

paydata

Payroll Recording & Management System

Quick Start Guide

Version W.1.0

Documentation and Software by **farm**data Limited

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This booklet is designed to help you get started. It should be used in conjunction with the following manuals.

Related Documents

paydata Manual

Windows Manual

Windows Tutorial

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The Information Required Before You Start

Running a computerised system requires no more information than is needed with a manual system.

It is always easiest to start a system at the start of the financial year. You can however start at any point in a year by entering the cumulative figures to date.

The Business Details

The basic required information should be readily available from existing records. Payroll name, frequency, last pay period and date, and tax year will be fairly obvious.

The Nominal Ledger Codes can either be drawn from your accounting system or entered as simple text.

Details of the Name and Address and the Bank Account from which the payroll is drawn are required. The Tax Office Name and Numbers should be obtainable from the payments record booklet.

Pension Scheme details again should be available or can be provided by the pension company.

The Individual Employees

The Minimum required for each employee is detailed below. If some detail is unavailable you will have to make an entry of some sort which can be later updated with the actual information. For example unknown dates can be entered as 01/01/80 and unknown text simply with a ?.

Name, Date of Birth, Address

National Insurance Number

If paid by Bank Transfer then the bank details of the employee must be entered.

Is this employee to be as a director

Start Employment Date

Tax Code & National Insurance Letter

Student Loan Repayments Due?

Basic Pay and/or Hourly Rates

Holiday Entitlement

Department and Cost Centre Allocation

Pension Scheme Membership and Payments

Any regular additional payments or deductions

Tax Credits in operation.

An Employee Record Template which may be useful for data entry is included at the end of

this booklet.

Loading the Software

The system has to be loaded onto a computer running Windows 95 or above. Windows 3.1 or 3.11 will not run this program.

Insert the CD and the system should automatically begin installation.
If not, select **Start** and **Run** from the Windows Desktop.

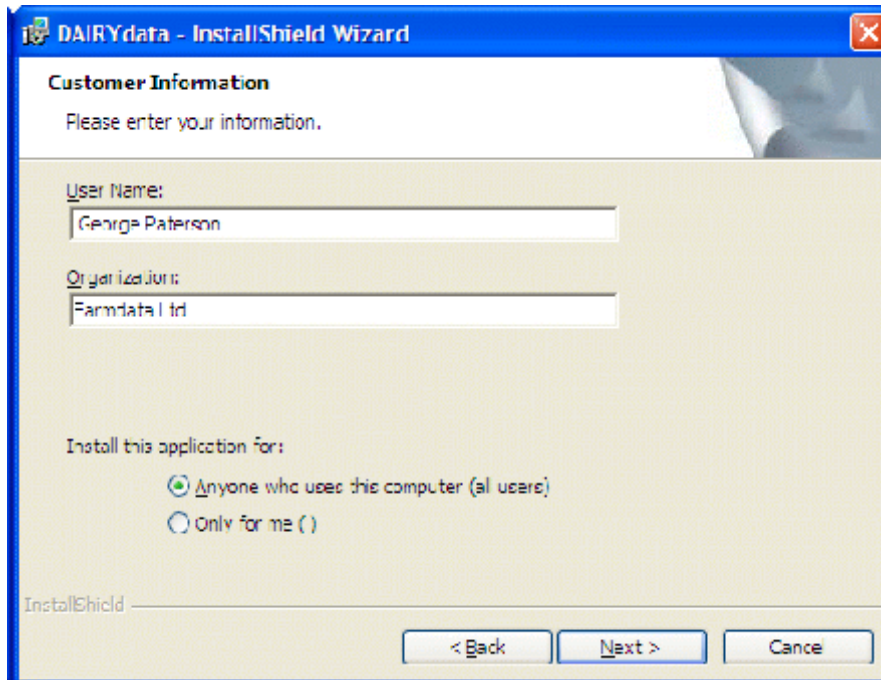
In the **Command Line** type **d:\Setup** (where d is the drive letter of the CD-ROM) and click **OK**.

The screen below will appear from which you can select Paydata to install.



Select **PAYdata**, and if you wish to install the manual, select **Adobe Acrobat Reader** after.

The PAYdata for Windows Installer screen will now appear. A registration screen will ask you for your Name and Organisation as below. Click **OK** to proceed and files will be copied.



Follow the InstallShield wizard through. The program will now be installed. You should now have a PAYdata Icon on your desktop.

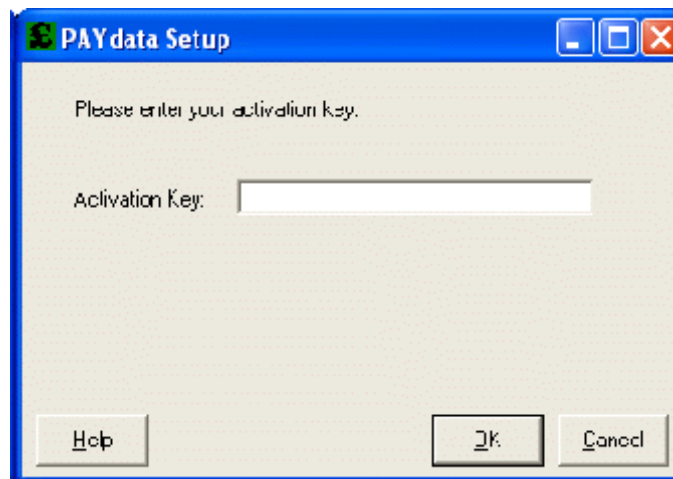
Starting the System

Once you have the system loaded onto the computer you can go ahead and start to use it.

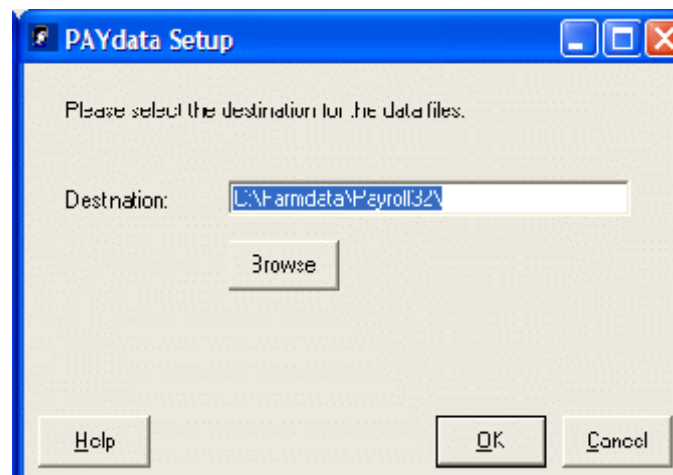
Use the PAYdata Icon on the desktop or Go to **Start, Programs, Farmdata and PAYdata.**

If this is the first time the program has been opened an Activation Key is then asked for. Enter the Key as written on your Certificate or Installation Sheet. It is **essential** to use upper and lower case as on the certificate.

If you are installing a demonstration program you will have no Activation Key, the system will work for 60 days and then ask for an Activation Key. No data will be lost but you will not be able to access it until you obtain an Activation Key from Farmdata.

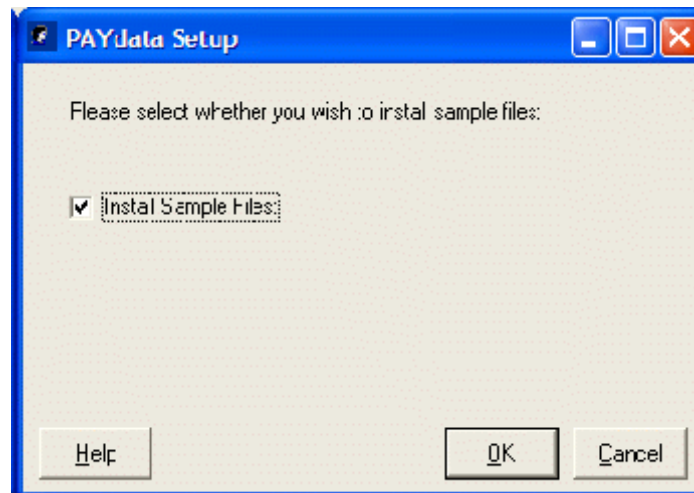


You will then get a screen showing you which directory the data files will be loaded into. C:\FARMDATA\PAYROLL32\ is the suggested directory. If this is not acceptable, click **Browse** and select your preferred directory.



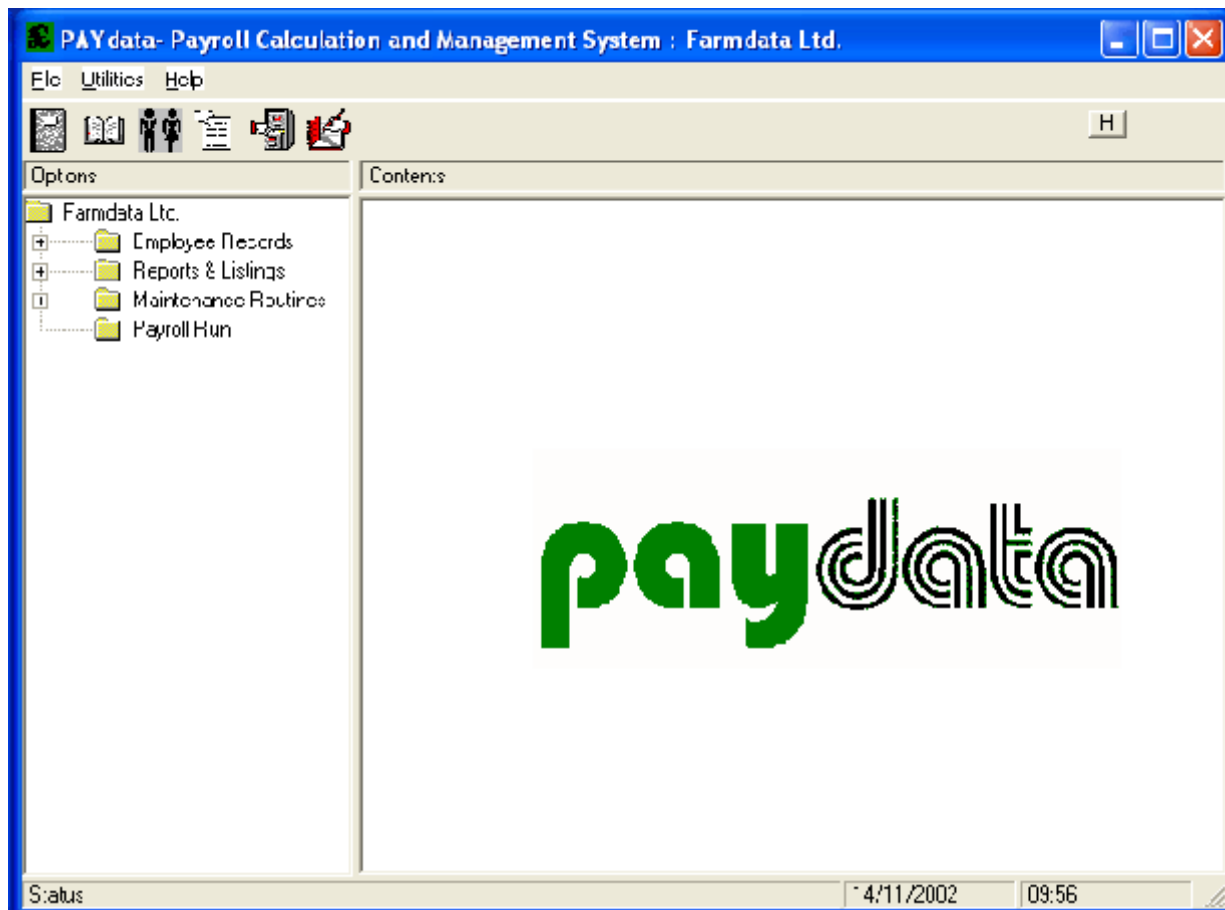
Click OK proceed.

You will be asked if you wish to install sample files. This is example data which can be installed for demonstration purposes. It will give you an idea of how the system operates without having to enter any data of your own. This data can be removed at a later date if you wish. You should take care to create a new business for your own data, rather than add yours to the sample files.



The system will then check for the necessary disk space on your computer. The setup routine now adds PAYdata to the Farndata group box, unless you choose to put it elsewhere. You will now have a Farndata group in Windows, with a PAYdata for Windows Icon.

The first time you go into the program the following screen will appear if you have installed sample files. You can now familiarise yourself with the system. When you are ready to start entering your own business data, select **File** as shown in the window below, and then **New Business**.



When you are ready to start entering your own business data, select **File** and then **New Business** and you will follow the same process.

If you did not install sample files, then fill in the next screen with your own details. The machine will then spend a short time creating the database for this business.

Setting up the System Structure

The first sections that have to be set up are all in the Maintenance Routines Option. All the options are described in Chapter 2 of the manual.

Manor Farm Ltd : Payroll Parameters

General Parameters | Nominal Ledger Codes | Employer Details | Pension Scheme Maintenance

Payroll Name: Manor Farm Ltd

Pay Frequency: Weekly

Highest Cash Note: 20

Holiday Year End Month: December

Employer Contracted Out: Yes No

Type of Bank Transfer Output: Auto-Pay List

Tax Year in Progress: 2003

Las: Pay Period: 0

Las: Pay Date: 01/05/2002

Type of Employee Costings: By Cost Centre

Pension Scheme(s): Yes No

Password:

Buttons: Help, Save, Print, Exit

All the above data should be filled in.

Tax Year is the year in which the financial year ends, 2002-2003 Financial Year is Tax Year 2003

Last Pay Period should be 0 at the start of the financial year.

Password may be blank. If blank, no password is demanded.

Field Label	Value
Income Tax	T
N Contributions	NIC
Bank Account	Bank
Recoverable SSP Payments	SSP
Recoverable SMP Payments	SMP
Recoverable SPP Payments	SPP
Recoverable SAP Payments	SAP

Nominal Ledger Codes should be filled in. Blank is not an option.

Nominal Ledger Codes from your accounting system should be used if available. Alternatively text can be entered as above.

Manor Farm Ltd : Payroll Parameters

General Parameters | Nominal Ledger Codes | **Employer Details** | Pension Scheme Maintenance

Employer Name: Manor Farm Ltd
 Address: Manor Farm
 Inverclic
 Aberdeenshire
 Postcode: AB50 2LW
 Bank Name: Clydesdale Bank PLC
 Bank Branch: Aberdeen
 Bank Account: Manor Farm Ltd
 Tax Office Name: Conic
 Tax Office Number: 961
 Tax Reference Number: 0025407

Buttons: Help, Save, Print, Exit

Tax Office Name, Number and Reference can be found on the Payment Deduction Book or any correspondence with the tax office.

Manor Farm Ltd : Payroll Parameters

General Parameters | Nominal Ledger Codes | Employer Details | **Pension Scheme Maintenance**

Pension Scheme Number: 1
 Scheme Name: Manor Farm Ltd
 Stakeholder scheme: Yes No
 After Tax Deduction Pension Scheme Indicator: Yes No
 CCON Number:
 Fixed Amount Deduction or Percentage of Pay: Fixed Amount Deduction
 Percentage for Variable Deduction Scheme: 0.00
 Employee's Contribution Declared in Employees Record: Yes No
 Employee's Contribution as Percentage of Employees: 0.00
 Cost Code for Employees Contributions: eE: Pension
 Cost Code for Employers Contributions: eR: Pension
 Indicator for DC Release for CO Employees: Yes No
 Deduct Lower Limit from Gross Pay: Yes No
 Day of Month Previous Months Payments are Due: 15

Buttons: Help, Save, Print, Exit

Each Pension Scheme required should be created Independently. Click New and allocate a number, fill in the detail and click Save.

Allowance / Deduction Codes

Allowance / Deduction Codes are used to make adjustments to pay outwith the normal basic pay and hourly rates.

Within the system you can set up a list of these to suit your business. A basic set are allocated when a business is created but this can be amended as required.

Number	Description	Before NI	Cost Code
1	Bonus	Yes	
2	Other Pay	Yes	
3	Other Before NI	Yes	
4	Other Bonus	Yes	
		Yes	

Description

Before National Insurance Yes No

Cost Code

Help Save New Delete Print Exit

Entering Employees

Each employee has to be created in the Employee Records. It may help to use copies of the sheet at the end of this book to collect the required information before entry into the system.

To create the first employee click the Employee records button at the top.

The following screen will appear.

Manor Farm Ltd : Employee Records : Current

Employee Number: 1 Previous Next End Change

Employee Name

Holiday Records | Sickness Records | Average Earnings

Personal Details | Payment Details | Cumulative & Previous Employment | NI Cumulatives | Permanent Additions/Deductions | Tax Credits

Surname: Evans National Insurance Number: DS123456A Client's NI Rules Apply Flag: Yes No

Forename(s): James Payment Method: Bank Transfer First Pay Period as a Director: 0

Date of Birth: 04/05/00 Bank Name: Lloyds TSB Start of Employment Date: 22/06/00

Sex: Male Female Bank Branch: Inverure Leaving Date:

Address: No 1, Cottage Bank Sort Code: 349023 Bank Account: 00* 26834

Postcode: AB50 3LF Autopay Number:

Telephone: 0* 467 534924

Help Save New Print Exit

Each employee should be allocated a payroll number. Enter this at the top.

Fill in the detail as available. Where the correct information is not available you may need to make a fictitious entry until the correct information is discovered. Some detail must be correct before the first Payrun is started such as Tax code, NI Letter and Basic Pay. Other entries have to be correct before the year end, such as NI Number and Address.

National Insurance Number must be in the form AA123456A.

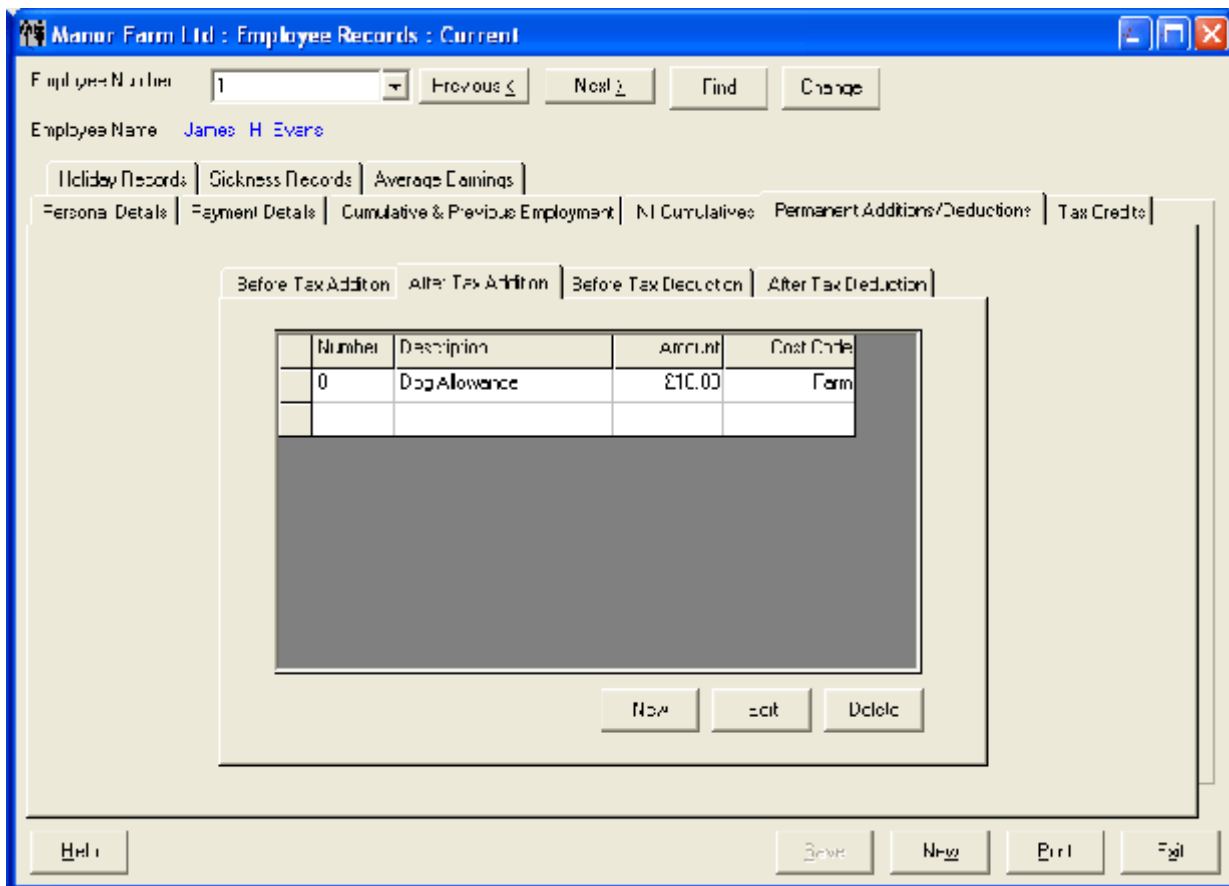
Where Bank Transfer is the Payment Method then the Bank Details must be completed.

Care should be taken to ensure Tax Code, Letter and NI Letter are set correctly. Entering the wrong NI letter may create considerable problems which are difficult to correct.

Where a Tax Code is not known then use the emergency Tax Code on a Week 1 Basis with tax letter L. If you don't know the NI letter use A to deduct at the standard rate. Your tax office can inform you of the current emergency code.

Basic Pay should be set at the value to be paid each Pay Period. For example, where an employee has a wage of £250 per week but is paid fortnightly the Basic Pay should be £500. If he were paid 4 weekly the Basic Pay would be £1000.

Where a business has several Pension Schemes in operation ensure the correct one is selected for the employee. Where the values are declared in the employee record, these should be filled in.



Where an employee has additions and deductions which recur each pay period these can be set in Permanent Additions / Deductions.

Select the required addition / deduction and click New. Select the type of addition / deduction from the dropdown list, enter the Value and the Cost Centre and click save.

Manor Farm Ltd: Employee Records: Current

Employee Number: 1 Previous Next End Change

Employee Name: James - Evans

Holiday Records | Sickness Records | Average Earnings

Personal Details | Payment Details | Cumulative & Previous Employment | NI Cumulatives | Payment Additions/Deductions | Tax Credits

Start Date	End Date	Daily Rate	Total	First Payment	Last Payment	Payment to Date	Date of Stop Notice
05 May 2002	25 Aug 2002	£2.38	£265.55	C	0	£0.00	

New Edit Delete

Help Save New Print Exit

Where an employee has a tax credit select Tax Credits and Click New.

Enter, from the Order, the Start Date, End Date and Daily Rate.

If there has already been payment made under this order the enter then value already paid in the Payment to Date Box.

Click Save to complete.

Click New at the bottom to Create another employee record and continue with the next employee.

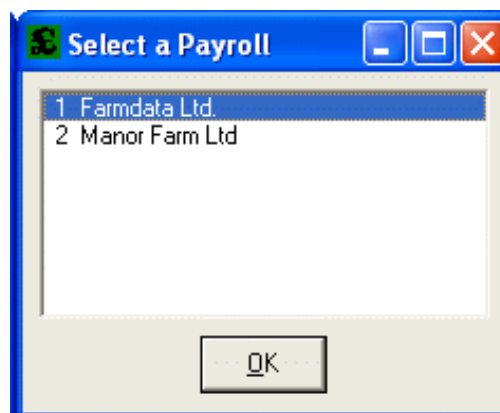
Once all the employees have been entered you can proceed to the Payroll Run.

New Businesses

To set up a new payroll click on **File** and **New Business**. Alternatively click the closed book icon at the top left of the screen. This will take you back to the initial start up screen. You then follow the same routine for each new payroll.

If your business has different frequencies of payment to staff, for example weekly and monthly payments, these will have to be set up as separate payrolls.

Next time you start the program you will be given the business option screen to pick from as shown below. If you wish to swap between businesses whilst working in the program, click **File** and **Change Payroll**. Alternatively click the open book icon at the top of the screen.



Use the main manual for further explanation when required.

Don't Forget to take Backup!!!!!!

If all else fails Farmdata can resurrect your records from good backups.

Employee Record Entry Sheet

First Name		Address	
Middle			
Surname			
Date of Birth		Post Code	
Sex	Male ? Female ?	NI Number	
Director	Yes ? No ?	Start Date	

Tax Code		Week 1	Yes ? No ?
NI Letter		Student Loan	Yes ? No ?
Paid By	Cash ? Chq ? Bank Tran ?	Last Review Date	
Basic Pay		Hourly Rate 1	
Holiday Days		Hourly Rate 2	
		Hourly Rate 3	

Department		Cost Centre 1		%
		Cost Centre 2		%
		Cost Centre 3		%

Pension Scheme		Employees Cont.	
AVC Value		Employers Cont.	

Tax Credit	Start Date		End Date		Daily Rate	
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	Before Tax Addn		After Tax Addn		Before Tax Dedn		After Tax Dedn	
Code								
Value								
Cost Ctr.								

