percentage.

NOTE: This screen is only for <u>applying</u> a pension to an employee. The pension will first need to be created in the Pensions screen under the Company menu.

Pension funds:

The **Fund Name** drop-down menu allows you to pick the pension scheme you created earlier.

You also have the option of adding the **Employee Scheme Reference**.

The **Scheme Type** menu allows you to specify whether the pension is a Stakeholder/Personal Pension/etc scheme

Pension Amount:

Enter a percentage (to a maximum of 2 decimal places) if the %age box is checked; otherwise enter the fixed value to be deducted each pay period.

If a percentage is entered it will calculate the pension contribution from the Basic Pay and any addition deemed as Pensionable Pay.

Calculate between LEL and UEL?

¹ Address correct at time of print.

Tick this box to only use the pay between the LEL and UEL in the pension calculation.

Employer Pays Employee's NI Rebate?

Tick this box if the pension is likely to effect the employee's NI contributions and the employer is willing to pay the difference in NI.

Duplicate Employee

The duplicate employee function makes a copy of an existing employee's data and is useful to quickly set up a number of employees with similar details E.g. there are new starters with the same basic pay and tax code.

NOTE: Duplicating the employee will allow you to change the 'Start in' period in Pay Rates and can be used to unlock the **Employee Brought Forward** screen.

- Set up a basic template for the employee (see the Setting up an Employee section).
- When the record has been saved select the employee by left-clicking over their name to highlight them.
- Select Employee > Duplicate Employee at the top of the screen.
- A new employee will be displayed in the employee list with the word "Duplicate" appended to the surname.
- The employee details can be amended by right clicking over the employee name and selecting Employee Maintenance (i.e. if you want to remove 'Duplicate' from their name).

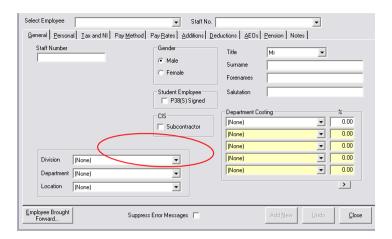
Deleting an Employee

To delete an employee completely from the payroll:

- From the main screen, click the right mouse button over the employee's name.
- Select Delete Employee from the context menu.
- Click Yes to continue.
- Type the word "CONFIRM" on the keyboard.
- Click Ok

CIS - CONSTRUCTION INDUSTRY SCHEME

CIS Employee Setup



Overview:

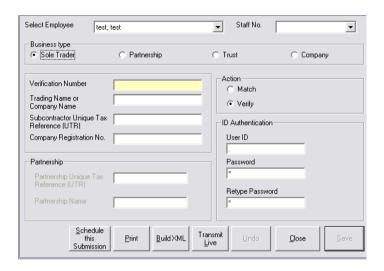
To setup a CIS subcontractor tick the **Subcontractor** check-box on the **General** screen in **Employee Maintenance**. This will default the Tax Code to **CT** and the NI Number to **X – Exempt from National Insurance**. Continue setting the employee up as normal, and then save.

Entering Subcontractor Details:

The option to enter subcontractor details becomes available when the Subcontractor checkbox is ticked. Fill out and submit the form to the HMRC to confirm CIS details.

To access the Subcontractor Details screen go **Employee > Subcontractor Details**, as shown to the right.





Select the Business Type.



 Fill in the Partnership UTR and Partnership Name if applicable (Partnership Business Type only).



Registration No.

Enter Trading Name or Company Name,

Unique Tax Reference & Company

- The default option on checking details is Verify. Verify will be used if the minimum entry on the UTR section is the Trading/Company Name.
- Select Match only if all information is entered.

Action		
C Match		
Verify		



 ID Authentication will already be pre-populated from the FBI Setup screen.

If the details are not entered please go to FBI > Setup or view how to in the File By Internet section. Save entered details.

Below is an overview on the options available to select on this screen:

<u>S</u> chedule this Submission	Scheduling a submission allows you to enter a time/date to submit the data.
<u>P</u> rint	Print a copy of these details entered.
<u>B</u> uild XML	Builds XML file to verify the data being sent to HMRC.
Transmit <u>L</u> ive	Transmits the XML data file.
<u>U</u> ndo	Cancel changes.
<u>C</u> lose	Closes screen.
<u>S</u> ave	Saves entered details.

Verify CIS Details

CIS details entered must be verified. If verification does not confirm with the HMRC system files, the employee will be automatically put on a **CTI** tax code. This is the incentive tax code (30%).

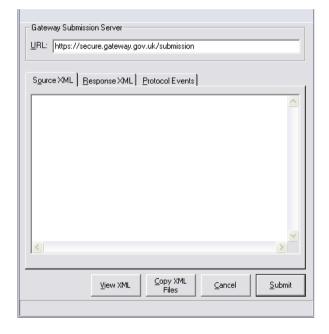


If you have elected to **Transmit Live**, you will now be viewing the screen to right, which allows you to view the XML being sent to the HMRC (this option is normally used by QTAC Support only)

To schedule a submission skip these steps.

The URL address for the government gateway is built within the software and will not need to be changed.

You can view this file again before sending by selecting **View XML**, and it can be copied to folder.



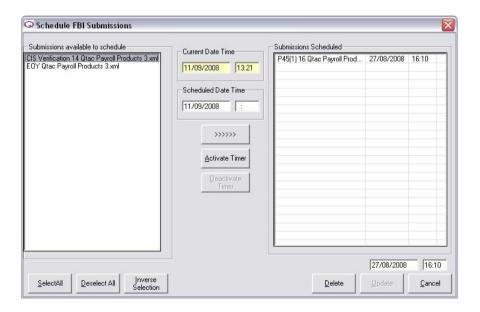
Select **Submit** to verify with the HMRC.

If the below error appears during submission, incorrect details are held in one or more of the following - **Tax District** number or **Reference** in Company Maintenance. **Agent ID** (if you're registered as an agent), **Sender ID** or **Password** in the **File by Internet > Setup** screen.



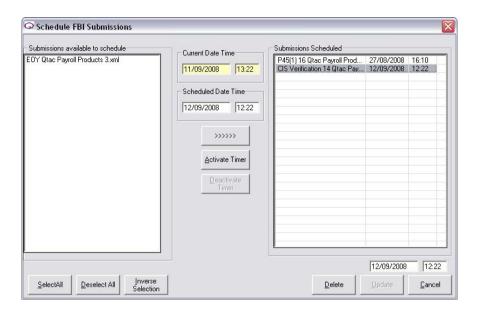
Scheduling a Submission:

From the top menu, select **File By Internet > Schedule Submission**, to view the below window. Highlight the CIS file from the left window and enter a **Scheduled Date** and **Time**.



Select the transfer button: ______

The selected CIS file will now appear in the right window, as shown below.



Now select the **Activate Timer** button.



This will start the process of submitting the CIS file.



You will receive an email confirmation from the HMRC within 24 hours (if an email address has been entered on the FBI Setup screen).

NOTE: You will need an active Internet connection to perform a CIS Submission.

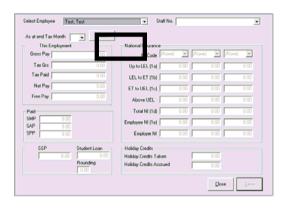
BROUGHT FORWARD DETAILS

NOTE: Only enter Brought Forward information in situations where the payroll is being converted from another payroll system part way through a tax year.



Opening Brought Forward Details:

Brought forward details can be accessed by selecting **Employee > Employee Brought Forward**. Alternatively it can be accessed via any Employees Employee Maintenance screen by clicking the **Employee Brought Forward** button



Overview:

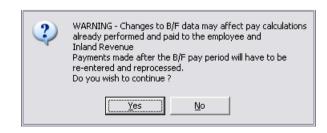
The Employee Brought Forward section is only used when converting data from another payroll part the way through a tax year.

Entering Brought Forward Details:

The pay frequency for the employee must be set **before** entering any Brought Forward details; this is set on the Pay Rates tab in Employee Maintenance. To activate the screen click **Unlock** and the following warning message will be displayed.



The warning message states that any payment calculations to date will be reprocessed



Select the Week/Month of the final period paid by the old system from the 'As at end of Tax Week/Month' dropdown list.

This Employment:

- Enter the Gross pay to date, Tax able pay to date, Tax paid, Free pay and Net pay for this employment only. If the employee joined the company during the year, the previous employment P45 details should be entered under Tax and NI tab of Employee Maintenance.
- There are additional fields for SSP, SMP and Tax Credits etc. Complete these fields as applicable.
- There may be a rounding carried forward if a rounding has been applied to cash payments.

B/F National Insurance:

Select the NI letter from the dropdown list above the leftmost column. Three columns have been provided for entering NI payments. A separate column should be used for each NI letter the employee has had during a tax year.



Important: All rows of the B/F National Insurance section should be filled out appropriately. Failure to do so will result in incorrect figures appearing on the P35 and the employee's P60 at the end of the year.

Checking the Details:

When all B/F data has been entered use the Payroll Summary, Company Totals and/or P11 reports to reconcile with your previous system details.

TRANSFER EMPLOYEE

The transfer employee function copies complete employee records to another company, transferring all year to date information or marking the original record as a leaver.

To access the Transfer Employee screen select the company that the employees are to be transferred from. Now select the **Company > Transfer Employee** menu option. You will be presented with a list of employees in the selected company.

Select the employees to be transferred. Holding down the CTRL key on the keyboard allows for multiple selections of employees – alternatively if all employees are to be transferred tick the **Select All** check box.

The company to be transferred can be selected from the dropdown list or by typing a name into the dropdown list to create a new company.

Select **Transfer all Year to Date Information** if the employees pay records are to be transferred.
Otherwise select Treat as Leavers and enter a leaving date, this will set the employees status to Leaver before transferring them.

NOTE: If you will be issuing P45's to your employees select the **Treat as Leavers** option.





If required, entering the correct starting period against the frequency the employee(s) are on can advance the starting period for the employee(s).

Click **Transfer.** You will receive a message giving details of the transfer, click **OK** to proceed.

ABSENCE RECORDING

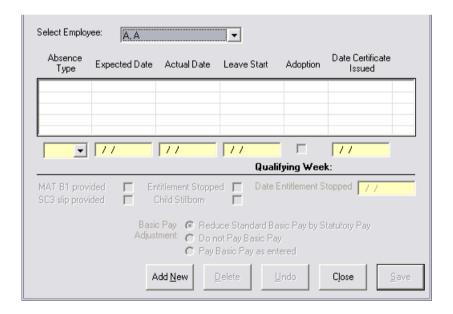
Absence recording allows extended periods of absence for any employees to be set up; this includes SMP, SAP and SPP.

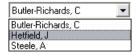
To access the Absence Recording screen, select **Employee > Absence Recording**.

Or click the button on the main



Adding a new absence:





Select the employee from the **Select Employee** dropdown list at the top of the window.



Add New

Click the Add New button.



- Select the type of absence from the dropdown list.
- Enter the required dates

Expected Date:

The expected date of birth (or adoption).

Actual Date:

The date the child arrives (generally used when the baby is premature).

Leave Start: The date on which the employee intends their absence to start.

NOTES: Paternity leave cannot start on the same day as the birth.

Date Certificate Issued:

This is only applicable by default to SAP. SPP will require a date if the Adopted checkbox is ticked.

Select the method for how the statutory payment will affect the basic pay:



Reduce Basic Pay by Statutory Pay: This option will pay the employee their normal wage for the period, an apportioned amount of this pay will be statutory pay.

Do not Pay Basic Pay: The employee will only receive statutory pay.

Pay Basic Pay as Entered: The Basic Pay can be manually adjusted at the Calculator screen

<u>S</u> ave Click	Save	9 .	
MAT B1 provided SC3 slip provided		Entitlement Stopped Child Stillborn	Date Entitlement Stopped / /

Before SMP can be paid the mother-to-be should provide a MAT B1 form from her doctor confirming the pregnancy. Upon receiving this form you will need to tick the **MAT B1 Provided** checkbox.

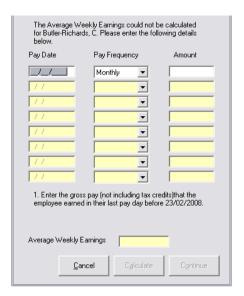
NOTE: SMP should not be paid out unless a MATB1 has been provided.

If the payment should be stopped:

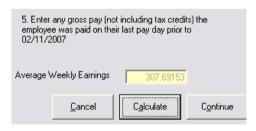
- Go back into absence recording.
- Select the employee from the dropdown list.
- Tick the Entitlement Stopped checkbox and enter the stop date.
- Click Save.

If the child is stillborn after the 25th week of pregnancy, HMRC legislation says that the parents are still entitled to statutory pay. Check the HMRC website for full details. Under these circumstances you will need to tick the **Child Stillborn** checkbox.

If the qualifying period of the expectant mother is not on the payroll (but she is eligible for SMP) the software cannot automatically calculate the average weekly earnings and the information will need to be added manually. Average weekly earnings are needed to determine SMP entitlement.



 Upon entering the gross pay earned from the employee's last payday you will be prompted to enter the gross pay earned by the employee between the first and second pay date.



Manually calculating Average Weekly Earnings:

- Enter the employee's last payday prior to the date displayed (23/02/2008 in the example).
- Select the employee's pay frequency from the drop down box.
- Enter the amount of pay that the employee received on this date.



- Once you have entered <u>all</u> of the gross pay earned by the employee between the dates given, the Calculate button will be activated.
- Click Calculate and Payroll Manager will display the average weekly earnings for the employee over the specified period.

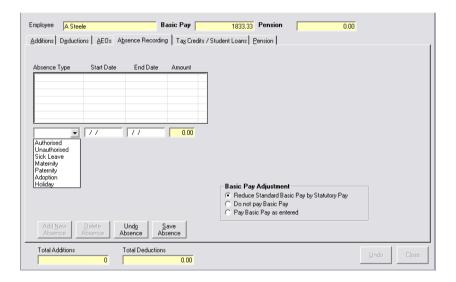
Recording Holiday

NOTE: Before recording holiday leave, holiday entitlement should be specified in the Personal tab of Employee Maintenance.

Right-click on the employee whom is on holiday from the employee list on the main screen and select **Open and Pay Employee**. Once the Open and Pay screen has loaded click on the **Change** button and then the Absence Recording tab.

Click the **Add New Absence** button and select 'Holiday' as the absence type from the drop down list. Amend the dates accordingly and enter the number of holiday days taken.

Click Save Absence and then close the window.

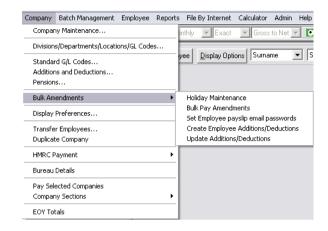


NOTE: This function is used purely to record holiday dates for reference purposes and will not calculate holiday pay automatically. If holiday pay needs to be applied then an addition must be created and added to the employee specifying the amount to be paid.

Bulk Amendments

To access the Bulk Amendments options select Company > Bulk Amendments

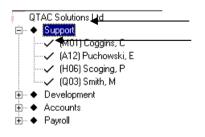
From here you can then choose from the options shown.



Holiday Maintenance

In Holiday Maintenance you can reset and/or carry forward holiday allowances for all or groups of employees.

Selecting a Group:



Click the left mouse button over the company name to amend the whole company.

Or over the Division/Location/Department name to adjust just that group.

Processing the Amendments:



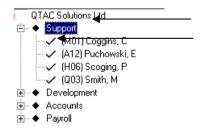
- From the Pay Frequency dropdown list you can elect to amend employees on a particular pay frequency.
- Select the way the holiday entitlement is measured (days/hours).
- Enter the employee's entitlement in the Set Entitlement to field
- If you would like the unused holiday to carry forward place a tick in the Carry Forward Unused Entitlement checkbox. The Maximum Carry Forward field will become active. Here you can set a limit for how much unused holiday is carried forward.
- Remove the tick from Clear Holiday Taken to leave the holiday taken unadjusted.

When you are satisfied with the changes, click the **Process** button to start the operation, after which a report will be produced giving details of the amendment. Click **Yes** to view the report.

Bulk Pay Adjustments

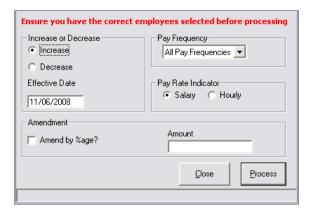
To make bulk pay adjustments follow the steps below:

Selecting a Group:



Click the left mouse button over the company name to amend the whole company, or over the Division/Location/Department name to adjust separate groups

Processing the Amendments:



- From this screen you can choose whether to Increase/Decrease employee pay.
- Enter the date you want the amendment to take effect.
- Select the relevant pay frequency using the Pay Frequency dropdown list.
- You must also select the Pay Rate (salary/hourly) of the employees to change.
- Adjustment can be made by a percentage, to do this, tick the Amend by %age checkbox.
- Enter the amount in the Amount field.

When you are satisfied with the changes, click the **Process** button to start the operation after which a report will be produced giving details of the amendments. Click **Yes** to view the report.

Set Employee payslip email passwords:

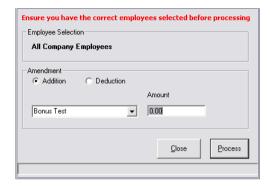


If you are a *Payroll Professional* customer and want to bulk amend email payslip passwords you can do so in the Bulk Amendments menu.

Simply type, then retype your new password and click **Set Passwords**.

Important: Remember to keep all passwords secure.

Create Employee Additions/Deductions:

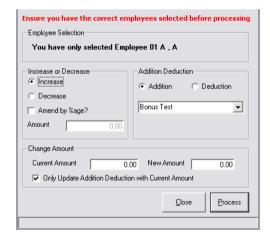


You can apply an addition or deduction to an employee, a department/division/location or a company as a whole.

- Highlight the company, section or employee in question.
- Open Company > Bulk Amendments > Create Employee Addition/Deduction.
- Select Addition or Deduction.
- Select the addition/deduction type and input the amount.
- Click Process.

Updating Additions and Deductions:

- Highlight the company, section or employee in question.
- Open Company > Bulk Amendments > Update Additions/Deductions
- Select the addition/deduction to amend from the dropdown menu.
- Select whether to increase or decrease the addition/deduction by a percentage or fixed amount.
- Click Process.

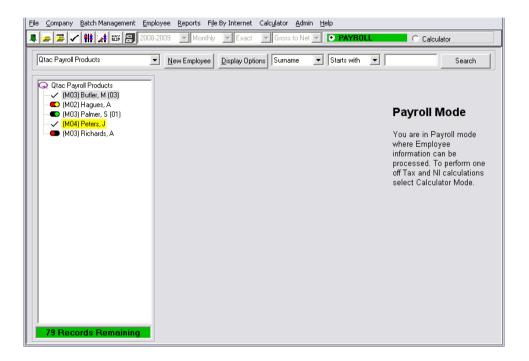


Additional Information:

When you have set up an Addition or Deduction you can apply them to a company, department/division/location or employee. If you see the screen shot above where it states 'Employee Selection' and shows that 'All Company Employees' have been selected — this will apply an addition or deduction to the whole company. If the same section showed 'You have only selected Employee 01 A, A' for example than that addition or deduction would only apply to that employee.

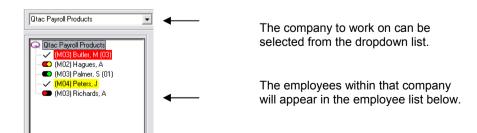
MAIN SCREEN OVERVIEW

After you have entered your registration details and logged in you will be faced with the main screen as pictured below.



Employee Explorer

Selecting a Company:



Employee Explorer Legend:



- The employee has been processed and the pay period is closed.
- The employee's pay has been calculated but the period is still open.
- The employee has been loaded but not saved, this usually occurs when a calculation has been cancelled.
- No processing has yet been carried out.

[M03] Butler, M

An employee highlighted in red is On Hold.

[M04] Peters, J

A yellow highlighted employee signifies a Leaver.

Pay Period Indicator:

The letters of the Pay Period Indicator show the pay frequency:

W =	Q=
Weekly	Quarterly
M =	H= Half
Monthly	Yearly
T = Two	A=
Weekly	Annually
F = Four Weekly	

The numbers show the last pay period processed for the employee. This number automatically advances to the next period when Open & Pay is performed on a closed employee.

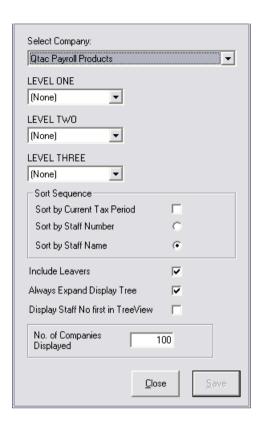
<u>For example</u>: ✓{M04} Richards, A. would indicate that the employee A. Richards has been paid and closed for month 4 of the financial year and is ready to be processed for month 5

Display Preferences

The way the Employee Explorer displays the information can be altered through the **Display Preferences** screen.

The Display Preferences screen is accessed either by selecting Company > Display Preferences, or by clicking the Display Options button on the main screen.



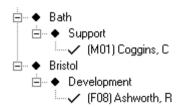


Divisions/Departments/Locations:

The employees can be split into their assigned

Divisions/Departments/Locations by a three-tier system.

<u>For example:</u> If you select Location for the first level and Department for the second the Explorer window will look like this



Sort Sequence

These three options will affect the staff order within the Company/Locations/Divisions/Department s.

Include Leavers

Uncheck the box to remove leavers from the Explorer window.

Always Expand Tree View

Tick this box to show all levels in full.

Display Staff No first in TreeView

Puts the staff number (if entered) before the employees name.

No of Companies Displayed

This sets the number of companies to be displayed in the dropdown menu. This is useful to reduce the population time of this menu (Only significant for 100+companies).

Searching

The Payroll software now comes with the facility to search for created employees using the search bar on the main screen.



Using the Search Bar:

- Select which field is to be searched using the first drop down list.
- Use the second list to refine the search.
- Enter the search term for in the field to the right of the drop down boxes and then click
 Search.
- The first employee who meets the criteria will be highlighted in grey.
- By clicking Search again the next matching employee will be highlighted.

A message will be displayed when all employees have been found.

Payroll and Calculator Mode

All versions of the Payroll software come with an offline PAYE and National Insurance calculator that can be used for checking P45 details and hypothetical calculations which are independent of the payroll.



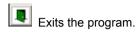
Switching Modes:

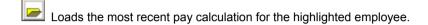
To switch from Payroll mode to Calculator mode, click the payroll or calculator radio buttons. This can be done at anytime; a message prompt will be displayed if it is possible to save data.

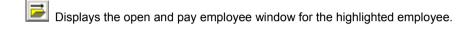
Please see the *Payroll Assistant* section for more information on using the off-line calculator.

Shortcuts

The main menu contains shortcuts to several of the most widely used functions. These shortcuts are described below.







- Closes off the pay period for the highlighted employee.
- Opens the employee maintenance window for the highlighted employee.
- Opens the absence recording window for the highlighted employee.
- Prints the payslip for the highlighted employee.
- Allows you to change the section viewed (Professional only).

Payroll Processing

There are two stages to payroll processing:

Open & Pay:

In this step a new pay period is opened, the employee's pay is calculated and the results are saved to file. The symbol will appear next to the employee to show that this action has completed successfully.

This action can be done as many times as you like E.g. if a bonus payment has been missed for an employee during the main payroll run you can reopen the Open & Pay screen and apply the bonus addition.

Close Pay Period:

It is normal procedure to run a Payroll Summary report before starting this stage to ensure all employee pay details are correct. This report is found under **Reports > Pay Period > Payroll Summary**.

The Close Pay Period function will finalise the pay period and put a \checkmark next to the employee to indicate this has been successful.

By closing the pay period, valid payslips can now be printed and by selecting Open & Pay the period will automatically advance.

Please Note: Closed periods can be re-opened using the Back Process option explained later in this section.

Payroll Processing Symbols:

- The employee has been processed and the pay period is closed.
- The employee's pay has been calculated but the period is still open.
- The employee has been loaded but not saved, this usually occurs when a calculation has been cancelled.
- No processing has yet been carried out.

Processing by Company

To process all employees on the same pay period and pay frequency:



Click the right mouse button over the company name to display the Pay Action screen.



Opening & Paying:

- Select the required Pay frequency and Pay Period.
- Select Pay All.
- The symbol will now appear next to the paid employees.

Closing the Pay Period:

- Right-click the company name again to open the Pay Actions screen.
- The Pay period and Pay Frequency will be as before.
- Select Close All.
- Click Continue.
- A tick will be displayed next to the closed employees.

Pay Frequency:

Select the pay frequency of the employees you wish to pay.

Pay Period:

By default the next period to pay should appear in the **Pay Period** dropdown box. Any pay period can be selected but only a valid period will complete successfully.

Actions:

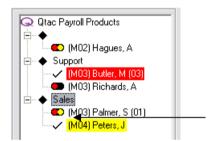
Pay All calculates the wages and saves this information to disk.

Close all completes the payment for the selected period.

Processing by Division/Department/Location

To process by Division/Department/Location the display options must be set up so as the Employee Explorer displays the employees under their respective headings. For more details on how to do this see the section on *Display Preferences*.

Division/Department/Location Processing:

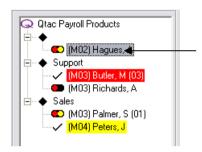


Click the right mouse button over the division name to display the Pay Action screen.

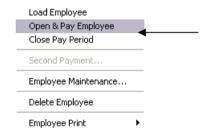
See the previous page **Processing by Company** for details on how to use the Pay Actions screen.

Processing an Individual Employee

Individual processing can take place after the main payroll run to make any adjustments to pay. To do this:



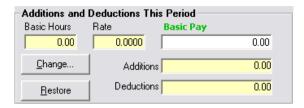
Click the right mouse button over the employee's name to display the context menu.



Select **Open & Pay Employee**; this will display the Payroll Processing section.

The Payroll Processing section can also be displayed by clicking the left mouse button over the employee, then clicking in the main screen.

Payroll Processing Screen Overview



Basic Pay:

If Basic Hours and Basic Rate or Basic Pay has been set up they will appear automatically, however these can be manually adjusted if necessary.

Change:

Clicking the **Change** button opens a new screen which allows you to apply variable pay elements to an employee's pay. These changes only apply to this particular payment. Regular additions and deductions are set-up through the Employee Maintenance screen.

Additions and Deductions:

These fields show the total additions and deductions applied to the employee's pay.

Restore:

Clears all additions and deductions and resets the Basic Pay.

National Insurance Contributions:



NI Code

This list displays the current NI Code for the employee. The code can be changed through the Employee Maintenance screens.

B/F NI

Click the **B/F NIC** button to view the year to date NI details for the employee. The figures can be set to zero if the employee becomes a director.

Director:

If the employee is a director there will be a tick in the **Directors?** checkbox. To make an employee a director, you must use the **Employee Maintenance > Personal screen**.

NIC Refund:

It is possible to refund NI should the incorrect code have been used in previous calculations. The refund amount will be reflected on the IR Remittance Report. Please see the *Refunding NI* section later in the manual.

Tax for Monthly:



Tax for Weekly:



Tax Code:

Any changes to the tax code will be made permanent when the calculation is saved.

Wk1/M1:

Tick this box to put the employee's tax onto a week1/month1 basis. A Wk1/M1 basis does not take account of Gross Pay to Date and Tax Paid to Date within the tax calculation. This is normally applied when you have not received a P45 for a new employee.

Payslip Date:

The payslip date can be adjusted within the current pay period. Any invalid dates will not be accepted. Changes to the date will not be made permanent.

Tax at Period:

This is the Tax at Week/Month that will be used in the calculation. This can be advanced, for example, when you have a new employee starting during the tax year or when paying holiday pay.

Pay at Week:

Pay at Week can be altered to make a payment in advance (E.g. holiday). Please see **Paying Holiday Pay in Advance** later in this section.

Pay Weeks:

If you are paying holiday pay in advance the total number of weeks pay will be entered here. This ensures the correct tax and National Insurance contributions are paid. Paying Holiday Pay later in this section describes this operation in more detail.

P45 Pay and Tax:



Taxable Gross and Tax Paid:

If any P45 details have been entered for the employee they will be displayed here. These details cannot be altered here, but can be changed through the Employee Maintenance screen.

Tax Paid this Employment:



Taxable Gross and Tax Paid:

These figures are accrued over the year and can only be altered by reprocessing the employee's pay.

Performing a Calculation

- Ensure the details are correct, i.e. basic pay, tax week/month and that any additions or deductions have been applied.
- Click Calculate
- If everything is ok click Save.

The results will be displayed on the right of the screen.



For a more detailed set of results showing how the pay was calculated, click the **More Info** button.

Gross Pay

The first tab on the More Info screen splits down the gross pay into Taxable\NI-able and Non Taxable\Non NI-able elements.

Deductions

This tab gives details on pension deductions as well as normal deductions and student loans.

NIC

The NIC tab gives a breakdown of both Carried Forward and Brought Forward NIC payments.

Tax

The tax analysis shows all elements of the tax calculation including a C/F breakdown.

If you are happy with the calculation, click **Save** to return to the main screen, or click **Save Next** to save this record and open the next employee for processing.

To cancel the calculation click **Cancel**. You will then be asked if you wish to save the record. Click **No** to quit without saving.

Multi Period Processing

QTAC Payroll Manager comes with the facility to process multiple pay periods with ease.

Open and Pay the employee, then click the **Multi Period** button to display the Multi period screen.



- Select the start and end periods for the calculation.
- Click Calculate.
- When all periods have been calculated, click Save.
- This process will calculate all pay elements so that all reports are available for printing.

NOTE: The same pay details are used for each period calculated.

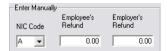
Refunding Ni Contributions

If an employee has been calculated using an incorrect NI code letter then it is possible to refund any NIC that is due.

- First correct the employees NI code letter, which can be done in Employee Maintenance > Tax & NI.
- Pay the employee by right-clicking over their name and selecting Open & Pay.
- Click the NIC Refund button.

Manual NI Refund:

Select **Enter Manually** from the Refund Options.



- Select the NI code for which the NI contributions need to be refunded.
- Enter the amount of employees NI to be refunded
- Enter the amount of employer NI to be refunded.

Click Save then Close.

Click **Calculate** and the refund will be shown in the results section.

Re-Calculate NI Automatically:

Select Re-Calculate from the Refund Options.

- The Apply NI Code field will show the NI code that will be used for the back calculation. It is important that the NI code has been changed in Employee Maintenance prior to carrying out the operation.
- Select the period which the NI letter should have been effective by.

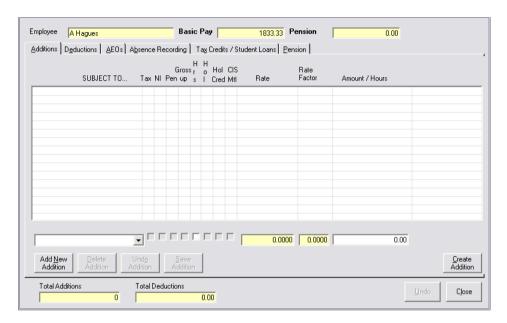


Click Save then Close.

Click **Calculate** and the refund will be shown in the results section.

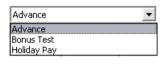
Pay period Additions and Deductions

Click on the **Change** button to bring up the Pay Period Additions Deductions screen. **Note:** changes here will only affect the current pay period.



Applying an Addition:

Add New Addition Click on the Add New Addition button.



From the drop-down list select the addition to add.



In the Amount/Hours field (highlighted in blue), enter the payment to be made.

NOTE: you will only be able to enter hours if the addition has been setup using a Rate or Rate Factor.

Click Save Addition.

Applying a Deduction:

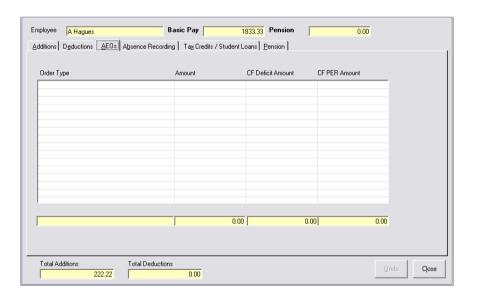
Ensure that the deductions tab is selected; the deduction is then applied as per the additions instructions.

Making Adjustments:

Should you need to make an amendment to the addition/deduction, highlight the entry in the display box. Make the alteration in the input boxes and click **Save Addition/Deduction**.

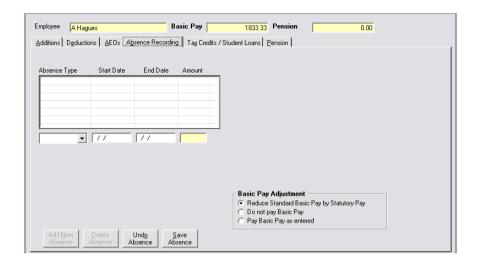
AEO Information

This tab displays attachment of earnings orders that have been assigned to this employee on the Employee Maintenance screen. It will show which AEO is being processed and the amount that is to be taken.



Pay Period Absence Recording

Click on the **Change** button to bring up the Pay Period Additions Deductions screen and then select the Absence Recording tab. **NOTE:** any changes here will affect the current pay period only.



Entering a new Absence (Sick Leave):

Click the **Add New Absence** button.

Add <u>N</u>ew Addition

Select **Sick Leave** from the dropdown menu. Depending on the type of absence selected, different options will become available.





Enter the start and end date of the period that the employee was absent (including waiting days). The date entered in the finish date is included as a day off sick. If this is the first sickness recorded on the system and the employee has had previous sickness; refer to the Inland Revenue documentation to ensure that the correct number of waiting days has been calculated.



The number of Qualifying Days used in the SSP calculation can be changed. Qualifying Days are the number of days that the employee works in a normal working week.

If the system doesn't hold enough information to calculate the Average Weekly Earnings automatically, you will be asked to enter the Average Weekly Earnings for the eight weeks prior to the absence.



The method in which the final pay is calculated is dependent on the option selected here.

When all the details have been entered click Save Absence.

<u>S</u>ave Absence

Absence Type	Start Date	End Date	Amount	
Sick Leave	08/06/2008	14/06/2008	75.40	
Sick Leave	15/06/2008	21/06/2008	75.40	
Sick Leave	22/06/2008	28/06/2008	75.40	
Sick Leave	29/06/2008	30/06/2008	15.08	

After saving, each absence entered will appear in the list. If alterations need to be made to an entry, highlight the absence and make any required adjustments in the **Amount** input box. Once the adjustments have been made click **Save Absence**.

Other Absence Types:

All other absences are recorded using the same method. Average Weekly Earnings for SMP, SAP and SPP may be required, in which case enter the figure accordingly.

NOTE: that with the exception of SMP, SAP and SPP; the pay period absence recording section is used only to record the dates of absence and will not calculate pay adjustments.

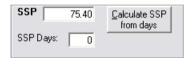
For full automation of SMP, SPP and SAP the absence must be set up in **Employee -> Absence Recording**. See **Absence Recording** for further details.

Manual Statutory Payment Adjustment:

Manual entries will override any other absence.



Highlight the date range to be altered.



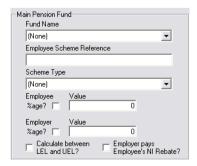
To calculate SSP from a number of days, enter the exact number of days to be paid in the SSP Days field and click Calculate SSP from days.

Use the Basic Pay Adjustment options to apply adjustments to the final calculation.

Click **Save** when all the details have been entered.

Pay Period Pensions

A pension Fund Name must already be set up before adding a pension deduction; this can be done by going to **Company > Pensions**. See **Setting up a Company** for more details.



Pension Fund:

Select the fund name from the dropdown list.

Enter the employee scheme reference (if applicable).

Select the scheme type.

Pension Amount:

By ticking the **%age** box a percentage can be entered to a maximum of two decimal places.

If a percentage is entered it will be used to calculate the pension contribution from the pensionable pay for that pay period. Pensionable pay is accumulated from those pay elements that have been defined as pension-able. To change these definitions use the **Pen** checkbox in the **Company > Additions & Deduction** menu.

Calculate between LEL and UEL:

The pension deductions are only calculated on the pay between the lower earnings limit (LEL) and upper earnings limit (UEL)

Employer pays Employee's NI Rebate:

If this process causes there to be an NI rebate then the company will pay this amount and not the employee

To keep all the details entered click the **Save Pension** Button as shown below. To get rid of the changes made there is also an undo button available.

Processing Holiday Pay in Advance

To pay holiday pay in advance the basic pay must be altered to include the change in amount or a further payment must be included as an addition to the basic pay. To add holiday pay as an additional payment see *Pay Period Additions and Deductions* earlier in this section.



Change the Tax at Week to the last week of holiday pay.

Change the Pay Weeks to the total number of weeks paid. This ensures the employee pays the correct tax and NI.

Pay at Week is the period the holiday pay is paid in.

In the above example:

The employee is currently on pay week 24.

They are going to receive 1-weeks' normal pay and 1-weeks' holiday pay.

The Tax at Week is advanced to 26, the last week of holiday.

The Pay Weeks section is changed to 2.

Net to Gross Calculation

To perform a Net to Gross calculation, the employee must have a net to gross pay rate setup in the **Employee Maintenance > Pay rates** section.



The **Target Net Pay** field in the **Open & Pay** screen becomes available for Net to Gross calculations.

Click Calculate and tax and NI will be added to the target net pay.

Back Processing an Employee

It is possible to re-open closed pay periods by using the Back-process option. This process will supersede any previously saved data.

Highlight the employee in the list by clicking the left mouse button over their name.

Select **Employee > Back-process** from the main menu.



The message shown below will appear. It makes you aware that any changes you make could potentially affect the employee's tax credits and any multi-period deductions attached to their profile. These should be checked on reprocessing.



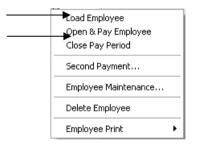


Use the **Starting Tax Period** checkbox to select the period to reopen.

Read the warning message before clicking on **Ok** to continue.

The employees name will now have a yellow and red symbol next to it in the employee viewer on the main screen.

After back-processing an employee there are two options to re-calculate; **Open & Pay Employee** to restart the pay period or **Load Employee** to reload the pay details for that pay period. The payroll-processing screen will then be displayed.



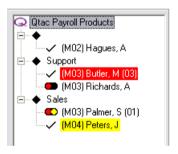
REPORTS

All reports available within Qtac Payroll are accessed from the Reports menu. These are then divided into their relevant groups.



Reports by Company

To print a report for all of the employees within a company:



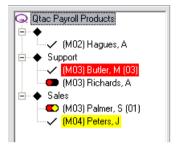
Click the left mouse button over the company name to select.

Go to the reports menu and select the required report.

The **Selection Criteria** screen will then be displayed, which is explained later in this section.

Reports by Employee

Some reports can be printed for an individual employee:



Click the left mouse button over the employee's name to select.

Go to the reports menu and select the required report.

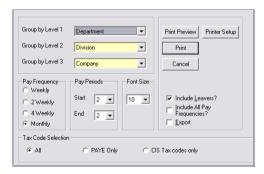
You will be presented with the **Selection Criteria** screen, which is explained later in this section.

It is also possible to print some employee reports by pressing the right mouse button over the employee's name and selecting **Employee Print**.



Reports Options

The options **Selection Criteria for...** screen will change depending on the type of report that is being printed.



Note: Not all options are available with every report.

Grouping:

Some reports have the option to sort by Division/Location/Department. To do this simply select the group required from the **Group by Level** dropdown boxes.

Pay Frequency:

Reports can be adapted to only include employees on the same pay frequency. If it is necessary to print the report to include all employees, tick the **Include all Pay Frequencies?** Check box.

Tax Period:

A single period or range of periods can be reported using the **Start** and **End** period drop down lists. If the **Include all Pay Frequencies?** check box is ticked there will be no way to choose the pay periods to report as all periods are selected by default.

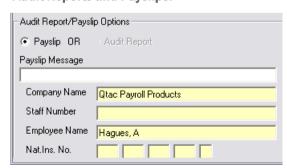
Include Leavers:

Check the Include Leavers? Box to include leavers on the report.

Exporting:

This is covered in more detail later in this section.

Audit Reports and Payslips:



When printing payslips and audit reports an additional field is displayed so that a message may be entered.

If the report is run by company the same message will appear on each page in the batch.

Further information which appears on the payslip can be altered here.

Align Printer:



The print position can be adjusted by clicking the **Align Printer** button.

To adjust the printer, use the drop down lists to select the degree of adjustment.

Click Save.

The alignment settings will be saved for that particular type of report, so each report can be aligned independently.

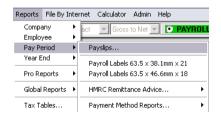
NOTE: If the page doesn't align there could be a problem with your printer drivers

Test Print:

Check the alignment changes by clicking the **Test Print** button. The selected report will print with 'X's' or '9's' in all fields of the report.

Printing Payslips

To print payslip reports, select **Reports > Payslips** and the following screen will be displayed.





Select the type of payslip required by using the radio buttons and then click **OK**. The **Selection Criteria for Payslips** window will then be displayed; see **Report Options**.

Setting the default payslip format:

Select the Company > Company Maintenance > Reports.





Select the desired payslip type in the **Default Payslip Type** drop down menu. Click **Save** and **Close**.

Emailing Payslips

NOTE: Third party software is required to be able to email payslips.

A copy of eDocPrinter PDF Pro can be purchased from http://www.iteksoft.com/2.

Installing eDocPrinter

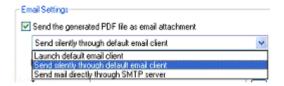
After the installation of eDocPrinter two new printers will be present in **Printer Properties**, eDocPrinter PDF Pro and ERP2PDF.

Set the properties of eDocPrinter PDF Pro in the **General > Printing Preferences**.



Under the **Links** tab of **Printing Preferences** place a tick in the **Enable detecting embedded commands** check box. If the box is left unchecked then no .pdf files are created and nothing will be emailed.

In the Email section, select Send the generated PDF file as email attachment and Send silently through default email client.



² Information correct at time of printing.

Installing ClickYes

For every payslip that is emailed via Payroll Manager, the default mail client will display a warning message advising that another program is trying to access email addresses. If the payslips are to be emailed then click **Yes** when each message appears.



If there are a large volume of employees for whom payslips are being emailed then this message will appear for each payslip. In this case a program called ClickYes can be downloaded to handle the action of clicking **Yes**.

ClickYes can be downloaded from http://www.contextmagic.com/express-clickyes/3.

E-mailing all employees payslips to a company

Go to Company > Company Maintenance from the main menu. In the Reports section, set the company email address and the email password. From the **Default Payslips Type** drop down list, select **Payslips QC01**.



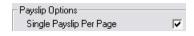
Before printing payslips select the eDocPrinter PDF Pro printer from the Printer Settings screen, under the **File > Printer Setup** menu. This will email all of the payslips as a single .pdf file to the email address stated in the company Reports section.

A .pdf file containing the emailed payslips will be created in the folder where the Qtac software is installed

³ Information correct at time of printing

Emailing Payslips to individual Employees

Go to **Company > Company Maintenance** from the main menu. In the Reports section, set the option to print a single payslip per page.





Select Employee > Employee Maintenance from the main menu. In each employee's Personal section, set the email address and password that will be used to open the file when received.

Before printing payslips select the eDocPrinter PDF Pro printer from the Printer Settings screen, under the **File > Printer Setup** menu. This will email each employee's payslip to their email address.

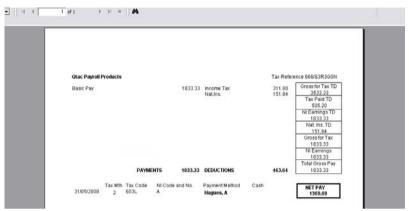
A .pdf file will be created for each employee payslip in the folder where the Qtac software is installed.



Note! If you are intending to email payslips to employees, then either ALL employees must have an email address, or the employees must be split into departments or locations. When selecting the email section to print payslips, select the eDocPrinter printer and when selecting the print section select the normal payslip printer.

Previewing Reports

When all the report options have been selected, click **Preview** and the report viewer will appear.



Report Controls:

a Print	Clicking this button will print the entire report.
A Search	It is possible to search for any characters within the report.
Toggle Tree View	Click the Toggle Tree View button to show\hide the Tree View. The tree view allows pages to be skipped within the report.
75% ▼ Zoom	Select the Zoom required from the dropdown list
Page Selection	The main white field shows the current page, the number to the right shows the total pages. The arrow keys to the left and right allow for scrolling through pages of the report.

The report viewer can be closed without printing by clicking the \boxtimes button at the top right corner of the report window.

Exporting Reports

It is possible to export and save all reports into various file formats for editing, etc. Select the report to be printed\exported:



Tick the **Export** check box on the **Selection Criteria for...** screen.

Click Print Preview.

The Report Viewer will appear, click the button to print or if you do not wish to print the report click X to close the window.



From the **Export** screen you can then choose which format to export the report in.

The destination of the file then needs to be selected, which include email or to disk.

(If selected this gives you the option of where you would like to save the file on your PC)

Click **Ok** to continue.



From the **Export Options** screen select to export all of the report.

You can also specify a page range for exporting.

Click **Ok** to continue.

The next screen shown depends on the description chosen on the **Export** screen:

Disk File: will ask for you to specify the location to save the file on disk.

Application: opens the application related to the format type; E.g. PDF format will open Adobe Acrobat Reader.

Microsoft Mail: opens a new email with the report attached.

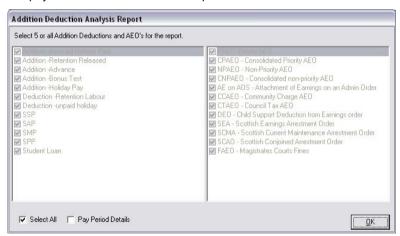
Exchange Folder: allows you to save the report into any Microsoft exchange folder available to you.

Lotus Domino: exports the report to a Lotus Domino database.

Addition/Deductions Report Options

The **Additions and Deductions Analysis Report** allows either all the pay elements or up to 5 individual elements to be selected from the list as shown below.

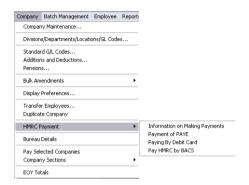
The **Select All** function will automatically be selected. If you wish to print the report with a specific selection of additions/deductions then un-check the **Select All** button and select up to 5 pay elements to include in the report.



Once you have made your selection then click on the **OK** button and the report will be generated.

HMRC PAYMENT

The Payroll software allows payments to be made to the Inland Revenue (HMRC) via the internet. Select 'Company > HMRC Payment'.



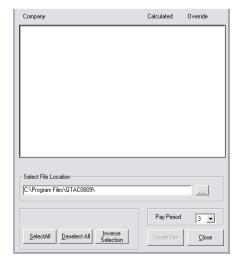
Selecting Information on Making Payments, Payment of PAYE and Paying By Debit Card will open your web browser and load the related page of the HMRC's web-site. Details are provided on how to make payments electronically.

NOTE: An internet connection is necessary in order to use these functions.

Pay IR by BACS:

Only companies that have an Accounts Office Reference, Bank Details, a BACS File Format and a Calculated IR Remittance value in Company Maintenance for the selected period will be displayed.

NOTE: Companies which have already paid the HMRC for the selected period will not be displayed.



The **Pay IR By BACS** screen will list the company name, the calculated amount and the override amount (if entered on **EOY Totals** screen).

Highlight the company and click the **Create File** button.

The EOY totals will show amount paid to the Inland Revenue.

QTAC PAYROLL ASSISTANT

All versions of Qtac Payroll software come with an offline PAYE and National Insurance calculator that can be used to check P45 details and hypothetical pay situations independent of the payroll.

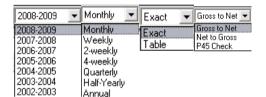
Switching Modes:



To switch from Payroll mode to Calculator mode or vice versa, click the **Payroll** or **Calculator** radio buttons. This can be done at any time, if information needs to be saved then a prompt will appear.

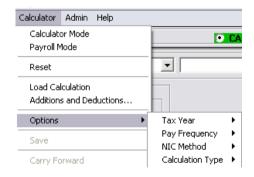
Calculation Options

The calculation options can be chosen from either:



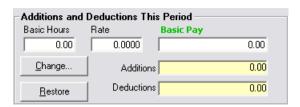
The dropdown lists at the top of the main screen can be used to define specific scenarios for calculation.

Or from the calculator menu.



NOTE: If you have the 10 Employee version of the software, calculations can only be processed for the current tax year.

Making a Calculation



Use this section to enter the pay details.

Click the **Change** button to add any additions, deductions, and SSP etc.

The **Restore** button will clear all pay elements to zero.

The **Addition** and **Deduction** fields show the total additions and deductions applied to the employee's pay, but do not include working tax credits, student loans and percentage pensions as this is calculated during the pay calculation.



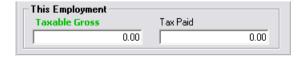
Enter the tax code and select the tax basis.

Select the tax period and payslip date.

If required, brought forward NI details can be entered by clicking the **B/F NIC** button

When the pay frequency is set to weekly an extra field relating to holiday pay becomes available. Paying holiday pay in advance is covered in the *Payroll Processing* section.



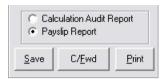


Enter the **Taxable Gross** & **Tax Paid** for the employee, if required there are two additional fields for P45 details.

When all of the details have been entered, click the **Calculate** button at the bottom of the screen.

The results will be displayed to the right of the screen. If more detail is needed click on the **More info** button. If a re-calculation of the same period is required, change the pay details and click **Calculate** again.

There are several options available after a calculation:



Save: To save the calculation to file.

C/Fwd: To carry forward the details to the next pay period.

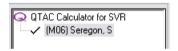
Print: For either a Calculation Audit Report or Payslip Report.

Calculator File Operations

Saving a calculation:

Click the Save button.

A prompt will appear asking for a calculation name. Enter a file name and click Ok.



The file name chosen will be displayed in the employee list to the left of the screen and the calculator will be reset.

Loading a Saved Calculation:

Display the context menu by clicking the right mouse button over the employee's name in the list. From this menu select **Load Employee**.

Deleting a Calculation:

Display the context menu by clicking the right mouse button over the employee's name in the list. From this menu select **Delete Employee**.

Net to Gross Calculations

Select **Net to Gross** from the drop down list.





The **Target Net Pay** field will be displayed in the bottom right of the screen.

Enter the net pay figure and click Calculate.

The Basic Pay, Tax and NI will be calculated automatically.

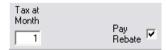
These results can be saved or carried forward by selecting the appropriate action, (discussed in *Making a Calculation*).

Tax Rebate:



The tax field will look like this when paying a rebate.

If the rebate is not to be paid then remove the tick from the pay rebate check box.



Click on Calculate.

P45 Checker

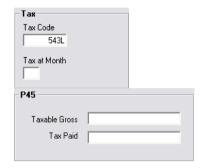
Select P45 Check from the dropdown lists.

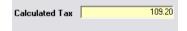




Select Pay Frequency from the drop down lists.

Enter the Tax Code, Tax Period and P45 details and click **Calculate**.



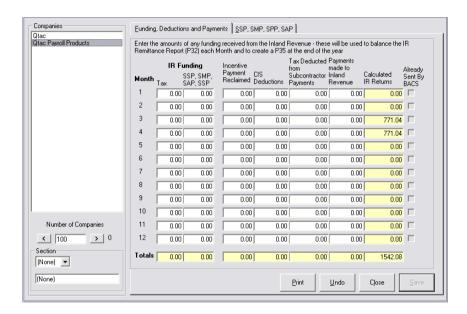


The amount of tax paid will be displayed in the Calculated Tax field.

Click Next to perform another check.

END OF YEAR TOTALS

To produce an accurate P35 Summary it is necessary to enter any funding and CIS deductions that are applicable to your business. This is entered on a monthly basis in the **EOY Totals** screen which can be accessed through the **Company** or **File By Internet** menus



Funding Deductions & Payments

The **Funding, Deductions and Payments** tab contains a month by month breakdown of payments made to and from the HMRC.

IR Funding:

The first two columns (Tax & SSP, SMP, SPP, SAP) are for adding any funding received by the HMRC to help pay tax, etc. **NOTE:** That this is not for amounts which have been recovered from the Revenue.

Incentive Payment Reclaimed:

Used for entering any bonus payments. For example, if the company's P35 was filed electronically in the previous tax year, then the employer may qualify to receive an incentive payment from the Inland Revenue. This is provided that the employer qualifies as a small employer and a full and complete submission was made. If the incentive payment is to be

recovered from the Inland Revenue through the payroll, then the amount to recover should be entered in the relevant period.

CIS Deductions:

This field should be used by limited companies that have suffered CIS deductions and must enter the value from form CIS25.

Tax Deducted from Subcontractor Payments:

Enter the tax deducted from subcontractors if applicable.

Payments made to Inland Revenue:

Enter the actual amount paid to the Inland Revenue for the monthly remittance.

Calculated IR Returns:

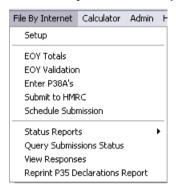
This is the only column which cannot be entered manually – it is populated after the **HMRC Remittance Advice** report has been closed/printed. The software will automatically calculate how much is owed to the HMRC depending on payments made to staff and figures entered in the other fields in the EOY Totals table. You will occasionally be prompted to update these figures after running the Remittance Advice report and you should do so after every pay period.

The **EOY Totals** table can be printed if necessary.

FILE BY INTERNET (FBI)

Preparing Payroll Manager for File by Internet

Select File By Internet > Setup



Set up and Authentication Details:

Before you can use Qtac Payroll to file information online you must input some details. Your **User ID** and **Password** - obtained by registering on the Inland Revenue's website, www.hmrc.gov.uk or www.gateway.gov.uk and the **email address** you registered with the HMRC. If the returns are being filed as an agent, tick the **Agent Required** check box and enter your agent details.

NOTE: File By Internet will often be referred to as FBI in this manual.



You will also need to specify the **Sender** type from **Agent**, **Bureau** or **Employer** as applicable

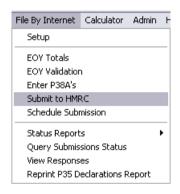
Click Save and then Close to return to the main screen.

Sending a Single Part FBI Submission

Before attempting to submit any end of year returns, please ensure that Qtac Payroll has been set up for FBI, as detailed in the previous section.

Data Validation:

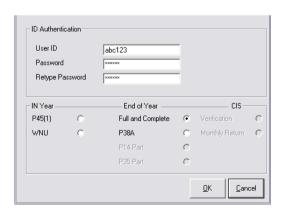
Select File By Internet > Submit to HMRC



Sending End of Year 'Full and Complete' information:

The **Full and Complete** option is used for end of year purposes, selecting **Full and Complete** will allow you to send off the following information to the Inland Revenue:

P14 Declaration, P38a Declaration, P11 Declaration, all Tax and NI figures, Statutory Payments and Totals for the company.



The FBI submission screen will then be displayed. Confirm that the authentication details are correct and click **OK**.

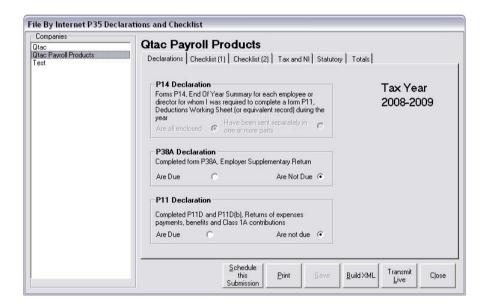
Qtac Payroll will validate that all of the required information has been completed. If the company passes the validation then the P35 Declaration screen will be displayed. If

company information fails the end of year validation then a report will be generated detailing any fields that must be altered.



File By Internet P35 Declarations and Checklist:

Complete the **Declarations**, **Checklist (1)** and **Checklist (2)** sections of the P35 Declarations screen, selecting any options that are applicable to the company.



The **Tax & NI**, **Statutory** and **Totals** sections display any information that has been entered via EOY Totals during the course of the year. If required, the figures can be either entered or adjusted within these screens.

Once completed, the P35 can be printed by clicking **Print**.

Alternatively, send the P35 electronically by following the instructions below:

There are several options when submitting the return to the HMRC:

Preview the submission by clicking **Build XML** and click **Yes** when asked if a preview of the XML is required. This will make the selected company available for scheduling to submit at a later time. The XML files can be built for any number of companies, working through the list in the left-hand window prior to scheduling them for submission. This is usually used to check the information being sent to the HMRC.

Send immediately by clicking Transmit Live.

Schedule the submission to be sent at a later date by clicking **Schedule this Submission**. For more information on this subject, see Scheduling FBI Submissions.

Transmit Live:

After clicking **Transmit Live** the **Government Gateway Client** screen will be displayed. Please check that the URL reads:



After clicking **Submit**, the payroll software will connect to the HMRC Government Gateway and transmit the end of year data. Please be aware that this process could take several minutes due to the large volumes of submissions made to the Government Gateway.

When the submission has completed, a message will appear stating "Message Successfully Sent", in which case no further action is required. If a message is received saying "Submission received and awaiting processing", then the submission status must be monitored – see *Query Submission Status* (located later in the *File By Internet* section of this manual).

Sending a Multi Part FBI Submission

Note! This feature is available in Payroll Professional only.

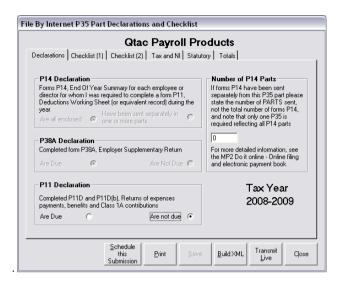
Submitting P35 Part:

Select File by Internet > Submit to HMRC. From the FBI Submission screen, confirm the authentication details, select the P35 Part and click OK.

Payroll Professional will check that all of the required information has been completed. If the company passes EOY Validation then the **P35 Declaration** screen will be displayed.

P35 Declaration:

On the declarations screen enter the total number of P14 parts that will be submitted.



Complete the **Declarations**, **Checklist (1)** and **Checklist (2)** sections of the P35 Declarations screen, selecting any options that are applicable to the company.

The **Tax & NI**, **Statutory** and **Totals** sections will display any information entered in the EOY Totals section. If required the figures can be entered or adjusted using these screens.

Once completed, a submission can be previewed by clicking **Build and Preview XML**. The message can be sent immediately by clicking **Transmit Live** or schedule the submission for sending at a later time by clicking **Schedule Submission** (see **Scheduling FBI Submissions** for more information).

Transmit Live:

After clicking **Transmit Live** the Government Gateway Client screen will be displayed. Please check that the URL reads:

Gateway Submission Server	Submission Server		
URL: https://secure.gateway.gov.uk/submission			

Click **Submit**, the payroll will connect to the HMRC Government Gateway and transmit the end of year data. Please be aware that this process could take several minutes due to the large volumes of submissions made to the Government Gateway.

When the submission has concluded, a message will be received stating "Message Successfully Sent", in which case no further action is required. If a message is received saying "Submission received and awaiting processing", then the submission status must be monitored – see *Query Submission Status* (located in the *File By Internet* section of this manual).

Submitting P14 Part:

Select File by Internet > Submit to HMRC menu.

The FBI Submission screen will be displayed, confirm the authentication details, select P14 Part and click OK.

On the FBI P14 Part screen, enter an ID for each the P14 submission in the Unique ID text box. A unique ID is required for each P14 part submitted.

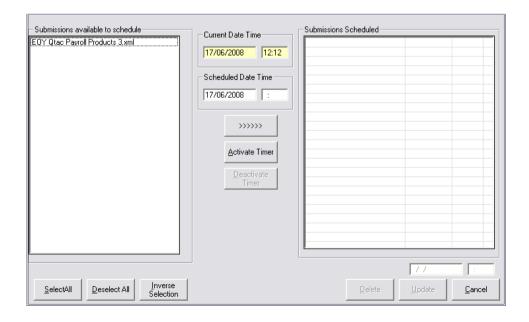
Click Transmit Live, and then on the Government Gateway screen click Submit.

When the submission has concluded, a message will be received stating "Message Successfully Sent", in which case no further action is required. If a message is received saying "Submission received and awaiting processing", then the submission status must be monitored – see *Query Submission Status*.

Scheduling FBI Submissions

Adding a Submission for Scheduling:

After clicking **Schedule Submission** the Schedule FBI Submission screen will be displayed. The left-hand list on this screen shows the submissions which are available for scheduling. Select the item in the list using the left mouse button.



Enter the required submission date / time in the Scheduled Date Time fields.

>>>>>

Click the transfer button to schedule the submission. The right-hand column will now show the submission along with the date / time.

Change a Submission for Scheduling:

Select the submission in the right-hand list. The date / time details will be displayed in the fields at the bottom of the screen.

Adjust these accordingly and click Update.

If the scheduled submission needs to be removed, highlight the submission and click **Delete**.

Stopping the Scheduler:

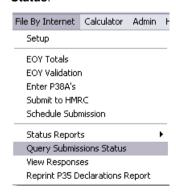
The submission scheduler can be stopped at any time by clicking **Deactivate timer**.

Query Submission Status

Due to the volume of submissions it is possible that the end of year data will be transmitted but not validated by the HMRC. In this situation the software will mark the submission as pending and it will be necessary to monitor the submission status by sending a query to the HMRC Government Gateway.

Updating Submission Status:

The status of a pending submission can be checked at any time by selecting File by Internet > Query Submission Status.

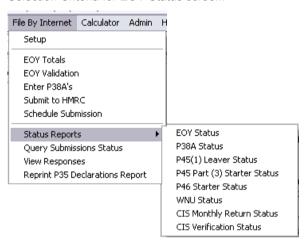


When the FBI Query Status screen is displayed confirm that the authentication details are correct and select either **Full & Complete** or **P38A**, then click **OK**.

The payroll will work through all of the submissions pending validation and update the status.

Status Report:

To view the status of each company, select **File by Internet > Status Report > EOY Status** to display the Selection Criteria for EOY Status screen.

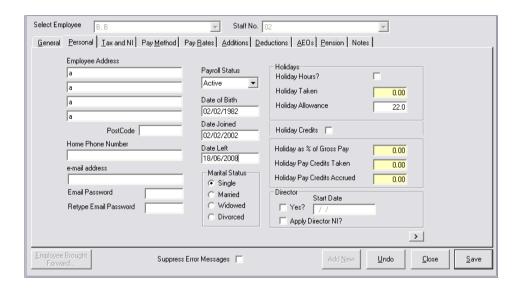


The companies that are to be reported on can be selected in this screen. Multiple companies can be selected by holding down the **Ctrl** key on the keyboard and click the left mouse button over the required companies. Once you have selected, click **Print** or **Print Preview** to create the report.

efile p45 Part 1 (leaver)

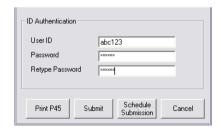
To send a P45 Part 1 electronically to the HMRC you will first need to set the employee to a leaver. Open **Employee > Employee Maintenance** for the employee in question then select the **Personal** tab and change the Payroll Status to **Left** and enter the **Date Left**.

NOTE: You can set the employee to Left for a date which has not yet passed.



After saving the changes in Employee Maintenance, the window on the right will appear confirming your User ID and Password from the File By Internet > Setup screen.

Select the **Submit** button to send or **Schedule Submission** to send at a time convenient to you – see **Scheduling FBI Submissions**.

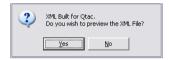


The payroll will then validate the P45 details.

Select **OK** to confirm.



You are given the option of viewing the XML file before it is sent but it is not a requirement.



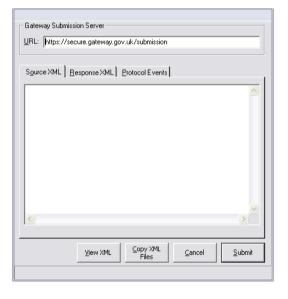
Submitting the P45 (1) to the HMRC:

If you have elected to **Submit** straight away, you will now be viewing the screen to right. To schedule a submission skip this step and follow the instructions below.

The URL address is built within the software and will not need to be changed.

You can view this file again before sending by selecting **View XML**, and it can be copied to a folder.

Select **Submit** to send your P45 to the HMRC. You will receive a confirmation email from the HMRC within 24 hours.



If the below error appears during submission, incorrect details are held in one or more of the following - **Tax District Number** or **Reference** in Company Maintenance, **Agent ID** (if you're registered as an agent) or your **User ID** or **Password** in the **File by Internet > Setup** screen.

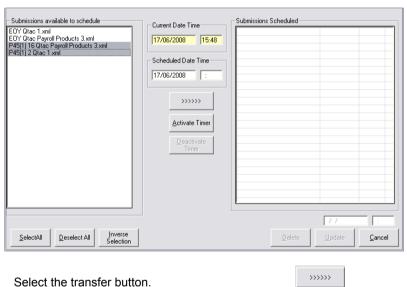
1046 Error when Filing Online



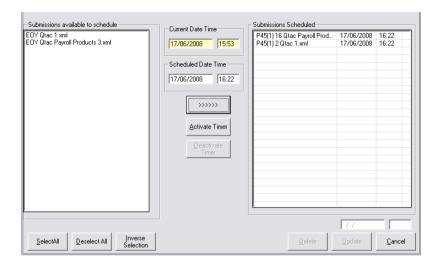
Scheduling a Submission:

To schedule a submission, select **File By Internet > Schedule Submission** to view the below window. Highlight the P45 from the left window and enter a **Scheduled Date** and **Time**.

NOTE: The schedule submission process is the same for CIS verification.



The selected P45 you have selected will now appear in the right window, as shown below.



Now select the Activate Timer button.



This will start the process of submitting the P45.

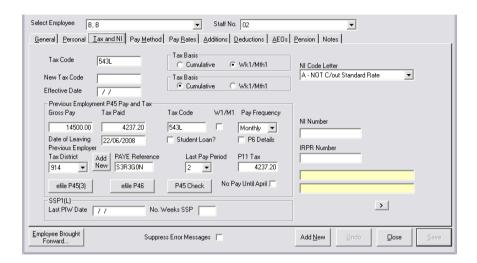


You will receive a confirmation email from the HMRC within 24 hours.

NOTE: An active Internet connection is required for submitting P45 details electronically to the HMRC.

efile P45 Part 3 (starter)

To efile a P45 Part 3 you must first enter the previous Pay and Tax details in the **Employee Maintenance**, as shown below. Select **Save** to enable the **efile P45 (3)** button.



The window on the right will appear confirming your User ID and Password from the File By Internet > Setup screen.

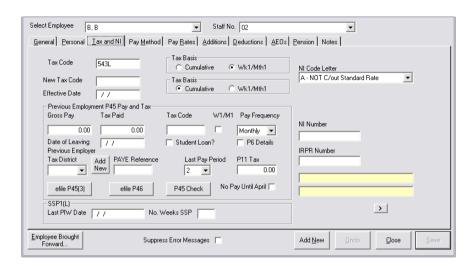
Select the **Submit** button to send or **Schedule Submission** to send at a time convenient to you.



For detailed information on submitting or scheduling a submission see efile P45 Part 1 (Leaver)

efile P46 (starter)

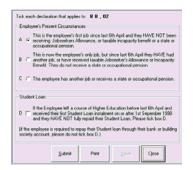
To efile a P46 select the efile P46 button in the Employee Maintenance



The window on the right will appear confirming your **User ID** and **Password** from the **File By Internet > Setup** screen.



Select either the **Submit** or **Schedule Submission** button to open the **P46 Declaration** screen.



On the **P46 Declaration** you will have various options which will be applicable to this employee.

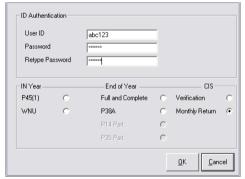
Select the **Submit** button to send or **Schedule Submission** to send at a time convenient to you.

CIS Monthly Submission

A monthly submission for subcontractors must be submitted to the HMRC every month. **NOTE:** Failure to submit a monthly return will result in fines from the HMRC.

To submit a subcontractor's monthly return, select **File By Internet > Submit to HRMC**.

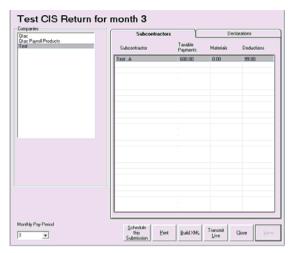




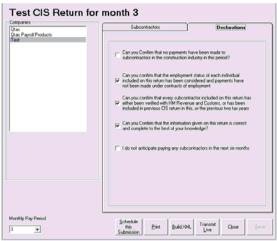
The screen to right will appear.

Select **Monthly Return** under the CIS section, and then click **OK**.

Click **OK** to continue.



Before any transaction takes place, select the statement as applicable in the **Declarations** tab.



Select Print to copy this file.

Transmit Live to submit now...

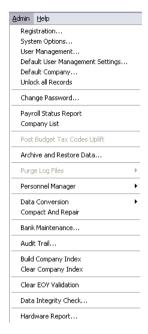
Schedule this Submission to send at a time convenient to you.

The Print, Transmit Live and Schedule Submission functions are covered in detail earlier in this section.

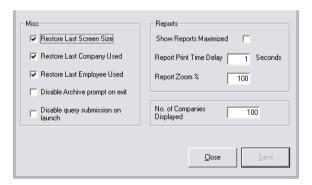
SYSTEM ADMINISTRATION

There are a variety of different system options available from the **Admin** menu.

Registration is covered at the start of this manual.



System Options



Miscellaneous:

The **Restore** options will remember the employee, company and the size of the screen last used. These are used when the program is next opened.

The **Disable Archive on Prompt Exit** will stop the prompt to backup the database when the program quits.

NOTE: Even if disabled you will still be prompted to backup your data once a month.

Disable Query Submission on Launch will stop the Query Submission screen from opening when the program is first loaded. The Query Submission screen allows the user to monitor the status of electronically submitted reports (e.g. P35).

Reports:

To make the report preview window open in its maximized state, tick the **Show Reports Maximized** check box.

In some cases it is necessary to delay the time taken to send the report to the printer. The **Report Print Time Delay** feature allows for a pause time in 1 second increments.

Report Zoom% allows you to set the default zoom level for the report preview window.

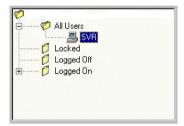
No. of Companies Displayed sets the number of companies which are displayed in the company selection drop down menu at a time. This can be used to reduce loading time of large payrolls (100+ companies)

User Management

User Management allows new users to be set up in the payroll with variable permissions which can be adjusted for each company.

NOTE: These options are only applicable on multi user systems and are only accessible by the supervisor.

User Tree View:



The primary role of the tree view is to monitor current user status and permissions.

- To view a user's details, click the left mouse button over the required user to highlight them.
 Any options set will be shown.
- From the Tree View the various states of the users can be viewed. Click the +/- sign next to the folders to expand/collapse the lists.

Company Selection:



Users can have different attributes for individual companies.

 Select the users in the tree view then select each company in turn, adjusting the attributes as required.

User Permissions:







These options relate to employee and company functions

To give the user permission to perform a function, place a tick in the relevant box.

As mentioned previously, these options can be set individually for each company.

 To make the selected options applicable for all companies tick the Apply to ALL COMPANIES check box. This can then be overridden if necessary.

NOTE: A user cannot change employee details if they cannot view them!

User Status:



It is possible to lock a user's account to stop unauthorized logging on.

It is also possible to give or remove supervisor rights.

NOTE: There must always be at least one supervisor account.

Username and Password:

Change the username and password for a user account here. This is only accessible by the supervisor. Users can change their own password through Admin > Change Password.



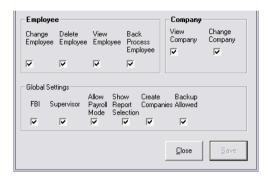
Other Functions:

It is possible to print all of the users and their attributes by clicking the **Print** button. All users can be stopped from logging into the system by clicking the **Lock out All** button.

Clicking the button a second time will reactivate all users. Users can also be added or deleted as necessary.

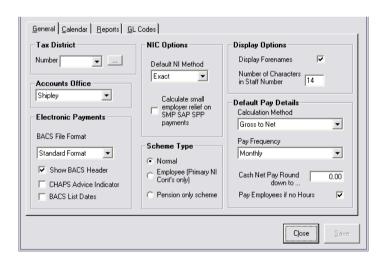
Default User Management Settings

Shown below is the **Default User Settings** screen. When a new user is created they will have the defined privileges as set here.



Default Company

The **Default Company** screen allows the user to set defaults on the General, Calendar, Reports and GL Codes tabs on the **Company Maintenance** screen. When a new company is added to the payroll they will be created with the defaults as defined here.



Change Password

This is used to change the password of the user that is currently logged on:



Enter the current password.

Enter the new password.

Enter the new password again in the **Confirm Password** field.

Click Save to complete the operation.

At anytime click **Cancel** to quit without saving.

Payroll Status Report

This report gives the status of any open or closed pay periods and is divided by pay frequency. The report is viewed and printed like any other report. For more detail on reports see the *Reports section* earlier in this manual.

Company List

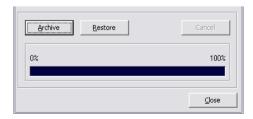
This report prints a list of companies currently on the payroll, their PAYE reference, tax district number and bank details for BACS payments.

Archive and Restore Data

Archive and Restore data allows payroll data to be backed up to either a hard disk drive or removable media.

NOTE: If the backup is intended to be saved on a CD-ROM, the archive must be saved to the hard disk drive first and then burnt onto the CD.

Archive and Restore Utility:

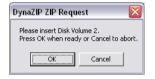


Archiving Payroll Data:

- Click the Archive button to open the file dialog window.
- Select the location to save the backup.
- The file name consists of Year-Date-Time, example Q2002-08-14@142051.arc. The file name can be changed if necessary.
- Click Save to start the backup.

A counter will show the progress of the backup. When complete click **Ok** on the message box and then **Close**.





Restoring Payroll Data:

Click the **Restore** button and a file window will appear.

Select the data file to restore.

Click Open.

A warning message will be displayed, (opposite).

Click **Yes to All** to complete the restore.

Archiving to Floppy Disk:

- If you are choose to save the file to floppy disk, and then a message will be displayed prompting a disk to be inserted. Once the disk is in the drive click Ok
- If the backup is too large to fit on one disc, a message will be displayed prompting for a second disk to be inserted. Click Ok when the second disk is in the drive.



Personnel Manager (Only Applicable to Personnel Manager Users)

The Payroll software can import data from Vizual's Personnel Manager program. To do this, go to **Admin > Personnel Manager > Link Status**.



- To turn on the link, click the Activate Link check box.
- Choose the location of the interface files.
- Click Save.
- Click Cancel at any time to quit without saving.

Clear Link History File:

All interface records between the Payroll software and Personnel Manager are logged. To permanently remove these records from this log file enter a date and click **Clear**.

Import Lock Status:

This field shows the current status of the link. If the software is importing data it will change to **Active**. In the event of a system crash, clicking the **Clear** button will reset the import operation.

Also available from the Personnel Manager menu are options to:

Refresh Data:

This option will start the import process.

Export All Data:

This option will export all data to the location specified in the Personnel Manager Link screen.

End of Year Migration

Payroll Manager and Payroll Professional have a built-in migration facility to ease data transfer between financial years. To start the migration utility, select **Admin > Data Conversion > Convert 'X' to 'Y'...** (Where 'X' is the previous year and 'Y' is the new financial year). The following screen prompts you to backup your archive before continuing with the migration.

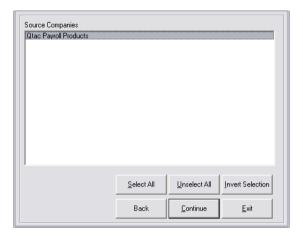
Click Continue when ready



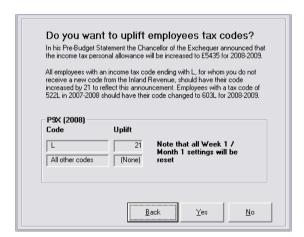
You will then have to select the location of the database for the previous year's data. If the software is stored on a standalone computer using the default install settings click **Continue**. Network installations or systems using removable storage devices will require you to manually select the location using the **Browse** button.



Next, select the companies to be migrated – if all companies are to be migrated, click the **Select All** button then **Continue**.

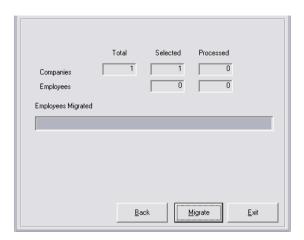


The next screen prompts you to uplift the tax codes to meet the changes in personal allowances for that year. You will be asked to confirm this after clicking **Yes**.



Click Migrate to begin the transfer.

NOTE: The number of companies and employees selected for transfer will be displayed.



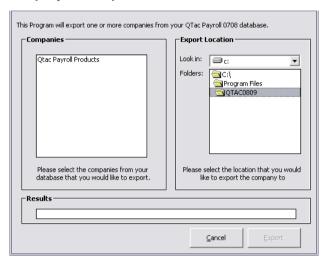
Finally, click **OK** on the completion message and close the prompt to save the migration log (this is mainly for use by Technical Support staff).

Your employees and company details will now be available for processing.

Company Export

There may be occasions when a selection of companies needs to be exported. The Payroll software allows this with the use of the **Company CSV Export** and **Company MDB Export** functions. These functions can be found by selecting **Admin > Data Conversion** from the main menu.

Company MDB Export...



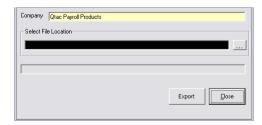
Upon opening the **Company MDB Export** window a list of companies will automatically populate in the **Companies** list area.

Select the companies that are to be exported and select a destination for the exported file from the **Export Location** window.

Click the **Export** button to begin exporting the chosen companies.

Company CSV Export...

The **Company CSV Export** function exports all company data in the form of a number of CSV files. These CSV files are organized in their own folder which can be exported to a chosen location.



Upon selecting the Company CSV Export option, a window will be displayed with the intended location of the exported file.

- To change the file location, click the '...' button.
- Once the location has been selected click Export.

Compact and Repair Database

Running the **Compact and Repair** feature regularly will help keep the database at a manageable size and can decrease loading times.

It is recommended that this utility is used at a time when no user, other than the supervisor, is on the system.

Note: If the utility is launched while another user is connected, the Payroll software will report that the database could not be compacted. If this occurs, ensure that all other users are logged out and try again.

The **Compact and Repair** utility that comes with the Payroll software can be accessed through **Admin > Compact and Repair** from the main menu options. The database will then be compacted and a message will be displayed when the process is complete.

Bank Maintenance

This option links to the **Bank Maintenance** screen which allows you to add new bank sort codes, names and branches which can then be applied to employee records for wage payments, etc.

Audit Trail

This option prints an audit report which shows all changes made on the database (this is mainly used by Technical Support).

Build Complex Index

This option refreshes the companies visible per section when using the **No. of Companies Displayed** option in **Company Maintenance**. This option can also be cleared if necessary.

Clear EOY Validation

This function clears the EOY Validation table in the database, helping to reduce its size.

Data Integrity Check

The data integrity check is used mainly by Technical Support to ensure the table relationships within the database are functioning correctly.

Hardware Report

The hardware report displays your current hardware and operating system specifications.

IMPORTING COMPANY DETAILS

The Payroll software has a **Company Import** function which allows external company information to be imported at any point during the tax year. This information needs to be in the form of 'comma separated value' files (.CSV) and arranged in a specific format. You can find examples of the format of the import files on the installation CD.

There are 9 files in total per company. These are as follows:-

Company.csv

Employee.csv

EmployeeBF.csv

EmployeeBFNI.csv

AdditionDeduction.csv

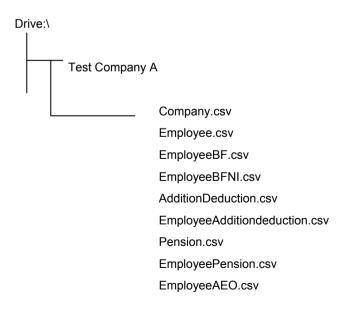
EmployeeAdditiondeduction.csv

Pension.csv

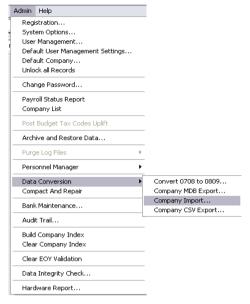
EmployeePension.csv

EmployeeAEO.csv

Each company and its related .CSV files should be stored in a separate directory named after the company, as outlined below.

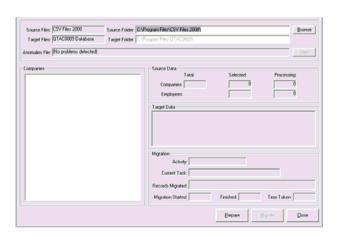


Once the CSV files have been prepared, the company details can be imported. Select **Admin > Data Conversion > Company Import** from the main menu.



From the **Data Migration** window (below), select the source and target folders by clicking **Browse** and selecting the appropriate directories.

NOTE: The source folder must contain a folder for each individual company being imported.



Click **Prepare** to display a list of relevant files in this directory. Highlight the file that is to be imported and click **Import**. All information in this file will be imported into Payroll Manager. The program will need to be restarted to refresh company information.

APPENDIX

Company.csv:

COMPANY.CSV (This file contains all the company specific details)							
	,						
Field Number	Name	Туре	Description / Value(s)				
1	CompanyName	Text	Company Name				
2	Address1	Text	Company Address Line 1				
3	Address2	Text	Company Address Line 2				
4	Address3	Text	Company Address Line 3				
5	Address4	Text	Company Address Line 4				
6	Postcode	Text	Company Post Code				
7	Country	Text	Company Country				
8	PhoneNumber	Text	Company Phone Number				
9	TaxDistrict	Text	Tax District				
10	TaxRef	Text	Tax Reference				
11	TaxDistName	Long	Tax District Name				
12	IngNICMethod	Long	Default NIC Calculation method for the Company. Values: 0: Exact; 1: Table				
13	IngCalculationType	Text	Default Calculation Type for Company. Values: 0: Gross to Net; 1: Net to Gross				
14	BankName	Text	Company Bank Name				
15	BankSortCode	Text	Company Bank Sort Code				
16	BankBranch	Text	Company Bank Branch				
17	BankAccountNo	Text	Company Bank Account Number				
18	BankAccountName	Text	Company Bank Account Name				
19	BSocRollNo	Text	Building Society Roll Number				
20	BOBSAutopayNo	Text	Autopay/BOBS/Faxpay/Telepay Number				
21	PayFrequency	Text	Default Pay Frequency for Company. Values: M = Monthly; W = Weekly; 2 = 2 Weekly; 4 = 4 Weekly; Q = Quarterly; H = Half Yearly, A = Annual				

AdditionDeduction.csv:

AdditionDeduction.CSV (This file contains additions and deductions set up for each individual								
company.)								
Field								
Number	Name	Type	Description / Value(s)					
	PKAdditionDeduductio	Long	Primary Key to uniquely identify the Addition/Deduction					
1	n Description	Integer						
2	Description	Text	Eg "Basic Pay", "Employee Pension" etc.					
3	ShortDesc	Text	Short code for description					
4	Addition	Yes/No	Yes = Addition; No = Deduction.					
			Addition: Yes = addition is subject to tax; No = addition is not subject to tax. Deduction: Yes =					
			deduction is allowable for tax. No = deduction is not					
5	Tax	Yes/No	allowable for tax.					
			Addition: Yes = addition is subject to NI; No =					
			addition is not subject to NI. Deduction: Yes =					
6	NIC	Yes/No	deduction is allowable for NI, No = deduction is subject to NI.					
0	NIC	163/110	Yes = addition/deduction included in calculation of					
			pension payment; No = addition/deduction not					
7	Pension	Yes/No	included in calculation of pension payment					
			Yes = Additional Holiday Payments; No = no					
8	Holiday	Yes/No	Additional Holiday Payments. Yes = Addition is grossed up; No = Addition is not					
9	GrossUp	Yes/No	grossed up.					
	Стоссор	100/110	Applied to the basic hourly rate, or to the Optional					
10	Multiplier	Double	Rate in this record if it's non-zero.					
		_	Optional rate. If a value is entered here then it is					
11	OptionalRate	Double	used instead of the basic hourly rate.					
12	ReducingBalance	Yes/No						
13	CarryForwardDeficit	Yes/No						
14	PavelinPriority	Long	Order in which additions/deductions will be printed					
14	PayslipPriority	Integer	on the payslip. a deduction to an additional Bank Account by					
15	BACSDeduction	Yes/No	BACS					
			Yes = Include in Holiday Credits Accrued Gross					
			Pay calculation; No = not included in Holiday					
16	blnHolidayCredits	Yes/No	Credits Accrued Gross Pay calculation					
17	blnHolidayPay	Yes/No	Yes = Holiday Pay addition; no = not a holiday pay addition					
17	DifficultiayPay	res/ivo	auuilion					

Pension.csv:

Pension.CS	V (This file contains Company Pe	ensions)	
Field Number	Name	Туре	Description / Value(s)
1	PKPensionFund	Long Integer	Primary Key to uniquely identify the Pension
2	strPensionFundName	Text	Pension Fund Name Description
3	strSchemeRef	Text	Pension Scheme Reference
4	strSCONCOMP	Text	Company Pension SCONCOMP Number
5	strSCONCOMPSuffix	Text	Suffix for Company Pension SCONCOMP Number
6	IngSCONCOMPSchemeTy pe	Long Integer	SCONCOMP Scheme Type
7	strSCONCOSR	Text	Company Pension SCONCOSR
8	strSCONCOSRSuffix	Text	Suffix for Company Pension SCONCOSR Number
9	IngSCONCOSRSchemeTy pe	Long Integer	SCONCOSR Scheme Type
10	blnIRAPP	Yes/No	Inland Revenue Approved Pension Plan
11	IngECONSCONSelection	Long Integer	None = 0;COMP=1;COSR =2;
12	blnGrossLessBasicRateTa x	Yes/No	Requires Pensionable Pay to be Gross Less Basic Rate Tax
13	blnHoliday	Yes/No	Yes = Additional Holiday Payments; No = no Additional Holiday Payments.

Employee.csv:

EMPLOYE	E.CSV (This file contain	s all employee	details)
Field Number	Name	Туре	Description / Value(s)
1	StaffNo	Text	Staff Number
1	Stallivo	TEXT	Mr, Mrs, Miss, Ms, Dr, Prof, Sir, Rev, Lord, Lady,
2	Title	Text	Earl, Duke, Duchess, Prince, Princess, Rt. Hon.
3	Surname	Text	Employee's Surname
4	Forenames	Text	Employee's Forname(s)
5	Salutation	Text	Salutation - eg "Albert" or "Mr Hall", suitable for the salutation in a letter (prefixed by "Dear ").
6	Gender	Text	M=Male; F=Female
7	EmailAddress	Text	Employee's email address
8	Address1	Text	Employee's Address Line 1
9	Address2	Text	Employee's Address Line 2
10	Address3	Text	Employee's Address Line 3
11	Address4	Text	Employee's Address Line 4
12	Postcode	Text	Employee's Post Code
13	PhoneNumber	Text	Employee's Phone Number
14	MaritalStatus	Text	0=Single, 1=Married, 2=Widowed, 3=Divorced.
15	DOB	Date/Time	Date of Birth
16	JoinDate	Date/Time	Date of joining company
17	LeaveDate	Date/Time	Date of leaving company
18	Director	Yes/No	Yes = is a director; No = is not a director.
19	DirectorDate	Date/Time	Date from which NI is calculated on Director's basis (if no date then whole tax year on Director's basis).
20	CurTaxCode	Text	Current Tax Code e.g. 461L
20	Curraxoodc	TOAL	Yes = tax calculated on a cumulative basis; No =
21	CumulativeTaxBasis	Yes/No	tax calculated on a week1/month 1 basis.
22	CalculationType	Long Integer	0: Gross to Net; 1: Net to Gross
23	NINumber	Text	National Insurance Number
24	NICode	Text	A,B,C,c,D,E,F,G,J,L,S,X
25	PayRate	Double	Hourly Pay rate
26	Salaried	Yes/No	Yes = paid on salary basis; No = paid on hourly basis.
27	Salary	Double	Salary per annum for monthly, quarterly, half yearly and annually paid staff. Salary per week for weekly, 2 weekly and 4 weekly paid staff
28	PayDate	Date/Time	date that pay rate is effective from.
29	StdHours	Double	Hours per month (for monthly paid) or per week (all other frequencies).
30	CurTaxPeriodWM	Long Integer	Current tax period Week/Month

31	HolidayHours	Yes/No	Yes = Holiday allowance is expressed in hours; No = Holiday allowance is expressed in days.
32	HolsAllowance	Double	Days (or hours) of holiday allowance. Can be half days (or hours).
33	HolsTaken	Double	Number of days (or hours) holiday taken.
34	P45GP	Double	Gross Pay Amount on the P45 when employee joined company.
35	P45Tax	Double	Tax Amount on the P45 when employee joined company.
36	IRPRNumber	Text	Inland Revenue Personal Reference Number
37	BankName	Text	Employee's Bank Name
38	BankSortCode	Text	Employee's Bank Sort Code
39	BankBranch	Text	Employee's Bank Name
40	BankAccountNo	Text	Employee's Bank Account Number
41	BankAccountName	Text	Employee's Bank Account Name
42	BSocRollNo	Text	Employee's Building Society Roll No.
43	BOBSAutopayNo	Text	Autopay/BOBS/Faxpay/Telepay Number
44	DepartmentName	Text	Department Name
45	PayrollStatus	Text	A = Active; L = Leaver; O = On-hold; T = Trade Dispute
46	PaymentMethod	Text	1=Cash; 2=Cheque; 3=Giro; 4=BOBS; 5=Autopay; 6=BACS; 7=Faxpay; 8=Telepay; 9=Pay Flow; 10=N/A
47	PayFrequency	Text	M = Monthly; W = Weekly; 2 = 2 Weekly; 4 = 4 Weekly; Q = Quarterly; H = Half Yearly, A = Annual

EmployeeBF.csv:

EmployeeB	F.CSV (This file of	ontains bro	ught forward year to date figures for each employee.)
Field Number	Name	Туре	Description / Value(s)
1	StaffNo	Text	Staff Number
2	TaxWM	Long Integer	B/F tax week/month number.
3	GP	Double	B/F Amount paid to the employee this tax year.
4	Tax	Double	B/F Amount taken in tax from the employee this tax year.
5	NetPay	Double	B/F Net Pay
6	Round	Double	B/F Amount now owed to the employee.
7	SSP	Double	B/F SSP Amount paid to the employee this tax year.
8	SMP	Double	B/F SMP Amount paid to the employee this tax year.
9	SMPReclai m	Double	B/F SMP Reclaim Amount claimed back from the Revenue this tax year.
10	SAP	Double	B/F SAP Amount paid to the employee this tax year.
11	SAPReclai m	Double	B/F SAP Reclaim Amount claimed back from the Revenue this tax year.
12	SPP	Double	B/F SPP Amount paid to the employee this tax year.
13	SPPReclai m	Double	B/F SPP Reclaim Amount claimed back from the Revenue this tax year.
14	SLoan	Double	B/F Student Loan Amount taken from the employee this tax year.
15	WFTC	Double	B/F Tax Credit Amount paid to the employee this tax year.

EmployeeBFNI.csv:

EmployeeBFNI.CSV (This file contains brought forward NI year to date figures for each employee.)

NOTE: Where an employee has had an NI code change within the current tax year there should be a separate record for each NI Code.

	Tecord for each ful code.		
Field Number	Name	Туре	Description / Value(s)
1	StaffNo	Text	Staff Number
2	NICode	Text	NI Code
3	NIGross	Double	B/F Gross NI-able pay this tax year for the indicated NI Code.
4	NIEe	Double	B/F Gross E'ee NI this tax year for the indicated NI Code.
5	NIEr	Double	B/F Gross E'er NI this tax year for the indicated NI Code.
6	NITotal	Double	B/F Total NI for this tax year (dblNIEe + dblNIEr)
7	NIEeRebate	Double	B/F Gross E'ee NI Rebate this tax year for the indicated NI Code.
8	NIErRebate	Double	B/F Gross E'er NI Rebate this tax year for the indicated NI Code.
9	NIEarnings	Double	B/F Earnings (equivalent to "Up to LEL", "LEL to E'ee Threshold" etc added up) for the indicated NI Code (n/a for 2001-2002).
10	UpToLELEarnings	Double	B/F Earnings up to the LEL this tax year for the indicated NI Code.
11	LELToETEarnings	Double	B/F Earnings from the LEL up to the Earnings Threshold this tax year for the indicated NI Code.
12	ETToUELEarnings	Double	B/F Earnings from the Earnings Threshold up to the UEL this tax year for the indicated NI Code.
13	AboveUEL	Double	B/F Earnings above UEL
14	NICodeOrder	Long Integer	Order in which NI Codes changed throughout the tax year

EmployeeAdditionDeduction.csv:

Employee/ employee)	AdditionDeduction.CSV (T	his file contains	s additions and deductions set up for an
Field Number	Name	Туре	Description / Value(s)
1	FKAdditionDeduction	Long Integer	Link to Addition/Deduction
2	StaffNo	Text	Staff Number
3	PaymentMethod	Long Integer	1=Cash; 2=Cheque; 3=Giro; 4=BOBS; 5=Autopay; 6=BACS; 7=Faxpay; 8=Telepay; 9=Pay Flow; 10=N/A
4	Hours	Yes/No	Yes: Hours (applies only to additions); No: Amount of Addition/Deduction.
5	Value	Double	Number of hours or the amount of addition/deduction.
6	LoanAmount	Double	Original amount (Deductions only)
7	BFLoanAmount	Double	Current outstanding balance (Deductions only)
8	LoanDeduction	Double	Amount deducted each period (Deductions only)
9	BFLoanDeduction	Double	Amount already deducted (Deductions only)
10	RBStartDate	Date/Time	Date of first deduction to be taken. (Deductions only)

EmployeePension.csv:

Employee	Pension.CSV (This file contains Er	nployee Pe	nsion Details)
Field Number	Name	Туре	Description / Value(s)
1	StaffNo	Text	Staff Number
2	IngFKPensionFund	Long Integer	Link to pension fund
3	PensionSchemeType	Text	Values: A,B,C,D,E,F,G,H,I
4	strEmployeeSchemeRef	Text	Pension reference.
5	dbIMPEE	Double	Employee pension value. (Note the field name is misleading - it can apply to either the Main Pension or an Additional Pension contributions)
6	dbIMPER	Double	Employer pension value. (Note the field name is misleading - it can apply to either the Main Pension or an Additional Pension contributions)
7	blnMainPension	Yes/No	Yes = Main Pension; No = Additional Pension.
8	blnEmployeePercentage	Yes/No	Yes: Employee pension value is calculated as a percentage of pensionable pay; No: Employee pension is a fixed amount
9	blnEmployerPercentage	Yes/No	Yes: Employer pension value is calculated as a percentage of pensionable pay; No: Employer pension is a fixed amount
10	dblEePercent	Double	Employee percentage of pensionable pay
11	dblErPercent	Double	Employer percentage of pensionable pay
12	blnLimits	Yes/No	Yes = Pension Limits; No = No Pension Limits.
13	blnEmployerPaysEeNIRebate	Yes/No	Yes = Employer pays employee NI rebate; No = Employer does not pay employee NI rebate.
	Note: The following are descriptions of the different pension scheme types.		

- A (COSR) C/out Salary Related
- B (CISR) NOT C/out Salary Related
- C (COMP) NI Rebate value only
- D (COMP) NI Rebate + additional contributions
- E (COMP) NI Rebate OR additional contributions
- F (AVC) Ádditional Voluntary Contributions
- G (FSAVC) Free Standing AVC
- H (PPP) Personal Pension Plan
- I (SHP) Stake Holder Pension

EmployeeAEO.csv:

Employee/	AEO.CSV (This file contains Em	ployee AEO Det	ails)
Field Number	Name	Туре	Description / Value(s)
1	StaffNo	Long Integer	Staff Number
2	AEOType	Long Integer	Values: PAEO, CPAEO, NPAEO, CNPAEO, AE on AOS, CCAEO, CTAEO, DEO, SEA, SCMA, SCAO
4	LoanAmount BFLoanAmount	Double Double	Original amount Current o/s balance
5	LoanDeduction	Double	Amount deducted each period
6	BFLoanDeduction	Double	Amount already deducted
7	RBStartDate	Date/Time	Date of first deduction to be taken.
8	AEOReferenceNumber	Text	AEO Reference Number
9	AEODateOflssue	Date/Time	Date AEO issued
10	AEODateReceived	Date/Time	Date AEO Received
11	FinishDate	Date/Time	Date deductions finish
12	AOEIssuingBodyReference	Text	AEO Issuing Body Reference
13	AEOApplyAdminCharge	Yes/No	Yes: Apply Admin Charge; No: Do not apply admin charge
14	ProtectedEarnings	Double	Protected earnings
15	PaymentsFinished	Yes/No	Finished deductions
16	CAOEARequired	Yes/No	Is an Earning Arrestment required on this Conjoined Arrestment Order
			Note: The following are descriptions of the Different AEO Types
_			PAEO -Priority AEO

CPAEO - Consolidated Priority AEO
NPAEO - Non-Priority AEO
CNPAEO - Consolidated non-priority AEO
AE on AOS - Attachment of Earnings on an Admin Order
CCAEO - Community Charge AEO
CTAEO - Council Tax AEO
DEO - Child Support Deduction from Earnings order
SEA - Scottish Earnings Arrestment Order
SCMA - Scottish Current Maintenance Arrestment Order
SCAO - Scottish Conjoined Arrestment Order

HELP MENU

The help options can be accessed from the **Help** menu



Tax Periods

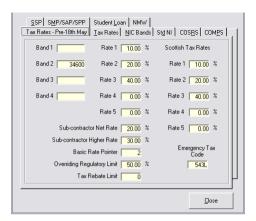
To examine where a specific date falls in a tax week or tax month, use the Tax Periods calendar under **Help > Tax Periods**.



- Use the dropdown lists to choose the tax month and year.
- Click the left mouse button over one of the days.
- The tax week, tax month and monthly paid fields are displayed at the bottom.

Rates

The **Rates** option allows you to check all the NIC bands, SSP, SPP/SAP/SMP, Tax Rates, Student Loan, and National Minimum Wage information for the current year.



Use the tabs at the top to select the rate you wish to view.

Help Topics

The **Help Topics** option will load the on-line manual. This can be accessed at any time within the software by pressing the **F1** key on the keyboard.

Support Website:

Selecting **Help > Support Website** will bring up the Qtac Payroll Products website which will document available updates for download as well as other support information. You can also navigate around the rest of our website from here.

Online Support:

If you require additional assistance then a member of the Support team can connect to your computer remotely. Providing you have an active Internet connection we will be able to access your computer to help with any serious issues you may be having within the software. Please be aware that firewalls and antivirus software can cause some interference when initialising the connection and additional software (Java Script) may need to be downloaded for a connection to be established.

NOTE: The Support team cannot connect without your permission and will only do so if they have advised you this will be the best course of action. Please do not attempt to connect unless stated to by a member of the Support team.



About

The **About** section contains some information about the software, in particular two version numbers (**Executable Version** and **Version** number in System Info). These numbers are useful when contacting the Support team or for checking upgrades have completed successfully.

By clicking on the **System Info** button another screen will be displayed showing the version number of the PAYE.DLL calculation file.

COMPANY MAINTENANCE PROFESSIONAL

When you setup a company in Payroll Professional it will run in what is known as 'Parallel Run' mode – which allows you to run payroll alongside or in 'parallel' with another piece of software to check figures before going live.

Payroll Professional contains functions for parallel running with another payroll system, and extended functionality for General Ledger Coding.

Select Company > Company Maintenance.



Bureau

Parallel Run Indicator:

In Company Maintenance, select the Bureau tab along the top.

By default all new companies set up on Payroll Professional will be in Parallel Run mode and is indicated by the background colour of the company drop down box.



Orange indicates Parallel mode and white indicates Live mode.

Include Open Employees in BACS Report:

By default the BACS report will not include any employees who are in an open state. If all employees are required to be included then check this box.

Re-open Periods:

The **Re-open Period** function will open the latest closed period for the company.

To re-open all employees for the selected pay frequency:

Tick the checkbox next to the required pay frequency. The **Tax Period** field next to the selected frequency will contain the period number that will be re-opened.

Click Re-open.

Set Employee B/F figures:

Set Employee B/F (Brought Forwards) is used to make adjustments to figures calculated with Payroll Professional while running parallel to another payroll system.

The principal behind this is that the previous individual pay records are combined into a single brought forward record which can then be accessed and amended through the **Employee Brought Forward** screen.

Click the **Set Employee B/F** figures button and when the process has finished, close the **Company Maintenance** screen.

Select Employee > Employee Brought Forward from the menu.

Select the employee using the **Select Employee** combo box.

Click the **Unlock** button and then click **Yes** after reading the warning message.

The brought forward details can now be adjusted to reflect the results of the other system.

Go Live:

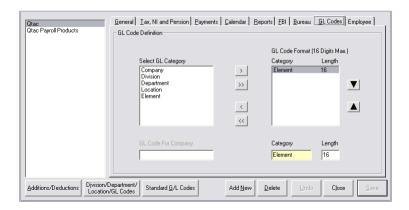
The **Go Live** button takes the company from Parallel Run mode to Live mode. The Live mode disables the ability to set the employees brought forward details.

GL Codes

The **GL Code** section on the **Company Maintenance** screen gives you the facility to organise the **GL Export** report according to the company's structure.

Element is the lowest level E.g. the individual parts such as Total Gross Pay or each Deductions etc. By default this is included and is set to the maximum size of 16.

Before adding additional categories, the maximum character length for **Element** must be reduced from 16 to the actual character length used by the company. This is because 16 characters is the maximum length available for all categories used. E.g. company and department can both have a character length of 5, leaving a maximum character length of 6 for the **Element** category.



Adding Categories:

First, reduce the maximum character length for the element category. Left click on the **Element** in the right hand window and enter the required character length in the **Length** field.

To select additional categories, left-click the required category in the left-hand window. Then click the button to move it to the selected categories list (right-hand window).

When the category has been selected set the character length. If **Company** is selected as a category then a GL code for the company must be entered in **GL Code for Company Field.**

To move all categories, click the <u>w</u> button.

Ordering the Categories:

Select the category in the right-hand window and then use the or buttons to move the category up or down in the list.

GL Report:

The GL Export report can be found under the Reports > Company > GL Export menu option.



Departmental Costing

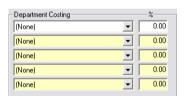
Departmental Costing allows a portion of the employee's gross pay to be attributed to different departments within the company.

To enable Departmental Costing, departments must be set up in advance. For more information on setting up departments see *Divisions/Departments/Locations*, *G/L Codes*.

Applying costing to the employee:

Highlight the employee from the list and select **Employee > Employee Maintenance** from the menu





- On the General tab of the Employee
 Maintenance screen use the dropdown list to
 select the required department.
- Enter the percentage to be attributed to that cost centre. The cost can be spread over a maximum of five departments. NOTE: The Departmental Costing percentage total has to add up to 100%.

Departmental Costing Reports:

The costing reports can be found in **Reports > Pro Reports** and are as follows.

Department Costing Summary: The percentage allocated to each department, for each employee.

Department Costing Totals: Payment and deduction totals broken down by department.

Employee Cost Report: Employees individual costs grouped by department.

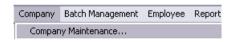
Holiday Credits

Default Holiday Credits settings:

New employees can have holiday credits applied to their records automatically by creating defaults in the Company Maintenance screen.

Select Company > Company Maintenance from the menu.





In the **General** section of Company Maintenance, enter the percentage of gross pay to be accrued for holiday credits. A threshold for which holiday credits will be calculated up to can be set by entering a value in the **Gross Pay Limit** field.



After entering a **Holiday** % of Gross Pay the above message will appear.

A warning message will be displayed when the employee is approaching the anniversary of their start date. In some situations this is not required and therefore can be disabled by ticking the **Disable Holiday Credits Anniversary** checkbox.

To include any statutory payments such as sick pay or maternity pay in the holiday credits calculation, tick the **Include Statutory Payments** checkbox.

Individual Employee Settings:

The holiday credit percentage applied to individual employees can be viewed or amended by opening **Employee Maintenance** and selecting the **Personal** tab.



The percentage of gross pay used in the holiday credit calculation is the only editable field. Should an adjustment to the holiday credit total be necessary, see *Paying Holiday Credits* below.

Paying Holiday Credits:

- Open & Pay the employee and click the Change button.
- Select the Absence Recording tab.
- Click Add New Absence.



Choose **Holiday** from the **Absence Type** drop down box.

Enter the start and end dates of the holiday.



Enter the amount of credits to be taken.

Click Save and then Close.

The Holiday Credit amount will be displayed in the **Additions** field on the main calculation screen.

NOTE: Positive or negative adjustments to the holiday credits balance can be made using the **Holiday Credits Adjustment This Period** field.

Holiday Credits Reporting:

The Holiday Credits reports can be found under **Pro Reports** on the **Reports** menu and are as follows.

Detailed Holiday Credits: This report shows a complete breakdown for each employee period by period.

Holiday Credits: Holiday gross pay percentage, holiday taken and Holiday credits remaining by employee.

CIS Retention

CIS Retention allows you to hold back a percentage of a pay periods earnings so that you can make payments to a subcontractor if they are off sick or on holiday.

Applying CIS Retention:

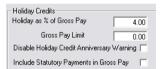
- You have to input a percentage of gross pay you want to hold back/deduct
- Calculate the wages to accrue some payments
- When they require the retention input the amounts.

Setting up CIS Retention:

Before you can apply CIS Retention to an employee you must set the employee as a subcontractor.

In Employee Maintenance on the General tab, tick the Subcontractor check box.





 Next, in the General section of Company Maintenance, enter the percentage of Gross Pay to be accrued for holiday credits. A threshold for which holiday credits/retention will be calculated up to can be set by entering a value in the Gross Pay Limit field.

 After setting up the Holiday credits, you will need to process payroll data for the CIS Employee so the retention can accumulate.





As % of Gross Pay	4.00
Retention Adjustment This Period	0.00
Retention Released This Period	87.57
Retention Balance Remaining	100.00

- Once payments have been accumulated, Open and Pay the employee and click the change button.
- Select Retention Release.
- Type in the amount you want to take off as retention in the Retention Released this Period section.
- Click Save Retention, this will edit the Balance remaining and put the figure in as an addition on the Open at Pay screen.

Bureau Details

To access the **Bureau Details** option, select **Company > Bureau Details** from the main screen.

Bureau Name
Title
Forename
Surname
Telephone
Fax

Close

Undo
Save

Bureau Contact

These details will then be used in the BACS authorisation report.

COMPANY SECTIONS

Company Sections allow a group of selected companies to be worked on independently from others. This can be advantageous when paying weekly or monthly companies with nil addition/deductions, etc.

Section Maintenance

To access the **Section Maintenance** option, select **Company > Company Sections > Section Maintenance** from the main menu.





Enter the Section name and Description in the lower fields.

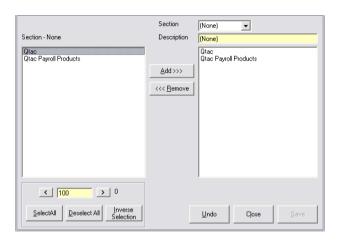
Select Save.

Company Sections

Adding a Company to a Section:

Select Company > Company Sections > Company Sections to access the screen below.

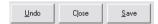
Any companies that do not belong to a section will be displayed in the list on the left of the Company Section screen.





 Select a previously saved section from the drop-down list.

- Press Add to place under the section on the left.
- There is also a Remove button to reverse the action.





Select Save.

Below is a list of further options in Company Sections.



Up to 100 companies can be viewed.

Select All, Deselect All and Inverse Selection when choosing companies to include.

Current Section

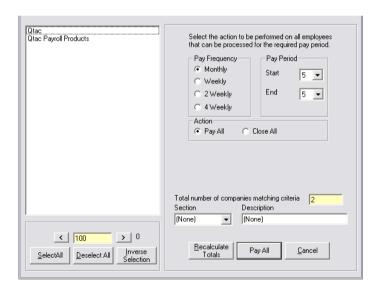
The Current Section option allows the user to view and work on one section at a time - select Company > Company Sections > Current Section from the main menu.



- From the Section menu, select the section to view.
- Click **Save** to view this section.

Pay selected Companies

Sections of companies can be paid in one action. To view the below screen, select **Company** and **Pay Selected Companies**.



Highlight the company or companies to be paid or closed. Confirm the Pay Period, Frequency and Action before selecting **Pay All.**

Creating the Import Files

The **Create Import File** function creates a .csv (comma separated value) file which can be edited in a spreadsheet package. The created import file automatically contains the employee name, staff number and the pay period number. Additional fields can be added by selecting the relevant check boxes.

 Create an import template by selecting the Batch Management > Create Import File menu option.



Selecting the fields to appear in the Import file:

Any additions or deductions already set up for the company can be added into the import file by ticking the relevant check boxes. Before using an addition/deduction, a short code should be created against the item. The short code is used for the column headings in the import file. If an item with no short code is selected, a warning message will be displayed indicating that a short code is needed to use the item. See the **Additions/Deductions** section earlier in the manual for creating additions/deductions with short descriptions.



Pay Frequency and Pay Week/Month:



 Select the correct frequency using the radio buttons. The software will then display the pay week/month. If an incorrect pay week/month is displayed then this can be changed by entering the correct pay week/month in the Pay WM field.

Selecting where to save the Import file:

By default the import file will be saved in the payroll installation folder.

To save the file in a different location click the button and select the folder where the file should be saved. The name for the file is automatically created from the company name and the pay period the import file is for.



When all the criteria for the import file have been set, click the Create File button.

Editing the import file using a spreadsheet package:

On opening the import file with a spreadsheet package, a similar table will be displayed:

EMP NAME	EMP NO	PAYWM	bonus	overtime	BankHol	
Seregon,						
John	001	1				;
Williams, Lee	004	1				,
Valentine, Jill	002	1				
White, Emma	003	1				

Important Points:

The import file has a header row and a final column containing a semicolon, both of these features **must not** be altered in any way.

NOTE: If the file is opened using a spreadsheet package then the package may apply formatting on certain columns. E.g. Sort code fields may be seen as dates.

Importing Pay Files

Importing and Running Payslips:

There are three processes to complete when importing data into the software from Umbrella Control. NOTE: 99% of the information required for the payroll to operate is controlled by Umbrella Control. The three processes are:

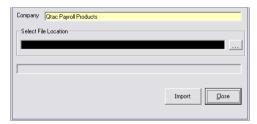
- Import Employee Records
- Import Timesheets\Expenses
- Creating Payslips

Importing Employee Records:

This should always be the first file to be imported. From the menu, choose the option Batch Management > Employee Update

The following window will appear asking you to select the location where the employee file to import is placed. You may have slightly different drive letters representing a mapped drive.

Click on the button with three dots.



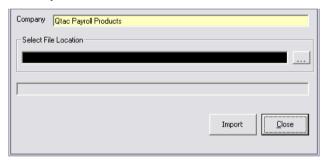
The following window will appear asking you to find the file to import. The system will only import a file called 'employee.csv'. If no employee.csv file is shown in the right hand pane, then no employee.csv exists in the selected folder and nothing will be imported. The file is created by the Umbrella Control system and is automatically saved in the required folder.

If the file is there, click OK.



After clicking **OK**, you will be returned to the previous window.

Click Import.



You will be presented with a window that shows how many records have been created (brand new records) and\or updated (updating current records) and\or invalid (new or current records where you are trying to import invalid data).

Employees Created.
 Employees Updated.
 Employees in Invalid format.

NOTE: If there is any invalid data in the file, that record will not be updated.

On completion of the import an audit report is displayed indicating both warnings and errors found in the imported data. You MUST repair this data in Umbrella Control, before rerunning an employee export and re-importing following the route above.

An example report is below. The description column will give details of fields with invalid values along with the employee name.

Staff				
Number	Employee	Date Chan	iged	Description
		30/05/2007	0:00:00	***** EMPLOYEE NOT ADDED *****
				Pay date is not in the current Tax Year for Employee 001

Once a file has been imported, the Payroll software renames the file to include the company name and date then saves it in the same folder where you placed the employee.csv file. This allows you to keep a history of all employee import files used.

Importing Pay Files:

Select **Batch Management > Import** from the menu.



Click the ... button to browse for the import file and when the file has been located click **Import**.



"Import in Progress" warning message:

A message will be displayed if an import has not completed successfully or is currently in progress. Check with the user displayed in the message that that the import has completed, then click the **Clear Locks** button.

Click **Import** to start the import process again.

File Validation:

During the import process the file is validated. If any problems are found the import is aborted and an anomaly report is displayed detailing any errors. Some errors you will encounter will be because a pay rate is not setup in Payroll. From the menu **Company > Additions\Deductions** correct the short code or insert a new pay rate and re-import the file

Batch Maintenance:

The **Batch Maintenance** screen displays information on batches that have been imported and/or processed.

Select Batch Management > Batch Maintenance from the menu.

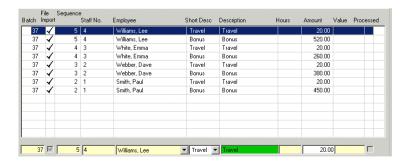


Report:

 Select the batch from the list and click Report to view a detailed summary of all the information in the batch.

Manually Editing a Batch:

 Highlight the batch to be edited and click Edit. This will open the Batch Input screen, which shows all the information within the selected batch.



Select the entry to edit. The value for the highlighted entry can be changed or the type of entry modified using the **Short Description** drop down box.

The selected item can be removed completely by clicking the **Delete** button.

For more information on using the **Batch Input** screen, see the **Batch Input** section on the next page.

Batch Input

Select Batch Management > Add New Batch from the menu.

Batch Management

Create Import File

Import

Batch Maintenance

Add New Batch

Bulk Process

Extra Input Types

Employee Update

Delete All Processed Batches

Company Update

Entering a New Batch Manually

- Enter the pay period number that the batch is for.
- Enter the employee staff number; the employee's details will be populated automatically with the appropriate details.
- Select the type of entry from the Short Description drop down box.
- Enter the value for the entry in either the Hours or Amount fields.
- Click Save to complete the batch, or Save and Add New to add another entry.

Auto Fill Options:

Data entry speed can be increased by selecting one or more of the Auto Fill options. E.g. If the same addition needs to be entered for each of the employees then deselect **Auto Fill Staff Number** and select **Auto Fill Addition/Deduction**. When a new entry is added this will leave the staff number field blank but will automatically populate the **Short Description** field with the last addition/deduction type used.

Bulk Process

Select Batch Management > Bulk
Process from the menu.

Batch Management

Create Import File

Import

Batch Maintenance

Add New Batch

Bulk Process

Extra Input Types

Employee Update

Delete All Processed Batches

Company Update

Bulk processing will run any unprocessed batch imported for the selected company. It is advisable to check the imported batches using **Batch Maintenance** before commencing any bulk processing.

There are three options to choose from when bulk processing:

- Pay all Employees who are not in the batch
- Close batch employees after they are paid
- Update Employee Maintenance only

To process the batch, click **Continue**. If any problems occur, an anomaly report will be produced.

Bulk Processing Options:

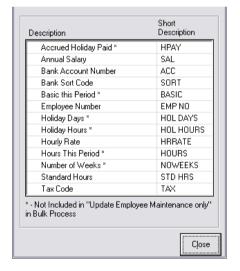
Pay All Employees who are not in batch: With this option selected any employee not in the batch file will be paid their normal basic rate/hours, or salary.

Close Batch Employees after they are paid: All employees in the batch will be closed.

Extra Input Types

Select Batch Management > Extra Input Types from the menu.

Batch Management Create Import File Import Batch Maintenance Add New Batch Bulk Process Extra Input Types Employee Update Delete All Processed Batches Company Update

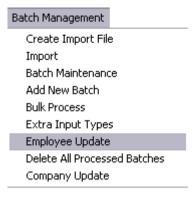


These input types have been entered into the software, ready for use.

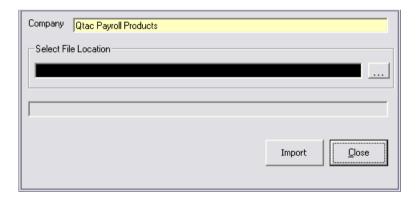
Employee Number and Number of Weeks will appear regardless of type selected.

Employee Update

Select Batch Management > Employee Update from the menu.



Using the **Employee Update** option allows employee maintenance records to be amended. Fields left blank will make nil change.



Click the ... button to browse for the import file. When you have located the file click 'Import'.

Delete all processed batches and Company Updates:

If you need to delete all processed batches you can do so by selecting the **Delete all processed batches** option and to update a company choose the **Company Update** option.





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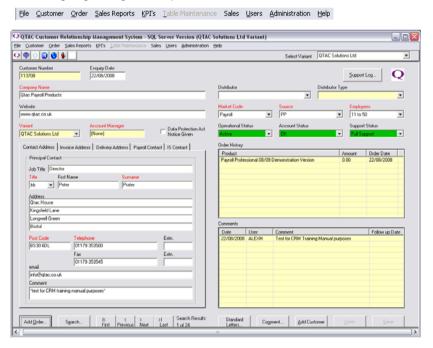
Logging In



Upon opening the CRM you will be presented with a 'Login' screen. You will be provided a Username and Password. Input these details and click **Ok** to continue.

Main Screen Overview

The screenshot below shows the main screen of the Qtac Customer Relationship Manager system, for training purposes each section will be broken down and separated, starting with 'File' and going through to 'Help'.

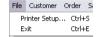


Function Buttons

The CRM has some options located along the top of the software; this section will include information on each of them.



File

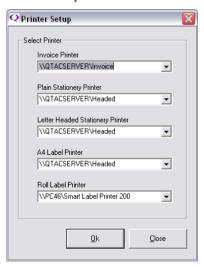


There are two options in 'File' these are:

Printer Setup – (Detailed below)

Exit - Closes the software.

Printer Setup:



This section allows you to select the default printer for different types of outputs.

Defaults are normally set but if you do need to change then you can in here.

Once changes are made, click Ok.

Customer

Customer Number Search:

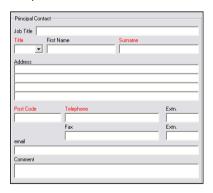
The **Customer Number** search allows you to search for customers by their Customer Number. A Customer Number is six digits long and is the same first six digits as the customer's activation pin for activating the Qtac/Qtax software each tax year. **Note:** The activation pin changes every year but the first six digits always remain the same so that they always have the same Customer Number.

The quickest way to search by customer number is to press **F1** on the keyboard, this will remove the Customer Number that appears for the current company you are looking at and allow you to type in a number to search.



Add New:

The Add New button allows you to create and input details for a new company. This will clear the screen of any details of the company you are looking at (it will not delete or change that data for the company you we're looking at) from here you can input the new companies details. Note that all sections where information is required are headed in red.



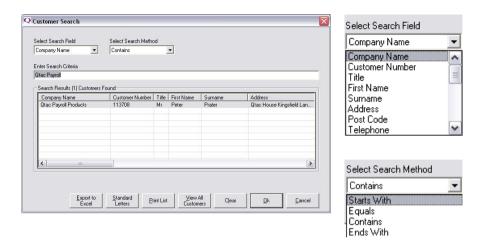
Sections that are required when adding a new company:

- Company Name
- Variant
- Title
- Surname
- Post Code
- Telephone
- Market Code
- Source
- Employees

When starting a new company certain options may be applicable, one such important option is setting a distributor type, and we have multiple distributors who provide certain customers with CDs and renewal letters etc. so it is important to set a distributor to a new company if they have been recommended by a distributor. This will then set any correspondence that needs to be sent to the customer through the distributor.



Customer Search:



The **Customer Search** option is a function you will be using a lot. It lets you search the CRM for a certain company or a number of companies. You can search by different fields and different methods. The Customer Number or Company Name are the most asked for details but if the customer does not know their Customer Number and the company name does not seem to bring up a company's details you can search by Post Code or a number of other fields.

If you are searching for a company then there is a 'Search' button on the main screen of the CRM, located at the bottom left hand side of the page, alternately you can click the option in Customer or press F3 on your keyboard.

There are also some options on the search screen



Export to Excel:

If you search for, for example, all companies with 'Electric' in the company name, all these companies would be listed in the search section, you could then export this list in an excel format.

Standard Letters:

This option allows you to print either a label, free trail letter or Name and Address on preprinted stationery for the companies that appear in the search screen. You can also select which variant of software you want to print the letter for – Qtax Pro, Payroll Manager and Payroll Assistant.

Print List:

Print the list of companies on the search screen.

View All Customers:

View all customers in the CRM.

Print Label:

You can print labels from the CRM when wanting to send some information to a customer. These print out from a Label Printer and have the details inputted in the CRM printed on them, including the customer number.

Mr Peter Prater Otac Payroll Products Otac House Kingsfield Lane Longwell Green Bristol BS30 6DL

The shortcut for printing a label is F4.

Delete Customer:

The option to delete a company is only available if you have the rights to do so, this will depend on your log in details.

Export Customer:

Allows you export a .csv file (Excel Report).

Import Customer Comments:

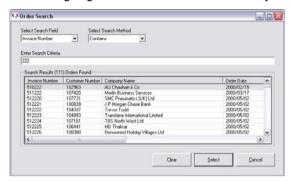
This function will ask you where a comments file is stored so that you may import the details into the CRM.

Order

Search Orders:

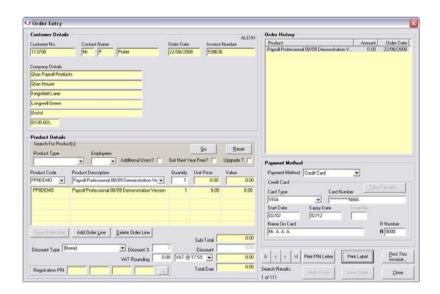
At certain times of the year a lot of orders will being taken and processed, the search orders option allows you to search on a number of fields to find a certain Invoice or a number of orders.

Instead of going into Order then Search Orders, you can press **F5** on the keyboard.



You can search by Invoice Number, Customer Number, Company Name, Order Date, Cheque Number, Sort Code and Credit Card Number.

Maintenance:

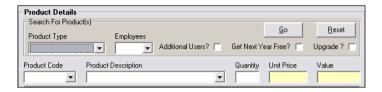


The maintenance section houses a lot of company data, from the order history to payment details. You can and an order from here for a new tax year or an upgrade. You can also select the option to add an order from the main screen via the 'Add Order' button.

Adding an Order:

From this screen you can add an order or add an upgrade. If you click on the button, this will allow you to select the relevant options when adding an order.





There are two ways to go about adding an order; you can either use the search for product(s) section, where you can search for a few specific order details or the Product Details section which allows you to input the order options you want. The two sections are linked together and you can reset at anytime by clicking the reset button.

Search for products:

Product Type:

 First start by entering a Product Type, this is the type of software product they are using, Qtac, Mamut, Diamond Discovery etc.

Employees:

 Select the number of employee's the update or order is for, the number of employee's ranges from 10 employees to unlimited.

Additional Users:

If the customer requires any additional users, tick the additional users tick box.
 Additional users are for customers who want to use Qtac on a number of machines and have separate log-ins.

Get next year free:

 If the customer is getting the software free next year then tick the box. Note: make sure that management have confirmed any free or discounted software.

Upgrade:

If the order you are adding is an upgrade, tick the upgrade tick box. Upgrades are used
when people reach the limit on how many employees they can have in Qtac.

Order Details:

Product Code:

 The product code allows you to search for a specific product, including upgrades and initial purchases.

Product Description:

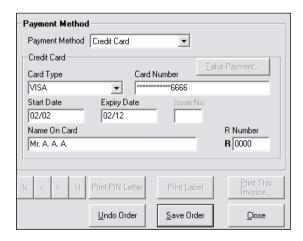
Product description, like the product code, allows you to look for a specific product. You
can choose either option – Product code or Product description, as when one option is
selected the other option is filled out to make the other. So, if you select an option in
product description the product code will be set to match the selection you made for
product description.

Quantity:

 If the customer is ordering the software for a number of companies you can change the quantity of products they require.

Once you have entered the details you require, click on the Saye Order Line button.

Entering Payment Details:



Depending on how the customer chooses to pay there are different options for inputting payment details into the CRM.

Select the payment method from the payment method drop down menu. Depending on the method, you may have to enter more information.

Simply enter in the details that are required.

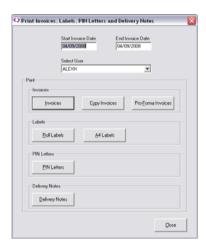
R Number:

If you process an order and take payment details from a card over the phone, you will have to process the card details to check they are legitimate. Please note that R Numbers only apply to orders being taken by credit card over the phone. The R Number prints out on the slip printed from the machine once the details are confirmed and ok. Once you have the R number you can input it into the payment method section.

Once all the details are entered click on the Save Order button. The order will not show in Order History.

To open the maintenance section you can also press **F6** on your keyboard.

Print Invoices/Labels/Pin Letters:



The printing of invoices and a number of other reports and letters can be handled from here.

Pin letters and invoices are the main letters to be printed, as both these need to be sent to the customer whenever an order is taken

You can also change the start and end invoice dates and the user if you need to.

Orders awaiting 'R' numbers:

If any orders are still without R numbers, if you the companies that are still awaiting an R number to be inputted.



Sales Reports

Sales Summary Report:

The sales summary report allows you to print sales details in a particular category. Once you have selected the category to group the report by, input the start and end dates of the orders to show the sales summary reports details between certain dates. If you want the report to show a particular day then keep the start and end date the same



Press **F8** from the main screen to access the shortcut.



The Sales Analysis Report is similar to the summary report detailed above in selecting a category and entering a start and end order date, though with the Analysis report you can select a specific value.

The specify value section allows you to select a promotional code, recommendation, distributor code and a number of other options to specify for the report.

When a customer is added onto the CRM a 'source' can be entered, the specify value relates to that source.

Press F9 for the shortcut.

Banking List:

The banking list allows you to produce a report which shows all orders that have been marked down as being paid by cheque. When we receive the cheque you can input the details about the bank etc into the system and it will show on this report. Again, input the start and end dates you want the invoice to include. The shortcut for the banking list is **F11**.



Pin List:



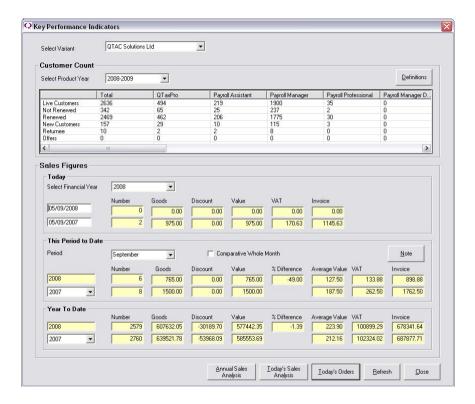
Printing the pin list allows you to select a company variant and print out a list of companies and its pin numbers.

To be able to print out a pin list you need to select a Word document to mail merge.

Select the variant you want and then click on the browse button. You need to select the pin list word document which is the template for the report. This can be found in H:\QTACCRMSQL\CRM Word Reports\Sales Reports\PIN List.doc. Once you have selected the document click on 'Print Word Doc', this will open up the file in word and allow you to print.

	13 May 2008
PIN List	
Diamond Discovery Software Ltd	700001LP9051FP01
Broughton Farm Caravans Ltd	700002AH1051TP01
Tonyrefail District Community Council	700002AII10311F01
Cardiff Advertiser	700004AF1011TX01
Endless Care Ltd	700005AT1101TA01
Forrestford Engineering	700006AP1011TX01
Lyndell House Ltd	700007AF1101TD01
Paul Evans & Co	700008DP1251TX02
J & P Residential Homes Ltd	700009AP1101TD01
Precision Tool Making & Grinding Ltd	700010AB1011TX01
Valley Services	700011AK1011TX01
CJ Industrial Woodworking Ltd	700012AL1051TH01
Farmtrac Plant Hire Ltd	700013AT1051TH01
Continental Caravans Ltd	700014AK 1051TH01
Swift Steel Services Ltd	700015AF1051TA01
Swift Steel Services Ltd	700015AF1051TA01
Llantrisant & Pontyclun Golf Club	700016AX1051TA01
Swansea Container Terminal Ltd	700017AH1051TA01
Accountancy Services (Wales) Ltd	700018DA1251TP01
Phillips Services (Wales) Ltd	700019AD1101TL01
Alan Williams & Co Ltd	700020AT1051TA01
Just Rollers Plc	700021AB1101TL02
Alurite Ltd	700022AK1051TA01
Bristol Accounting Services Ltd	700023DF1251TH01

Key Performance Indicators (KPI's)



The key performance indicators calculate and show all sales activity. It stores all figures and totals for all sales activity in each variant. You can select the company you want to show the sales figures for and can select, via the buttons at the bottom, an annual analysis or today's analysis/orders.

The information shown is defaulted to the current tax year; though you can change and view previous year's sales data by selecting the various drop down menus in the different sales figures sections.

The shortcut for Key Performance Indicators is F12.

Table Maintenance

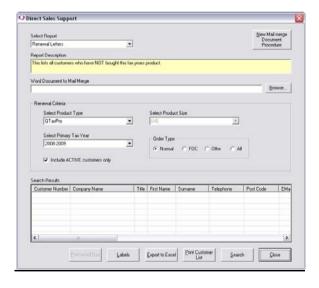
The Table Maintenance section is only accessible to a user if they have access rights to do so. These rights are given if the user knows the CRM software inside out and only given permission if necessary.

Sales

Correspondence between customers is key, new and old customer's alike need to be kept up to date with happens and their account status and details for next year's software. The **Direct Sales Support** and **Distributor Support** sections allow you to select a type of Report/Letter type that you want to send out, for example, a renewal letter to a customer reminding them to place the order for next year's software.

You can also select the type of product the letter is for, the year the software for created for and if applicable the employee size (10 to Unlimited or all). You can also include all active customers by ticking the relevant tick box.

Direct Sales Support:



The **Order type** section allows you to select if the select report is graded under one of 4 options.

Normal: means the order type will be normal and will have no special conditions.

FOC: Means the report is free of charge.

Offer: a discount is available

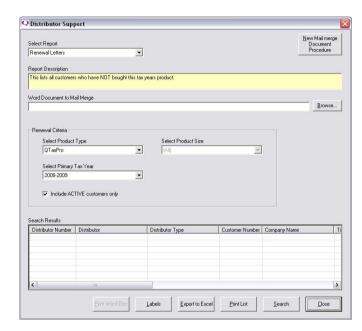
All: Include all the above options.

Distributor Support:

The Direct Sales Support and Distributor Support sections have the option to, like the Pin List option in the Sales Reports section, mail merge the information to a word document.

Click browse to open the location on the H: / shared network drive where the relevant word document you need.

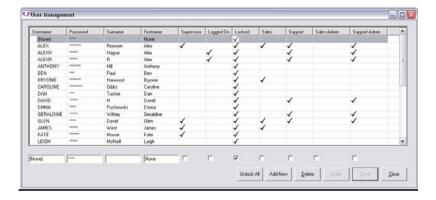
(H:/qtaccrmsql/crmwo rdreports)



Users

User Management:

The User Management section allows only users with supervisor rights to have access to this section. If you have supervisor rights you can edit and change a number of options but it is not advised.



User Preferences:



The **User preferences** allow you to change the default company that is displayed when opening the CRM. So if you wanted it to open Payeflow then change the option here.

If you would like to see a print preview of reports before printing tick this box, if not un-tick.

Change password:

If you want to you can change your CRM password simply input your current password then input the new password you desire. You will have to retype the new password just to confirm. Click Save when you are finished.

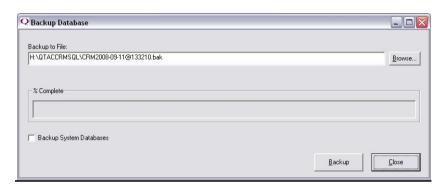


Administrators

Backup:

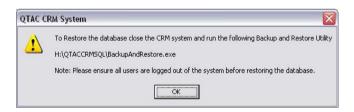
The CRM holds a lot of important information and should therefore always be backed up.

BACKUP OF THE CRM MUST BE PERFORMED EVERYNIGHT!



Select where you want to backup the data to by clicking the browse button and then click backup. If you want to backup system database click the tick box to the left and click backup.

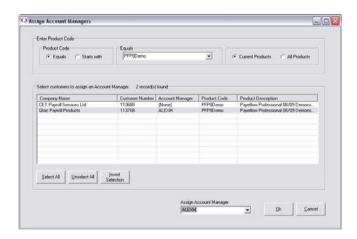
Restore:



If you need to restore in an archive of the CRM follow the instructions that appear in the splash screen. You must make sure that all users are logged out of the system before performing the restore.

Assign Account Manager:

At certain times of the year the Sales and Support teams are required to call a select number of customers to ask them about the software in general, the experience, any pros and cons, anything they would like added to future version of the software and any problems or questions they might having. **Account managers** are set so that everyone knows which customer you are responsible for. When an account manager has been set, the users name will appear on the main screen above the companies address.



You need to select the Product Code details to continue, once you have selected it will show and define the customers that match the product code search. Click on the company you want to assign an account manager for then choose the Account managers name from the drop down list at the bottom.

Duplicate Products:

The Duplicate Products option is included to allow supervisors to create a range of new products and product codes for the new tax year. Usually only Alex Rowson will use this function, so it should not be needed for day to day activity.

Transfer Variant:



In the rare case that every client in a certain variant needs to be transferred into another variant then you can run this option to do so. It will bring across **every company** in one variant and move them into another variant.

You can also select a distributor type if this is applicable.

Once you have selected the options you need click the transfer button.

Current Users:



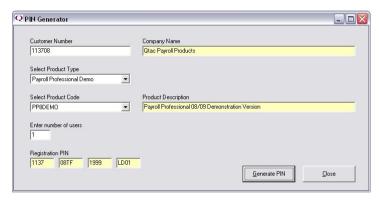
To find out which user is logged in, select the 'Current Users' option and a small screen will appear.

Help

Generate Pin:

Every time a customer purchases a license or an upgrade, a pin number is generated; this pin number is inputted into the Qtac Payroll Software. The pin number determines which functions, options and access the user has in Qtac/Mamut/Diamond Discovery.

Sometimes you may need to generate a pin number quickly to provide to a customer, though payment is normally needed and has to be confirmed before giving out a pin, in rare cases a pin can be generated to provide the customer and the payments/order can be inputted into the system later.



Price Calculator:



The Price Calculator allows you to give a pricing for an existing customer. It works exactly in the same way as when adding an order (**Order > Maintenance** (Adding an order section) detailed earlier in this manual.

You can apply discounts and input the existing customer number so the calculation can work on any company details that are relevant.

Version Control:

Updates to the CRM can happen regularly and newer versions of the CRM are released to fix or update upon any ideas and issues. (You will be informed of any update via internal email). The **Version Control** function will open a word document and will detail new updates/versions and any important information that the new version of the CRM contains. It will start with the most recent version/update and go backwards, so if you need to check a certain versions updates then you can look through the document.



About:



If you need to check the executable version, database version and creation date then open the 'About' section.

ADDING AN ORDER

When adding an order to the CRM you can select the variant type the order is applicable for by using the variant buttons near the top of the CRM. So, if the order was for a company under the Diamond Discovery brand you would click on the Diamond Discovery logo and continue to add the order.



 Click on the Add Order Button on the main screen. This will open the Order Entry Screen.



 In the Search for Products section, select a 'Product Type' and the number employees – if the order is an upgrade then tick the upgrade box. Click on the 'Go' button to search for products. This will bring up the product you require.



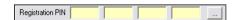
Click on the Save Order Line button when you have the product type you require.



If you want to add any additional users, after clicking 'Save Order Line' if you click 'Add Order Line' again, you can search for and add additional users. Input the amount of additional users you require in the quantity box.



 If you need to generate a pin number to provide to a customer ASAP, you can generate the pin by clicking the ... button.



Once you have saved all orders, you will need to input the payment method:

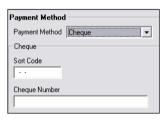
Credit Card:



If the customer is paying by Credit Card, first

Select a Card Type then enter the Card Number. Enter the start and expiry dates of the card, an issue number (if applicable) and the name on the card. The R Number is printed on the card receipt; input this after processing the order.

Cheque:



Cheques only require you to input two pieces of information.

If the customer is paying by Cheque fill in the Sort Code and input the Cheque Number.

Account Payable:



Some customers will pay by purchase order. Simply input the Purchase Order Number

 When you have inputted the information in the payment method section, click on the 'Save Order' button.



 When you have saved an order you will need to print both a PIN Letter and an Invoice to send to the Customer.



If the customer has paid by Credit Card then a copy of the PIN Letter and Invoice (Printed on Qtac headed paper) and the customer copy of the Card Receipt (Printed by the Card Machine) will be sent to the customer in the post.

TASKS

Once you have read through the manual, if you do have any questions please ask.

This section will give you some tasks to perform within the CRM, please remember not to make changes to any companies already on the CRM system as this is important data. It is also best to make sure you are supervised when doing these tasks just in case of any changes.

Task 1:

Add a new company:

Set up a new company, you can call it whatever you what, just input the company details, remembering that you have to input a minimum but you can input as much as you want.

Task 2:

Set the Company to have a distributor:

Once you have set up the company and saved it, allocate it a distributor.

Task 3:

Add an order:

Add a software order for the company; add an order for 'Payroll Professional 0809 Demonstration Version'. Select the payment method as Credit Card and Fill out the relevant details. (Card Numbers can be made up for this process). When you have finished, save the order.

Task 4:

Assign an Account Manager:

Assign yourself as the companies account manager.

Task 5:

Add a comment to the company:

Add a comment so that it appears on the comments section on the right hand side of the main screen for your company.