moneysoft

payrollmanager

Quick Start Guide

- This guide is designed to be used when you first run Payroll Manager, to help you get a quick general understanding of how the program works and what it will do.
- This guide is by no means comprehensive – there are many further features of the program, and many alternative ways of doing things. You will pick these up as and when you need them.
- The on-screen Help system contains the full and up-to-date description of all the program's features and procedures. This can be accessed from within the program by clicking on a **Help** button or pressing the **F1** key. It is context-sensitive, so the help page which appears is relevant to the part of the program you are in.

What Payroll Manager does

- Payroll Manager is a program designed to handle all aspects of running a payroll (including CIS subcontractors) for a small or medium size employer.
- You enter details of your employees' pay (week by week, or month by month), and the system calculates the appropriate tax and NIC, and any other additions and deductions (SSP, attachments etc) which may apply.
- It produces payslips in various formats, various summaries and analysis reports for the employer, and all the various forms you need to send to H.M. Revenue & Customs (HMRC) such as P45s, P11Ds etc.. These forms can also be filed with HMRC online.

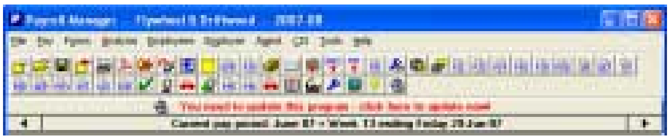
Payroll data files

- A Payroll data file contains the payroll data for an employer and all the employees for a whole PAYE year. Any period of the year can be accessed at any time.
- An employer will have a Payroll file for each year for which he has used Payroll Manager. Previous years' data can be accessed at any time by simply opening the relevant Payroll file.

When you first run the program

- To run the program, double-click on the button which the installation process will put on your Desktop.
- The first time you run the program, a sample payroll file will be opened automatically. This is for a fictitious employer which has 4 fictitious employees and one fictitious CIS subcontractor.
- We recommend that, before starting your own payroll file, you spend a little time exploring the program using this sample data. The step-by-step 'tour' below is based on the sample payroll file.

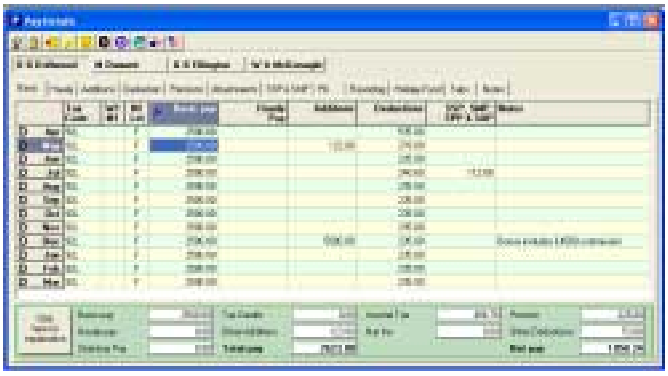
Menu and Toolbar



- The top of the Payroll Manager screen contains:
  - **Title bar** showing the employer and PAYE year
  - **Menu** from which program functions are selected
  - **Toolbar** for button shortcuts to menu functions
  - **Message bar** to show system messages
  - **Pay Period bar** to show or select the pay period

Pay Details

- With the sample data file open, click on the **Pay** item on the menu and then on **Pay Details**. This will show the screen where the details of the pay for each period are entered. (You can also get to this screen by clicking on the toolbar button.)

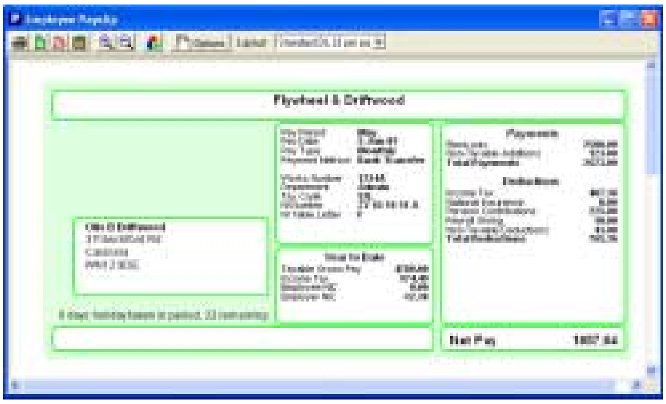


- There is a column for the tax code, the NIC letter, the basic pay, etc..
- Click on one of the basic pay figures – it will become highlighted. Type in a different amount (say 3333 instead of 2500) and then press the **Enter** key. Note how the Tax, NIC and Net Pay shown at the bottom of the screen change.
- If you wish to see exactly how the tax (for instance) is calculated, click on the **Click here for explanation** button at the bottom left of the screen, and then click on **Tax**, which will show the step-by-step calculation of the tax.

- Highlight the new basic pay which you have entered, and then hold down the **Alt** key on your keyboard and press the **=** key. This will copy the same value for all subsequent pay periods. You can do the same for other things like tax codes and NI letters.
- You can select the pay details for a different employee by clicking on one of the names shown across the top of the screen.
- There are also tabs across the top of the Pay Details screen for selecting different types of pay details (e.g. Additions, Deductions etc.). Press the **F1** key to see a full description of all of these.

Payslips

- You can produce employee payslips by selecting **Pay – Employee Payslip** from the menu or by clicking on the toolbar button. A box will appear on which you can select the employee.



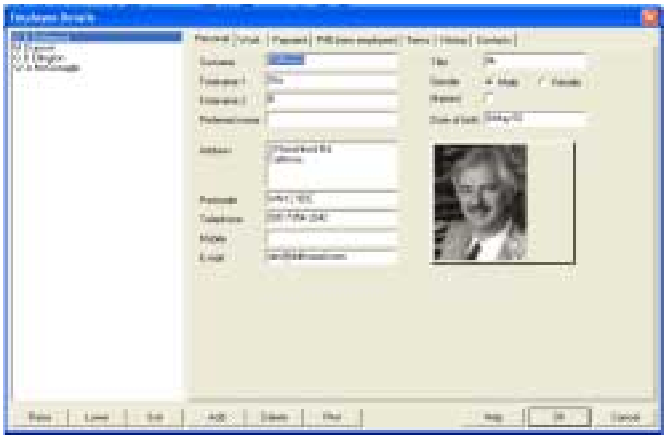
- Click on the **Layout** button to choose a different payslip layout.
- Click on the button to print the payslip. You will be offered the choice of printing to plain paper or to a pre-printed stationery.
- Click on **Help – Payslip Stationery** for details on ordering suitable stationery.
- The payslip will be for the **Current Period**, as shown on the bar just below the main toolbar. Click on this bar to select a different pay period.
- You can also produce a payslip for the current employee on the **Pay Details** screen by clicking on the button.

Making Payments

- Select **Pay – Employer's Summary for current period** to see a summary of the payments to be made by the employer for the current pay period as shown in the bar at the top of the screen.
- From the same **Pay** menu item you will be able to select all the various features dealing with payments.
- The employees' payment method (bank transfer, cheque or cash) is defined in the **Employee Details – Payment** section.

Adding a new employee

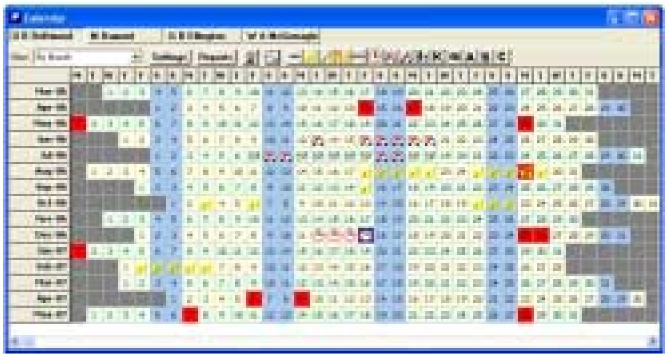
- Click on the **Employees** menu item, and then click on **Employees Details** item. You will see a list of the employees on the left, and the details for the selected employee on the right. There are tabs along the top to show personal details, work details etc..
- To add a new employee click on the **Add** button at the bottom of the window. A series of dialogs will ask for the basic employee information required to start paying them. Further employee information (address etc.) can be entered at your convenience.



- Click on **OK** to close the Employee Details window, and then click on the toolbar button, which will take you back to the Pay Details screen, where you can enter or modify the appropriate pay details for the new employee.

Calendar

- Select **Employees – Calendar** from the menu, or click on the toolbar button.



- This is used to record days when an employee is on holiday, sick etc..
- Click on the **View** button, and then click on **By Month**. This will show the whole year for a particular employee.
- To enter a day of sick leave, click on the appropriate day and then click on the button at the top – the same symbol will appear on the selected day, denoting that the employee has been off sick that day. Now click-and-drag the symbol to extend it over the whole period of sickness (including weekends). The system will calculate when SSP becomes payable, and change the symbol to SPP.
- Press the **F1** key to see more information on entering sick pay, maternity pay etc..

Forms (P60s etc.)

- On the menu, click on **Forms** and then on **End of year P60**. A box will appear showing the employees. Click on an employee name and then click on **OK**.
- A P60 for the selected employee will appear on the screen. When you click on the button you will be offered a choice to print to a pre-printed form or to plain paper.
- It is becoming compulsory to submit many returns (such as P35, P14) online. These forms have a 'Click here to file this Return Online' button above them, allowing you to submit your return electronically.

Analysis reports

- Select **Analysis** from the menu, and then select one of the reports.
- **Employee Pay Totals** for example will show you the totals for the year for each employee. Click in the **Layout** box to change what appears in the columns. Click in the **Employees** box to select groups of employees. Click on the button to change the period covered by the report. Click on the on the button to print it.

Employer Details

- Click on the **Employer** menu item, and then on **Employer Details**. This is the section where you enter all the employer details, such as address, bank details, tax office details etc..

Construction Industry Scheme

- Click on the **CIS** menu item to access the part of the program dealing with CIS.
- A Payroll file can contain both employees and CIS subcontractors, or purely CIS subcontractors.
- You can add subcontractors in much the same way as you add employees, by clicking on **CIS – Add new Subcontractor**. You can enter verification details manually or do the verification online.
- Select **CIS – Payment Details** to see the screens where you enter basic payments, hourly payments, materials, VAT, retentions etc..
- The appropriate CIS deductions are calculated automatically, and included in the amount due to be paid each month by the employer/contractor.
- Select **CIS – Subcontractor Payslip** to see and print the payslip showing the relevant payments and deductions.
- Select **CIS - Monthly Return CIS300** to see a monthly return, which may be submitted online.
- Press **F1** for more information.

Agents

- Click on the **Agent** menu item to access the part of the program providing facilities for payroll agents or accountants dealing with the payroll for a number of employers.

Explore!

- There are many more features and procedures than those described in this Quick Start Guide. Using the sample Payroll file, explore the various workings of the program. Even after you have created your own Payroll file, it can be useful to return occasionally to the sample Payroll file to try out unfamiliar features and procedures.
- Remember to click on the **Help** button or press the **F1** key when you would like to see more information on a particular feature.

Creating your own Payroll file

- When you are familiar with how the program works, it is time to create your own payroll file. Click on the **File** item at the left of the menu, then click on **New**, and then click on **Create a new blank file**.
- Enter (where appropriate) the employer name, and select the PAYE year. If you have Payroll Manager 20 the employer name will be pre-set to the one you entered when you installed the program.
- Select the pay dates if necessary (you can alter these later), and then click on **Employer** and **Employer Details** and enter a few basic details.
- Select **Employer – Employer Details** end enter the employer's address, tax references etc..
- Select **Employees – Employee Details** and enter the basic details for each employee.
- If you are starting to use Payroll Manager mid-way through the PAYE year, select **Tools – Mid Year Start Data** to enter the starting month and the year-to-date figures for each employee, derived from whichever system you have used in the first part of the year.
- Select **Pay – Pay Details** to enter the pay details for the employees.

Saving data

- Payroll Manager saves your data automatically when you shut the program down or open a different payroll file.

Keeping the program up-to-date

- PAYE rules and regulations are constantly changing, and all such changes are promptly incorporated in Payroll Manager and made available for downloading from the Moneysoft website. The program will prompt you to download an update as and when necessary. If in doubt, update by selecting **Help – Program Update** from the menu.
- There is not a separate program for each year – the same program is simply extended to cater for all the newly introduced rules and rates, while still keeping the rules and rates for previous years.

User Licence

- Payroll Manager is sold on an annual licence basis.
- If you buy the program in August, for example, your 12-month licence will run till the end of August of the following year.
- The program will remind you during the last month that the licence is due for renewal. You can renew your licence online from our website or by telephone on 08456 444 555.
- You can upgrade your program at any time (e.g. £55 for upgrading Payroll Manager 20 to Payroll Manager 100) and still use the same data.

Trial Period

- If you have installed Payroll Manager on a trial basis, this will be the full program with no restrictions, but your User Licence will run for just one month. When you buy a full licence you will be able to continue with whatever data you have already entered during the trial period.

How is Payroll Manager different?

- As well as being easier to use and generally better in every way (!) the main difference between Payroll Manager and other payroll software is that in Payroll Manager you can see and operate on all the payroll details for the whole year at any time, whereas with other payroll software you can only see and operate on details for the current period. This makes it much easier to ensure that all the pay details you enter are correct and consistent from one pay period to the next, and means that if you do make a mistake you can correct it relatively easily.
- In addition, Payroll Manager is designed so that it can be updated via the Internet very quickly. Any required new features, or any improvements prompted by user feedback which would make the program easier to use, are promptly incorporated in the program and made available for users to download on a regular basis. Happier users are good for Moneysoft!

Related Moneysoft software

- Full details of our related software are available on **www.moneysoft.co.uk**
- **Money Manager** is a bookkeeping program which will keep track of all your financial transactions and handle VAT, bank reconciliation, cash-flow monitoring, and provide all the facilities you need to keep track of your finances with minimum effort.
- **Final Accounts** is an add-on to Money Manager which performs end-of-year calculations (depreciation, tax etc) and produces auditing reports such as trial balance, P&L, balance sheet, accounting ratios, sole trader self-assessment form, etc..

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