

MTX PAYROLL PACKAGE

Instruction Booklet

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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

