

MTX PAYROLL PACKAGE

Instruction Booklet

MEMOTECH LIMITED

Station Lane Industrial Estate

Witney, Oxon. OX8 6BX

Telephone (0993) 2977

Telex 83372 Memtec G

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MTX PAYROLL PACKAGE

Terms Used : MENU - A list of options open to the operator

PAGE - A screen of information

NI - National Insurance

IR - Inland Revenue

The MTX Payroll package has been designed for use with the MTX512, and will hold the records of up to 170 employees.

To LOAD the program follow the instructions in the MTX manual as usual, ie:

LOAD "" <RET>

When the tape is loading for the first time the screen will look like this:-

FOUND: DATA 100484
LOADING
FOUND: *PLEASE WAIT*
LOADING

When the program has finished loading it will run itself, and will ask you for your company name, which will be used later on printouts and on the screen.

The next thing the program asks for is a password, which is set at the time of manufacture to "LOGIN MTXPAY". Type this in for now, you will be able to change it later.

You will now be able to see the main menu, one of several that are used to control the whole program.

<<*** PAYROLL MAIN MENU ***>>

F1__ENTER EMPLOYEE RECORD

F2__INSPECT/AMEND EMPLOYEE RECORD

F3__CALCULATE WAGES

F4__AMEND NHI & TAX TABLES

F5__PRINT DOCUMENTS

F6__DELETE EMPLOYEE RECORDS

F7__LOAD & SAVE DATA

F8__MONTHLY SUMMARIES

F9__CALCULATE CASH REQUIRED

<ESC> TO ACCESS PASSWORD STATE

The letters and numbers at the lefthand edge of the PAYROLL MAIN MENU refer to the function keys that make up the keypad on the extreme right of the MTX keyboard.

The Main Menu

1) <ESC> To access password state

Although this is the last function on the menu, it will probably be the first you will want to use.

If you wish to change the password, simply press <ESC> and the program will expect the current password to be typed in.

First you type in LOGIN MTXPAY,
followed directly by =
followed directly by the new (6 digit) code.

For example, if the new password is to be FRANKY, the screen will look like this when you have finished typing:

ENTRY CODE> LOGIN MTXPAY=FRANKY

NB The next time you load in the program it will require the new password, ie LOGIN FRANKY.

2) F1__ENTER EMPLOYEE RECORD

This function is used to set up the employee data, some of which is automatically used by the program to calculate wages and/or salaries, while the rest can be used by the employer as an information database.

Page One

The first page holds the following information about the employees:

Address
Telephone No
Date of Birth
Date Started
Employee No
Position
Tax Code
NHI No
NI Code
Status & Sex

If you wish to, you can skip over all of the above categories with the exception of employees' Name and the NI code. In the case of the NI code, the computer will not allow you to proceed until either A, B, or C has been entered.

The computer will allocate an Employee Number to each new employee as information is entered. A note of this number will enable you to recall details of an employee (see details on F2).

Page Two

This page appears directly after Page One has been completed.

It tells you the Employee Number and Name, and then goes on to ask you for the following information about the employee.

- 1) Gross pay to date
- 2) Gross tax to date
- 3) Pay method
- 4) Pay frequency
- 5) Pay per hour
- 6) Salary per annum
- 7) Freepay

If it is the start of a tax year, you will not need to enter the Gross pay to date or the Gross tax to date figures. If it is not the start of a new tax year, you will need to copy the above information from the employees' P45.

- 3) Pay Method
This can be either C-Cash or Q-Cheque
- 4) Pay Frequency
This can be either S-Salary, for monthly paid employees, or W-Wages, for weekly paid employees
- 5) Pay Per Hour
You will only be asked for this information if you have typed "W" in the Pay Frequency section.
- 6) Salary Per Annum
Enter salary per year.
- 7) Freepay
Enter the actual freepay per week or month by looking in the IR freepay book at week or month 1 against the code for that employee.

F2__INSPECT/AMEND EMPLOYEE RECORD

F2 asks for an Employee Number. The computer will then display the Page One data for that employee.

If you wish to change a line, type in the line number and the cursor will automatically move to that line. You can then input any amendment you wish to make.

If you press <RET>, the computer will display the employee's

F3_CALCULATE WAGES

Pressing F3 displays another menu that looks like this:

- F1__For all weekly employees
- F2__For all monthly (salary)
- F3__For all employees
- F4__For any single employee
- F5__For SSP payments

<ESC> for main menu

- F1 This function calculates all the employees' gross pay, and then works out the pay for all employees who are paid on a weekly basis.
- F2 This function calculates all the employees' gross pay, and then works out the pay for all employees who are paid on a monthly basis.
- F3 This function calculates all the employees' gross pay, and then works out the pay for all employees who are on record.
- F4 This function asks for an employee number and calculates the gross and net pay for that employee only.
- F5 This function calculates SSP, and requires the up to date rates to be input. The amount of SSP paid will be deducted from the payment due to the IR.

For all weekly wages you will be asked if the current rate of pay is correct. If it is not, type <RET> only to miss out a particular employee (see below).

If the rate of pay is correct, enter the number of hours at that rate. You will then be asked for the number of hours at time & half, double time, and the amount of any bonus.

The computer will then want to know if the payslip is to be displayed on the screen or printed out.

The above process also applies to monthly paid employees in that you are asked if the current salary is correct, and also if there is any bonus to be paid.

If the weekly pay rate or salary is incorrect, then for weekly paid employees press <RET> only and for monthly paid employees type N. You will then be able to use F2 to change the incorrect rates.

F4__AMEND NI AND TAX RATES

This will allow you to change NI Codes A, B, and C and also the base rate of tax.

F5__PRINT DOCUMENTS

This will display a menu like this:

- F1__Employee Number & Name
- F2__Employee End of Year Data
- F3__Employee Pay Rates and Type
- F4__Names & Addresses

- F1 This will give you a list of employee names and their associated numbers.
- F2 This function produces the end of year information necessary to fill in the employee's P60 end of year form. The function also asks if you want to clear the employee's record. If you answer "Y" the function will only clear pay to date and tax to date, leaving the rest of the employees' record ready to start the next tax year.
- F3 This will list the employees names together with their pay rates.
- F4 This function will send a list of names and addresses to the printer.

F6__DELETE EMPLOYEE RECORDS

This function is used to delete an employee's record if one has left. You also have the option to print the employee's record as it stood when he left.

It is important always to have information in the Employee Number One record, because the computer starts all processing from this point. If you delete the information in employee record one, and you do not need to enter any new employee data, it will

be necessary to put some dummy information into this first record.

If you do have new employee information to enter, the problem will not arise, as the computer automatically allocates the lowest record number available to any new information.

F7__LOAD AND SAVE DATA

This function asks you to select either F1 or F2.

F1 will allow you to save the MTX Payroll program and its associated data onto tape.

F2 will allow you to load in another program (but doing this will delete the MTX Payroll program).

F8__MONTHLY SUMMARIES

F1 This function will display the total due to the Inland Revenue at any time.

F2 When you are ready to pay the IR, press F1 to get a breakdown of the total due for the month, and then press F2 to clear ready for the next batch of payments.

F3 Will display your total wages bill to date.

F9__CALCULATE CASH REQUIRED

(F9 is obtained by pressing Shift and F1 at the same time).

When you have finished paying all employees, you can use this function to calculate the cash breakdown for each employee, and for all employees by pressing 0.
