

Basics

Cell Notes Attaching a note to a cell.

Cells - Pages - Workbooks The spreadsheet environment.

Files - Workbooks Windows file management.

How do I...? Explains some common tasks.

Main Menu lists the Main Menu choices available in the
PAYCAL.XLS workbook.

Menu Bar Choices Alternative menu *Help* page.

Scroll Bars for navigation of the workbook.

Security Features Password and protection.

Special Keys lists keys available: Navigation, Function,
Edit and Quick.

Excel Mode Definition and command keys.

Spreadsheet - Page Definition of terms.

System Requirements lists hardware and operating system
requirements.

Tool Bar Buttons alternative *mouse* commands.

Cell Notes

In Excel you can attach text notes to cells when the worksheet is unprotected. Select the cell where you wish to create a 'note' (that will be attached to that particular cell). From the **Insert** menu select **Comment** to display a text frame for you to add your 'note'. Having protected the worksheet again the file must then be saved. When the cellpointer is passed over a cell with an attached 'note', the 'note' will be displayed. To edit or delete an existing 'note', you may right click on the selected cell for the required option.

This feature is useful for adding text notes to an Employee's Data File for a particular pay period. For example, you may use one note screen in the header cell at the top of the the Tax column to add any notes during the year which relate to tax matters.

Welcome to Excel Payroll Help!

PCC Excel Payroll is a Microsoft Excel application intended to simplify the task of preparing one or more payrolls and this On-line Help File can assist you to run the program more efficiently.

For On-line Help you may:

1. select the **Payroll Help** option from the **Payroll Menu** for specific help with the payroll application;
2. press the **<F1>** key or select **Help** from the menu bar for help with Excel features and operation.

Payroll Help Contents

Click on an underlined word or phrase for detailed directions and lists of related commands.

Introduction

Getting Started Overview of *PCC Excel Payroll* operating procedures.

Basics Information you need to get started.

Files How to organise your Employee Data Files.

The Menu Bar

The normal Excel Menu Bar (line 2 of the screen) has several options which give access to various 'pulldown' submenus that you will use to run PCC Excel Payroll. This application includes a Payroll menu item with a choose-one set of menus:

File Menu Opening, Saving and Closing files; manual printing options.

Edit Menu Cutting, copying and pasting data.

Payroll Menu Setting up and operating procedures for your payroll with **Excel Payroll Help**.

Window Menu Window display options.

Help Menu Normal Excel On-line Help.

Directory

The working directory or 'look in' folder will be set automatically to the one where you have initially opened the PAYCAL.XLS file, normally by launching a 'shortcut' icon on the Start Menu or Desktop. You may check this is correct by selecting **File|Open** to verify the path of the 'look in' folder (working directory).

See Also

Multiple Payroll Operation

Edit|Cut

This deletes just the data from the selected cell or range. It puts the data on the clipboard. This is not the same as pressing the key which makes the selected range 'empty'.

The cells or worksheet must be unprotected.

Edit|Copy

Copies data from the selected cell or range to the *Windows* Clipboard. You can then paste the data or text into other *Windows* applications.

<Ctrl+C> is the keyboard equivalent.

Edit Mode Keys

You can use the Edit Mode Keys in an edit box or to edit the contents of a data cell by 'clicking' on the Formula Bar; the latter will be displayed when you are in Excel Mode, **<Ctrl+K>**.

<F2>

Switches to EDIT mode, to allow you to edit the contents of a data cell in the worksheet as an alternative to overwriting its contents or editing its contents in the Formula Bar.

Keys to Change an Entry

<Backspace>

Erases the highlighted selection or the character to the *left* of the insertion point.

<Delete>

Erases the character to the *right* of the insertion point or erases the highlighted selection.

<Esc>

Equivalent to pressing **<Enter>**. Ends editing and leaves the cell pointer in the *current* cell or to the cell specified in Excel options (**Tools, Options, Edit**, 'Move selection after Enter', e.g. 'Right').

Keys to Move the Insertion Point

<Ctrl+Left>

In labels, moves the insertion point to the left of the *previous* word. In values, moves to the beginning of the value.

<Ctrl+Right>

In labels, moves the insertion point to the left of the *next* word. In values, moves to the End of the value. Not available in a text box.

<End>

Moves the insertion point to the *last* character in the entry.

<Home>

Moves the insertion point to the *first* character in the entry.

<Right> <Left>

Moves the insertion point one character to the *right* or *left*.

Keys to Select Characters in an Entry

<Shift+Left>

Extends the highlight to the *left* of the insertion point.

<Shift+Right>

Extends the highlight to the *right* of the insertion point.

Keys to Complete Editing in the Contents Box

<Ctrl+PgUp> <Ctrl+PgDn>

Ends editing and then moves the cell pointer *forward* or *back* one worksheet (page).

<Enter>

Ends editing and leaves the cell pointer in the *current* cell or to the cell specified in Excel options (**Tools, Options, Edit**, 'Move selection after Enter', e.g. 'Right').

Edit Menu

The **Edit Menu** includes commands to **Cut**, or **Copy** data from a selected cell or range of cells. This data is then saved to the *Windows* Clipboard. The option **Paste** may then be used to 'paste' this data to a selected cell or range of cells.

See Also

Edit|Cut

Edit|Copy

Edit|Paste

Edit|Paste

Copies data from the *Windows* Clipboard to a pre-selected cell in a particular worksheet (page).

<Ctrl+V> is the keyboard equivalent.



File|Close

This option closes the active file, i.e. the current file on screen. If you have made changes, the application asks if you want to save the file before closing.

Please note: if you do not save before closing, any changes you've made will be lost. Processing the payroll automatically saves the PAYCAL file and all Employee Data Files that have been processed.

File|Exit

This closes all open files and exits the program. If a file has unsaved changes, a 'nag' dialog box asks if you want to save the changes.

File Menu

The **File** menu has choices for opening, saving and closing Excel workbooks (data files); also options for manual printing including Page and Print Area Setup, printer choice and an option to **Exit** from the program.

See Also

File|Open

File|Save

File|Save As

File|Close

File|Page Set Up

File|Print

File|Printer Set Up

File|Print Area

File|Exit



Getting Started

1 Introduction

The Payroll software comprises a Period Computation File PAYCAL.XLS, and for each employee, an Employee Data File EE101.XLS, EE102.XLS, etc. for default Employee Codes 101, 102, respectively. These data files maintain cumulative totals for the year of Gross Pay, Pay, Tax, employee/er NICs, etc. and are the Form P11 equivalent. No Employee Data Files (EE files) come with the application, so you should create your EE files using the master template file, EE0.XLS, with the **File|Save As** menu option. See the Reference Manual for full instructions.

The computation file may be operated on a 1, 2, or 4_Weekly basis; also Monthly, 3-monthly and 6-monthly. The **Payroll Menu** has a submenu choice, **Set Up** where the Payroll Type may be selected. Each type of payroll requires a separate installation of the program, i.e. a separate folder or working directory for its data files. It is not possible to mix, say, monthly and weekly paid personnel in the same payroll.

No tables, neither for Income Tax nor National Insurance, are required and the uncut pay-slips are automatically produced for each Pay Period as well as Period Reports for the company or employer.

2 Alternative Tax Computation Bases

A facility has been provided which gives the user the possibility of having each employee's tax computed either on a cumulative basis throughout the year or on a 'Week 1/Month 1' Basis. The default setting is *Cumulative* but the setting in the EE files may be changed at any time. The setting is made by making the following coded entry on Page 2, Cell **R5**, of each employee's EE file.

C ... for Cumulative Basis
P ... for 'Week1/Month 1' Basis

Enter the numeric value of the code number in Cell **R4** with no prefix or suffix. The only time the 'Week 1/Month 1' type of operation is required is when an employee joins the firm with no P45 Form or code number, or when the tax office stipulates a 'Week 1/Month 1' Tax Code. Additional, special case, Tax Bases are also provided:

NT ... for No Tax deductions
BR ... for Basic Rate tax on all PAY - Wk1/Mth1
BRC ... for Basic Rate tax on all PAY - CUMULATIVE
DO ... for High Rate tax on all PAY - Wk1/Mth1
M ... for Manual entry of tax required

All these Tax Bases may have zero numeric code number entered in Cell R4.

3 Normal Procedures

3.1 Start of tax Year Period 1

The following procedures for setting up your payroll should first be carried out; for example:-

- (a) Payroll Type: Weekly, Monthly, 2 or 4-weekly, etc.
- (b) Modify Employee Code Numbers (default 101...160).
- (c) Enter the Company/employer Name
- (d) Set Tax Relief Option for Pension Contributions.
- (e) SMP Recovery option - Small Employers' Relief.
- (f) View or modify the Tax Tables.
- (g) Create the Employee Data Files.

The PAYROLL MENU item on the main menu bar gives access to a drop down Set Up Menus with options for these various settings. The Tax and NI Tables are preset with the rates and bands for the current PAYE year. Only the Tax Table may be accessed by the user for example, Budget changes in rates and bands.

The personal information for each employee should be entered on each EE file. A check should be made that each EE file has no 'previous year' pay, tax or National Insurance contributions on it and the data in these columns should be erased where necessary. The Numeric Tax Code and NI Table Category: A,B,C etc. are VITAL to the operation of the system. Also, the Tax Basis letter (code) as explained in (2) above.

3.2 Mid Year Start of PCC Payroll

We would suggest that it is preferable to run the payroll from Period 1 to build the data in the employee files automatically and act as a good training aid.

However, it is possible to set up the payroll in mid year; the procedure is the same as described in 3.1 except that the Brought Forward Totals to date for all data items should first be entered in each employee's EE file on the line corresponding with the Period Number preceding that in which the *Excel Payroll* is to start operating. Both the PERIOD and the cumulative or CUM columns (where applicable) for each item of data should contain the brought forward amounts (YTD totals) for that item. This includes the NI data columns (1a - 1g).

A similar procedure is also required for an individual employee who starts with the firm at some date during the tax year; P45 entries should be made in the CUM PAY and CUM TAX columns (if P45 available at start).

3.3 Current Pay Period Operation

- (a) Select 'Input Data|Employees' from the Payroll Menu for the Employees' Data Table where the elements to produce Gross Pay and other information, such as after tax adjustments, for the Current Pay Period are entered in unprotected cells. Some columns are protected - containing formulae and others such as NAME will not require changing each Pay Period.
- (b) The Freeze Panes (Titles) feature is ON in this option.

- (c) When finished, press <Ctrl+M> for the Opening Screen and to rebuild the Menu Bar should you have been using Excel Spreadsheet Mode.
- (d) From the Payroll Menu, select 'Input Data|Period' to make entries for (Company/employer Name), Current Pay Period Number and Date to be entered on pay-slips.
- (e) When the entries have been made for the Period, select 'Payroll|Process period' to update all the Employee Data Files, e.g. EE FILES 101 to 160, and process the correct tax and NI entries for each employee on the pay-slips.
- (f) Print out sheets for pay-slips, the Period Summary and optionally the Employee' Data Table (EDT), using the 'Payroll|Period Reports' menu option.
- (g) Although all the files are saved automatically during the processing procedure, always make at least one back-up copy of your hard disk data directory containing the .XLS files at the end of each pay period.
- (h) The pay-slips sheet should be sliced or cut to produce the individual pay-slips. The Summary and EDT reports are retained as the firm's record giving totals of tax and National Insurance due to the Inland Revenue.
- (i) The PAYCAL file should then be saved as PAYCALX where X is the Period Number. This back-up file retains a copy of all reports and pay-slips for the Period.

4 End of Year Tasks

- (a) Print out all EE employee files for the employees to provide a record of data for the P14/P60/P35 annual returns to the Inland Revenue (Tax and NI).
- (b) Use the P14 Generator file, P14.XLS, to produce draft P14/P35 forms from the Employees' Data Files. This information may then be copied from the drafts to the 3-part IR P14 forms.
- (c) Having made an extra back-up copy of the files, erase all figures from the employee EE files so that they are ready for the next year. This is only possible if there are no structural changes to the P11 and P14 for the next year. The alternative is to prepare new ones from the updated software. Please contact PC Challenge for details of updates.

File|Open

This **File|Open** option can be used to browse or edit an Employee Data File or [EE](#) file. A separate Window will be opened in addition to that for the **PAYCAL** computation file. You may wish to set Excel Mode, before you select the **File|Open** option, to give full spreadsheet mode and turn off the **Payroll** menu item.

Note the **Payroll** menu has no function when an Employee Data file is active. You may restore the **Payroll** menu item at any time by using the **<Ctrl+M>** combination key.

Before processing your payroll any *open* Employee Data Files **must** always be closed.

See also
Employee Data Files



File|Save

When you are processing your payroll all the employee data or **EE** files are saved automatically; at completion the computation file **PAYCAL.XLS** is also saved. You will normally only wish to save files manually whilst setting up the program or when amending data in the **EE** files.

Use the **File|Save As** command to save the active file's data to a new file name of your choice.

See also

File|Save As

File|Save As

Use the **File|Save As** command to save the active workbook to a different file than the one you loaded, i.e. to a file name of your choice. Also, you can save to a different file type: for example, If you select .WK4, the program saves your workbook data in a Lotus 1-2-3-compatible, .WK4, file.

This menu choice is used during the setting up procedures to create an Employee Data File for each employee having *first* opened the master template file, **EE0.XLS**.

See Also

File|Save

Function Keys

We list below some of the most useful function keys.

<F1>

Displays a Help topic.

<F2>

Switches between EDIT and READY mode. In EDIT mode, you can change data in a contents or text dialog box. This key may be used to edit the contents of a cell in the spreadsheet.

<F5>

Goto key - moves the cell pointer to a cell, named range, page.

<F6>

Moves the cellpointer between split windows in the active workbook.

<F9>

Recalculates all formulas.

<F10>

Activates the menu bar. <F10> is equivalent to pressing the <Alt> key.

<Alt+P>

Quick access to **Payroll** menu.

<Ctrl+K>

[Excel \(Spreadsheet\) Mode for PAYCAL.XLS file only.](#)

<Ctrl+M>

Restores, if necessary, the **Payroll** menu item to the menu bar when the payroll computation file, **PAYCAL.XLS**, is the active 'open' file and at the same time returns you to the Opening Screen (no Excel Mode).

<Ctrl+F6>

Switches *windows* in rotation, e.g. if you have more than one file or workbook open at the same time, to change the active file.

<Shift+Ctrl+K>

[Excel \(Spreadsheet\) Mode for P14.XLS file only.](#)

See Also

Navigation Keys

How Do I? ... Payroll Basics

Back-up my files

Browse or edit an Employee's Data or EE File

Make 'End of Year' returns

Prepare for a new employee

Prepare my payroll; use the Payroll Menu

Print a selected range of data

Process 'Weekly' Holiday Pay

Quit this program (Exit)

Save data in an EE file

Set up NICs for a Director

When an employee leaves

How do I ... Edit

Delete cells

Paste data from other applications

Copy data to other applications

Edit cell contents

How do I ... When an Employee Leaves

When an employee leaves you may alter the Tax Computation Basis on the appropriate **EE** file to **NT** (No Tax). This will ensure that no tax is refunded to the employee in future periods if the **EE** file is left in the working directory. All Gross Pay elements and other data input columns in the Employees' Data Table must have zero values.

Alternatively, you may delete the **EE** file for the employee who has left after having copied it to another directory, say, and made sure you have a second back-up copy of the employee's file on disk. This will not be a problem when future periods are processed since the program will 'jump over' the missing **EE** file and continue to the next **EE** file present in rising numerical order.

Please note that the automatic End of Year Procedures, using the P14.XLS utility file, require that all **EE** files, including those for employees who left your employment during the year, must be in the payroll working directory when you run the procedures. To help you complete the P45 form you may print out the employee's **EE** file using the printing option in the **Set Up Menu**.

How do I ... End of Year Procedures

Printing Out the Employees' Data Files

The **EE** files, complete with their data for the tax year, may be printed out so that you have a hard copy record for each employee. These will form the basis of records you should keep for the Inland Revenue. To do this you may use the **File|Print** menu options; the range to be printed is PAYDAT and the Page Setup options should be as specified in the On-line Help file.

You may now repeat this procedure for each **EE** file in your payroll. All the information required for the end of year P14 return for each employee is to be found on the EE file of each employee.

Generating Draft and Final P14/P60 and P35 Forms.

The Employees' Data Files, complete with their data for the tax year, should now have been printed out so that you have a hard copy record for each employee. To produce a draft P14/P60 from each employee's data file you must first open the **Payroll P14 Generator** file, P14.XLS. We suggest that you close all other files first. The **Payroll P14 Generator** file should be in the same subdirectory as your Employee Data Files.

The P14 file functions in a similar manner to the PAYCAL computation file but, instead of producing pay-slips, it produces a P14/P60 draft for each employee from the respective **Employee Data File**.

You should first select **P14 Generator|Setup** to enter your company's name and address, PAYE year, company PAYE reference number, first employee code number and NI contracted-out scheme number if applicable.

Then select **P14 Generator|Process**, **P14 Generator|View|P14 Draft Forms** and then **P14 Generator|Print|P14 Draft Forms** in turn to process, examine and finally print out all the P14/P60 Draft Forms. The file will be saved automatically at the end of the processing procedure. You may also select **P14 Generator|View|P35 Draft Form** and **P14 Generator|Print|P35 Draft Form** to view and print the Draft P35 Summary Form.

Finally, having confirmed that all the Draft P14 Forms are correct, you may print on the Inland Revenue 'portrait' P14 Forms (preferably with a Laser Printer) using the new menu option on the **P14 Generator|Print** menu, **IR P14 Forms**.

Note in order for the system to function correctly, check the Employee Data Files for any employee who has joined you during the year. Only the CUM PAY and the CUM TAX columns, columns **G** and **I** respectively, should have brought forward entries from a previous employer. GRPAY (Gross Pay) is always for earnings of the employee in your employment. Also column **Z** of the **EE** file must have the NI Table Letter used in the respective pay period. If you have made a mid-year start for *Payroll*, the brought forward totals for all the data items should have been entered in both the *Period* and *Cumulated* columns of the employee data file in the pay period immediately preceding the period in which *Payroll* is to start.

Please also note that for a **Director**, where the NIDIR cell has been set to 1 or greater, instead of zero, the Page 3 NI data columns (1a to 1c, 1f and 1g) on the EE file will report the 'highest' amounts of NI Earnings and Rebates instead of the total of the column. This is because the Directors method of computation uses a YTD basis with annual LEL and UEL. The P14 Generator has an alternative computation procedure, in the case where NIDIR is set to 1, so that the greatest NI Earnings and Rebate amounts are extracted from the respective columns of the EE file.

How do I ... Prepare for a New Employee

The following procedure is required for an employee who joins the firm at some time during the tax year. You will of course have to prepare a new **EE** Employee Data File for this employee, see section **Creating the Employees' Data Files** in the Reference Manual.

Normally the brought forward Total Pay and Total Tax Paid are found on the P45 form that new employees should bring with them when they join. The employee's tax code will also be on the P45 form. Note that the brought forward amounts must be entered in the respective cumulated columns, TOTAL PAY and TOTAL TAX of the Employee Data File (columns G and I) on the line with the pay period number preceding the one in which the employee is to start.

If the new employee starts without producing a P45 form and provided a P46 form (Statements A or A and B) is ticked and signed by the employee then the Emergency Code will apply which is operated on a cumulative basis (Tax Basis C). Otherwise, if Statement B only is ticked, use Emergency Code on a Week 1/Month 1 basis, (Tax Basis P). Should Statement C or B and C only be ticked, use Tax Basis BR with a zero in cell R4 (the numeric code).

Should a P45 form only be made available *some time after the employee has started work*, the brought forward P45 amounts can still be entered in the respective CUM PAY and CUM TAX columns of the Employee Data File (columns G and I) on the line with the pay period number preceding the one in which the employee started. All the amounts in the CUM PAY and CUM TAX columns must then be amended to reflect the P45 amounts brought in 'at the top'; this must be done all the way down the two columns until you are up to date. The vital point is that the totals for the period **immediately preceeding** the current pay period must reflect the amounts stated on the P45 form.

As you should use the **Payroll P14 Generator** to prepare the end of year returns, it is essential to use a new employee number for each new employee rather than re-utilise that of a former employee. This assumes you have not reached the 60 employee limit for one *Payroll* installation. For full details of the steps you must follow when a new employee joins please refer to the IR publication Employer's Guide to PAYE.

How do I ... Trouble-shoot

1. Monthly Paid New Employee in Month 1 with a Previous Employer

A monthly paid employee joins you during April having worked for two weeks of Month 1 for his previous employer; he/she brings with him/her a P45 with PAY and TAX amounts for the two weeks he/she worked. You have no Period 0 line on the Employee Data File into which you can enter these P45 figures. What to do?

We suggest that you first enter the P45 amounts in the **CUM PAY** and **CUM TAX** columns on the Period 1 line. No further entries can be made for Month 1 so *add* whatever earnings are due to the employee for the remainder of Month 1 to his/her earnings for Month 2 and process the total as Month 2 earnings in due course. In the meantime the employee can have a cash advance for Month 1 should it be requested. This will be deducted from the Month 2 Net Payment when it is made.

2. You have ERR showing for tax on one of the pay-slips

Check that the numeric value of the employee's code number in the cell **R4** on the employee's **EE** file has been entered as a number or value and not a label. Also check all the amounts in the Gross Pay column of the Employees' Data Table to see if any cell is returning 'ERR'.

3. No processing is taking place when you select Payroll|Process Period

Did you change the Default or 'look in' folder (directory) when you first loaded the *Excel Payroll*? To check the 'look in' folder, select **File|Open** to view the path (folder or directory) for the Employee Data Files and to check that the **EE** files are appropriate for this particular payroll and PAYCAL file.

How do I ... Weekly Holiday Pay

There may be a problem in attempting to pay holiday pay in advance or arrears of an employee actually taking holiday. For example, if on the last day before his holiday you pay an employee his ordinary weekly pay plus two weeks' holiday pay, the program will calculate the NI contributions on a one-week basis. This is incorrect resulting in a possible saving of NI for the employee where the earnings exceed the Upper Earnings Limit. On a manual system you should work out the NI contributions on a three-week basis.

The solution is to process each week as it comes including the holiday weeks. You may give a cash advance to the employee to represent the net pay for the two weeks' holiday. On the first pay day after the employee returns from holiday he or she would receive three pay-slips with a manual cash reconciliation showing the total due less the cash advance prior to the holiday.



Excel Payroll Help

To choose a Help topic from the Excel Payroll Help:

- Select **Excel Payroll Help** from the **Payroll** menu and then select an item from the 'Contents', e.g. **Welcome**. You may then:
- Click-on with the *mouse* to the underlined topic you want to view.
- Or use the cursor keys to select the topic and then press **<Enter>**.

The Excel Payroll Help choices are:

Contents

The main sections of the Help File. Jump Key Words as headings allow fast transfer to the section required.

Jumps are usually identified by a green colour and an underline. To choose a jump:

Point to the text, and click with the mouse button.

Or press **<Tab>** to select the jump, and then press **<Enter>**.

You can press **<Shift+Tab>** to move backward and select a jump.

If the jump you choose is linked to another topic, that topic appears in the Help window. Sometimes a jump is linked to information that appears in a pop-up window or a secondary window.

To display all jumps in a topic: Press **<Ctrl+Tab>**.

Index and Find

The facilities to search the help topics for any word or phrase.

Each help page has a **Contents** and **Index (Find)** button in the top panel to give quick access to these facilities.

How Do I ...?

Here's a list of the most common tasks when using *PCC Payroll*. For instance, you might ask, *How do I use the Payroll Menu?*

Select Individual topics from the following categories:

How do I ... Payroll Basics - Basic payroll tasks and procedures including the Payroll Menu.

How do I ... Edit - Edit cells.

How do I ... Use Excel Payroll Help - Guide to Excel Help

How do I ... Trouble-shoot - Common problems

Special Keys

Select your choice:

Navigation Keys Index of combination and cursor keys to help you move around a workbook.

Function Keys Index of Function keys.

Quick Keys (Edit menu) Alternative Quick Keys for the Edit menu commands. **Edit Mode Keys** Index of keys to use when editing the contents of a cell or when in an 'edit box'.

Navigation Keys

These cursor and combination keys move the cursor or cellpointer.

<Home>

Moves the cellpointer to the employee 'Name' column when working in the Employees' Data Table.

<Ctrl+F6>

Switches *windows* in rotation, e.g. if you have more than one file or workbook open at the same time, to change the active file.

<Alt+PgUp>

Moves the cell pointer left the number of columns currently visible in the window.

<Alt+PgDn>

Moves the cell pointer right the number of columns currently visible in the window.

<End+Home>

Moves the cell pointer to the lower right corner of the current worksheet's active area.

<End+Right> <End+Left>

Moves the cell pointer right or left to a cell containing data and next to a blank cell.

<End+Up> <End+Down>

Moves the cell pointer up or down to a cell containing data and next to a blank cell.

<Ctrl+Home>

Moves the cell pointer to cell A1 on the active page. If **Window|Titles** are set it moves the cell pointer to the top-most, left-most cell on the worksheet.

<PgUp> <PgDn>

Moves the cell pointer up or down the number of rows currently visible in the window.

<Right> <Left>

Moves the cell pointer right or left one column.

<Up> <Down>

Moves the cell pointer up or down one row.

<Ctrl+PgDn>

Moves the cell pointer to the previous worksheet.

<Ctrl+PgUp>

Moves the cell pointer to the next worksheet.

See Also

Function Keys

Page Set Up - Footers

Not normally required in the payroll application. The footer text prints at the bottom of each page. It prints above the bottom margin.

To add a footer to your page, choose **File|Page Setup|Margins|Header/Footer** and type in the text you want for your footer in one or more of the three edit boxes.

In addition to text, you can add the date or time of printing, the page number, the file name, or data from a cell in your workbook.

Page Set Up - Headers

Not normally required in the payroll application. The header text prints at the top of each page. It prints below the top margin.

To add a header to your page, choose **File|Page Setup|Header/Footer** and type in the text you want for your header in one or more of the three edit boxes.

In addition to text, you can add the date or time of printing, the page number, the file name, or data from a cell in your workbook.

Page Set Up - Margins

Choose **File|Page Set Up|Margins** to set the top, bottom, left, and right print margins. You can also set the height of the header and footer margins. You specify margins in decimal cm. The margins in the PAYCAL file are preset for each worksheet.

Top Sets the space between the top of each page and the header. The Excel default is 1.3 cm.

Header Sets the space between the top margin and the first row of data. The Excel default is 1.3 cm.

Left Sets the space between the left edge of each page and the first column of data. The Excel default is 1.3 cm.

Right Sets the space between the right edge of each page and the last column of data. The Excel default is 1.3cm.

Footer Sets the space between the bottom margin and the last row of data. The Excel default is 1.3 cm.

Bottom Sets the space between the bottom of each page and the footer. The Excel default is 1.3 cm.

All the *Payroll* menu options for printing use the (Print) Page Setup settings for each worksheet. You may amend these but it should not be necessary.

See also

EE File Page Setup

Employee Data File Page Setup

To print on 3 pages, Portrait

Margins (cm)

Top	1.3
Left	3.1
Right	2.8
Bottom	1.3
Header	0
Footer	0

Print Area PAYDAT

Portrait

To print on 1 page, Landscape

Margins (cm)

Top	1.3
Left	1.3
Right	0
Bottom	0
Header	0
Footer	0

Print Area PAYDAT

Landscape

See also

Page Setup Set up the layout for a printed page.

Page Set Up - Orientation

Selecting **File|Page Set Up|Page** lets you set the orientation of your printed page to either *portrait* (upright) or *landscape* (sideways). Landscape printing fits more columns on a single page and may be used to print an Employee Data File.

Page Set Up

Set up the layout for a printed page including:

Header Text to print at the top of each page.

Footer Text to print at the bottom of each page.

Page Titles Sets columns of workbook data to print at the left of each page and print range, and the rows of worksheet data to print at the top of every page and above every print range.

Margins Sets margins for the page.

Page Set fit to page options, with or without the workbook grid lines, portrait/landscape etc.

Orientation Print in portrait or landscape mode, if landscape mode is available for your printer.

Fit to Adjust the print range so that it fits on one or more pages.

EE File Page Setup Settings for the Page Set Up settings when printing Employee Data Files .

Page Setup - Sheet

Choose **File|Page Set Up|Sheet** to set the following settings.

Print area The area or range of a worksheet to print

Gridlines This sets whether to print gridlines.

Print Titles This sets whether to print column and row borders.

Page Order Down then over : Over then down.

EE File Page Setup

Page Set Up - Fit to

Choose **File|Page Set Up|Page|Fit to** to fit your print range and the headers and footers so they fit on the required number of pages - Pages Wide by Pages Tall. Margins don't change.

EE File Page Setup

Page Set Up - Print Titles

The option **Page Set Up|Page|Print Titles** is a little like setting **Window|Titles** in your workbook. It sets columns of workbook data to print at the left of each page, and the rows of worksheet data to print at the top of each page.

You can set any number of contiguous columns or rows to use as print titles whatever will fit on the page and leave room for the other data you want to print.

To include print titles, choose **File|Page|Page|Print Titles**. Then enter the cell range for vertical titles in the Column edit box and the range for horizontal titles in the Row edit box.

Backing-up Files

When you have completed the processing and printing tasks for any particular pay period it is important that you make back-up copies of all the .XLS files and especially the Employee Data Files (EE files). Only the Employee Data Files are required to recreate a payroll together with the payroll master disks to reinstall the program.

Suggested back-up procedures are:

If you have less than 15 employees use a file manager program to copy the EE files to a high density floppy disk. For *Windows '9x* users, you have the Windows Explorer program (3.x File Manager equivalent).

If you have more than 15 employees use the Microsoft Backup program to copy and compress the EE files to a floppy disk or your back-up medium.

Save, using the **File|Save As** menu option, the PAYCAL.XLS computation file to your payroll working directory with the file name PAYCALx.XLS where 'x' is the pay period number, e.g. PAYCAL1.XLS for Period 1. This is equivalent to 'taking a photo' of all the reports and pay-slips and will allow you to print out the reports for any previous pay period. Also, should the PAYCAL.XLS file ever become corrupted, you may bring back one of these copies to become the active computation file by renaming it back to PAYCAL.XLS (having first renamed the corrupt PAYCAL.XLS file to PAYCALx.XLS).

All other program files can be replaced when necessary from the master program disks by reinstalling the program.

Bank Giro Payment Form

The **Payroll|Bank Giro Payment Form** choice gives options to **View Giro** or **Print Giro**.

The Bank Giro Payment Form has two columns with Employee Names and Net Payments for the period, which use formulas to reference the required data, leading to the remaining four columns for the employees' bank account details.

If you should wish to edit the column headers, press **<Ctrl+K>** to obtain Excel (Spreadsheet) Mode which will automatically turn off the Titles feature.

Once the bank details are entered on the form they will be saved the first time the payroll is processed. In future it will only be necessary to edit the data for new employees or changes in bank accounts.

Employee Codes

The **Payroll|Set Up|Employee Codes** option allows the range of employee code numbers to be changed. The default employee codes are 101 to 160. It is possible to redefine the codes by entering the first employee code number required. Any range of numbers may be used but they must be consecutive, e.g. 100001 to 100060.

Employees' Data Files

Employees' Data Files are workbooks with a single page or worksheet.

The **Payroll|Setup|Employees' Data Files** option offers two further choices:

To create an EE file

You may create a new **EE** file from the template file **EE0.XLS**. Open this file from the **File|Open** menu option and then immediately save it with a new name, e.g. EE101.XLS, using the **File|Save As** menu option. Valid file names must start with 'EE' followed by the Employee Code.

To move through the three 'pages' of the Employee Data File use the combination keys: **<Alt+PdDn>** and **<Alt+PgUp>**.

Please note the equivalent columns of the Inland Revenue *Deductions Working Sheet*, P11, which are headed 1a to 1h, are only required to prepare the employees' end-of-year returns. The information may be extracted by the P14 Generator utility file, P14.XLS, which will total as necessary and print the draft P14 forms.

Print out an EE file

Print the Area or Range PAYDAT with the Page Setup choice for either one Landscape page or three Portrait pages (see link below). You should first select your printer and check the paper choice options etc.

See also

Mid-year Start of Payroll

EE File Page Setup

Input Data

The **Payroll|Input Data** choice leads to two further options:

Employees

This option takes you to the Employees' Data Table and allows you to enter the Gross Pay elements, Benefits, AVC pension, SSP, SMP and after tax adjustments for your employees. This is done for each pay period prior to the Process Payroll menu option.

The make-up of the employees' Gross Pay is calculated from any combination of the make-up elements, in their respective columns, using the following formula in the Gross Pay column:

$$\text{BASIC} + \text{ADJUST1} + \text{ADJUST2} + \text{BENEFITS} \\ + (\text{HOURS 1} * \text{RATE 1}) + (\text{HOURS 2} * \text{RATE 2}) + (\text{HOURS 3} * \text{RATE 3})$$

Any amount in the Benefits column is included in Gross Pay, to account for National Insurance, but it is not included in the PAY for the period (which is subject to PAYE).

The next section of the Employees' Data Table offers the manual entry of an AVC amount (additional voluntary pension contribution) and two columns for SSP and SMP paid in the period. SSP and SMP are the amounts *included* in the Gross Pay.

Finally, there are now four columns for the *manual* entry of after tax adjustments, negative for deductions, positive for additional amounts.

New (2000/2001): two additional columns provided for after tax adjustments:

Working Families/Disabled Persons Tax Credit (WFTC/DPTC) Student Loan Recovery (SLR)

From 6 April 2000 tax credits due to employees may be entered as an after tax adjustment (positive) to be added to Net Pay. Also, any amount of SLR may be entered as a negative after tax adjustment and hence deducted from Net Pay. The Employee's Data File now includes two columns for recording WFTC/DPTC payments and SLR deductions throughout the PAYE year. Also the Period Summary now has the necessary adjustments to the Inland Revenue Account for the recovery of WFTC/DPTC payments and the payment to the IR of SLR amounts received.

Pension Note: the default for all pension contributions is that they are tax deductible and not included in the PAY for tax purposes. This may be changed, for all employees, to 'no tax relief' by an option in the **Payroll|Set Up|Settings Menu**.

Period

This option takes you to the Period Data screen where there are three cells which you may edit:

Pay Period Number
Date
Company Name

The (Period) Date and Period Number must be set prior to the processing of each Pay Period. The Date is entered on all the pay-slips and Period Reports. The Company Name (Employer's Name) is set up as part of the initialisation and setting up procedures for the payroll.

Procedure for entering the (Period) Date

The date for the Pay Period that is entered on this screen will appear on each pay-slip. It is appropriate to enter the date as a *label* or text string since the Period Date has no functional purpose and hence a numeric date is not required.

"K" Codes

K Codes came into operation from 6 April 1993. They represent the "additional pay" to be added to arrive at the PAY for the appropriate K code (K prefix). *Payroll* can cope with this by making the numeric part of the K Code **negative** when making an entry in the employee's data file. This is cell R4 on Page 2 of the Employee Data File.

However, there is also the Overriding Regulatory Limit, or Maxrate, which is set for 2000/2001 at 50%. This is the maximum percentage of PAY in a pay period that an employee can pay as tax irrespective of what tax the K code produces. The Maxrate setting is to be found in a cell on the right of the Tax Table screen. Note that at the bottom of the pay-slip under the heading TAX EXS, should the Regulatory Limit be actioned, you will find the excess tax not deducted owing to the action of the Regulatory Limit. This is the difference between the tax deducted compared to the sum as calculated by the Tax Tables.

Should a TAX EXS amount appear on a particular employee's pay-slip, we suggest you add a Note to the respective Tax cell in the EE file in the appropriate pay period line (select the tax cell and then right-click your 'mouse' to display a Note-addition dialog box). This sum is an indication of a tax liability to be recovered in future pay periods or at the end of the year.

See Also
Cell Notes

Payroll Menu

The **Payroll** choice provides a *choose-one* set of menus and options for setting up and operating your payroll. Help pages for the various menu items are listed under **See also**.

See Also

[Input Data](#)

[Process Period](#)

[Pay-slips](#)

[Period Reports](#)

[Bank Giro Payment Form](#)

[Pension & Min. Payments Table](#)

[Set up](#)

[Excel Mode](#)

[Excel Payroll Help](#)

Mid-year Start of Payroll

The Reference Manual tutorial assumes that you are starting to use *Payroll* at the start of the PAYE year, i.e. Period 1.

If possible, we would strongly advise you to run the payroll from the start of the PAYE year (6 April) to build the employee records automatically and to act as a training aid since you may have manual payroll records with which to compare.

If this is not the case, then the GRPAY, PENSION, PAY, TAX, NI EE, NI ER, SSP, SMP, NI Earnings (1a to 1c), NICs Payable (1d and 1e) and Rebates (1f and 1g) "brought forward total amounts", from your manual or other system, should be entered in each employee's **EE** file. This is done in the respective Period and Cumulated columns against the period number preceding the one in which *Payroll* is to start. This is equivalent to entering one aggregated pay period for the year to date figures. Finally you should add the appropriate NI Table letter on the same line in column **Z** (page 3).

If a particular employee has not been with you since the start of the PAYE year you will require an additional line two above the one in which Payroll is to start. In this you will enter only two amounts, the Total Pay and Total Tax deducted by the previous employer, as stated on the P45 Form that the employee should have given you when he or she joined. These amounts are entered into the CUM PAY and CUM TAX columns, **G** and **I** respectively.

The next line, preceding the period line in which *Payroll* is to start, will contain data as explained in the first paragraph but the GRPAY, PAY and TAX columns must only have aggregate amounts relating to *your employment*. You will have to calculate manually the CUM PAY and CUM TAX amounts to enter on this line taking into account the P45 PAY and TAX totals from the line above.

This amended procedure will ensure that the routines for producing draft year-end returns, using the P14/P60 Generator, the file P14.XLS provided in the *Payroll* package, will give the correct year-end totals for a mid-year start of the system.

If you are using a weekly payroll and entering brought forward data below the 20th line of the **EE** data file you may find it useful to use the Titles feature to keep the column headers fixed at the top of the screen. Before doing so place the cursor anywhere on line 8 of the **EE** file, i.e. the first line of data or Period 1. The command required to set Horizontal and Vertical Titles (Panes) is select: **Window|Freeze Panes** with the cellpointer in, say, B8 cell.

You should remove the Titles feature, before saving and closing the file, with the following command: **Window|Unfreeze Panes**.

See also
Employee Data Files

Multiple Payroll Operation

Multiple Installation of *PCC Payroll* Program

If you are an existing user with a previous year's *Excel Payroll* program, or you intend to run more than one payroll, this the following procedure is to be preferred.

During the installation procedure for each payroll you are asked to choose a directory (folder) name for the program and data files; for example, C:001WEEK or C:001MTH.

Before the installation procedure starts copying the files, you will be asked the name of the Program Group or folder that you wish to contain the *Payroll* icon or shortcut. This will create the Start Menu item that you will use to launch the program. The default name is *PCC*; you should *not* accept this name but select one of your choice to create a new Program Group (folder). For simplicity use the same name as you choose for the program folder. Each *Payroll* icon or shortcut must be on a separate Program Group or folder since the default name of the icon is always the same, *Payroll*. This can always be modified later; for example, in *Windows '9x*, you may edit the name of each payroll shortcut and then combine them onto the same Start menu folder.

Each payroll subdirectory must contain:

- a copy of the computation file, **PAYCAL.XLS**;
- the Employee Data File master template, **EE0.XLS**;
- the P14 Generator, **P14.XLS**.
- the PAYE due file, **PAYEDUE.XLS**.

As an alternative, you may use *Windows Explorer* to copy these four files from the first directory to as many subdirectories (folders) as you require. You will then need to create a 'Shortcut' to the respective PAYCAL.XLS file in each directory which you may then place on the Start Menu or Desktop.

Directors' NICs

It may be necessary for directors to have their NI contributions calculated on a cumulated basis with an **Annual Earnings Period**, or a **Pro-rata Earnings Period**, as per Inland Revenue Employer's Quick Guide card, CWG1 (13).

The cell labelled **NI DIR** on the first page of the employees' EE file, **I4**, has an essential setting whose default is set to zero:

- 0** = Normal Earnings Period, weekly, monthly, etc.
- 1** = Annual Earnings Period for Directors
- 2-12** = Pro-rata Earnings Period monthly for Directors
- 2-52** = Pro-rata Earnings Period weekly for Directors

For the Pro-rata basis, the number to be entered is the month or week the Director was first appointed or started.

You may, with the Contributions Agency's consent, use the normal weekly or monthly earnings period option for directors, providing they are Managing Directors paid at regular weekly or monthly intervals.

Also, you should use the Annual Earnings Period option when the director ceases to be a director during the course of the tax year.

NI Table Category

There are ten Tables from which the program will select the Table required according to the NI Category (letter code):

- A Normal NI category for most employees - not contracted - out
- B Married women reduced rate
- C Employer's contributions only deducted
- D Rates for normal contracted-out employees with COSRS
- E Rates for contracted-out, Reduced Rate married women with COSRS
- R Rates for contracted-out, employer only pays - COSRS
- F Rates for normal contracted-out employees with COMPS
- G Rates for contracted-out, Reduced Rate married women with COMPS
- S Rates for contracted-out, employer only pays - COMPS
- X No NICs deducted for employee or employer

The NI Table Category or letter code is entered on the Employee's Data File in the cell **I5** on the first 'page'. The default is Table **A**.

P14 Generator

The file P14 Generator file, P14.XLS, will produce end of year returns, that is, draft P14/P60 forms from the data in the Employee Data Files.

It will also generate a draft Form P35 which is the summary for each employee of Income Tax, NI Contributions, WFTC/DPTC, SLR, etc. for the PAYE year.

See also

End of Year Procedures

Pension and Minimum Payments Table

The **Payroll|Pension & Min. Payments Table** option enables you to **View Pension Table** or **Print Pension Table**.

This Pension and Minimum Payments Table gives the Pension Contributions for each contracted-out employee, split between the Regular and AVC employee's contributions. There is also a column for the optional manual entry of the Employer Pension Contribution. This information may be required by the Pension Provider or the Contributions Agency and also includes columns for the Employee and Employer Minimum Payments plus the Total Minimum Payment.

Pension Tax Relief

The **Payroll|Set Up|Pension Tax Relief** menu option allows the computation file, **PAYCAL.XLS** to be set for tax relief on pension contributions, Y/N (Yes/No). The default is 'Yes', tax relief given on pension contributions.

Process Period

The **Payroll|Process Period** choice gives the options to process **One** employee or **All** employees for the current pay period. In this context **All** implies the total number of employees specified in the procedure - up to the maximum of 60.

The procedure will check, before starting the processing, that you have updated the Period Number on the Period Data Screen and, should you not have done so, quit the procedure to allow you to amend the Period Number.

Setup

The **Payroll|Set Up** menu choice gives access to the following set up and preliminary procedures which will need to be undertaken before your payroll is ready for use:

Payroll Type Weekly, 2-weekly, 4-weekly or Monthly.

Employee Codes Modify range of employee codes.

SMP Recovery Set SMP recovery option.

Pension Tax Relief Set tax relief option for employee's pension contributions.

Notes on Software Defaults

The default Payroll Type is **Weekly**

The default Employee Codes are **101** to **160**.

The default SMP Recovery setting is *No Small Employers' Relief*.

The default setting for tax relief on pension contributions is 'Yes'.

Pay-slips

This choice gives the options to **View Pay-slips** or **Print Pay-slips** for the employees specified during the **Process Period** procedure.

The pay-slips, which you view on screen after processing, are printed to a separate page or worksheet in TWO 'screen columns' of 30 pay-slips; each requires 21 lines, one under the other. You may move up and down with the <**Pg Dn**> or <**Pg Up**> keys.

See also

File|Print

SMP Recovery

The **Payroll|Set Up|SMP** Recovery menu option allows the computation file, **PAYCAL.XLS** to be set for Small Employers' Relief - if the company or employer is eligible for the higher recovery rate of 100% with NIC Compensation. The default is 'No', i.e. 92% recovery with no NIC Compensation.

Period Reports

The **Payroll|Period Reports** choice leads to six options:

- View Employees' Data Table**
- Print Employees' Data Table**
- View Period Summary**
- Print Period Summary**
- View Dept Analysis**
- Print Dept Analysis**

The Employees' Data Table gives the Gross Pay elements, pension deductions, adjustments after tax, amounts of SSP or SMP paid and the Employer's NICs . **It is only up-to-date when a pay period has been processed.**

The Period Summary, which is situated immediately below the Employees' Data Table, gives the total amounts for all employees of tax and NI deducted for the pay period so that the correct payments can be made to the Inland Revenue. It will also show total amounts for SSP and SMP paid with adjustments for the amounts that can be recovered from the Inland Revenue account.

As an alternative, and only when you are in Spreadsheet Mode, you can access the Period Summary from the left-hand side of the Employees' Data Table. Press **<F7>** and then use the **<PgDn>** key.

When the reports are printed the Employees' Data Table requires two pages and the Period Summary one page.

The options to view or print **Dept Analysis** will only be valid if a numeric departmental code has been allocated to each employee. These should be entered in the column in the Employees' Data Table immediately to the right of the Employee Codes, column AB. This column is normally *hidden* but can be accessed by pressing **<Ctrl+K>** for Excel Mode. It is possible to print out a separate Employees' Data Table for each *department* for each Period.

Taxation Basis

The applicable Taxation Basis (a code of one, two or three letters) must be entered on each **EE** file in the cell **R5** according to the type of IR Tax Code allocated to the employee.

- C to have tax calculated on a normal Cumulative basis.
- P to have tax calculated on a Week 1 or Month 1 basis.

Other less common Tax Bases are also included:

- DO to have tax calculated at the highest rate on all PAY (DO code);
- BR to have tax calculated at the Basic Rate, 22% for 2000/2001, on all PAY for the period (BR code);
- BRC to have tax calculated at the Basic Rate, 22% for 2000/2001, on cumulative PAY (cumulative BR code);
- NT to have no tax calculated, e.g. for students (NT code);
- M program stops to enter tax manually.

The above five Tax Bases should have a zero *numeric* Tax Code in cell **R4** of the **EE** file.

Tax is always computed on the PAY, i.e. Gross Pay less Benefits less Pension Contributions (if subject to tax relief). On the other hand NI is computed on the Total Gross Pay. Any **Benefits** amount, that is included in the Gross Pay, is charged with National Insurance but is not included in the PAY figure for tax purposes. It is also assumed that the actual benefit has either been paid directly by the firm or has been paid to the employee by some other means, e.g. petty cash.

The Cumulative Basis requires the numeric value of the IR code number to work out how much tax the employee has to pay on a particular pay day taking into account tax paid since the start of the PAYE year.

The Period Basis requires the numeric value of the IR code number to work out how much tax the employee has to pay on a particular pay day ignoring tax paid since the start of the PAYE year.

The numeric part of the tax code is entered on the **EE** file in cell **R4**, for example, for the tax code **438L** you should enter the number 438.

See also
NI Table Category

Payroll Type

When you receive *PCC Excel Payroll* it is set to **Weekly**. The **Payroll|Set Up|Payroll Type** submenu offers the additional choices: **2-weekly, 4-weekly, Monthly, 3-monthly and 6-monthly**. If you make a change to the Payroll Type you should save the PAYCAL file; notice the "flag" cell on the Opening screen reflects your active choice.

It is not possible to mix employees paid at different pay period intervals in the same payroll installation; you must operate different payrolls for this purpose, each one having a separate subdirectory on your hard-disk drive for a set of .XLS files.

See Also

Multiple Payroll Operation

Printer Set Up

When you select **File|Print** a dialog box is displayed where you are offered the default printer installed in *Windows* and the option to change the printer and the printer settings.

File|Print

Use this menu choice to define and print out a range from the active workbook or worksheet. For example, you might wish to print out one payslip. The procedure is as follows:

1. Select the range of cells to include the selected pay-slip.
2. Select **File|Print Area|Set Print Area**.
3. Select **File|Print**.
4. Click the 'OK' button to start printing.

Instead of preselecting the Print Area (range) as in (1.) above you may print individual pages of pay-slips by typing the range name **PAGE1** for page 1, **PAGE2** for page 2, etc. into the Print Area edit box; clicking the Print button will start the printing of the required page.

Security Features

This program has the following protection features for your data:

Worksheets

All worksheets are protected and with the exception of **NI Tables**, which requires a password, they may be unprotected by the user.

Formulae

All formulae are protected and inaccessible to the user unless the worksheet is unprotected..

VBA Projects

The Visual Basic projects, containing the Macro procedures in both the PAYCAL.XLS and P14.XLS files, are protected with a password.

Quick Keys (Edit Menu)

These are alternatives to using the Edit pulldown menu:

<Ctrl+C>

Copies selected data and related formatting from the workbook to the Clipboard - same as **Edit|Copy**.

<Delete>

Deletes the cell contents of selected cells without using the Clipboard. **It will delete the contents of the cell at the cursor position.** <Delete> is equivalent to **Edit|Clear**.

<Ctrl+V>

Copies selected data and related formatting from the Clipboard to the worksheet - equivalent to **Edit|Paste**.

Cells - Pages - Workbook

A spreadsheet or worksheet consists of cells containing text, values or formulas. The address of a cell is defined as the intersection of its column (A, B, C ...) and row (1,2,3 ...).

A set of worksheets or pages is known as a workbook, that is the *file*. The *Payroll* computation file, PAYCAL.XLS, is a workbook consisting of seven worksheets (pages or spreadsheets), namely, **Data**, **EDT**, **Summary**, **Tax Table**, **NI Tables**, **Payslips** and **Screens**.

Spreadsheet - Page

A spreadsheet or worksheet is a grid of cells containing data (text or values) and formulas. The formulas define mathematical relationships between the cells. The payroll computation file has seven worksheets (spreadsheets or *pages*) making up the workbook for this file. You may access these from the Tabs: [Data](#), [EDT](#), [Summary](#), [Tax Table](#), [NI Tables](#), [Payslips](#) and [Screens](#).

Excel (Spreadsheet) Mode

This is where the spreadsheet frame is switched on with the cursor and gridlines displayed. All Titles are cancelled so that you may browse the seven worksheets or pages freely. In addition to the **Excel Mode** item on the **Payroll choose-one** menu, the key **<Ctrl+K>** will switch on Excel Mode.

See also

Excel Mode

Menu Bar Choices

The **See also** options on this page will give you immediate access to the Main Menu choices from the menu bar leading to "pulldown" menus, e.g. **File**, with their respective commands and choices and the **Payroll** set of *choose-one* menus.

See also

Welcome

Main Menu

File Menu Opening, Saving and Closing files; manual printing options.

Edit Menu Cutting and pasting data.

Payroll Menu Setting up and operating procedures for your payroll.

Window Menu Displaying your application window.

Help Menu Normal Excel program On-line Help.

Window Minimise/Maximise

Click on the Minimise button ('-' button at the very top-right corner of your screen) to close the window down to an icon.

Click on the Maximise button ('#' button at the very top-right corner of your screen) to zoom the workbook window to the full screen area.

When Maximised, press the Restore button to return to a partial screen window.

Excel (Spreadsheet) Mode

Excel Mode restores the spreadsheet frame and gridlines, switches off Titles that have been set and restores the standard Toolbars. There are two ways to obtain Excel Mode:

Select **Excel Mode** from the **Payroll** *choose-one* menu.

Press **<Ctrl+K>** when PAYCAL.XLS is active
(**<Ctrl+Shift+K>** when P14.XLS is the active file).

Scroll Bars

Use the horizontal and vertical scroll bars to move the cell display to the area you want to work on.

System Requirements

PCC Excel Payroll runs on any system that is capable of running Microsoft Excel '97 (or 2000).

Tool Bar Buttons

All Microsoft Excel Toolbars are available although in the Opening Screen and certain menu options they are turned off. In Excel Mode, the Standard and Formatting Toolbars are automatically displayed.

Recalculation

The settings for the mode and method of recalculation may be changed by selecting the menu choice **Tools|Options|Calculation**.

Choose one mode:

Automatic Formulas recalculate when any data involves changes. *This is the default setting.*

Manual Recalculates only when you press the <F9> key or when one of the program procedures requests recalculation. <F9> will recalculate all 'open' worksheets.

Window|Arrange ..|Cascade

Displays in Cascade formation, with overlapping, all open workbook files or Windows within one file.

Window Menu

Selecting **Window** from the menu bar leads to the **Window Menu** choices which let you choose how to display multiple windows.

See Also

Window|Freeze Panes

Window|Arrange..|Tiled

Window|Arrange..|Cascade

Window Minimise/Maximise

Window|Arrange..|Tile

Re-displays as 'tiles' all open workbooks in windows without overlapping.

Window|Freeze Panes

The Freeze Panes feature (Set Titles) locks specified rows and/or columns so that they remain fixed and visible when you scroll the workbook window.

The program automatically uses the Freeze Panes feature when you are taken to particular reports or listings, e.g. **Input Data|Employees**.

Note pressing **<Ctrl+K>** will clear any Titles set in the Employees Data Table (EDT worksheet) as an alternative to the menu option.

To Freeze Panes:

1. With the row(s) and or column(s) you want to lock visible on screen, move the cellpointer to the row below the last one to freeze on-screen and to the column to the right of the last column to freeze on screen.
2. Select the **Window|Freeze Panes** command.

Main Menu

In addition to the **Payroll** menu created in the centre of the menu bar, we will use the standard *Windows* program menu bar choices when operating *PCC Excel Payroll*:

File
Edit
Window
Help

Each of these choices will offer a 'pulldown' menu of options.

See also

Menu Bar Choices

File Menu Opening, Saving and Closing files; manual printing options.

Edit Menu Cutting and pasting data.

Payroll Menu Setting up and operating procedures for your payroll with **Excel Payroll Help**.

Window Menu Displaying your application window.

Help Menu Normal on-line Help for Excel program.

Files - Workbooks

A workbook is a file consisting of one or more worksheets (spreadsheets or 'pages').

Files and File Management

Because this is a Windows program, the MS Windows software handles the File Management.

Normally, in this *Payroll* program, you will only wish to create, edit or examine Employees' Data Files (**EE** files) in the default directory. These files will have file names starting with the characters "**EE**" followed by up to six digits for the employee code and completed by the file extension, **.XLS**, e.g. **EE101.XLS**.

See also

File Menu

Employee Data Files

