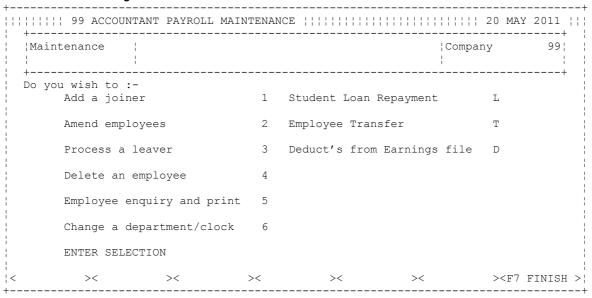
### PY/11B: DEDUCTIONS FROM EARNINGS ORDERS (D.f.E):

The Deductions from Earnings Order (D.f.E.) field is printed on the payslip and the D.f.E. value for that period automatically subtracted from the NET pay. The D.f.E. details are automatically updated during the pay calculation.

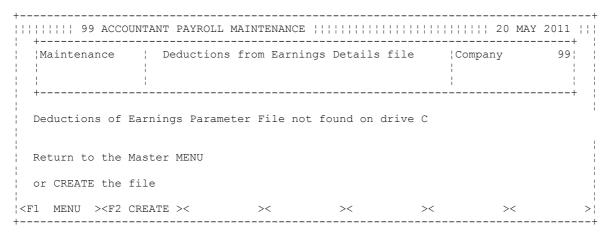
Records will need to be set up for each employee affected by Deductions from Earnings Orders.

Printouts of that periods D.f.E. are available through the print options within the D.f.E. menu and through Pay Calculation.

#### **Deductions from Earnings Orders Menu**



By choosing option D – Deduct's from Earnings file, you will be able to set up and maintain the Deductions from Earnings File. The FIRST time you enter the D.f.E. maintenance screen, you will be asked to create the D.f.E. file.



Press <F2 CREATE> to set up the new data file. The Normal D.f.E. menu is shown overleaf.

# **Deductions from Earnings Orders Menu**

99 ACCOU	NTANT PAYROLL MAINTE	 NANCE		20 MAY 2011
Maintenance	Deduction from E	arnings Details	File  Compan	y 99¦
Do you wish to:	- Add a new Employe	e DfE details	1	+
	Amend Employee Df	2		
	Delete an Employe	3		
	List Employee DfE	4		
	DfE Details File	Clear Down	5	
	ENTER SELECTION			
><	>< ><	><	><	> <f7 finish<="" td=""></f7>

The Deductions from Earnings Orders Menu allows the addition, deletion and amendment of your Deductions from Earnings Orders records. It also allows the records to be printed out, and cleared down when no longer required.

#### **Deductions from Earnings Orders - Adding A Record**

Choosing option 1 from the above menu allows new tax credits to be entered onto the system. The information to be entered is the information that will be sent to you by the Inland Revenue. The DfE addition program allows you to use the standard Payroll search facilities to find the employee Dept/Clock number. See the Payroll manual for more details.

The STOP DATE is unlikely to be needed when entering a new employee's record. It should just be left blank unless otherwise instructed. This field provides a mechanism for the employer to stop deductions should he deem it necessary.

### Deductions from Earnings - Adding A Record, (Adding Previous DfE information)

After Accepting a new DfE for an employee, the system asks if you wish to enter any previous Deductions details. If you are entering the DfE at time of notification, (i.e before any pay is calculated in periods effected by the DfE), then pressing <F6 CONTINUE> will allow you to carry on with entering another employees' DfE.

```
|Department 003|
 |Clock no. 0001|
 |Employee name
                   : MRS A SMITH
                 : NP406099D
 |N.I. number
 | CSA reference no. : CSA1234567890 | Effective from date : 01/01/2011 | Normal deduction amount : 55.00
  |Protected earnings amount: 150.00
 |Administration fee : 1.00
 |Stop date (optional)
        Do you want to ENTER previous Deduction details?
               >< ><
                            >< ><F6CONTINUE><
!<F1 ENTER ><
|<F1 ADD ><F2 DELETE >< >< >< >< >< >< >< >< F7 FINISH >|
```

If however, you are entering a DfE retrospectively, (i.e after the scheme has started), then you need to enter previous periods of DfE before running the next one using the system.

Press <F1 ENTER>, and then <F1 ADD >.

We have included a <F2 DELETE> option to allow incorrect entries to be deleted and re-added.

```
|Department 001|
 |Clock no. 0001|
 +------
              : MRS A SMITH
 |Employee name
 |N.I. number
               : NP406099D
 +Year-Prd-N.P.--A.N.D.---A.P.E.----G.E.----Att.E.---Net Erg---Deductn----Fee-+
         | Please use the maintenance option with care.
         You may lose and/or corrupt the DfE data.
         | data generated by the system.
            ***** YOU HAVE BEEN WARNED *****
            ><
                       ><
     ><
                   ><
                                 ><F6CONTINUE><
```

The Accountant warning, shown above, is to emphasise the great care that is needed in adding previous DfE payments to the DfE file. Make sure that the previous periods information is correct before entering them onto the file.

## **Deductions from Earnings, Making Amendments & Viewing Records**

Choosing Option 2 from the DfE main menu will allow current records to be amended. Amendments could include a change of the Deduction amount, or the need to enter a Stop Date.

Amendments should only be needed if you are informed by the Inland Revenue, or the Employee leaves the payroll.

On choosing the <F3 VIEW >. The following screen is shown.

The <F1 NEXT > and <F2 PREVIOUS> will move through each Employee on the DfE file,

### **Deductions from Earnings, Deleting Records**

We have included an option, number 3 - Delete an Employee DfE Details. This option should NOT be used simply to remove a DfE record once the DfE has stopped being paid. The record should be left on the file until at least the year end as it may still be needed on various documentation. This option is used only under strict supervision from your dealer.

### **Deductions from Earnings, Listing Records**

Within the DfE programs, the option to list the Deduction Details (Option 4 from the DfE Main Menu) allows a variation of ways to print off or view the DfE already input and calculated by the system.

Dependent on which Function key you choose, you will be prompted to enter a DEPT, or a DEPT/CLOCK number (with an available search) or a TAX PERIOD number.

### Sample Printout

Company 01 Accountant Test Company 99	Deducti	on of	Earnings	Report.	Time	e: 15:36	Date:18/03/	'2011 Page	: 1	
Report of deductions made by all Employ	ees									
Dut (Glab Nama	Tax Year Prd			Arrears Protected			Net Att.	Deduction	Admin	Total
Dpt/Clck Name	iear Pro	Pra	Ded.Ctu	Protected	Earnings	Earnings	Earnings		Fee	Deduction
004-0003 Mr A Smith	2011 01	01	22.84	0.00	480.00	477.16	77.16	77.16	0.00	77.16
CSA Ref : CSA1234567	2011 02	01	45.88	0.00	480.00	476.96	76.96	76.96	0.00	76.96
	2011 03	01	0.00	0.00	600.00	559.96	159.96	145.88	0.00	145.88
	2011 04	01	0.00	0.00	500.00	490.76	140.76	110.00	0.00	110.00
	2011 05	01	0.00	0.00	485.00	480.61	130.61	130.00	1.00	131.00
	2011 06	01	3.04	0.00	480.00	476.96	126.96	126.96	1.00	127.96
			CS	A ref. CSA	A1234567		totals	666.96	2.00	668.96
005-0274 Mr A C BIDDLECOMBE	2011 01	01	22.84	0.00	480.00	477.16	77.16	77.16	0.00	77.16
CSA Ref : CSAREF95632	2011 02	01	45.88	0.00	480.00	476.96	76.96	76.96	0.00	76.96
	2011 03	01	0.00	0.00	600.00	559.96	159.96	145.88	0.00	145.88
	2011 04	01	0.00	0.00	500.00	490.76	140.76	110.00	0.00	110.00
	2011 05	01	0.00	0.00	485.00	480.61	130.61	130.00	0.00	130.00
			CS	SA ref. CSA	AREF95632		totals	540.00	0.00	540.00
006-0007 Mr M J ALLEY	2011 01	01	0.00	0.00	600.00	474.16	374.16	23.71	0.00	23.71
CSA Ref : CSA12344875	2011 02	01	0.00	0.00	1400.00	1025.96	925.96	123.12	0.00	123.12
			CS	A ref. CSA	A12344875		totals	146.83	0.00	146.83

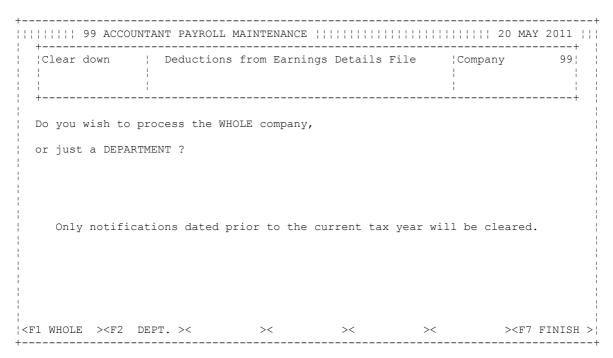
## **Deductions from Earnings, Details File Clear downs**

The final option is the Details File Clear down. This will remove any record not required from the DfE file. The system will ask for confirmation before this option can be run.

After Selecting option 5 - Details File Clear down

+	TANT PAYROLL N	MAINTENANCE			20 MAY 2011 ¦
    Maintenance 	Deductions		gs Details Fil		у 99
+   Do you wish to:-					+
 	Add a new En	mployee DfE	details	1	
 	Amend Employ	ree DfE deta	ils	2	
	Delete an Em	nployee DfE	details	3	
	List Employe	ee DfE detai	ls	4	
	DfE Details	File Clear	Down	5	
i 	ENTER SELECT	TION		5	
	Confirm you	wish to CLE	AR redundant D	fE records	
   <f1 clear="">&lt;  </f1>	><	><	><	><	> <f7 finish=""></f7>

### Once <F1 CLEAR> has been chosen



After choosing either F1 <WHOLE >, or F2 <DEPT > the system will clear down any records not required.

# **Amendments to Payroll Calculation Screens**

## **Change to Payment Screen**

To reflect the possible Deduction from Earnings Order payment calculation screen now shows the Amount being deducted.

An example showing the Deduction from Earnings order is shown below.

Note that the Net is the net for N.I. and Tax Purposes. Deductions from Earnings amount is subtracted from this Net figure.

Input  Department  Clock no.	001	Gross	= 500.0				¦Pay ¦Tax	mpany / date 22/07 / period	/11¦ 4¦
Hours		D.f.E.	= 20.0	00 STLR =	-27	.00	1	paid/deduct	- 1
HOURS TIME+.5 TIME*2 OVER/T OTHER	0.00 0.00 0.00 0.00			0.0	0   0   0   0   0   0   0   0   0   0	All below Salary Addition Tax N.I.	1 1	Deduction Poll Tax Court Fees Loan Other	1; 1; 1; 1; 1;

### **Deductions from Earnings Order Reports**

Accountant Payroll has an option to allow all needed printouts to be run from one screen. It is also now possible to run all the reports simultaneously as well as individually. The options are now part of the payroll option 3 - Calculate Pay.

```
|Company 99|
 |Initialisation |
                                          |Pay date 30/05/11|
                                          Tax period 3
  Do you wish to :
             Input pay details
                                        1
             Calculate pay & print pay advices
                                         2
             Print pay advices
                                         3
             Print totals for a department
                                         4
             Print totals for currently paid employees 5
             Pay Calculation reports
             ENTER SELECTION
               >< >< >< >< F7 FINISH >
```

Within this option it is now possible to run the reports in any order by choosing the appropriate option from the menu. Choosing <F1 ALL > will print or spool all the printouts in one go.

+	 	99 ACCOU	JNTANT PAY	ROLL CALCULA	TION			20 MAY	2011
	  Print 	reports						ate 30/	99¦ ′05/11¦ 3¦
i '	Do you	wish to	· :						+
i 			Print	NI deduction	s report		1		
i 			Print	Employee pay	ment summa	ary	2		
! ! !			Print	Student Loan	Repayment	t report	3		
 			Print	Deduction fr	om Earning	gs report	4		
			ENTER	SELECTION					
   <f< td=""><td>1 ALI</td><td>. &gt;&lt;</td><td>&gt;&lt;</td><td>&gt;&lt;</td><td></td><td>&gt;&lt;</td><td>&gt;&lt;</td><td>&gt;<f7< td=""><td>FINISH &gt;</td></f7<></td></f<>	1 ALI	. ><	><	><		><	><	> <f7< td=""><td>FINISH &gt;</td></f7<>	FINISH >