Payroll

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Chapter 1

Introduction

The Datafile payroll system can either be used on its own, or as an integral part of your Datafile Software installation with links to nominal ledger and job costing. However you plan to use your payroll system, you gain the benefits of electronically-maintained employee details, easy input of details for each pay period, automatic derivation of gross pay, and calculation of net pay together with very flexible reporting.

The Datafile payroll application is designed to meet a wide range of requirements whilst retaining the ease of use to be found in the best programs. The key to successful use of the payroll is to analyse fully what is needed, and then to structure the Datafile Software payroll system to match theses needs.

You need separate payrolls for weekly, fortnightly, and monthly pay. Changes to tax and national insurance rates each year, together with the occasional changes in government payroll rules are supported via updates supplied in conjunction with your Datafile *Gold* Update.

The chapter called *Configuring Payroll* describes how you use the Datafile Software configuration facilities to match the system to your needs. Following this *Introduction* is a chapter called *User Instructions* which describes how to use the payroll application, although this is dependent on how you configure your system.

Time spent in understanding the features and facilities available from the payroll application will be amply repaid subsequently in speed and accuracy of use. In many cases your reseller may configure the rest of the system to suit your specific requirements, using the *Installation* facilities. He/she is fully trained in the use of Datafile applications, and their expertise allied to your knowledge of your own requirements will ensure the system is correctly set up.

Outline

Information about payroll is held in three types of file — the employee files, which hold full details for each employee in the payroll spread over (up to) five databases, the department file which holds current period and year-to-date totals for the department and a transaction/P11 file which holds the pay details for each period.

All files are designed around the DataFiler database, which is at the heart of all Datafile Software systems. Whilst the files are fully managed by the payroll program, they can be tailored individually to suit specific requirements, and you may prepare additional reports by using either the *Report Generator* or *ProFiler*.

The payroll program can be integrated with the Datafile Software nominal ledger (to post payroll totals directly) and with job costing to transfer time-sheet details to build up the gross pay figures.

Principal Features

General

- Multi-company payroll
- Multiple payrolls for same company
- Weekly, fortnightly, or calendar monthly payroll
- User-definable tax and NI rates and bands
- User-definable documents such as payslips, on plain or pre-printed stationery
- User-definable “switches” for extra payments, deductions and repayments
- Support for SSP and SMP payments
- Holiday pay values and holiday pay credit system
- Automatic printing of end-of-year reports and documents
- Powerful selection facilities for reports and documents
- Memo facility on employee records supported

User-Definable Features (General)

- Definable overtime headings and rates
- Basic pay, or hours times rate
- Payment methods: cash, cheque, bank giro, auto-pay
- Variable or fixed pension calculations, including COMP schemes
- Coinage analysis for cash payments including rounding rules

User-Definable Features (Datafile *Diamond* and *Premier* only)

- User-definable employee and department files with up to 160 data items per file
- User-definable screens to maintain employees
- User-definable employee reports, department updating, and department reports
- Sorted reports and documents

How to Use This Manual

If your sole responsibility is to use this program with the system already set up for your requirements, then you are recommended to read the rest of this chapter as background to the capabilities of the program, and then to refer to the section *User Instructions* when you use the system.

If you have wider responsibilities, then you should study the section *Configuring Payroll*. These describe in depth the facilities available and how to implement them in your system.

Payroll Considerations

In this section we outline how the payroll works, and give you some background to the main facilities.

Using the Payroll

The Datafile Software payroll system works in a distinct cycle of three stages:

- Input payroll details and try out the payroll run
- Run the payroll for real, print reports and payslips
- End one period and start the next

Once you have run the payroll for a period (whether that is a week, fortnight or month) you cannot change any of the employee details. You can, however, restore the payroll as it was immediately before you ran it — effectively go back one stage (see *System Status* in the *User Instructions* section).

Input Employee Details

When you start a new period you can enter all the details which are needed, such as hours worked (if different to standard hours), overtime, bonus payments, holiday and sickness details, and so on. You can only make these changes *after* you've started a period and *before* you run the payroll for real. Whilst you are in this stage you can make as many changes as you like, provided they apply to this current period — you must not enter details which are not due to take effect until the next period.

You can do a trial run of the payroll to see if it looks correct. If not, then you can go and make further changes and re-run the trial. There is no limit to the number of times you can do this.

Run the Payroll

Once you are happy that all the details which need to be entered to the current period payroll are present, you can run the payroll for real. Part of this procedure is to take a backup of the payroll files, just in case you find that you had in fact omitted an important input to the payroll.

Note

If you subsequently decide to restore the payroll files (see *System Status* in the *User Instructions* section) then you must re-run the payroll to return to this stage.

After you've run the payroll you can print the payslips and any other reports which you need to keep for audit and reference purposes.

Period End / Start Next Payroll Period

Before you can start to enter payroll details for the next period you must perform the *Period End / Start Next Period* routine. By doing this you are confirming that the previous period's payroll was successfully run, and that you have printed all the reports you wanted to print and keep from that period.

It takes a backup of the current files and then clears all the payroll details which were specific to that period — such as overtime, bonuses, special deductions, and so on — and sets up the basic information such as standard hours and rates for the new period.

Year End

Although the system takes a backup of the files at this point you may want to consider keeping a separate copy of your year-end payroll files (to April 5th) under a different company name for reference purposes. Your year-end returns are not needed by the Inland Revenue for a month or two, but your payroll must continue to roll.

At the year end you need to print off special forms such as the P60/P14, and give end-of-year returns such as the P35. You may also need other reports for pension and other deduction or payment schemes.

Pension Schemes

A wide variety of pension schemes can be supported including the special contracted-out money payment (COMP) schemes and Stakeholder pension schemes. Payments may be made by both employee and employer to such schemes.

Payroll "Switches"

Different companies have widely differing requirements for including additional payments, deductions, repayments and other financial matters on their payroll. Datafile Software meets these needs by providing for up to 80 separate schemes on any one payroll (subject to product level), in addition to a configurable pension scheme capability and an "Attachment of Earnings" option.

These schemes are defined through a set of "switches", so named because you can switch on or switch off any scheme for any employee at any time. Typically these switches are used for schemes such as commissions, bonuses, employee loan repayments, additional pension contributions, attachment of earnings, subscriptions to (say) a Christmas club, expenses reimbursements, and so on. They are very much in addition to the standard hours, overtime rates, and pension scheme facilities supplied as standard in the payroll.

Although you define the schemes for the payroll as a whole, you also decide for each employee which schemes apply to them. Each scheme can be defined as a payment, a deduction, or a repayment. You say whether it applies before or after tax; whether it attracts NI deductions or

not; whether to include it in pension calculations or not; whether it is a fixed value scheme, or whether the value could change each month; and whether to apply to forward periods when including holiday pay. Two special "switches" are available for schemes whose values are based on hours and rates — these could be used for works productivity bonuses, for example.

Departmental Analysis (*Diamond* and *Premier* only)

In some industries it is common for employees to work in more than one part of the company during a payroll period. For example: a shop assistant may serve in more than one store; a catering employee may serve behind the bar at lunch time, but as a waiter in the evening; an administration employee may work in accounts for two days a week, and in the production office at other times; a craftsman may work on piecework for part of the week, and in the finishing shop for the rest.

The Datafile Software payroll allows you to define a number of departments for your payroll (subject to the product level), and then split the period costs over the departments on a percentage basis. You can split these costs over a maximum of eight departments for any one employee in any one period, with different departments for different employees, and even different departments for the same employee in different periods.

If you are using departments, each employee must be assigned to a specific department, even though they may do work in more than one department. The employee file is sorted when a new period is started and when the payroll is run, to allow you to process and print employees either in strict employee number order, or by employees within each department in turn.

Holiday Pay

There are two methods available to you to handle holiday pay:

- Give extra pay in the last period before the employee goes on holiday. This is usually given in terms of weeks or days pay

- Make a contribution to a "holiday bank" for each employee for each period they work. In the pay period that holiday is taken, the bank is "emptied" into their gross pay for that period. The holiday bank is accumulated either from a fixed amount each period or a percentage of gross (basic plus overtime) or basic pay

The Datafile Software payroll handles either system. The advantages of the latter are that the notional holiday pay is accrued in your nominal ledger so that you have already provided for it in previous periods, and also you are not put in the position where you pay out more holiday pay than the employee is entitled to.

Statutory Payments

The current SSP - Statutory Sick Pay, SMP - Statutory Maternity Pay, SAP – Statutory Adoption Pay, and SPP – Statutory Paternity Pay schemes are fully supported by the Datafile Software

payroll. Their operation is governed by input at payroll run time, and you can find more details in *User Instructions* later. In addition Tax Credits and Student Loan Deductions are also fully supported.

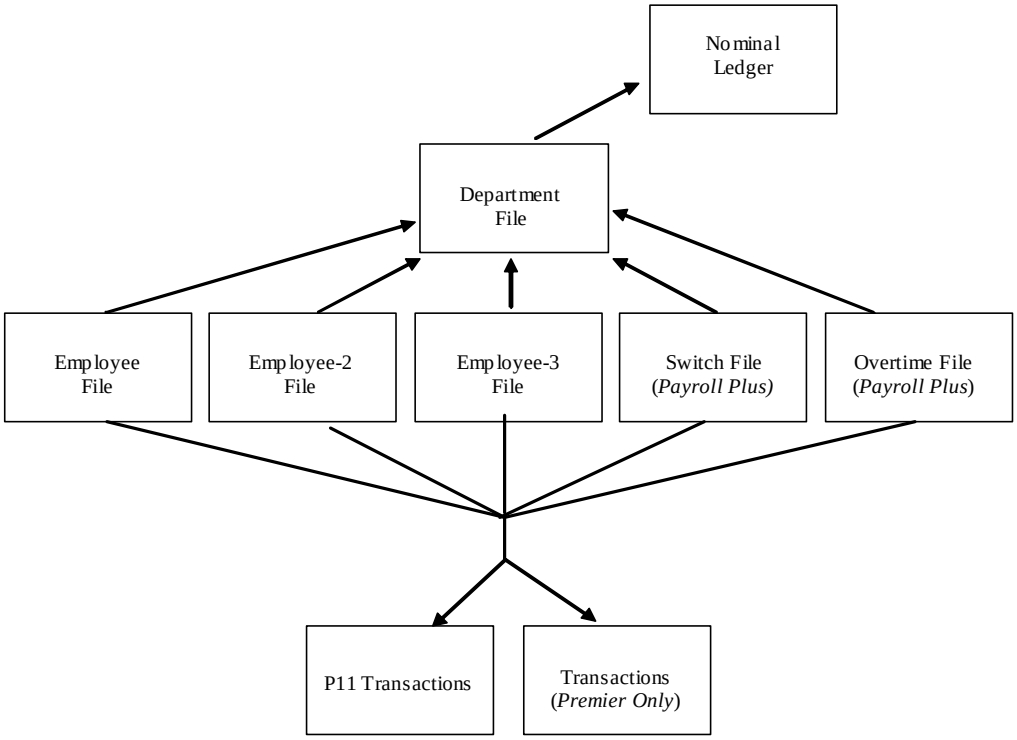
Employee File Data Items

A payroll is complex to define and set up due to the large number of payment and deduction options which may exist on any one payroll — fortunately, it is easy to run a payroll once it has been set up! Most people will find it easy to use the payroll without needing to know in depth exactly what data is held in the payroll.

If you want to use *Report Generator* or the *ProFiler* application generator on the employee file, or if you want to know a lot of detail about the internal workings of the Datafile Software payroll, then you should look through the description of the data items used in the payroll system. These are fully described at the end of this manual.

File Relationships

The main files of the payroll system are the employee files – the employee files are split over (up to) five databases, the record number in each relating to the same employee. As part of the payroll run information is accumulated up to the department file and from there to the nominal ledger. Also as part of the payroll run a transaction with the period pay values is written to the P11 database and the, *Premier* only, transaction file.



ProFiler Reporting

If you design ProFiler reports then you can report from all the employee databases by defining a 'lookup' relationship from the main employee file to the other employee files. You would leave the lookup item as '0' to indicate it's to link on the equivalent record number.

Link to Job Costing

If you are using job costing, you can link it to your payroll (or payrolls). In this case you enter time sheet details direct into your job costing system, and transfer these from there into your payroll(s). The transfer is actually initiated from the job costing system as a batch process, and you should refer to the job costing manual for more information about this. The transfer should normally be done before you enter any current period employee details into the payroll.

In most circumstances you transfer basic hours and overtime hours into your payroll. You have an option to transfer the extension of hours times the applicable rates too, however, according to the setting of a job costing *System Profiles* option. In addition, you can transfer some "switches" information too, if these enter the system via job costing — bonus payments and expense reimbursements are examples of switch values which may start life through job costing.

Payroll "Plus"

Payroll Plus is an accessory available on the *Premier* product level that increases the number of switches and overtime rates allowed. If in use then extra employee databases are used to hold the switches – up to 80 – and overtime rates – up to 20 (including basic pay). If not using the *Payroll Plus* accessory then *Premier* is limited to 20 switches and 6 overtime rates.

Trying Out the Payroll System

You can start to use the system immediately on the DEM company supplied with your system. The outline description below assumes that you have read the *Using Datafile Software* section of the *System User Guide* to find out how to use Datafile Software keys, particularly the <Escape> and <Enter> keys.

Starting Up

- Start up Datafile and sign on either as the DEM user if it is available (no password is needed for the DEM user) or with the sign-on name your system supervisor has given you, followed by your password

- Check the company you are going to use by keying <Alt-O> and then choosing the DEM company from the list. You can also use the mouse to select the *Open New Company* option from the Datafile pull-down on the toolbar.

- Choose the payroll application

Start Next Period

- The best way to get going is first to start a new payroll period by selecting the option 'Period End / Start Next Period'. If you should get the error message "PAYROLL NOT COMPLETE FOR CURRENT PERIOD" then the payroll has already been started, so you can continue with the next actions.

Maintain Employee File

- Select the option *Employee Details* from the payroll menu. Now choose the *Amend* option — you can add a new employee record later to see the differences

- Here you must choose an employee number. Since you don't know what is in our demonstration system, use the <F4–Select> key to bring up a window of selection choices, and key <Enter> to the first choice followed by <Enter> to see the list of employees in the DEM company. Use up and down arrows to highlight an employee record, and <Enter> to select it. The details for the employee record you have chosen are now displayed

- You can use <Enter>, <Tab> or the down arrow key to move from one field to the next, and the up arrow key or <Shift + Tab> to return to a previous field. You may want to change the basic pay or basic hours and rate for the employee

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Note

The entire content of this screen is user-definable with the Datafile *Diamond and Premier* product ranges. This allows an unparalleled ability to tailor the system to match your needs.

- When you have made a few changes, select the SAVE button or use the <End> key to complete the employee record. The employee record is only updated when you save the record, or if you have keyed <Enter> through every field on the screen

- Once you have made some changes to an existing employee record, try entering a new employee record. You must choose a new employee number first, and this number must not already exist — use the <F4-Select> key to see which numbers are already defined or type 'N' for next. The ADD screen is similar to the AMEND but includes a second screen for you to enter/view year-to-date details – ignore this screen for now.

Input Payroll Details

- Select *Input Payroll Details*

- Select to process records in employee number sequence — and reply 'No' to the question '*Only show employees that have no input recorded*'

- The screen asks for general details about the employee for this pay period such as SSP, advance pay periods, holiday pay, tax refunds held, and pay status. In this trial accept the default values that are offered

- It then asks for the basic pay details, either hours and rate or basic pay. In addition you can enter some overtime rates and values if you wish

- After the pay details the screen asks for any extra payments, deductions and repayments — the categories here are known as "switches". These can be either fixed or variable amounts depending on the system configuration and employee details

- Finally, there may be a last option to record split department details. This screen allows an employee's costs to be split over different departments on a percentage basis. If left blank then all the employee's costs are booked against their own designated department

Run the Payroll

- Select the option *Process Payroll* from the payroll menu

- The first prompt you are asked is to save the payroll files before running the payroll. This is a very useful feature, as it allows the payroll files to be automatically restored later if you find any problems or omissions after you've run the payroll. (You can restore the payroll from *System Status*).

Reports and Payslips

- Select the *Print Payslips* option from the payroll menu to print the payslips for the employee.

- Select the *Reports* option from the payroll menu; this offers all the standard reports that are available. You may want to try a few of these to give you an idea of the payroll reporting facilities — for example, the summary of payroll controls, and the department summary.

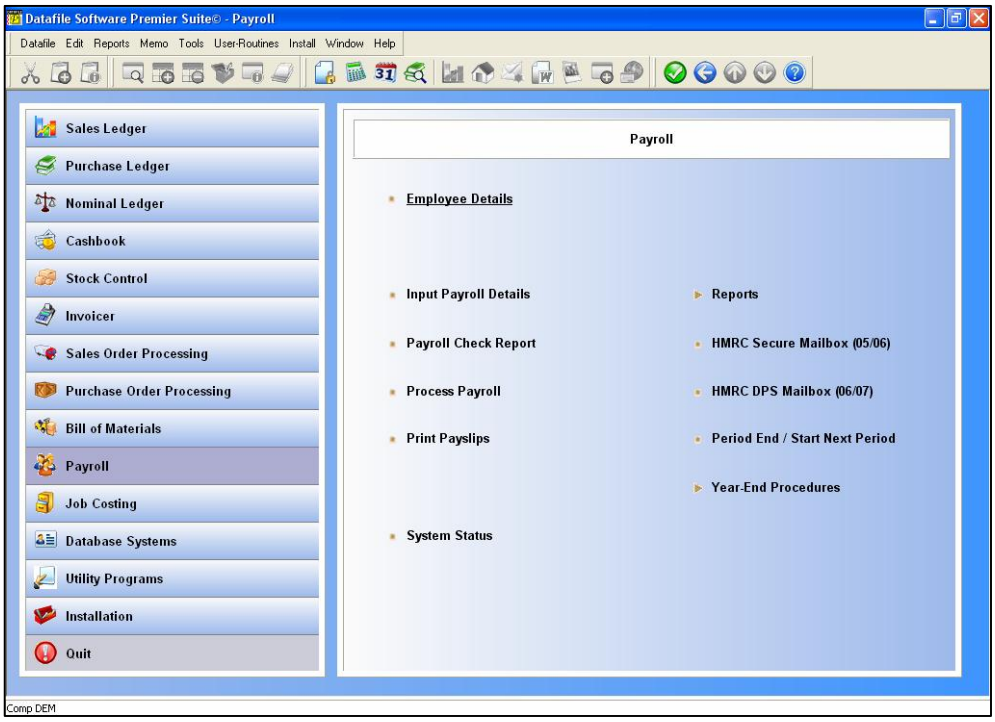
This short tour should give you a feel for how the system works. The next step is to think through what you want to achieve with your payroll system, so that you can make any changes which may be needed to the implementation of the system. If you have purchased Datafile *Diamond* or *Premier* version of the system then you may also want to change employee maintenance screen layouts and file structures.

Chapter 2

User Instructions

This chapter describes how to use the Datafile Software Payroll application. We assume you have learned how to sign on to your Datafile Software system, and to use the main menu system together with all the Datafile DeskTop facilities (these topics are covered in full in the User Guide).

Your payroll is accessed from the main menu. If you have difficulty locating this, then ask your system supervisor. Once you have selected the ledger you are immediately given the main menu from which to choose the option you want.



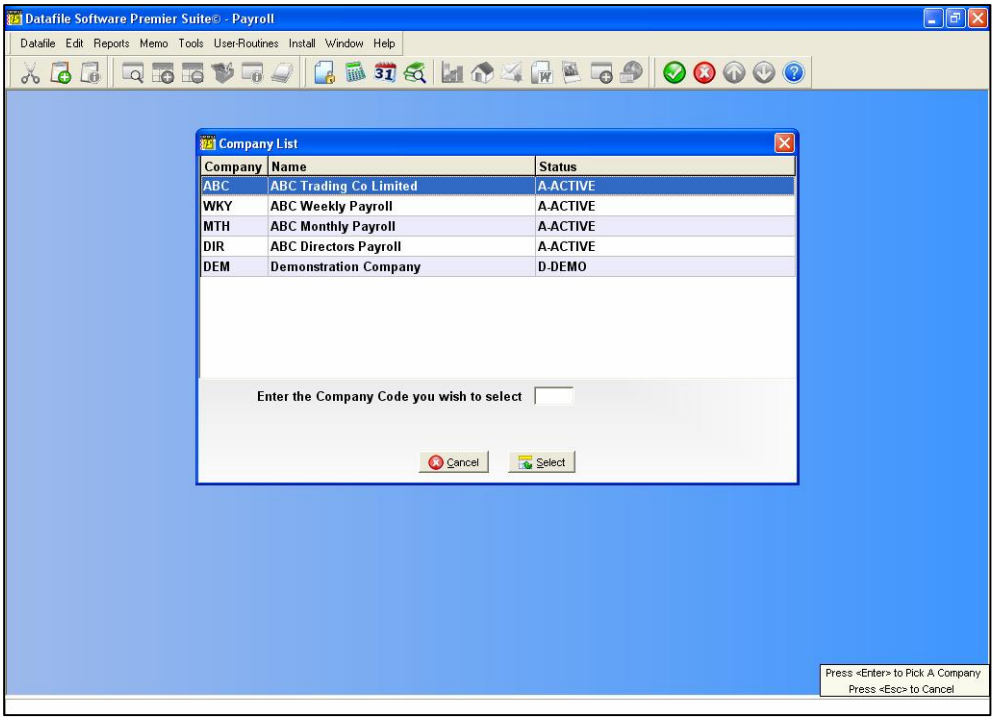
Some of the options give you a sub-menu, from which you can choose the next level of option you want, until you have located the specific processing operation you need. This section of the manual is laid out as a reference to the ledger applications in the same order as the standard menu structure sent to you.

Application Menu Parameters – Datafile *Diamond* and *Premier*

Each menu option has a four-digit parameter number which is needed for Datafile users who wish to restructure their applications, and even to define completely new menus. These parameters are needed only under the *CONFIG* user to change or define application menu structures.

Choosing the Right Company

You can use your Datafile system for more than one company's data, and you need a different payroll company for weekly, fortnightly and monthly paid employees. Where you have more than one company, then if the computer does not know which company's data to process it asks you to select one from a list. This can occur if the operator has not previously processed any company in this session (and he/she has no default set), or the last company it processed does not have the relevant ledger defined for it.



Example Company List

You can always view the current company by noting the company id on the status line at the foot of the screen or by using the 'About this Company' option on the Datafile pull-down on the main toolbar. You can change the company, providing you are within the menu system rather than a specific action, by using the 'Open New Company' option on the Datafile pull-down on the main toolbar or by using the <Alt + O> shortcut key combination.

General Notes

Throughout Datafile Software there is a syntax to using the keyboard keys, and conventions to the way screens and messages are displayed. These are fully described in the *System Users Guide* supplied with your system. However, the main things you need to know are:

- In the text below, chevrons <> around words or letters tells you to press that key on the keyboard. For example, <End> means the key which has the word "End" on it; and <F1> refers to the first of the ten (at least) keys along the top of, or to the left of, the keyboard with the inscriptions "F1" through "F10" on them.

- <Enter> means the (carriage) return key or "Enter" key on the keyboard, used to signify that all the data for a field (the highlighted area on the screen in which key strokes appear as you type) is now ready to be processed by the computer.

- <Escape> is the key marked "Escape" or "Esc", and is used to exit from whatever you were doing — often you are first asked if you have finished, to prevent accidents.

- The *Select* function is assigned to the <F4> key. This gives a powerful way to find an account, either through a part of the code, or part of the account name, or even part of some other field such as a contact or telephone number.

Employee Details

This section of the payroll allows you to add and amend employee records, amend their non-standard payments, deductions, and repayments, change National Insurance categories, and flag employees who have left.

NEW – Add New Employees

This option is used to add new employee details or — at initial set-up time — to enter existing employee details. Make sure that you have entered details of your departments (or just one department if you do not require departmental analysis) before you enter any employees via the payroll *system profiles.*

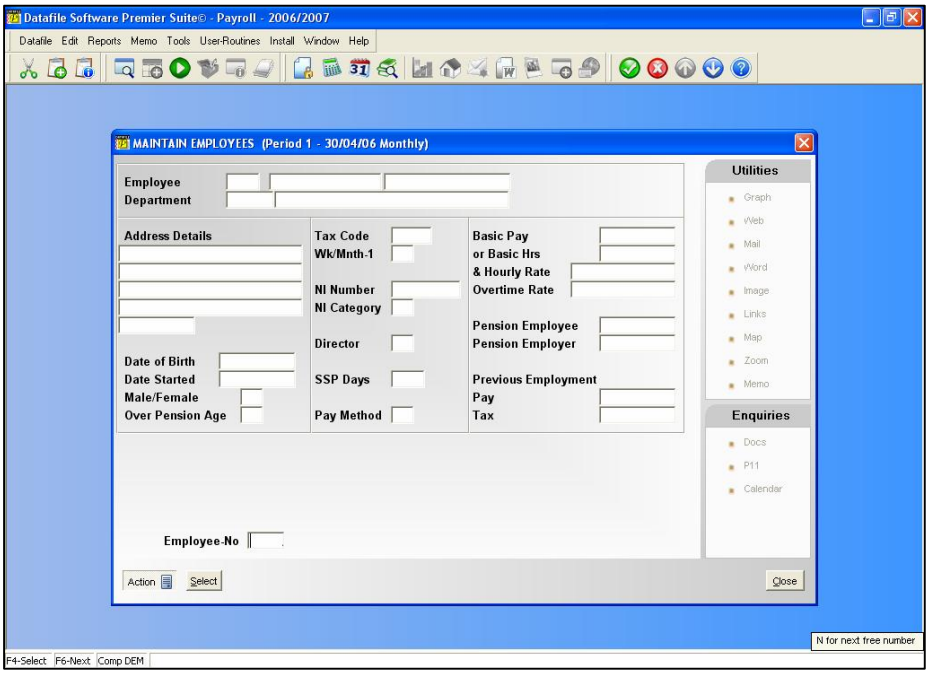
When adding employees you are taken through three, possibly four, stages.

- Enter Employee Details and Basic Salary
- Enter any Year-to-Date Details*
- Enter Switches to use
- Enter Overtime Rates (if recording specific rates per employee and using *Payroll Plus*)

* You would only enter ‘year-to-date’ details for a new employee if you are transferring from another payroll system to Datafile during the tax year. New employees to the organisation would not have any year-to-date details.

Enter Employee Details and Basic Salary

Employee details are entered through a screen looking similar to the one overleaf.



At the bottom of the screen you are prompted for the employee number. Employee numbers are usually record numbers in the employee file, it is usual to type ‘N’ here and let the system assign the next employee number for you. If transferring details from a previous system and you wish to retain the same employee number (assuming it’s a numeric reference) then enter this value. If you enter a number that has already been used then you are warned accordingly and returned to the input to re-enter a different employee number.

Alpha-Numeric Employee Numbers

Datafile *Premier* users can have an alpha-numeric reference as the employee number in which case ‘N’ for next is not available. To use an alpha-numeric reference you need to create a data item on the employee file to hold this, mark this item as the ‘first’ secondary index, reference this within the *database profiles* and set the code format in the *installation* section. This would usually be done by your reseller.

The SAVE Button

When adding an employee the SAVE button will take you to the next screen (if all mandatory items have been entered), it is only the use of the SAVE button on the last employee maintenance screen that updates the employee record.

Employee

Split into three inputs – title, forename and surname – this asks for the employee name. *Diamond* and *Premier* Users could add a second forename item if required.

Department

Select the department of which this employee is a member - <F4-Select> is available if required. If using department split analysis (where the employee works for several departments) then you should select their primary department.

Address Details

Enter the employee's address (if known).

Date of Birth

Enter the employee's date of birth – this value must be input if the employee's national insurance number is not known.

Date Started

Enter the date the employee started working with the company.

Male / Female

Enter the sex of the employee – M for Male, F for Female.

Over Pension Age

If the employee is over 65 (or 60 in some cases for women) then the employee no longer pays national insurance. In addition to changing the NI category to C you should set this flag.

Tax Code
Week-1/Month-1

Enter the employee's tax code from their supplied P45. If not known enter the current emergency tax code (all employers receive notification of this from the Inland Revenue at the start of the tax year). Also set whether the employee is to be taxed on a week-1 basis (this calculates tax on the

individual pay period with no reference to previous earnings). If using the emergency tax code then this is on a week-1 basis. If employee is a student enter 'NI'.

NI (National Insurance) Number

Enter the employee's national insurance number. If not known, and you have entered a date of birth earlier, then on the warning message that is displayed when you leave this blank press <F7> to override.

NI Category

This asks for the employees NI table letter – note this is **not** the last letter of the NI Number. If the employee does not pay any NI (under 16) then enter X as the category. If you enter the category letter F, G or S then a pop-up asks for the SCON reference of their pension scheme.

Director

Set to 'Y' if the employee is a director. Directors are treated differently from normal employees with regards to National Insurance Contributions. If set to 'Y' then a pop-up asks for the start date of becoming a director, the end date (leave this blank!), and the number of tax weeks remaining in the year at the point the employee became a director.

SSP Days

When entering payroll details if the employee is off sick then SSP may be due. Enter here the number of days in the week that the employee usually works – i.e. if they work Monday to Friday then enter 5, if they only work Monday, Tuesday and Thursday enter 3.

Pay Method

You may pay the employee by a number of different methods – cash, cheque, bacs, etc. Enter how this employee is to be paid. A help hint at the bottom of the screen displays the allowed methods.

Basic Pay
Or Basic Hours & Hourly Rate

If you pay the employee a salary then enter this in the basic pay for the period – note if you pay fortnightly or every four weeks you would still enter a weekly value, if you pay monthly then enter the monthly value.

Alternatively if the employee is paid based on the number of hours they work then enter the usual number of hours for the week or month followed by their hourly pay rate. Again, if you pay fortnightly or every four weeks you would still enter the number of hours per week.

Overtime Rate

If the employee is paid overtime at a different rate of pay to the hourly rate (i.e. overtime is not time, time-and-a-half, double-time, etc. of their normal pay rate) then enter the base hourly rate for overtime.

If the employee is paid a basic salary then enter the hourly rate for overtime above this.

Pension Employee
Pension Employer

If the employee is a member of the company pension scheme enter the contribution values here – this contribution may be a percentage of basic pay, percentage of gross pay or a fixed amount as configured in the *system profiles*.

If the employee is a member of a stakeholder pension scheme then leave these options blank – stakeholder pension schemes are maintained via the PENS option on this menu.

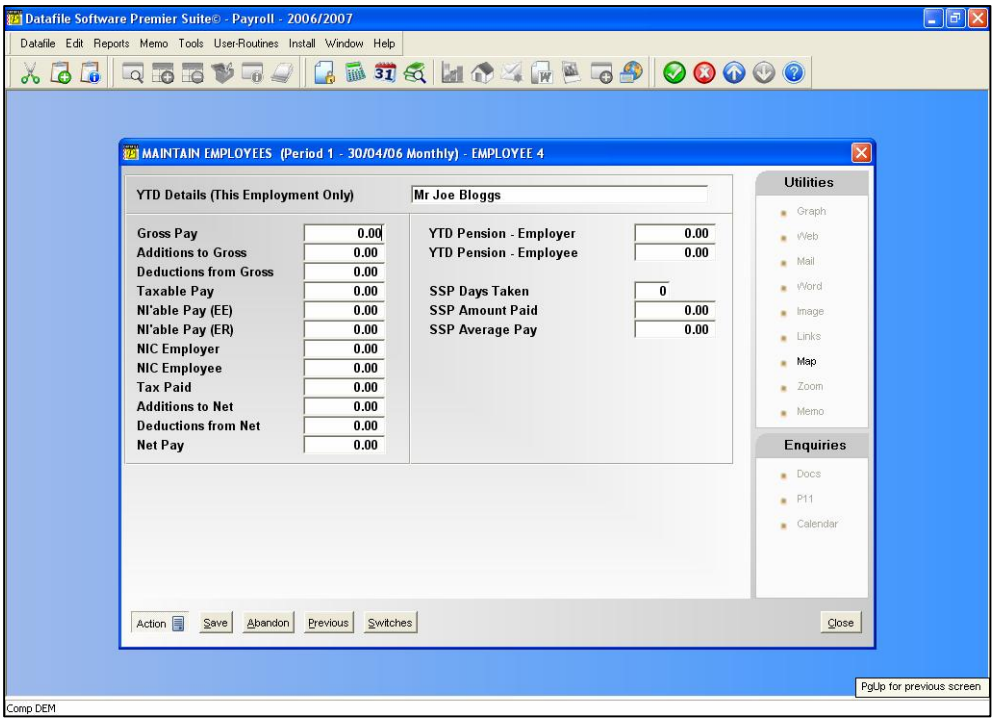
Previous Employment Pay
Previous Employment Tax

If a new employee is starting with you then enter these details from their supplied P45.

If you are transferring existing employees to the Datafile payroll application then you would leave these details blank (unless that particular employee had started with you earlier in the tax year).

Year-to-Date Employee Details

The second screen allows the option to enter or view the year-to-date details for the employee. You would **never** enter or amend these details unless you are changing payroll systems during the tax year and you are entering existing employees onto the Datafile system.

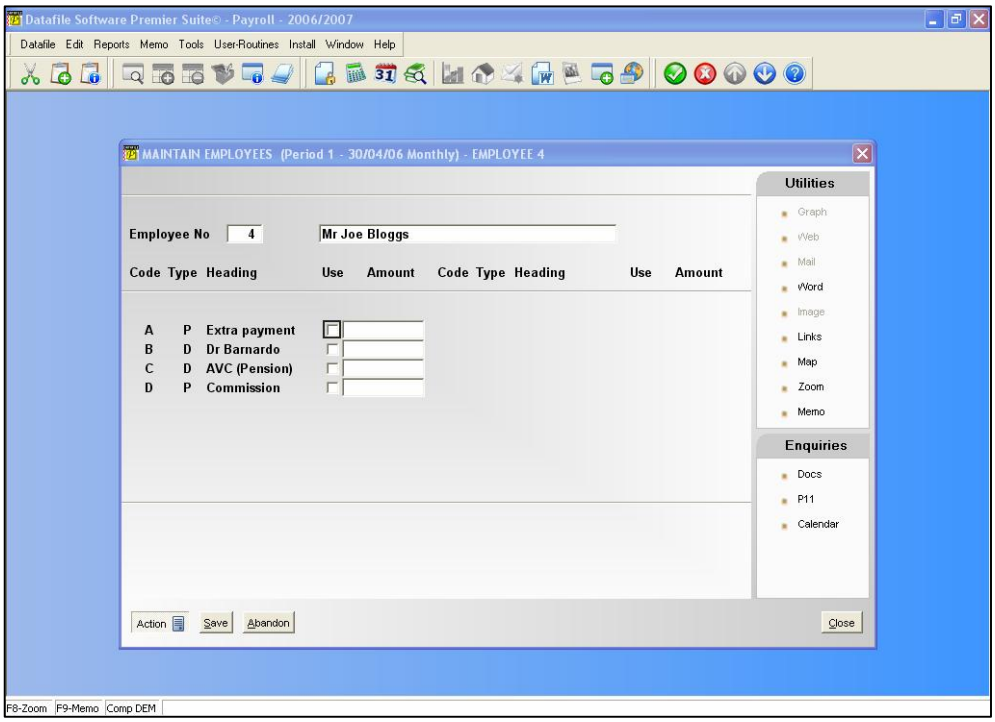


The year-to-date details entered on this screen include:

- Gross Pay
- Additions to Gross
- Deductions from Gross
- Taxable Pay – the pay on which tax has been calculated
- NI'able Pay (Employee) – the pay on which NI contributions for the employee have been calculated
- NI'able Pay (Employer) – the pay on which NI contributions for the employer have been calculated
- NIC Employee – the NI contributions paid by the employee
- NIC Employer – the NI contributions paid by the employer
- Tax Paid – the tax paid by the employee
- Additions to Net
- Deductions from Net
- Net Pay
- Pension (Employer) – pension contributions made by the employer
- Pension (Employee) – pension contributions made by the employee
- SSP Days Taken – the number of days sick taken this tax year
- SSP Amount Paid – the amount of SSP paid during this tax year
- SSP Average Pay – the average earnings which SSP is calculated on (this is the average pay for the last eight weeks).

Switches – Extra Payments, Deductions or Repayments

As discussed in the *Introduction*, switches are the additional payments or deductions that are made to the employee's pay. Depending on the product level – *Compact* and *Professional* allow 6, *Diamond* and *Premier* allow 20, *Premier* with *Payroll Plus* allows 80 – the configured switches are displayed here and you set whether that switch is in use for that employee.

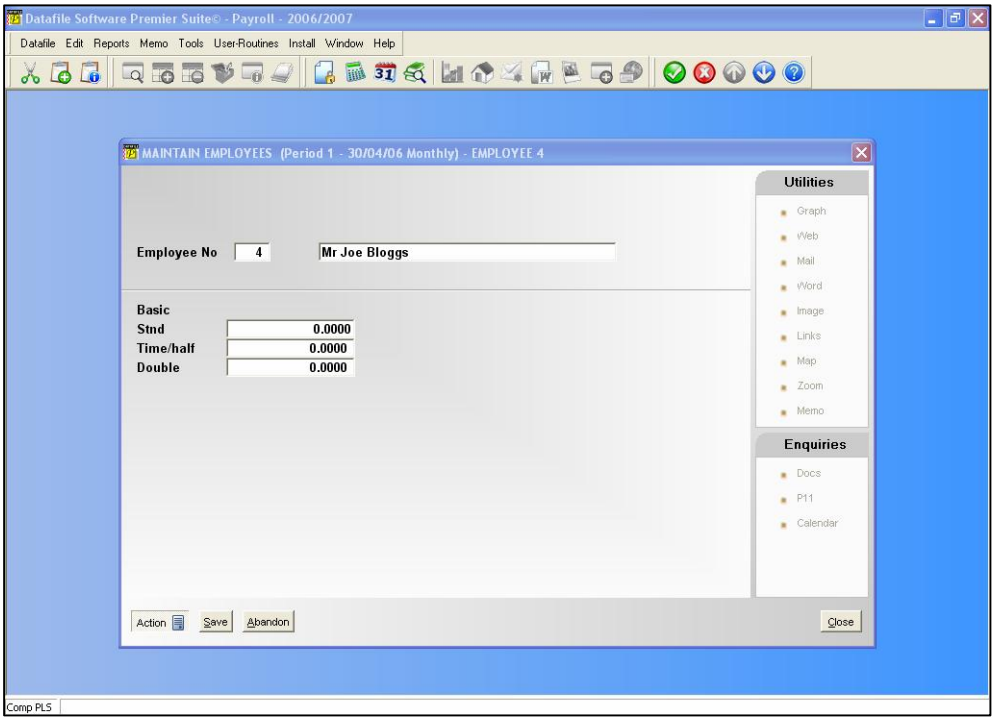


Unless the switch selected is for a 'fixed' amount – i.e. the same amount each period – you will not be asked for the amount that is to be paid/deducted on the switch. If you are prompted for the amount you should enter the default value if known (you can always enter later during the payroll input). If the switch is configured as a 'Repayment' entry (type R) then you will also be asked for a total amount to repay.

Depending on the number of switches configured this option may cover several screens.

Overtime Rates (*Premier* with *Payroll Plus*)

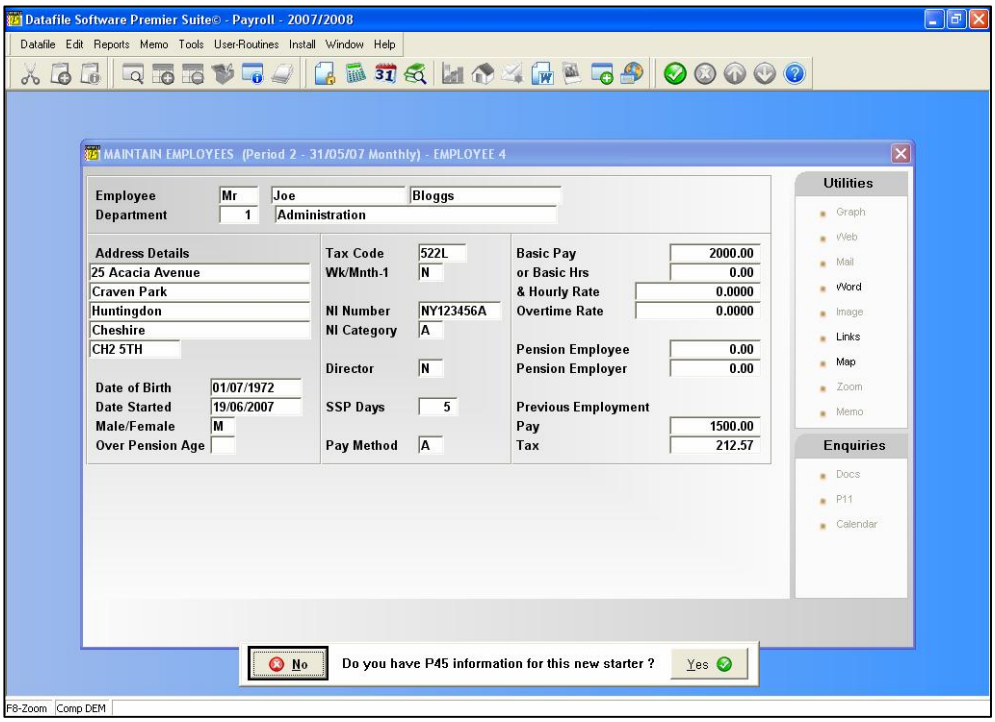
If using *Payroll Plus* then you have the option to enter specific rates of pay for each employee rate for all 20 (including the normal hourly rate) overtime rates rather than basing the overtime on the normal hourly or overtime rate.



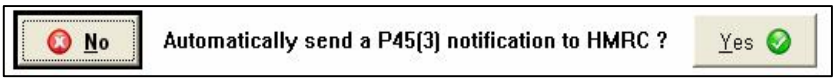
Enter the rates as required – if left as zero then any payments on that rate are based on the normal hourly rate (times the factor set in the system profiles).

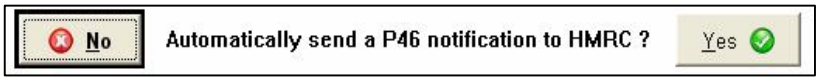
Submit P45(3) or P46 on Add of New Employee

After adding the employee record the system will prompt if you have been given the P45 information for the new starter. A P45(3) can be submitted when the new employee gives you a P45, a P46 can be submitted when they don't.

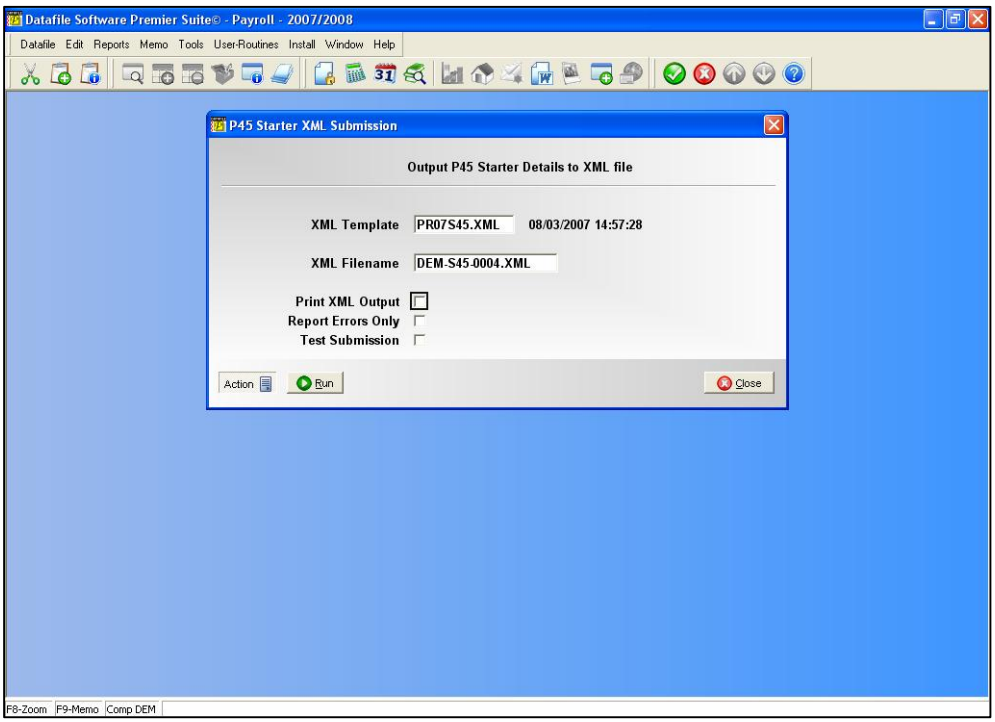


If you respond 'Yes' you will be prompted if you wish to submit the P45(3) to the HMRC. If you respond 'No' you will be prompted if you wish to submit the P46 to the HMRC.





If you respond 'Yes' to submit the P45(3) / P46 then the system proceeds into the submission process. If 'No' then you are returned to the menu.

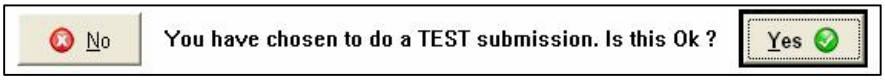


Print XML Output – set to allow print of the full submission to the HMRC.

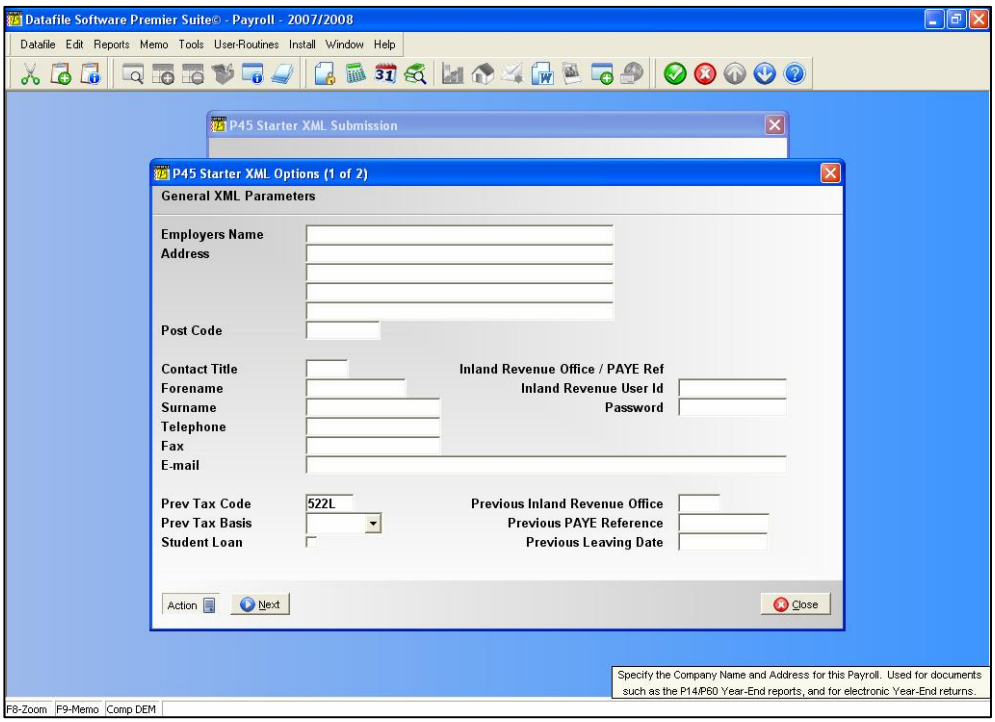
Report Errors Only – only applicable if not set to print in full this option prints the XML lines that are in error (perhaps because the NI Number is invalid).

Test Submission – set to send this submission as a test. This goes through all the standard processes but the HMRC discards the submission at the end.

Once you have set the run-time parameters as required select the RUN button. You are then warned that this is a "Test" or "Live" submission as appropriate and asked if you wish to proceed.



If you proceed you are asked to confirm the 'General XML Parameters', if not you are returned to the run-time parameters to amend the details or abandon.



The P45(3) and P46 submission processes are reasonably identical. If you have previously used the end-of-year online submission routines the majority of these parameter options will be set for you. If not you can set the parameters as below:

Employers Name – Enter your company name.
Address / Post Code – Enter the company address details for the employer.
Contact Title / Forename / Surname – Enter your details (this is included should the HMRC need to contact you).
Telephone / Fax / Email – Enter the contact details as requested.
Inland Revenue Office / PAYE Ref – you cannot amend this information here, if incorrect you need to amend via the Payroll System Profiles.
Inland Revenue User-Id / Password – Enter the user-id / password supplied by the HMRC.

The bottom section of the screen asks for information relating to the P45(3)

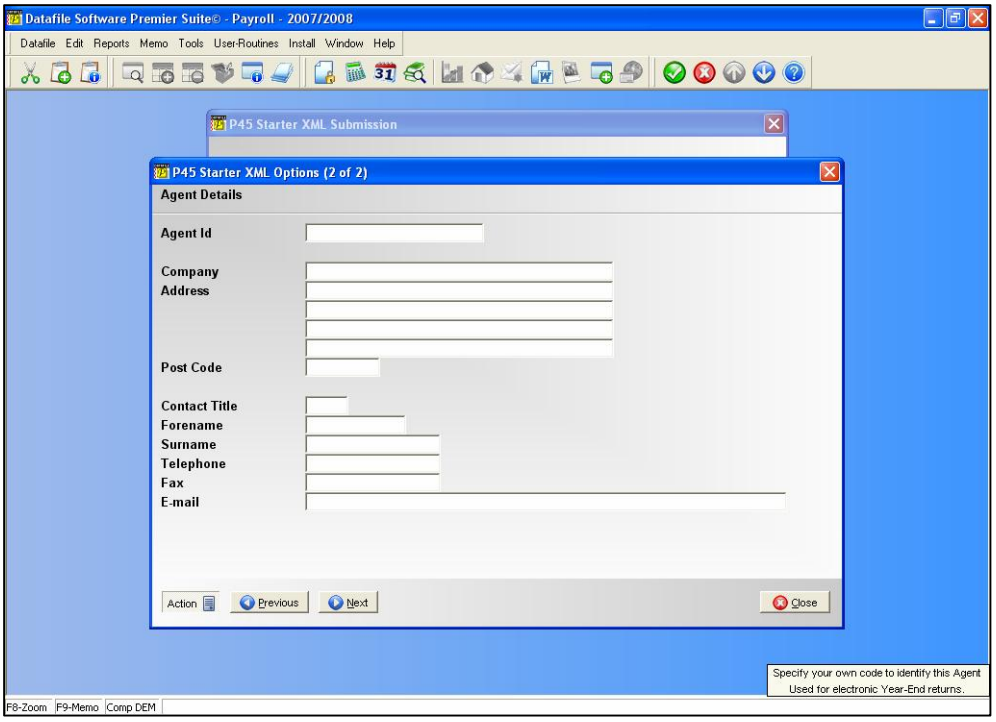
Prev Tax Code – enter the tax code from the P45. Will default based on entered details from employee record.
Prev Tax Basis – select if previous code was on a week-1/month-1 basis, otherwise leave blank. If this option left blank a pop-up will ask for the leaving details – month/week and period number – from the P45.
Student Loan – set if student loan marker set on P45 (will default based on entered details or, if set, write back to file)
Previous Inland Revenue Office – enter the Inland Revenue Office details from the P45

Previous PAYE Reference – enter the PAYE reference from the P45
Previous Leaving Date – then the leaving date from the P45

For the P46 the prompts are:

Tax Code Used – enter the tax code used for this employee (note this will default to the value entered on the employee record).
P46 Box Ticked – when completing a P46 manually the employee must make a statement as to whether they have been employed or in receipt of benefits this tax year. Select the response they have indicated.
Student Loan – set if student loan marker set on P45 (will default based on entered details or, if set, write back to file)

The second page asks for the agent details.

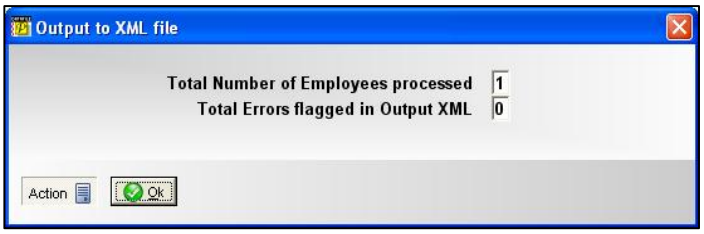


If you are running the payroll as an agent on behalf of another employer then enter your details here, otherwise leave blank.

Agent Id – Enter your Agent ID as supplied by the HMRC
Company Name – Enter your company name here.
Address / Post Code – Enter your company address details.
Contact Time / Forename / Surname – Enter your details for the HMRC if any queries.
Telephone / Fax / Email – Enter the contact details here.

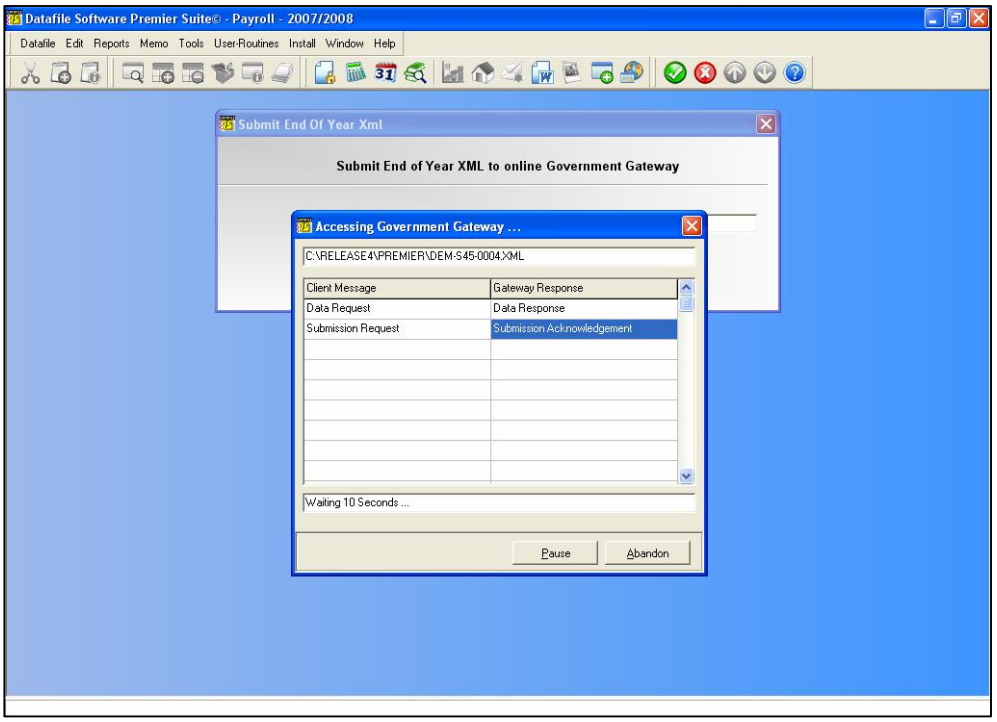
After confirming these details you will be asked if you wish to proceed.

If you choose not to proceed you are returned to the payroll menu, if you elect to proceed the XML file is created and you are warned if any errors have been detected.



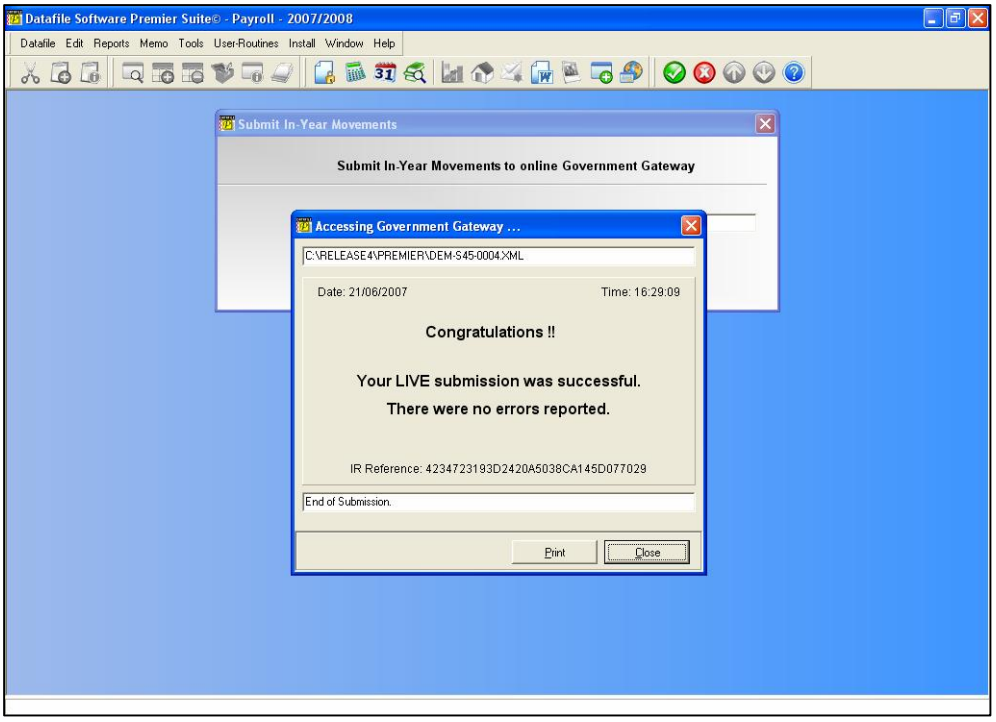
Select the OK button to proceed. If you elected to print the XML report or, if reporting errors and an error was detected, you will be prompted with the printer dialog to select the print device for the XML report.

After printing the report then, if any errors were detected, you are returned to the menu. If no errors found then the system begins the submission process.



The submission process goes through several stages in communicating with the HMRC Government Gateway. At the end of the process the system will report whether the submission was successful or whether any business level errors were detected – these might include an invalid reference for which you are not registered. If a business level error occurs then you need to correct the advised error and then re-submit the file.

If the gateway is busy or off-line you may get the polling message repeated. If this is the case keep trying for a few minutes but if polling continues to repeat abandon and resubmit later.



Notes

If you do not submit the P45(3) or P46 when adding an employee then, provided system is using the R57LOOK option, you can access the submission options from the ACTION button on the Employee Maintenance screen.

The RESTART option will also launch the P45(3) / P46 submission process.

Is the Loading of New Employees Now Complete?

When you first create your payroll company the system is put into an 'Employee Load' status. On exit from adding employees you will be prompted if all employees have now been entered – respond as required.

RE-START – A Former Employee Rejoins (*Premier* only)

In some industries it is common for an employee to be laid off and rehired, possibly more than once, during the tax year. As each period of employment requires a separate P14 printed at the end of the tax year you need to add a new employee record. This option allows you to enter a new employee record but to pick up selected details from the previous employment record and copy them over – i.e. name, address, tax code and bank details, etc.

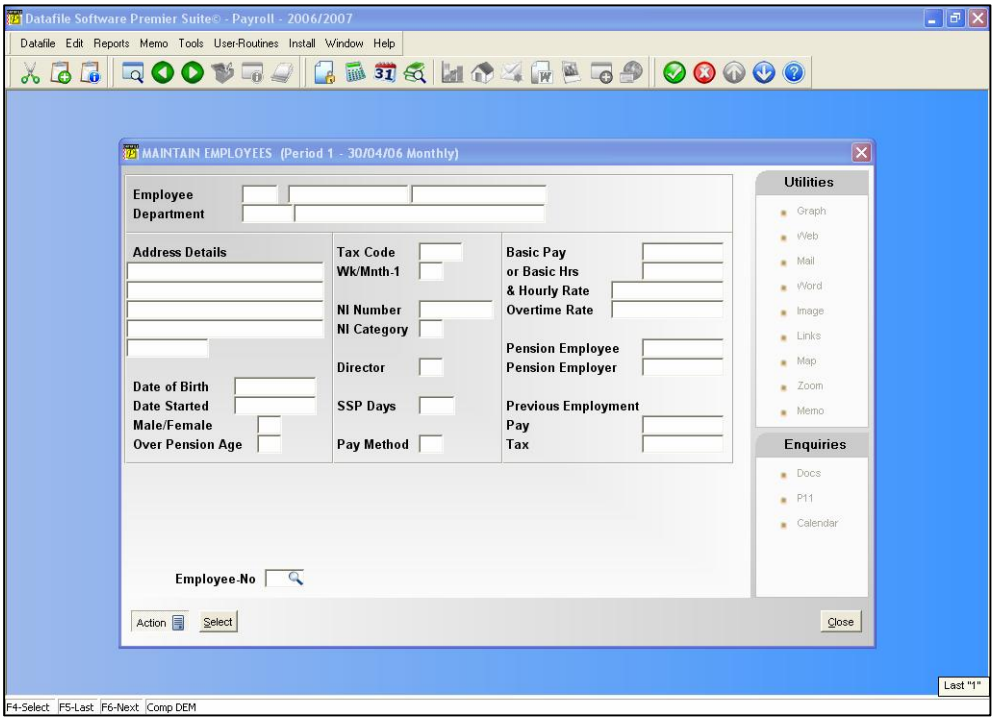
Only applicable under selected circumstances – you must have a *Premier* system, use the unique employee code and have a code format similar to 999/99 where the first three digits are the employee number and the last two after the delimiter are the period of employment during the tax year. If all these aspects are true then you can enable the restart option via the *Application User Facilities* and define the items to be copied from the previous employment record.

On selection of the RESTART option you are asked for the employee number to create and then the employee number to copy the details from. Enter both as appropriate. The remaining details are input and amended as per the 'add' option above.

AMEND – Amend Existing Employee Details

This option allows you to amend the employee's details. Only one screen is displayed for this option – the year-to-date, switches and overtime screens discussed with the 'new' employee procedure are not available from this option. The switches in use can be amended via the separate 'SWITCHES' menu option, the year-to-date values and overtime rates can be accessed via the 'ALL' option.

In fact, although the AMEND screen is by default similar to the first screen of the 'NEW' action, this is a separate screen that *Diamond* and *Premier* Users can reconfigure as required.



As with the NEW action you are asked for the employee number of the employee you wish to amend. <F4-Select> is available to select the employee if required.

NI Category

Although displayed on this screen the NI Category cannot be amended – to change an employee's NI category you should select the 'N.I.' option on the *Employee Details* menu.

The Utilities and Enquiries Panel

On the right of the screen throughout the employee maintenance is a Utilities and Enquiry panel. These allow additional options against the employee record including:

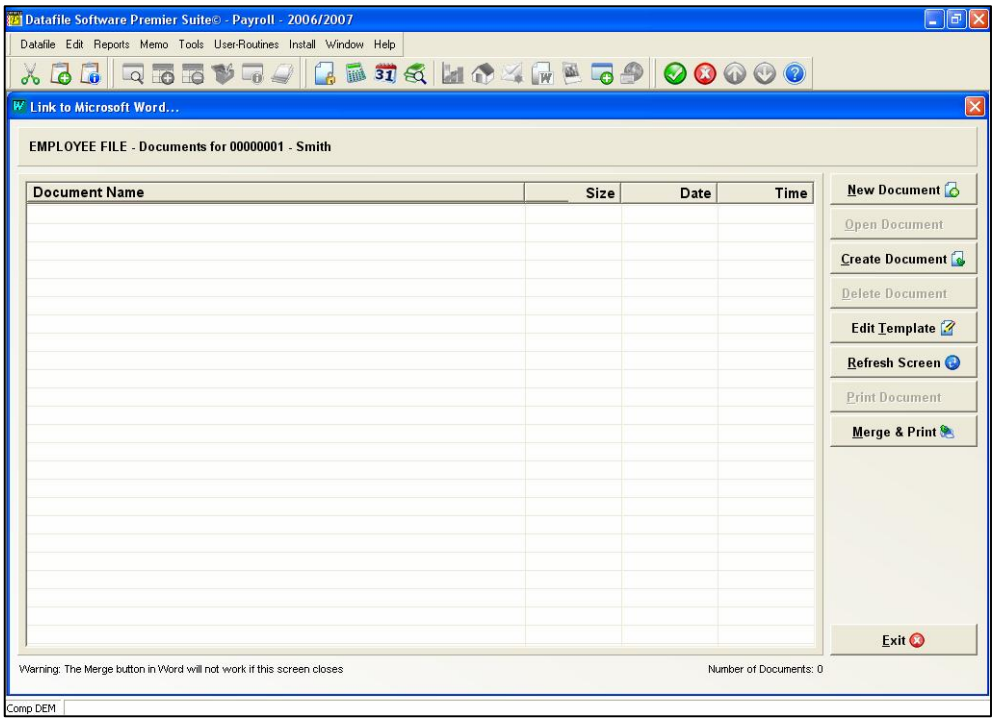
- **Web** – link to website for the employee (if recorded against the employee record)
- **Mail** – launches your email client pre-set with the employee email address (when recorded against the employee record). If more than one address recorded then a pop-up will allow pre-selection of the address to use.
- **Word** – shows existing Microsoft Word documents created against this employee and allows the amendment and print of these documents and the creation of new ones. (See below for more details)

- **Image** – shows any image linked to the employee record.
- **Links** – opens a Windows Explorer folder for the employee and displays the contents. Within this folder you may have files such as excel spreadsheets, PDF files, etc. If right-click and choose NEW, then various options will be available depending o the software installed on the pc.
- **Map** – links to a map website showing the location of the employee based on the entered post code.
- **Zoom** – transfers to the ledger enquiry option for the employee.
- **Memo** – adds / updates the memo recorded against the employee.

- **Docs** – shows the saved documents, i.e. payslips, for the employee
- **P11** – available for Premier only shows the P11 history for the employee
- **Trans** – again available for Premier only shows the transaction history for the employee
- **Calendar** – shows the employee calendar

Microsoft Word links

The Microsoft Word link accessed either via the 'Word' icon on the toolbar or via the 'Utility' right-hand panel allows you to create, amend and print documents against the employee.



The list shows the various documents already created against the employee whilst the buttons on the right allow various options.

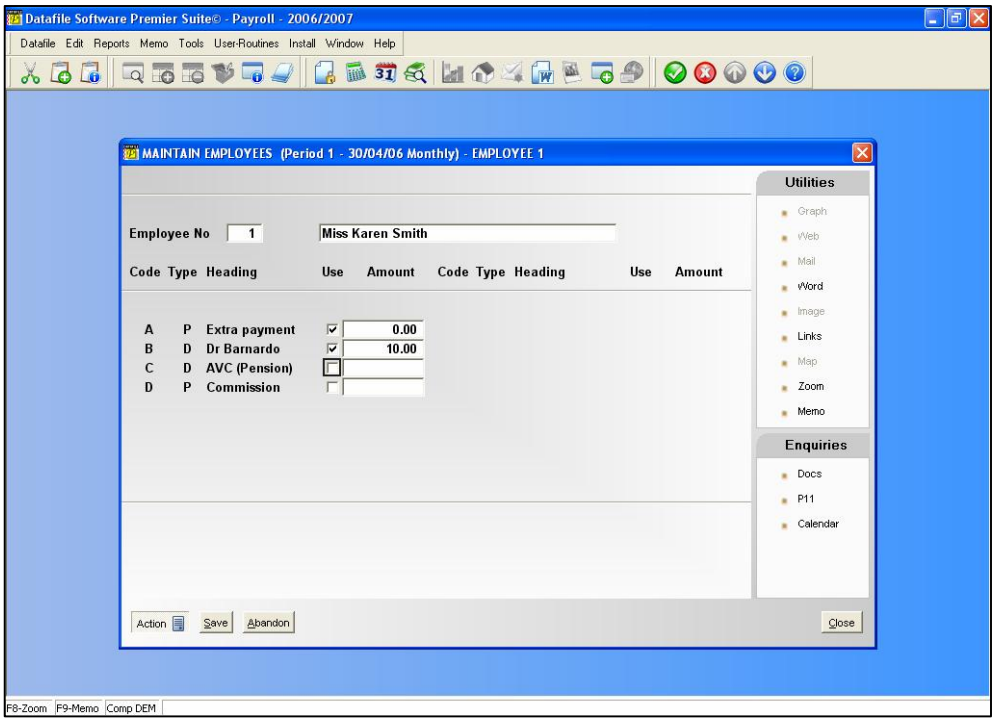
- **New Document** – opens up blank word document for you to create from fresh a document relating to the employee. A 'MERGE' button added to the Microsoft Word toolbar allows you to select data items from the employee record for update to the document.
- **Open Document** – active when documents are listed and this opens a pre-existing document.
- **Create Document** – creates a new document for the employee based on a pre-defined template substituting values from the account into set MERGE data items.
- **Delete Document** – allows you to delete a document
- **Edit Template** – allows you to create new pre-defined templates or amend existing ones. The MERGE button here updates the field from the employee database into the template, this will be replaced with data from the employee record when a new document is created via the 'Create Document' option based on the template.
- **Refresh Screen** – depending on where you access the WORD option from, other operators could be using the word link for a employee whilst you are. This option rebuilds the list of existing documents on the left.
- **Print Document** – prints an already existing document
- **Merge & Print** – allows the print of a document from a pre-defined template but doesn't save a copy of the document. This could be used, for example, for printing envelopes with the employee address.

SWITCHES – Payments, Deductions and Repayments

This option enables you to register the special payments, deductions and repayments (known as switches) which apply to each employee. The payroll may have up to 80 of these (depending on product level) defined in the payroll *system profiles*. The screen displays the configured switches in two columns of 10 switches, if more than 20 in use then additional screens display the extra switches.

Notes

Compact and *Professional* both allow up to 6 switches to be defined. *Diamond* and *Premier* both allow up to 20 switches to be defined (although only six are defined in the database by default). *Premier* users can purchase the *Payroll Plus* accessory that allows up to 80 switches.



Each switch is identified by a code letter – a letter from A through to T (although if using *Payroll Plus* they are numbered 1-80). The type of switch is shown by P for Payment, D for Deduction or R for Repayment, and the name of the switch is printed under 'Heading'.

Set the 'Use' flag if you want this switch to apply to the employee. If the switch is defined to have a fixed value each period then you are prompted for the amount to pay/deduct, otherwise if the value is variable then this is omitted and you set the value within the payroll input.

If the switch type is 'R' for Repayment then you are prompted after the amount to 'Enter Total Amount Remaining to be Paid?'. Key the total amount, every time a repayment is made the system reduces the amount outstanding automatically and once fully repaid no more repayments are taken.

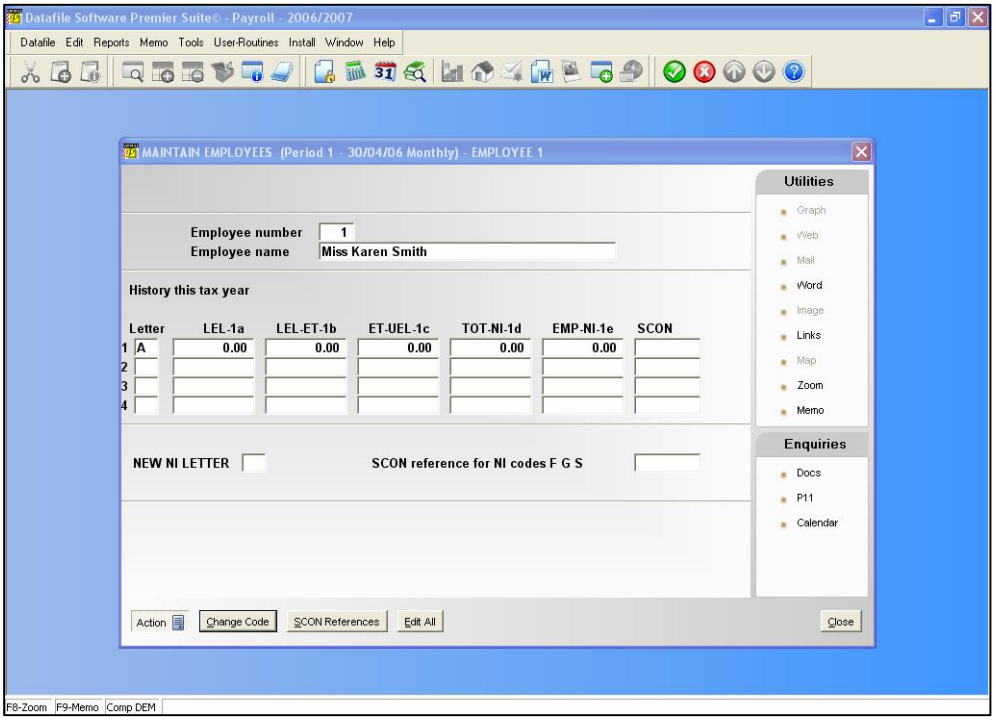
Notes

If you overtype the value of a fixed switch during payroll input then this becomes the new default amount. *Diamond* and *Premier* Users can create a separate set of data items to hold the default values so that the period end will reset to the default if required

If using a repayment switch and you wish to display the value remaining to be paid on the payslip then print the 'year-to-date' value of that switch from the database.

NI – Update the Employee National Insurance Category

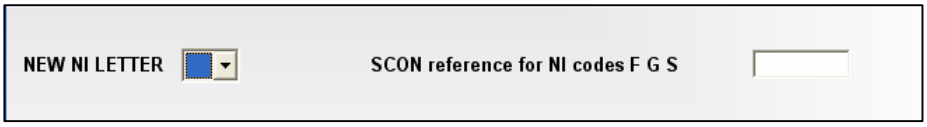
This option is used specifically for changing an employee's NI category. For end-of-year reporting the system needs to keep notes of earnings and amounts contributed for each category letter. Up to four category letters per employee (i.e. three changes during the year) are catered for.



After selecting the employee you are prompted with a menu of actions.

Change Code

This option allows you to change the employee's NI category.



You are prompted for the new NI category letter and the SCON (Scheme Contracted Out Number) reference if you change to category F, G or S.

SCON References

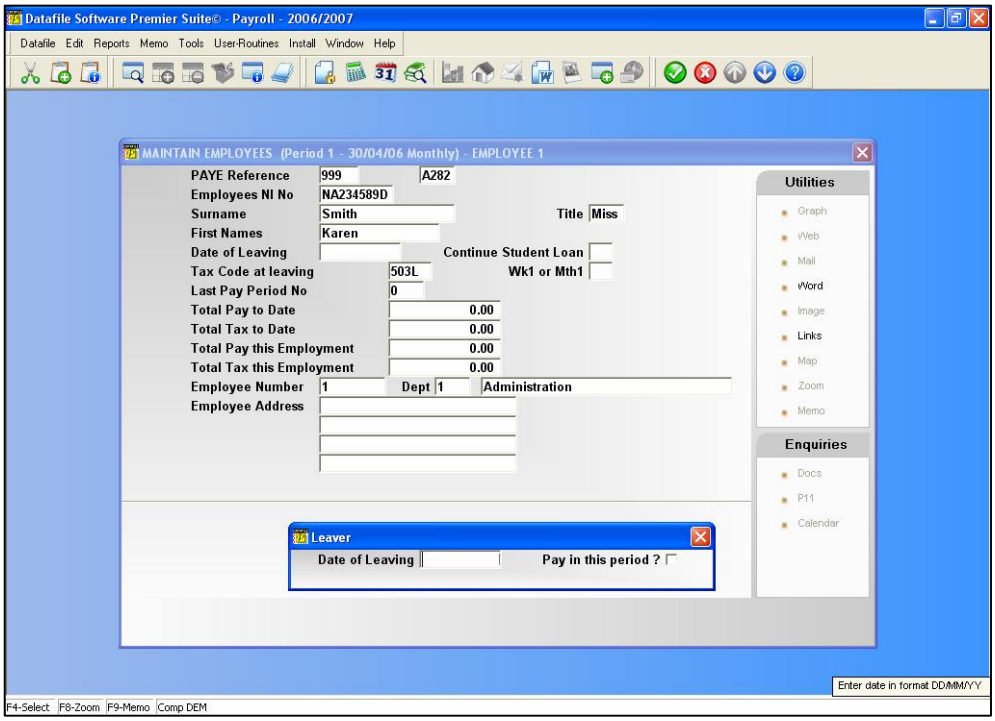
This option allows you to amend the SCON reference against the existing NI category.

Edit All

This option, only available to authority level 0 users, allows you to amend all the details displayed on screen – including the earnings levels and contributions. You would only use this option when you have changed to the Datafile payroll systems during the tax year and you need to enter the P14 details from the previous system.

LEAVE – Mark Employees as Leavers

Although you may mark an employee as having left, their records remain on the files for the remainder of the tax year – however, it cannot be amended and no further payments are made. It is kept for year-end documents and reports required by the Inland Revenue – at the year end any leavers are removed.



After entering the employee number, the system displays the details required for manual completion of a P45 – we do offer the option to print the P45 after you have marked the employee as a leaver though.

Date of Leaving

Enter here the date the employee leaves his/her employment.

Pay in this Period

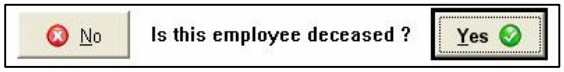
Usually you mark an employee as having left after their final payment. If you mark it early then this option asks if you want to pay them this period – the normal payments can be made this period and they become a leaver after the period end.
After entering these details the system asks you to confirm you wish to mark the employee as a leaver and then offers to print the P45 and to file the P45 on-line with the HMRC. If you have elected to pay the employee in this period then you cannot print the P45 at this point (the values will be updated further). After the payroll run you can reselect this option and print and submit the P45 with the correct values.

If you've made a mistake on the leaving date, or the employee decides to stay then reselecting this option first asks you to print the P45 – if you respond 'No' you are able to amend or clear the leaving date (and thus re-instating the employee in the system).

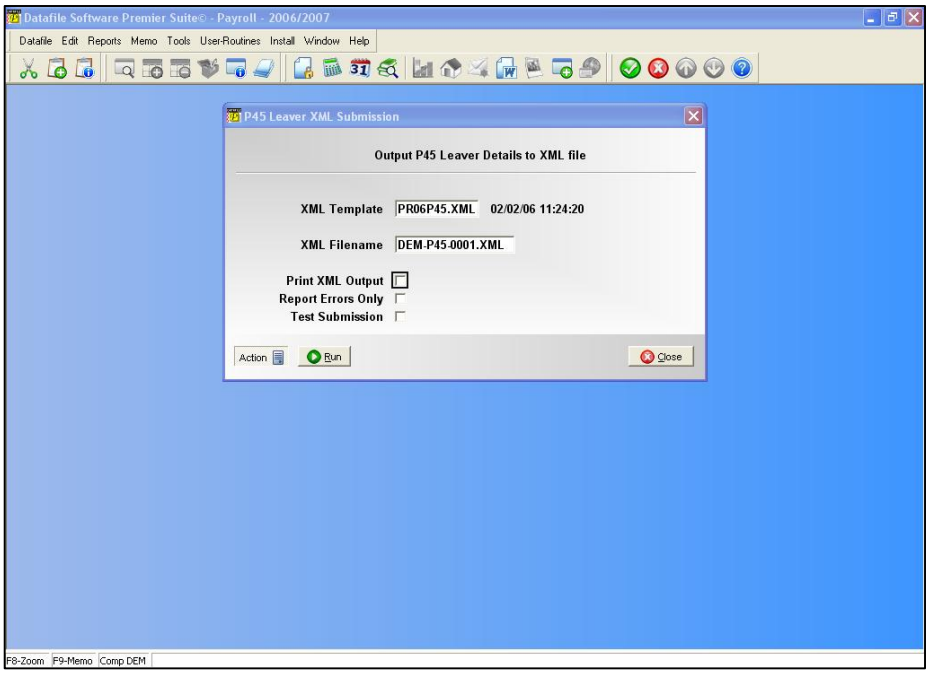
Submitting the P45 On-Line

After marking the employee as a leaver and, optionally, printing the P45 you will be prompted if you wish to send the P45 online to the HMRC.

If you elect to proceed then the system begins the XML submission process.



The first prompt ascertains whether the employee is deceased (the HMRC need to record this).

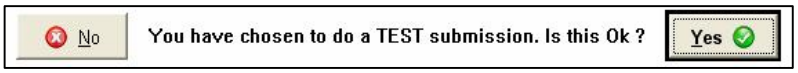


Print XML Output – set to allow print of the full submission to the HMRC.

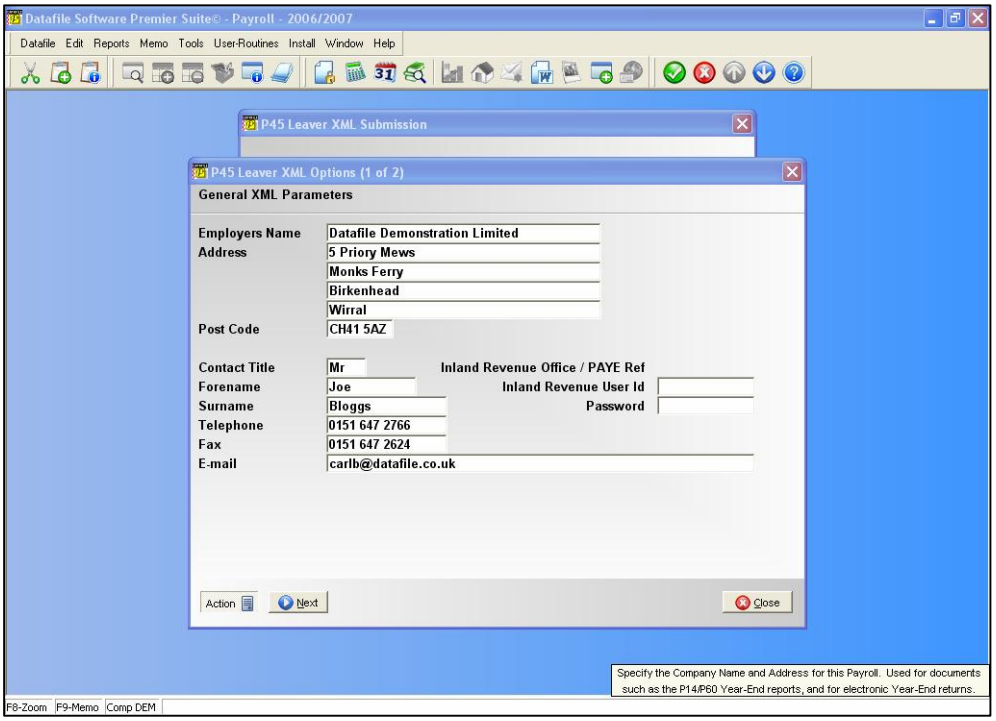
Report Errors Only – only applicable if not set to print in full this option prints the XML lines that are in error (perhaps because the NI Number is invalid).

Test Submission – set to send this submission as a test. This goes through all the standard processes but the HMRC discards the submission at the end.

Once you have set the run-time parameters as required select the RUN button. You are then warned that this is a "Test" or "Live" submission as appropriate and asked if you wish to proceed.



If you proceed you are asked to confirm the 'General XML Parameters', if not you are returned to the run-time parameters to amend the details or abandon.

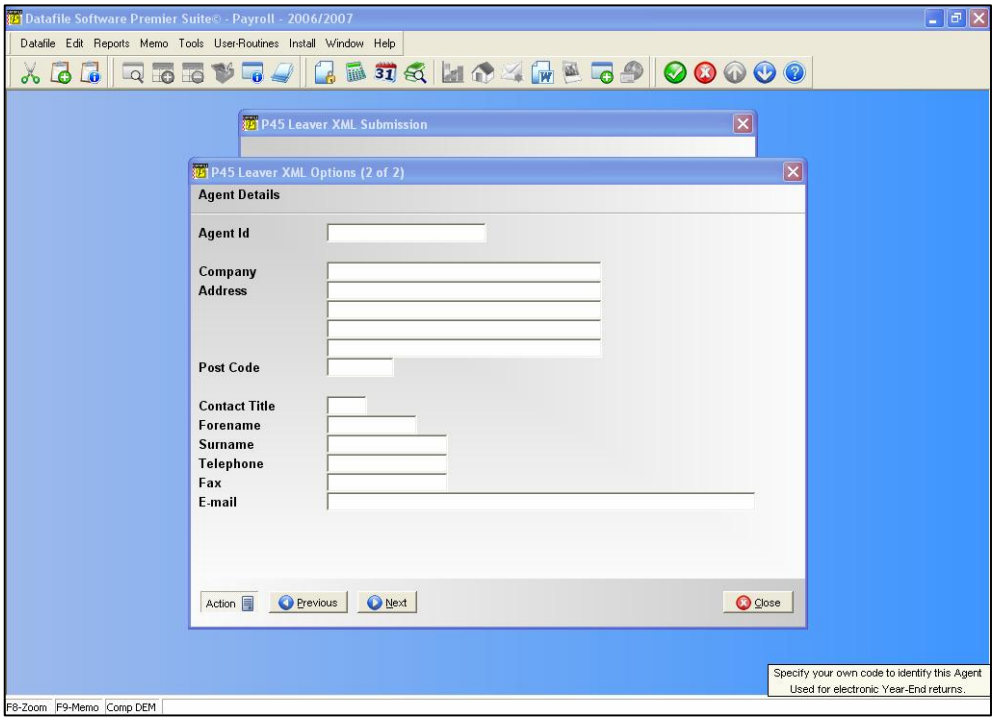


If you have previously used the end-of-year online submission routines these parameter options will be set for you. If not you can set the parameters as below:

Employers Name – Enter your company name.
Address / Post Code – Enter the company address details for the employer.
Contact Title / Forename / Surname – Enter your details (this is included should the HMRC need to contact you).
Telephone / Fax / Email – Enter the contact details as requested.
Inland Revenue Office / PAYE Ref – you cannot amend this information here, if incorrect you need to amend via the Payroll System Profiles.
Inland Revenue User-Id / Password – Enter the user-id / password supplied by the HMRC.

NB: If acting as an agent for another employer then the above are the employer's details.

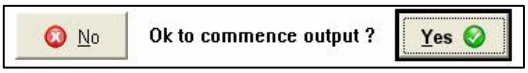
The second page asks for the agent details.



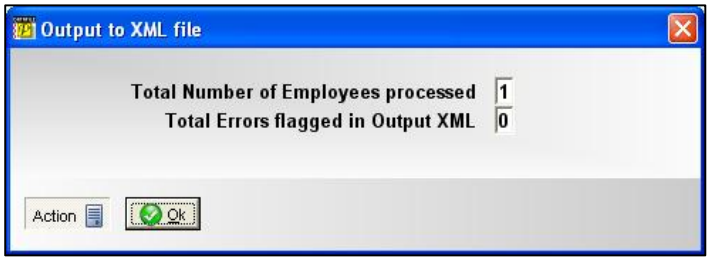
If you are running the payroll as an agent on behalf of another employer then enter your details here, otherwise leave blank.

Agent Id – Enter your Agent ID as supplied by the HMRC
Company Name – Enter your company name here.
Address / Post Code – Enter your company address details.
Contact Time / Forename / Surname – Enter your details for the HMRC if any queries.
Telephone / Fax / Email – Enter the contact details here.

After confirming these details you will be asked if you wish to proceed.

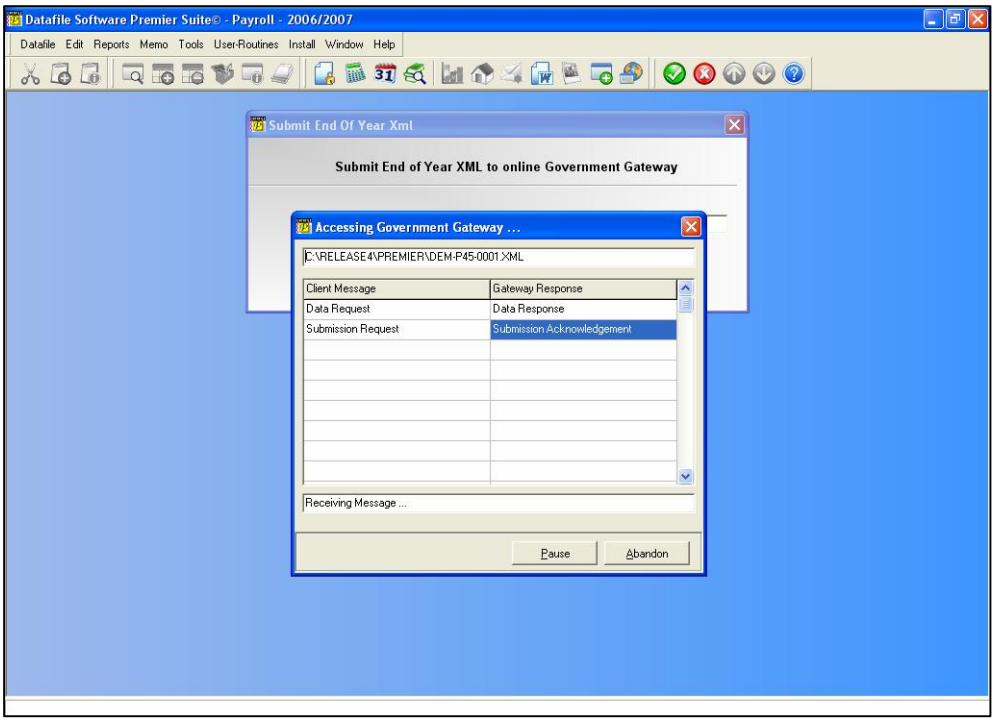


If you choose not to proceed you are returned to the payroll menu, if you elect to proceed the XML file is created and you are warned if any errors have been detected.



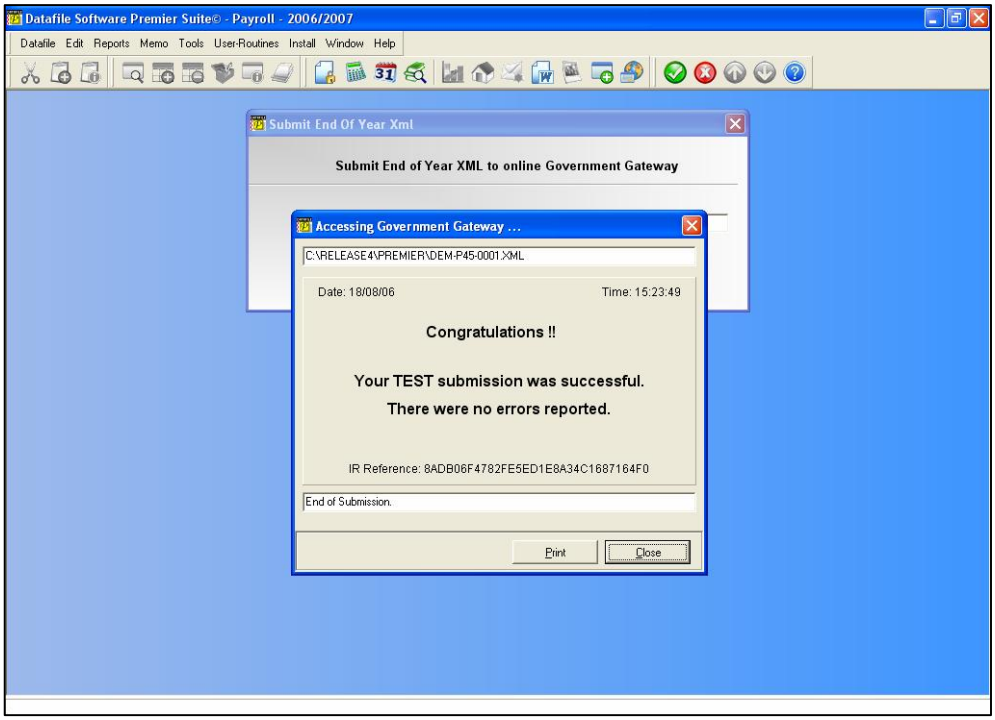
Select the OK button to proceed. If you elected to print the XML report or, if reporting errors and an error was detected, you will be prompted with the printer dialog to select the print device for the XML report.

After printing the report then, if any errors were detected, you are returned to the menu. If no errors found then the system begins the submission process.



The submission process goes through several stages in communicating with the HMRC Government Gateway. At the end of the process the system will report whether the submission was successful or whether any business level errors were detected – these might include an invalid reference for which you are not registered. If a business level error occurs then you need to correct the advised error and then re-submit the file.

If the gateway is busy or off-line you may get the polling message repeated. If this is the case keep trying for a few minutes but if polling continues to repeat abandon and resubmit later.



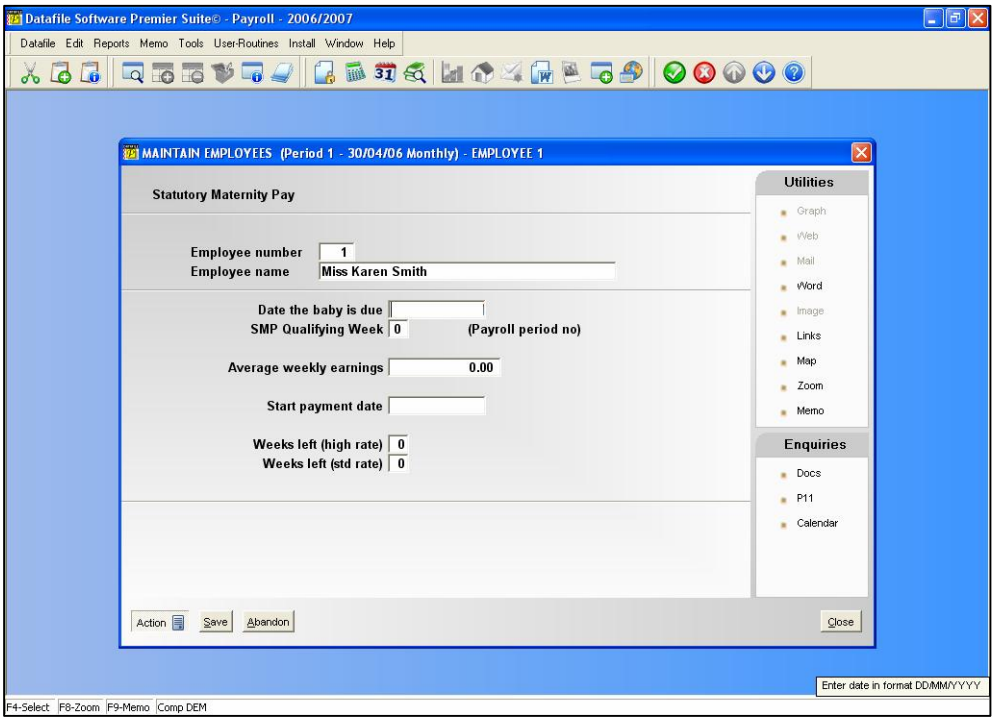
STAT – Statutory Payment Details

This option allows you to mark an employee as being in receipt of SMP – Statutory Maternity Pay, SAP – Statutory Adoption Pay, or SPP – Statutory Paternity Pay. SPP is split into two options – birth and adoption for recording purposes.

After selecting the employee you are given a menu to select which statutory payment you wish to use.

SMP – Statutory Maternity Pay

On selection of the SMP option the screen is updated to prompt for the required details. If you select to record SMP for a male employee you are warned accordingly!



Date the Baby Is Due

Enter the date the baby is expected

SMP Qualifying Week/Period

SMP payments are based on average earnings – the value of which is taken, according to current regulations, as at the 15th week prior to the 'Expected Week of Confinement'. Enter here the payroll period number at which this week occurs.

Average Weekly Earnings

If you update the above prior to running the payroll for that period then the system will calculate the average weekly earnings for you. If entering the detail immediately before payment is to be made (which is usual) then you need to manually enter this value. If the employee is paid weekly then update their usual weekly pay here, if the employee is paid fortnightly or 4-weekly then divide their normal pay for the period by 2 or 4 respectively. If the employee is paid monthly then multiply their normal pay by 12 and then divide by 52 to calculate the average weekly pay.

Start Payment Date

Enter the date at which maternity pay is to be paid. From the first payroll run on or after this date SMP is available to be paid within the payroll input options.

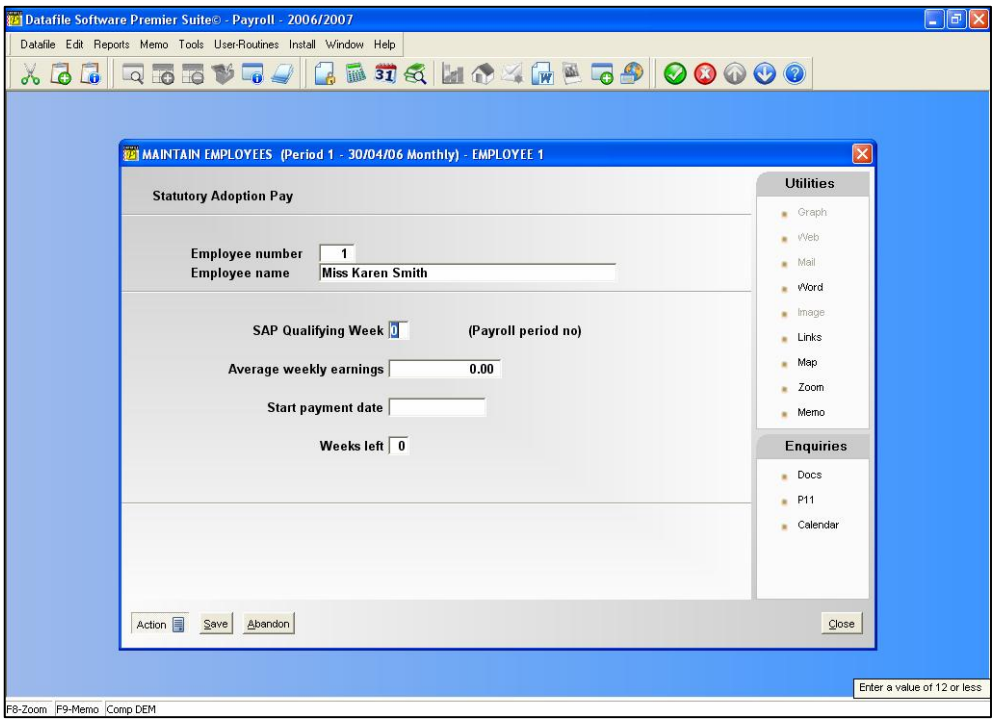
Weeks Left (High Rate)
Weeks Left (Standard Rate)

These values are updated for you according to current legislation (6-High, 20-Standard) on entry of the qualifying week. As SMP is paid these values are reduced accordingly.

SMP appears in 'Additions to Gross' during payroll input.

SAP – Statutory Adoption Pay

On selection of the SAP option the screen is updated to prompt for the required details. SAP is available for employees of either sex.



SAP Qualifying Period

SAP payments are based on average earnings – the value of which is taken, according to current regulations, as at the 15th week prior to the 'Expected Week of Arrival'. Enter here the payroll period number at which this week occurs.

Average Weekly Earnings

If you update the above prior to running the payroll for that period then the system will calculate the average weekly earnings for you. If entering the detail immediately before payment is to be made (which is usual) then you need to manually enter this value. If the employee is paid weekly then update their usual weekly pay here, if the employee is paid fortnightly or 4-weekly then divide their normal pay for the period by 2 or 4 respectively. If the employee is paid monthly then multiply their normal pay by 12 and then divide by 52 to calculate the average weekly pay.

Start Payment Date

Enter the date at which SAP is to be paid. From the first payroll run on or after this date SAP is available to be paid within the payroll input options.

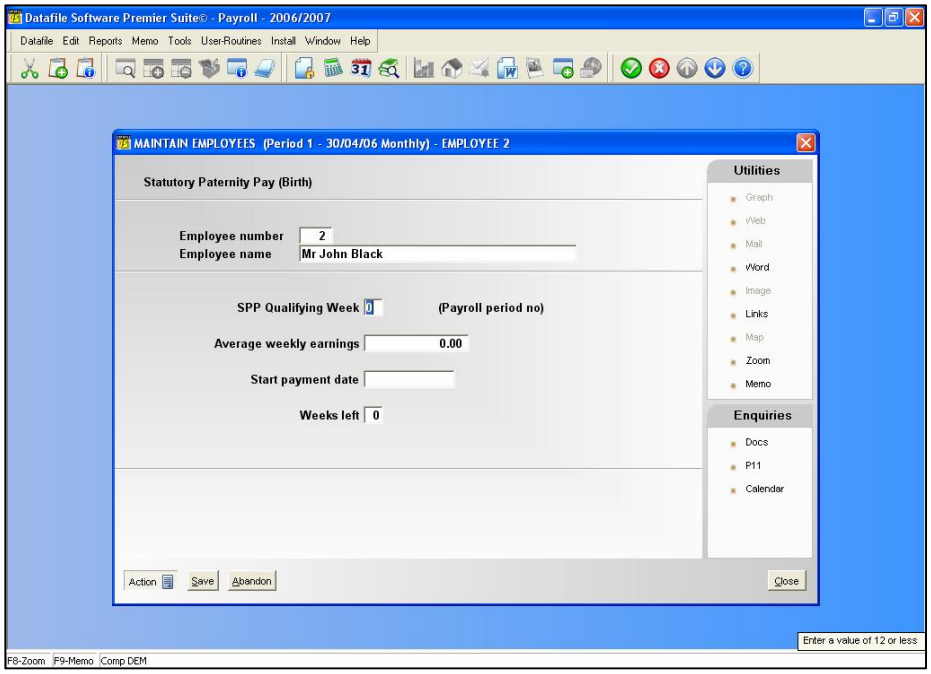
Weeks Left

This value is updated for you according to current legislation (26 weeks) on entry of the qualifying week. As SAP is paid these values are reduced accordingly.

SAP appears in 'Additions to Gross' during payroll input.

SPP (Birth) – Statutory Paternity Pay for Births

On selection of the SPP (Birth) option the screen is updated to prompt for the required details. SPP is available for employees of either sex.



User Instructions

SPP Qualifying Period

SPP payments are based on average earnings – the value of which is taken, according to current regulations, as at the 15th week prior to the 'Expected Due Date'. Enter here the payroll period number at which this week occurs.

Average Weekly Earnings

If you update the above prior to running the payroll for that period then the system will calculate the average weekly earnings for you. If entering the detail immediately before payment is to be made (which is usual) then you need to manually enter this value. If the employee is paid weekly then update their usual weekly pay here, if the employee is paid fortnightly or 4-weekly then divide their normal pay for the period by 2 or 4 respectively. If the employee is paid monthly then multiply their normal pay by 12 and then divide by 52 to calculate the average weekly pay.

Start Payment Date

Enter the date at which SPP is to be paid. From the first payroll run on or after this date SPP is available to be paid within the payroll input options.

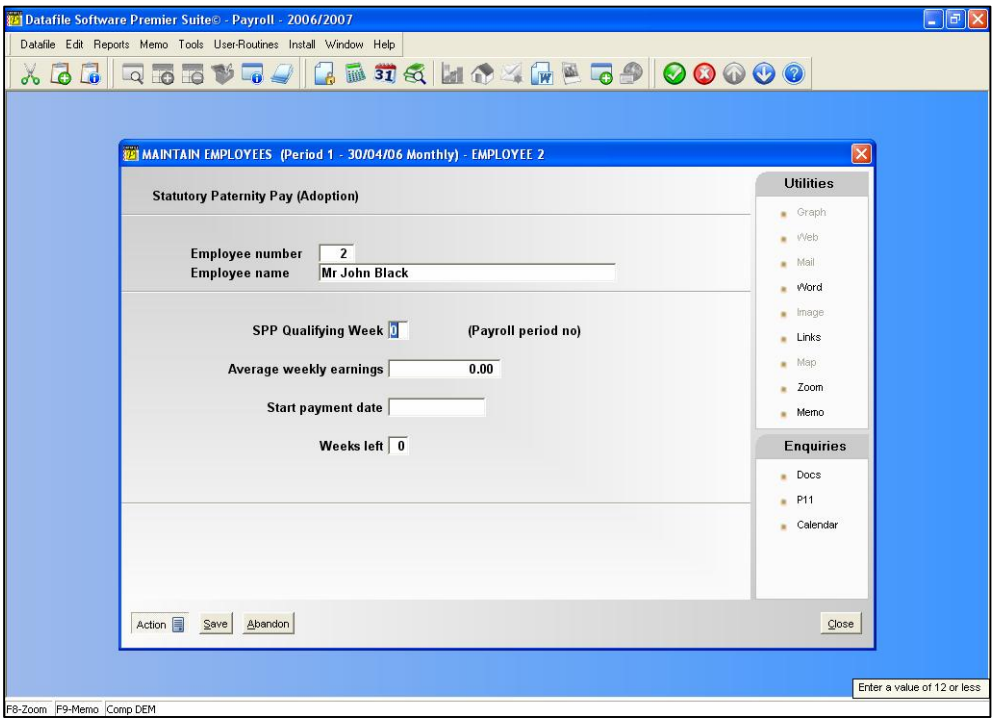
Weeks Left

This value is updated for you according to current legislation (2 weeks) on entry of the qualifying week. As SPP is paid these values are reduced accordingly.

SPP appears in ‘Additions to Gross’ during payroll input.

SPP (Adopt) – Statutory Paternity Pay for Adoption

On selection of the SPP (Adopt) option the screen is updated to prompt for the required details. SPP is available for employees of either sex.



SPP Qualifying Period

SPP payments are based on average earnings – the value of which is taken, according to current regulations, as at the 15th week prior to the ‘Expected Week of Arrival’. Enter here the payroll period number at which this week occurs.

Average Weekly Earnings

If you update the above prior to running the payroll for that period then the system will calculate the average weekly earnings for you. If entering the detail immediately before payment is to be made (which is usual) then you need to manually enter this value. If the employee is paid weekly then update their usual weekly pay here, if the employee is paid fortnightly or 4-weekly then divide their normal pay for the period by 2 or 4 respectively. If the employee is paid monthly then multiply their normal pay by 12 and then divide by 52 to calculate the average weekly pay.

Start Payment Date

Enter the date at which SPP is to be paid. From the first payroll run on or after this date SPP is available to be paid within the payroll input options.

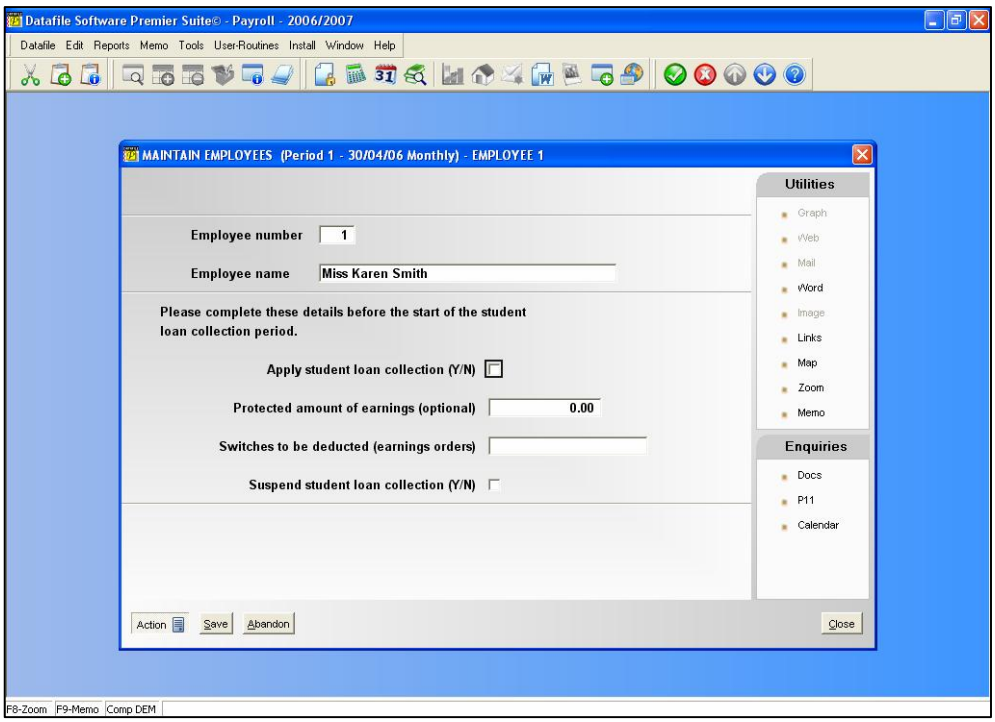
Weeks Left

This value is updated for you according to current legislation (2 weeks) on entry of the qualifying week. As SPP is paid these values are reduced accordingly.

SPP appears in 'Additions to Gross' during payroll input.

Student Loan Deductions

The 'Student' option allows you to mark an employee as being applicable for student loan deductions to be calculated.



Apply Student Loan Deduction

Set to apply student loan deductions for this employee. Usually, this is the only option you need to set – the remaining options become necessary if the employee has any switches configures as 'attachment of earnings orders' against them. If applying attachment of earnings orders via the dedicated option then you can ignore these supplementary questions.

Protected Amount of Earnings (Optional)

Enter the protected earnings level of any switches configured as attachment of earnings orders. If more than one order then enter the highest level.

Switches to be Deducted (Earning Orders)

Enter the switch letters (A to T) for the switches that are configured as attachment of earnings orders.

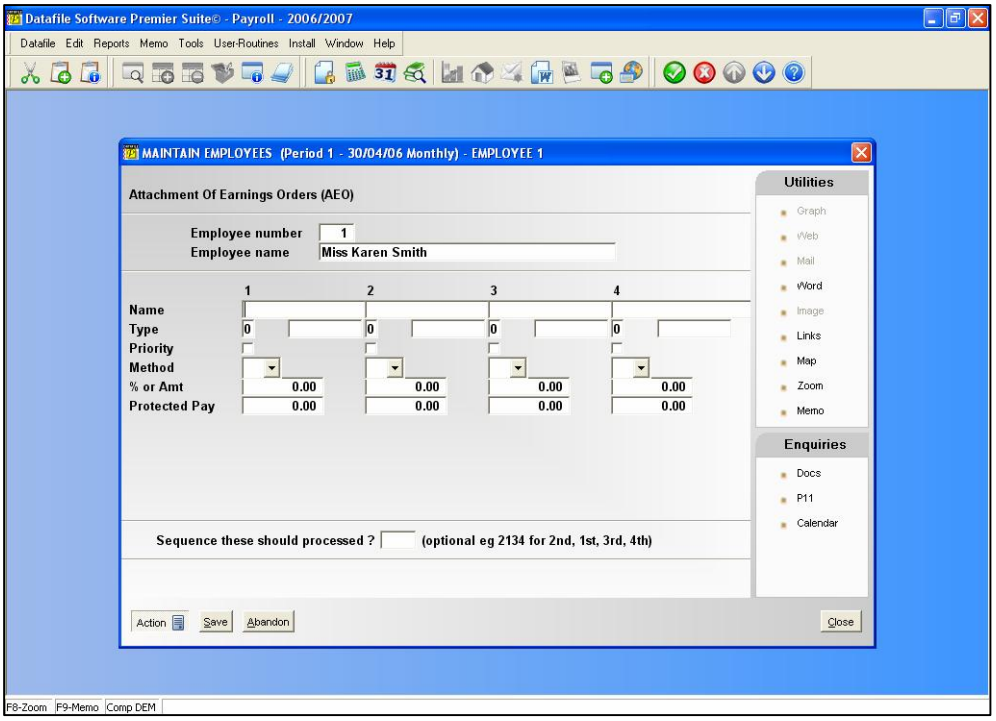
Suspend Student Loan Collection

Certain types of attachment of earnings orders, if in use, automatically suspend the student loan deduction for the duration of the order. Set this option to suspend the deduction.

Any student loan deduction is included in 'net deductions' during payroll input.

AEO – Attachment of Earnings Orders

This option allows you to apply up to four attachments of earnings orders against an employee.



Name

Enter the title of the attachment or earnings order – this will usually be the title that appears on your payslip.

Type

Set as '1-Manual' – there are plans to develop this option at a later point to allow configuration according to specific schemes.

Priority

A priority order carries forward deductions from one period to the next when there is insufficient pay to deduct the full deduction.

Method

Set the deduction method from B-Basic%, G-Gross%, F-Fixed Amount or an Item%. NB: I-Item% is only allowed if you nominate the employee item(s) to base the percentage on within the Payroll System Profiles, when Item% is enabled you enter 1, 2, 3 or 4 for the base value you wish to select. A help bubble in the footer of the screen indicates the options allowed.

% or Amount

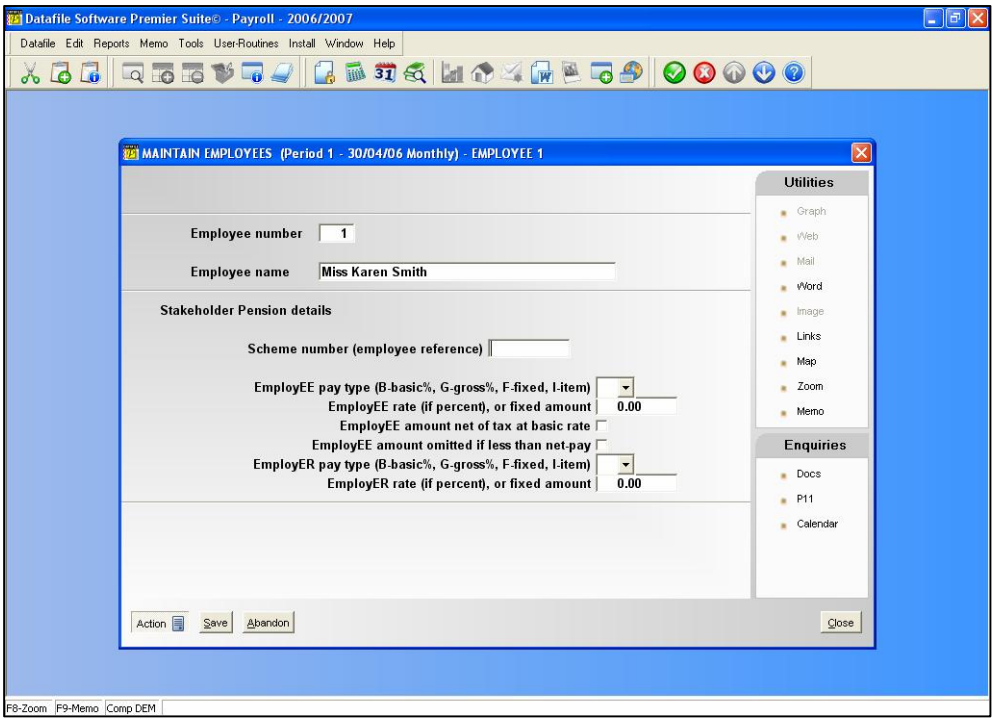
Enter the amount to be deducted – either a specific amount or a percentage as defined by the method.

Protected Pay

Enter the protected pay, below which, any attachment of earnings order should not reduce the net pay (not including any tax credits or switches).

PENS – Stakeholder Pensions

Select this option if the employee is contributing to a stakeholder pension, and/or the employer is contributing on their behalf.



Scheme Number (Employee Reference)

Enter the stakeholder scheme reference number.

Employee Pay Type (B-Basic%, G-Gross%, F-Fixed Amount, I-Item%)

Select the deduction type for the employee contribution – only types enabled in the system profiles are allowed.

Employee Rate (if percent) or Fixed Amount

Enter the deduction rate or amount.

Employee Amount Net of Tax at Basic Rate

Some schemes reduce the contribution by basic rate tax – i.e. you contribute 10% of your gross pay and take 22% (the current basic rate) off the resulting value. Set if required.

Employee Amount Omitted if Less than Net Pay

If net pay prior to the deduction of the stakeholder pension contribution is less than the value of the contribution then this prompt controls whether the employee's stakeholder contribution is suspended (if set), or if the value of the contribution is restricted to available net pay (leave blank).

Employer Pay Type (B-Basic%, G-Gross%, F-Fixed Amount, I-Item%)

Select the deduction type for the employer contribution (if any) – only types enabled in the system profiles are allowed.

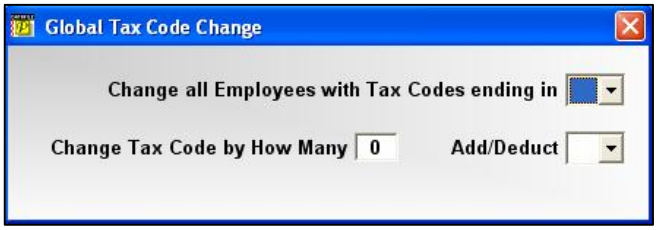
Employer Rate (if percent) or Fixed Amount

Enter the deduction rate or amount.

TAX – Global Changes of Account Code

During the tax year – normally at the start and occasionally at week 7 – the Inland Revenue uplifts employee tax codes. The normal global changes are applied by Datafile as part of the period and year-end procedures. If you do not apply these changes or if you are transferring to the Datafile payroll from another system then you may want to make these changes 'manually'.

This option allows you to increase, or indeed decrease, all employees on a particular tax letter.



Change all Employees with Tax Codes ending in

Enter the tax code letter – i.e. L codes – that you want to amend.

Change Tax Code by How Many

Enter the value by which the tax code is to change.

Add / Deduct

Select whether the change is to be added (A) to the tax code or deducted (D)

ALL – Amend All Employee Details

Only available for authority level 0 users this option allows you to amend an employee details. Unlike the amend option this action uses the same screen(s) as the new action and allows you to amend the switches and, if payroll plus, the specific overtime rates.

OTHER – Extra Amendment Screens

This option takes you to a menu of up to six extra screens for making amendments of various types to the employee records. Five screens are pre-defined and allow you to make amendments to:

- Basic Pay Details
- Tax Details
- Bank Details
- Late Employee Details (i.e. update P45 details)
- Employee Address Details

Diamond and *Premier* Users can adapt and configure these screens as required.

Input Payroll Details

This part of the payroll allows you to enter all the variable details for the current pay period – holiday pay, sick pay or statutory payments, overtime pay and so on. You do not need to make changes in the details of employees who are paid a standard amount of basic pay without any variables.

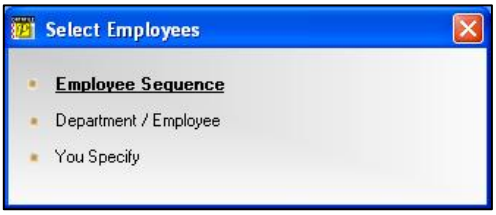
Link to Job Costing

If you are using job costing and you want to update job cost details into the payroll, you should transfer the job cost details *before* you make changes to employee basic hours and overtime details. This makes sure that the job cost details do no overwrite any changes you make. The update of job costing data to payroll is part of the job costing processes.

When you select this option if you have already run the payroll for this period you are warned accordingly and returned to the menu.

Sequence to Process Employees

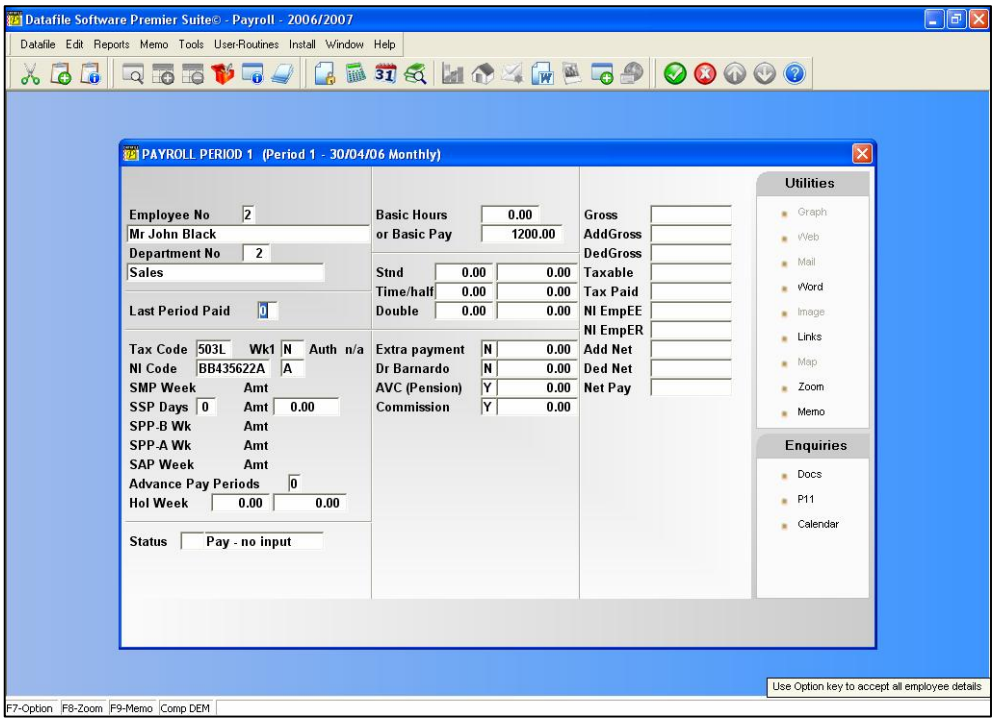
On selection of this option you have the capability to browse through all employees in either employee number order or department/employee order, or to process individual employees. Select as required.



If you select to process employees in sequence (either of the top two options) then you are further prompted 'Only Show Employees that have no input recorded' – the first time you select an option for this payroll period the response doesn't matter (you start on the first employee), on subsequent occasions respond 'Yes' to continue where you left off last time or 'No' to re-start at the first employee.

Input Details

After selecting the sequence the first employee is displayed (or if you select 'you specify' after you have entered the employee to process).



If the employee has already been paid this period – i.e. they were paid 'in advance' last period, or the payroll has already been selectively run for this employee - then no details are allowed to be input and the system asks you to confirm 'the above details are OK' – respond Yes to this.

Last Period Paid

Displays the last period this employee was paid – there would rarely be a need to change this.

Tax Code
Week-1

Displays the tax code for the employee – you would not usually change this here but in the employee maintenance options – but you can change the code (and week-1 flag basis) if required and this will be saved back to the employee record.

NI Code
NI Category

Displays the NI Code and Category of the employee for information purposes (you cannot amend these here).

SMP Week
SMP Amount

If you have previously entered any Statutory Maternity Pay details for this employee you are prompted for the number of weeks to pay this period. Enter/confirm the number of weeks to be paid this period – for weekly pay you would normally pay 1 week, for 2-weekly pay 2 weeks, 4-weekly pay 4 weeks and for monthly pay either 4/5 weeks (depending on the number of Sunday's in the month). You can pay SMP in advance so you can enter any number of weeks up to the number of weeks remaining.

After entering the number of weeks to pay the amount is calculated for you to accept. Note: if you are only paying SMP then you should set the pay status (below) to 'S' for statutory payments only. If you are continuing to top up the pay to the normal salary then you will have to manually reduce the calculated pay by the SMP amount during entry.

SSP Days
SSP Amount

Enter the number of days SSP to pay. Do *not* include any waiting days. If SSP was paid in the previous period you will be prompted if this period of sickness is linked to the previous period – respond as appropriate.

The SSP amount is calculated for you to amend/accept as required. If no SSP amount is calculated it may be due to two reasons:

- No SSP Qualifying Days has been set on the employee record – this is the number of days the employee normally works during the week (i.e. 5)
- The average pay for the last eight weeks is below the SSP threshold.

If you have no pay history (this is the first period for the Datafile payroll) then you will be prompted to base the average pay on the basic salary – respond 'Yes' to this as required.

SPP-B Weeks / Amount
SPP-A Weeks / Amount
SAP Weeks / Amount

These operate in the same manner as the SMP option discussed earlier. Of particular note for monthly or 4-weekly payrolls is that Statutory Paternity Pay is only paid for a maximum of 2 weeks.

Advanced Pay Periods

If you pay holiday pay in advance, you can specify here the number of holiday pay periods you wish to advance the payroll. For example, if an employee on a weekly payroll takes a fortnight's holiday, advance the pay period by 2 – i.e. 2 weeks. If the payroll were 4-weekly, an entry of 2 would mean the employee would only be paid for two weeks in the next period. You do not usually use this option for monthly pay periods although you can if required; remember though you would be advancing the payroll by 1 or 2 (etc) months.

Notes

The "Advanced pay periods" option advances the period up to which the employee is paid by the number entered. No pay is calculated in the following period(s) until the payroll catches up.

Holiday Pay Weeks
Holiday Pay Amount

The system updates the advanced pay periods as the holiday weeks (multiplying by 4 for monthly-pay) which you can accept or amend as required. In most cases the advanced pay periods and the holiday weeks would be the same (with the monthly pay proviso). If you wish to pay two weeks and (say) two days holiday pay in a weekly payroll then you would enter the advanced periods as 2 and the holiday weeks as 2.4 – assuming the employee works a five-day week. On confirmation of the holiday weeks the value is calculated based on their normal salary.

Accept the value or amend as required. If the payroll is configured to accumulate holiday credits – where the employee sets aside a portion of his/her pay each week to be paid when they take a holiday – then this value will be checked against their accumulated credits and you will be warned accordingly.

Status

Initially the pay status is blank meaning 'Pay – No Input'. Once you have made entries in the current period for the employee and saved these values then this is updated to 'I – Pay Details Input'. Exceptionally however you could overtype the status with one of these options:

- B – Omit Basic Pay. You would use this if the employee was taking unpaid leave but is still to be included in the payroll run for any tax refund due and for any payment or deduction switches to be processed.

- S – Statutory/Holiday Pay Only. You would use this status when the only payment to be made is to be one of SSP/SMP/SAP/SPP or Holiday Pay. Tax Credits, Student Loans and Attachment of earnings orders (the last two subject to the amount of pay received) continue to be paid but no switches are processed.

- X – Exclude from Payroll. Setting this option excludes the employee from the current payroll.

- L – Leaving this Period. This is set for you if you have marked the employee as a leaver but are paying them this period.

Basic Hours
Or Basic Pay

If the employee is paid at hours multiplied by rate then the basic number of hours is displayed – enter or amend as required. Parts of an hour are entered as decimal values, for example 35 and a half hours would be entered as '35.5', or as time separated by ':' where it would be entered as '35:30'. On confirmation of the number of hours the basic pay is calculated for you.

If the employee is paid a basic salary then the basic hours input displays as 0 – confirming this takes you to the basic pay.

The basic pay defaults to either the basic salary or the result of entered hours x hourly rate. Accept the value shown or amend as required. You may want to amend this to reduce the usual pay by any calculated SSP/SMP/SAP/SPP value otherwise their normal salary would be paid in addition to the statutory payment.

Notes

If you input payroll details and then use the employee maintenance options to change the hourly (or overtime) rates then the original values continue to be used – only if you amend the number of hours would the system recalculate using the new rates.

Overtime

Next the overtime bands configured in the payroll system profiles are displayed. This operates in the same manner as the input of basic hours above – you enter the hours worked and the system calculates the value which you can overtype as required. The overtime value is calculated according to the formula:

Hours x Overtime Rate x Rate Factor

The overtime rate is picked up from the employee record (if this is 0 then the hourly rate is used) and the rate factor (i.e. standard 1.0, time and a half 1.5, etc) is picked up from the payroll system profiles.

Overtime values are updated into the gross pay.

Notes

Depending on the number of overtime rates (and configuration) the overtime and basic hours may be prompted in a pop-up screen.

Switches – Extra Payments, Deductions and Repayments

Up to 80 (depending on product level) special payments, deductions or repayments can be configured in the payroll system profiles. This option allows you to accept/amend any values entered.

You accept or set whether the switch is in use or not and then enter the value to pay – if the switch is set as a 'fixed' then this defaults for you. If you overtype the value of a fixed switch then this would usually be the default from then on, although *Diamond* and *Premier* users can configure the system to reset these values at the period end.

If using advanced pay periods the value of the switch would usually be overtyped, if appropriate, to cover the extra periods. The exception to this would be if the switch is set both as a 'fixed' value and an 'advanced' value – in which case the switch value entered is multiplied by the number of periods paid.

Again, depending on the number of configured switches, some items may be prompted in a pop-up screen.

Values are updates as gross payments/deductions or net payments/deductions depending on configuration of the individual switch.

Notes

All the switches in use are displayed and can be enabled or disabled for the employee as required. *Diamond* and *Premier* Users have the option to mark switches as 'not applicable' if the employee isn't set to use that particular switch.

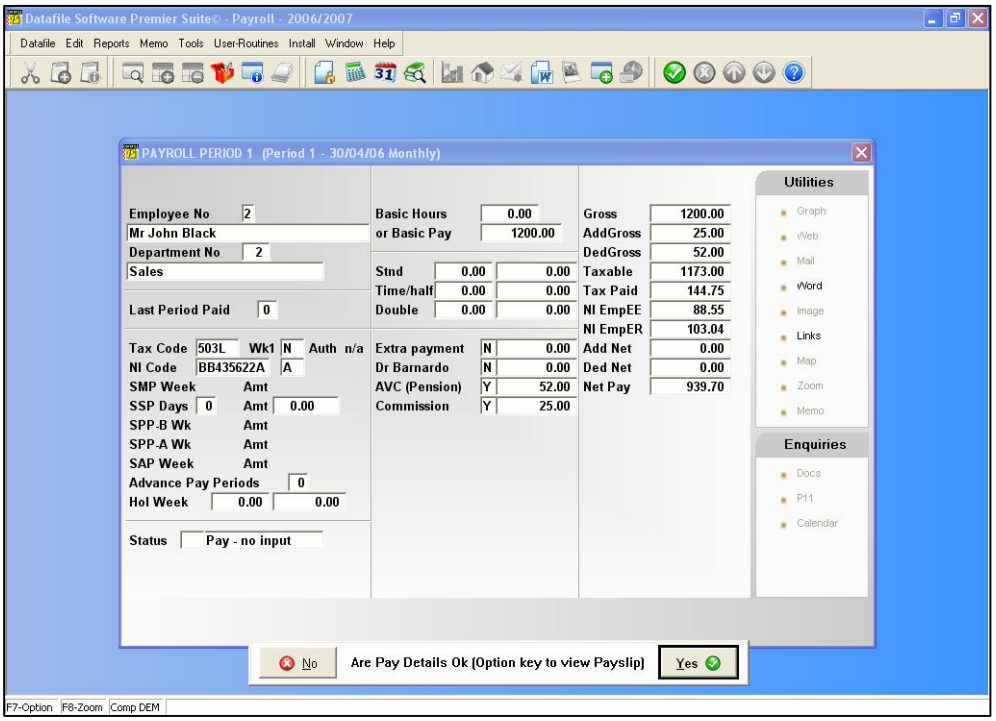
Department Split

Only available for *Diamond* and *Premier* users, and then only if configured, this option allows you to specify a percentage departmental split to apply to the employee's pay in this period. You can allocate the pay over a maximum of eight departments.

Setting this option gives a pop-up screen allowing you to specify the department number and the percentage of pay to be allocated. The total of the percentages must add up to 100%, if it doesn't you are warned accordingly.

Completing the Payroll Input

After entering the last of the input details the system calculates the pay, tax and NI values and displays these on screen.



You are asked at this point 'Are the Above Details OK'. If you respond 'No' you are returned to the start of the input for that employee, if you respond 'Yes' the system updates the pay status for that employee as 'I' (if it was left blank) and moves on to the next employee. <ESC> abandons the input for the employee and you are asked if you wish to continue with further employees – respond as required.

Whilst the 'Above Details OK' question is displayed you can use the <F7-Option> key to print a copy of the payslip showing the values entered. After the payslip is printed you are returned to the 'OK' question to change the details or proceed to the next employee as required.

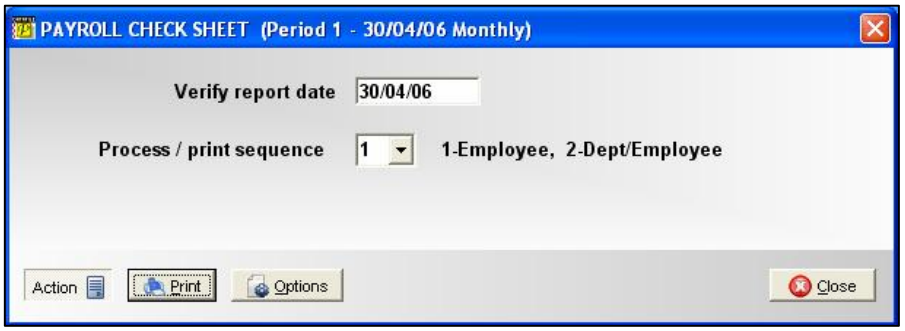
Payroll Check Report

The pre-payroll check report is effectively a dummy payroll run so that you can see all the details are correct before you commit yourself. If you find any errors, then you can go back to the input routines. You can run the pre-payroll check report as many times as you like.

When you select this option, the program first checks the links between the employee and department files in case you have moved any employees between departments. This checking operation ensures the integrity of all of your employees and that they are all linked to a valid department heading.

Typically you would process all employees. However, you can process individual employees one at a time if you wish. For example, if you have an employee who is leaving prior to the usual pay date, you may want to check their payroll separately. If so, then reply 'No' to the above prompt. Later you will be asked for the specific employee numbers to run.

If you want to process all employees (or all other employees, if you have already run one or two on their own) then reply 'Yes'.



Verify report date

The date shown, for weekly/2-weekly or 4-weekly payroll, is the period up to which the employees are being paid. It is important that the default date reflects this. For monthly payroll

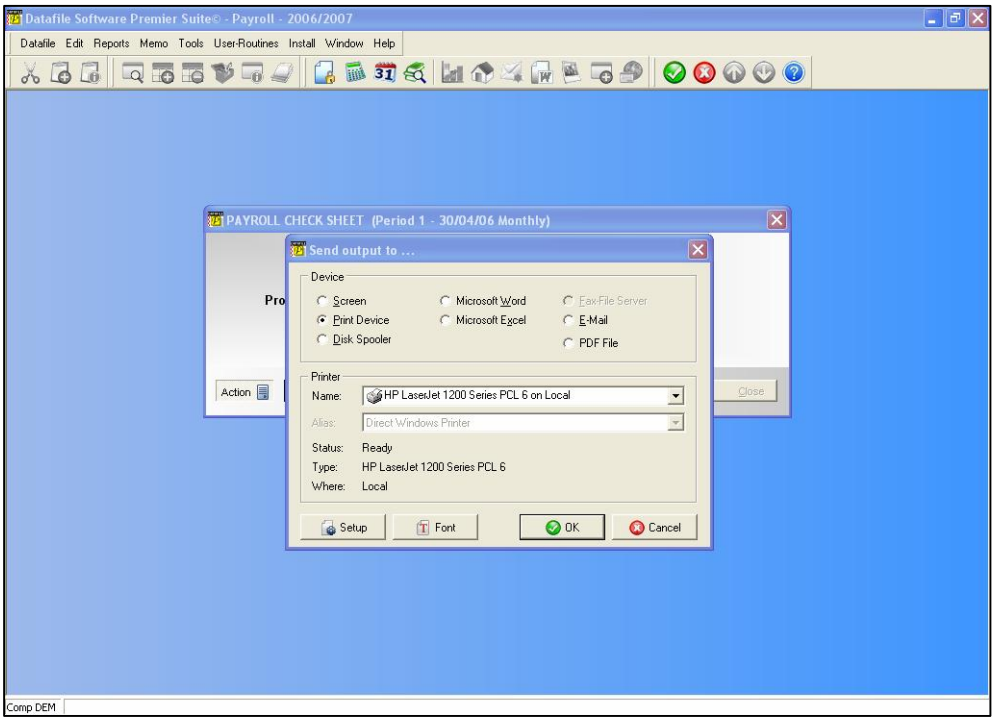
the date is the default pay date within the month. Accept this or overtype with another date – but note that the 'payment as at' date remains as per the original default.

Process / Print Sequence

You have the option to print reports either in employee number sequence, or sorted into employee number order within each department. Reply 1 for the first option, or 2 for the second. *Diamond* and *Premier* users have the option to nominate a data item on the employee file to use as a report sequence – if configured this is offered as a third option.

Printing Procedure

Once you have set the check report parameters you select which print device to output the report to.



Depending on system configuration the report can be output in a number of different methods. To 'print' you select the desired output device and then click the OK button. Available options are:

- **Screen** – selecting this option displays the report on the screen. If you are happy with the output selecting <F7-Option> on the report allows you to print the report or save it for subsequent print/enquiry.

- **Print Device** – selecting this option allows you to print the report to any printer configured on your pc. The printer is selected from the NAME drop down list.
- **Disk Spooler** – selecting this option saves the report for subsequent enquiry / print.
- **Microsoft Word** – if Microsoft Word is installed then the report can be output as a document to Word.
- **Microsoft Excel** – if Microsoft Excel is installed then this option allows the creation of an Excel spreadsheet based on the report.
- **Fax-File Server** – this option is enabled if you have fax software such as Tobit David or Zetafax that uses a 'file scan' folder to pickup faxes. If you use fax software such as WinFax then the fax output can be selected from the 'print device' list.
- **E-Mail** – selecting this option creates an email message (Tobit David, Outlook and Outlook Express only) with the report as a PDF file attachment.
- **PDF File** – selecting this option displays the check report as a PDF file.

The report columns are usually configured to show the employee number, gross pay, additions to gross, deductions from gross, taxable pay, NI deducted (employer and employee), tax deducted, additions to net, deductions from net and net pay. *Diamond* and *Premier* users can of course amend the items printed on this report.

Payroll — Period 1 — Printed on 30/04/05

PAYROLL CHECK SHEET

** Datafile Demonstration ** — Page 1

Employee	C-Gr-Pay	C-Gr-Adds	C-Gr-Deds	C-Taxable	C-Natins-Er	C-Natins-Ee	C-Tax-Paid	C-Net-Adds	C-Net-Deds	C-Net-Pay
1	1500.00	15.00	0.00	1515.00	141.70	121.77	223.11	0.00	10.00	1160.12
2	1200.00	0.00	50.00	1150.00	101.38	87.12	142.81	0.00	0.00	920.07
3	1200.00	0.00	50.00	1150.00	101.38	87.12	142.81	0.00	10.00	910.07
4	1550.00	0.00	0.00	1550.00	146.18	125.62	228.17	0.00	0.00	1196.21
Totals ...										
Number of Employees: 4										
	5450.00	15.00	100.00	5365.00	490.64	421.63	736.90	0.00	20.00	4186.47

End of Report.

Process Payroll

This option runs the payroll for real, and effectively closes this payroll period. You would normally have checked that the payroll is correct by running the *Check Report* described above.

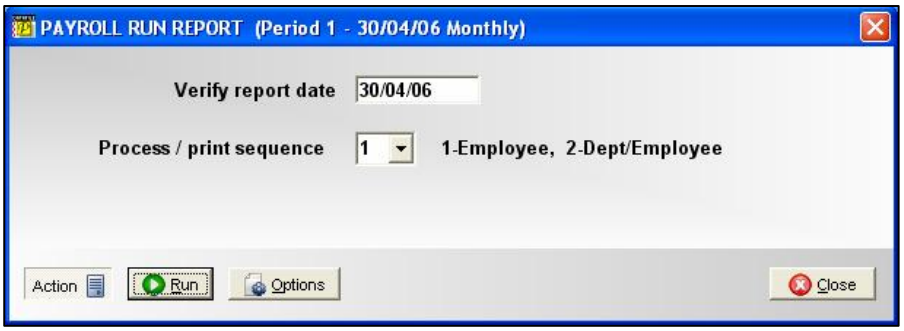
The payroll often means more to employees than anything else in the company. It must be correct, or questions are quickly asked. It is not, in our experience, uncommon for corrections to be needed after the payroll has been run. For this reason, the Datafile Software payroll has an option to make a copy of the payroll files immediately before the payroll is run. Should a late correction be required, the copy files can be restored, the correction made, and the payroll re-run.

Note

If you should need to restore the payroll files to their state prior to the last payroll run, you do this by choosing the *System Status* option, which also asks you if you want to restore the pre-payroll run files.

Remember that this restores the payroll files as they were *immediately* prior to the payroll run on which you last saved the files. If you had run the payroll before that for a few selected employees, then those employee records still show they have been paid. If you want to run the entire payroll again you have to restore to the period-end backup (via the *Controls and Audit Manager)*, and re-input the payroll details again.

As with the 'Payroll Check Report' the system checks the links between the employee and department files and asks if you wish to process all employees. Reply 'No' to this latter question if you want to run the payroll for just one or two employees (someone who is going on holiday or leaving this period perhaps). Reply 'Yes' to process all (or the balance of) employees.



Verify report date

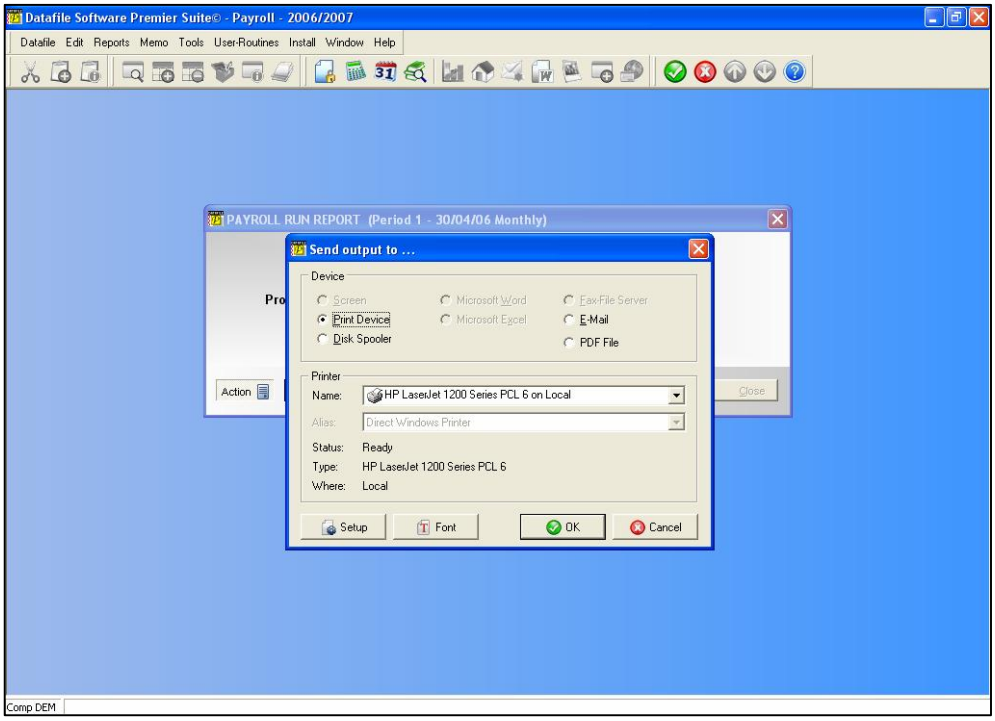
The date shown, for weekly/2-weekly or 4-weekly payroll, is the period up to which the employees are being paid. It is important that the default date reflects this date for tax credit purposes. For monthly payroll the date is the default pay date within the month (tax credits always being paid up to the end of the month). Accept this or overtype with another date – but note that the 'payment as at' date remains as per the original default.

Process / Print Sequence

You have the option to print reports either in employee number sequence, or sorted into employee number order within each department. Reply 1 for the first option, or 2 for the second. *Diamond* and *Premier* users have the option to nominate a data item on the employee file to use as a report sequence – if configured this is offered as a third option.

Run / Printing Procedure

Once you have set the check report parameters you select which print device to output the report to.



To 'print' you select the desired output device and then click the OK button. Available options are:

- **Print Device** – selecting this option allows you to print the report to any printer configured on your pc. The printer is selected from the NAME drop down list.

- **Disk Spooler** – selecting this option saves the report for subsequent enquiry / print.

- **Fax-File Server** – this option is enabled if you have fax software such as Tobit David or Zetafax that uses a 'file scan' folder to pickup faxes. If you use fax software such as WinFax then the fax output can be selected from the 'print device' list.

- **E-Mail** – selecting this option creates an email message (Tobit David, Outlook and Outlook Express only) with the report as a PDF file attachment.

- **PDF File** – selecting this option displays the check report as a PDF file.

The other options are disabled for the payroll run report.

The report columns are usually configured to show the employee number, gross pay, additions to gross, deductions from gross, taxable pay, NI deducted (employer and employee), tax deducted, additions to net, deductions from net and net pay. *Diamond* and *Premier* users can of course amend the items printed on this report.

Payroll

Period 1
Printed on 30/04/05

PAYROLL RUN REPORT

** Datafile Demonstration **

Page 1

Employee	C-Gr-Pay	C-Gr-Adds	C-Gr-Deds	C-Taxable	C-Natins-Er	C-Natins-Ee	C-Tax-Paid	C-Net-Adds	C-Net-Deds	C-Net-Pay
1	1500.00	15.00	0.00	1515.00	141.70	121.77	223.11	0.00	10.00	1160.12
2	1200.00	0.00	50.00	1150.00	101.38	87.12	142.81	0.00	0.00	920.07
3	1200.00	0.00	50.00	1150.00	101.38	87.12	142.81	0.00	10.00	910.07
4	1550.00	0.00	0.00	1550.00	146.18	125.62	228.17	0.00	0.00	1196.21
Totals ...										
Number of Employees: 4										
	5450.00	15.00	100.00	5365.00	490.64	421.63	736.90	0.00	20.00	4186.47

End of Report.

As part of the payroll run a transaction containing the current pay details is added to the P11 and, if applicable, the *Premier* only transaction file.

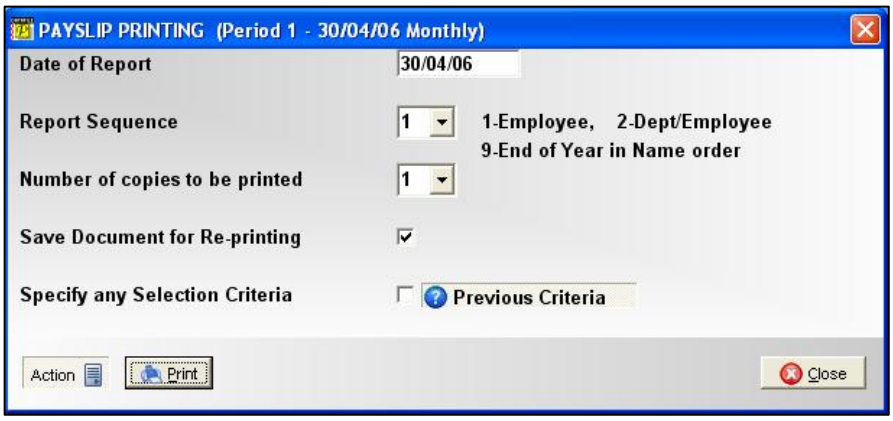
Print Payslips

This option allows you to print the employee payslips. Payslips are driven by a document format – designed via the *Document Design Manager*.

Firstly, if you select to print the payslip prior to running the payroll you are warned accordingly.

Reply 'No' to return to the menu, or 'Yes' to continue with the print. If you continue then the payslip is only printed for any specific employees you have run the payroll for.

Selecting the payslips option you are given several pre-run options you may set prior to printing the payslip.



Date of Report

Defaulting to the payroll run date this is the payment date that would be printed on the payslip (if configured).

Report Sequence

You have the option to print payslips either in employee number sequence, or sorted into employee number order within each department. Reply 1 for the first option, or 2 for the second. *Diamond* and *Premier* users have the option to nominate a data item on the employee file to use as a report sequence – if configured this is offered as a third option to print in this sequence, and a further fourth option to sort into this data item order within each department. Finally you have the option to print in the Inland Revenue 'End-of-Year' sequence which processes directors first followed by employees in surname order.

Number of Copies to be Printed

Set the number of copies of the payslip to be printed – this defaults to the number set within the payslip design.

Save Document for Re-printing

The Payroll Ledger Enquiry allows the option to view and re-print payslips for the employee – set if this run is to save for the ledger enquiry. You might say no if you have already printed the payslip and saved to the enquiry already but you have to reprint because of a printer problem – out of alignment, out of toner, etc.

Specify Any Selection

This option allows you to set criteria to print the payslip for specific employees – for example, those for a particular department.

Once you are satisfied with the print parameters select the PRINT button to print the payslip.

Datafile Demonstration Limited

5 Priory Mews
Monks Ferry
Birkenhead
Wirral CH41 5AZ

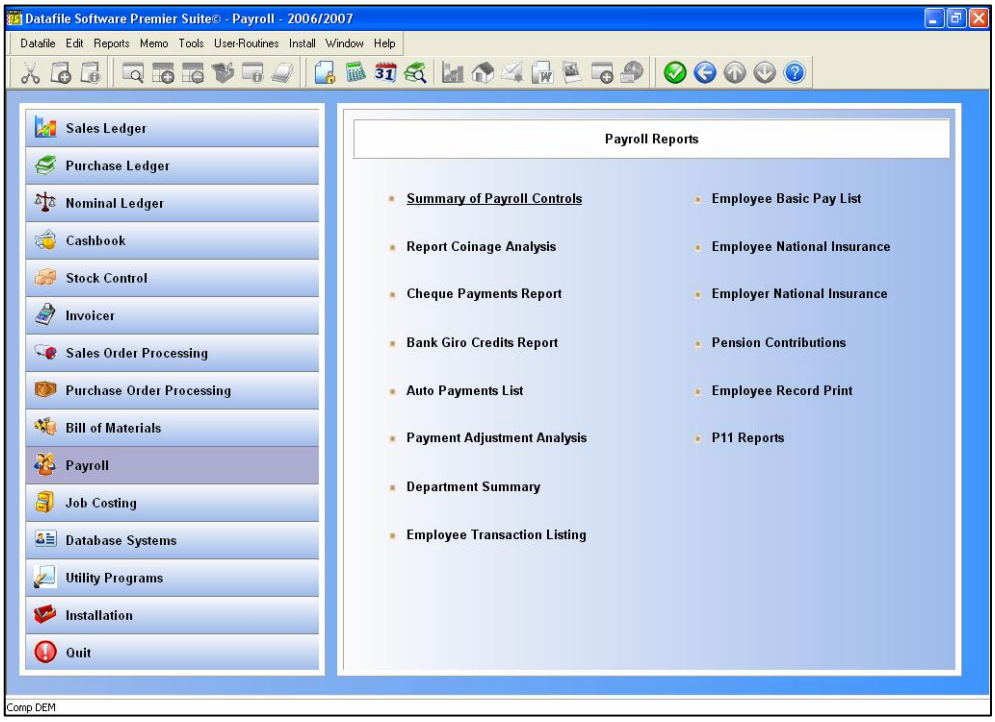
Employee : Miss Karen Smith
No : 1
Department : Administration

NI Category : A
NI Number : NA234589D
Tax Code : 489L
WK/Mth-1 : N

Payments		Deductions		Year-to-Date	
Basic	1500.00	PAYE	223.11	Gross Pay	1515.00
		NI	121.77	Tax Paid	223.11
		Student Loan		NI	121.77
		Pension			
SSP		Stakeholder		Pay Date	30/04/2005
SMP		Dr Barnardo	10.00	Period	1
SAP					
SPP (Birth)					
SPP (Adoption)					
Tax Credits					
Holiday Pay					
Extra payment	15.00				
Total Payments	1515.00	**Total Deductions**	354.88	**Net Pay**	**1160.12**

Reports

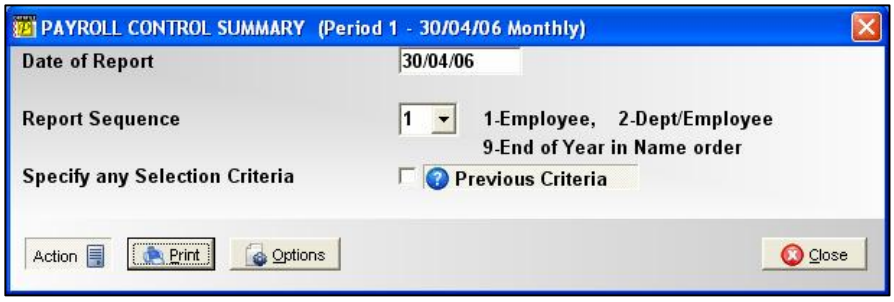
Selecting the reports menu offers a comprehensive selection of reporting options.



When selecting to run the majority of these reports, if the payroll has not been run for all employees you will be warned accordingly. If you continue to print then the reports will only show details for the specific employees who you have ran the payroll for, other employees are printed but any 'current' values are shown as zero.

Reporting Options

Throughout the payroll reports there are a common set of parameters – though they may be supplemented by others for specific reports. The screen below shows the typical options available.



Date of Report

Defaulting to the payroll run date this is printed as the date of the report.

Report Sequence

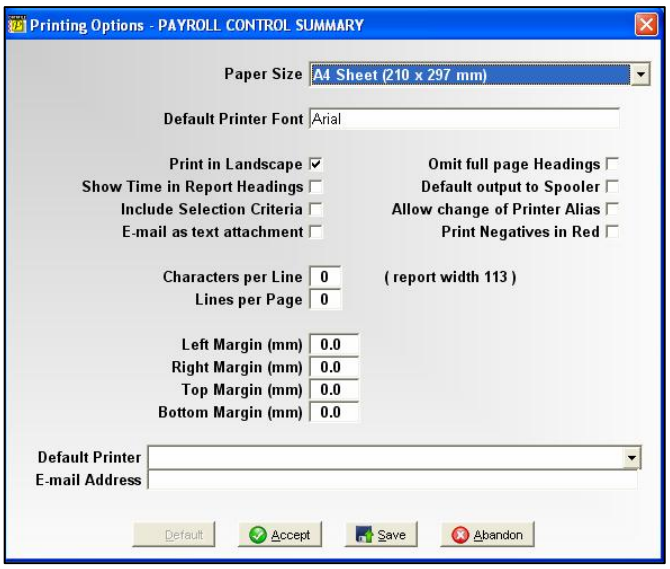
You have the option to print reports either in employee number sequence, or sorted into employee number order within each department. Reply 1 for the first option, or 2 for the second. *Diamond* and *Premier* users have the option to nominate a data item on the employee file to use as a report sequence – if configured this is offered as a third option to print in this sequence, and a further fourth option to sort into this data item order within each department. Finally you have the option to print in the Inland Revenue 'End-of-Year' sequence which processes directors first followed by employees in surname order.

Specify Any Selection

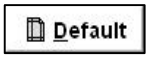
This option allows you to set criteria to print the report for specific employees – for example, those for a particular department.

The OPTIONS Button

When you select to print an application report an OPTIONS button is available alongside the PRINT/CANCEL buttons. Selecting the OPTIONS button allows access to the print configuration.

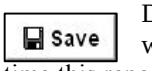


The layout of this screen differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this parameter screen.



This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no user defaults are set then this option is 'greyed' out. To set user defaults see the appropriate section below.

This option accepts your entered parameters for this print only, reverting to defaults next time the report is run.

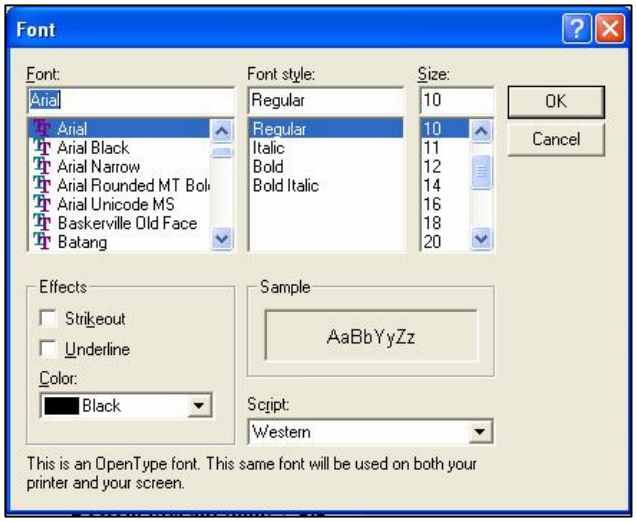


Depending on whether the user is configured as an 'Install' user then the next option will be SAVE. This saves your set parameters so they are offered as default next time this report is run (Note: this is system wide not per user). Setting the user as an 'Install' user is achieved through the user configuration available under the MASTER sign-on.

This option abandons any changes made and returns you to the report screen.

The report parameters available are:

- **Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.



- **Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've sent the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Payroll Control Summary report this shows, by default, the employee record number (8 characters), the NI Number (9), 7 payroll value fields (14 characters each) and the employee surname (17), together with spaces between the items this gives a total of 112 characters, or columns required, across the page (think graph paper – you have 112 'cells' across the page).

Those 112 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the employee record number starts at column 1, the NI Number at column 10 (employee record number plus 1), etc. If you select a font size too big then the employee record number may not finish printing before the NI Number starts causing the NI Number to overlap the end of the product code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

- **Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.

- **Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.

- **Include Selection Criteria** – set to print any selection criteria that were applied to the report.

- **Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.

- **Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.

- **Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.

- **Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.

- **Print Negatives in Red** – on selected reports, assuming you have a colour printer; it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

Paper Size Set

- **Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.

- **Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.

- **Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres.

- **Right Margin (mm)** – set the size of the right hand margin.

- **Top Margin (mm)** – set the size of the top margin.

- **Bottom Margin (mm)** – set the size of the bottom margin.

Paper Size Not Set

- **Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.

- **Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.

- **Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.

- **Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.

- **Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.

- **Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- **Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.

- **E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the ACCEPT option to apply the settings for this print or, if available, the SAVE option to apply for this and future prints.

Printing Procedure

Once you have accepted the printing parameters allows you to select the desired output and prints the report.

Summary of Payroll Controls

This report is usually configured to show such details as employee name, gross pay, tax, national insurance contributions, sick pay and net pay. The report includes in the footer the breakdown of the total payments to be made to the employee's by pay type.

Report Coinage Analysis

This report only lists employees who are marked as receiving payment in cash. It shows the net pay for each employee and the division into notes and coins to satisfy the net pay.

If you elect to print the report in a departmental order (sequence 2 or 4) then it gives you departmental totals as well as the final total. This would be useful where departments are geographically distant from each other and may therefore have to make up their own pay packets.

Cheque Payments

This option is used to print pay cheques for those employees marked as being paid by cheque. It is a similar type of document to a payslip and is designed via the *Document Design Manager*. In fact you can configure the cheque layout to include a payslip element.

Bank Giro Credits

This option prints the bank giro payment slips which you can pass direct to your bank to pay employees marked for bank giro payment. You would need to print a separate payslip for these employees.

Auto Payments List

The Auto Payments list reports employees set to receive payment direct into their bank accounts. The report lists the employees, the bank references and their net pay.

You can create a BACS payment file to your bank via either the *Report Generator* or the *ProFiler Application Generator* depending on the formatting required by your bank.

Payment Adjustment Analysis

This report is used to analyse all the payments, deductions and repayments which are handled by the payroll switches mechanism. It lists, by department, the switches configured, the number of employees using that switch and the amount posted with that switch.

Department Summary

This report is used to analyse elements of employee's pay – i.e. total gross pay, total NI, etc – by department. As with the previous report you may select whether you wish to see totals for each department or totals for the payroll as a whole.

Employee Transaction Listing (*Premier* only)

This report, available on the *Premier* suite only – and then only if using the transaction file, produces a 'statement' style report showing details from the employee record such as year-to-date pay with transaction detail showing how that value was reached. This report allows the option to include employees who have left earlier in the tax year.

Notes

Diamond and *Premier* users should note that the above reports are configured via the 'Standard Reports & Payslips' section of the Application User Facilities. All of these reports (with the exception of the transaction listing) are intended to primarily report values for the current period and thus all warn if payroll has not been run.

The next five reports below are configured via the 'Special Reports' section of the Application User Facilities. These are primarily intended to report year-to-date values and thus do not warn if payroll has not been run. In addition these reports are flexible in that although configured by default (as below) you can change the title of the report as well as the items that it reports – if you do this then you will need to change the menu title via the CONFIG menu design procedures as well.

Employee Basic Pay List

This report lists the employee's normal basic pay plus overtime rate and switches in use. You have the option to include employees who have left during the tax year when printing this report.

Employee National Insurance

This report lists the employee's national insurance contributions and the pay on which this was based for both the current period and the year-to-date (for the active/latest NI category used). Again you have the option to include employees who have left during the tax year.

Employer National Insurance

The reverse of the above in that it lists the employer national insurance contributions and the pay on which this was based.

Pension Contributions

This report lists the year-to-date pension contributions, including stakeholder and minimum COMP (F, G, or S NI categories) contributions for the employee and the employer.

Employee Record Print

This document generates a one-page summary per employee of details including (by default) the year-to-date pay breakdown (additions, deductions, tax contributions, etc.)

Additional Documents

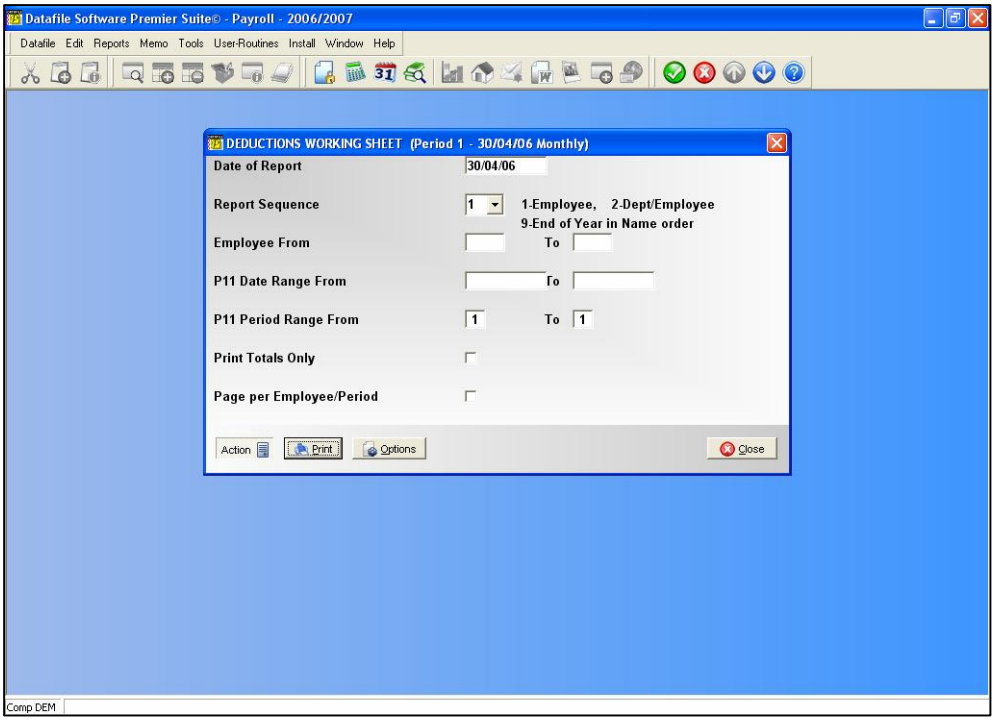
Two of the 'Special Report' documents remain undefined by default for *Diamond* and *Premier* users to configure as required. If you implement these options you will need to amend the reports menu to include these options.

P11 Reports

The P11 database records as a transaction the pay details by employee for each period. These can be used to supply information that can be used for completion of the Deductions Working Sheet and the Employers Payment Record. Three reports are configured by default – the Deductions Working Sheet, an Employers Payment Record, and a P11 Deductions Sheet. It should be noted that these reports provide information for completion of the Inland Revenue forms and don't print the forms themselves.

Reporting Options

After selecting the report various pre-print parameters are available.



Date of Report

Defaults to the payroll period's run date. Overtype as required.

Report Sequence

Defaulting to report in employee sequence, you can also process this report in dept/employee sequence or the end-of year sequence as with other reports. *Diamond* and *Premier* users can also nominate an item on the employee record as a report sequence which would be offered here as well.

Employee From / To

Allows you to restrict the employees processed to a selected range.

P11 Date Range From / To

Enter a date range for P11 records to report. If entered this overrides the period number range that can be also entered and allows you to report details from previous tax years (if set to retain these details as part of the year-end).

P11 Period From / To

Defaulting from period 1 to the current period this allows you to restrict the period numbers reported.

Print Totals Only

Set to omit print of the individual period values and just print totals for the employee only. This option is only applicable on listing P11 reports such as the Employers Payment Record and not the statement style report of the 'P11 Deductions Sheet'.

Page Per Employee

If selected then a new page is begun for each employee. This option is only applicable to the listing report 'Deductions Working Sheet' and, if configured, the third and fourth user-defined listing reports that are available for *Diamond* and *Premier* reports.

Deductions Working Sheet

This report lists the NI, Statutory Payment and PAYE details for each employee by period. The report is totalled by employee.

Employers Payment Record

This report lists the details required by the employer for completion of the P32, reporting the PAYE, Statutory Payments, NI, Student Loan Deductions and Tax Credit payments. The report is totalled by period.

P11 Deductions Sheet

This statement contains the period details as per the *Deductions Working Sheet* but also displaying a header and footer displaying details from the employee file(s). The report is also totalled by employee.

HMRC DPS Mailbox

What is the DPS Secure Mailbox?

When you register and activate the PAYE Online Service, the HMRC set up a secure online mailbox for you. This is a delivery point for online messages that the HMRC send you. The mailbox ensures that only the intended recipient can access messages sent. This offers greater protection for your private information than normal email channels.

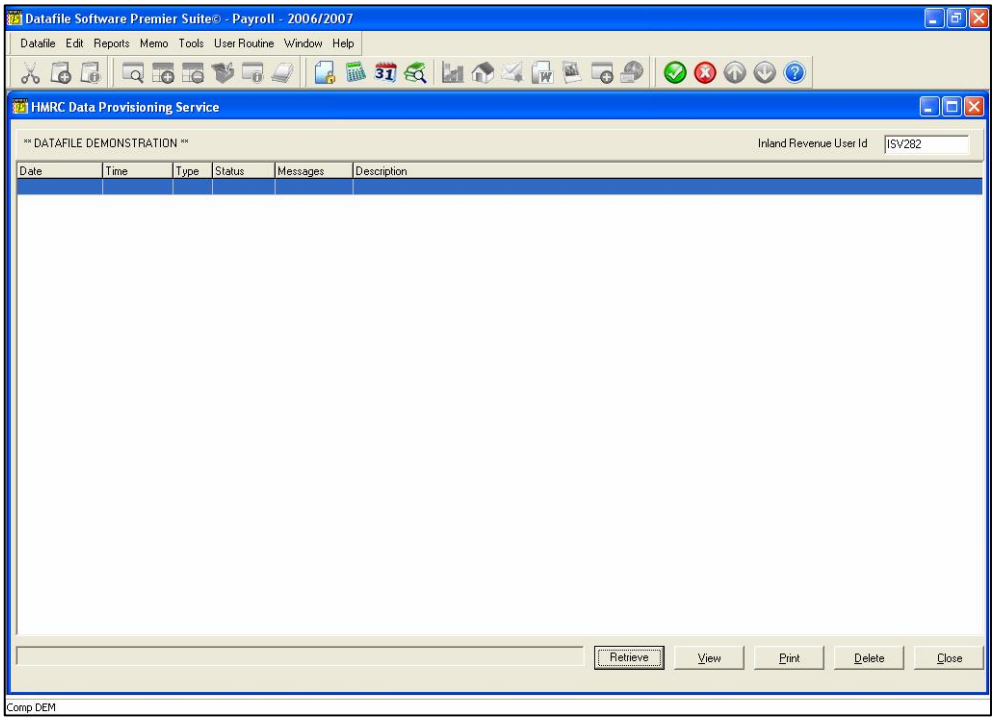
The HMRC will use the Mailbox to deliver your PAYE statutory notices and reminders. These notices will have the same legal status as paper statutory notices. Because they will generally no longer be sending you notices and reminders on paper, you will need to check your Mailbox for delivered items regularly.

If you haven't yet registered for the PAYE Online Service then do so now – you will need to do this to file your end-of-year returns online anyway – you register at www.hmrc.gov.uk

Using the HMRC DPS Mailbox

Firstly, this option is only applicable on a terminal with access both to the Datafile Payroll system and the Internet!

Selecting the DPS option opens the message centre and displays the messages received so far, to retrieve any new messages select the RETRIEVE button (this may take a few seconds).



At the foot of the screen are the following options:

Retrieve – connects to the HMRC Mailbox to retrieve the latest messages.

View – displays the highlighted message via your web browser.

Print – prints the highlighted message.

Delete – deletes the highlighted message.

Close – returns you to the Datafile menu.

Period End / Start Next Period

You use this option to close the current period and start a new period. Before running this option you should ensure the nominal ledger has been updated – if configured to update from the department file to the nominal ledger as part of the nominal configuration.

Year End

If you are at the end of the tax year you do not run this option but instead run the special year-end processes discussed below. If you attempt to run this process at the end of month-12 or week-52 then you are warned accordingly

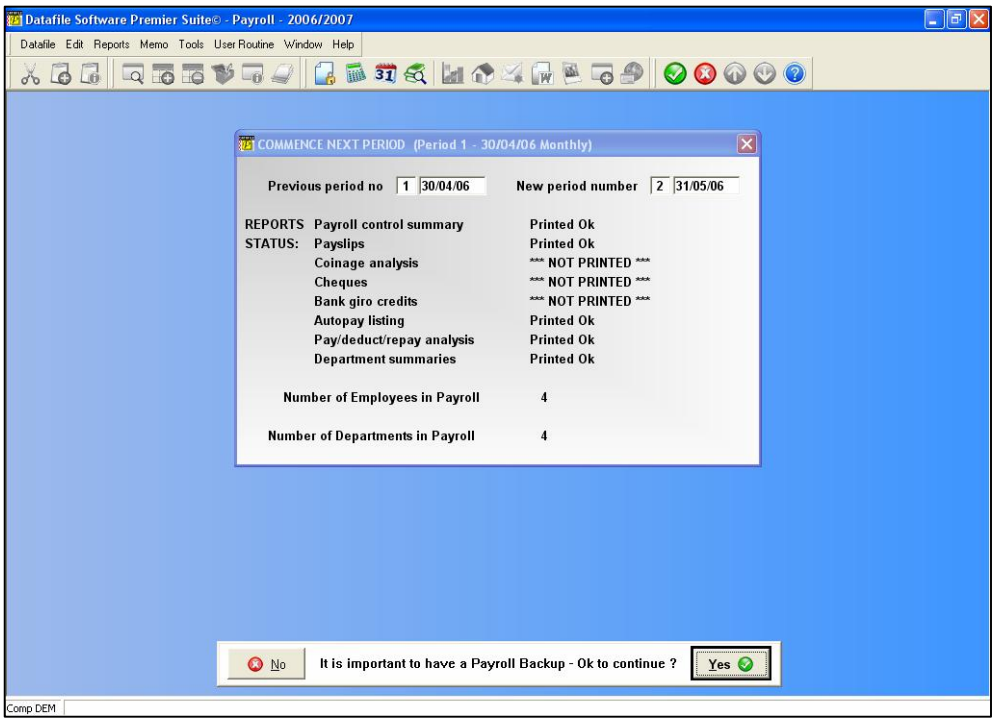
Week 53 Required

Depending on the pay day you may need a week-53 for this tax year on a weekly payroll. To enable this period you need to set the option for a week 53 in the payroll system profiles.

Similarly fortnightly or 4-weekly payroll period may require a week-54 or week-56 respectively. The same parameter in the system profiles allows this.

The system takes a backup of the payroll files (subject to configuration) on selection of this option – this backup can be restored via the *Controls & Audit Manager* if needed. However, it cannot be classed as a security backup as the backup files are still held on the pc/server – you should also ensure you have separate security backups to tape/disc etc.

The period end option prepares the files for the next period, updating the period number and resetting all the current data items to zero including pay, tax, and national insurance. The period end screen displays a listing of the 'standard' payroll reports together with a status of whether they have been printed – if any required report has not yet been printed <ESC> out and print it before the period end is run.



After taking the backup the system warns if the nominal has not been updated (you can proceed past this and if you do so you would have to enter manual journals to reflect the pay) before asking you to confirm you are OK to run the period end.

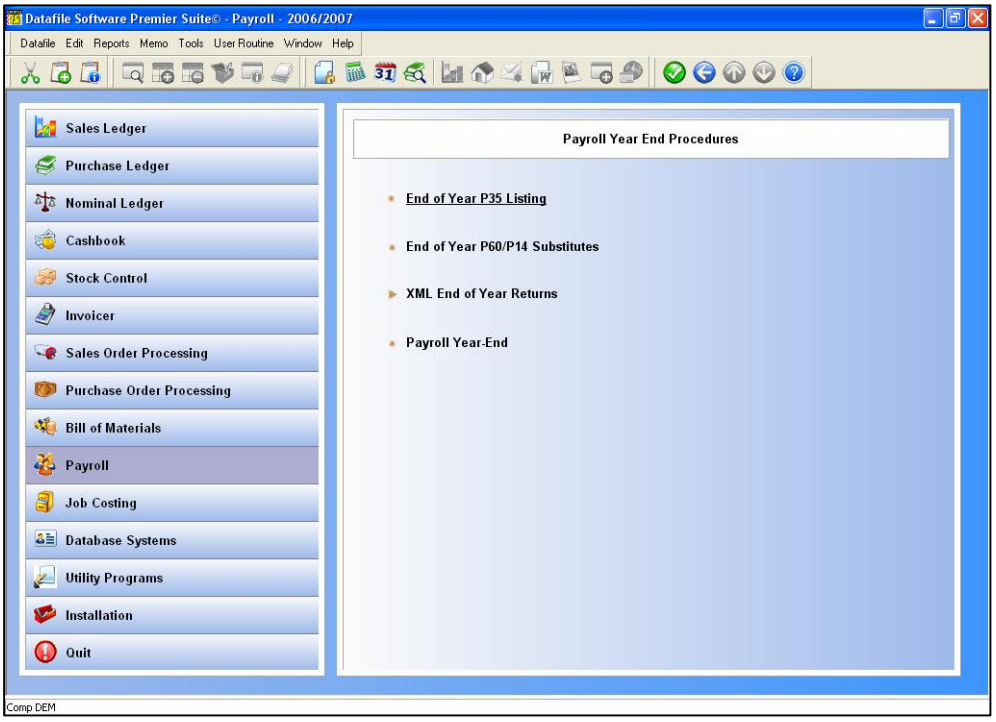
Year End Procedures

These procedures allow you to print a P35 listing and the P14 End-of-Year document, generate a XML submission of the end of year returns to the Inland Revenue, before running the year-end processes and updating the tax table for the next tax year.

Datafile Software Gold Update

Datafile Software supplies a program update during February/March for the end of year procedures which includes templates for the latest P35/P14 reports and XML submissions to the Inland Revenue. The update also applies the updated PAYE and NI tables during the year end process itself. This update is supplied via your reseller to users on the **Gold** update.

You should ensure this update has been applied *prior* to running any options on this menu.



End of Year (P35) Listing

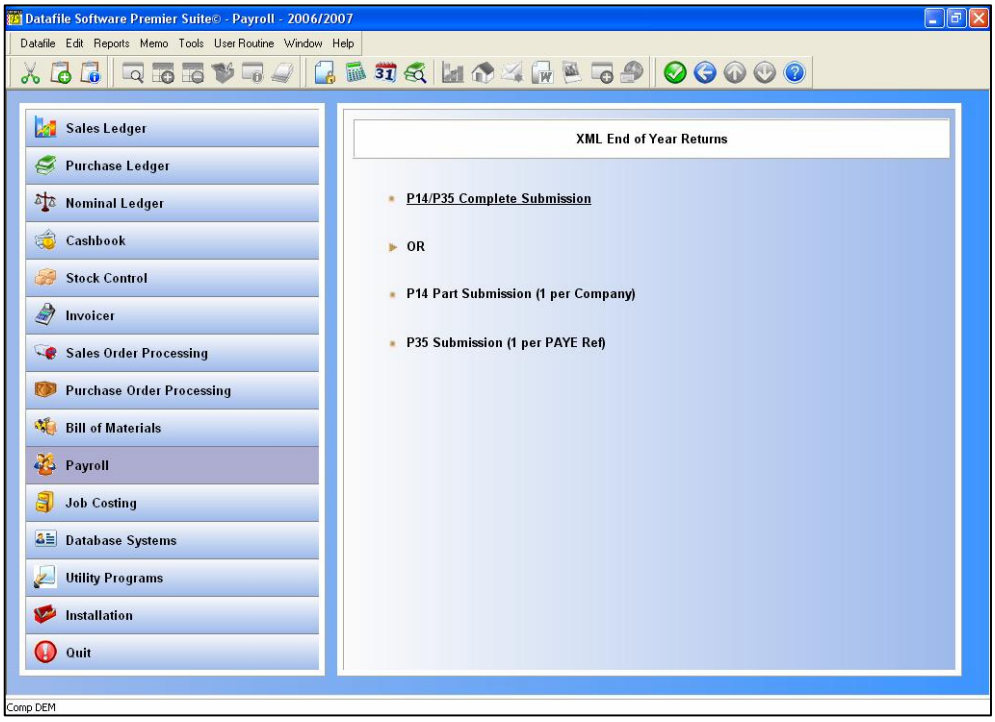
This report lists the employees, together with their PAYE and NI contributions. Totals are also given for statutory payments, student loan deductions, and tax credits that can be used for completion of the P35 document supplied by the Inland Revenue. If submitting returns via XML submission then you do not need to complete this form but you should still print the report for filing purposes.

End of Year P14 Document

This option produces a P14 document for each employee. If submitting returns via XML you still need to print this report to supply a copy to the employee and to keep for your records.

XML End of Year Returns

Selecting the XML End of Year Returns gives you a further sub-menu of options.



Overview

Firstly, you must have registered with the HMRC to use this service. You need to do this to file your end-of-year returns online anyway. Registration details take approximately 7 days to come through, and you register at www.hmrc.gov.uk

Secondly, you can only submit your end of year returns on, or after, the 6th April 20xx. The HMRC will usually not accept them prior to this point. If you need to run your year-end prior to this point then the year-end procedure includes an option to create a backup company of the data as at the year-end – you can then submit the end-of-year returns from the backup company. It should be noted that this backup company will not count as an additional company in the number of companies allowed on your system).

Finally, the End-of-Year procedure has two possible submission methods – a complete P14 and P35 all-in-one submission, and separate P14 and P35 submissions. If you have one Datafile payroll company per HMRC PAYE reference then you submit using the complete P14. If you have two or more payroll companies in Datafile that share the same PAYE reference then you need to submit a separate P14 for each company and then submit one P35. You might have more than one company where one is for monthly-paid staff and one for weekly-paid staff, or perhaps a separate company for directors.

The HMRC usually opens up for internet submissions at 9:00am on 6th April 20xx. However due to an expected high volume of submissions on 6th April, you may want to wait until after 8th April before submitting.

Filing End of Year Returns

To file the end-of-year returns online you need to select the appropriate option(s) within the year-end menu.

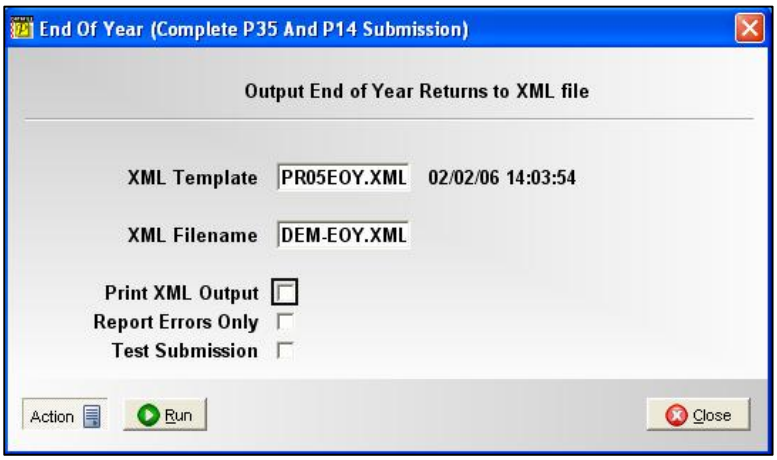
P14/P35 Complete Submission

This option is used when the payroll company contains all of the employee's for a particular PAYE reference.

Selecting the option you will be warned if the payroll company is not at the year-end (payroll not having been run for the final period), and if the date is not yet the 6th April 2005 (based on the computers date).

Next, the system will validate the NI codes for all employees to check they match allowed formats, and also checking whether required SCON and ECON references have been entered. You will not be allowed to proceed unless you correct any warning messages arising from this process.

If tests are successfully passed then the system begins the filing procedure.



XML Template – displays the template definition to be used for the end-of-year returns

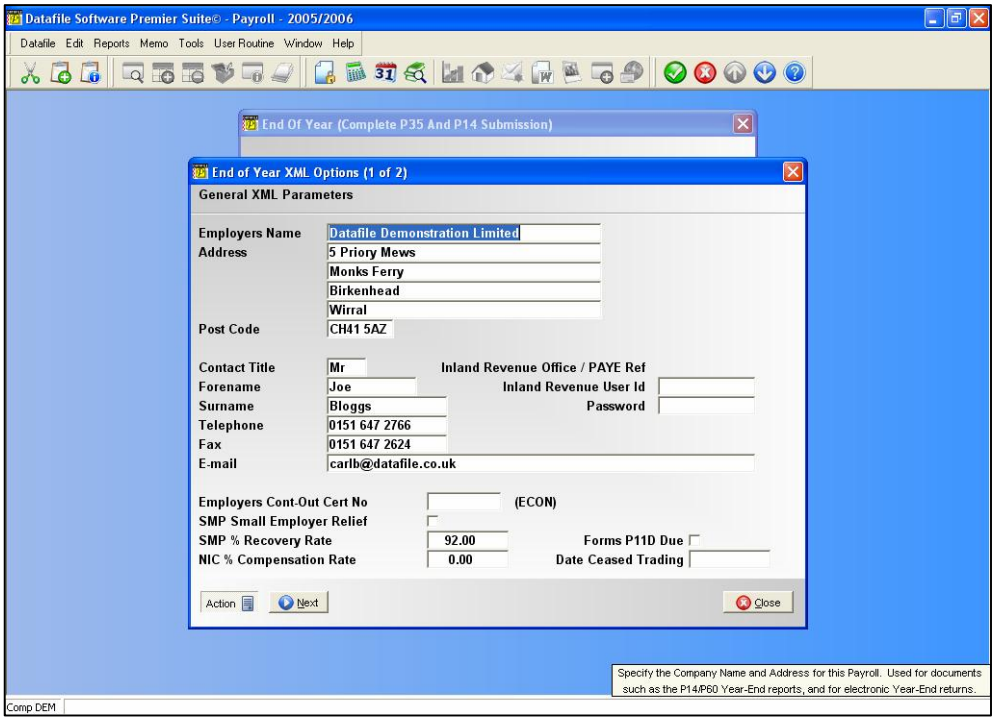
XML Filename – displays the XML filename to be created containing the end-of-year returns.

Print XML Output – set this option if you require a printout of the XML generated output file.

Report Errors Only – set this option when omitting the printout of the XML output file to report the entries in the output where any errors are generated.

Test Submission – Identifies the submission as a test only, the HMRC will not process and P14/P35 flagged as a test but will validate the contents are acceptable. After setting this option you will be asked to confirm this is a 'test' submission.

Selecting the RUN option begins the XML generation process. If you haven't set this option as a 'test' you will be asked to confirm that this is a 'live' submission.



Employers Name
Address
Post Code

Confirm/Enter the requested employer details.

Contact Title
Forename
Surname
Telephone
Fax
Email

Confirm/Enter the contact details to be included on the year-end submission.

Inland Revenue Office / PAYE

Displays the HMRC office and the company PAYE reference (this can only be amended via the System Profiles)

Inland Revenue User-Id
Password

Enter the user-id and password supplied by the HMRC.

Employers Cont-Out Cert No

If any employees have a NI Category of F, G or S then enter your employers contracted out certificate number here. If no employees applicable then leave blank

SMP Small Employer Relief

Set if employer eligible for relief as a small employer (total NI contributions less than £45,000).

SMP% Recovery Rate

If set for Small Employer Relief set this as 100% else set at 92%

NIC% Compensation Rate

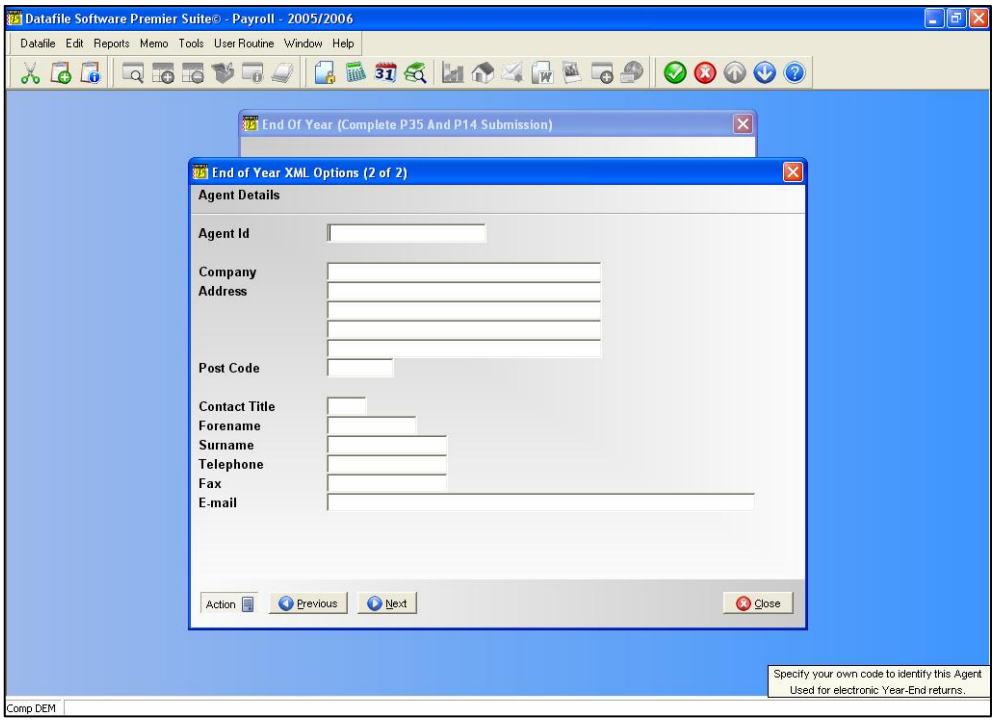
If set for Small Employer Relief set this as 4.5% else leave as 0%

Forms P11D Due

If you have already sent your P11D returns to the HMRC (outside of Datafile), or you do not have to process these returns leave this option blank. If the returns are still outstanding tick this option.

Date Ceased Trading

If this company ceased trading during the tax year enter the date as appropriate.



If you are submitting as the employer then you leave the second page of 'End of Year XML Options' blank. If submitting as an agent on behalf of the employer then enter your agent details as follows.

Agent Id

Enter Agent Id supplied by the Inland Revenue

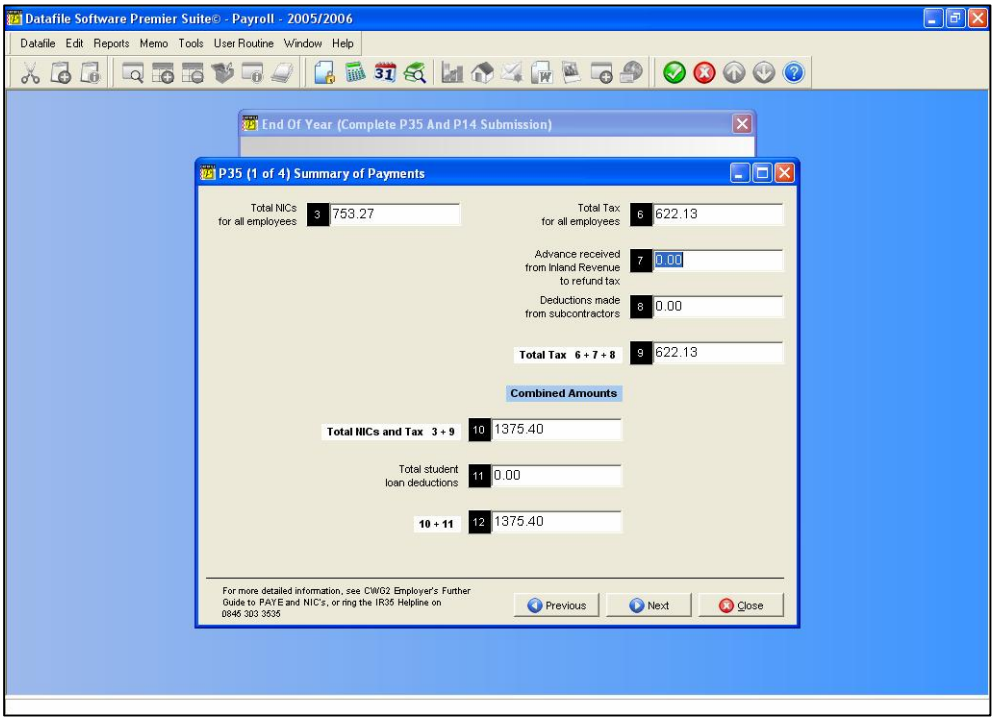
Company
Address
Post Code

Enter the Agent name/address details as prompted.

Contact Title
Forename
Surname
Telephone
Fax
E-mail

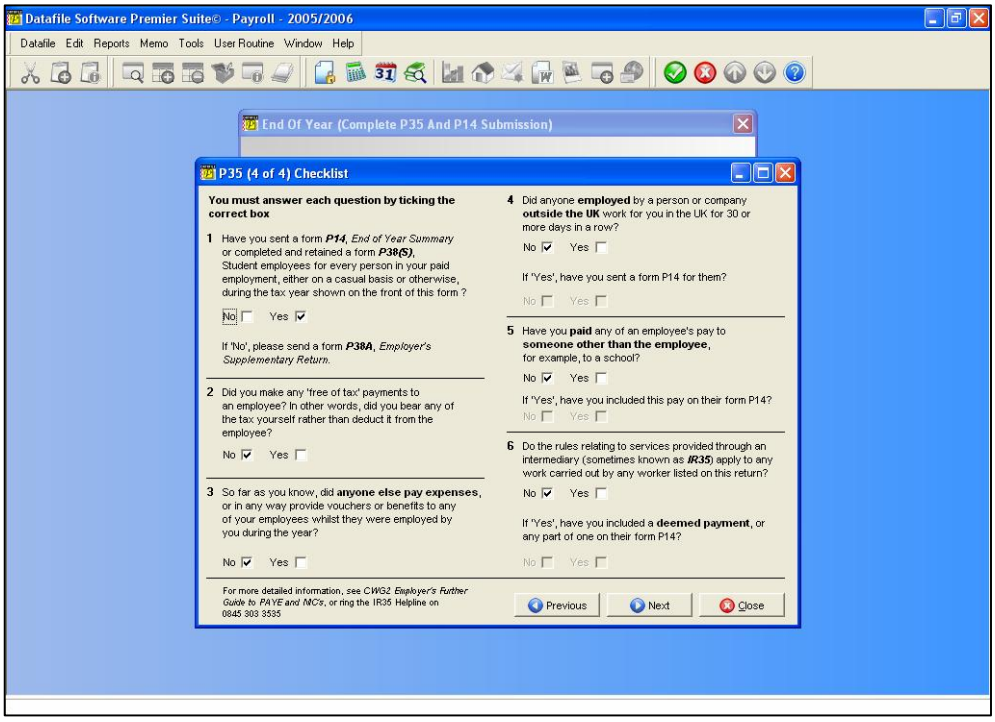
Enter the contact details for the agent to be included on the year-end submission.

The next four pages will be familiar to those who have completed the P35 form as supplied by the Inland Revenue previously. Where possible details are accumulated from the details entered throughout the year in the Datafile Payroll system and are displayed for you. Where details are required that are not input or calculated in the Datafile Payroll system (advanced funding for tax credits for example) then these are prompted for you to enter.



The details you are asked to input are (the numbers correspond to the box inputs on the P35 itself).

7) Advance Received from the Inland Revenue to refund tax
8) Deductions made from subcontractors
13) Statutory Sick Pay **Recovered**
22) Funding Received from Inland Revenue to pay SSP/SMP/SPP/SAP
25) Funding Received from Inland Revenue to pay tax credits
29) NIC's and Tax Paid Already
31) CIS Deductions Suffered



The fourth page of the P35 checklist asks the series of questions that are included on the P35 form.

Q1) Have you sent a P14 for all employees?
Q2) Did you make any 'free-of-tax' payments to the employee
Q3) Did anyone else pay expenses to your employee
Q4) Did anyone employed outside the UK work for you in the UK for more than 30 days? If yes, are they included?
Q5) Have you paid any of the employees pay to someone other than the employee? If yes, is it included on their P14?
Q6) Do the IR35 rules apply to any worker listed on this return? If yes, have you included the deemed payment?

After confirming these details a printout of the accumulated/entered P35 details is produced for you to review.

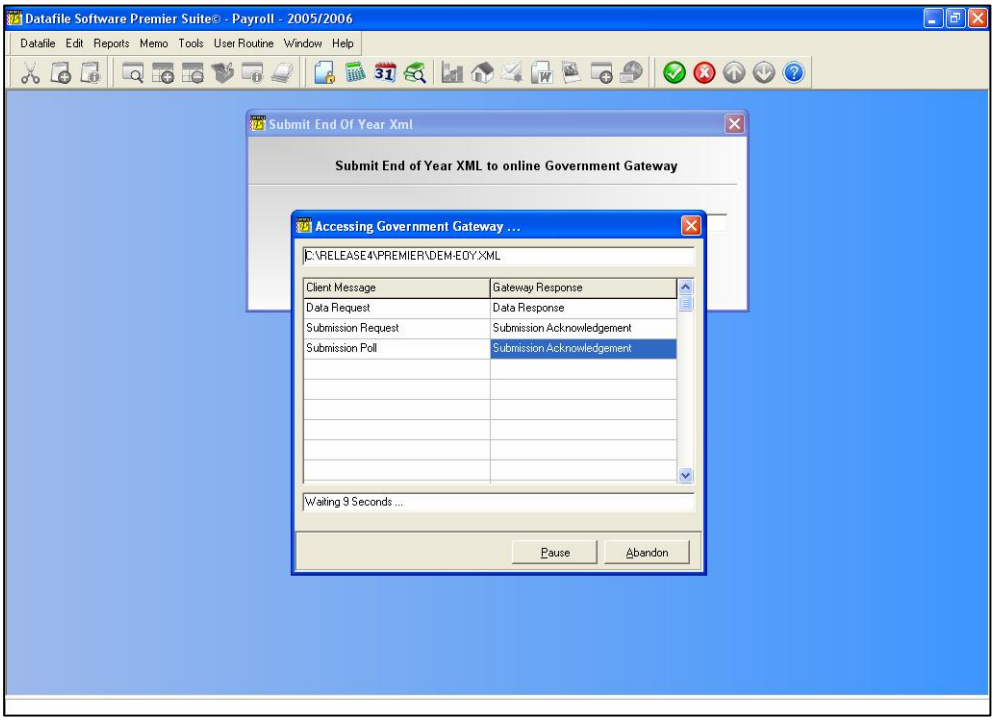
After printing the P35 the system proceeds with the XML generation and output.

If commence output then the submission file is created and a summary screen shows the number of employees processed and whether any errors have been generated in the submission. The

creation of the XML submission file may take some time with large employee files, particularly on legacy operating systems such as Windows 98.

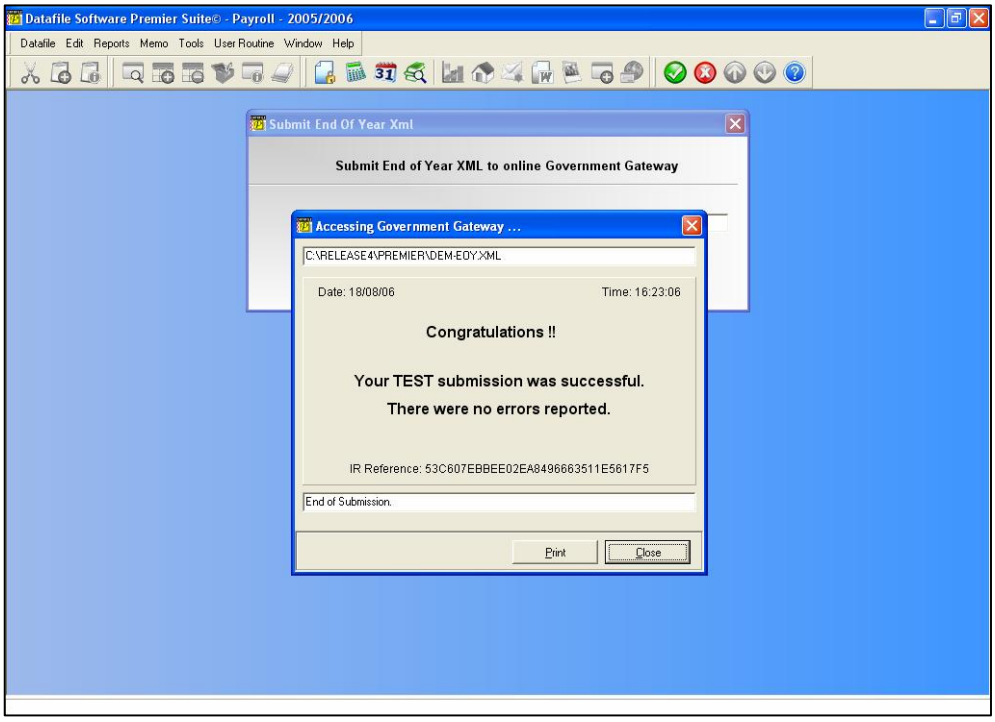
If any errors have been generated then the XML printout includes details of the error. Typically the major errors, such as invalid NI codes, are protected for within the system. The only likely errors remaining are inputs which are valid in DF but not on the XML submission – a name starting with a non-alphabetical character for example, or an invalid NI category (a man with a 'B' code etc.). If any errors have been detected the system does not proceed to output the XML file and you have to correct the data for the reported error.

If no errors are detected then after any printout of the XML file the submission process is begun.



The submission process goes through several stages in communicating with the Inland Revenue Government Gateway. At the end of the process the system will report whether the submission was successful or whether any business level errors were detected – these might include an invalid ECON reference for which you are not registered. If a business level error occurs then you need to correct the advised error and then re-submit the file.

If the gateway is busy or off-line you may get the polling message repeated. If this is the case keep trying for a few minutes but if polling continues to repeat abandon and resubmit later.



Processing the P14 Part Submission

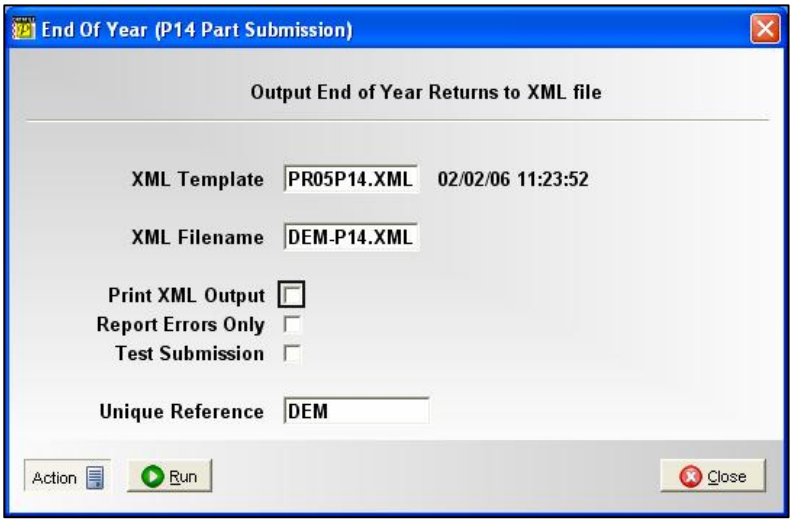
This option is used when the payroll company contains only some of the employee's for a particular PAYE reference with the remaining employee's being in another payroll company. You would run this option in each individual company before proceeding to the P35 stage.

Selecting the option you will be warned if the payroll company is not at the year-end (payroll not having been run for the final period), and if the date is not yet the 6th April 2005 (based on the computers date).

Next, the system will validate the NI codes for all employees to check they match allowed formats, and also checking whether required SCON and ECON references have been entered. You will not be allowed to proceed unless you correct any warning messages arising from this.

If tests are successfully passed then the system begins the filing procedure.

The process is reasonably identical to that of the P14/P35 complete submission above with the exception that you are not prompted for the P35 summary details and the initial pre-amble asks for a unique id.

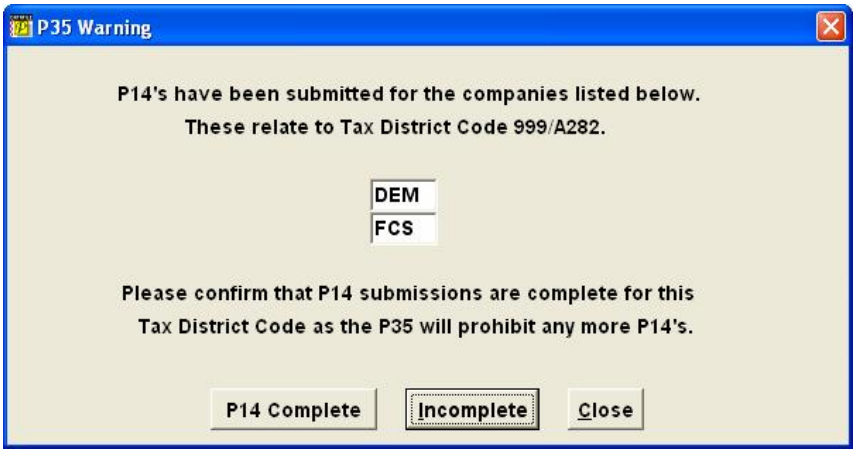


Unique Id - Defaulting to the application company this is used by the Inland Revenue to indicate whether a submission is to replace any previous submission or is in addition to submission. You should not have any requirement to change this value.

Processing the P35 Submission

Once you have successfully submitted all your P14 part-submissions for particular PAYE reference then you can submit the P35. You can submit the P35 from <u>any</u> payroll company with the set PAYE reference.

The initial pre-amble displays the same options as the P14 part-submission (with the exception of the unique reference). When selecting to RUN the submission the system lists the P14's created for the current PAYE reference.



If all the required companies are listed select ‘P14 Complete’. If some companies are not listed select ‘Incomplete’ to return to the menu.

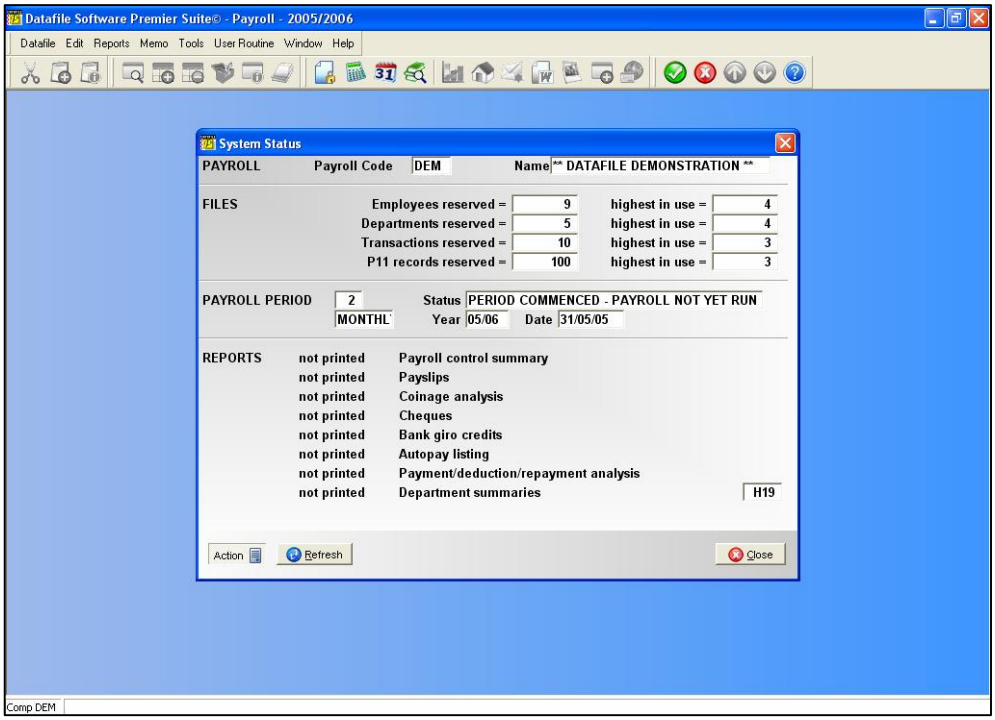
If you select ‘P14 Complete’ then the system proceeds through the General XML Detail parameter screens and the P35 Detail screen as discussed in the complete submission option earlier – details having been accumulated from the previous P14 submissions where appropriate. After printing the P35 Audit Trail and (if set) the XML submission the P35 summary is submitted to the Inland Revenue Government Gateway.

Payroll Year-End

The end-of-year procedure is similar to the period-end procedure except that it also resets the year-to-date values and removes any employees who have left during the tax year. After the year-end the new PAYE and NI tables are updated for the next tax year.

System Status

Selecting this option displays a summary of the current status of the payroll system.



PAYROLL — displays the identifying code and the name of the payroll in use.

FILES — displays the total number of employees and department records reserved, and the number used so far. It will be apparent if the files are becoming full. Files can be enlarged very quickly using the *Expand Data Files* option of the *Controls & Audit Manager* if not set for auto-expand.

PAYROLL PERIOD — the period number is displayed together with the payroll status which may one of the following:

- PERIOD COMMENCED - PAYROLL NOT YET RUN
- PAYROLL HAS BEEN RUN FOR PERIOD
- PAYROLL NOT INITIALISED
- ALL EMPLOYEES NOT YET ENTERED

REPORTS — the status of all standard reports and payslips is reported showing whether they have been printed or not.

Restoring Payroll Files

If the payroll has been run for the period and provided an instant backup copy of the files was taken as part of the *Payroll Run* procedure then you are prompted if you wish to restore the files prior to the run. Respond as required.

If you take the option to restore the payroll files then these files will be restored to exactly the same point as before the *Payroll Run* action was taken. The payroll status is reset to: PERIOD COMMENCED - PAYROLL NOT YET RUN.

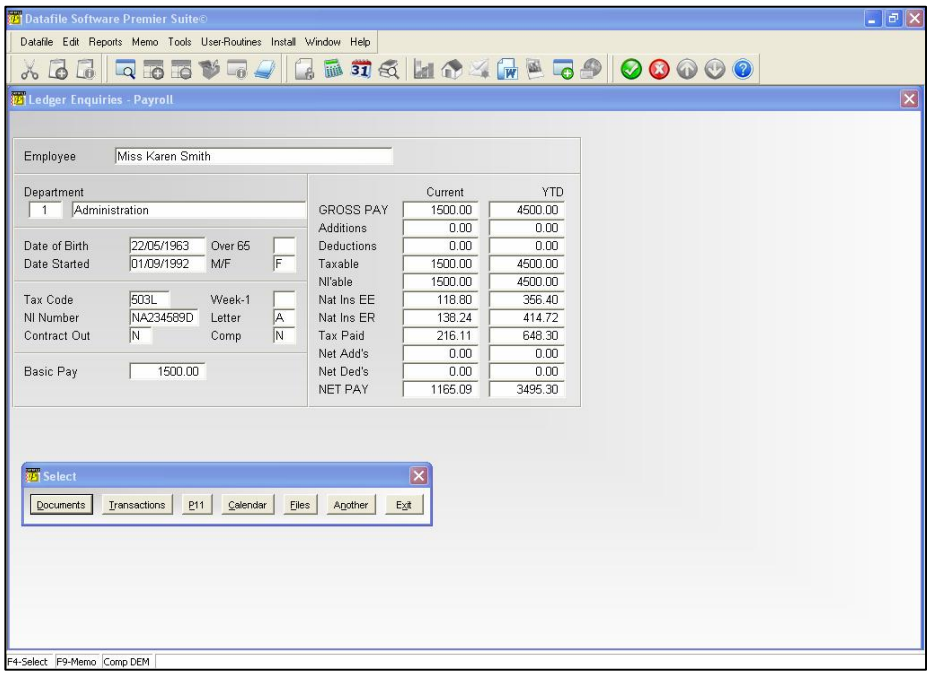
Chapter 3

Payroll Ledger Enquiry

The Ledger Enquiry is probably the most used and important tool for enquiry. Anywhere in the (user-side of the) system you can access the Ledger Enquiry and enquire upon the employee records, view and reprint the payroll documents, update or view the employee calendar, and for *Premier* users view the P11 and Transaction files.

The Ledger Enquiry is accessed in a number of ways – the most common is via the shortcut key combination <Alt>+<L> (in fact the ledger enquiry is often referred to as the 'Alt-L'). The ledger enquiry can also be accessed via the Tools pull-down option 'Ledger Enquiries' and an icon on the toolbar. In addition when updating an employee record in the system, for example when entering payment details, you can use the <F8-Zoom> key to access the Ledger Enquiry for that employee.

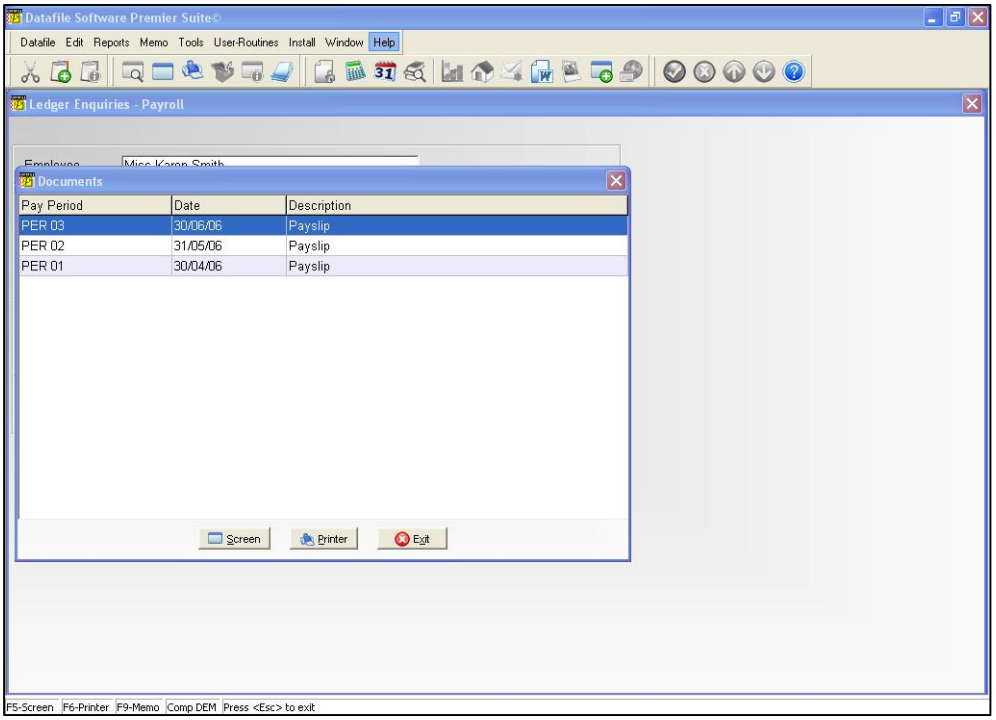
When accessing the enquiry option (except via the <F8-Zoom key) you are firstly asked to choose the ledger you wish to enquire upon and then enter, in the case of the employee files, the employee you wish to enquire upon. <F4-Select> is available as usual.



The screen displays information from the main employee file and *Diamond* and *Premier* users can configure the information displayed. *Premier* users can also configure information for display over two screens with the <Page-Up> and <Page-Down> keys moving between the two screens. Several enquiry options are available (subject to product level, configuration and authority levels).

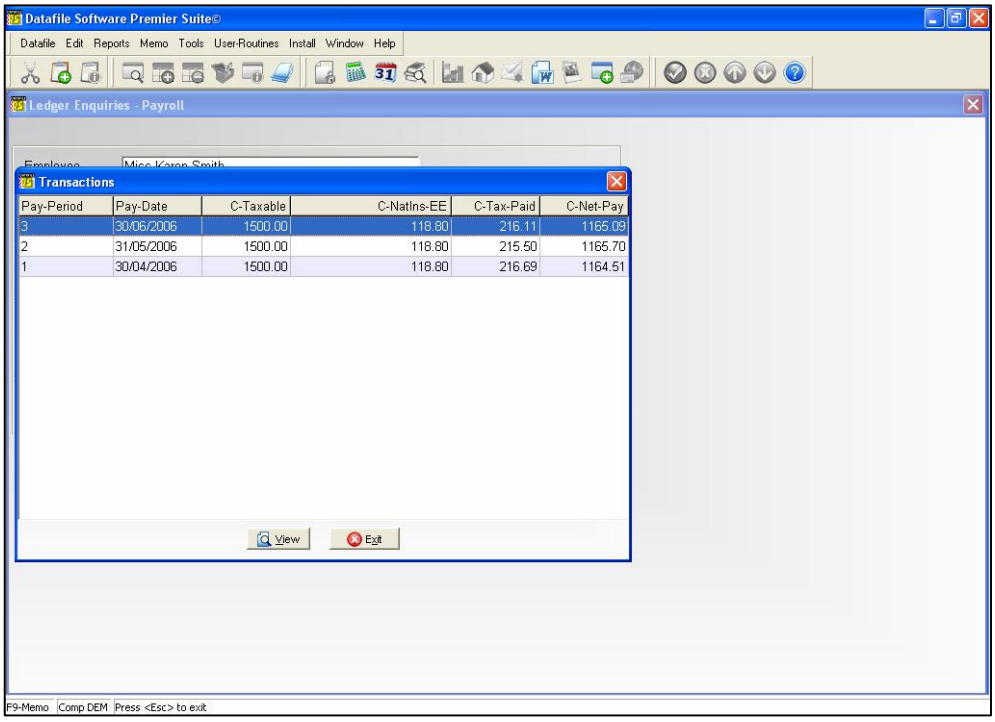
Documents

The documents enquiry allows you to view and reprint the payslips for the employee. Cheques, Bank Giro Credit, the P14/P60 documents and the Employee Record Print can also be saved for reprint based on settings in the payroll system profiles.



Transactions (*Premier* only)

Display records for the employee from the *Premier* transaction file – a record is generated for each pay period the employee is paid. These transactions are usually cleared as part of the year-end so only transactions for the current tax year may be displayed (an option within the application user facilities allows you to retain over the year-end).



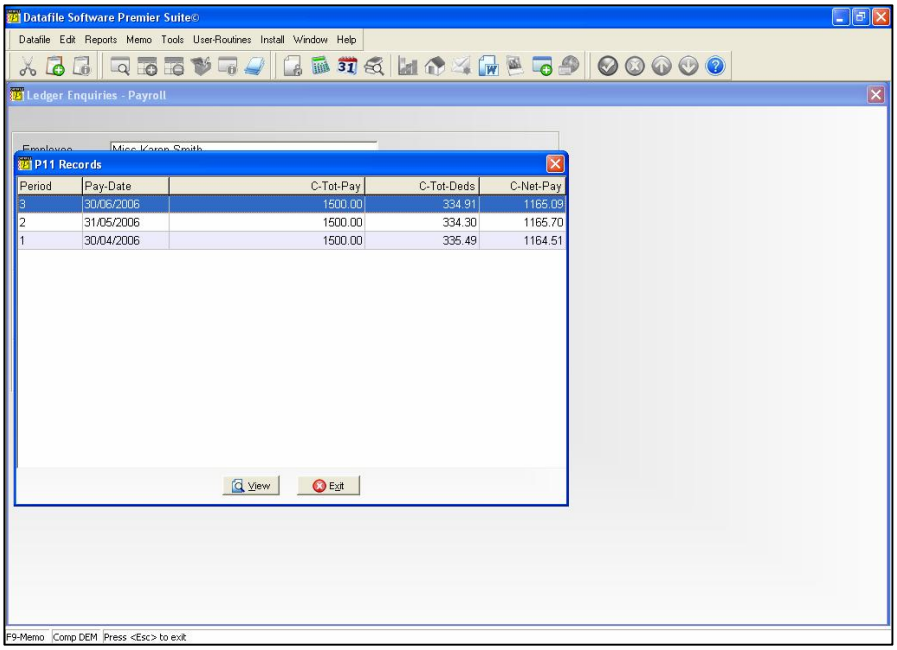
VIEW displays a full-enquiry screen of the highlighted transaction.

P11 (*Premier* only)

Whist the P11 transaction database is available for all product levels; the enquiry option here is only available for *Premier* users.

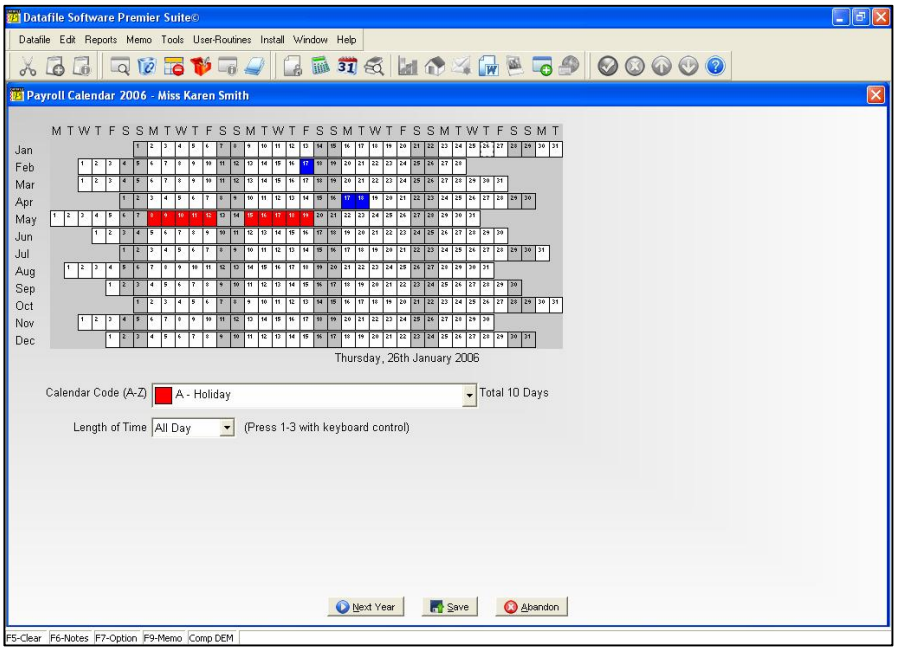
The option displays records for the employee from the P11 transaction file – a record is generated for each pay period the employee is paid. These transactions are usually cleared as part of the year-end so only transactions for the current tax year may be displayed (an option within the application user facilities allows you to retain over the year-end).

VIEW displays a full-enquiry screen of the highlighted transaction.



Calendar

This option gives the ability to record against each employee record a visual display of when the employee has taken holidays, been off sick, late, etc.

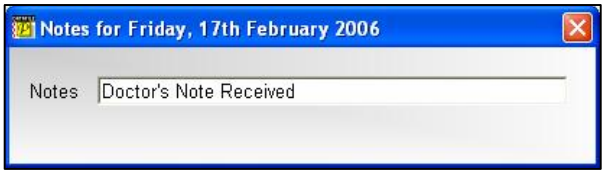


Marking the Days

To update the display select the Calendar Code you wish to use – A-Holiday, B-Sick, etc. and select whether you will be marking a full date, morning or afternoon. Once you have selected the required items click the appropriate days with the mouse.

Adding Notes

You can add a note to each calendar day by right-clicking with the mouse in a date cell.



A white dot within a calendar cell shows the presence of an earlier note and if you move the mouse pointer over that cell the note is displayed on screen. Right-click would allow you to amend note. <F6> would display all the notes for the calendar year for the employee.

Defining the Calendar Codes

Press <F7-Option> to define the colours and descriptions to assign to a calendar code. Up to 26 codes can be defined over two pages, the second page also allows you to control whether weekends show as a grey shaded block.

Clearing Details

If you want to clear all details from an employee record press <F5>

Next Year / Previous Year

If the calendar has been used for previous years you can press the PREVIOUS-YEAR button to step back a year. The NEXT-YEAR button allows you create a calendar for the next year (only one year in advance).

First Time Use of the Calendar

When you first use the Calendar facility for a payroll company you will be asked to select the start month for your calendar year – i.e. January, April, etc. Ensure you get this correct – if you need to change this afterwards you have to delete the calendar files and let the system recreate them – losing any settings you have made.

You are next asked for number of characters to each calendar note – defaulting to 40 you can increase this up to 60. However, the more text you can enter per note, the fewer notes you can enter. A note of 40 characters means you are allowed 25 notes, a note of 60 characters allows you 19 notes.

Calendar Database(s)

The payroll calendar database is named '???-EMC.Y*nn*' where ??? is the three-letter company id, and *nn* is the last two digits of the calendar year.

On selection of the payroll calendar the system opens the calendar for the current year based on today's date – for example if the calendar year starts in January and today's date is the 5th March 2004 then it would open the calendar file ???-EMC.Y04 which covers the date range 1st January 2004 to 31st December 2004. If however the calendar year starts in April it would open the calendar ???-EMC.Y03 which covers the date range 1st April 2003 to the 31st March 2004.

Files

This option allows you to scan a document against the employee record.

When selecting the 'Scan Documents' option you will be prompted for the filename to save the scanned document as – you do not need to enter a path or a suffix, just a description of the document. <F4-Select> is available if you wish to select an existing file to overwrite.

After entering the saved document filename the scan dialog is shown and you can proceed to scan the document. You can view the scanned document via the 'Associate File' option available on the toolbar or via the 'Links' option on the utility panel on the employee record maintenance and payroll input screens.

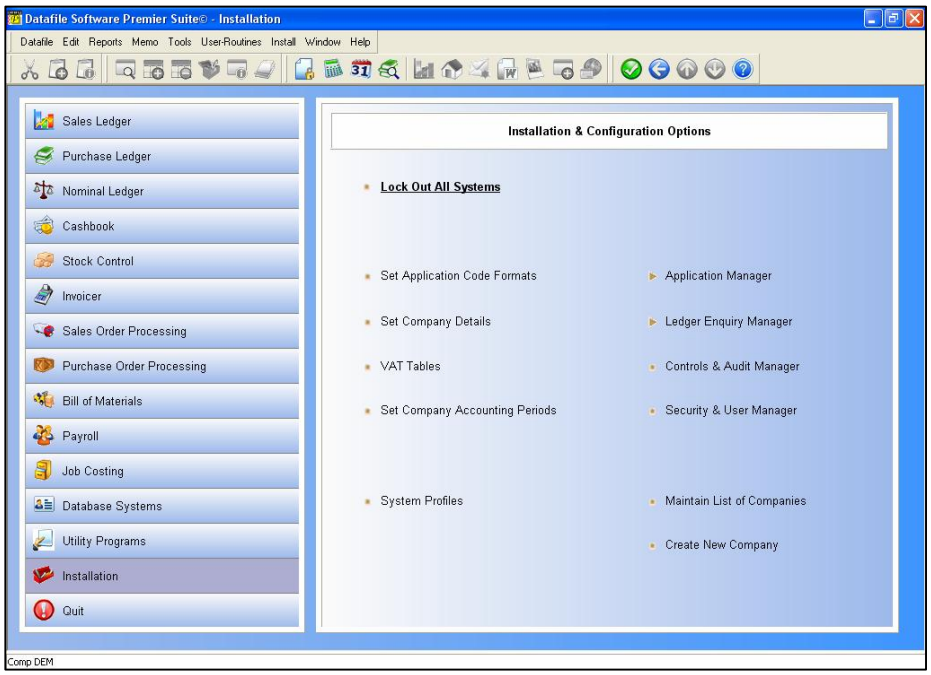
Chapter 4

Payroll Configuration

Your Datafile Software payroll system has a wide range of possible facilities, and you can undertake a great amount of structuring so that it suits your particular operation. This section describes how to use the Installation program to set up your ledger system and to define your document layouts.

You can use the program for the payroll requirements of many companies, and each may have a different configuration and its own set of data files. For each company specified a parameter file is written to disk which holds details of the configuration. Each company is identified by a three-letter code such as "DEM".

When you select the Installation option a menu will be displayed that contains the installation and configuration options – only operators with the highest authority level (0) are allowed to process any of the options within this menu.



On Datafile *Compact* and *Professional* systems this menu differs slightly as options that aren't applicable for the product level are removed – these include 'Application Manager' and 'Ledger

Enquiry Manager' for both *Compact* and *Professional* plus the 'Security and User Manager' for *Compact*. The 'Application Manager' and 'Ledger Enquiry Manager' provide further configuration options.

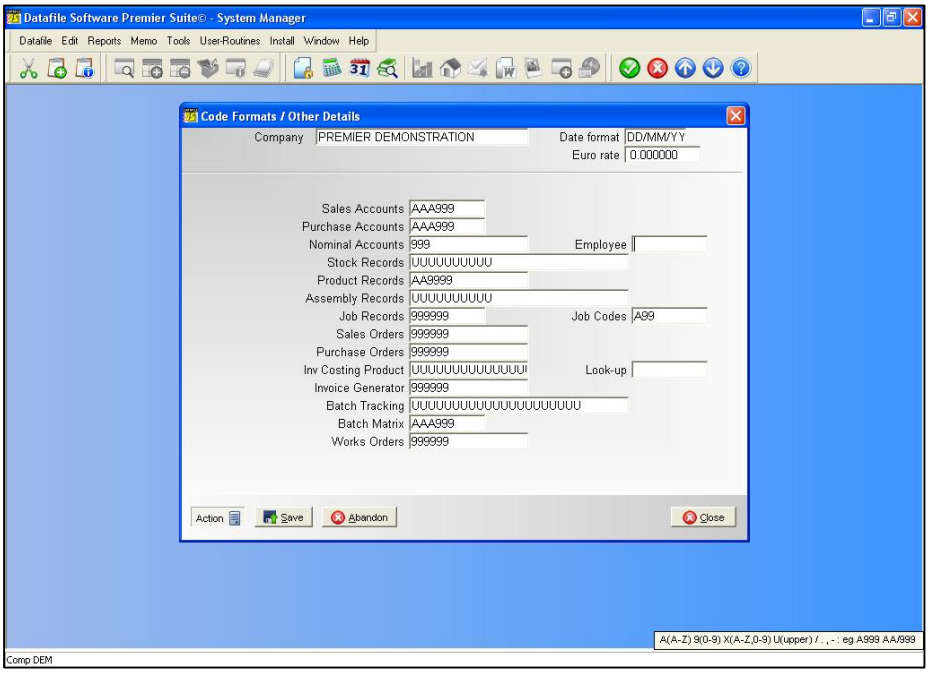
The Installation options are covered generally within the Configuration Guide manual; however where specific payroll configuration options are available these are covered here.

Lock Out All Systems

When making changes to payroll then that application has to be locked out. To lockout the ledger you select the option 'Lock Out All Systems'. Firstly, you are prompted to lock out all systems – it can sometimes be easier to lock all systems as you may have to change settings in other applications at the same time – if you respond 'Yes' then all applications are locked, if you respond 'N' then you can select to lock just the applications required.

Set Application Code Formats

Although the employee file doesn't have a prime-index *Premier* users can set a code format for the employee if they are using the 'Unique Employee Code' functionality.



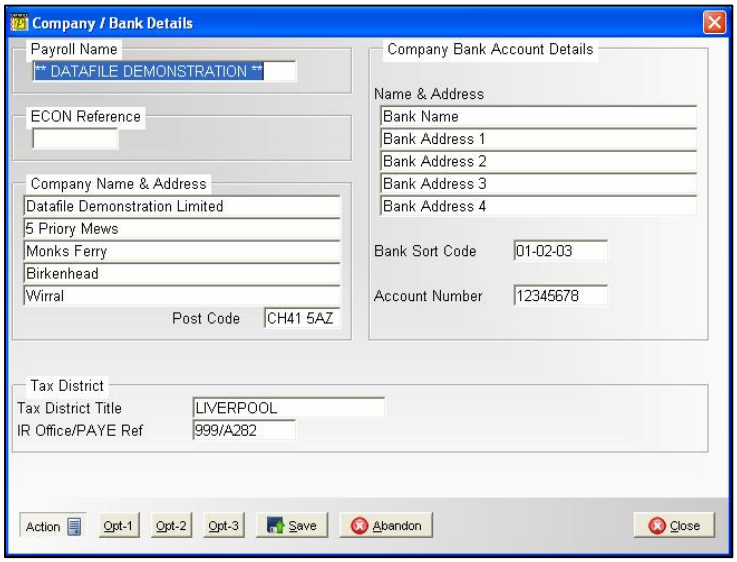
There is no default format for the employee file although you may like to use 999999 – this forces codes to have six numbers. The unique employee code, if required, must be set within the payroll database profiles and be the *first* secondary index of the employee file.

System Profiles

Selecting the payroll system profiles offers a menu of options.

Company/Bank Details

The first screen of the Company/Bank Details allows you to specify details of the company for which this payroll is to be used and details of the company bank account and tax office.



Configuration

Payroll Name

The name you enter here is printed at the top of all the payroll reports. In addition to typing in the company name, you may wish to include some text to indicate whether the payroll is for weekly or monthly paid employees. Up to 28 characters including spaces may be used for the payroll name.

ECON Reference

If the payroll has any employees using a contracted-out NI category then enter the company's ECON reference here.

Company Name and Address

Enter the company name and address, using five lines of up to 35 characters per line including spaces. Type the text on each line and key <Enter>.

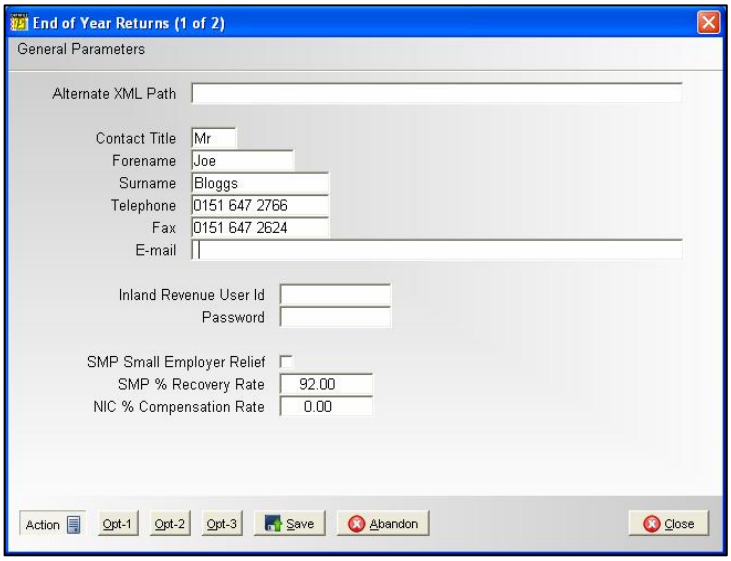
Tax District Title
Tax District Code

Enter here the name and code of the tax district for this payroll. You may use up to 16 characters for the name and up to 12 characters for the district code.

Company Bank Account Details

Type in the company bank account details here. You may use up to five lines of text for the name and address, each of up to 35 characters including spaces for the details. The bank sort code should be in the exact form used by the banks — usually three pairs of numbers separated by hyphens — e.g. "12-34-56".

If you are using bank giros or automatic payment procedures, these details should be carefully checked to make sure you will debit the correct bank account and bank!



The second screen of the Company/Bank Details contains the parameters for the XML End-of-Year Returns and the access user-id and password for the Inland Revenue Secure Mailbox.

Alternate XML Path

The year-end and P45 submission processes create XML files which, by default, are held in the main DFWIN folder and sub-folders off this location. This option allows you to specify an alternate path for these files.

Contact Title
Forename
Surname
Telephone
Fax
Email

Confirm/Enter the contact details to be included on the year-end submission.

Inland Revenue Office / PAYE

Confirm/Enter the Inland Revenue office and the company PAYE reference.

Inland Revenue User-Id
Password

Enter the user-id and password supplied by the Inland Revenue.

SMP Small Employer Relief

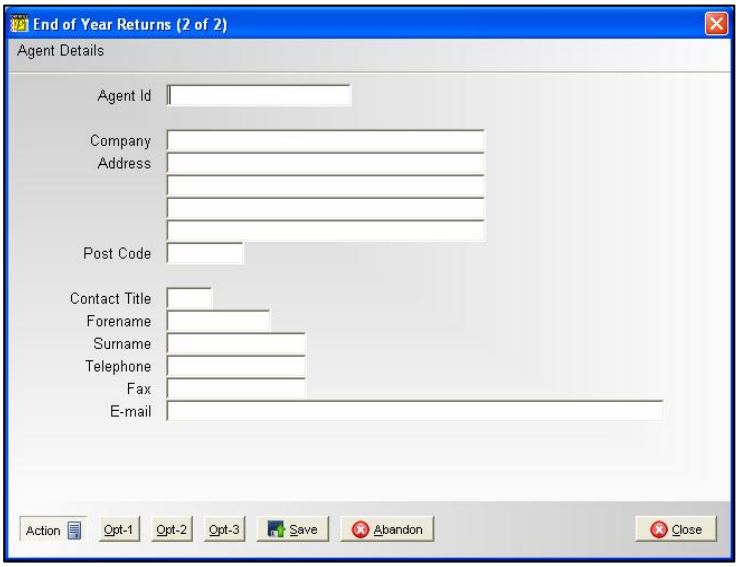
Set if employer eligible for relief as a small employer (total NI contributions less than £45,000).

SMP% Recovery Rate

If set for Small Employer Relief set this as 100% else set at 92%

NIC% Compensation Rate

If set for Small Employer Relief set this as 4.5% else leave as 0%



The third screen contains any applicable 'agent' details for the XML End-of-Year Returns submission.

Agent Id

Enter Agent Id supplied by the Inland Revenue

Company
Address
Post Code

Enter the Agent name/address details as prompted.

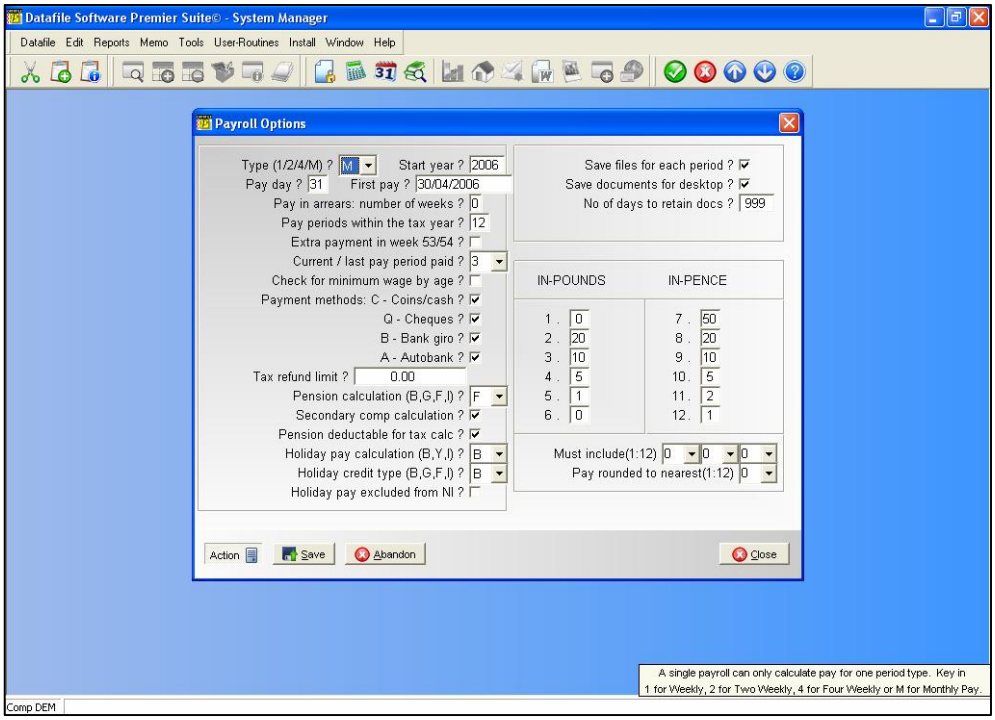
Contact Title
Forename
Surname
Telephone

Fax
E-mail

Enter the contact details for the agent to be included on the year-end submission.

Payroll Profile

You specify here a number of general parameters concerning the type of payroll for this company, payment methods, pension and holiday pay arrangements, and (if paying by cash) the rules for the number of coins and notes used in a pay packet.



Type: (1/2/4-weekly, M-monthly)

A single payroll can only calculate pay for one period type. If you have (say) weekly and monthly paid employees, then you need to set up two payrolls. A payroll may be specified as weekly (1), fortnightly (2), four-weekly (4), or calendar monthly (M).

Start Year
Payroll Day

The *Start Year* is used to give the payroll year — e.g. 2004. The *Payroll day* should be set as the day of the end of the pay period you are paying for – i.e. if you pay on a weekly payroll if you pay for the seven days up to the Friday then enter ‘6’.

Pay in Arrears: Number of Weeks

When using payroll the system defaults the date to pay up to (for weekly type payrolls) based on the day set above and the current period number. For example, if set to pay on Friday then the date for the payroll system in week-1 is the first Friday after April 6th (the start of the tax year), in period 7 it would be the 7th Friday after April 6th.

If you pay on (say) a Thursday for the week up to the previous Friday then you would still set the pay day as 6 (the end day of the period you are paying for) but you might have to set the week in arrears parameter to 1 (or 2) for the date to default correctly.

Pay periods within the tax year

The number you enter here depends on your reply to the previous prompt and represents the number of pay periods in the current tax year for tax calculation purposes. For weekly, two- and four-weekly payrolls, tax is calculated on a weekly-paid basis, and there are 52 periods in the tax year. For a monthly payroll there are just 12 periods, so enter 12 here.

Extra payment in week 53/54

If running a weekly type payroll and there is 53rd, 54th or even 56th week this year then set this option accordingly.

Current/last pay period paid

The pay period is automatically updated by the program as you complete each pay period. However, if you are setting up the payroll from scratch and starting from the beginning of the tax year, key 0 or 1 here.

If you are setting up a payroll part-way through the year, then enter the period number of the last period paid on your old system. You'll have to enter the employees and their details (gross pay to date; NI and other payments and deductions to date) into the system before you can undertake the first payroll run.

Check for Minimum Wage by Age

Setting this option gives a pop-up allowing you to enter age bands and a minimum wage per hour for each band. This allows the system to validate during payroll input and whilst running the payroll that each employee exceeds the minimum wage.

Payment methods:

- C - Coins/cash
- Q - Cheques
- B - Bank giro
- A - Autobank

Four payment methods are supported by the Datafile Software payroll, and any one payroll may support all four. An individual employee can only be paid by one method, however. Set as appropriate for the payment types you want to support on this payroll.

Tax refund limit

There used to be a statutory limit to the amount of tax you may refund to an employee without further authorisation, which you enter here. Currently this limit is not applied so you should set this value to 0. If a limit is ever reintroduced then you can set this here.

Pension calculation (B,G,F,I)

This question concerns company pension schemes (see box below for more information about pensions). The payroll supports four types of company scheme:

- B - Contributions are calculated as a percentage of *basic* pay
- G - Contributions are calculated as a percentage of *gross* pay
- F - Contributions are a *fixed* amount each period
- I - Contribution are calculated as a percentage of an item in the employee file

Pension schemes often involve contributions being made by the company direct to a pensions company. If you are running a company pension scheme, then you should choose one of these methods by keying the appropriate letter. If you do not run a company pension scheme or it does not fall into any one these categories, leave this field blank.

If you choose the 'I' option, then you must also specify the data item number in the employee record which is used in the contribution calculation. You may use the <F4–Select> function key to view the employee file structure.

U K Pensions

The Datafile Software payroll has comprehensive facilities for managing the many types of pension which can occur. UK pension schemes are subject to government regulations, and many schemes still exist which conformed to earlier rules but which are no longer available to new employees.

Broadly, pension schemes fall into four main categories, and an employee may take advantage of more than one scheme:

- Company pension schemes
- Contracted-Out Money Purchase schemes (COMP schemes)
- Personal pension schemes
- Stakeholder pension schemes

Company Pension Schemes

Most company schemes involve a payment which may be made up of an amount contributed by the company and/or an amount contributed by the employee. Data items exist on the employee record to hold rates for calculating this amount (based on pay) or fixed contribution amounts. Employee voluntary company scheme contributions are tax-deductible for the employee, and the employer's contribution is not considered part of the employee's remuneration for tax purposes.

Some company schemes are *contracted out*, which means that employees pay reduced NI contributions in exchange for (hopefully) better pensions from the company.

Contracted out money purchase (COMP) schemes

An employee may opt to have some of their NI deductions put towards a privately-run pension through the company rather than leave it in the state scheme. In such cases the pension deduction is based on the calculated NI amount, and in some schemes this is still deducted and passed to the Inland Revenue, who then pass it to the pension company after the end of the tax year.

With such contracted out schemes the employee normally pays a reduced rate of NI. However, in some schemes they may also elect to pay the full rate, putting the extra amount towards their pension scheme too.

Personal Pension Schemes

An employee may decide to make regular contributions to a private pension scheme not specifically operated through the company. Usually such a pension can be set up on a contracted-out basis. These schemes usually operate directly between the employee and a pension company and so do not involve the payroll at all.

Stakeholder Pension Schemes

Stakeholder pensions are the latest addition to the pension catalogue and are intended to be a low-cost scheme. The majority of employers must offer some form of stakeholder scheme although many of the company schemes above meet this criteria.

Calculate only on earnings above lower limit

If you set the pension calculation to a value other than 'F' you are prompted with this option. There are some company pension schemes which are based only on earnings *above* the lowest band of earnings defined for NI purposes. If this applies to your company scheme set this option.

Pension Amount Net of Basic Rate Tax

Some company pension schemes deduct basic rate tax from the pension contribution (currently 22% as of writing). Set this option if required.

Secondary comp calculation

For some COMP schemes it may have been agreed that employees may pay the contracted-in NI amount rather than the contracted-out rate, the difference also being put into the pension scheme, set this option if applicable.

Pension deductible for tax calc

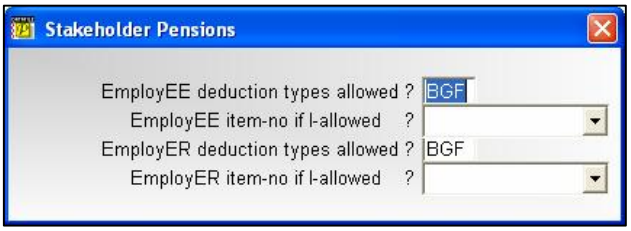
Employee pension contributions are usually deducted before tax is calculated, so you would normally set this option. If your company scheme does not qualify for tax relief in the payroll, then you must leave this blank.

Secondary comp calculation deductible for tax calc

This option appears in a pop-up after the above if you are calculating secondary COMP contributions. This question concerns whether the extra contribution allowable under the COMP scheme (see above) can be set against tax. It normally is, so set this. If your scheme does not permit this, then you must leave this blank.

Stakeholder Pensions

After confirming the requirement for company pension schemes a pop-up allows configuration options for the stakeholder pension scheme(s).



As with the company schemes, you can set Stakeholder Pensions to contribute based on a Basic% (B), a Gross% (G), a Fixed Amount (F) or a percentage based on the value in a specific data item on the employee file (I). Unlike the company schemes you can set to allow individual employees to contribute in different methods – one employee contributing based on a basic%, another on a fixed amount. Here you enter the letters BGFI to indicate which methods the employee can contribute on.

If you allow contributions based on a specific employee data item then you need to nominate this item here and then repeat the settings for any employer contributions.

Holiday pay calculation (B,Y,I) ?

The Datafile Software payroll can calculate holiday pay based either on the basic pay (B), or on the year-to-date average pay (Y), or else base it on the value of a data item within the employee file. Enter B, Y, or I as appropriate, or else leave blank if you do not want the program to calculate holiday pay.

If you choose I, then you are asked to specify the data item within the employee file. For example, if holiday pay were to be based on the average pay over the last eight weeks, then it happens that the program already maintains such an item on this basis specifically for statutory sick pay. You could then key the number for that item.

Holiday credit type (B,G,F,I)

The program can accumulate holiday credits (as a monetary amount) either based on a percentage of the basic pay (B), a percentage of the gross pay (G), as a fixed amount (F) or a percentage of the value held in a specified data item (I). Key B, G, F or I as appropriate or leave blank if this facility is not required.

If you choose I, then you are also asked to specify the particular data item within the employee file. As an example, to calculate holiday credits as a percentage of gross pay plus bonus, you need to define a calculated data item in the file which first adds the value of gross pay to the value of the switch used (see later) for bonus, and then multiply the result by a constant value which holds the percentage value to be used.

Any contribution is deducted from the employee's gross pay.

Holiday Pay Excluded from NI

In some industries it is common for any holiday pay to be excluded from NI calculations. Consult your payroll advisor and set this option if it applies for you.

Save files for each period

Set this option and the system saves copies of your payroll files as part of the initialisation procedure for the next period. These files have the same names as your current payroll files, except that the suffix is in the form Pnn, where nn is the period number in the range 01-56 for weekly-style payrolls, or 01-12 for monthly payrolls.

Save documents for desktop

You can elect to save copies of documents to disk for review and reprinting in just the same way as you can in the order processing systems via the ledger enquiry. Set this option to be shown a list of the document types that you can mark to save to disk. In this pop-up a parameter also asks if you wish to clear these documents as part of the year end.

No of days to retain docs

If you decide to save copy documents to disk, then you can say here how long to keep these copies. The value entered here is saved with the document and used in the *Controls & Audit* document clear down routines to decide whether a document should be removed.

Coinage Analysis (Cash Pay)

This facility only applies to employees who are paid by cash, and need not be completed if you have not set to allow this pay type. It is used to print a report showing the breakdown of all the notes and coins required to pay the employees in this payroll who are paid by cash.

The table is used to show the denomination of notes and coins which are to be used to make up cash pay packets, plus any denomination which must always be present.
The first six prompts refer to multiples of whole units of currency, whereas prompts seven to twelve describe coins which are less than a currency unit in value. In descending order key in the denominations of notes and coins to be used, pressing <Enter> after each. Leave any which are not required as zero.

In the earlier screen shot, only £20, £10, and £5 notes are used, plus £1, 50p, 20p, 10p, 5p, 2p and 1p coins.

Must include (1... 12)

You can specify up to three of the above denominations that must be included in the pay of each employee. Key any denominations (using the table entries above in the range from one to twelve) which must always be present in a pay packet. You may say there must always be a £5 note (provided pay exceeds £5, of course) and a £1 coin. This would ensure that a pay packet of £20 net would consist of one £10 note, one £5 notes and 5 £1 coins. A pay packet of £21 net, however, would consist of one £10 note, two £5 notes and one £1 coin.

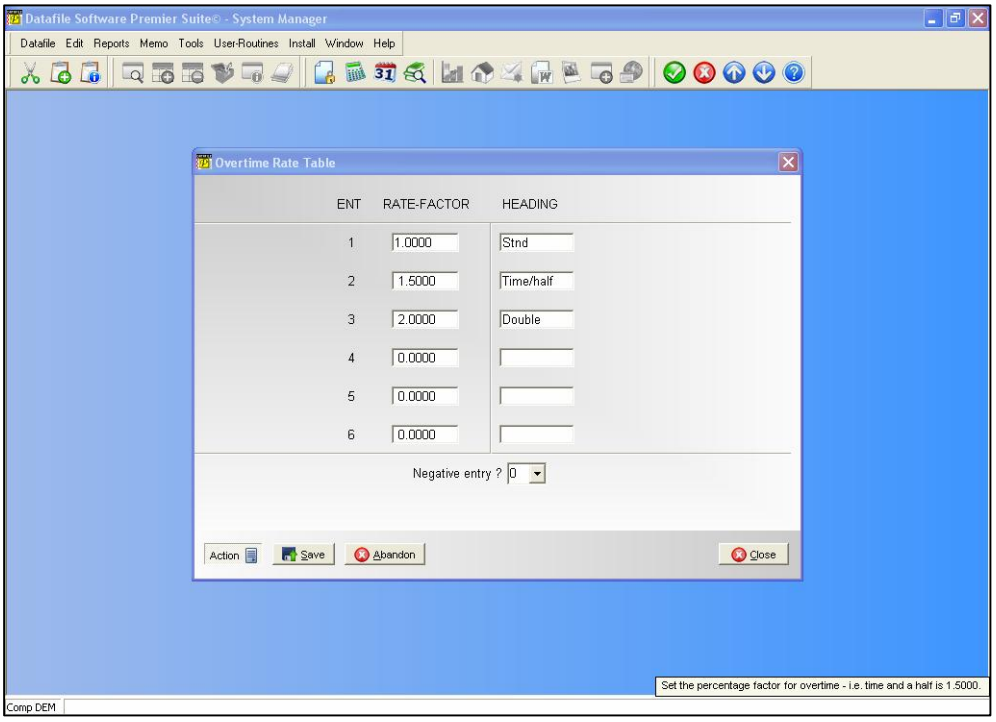
Pay rounded to nearest (1… 12)

For employees paid in cash, net pay may be rounded, and the rounding is always upwards in the employee's favour. Rounding is denoted by giving the denomination used us the rounding amount — usually the smallest value of coin. Net pay is reduced each period by any rounding amount brought forward from the previous period, and then rounded up for the current period. During the year, therefore, the employee is only in credit to a maximum value less than the rounding amount.

Overtime Rate Table

Here you specify the different percentage factors for overtime that are to be applied to the employee hourly/overtime rate.

For each overtime rate you wish to use you enter the factor and the description. Up to four decimal places are allowed. For example, overtime paid at time and a half is keyed as 1.5000. If you do not wish to use an overtime rate leave it as zero and the description blank.



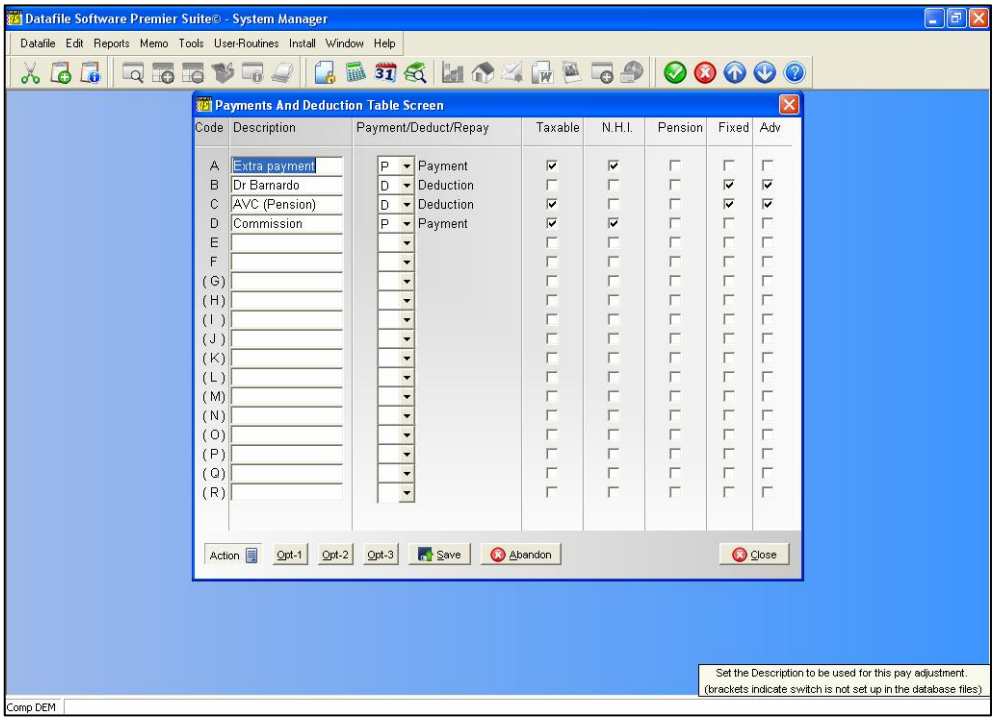
On *Compact* systems you can specify up to 3 overtime rate factors, on *Professional*, *Diamond* and *Premier* systems you can specify up to 6 overtime rate factors. If on *Premier* and using *Payroll Plus* then you can specify up to 19 overtime rate factors.

Negative Entry

Overtime is usually a positive input, paying employees for time worked. If an employee is overpaid one period then you could net this off against the overtime for the next period. If, however, you would prefer a dedicated 'claim back' overtime band to operate as a deduction then you would set up the rate factor as a positive value and set the entry number that is to be 'negative' here.

Payments and Deduction Table

In addition to standard deductions and payments (for example: statutory sick pay, holiday pay, National Insurance contributions, tax, company pension), you may define further payments, deductions and repayments which are to be used within the payroll.



In *Compact* and *Professional* systems you can define up to 6 further "switches", for *Diamond* and *Premier* systems you can define up to 20. If *Premier* and using *Payroll Plus* you can define up to 80 switches.

These payments and deductions are referred to as "switches" because you can decide for each employee whether to switch each option on or not. For most systems they are given letters of the alphabet for ease of reference, but you can change the database names to reflect their true use. If using *Payroll Plus* then the switches are numbered.

Switches may be used for such things as union dues, hospital fund, travel expenses and so on. You may want to change the data item names from "C-SW-A", "Y-SW-A", "C-SW-B", "Y-SW-B" (holding current and year-to-date values for switches A and B) to "C-UNION", "Y-UNION", "C-HOSPITAL" and "Y-HOSPITAL", and so on.

Letters A–R (1-18) are used for the standard switches, whereas S or T (19 or 20) are used for ones which involve a calculation, such as (say) a productivity payment based on a factor and the number of hours worked. Switches 21-80 in *Payroll Plus* are standard switches.

For a switch to be useable the employee file must have a current period field to hold the values for that switch. In the example table shown above, only switches A–F are configured in the payroll; switches G–R are not set up as evidenced by the brackets around the letter.

For each of the standard switches which you wish to use, enter the following details:

Description

Type in a description of up to 15 characters including spaces. The text which you type in here is used as the prompt on the screen for input in the user program.

Payment / Deduction / Repayment

Specify the type of switch here: either that it is an addition to pay (P), a deduction from pay (D) or a repayment (R) — for example on a loan or court order.

If the employee file includes a year-to-date data item for any switch then for deductions and payments the program automatically accumulates the year-to-date amount each time the payroll is run. For a repayment, you may input the balance still owing from the user program, and the program re-calculates the balance remaining to be paid each time the payroll is run.

Taxable

Set if the amount is to be added to (or deducted from) the gross pay before calculating tax. If you leave this blank then the amount is added to (or deducted from) the net pay only after tax is calculated. In the example screen shown above, bonuses and commission are both taxable, so these are set. A voluntary pension contribution is paid from gross pay, so this is also set.

Employee expenses may be paid through the payroll, but they do not attract tax. Any repayment of company loans is also made from net pay, so in both cases this flag would be left blank.

NHI

NI rules are similar, but not the same as the taxation rules. Voluntary pension contributions are not deducted before NI is calculated, so in the above example this is left blank. All the others are the same as for taxation, as it happens.

Pension

This question relates to any company pension scheme(s) which apply to this payroll. Set if the amount is to be added to (or deducted from) pay for the purposes of calculating company pension contributions, otherwise leave blank.

Fixed

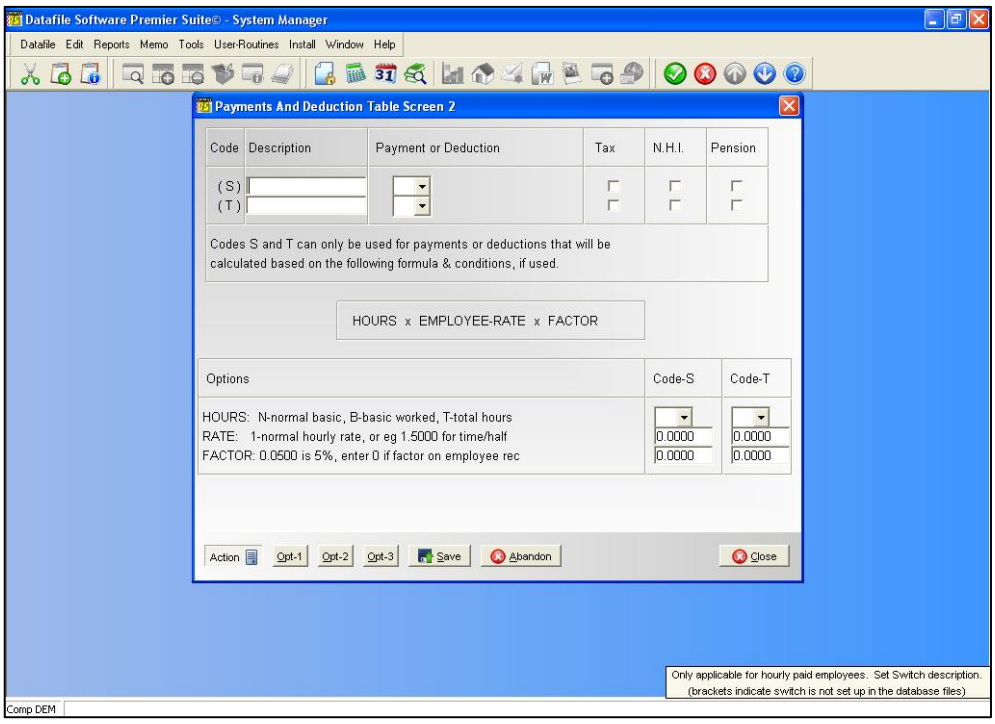
Set if the switch is for a fixed amount, or leave blank if it varies each period. If the switch is specified as fixed, the amount entered on the employee record is displayed at run-time and can be accepted or overwritten (and if it is overwritten, then the new value is written back to the employee record for display next period). If the amount is not fixed, then the value is cleared each period and you must enter it anew.

Advance

This relates to the treatment when advancing holiday pay. If the switch if fixed then the amount paid/deducted is also to be advanced when holiday periods are advanced if you set this option – i.e. on a weekly payroll if a switch usually deducts £5 per week, then if you pay an extra week's holiday £10 would be deducted.

Switches S–T

Switches S and T (19 and 20) may be used when a payment or deduction is to be calculated based on a formula as described below. They can only apply to hourly-paid employees.



First, enter the details as for switches A to R above — note that the "Fixed" and "Advance" prompts do not apply to these switches. You must then enter the details of the calculation from which their values derive. The elements used in the formula are hours, rate of pay and a factor.

Hours

The number of hours to be used in the calculation may be determined either as the normal basic hours held in the employee file (N), or the actual number of hours worked *excluding* overtime hours (B), or the total number of hours worked *including* overtime hours (T). Key N, B or T <Enter> as appropriate.

Rate

The rate is the multiplier to be applied to the hourly rate of pay contained on the employee record. It may be entered with up to four places of decimals. For example to use the standard hourly rate, enter 1.0000; to use time-and-a-half, enter 1.5000.

Factor

Here you may specify a factor which is then applied to the hours x rate specified above. Again you may use up to four places of decimals. If you leave this prompt at zero, the program uses a factor held in the employee record instead (see "Switch S Factor"and "Switch T Factor" data items in the *Database Profiles*). This provides the facility to use a different percentage for each employee. Note that a factor of 5% is entered as 0.0500.

For example: to ask the program to calculate a productivity bonus which, for all employees, is 5% of the total number of hours worked (including overtime), based on their normal hourly rate, specify the prompts as follows:

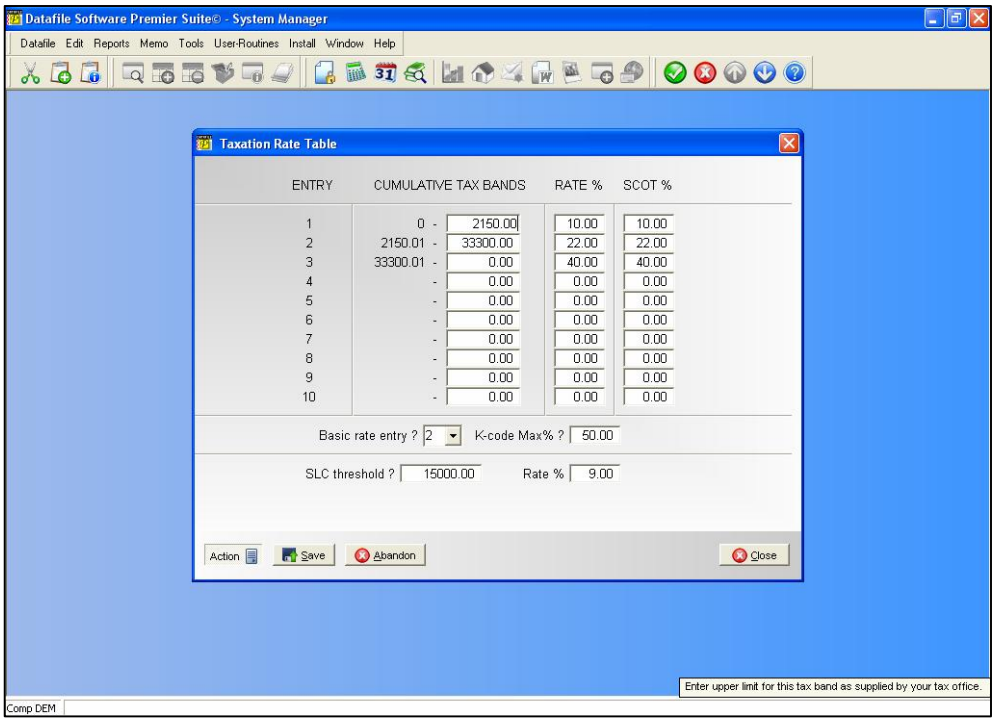
HOURS:	T
RATE:	1.0000
FACTOR:	0.0500

If a percentage factor is held on each employee record, and the productivity payment is to be based on hours actually worked (excluding overtime) at the rate of time and half, specify:

HOURS:	B
RATE:	1.5000
FACTOR:	0.0000

Taxation Table

The tax bands and rates which are required in this part of the payroll *System Profiles* must be correct in accordance with the latest details issued by your tax office. Every Spring Datafile Software sends customers who have subscribed to the Datafile *Gold* contract, via their reseller, a program update that updates the latest tax table as part of the year end. A second update is sent later for further changes to the tax table that apply as at week-7 (usually). If you are in any doubt, contact your reseller for the latest tables.



Tax calculations are based on percentage tax rates between income bands. The taxation table shows the rates for these bands, both of which may be altered here. It is normal for any tax-free income — which is entirely based on an employee's tax coding — to be excluded from this table.

Cumulative Tax Band

The tax table is assumed to start at zero income (after removing any tax-free income). Key the upper limit for each tax band in strict sequence of magnitude. As you key <Enter> against each tax band, note that the starting income for the next income band is automatically displayed for you.

Rate %

Key the appropriate tax percentage rate for each band. For example, 29% is keyed as 29.00. Leave those bands which are not required at zero.

Basic rate entry number

The basic tax rate has a special significance, being the rate at which tax is deducted in the absence of other factors. For example, "Week 1" basis tax is always calculated on the basic rate until the next higher band is reached. Key the entry number for the income band which specifies the basic rate of tax. Whilst historically this has been band 1, the 1992/93 tax year saw the introduction of a special band of lower rate tax, and so the basic tax rate of tax became band 2.

K-Code Max

'K' tax codes operate slightly differently than other tax codes – other tax codes have a free pay element which is removed from the pay before tax is calculated, K codes have an additional pay element which is added to the pay before tax is calculated. Current rules state that only 50% of pay can be deducted as tax for K-codes and this is set here.

SLC Threshold
Rate %

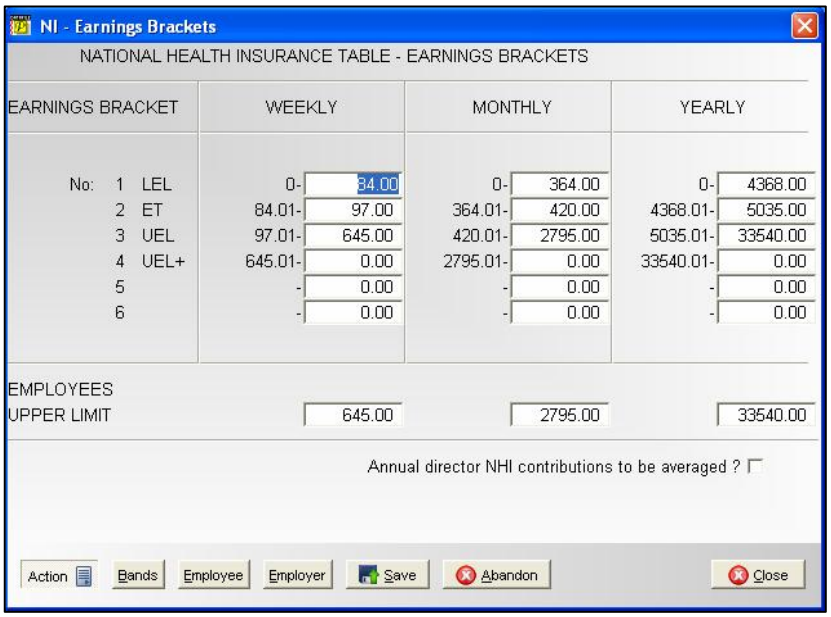
This is the earnings for a year that an employee must reach before any student loan deductions are made and the percentage of pay that is to be deducted.

National Health Insurance Table

As with the tax bands and rates, the NI bands and rates are required in this part of the payroll *System Profiles* must be correct in accordance with the latest details issued by your tax office. Every Spring Datafile Software sends customers who have subscribed to the Datafile *Gold* contract, via their reseller, a program update that updates the latest NI table as part of the year end. If you are in any doubt, contact your reseller for the latest tables.

The National Insurance contribution tables are defined over three screens.

Earnings Brackets



It is usual to complete this table in full, even though the payroll itself applies only to a weekly-based or monthly-based payroll. It starts with the weekly pay brackets.

For each earnings bracket, starting at 1 for the lowest, enter the upper earnings limit for the bracket concerned. As you enter each upper limit the program automatically displays the lower limit for the next earnings bracket. Leave the upper limit at zero when all the bands which are required have been defined.

Employees Upper Limit

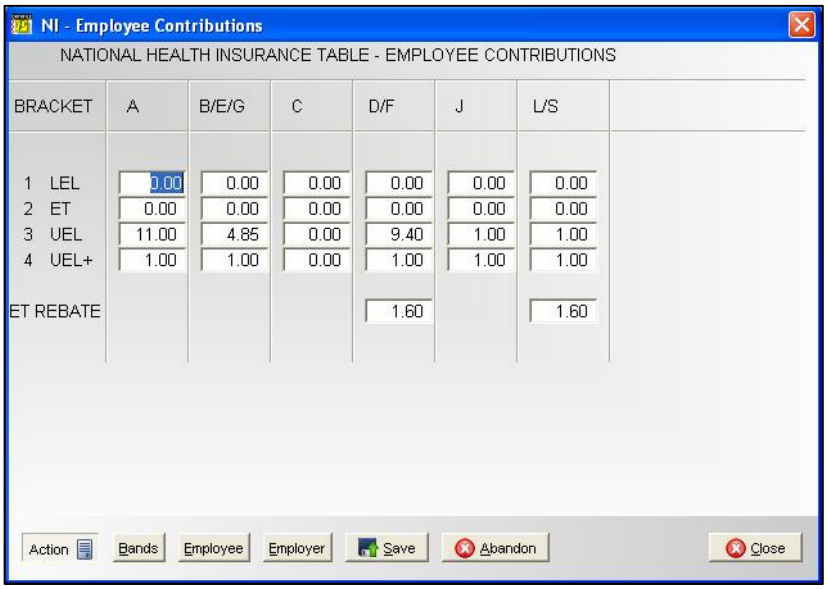
Key the absolute upper earnings limit for NHI calculation purposes. You must now repeat the process for monthly and yearly values.

Do you wish Director NHI contributions to be averaged?

This parameter should be left blank as this facility is currently not allowed by the Inland Revenue – directors NI contributions in Datafile are calculated on a year-to-date basis.

Employee contributions

On this screen you specify the employee contribution percentage rates to be applied to the defined earnings brackets for National Insurance categories together with the rebates allowed for D/F and L/S categories.



BRACKET	A	B/E/G	C	D/F	J	L/S
1 LEL	0.00	0.00	0.00	0.00	0.00	0.00
2 ET	0.00	0.00	0.00	0.00	0.00	0.00
3 UEL	11.00	4.85	0.00	9.40	1.00	1.00
4 UEL+	1.00	1.00	0.00	1.00	1.00	1.00
ET REBATE				1.60		1.60

Configuration

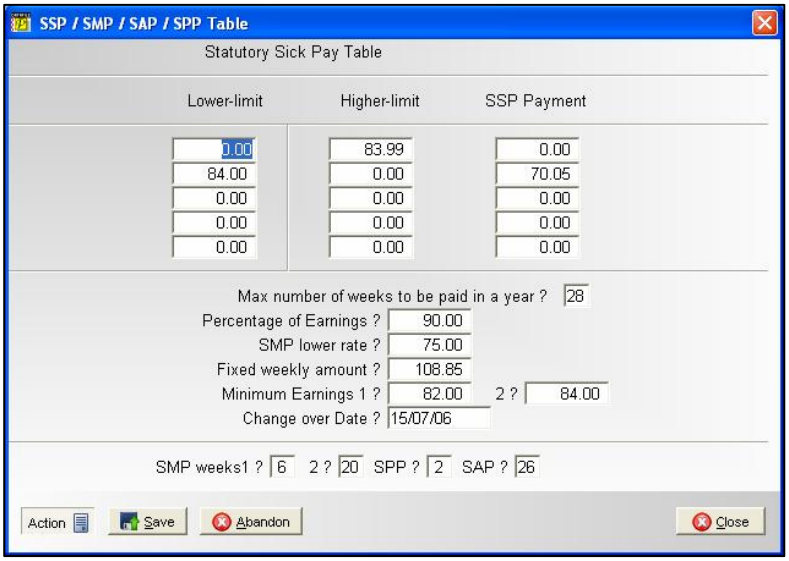
Employer Contributions

On the next screen, you specify the employer's percentage rates for the defined earnings bands together with the rebates allowed.

BRACKET	A/B/C/J	D/E	F/G	L	S
1 LEL	0.00	0.00	0.00	0.00	0.00
2 ET	0.00	0.00	0.00	0.00	0.00
3 UEL	12.80	9.30	11.80	9.30	11.80
4 UEL+	12.80	12.80	12.80	12.80	12.80
ET REBATE		3.50	1.00	3.50	1.00

Statutory Pay Schemes

As with tax and NI these values are updated automatically as part of the year-end for users on the Gold contract.



Lower-limit	Higher-limit	SSP Payment
0.00	83.99	0.00
84.00	0.00	70.05
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

For each entry in the SSP table key the lower limit, the upper limit and the rate of statutory sick pay, pressing <Enter> after each. Following this key the maximum number of weeks to be paid in a year.

Percentage of Earnings
SMP Lower Rate
Fixed Weekly Amount

These values relate to the statutory maternity, paternity and adoption payments. Key in the percentage of earnings that is to be calculated (currently 90%), the SMP lower rate (currently £75) and the usual weekly amount for SMP/SAP/SPP.

Minimum Earnings 1 / 2
Change Over Date

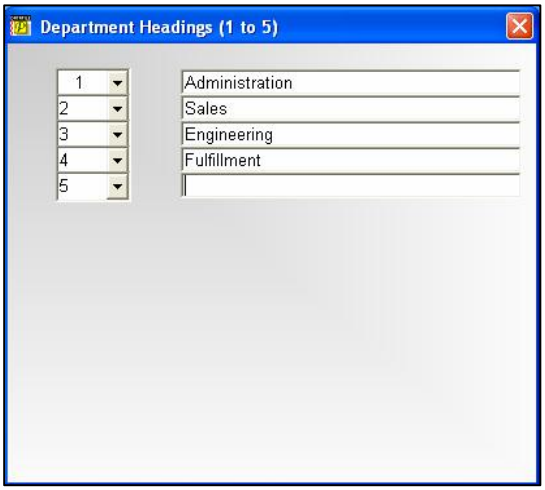
SMP/SAP/SPP apply a minimum earnings threshold for calculation of the statutory payment amount which is equal to the NI Lower Earnings Limit. However, for SMP and SPP(Birth) it's the LEL for last year up to the fifteenth Sunday in the tax year, at which point it swaps to the LEL for this year. These options allow you to set the two minimum earnings limit and the final date for the first limit.

SMP Weeks 1 / 2
SPP Weeks
SAP Weeks

Key in the number of weeks allowed. SMP is split into high and low weeks – high weeks the employee receives 90% of their usual weekly earnings, on low weeks they receive the lower of 90% of their earnings or the fixed weekly amount. SPP and SAP operate on the same principle as the low SMP weeks.

Department Analysis Headings

This option lets you name the departments you wish to use in this payroll. The number of departments you can set up is determined by the number of records in the department database. The number 1 is displayed in the first column, which you may accept overtype with another department number. In the next column you can now type the department name — up to 32 characters including spaces. Key <Enter> to accept the name, and the next number in sequence is displayed for you to accept or overtype.



Application Manager

Select the Application Manager (*Diamond* and *Premier* only) menu option gives a further sub-set of actions. The options available on this menu are discussed in their own sections later on where appropriate for the ledger.

Ledger Enquiry Manager

The Ledger Enquiry Manager (*Diamond* and *Premier* only) allows you configure the display screens for the Employee Ledger Enquiry.

Enquiries Allowed for this Company

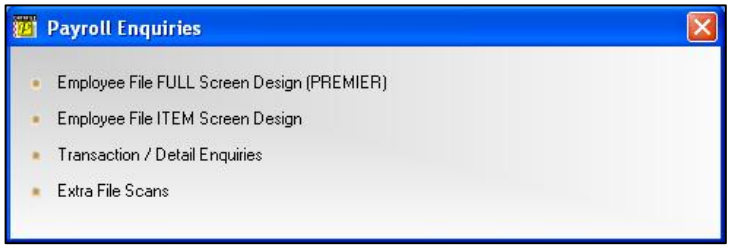
Although there are no specific options relating to the payroll employee enquiry within here, this option controls whether the Ledger Enquiry as a whole is available for this application company.

Applications Allowed

This option allows you select whether you can enquire on the payroll employee file within the enquiry and the authority level needed before you can enquire.

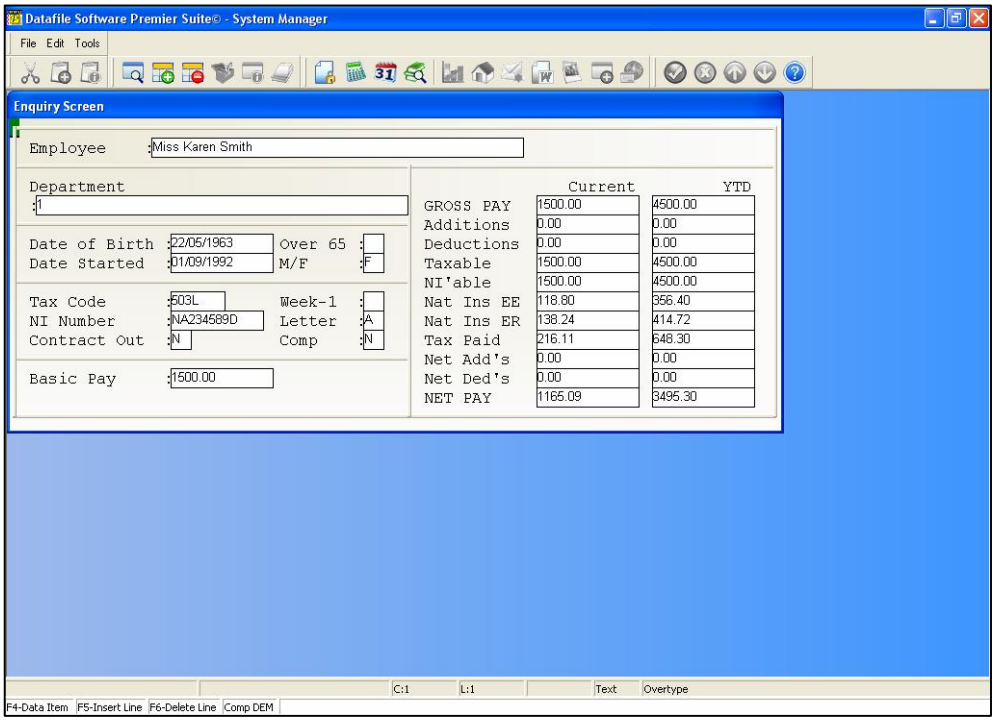
Enquiries Configuration

This option allows you to configure the Ledger Enquiry for each of the applications. After selecting the application a list of available options are displayed.



Employee File – Full Screen Design (*Premier* only)

In *Premier* systems you have the option to create two user-defined screens in which to display details from the employee file. On selection of this option you are asked if you wish to use a full-screen layout and, if selected, you are taken into the screen design.



You design the screen as per the standard design parameters.

To add **text** to the screen you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text and type in the required label(s). To clear any text use the space bar.

To add a **data item** to the screen you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either 'right-click' with the mouse or press

<F4-Select>. The list of available data items are displayed for you to select. To delete a data item from the screen use the mouse to click the item and then hit the <DELETE> key.

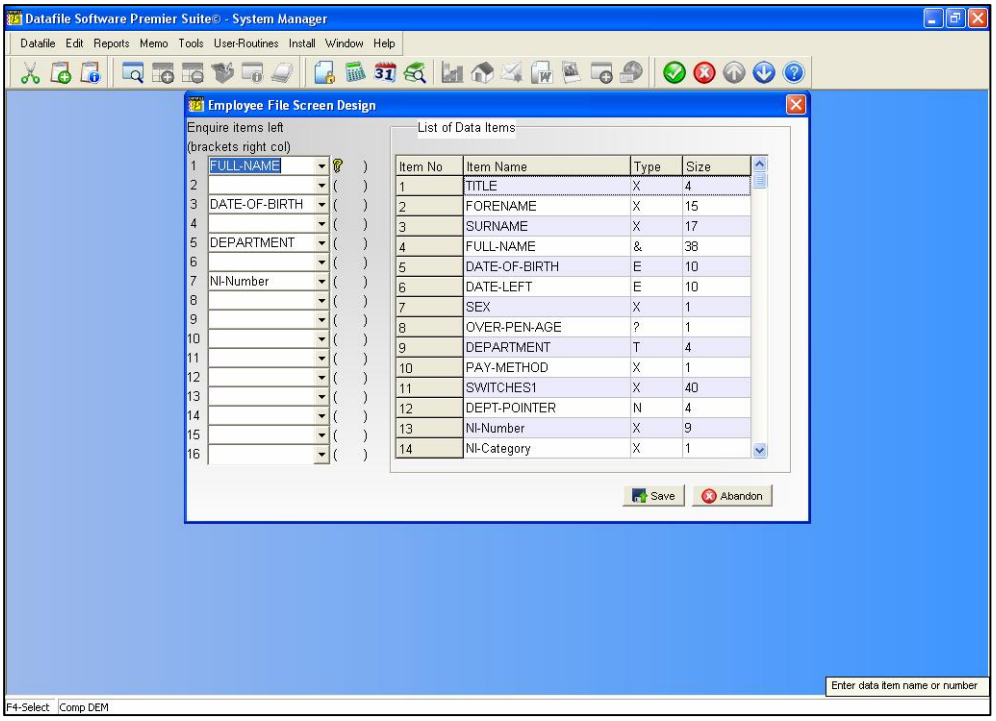
To draw **borders** around the screen choose the option 'Border' on the Tools pull-down at the top of the screen.

To draw a **line** on the screen select the option 'Line Mode' on the Tools pull-down and then use the mouse to click the start position of the line and then drag the line (horizontally or vertically) to the end position of the line. To delete a line use the mouse to select the line (it will turn blue when selected) and then hit the <DELETE> key. Once the line(s) has been drawn, switch back to text mode using the option on the Tools pull-down.

Once complete choose the File pull-down option 'Save & Exit'. On save of the screen, you will be asked if you wish to use a second screen – respond as required.

Employee File – Item Screen Design

If *Diamond* (or *Premier* and you don't wish to use the full screen design) then this option allows you to quickly configure the display of up to 32 items from the accounts file in two columns of 16.

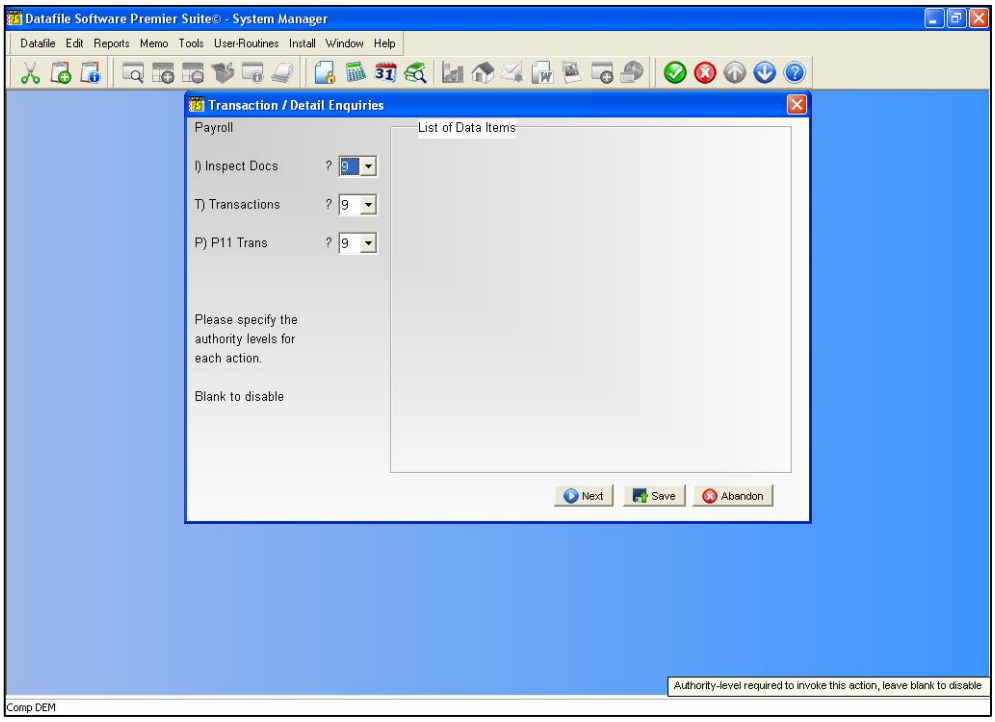


Here you list the items you want to display on, firstly, the left of the screen and then the right. The number displayed in brackets after an item indicate the field number that is being displayed

on this line on the other half of the screen. If using *Premier* after configuring the left and right columns of the first screen you are able to define the second screen in the same manner.

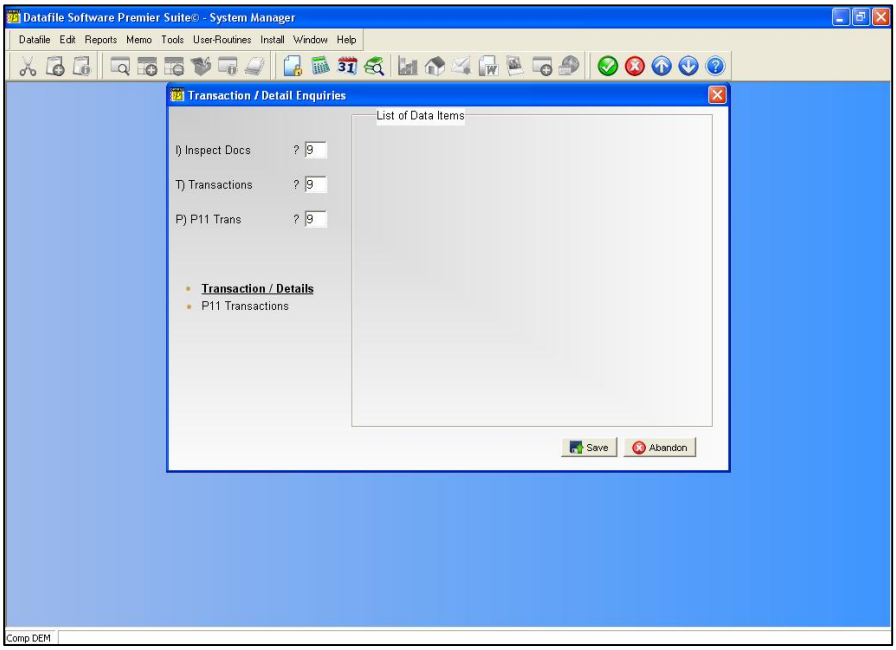
Transaction / Detail Enquiries

This option gives you the ability to configure the display of the transaction enquiries available for each employee. On selection of this option you are able to set the authority levels for access to each transaction enquiry.

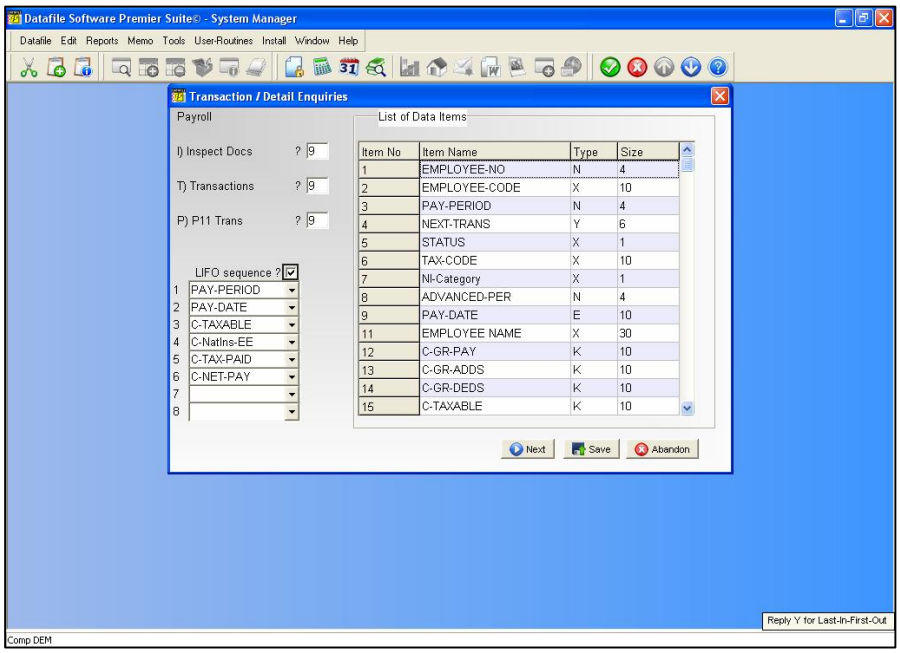


Blanking the authority level disables that particular transaction enquiry option otherwise set as appropriate (remember values are from 0-9 where 0 is the highest and 9 is the lowest authority level). After setting the appropriate levels you can then configure the display items for these options.

Note that *Diamond* only allows the document enquiry and not the transaction or P11 enquiry.



Transaction Details (*Premier* only)



LIFO

Set to display transactions in LIFO – last in first out – order. If set then you should ensure that the transaction data item Employee-No is a secondary index for speed purposes.

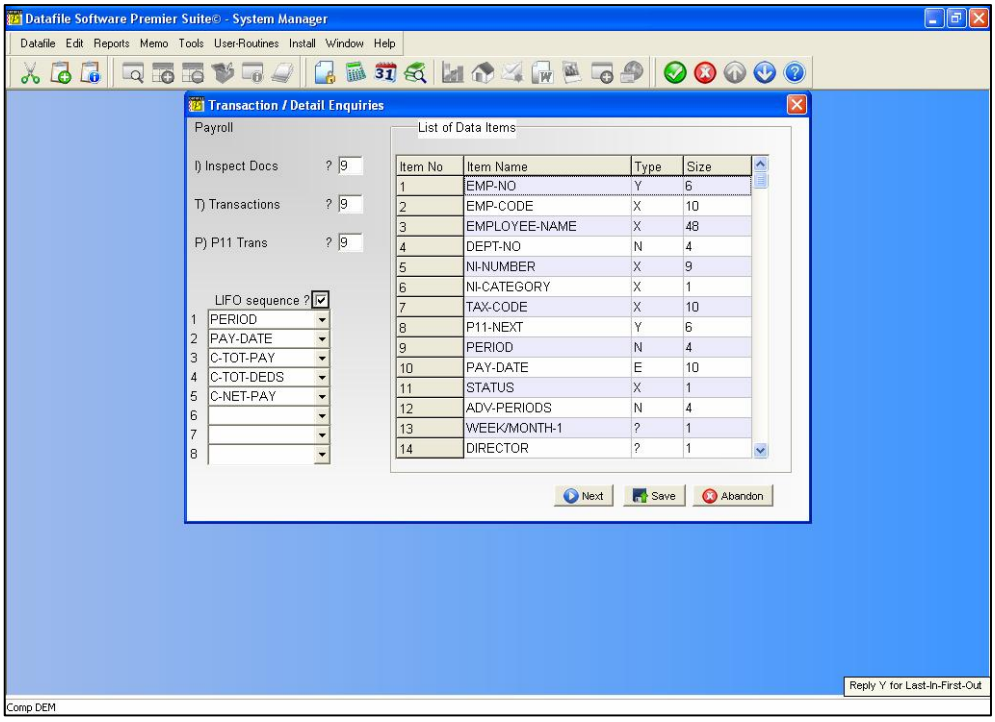
List Items

Here you can select up to eight items to be displayed when selecting the transaction enquiry option.

Full Screen Layout for 'Transactions' Enquiry

You are given the option to design a full-screen enquiry display for the transaction record. If you elect to use the full-screen enquiry then you are taken into the screen design. You design the screen as per the standard design methodology above.

P11 Transactions (*Premier* only)



LIFO

Set to display transactions in LIFO – last in first out – order. If set then you should ensure that the transaction data item Employee-No is a secondary index for speed purposes.

Configuration

List Items

Here you can select up to eight items to be displayed when selecting the P11 Transaction option.

Full Screen Layout for 'Transactions' Enquiry

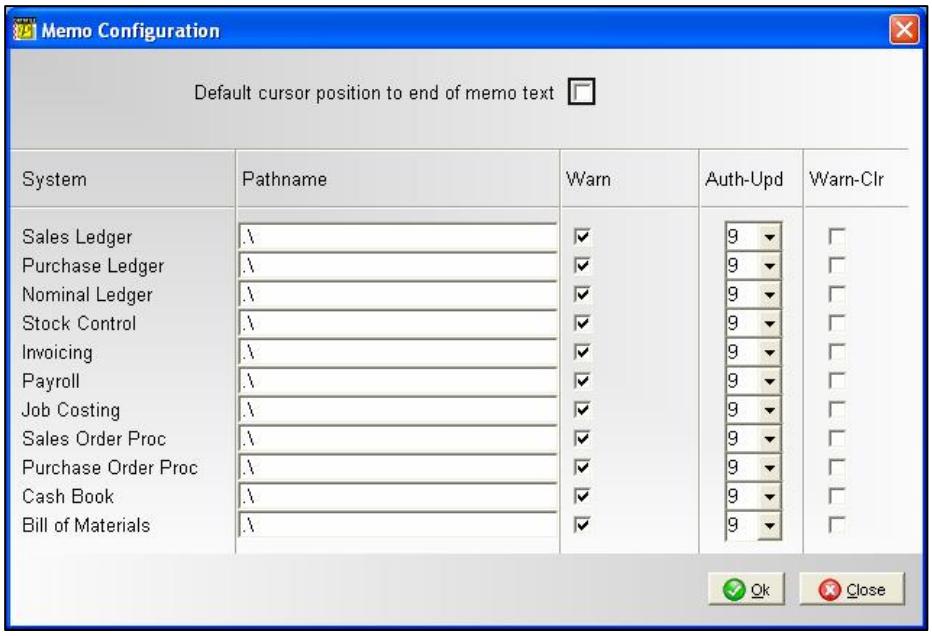
You are given the option to design a full-screen enquiry display for the transaction record. If you elect to use the full-screen enquiry then you are taken into the screen design. You design the screen as per the standard design methodology above.

Extra File Scans

This option allows you to set the authority level to enable the facility to scan documents against the employee record within the Ledger Enquiry. Set the authority level as required (0-9 where 0 is the highest, 9 is the lowest) or leave blank to disable the option within the enquiry.

Memo Facility Configuration

The Memo facility allows you to record notes against employee records. Within the Ledger Enquiry Manager you have the option to define, for all applications, where the memo files are stored, whether users are warned or not and the authority level to update memos.



Controls and Audit Manager

The Controls and Audit Manager contains all the utility routines used to check the integrity of the database files and to undertake various housekeeping actions.

The tools supplied allow:

- Audit Application Database Pointers
- Check integrity of the databases (audit) and rebuild their index's
- Define the auto-expand parameters for databases
- Check and reset application values
- Recover Unused Space.

After selecting the 'Controls & Audit Manager' menu option you are prompted to select the application and then you are presented with the Controls & Audit options for that application.

Audit Dept/Employee Pointers
Audit Employee/Trans Pointers
Audit Emloyee/P11 Pointers

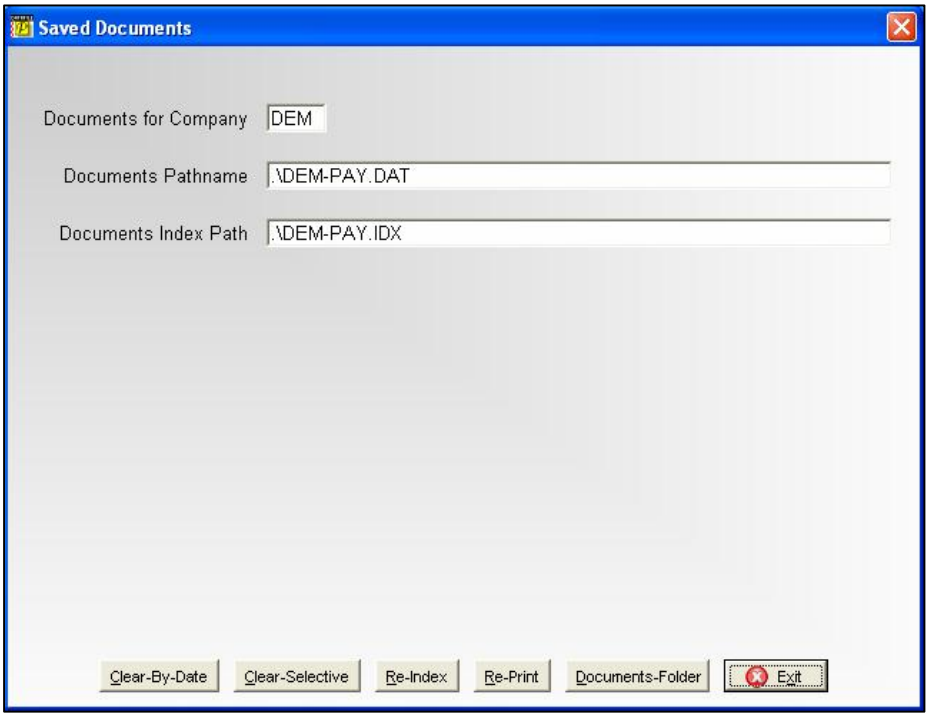
These options check and reset the relationship between the employee file and the department/transaction files. Note that the Transaction file is only applicable for *Premier* systems, the P11 file is only applicable if set to use the pointer fields (these are not required for payroll use but if using *ProFiler* you may want to add these options).

Edit System Status Display

Each application has a 'System Status' option that summarises the key facts about it, such as files, their sizes, how full they are, the current period number and period dates. You can reset the period number, period status and the reports printed at period end.

Payroll Document Facilities

This option provides maintenance facilities for the saved documents files available for the payroll.

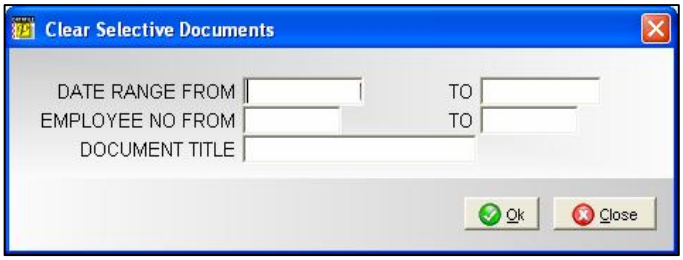


Clear By Date

This option allows you to clear the saved documents file using date criteria. The system first asks you to confirm today's date and then asks you for a date up to which to remove any saved documents. If the date is left blank then the system calculates the 'up to date' based on the retention days set in the system profiles (at the time the document was created).

Clear Selective

This option allows you to selectively clear the saved documents file based on combinations of the date range, the employee number and the document title.



Re-Index

This option rebuilds the index list of the saved documents.

Re-Print

This option, using the same selective capability of the cleardown, allows the reprint of the saved documents.

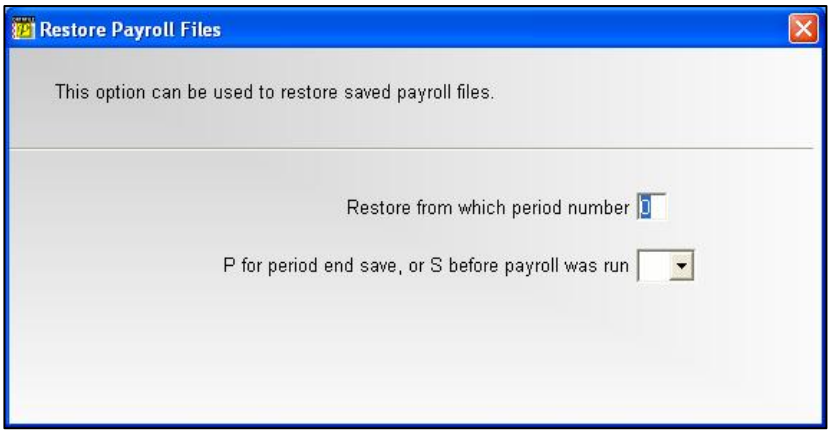
Documents Folder

The saved document files are held in the DFCOMP file location (usually \DFWIN\DATA). For security reasons you may want to specify a different location.

Restore Payroll Files

When you run the payroll the system creates a backup of the payroll files to allow you to restore, via the System Status, and re-run if further amendments are required. In addition, as part of the period and year-end, the system can optionally create a backup of the payroll files.

This option allows you to restore either the period-end backup files – allowing you to re-run reports and payslips – or to restore the payroll run backup files and allow you to re-turn that period. Note that if you restore the payroll you are expected to re-run the payroll from that period on again.



Restore from which period number
P for Period End Save or S before payroll was run

Enter the payroll period to restore followed by whether you are restoring the period end back up set (P), or the payroll run backup set (S).

After entering these details the system will backup the current files (copying and renaming by adding BU to the suffix) and then asks you to confirm you wish to restore the selected period. If the restore fails, perhaps because you didn't backup the period, then the auto-back is restored.

Once you have restored the appropriate files then you can continue from that point/period as normal.

Database Audit

Use this option to check the internal integrity of any of the Payroll application files. If you're sure that a particular record is in the file but you cannot select it via the indexes then you might want to use this option on that file.

Really the only events liable to disturb the integrity of a database are power/hardware failures or an attempt to process a database in an outside program. The database audit checks every record in the file to make sure it is genuinely active and rebuilds its indexes from scratch.

When you choose this option all the application databases are listed for you to select from – it is recommended that if you have the need to do one of the databases within the application you should probably do them all and follow it up with the 'Audit Pointers' options.

Compact & Audit Database

The internal processing of databases does not necessarily re-use the space occupied by records that have been deleted. New records are always added to the end of the file. Therefore, over a

period of time, it is possible a file may appear full but there could be gaps in the middle where records were deleted. Using this option consolidates the active data and frees up space.

With payroll systems the record number of the employee is used as their employee number so, in the normal course of events, you would never compact the file. If you do so then you must ensure you only do this immediately after the year-end – never during the tax year. You should also note that you will lose document history (i.e. payslip reprint) as the documents link on the employee number – if you compact the file you should also clear the documents file using the options above.

Set Auto Expand Data Files

Datafile reserves a fixed space for database files and you need to expand that space should the file become full. This option allows you to set internal system parameters so that it automatically attempts to enlarge a file that is becoming full. The file is expanded when a user opens the file provided no-one else is already using that file, typically it would occur at the start of the day when the first user accesses an application.

In the payroll application only the transactions file can be set for auto-expansion, other files must be expanded manually via the option below. The P11 transaction file will auto-expand using the number of employee records as the guide for expanding this.

Expand By

Enter the number of records by which you wish the system to expand the file when triggered. Strike a balance between too small a number, meaning that it would happen to frequently, and too large a number which would mean it would take a long time to expand the file and take up unnecessary disk space.

When Less

This represents the quantity of free records which when the database is below will trigger the automatic expansion when a user has exclusive access to the file.

Minimum Spare

This is an important parameter for files where batches of records are added – it represents the minimum quantity that must be free at all times. It would normally be less than the ‘When Less’ setting and if this setting reached it implies that no user has had exclusive access to the file since the ‘When Less’ quantity was reached. You should set the minimum to be the largest number that can be added through an automatic update.

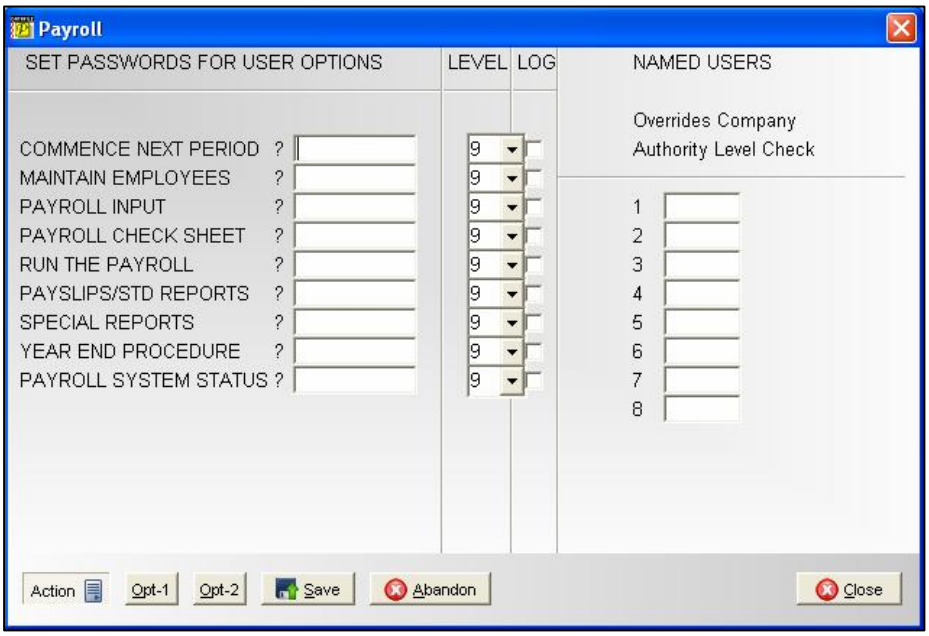
Expand Data Files

If not setting the auto-expand option for the transaction file, or to expand the employee files then this option allows you to expand the data files as necessary. Note if you expand the employee file

the system will automatically expand the employee-2, employee-3, switch and overtime files on use of the payroll application.

Security and User Manager

The Security and User Manager, available on Professional upwards, allows you to set authority levels and passwords on specific application options and to define any user authority overrides. After selecting the application two screens of options are allowed for security checks.



In the first screen you may attach a password and/or an authority level for each of the main ledger options. If *Premier* and logging options have been enabled then you can log operators who attempt to enter password/authority protected areas and fail. You can also nominate operators, who are nominally blocked from this application by their authority level, to be allowed in. On the second screen you are allowed to specify passwords/authority-levels for more options.

Document Design Manager

The Document Design Manager is available on the main 'Installation' menu for *Compact* and *Professional* users, for *Diamond* and *Premier* users it is available on the 'Application Manager' sub-menu.

The document design allows you amend the payslip documents for the payroll together with the cheque, bank giro credits, end-of-year P60, Employee Record Sheet and P45 Leavers documents. The document design procedures for all the documents are identical although there are some slight parameter differences between them.

General Document Design

On select of the Document Design Manager you are given a list of the documents available to be configured for Payroll.

On selection of a document type you are asked for the document pathname.

If you want to update the existing document then confirm the pathname supplied. To amend/create another document enter the appropriate pathname (F4-Select will allow selection of an existing definition).

Notes

A document definition is held in two files – a *filename.DEF* listed above contains the document parameter details, and a *filename.INI* contains the font settings, line and box drawing and image file(s) detail. The INI file is created automatically on first load of the document.

Create Document Based on Existing

If you select the newly added document now then this creates a blank document, if you want to create the new document based on an existing layout then use the <F7-Option> key to copy the definition from one file to another.

Note you can only copy like-for-like documents – i.e. a payslip from one company to another.

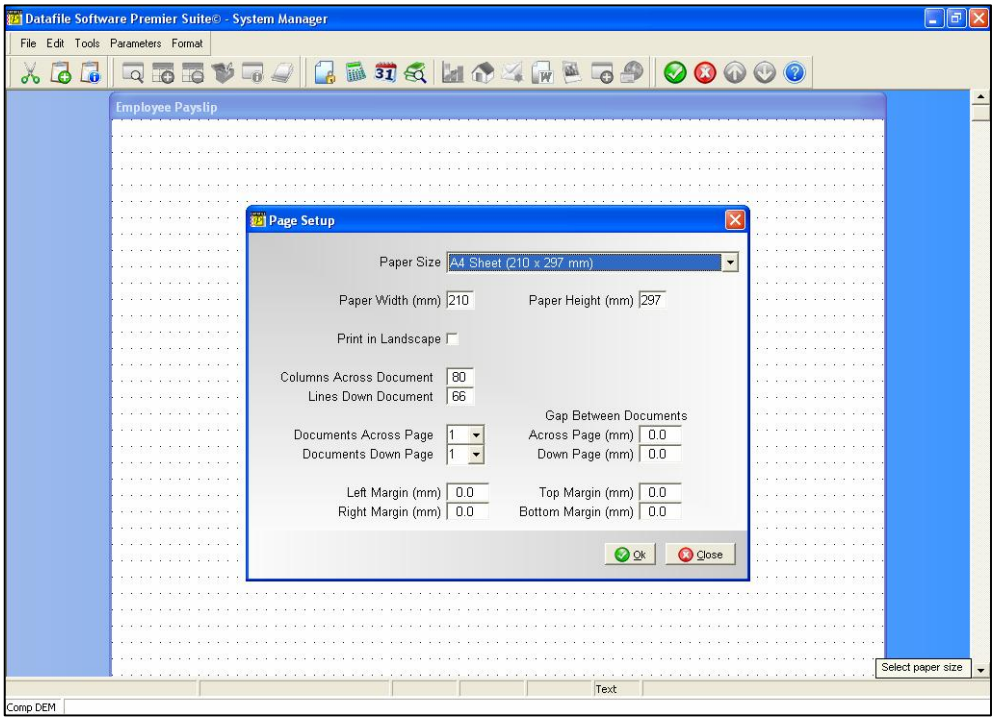
On confirmation of the document pathname you are presented with the document template.

Converting a Document

Previous to release 5.6 documents were designed in a different manner. Whenever you open a document that was designed using the old designer you will be asked to convert to the new layout.

To convert to the new style select 'Use New Designer', if you want to continue with the old layouts then select 'Use Old Designer'. To abandon select the 'Close' button. When you use the new designer for the first time a backup copy of the old layout is taken as *filename.OLD* which you can copy back if needed. If you do this you would need to delete the *filename.INI* discussed above.

When creating a document for the first time or opening an older style of document you will be prompted for the page setup details.



Paper Size – offers a drop-down list of paper sizes available. Select the paper size appropriate.

Print in Landscape – set whether the document is to be printed in landscape. Leave blank to print in portrait.

No of Columns Across / No of Lines Down – if converting an older document this defaults to values as previously defined on the document - typically you would leave these values as set for your document. For new documents this will default to 80 columns across and 66 lines down and you can amend as required.

These values can be amended up to 255 columns across and 132 lines down. The columns and line values form a 'design grid' on the document with the no of columns set controlling the number of grid start points across the page, the lines down controlling the grid points down the page (think graph paper). Text, Image and Lines do not have to start at a grid point but data items do – increasing the number of columns / grid points across the page gives you more flexibility with regards to data item positioning.

Take care on increasing this value on existing documents as items starting at a particular column/grid point may overlap if you increase the number of columns. With regards to the number of lines down, again take care increasing this value on existing documents as line items may overlap – in addition though increasing this value too far may cause the print of detail lines to overlap if the font of detail items selected for print is bigger than the line height.

Documents Across the Page
Documents Down the Page

Available for Payslips and Cheques. Often pre-defined stationery layouts for payslips and cheques may include more than one document per page. Set here the number of documents across and down the page.

If more than one document per page then the lines down/columns across relate to one document. When displaying the page in the designer the screen display shows one document and is sized in proportion to the number of documents per page.

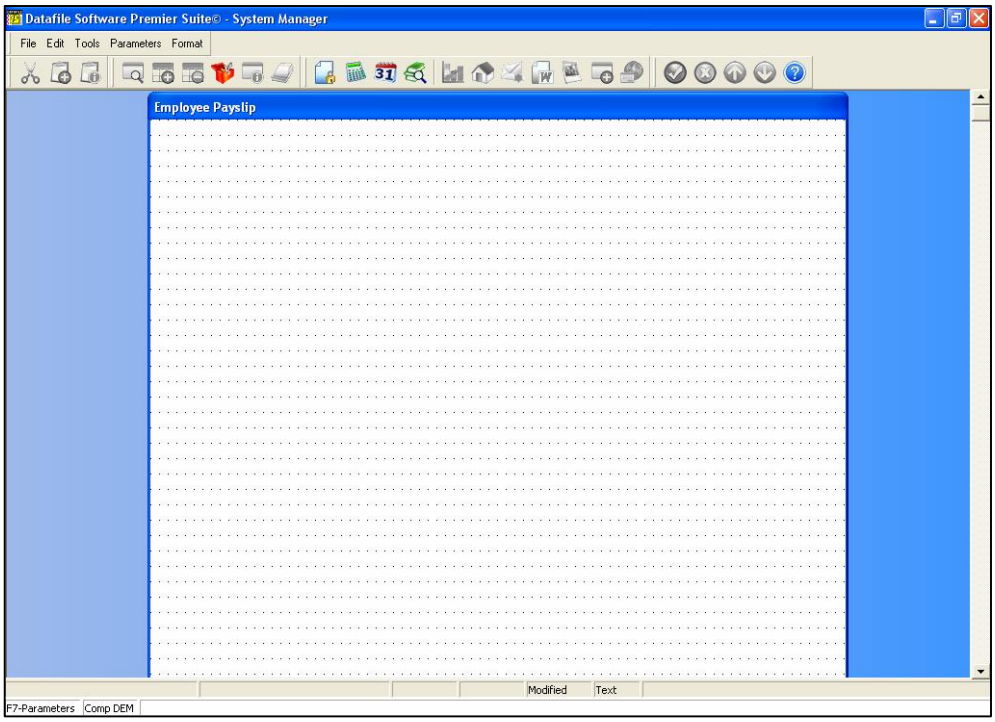
Margins – next you can set, in millimetres, the left, right, and top and bottom margins.

When you print a document each printer has its own internal set margin and the grid (discussed above) is fitted within this. If printing a document on multiple printers, especially when using pre-printed stationery, you should set the margins on the document equal to or greater than the largest margin of the printer(s), to ensure identical print on all printers. The Install menu on the toolbar allows the option 'View Printers' which enables you to perform a test print which shows the print margins (as a border on the page).

Notes

The Install menu on the toolbar (desktop) is only available for the SYSTEM user-id and for *Premier* users set to use the 'Installer' desktop.

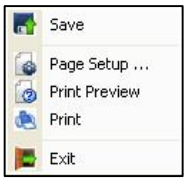
Once you have set/confirmed the margins the document mask is displayed.



The Document Design Toolbar

Before discussing the specifics of designing a document, you should review the document design toolbar.

The toolbar has the options – File, Edit, Tools, Parameters and Format. Each of these (other than Parameters) offers a list of actions available.



The **File** menu has options to save the document layout, amend/view the page set-up, preview the design to the screen, perform a test print of the document, and exit out of the document design (you will be prompted to save if you haven't already done so).

The **Edit** menu has options that are only available when an item on the document is selected. You can cut an object out of the design, copy an item (except data items), or delete an item. You can also insert a line above the selected item or delete a line with the selected item on.

The **Tools** menu has options to restructure a database, refresh the display, and controls for whether you show the data items (you may want to switch this off to position text behind it), whether you show the grid, and whether new text/line/image items are to be positioned at the start of the grid.

The **Format** option allows you to select a bitmap image to act as a watermark behind the page detail, set and applies font defaults, and configure email settings.

The **Parameters** option loads the first of the parameter screens available for this document.

Setting and Applying Font Defaults

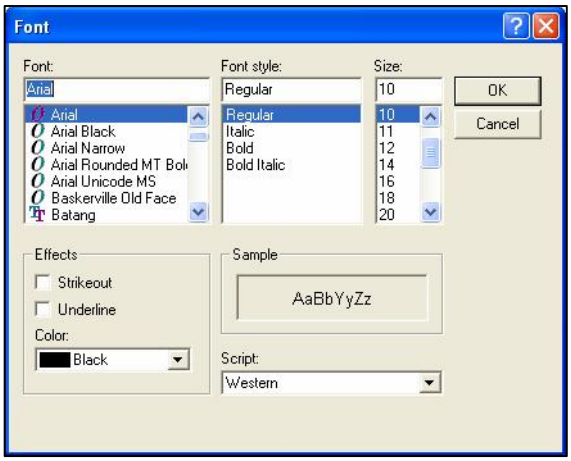
Before you start to design your document you may wish to set default fonts for the document. You can amend the fonts for each item individually but initially you are likely to want to assign a default font for all items.

Converting an Existing Document

When you convert an older style document a font of Courier New is assigned to the existing data and text items. You can use the Font Default options to reset the font/size of these items as required.

In the earlier designer text was created on the document by positioning the cursor and typing the required text. In converting this into the text labels of this new designer the assumption is made that text separated by a single space is part of the same label, more than one space and two (or more) separate labels are created.

To set and apply default fonts select the **Format** option from the toolbar, choose **Font Defaults** – a dialog box will be displayed enabling you to select the font, style and size.



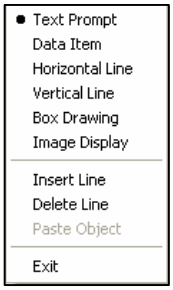
You can scroll up/down the list of fonts, use the mouse to select the required option (once selected the chosen value will be updated at the top of the list). After selecting the font, select the style and then the size. You can also amend the colour of the text if required. Once you have selected the required details press OK.

After selecting the font you can control whether it applies to the text items or the data items. Tick the options required and click the APPLY button. Once you have set and applied the default fonts you can then adjust the font and size of individual items as required.

If you have need to reset all items to the set default fonts then choosing the **Apply Fonts** option available from the **Format** pull-down allows this.

Inserting New Items

To insert a new item position the mouse where you wish to insert the item and press the right-button on the mouse (hereafter described as right-click). A menu appears for you to select the type of item you wish to add.



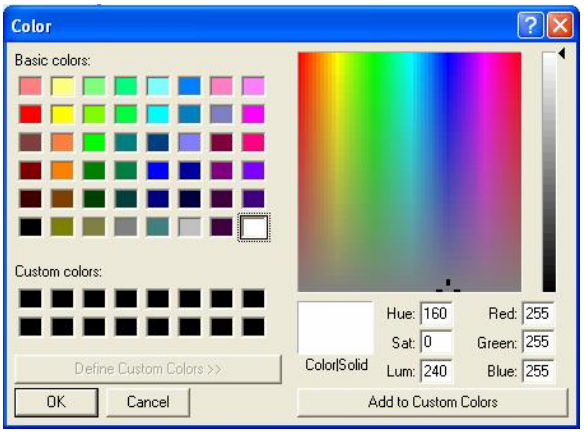
You can select to insert a text prompt, a data item, some line drawing, box drawing, or insert a bmp image.

You can also elect to insert a line on the document at the current position or to delete a line. The 'Paste Object' option (greyed out in the picture on the right) is active if you have used the 'Cut' or 'Copy' option from the edit menu previously.

Text Prompt

If you select to insert a 'Text Prompt' a pop-up form allows you enter the text label to be displayed.

You type the text you require (up to 160 characters). If you click the APPLY button the text is updated onto the document design in the default font/size for the area of the document. If you wish to change the font select the FONT button and the font dialog is shown as discussed earlier (you are setting the font for this item alone).



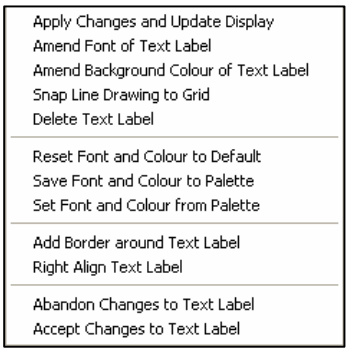
To change the colour of the background to the text select the COLOUR button and a colour dialog will be displayed allowing you to select from a pre-defined colour set or allow you to create up to 16 custom colours of your choosing.

To define a custom colour click with the mouse on the colour panel display and then move the scroll panel on the right to control the luminescence. Once your happy with the colour select the 'Add to Custom Colours' button and the colour will be added to the custom colours on the left for selection.

The 'SNAP' button is used to position the text item at the centre of a row and at the start of a column – snapping the text to the grid. The 'DELETE' button removes the text and returns you to the document mask.

Once you are happy with the changes select the CLOSE option to update the text label and return to the document mask. If you wish to abandon click the X button in the corner of the Text Properties window.

This isn't all the options available though – if you select the ACTION pull-down menu, in addition to the button prompts (with a bit more description) are further options to reset the font and colour to default settings, save the font and colour to and set from the palette – this is useful if making the same changes to several items.

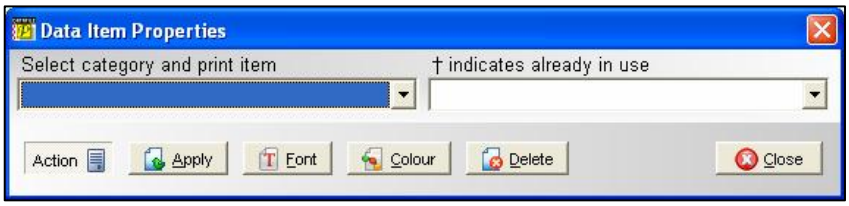


You also have the option to add a border around the text label, and to right align the text within the label.

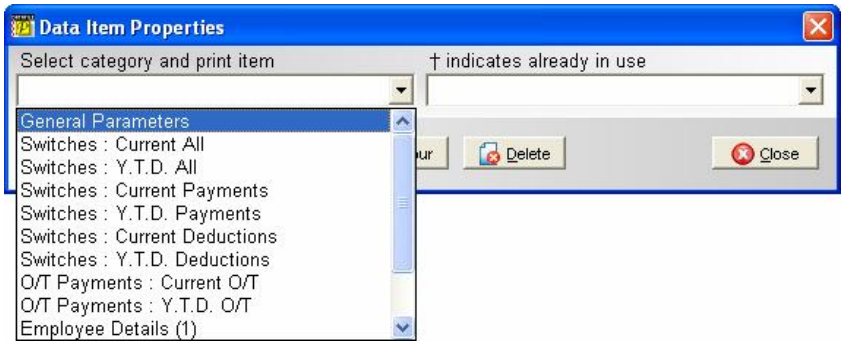
Finally you can choose to abandon changes or accept and update the changes.

Data Items

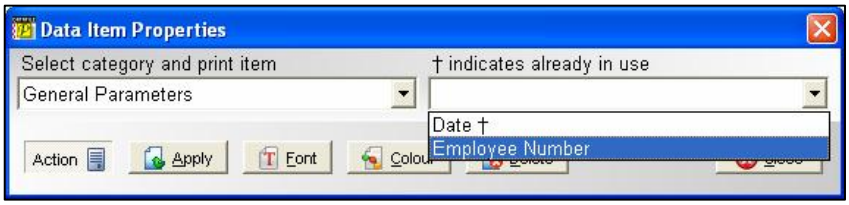
If you select to insert a new 'Data Item' then a pop-up form allows you to select the data item to be displayed.



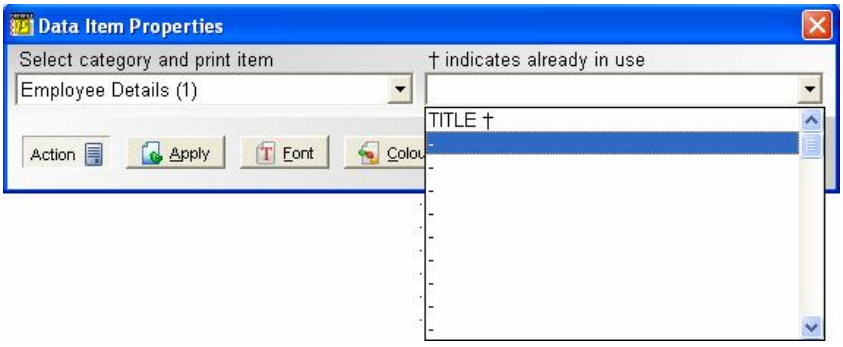
To select an item you need to select the category of item and then the print item itself. Drop down lists are available for each – use the mouse to activate first the category list.



Available categories depend on the payroll document type selected and are discussed in sections for the appropriate document later. Once the category is selected choosing the print item drop-down list shows the items available for selection in this category.



Items with a ✞ after them are already used within the document so you cannot select these again. Some categories allow you to choose direct from the database the items to print. For these items a '–' character as the print item represents a free item available for you to define. If you select this then the appropriate database is displayed for you to select a data item from.



Once you have selected the item then the options are available, as with text, to change the font, background colour or delete. 'Snap to Grid' is not available on data items as data items are automatically 'snapped to the grid'.

Line Drawing

If you select to insert a new **Line** – either horizontal or vertical - then a short line is drawn on the page. This can then be extended by moving the mouse to the end of the line (until the cursor changes to an arrow) and then clicking with the mouse and dragging it for the length required.

Box Drawing

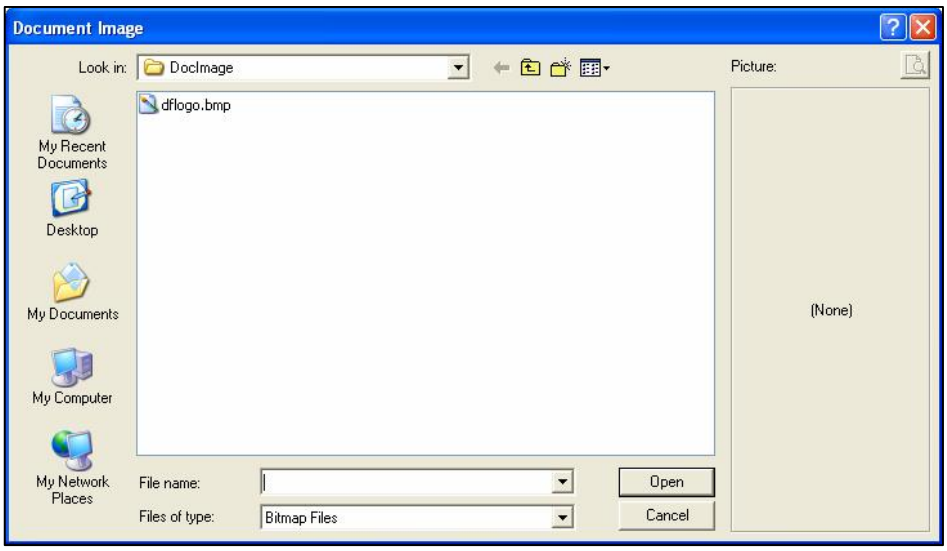
If you select to insert a **Box** then a small box is drawn on the page. This can be extended by moving the box to a corner (until the cursor changes to an arrow) and then clicking with the mouse and dragging it for the size required.

You can position items within a box by right-clicking and choose the new option required – if you click on/near the box border you are assumed to be amending the box though, so if want an item up against the border insert it elsewhere and move it to the position you want. If you wish to include lines within a box, perhaps for a column border, or an image then draw the box first and add the lines/image afterwards.

Image File

If you select to insert a new 'Image' then a pop-up form allows you to select the image to be displayed.

You are asked to enter the image filename (BMP or JPG files only). You can browse for the file by clicking the '?' icon or pressing <F4-Select>. Images are held in folder 'DocImage' created automatically off the DFCOMP location (usually \DFWIN\DATA).



Although you can browse to other folders from here you can only select to apply images from the 'DocImage' folder – if necessary you can copy from another location and paste here via the file selection browser.

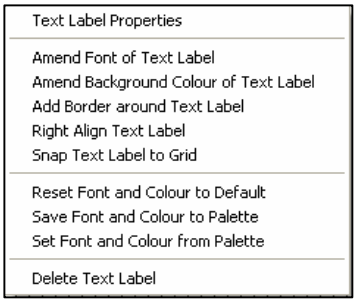
Once you select the image file its filename is returned to the document to be applied. Note that the image is sized as per the file and cannot be resized within Datafile – you must use an external package to resize if you need to do this.

Moving, Deleting and Amending Items

You can move an items position by selecting it with the mouse and dragging it to where it's required. If the 'Tools' option 'Snap to Grid' is enabled then all items start in a specified grid point, if switch this off then all bar data items can be set anywhere within the grid cell.

You can delete an item by selecting it with the mouse and pressing the <DELETE> key.

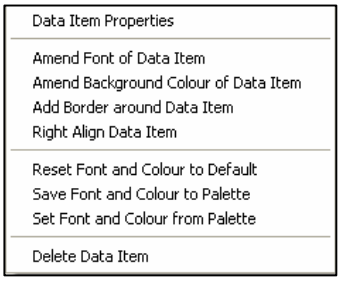
If you right-click with the mouse on any item then a menu is available allowing you to change the properties.



Right-clicking against a **Text** item allows you to access the properties in full and allows individual options to amend the font, set the background colour, add (or remove) a border, right-align the text, or snap to the grid.

You can also reset the font/colour to default values or save the font and colour to the palette for application to another item using the Set option.

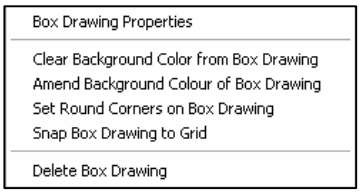
You can also delete the text item from here.



Right-clicking against a **Data** item allows you to access the properties box in full and allow individual options to amend the font, amend the background colour, add (or remove) a border, or to right-align the data item.

As with text you can reset the font/colour to default values, save/set the font and colour from the palette or delete the item.

Right-clicking against a **Line** item allows you to access the properties in full, amend the line colour, snap the line to the grid and to delete the line.



Right-clicking against a **Box** item allows you to access the properties in full, amend the background (fill) colour of the box, set/clear round corners, snap the box to the grid and to delete the box.

Right-clicking against an **Image** item allows you to access the properties of the image or to delete it.

Document Watermark

You have the option to add a bitmap behind the entire document to act as a watermark. (If converting an earlier document that had a bitmap background then this is set as the watermark for the current document.)

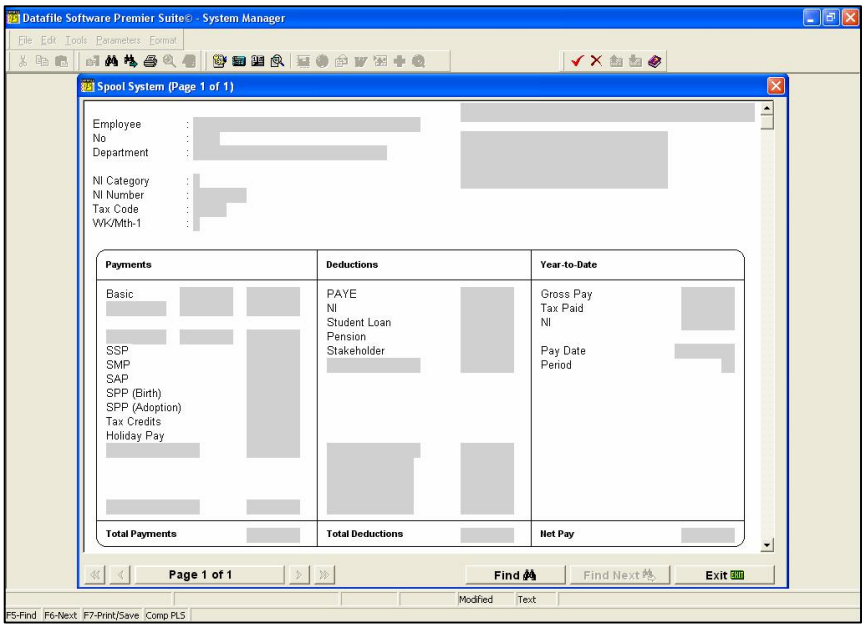
The **Format** pull-down menu allows the option to edit the watermark giving options to ‘add’, ‘change’ or ‘delete’. The ‘change’ and ‘delete’ options are suppressed if no watermark has been applied, the ‘add’ is suppressed if you have applied a watermark.

Selecting the add, or indeed the change option opens the file browser in the DocImage folder allowing you to select the BMP file. As with images you must select the bitmap from the DocImage folder. The watermark image is displayed automatically in the designer but you can switch this off by deselecting the 'Show Watermark' option available on the Format pull-down.

NB: Note if the page setup requires more than one document per page then the watermark option is not applicable.

Print Preview and Test Print

You can preview the document to the screen or the printer from the **File** pull-down menu. Selecting the Print Preview option shows the document on screen. You can use the scroll bars to move up/down/across the document. <ESC> or clicking the X-close button returns you to the document design.

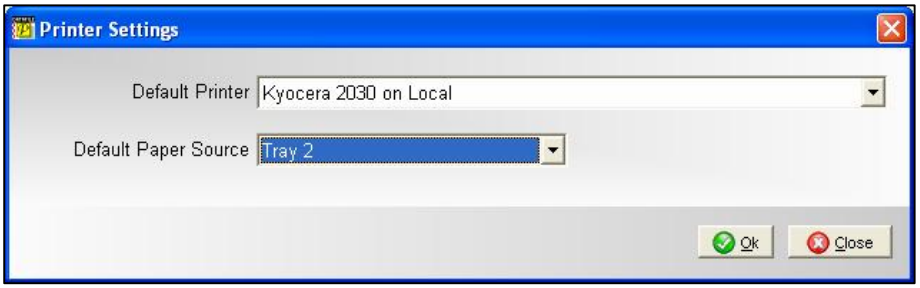


NB: If page set-up has more than one document per page then the test print and print preview will print one page of documents.

Selecting the Test Print option loads the printer dialog allowing you to send the document to the printer, spooler or a PDF file.

Printer Settings

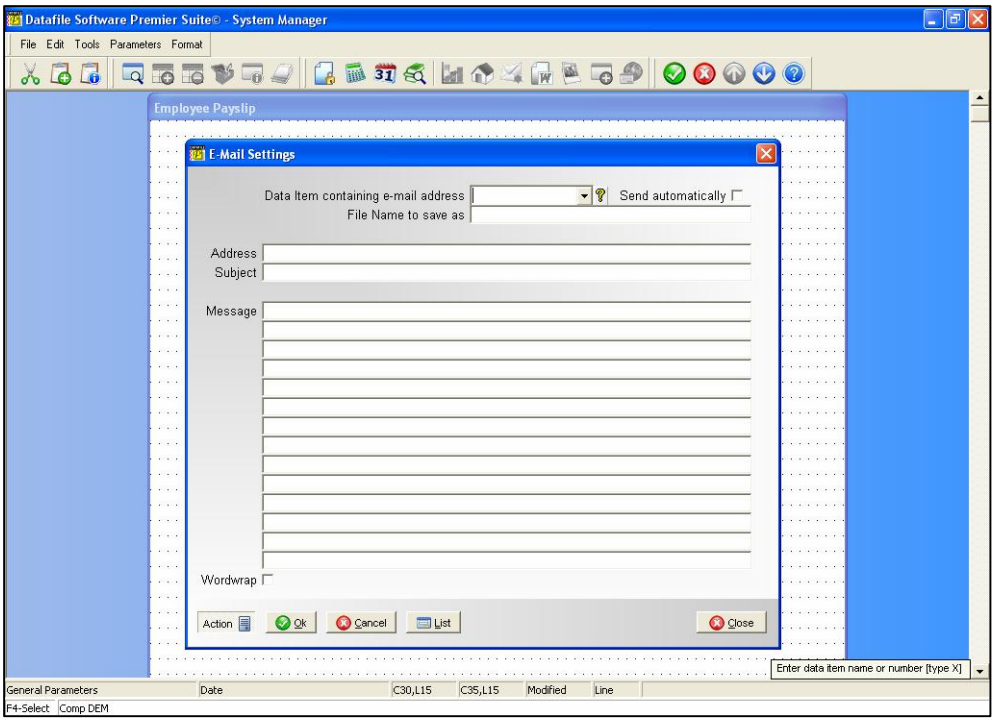
This option allows you to set a default printer and tray for the payroll document.



Clicking the drop-down list shows the printers available from the pc for you to select, after selecting the printer the list of trays can also be selected from a drop-down list. Note that this option assumes that the same printer is available, on the same device path, from all terminals that will process the particular document. If the printer is not available the usual default will apply.

E-Mail Settings

The E-Mail Settings option allows you to configure default message details if the document is printed to E-Mail. (This option is not available for all documents – for example cheques in Payroll.)



Data item containing e-mail address – select the data item from the main file in the application that contains the email address to be used. The main file for the payroll documents is the employee file.

Send Automatically – controls whether the message is to be displayed for confirmation/amendment before sending. See notes on Microsoft Outlook / Outlook Express below.

Filename to Save As – the document is saved as an attachment to the email with a filename of the document title. You may want to save with a more relevant name. You only enter the filename not the path or suffix and you can use '!nnn' to pick up a value from the main file record (where nnn is a three-digit data item number – 002 etc.). Data Items available can be viewed by clicking the LIST button at the foot of the parameter screen.

Address – this option asks for a 'hard-coded' email address to which to send the email to as an alternative to picking up the address from a main file record. You may use this on Stock Documents, Picking Documents in Sales Order Processing, etc., to send the document to the warehouse.

Subject – enter the subject of the email. Again you can use !nnn to pick up a value from the main file record and in addition to the standard 160 fields available from the database you can use special items to pick up:

- 161 – Document Date
- 162 – User Name

Message – enter the message detail as required. Again you can use !nnn to pick up items from the main file or include the extra 161+ items above.

Wordwrap – when you send a message the text is output as entered above but the use of !nnn items may cause one line entered in the message to overflow into two lines on the email. Setting the option to word wrap outputs the message text as paragraphs, a new paragraph starting after a blank line. You can also force a new paragraph by entering '%%' at the start of the line.

Automatic Emails and Outlook Express / Microsoft Outlook

Security developments in later versions of Outlook Express and Microsoft Outlook mean that, by default, you cannot send emails automatically – a message is displayed warning that a program (i.e. Datafile) is trying to send an email message and asks whether you wish to proceed with the send (and you can't respond Yes for a number of seconds). This feature was introduced to prevent viruses spreading themselves to everyone in your address book. This feature cannot be disabled by Datafile.

Outlook Express can be set to disable this warning via the Tools / Options menu and the Security tab. Disabling 'Warn me when other applications try to send mail as me' will prevent the warning message. If you do this you must ensure that your virus checker and firewalls are currently up-to-date and are kept up-to-date.

Microsoft Outlook does not have an equivalent option to this. Microsoft Support does notify that if using Outlook on top of Exchange Server then you can set via 'Administer Outlook Security' tools trusted programs that are allowed to send emails automatically.

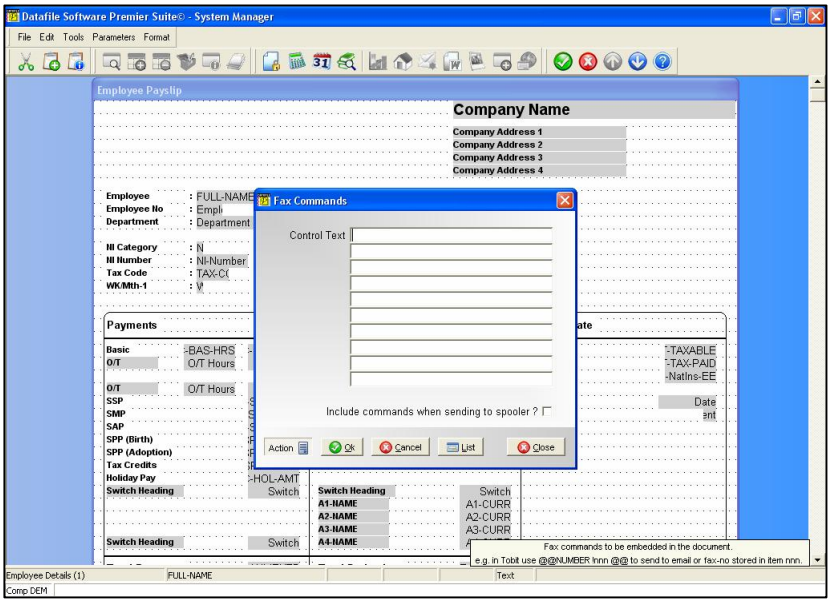
Finally, Outlook Express can be set to send mail immediately on creation. When this is set the email message is sent after each payslip (say) is produced in Datafile, and Datafile cannot continue to the next employee until Outlook Express has sent the message. As you might imagine even on a broadband connection this can take some time. Within Outlook Express selecting Tools / Options and the 'Send' tab allows you to disable the option to send mail immediately.

Automatic Email and Anti-Virus Software

As with the security checking introduced by Microsoft, anti-virus checkers can also look for several e-mail messages being sent in a short period of time. Anti-virus checkers generally warn when more than one message is sent with the same subject (which could be avoided by using the !nnn function to pick up a value from the main data item record), and also warn if a number of messages are sent within a number of seconds (these details depend on the virus software). Generally the Anti-virus software will pause the sending of the email message(s) and ask you to confirm it is OK to send.

Fax Printing

Selected fax software, such as Tobit David and Zetafax, allow programs to pass information to them with regards to fax and contact details. This option allows you to enter those commands and pick up fax and contact details from the employee record.



You have the ability to enter up to ten lines of control text that will be passed to the fax printer (note if you print this to a standard printer directly – i.e. not print to the fax printer – these commands will appear on the printout) which will allow you to pass detail such as fax numbers and contacts.

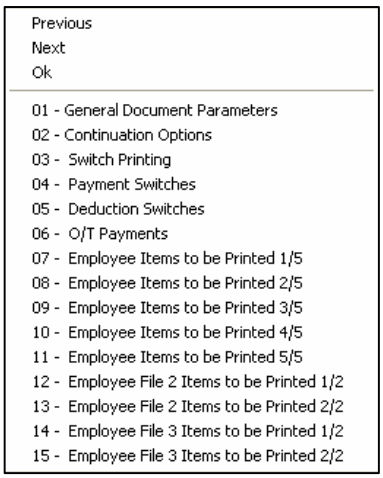
To pass information from the database, such as a fax number, you enter the command (@@NUMBER for Tobit), followed by a space and then a '!' and a three-digit number, finishing with any closing command (@@ for Tobit). Data items available are shown on the LIST button including special options for document date and user name.

Include commands when sending to the spooler – If left blank then the commands will not be included if you send the document to the print spooler, nor will they be saved to the Ledger Enquiry reprint options. Note that if sending statement runs to the spooler containing multiple commands for different contact then Tobit for one cannot interpret the print job correctly.

Document Parameters

In addition to the design features accessible from the document mask there are various parameter screens which can be used to configure the printed output and the processing of the document. When you select Parameters we automatically display the first of these parameter screens. You can navigate between the parameter screens by using the options available at the bottom of the parameter screen.

The **PREVIOUS** button, available on all bar the first parameter screen, takes you to the previous parameter screen. The **NEXT** button, available on all bar the last parameter screen, takes you to the next parameter screen. The **OK** and **CLOSE** buttons both return you to the document mask.



The **ACTION** pull-down lists the parameter screens available allowing you to go directly to the required screen if desired.

In addition to the buttons you can navigate between pages by use of the <Page-Up> and <Page-Down> keys. The <End> key will also take you to the next page and the <ESC> key will return you to the document mask. Note that once you have changed the value of an item then the value is updated to the definition – if you want to reset it you must either change it back or exit from the document design without saving.

NB: The parameter options are discussed in relation to their specific documents below.

Save and Exit

The **File** pull-down allows you to save the document and exit the document design. If you exit without saving you will be prompted to save the changes – if you respond 'Yes' then you save the document before exiting, if you respond 'No' then any changes you have made since the last save are abandoned.

Payslip Design

To design a payslip layout for the payroll select the option 'Payroll Documents' from the Document Design menu and then select Payslips. The system then asks for the pathname for the payslip document – usually DATA\???-PAY.DEF (where ??? is the current company id). Confirm as required and the payslip layout will be opened.

Payslip Categories

As discussed above you select a payslip data item to print by positioning the cursor and right-clicking with mouse and choosing to insert a new data item. The available categories for the payslip are:

- General Parameters – allows print of the pay date and the employee number

- Switches: Current ALL – allows definition of a block of data items to print the switches in use for the employee and the values of those switches. The start line items control where the block starts, the end line items should be positioned directly underneath (column-wise) on a number of lines down sufficient to print all the switches in use. Although, if not using *Payroll Plus* you could print the items direct from the employee database this would possibly mean printing switches which are not and never will be applicable for the individual employee.

- Switches: Year-to-Date ALL – allows definition of a block of data items to print the switches in use for the employee with the year-to-date value. If you align with the current items you could omit the headings provided you haven't changed the switches in use for the employee during the year – if you have then you need to (re-)print the headings as well.

- Switches: Current Payments – the above allow you to print a block of switches regardless of the switch type. A payslip will often have separate areas for payments and deductions so this option allows you to print a switch block just for the payments.

- Switches: Year-to-Date Payments – as above but prints the year-to-date values and switch headings.

- Switches: Current Deductions – this allows you to print the deduction and repayment switches in a block.

- Switches: Year-to-Date Deductions – as above but prints the year-to-date values and switch headings.

- O/T Payments: Current O/T – this allows definition of a block of data items to print the overtime values – heading, hours, rate and value. As with switches you select the items to print for the start line, and align the end line items underneath leaving enough vertical space between to print all the overtime bands likely to be used by any one employee.

- O/T Payments: Year-to-Date O/T – this allows definition of a block of data items for the year-to-date values (note that if display the rate then this is the rate as now).

- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.

- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.

- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, fourteen in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

Allow Continuation

If using *Payroll Plus* and potentially 80 switch values you may not have room to fit all these details on one payslip. If set this option allows more than one page per payslip for each employee. Note that only items printed from Employee Items (1/5) are printed on every page, other employee print items print only on the first page.

Continued Over Message
Print on Line / Column

If more than one page printed per employee then this option allows printing of a message on the firs page to show that this payslip carries on to another page. Enter the message and the printing position on the document.

Continued From Message
Print on Line / Column

If more than one page printed per employee then this option allows printing on the second+ page to show that this payslip page is a continuation from an earlier page. Enter the message and the printing position on the document.

Switch Printing
Payment Switches
Deduction Switches

These parameter screens allow you to control the printing of the switch details – usually positioned for print via the document mask – you can also position here plus configure printing of year-to-date values. Depending on the payslip design you could either use the switch printing options to print the switches in one block, or use the payment and deduction options to print in separate blocks for the payments and deductions.

Current: Start Line
Current: End Line
Current: Column for Heading
Current: Column for Value

Set the start and end lines where the table of switches are to print and set the column numbers where the heading and value are to print. Remember that, unless you are using continuation pages, you need to leave enough room between the start and end lines for all the switches that the employee could use.

Year-to-Date: Start Line
Year-to-Date: End Line
Year-to-Date: Column for Heading
Year-to-Date: Column for Value

As above but controls the print of the year-to-date details. If a switch is always used for an employee each period then you may be able to omit the heading column and print the year-to-date value alongside the current items above. Usually, however, you would have to print the headings as well though.

Omit if Zero

If set this option omits the print of the switch heading/value if the switch value is 0. If left blank then the switch is printed if it's marked as 'in use' for the employee – regardless of whether it is used this period.

Print Repay O/S

If using a 'repayment' switch then the year-to-date value is the balance remaining to pay. Set if you wish this to print, otherwise the repayment switch will be omitted from the year-to-date block.

O/T Payments

These parameter screens allow you to control the printing of the overtime details – usually positioned for print via the document mask – you can also position here plus configure printing of year-to-date values.

Current: Start Line
Current: End Line
Current: Column for Heading
Current: Column for Hours
Current: Column for Value
Current: Column for Rate

Set the start and end lines where the table of overtime bands are to print and set the column numbers where the heading, hours, value and rate are to print. You can omit the print of (say) rate if required.

Year-to-Date: Start Line
Year-to-Date: End Line
Year-to-Date: Column for Heading
Year-to-Date: Column for Hours
Year-to-Date: Column for Value
Year-to-Date: Column for Rate

As above but controls the print of the year-to-date details.

Omit if Zero

Set to omit print of the overtime band if the value is 0.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items, in a payslip, would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

Cheque Design

To design a cheque layout for the payroll select the option 'Payroll Documents' from the Document Design menu and then select Cheques. On selection of the cheque layout you will be prompted if the cheque layout also includes the payslip. Although there is no difference on the design side, at run-time the system also flags the payslip as having been printed when the cheque is printed.

Before displaying the cheque layout, the system then asks for the pathname for the payslip document – usually DATA\???-PCQ.DEF (where ??? is the current company id). Confirm as required and the cheque layout will be opened.

Cheque Categories

As discussed earlier you select a cheque data item to print by right-clicking with the mouse and choosing to insert a new data item. The available categories are:

- General Parameters – allows print of the pay date and the employee number
- Cheque Parameters – allows print of the cheque values
- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.
- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.
- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, eleven in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

Cheque Parameters

Value/Word Line
Column 99,999 (etc.)

The cheque layout is intended to print the values in boxes for ten-thousand, thousands, hundreds etc. For example, if an employee had pay of £1450.00 the system would print ZERO in the ten-thousands box, ONE in the thousands box, FOUR in the hundreds box, FIVE in the tens box, and ZERO in the units box. These parameters ask for the line number to print these values on and the columns to print at.

Item for Amount

Usually referenced to C-NET-PAY, select the item from the employee record that is to be used as the cheque amount.

Change Print Control on Line
To Print Control

More likely to be used if the cheque also includes some payslip details this asks for the line number and print control at which to change the print. For example the payslip/cheque may be at 12-point (usually print style 3) for the payslip section and thus set as such in the general parameters, but swap to 10-point (print style 1) for the cheque.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

Bank Giro Credits

The design and parameter options available for the bank giro credit are identical to the cheque layout previously with two exceptions. You do not have an option that the bank giro credit can supplement the print of a payslip, and, of course, you do not have the cheque parameter options.

Print Categories

As discussed earlier you select a data item to print by right-clicking with the mouse and choosing to insert a new data item. The available categories are:

- General Parameters – allows print of the pay date and the employee number
- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.
- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.
- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, ten in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

End of Year P60 (P14)

This document is designed in the same manner as the other documents earlier and offers the same parameter options as the Bank Giro Credit – General Details/Parameters and Employee Print Items. This document is part of the 'special reports' section (available for *Diamond* and *Premier* users via the Application Manager) and as such offers a couple of extra parameters before the document is displayed. Datafile Software will supply as part of the ***Gold*** update sent via your reseller a P14 layout to match selected Inland Revenue stationery layouts.

Which Data File

Select which file to base the document on 1-Employee File(s), 2-Department File. In fact this document should be set to 1 for use as the P14.

Heading

Enter the report title.

Year End Report

Set if this report is to be run only at year-end. At run-time the system will warn accordingly, although authority level 0 users can override this with the <F7> key. A year-end report is also set by default to include leavers. The P14 layout should be set as a year-end report.

After this point the definition file pathname is confirmed and the remainder of the design matches that above.

Print Categories

As discussed earlier you select a data item to print by right-clicking with the mouse and selecting to insert a new data item. The available categories are:

- General Parameters – allows print of the pay date and the employee number
- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.
- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.
- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, ten in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255). These values should be set the same as that defined in the print control above. If using direct windows print then the more characters across the page the smaller the print (in essence other print methods follow the same guideline but require ASCII codes to set the font size as well).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

Employee Record Print

This document is designed in the same manner as the other documents earlier and offers the same parameter options as the End of Year Report – General Details/Parameters and Employee Print Items. This document is also part of the 'special reports' section (available for *Diamond* and *Premier* users via the Application Manager) and as such offers a couple of extra parameters before the document is displayed.

Which Data File

Select which file to base the document on 1-Employee File(s), 2-Department File. In fact this document should be set as 1 if it is to be continued for use as the employee record print.

Heading

Enter the report title.

Year End Report

Set if this report is to be run only at year-end. At run-time the system will warn accordingly if flagged as a year-end report and the system isn't at the year-end (although authority level 0 users can override this with the <F7> key. A year-end report is also set by default to include leavers.

After this point the definition file pathname is confirmed and the remainder of the design matches that above.

Print Categories

As discussed earlier you select a data item to print by right-clicking with the mouse and choosing to insert a new data item. The available categories are:

- General Parameters – allows print of the pay date and the employee number
- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.
- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.
- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, ten in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

P45 Leavers

The P45 Leavers document is designed as per the other documents and offers similar parameters options to the bank giro credit – general details/parameters and employee items to be printed. There is, however, a second screen of general parameters.

The P45 document supplied by the Inland Revenue for LaserJet and DeskJet printers is a landscape document printed over two pages. The second page is identical to the first page except that at a certain point, roughly halfway, down the second page no more values are printed. If printing to this type of document then the second page of the general parameters can be configured for this.

The P45 supplied for dot matrix printers is only printed to one page so these options would not be set for that document.

Print Categories

As discussed earlier you select a data item to print by right-clicking with the mouse and choosing to insert a new data item. The available categories are:

- General Parameters – allows print of the pay date and the employee number
- Employee Details (1) – allows you to select to print any item from the employee file. You can print the same item more than once if required.

- Employee Details (2) – allows you to select to print any item from the employee-2 file. This file contains, amongst other items, the SMP, SAP, SPP, Tax Credit and Student Loan deductions.

- Employee Details (3) – allows you to select to print any item from the employee-3 file. This file contains the attachment of earnings details.

Parameter Screens

In addition to the print categories there are various parameter screens, ten in all, which can be used to configure the printed output and the processing of the document.

General Document Parameters

Number of Copies

Defaulting to 1, set the number of copies of the payslip document you require. (Maximum of 3)

Lines Down
Column Width

Key in the number of lines down for the document length (max 132), and the number of characters of the document width (max 255).

Size of Values

Set the number of significant figures to print values at – set to 5 allows values of 99999.99, 7 allows values of 9999999.99.

Date Line / Column
DD/MM/YYYY Format

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the payroll date. You can also set whether the date is to be printed with a 2 (default) digit year or a four digit year.

Employee No Line / Column

Usually printed from the document mask, via the category General Details, this option allows you to set the print position of the employee (record) number.

General Parameters (2nd Page)

Print 2nd Sheet

Set to print a second page for this document.

Omit Printing on 2nd Sheet after Line

Set the line number to stop printing at. As discussed above the second page of the LaserJet stationery supplied by the Inland Revenue is identical to the first except that it stops repeating details 'halfway' down and the remainder is blank.

Employee Items to be Printed

Here you can select for print up to 70 items from the main employee file (over 5 screens). Although usually configured for print from the mask via the category 'Employee Details (1)' there are a couple of extra parameter items for each print item you may want to set here.

Zero

If set then the system omits the print when the value if 0, else the 0 is printed.

Pence

If set then no decimal places of the value are printed (although no rounding takes place)

Extra Employee Items

Although the employee databases allow 160 data items each (as per standard databases) there are a number of special items, termed 161+ items, which can be configured for print. These duplicate items that are already in the employee files or are values (such as the employer name and address) that are held in the payroll system profiles. Although primarily for use on end-of-year documents such as the P14/P60 you can use these items as required in any of the payroll documents

For the full list of extra items view the details in the database structures section at the end of this manual.

Employee File 2 Items to be Printed

Here you can select for print up to 30 items from the second employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (2)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 2 print items would primarily be used to print any tax credit payments, student loan deductions, statutory payments (other than sick pay) and stakeholder pension contributions.

Employee File 3 Items to be Printed

Here you can select for print up to 30 items from the third employee file (over 2 screens). Again these items would usually be configured for print from the mask via the category 'Employee Details (3)'. The extra parameters to omit the value if zero and to omit the decimal values are also applicable.

The employee 3 print items would be used to print attachment of earnings orders.

Application User Facilities

The Application User Facilities allow configuration of the individual Payroll options – this facility is only available for *Diamond* and *Premier* Users.

Commence Next Payroll Period

When you run the *Period End Procedure* the current values and pay status for all employees are reset. Two parameters on this screen allow you to keep selected values.

Remember Previous Department Split

The pay for an employee may be allocated on a percentage basis across various departments. If this facility is in use then this option controls whether the entered percentages are remembered for the default values next period or not. Set as required.

Remember Status X Employees

The status 'X' is used during payroll input to omit employees for the current payroll period. Set this option to control whether the entered 'X' status is to be remembered as the default status for these employees next period.

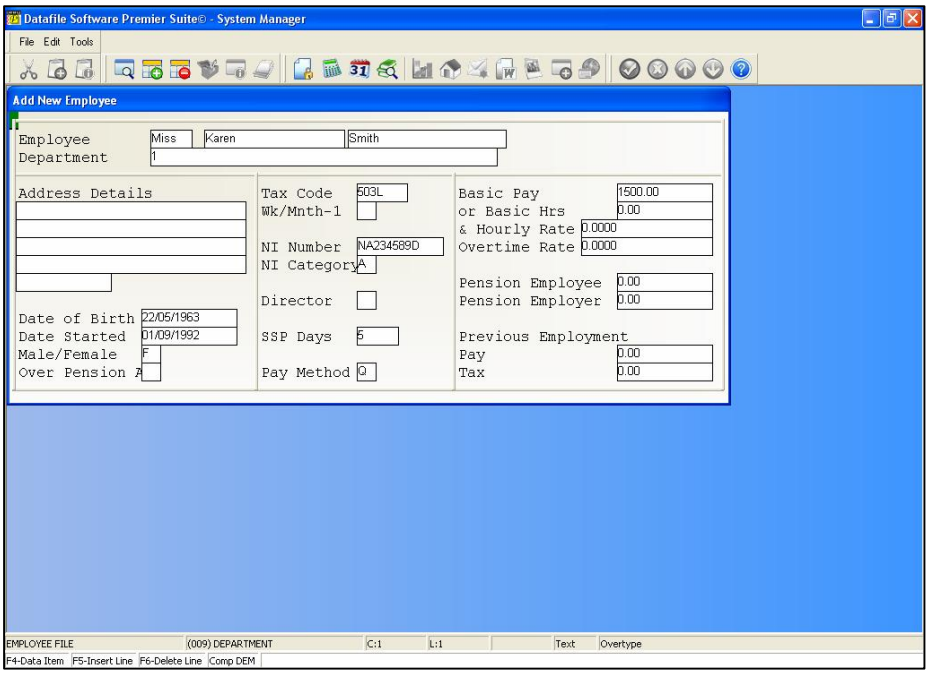
Maintain Employee File

This option allows you to change the ‘add’ and ‘amend’ employee maintenance screens as well as the extra maintenance options.

Actions prefixed with ‘***’ have no user-defined options.

Add New Employees

On selection of the ‘Add New Employees’ the current input screen is displayed.



To enter **text** on the screen, position the cursor where you want to start entering the text by clicking the mouse in the appropriate position and type in the details.

To draw a line **border** around the screen select the 'Border' option on the Tools menu.

To draw **lines** on the screen switch to line mode using the 'Line Mode' option on the Tools menu and use the mouse to draw a line by clicking its start position and then dragging the line to where you want it to finish (horizontal/vertical lines only). To switch back to 'Text Mode' call the option on the tools menu again.

To position a **data item** click the starting position and either right-click with the mouse or press the <F4-Select> key – the available data items are then displayed. You select a data item by pressing <Enter> against it and the field is then updated to the screen. You are then asked some supplementary questions – view-only, upper-case input, mandatory – set as required.

The screen design also allows a feature to define a **lookup** to another database allowing you to (say) import details from a *ProFiler* personnel database. On the Tools pull-down select the option 'Lookup' and you will be asked for the following information.

Database Pathname

Enter the database pathname you want to validate the employee input item against.

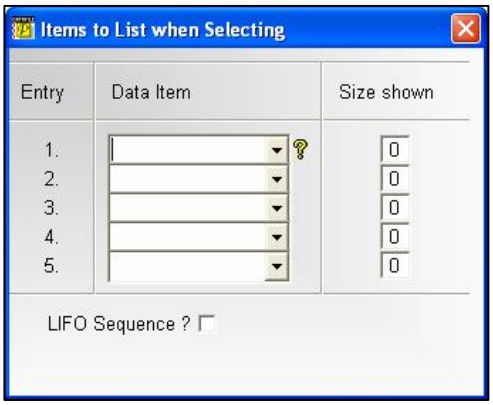
Lookup Format

Enter the prime-index format of the lookup item – i.e. 9999 applies a four-digit number format, AAA applies a three-letter format etc.

Item for Lookup

Select the data item, <F4-Select> is available, that the lookup validation is to be performed against.

Items to List When Selecting

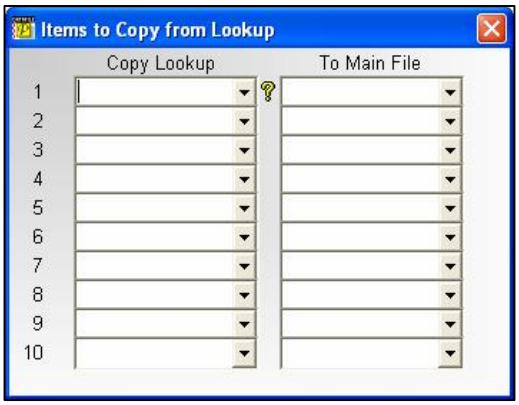


Next you are asked to define the data items to be listed when you press <F4-Select>. Select, up to a maximum of five, the items to be listed. The size shown defaults to the data item size but you can restrict this if required.

You then select whether the details are to be listed in LIFO order. Note that the items you can select on within the <F4> procedure on this database are controlled by the indexing on the file itself.

Items to Copy from Lookup

Finally, you can define up to 10 copy items from the lookup database to the main accounts file. Restrictions on copy items apply – you should only copy between items of similar/identical type, if copying numeric items then the data items should have an equivalent number of decimal places, etc.



Once the screen design is complete select the 'Save & Exit' option off the File menu to update the layout for the system and then exit back to the menu.

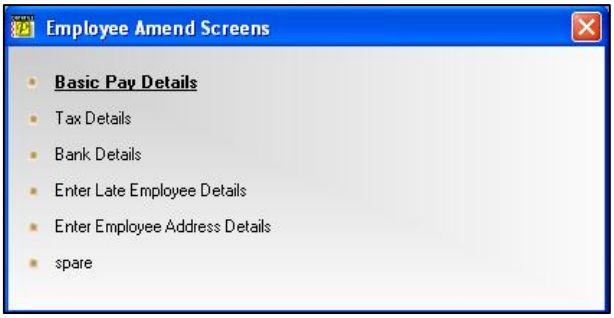
Users will be asked if they wish to use a second maintenance screen on exit from the first screen – respond as required. The second screen is usually used to enter year-to-date details when you start use of Datafile payroll during the tax year but you can change once this aspect is no longer required. The second screen of the add action, the amend employee screen and the extra maintenance screens all share the same lookup database.

Amend Employee Details

Although by default showing the same details as the 'Add Employee' action you can amend this screen as required separately from the Add Employee action. Screen Design processes are as per above.

Special Amend Screens

The payroll Employee Details maintenance option offers five of a possible six extra maintenance screens. This option allows you to amend these five screens and configure a new sixth screen.

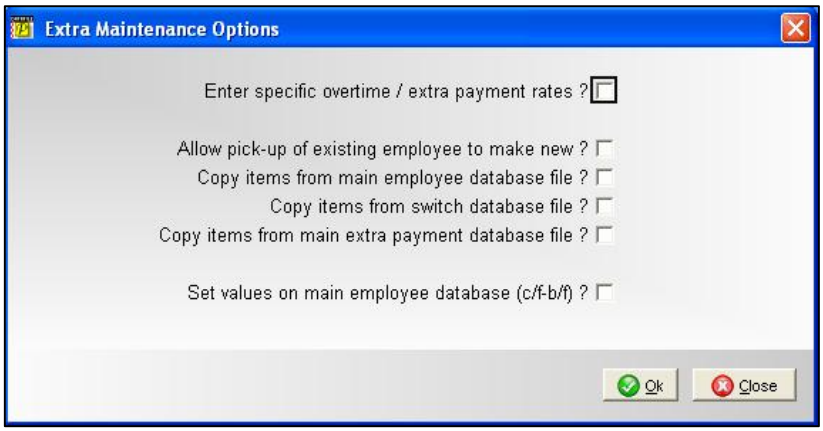


On selection of an employee amend screen you are prompted for the screen title and the menu-id before the screen design is displayed. Enter as required.

Once the screen is displayed you configure the screen as per standard parameters.

Extra Maintain Options

Available for *Premier* systems, when using *Payroll Plus*, it provides additional maintenance options.



Enter Specific Overtime / Extra Payment Rates

Overtime is usually based on the normal hourly rate the employee is paid – whether its 1.0, 1.5 or 2.0 (etc) times that rate. If using the overtime file available with *payroll plus* then you can enter specific rates for each of the 19 overtime rates as part of the employee maintenance options by selecting this option.

The maintenance of overtime rates is added to the NEW and ALL employee details actions.

Allow Pick-Up of Existing Employee to make New

This parameter enables the RE-START option on the employee details maintenance.

In some industries, particularly ship building etc., it is common to lay off employees when there is no work and to re-hire them later on in the year. As these are separate periods of employment for year-end reporting (the employee may have worked elsewhere in between) then separate employee records are required. This option, when set, allows you to create an employee based on an existing record.

In use you would need to also use the unique employee code facility available on *Premier* and the employee number code format would be along the lines of 999999/99 where the first six numbers are the employee number and the last two digits are the period of employment in the year.

Copy Items from Main Database File
Copy Items from Switch File
Copy Items from Extra Payment Database File

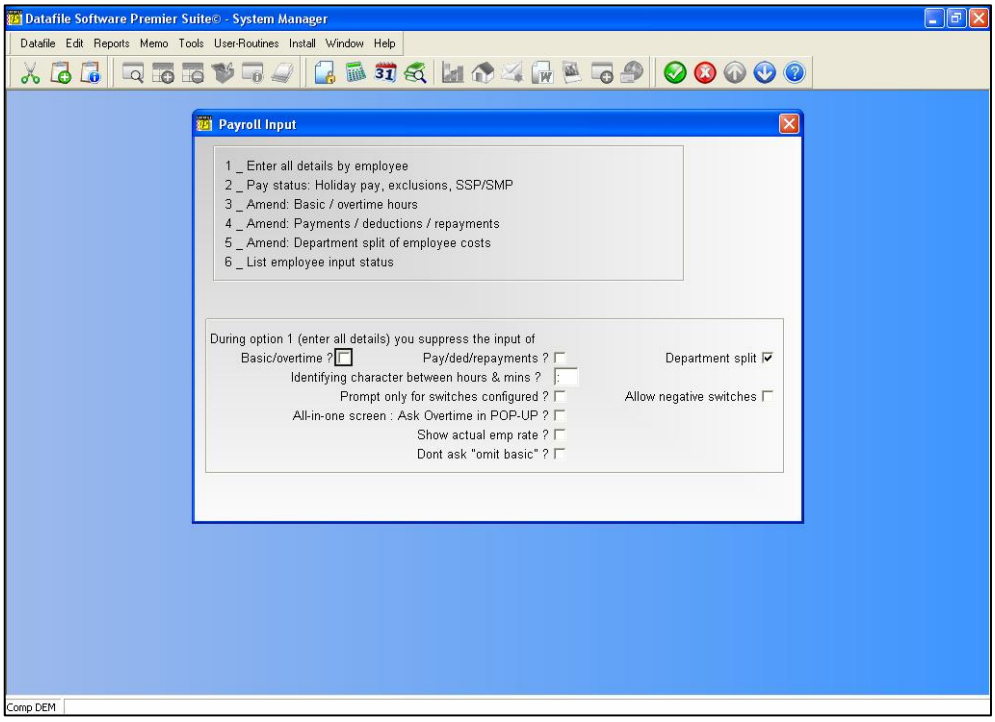
If allowing re-start of an employee then you need to define which values from the previous record are copied over to the new record. Setting each of the options lists the data items within the database concerned and you are allowed to select which items are replicated. Remember not to copy year-to-date values or other items which apply specifically to the original period of employment.

Set Values on main Employee Database (c/f-b/f)

Similar to above but this allows to copy from one value on the original employee record to a different value on the new employee record. You may, for example, copy the YTD-TAX-PAID and YTD-TAXABLE-PAY to the PREV-EMP-TAX and PREV-EMP-PAY on the new record – remembering that if the employee has worked elsewhere in the meantime to overwrite with the values from their P45.

Payroll Input

This screen allows selected configuration for the payroll input option.



During Option 1 (Enter All Details) Suppress the input of Basic / Overtime
During Option 1 (Enter All Details) Suppress the input of Pay / Ded /Repayments
During Option 1 (Enter All Details) Suppress the input of Department Split

To the normal user these options will not apply. The older DOS systems used to have separate maintenance screens to maintain the payroll inputs and these options apply to them and are not applicable for the Windows system.

Identifying Character between Hours and Minutes

Set by default to ':' this controls the delimiter you enter in to the basic and overtime hour inputs to indicate you are entering a value in hours and minutes rather than decimal hours – i.e. 2:50 is 2 hours and 50 minutes whereas 2.50 would represent 2 and a half hours. You can change the character as required but don't change to a number of a full-stop. The value is converted to decimal hours on input.

Prompt Only for Switches Configured

Set to only allow entry for switches marked as 'in use' within the employee maintenance screens other switches display as 'not applicable'. If left blank then all switches are displayed and can be enabled during the payroll input.

Allow negative switches

Set to allow input of negative values in switches.

All-in-One Screen: Ask Overtime in Pop-Up

The overtime inputs are usually displayed on the all-in-one screen itself (the standard payroll input option for the system). Set to allow display of prompts in a separate pop-up screen that displays after entry of the pay status.

All-in-One Screen: Show Actual Employee Rate

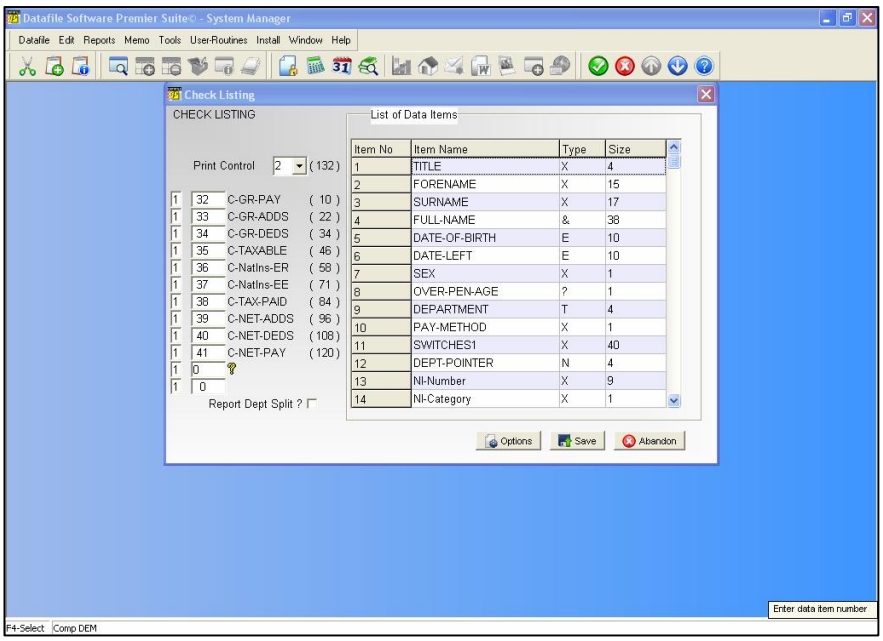
If set to ask for overtime values in a pop-up screen then set this option to show the employee rate the overtime band is at.

All-in-One Screen: Don't ask 'Omit Basic'

If leave the overtime values blank the system prompts to update the status as 'Omit Basic'. Set to omit this prompt – the status remains as entered (or I for Details input if left blank).

Pre-Payroll Check Report

This option allows you to configure the payroll check report – the trial run of the payroll to check that everything has been entered. The set-up for this report, and in fact, most listing reports is as follows.



Print Control

Up to eight report styles can be defined on your system through the CONFIG user (see the Configuration Guide). These control the length/width of page to print when not using the OPTIONS button to control page size. The styles available are listed at the bottom right of the screen.

Data Items

Here you can select the database and the items to print across the page for each report. The payroll can have up to five employee databases (depending on product level) and you can select to print from any of them. The databases are:

1 Employee File
2 Employee-2 File
3 Switches File (Payroll Plus only)
4 Overtime File (Payroll Plus only)
5 Employee-3 File

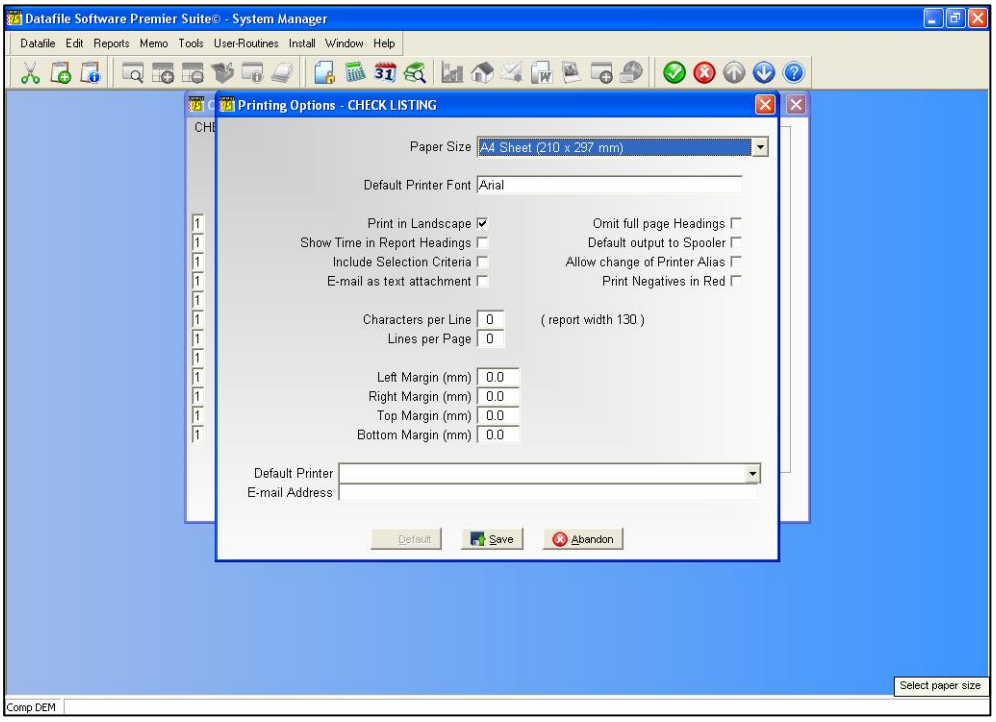
After you have selected the database, the data item is chosen. Items available for selection are listed to the right of the screen – you can also, however, use the F4-Select key to select items for the report.

Report Department Split

The payroll check report, and the run report, can report the department split values. If set then each employee who is analysed over more than one department reports over several lines – the summary line for the employee and then a breakdown of the analysed values for each department. The analysed values are those that are included in the report and set for department split updating in the run report later.

The OPTIONS Button

Selecting the OPTIONS button allows access to the print configuration (page size / margins / etc.)



The layout of this screen differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this parameter screen.

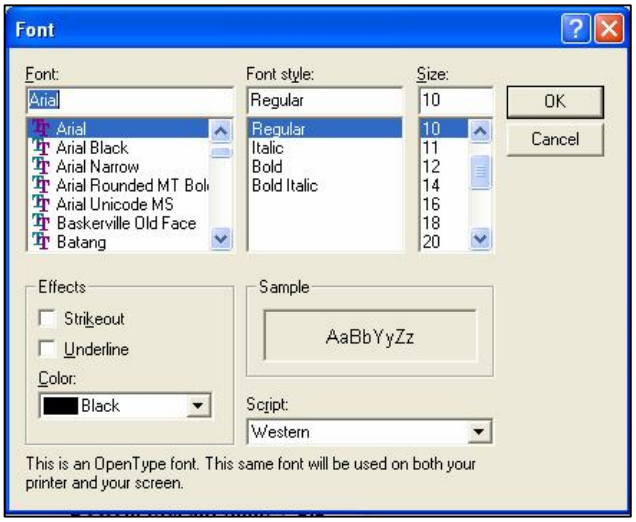
This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no user defaults are set then this option is 'greyed' out. To set user defaults see the appropriate section below.

This option saves your set parameters so they are offered as default next time this report is run

This option abandons any changes made and returns you to the report screen.

The report parameters available are:

- **Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.



- **Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've sent the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Payroll Control Summary report this shows, by default, the employee record number (8 characters), the NI Number (9), 7 payroll value fields (14 characters each) and the employee surname (17), together with spaces between the items this gives a total of 112 characters, or columns required, across the page (think graph paper – you have 112 'cells' across the page).

Those 112 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the employee record number starts at column 1, the NI Number at column 10 (employee record number plus 1), etc. If you select a font size too big then the employee record number may not finish printing before the NI Number starts causing the NI Number to overlap the end of the product code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

- **Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.

- **Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.

- **Include Selection Criteria** – set to print any selection criteria that were applied to the report.

- **Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.

- **Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.

- **Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.

- **Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.

- **Print Negatives in Red** – on selected reports, assuming you have a colour printer, it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

Paper Size Set

- **Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.

- **Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.

- **Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres.

- **Right Margin (mm)** – set the size of the right hand margin.

- **Top Margin (mm)** – set the size of the top margin.

- **Bottom Margin (mm)** – set the size of the bottom margin.

Paper Size Not Set

- **Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.

- **Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.

- **Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.

- **Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.

- **Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.

- **Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- **Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.

- **E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the SAVE option to apply for future prints.

Run the Payroll

This is the option where you configure the run of the payroll for real. There are two aspects of the run process you can configure – the run report, and the department update.

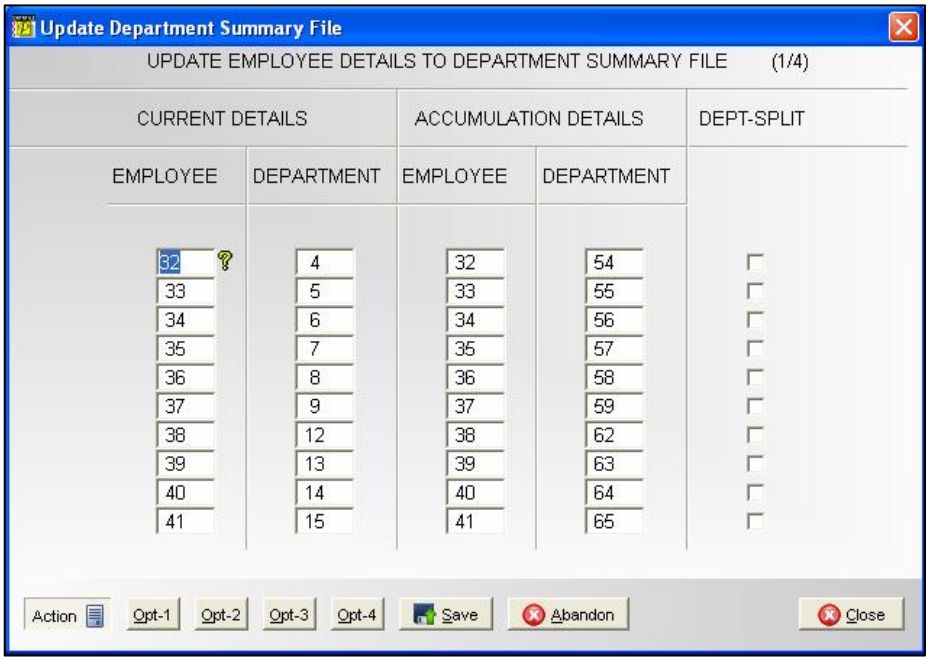
The Payroll Run Report

The payroll run report is always printed and you can configure this here. The configuration processes are identical to that of the check report above.

Department File Update

As part of the payroll run the department file is also updated. You must specify here how the department file is to be updated. You have to decide how much or how little you want to do with the data afterwards – what do you require for your departmental analysis of payroll, what do you require for update to the nominal ledger (which is taken from the department file).

You decide which item to update from the employee file and which item to update on the department file for both current and year-to-date accumulation.



Current Details: Employee

Select the data item number on the employee file you wish to accumulate at a department level – examples might include gross pay, net pay, tax paid, etc.

Current Details: Department

Select the data item number of the department file that is to be updated. You can reference the same department item more than once – for example you might add gross and net deductions into one value on the department file for deductions.

Accumulation Details: Employee

Select the data item for the *current* value on the employee file that you wish to accumulate to the department file. It is important to give the current value in the employee file to update the year to date value items in the department file.

Accumulation Details: Department

Select the data item for the *year-to-date* value on the department file that the employee value is to be updated to.

Department Split

For each item accumulated to the department file you can specify whether that particular item is to be analysed according to the department split ratio entered for the employee. For each data item that you enter to accumulate you can control whether or not to apply the split.

There are four screens of accumulation items for the employee file. This is followed by eight screens of accumulation items for the switch file (if payroll plus in use), two screens for the employee-2 file, two screens for the employee-3 file and finally, again if payroll plus in use, four screens for the overtime file.

Standard Reports & Payslips

This option allows you to configure the standard reports printed from the payroll. The reports on this menu with the exception of the payslip are accessed via the left-side of the payroll reports menu (the payslip being on the main payroll menu).

The set-up for most reports follows a standard pattern as illustrated by the 'Payroll Check Report' notes above.

Payroll Control Summary

This report lists all employees and should be configured to report the main calculations for the current period (gross-to-net). In addition, the report totals the net pay for each pay method and prints these details at the end of the report.

Payslip Printing

This option allows you to access the design for the payslip document. See the *Document Design Manager* section earlier in this manual.

Payment: Coinage Analysis

This report shows the breakdown of the employee's pay into notes and coins for employees who are set to be paid in cash. The payment breakdown is printed automatically (based on the settings in the payroll system profiles) and you can include up to five extra items from the employee file that are to be printed prior to the breakdown.

Payment: Cheque Printing
Payment: Bank Giro Credits

These options allow you to access the design for the cheque and bank giro documents respectively. See the *Document Design Manager* section earlier in this manual.

Payment: Auto Pay Listing

This report lists the employees who are set to receive payment via auto-payment methods. It is usually configured to show the employee name, net pay and their bank details.

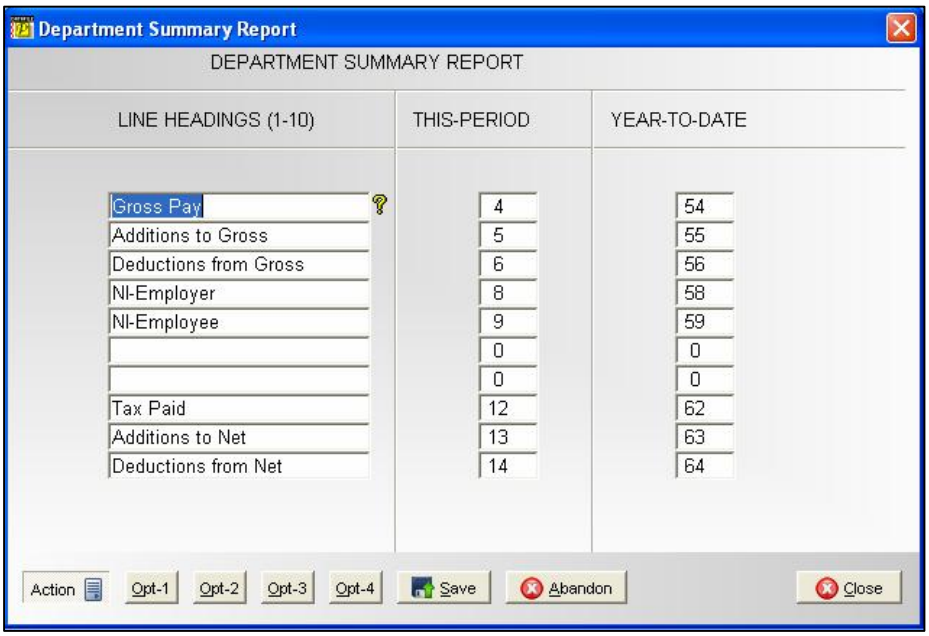
Payment/Deductions/Repayments Analysis

This report provides an analysis of the non-standard payments, deductions and repayments (i.e. the switches). You only set the print control and any default print options for this report.

Department Summary Report

This option allows you to configure the items to print on the department summary report. Up to 40 items can be configured for print down the page. Each of the 40 items can print the current and year-to-date value.

First you specify the print control and any print options and then the system allows you to configure the items from the department file to report.



For each item you specify:

Line Heading

This asks for a heading which will be printed for the department item.

This Period

This asks for the data item on the department file for the current period value that you want to print

Year to Date

This asks for the data item on the department file for the year-to-date value that you want to print.

You do not have to specify both the period and year-to-date values if you don't require both and you may leave lines blank for clarity on the printed report.

Employee Transaction Listing (*Premier* only)

The employee transaction listing allows you to print a 'statement' style report showing the employee transactions. You can specify print of an employee header containing details from the employee file and then a second page allows configuration of the details to print from the transaction file.

Special Reports (including P11)

This option allows you to configure the special reports and documents, the P11 reports and the P45 document. The reports listed here are those on the right-hand side of the payroll reports menu.

Unlike the standard reports these reports are not fixed in purpose so whilst we configure these reports to list the employees basic pay, the NI contributions and the pension contributions you can configure these as required. You must, however, keep one report as the P35 listing and one document as the P14/P60 print.

You can configure up to five listing reports and these are configured as per the standard reports above. Note that if you change the title of the report you will need to amend the payroll reports menu as well.

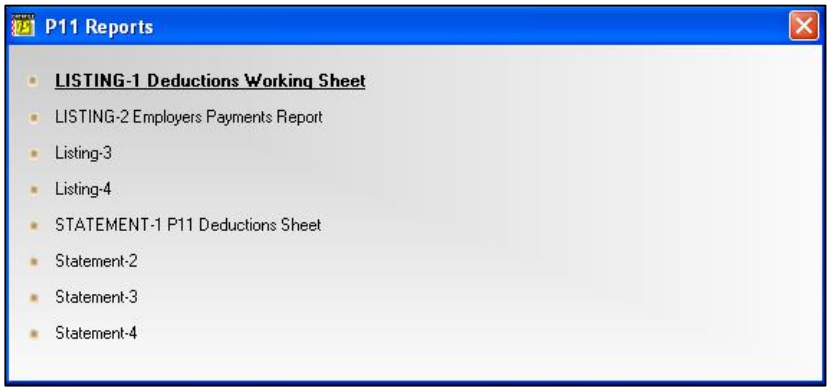
You can configure up to four documents and these are configured as per the other payroll documents as discussed in the *Document Design Manager* section earlier. The first two reports are configured for you and can also be accessed via the document design manager, the second two can be configured as you require. If you configure these options you will need to amend your payroll reports menu to include these documents – parameter 7008 for document 3, parameter 7009 for document 4.

P45 Document

This option allows you to access the design for the P45 document. See the *Document Design Manager* section earlier in this manual.

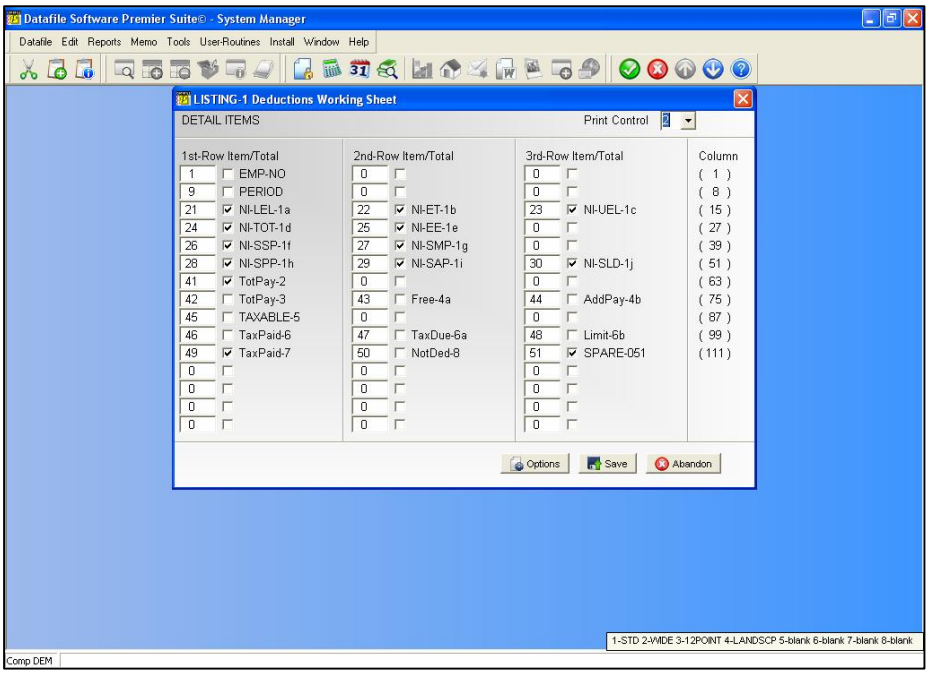
P11 Reports Definitions

This option allows you to configure 4 listings and 4 statement reports against the P11 transactions database. 2 listings and 1 statement are configured for you by default; the others can be configured as required.



Listing Reports

On selection of a report you will be asked for a report title and then you are taken into the definition screen for the report.

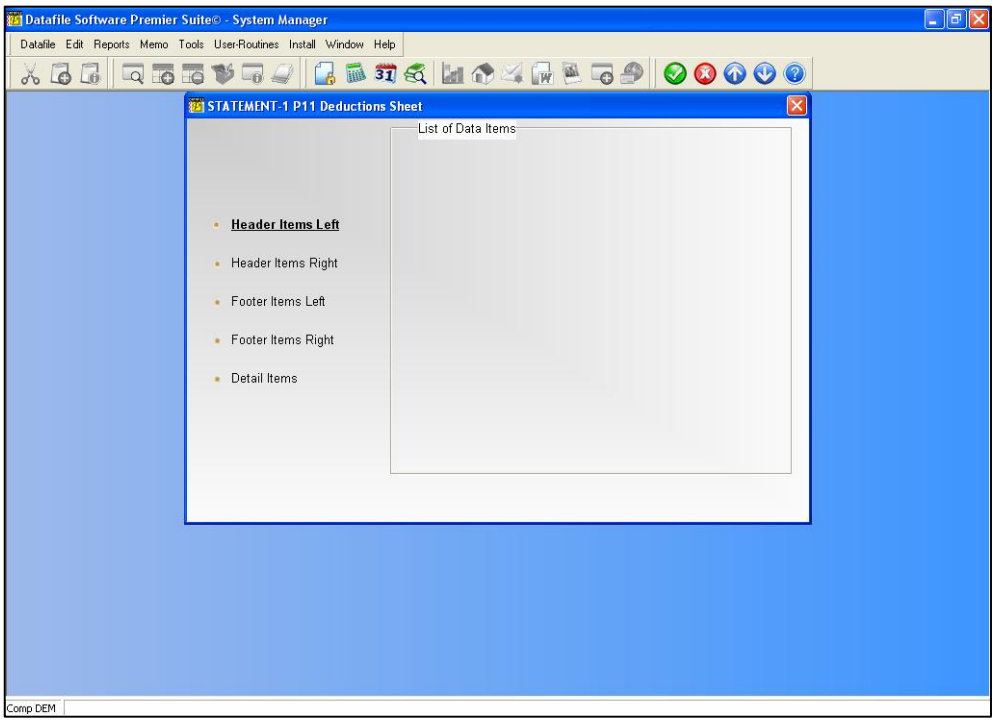


You select the print control and the print options as per standard reports. The P11 details are configured to print over three lines per P11 record and you can set which of these items are to be totalled.

Only K/L and calculated data item types can be totalled and you should only set current period values to be totalled. If you select a year-to-date item to report you should not set the item to be totalled – the report totals section of the report will then list the value from the last period.

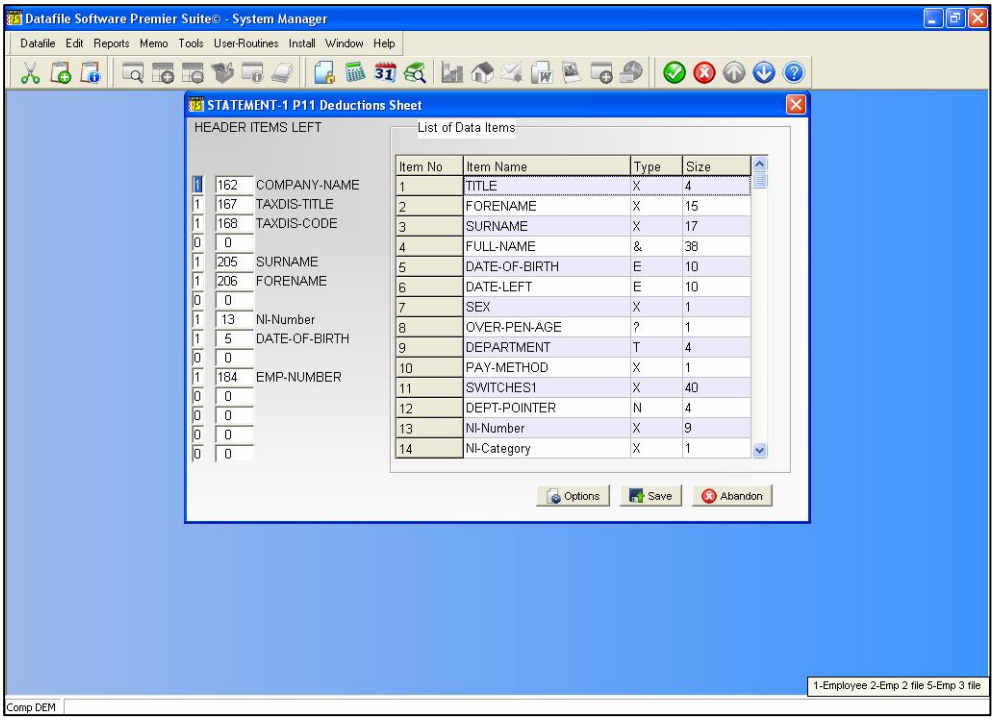
Statement Reports

The statement report settings are split into five sections – Header (Left) and Header (Right) print prior to the transaction detail, Footer (Left) and Footer (Right) print after the transaction detail and Details allows you to configure the P11 items to print.



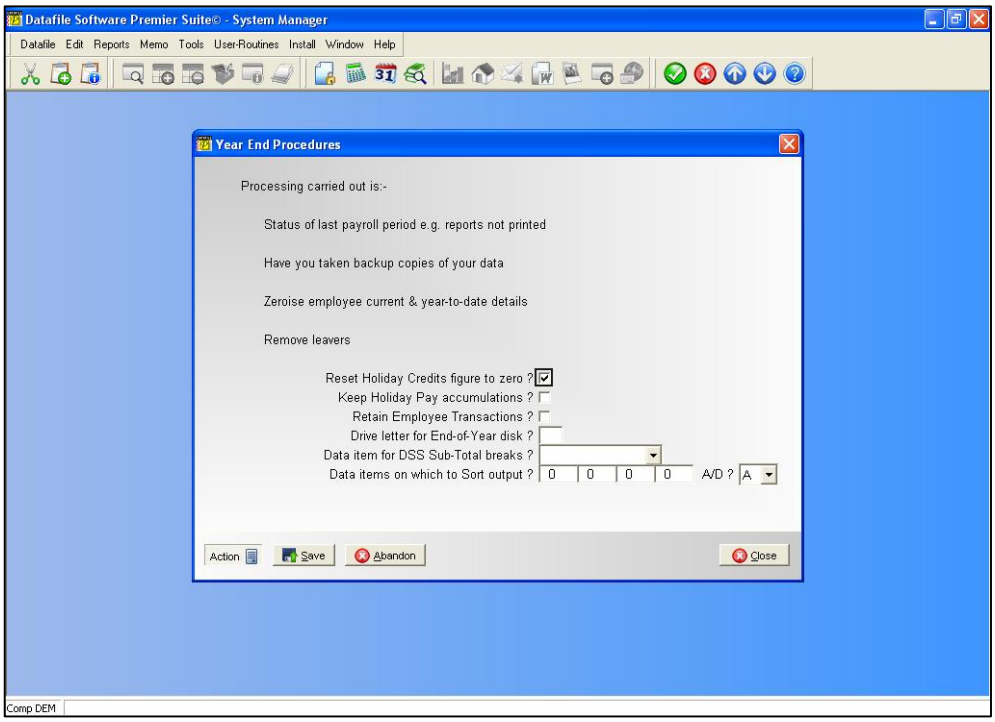
The header and footer items allow you to print items from the employee files including the special '161+' style items that are available within the document designs. To select an item for print in the header footer you first select the employee database to print from (1-5) and then select the item to print. As in standard reports earlier the employee databases are numbered as follows:

1 Employee File
2 Employee 2 File
3 Switch File (*Payroll Plus* only)
4 Overtime File (*Payroll Plus* only)
5 Employee 3 File



Year End Procedures

This option allows you to configure selected features of the year-end procedure. You can configure if holiday pay values are to be retained, whether employee transactions are to be retained and configure items for the end of year returns on disk.



Reset Holiday Credits to Zero

If you are using the facility to accumulate holiday credits and you wish to carry any credits remaining at the end of the year over to the next year then leave this blank. Set to reset this value.

Keep Holiday Pay Accumulations

The holiday year is assumed to be the same as the tax year – April 6th of one year to April 5th the next. If you operate on a different calendar – say January to December – then you would not want to reset the holiday weeks/pay accumulation items as part of the tax year end. If set this then these item values are retained – you would have to reset these values manually at the end of the holiday year, perhaps via a *ProFiler* routines, if you set this option.

Retain Employee Transactions

Transactions recorded in the, *Premier* only, Payroll Transactions file and the P11 Transactions file are cleared at year end. If you wish to keep these items then set this option accordingly.

Drive Letter for End-of-Year Disk
Data Item for DSS Sub-Total Breaks
Data Items on which to sort output

These parameters relate to the end of year disk submission to the Inland Revenue and have largely been superseded by the XML submission options. If using this submission method set the drive letter (usually A), and the data items as requested.

Payroll System Status

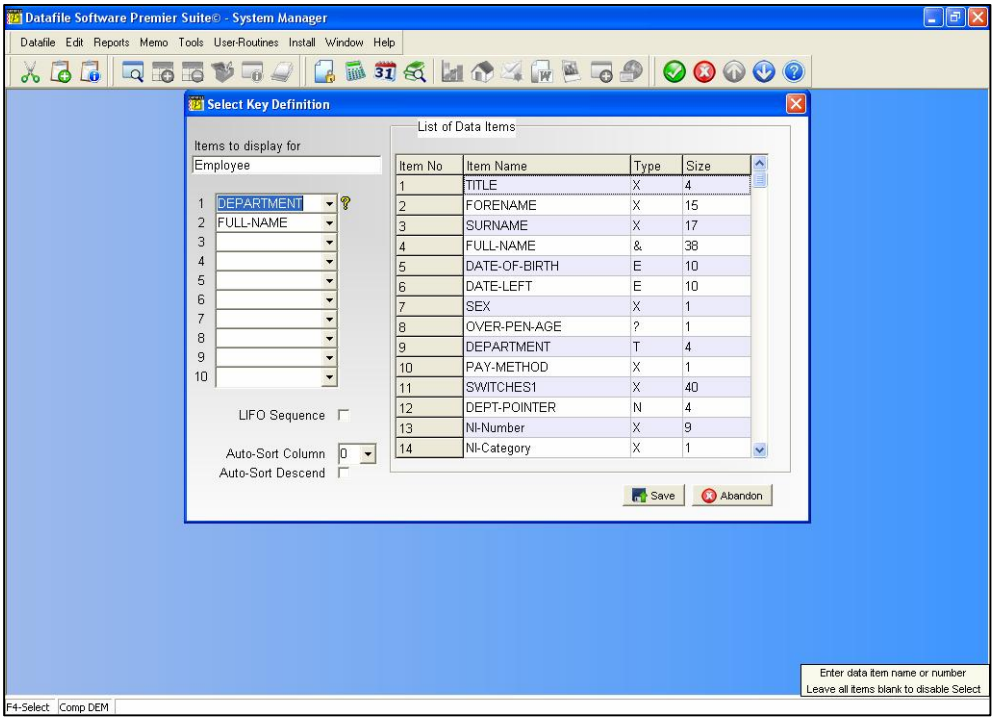
This option is for information only and lists the items displayed when the system status option is selected from the payroll menu.

Application Screen Layouts

This option allows access to the 'Maintain Employee File' section of the Application User Facilities. Refer to this section above for further details.

Select Key Definition

Whenever you press <F4-Select>, to select an employee, the details displayed can be configured to show what you require. This is done via the 'Select Key Definition'.



You select the data items you require to be listed and are also asked:

LIFO Sequence

The details listed when using <F4-Select> usually depends on the item searched upon. If search on the record (i.e. employee) number then items are listed in record number order, if enter a search on a secondary index (for the employee file this could be the employee name) then items are listed in the order they were created. Setting this option reverses this sequence so that details are listed in either reverse prime-index or reverse entry order.

Auto-Sort Column
Auto-Sort Descending

As an alternative to the above you could set the records to be listed in a set sequence. This could include, in the case of the employee file, the employee name. The item you sort on must be one of the list items you have set to be displayed and, here you select the column number of the data item you wish to sort upon and whether the records are to be sorted in descending order (leave blank for ascending order).

Notes

These items only affect the items displayed in the list when selected within the payroll; they do not affect the items you can filter on (i.e. the header selection inputs). These are the secondary indexes of the databases concerned (the employee file cannot have a prime-index).

After selecting items to be listed when selecting the employee a second screens asks you to configure the items listed when selecting the department.

Recall Standard Text

Recall Standard Text allows you to attach a word or phrase to a specific key combination (such as <Shift> + <F1>).

Up to fifteen phrases can be entered and these are available for update into a text field throughout the application.

Database Profiles

Database Profiles are the interface between the program and the databases, allow the program to read/update the data and interpret the values contained within. The data item profiles for Payroll are detailed below.

The profiles allow you to reference the data items in the Employee, Department, Switch, Overtime and *Premier* transaction files. The Employee-2, Employee-3 and P11 Transaction files have fixed structures. Their structures are listed at the end of this section.

Items marked as 'X' are items used by the system and if displayed on screen should be left view-only.

Employee Mandatory 1/4

	Data Item	Type	Description
	Title	X (3)	}
	Forename	X (15)	} Employee Name
	Surname	X (17)	}
	Full Name	&	Group of the above three items
	Date of Birth	E	Employee Date of Birth
	Date of Leaving	E	This is only updated once the employee has left.
	Sex (Male/Female)	X (1)	This takes the value of M for Male, F for Female
	Over Pension Age	?	Flag item set to indicate that the employee is over pension age (65)
	Department	T	Holds the employee department number
	Pay Method	X (1)	Holds the method of payment to the employee – C for Cash, Q for Cheque, B-Bank Giro and A-AutoPay
X	Switches	X (52)	Holds a text string of the switches in use for the employee. The first character is A if the first switch is used otherwise it is blank; the second character is B if the second switch is used otherwise blank, etc.

X	Next Dept/Employee	N	Holds the record number of the next employee for the department that this employee is a part.
	Unique Code	X (10)	Applicable for *Premier* systems this can be used as an employee number. The format would be set via the Code Formats section and if referenced this item must be the first secondary index of the employee file.
X	Switches-2	X (28)	Holds the second block of switch characters as above. This item is only required if *Payroll Plus* is in use.
	Employee Address From	X (30)	} Holds a consecutive series of four items
	Employee Address To	X (30)	} that contain the employee address.

Employee Mandatory 2/4

	Data Item	Type	Description
	NI-Reference	X (9)	Holds the national insurance number for the employee.
	NI-Table Letter	X (1)	Holds the NI category of the employee – other than on first add of the employee this item is automatically view-only
X	Contracted Out	?	Flag to identify the NI category as being a contracted out code. This item is set automatically based on the selected category.
X	NI YTD Pay Value	K, L	The NI contributions for NI are sometimes based on different values than PAYE – this is the earnings that employee NI is based on. This value, if displayed, would be view only except when starting to use Datafile payroll after the start of a tax year.
X	NI YTD Pay Value (ER)	K, L	This is the earning that employer NI is based on. Until recently this could be a different value than the above when earnings exceeded the upper earnings limit but now they will contain the save value. Again, this would be view only except when starting to use Datafile payroll after the start of the tax year.

X	NI Curr Pay Value	K, L	This is the earnings in the current period that NI is based on.
	Tax Code	X (5)	Contains the employee tax code. On entry via employee maintenance options the code is checked to ensure it's a valid format.
	Week/Month-1	?	Flag to identify if the employee is taxed on a week-1 basis.
	Current Pay Period	N	This is the payroll period up to which the employee has been paid. It is set to the current period when the payroll has been run unless the employee has left (where it stays at the last period it was run) or if advanced pay was paid (where it is the period up to which pay has been given).
	Previous Emp Pay Previous Emp Tax	K, L K, L	} Previous Employment Pay and Tax } entered from the P45 when an employee } starts.
	Director	?	Flag to identify the employee as a director of the company.
	Current Pay Status	X (1)	Flag to identify the current status – I-Details Input, Payroll Not Yet Processed, A-Already Paid, B-Basic Omitted, S-Stat Payments and Holiday Pay only, X-Exclude from Payroll.
X	Tax Refund Held Amnt Tax Refund Auth	K, L ?	} Currently there is no limit on the tax that } can be refunded. If re-instated then the } refund held would be set here and you } would need to set the flag to authorise }payment.

Employee Mandatory 3/4

Data Item	Type	Description
Basic Pay	K, L	Either basic wage or salary, value left at zero if hourly paid. If payroll configured for weekly, 2-2-weekly or 4-weekly periods then the value here is per week. If monthly payroll then the value here is for the monthly period.

	Or Basic Hours & Hourly Rate	K, L M	} Standard working week or month in hours } as appropriate and standard hourly rate. } As for basic pay for weekly periods the } hours entered are per week. If monthly } then they are per month.
	Overtime Rate	M	The base rate at which overtime is paid. If rate left as 0 then the hourly rate is used as the base rate.
X	Gross Pay	K, L	This holds the gross pay for the current period including basic pay and overtime plus SMP/SPP/SAP/SPP etc.
X	Gross Additions	K, L	Additional pre-tax payments from values held in switches for current period.
X	Gross Deductions	K, L	Pre-tax payments from values held in switches and deductions for approved pension contributions for the current period
X	Taxable Pay	K, L	Gross Pay plus additions less deductions for the current period.
X	NI (IN) Employer	K, L	Holds the employer contributions for NI in the current period.
X	NI (IN) Employee	K, L	Holds the employee contributions for NI in the current period.
X X	NI (OUT) Employer NI (OUT) Employee	K, L K, L	} Not required now. If referenced then if } the employee is contracted in the above } values are used. If contracted out then } these items are used.
X	Tax Paid	K, L	The PAYE tax deducted this period
X	Adds to Net	K, L	Additional after-tax payments from values held in switches or tax credits.
X	Deds from Net	K, L	Additional after-tax deductions accumulated from values held in switches, student loan deductions, attachment of earnings orders and stakeholder pension contributions.
X	Net Pay	K, L	The amount of pay to be paid this period.

Employee Mandatory 4/4

	Data Item	Type	Description
X	YTD Gross Pay	K, L	This holds the gross pay for the year including basic pay and overtime plus SMP/SPP/SAP/SPP etc.
X	YTD Gross Additions	K, L	Additional pre-tax payments from values held in switches for the year.
X	YTD Gross Deductions	K, L	Pre-tax payments from values held in switches and deductions for approved pension contributions for the year
X	YTD Taxable Pay	K, L	Gross Pay plus additions less deductions for the year.
X	YTD NI (IN) Employer	K, L	Holds the employer contributions for NI in the year for the active NI category.
X	YTD NI (IN) Employee	K, L	Holds the employee contributions for NI in the year for the active NI category.
X	YTD NI (OUT) Employer	K, L	} Not required now. If referenced then if
X	YTD NI (OUT) Employee	K, L	} the employee is contracted in the above } values are used. If contracted out then } these items are used.
X	YTD Tax Paid	K, L	The PAYE tax deducted this year
X	YTD Adds to Net	K, L	Additional after-tax payments from values held in switches or tax credits.
X	YTD Deds from Net	K, L	Additional after-tax deductions accumulated from values held in switches, student loan deductions, attachment of earnings orders and stakeholder pension contributions.
X	YTD Net Pay	K, L	The amount of pay to be paid this year.
X	Taxable Whole Year	*	A calculation of YTD-TAXABLE and PREV-EMP-PAY.
X	Tax Paid Whole Year	*	A calculation of YTD-TAX-PAID and PREV-EMP-TAX.

Employee Optional 1/11

	Data Item	Type	Description
	Date Started	E	Holds the date the employee began their employment
X	Pay Periods Paid	N	Used to note the number of periods paid in the current pay period. Required for 2 and 4 weekly pay and also required for advancing fixed switches.
	Bank Name	X (30)	}
	Bank Address 1	X (30)	}
	Bank Address 2	X (30)	} Employee Bank Details – required if
	Bank Address 3	X (30)	} paying by automatic payment procedures
	Bank Address 4	X (30)	}
	Bank Sort Code	X (10)	}
	Bank Account No	X (10)	}
	Bank Auto Pay No	X (10)	}
X	Prv NI Letter		}
X	Prv NI (OUT) Employer		}
X	Prv NI (OUT) Employee		} Not used anymore. Items referenced are
X	Prv NI (IN) Employer		} now included in the Employee-2 file.
X	Prv NI (IN) Employee		}
X	Prv NI Earnings		}

Employee Optional 2/11

	Data Item	Type	Description
	SSP Qualifying Days	N	Number of days the employee usually works in the week.
X	SSP Days Paid	N	The number of days SSP paid this period
X	SSP Amount Paid	K, L	The amount of SSP paid this period
X	SSP YTD Days	N	The number of days SSP paid this year
X	SSP YTD Amount	K, L	The amount of SSP paid this year
X	SSP Payment Linked	?	Flag to identify if the SSP payment this period is linked to a payment in the

			previous period (i.e. no waiting days served).
X	Previous Pay 1	K, L	}
X	Previous Pay 2	K, L	} The amount of net pay paid to the
X	Previous Pay 3	K, L	} employee in the eight previous periods.
X	Previous Pay 4	K, L	} Required for SSP payment calculation for
X	Previous Pay 5	K, L	} weekly pay. For 2-weekly pay you need
X	Previous Pay 6	K, L	} to reference at least the first 4 items. For
X	Previous Pay 7	K, L	} 4-weekly or monthly pay the first 2 items.
X	Previous Pay 8	K, L	}
X	SSP Norm Average	K, L	The average pay for the last eight weeks
X	SSP Linked Average	K, L	The average pay for the previous period

Employee Optional 3/11

	Data Item	Type	Description
	Pension Rate – ER	K, L	Holds the rate or fixed amount of pension contributions to be made by the employer. The system profiles determine how the value here is to be interpreted (basic %, fixed amount, etc.)
	Pension Rate – EE	K, L	Holds the rate of fixed amount of pension contribution by the employee.
X	Pension Employer	K, L	Amount contributed to the pension by the employer this period
X	Pension Employee	K, L	Amount contributed to the pension by the employee this period
X	Pension Type COMP	?	Flag set automatically by the system based on the NI category of the employee (F/G/S codes)
X	Current Switch A	K, L	}
X	Current Switch B	K, L	} Holds the values paid by the employee in
X	Current Switch C	K, L	} this period for the first 10 switches. If
X	Current Switch D	K, L	} *Compact* or *Professional* only the first 6
X	Current Switch E	K, L	} switches are applicable. If *Premier* and
X	Current Switch F	K, L	} using *Payroll Plus* then none of these
X	Current Switch G	K, L	} items will be referenced as the switch
X	Current Switch H	K, L	} values are held in a separate database.
X	Current Switch I	K, L	}
X	Current Switch J	K, L	}

	Switch S Factor	M	Holds the rate factor used by this switch

Employee Optional 4/11

	Data Item	Type	Description
	Switch T Factor	M	Holds the rate factor used by this switch
X	Current Switch K	K, L	}
X	Current Switch L	K, L	}
X	Current Switch M	K, L	} Holds the values paid by the employee
X	Current Switch N	K, L	} for switches 11-20 in the current period.
X	Current Switch O	K, L	} Again, if using *Payroll Plus* these items
X	Current Switch P	K, L	} are not applicable as the switch values
X	Current Switch Q	K, L	} are held in their own database.
X	Current Switch R	K, L	}
X	Current Switch S	K, L	}
X	Current Switch T	K, L	}
X	Rounded Pay B/F	K, L	If paying in cash and allowing pay to be rounded then this holds the 'overpayment' to the employee in the last period (rounding always being in favour of the employee).
X	Rounded Final Pay	K, L	Net Pay this period after rounding – this is the net pay less any b/f overpayment and then again rounded up. If paying employees in cash and rounding you would need to specify this item as the net pay on the payslip.
X	Rounded Pay C/F	K, L	The overpayment amount after the payroll run this period.
	Fixed SW Amount From	K, L	} If an switch is configured as 'fixed' then
	Fixed SW Amount To	K, L	} the current switch value is not reset at
			} period end. However, this means if you
			} overtype the value of a fixed switch
			} during payroll input this offered as the
			} default next time. If you reference a
			} range of items here – equal in number to
			} the number of switches in use then the
			} switches would be reset to the default.

Employee Optional 5/11

	Data Item	Type	Description
X	Basic Hours	K, L	Basic Hours worked in this period
X	Basic Hours/Value	K, L	Basic Pay paid this period
X	Overtime 1 Hours	K, L	}
X	Overtime 1 Value	K, L	} Holds the hours worked at each overtime
X	Overtime 2 Hours	K, L	} rate and the value paid. *Compact* users
X	Overtime 2 Value	K, L	} only have 3 overtime rates. If using
X	Overtime 3 Hours	K, L	} *Premier* and *Payroll Plus* then these items
X	Overtime 3 Value	K, L	} would not be referenced as the overtime
X	Overtime 4 Hours	K, L	} values would be held in a separate
X	Overtime 4 Value	K, L	} database.
X	Overtime 5 Hours	K, L	}
X	Overtime 5 Value	K, L	}
X	Overtime 6 Hours	K, L	}
X	Overtime 6 Value	K, L	}
X	Advanced Pay Periods	N	The number of periods paid in advance
	Second Forename	X (20)	Optional recording of a second forename for each employee

Employee Optional 6/11

	Data Item	Type	Description
X	YTD Pension Employer	K, L	Holds the YTD contributions made to the pension by the employer
X	YTD Pension Employee	K, L	Holds the YTD contributions made to the pension by the employee
X	Curr CO Main EE		}
X	Curr CO Main Pay		} These items are no longer in use.
X	YTD CO Main EE		}
X	YTD CO Main Pay		}
X	Accum Switch A	K, L	}
X	Accum Switch B	K, L	}
X	Accum Switch C	K, L	}
X	Accum Switch D	K, L	} Holds the YTD contributions made for the
X	Accum Switch E	K, L	} payment and deduction switches. For

X	Accum Switch F	K, L	} repayment switches it holds the balance to
X	Accum Switch G	K, L	} pay. If using *Payroll Plus* these items are
X	Accum Switch H	K, L	} held in the separate switch database
X	Accum Switch I	K, L	}
X	Accum Switch J	K, L	}

Employee Optional 7/11

	Data Item	Type	Description
X	Accum Switch K	K, L	}
X	Accum Switch L	K, L	}
X	Accum Switch M	K, L	} As for switches A-J above
X	Accum Switch N	K, L	}
X	Accum Switch O	K, L	}
X	Accum Switch P	K, L	}
X	Accum Switch Q	K, L	}
X	Accum Switch R	K, L	}
X	Accum Switch S	K, L	}
X	Accum Switch T	K, L	}
X	Holiday Pay Weeks	K, L	Number of weeks holiday paid this period
X	Holiday Pay Value	K, L	Amount of holiday pay paid this period
X	YTD Holiday Weeks	K, L	Number of weeks holiday paid this year
X	YTD Holiday Value	K, L	Amount of holiday pay paid this year
	Holiday Credit % Rate	K, L	Rate at which holiday credits are accumulated
X	Holiday Credit Accum	K, L	Balance of holiday credits accumulated

Employee Optional 8/11

	Data Item	Type	Description
X	YTD Basic Hours	K, L	}
X	YTD Basic Value	K, L	}
X	YTD Overtime 1 Hours	K, L	}
X	YTD Overtime 1 Value	K, L	} Holds the YTD accumulation of basic
X	YTD Overtime 2 Hours	K, L	} and overtime hours and values. If using
X	YTD Overtime 2 Value	K, L	} *Payroll Plus* then the overtime
X	YTD Overtime 3 Hours	K, L	} accumulation items will be held in the
X	YTD Overtime 3 Value	K, L	} overtime database

X	YTD Overtime 4 Hours	K, L	}
X	YTD Overtime 4 Value	K, L	}
X	YTD Overtime 5 Hours	K, L	}
X	YTD Overtime 5 Value	K, L	}
X	YTD Overtime 6 Hours	K, L	}
X	YTD Overtime 6 Value	K, L	}
X	First Trans	Y (6)	} If *Premier* and using the transaction file
X	Last Trans	Y (6)	} these items contain the record numbers of
			} the first and last transactions for this
			} employee

Employee Optional 9/11

Data Item	Type	Description
Department Split No 1	N, T	}
Department Split No 1 %	K, L	}
Department Split No 2	N, T	}
Department Split No 2 %	K, L	}
Department Split No 3	N, T	} Holds the department number over which
Department Split No 3 %	K, L	} to split employee pay this period and the
Department Split No 4	N, T	} percentage to be applied to the set
Department Split No 4 %	K, L	} department
Department Split No 5	N, T	}
Department Split No 5 %	K, L	}
Department Split No 6	N, T	}
Department Split No 6 %	K, L	}
Department Split No 7	N, T	}
Department Split No 7 %	K, L	}
Department Split No 8	N, T	}
Department Split No 8 %	K, L	}

Employee Optional 10/11

	Data Item	Type	Description
	SMP QW Period		}
	SMP Average		}
	SMP High Weeks Left		} These items are no longer in use.
	SMP Low Weeks Left		} SMP is now recorded on the employee 2
	SMP Current Weeks		} file
	SMP Current Pay		}
	SMP YTD Pay		}
X	Pre-Run Status	X (1)	Holds the input pay status of the employee prior to the payroll being run (after which

			the current pay status is updated as A-Already Paid)
X	Curr COMP Employee	K, L	Current period pension contributions made by the employee under the COMP scheme
X	Curr COMP Employer	K, L	Current period pension contributions mad by the employer under the COMP scheme
X	YTD COMP Employee	K, L	Year-to-date pension contributes made by the employee under the COMP scheme
X	YTD COMP Employer	K, L	Year-to-date pension contributions made by the employer under the COMP scheme
	NI Hol Flag		}
	NI Hol End Per		} Items no longer in use
	NI Hol Current		}
	NI Hol YTD		}

Employee Optional 11/11

	Data Item	Type	Description
	Overtime Rate 1	M	} These items allow the entry of a specific
	Overtime Rate 2	M	} overtime rate to be used for each band
	Overtime Rate 3	M	} overriding the hourly/overtime rate
	Overtime Rate 4	M	} entered earlier – although the rate factor is
	Overtime Rate 5	M	} still applied. If using *Payroll Plus* then
	Overtime Rate 6	M	} these items are left 0as the rates are held
			} in the overtime database
	Minimum Cash Amount	K, L	} If paying a minimum amount of pay in
	Minimum Non Cash Amnt	K, L	} cash for immediate spending and the
			} balance in the employee's normal
			} payment method then enter in <u>one</u> of the
			} items the amount the employee receives in
			} either cash or their normal payment
			} amount. The balance is paid in the other
			} method
X	Current Cash Amount	K, L	Holds the amount to be paid in cash this period
X	Current Non Cash Amnt	K, L	Holds the amount to be paid in the employee's normal payment method

Configuration

	Prev NI Co Main EE		} Items are no longer in use
	Prev NI Co Main Pay		}
X	Pay As At Period	N	If the employee has already been paid for the current period this option allows you to pay the next period early.
X	Report Seq Item		Select here the data item to use as a sort item on the payroll reports. If set then enables use of sort sequence 3 and 4 on payroll reports. Sequence 3 being this nominated item, sequence 4 being this item within the department.
X	Memo Reference	Y (6)	Used by the employee memo facility. This holds the six-digit number of the memo file PR*nnnnnn* used.
	Clear Flag	?	This item is cleared during the period/year end. It would be set via an external routine (say) a *ProFiler* output of employees pay to the bank for BACS payments.

Employee Switch DB

This option is only applicable if *Premier* and using *Payroll Plus*

	Data Item	Type	Description
X	Current SW From	K, L	} Enter the data item numbers for the first
X	Current SW To	K, L	} and last switch values for the current
			} period. The maximum range is 80 items
			} although this reduces to 53 if saving
			} default fixed switch values
	Fixed SW Amount From	K, L	} Optional range of data items that would
	Fixed SW Amount To	K, L	} hold the default switch value for the
			} period
X	Accum SW From	K, L	} Range of data items that would hold the
X	Accum SW To	K, L	} YTD values of the payments and
			} deductions and the balance to pay for
			} deductions and the repayments.

Payment (O/T) Rates DB

This option is only applicable if *Premier* and using *Payroll Plus*

	Data Item	Type	Description
X	Curr Hours From	K, L	} Range of data items holding the overtime
X	Curr Hours To	K, L	} hours worked in the current period.
			} Maximum range of items is 19 – the basic
			} hours/overtime are still held on the
			} employee file
X	Curr Value From	K, L	} Range of data items holding the overtime
X	Curr Value To	K, L	} values for the current period
	Employee Rate From	M	} Range of data items holding a specific
	Employee Rate To	M	} overtime rate for each band. These
			} override the usual base hourly/OT rate
			} although the rate factors set in the system
			} profile still apply
X	YTD Hours From	K, L	} Range of data items holding the number
X	YTD Hours To	K, L	} of overtime hours worked in the year.
X	YTD Value From	K, L	} Range of data items holding the amount
X	YTD Value To	K, L	} of overtime paid in the year

Department Items

The department database is primarily free-form holding only the items you require for department analysis and the nominal update. Items are updated based on the copy items set within the 'Run the Payroll' section of the *Application User Facilities*

	Data Item	Type	Description
	Department Name	X (25)	The department title
X	First Employee	N	} Holds the record numbers of the first and
X	Last Employee	N	} last employees for this department
X	Nominal Updated	?	Flag checked (and cleared) during the payroll period end and year-end. If referenced and not equal to 'Y' the program warns that the nominal ledger has not been updated. The flag is set by the nominal update procedure.

Transaction Items

This option is only applicable if *Premier* and the payroll transaction file is in use

Data Item	Type	Description
Employee No	N	Holds the employee record number
Emp Code	X (10)	Holds the unique employee code (if in use)
Pay Period	N	Holds the pay period the transaction was generated for
Next Trans	Y (6)	Holds the next transaction record number for the employee
Status	X (1)	Holds the pay input status (prior to the payroll run)
Tax Code	X (5)	Holds the tax code of the employee used this period
NI Letter	X (1)	Holds the NI category of the employee used this period
Advanced Periods	N	Holds the number of periods in advance included in this payroll period
Pay Date	E	Holds the pay date of this period's payroll run
Curr SW From Curr SW To	K, L K, L	} Range of data items holding the switch } value used this period. Range should be } equal to maximum number of switches } that can be used by the employee (up to } overall max of 80)
Accum SW From Accum SW To	K, L K, L	} Range of data items holding the switch } value for the year-to-date. Range should } be equal to maximum number of switches } that can be used by the employee.
Col 1a – 1e	K, L	} Referenced to first of 7 items that will } hold the earnings breakdown for NI. The } items should be named: } } C-NI-1A } C-NI-1B

		} C-NI-1C } C-NI-1D } C-NI-1E } C-NI-REB-EE } C-NI-REB-ER
Curr Student Loan	K, L	Holds the current period student loan deduction
Curr Tax Credit	K, L	Holds the current period tax payments.

Copy SW to EMP (1/2)
Copy SW to EMP (2/2)

Only applicable if using *Payroll Plus*. Allows definition of up to 20 copy items from the switch file to the employee file, actioned on payroll run. You may want to set copy items to include switch values on report generator reports based on the employee file.

Copy Pay to EMP (1/2)
Copy Pay to EMP (2/2)

Only applicable if using *Payroll Plus*. Allows definition of up to 20 copy items from the overtime file to the employee file, actioned on payroll run. You may want to set copy items to include overtime values on report generator reports based on the employee file.

Copy EMP to TX (1/4)
Copy EMP to TX (2/4)
Copy EMP to TX (3/4)
Copy EMP to TX (4/4)

Only applicable if *Premier*. These options allow the definition of up to 40 copy items from the employee file to the *Premier* transaction file.

Copy SW to TX
Copy Pay to TX

Only applicable if using *Payroll Plus*, these options allow the definition of up to ten copy items from the switch file to the *Premier* transaction file and from the overtime file to the transaction file.

Special Facilities

P11 Transaction Pointers

The P11 file is a detail file off the main employee file and contains transaction history. For standard payroll operation you do not need record pointers to link the employee file to the P11 file but if you want to build *ProFiler* reports or enquiries you do. If you create, on the employee file, fields named P11-FIRST and P11-LAST these will be automatically maintained by the payroll program.

You would also need these items to retain P11 transactions over the year-end.

Copy Items to the P11 and *Premier* Transaction Files

The profiles allow the definition of numerous copy items to the *Premier* transaction file. To copy extra items from the employee files – including the *Employee-2* and *Employee-3* files – to the transaction file and to define copy items to the P11 transaction file a special facility is available.

If you create a data item in the transaction or P11 file with the same name and type as an item in any of the employee databases then the transaction item will be automatically updated during the payroll run.

Employee-2 File Database Structure

This database is maintained and used by the system for year-end reporting, director and statutory payment calculations. This list allows you to see what the data items hold for use in reports and documents.

No	Data Item	Type	Description
1	C-NI-1A	K	Holds the employee earnings for the period up to the LEL (Lower Earnings Limit)
2	C-NI-1B	K	Holds the employee earnings for the period between the LEL and the ET (Employee Threshold)
3	C-NI-1C	K	Holds the employee earnings for the period between the ET and the UEL (Upper Earnings Limit)
4	C-NI-1D	K	Holds the total NI contributions by the employee and the employer for the period
5	C-NI-1E	K	Holds the NI contributions for the period by the employee
6	C-NI-REB-EE	K	Holds the NI rebate for the employee calculated for selected NI categories
7	C-NI-REB-ER	K	Holds the NI rebate for the employer calculated for selected NI categories

10	Y-NI-SCON	X (8)	Holds the contracted out scheme number for the employee's active NI category.
11	Y-NI-1A	K	}
12	Y-NI-1B	K	}
13	Y-NI-1C	K	} As above but holds the year-to-date
14	Y-NI-1D	K	} values for the employee's active NI
15	Y-NI-1E	K	} category
16	Y-NI-REB-EE	K	}
17	Y-NI-REB-ER	K	}
21	DIR-START	E	If the employee became a director during the current tax year then this holds the date they became a director.
22	DIR-END	E	If the employee ceases to be a director during the current tax year this holds the date they ceased to be a director
23	DIR-RATA	N	If the employee becomes a director during the current tax year then this holds the number of pay weeks (even if monthly pay) over which the employee is paid as a director
24	DIR-NI-GROSS	K	This is the NI'able earnings for the director for the year-to-date
25	DIR-EARNINGS	K	This is the NI'able earnings for the director in the current period
26	DIR-NI-EE	K	This is the total NI contributions for the year-to-date as a director by the employee
27	DIR-NI-ER	K	This is the total NI contributions for the year-to-date as a director by the employer
28	DIR-NI-REB-EE	K	This is the total NI employee rebate for the year-to-date as a director
29	DIR-NI-REB-ER	K	This is the total NI employer rebate for the year-to-date as a director
31	STUDENT-LOAN	?	Flag to identify the employee as paying student loan deductions
32	C-SLC-EARN	K	Earnings in the current period on which the student loan deduction is to be calculated. The deduction is a percentage (as of writing 9%) of the difference between this value and the period portion of the student loan threshold (as of writing £10,000 per annum). Earnings would normally be the taxable pay less any attachment of earnings.
33	Y-SLC-EARN	K	Earnings YTD on which the student loan deduction has been calculated.

34	C-SLC-DED	K	The amount of deduction from net pay this period for the student loan deduction. You would display this item on your payslip.
35	Y-SLC-DED	K	The total deductions for the year-to-date.
36	SLC-PROTECT	K	The level of protected earnings specified against attachment of earnings orders. If the net pay is below this then no student loan repayment is deducted.
37	SLC-SWITCHES	X (20)	String containing the switch category letters (i.e. ABC etc) which are used for attachment of earnings orders and are deducted prior to calculating the earnings attachable for student loan deductions.
38	SLC-SUSPEND	?	Flag set when the employee has certain attachment of earnings orders against them which cause the student loan deduction to be suspended.
47	STAKE-REF	X (10)	Reference number of the employee stakeholder pension scheme
48	STAKE-TYPE-EE	X (1)	Flag to identify the contributions method for employee stakeholder pension contributions – B-Basic%, G-Gross%, F-Fixed Amount, I-Item%
49	STAKE-TYPE-ER	X (1)	Flag to identify the contributions method for employer stakeholder pension contributions
50	STAKE-VAL-EE	K	Rate or Fixed Amount contributed each period by the employee
51	STAKE-VAL-ER	K	Rate or Fixed Amount contributed each period by the employer
52	C-STAKE-EE	K	Actual amount contributed by the employee this period. You would show this value on your payslip.
53	C-STAKE-ER	K	Actual amount contributed by the employer this period.
54	Y-STAKE-EE	K	Actual amount contributed by the employee for the year-to-date
55	Y-STAKE-ER	K	Actual amount contributed by the employer for the year-to-date
56	STAKE-NET	?	Flag set so that employee contributions are net of basic rate tax.
57	STAKE-OMIT	?	Flag set so that employee contributions are omitted this period if the value is greater than net pay. (If blank then available pay is used for the deduction).
60	SMP-QUAL-WK	N	Payroll period in which the SMP (Statutory Maternity Pay) qualifying week takes place

61	SMP-STARTDATE	E	Date at which to begin paying SMP at
62	SMP-AVERAGE	K	Weekly earnings for the SMP qualifying week
63	SMP-WEEKS-H	N	} No of weeks remaining of SMP remaining
64	SMP-WEEKS-L	N	} to be paid at the high and low bands.
65	C-SMP-WEEKS	N	No of weeks SMP paid this period
66	C-SMP-AMNT	K	Amount of SMP paid this period. This is the value you would display on the payslip.
67	Y-SMP-WEEKS	K	No of weeks SMP paid year-to-date
68	Y-SMP-AMNT	K	Amount of SMP paid year-to-date
69	SMP-DUEDATE	E	Date the baby is due.
70	SAP-QUAL-WK	N	Payroll period in which the SAP (Statutory Adoption Pay) qualifying week takes place
71	SAP-STARTDATE	E	Date at which to being paying SAP at
72	SAP-AVERAGE	K	Weekly earnings for the SAP qualifying week.
73	SAP-WEEKS-L	N	No of Weeks SAP remaining to be paid
74	C-SAP-WEEKS	N	No of Weeks SAP paid this period
75	C-SAP-AMNT	K	Amount of SAP paid this period. This is the value you would include on your payslip.
76	Y-SAP-WEEKS	N	No of Weeks SAP paid for the year-to-date
77	Y-SAP-AMNT	K	Amount of SAP paid for the year-to-date
78	SPPB-QUAL-WK	N	Payroll Period No in which qualifying week for SPP (Statutory Paternity Pay) for Births occurs
79	SPPB-STARTDATE	E	Date at which to start paying SPP
80	SPPB-AVERAGE	K	Weekly earnings for the SPP qualifying week
81	SPPB-WEEKS-L	N	No of Weeks SPP remaining to be paid
82	C-SPPB-WEEKS	N	No of Weeks SPP paid this period
83	C-SPPB-AMNT	K	Amount of SPP paid this period. This is the value you would include on your payslip
84	Y-SPPB-WEEKS	N	No of weeks SPP paid for the year-to-date
85	Y-SPPB-AMNT	K	Amount of SPP paid for the year-to-date
86	SPPA-QUAL-WK	N	Payroll Period No in which qualifying week for SPP (Statutory Paternity Pay) for Adoptions occurs
87	SPPA-STARTDATE	E	Date at which to start paying SPP
88	SPPA-AVERAGE	K	Weekly earnings for the SPP qualifying week
89	SPPA-WEEKS-L	N	No of Weeks SPP remaining to be paid
90	C-SPPA-WEEKS	N	No of Weeks SPP paid this period
91	C-SPPA-AMNT	K	Amount of SPP paid this period. This is the value you would include on your payslip

92	Y-SPPA-WEEKS	N	No of weeks SPP paid for the year-to-date
93	Y-SPPA-AMNT	K	Amount of SPP paid for the year-to-date
100	C-AOE-ADMIN	K	Attachment of Earnings Orders allows the employer to set an administration charge against the employee. This contains the charge deducted for the current period.
101	Y-AOE-ADMIN	K	This contains the charge deducted for the year-to-date.
121	P1-NI-LETT	X (1)	}
122	P1-NI-SCON	X (8)	}
123	P1-NI-1A	K	} When the employee changes NI category
124	P1-NI-1B	K	} the YTD values are transferred to the P1
125	P1-NI-1C	K	} values here. The P1 values to P2 set
126	P1-NI-1D	K	} below, and the P2 values to the P3 set.
127	P1-NI-1E	K	} You are allowed 3changes of NI category
128	P1-NI-REB-EE	K	} during the tax year
129	P1-NI-REB-ER	K	}
131	P2-NI-LETT	X (1)	}
132	P2-NI-SCON	X (8)	}
133	P2-NI-1A	K	} When the employee changes NI category
134	P2-NI-1B	K	} the YTD values are transferred to the P1
135	P2-NI-1C	K	} values. The P1 values to P2 here, and the
136	P2-NI-1D	K	} P2 values to the P3 set. You are allowed
137	P2-NI-1E	K	} 3changes of NI category during the tax
138	P2-NI-REB-EE	K	} year
139	P2-NI-REB-ER	K	}
141	P3-NI-LETT	X (1)	}
142	P3-NI-SCON	X (8)	}
143	P3-NI-1A	K	} When the employee changes NI category
144	P3-NI-1B	K	} the YTD values are transferred to the P1
145	P3-NI-1C	K	} values. The P1 values to P2 set, and the
146	P3-NI-1D	K	} P2 values to the P3 set here. You are
147	P3-NI-1E	K	} allowed 3changes of NI category during
148	P3-NI-REB-EE	K	} the tax year
149	P3-NI-REB-ER	K	}
151	SAV-NI-1A	K	} When an employee becomes a director NI
152	SAV-NI-1B	K	} is charged on a year-to-date basis for the
153	SAV-NI-1C	K	} remainder of the year. This contains the
			} earnings under which the employee paid
			} NI as an employee. At the end of the year
			} these values are added to the YTD 1A-1C
			} values on end of year reports (or if change
			} NI category added to the P1 set.

Employee-3 File Database Structure

This database is maintained and used by the system for attachment of earnings orders. This list allows you to see what the data items hold for use in reports and documents.

No	Data Item	Type	Description
1	A1-NAME	X (14)	Description of the attachment order. You would print this label on your payslip.
2	A1-TYPE	N	Type of order
3	A1-PRIORITY	?	Flag set if priority order
4	A1-METHOD	X (1)	Method of Deduction
5	A1-RATE	K	Rate of Deduction
6	A1-PROTECTED	K	Protected Earnings Amount or Percentage
7	A1-TOTAL	K	Total Amount to Repay
8	A1-DATE	E	Issue Date of the order
9	A1-REF	X (14)	Reference No of the order
10	A1-ADMIN	K	Administration charge to be deducted for the order
11	A1-CURR	K	Amount deducted in the current period. You would print this value on your payslip.
12	A1-YTD	K	Amount deducted for the year-to-date
13	A1-C/F	K	Amount not deducted this period due to insufficient funds (i.e. reached protected earnings level)
14	A1-ACCUM	K	Amount deducted in total for this order
15	A1-START	E	Start Date the order is to take effect
16	A1-END	E	End Date of the order.
17	A2-NAME	X (14)	Description of the attachment order. You would print this label on your payslip.
18	A2-TYPE	N	Type of order
19	A2-PRIORITY	?	Flag set if priority order
20	A2-METHOD	X (1)	Method of Deduction
21	A2-RATE	K	Rate of Deduction
22	A2-PROTECTED	K	Protected Earnings Amount or Percentage
23	A2-TOTAL	K	Total Amount to Repay
24	A2-DATE	E	Issue Date of the order
25	A2-REF	X (14)	Reference No of the order
26	A2-ADMIN	K	Administration charge to be deducted for the order
27	A2-CURR	K	Amount deducted in the current period. You would print this value on your payslip.
28	A2-YTD	K	Amount deducted for the year-to-date
29	A2-C/F	K	Amount not deducted this period due to insufficient funds (i.e. reached protected earnings level)
30	A2-ACCUM	K	Amount deducted in total for this order

31	A2-START	E	Start Date the order is to take effect
32	A2-END	E	End Date of the order.
33	A3-NAME	X (14)	Description of the attachment order. You would print this label on your payslip.
34	A3-TYPE	N	Type of order
35	A3-PRIORITY	?	Flag set if priority order
36	A3-METHOD	X (1)	Method of Deduction
37	A3-RATE	K	Rate of Deduction
38	A3-PROTECTED	K	Protected Earnings Amount or Percentage
39	A3-TOTAL	K	Total Amount to Repay
40	A3-DATE	E	Issue Date of the order
41	A3-REF	X (14)	Reference No of the order
42	A3-ADMIN	K	Administration charge to be deducted for the order
43	A3-CURR	K	Amount deducted in the current period. You would print this value on your payslip.
44	A3-YTD	K	Amount deducted for the year-to-date
45	A3-C/F	K	Amount not deducted this period due to insufficient funds (i.e. reached protected earnings level)
46	A3-ACCUM	K	Amount deducted in total for this order
47	A3-START	E	Start Date the order is to take effect
48	A3-END	E	End Date of the order.
49	A4-NAME	X (14)	Description of the attachment order. You would print this label on your payslip.
50	A4-TYPE	N	Type of order
51	A4-PRIORITY	?	Flag set if priority order
52	A4-METHOD	X (1)	Method of Deduction
53	A4-RATE	K	Rate of Deduction
54	A4-PROTECTED	K	Protected Earnings Amount or Percentage
55	A4-TOTAL	K	Total Amount to Repay
56	A4-DATE	E	Issue Date of the order
57	A4-REF	X (14)	Reference No of the order
58	A4-ADMIN	K	Administration charge to be deducted for the order
59	A4-CURR	K	Amount deducted in the current period. You would print this value on your payslip.
60	A4-YTD	K	Amount deducted for the year-to-date
61	A4-C/F	K	Amount not deducted this period due to insufficient funds (i.e. reached protected earnings level)
62	A4-ACCUM	K	Amount deducted in total for this order
63	A4-START	E	Start Date the order is to take effect
64	A4-END	E	End Date of the order.

65	AEO-SEQ	X (4)	Sequence in which the orders are to be processed (if more than one). If left blank they are processed in the order 1234.
97	A1-CFPER	K	} If earnings are below the protected
98	A2-CFPER	K	} earnings level then the shortfall is carried
99	A3-CFPER	K	} forward to the next period and added to
100	A4-CFPER	K	} the protected earnings level for the next } period.
103	A1-PROT%	?	}
104	A2-PROT%	?	} Flag to identify if the protected earnings
105	A3-PROT%	?	} rate is a percentage rather than a fixed
106	A4-PROT%	?	} amount.

P11 Transaction File Database Structure

This database is maintained and used by the system for P11 reporting. This list allows you to see what the data items hold for use in reports and documents. You can add your own data items to this database but add on/after item 101 – the first 100 items are reserved for use by Datafile and if you use these items they could be removed automatically with a program update.

If you create a data item with the same name and the same type as an item on any of the employee files then this will be automatically copied for you as part of the P11 transaction generation.

No	Data Item	Type	Description
1	EMP-NO	Y (6)	Employee Number (record number of the EMP record for the employee)
2	EMP-CODE	X (10)	Unique Employee Code (*Premier* only)
3	EMPLOYEE-NAME	X (48)	Full name of the employee
4	DEPT-NO	N	Department Number the employee is a part of
5	NI-NUMBER	X (9)	National Insurance Number of the employee
6	NI-CATEGORY	X (1)	National Insurance category used for the period
7	TAX-CODE	X (5)	Tax code used for the period
8	P11-NEXT	Y (6)	Record number of the next P11 record for the employee. If want to maintain the pointer chain you need fields on the employee file P11-FIRST and P11-LAST (both Y-6)
9	PERIOD	N	Payroll Period Number
10	PAY-DATE	E	Payroll Run Date
11	STATUS	X (1)	Input Pay Status prior to payroll run
12	ADV-PERIODS	N	Number of periods paid in advance this run.

13	WEEK/MONTH-1	?	Flag to identify if tax code is on a week-1 basis
14	DIRECTOR	?	Flag to identify the employee as a director
15	TAX-YEAR	X (5)	Updated with the current tax year – i.e. 04/05, 05/06, etc.
16	REP-SEQUENCE	X (10)	If you have the report sequence profile in use then this is the item the employee reports are printed in.
17	SURNAME	X (20)	Employee Surname
19	NI-REB-EE	K	Amount of NIC rebate due to the employee this period.
20	NI-REB-ER	K	Amount of NIC rebate due to the employer this period.
21	NI-LEL-1a	K	Earnings up to the Lower Earnings Limit this period
22	NI-ET-1b	K	Earnings between the LEL and the Employee Threshold this period
23	NI-UEL-1c	K	Earnings between the ET and the Upper Earnings Limit this period
24	NI-TOT-1d	K	Total of NI contributions by the employee and the employer this period.
25	NI-EE-1e	K	NI contributions by the employee this period
26	NI-SSP-1f	K	Amount of SSP paid to the employee this period
27	NI-SMP-1g	K	Amount of SMP paid to the employee this period
28	NI-SPP-1h	K	Amount of SPP paid to the employee this period
29	NI-SAP-1i	K	Amount of SAP paid to the employee this period
30	NI-SLD-1j	K	Amount of Student Loan deduction taken from the employee this period.
41	TOTPAY-2	K	Taxable Pay this period
42	TOTPAY-3	K	Taxable Pay to date (0 if on a week-1 basis)
43	FREE-4a	K	Total Free Pay to date (of for the period if on a week-1 basis). Value is 0 on selected tax codes (D/BR/NT/K)
44	ADDPAY-4b	K	Total Adjustable to Date for K tax codes, else 0
45	TAXABLE-5	K	Total Taxable Pay to date – free pay having been subtracted and any adjustments added. For codes on a week-1 basis this is the taxable for the period, for D/BR/NT tax codes this value is 0

46	TAXPAID-6	K	Total tax due for the year-to-date. Left at 0 for week-1 codes, D and NT codes
47	TAXDUE-6a	K	Used for K-codes to add values not deducted previously due to K-code maximum (50% of pay)
48	LIMIT-6b	K	Used for K-codes and is set to 50% of pay for the period.
49	TAXPAID-7	K	Tax due this period
50	NOTDED-8	K	Used for K-codes and contains the tax not deducted this period due to the K-code max.
51	TAXCRED-9	K	Amount of tax credits paid to the employee this period
61	C-GROSS-PAY	K	Update with the employee's gross pay in the current period. Gross pay includes basic and overtime, statutory payments (SMP/SPP/etc) and advanced pay.
62	C-GROSS-ADDS	K	Updated with additions before tax from any extra payments (switches) to the employee's gross pay in the current period.
63	C-GROSS-DEDS	K	Updated with deductions before tax from the employee's pay in the period.
64	C-TAXABLE	K	Updated with the result of Gross Pay plus Additions less Deductions
65	C-NATINS-EE	K	Updated with the employee's NI contributions for the period.
66	C-NATINS-ER	K	Updated with the employers NI contributions for the period
67	C-TAX-PAID	K	Updated with the tax paid for the period
68	C-NET-ADDS	K	Updated with additions to the employee's pay after tax (switches/tax credits)
69	C-NET-DEDS	K	Updated with deductions to the employee's pay after tax (switches/student loan deductions/etc)
70	C-NET-PAY	K	Updated with the employee's net pay for the period
71	C-TOT-PAY	*	A calculation of total payments made to the employee adding gross pay, gross and net deductions.
72	C-TOT-DEDS	*	A calculation of total deductions made from the employee adding gross and net deductions, tax and national insurance.

Special 161+ Print Items

The payroll documents and the P11 statement reports allow a range of special items to print. These include values set in the system profiles for payroll, such as the company name and address, with values from the employee record.

No	Data Item	Description
161	Payroll Name	as set in system profiles “Company / Bank Details”
162	Company Name	}
163	Company Address 1	}
164	Company Address 2	} as set in system profiles “Company / Bank Details”
165	Company Address 3	}
166	Company Address 4	}
167	Tax District (Title)	} as set in system profiles “Company / Bank Details”
168	Tax District (Code)	}
169	Company Bank Name	}
170	Company Bank Address 1	}
171	Company Bank Address 2	} as set in system profiles “Company / Bank Details”
172	Company Bank Address 3	}
173	Company Bank Address 4	}
174	Company Bank Sort Code	}
175	Company Bank Account No	}
176	Payroll Period Number	Current Payroll Period Number
177	NI Number (AA nn nn nn a)	}
178	NI Number (aa NN nn nn a)	}
179	NI Number (aa nn NN nn a)	} Print Items to break the employee NI code into its
180	NI Number (aa nn nn NN a)	} component parts
181	NI Number (aa nn nn nn A)	}
182	Department Name	Prints the department name of the employee
183	No of Weeks in Year (if 53/54/56)	Prints the week no 53 if in weekly payroll and using extra week this year. Prints 54 for 2-weekly, and 56 for 4-weekly. If no extra week or monthly payroll then this is left blank
184	Employee Number	Prints the employee record number or the unique code if this is in use
185	Report Date	} Prints the date the report was run “as at” and prints
186	Year from Report Date (YY)	} the last two digits of the report year respectively.

187	Week-1/Month-1 Flag	Prints W1 or M1 if employee set to be taxed on a week-1 basis.
188	Date Left (DD mm yyyy)	}
189	Date Left (dd MM yyyy)	} Splits the date left into its component parts.
190	Date Left (dd mm YYYY)	}
191	Date of Birth (DD mm yyyy)	}
192	Date of Birth (dd MM yyyy)	} Splits the date of birth into its component parts
193	Date of Birth (dd mm YYYY)	}
194	Company Post Code	Prints the post code from the Payroll System Profiles
195	Spare	Not used any more
196	Employee's Total NI-able Pay	Prints the employees total NI'able pay for the year.
197	Report Year (YYYY)	Prints the report year as four digits
198	Tax District Code - 1	} Breaks the tax district code entered in the system
199	Tax District Code - 2	} profiles into two parts based on the '/' delimiter.
200	Starting Date (DD mm yyyy)	}
201	Starting Date (dd MM yyyy)	} Prints the date the employee started provided it is in
202	Starting Date (dd mm YYYY)	} the current tax year
203	"R" if Tax Refund	If YTD tax is negative prints an "R" else blank
204	Sex (M or F)	Prints M or F accordingly
205	Surname	} Prints the employees surname and forename
206	Forename	} respectively
207	Employee Address 1	}
208	Employee Address 2	} Prints the employee address details
209	Employee Address 3	}
210	Employee Address 4	}
211	NI Category	} Used for the P14/P60 document this details the
212	Y-NI-LEL-1A	} earnings used on the active NI letter
213	Y-NI-ET-1B	}
214	Statutory Pay Total (YTD)	Total of SMP, SAP, and SPP for the year.
215	Y-NI-UEL-1C	}
216	Y-NI-TOT-1D	} Remainder of the details of year-to-date earnings and
217	Y-NI-EMP-1E	} contributions on the active NI letter.

218	P1-NI-Letter	}
219	P1-NI-LEL-1A	}
220	P1-NI-ET-1B	} Earnings breakdown of NI category used this
222	P1-NI-UEL-1C	} tax year prior to change. Required for print on
223	P1-NI-UEL-1D	} P14/P60.
224	P1-NI-TOT-1E	}
221	Employee Post Code	Prints the post code from the employee's address
225	Previous Employment Pay	} If the employee has worked elsewhere in the tax year
226	Previous Employment Tax	} then this is the pay and tax from the P45
227	This Employment Pay	} This is the total taxable pay and tax paid for the year
228	This Employment Tax	} in this employment.
229	Total Employment Pay	} This is the total of the pay in this employment and
230	Total Employment Tax	} the previous employment. Is 0 if no previous
		} employment
231	Final Tax Code	Prints the employee tax code
232	"R" if Negative Y-1D	Prints 'R' if the value held in Y-NI-TOT-1D is negative
233	Y-SSP-AMT-1F	Year-to-date Statutory Sick Pay
234	Y-SMP-AMT-1G	Year-to-date Statutory Maternity Pay
235	Y-STUD-LOAN	Year-to-date Student Loan deductions
236	Y-TAX-CRED	Year-to-date Tax Credit additions
237	Y-SPP-1H	Year-to-date Statutory Paternity Pay
238	Y-SAP-1I	Year-to-date Statutory Adoption Pay
239	"R" if negative P1-1D	Prints 'R' if the value held in P1-NI-TOT-1D is negative
240	Last Pay Period (Weekly)	} For print on the P45. Prints the last pay period the
241	Last Pay Period (Monthly)	} employee was paid.
242	P45 Total Pay to Date	} For print on the P45. Prints the total pay and tax to
243	P45 Total Tax to Date	} date. If previous employment pay/tax is 0 then
		} omitted
244	P45 This Employment Pay to Date	} For print on the P45. Prints the pay and tax for this
245	P45 This Employment Tax to Date	} employment.
246	Statutory Payment Total (Current)	Prints the total of SPP/SAP/SMP for the current period.
247	P2-NI-Letter	}
248	P2-NI-LEL-1A	}

249	P2-NI-ET-1B	} For use on the P14/P60. Earnings breakdown for the
250	P2-NI-UEL-1C	} NI category prior to last two changes.
251	P2-NI-TOT-1D	}
252	P2-NI-EMP-1E	}
253	“R” if P2-1D Negative	}
254	P3-NI-LETTER	}
255	P3-NI-LEL-1A	}
256	P3-NI-ET-1B	} For use on the P14/P60. Earnings breakdown for
257	P3-NI-UEL-1C	} the NI category prior to last 3 changes.
258	P3-NI-TOT-1D	}
259	P3-NI-EMP-1E	}
260	“R” if P3-1D Negative	}