

Moneysoft Payroll Manager

Quick Start Guide

1 – Introduction

This guide is designed to be used when you wish to add your own data into Payroll Manager. Further detailed help on any topic can be found by pressing the **F1** key in the program at any time. The  symbol in this guide indicates that there is also an online video guide covering this particular topic. Click **Help - Online - Payroll Manager Support** in the program to view the videos.

This guide covers many day-to-day payroll procedures, but is not intended to be fully comprehensive. For help with items such as sick pay, maternity pay, student loans etc. click **Help - General Help** from the menu.

2 – Create your own data file

Payroll Manager stores data for each tax year in a separate data file. When you first install the software a file for a fictitious company, "Sample Payroll Data Company", will open allowing you to explore the various features, print payslips etc. When you are ready to enter data for your own company you will need to create a new data file.

Click **File - New - Create a new blank file** from the main menu at the top of the screen. Input your **Employer Name** (e.g. ABC Ltd) and select the **Tax Year**. You will then be prompted to **save** your new file and to set the **Pay Dates**.

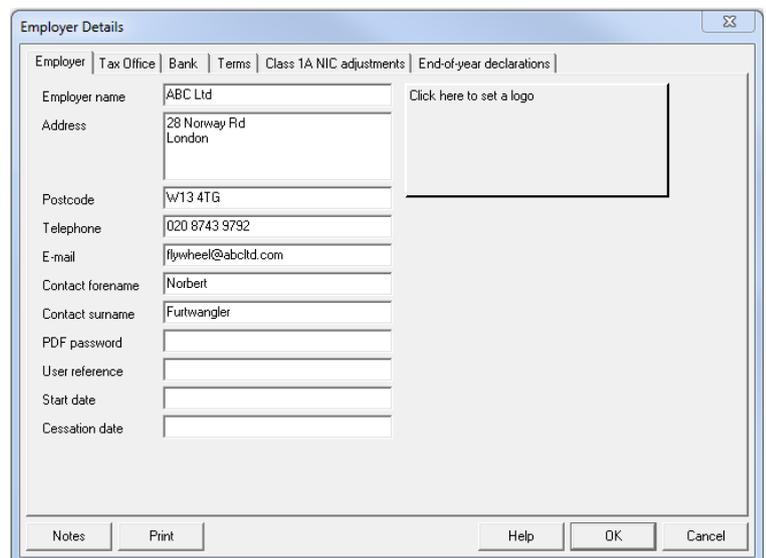
3 – Enter the Employer details

Click **Employer - Employer Details** from the menu (or click the  button on the toolbar).

Enter the Employer Name and address information.

If you are a brand new employer and have recently registered with HMRC for PAYE then enter the date that you are starting to operate PAYE in the 'Start Date' box, otherwise leave this field blank.

Click on the **Tax Office** tab and enter the **PAYE reference** and **Accounts office reference**. Other items on the Employer Details screens can be entered later.



Employer	Tax Office	Bank	Terms	Class 1A NIC adjustments	End-of-year declarations
Employer name	ABC Ltd				
Address	28 Norway Rd London				
Postcode	W13 4TG				
Telephone	020 8743 9792				
E-mail	flywheel@abcLtd.com				
Contact forename	Norbert				
Contact surname	Furtwangler				
PDF password					
User reference					
Start date					
Cessation date					

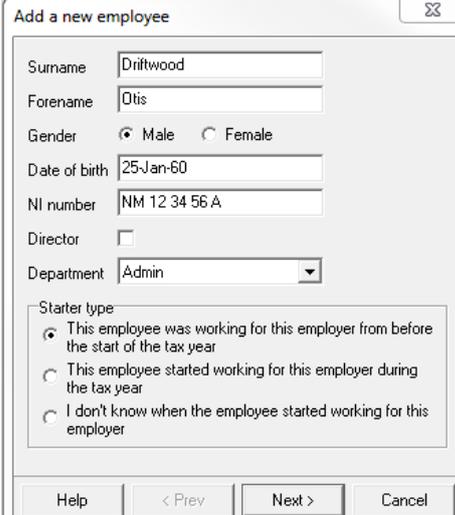
The following sections deal with PAYE. If you do not have any employees and are only interested in the Construction Industry Scheme then we suggest you skip to section 9.

4 – Add your employees

Click **Employees - Add new Employee** from the menu. 

You will be taken through a series of screens where the personal, work and payment details of each employee can be entered. The screens that appear depend on the answers that you give (e.g. depending on whether or not the employee produced a P45 from their previous employer etc.).

When you have finished adding your employees, click **Employees - Employee Details** to view or amend the information.



5 – Starting to use Payroll Manager mid way through the tax year

If you are starting to use Payroll Manager mid-way through the PAYE year and you have been using another system (or accountant) to calculate your payroll then you will need to enter your year-to-date figures (if you are starting to use Payroll Manager at the beginning of a tax year, then there will be no year-to-date figures and you should skip to section 6).

Before entering your year-to-date figures, ensure that all current employees have been added to the file (see section 4).

Make sure all year-to-date figures for your employees are to hand, whether extracted from your previous software or from your accountant. The year-to-date figures can be found on a P11 deductions working sheet (or equivalent).

Click **Tools - Mid Year Start** from the menu then enter the starting month and the year-to-date figures for each employee.

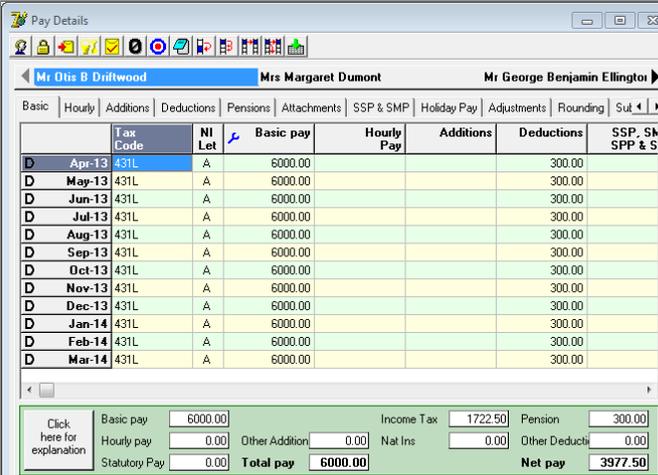
Once this information has been input, you can enter details of the current pay for your employees by using the **Pay Details** screen (see section 6).

6 – Adding or editing pay on the Pay Details screen

Click **Pay - Pay Details** from the menu (or click the  button).

If the regular pay amounts were not entered when creating the employee, you should now enter this information on the Pay Details screen. If the employee is paid a standard, regular amount then enter this figure in the **Basic Pay** column. If the employee is paid on an hourly basis click on the **Hourly** tab from the row of tabs at the top of the grid: "Basic, Hourly, Additions...", and then enter the hourly rate and number of hours worked.

Pressing the **ALT** and **=** keys together allows you to copy items on the pay details screen to all subsequent pay periods, saving time with inputting data.



	Tax Code	NI Let	Basic pay	Hourly Pay	Additions	Deductions	SSP, SNI SPP & S
D	Apr-13	431L	A	6000.00		300.00	
D	May-13	431L	A	6000.00		300.00	
D	Jun-13	431L	A	6000.00		300.00	
D	Jul-13	431L	A	6000.00		300.00	
D	Aug-13	431L	A	6000.00		300.00	
D	Sep-13	431L	A	6000.00		300.00	
D	Oct-13	431L	A	6000.00		300.00	
D	Nov-13	431L	A	6000.00		300.00	
D	Dec-13	431L	A	6000.00		300.00	
D	Jan-14	431L	A	6000.00		300.00	
D	Feb-14	431L	A	6000.00		300.00	
D	Mar-14	431L	A	6000.00		300.00	

Click here for explanation	Basic pay	6000.00	Income Tax	1722.50	Pension	300.00
	Hourly pay	0.00	Other Addition	0.00	Other Deducti	0.00
	Statutory Pay	0.00	Total pay	6000.00	Net pay	3977.50

Other additions and deductions can be entered by clicking on the tabs along the top of the Pay Details screen.

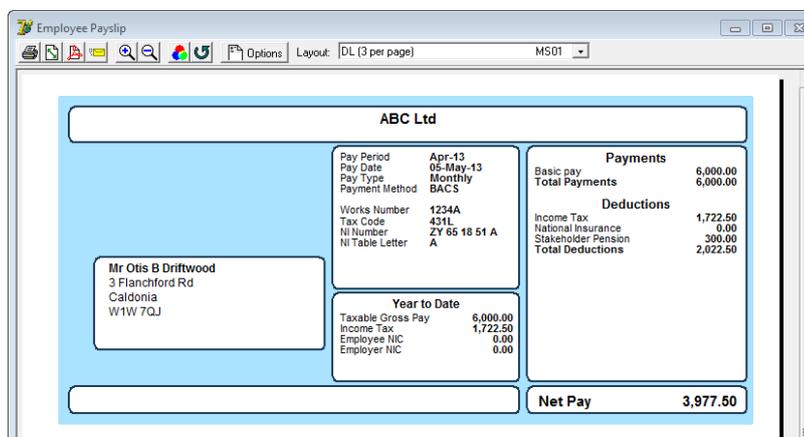
The calculated tax and NI amounts are shown at the bottom of the screen.

7 – Producing Payslips

Click **Pay - Employees Payslip** from the menu (or click the  button).

Select the employee(s) you wish to produce a payslip for (click the **All** button to select all employees).

Select the payslip **Layout** from the drop-down menu on the toolbar at the top of the report (there are several options available, from plain paper to pre-printed stationery). The payslip(s) can then be printed, saved as a PDF or emailed to the employee or employer as required.



The screenshot shows the 'Employee Payslip' window for 'ABC Ltd'. The window title is 'Employee Payslip' and the layout is set to 'DL (3 per page)'. The payslip details are as follows:

ABC Ltd	
Pay Period	Apr-13
Pay Date	05-May-13
Pay Type	Monthly
Payment Method	BACS
Works Number	1234A
Tax Code	431L
NI Number	ZY 65 18 51 A
NI Table Letter	A

Employee details: Mr Otis B Driftwood, 3 Flanchford Rd, Caldonia, W1W 7QJ.

Year to Date	
Taxable Gross Pay	6,000.00
Income Tax	1,722.50
Employee NIC	0.00
Employer NIC	0.00

Payments	
Basic pay	6,000.00
Total Payments	6,000.00

Deductions	
Income Tax	1,722.50
National Insurance	0.00
Stakeholder Pension	300.00
Total Deductions	2,022.50

Net Pay: 3,977.50

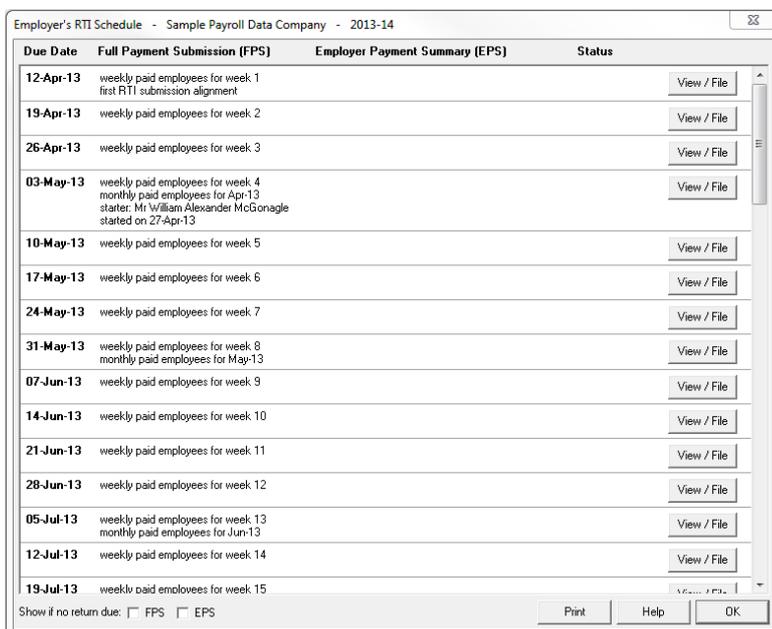
8 – Real Time Information (RTI)

Before filing online returns to HMRC you need to enter your HMRC / Government Gateway ID and Password. Click **Tools - Online Filing - IDs and Passwords** and enter your details (if you are an agent you need to click **Agent - Agent Details** and enter your details here first).

Once you have entered your ID and password click **Pay - Employer's RTI schedule** from the menu (or click the  button).

The Employer RTI schedule lists the RTI submissions you need to send, together with the date that they are due. Click on the **View/File** button next to the submission you wish to send. A report will appear showing details of the RTI submission.

Click on the bar at the top of the report labelled **Click here to file this return online**. Your submission will be sent to HMRC. You will then be prompted to check for a response to confirm that your RTI submission has succeeded.



The screenshot shows the 'Employer's RTI Schedule' window for 'Sample Payroll Data Company' for the year '2013-14'. The window contains a table of submissions with columns for 'Due Date', 'Full Payment Submission (FPS)', 'Employer Payment Summary (EPS)', and 'Status'. Each row has a 'View / File' button next to it.

Due Date	Full Payment Submission (FPS)	Employer Payment Summary (EPS)	Status
12-Apr-13	weekly paid employees for week 1 first RTI submission alignment		View / File
19-Apr-13	weekly paid employees for week 2		View / File
26-Apr-13	weekly paid employees for week 3		View / File
03-May-13	weekly paid employees for week 4 monthly paid employees for Apr-13 starter: Mr William Alexander McGonagle started on 27-Apr-13		View / File
10-May-13	weekly paid employees for week 5		View / File
17-May-13	weekly paid employees for week 6		View / File
24-May-13	weekly paid employees for week 7		View / File
31-May-13	weekly paid employees for week 8 monthly paid employees for May-13		View / File
07-Jun-13	weekly paid employees for week 9		View / File
14-Jun-13	weekly paid employees for week 10		View / File
21-Jun-13	weekly paid employees for week 11		View / File
28-Jun-13	weekly paid employees for week 12		View / File
05-Jul-13	weekly paid employees for week 13 monthly paid employees for Jun-13		View / File
12-Jul-13	weekly paid employees for week 14		View / File
19-Jul-13	weekly paid employees for week 15		View / File

At the bottom, there are checkboxes for 'Show if no return due: FPS EPS' and buttons for 'Print', 'Help', and 'OK'.

9 – Construction Industry Scheme - CIS

If you engage the services of subcontractors as part of the **Construction Industry Scheme (CIS)** then you can use Payroll Manager to calculate the relevant deductions, verify subcontractors, file monthly CIS 300 returns etc. If you do not have CIS subcontractors then please skip to section 10.

To add a subcontractor click **CIS - Add new subcontractor** from the menu. You can enter verification details manually or do the verification online.

Click **CIS - Payment Details** to enter basic payments, hourly payments, cost of materials, VAT and retentions etc. The appropriate CIS deductions are calculated automatically and included in the amount to be paid to HMRC each month by the employer / contractor.

Click **CIS – Monthly Return CIS 300** to view the monthly return, which may be submitted online.

10 – Making payments to HMRC

Click **Pay - Employer's Summary for tax period**.

The Employer's Tax Summary report shows details of all tax & NIC deductions made from employees during that period, and shows how much the employer should pay to HMRC.

Click **Pay - Employer's Payslip (P30)** to see details of the HMRC sort code and account numbers to use.

11 – Saving data and Backing Up

Payroll Manager saves your data automatically when you shut the program down or open a different payroll file. We recommend that you also save backup copies of your data in case you ever have problems with your computer.

Click **File – Utilities - Backup/Restore** to see the various backup options.

12 – Help

There are lots of ways of getting further help on the use of Payroll Manager.

Click **Help – General Help** (or press F1 on keyboard) to access the in-built help system for further information on any topic.

Click **Help – Online – Payroll Manager Support** to access the Payroll Manager online support pages, which include videos, guides and solutions to common problems.

Please check these options before contacting us. Email info@moneysoft.co.uk or call 08456 444 555 if you require further assistance.