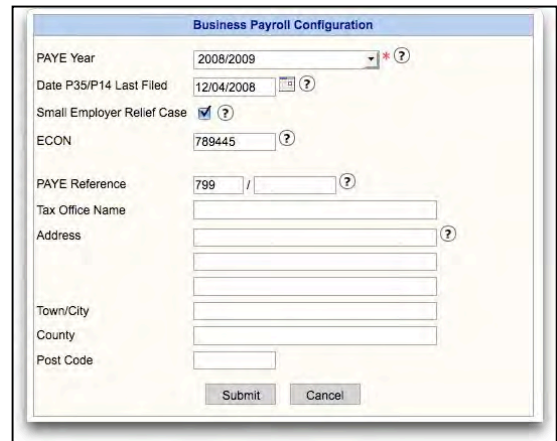


Fast Start Payroll

The Fast Start Payroll tour described below will help you very rapidly set up and run a monthly payroll for a single employee. Substitute your own information and dates.

1. Activate the payroll facility, via **Optional Features** under **Profile**.
ENTITY NAME → **PROFILE** → **OPTIONAL FEATURES** → Click on **USE PAYROLL**. A reminder note will display

2. Configure Payroll via the Payroll Menu.
PAYROLL → **CONFIGURE PAYROLL** → **BUSINESS PAYE SETTINGS**. Select the **PAYE YEAR** from the dropdown. **SUBMIT** to confirm the update to the entity profile. (The other information can be entered later).

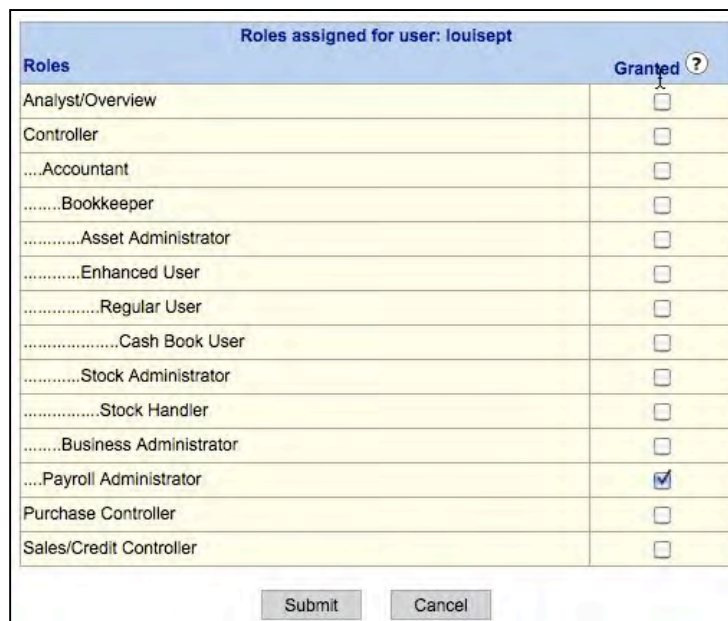


3. Access to the payroll is dependent on the role granted to a particular user
ENTITY NAME → **USER ACCESS** → **MANAGING EXISTING ACCESS**

User Name	Full Name	Roles ?	Deny ?	Access ?
paul	Taylor, Paul	Edit	Edit	Revoke
louisept	Taylor, Louise	Edit	Edit	Revoke

[Grant Access](#) [Create User](#)

Either create a new user or grant access to an existing user. Select a role of either Controller that provides access to all features or for the payroll only select Payroll Administrator.



Roles	Granted ?
Analyst/Overview	<input type="checkbox"/>
Controller	<input type="checkbox"/>
....Accountant	<input type="checkbox"/>
.....Bookkeeper	<input type="checkbox"/>
.....Asset Administrator	<input type="checkbox"/>
.....Enhanced User	<input type="checkbox"/>
.....Regular User	<input type="checkbox"/>
.....Cash Book User	<input type="checkbox"/>
.....Stock Administrator	<input type="checkbox"/>
.....Stock Handler	<input type="checkbox"/>
.....Business Administrator	<input type="checkbox"/>
....Payroll Administrator	<input checked="" type="checkbox"/>
Purchase Controller	<input type="checkbox"/>
Sales/Credit Controller	<input type="checkbox"/>

[Submit](#) [Cancel](#)

- Enter the details of an employee via the **LISTS** menu
LISTS → OFFICES/EMPLOYEES → ADD OFFICER/EMPLOYEE
- Set a pay element for monthly salary in the **Configure Payroll** menu
PAYROLL → CONFIGURE PAYROLL → GLOBAL PAY ELEMENTS
Click on **Add Item** and enter data as shown and **Save Item** and then **Submit** to confirm.

Active	<input checked="" type="checkbox"/>	?
Element Name	Monthly Salary	
Element Type	Pay	?
Payment Pattern	Recurring Fixed Amount	?
In PAYE Gross?	<input checked="" type="checkbox"/>	?
In NIC Gross?	<input checked="" type="checkbox"/>	?
In Pensionable Gross?	<input checked="" type="checkbox"/>	?
AccountPayroll Cost - Administration	
<input type="button" value="Add Item"/> <input type="button" value="Undo Item"/> <input type="button" value="Save Item"/> <input type="button" value="Reset Form"/> <input type="button" value="Submit"/>		

#	Status	Element Name	Element Type	Payment Pattern	PAYE	NIC	Pension	Account	Del
1	Active	Monthly Salary	Pay	Recurring Fixed Amount	Yes	Yes	YesPayroll Cost - Administration	
2									
3									
4									

- If a pension scheme exists, enter your details as shown in the example.
PAYROLL → CONFIGURE PAYROLL → PENSION SCHEMES
Add Item to enter data as shown and **Save Item** and then **Submit**.

Scheme type, COMP, means Contracted Out Money Purchase, select what is appropriate for your scheme. SCON, is the Scheme Contracted Out Number. In this example the employee contributes at a rate of 6% of earnings. Enter the contribution rates for your scheme, both employee and employer and whether fixed amount or percentage.

Active	<input checked="" type="checkbox"/>	?
Pension Scheme	Insurance Company Pension	
Scheme Type	COMP	?
SCON	122334	?
Approved Personal Pension Plan	<input type="checkbox"/>	?
Pre Tax Deduction	<input checked="" type="checkbox"/>	?
Employee Pension Calculation	Percentage	?
Employee Contribution Rate/Amount	6.00	?
Employer Pension Calculation	Select..	?
Employer Contribution Rate/Amount	0.00	?
Pension Expense AccountPensions (Administration)	
Pension Liability Account	...Pensions	
<input type="button" value="Add Item"/> <input type="button" value="Undo Item"/> <input type="button" value="Save Item"/> <input type="button" value="Reset Form"/> <input type="button" value="Submit"/>		

#	Status	Element Name	Scheme Type	Employer Pension Expense Account	Pension Liability Account	Del
1	Active	Insurance Company Pension	COMPPensions (Administration)	...Pensions	
2						
3						

- The next step is to enter PAYE data for the employee. All data for a particular employee is entered when the particular employee is **Set**.
PAYROLL → SET EMPLOYEE → SET the relevant employee, in this example it is John Smith.

Employee Payroll Detail - Smith, John	
Payroll Status	Active
Holiday Advance periods	None
Payroll Reference	S001
Pay Interval	Regular Monthly
Payment Method	Cheque
Tax Code	471L
NI Number	TT8987UU
NI Category	F - Contracted-out Money Purchase (COMP)
PAYE Week1/Month1 Basis	<input type="checkbox"/>
Employer NIC Expense Acct.	Use Business Default..
Student Loan Case	<input type="checkbox"/>
Student Loan Start Date	
Student Loan End Date	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

8. Now enter the PAYE and National Insurance details for the employee.
PAYROLL → PAYROLL/TAX DETAILS
 The example uses a PAYE code of 471L and National Insurance table F.
 In this example the Pay interval selected is **Regular Monthly**.
Submit stores the information.

9. As the employee is in the pension scheme set up above, we need to link him to it. As John Smith is still **Set**, enter the link via **Pension details**.
PAYROLL → PENSION DETAILS
 Select the pension scheme from the drop down list. Confirm the date joined.
 Click **Submit**.

10. As we are setting up the payroll for this employee for the first time, it is necessary to enter any prior pay and tax paid in this tax year. For the first two months of the tax year, John Smith has been paid £3000 and PAYE of £446.45 has been deducted.
PAYROLL → PRIOR PAY

Submit stores the information.

11. We are now in a position to enter pay data for the Employee.
PAYROLL → PAY
 The month 3 pay is £1500
Add item, enter the data, then **Save Item** and then **Submit** to confirm.

#	Pay Element	Quantity	Rate	Amount	Del
1	Monthly Salary	1.00	1500.00	1500.00	
2					
3					
4					
5					
6					
7					
8					

12. The payroll run can now be prepared, do this via the Set Pay Run screen.
PAYROLL → MANAGE PAYROLL → SET PAY RUN

Select **Regular Monthly** as the pay interval and the date of payment as 30/06/2004 (the first two months of the PAYE year were dealt with outside of this payroll, see 7 above).
Submit to confirm.

13. The payroll can now be calculated.
PAYROLL → MANAGE PAYROLL → CALCULATE PAYROLL

The screen shows the pay run parameters set above. Select "All employees with current pay interval"
Click **Submit** to calculate the payroll.

14. The payslip can now be viewed and printed.
PAYROLL → REPORTS → PAYS LIPS

Confirm or set the relevant **PAYE year**, **Pay Interval** and **PAYE Period** and click on **GO**. Lists of

payslips for the employees associated of the particular payroll are displayed. The payslip(s) can be

	Last PDF	Employee	Pay Interval
	<input checked="" type="checkbox"/>	Flashman, Jack	Regular Monthly
	<input checked="" type="checkbox"/>	Huntrose, Richard	Regular Monthly
	<input type="checkbox"/>	Huntrose, Sarah	Regular Monthly

printed (either individually or in bulk) by clicking the icon (We recommend C5 envelope size); they can also emailed by clicking the icon. (Note a icon indicates no valid email address is set for the particular employee).
The payslip(s) are produced in pdf format, and can be printed and/or stored.

Mr. Javier Ingram 1 Carshalton Crescent Chelsea SW12 4TG		Name: Ingram, Javier Date Processed: 05/06/2007 NI Number: NA1234567 Employee NIC: 70910 Employee Number: 709105 Pay Interval: Regular Monthly Tax Year/Period: 2007/12 Tax Code: 5607 Payment Method: Direct
Year To Date		Amount
Gross Pay		12,000.00
Taxable Pay		9,360.00
PAYE		1,216.80
Employee NIC		709.00
Employer Contributions		Amount
Employer NI		78.24
Payments		Units Rate Amount
Monthly Salary		1.00 1,000.00 1,000.00
Total		1,000.00
Deductions		Amount
Employee NI		63.00
PAYE		1,216.80
Total		1,279.80
Net Pay		829.65

**15. Inspect the payslip and if necessary run the P11 deductions working sheet.
PAYROLL → REPORTS → DEDUCTIONS WORKING SHEET (P11)**

Deductions Working Sheet (P11)																						
Year to 5th April 2005																						
IR Office Name				Surname				Current				Prior 1		Prior 2		Prior 3		Prior 4				
Employers PAYE Reference				Forename(s)				Tax Code				471L										
Date of Starting				NI Number				Wk/Mth Number														
Date of Leaving				Date of Birth																		
Student Loans Deduction Case				Works/Payroll No.								Start Date		Tax Credits Daily Rate		End Date						
No				SC01																		
Key: * = Holiday Advance Pay # = Week 1/Month 1																						
Week/ Month Number	Earnings at the LEL (where earnings are equal to or exceed the LEL)		Earnings above the LEL, up to and including the ET		Earnings above the ET, up to and including the UEL		employee's and employer's contributions - mark minus amounts 'R'		Employee's contributions due on all earnings above the ET		Statutory Sick Pay (SSP) paid to employee in the week or month included in column 2		Statutory Maternity Pay (SMP) paid to employee in the week or month included in column 2		Statutory Paternity Pay (SPP) paid to employee in the week or month included in column 2		Statutory Adoption Pay (SAP) paid to employee in the week or month included in column 2		Student Loan Deductions (whole pounds only)			
	1a	£	1b	£ p	1c	£ p	1d	£ p	1e	£ p	1f	£ p	1g	£ p	1h	£ p	1i	£ p	1j	£		
3	343		52.00		1,105.00		232.91		103.04		0.00		0.00		0.00		0.00		0.00	0		
NI Category	F		343		52.00		1,105.00		232.91		103.04		SC01 122334									
Week/ Month Number	Pay in the week or month including statutory payments (SSP SMP/SPP/SAP)		Total pay to date		Total 'free pay' to date as shown by Tables A		Total 'additional pay' to date as shown by Tables A		Total taxable pay to date: column 3 minus column 4a or column 3 plus column 4b		Total tax due to date as shown by Tables SR + B to D		Tax due at end of current period Mark refunds 'R'		Regulatory limit: 50% of column 2 entry		Tax deducted or refunded in the week or month Mark refunds 'R'		Tax not deducted or refunded owing to the Regulatory limit		Tax Credits	
	2	£ p	3	£ p	4a	£ p	4b	£ p	5	£ p	6	£ p	6a	£ p	6b	£ p	7	£ p	8	£ p	9	£ p
3	1,410.00		4,410.00		1,179.75		0.00		3,230.25		650.00		0.00		0.00		203.55		0.00		0.00	0.00
			0.00		<-----		In Previous Employments		<-----		0.00											0.00
			4,410.00		<-----		This Employment		<-----		650.00											
			4,410.00		<-----		Total for Year		<-----		650.00											

16. If necessary make amendments and re-run the payroll calculation. When all is correct, finalise the payroll run.

PAYROLL → MANAGE PAYROLL → FINALISE PAYROLL RUN

Enter details as shown. If the payment method selected is cheque and/or BACS payments, click **AutoPost Pay Cheques/BACS Payments?** box.

Payments are automatically posted to the accounts when **SUBMIT** is clicked to finalise the payroll run.

Select **Aggregate BACS Payments?** if you want a single entry representing the total of all BACS payments to employees for the payroll run to be posted to your accounts when the payroll run is finalised. This option only applies if **AutoPost Pay Cheques/BACS Payments?** is selected.

Select the **Bank Account** on which the cheques or BACS payments will be drawn and enter the **Starting Cheque Number** if cheques are included, leave as the default

Payroll Nominal Ledger Transfer						
Payroll Run : 30/06/2004 - Regular Monthly						
Type	Date	Reference	Name	Memo	Account	Amount
Journal Entry	30/06/2004	Payroll - 20040630		Payroll Transfer	Wages & Salaries	(1,173.61)
					Employer NI	(129.87)
					Employee NI	(103.04)
					PAYE	(223.35)
					Payroll Cost - Administration	1,500.00
					Employer NIC (Administration)	129.87
Cheque	30/06/2004	500304	Smith, John	Payroll - 20040630	Current Account	(1,173.61)
					Wages & Salaries	1,173.61

“1” if there no cheques being used.
SUBMIT to complete the process.

The payroll is now complete, and Liberty Accounts has now made the appropriate accounting entries.

These can be viewed by running the appropriate Nominal Ledger Transfer Report.
PAYROLL → REPORTS → NOMINAL LEDGER TRANSFER.

17. Congratulations you have run your first Payroll.

- ◆ The payroll is now ready for the next run, repeat processes 10 to 14 if there are no changes to the monthly pay, pension, PAYE or National Insurance parameters. If there are amendments, make the changes before running process 10.
- ◆ More details on the Payroll facility are available from the **Using Payroll** user guide.