



BMS
IRISH PAYROLL

2012



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Table of Contents:

BMS Payroll - Introduction.....	3
Payroll Set-Up.....	4
Employer set up	4
Pay Site set up.....	4
Pension Setup	5
Adjustment Setup.....	5
Tax rates and PRSI Limits.....	6
PRSI Rates	7
Payroll Week/Month number amendment.....	8
Number of weeks in Month	8
Tax Cut Off and Credit (P2C) import.....	9
Printers Settings.....	10
System Settings	11
Employee Setup	11
Cumulative Figures	14
Set up recurring adjustments for an employee.....	15
Run Payroll.....	16
Timesheet Entry.	16
Timesheet Report	19
Print Audit Trail	19
Print Payslips	19
Payments	21
Payroll Backup	22
Payroll Update.....	23

BMS Payroll - Introduction

Thank you for choosing BMS Payroll. The system has been designed for ease of use while at the same time providing all the essential features required to run an Irish Payroll. Updates are released regularly to deal with Legislative changes, so make sure you are using the most up-to-date and current version.

The concept of BMS Payroll is simple and can be laid out as follows:

Initial Set Up:

- Employer information set-up
- Pay site setup
- Ensure PRSI Rates, tax rates, exemptions etc are correct
- Adjustment type setup (i.e. VHI, Union Dues, Bonus...)
- Employee Set-up
- Setup Recurring Employee Adjustments

Payroll Run:

- Select Frequency of Required run
- Automatic or Manual entry of period details
- Entry of variable employee adjustments
- Produce time sheet report (optional)
- Produce Audit Trail
- Product Payslips
- Produce Cash/Cheque/Direct Debit Report
- Update Payroll for next Period

Month End:

- Produce P30 report (Optional)

Year End:

- P60 Production
- P35 ROS export with printed report
- Year End procedure
- Update for new tax year (after receiving update from BMS)

Ongoing Reports:

- Year to Date cumulative figures
- Adjustment reports
- Pension Reports
- Historical reports (Payslips, P60s etc)

The above is a very simple but accurate reflection of the steps required in the BMS Payroll system. Following on from this is a more detailed explanation of the various steps.

Payroll Set-Up

Having installed the payroll system, you are now ready to configure it for your individual company requirements.

Employer set up

If you are creating a new set of data, the system will automatically ask you for your company information. If you need to amend your company information you need to select the menu option, Maintenance – Employer set up.

Employer Name	Sample Company 1		
Tax Number	3131504D	Address	Unit 51, Some Estate
Unit Number			Some Town
District			Ireland
Contact	John Keogh		
Phone	1334445		
Fax	1334444		
Email	info@sampleco.ie		
Bank Details			
Name	The Bank Name		
Account	13435555	User Id	222212
Sort Code	895080	Credit Allowed	50000.00

These details should be filled in as they are required for certain reports such as P60s and the P35.

Pay Site set up

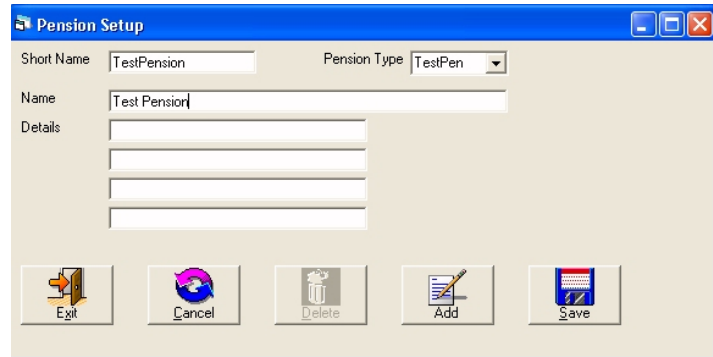
BMS Payroll can split groups of employees into pay sites which can be reported on separately. These pay sites are set up in the menu option Maintenance- Pay Site Setup.

Code	Description
1	Warehouse
2	Office
3	Paysite 3
4	Paysite 4
5	Paysite 5
6	Paysite 6
7	Paysite 7
8	Paysite 8
9	Paysite 9
10	Paysite 10
11	Paysite 11
12	Paysite 12
13	Paysite 13
14	Paysite 14
15	Paysite 15

Up to 99 Pay sites can be defined. When an employee is being set up, you must allocate a pay site to that employee.

Pension Setup

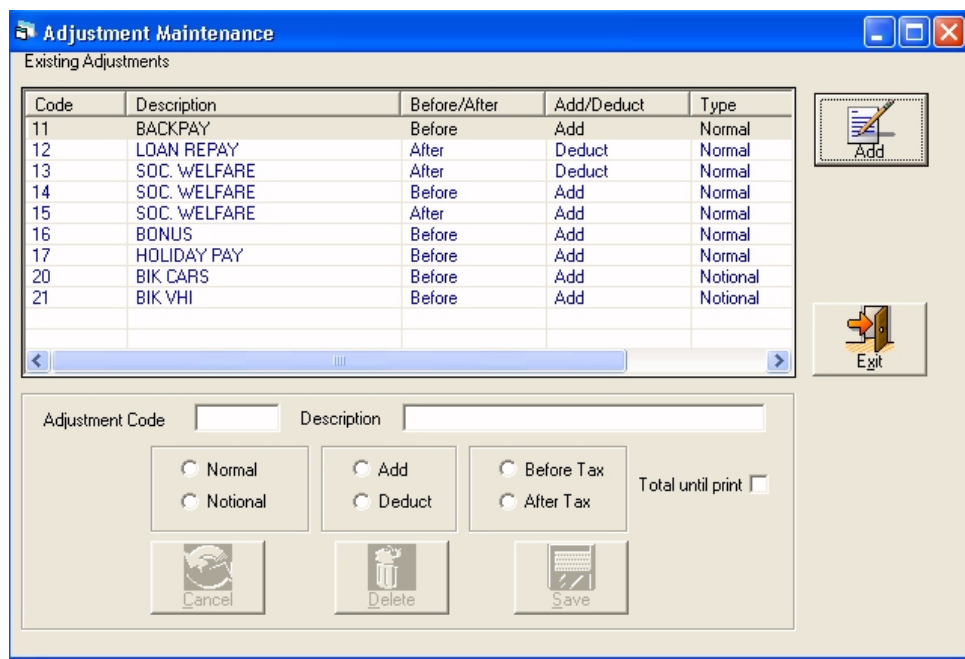
There are now various ways which an employee and an employer can pay contributions to a pension scheme. BMS Payroll allows the employer to define numerous pension types. When an employee is being setup, one of the pension types which have been setup can be set against the employee.



Adjustment Setup

Almost all payroll runs require either some addition or deduction, either before or after tax, which is outside of the normal remuneration. To achieve this, 'adjustments' can be setup. These can be recurring or on a once off basis. If the adjustment is recurring, it is setup against the employee and will be automatically included each time the employee is paid. If it is a one off, or infrequent, it can be included at payroll run time.

The adjustment setup program can be found in the menu, Maintenance-Adjustment Setup.



As can be seen from the figure above, this is where Notional pay is setup. For example BIK on Cars is setup with an adjustment type of Notional. The amount of the notional pay will be entered when the adjustment is being set against the employee. The system will then automatically add on and subtract the notional pay as required by the revenue commissioners.

If the adjustment is for Notional Pay, a further option is displayed which asks if it is for medical insurance. Put a tick in the box if it is for medical insurance as the end of year P35 required this information.

Tax rates and PRSI Limits

BMS Payroll bases its payroll calculations on tax rates and PRSI limits which are stored in the system. If required these figures maybe amended using the PRSI Limits/Tax Rates program in the Maintenance menu.

PRSI Thresholds and Allowances			
	Weekly	Fortnightly	Monthly
Lower Threshold	38.00	76.00	165.00
Mid Threshold	352.00	704.00	1525.00
Upper Threshold	356.00	712.00	1543.00
Upper 2 Threshold	500.00	1000.00	2167.00
Lower Allowance	26.00	52.00	113.00
Upper Allowance	127.00	254.00	551.00

Class B,C,D	
Upper Trehsold	75036.00
Weekly	1443.00
Fortnightly	2886.00
Monthly	6253.00

Tax Rates	
Lower Tax Rate	20.00
Upper Tax Rate	41.00

The PRSI thresholds are used in determining which PRSI category an employee should fall into in a given pay run.

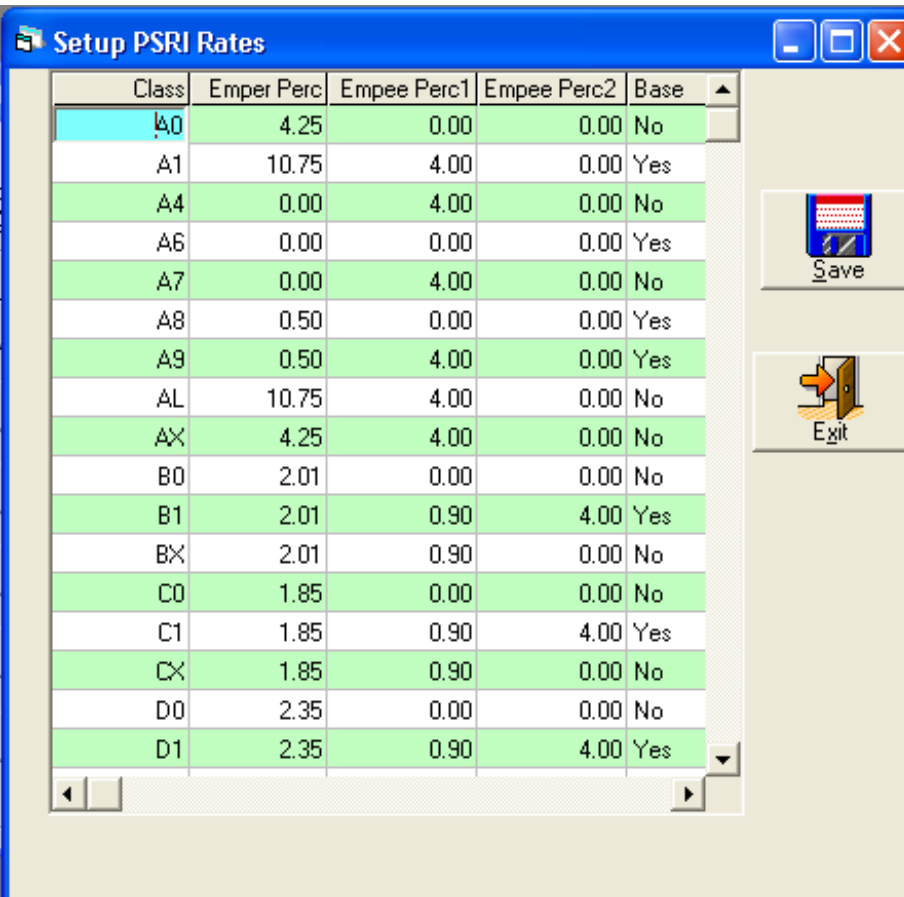
At present there are two tax rates applicable but this can change at the discretion of the government.

These thresholds and rates are set by the government.

PRSI Rates

There are various PRSI categories in the payroll system. Within each category, there are various employer and employee rates which may be applied for an individual employee, depending on the pay amount.

These rates can be amended using the Setup PRSI Rates program in the Maintenance menu.



The screenshot shows a software window titled "Setup PRSI Rates". It contains a table with the following columns: Class, Emper Perc, Empee Perc1, Empee Perc2, and Base. The table lists various PRSI classes and their corresponding rates. To the right of the table are two buttons: "Save" and "Exit".

Class	Emper Perc	Empee Perc1	Empee Perc2	Base
A0	4.25	0.00	0.00	No
A1	10.75	4.00	0.00	Yes
A4	0.00	4.00	0.00	No
A6	0.00	0.00	0.00	Yes
A7	0.00	4.00	0.00	No
A8	0.50	0.00	0.00	Yes
A9	0.50	4.00	0.00	Yes
AL	10.75	4.00	0.00	No
AX	4.25	4.00	0.00	No
B0	2.01	0.00	0.00	No
B1	2.01	0.90	4.00	Yes
BX	2.01	0.90	0.00	No
C0	1.85	0.00	0.00	No
C1	1.85	0.90	4.00	Yes
CX	1.85	0.90	0.00	No
D0	2.35	0.00	0.00	No
D1	2.35	0.90	4.00	Yes

Payroll Week/Month number amendment

Every so often it is necessary to amend the week number or month number of the payroll to be processed. For example in the case of a company which shuts down for two weeks, when the following pay run is being processed, the week number may have to be put forward 2 weeks.

To do this, the 'Set Current Period No' program should be selected from the Maintenance menu.

Set Current Period Details

Pay Period Number		Payroll Date	
Current Week Number	9	Current Pay Date	No Current Pay Date
Current Fortnight Number	1		
Current Month Number	3		

Exit Cancel Save & Exit

Number of weeks in Month

Where an employee is paid monthly, the system need to know how many insurable weeks are to be applied to the employee for the particular month. January in one year may have 4 insurable weeks and the next year may have 5. Over the 12 months, the total should be 52.

If the number of weeks in each month needs to be set, the Set Number of Weeks in Months program should be used.

Set Number of Weeks in Month

Year: 2009 Day to Check: Friday Calculate

January	5	Exit
February	4	
March	4	
April	4	Cancel
May	5	
June	4	
July	5	Save
August	4	
September	4	
October	5	Total
November	4	
December	4	

Total:

This program requires the user to enter the year in question and to pick which day of the week the calculation should be based. The program will then calculate how many of these days are in each month.

Year End

For 2011 onwards, it is not necessary to run the year end program. This will allow P60s and the P35 to be regenerated if required.

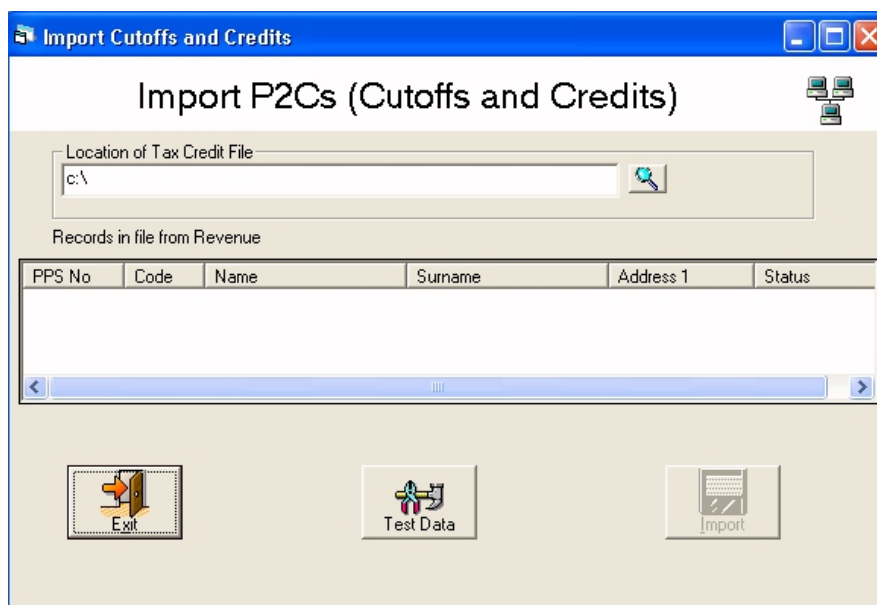
For all previous of the Payroll system, it is necessary to run this program at the year end.

At the payroll year end, as well as running the various reports and file outputs, a year end procedure must be run which will clear out certain figures for the next year.

When run in the program will warn that the year end program is about to be run. Click ok to proceed or cancel to exit.

Tax Cut Off and Credit (P2C) import

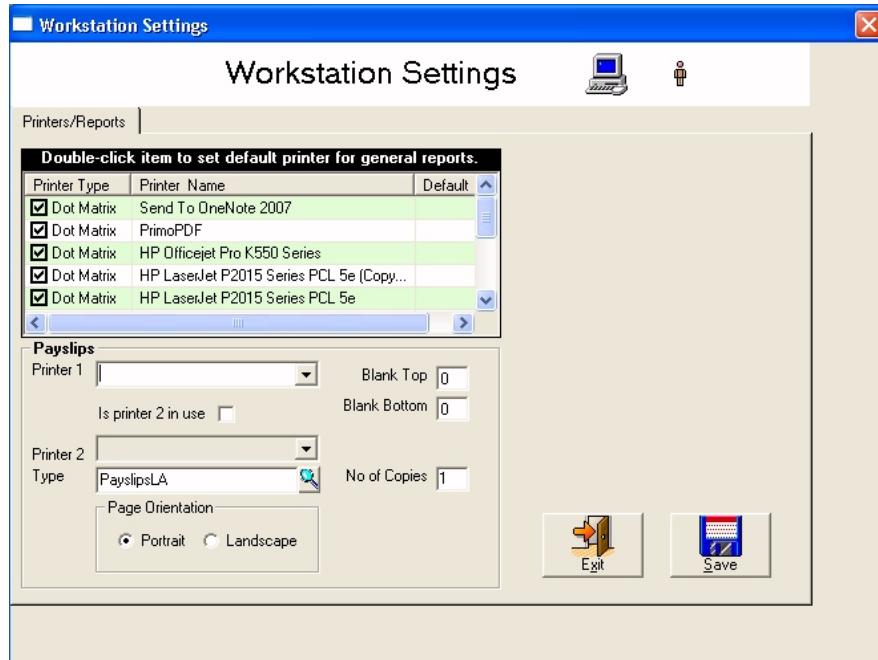
If the ROS service is used, it is possible to get the tax credit and cut off figures for each employee in electronic form. This can then be used to import the figures directly into the payroll system. The program is on the Maintenance menu – Import Cutoffs/Credit Import.



The user must first point to the location of the data file which has been downloaded from the ROS site. The data must be tested by clicking on the test button. Any errors will be highlighted to the user. Once the user is happy with the information the data can then be imported. Any employees with errors will not be imported and must be updated manually.

Printers Settings

The payroll system must know which printer to use for reports. It can use any printer which has been installed on your computer. Dot Matrix printers should not be used. To set the printer select the Workstation settings program from the File menu.



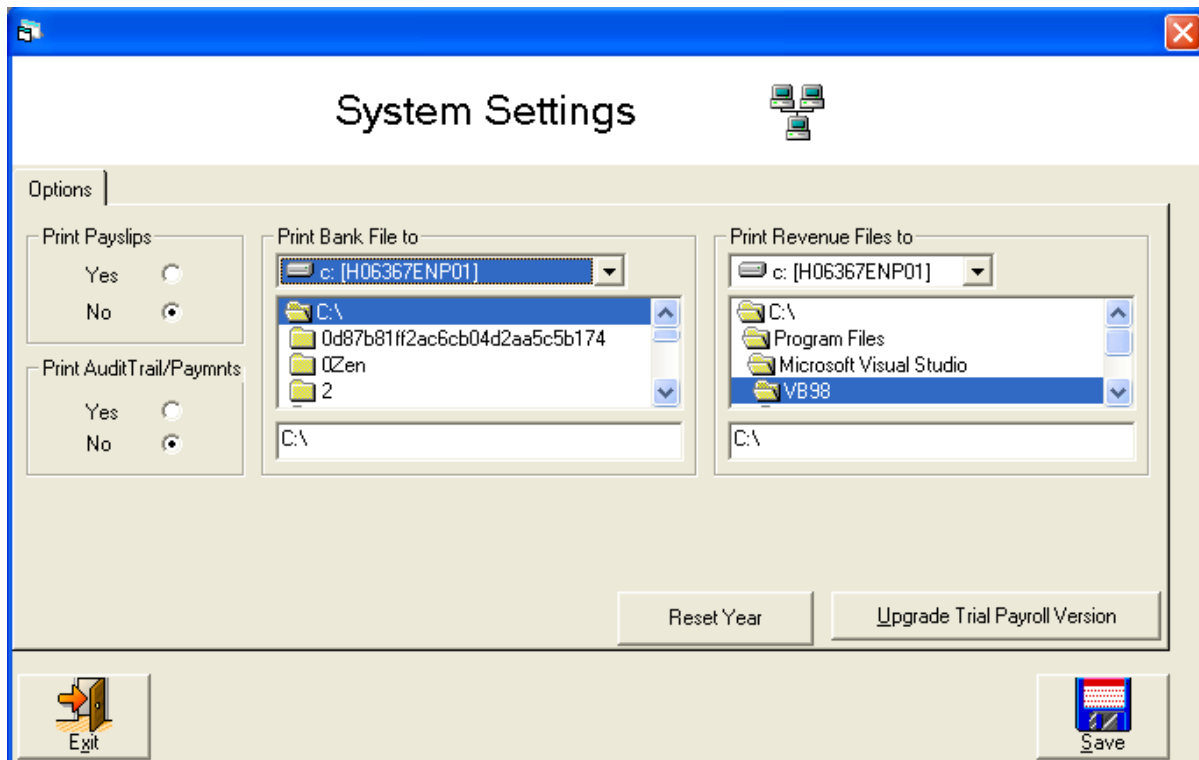
To select the default printer, click where it says dot matrix and it will change to laser. Then click under the Default column and the word 'Yes' will appear alongside the printer.

The printer to use for payslips must be set separately. Select the printer from the drop down list. A user may require a non standard payslips layout. TO search for the various payslip layouts available, click on the spyglass beside the Type text box. For the standard payslips select the PaySlipsLA report, otherwise select the Payslip report required.

You can specify the number of payslips required when printing them by entering this number in the No of Copies box.

System Settings

The systems setting programs, to be found in the File menu allows the user to tell the system where to put the bank and revenue export files. The bank files are used for paying the employees through a direct debit scheme and the revenue element is for the P35 and P45s.



If at any stage during the year you would like to completely reset the payroll system back to the start of the year, you can do so by pressing the *Reset Year* button. This action cannot be reversed other than by restoring a good backup. It should only be run in extreme circumstances.

Each Payroll installation now has a licence key. If you would like to upgrade your version, you need to press the *Upgrade (your version) Payroll Version* button.

Employee Setup

After all of the system configuration is setup, it is then time to start setting up the employee details. Before doing this you should have the relevant employee information such as Name and address, PPS number, Hourly rates, wage amounts, Cut Off and tax credit figures. You should also know if there are any fixed adjustments to be applied to the employee.

This setup program will also show and allow you to amend the cumulative figures for each employee. This should not be attempted unless you are sure of what you are doing.

Most of the information required is quite straight forward. Some explanations follow:

- **Status** – Working, On Holiday or Left
- **Standard hours** should be entered if the employee is hourly paid and you wish to run an automatic payroll calculation for the pay run. If no hours are entered here, the pay run will stop and ask for the hours to be entered
- **Frequency** – Hourly, Weekly, Fortnightly or Monthly
- **Method** – Cash, Cheque, Cr Transfer
- **Tax Type** – Normal, Week1/Month1, Emergency
- **PRSI Code** – as indicated by the revenue
- **Tax Loan** – this related to Notional pay where the tax calculated is greater than the employee pay for the period. The difference is to be paid to the revenue by the employer and to be repaid to the employer by the employee. This is the loan.
- **Loan** - If an employee received a loan from the employer it can be automatically deducted from the employee's wages.

Tax Cert

Employee Setup 2012

Employee No 70010

First Name: _____ Address: _____ Status: _____

Other Names: _____ Date Started: _____

Surname: _____ Date Left: _____

PPS Number: _____ Date Of Birth: 09/07/04

Pay Site: _____ Director Pay Slip/Print: _____

Pay Details | **Tax Cert** | Cumulative | Period Adjustments

Tax Rates and Cut Off Points

	Rate	Cut Off		
		Weekly	Monthly	Yearly
1				
2				
3				
4				
5				

Tax Exempt/Marginal indicator

USC Rates and Cut Off Points

	Rate	Cut Off		
		Weekly	Monthly	Yearly
1				
2				
3				
4				
5				

USC Exempt

Tax Credits

Yearly: _____

Monthly: _____

Weekly: _____

Previous Employment

No Of Weeks: _____

Reckonable for Tax: _____

Tax Paid: _____

Reckonable for USC: 0.00

USC Paid: 0.00

Fortnightly Cut Offs and Credits will be calculated based on the weekly entries

Exit Cancel Delete Add Save

The information on this screen can be either setup manually using the employee tax certificate or by importing the P2C file from Revenue which is available from the ROS system.

The tax exempt and USC exempt boxes should not be ticked unless the employee certificate form revenue indicates that the employee is exempt. Any queries relating to the exemption from an employee should be directed to the revenue commissioners.

Tax credits – Tax is first of all calculated on the taxable income giving a gross tax figure due. The tax credit is then taken from this figure to give the net tax due.

Previous Employment – These figures are required when an employee has worked for a different employer in the same tax year. They can come on the P2C file or can be entered manually from a P45.

Cumulative Figures

The employee setup program also shows cumulative figures for each employee. By clicking on the 'Cumulative' tab you will see these figures.

The screenshot shows the 'Employee Setup 2012' application window. The 'Employee No' field contains '70010'. The 'Cumulative' tab is selected, displaying 'Year To Date Details'. The details are organized into several sections:

- No Of Weeks This Emp:** Worked, Emergency
- Pay:** Gross, Notional
- Pension:** Employee, Employer
- Tax:** Reckonable, Tax Credits, Tax Paid
- PRSI:** Employee Reckonable, Employee PRSI, Employer Reckonable, Employer PRSI
- USC:** Reckonable, 2%, 4%, 7%, Total

At the bottom of the window, there are five buttons: Exit, Cancel, Delete, Add, and Save.

The figures in this screen will reflect the cumulative figures relating to the employee. While the figures can be changed, they should only be changed under with advice from one of the support staff in BMS.

Set up recurring adjustments for an employee.

Sometimes it is necessary to make some adjustments to an employee's wage for every pay period. Examples are VHI, Company Car, and Union Dues etc. The type of adjustments should have already been setup using the Setup Adjustment program.

The screenshot shows the 'Employee Setup' window with the 'Period Adjustments' tab selected. The window contains a form for employee details and a table for adjustments.

Employee No: 70010

First Name: Joe, Address: Employee Street, Status: Working

Other Names: , Employee Town: , Date Started: 11/02/85

Surname: Blogs, Ireland, Date Left:

PPS Number: 1227841F

Pay Site: Paysite 31, Date Of Birth: 21/05/64, Director:

Code	Description	Add /Deduct	Before/After	Type	Total	Amount
21	BIK VHI	Addition	Before	Notional	No	394.00

Adjustments:

Code: 20, Description: BIK CARS

Before/After: Before, Add/Deduct: Addition, Type: Notional

Amount: 500, Total Until Printed:

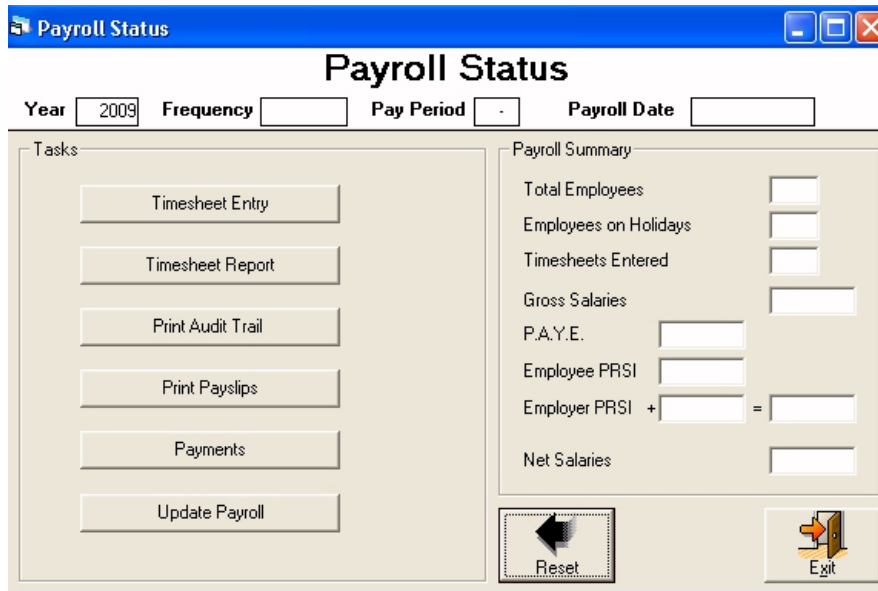
Buttons: Exit, Cancel, Delete, Add, Save

In the employee setup program, if you click on the Period Adjustment tab you will see the screen for setting up the period adjustments. If you click the 'add' button, you will be prompted for the adjustment code to be used. You can either enter this code directly or search for it using the spyglass button. When you have selected the adjustment you must then enter the recurring amount and then click save when finished. You can have up to 11 adjustments for each employee.

Run Payroll

After the setup has been completed, it is now possible to run the payroll for a pay period.

Once you login to the payroll system, the first screen to appear will always be the status screen. This will give a very quick indication of where in the pay process the user is.

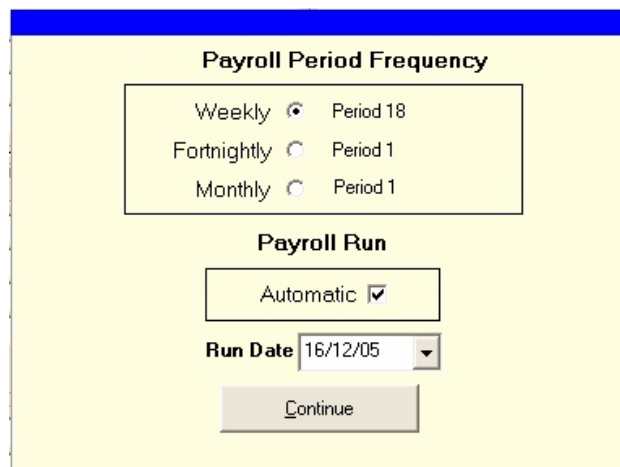


The screenshot shows a window titled "Payroll Status". At the top, there are input fields for "Year" (set to 2009), "Frequency", "Pay Period" (set to -), and "Payroll Date". Below this, the window is divided into two main sections: "Tasks" on the left and "Payroll Summary" on the right. The "Tasks" section contains a vertical list of buttons: "Timesheet Entry", "Timesheet Report", "Print Audit Trail", "Print Payslips", "Payments", and "Update Payroll". The "Payroll Summary" section contains several rows of data with input fields: "Total Employees", "Employees on Holidays", "Timesheets Entered", "Gross Salaries", "P.A.Y.E.", "Employee PRSI", "Employer PRSI" (with a plus sign and an equals sign followed by an input field), and "Net Salaries". At the bottom of the window, there are two buttons: "Reset" (with a left-pointing arrow) and "Exit" (with a right-pointing arrow).

As the various tasks are completed, a tick is placed beside the task.

Timesheet Entry.

Click on the *Timesheet Entry* button to enter the payroll details for the pay period.



The screenshot shows a dialog box titled "Payroll Period Frequency". It has a yellow background. The first section, "Payroll Period Frequency", contains three radio button options: "Weekly" (selected with a dot), "Fortnightly", and "Monthly". Each option is followed by a "Period" value: "Period 18" for Weekly, "Period 1" for Fortnightly, and "Period 1" for Monthly. The second section, "Payroll Run", contains a checkbox labeled "Automatic" which is checked. Below this is a "Run Date" field with a dropdown arrow, showing "16/12/05". At the bottom is a "Continue" button.

If you are beginning a new pay period, a small screen will show up asking you to pick the Frequency and Payroll date for this run. You can then select if you would like this run to be automatic or manual.

An automatic payroll selection will run through each employee who is due for payment in this run using the default information such as basic pay or number of standard hours worked with fixed adjustments being applied if setup against the employee. Where the information is not sufficient, the system will stop and ask for the appropriate information and then continue to the next employee.

Once the automatic run is complete, you may go back to any employee and change the details and recalculate the wages for that employee.

A manual payroll run will require you to select each employee to be paid and change the pay details where appropriate. The *Save&Calc* button must be pressed to process the employee.

On this screen you can specify the basic pay if different to that held on the employee record. You must also record the hours worked if appropriate at the various normal and overtime rates.

In some rare cases, quite apart from holiday pay, it may be necessary to process more than one weeks pay for the employee. You can specify how many weeks pay this payment relates to by entering the appropriate number of week in the 'Weeks pay' field. This will have the effect of giving the employee the additional weeks thresholds and limits.

If the employee is going on holiday leave and being paid holiday pay, you must enter the appropriate number of holiday weeks and or hours. The system will try to calculate the correct holiday payment amount. The user can override this calculated amount with the correct holiday figure if different.

Temporary adjustments , those which will be applied to this period payment only, are enter at this point. Adjustments such as expenses and other one off payments or deductions should be processed using the temporary adjustments. You can enter the adjustment code directly or search for it using the spy glass and then enter the amount of the adjustment.

If the employee is leaving your employment, you should tick the 'Employee Leaving' box. You will then be asked for the actual date of leaving.

The 'Fixed Adjustments' tab will display the recurring adjustments which have been setup against this employee. No amendments can be made to these using this program. The Employee Setup program should be used instead.

To calculate the period payment for the employee, the 'Save&Calc' button must be clicked. Once done, the calculation details can be viewed by selecting the Calculation tab on the screen.

Input Pay Details - □ ×

Monthly Pay Detail - Timesheet Entry Year 2012 Month No 3 Run Date 19/02/12

Employee No

First Name

Surname

Address

Pay Site Frequency

PPS No Method

PRSI Cat Status

Net To Gross Pay Check

Required Net Calculated Gross

Variable Details

PRSI Category

Employers

Employee

Pension Employers

Employee

Fixed Adjustments

Basic Pay

Holiday Pay

OverTime

Notional Pay Before Tax

Additions

Deductions

Calculation

Taxable Total

Less Net Tax

PRSI

Notional

USC

Parking Levy

After Tax Additions

Deductions

Net Pay

Hours at Basic @ 8.5

Hours at OT1 @ 8.5

Hours at OT2 @ 0

Hours Holiday

To view how the cumulative calculations are derived you can click 'Check Cumulative Calculations' which will show the following screen.

Input Pay Details Monthly Pay Detail - Timesheet Entry Year 2012 Month No 3 Run Date 19/02/12

Employee No First Name Surname

Pay Site PPS No PRSI Cat Frequency Method Status

Cumulative Calculations

Tax

Tax Reckonable

	Rate	Cut Off	Gross Tax
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Gross Tax
Tax Credit
Net Tax
Tax Paid Already
This Period Net Tax

USC

USC Reckonable
Previous Reckonable
Total USC Reckonable

	Rate	Cut Off	USC Amt
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total USC
Total USC Already Paid
This Period USC

Hide

Net To Gross Pay Check

Calculate gross Calculated Gross Use

Calculation

able Total
Net Tax
PRSI
Notional
USC
Parking Levy
Tax Additions
Deductions
Net Pay

Previous
Next
Exit
Cancel
Delete
Save & Calc

Timesheet Report

Once the details for the pay period have been entered, a time sheet report can be printed showing the various adjustments and other relative figures for this pay run. This report is not necessary to proceed to print Audit Trails,

Print Audit Trail

For each payroll run, it is necessary to print an Audit Trail report. This report is a detailed internal report, showing the employee, pay site and overall company totals. This report is required.

Print Payslips

Employees are entitled to payslips. The payslips in the BMS Payroll system are printed on blank A4 sheets of paper and are a record for the employee of Year to date figures as well as this pay period payment details. An example is as follows:

Payslip

Sample Company

John MITCHELL			
Employee Code	70024	Pay Site	11
PPS No.	8322440T	Pay Period	Month 3
PRSI Class	A1	Date	19/02/12
Tax Type	Normal	Insured Weeks	13

Year To Date Details

USC			Tax				
Reckonable	15,000.00		Taxable Pay	15,000.00		Employee PRSI	533.88
Rate	Cut Off	Paid	Notional Pay	0.00	Rate 20 %	Employer PRSI	1,612.50
2 %	2,400.00	48.00	Total Reckonable	15,000.00	Cut Off 15,000.00	Employee Pension	0.00
4 %	0.00	0.00	Unpaid Tax	0.00	Gross	Employer Pension	0.00
7 %		882.00	(owing to employer)		Total Gross Tax	Loan Balance	0.00
					Total Credit		
					Total Tax		
Total USC	930.00						

Period Details

Type	Description	Amount		
	Adjustments		Basic	5,000.00
			Overtime 1	0.00
			Overtime 2	0.00
			Holiday Pay	0.00
			Notional Pay	0.00
			Before Tax Additions	0.00
			Before Tax Deductions	0.00
			Pension	0.00
			Taxable Pay	5,000.00
			USC Reckonable	5,000.00
			Taxable Pay	5,000.00
			Period Credit	90.00
			Period Tax	910.00
			PRSI	177.96
			USC	310.00
			Notional	0.00
			Unpayable Tax	0.00
			After Tax Pay	3,602.04
			Tax Loan Repay	0.00
			Loan Repay	0.00
			After Tax Deduct	0.00
			After Tax Add	0.00

Nett Pay 3,602.04

Payments

The *payments* button will show the total of Cash, Cheque and Direct Debit payments to be made. Each of the 3 tabs will list the employees to be paid in the various ways.

The screenshot shows the 'Payments' application window with the following settings: Year 2010, Frequency Weekly, Pay Period 1, and All paysites checked. The 'Cash' tab is selected, showing an empty table with columns for Employee Code, Name, and Amount. The 'Cash Total' is displayed as 0.00. There are 'Exit' and 'Print' buttons at the bottom.

Employee Code	Name	Amount

Cash Total : 0.00

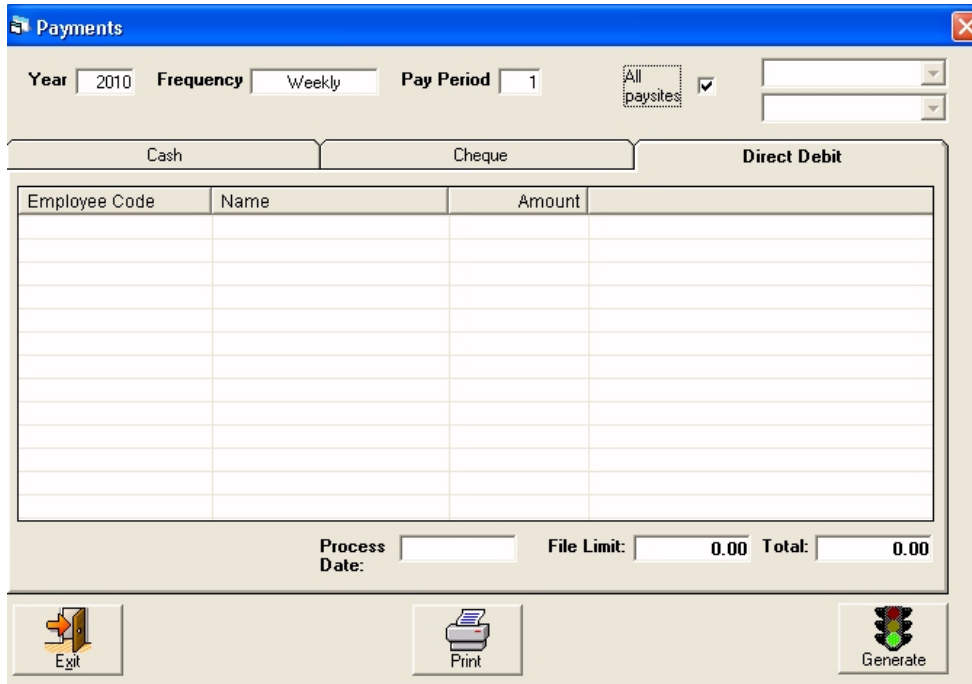
The cash tab simply shows the total cash required.

The screenshot shows the 'Payments' application window with the same settings as above. The 'Cheque' tab is selected, showing a table with two rows of employee data. The 'Cheque Total' is displayed as 454.45. There are 'Exit' and 'Print' buttons at the bottom.

Employee Code	Name	Amount
70077	Evelyn Sullivan	203.20
70072	PHILOMENA GREENE	251.25

Cheque Total: 454.45

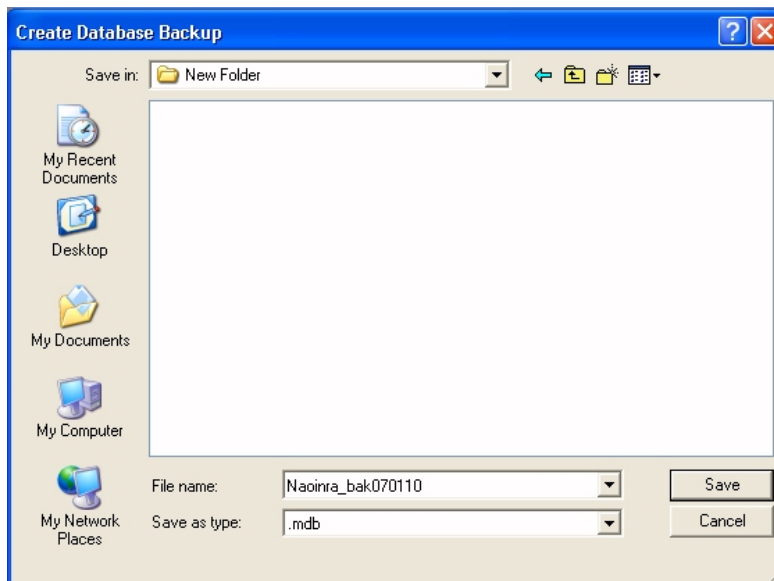
The Cheque tab lists the employees to be paid by cheque with a total and will also produce the cheques onto the appropriate pre-printed cheques – please call for information re the cheque printing format.



The Direct Debit tab will display all employees to be paid through direct payment with an overall total of the payment. By Clicking on the Print button, a report will be generated showing the details of the Electronic payments to be made. By clicking on the generate button, the EFTS file will be generated for uploading to the bank.

Payroll Backup

At this point a backup of the payroll system should be taken. To do this, Select File and then backup Company Payroll from the menus. A screen asking for the location and name of the backup file will be shown. When you have entered these, press ok and the backup will be taken.



Payroll Update

Running the payroll update program will prepare the system for the next payroll period. This program should only be run when you are happy with the figures that have just been produced.

The payroll can be reset to the beginning of the payroll run period at any time prior to pressing the button – i.e. if you have noticed a mistake you can reset the payroll and start the period again. However, once the payroll has been updated, it cannot be reset. The only option is to restore from a backup.

**** END OF MANUAL ****