

The logo for PAYdata Payroll Management. It features the word "PAY" in a bold, green, sans-serif font, followed by "data" in a dark blue, lowercase, sans-serif font. Below this, the words "PAYROLL MANAGEMENT" are written in white, uppercase, sans-serif font inside a dark blue rectangular box.

PAYdata

PAYROLL MANAGEMENT

Quick Start Guide

Version W.12.0

Documentation and Software by Farmdata, a Division of Landmark Systems Ltd.
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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

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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 basic 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 ?. You may find however that RTI returns will not work until the data is complete.

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 set 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

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

Loading the Software

Please do this during normal office hours if possible. This means we can be available to assist you should you encounter and problems.

This guide is for stand-alone PC installation. Should you require network installation please call us.


The whole process can take some time. Please be patient, it may occasionally seem like nothing is happening for several minutes, but it will be working in the background.

Before starting the install process, please ensure that all pending Windows updates have been installed and restart the PC.






DVD or USB Install

Insert the DVD in the drive or the USB stick into a port.

The computer may ask what you wish to do with it. Select to run FarmdataInstaller.

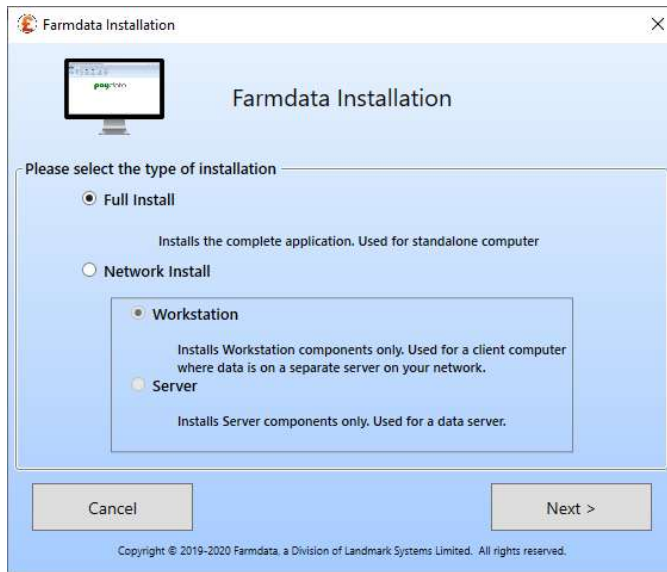
If it does not offer you a start option open up your File Explorer,  on the task bar at the bottom of the screen. Browse to the DVD or USB on the left and open it.

Double click on the FarmdataInstaller file.

	SupportFiles	File folder	
	Autorun.inf	Setup Information	1 KB
	FarmdataInstaller.exe	Application	152 KB
	FarmdataInstaller.exe.config	XML Configuration File	1 KB
	paydata2020.ico	Icon	4 KB

This will start the install process. You may get a restart warning if there are Windows updates queued to install. Please restart the PC and begin again.

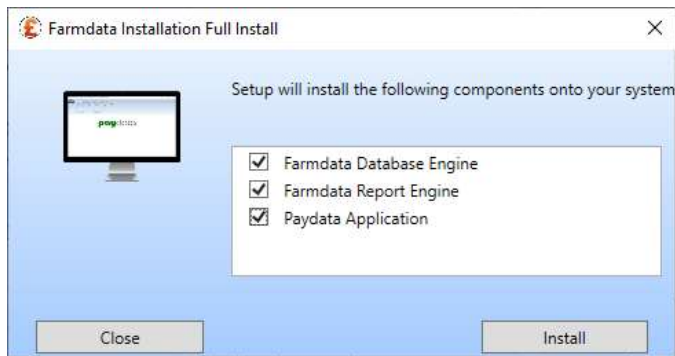




Select Full Install for single PC install.

Please consult Farmdata if a Network install is required.

Once the selection has been made click Next.



The list of components to be installed will be displayed.

Should you have an existing Farmdata or Landmark installation on this PC it will not require the Database Engine or Report Engine. These will be unticked accordingly.

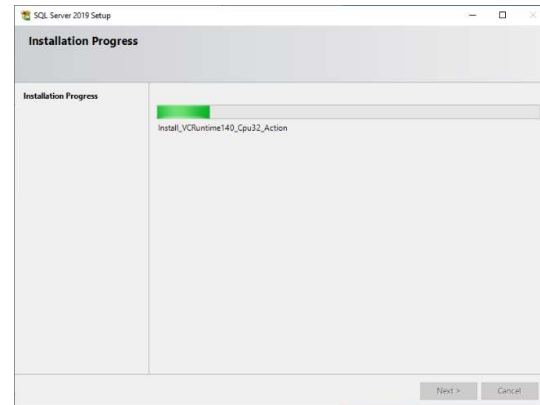
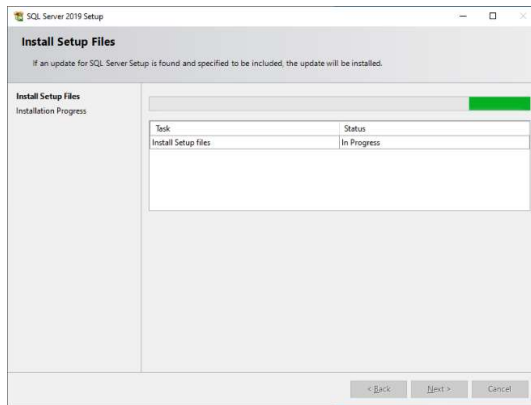
Click on Install to start the process.

The whole process may take some time but will work through the first two components without your intervention.

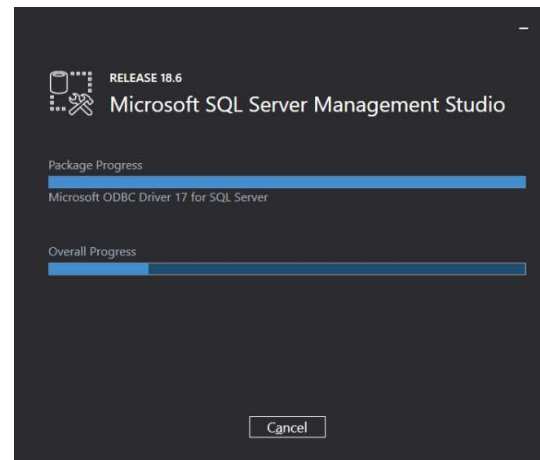
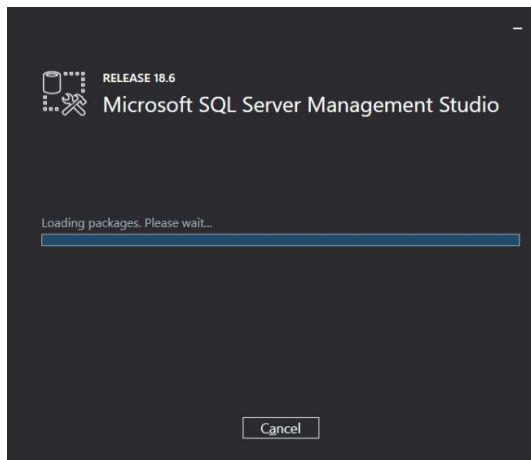
The final Paydata Application installation does require some action on the operator's part. Please do not press the cancel button during the install process.

1 Database Engine install.

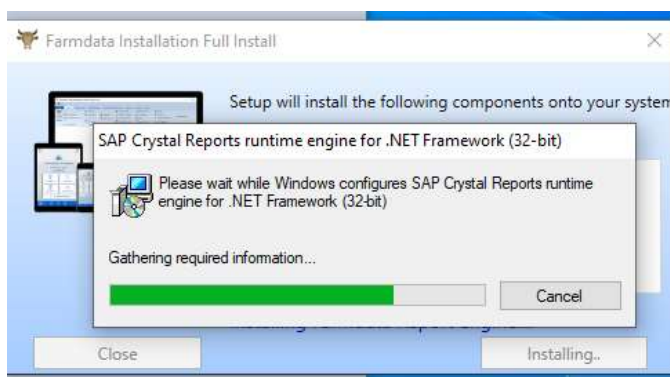
The system will unpack the files and begin the install.



2. Sequel Server Management Studio (SSMS) install.

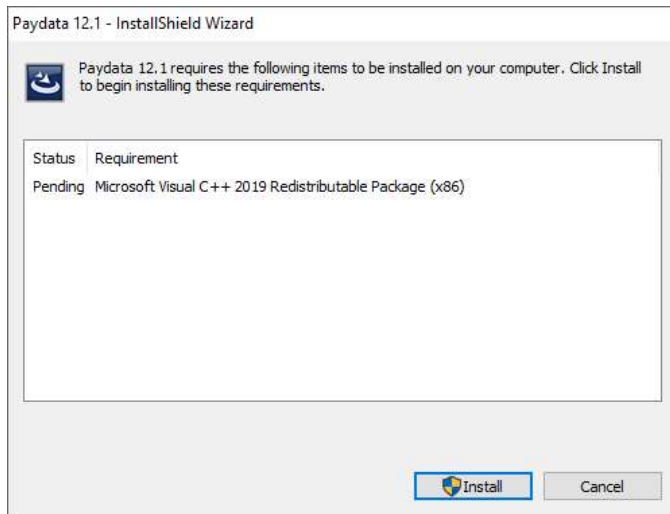


3. Report Engine Install.



The above three processes should not require any user intervention.

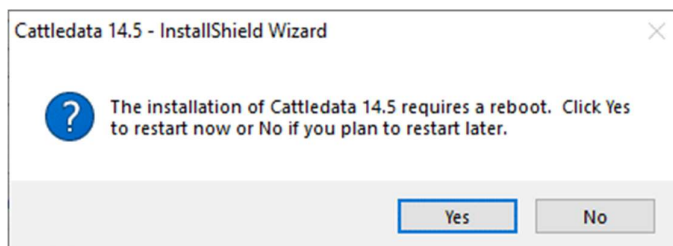
4. Paydata Install.



Some prerequisite files may be required.

Click install and these will download and install in order.

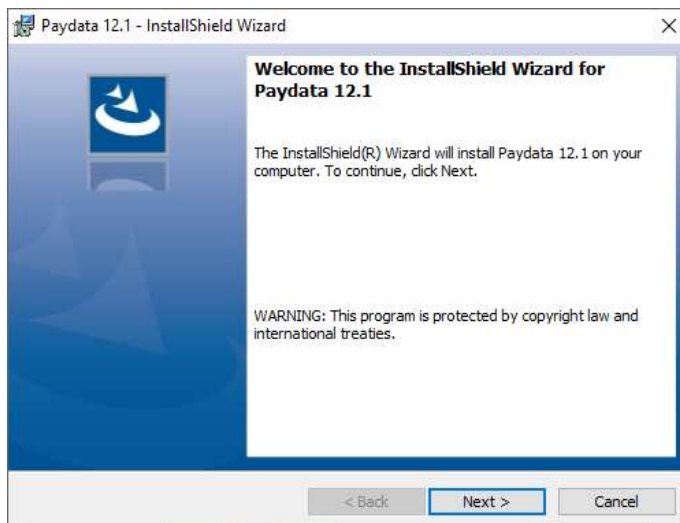
The first of these may require a reboot after install.



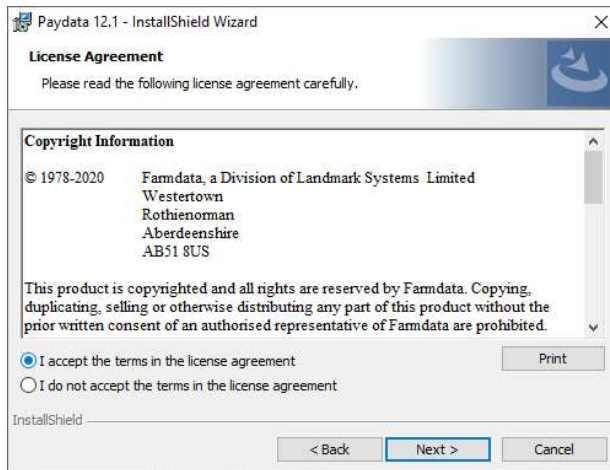
Click Yes and the computer will restart.

Once restarted the install should recommence. If it does not, restart

the install from the beginning and it will continue from this point with the further prerequisite files.



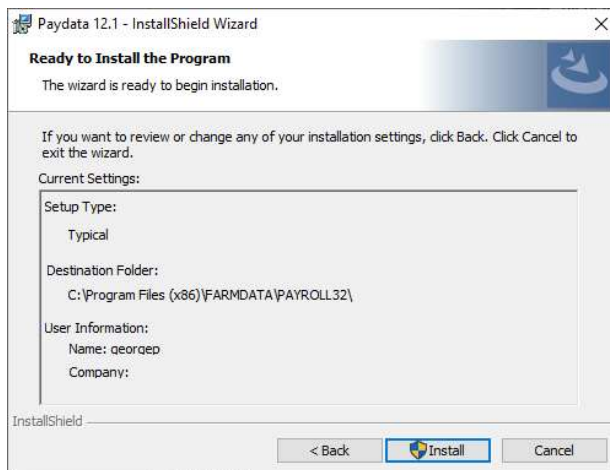
Click Next to continue.



The Licence Agreement screen will be displayed.

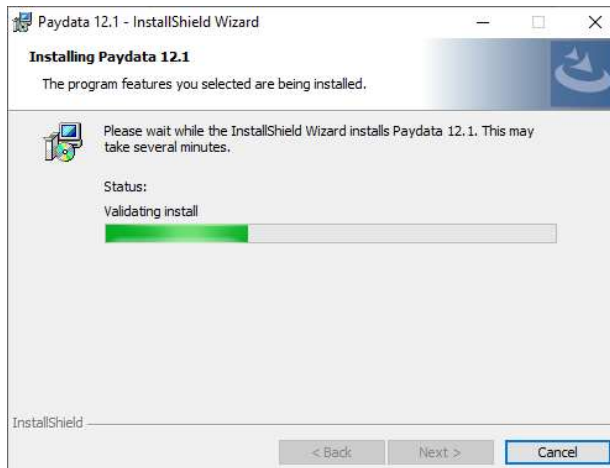
Please read this through and confirm acceptance.

You may now move on by clicking Next.

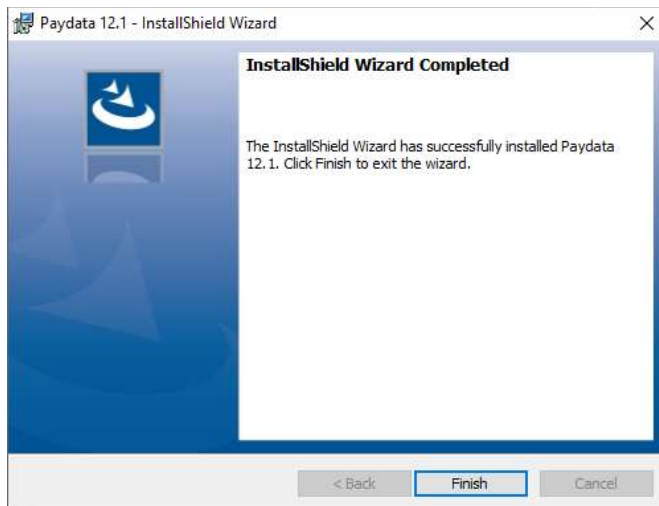


Follow the screens through clicking Next. Please do not change the folder for the program files without consulting Famdata.

On the Ready to Install Screen click install to proceed.



Program installing.



When complete you will see the Finish option to click on.

You will now have the Paydata Icon on your screen.



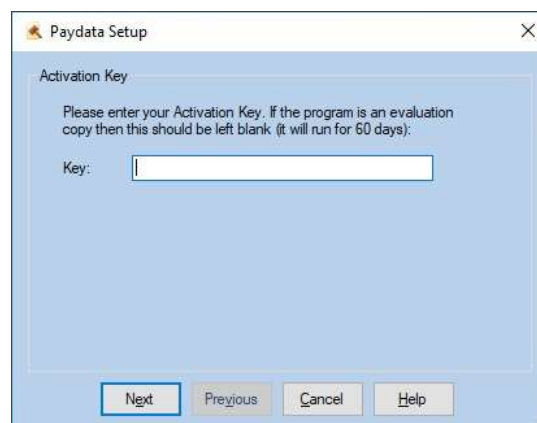
Starting the System

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, Farmdata and PAYdata**.

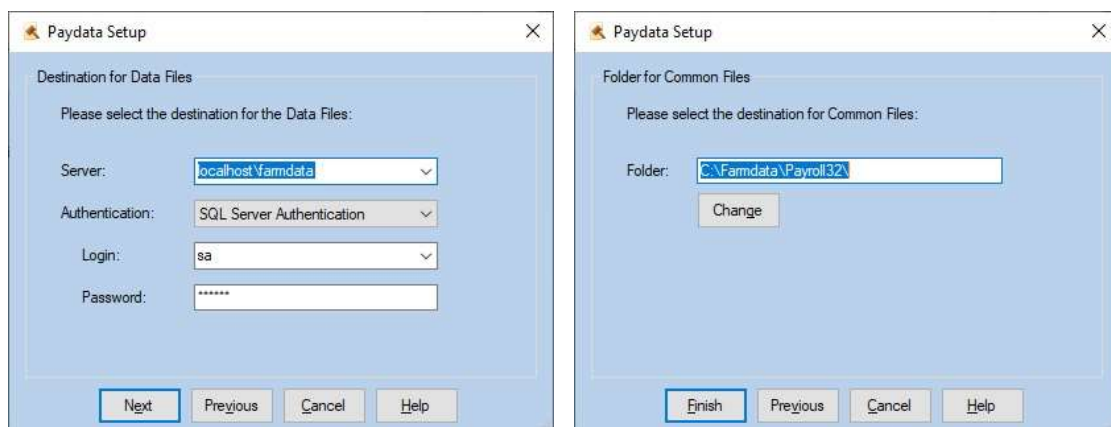
If you have installed from a web download the first time the program is opened an Activation Key is then asked for. Enter the Key as written on your Certificate or Installation Sheet. It is **essential** to use upper and lower case as on the certificate.

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.



The 'Paydata Setup' dialog box is titled 'Activation Key'. It contains the text: 'Please enter your Activation Key. If the program is an evaluation copy then this should be left blank (it will run for 60 days):'. Below this text is a text input field labeled 'Key:'. At the bottom of the dialog are four buttons: 'Next', 'Previous', 'Cancel', and 'Help'.

You will also be asked to nominate the server location for the data files. The destination on the left is the standard setting set by Farmdata for standalone systems. If you are integrating with a Landmark Keyprime accounts system please consult Farmdata.



The image shows two screenshots of the 'Paydata Setup' dialog box. The left screenshot is titled 'Destination for Data Files' and contains the text: 'Please select the destination for the Data Files:'. It has four fields: 'Server:' with a dropdown menu showing 'localhost\Farmdata', 'Authentication:' with a dropdown menu showing 'SQL Server Authentication', 'Login:' with a dropdown menu showing 'sa', and 'Password:' with a text input field showing '*****'. The right screenshot is titled 'Folder for Common Files' and contains the text: 'Please select the destination for Common Files:'. It has a 'Folder:' field with a text input field showing 'C:\Farmdata\Payroll32\'. Below this field is a 'Change' button. Both screenshots have buttons at the bottom: 'Next', 'Previous', 'Cancel', and 'Help'.

The Folder for Common Files may be selected. Please leave as the default unless there is good reason to change.

Click OK proceed.

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

The first time you go into the program you will be asked if you wish to create a new business. Accept and you will go into setting up the system structure as described below.

Setting up the System Structure

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

Paydata, Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Payroll Name: Manor Farm

Frequency: Monthly

No of Hourly Rates: 3

Highest Cash Note: E5

Holiday Year End Month: December

Tax Year in Progress: 2021

Last Pay Month: 4 (July)

Last Pay Date: 31/07/2020

Agency Holiday Accrual Rate: 0

Password:

☒ Enable Sick Note Recording

Nominal Ledger for Wages Analysis: (None)

Folder for Accounting Analysis: C:\FARMDATA\PAYROLL32\AccAnal\ Browse

* Required Items:

☒ Details Verified

OK Cancel Help

All the above data should be filled in. Tax Year is the year in which the financial year ends, 2015–2016 Financial Year is Tax Year 2016

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

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

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

The following Codes are used for the allocation of Accounting Analysis in a Payroll Run.

	Nominated Code Description	Nominal Code	Enterprise Code	Analysis Code	Ledger Description
►	Wages Control	02045			Net Pay
	Income Tax	02050			PAYE/NI
	National Insurance Contributions	02050			PAYE/NI
	Student Loan Repayments	02052			SSP/SMP/Rnd/Sus
	Recoverable SSP	02052			SSP/SMP/Rnd/Sus
	Recoverable SMP	02052			SSP/SMP/Rnd/Sus
	Recoverable SPP	02052			SSP/SMP/Rnd/Sus
	Recoverable ShPP	02052			SSP/SMP/Rnd/Sus
	Recoverable SAP	02052			SSP/SMP/Rnd/Sus
	Recoverable SPBP	02052			SSP/SMP/Rnd/Sus

* All Codes are Required Items.

☒ Details Verified

OK Cancel Help

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

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

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Employer Name: * Manor Farm

Address: * Estate Office

High Street

Midtown

ML01 5JH

Telephone: 01110 001110

Contact Title: * Mrs

Contact Forename: * Janet

Contact Surname: * Dawson

Small Employers' Relief Applies: ☒ Yes

Report CIS Deductions in EPS: ☐ Yes

* Required Items:

☒ Details Verified

OK Cancel Help

Enter employer details as known to HMRC and contact details for the responsible person.

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Bank Name: * HSBC

Bank Branch: * Midtown

Sort Code: * 110011

Account Number: * 00112321

Account Name: * Manor Farm

Type of Bank Transfer Output: Auto-Pay Text File

Folder for Banking Files: C:\FARMDATA\PAYROLL32\BANK\ Browse

Extension for Bank Files:

Banking Package supports RTI Cross Ref: ☐ Yes

BACS User ID:

* Required Items: ☒ Details Verified

OK Cancel Help

Bank Details should be entered if payments are to be made by BACS.

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Tax Office Name: * Newcastle

Tax Office Number: * 110

Tax Reference Number: * 4301456

Accounts Office Reference: * 110PMO4301456

SA UTR Number (if applicable): 2342514123

COTAX Reference (if applicable):

Folder for Submissions: C:\FARMDATA\PAYROLL32\MAIL\ Browse

Last Years Payroll: (None)

Last Block Change of Tax Codes: 2021

* Required Items: ☒ Details Verified

OK Cancel Help

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

Pension Schemes

Fill in the Auto Enrolment Parameters and Create your AE pension scheme by clicking the Add button beside the default Scheme.

The screenshot shows the 'Paydata, Auto Enrolment Parameters: Manor Farm' dialog box. It contains the following fields and controls:

- ☒ Enable Auto Enrolment:
- Latest Payment Date: 31/07/2020
- Staging Date: 01/04/2017
- Latest Pay Reference Period Start Date: 01/07/2020
- to: 31/07/2020
- Direct Benefit / Hybrid Scheme Exists: No
- End Date for Direct Benefit / Hybrid Scheme: (empty)
- Next Cyclical Automatic Re-Enrolment Date: 01/04/2023
- Automatically Postpone new Eligible Jobholders: No
- Apply Max Postponement to new Eligible Jobholders: No
- Default Pension Scheme for Auto Enrolment: 1 NEST (with an 'Add' button next to it)
- Folder for Auto Enrolment Files: C:\FARMDATA\PAYROLL32\AE\ (with a 'Browse' button next to it)
- Buttons at the bottom: Save, Exit, Help

The screenshot shows the 'Paydata, Pension Schemes: Manor Farm' dialog box. It contains the following fields and controls:

- Tabbed interface with 'Scheme' and 'More Details' tabs.
- Navigation bar: 1 of 2, with arrows and icons for adding, deleting, and saving.
- Scheme Selector: 1 : NEST
- Number: 1
- Scheme Name: NEST
- Stakeholder Scheme: No
- After Tax Deduction Scheme: Yes
- Employees Contribution Type: Percentage of Pensionable Pay
- Use AE Thresholds for Pensionable Pay: Yes
- Pensionable Pay Source: Total Gross Pay
- Use AE Minimum Percentages: Yes
- Percentage Deducted: 0 %
- Adjust Employee Conts for BR Tax Allowance: Yes
- Adjust Employee AVCs for BR Tax Allowance: Yes
- Employers Contribution Type: Percentage of Pensionable Pay
- Employers Percentage: 0 %
- Buttons at the bottom: Save, Exit, Help

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 adjust 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.

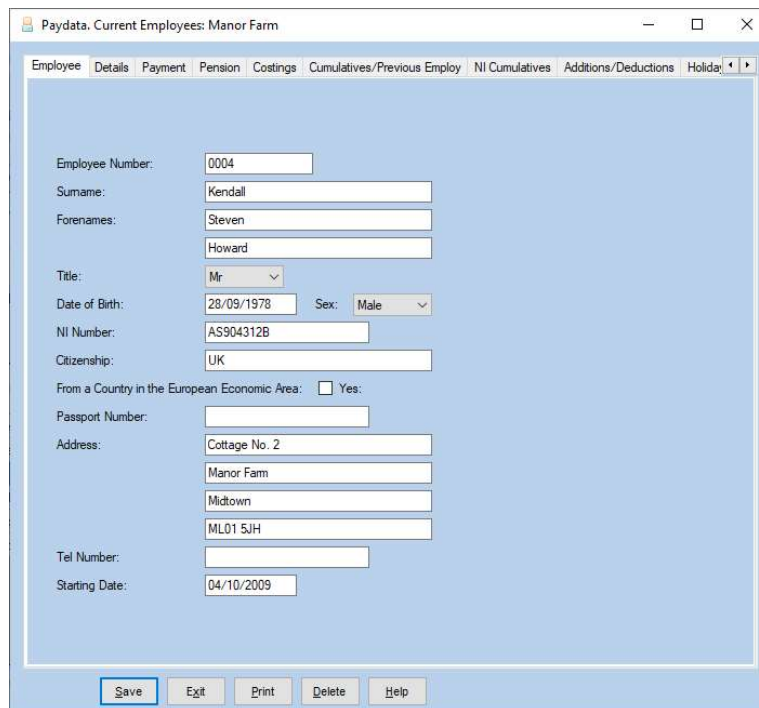
	Code	After Tax Addition Description	Subject to NI	Pensionable	Nominal Code	Enterprise Code	Analysis Code	Ledger
▶	1	Expenses	<input type="checkbox"/>	<input type="checkbox"/>	01480			Sundry C
	2	Car Mileage	<input type="checkbox"/>	<input type="checkbox"/>	01110			Repairs
	3	Subsistence	<input type="checkbox"/>	<input type="checkbox"/>	01480			Sundry C
	4	Other	<input type="checkbox"/>	<input type="checkbox"/>	01480			Sundry C
	5	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	01270			Electrici
	6	Office Costs	<input type="checkbox"/>	<input type="checkbox"/>	01480			Sundry C
*			<input type="checkbox"/>	<input type="checkbox"/>				

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 and then click the  button at the top.

The following screen will appear.



Paydata: Current Employees: Manor Farm

Employee Details Payment Pension Costings Cumulatives/Previous Employ NI Cumulatives Additions/Deductions Holidays

Employee Number: 0004

Surname: Kendall

Forenames: Steven
Howard

Title: Mr

Date of Birth: 28/09/1978 Sex: Male

NI Number: AS904312B

Citizenship: UK

From a Country in the European Economic Area: ☐ Yes

Passport Number:

Address: Cottage No. 2
Manor Farm
Midtown
ML01 5JH

Tel Number:

Starting Date: 04/10/2009

Save Exit Print Delete Help

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 RTI submission, such as NI Number, Address and Date of Birth.

National Insurance Number must be in the form AA123456A.

1. Must be 9 characters.
2. First 2 characters must be alpha.
3. Next 6 characters must be numeric.
4. Final character can be A, B, C, D or space.
5. First character must not be D, F, I, Q, U, or V

6. Second characters must not be D, F, I, O, Q, U or V.

7. First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)

Paydata. Current Employees: Manor Farm

Employee: 0005 Hendry, Ian

Email Address: ian.hendry@manormidtown.co.uk

Email Payslip: ☒ Yes:

Password for Email Payslip:

Payment Method: Bank Transfer

Bank Name: Uyods

Bank Branch: Midtown

Bank Sort Code: 330032

Bank Account Number: 65003240

AutoPay Number: 0005

Job Title: Managing Director

Director NI Rules Apply: ☒ Yes:

First Pay Month as a Director: 0

Record Partner Details for ShPP: ☐ Yes:

Partners Surname:

Partners Forenames:

Partners NI Number:

Save Exit Print Delete Help

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

Paydata. Current Employees: Manor Farm

Employee: 0004 Kendall, Steven

Tax Code: 1243L

Last Pay Month: 3 (June)

Irregular Payment Pattern: ☐ Yes

Qualifying Apprentice: ☐ Yes

Student Loan Deduction Plan: N/A

Postgraduate Loan Deduction Active: ☐ Yes

Cash Payment: £0.00

Last Review Date: 01/04/2020

Basic Pay: £1,905.00

Hourly Rates:

No	Rate
1	£11.7500
2	£0.0000
3	£0.0000

Hours Normally Worked: 39

Save Exit Print Delete Help

Where a Tax Code is not known then use the emergency Tax Code on a Week 1 Basis with tax letter L. 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.

In **Pensions** tab. Where a business has several Pension Schemes in operation ensure the correct one is selected for the employee. If they are in the AE pension scheme leave this blank. The system will allocate then to it. Where the values are declared in the employee record, these should be filled in.

In **Costings** set the Department if required and the Cost Centre allocation if known.

In **NI Cumulative**. If you don't know the NI letter use A to deduct at the standard rate. For employees over state pension age use C and for employees under 21 use M

In **Additions/Deductions** set any regular values to be added or deducted each pay period.

Click the Plus Sign on the top ribbon to add another employee record and continue with the next employee.

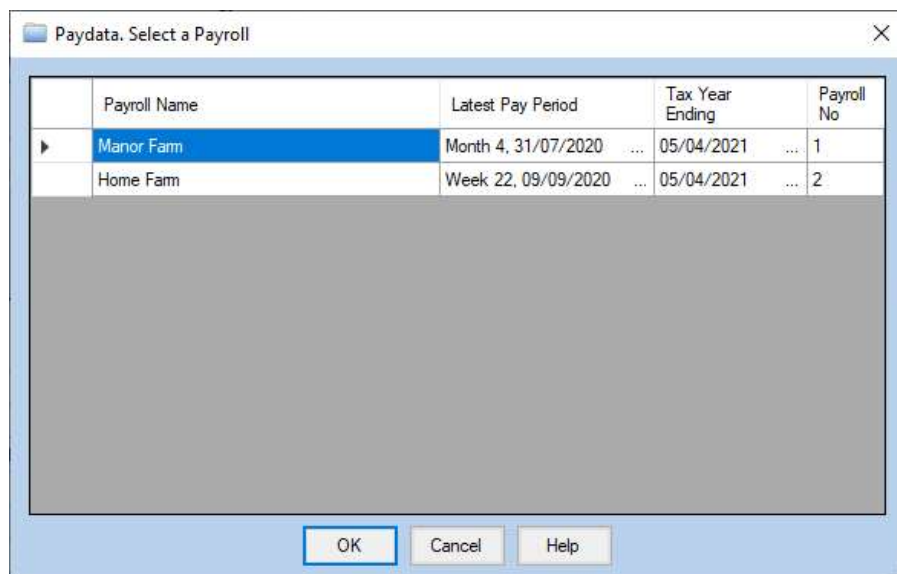
Once all the employees have been entered you can proceed to the Payroll Run.

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 <input type="checkbox"/>	Female <input type="checkbox"/>	NI Number		
Director	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Start Date		

Tax Code			Week 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NI Letter			Student Loan Plan	1	2 3 UG
Paid By	Cash <input type="checkbox"/>	Chq <input type="checkbox"/>	Bank Tran <input type="checkbox"/>	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.	

	Before Tax Addn		After Tax Addn		Before Tax Dedn		After Tax Dedn	
Code								
Value								
Cost Ctr.								

Pay to Date	£	➔ LEL	£	EE Cont	£
Tax to Date	£	LEL -> PT	£	ER Cont	£
GP For NI	£	PT -> UEL	£		
		UEL ->	£		

