

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

```
+-----+
| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Maintenance | Company | 99 |
+-----+
Do you wish to :-
  Add a joiner          1  Student Loan Repayment      L
  Amend employees       2  Employee Transfer            T
  Process a leaver     3  Deduct's from Earnings file  D
  Delete an employee   4
  Employee enquiry and print 5
  Change a department/clock 6
  ENTER SELECTION
<      ><      ><      ><      ><      ><      ><F7 FINISH >
+-----+
```

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.

```
+-----+
| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Maintenance | Deductions from Earnings Details file | Company | 99 |
+-----+
Deductions of Earnings Parameter File not found on drive C
Return to the Master MENU
or CREATE the file
<F1 MENU ><F2 CREATE ><      ><      ><      ><      ><      >
+-----+
```

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 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Maintenance | Deduction from Earnings Details File | Company | 99 |
+-----+
Do you wish to:-
      Add a new Employee DfE details          1
      Amend Employee DfE details              2
      Delete an Employee DfE details          3
      List Employee DfE details                4
      DfE Details File Clear Down             5

      ENTER SELECTION

<      ><      ><      ><      ><      ><      ><F7 FINISH >
+-----+

```

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.

```

+-----+
| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Additions | Deductions from Earnings Details File | Company | 99 |
| Department 001 | | | |
| Clock no. 0001 | | | |
+-----+
| Employee name : MRS A SMITH |
| N.I. number : NP406399D |
| 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) : |
+-----+
|<F1 SEARCH >< >< >< >< >< ><F7 FINISH >|
+-----+
|<F1 ACCEPT ><F2 AMEND ><F3 UNDO >< >< >< ><F7 FINISH >|
+-----+

```

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.

```

+-----+
|:|:|:|:|:| 99 ACCOUNTANT PAYROLL MAINTENANCE |:|:|:|:|:| 20 MAY 2011 |:|:|:|:|:|
+-----+
|Additions      | Deductions from Earnings Details File |Company      | 99|
|Department 003|                                         |              |   |
|Clock no. 0001|                                         |              |   |
+-----+
|Employee name   : MRS A SMITH
|N.I. number     : NP406099D
|
|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?
|
|<F1 ENTER ><      ><      ><      ><      >      ><F6CONTINUE><      >|
+-----+
|<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.

```

+-----+
|:|:|:|:|:| 99 ACCOUNTANT PAYROLL MAINTENANCE |:|:~:~:~ 20 MAY 2011 |:|:~:~:~
+-----+
|Additions      | Deductions from Earnings Details File |Company      | 99|
|Department 001|                                         |              |   |
|Clock no. 0001|                                         |              |   |
+-----+
|Employee name   : MRS A SMITH
|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.

```
+-----+
|:||||| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
|Amendments      | Deductions from Earnings Details File |Company      99|
|Department  001|                                         |              |
|Clock no.  0001|                                         |              |
+-----+
|Employee name   : MRS A SMITH
|N.I. number    : NP406399D
|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) :
+-----+
|<F1 NEXT ><F2PREVIOUS><F3 VIEW ><
|<F1 ACCEPT ><F2 AMEND ><F3 UNDO ><
+-----+
```

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

```
+-----+
|:||||| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
|Amendments      | Deductions from Earnings Details File |Company      99|
|Department  002|                                         |              |
|Clock no.  0001|                                         |              |
+-----+
|Employee name   : MRS A SMITH
|N.I. number    : NP406399D
+Year-Prd-N.P.--A.N.D.---A.P.E.---G.E.-----Att.E.---Net Erg---Deductn---Fee+
|201101 | 01 | 22.84| 0.00| 480.00| 477.16| 77.16| 77.16| 1.00|
|201102 | 01 | 45.88| 0.00| 480.00| 476.76| 76.96| 76.96| 1.00|
|201103 | 01 | 0.00| 0.00| 600.00| 559.96| 159.96| 145.88| 1.00|
|201104 | 01 | 0.00| 0.00| 500.00| 490.76| 140.76| 110.00| 1.00|
+-----+
|:|||||
+-----+
|<F1 NEXT ><F2PREVIOUS><F3 UP ><F4 DOWN ><
|<F1 NEXT ><F2PREVIOUS><F3 UP ><F4 DOWN ><
+-----+
```

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.

```

+-----+
|          99 ACCOUNTANT PAYROLL MAINTENANCE          | 20 MAY 2011 |
+-----+
| Reports      | Deduction from Earnings Details File      | Company 99 |
+-----+

Do you wish to process the WHOLE company, a DEPARTMENT,
SELECTED employees or payments for a specific PERIOD ?

(Printing Complete)

|<F1 WHOLE ><F2 DEPT. ><F3SELECTED><F4 PERIOD ><          ><F7 FINISH >|
+-----+
  
```

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 Deduction of Earnings Report. Time: 15:36 Date:18/03/2011 Page: 1
 Report of deductions made by all Employees

| Dpt/Clock Name | Tax Year Prd | No. Prd | Arrears Ded'ctn | Arrears Protected | Gross Earnings | Attachable Earnings | Net Att. Earnings | Deduction | Admin Fee | Total Deduction | |
|--|----------------------|---------|-----------------|-------------------|----------------|---------------------|-------------------|-----------|-----------|-----------------|--------|
| 004-0003 Mr A Smith CSA Ref : CSA1234567 | 2011 01 | 01 | 22.84 | 0.00 | 480.00 | 477.16 | 77.16 | 77.16 | 0.00 | 77.16 | |
| | 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 | |
| | CSA ref. CSA1234567 | | | | | | | totals | 666.96 | 2.00 | 668.96 |
| 005-0274 Mr A C BIDDLECOMBE CSA Ref : CSAREF95632 | 2011 01 | 01 | 22.84 | 0.00 | 480.00 | 477.16 | 77.16 | 77.16 | 0.00 | 77.16 | |
| | 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 | |
| | CSA ref. CSAREF95632 | | | | | | | totals | 540.00 | 0.00 | 540.00 |
| 006-0007 Mr M J ALLEY CSA Ref : CSA12344875 | 2011 01 | 01 | 0.00 | 0.00 | 600.00 | 474.16 | 374.16 | 23.71 | 0.00 | 23.71 | |
| | 2011 02 | 01 | 0.00 | 0.00 | 1400.00 | 1025.96 | 925.96 | 123.12 | 0.00 | 123.12 | |
| | CSA ref. CSA12344875 | | | | | | | 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

```
+-----+
| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Maintenance | Deductions from Earnings Details File | Company | 99 |
+-----+
| Do you wish to:- |
|   Add a new Employee DfE details | 1 |
|   Amend Employee DfE details | 2 |
|   Delete an Employee DfE details | 3 |
|   List Employee DfE details | 4 |
|   DfE Details File Clear Down | 5 |
|   ENTER SELECTION | 5 |
|
| Confirm you wish to CLEAR redundant DfE records |
|
| <F1 CLEAR >< >< >< >< >< >< >< >< >< >< > |
+-----+
```

Once <F1 CLEAR> has been chosen

```
+-----+
| 99 ACCOUNTANT PAYROLL MAINTENANCE | 20 MAY 2011 |
+-----+
| Clear down | Deductions from Earnings Details File | Company | 99 |
+-----+
| Do you wish to process the WHOLE company, |
| or just a DEPARTMENT ? |
|
| Only notifications dated prior to the current tax year will be cleared. |
|
| <F1 WHOLE ><F2 DEPT. >< >< >< >< >< >< >< >< >< > |
+-----+
```

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.

```

+-----+ 99 ACCOUNTANT PAYROLL CALCULATION +-----+ 21 JUL 2011 +-----+
|-----+-----+-----+-----+-----+-----+-----+-----+
| Input      | Name Mrs W S Westmalott | Company      | 99 |
| Department 001 | Gross = 500.00 Tax = 110.00 | Pay date 22/07/11 |
| Clock no. 0001 | N.I. = 42.26 Nett = 347.74 | Tax period 4 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Hours      | D.f.E.= 20.00 STLR = -27.00 | ds paid/deducted |
+-----+-----+-----+-----+-----+-----+-----+-----+
| HOURS      | 0.00 | Bonus +1 | 0.00 | All below |
| TIME+.5    | 0.00 | Bonus +2 | 0.00 | Salary    | 1 | Deduction | 1 |
| TIME*2     | 0.00 | Extra    | 0.00 | Addition  | 1 | Poll Tax  | 1 |
| OVER/T     | 0.00 | Extra Pay| 0.00 | Tax       | 1 | Court Fees| 1 |
| OTHER      | 0.00 | Holiday  | 0.00 | N.I.     | 1 | Loan      | 1 |
|             |      | Clothing | 0.00 |           |   | Other     | 1 |
|             |      | Spare    | 0.00 |           |   | Other     | 1 |
|             |      | Spare    | 0.00 |           |   |           |   |
|             |      | Spare    | 0.00 |           |   |           |   |
| Total hours = 0.00 |
+-----+-----+-----+-----+-----+-----+-----+-----+
|<F1  HELP  ><F2  INPUT ><F3  ACCEPT ><F4  AMEND ><F5  UNDO ><           >>
+-----+-----+-----+-----+-----+-----+-----+-----+

```

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.

```
-----+-----
|:|||||| 99 ACCOUNTANT PAYROLL CALCULATION |:|||||| 20 MAY 2011 |:|
|-----+-----
|:Initialisation |:|Company 99|
|: |:|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          6
|
|      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 ACCOUNTANT PAYROLL CALCULATION |:|||||| 20 MAY 2011 |:|
|-----+-----
|:Print reports |:|Company 99|
|: |:|Pay date 30/05/11|
|: |:|Tax period 3|
|-----+-----
| Do you wish to :
|      Print NI deductions report      1
|      Print Employee payment summary  2
|      Print Student Loan Repayment report 3
|      Print Deduction from Earnings report 4
|
|      ENTER SELECTION
|
|<F1 ALL ><        ><        ><        ><        ><        ><F7 FINISH >|
|-----+-----
```