When you run dbsPay2 you will be asked to login using a **USER ID** & **Password** - both are set to

DBS

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dbsPay2 User Guide

Contents

Starting dbsPay2 using Windows 95/NT

The Installation creates a **dbsPay2 Group** under **Programs** in the **START** menu.

1. Open the **START** menu and click on **Programs > dbsPay2d**.
2. Click on the **dbsPay2 icon** to start the program.
3. On the **Login screen** enter **DBS** as the **USER ID** and **DBS** as the **Password**.
4. Click the **Login button**.

Starting dbsPay2 using Windows 3.1/3.11

The Installation creates a **dbsPay2 Group** on the Windows **Program Manager**.

1. Open the **dbsPay2d** group by double-clicking on it.
2. Click on the **dbsPay2 icon** to start the program.
3. On the **Login screen** enter **DBS** as the **USER ID** and **DBS** as the **Password**.
4. Click the **Login button**.

Provided you have entered the **USER ID** and **Password** correctly you will be presented with the dbsPay2 main screen consisting of a dbsPay2 wallpaper background and the menus **dbsPay2, Employer, Employee, Tools** and **Reports** across the top.

Setting up the system

Before you can enter any employees onto the system, you will need to setup some basic information first.

Creating an Employer (Your Company)

Ensure that you have closed all open windows and are back at the **dbsPay2** main screen.

1. Open the **Employer Menu** and select the **EMPLOYER** option.
2. On the **EMPLOYER** screen click the **NEW** button.
3. Enter anything you like in the **Employer ID** box.
   If you want to automatically generate the Employer ID - see the **SYSTEM SETTINGS** *section for more advice.*
4. Fill in the other details including the PAYE District No. And Reference No.
5. Click the **Save** button.
6. Click the **Close** button to return to the main screen.

Creating Additions and Deductions

You will need to set up at least one addition on the system in order to pay any employees you add.

Additions could be set up with names such as SALARY, BASIC PAY, OVERTIME, BONUS etc.

Deductions could be set up with names such as UNION FEE, LOAN REPAYMENT, SOCIAL CLUB etc.

1. Open the **EMPLOYER** menu and select **Additions**.

2. Click the **Amend** button and rename any of the Additions shown in the **Name** column to something more suitable to your company.

3.Next you will need to set the check boxes against your additions.

Pre Tax
Check this box if your addition is made before tax is calculated, leave blank if it is made after tax.
Pre NI
Check this box if your addition is made before National Insurance is calculated, leave blank if it is made after.
Pension
Check this box if your addition is used to calculate the pension contribution.
Zero
Check this box if the addition should be cleared every pay period ready for a new figure to be entered.
Calc
Check this box if the addition is to be calculated using a quantity and a rate
Always
Check this box if the addition is always to appear on each new employee's record.

4. Click the **Save** button.
5. Open the **EMPLOYER** menu and select **Deductions**.
6. If you have any deductions on your payroll, click the **Amend** button and rename any of the Deductions shown in the **Name** column to something more suitable to your company.

7. Next you will need to set the check boxes against your Deductions.

Pre Tax
Check this box if your deduction is made before tax is calculated, leave blank if it is made after tax.
Pre NI

Check this box if your deduction is made before National Insurance is calculated, leave blank if it is made after.

Pension
Check this box if your deduction is allowed against the amount used to calculate the pension contribution.

Zero
Check this box if the deduction should be cleared every pay period ready for a new figure to be entered.

Reduce
Check this box if the deduction is to be a reducing balance.

Always
Check this box if the deduction is always to appear on each new employee's record.

8. Click the **Save** button.

Creating Users & Passwords

Different users can be set up on the system each with their own individual passwords and security levels.

You can set up as many different users on the system as you like.

1. Open the **dbsPay2 Menu** and select **USERS > ADD**.
2. On the screen that appears, enter the name of the new user to be added in the **USER ID** box.
3. Enter an individual password for the new user in the **Password** box.
4. Enter an expiry date for the password in **Expiry Date**.
5. Click the **Save** button and then the **Close** button to return to the main screen.

Viewing & Amending Users & Passwords

1. Open the **dbsPay2 Menu** and select **USERS > VIEW**.
2. On the screen that appears, highlight the User you want to amend and click the **RIGHT** mouse button.
3. Click the **Amend** button to alter the Password.
4. Click the **Save** button and then the **Close** button to return to the main screen.
5.

Creating Departments

In order to organise your employees you can set up as many different departments on the system as you like.

If you do not wish to organise your employees in this way the system will automatically put all employees that you create into a holding department called **UNKNOWN**.

1. Open the **Employer Menu** and select **DEPARTMENTS > ADD**.

2. On the screen that appears, enter anything you like in the **Department ID** box.
   If you want to automatically generate the Department ID when you add a new one - see the **SYSTEM SETTINGS** *section in this guide for more advice.*
3. Put the name you wish to call your department in the **NAME** box
   e.g. Sales, Accounts, Factory etc., and click the **Save** button.
4. Click the **Close** button to return to the main screen.

Viewing & Amending Departments

1. Open the **Employer Menu** and select **DEPARTMENTS > VIEW**.
2. On the screen that appears, highlight the User you want to amend and click the **RIGHT** mouse button.
3. Click the **Amend** button to alter the department name.
4. Click the **Save** button and then the **Close** button to return to the main screen.

Creating Employees

Before any new employees are entered onto dbsPay2 ensure that you have **closed all open windows** and are back at the **dbsPay2 main screen**.

1. Open the **Employee Menu** and select **Add**.
2. On the screen that appears, enter anything you like in the **Employee ID** box. It is only used for reference purposes by dbsPay2.
3. Fill in the other details and click the **Save** button. The **Pay** screen will appear.

Pay Screen

1. Click the **Amend** button and fill in as many details on the screen as possible.

NOTE
The Previous Employment Details refer to any employees who worked for a different company before joining yours part way through the tax year. These details therefore do not need to be completed.

2. Click the **Save** button. The **Pay Items** screen will appear ready for you to select the payment options that will appear on the employees payslip.

Pay Items Screen

1. Select the payment options you would like to appear on the employees payslip and click the **Apply** button. The **Period Screen** will appear.

NOTE
What you see in the pay Items list depends entirely on what addition/deduction names and other parameters have been setup in the Employer tables during the initial setup of the system.

Period Screen

1. Click **Amend** and fill in the **Salary** and **Overtime Rates**.
2. Click the **Close** button. The **Year Screen** will appear.

Year Screen

If you are transferring to dbsPay2 part way through the tax year, this screen will need to have all cumulative information entered before continuing the year using dbsPay2.

If you are setting up the new employee at the beginning of the tax year there is no cumulative information to enter and this screen should therefore be left blank.

1. Enter details if necessary and click the **Save** or **Close** button. The **NI Screen** will appear.

NI Screen

If you are transferring to dbsPay2 part way through the tax year, this screen will need to have all cumulative information entered before continuing the year using dbsPay2.

If you are setting up the new employee at the beginning of the tax year there is no

cumulative information to enter and this screen should therefore be left blank.

1. Enter details if necessary and click the **Save** or **Close** button.The **SSP Screen** will appear.

SSP Screen

If you are transferring to dbsPay2 part way through the tax year, this screen will need to have all cumulative information entered before continuing the year using dbsPay2.

If you are setting up the new employee at the beginning of the tax year there is no cumulative information to enter and this screen should therefore be left blank.

However, if the employees qualifying period for SSP differs from that shown you may wish to change it.

1. Enter details if necessary and click the **Save** or **Close** button.You will now be returned to the first **Employee Record** screen.

If you have finished entering details, click the **Close** button and you will be returned to the main screen.

To access your employees record:

1. Open the **Employee menu** and select **View by Icon**.
2. Open the **Employee menu** and select **View by Forename**.
3. Click on the face of your employee to open the record.

Paying Employees

Before you start ensure that all open windows are closed and you are back at the **dbsPay2 main screen**.

Selecting Employees

1. Open the **Tools menu** and select **Pay All**.
2. Choose the sequence in which you would like to pay the employees and click the **Proceed** button. The **Pay Period screen** will appear.

NOTE
If you want to select a particular department for payment simply choose the Pay Department option from Tools. If you   want to select one employee for payment choose the Pay Employee option from Tools.

On the **Pay Period screen**, click the **Pay Frequency** for the employees you are paying and select the **Both Pay Option**.

NOTE
If you are running your first pay period on dbsPay2 part way through the tax year, you will need to set the correct Tax week or month in the Tax Period box before pressing proceed.

3. Click the **Proceed** button.

The **Employee Pay** screen for the first employee on the payroll will appear on the screen.

4. Enter the pay figures for the employee against the pay options on the screen.
5. Click **Calculate**.

The **Payslip** for the employee will appear on the screen.

If a mistake has been made to the employees pay, click the **Redo** button and input the details again.

If the employee should not have been paid at all or for some reason you want to go back to the employee later, click the **Ignore** button and go on to the next employee.

You can also abort the pay run at this point by clicking the **Abort** button.

6. If you are happy with the results, Click the **Save** button. The next employee in turn will appear on the screen ready for you to enter their pay details.

NOTE
Don't worry about saving the details and not being able to redo the pay if you need to. You can calculate the employees pay as many times as you like until you choose to Close Pay Period from the Tools menu to close off the week or month.

7. When all the employees have been calculated a screen will appear to tell you that the **Pay Run** is complete, Click **OK**.

Close Pay Period

1. Open the **Tools menu** and select **Close Pay Period**. The following screen will appear.
2. Click the correct Pay Frequency for the employees on your payroll.

NOTE
If you are running your first pay period on dbsPay2 part way through the tax year, you will need to set the correct Tax week or month in the Tax Period box before pressing proceed.

3. Click **Proceed**.

The period will be closed ready for you to calculate the next week or month.

Printing Reports

Once you have successfully calculated the pay you will need to print the payslips for your employees and any other payroll reports.

1. Open the **Reports Menu** and select **Print**.

The screen that appears has a list of all the reports available to you.

2. Put a '**X**' in the check box against the reports you wish to print.

NOTE
The reports with an '*' next to them can only be printed when Close Pay Period has been done.

3. Click the **Print** button when you have chosen your reports. The **Report Settings** screen appears.

On this screen you need to set the date you want shown on the reports, the type of employees you want to print, (weekly, monthly etc.), whether you want to print all employees, all employees in a department or just a specific employee and where you want to send the reports, to printer or disk.

If you are printing to disk you will need to supply a filename where indicated. Check the **View Report** box to view it straight away, otherwise the report will be retained for you to view at a later date.

1. Click the **Proceed** button. Your printer setup screen will appear.
2. If the printer setup screen is setup correctly, click the **OK** button and your reports will print out.

Quality Assurance

Deverill Business Systems are committed to quality and strive to provide the best possible service to its customers before and after sale.

dbsPay2 is registered under the IDPM (Institute of Data Processing Management) Payroll Registration Scheme to ensure that it meets independent payroll standards.

The IDPM Payroll Registration Scheme was drawn up with the help of the Department of Social Security and the Inland Revenue to provide a set of test procedures against which software suppliers can test their payroll software and ensure that they meet the DSS and Inland Revenue requirements.

The IDPM Payroll Registration Scheme is acknowledged widely by the DSS & Inland Revenue in all their official legislation booklets as the best source for obtaining a fully tested payroll system.

If you would like to contact the IDPM to discuss the scheme, you can telephone them on **0181 308 0747** or fax them on **0181 308 0604**

Technical Support

The Customer Support Programme

Fully comprehensive support is available for dbsPay2 through membership of the Customer Support Programme.

Membership entitles you to varying levels of support including **Telephone Hot-Line Support** for dbsPay2 during the UK business day, **newsletters**, **updates** to the system to comply with legislative changes encompassing any **new features** and **assistance** with the recovery of data if necessary.

The first 3 months Full Membership are FREE but after this there are two levels of support available dependent upon your specific needs:

Full Membership
All updates for 12 months & Legislation newsletters, Technical assistance (Telephone + Fax), Data recovery service & Much Much More

This option treats you as a priority customer and entitles you to everything above plus other benefits only
available to full members. All support queries are dealt with A.S.A.P, in most cases your query can be
answered straight away.

Update Membership
All updates for 12 months & Legislation newsletters

Choose this option if you wish to become an updates only member of the Customer Support Programme
and do not wish to pay for technical support.

ANY TECHNICAL SUPPORT REQUIRED WILL BE CHARGED AT OUR STANDARD RATE OF £25.00 PER SUPPORT CALL UPDATE ONLY MEMBERS.

Customer Support Programme Pricing

The first 3 months full support are FREE from the date of purchase.

OPTION	*PRICE*
Full Membership	**£140.00**
Update Membership	**£99.00**

*There are small increases in the membership prices for those users with a
Multi-company system. Call to discuss pricing options.*

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FULL PRICE LIST

ITEM	*RRP*	*Magazine Price*
dbsPay2 Single Company System	**£235.00**	**£120.00**
dbsPay2 Multi-Company 5	**£245.00**	**£150.00**
dbsPay2 Multi-Company 10	**£295.00**	**£180.00**
dbsPay2 Multi-Company 15	**£345.00**	**£210.00**
dbsPay2 Multi-Company 20	**£395.00**	**£240.00**
dbsPay2 Multi-Company 25+	**Call**	
Extra User Licence	**50% of full price**	

All prices include delivery & VAT @ 17.5%

TECHNICAL SUPPORT

If you have any queries with the system our support team will be happy to help you.

You can call our support lines between **9.00 a.m** and **5.00 p.m Monday - Friday**.

Or email us on **support@dbsfinsys.co.uk** quoting **ref: MAGSUP0298**

INTERNET INFORMATION

Visit DBS on the Information Superhighway......

http://www.dbsfinsys.co.uk

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