

A MESSAGE FROM DICK SMITH

Congratulations on selecting our excellent new Australian-developed payroll system, PAYMASTER. This will run on your System-80, your System-80 Mark II Business Computer or a Tandy TRS-80 (model 1, level II) if you are using one. It is ideally suited for the Australian small business. PAYMASTER caters for up to 100 employees and has all the features of a larger, more expensive program including these:

- *It allows for 2 categories of employees - those paid monthly and those paid at an hourly rate (that is, weekly or fortnightly paid employees).

- *It caters for 3 methods of payment: by cash, cheque or direct deposit into the employee's bank account.

- *It allows you to make automatic deductions or allowances for up to 5 different uses (medical funds, superannuation schemes, credit unions, home loan repayments, clothing or working conditions allowances -- you can provide automatic adjustments for your employees in all these areas).

- *It allows you to allocate the costs of payroll to up to 35 different cost centres if you so desire.

- *When you process the payroll at the end of the pay period it will produce for you:

- a payslip for each employee
- a coin analysis for all cash pays
- a cheque analysis for all employees paid by cheque
- a bank deposit advice form for each bank into which pays are deposited directly
- a cost centre report for each cost centre being used, if you are using this option

- *A monthly report which gives you combined totals for all employees on gross tax, deductions/allowances and nett pays. If you pay state Payroll Tax, it will also produce a Payroll Tax Report.

- *An annual report which provides annual totals of all the above and prints out Group Certificates automatically for you.

The system is easy to use, with instructions and explanations included. It will save you and your payclerk loads of time and relieve your staff of just about all of the fiddly and annoying aspects of payroll preparation. It is so good that I am thinking of opening up a small business so I can use it myself!

Dick Smith

LIST OF CONTENTS

TOPIC	PAGE
HOW TO USE PAYMASTER - Getting started.....1	1
- Setting or changing the password..1	1
- Entering the date.....2	2
- Entering the password.....3	3
THE MAIN MENU.....4	4
IMPORTANT NOTE ON BACKUP.....5	5
OPTION I: DISK BACKUP.....6	6
OPTION A: ENTER/CHANGE COMPANY DATA	
- Editing notes.....8	8
- The various company data items....8	8
OPTION B: ENTER/CHANGE EMPLOYEE DATA	
- Entering a new employee record...14	14
- Changing an employee record.....20	20
- Deleting an employee record.....21	21
- Modifying a pay rate.....23	23
- Exit to main menu.....23	23
OPTION C: PRINTOUT EMPLOYEE RECORDS.....24	24
OPTION D: ENTER PAYROLL DATA	
- Explanatory notes.....26	26
- Setting hourly rate,etc.....27	27
- Entering holiday & sick leave....28	28
- Manual tax & pay adjustments.....28	28
- The second entry screen.....29	29
- Holiday pay in advance.....30	30
OPTION E: LIST PAYROLL FILE.....31	31
OPTION F: PROCESS PAYROLL.....32	32
OPTION G: PRINT MONTHLY REPORTS.....34	34
OPTION H: PRINT ANNUAL REPORTS.....37	37
OPTION X: END OF PROGRAM.....39	39
GLOSSARY OF TERMS.....40	40
APPENDIX A: SAMPLE PAYROLL PRINTOUT.....43	43

HOW TO USE PAYMASTER

Getting started

First assemble your computer according to the instructions in your User's Manuals. Then turn on the disk drives, video screen, expansion unit, keyboard and printer in that order.

You will be using 2 floppy disks. One will be your SYSTEM disk, copied from the Paymaster Master disk supplied (see page 5); this disk will go in drive 0. The other disk will be your DATA disk, which Paymaster will construct for you from a fresh blank disk; this disk will go in drive 1.

For the present, put your Paymaster Master disk in drive 0, and a new blank soft-sector disk in drive 1. Both disks go into the drives with the small sensing notch at the top (or left, as appropriate), and the large rounded rectangular slots in the sleeve towards the rear of the drive. Close the drive doors and Paymaster will automatically "boot up" when you press the RESET button.

Setting or changing the password

PAYMASTER allows you to use a password, if you wish, to protect your pay files from prying eyes. The password operates in much the same way as a key to a filing cabinet. If you choose to set a password, the computer will ask you to enter it whenever you start to use the system and anyone who does not know that password will not be able to proceed beyond that first stage.

The procedure that follows can be used for setting up the password or changing or removing it.

When you have inserted your disks into the drives, the first message the computer will show you is this:

ENTER DATE (DD/MM/YY) :

This message appears every time you start using the system. Normally, of course, you will simply enter the day's date (see page 2) but if you want to enter or change the password use a different procedure. Type in 3 question marks (???) and hit the <NEW LINE> key. A new message will appear, telling you what the current password is (in this case a blank) and asking:

DO YOU WISH TO CHANGE IT (Y/N) ?

If you don't want to use a password, hit <N> (for NO) and leave it blank. You can always use the above method for adding a password later if you wish. When the password is left blank, PAYMASTER will automatically skip over the password stage when you start up the system.

If you do want to use a password or if you want to change an existing password, hit <Y> (for Yes) and you will see:

CHANGE THE PASSWORD NOW -->

In the first case, the password will be blank, but if you are changing an existing password it will be displayed on the screen. Just type over it and hit <NEW LINE> when you have finished.

You have up to 8 characters (including spaces between words) for doing this. We suggest you use a simple password. Your own first name is a good idea.

When you have finished the screen will say:

PASSWORD CURRENTLY IS.....
ENTER DATE (DD/MM/YY) :

The password you have just entered will be displayed where the line of dots is showing above. Enter the date and hit <NEW LINE> to go back to the initial steps of starting work on your payroll. If you want to change the password again, enter <??> and <NEW LINE> and you will be returned to the beginning of the password process.

Entering the Date

The first message that appears on your screen is a request to enter the date. Enter it in the format DD/MM/YY. Type in the slashes and if the day or month is a single figure number (eg May is month number 5) put a zero before that number. For example, the 7th of May, 1981 should be entered as 07/05/81.

PAYMASTER automatically ignores any day numbers over 31 and any month numbers over 12. If you do make a mistake of this kind, you will be given the chance to re-enter the date. You can change your entry before pressing <NEW LINE> by using the backarrow key <←> to get back to the start of the date and simply typing over.

When you have entered the date, hit <NEW LINE> and you will be moved to the next stage in starting up.

Entering the Password

Once the date has been entered, it will appear on the top of all screen menus. You will then be asked for the password if one is in use. As you type in your password, your privacy will be protected by PAYMASTER. The screen will not show the characters you have typed. It is important, therefore to be careful and avoid making typing errors.

When you have entered your password, hit <NEW LINE> and the computer will show you the main menu.

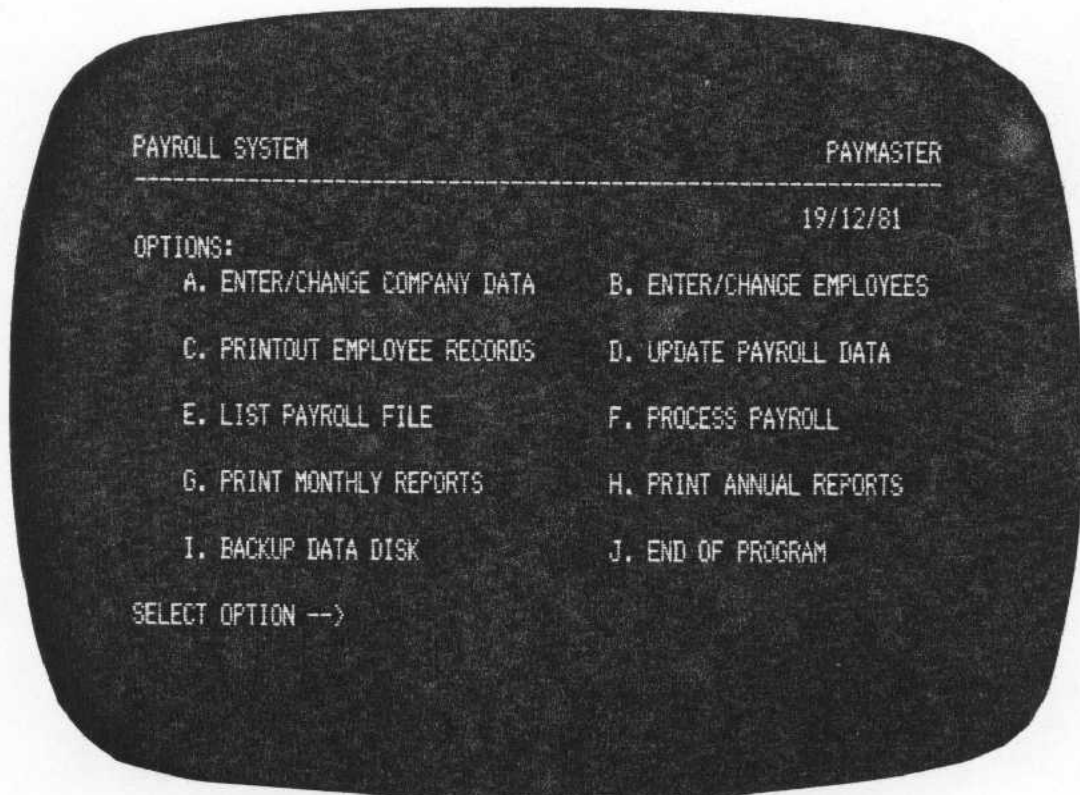
If you make a mistake, or if someone else types in the wrong password, the screen will flash this message:

****UNAUTHORISED ACCESS TO SYSTEM****

You will then have to re-enter the password.

THE MAIN MENU

Once you have correctly entered the password the screen will display the following list of choices, called the main menu:



```
PAYROLL SYSTEM                                     PAYMASTER
-----
19/12/81
OPTIONS:
  A. ENTER/CHANGE COMPANY DATA      B. ENTER/CHANGE EMPLOYEES
  C. PRINTOUT EMPLOYEE RECORDS      D. UPDATE PAYROLL DATA
  E. LIST PAYROLL FILE              F. PROCESS PAYROLL
  G. PRINT MONTHLY REPORTS          H. PRINT ANNUAL REPORTS
  I. BACKUP DATA DISK              J. END OF PROGRAM

SELECT OPTION -->
```

You can choose any of the options listed by typing in the identifying letter of that option. If you are working on one of the options, you can return to the main menu by holding down the <SHIFT> key and pressing the back arrow key <←>. This will move you backwards through the previous screen display. Keep repeating this action until the main menu reappears on your screen. You can also return to the main menu by using the EXIT options on the sub-menus displayed.

The various functional options available from the main menu will be explained in detail later. However, the first thing you should do is obtain a backup copy of your system disk and create a work disk from your data disk. To do this you should use option I.

IMPORTANT NOTE ON BACKUP

You should make a safety or "backup" copy of the program or SYSTEM disk before you start using this, or any software system. Use the copy as the working disk, and put the original or "master" disk away in a safe place, in case of mishap to the one you are using. This ensures that you always have the master disk to use for making another work disk.

Quite apart from this, you should make a backup copy of the system's data disk or disks every day, as you add further information to it/them. Making backup copies is important because the magnetic information stored on your disks is fragile and if the disks are damaged, you can lose all the information recorded on them. Making daily copies provides you with "insurance" in case such a crisis occurs.

Making daily backup copies of your working data disk(s) doesn't involve an endless stream of fresh disks, or huge expense. All that is required is a pair of backup disks, and a regular "system". Simply mark one backup disk "Odd-numbered Days" and the other "Even-numbered days", then use each one to make a copy of your working disk on alternate days. Between them, they'll provide most of the backup protection you're ever likely to need.

If anything happens to your work disk, one backup will let you reconstruct things from "yesterday's" situation. If by chance that backup disk has also become corrupted (not very likely!), you will still have the data from "the day before yesterday", on the other disk. So at worst, you should only have to reconstruct two days' transactions.

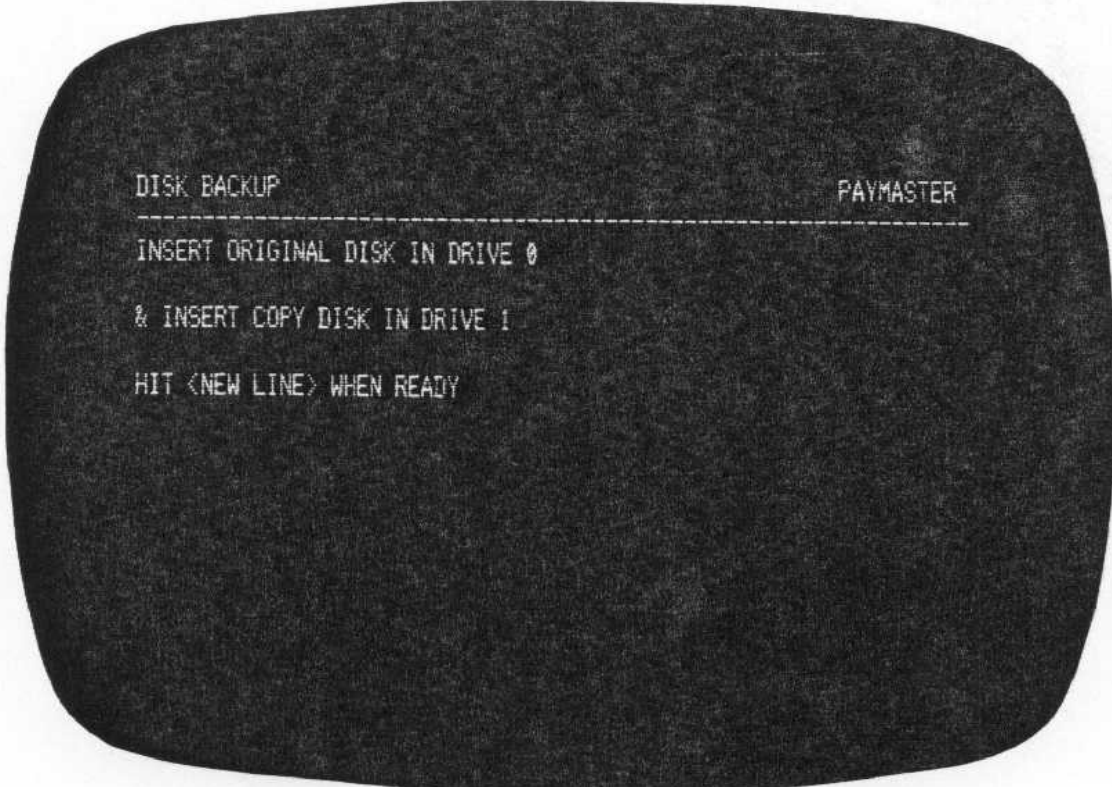
The only additional backup disks you may want to make apart from this are "end of month" copies, to serve both as "last resort" backups and as company records. This might involve an additional 12 backup disks -- one for each month of the year.

If you do follow this suggested backup system, make sure that your backup disks are kept in a safe place and never used for normal day-to-day operation. They are your only insurance if a working disk gets damaged. Keep them in a cool, dry safe place and use them only to reconstruct your working disks in the event of a mishap.

OPTION I. DISK BACKUP

Before you use Paymaster for the first time you will need to make a working copy of your System disk.

Do this by selecting option I from the main menu. When you have done this, Paymaster double checks with you by asking if you want to continue. If you hit <N> you will be returned to the main menu. If you hit <Y>, the screen will show this message:



```
DISK BACKUP                                     PAYMASTER
-----
INSERT ORIGINAL DISK IN DRIVE 0
& INSERT COPY DISK IN DRIVE 1
HIT <NEW LINE> WHEN READY
```

For making a work disk, leave your System disk in disk drive 0 and put the disk for the copy in disk drive 1.

When (later on) you are making a backup copy of your Data disk, remove the System disk from drive 0, take the Data disk from drive 1 and put it in drive 0. Then put your backup copy disk in drive 1.

Hit <NEW LINE> when your disks are in the right drives and the computer will copy all the information or programs from the disk in drive 0 to the disk in drive 1. The screen will show you various messages as each sector of information is copied and at the end of the process will show this message:

DISK BACKUP

PAYMASTER

INSERT ORIGINAL DISK IN DRIVE 0

& INSERT COPY DISK IN DRIVE 1

HIT <NEW LINE> WHEN READY
WRITING/VERIFYING TRACK 39

DISK BACKUP COMPLETE

RE-LOAD 'PAYMASTER' SYSTEM DISK IN DRIVE 0,
AND DATA DISK IN DRIVE 1 ... AND HIT <NEWLINE>

If you are making a work disk, treat your copy disk as the new System disk. Label it carefully, and fit it with a "write protect" tab to cover its notch. Don't forget to remove your original System disk, put it in its envelope and store it somewhere safe.

Then follow the instructions on the screen for starting up the Paymaster program again.

If you are making a backup copy of your Data disk (something you should do each time you use Paymaster), follow these simple steps -

First, remove the copy from drive 1, label it carefully with the date of backup and the name Data disk. Put it in its envelope and store it away somewhere safe.

Then remove your Data disk from drive 0 and replace it in drive 1.

Get your System disk and put it in drive 0.

Hit <NEW LINE> and you will be returned to the main menu.

Having made your work disk, the next thing you will normally want to do is set up your PAYMASTER system with the details of your own company. You do this by selecting option <A> on the main menu.

OPTION A. ENTER/CHANGE COMPANY DATA

This option allows you to enter into Paymaster your own company's details, including standard overtime rates, deductions, leave loading and group tax number. This information remains permanently in Paymaster, but it can easily be changed or updated whenever you wish.

A note about editing: In this and all options where information is changed by overtyping, it is worth noting some basic features:

- If you want to move to the next item without changing any information, you can do so by hitting <NEW LINE> or the down arrow key <↓>.
- To move the cursor right or left along the entered material without removing anything, use the forward <→> and back <←> arrow keys.
- To move back to the previous display, hold down the <SHIFT> key and press the back arrow key.
- To delete the current character, hold down the <SHIFT> key and hit the down arrow.
- To insert a space in the text you are changing, hold down the <SHIFT> key and hit the forward arrow.
- To change information already typed into the system, simply type over it.

Option A

Select the option by hitting <A> from the main menu and this screen message will appear:

DO YOU WISH TO PROCEED (Y/N) ? -

This allows you to go back to the main menu if you do not want to enter any new information or change information on your company.

If you hit <N>, you will automatically be returned to the main menu. If you choose to proceed and hit <Y>, you will be asked the following question:

REVIEW COMPANY DATA FIRST (Y/N) ?

This enables you to see the data already entered before you decide to change any of it. If you choose <N>, you will be moved to step 1 below. If you choose <Y>, you will be shown all the company data on 2 screen displays (samples below). Get access to the second screenful of data by hitting any key on the keyboard.

```

                                COMPANY DATA

COMPANY NAME: ROWE ENTERPRISES
23 WATTLE RD NEWTOWN 2032
OVERTIME RATES:  A      NORMAL      1
                  B      T 1/2      1.5
                  C      2T          2
                  D      2 1/2T     2.5
                  E      OTHER      1

DEDUCTIONS/ALLOWANCES:
A      MEDICAL BENEFITS      A      N
B      UNION DUES            B      N
C
D
E

HIT ANY KEY TO CONTINUE

```

```

                                COMPANY DATA

COMPANY NAME: ROWE ENTERPRISES

HOLIDAY LEAVE LOADING:      17.50%
PAYROLL TAX APPLICABLE:      Y

CASH ANALYSIS - LARGEST NOTE: $ 20
                  - SMALLEST COIN: 10 CENTS

TAX GROUP NUMBER:           233311

HIT ANY KEY TO CONTINUE

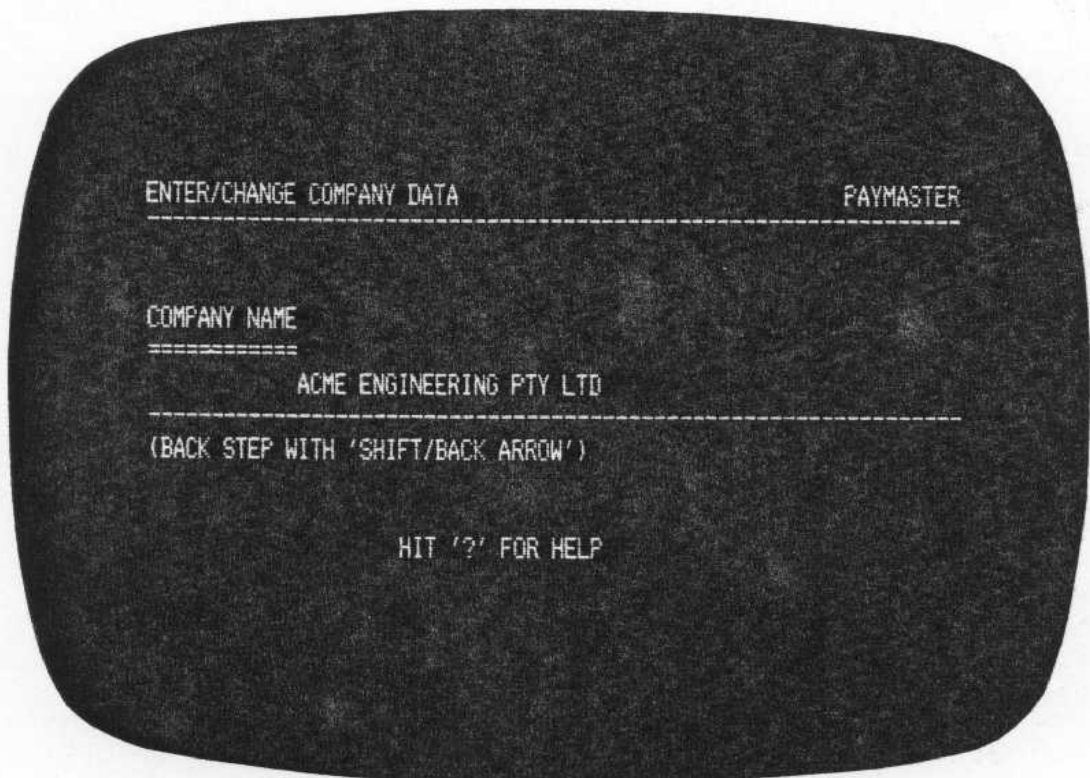
```

When you have reviewed all the company data, hit any key and you will be given the chance to change the company name.

If, at any stage here you are uncertain about what you should enter, simply type in a question mark (?) and Paymaster will help you by displaying on the screen an explanation of the category concerned.

1. COMPANY NAME

This screen message will first appear:



```
ENTER/CHANGE COMPANY DATA                                PAYMASTER
-----
COMPANY NAME
-----
                        ACME ENGINEERING PTY LTD
-----
(BACK STEP WITH 'SHIFT/BACK ARROW')

                        HIT '?' FOR HELP
```

If you are entering company data for the first time, of course, there will be no existing name, just a flashing cursor to indicate where to start entering data.

You have up to 40 characters (including spaces) for entering the company name. This will be printed on the top of the pay slips Paymaster prints for you.

When you have entered the name, hit <NEW LINE> and you will be able to enter the address.

2. COMPANY ADDRESS

Enter the full address in one long line; you can use commas and full stops. You have up to 63 characters (including spaces) for your entry. The address you have entered is printed on the top of Bank Deposit Slips, Cheque Analysis Reports and Deduction Reports.

Hit <NEW LINE> and you will be given the chance to enter or change overtime categories. If you choose <N> you will be moved to step 5 and given the same choice.

3. OVERTIME CATEGORIES

You can enter up to 5 overtime categories and each one can be given a name of up to 8 characters in length. When you get Paymaster the five categories are called NORMAL, T1/2, 2T, 2-1/2T and OTHER. If you wish you can retain these names by simply hitting <NEW LINE>; or you can change them by typing in new names. The name appears alongside the entry of overtime hours for each employee on pay slips and Payroll Summary Reports. When you have named the categories, hit <NEW LINE> to proceed.

4. MULTIPLICATION FACTOR FOR OVERTIME CATEGORIES

This enables you to enter the multiplication factor (known as 'RATE') by which the normal pay rate will be multiplied for each type of overtime. For example, if you enter 2.0 for overtime category C, the employee's normal hourly pay rate will be multiplied by 2 for each hour worked in that category.

5. DEDUCTIONS/ALLOWANCES - NAME

Paymaster allows you to make automatic deductions or allowances for up to 5 different uses. The system is initially set up with one deduction, named MEDICAL BENEFITS, and one allowance named BOARD AND QUARTERS. By answering <Y> to the question "Do you want to ENTER/CHANGE Deductions/Allowances?" you can alter these deductions/allowances, or add up to three more. Name each one at this stage with a name of up to 25 characters (including spaces). The name you have given is printed on pay slips, Payroll Summary Reports and as headings on Deduction Summary Reports.

6. DEDUCTIONS/ALLOWANCES - B/A CODE

This section is where you specify whether any given deduction or allowance is before (B) or after (A) tax.

IMPORTANT NOTE: Always enter a deduction as a positive amount on the employees master record and an allowance as a negative amount.

7. DEDUCTIONS/ALLOWANCES - N/T/S/A GRP CERT CODE

In this section, you codify the deduction/allowance according to where you want it printed on the employee's group certificate. Here are the codes:

- 2 - value of board and/or quarters, group cert column 2
- T - travelling or other allowance, group cert column 3
- S - superannuation, group cert column 5a

- A - group assurance, group cert column 5b
- N - does not appear separately on group cert

8. HOLIDAY LEAVE LOADING

This is the percentage loading added to each employee's pay for all paid holiday leave.

9. PAYROLL TAX APPLICABLE

This will be either a Y or a N, depending on whether your company is required to pay Payroll Tax. If you hit <Y>, a Payroll Tax Summary will be printed every month with your other monthly reports.

10. CASH ANALYSIS - LARGEST NOTE

This is the size of the largest note value to be used for employees who are paid by cash. It can be 50 (for \$50), 20, 10, 5, 2 or even 1.

11. CASH ANALYSIS - SMALLEST COIN

This is the value of the smallest coin to be used for employees who are paid by cash. It is expressed as a number of cents (for example 50, 20, 10, 5, 2, or 1). A zero is taken to mean no coins at all are to be used. NOTE: Employees whose cash pays are rounded off because of the value of the smallest coin don't "lose" the balancing cents -- they are added to their tax deduction amount.

12. EMPLOYER'S INCOME TAX GROUP NUMBER

This is the number allocated to your company by the taxation office. It is printed at the top of your monthly PAYE Tax Summary Report and the employees' Group Certificates.

13. COEFFICIENTS FOR CALCULATION OF WEEKLY TAX INSTALMENTS

Get these from the Australian Taxation Office form "Calculation of Income Tax Instalments by Formulae". You only need to change the coefficients if the tax rates are changed.

14. UPDATE MONTH/YEAR TO DATE FIGURES

This allows you to change the current month-to-date and year-to-date figures for 11 different company totals. Normally Paymaster updates these totals automatically, by

itself. You would only need to change them in special circumstances, so normally you'll skip this option.

If you do indicate that you want to change a total, Paymaster gives you a small menu from which to select the total you want, by number (1-11). When you key in the number of the total you want to change, you must precede it with a minus sign (i.e., key in "-5" to select total number 5, and so on). This is to prevent unauthorised or accidental changes to this very important data.

15. COST CENTRE CODES

Paymaster has the option to allow you to allocate employee hours to cost centres. If you type <N> to the question "Do you wish to ENTER/CHANGE 'Cost Centres'?", then from that point on no reference will be made to cost centres in any reports. If you type <Y> then you can name up to 35 different cost centres (these could be specific jobs, various company branches, or whatever you wish). You have 2 characters to enter each code.

The first cost centre is initially called "PAYMASTER" and has the code 'PA'. Both of these names can be changed at this point if you wish. The first cost centre is always used by Paymaster to collect any indirect costs which may not be attributable to specific hours worked (e.g. holiday leave loading).

16. COST CENTRE DESCRIPTIONS

You have up to 12 characters for entering the name of the cost centres you have allocated codes to. The name is printed on Payroll Summary Reports, Cost Centre Reports and on the screen when you enter hours for cost centres.

17. COST CENTRE GENERAL LEDGER CODES

Cost Centres may be given a General Ledger Code (up to 6 characters long) for your own reference purposes only. The General Ledger code is printed on all Cost Centre Reports.

18. COST CENTRE TOTALS - MTD AND YTD

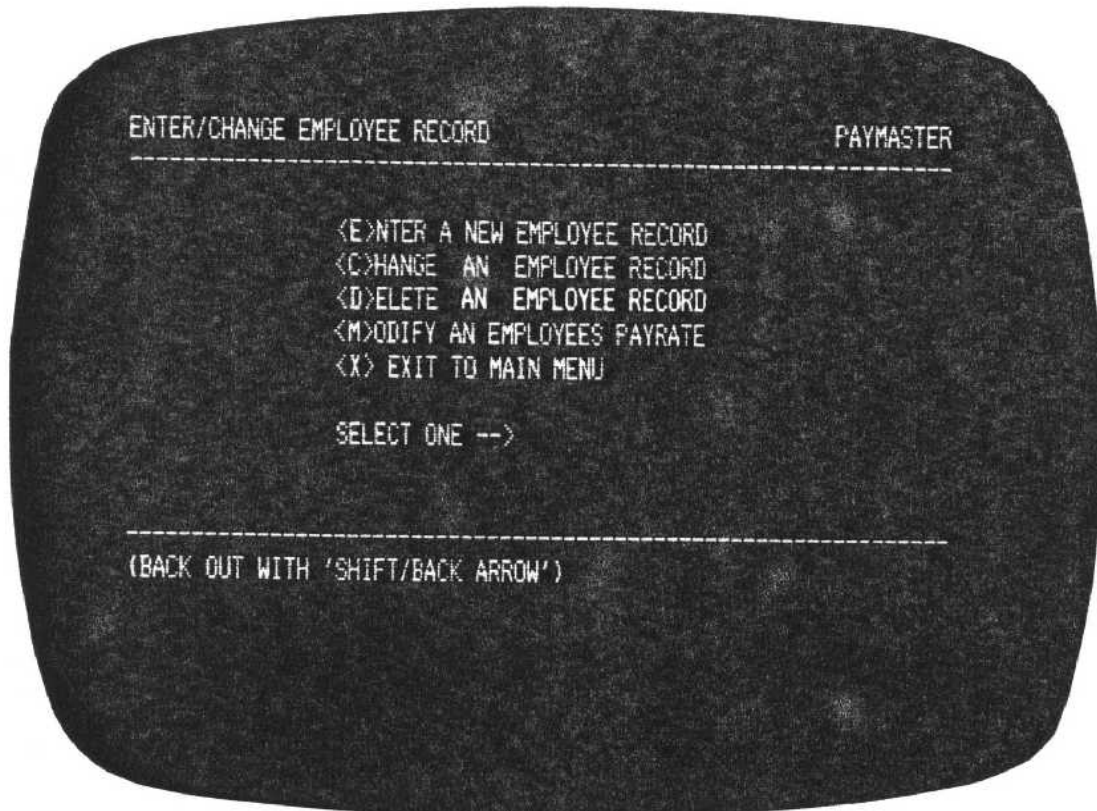
These are the totals of amounts paid to all employees for hours worked for each Cost Centre for the period-to-date.

19. WEEKS PER PAY PERIOD

This is the number of weeks to be taken into account for tax calculations for "hourly" employees. The number of weeks will be either 1 or 2 as you wish.

OPTION B. ENTER/CHANGE EMPLOYEES

If you select option B from the main menu you have the chance to enter employee details or change details already entered. Select this option by hitting from the main menu and you will be shown this sub-menu:



Option B allows you to get an explanation of each category for entering data. If you type in a question mark <?> when the screen asks you to enter data, the screen will show an explanation of the category of data required and give you another chance to enter.

Entering a new employee record

The payroll number for a new employee is automatically entered for you by Paymaster and when employee details are printed out, they will be printed in order of the payroll numbers. The details you will be asked by Payroll to enter for a new employee record are as follows.

REMINDER: Details on how to change or correct entries as you make them are contained in this manual on page 8. When you have made your entry in each section, move on to the next section by hitting <NEW LINE>. You can move back to a previous section at any time by holding down the <SHIFT> key and hitting the "back arrow" key <←>.

1. NAME

Put the full given names and surname in a single line. You have up to 32 characters (including the spaces between words) so if your employee's name takes more characters it might be necessary to use initials instead of middle names. The name, as you have entered it will be printed on Pay Slips, Payroll Reports and Group Certificates.

2. ADDRESS

You have up to 40 characters (including the spaces between words) for entering the employee's full address. This address is printed on the Employee Year-to-date Report and Group Certificates.

3. TELEPHONE NO

You have up to 10 characters for entering the employee's telephone number. This allows for STD codes where applicable.

4. SEX

This category should be self-explanatory. You can enter either M or F, as appropriate; Paymaster will only accept one of these two characters, then pass to the next item.

5. DATE OF BIRTH

Enter this in the format DD/MM/YY as you do for the date at the start of your working day (see p2). You can also leave this section blank, if you wish, by hitting <NEW LINE>.

6. DATE JOINED COMPANY

Enter this date in the same format as the date of birth.

7. COMMENTS

You can enter any general comment about the employee here using up to 35 characters (including the spaces between words). This is only printed in your printout of employee records, it is not printed on any other reports.

8. HOURLY OR MONTHLY EMPLOYEE

Paymaster applies the following distinctions between "hourly" (H) and "monthly" (M) employees:

HOURLY -- all hours worked are paid at the appropriate rates. Paid sick leave and holiday leave result in extra hours being added to normal hours (with resulting increase in wage). In the case of holiday leave, the appropriate loading is also added to the wage itself.

MONTHLY -- these employees are paid on the basis of a nominal number of hours worked each month, at the appropriate rate. These hours will include any sick leave or holiday leave taken during the month, so if such leave is taken, extra hours are not added to the monthly wage; the hours taken are simply subtracted from the employee's accrued leave. However in the case of holiday leave, the appropriate loading is again added to the wage itself.

9. HOURLY RATE

Regardless of whether an employee is coded as "hourly" or "monthly", you should enter an hourly pay rate as a decimal number. Obtain this figure by dividing the annual pay by the number of pay periods per year, and then further divide this figure by the number of hours worked per pay period.

10. BASE HOURS PER PAY PERIOD

This is the number of hours normally worked per pay period. This figure is used when calculating holiday pay for all employees, and is automatically inserted into Paymaster's "payroll file" at the start of each new pay period for "automatic" employees.

11. AUTOMATIC OR MANUAL EMPLOYEE

Each employee may be designated as either "automatic" or "manual". The first is where base hours are automatically inserted into the payroll file at the start of each new pay period. The second is where base hours are set to zero at the start of each pay period, and you have to enter the actual hours worked. The choice is yours.

12. PAYMENT METHOD

Paymaster allows you to pay employees by cash <C>, cheque <Q> or direct bank deposit . Cash payments are included in the Cash Analysis report, cheque payments in the Cheque Analysis report and bank deposit payments in the Bank Deposit summary, all of which are produced when a payroll is processed. Simply key in the code letter for the method of payment required.

The next four categories (to number 16) will only appear on the screen if you have entered as the method for payment for the employee whose data you are entering/changing. If you have not entered , Paymaster will automatically skip to section 17.

13. BANK NAME

If your employee is to be paid by bank deposit, you should enter the common, 3-letter code name of his/her bank here.

14. BANK BRANCH

You have up to 10 characters for entering the bank branch name here. Usually this will be the suburb where the branch is located.

15. BANK B/S/B CODE

This is the standard banking code applying to the employee's bank and branch (e.g., 752-493). The banks will be grouped together in the Bank Deposit summary report, so it is important that you use consistent codes whenever you enter the bank B/S/B code for a new employee. Note that if you ignore the B/S/B code for all employees, all bank deposits will be grouped together on the summary report, instead of having a page for each bank.

16. BANK ACCOUNT NUMBER

You have up to 10 characters for entering the employee's bank account number.

17. GENERAL TAX REBATE

Enter a <Y> if the employee has lodged a signed "Income Tax Instalment Declaration" with the company, so that he/she will be taxed at the lower rate. Otherwise enter an <N>.

18. TOTAL DEPENDENT REBATE

This is the total rebate, in dollars and cents, which has been claimed on the "Income Tax Instalment Declaration" for housekeeper, sole parent or dependent rebate. (NOTE: It does not include zone rebate.)

19. EXTRA TAX AMOUNT

An employee may voluntarily request to have additional tax deducted from his/her earnings, to pay off a tax bill, or

to allow for separate taxable income. If so, you can enter the additional tax here in dollars and cents. The amount entered will be added to the normal tax for each pay period, and the total deducted.

20. SICK LEAVE ENTITLEMENT

This is the sick leave in days per annum, to which the employee is entitled by the terms of his/her award.

21. SICK LEAVE ACCRUAL INTERVAL

Accruals to sick leave may be made on a proportional basis each pay period by entering a <P>, or alternatively as a single annual adjustment, by entering an <A>.

22. CURRENT ACCRUAL OF SICK LEAVE

This is the current number of days to which the employee is entitled. Enter it as a decimal figure, i.e., 7.25 days.

23. HOLIDAY LEAVE ENTITLEMENT

Enter this in the same way as for sick leave entitlement.

24. HOLIDAY LEAVE ACCRUAL INTERVAL

Again enter this as either <P> or <A>, as for sick leave.

25. CURRENT ACCRUAL OF HOLIDAY LEAVE

Enter this in days, using decimals as with sick leave.

26. DEDUCTION/ALLOWANCE AMOUNT

If the employee wishes to have certain amounts deducted from his/her pay, or is eligible for various allowances, you can key in these figures here. You can have up to five standard deductions/allowances. NOTE: put a negative sign <-> in front of the figure if is an allowance.

27. TERMINATION DATE

Enter a date here only if the employee concerned has terminated their employment with your company, not for current employees. For these, skip to the next section by hitting the <NEW LINE> key. If a date is entered (using DD/MM/YY format), the employee will not be included in future payrolls.

28. LUMP SUM PAID ON TERMINATION

This is an amount in dollars and cents and should include long service pay and holiday pay. It will be printed in column 4a of the Group Certificate. Tax will not be calculated if this amount is entered merely as an adjustment to the employee file.

29. GROUP CERTIFICATE ISSUED

This is entered as a <Y> (for yes), or an <N>. It will usually be <N> for current and terminated employees. If you enter <Y> a Group Certificate will not be issued at the end of the current financial year when the bulk of Group Certificates are printed.

When you have entered your new employee's details, you are given a chance to review and change any entries. The computer gives you a chance to change or enter year-to-date totals using the following screen display:



DO YOU WANT TO CHANGE YEAR-TO-DATE TOTALS (Y/N)?

When you have made your changes, or if you opt not to enter or change any YTD figures the screen will ask:

DO YOU WISH TO CHANGE ANYTHING YOU HAVE ENTERED (Y/N) ?

If you choose <Y> you will be led through the process again. Simply type over those sections you want to change and hit <NEW LINE> to move to the next section. For those sections you don't want to change, just hit <NEW LINE> without making any alterations.

When you get to the end of your changes you will be asked the above question again. If you hit <N> this time (or if you have hit <N> the first time) you will be shown the total information you have entered on 2 screen displays (when you have read the first one, simply hit <NEW LINE> to get to the second) and the Paymaster will give you a printed copy of the screen displays (see sample below).

NAME: SMITHERS, DELBERT GEORGE
EMPLOYEE NUMBER: 6

ADDRESS: 43 PLATYPUS CRESCENT, WOMBATVILLE 5987
PHONE: 654 8921 SEX: M DATE OF BIRTH: 5/11/93

COMMENTS: VERY PRODUCTIVE CONSIDERING AGE COMMENCEMENT DATE: 11/ 2/80

HOURLY RATE: \$7.57 BASE HOURS: 37.50
EMPLOYMENT CATEGORY: Hourly Manual inclusion of Base Hours
PAID BY: Cash
TAX REBATE: Yes DEPENDANT REBATE: \$530.00 EXTRA TAX: \$0.00

SICK LEAVE-DAYS DUE: 3.00 ENTITLED (DAYS P.A.): 5.00 ACCRUED Each Pay
HOLIDAY LEAVE - DAYS DUE: 15.50 ENTITLED (DAYS P.A.): 20.00 ACCRUED Each Pay
DEDUCTIONS/ALLOWANCES (PER PAY PERIOD):
MEDICAL BENEFITS \$5.83(Deduction)
UNION DUES \$1.13(Deduction)

GROSS SALARY (YTD):	0.00	TAX DEDUCTED (YTD):	0.00
SUPERANNUATION(YTD):	0.00	GRP ASSURANCE(YTD):	0.00
BOARD & QTRS (YTD):	0.00	TRAVEL.ALLOW.(YTD):	0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD):	0.00		

LUMP SUM ON TERMINATION: 0.00 GROUP CERTIFICATE NOT ISSUED

Changing an employee record

If you wish to change an employee record, hit <C> and you will be asked to enter the employee number.

This is the number automatically allocated to the employee when he or she is entered into the employee file.

When you have entered the number, hit <NEW LINE> and the employee information already entered will be displayed for you on the screen in 2 displays (see samples below).

EMPLOYEE NUMBER 4 PAYMASTER

-----HIT ANY KEY FOR NEXT SCREEN-----

NAME: PETER McNAMARA
ADDRESS: TENNIS COURT LANE SYDNEY
PHONE: 0273959 SEX: M DOB: 23/ 6/66
COMMENTS: GOOD TENNIS PLAYER COMMENCE: 15/ 7/75

HOURLY RATE: \$3.50 BASE HRS: 120.00 PAID MONTHLY AUTOMATIC

PAID BY: CASH

TAX REBATE: YES DEPENDANT REBATE: \$20

SICK LEAVE-DAYS DUE: 5 ENTITL

HOL. LEAVE-DAYS DUE: 10 ENTITL

EMPLOYEE NUMBER 4 PAYMASTER

-----HIT ANY KEY TO CONTINUE-----

NAME: PETER McNAMARA

DEDUCTIONS/ ALLOWANCES (PER PAY PERIOD)	MEDICAL BENEFITS UNION DUES	\$12.55(DEDN) \$0.00
--	--------------------------------	-------------------------

GROSS SALARY (YTD):	0.00	TAX DEDUCTED (YTD):	0.00
SUPERANNUATION(YTD):	0.00	GRP ASSURANCE(YTD):	0.00
BOARD & QTRS (YTD):	0.00	TRAVEL.ALLOW.(YTD):	0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD):		0.00	

LUMP SUM ON TERMINATION: 0.00 GRP CERTIFICATE NOT ISSUED

Changes in employee records are carried out in the same way as the entries. The only difference is that there will already be information entered and displayed in each category. Change the areas you want to change by typing over the previous entry. Hit <NEW LINE> or the down arrow <↓> to move to the next section without making any changes.

Deleting an employee record

With PAYMASTER you are protected from accidentally deleting the wrong employee record in various ways. Firstly it doublechecks with you on the identity of the employee concerned. Secondly, it will not delete an employee record unless that employee has been terminated and a termination date is entered.

If you select <D> you will first be asked to enter the employee number. When you have done that and hit <NEW LINE>, the name of the employee will be displayed on the screen and the computer will ask:

IS THIS THE RIGHT EMPLOYEE (Y/N) ?

If you answer <N>, you will be returned to the sub-menu. If you enter <Y>, you will be asked a further question:

ARE YOU SURE YOU WANT TO DELETE THIS EMPLOYEE (Y/N) ?

If you answer <N> you will be returned to the sub-menu. If you answer <Y> and the employee has not been terminated the screen will flash the following message:

THIS EMPLOYEE CANNOT BE DELETED
HE/SHE HAS NOT BEEN TERMINATED

And you will be returned to the sub-menu.

If you have entered <Y> and the employee has been terminated, the computer will automatically print out for you the employee details (see following sample) and delete the employee record.

NAME:	WALTON, GAYLENE MARY	TERMINATED:	24/12/81
EMPLOYEE NUMBER:	7		

ADDRESS:	1/227 ALBERT STREET, QUEENSTOWN VICTORIA		
PHONE:	345 7182	SEX:	F
		DATE OF BIRTH:	14/10/56

COMMENTS:	SUPPORTS INVALID MOTHER	COMMENCEMENT DATE:	5/ 7/79
-----------	-------------------------	--------------------	---------

HOURLY RATE:	\$5.37	BASE HOURS:	40.00
EMPLOYMENT CATEGORY:	Hourly Manual inclusion of Base Hours		
PAID BY:	Cash		
TAX REBATE:	Yes	DEPENDANT REBATE:	\$689.00
		EXTRA TAX:	\$12.50

SICK LEAVE-DAYS DUE:	23.00	ENTITLED (DAYS P.A.):	5.00	ACCRUED Each Pay
HOLIDAY LEAVE - DAYS DUE:	27.00	ENTITLED (DAYS P.A.):	20.00	ACCRUED Each Pay
DEDUCTIONS/ALLOWANCES (PER PAY PERIOD):				
MEDICAL BENEFITS		\$7.60(Deduction)		
UNION DUES		\$1.13(Deduction)		

GROSS SALARY (YTD):	0.00	TAX DEDUCTED (YTD):	0.00
SUPERANNUATION(YTD):	0.00	GRP ASSURANCE(YTD):	0.00
BOARD & QTRS (YTD):	0.00	TRAVEL.ALLOW.(YTD):	0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD):	0.00		

LUMP SUM ON TERMINATION:	450.73	GROUP CERTIFICATE ...ISSUED.
--------------------------	--------	------------------------------

NOTE: There is a difference between a terminated employee and one that is deleted. Terminated employees still have their details on file, accessible at any time using option C. The only difference between them and current employees is that because their file shows a termination date, they receive no further pay. A terminated employee can be reinstated at any time, simply by using option B to reset his/her termination date to 00/00/00.

Once an employee has been deleted, all data on that employee is wiped from the file. Only terminated employees may be deleted, either manually as above or automatically at the end of the year.

Modifying an employee's pay rate

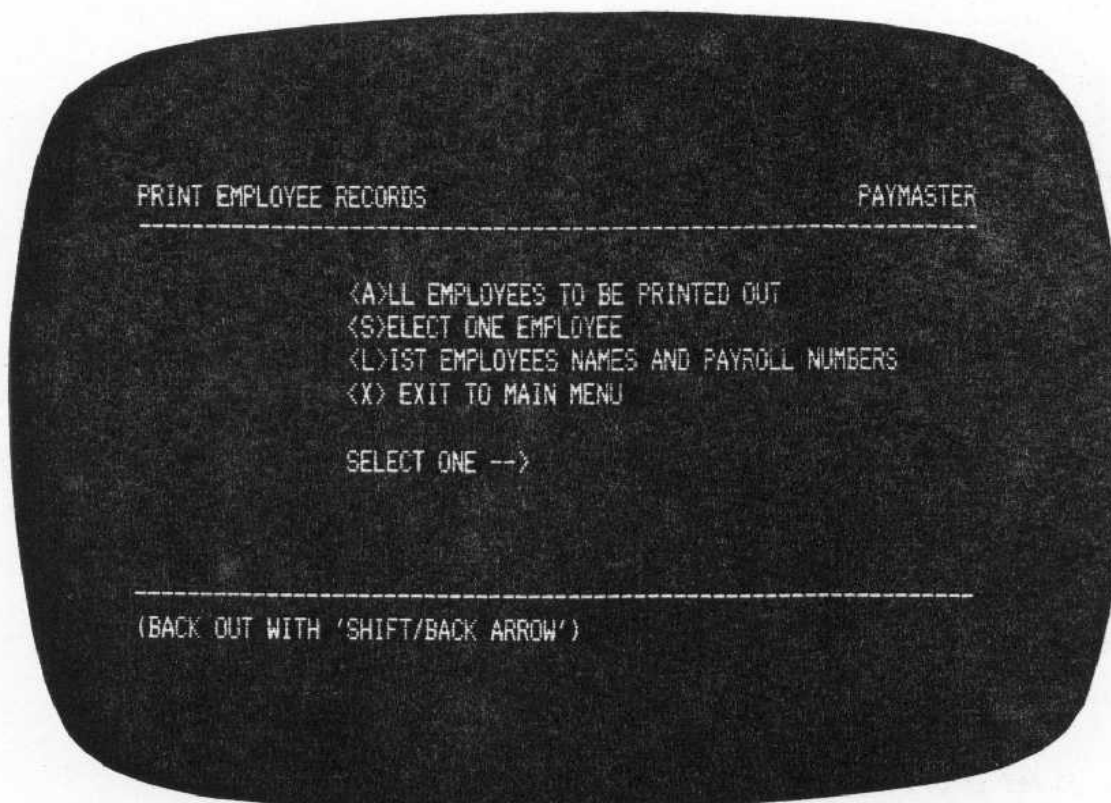
This option allows you to change the pay rate for any employee. Select <M> and you will be asked to enter the employee number. When you have done this the screen will display the employee name and asks you to enter the new hourly pay rate. When you have entered the rate (as a decimal number, i.e., 7.58), hit the <NEW LINE> key and you will be returned to the sub-menu.

Exit to main menu

Hit <X> if you want to return to the main menu. You can also return to the main menu at other times, by holding down the <SHIFT> key and pressing the back arrow key <←>.

OPTION C. PRINTOUT EMPLOYEE RECORDS

This option allows you to obtain printed details of all your employees' pay records. Select it by hitting <C> from the main menu and the following sub-menu screen will be displayed to you:



If you want a printed list of details for all your employees, select the first option by hitting <A>. Ensure first that your printer is on line with the computer and that the SELECT or ON LINE light is showing and the computer will automatically print all employee details in order of employee number. As each employee's details are being printed, that employee's name will be displayed on the screen.

A sample of a single employee detail printout is included here. If you select to print all employees, you will get a printout like this one for every employee on your payroll.

If you want pay details for just one or a selected few of your employees, choose option S by hitting <S>. You will then be asked to enter the employee number.

Employee numbers are up to 3 digits in length and are automatically allocated by the computer starting with 1 as employees are entered on to the payroll. Enter the number and hit <NEW LINE>.

PAYMASTER will show the employee's name on the screen and print the details for just that one employee. When printing is complete, Paymaster returns you to the sub-menu above.

Sample employee record

NAME: MARY ANNE RAY
EMPLOYEE NUMBER: 3

ADDRESS: 13 CODSWALLOP STREET MARLAND
PHONE: 757575 SEX: F DATE OF BIRTH: 23/ 7/45

COMMENTS: COMMENCEMENT DATE: 12/ 5/75

HOURLY RATE: \$7.80 BASE HOURS: 80.00
EMPLOYMENT CATEGORY: Hourly Automatic inclusion of Base Hours
PAID BY: Bank: NSW SYDNEY B/S/B Code: 23/45/6 A/c: 2334567
TAX REBATE: Yes DEPENDANT REBATE: \$345.00 EXTRA TAX: \$0.00

SICK LEAVE-DAYS DUE: 7.00 ENTITLED (DAYS P.A.): 10.00 ACCRUED Each Pay
HOLIDAY LEAVE - DAYS DUE: 4.00 ENTITLED (DAYS P.A.): 28.00 ACCRUED Each Pay
DEDUCTIONS/ALLOWANCES (PER PAY PERIOD):

MEDICAL BENEFITS \$12.30(Deduction)
UNION DUES \$15.89(Deduction)

GROSS SALARY (YTD):	778.44	TAX DEDUCTED (YTD):	186.55
SUPERANNUATION(YTD):	0.00	GRP ASSURANCE(YTD):	0.00
BOARD & QTRS (YTD):	15.89	TRAVEL.ALLOW.(YTD):	0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD):	12.30		

LUMP SUM ON TERMINATION: 0.00 GROUP CERTIFICATE ...ISSUED.

OPTION D. ENTER PAYROLL DATA

This is the main menu option that allows you to feed in the information for the current payroll, by entering the hours worked for "manual" employees, overtime hours, holiday or sick leave taken, and so on.

Each employee's payroll file details are "reset" after a payrun: automatic employees have their "hours worked" reset to the nominal amount, manual employees have their hours set to zero, all overtime hours are set to zero, and so on. During the current pay period you then feed in all of the information necessary to produce the next payroll.

NOTE: Payroll file data is that fed in during each pay period, in preparation for the next payrun; as such it is quite separate and distinct from the main employee data file, which is set up and maintained using menu option . Any changes you may make to the payroll file data for an employee, using option <D> do not change the data for that employee in the main employee data file, and will only be valid for the duration of the current pay period.

The payroll file data is automatically set up once again at the start of each pay period, from the main employee data file. So any permanent changes to employee data, such as changing the pay rate, need to be made to the main employee data file using option .

An "automatic" employee who does not work any paid overtime or take any leave, and whose pay details remain standard, should not need any data or changes entered using option <D> during the current pay period unless Cost Centres are involved. In this case the employee's nominal hours may need to be "spread" over the appropriate cost centres.

When you select option <D> from the main menu, Paymaster will double check with you by asking if you want to continue. If you choose <N>, you will be returned to the main menu. If you hit <Y> you will have to wait for a few seconds and you will be asked to enter the employee number for the first current employee on the payroll. This is the number automatically allocated to each employee as he or she is entered onto the payroll. When you key in the number there will be another short wait and then you will be shown the screen display reproduced overleaf.

The cursor will guide you in updating the information shown on the screen. Simply alter the details you want to change by typing over the old details and hitting <NEW LINE> when you have finished. There is more information on how to use the editing functions in this manual on page 8.

If you don't want or need to change any particular item, you can move to the next item by simply hitting the down

arrow <↓>. You can also move up to the previous item by hitting the up arrow <↑>.

```
EMPLOYEE NUMBER 1          PAYROLL FILE
PETER TURNBULL             DATE LAST ADJUSTED 10/10/81
-----
HIT ANY KEY TO CONTINUE    HOURLY RATE    $7.50
TAX PERIODS THIS PAY:      2
HOLIDAY LEAVE TAKEN THIS PAY PERIOD: 1.00
SICK LEAVE TAKEN THIS PERIOD: 0.00
MANUAL TAX OVERRIDE:      $0.00    MANUAL TAX ADJUST:    $0.00
MANUAL PAY ADJUST:        $0.00
DEDUCTIONS/ALLOWANCES     MEDICAL BENEFITS      $23.50
                           UNION DUES        $0.00
```

```
PAYSLIP COMMENT:
(SHIFT/BACK ARROW TO EXIT FROM EMPLOYEE 1 )
```

The following notes may be helpful to you in entering or changing the data in each of the screen fields. Note that you can exit from the screen at any time by holding down the <SHIFT> key and pressing the back arrow <←> key. When you do this, any changes you have made will be automatically saved.

HOURLY RATE

This is normally set automatically by Paymaster to the rate for the employee given in the main employee data file. However you can change the figure here, to effect a change in rate for the current pay period only. But note that this hourly rate is used for all payroll calculations, including that for holiday pay, so that changing the pay rate will also alter the holiday pay.

TAX PERIODS THIS PAY

This field is for hourly employees only, and represents the number of weeks that this pay period covers. Normally this is set to either 1 or 2 automatically, from the Company master file. However you may want to change it here when an employee is going on holiday, and is being paid for say two weeks holiday leave in addition to the normal hours worked.

By setting the TAX PERIODS THIS PAY to say 3, you ensure that tax is calculated correctly.

HOLIDAY LEAVE TAKEN

Specify here how many days of holiday leave have been taken during this pay period. From this figure Paymaster will calculate the holiday pay and leave loading, and add them to the normal pay as appropriate. As well it will automatically debit the number of days from the "CURRENT ACCRUAL OF HOLIDAY LEAVE" for the employee.

Please note, however that holiday pay is not added to the normal pay for "monthly" employees -- only the leave loading is added.

SICK LEAVE TAKEN

As before, specify how many days of sick leave were taken during this pay period. For hourly employees this figure will be converted to hours and added to normal hours worked. For both hourly and monthly employees the number of days taken will also be debited from their "CURRENT ACCRUAL OF SICK LEAVE".

Please note: because sick leave is added to normal hours for hourly employees, this can result in overpayment for "automatic" employees. If this is not intended then reduce normal hours correspondingly.

MANUAL TAX OVERRIDE

Usually this stays at zero. Any figure greater than zero will override the tax calculation and set the tax deducted to this figure.

MANUAL TAX ADJUST

Normally Paymaster will set this automatically each pay period from the employee's data file. However you can change it here if you wish, to increase or decrease the tax deducted from the current payroll.

Please note: This is ignored if the manual tax override is set to a non-zero figure.

MANUAL PAY ADJUSTMENT

Usually zero, this allows you to increase or decrease the employee's gross pay (i.e., before tax) for the current pay period. If you key in a non-zero figure, then Paymaster will ask you "ADJUST. PAID AS LUMP SUM?". By typing <N> you

are specifying that it is a normal adjustment to the pay. However if you type <Y>, the adjustment will be taxed at the lump sum rate, and the current date will be placed in the employee's data file as a termination date when the payroll is run. The employee will not be included in future payruns, and will automatically be deleted from the system at the end of the year.

PAYSLIP COMMENT

You have up to 15 characters to enter a message that will appear on the employee's payslip.

THE SECOND 'ENTER PAYROLL DATA' SCREEN

At this stage you will have reached the end of the first "ENTER PAYROLL DATA" screen. You can pass straight to the second screen without entering data into the first, if you wish, by hitting the up arrow key <↑>. However to move to the second screen once you have reached the end of the first, simply hit either the down arrow <↓> or <NEW LINE> keys.

The second screen may be exited at any point by holding down the <SHIFT> key and hitting the back arrow <←> key; this will automatically cause all changes to be saved.

The second screen shows details of actual hours worked. For automatic employees, their regular number of base hours will be displayed here at the start of each pay period. If you are using cost centres, automatic employee's hours will be inserted in the first cost centre, initially called "PAYMASTER", and coded "PA" (you can of course give it another name and code if you wish).

If you wish to enter hours worked for an employee under other cost centres, you may select one of your company's valid cost centre codes displayed at the top of this second screen. The cost centre name is then displayed at the top, and the hours to be allocated to that centre may be entered.

Use the down arrow <↓> key to take you down through the fields on the screen, and from the last field back to the top of the field again. If you hit the up arrow <↑> key while at the top of the second screen, this will take you back to the first ENTER PAYROLL DATA SCREEN.

An employee may have hours worked allocated to up to 12 cost centres in any one payrun. The screen displays the codes of those cost centres which already have entries of the current pay period. New cost centres may be selected for an employee, as long as he/she does not have more than 12, and as long as the cost centre codes entered are valid codes as defined in your company Data File, using Option A.

HOLIDAY PAY IN ADVANCE -- HOW TO ARRANGE IT

When an employee is paid holiday pay in advance, the best procedure to follow is:

1. Set the number of tax periods equal to the current pay period + the number of weeks of holiday leave paid in advance.
2. Enter the amount of holiday leave in days.
3. Increase any regular deduction/allowances for the employee to correspond to the time span. So if an employee has a deduction of \$10 per week for medical benefits, and will be on leave for 3 weeks, increase the deduction to $10 + 30 = \$40$.

The employee will now be paid his normal pay plus the advance holiday pay, with tax and deductions/allowances adjusted to suit.

But note that during the pay periods in which the employee is away, and for which he/she has been paid in advance, you will need to take the following step to ensure that they are not paid again (especially if he/she is an automatic employee):

4. Set the "NUMBER OF TAX PERIODS" to zero (0).

When the number of tax periods is zero, all payroll details for that employee are ignored, and no payslip is produced.

When you have finished updating the current employee's details, hit <NEW LINE> and you will be given a chance to update those for another employee on the payroll.

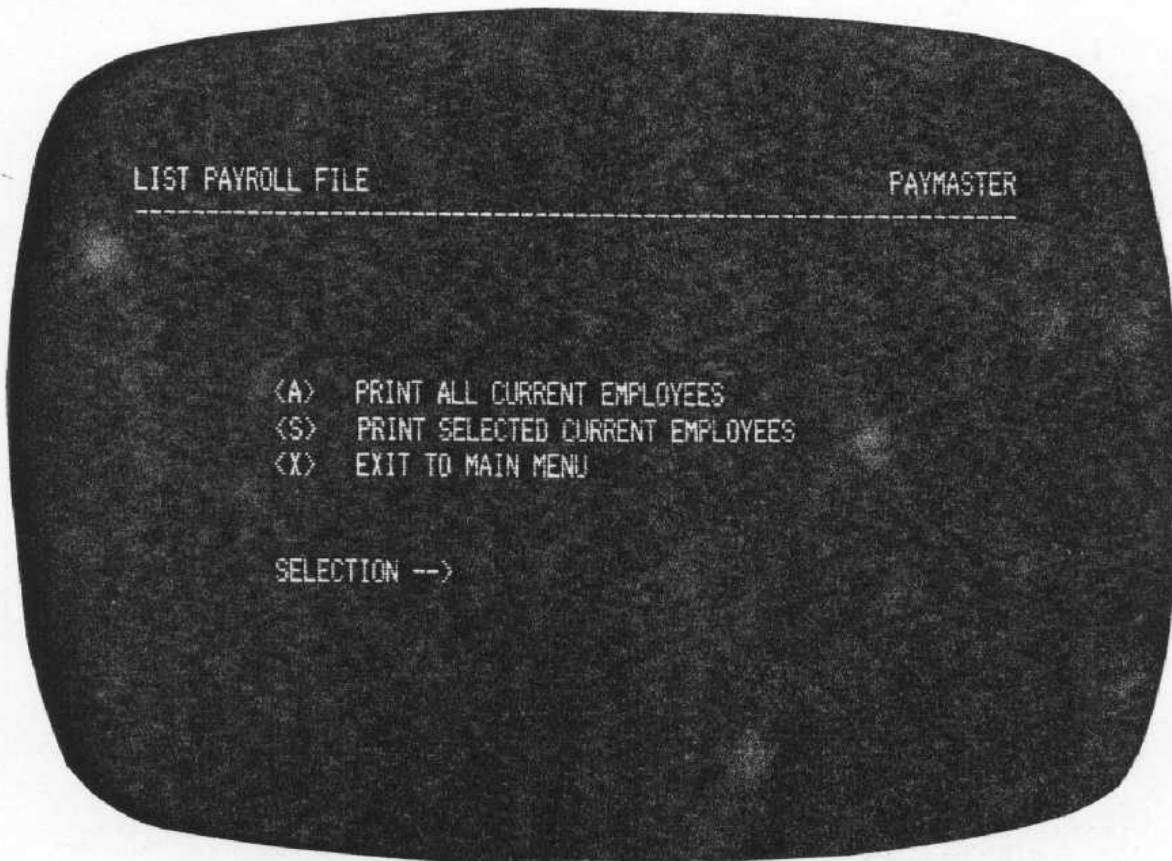
When you have updated the details for all employees on the payroll, hold down the <SHIFT> key and hit the back arrow <←> to return to the main menu.

SPECIAL NOTE: If an employee has his/her holiday and/or sick leave accrual updated via a single annual adjustment (i.e., the "A" option), take special care. Should the employee be away on holiday at the time their particular annual adjustments are made (i.e., at the anniversary of their joining your company), and you have set their NUMBER OF TAX PERIODS to zero, that employee will not receive their accrual adjustment.

The way to avoid this happening is to leave the NUMBER OF TAX PERIODS set to the normal figure, and instead set all of the normal pay period figures (hours worked, deductions, allowances etc) to zero while that employee is on holiday. They will then receive the correct leave accrual adjustments, while still not receiving any pay.

OPTION E. LIST PAYROLL FILE

This option produces a listing of the current payroll information on file. When you select it, PAYMASTER will double check with you by first asking if you want to continue. If you choose <N> you will be returned to the main menu. If you choose <Y> you will be shown this sub-menu of options:



As the program will print out the listing for you, first make sure the printer is connected up and the ON LINE or SELECT light is showing. Align the paper in the printer and you will be all set to print out your payroll file.

If you select option <A> the payroll details for all of your employees will be printed. The payroll numbers of the employees concerned will be shown on the screen as their details are printed and when the printing is complete you will see the sub-menu on the screen.

If you select option <S> you will be asked to enter the employee number for the person whose payroll details you want. Enter this and hit <NEW LINE>. There will be a short wait then the details for the nominated employee will be printed and you will be returned to the sub-menu.

If you select option <X>, you will be returned to the main menu.

OPTION F. PROCESS PAYROLL

This is the option you choose at the end of each pay period to enable you to get printouts of period-end payroll information and payslips.

Choose <F> from the main menu and you will be asked if you want to continue. If you select <N>, you will be returned to the main menu. If you select <Y> PAYMASTER will ask:

PROCESS HOURLY OR MONTHLY PAYROLL (H/M) ?

NOTE: At this stage it is important to ensure that your printer is loaded with 80 column paper, that the paper is lined up properly and that the printer is "on line" with the computer.

Select <H> if you are processing the weekly or fortnightly paid employees' details and <M> if you are processing the monthly paid ones. In either case you will receive an automatic printout of the following details:

A Payroll Summary Report, employee by employee, then a report of totals.

A Cash Analysis report.

A Cheque Analysis report.

A Bank Deposit advice form for each bank into which you are depositing monies.

The employee payslips themselves.

Deduction/Allowance Reports - one for each type of deduction or allowance.

Cost Centre Reports - one for each cost centre, if you are using cost centres.

A sample payroll printout is included in Appendix A at the back of this book.

When the payroll details have been printed, you will be shown this sub-menu:

PAYROLL HAS BEEN PROCESSED

PAYMASTER

OPTIONS:

- | | |
|-------------------------|---------------------------|
| A. PRINT PAYSIPS | B. PAYROLL SUMMARY REPORT |
| C. CASH ANALYSIS REPORT | D. CHEQUE ANALYSIS REPORT |
| E. BANK DEPOSIT ADVICE | F. DEDUCTIONS REPORT |
| G. ALL | H. COST CENTRE REPORT |
| I. RETURN TO MAIN MENU | |

SELECT OPTION -->

Each option you choose will give you a separate printout of one of the above reports. Whether you select any of these, or simply return to the main menu, is up to you and the requirements of your company.

When you have finished getting your extra printouts, option <X> will return you to the main menu after first double checking with you by asking:

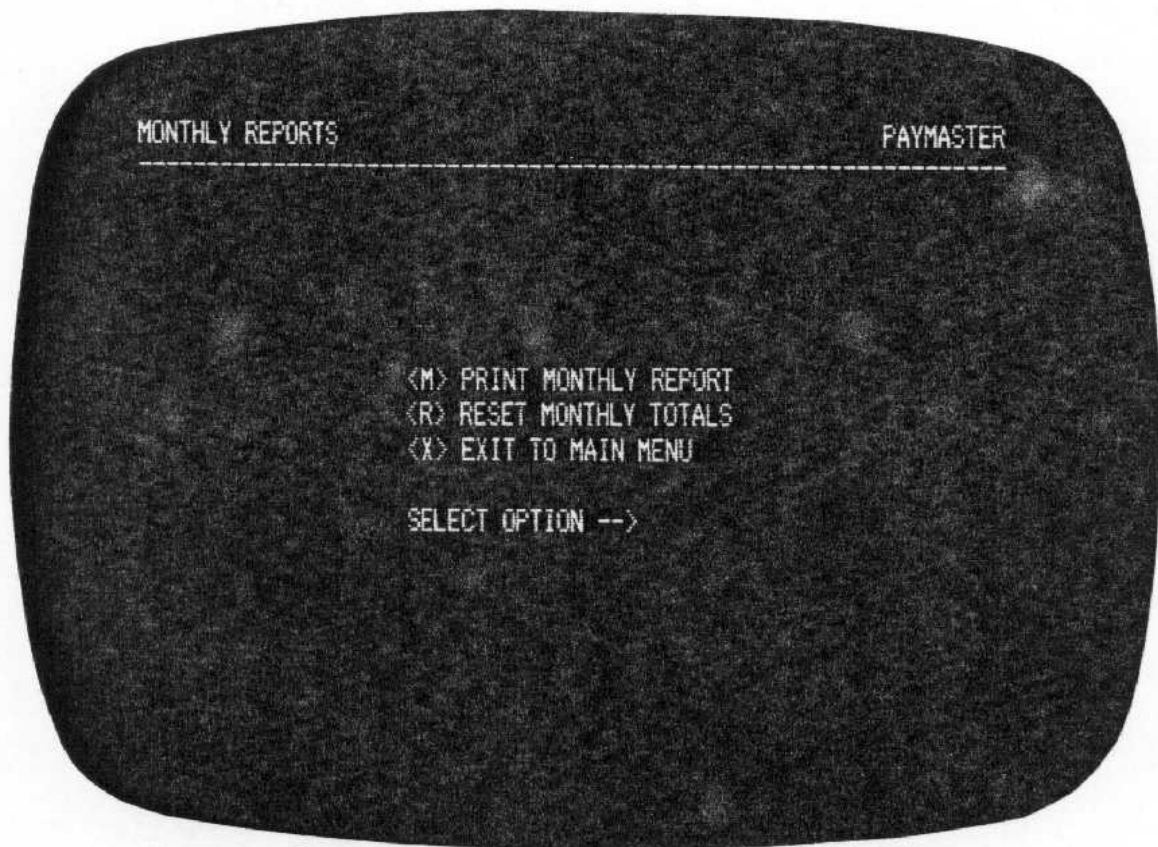
PLEASE ENSURE THAT YOU HAVE COPIES OF ALL
REQUIRED REPORTS BEFORE RETURNING TO MAIN MENU

DO YOU STILL WANT TO RETURN TO MAIN MENU (Y/N) ?

If you choose <N>, you will be returned to the sub-menu. If you choose <Y>, you will be returned to the main menu after a short wait during which Paymaster re-initialises the current payroll file ready for the next pay period. It is because this deletes the existing payroll information that Paymaster double-checks with you before proceeding.

OPTION G. PRINT MONTHLY REPORTS

If you select this option by hitting <G>, you will have to wait for a short while and then you will be shown this sub-menu of options:



As Paymaster will print your reports for you, you should first ensure that your printer is switched on and connected to the computer and that the paper is inserted and aligned.

If you select option <M>, Paymaster will automatically print 2 reports for you, the End of Month Payroll Report and the Payroll Tax Report (see the following samples).

It will then return to the sub-menu.

ROME ENTERPRISES

END OF MONTH PAYROLL REPORT FOR 19 0

NUMBER OF EMPLOYEES: 6
GROSS SALARIES PAID: \$0.00
PAYE TAX DEDUCTION: \$0.00

MONTH TO DATE DEDUCTIONS/ALLOWANCES
MEDICAL BENEFITS \$0.00
UNION DUES \$0.00

PAYROLL TAX REPORT FOR - 19 0

NUMBER OF CURRENT EMPLOYEES ON FILE

	AUTO	MANUAL	HOURLY	MONTHLY	TOTAL
FEMALE	2	0	2	0	2
MALE	8	2	8	2	10
					<hr/> 12 <hr/>

TOTAL GROSS SALARIES PAID THIS MONTH: \$0.00
TOTAL LUMP SUM PAYMENTS THIS MONTH: \$0.00

DEDUCTIONS/ALLOWANCES THIS MONTH:
MEDICAL BENEFITS \$0.00
UNION DUES \$0.00

If you select option <R> Paymaster will reset your monthly figures to zero ready for the next month's entries.

For this reason the screen will double check with you by showing you this message:

MONTHLY REPORTS

PAYMASTER

WARNING
ONLY RESET MONTHLY TOTALS IF YOU HAVE
PRINTED MONTHLY REPORTS

DO YOU WANT TO CONTINUE (Y/N)?

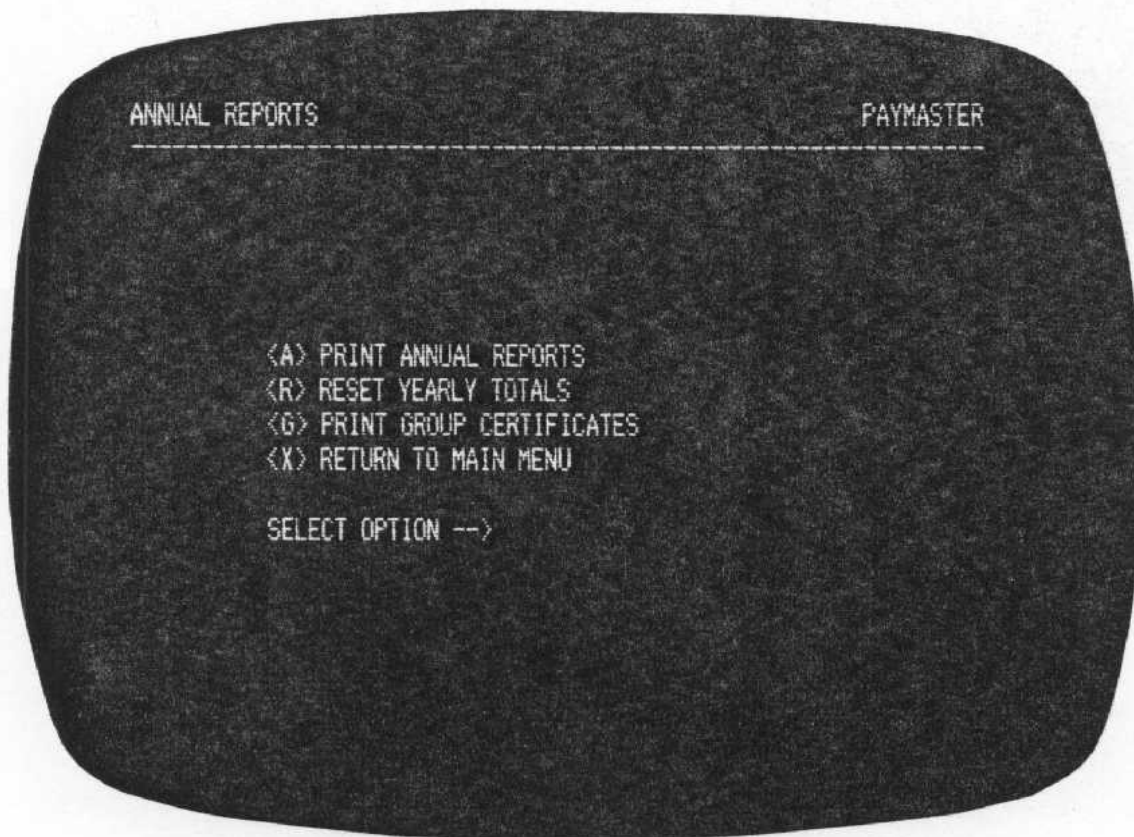
If you choose <N> you will be returned to the sub-menu. If you choose <Y> the figures will be reset and, after a minute or so, you will be returned to the main menu.

Option <X> will return you to the main menu.

OPTION H. PRINT ANNUAL REPORTS

This is the option you will use at the end of the year to get annual reports and Group Certificates.

When you have chosen this option, you have to wait for a short while then you will be shown this sub-menu:



Ensure that your printer is turned on and connected to the computer and that the paper is inserted and properly aligned.

If you select option <A>, Paymaster will print a Payroll Report, a Tax report and a set of Group Certificates, one for each of the employees on file (unless their employee record shows GROUP CERTIFICATE ISSUED). When printing is completed, you will be returned to the sub-menu.

If you select option <R>, Paymaster will reset all of your annual totals to zero, delete any terminated employees, and print a list of current employees, ready for next year's entries. Because all of your annual totals are reset to zero, which wipes normally essential information, Paymaster

will warn you if you select <R> without first printing out your annual reports. Even if you have printed the reports, it will double check with you to prevent accidents. You will see this message displayed:

ANNUAL REPORTS

PAYMASTER

PLEASE NOTE

AN EMPLOYEE LIST WILL BE PRINTED, YEARLY TOTALS WILL BE RESET
AND TERMINATED EMPLOYEES WILL BE DELETED FROM THE FILES

DO YOU WISH TO CONTINUE (Y/N)?

If you choose <N> you will be returned to the sub-menu. If you choose <Y>, you will receive a printout of all employee details, the files will be reset to zero and terminated employees will be removed from them.

When that process is completed you will be returned to the main menu.

If you choose <G> group certificates will be printed for all your employees who haven't already received them.

If you choose <X> you will be returned to the main menu.

OPTION X. END OF PROGRAM

When you have finished working on the Paymaster system for the day, choose option <X> from the main menu. This message will appear on the screen:

P A Y M A S T E R

E X I T

READY

>_

This means that Paymaster has been halted, so that you can remove your working disks and store them safely away until the next session. (Hopefully you will have run off current backup copies, before choosing the <X> option.) Then you can, either switch off the computer system, or load in and run another program.

GLOSSARY OF TERMS

ALPHANUMERIC CHARACTERS - Those characters on the keyboard which are either letters or numbers.

BACKUP - The process by which you obtain a spare copy of the disk or tape you are using. This is a necessary, daily procedure, as disks and tapes are fragile and damaging one could destroy a great deal of information.

BASIC - A language used for entering programs into the computer. The letters stand for Beginners' All-purpose Symbolic Instruction Code.

BINARY CODE - The mathematical code used by the computer for receiving, transmitting, manipulating and storing all data and programs.

BOOTING or BOOTSTRAPPING - The act of loading the first program into a computer after turning it on. Modern computers, like the Dick Smith System-80, have a facility which automatically boots up the DOS on your program disk.

BROWNOUT - A drop in the voltage supply carried to the computer through the mains.

CARD - A printed circuit board which can be inserted or plugged into the expansion unit of your computer.

CHARACTER - Each item entered into the stored text or data using the keyboard. A character can be alphanumeric, a punctuation mark, symbol (#, &, ', \$ etc) or even the space between words.

COMMAND - An instruction you give to the computer when you are running a program. The instruction to print a file, for example, is a command.

CONFIGURATION - The arrangement and electrical link up of the hardware that comprises the computer system.

CURSOR - The small flashing rectangular light that appears on the screen to indicate where the next character you enter via the keyboard will appear.

DAISY WHEEL or PRINT WHEEL - This is a device inside the printer which operates to print out characters in the same way as the golf ball on a typewriter.

DATA - The information you enter into a computer. This data is "saved" or filed on disk, used as the basis for calculations, or formatted and printed.

DATA DISK - If you are using 2 disk drives for running a program on your computer, one of the disks is normally used for storing the program and it is called the "SYSTEM DISK". This disk generally has no new material written on it. The other disk is normally used to store the data you are going to enter (be it records of daily transactions or additions to your inventory list). This is called the "DATA DISK".

DELETE - The function that erases material from memory or a disk.

DIRECTORY - A list of the files on a given disk.

DISK - This is a circular disk, similar to a 45rpm record. Information is recorded on its surface magnetically and it is used for storing data or programs for your computer. The disks for the System 80 Mark II Business Computer are 5-1/4" in diameter and are called mini floppy disks.

DISK DRIVE - This is the machine used for recording (or "WRITING") data or programs on to a disk and replaying (or "READING") the information back again.

DOS or DISK OPERATING SYSTEM - The control program which exists on a system disk and is loaded into memory.

HARDWARE - The machinery or equipment used to make up the computer.

MEMORY - The part of a computer's hardware which is used to store data and programs.

MENU - A screen display which gives you a series of options or choices. Each option on the display will be identified by a number or letter. Make your choice by typing in the identifying letter or number.

MODE - An aspect or kind of operation. EDIT MODE, when used in word processing, for example, is that aspect of operation that allows you to change text in a file.

OPERATING SYSTEM - A series of programs fixed in the computer which instruct it on how to carry out its day to day operations. For example, the procedure for transferring data from memory to the printer is programmed into the operating system.

OVERWRITE - The act of recording over (and therefore replacing) information on a disk or tape.

PROGRAMS - The sets of instructions that tell the computer what to do in order to perform the function you require of it.

READ - The computer's act of "playing back" data or programs contained in memory or on disks or tapes.

SPIKE - A surge of extra voltage to the computer through the electrical mains.

STRING - A set of characters in a particular, significant order. A word, for example, is a string.

WRITE - The computer's act of recording data or programs in memory or on to a disk or tape.

WRITE PROTECT NOTCH or **SENSING NOTCH** - A small notch on a disk which, when covered with a "WRITE PROTECT TAB", will prevent the computer from recording or writing over data already on the disk.

APPENDIX A -- SAMPLE PAYROLL PRINTOUTS

On the following pages are samples of the various printed reports which Paymaster can produce. With the exception of the group certificate printout (Fig.14), all of the reports are reproduced here at 75% of normal size in order to fit them in comfortably.

NAME: GARY HANSON
EMPLOYEE NUMBER: 2

ADDRESS: 1/3 DEVLIN STREET ROSEWOOD EAST 2256
PHONE: NONE SEX: M

DATE OF BIRTH: 8/ 3/58

COMMENTS:

COMMENCEMENT DATE: 17/ 2/68

HOURLY RATE: \$8.50 BASE HOURS: 40.00
EMPLOYMENT CATEGORY: Hourly Manual inclusion of Base Hours
PAID BY: Cash
TAX REBATE: Yes DEPENDANT REBATE: \$0.00 EXTRA TAX: \$0.00
SICK LEAVE-DAYS DUE: 0.00 ENTITLED (DAYS P.A.): 0.00 ACCRUED Annually
HOLIDAY LEAVE - DAYS DUE: 0.00 ENTITLED (DAYS P.A.): 0.00 ACCRUED Annually
DEDUCTIONS/ALLOWANCES (PER PAY PERIOD):
MEDICAL BENEFITS \$0.00
BOARD & QUARTERS \$0.00

GROSS SALARY (YTD): 3,009.77 TAX DEDUCTED (YTD): 881.97
SUPERANNUATION(YTD): 0.00 GRP ASSURANCE(YTD): 0.00
BOARD & QTRS (YTD): 0.00 TRAVEL.ALLOW.(YTD): 0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD): 0.00

LUMP SUM ON TERMINATION: 0.00 GROUP CERTIFICATE ...ISSUED.

NAME: PAUL MASON
EMPLOYEE NUMBER: 7

ADDRESS: 116 SOLDIER RD. THORNLEIGH 2622
PHONE: SEX: M

DATE OF BIRTH: 0/ 0/ 0

COMMENTS:

COMMENCEMENT DATE: 11/11/81

HOURLY RATE: \$6.21 BASE HOURS: 40.00
EMPLOYMENT CATEGORY: Hourly Automatic inclusion of Base Hours
PAID BY: Cash
TAX REBATE: Yes DEPENDANT REBATE: \$0.00 EXTRA TAX: \$0.00
SICK LEAVE-DAYS DUE: -70.00 ENTITLED (DAYS P.A.): 0.00 ACCRUED Annually
HOLIDAY LEAVE - DAYS DUE: 0.00 ENTITLED (DAYS P.A.): 0.00 ACCRUED Annually
DEDUCTIONS/ALLOWANCES (PER PAY PERIOD):
MEDICAL BENEFITS \$0.00
BOARD & QUARTERS \$0.00

GROSS SALARY (YTD): 5,098.20 TAX DEDUCTED (YTD): 2,300.70
SUPERANNUATION(YTD): 0.00 GRP ASSURANCE(YTD): 0.00
BOARD & QTRS (YTD): 0.00 TRAVEL.ALLOW.(YTD): 0.00
TOTAL OTHER DEDUCTIONS/ALLOWANCES (YTD): 24.00

LUMP SUM ON TERMINATION: 0.00 GROUP CERTIFICATE ...ISSUED.

Fig.1: Sample employee records. Paymaster prints these out automatically whenever you add a new employee to the Employee Data File or change any of the details in an employee's record. You can also have it print out any or all of the records, at any other time you wish.

EMPLOYEE LIST		30/ 9/82
PAYROLL NO.	NAME	PAGE 1
2	GARY HANSON	
3	STEVEN LANDERS	
4	STEVEN PETER LONGRIDGE	
5	GEORGE HANSON	
6	STEVEN DOUGLAS	
7	PAUL MASON	
8	MICHAEL SMYTHE	
9	CHARLES LONGWOOD	
10	STEVE PAPAS	
11	ADRIAN LEIGH	
12	FRANK ZAPPA	
13	JULIAN HAINSWORTH	

Fig.2: A list of current employees. You can have it print this report at any time you wish (except while it is processing a pay run, of course!).

HILLS ELECTRONICS PTY. LTD.
P.O. BOX 321 SOUTH RYDE 2203

PAYROLL SUMMARY REPORT				PAGE 1	
				30/ 9/82	
EMP NO.	HOURS WORKED	GROSS	DEDNS	TAX	NETT
=====					
2 GARY HANSON					
ORDINARY	40.00	340.00			
				NO. TAX PERIODS THIS PAY: 1	
T 1/2	6.00	76.50			
2T	2.00	34.00			
		450.50	\$0.00	136.70	313.80
				PAYSLIP COMMENT:	
.....					
3 STEVEN LANDERS					
ORDINARY	35.00	160.65			
				NO. TAX PERIODS THIS PAY: 1	
T 1/2	6.00	41.31			
2T	2.00	18.36			
		220.32	\$0.00	46.72	173.60
				PAYSLIP COMMENT:	
.....					
4 STEVEN PETER LONGRIDGE					
ORDINARY	40.00	137.70			
				NO. TAX PERIODS THIS PAY: 1	
		137.70	\$0.00	19.80	117.90
				PAYSLIP COMMENT:	
.....					

Fig.3: Part of the Payroll Summary Report. This is printed out before a payroll is "run", to give you a complete summary of all employees paid in that payroll.

-----P-A-Y-----S-L-I-P----- HILLS ELECTRONICS PTY. LTD. -----
 EMPLOYEE NAME: GARY HANSON
 PAYROLL NUMBER: 2 PAY FOR PERIOD ENDING 30/ 9/82
 ORDINARY PAY: 40.00 HOURS AT \$8.50/HR : 340.00
 T 1/2 6.00 HOURS AT \$12.75/HR : 76.50
 2T 2.00 HOURS AT \$17.00/HR : 34.00

GROSS SALARY: \$450.50
 PAYE TAX DEDUCTED: \$136.70
 DEDUCTIONS/ALLOWANCES:

TOTAL DEDUCTIONS/ALLOWANCES \$136.70
 NETT SALARY PAID BY CASH \$313.80

-----P-A-Y-----S-L-I-P----- HILLS ELECTRONICS PTY. LTD. , -----
 EMPLOYEE NAME: STEVEN LANDERS
 PAYROLL NUMBER: 3 PAY FOR PERIOD ENDING 30/ 9/82
 ORDINARY PAY: 35.00 HOURS AT \$4.59/HR : 160.65
 T 1/2 6.00 HOURS AT \$6.89/HR : 41.31
 2T 2.00 HOURS AT \$9.18/HR : 18.36

GROSS SALARY: \$220.32
 PAYE TAX DEDUCTED: \$46.72
 DEDUCTIONS/ALLOWANCES:

TOTAL DEDUCTIONS/ALLOWANCES \$46.72
 NETT SALARY PAID BY CASH \$173.60

Fig.4: Sample Pay Slips. These show all the usual details, so that your employees have all the information they need. A Pay Slip is produced for each employee involved in the pay run, regardless of the method of payment involved.

HILLS ELECTRONICS PTY. LTD.
 P.O. BOX 321 SOUTH RYDE 2203

PAYROLL SUMMARY REPORT

PAGE 4

NUMBER OF EMPLOYEES PAID	12
TOTAL HOURS WORKED	720.00
TOTAL GROSS PAY	\$4,536.61
TOTAL PAYE TAX	\$1,687.71
TOTAL NETT SALARIES	\$2,836.90

EMPLOYEES' BIRTHDAYS SINCE LAST PAYROLL:
 4 STEVEN PETER LONGRIDGE 13/ 9/63
 11 ADRIAN LEIGH 26/ 7/61

Fig.5: The Payroll Summary Report also provides this concluding set of totals, for management information, together with advice regarding employee birthdays -- so that you are prompted to make any adjustments that may be required.

CASH ANALYSIS REPORT

30/ 9/82

DENOMINATION	NUMBER	AMOUNT
\$20 NOTES	135	\$2,700.00
\$10 NOTES	9	\$90.00
\$5 NOTES	3	\$15.00
\$2 NOTES	10	\$20.00
\$1 NOTES	5	\$5.00
50 CENT COINS	9	\$4.50
20 CENT COINS	9	\$1.80
10 CENT COINS	6	\$0.60

TOTAL AMOUNT	\$2,836.90
--------------	------------

Fig.6: When the payroll is run, Paymaster provides this Cash Analysis Report, which neatly summarises the notes and coins you will need from the bank to make up the pays for "Pay by Cash" employees.

HILLS ELECTRONICS PTY. LTD..
P.O. BOX 321 SOUTH RYDE 2203

CHEQUE ANALYSIS REPORT

PAGE 1
14/ 3/83

PAYROLL NO.	NAME	NETPAY
9	CHARLES LONGWOOD	\$ 553.25
6	STEVEN DOUGLAS	\$ 189.35
7	PAUL MASON	\$ 210.89
TOTAL OF CHEQUES		\$953.49

Fig.7: Similarly for those employees who are paid by cheque, Paymaster gives you this Cheque Analysis Report as part of the pay run.

HILLS ELECTRONICS PTY. LTD..
P.O. BOX 321 SOUTH RYDE 2203

BANK DEPOSIT ADVICE

PAGE 1
14/ 3/83

BANK: STA	BRANCH: YORK ST	B/S/B CODE: BSB	
NAME: STEVE PAPAS	EMPLOYEE NO. 10		
BANK ACCT NO#: 6574	AMOUNT:		\$203.50
NAME: STEVEN LANDERS	EMPLOYEE NO. 3		
BANK ACCT NO#: 12345	AMOUNT:		\$246.11
TOTAL			\$449.61

Fig.8: And if you have employees who are paid by deposits into their bank account, Paymaster gives you this Bank Deposit Advice report, summarising the deposits to be made to each bank.

DEDUCTION/ALLOWANCE REPORT - MEDICAL BENEFITS			6/ 2/83
			PAGE 1
NO.	NAME	AMOUNT	
6	STEVEN DOUGLAS	15.00	
10	STEVE PAPAS	7.00	
TOTAL FOR MEDICAL BENEFITS		\$22.00	

Fig.9: A sample Deduction/Allowance Report, in this case for a deduction designated "medical benefits". As part of the processing for each pay run, Paymaster produces a set of these reports -- one for each deduction/allowance category you are using.

COST CENTRE REPORT - SOUTHSIDE		(CODE: WJ)		GENERAL LEDGER CODE: WJ00				6/ 2/83	PAGE 1
NO.	NAME	HOURS	OVERTIME	HOURS	AMOUNT				
1	BRIAN HANSON	40.00	3.00	2.50	2.00	0.00	0.00	453.96	
2	GARY HANSON	40.00	4.00	3.00	1.00	0.00	0.00	429.25	
3	STEVEN LANDERS	30.00	0.00	12.00	0.00	0.00	0.00	220.32	
4	STEVEN PETER LONGRIDGE	40.00	0.00	0.00	0.00	0.00	0.00	137.70	
5	GEORGE HANSON	40.00	0.00	0.00	0.00	0.00	0.00	248.50	
6	STEVEN DOUGLAS	25.00	0.00	10.00	5.00	0.00	0.00	448.00	
7	PAUL MASON	40.00	0.00	0.00	0.00	0.00	0.00	248.50	
8	MICHAEL SMYTHE	40.00	0.00	0.00	5.00	0.00	0.00	255.00	
9	CHARLES LONGWOOD	10.00	0.00	0.00	0.00	0.00	0.00	76.50	
10	STEVE PAPAS	40.00	0.00	0.00	0.00	0.00	0.00	264.50	
11	ADRIAN LEIGH	40.00	0.00	0.00	0.00	0.00	0.00	102.00	
12	FRANK ZAPPA	12.00	0.00	2.00	0.00	0.00	0.00	86.06	
13	JULIAN HAINSWORTH	15.00	0.00	2.00	0.00	0.00	0.00	91.80	
14	JOHN LOGAN	40.00	0.00	0.00	0.00	0.00	0.00	490.00	
TOTAL FOR COST CENTRE SOUTHSIDE								\$3,552.09	

Fig.10: If you are using the Cost Centres option, this is a sample of part of the report that Paymaster will produce at the end of the pay run. It gives you a complete breakdown of the allocation of each employee's hours and pay to the various cost centres.

HILLS ELECTRONICS PTY. LTD.

END OF MONTH PAYROLL REPORT FOR MARCH 1983

NUMBER OF EMPLOYEES:	14
GROSS SALARIES PAID:	\$14,487.69
PAYE TAX DEDUCTION:	\$3,368.82
MONTH TO DATE DEDUCTIONS/ALLOWANCES	
MEDICAL BENEFITS	\$334.38
BOARD & QUARTERS	\$133.89
MONTH TO DATE COST CENTRE TOTALS	
COST CENTRE	AMOUNT
WJ SOUTHSIDE	\$14,487.69
WK CANBERRA	\$0.00

Fig.11: At the end of each month, Paymaster will produce this End of Month Payroll Report, showing all the relevant totals.

PAYROLL TAX REPORT FOR SEPTEMBER - 1982

NUMBER OF CURRENT EMPLOYEES ON FILE

	AUTO	MANUAL	HOURLY	MONTHLY	TOTAL
FEMALE	0	0	0	0	0
MALE	5	7	12	0	12
					12

TOTAL GROSS SALARIES PAID THIS MONTH:	\$14,916.48
TOTAL LUMP SUM PAYMENTS THIS MONTH:	\$0.00
DEDUCTIONS/ALLOWANCES THIS MONTH:	
MEDICAL BENEFITS	\$24.00
BOARD & QUARTERS	\$0.00

Fig.12: If your company is eligible for Payroll Tax, Paymaster will also produce this Payroll Tax Report at the end of each month. It provides all the information needed to work out your tax payment.

HILLS ELECTRONICS PTY. LTD.

ANNUAL PAYROLL REPORT FOR 1983

NUMBER OF EMPLOYEES:	14
GROSS SALARIES PAID:	\$5,481.88
PAYE TAX DEDUCTION:	\$1,224.48
YEAR TO DATE DEDUCTIONS/ALLOWANCES	
MEDICAL BENEFITS	\$22.88
BOARD & QUARTERS	\$5.00
YEAR TO DATE COST CENTRE TOTALS	
COST CENTRE	AMOUNT
WJ SOUTHSIDE	\$5,481.88
WK CANBERRA	\$0.00

Fig.13: At the end of each year, Paymaster will also print out this Annual Payroll Report.

HILLS ELECTRONICS PTY. LTD.

3541284412

BRIAN HANSON

14 MURDOCK ST, KINGSFORD

		*****0.00	*****0.00	
****357.80	*****0.00	*****0.00	*****0.00	****109.00

ZERO ONE ZERO NINE ZERO

1/ 7/81 30/ 6/82

Fig.14: If you wish, Paymaster will print your employee Group Certificates. This sample shows the idea, although you would normally print them on the official pre-printed Group Certificate stationery from the Australian Taxation Office.