



QTAX for Palm

User Guide

Version 2.0

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1 Introduction

QTax Palm is a PAYE and National Insurance Contribution (NIC) Calculator, the easy way to perform calculations for the tax year 2002/2003

N.B. QTax Palm and this document do not replace the Inland Revenue documentation, direct help and advice on how to operate a PAYE and NIC scheme. It is the users' responsibility to ensure compliance with his/her statutory obligations to the Inland Revenue

2 Installation

You will have received your **QTax Palm** software via download from the Internet or on a diskette. It is a simple task of using the Palm Install tool to install the software onto the device. The file to install is named `qtax.prc` for the full product or `qtaxdemo.prc` for the demonstration version.

3 Using QTax Palm

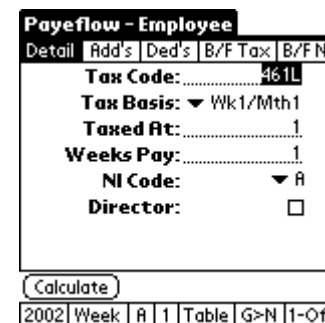
When you start your Palm device you should tap the stylus on the application launcher this is the upper of the two icons on the left hand side of the machine. You should then see a screen similar to figure 1, with the **QTax** icon listed.

Figure 1



To access the program tap the **QTax** icon with the stylus. On first use you will be taken to the Employee calculation screen as shown below in figure 2.

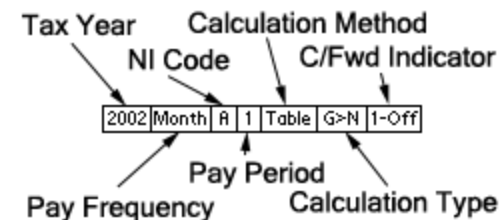
Figure 2



4 The Status Bar

The status bar runs along the bottom of every screen and displays useful information about the current selection in user preferences and some key values entered in the calculation input screens. Figure 3 indicates which values are contained the separate areas of the status bar.

Figure 3



5 Setting preferences

The preferences are changed via the preferences screen as shown in figure 4 below.

Figure 4

This screen can be activated by three methods, firstly through the pull down options menu activated by tapping on the title bar area of any screen then tapping on the options menu and selecting Preferences as shown in figure 5. Secondly by using the shortcut key R, which can be entered in the silkscreen area. Refer to Palm's own help pages available on the device if you need assistance in entering a menu shortcut. Finally by tapping on one of the four preference values displayed in the status bar.

Figure 5

The values changed via the preferences screen are:

5.1 Tax Year

The correct tax year must be selected so that the appropriate rates and values can be used in the calculations.

Figure 6

5.2 Pay Frequency

Select from the drop down list the pay frequency. Please note this value only applies to Employee and Quickpay calculations. For P45 only Weekly or Monthly are valid values and they are captured on the P45 input screen.

Figure 7

5.3 NI Method

The NI calculation can either be performed ‘exactly’ or to correspond to the figures that would be generated using the NI tables. This may be useful for comparing results to those carried out manually.

Figure 8



5.4 Calculation Type

This is defaulted to Gross to Net but if you wish to enter the Net of Tax and NI figure and allow the calculator to gross it up you should change to Net > Gross.

Figure 9



6 Calculations

There are three modes in which the calculator can work in, Employee, Quickpay and P45. Each will be covered in depth, but it is first necessary to cover some general points on how to enter data and navigate around the screens.

6.1 Field Editing

Use of the drop down lists is simple and merely a case of selecting one from the list of items displayed. The remaining fields can be edited in place using the stylus to select text to be overwritten or to position the insertion point and then using the silkscreen graffiti area. Alternatively with the cursor in the field to be edited the graffiti screen can be brought up from either the edit menu as shown in figure 10 which also has a short cut key of K, or using the abc or 123 shortcuts on the silk screen. Figure 11 shows the keyboard that is displayed in this manner.

Figure 10

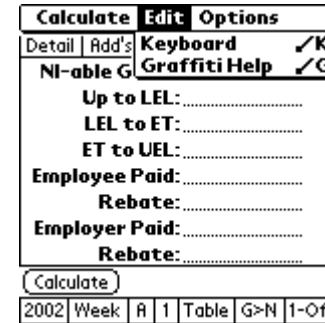


Figure 11



The field will generally only accept valid data, such as the currency fields that will only accept numeric values and ignore all other input.

6.2 Field Navigation

To enable quick editing and simple navigation between fields support has been added for the hardware Up and Down keys found in the

middle at the bottom of most devices. Using these will move to the next or previous field highlighting the entire contents of that field so that they can easily be overwritten. Navigation in this way skips over trigger fields and check boxes. There are also graffiti short cuts for Up and Down that allow a user to enter data and navigate without moving the stylus out of the silkscreen area. The graffiti short cut for Up is the same as that for the letter V but much narrower and without a tail. For the down short cut use a narrow A graffiti stroke.

On the Employee screen Up and Down navigation will also move in sequence between the different tab pages available.

On the results screen the hardware buttons can be used in addition to the displayed Up and Down icons to scroll the results list.

7 Quickpay

If your calculation is simply the entry of a tax code, NIC code, taxed at Tax Week or Tax Month plus a single Basic Pay amount, then use the 'Quickpay' option. To get to the Quickpay data entry screen either use the Quickpay item in the calculate menu as displayed in figure 12, or enter the short cut Q.

Figure 12

The screenshot shows a menu with three tabs: 'Calculate', 'Edit', and 'Options'. Under 'Calculate', there are three items: 'Employee' with a checkmark and 'E', 'Quick Pay' with a checkmark and 'Q', and 'P45' with a checkmark and 'P'. To the right of these items are labels 'B/F Tax' and 'B/F NI'. Below the menu, there are several input fields: 'LEL to ET:', 'ET to UEL:', 'Employee Paid:', 'Rebate:', 'Employer Paid:', and another 'Rebate:'. At the bottom, there is a 'Calculate' button and a status bar with '2002 Week A 1 Table G>N 1-Off'.

The Quickpay data entry screen is displayed below in figure 13 with the default values as shown.

Figure 13

The screenshot shows a screen titled 'QTax - QuickPay'. It displays several fields with values: 'Tax Code: 461L', 'Tax Basis: Cumulative', 'Taxed At: 1', 'NI Code: A', 'Earnings A: 734.00', 'B/F Gross Pay: 1', and 'B/F Tax Paid:'. Below these fields is a 'Calculate' button and a status bar with '2002 Week A 1 Table G>N 1-Off'.

The following fields are displayed for capturing data, and combined with the values set in the preferences to perform the calculation.

- Tax Code** Employees tax code for the year.
- Tax Basis** 1-off or cumulative.
- Taxed At** Current pay period in units of pay frequency.
- NI Code** Employees NI Code for the year.
- Earnings A** Gross taxable and NI liable earning for the period
- B/F Gross Pay** Any gross pay to be brought forward into calculation.
- B/F Tax Paid** Any Tax already paid to be brought forward into this calculation.
- Target Net** This field is present in place of Earnings A when in Net to Gross calculation mode.

Tapping the calculate button will take the user to the results screen as shown in figure 14. This figure has been expanded to show all the results fields that would actually require scrolling to navigate through. If any of the data input is invalid then a message will be displayed to the user and the user given the opportunity to correct the data on the Quickpay screen.

Figure 14

QTax - QuickPay	
Earnings A:	1200.00
Earnings B:	0.00
Earnings C:	0.00
Earnings D:	0.00
Earnings E:	0.00
WFTC/DPTC:	0.00
Gross Pay:	1200.00
Superannuation:	0.00
Gross - Super:	1200.00
3 Gross Pay t/d:	1400.00
4a Free Pay t/d:	384.92
4b Additional Pay:	0.00
5 Taxable Pay t/d:	1015.08
6 Tax Due t/d:	204.49
6a Tax Due this period:	204.49
6b Regulatory Limit:	0.00
8 Tax Not collected:	0.00
7 Deduction/Rfnd:	0.00
1e Employee NIC:	81.40
1j Student Loan:	0.00
Deduction 1:	0.00
Deduction 2:	0.00
Deduction 3:	0.00
Deduction 4:	0.00
Deduction 5:	0.00
Ded Tax-Y NI-Y:	0.00
Ded Tax-Y NI-N:	0.00
Ded Tax-N NI-Y:	0.00
Tot. Deductions:	0.00
9 Tax Credits:	0.00
1f EE's NIC Rebate:	0.00
Net Pay:	914.11
Tax-N NI-N (F):	0.00
Total Payable:	914.11
NIC Employer:	96.05
1a Up to LEL:	325.00
1f EE's NIC Rebate:	0.00
Net Pay:	914.11
Tax-N NI-N (F):	0.00
Total Payable:	914.11
NIC Employer:	96.05
1a Up to LEL:	325.00
1b LEL to ET:	60.00
1c ET to UEL:	812.00
1d Total EE's & ER's:	177.45
1g Employers Rebate:	0.00

Reset Modify C/Fwd

2002 Month A 1 Table G>N 1-Off

The user may also be asked if the rates used are to be pre 18 June or post 18 June if in week 11 for the 2002/2003 tax as shown in figure 15

Figure 15

QTax - QuickPay	
Tax Code:	461L
Tax Basis:	Cumulative
Taxed At:	11
NI Code:	A
Earnings At:	734.00

Confirm

? Calculate as pre 18 June?

A similar dialogue is displayed for pre 18 May calculations in the 2001/2002 tax year.

From the results page it's possible to navigate to another part of the application using the menu or menu short cuts, which also resets the calculation, returning values to their default and removing any brought forward values. Alternatively tapping the modify button return the user to the Quickpay screen with the original data used in the current calculation to allow modification of that data without re-entry. The third option is to carry forward the calculation using the C/Fwd button. This return the user to the Quickpay screen, bringing forward the taxable gross to date and tax paid to date. The taxed at field will also be advanced in accordance with the current pay frequency setting. The brought forward calculation can be continued through the sequence of pay periods or the user can reset the calculation by using the reset to return to a 1-off calculation.

8 Employee

This is essentially the same calculation as Quickpay but with the ability to capture more relevant data, how it should be dealt with in the calculation and also perform Directors NI calculation and calculate the student loan repayment amount.

Following are the input screens used to capture all the information. They are divided up as follows:-

8.1 Detail

Captures core information, tax code, tax basis, period, number of weeks paid in that period, NI code, if the employee is a director, and if so from what date. The date will default to the start of the current tax year and can be changed by tapping on the date trigger field that becomes visible if the director check box is clicked. See figure 16.

Figure 16

QTax - Employee
 Detail Add's Ded's B/F Tax B/F NI
 Tax Code: 461L
 Tax Basis: Wk1/Mth1
 Taxed At: 1
 Weeks Pay: 1
 NI Code: A
 Director:
 Since: 6/4/2002
 Calculate
 2002 Week A 1 Table G>N 1-Off

8.2 Additions

Figures 17 and 18 show the additions tab which is actually divided across two screens that can be navigated between using the hardware up and down keys or by tabbing forward and backwards through the editable fields.

The additions can be broken down into different values for entry into the calculation. Earnings A through to E are liable for Tax and NI. The other field on the first tab are SSP(Statutory Sick Pay), SMP(Statutory Maternity Pay) and WFTC/DPTC(Working Families Tax Credit/Disabled Persons Tax Credit). The second tab allows for entry of earnings that are only liable for one of Tax or NI or neither.

Figure 17

QTax - Employee
 Detail Add's Ded's B/F Tax B/F NI
 Earnings A:
 Earnings B:
 Earnings C:
 Earnings D:
 Earnings E:
 SSP:
 SMP:
 WFTC/DPTC:
 Calculate
 2002 Week A 1 Table G>N 1-Off

Figure 18

QTax - Employee
 Detail Add's Ded's B/F Tax B/F NI
 Tax-Y NI-N:
 Tax-N NI-Y:
 Tax-N NI-N:
 (Earnings F)
 Calculate
 2002 Week A 1 Table G>N 1-Off

If Net to Gross is selected then the additions tab is where the target net is entered in place of earnings A. Figure 19 shows this.

Figure 19

QTax - Employee
 Detail Add's Ded's B/F Tax B/F NI
 Target Net:
 Earnings B:
 Earnings C:
 Earnings D:
 Earnings E:
 SSP:
 SMP:
 WFTC/DPTC:
 Calculate
 2002 Week A 1 Table N>G 1-Off

8.3 Deductions

Similar to the additions tab this is split into two pages, the first capturing tax and NI non-allowable deductions along with superannuation (pension) and student loan amount. If the student loan check box is checked then the student loan amount will be calculated if it is unchecked a value can be entered directly into the loan amount field or left empty. Figure 20 shows the first page.

Figure 20

The second page, figure 21 captures deductions that are allowable for either one or both of tax and NI.

Figure 21

8.4 B/F Tax

In this tab enter any brought forward gross earnings and tax paid that need to be included in the calculation. These fields will automatically be populated if C/Fwd is selected from the results screen.

Figure 22

8.5 B/F NI

Used to capture the rebates primarily and also the NI band amounts.

Figure 23

8.6 Calculate

As with the other calculation the user maybe asked to apply either pre or post 18 June or 8 May rates if the pay period crosses the rate change over boundary.

The results displayed shown in figure 24 are in the same format as Quickpay, but it is possible that more of the fields will contain values relating to the greater number of input fields available for this calculation.

Figure 24

QTax - Employee	
Earnings A:	1300.00
Earnings B:	200.00
Earnings C:	45.00
Earnings D:	33.00
Earnings E:	6.56
WFTC/DPTC:	10.00
Add Tax-Y NI-N:	60.00
Add Tax-N NI-Y:	50.00
1h SSP:	20.00
1i SMP:	40.00
Gross Pay:	1714.56
Superannuation:	100.00
Gross - Super:	1614.56
3 Gross Pay t/d:	1614.56
4a Free Pay t/d:	88.83
4b Additional Pay:	0.00
5 Taxable Pay t/d:	1525.73
6 Tax Due t/d:	503.89
6a Tax Due this period:	503.89
6b Regulatory Limit:	0.00
8 Tax Not collected:	0.00
7 Deduction/Rfnd:	503.89
1e Employee NIC:	0.00
1j Student Loan:	127.00
Deduction 1:	10.00
Deduction 2:	55.55
Deduction 3:	2.00
Deduction 4:	33.00
Deduction 5:	4.00
Ded Tax-Y NI-Y:	0.00
Ded Tax-Y NI-N:	0.00
Ded Tax-N NI-Y:	0.00
Tot. Deductions:	231.55
9 Tax Credits:	10.00
1f EE's NIC Rebate:	0.00
Net Pay:	979.12
Tax-N NI-N (F):	30.00
Total Payable:	1059.12
NIC Employer:	0.00
1a Up to LEL:	1604.00
1f EE's NIC Rebate:	0.00
Net Pay:	979.12
Tax-N NI-N (F):	30.00
Total Payable:	1059.12
NIC Employer:	0.00
1a Up to LEL:	1604.00
1b LEL to ET:	0.00
1c ET to UEL:	0.00
1d Total EE's & ER's:	0.00
1g Employers Rebate:	0.00

Reset Modify C/Fwd

2002 Week R 1 Table G>N 1-Off

As with Quickpay the user is able to select Reset Modify or C/fwd to return to the employee data entry screen. The behaviour is the same also, Reset returning the values to their defaults, Modify presenting the data for the current calculation allowing easy modification without re-entry and C/Fwd copies the results into the relevant brought forward field for the next calculation in a sequence of pay periods.

9 P45 Check

Enter the P45 check calculation through the Calculate menu or the P menu short cut. Figure 25 shows the screen that will be displayed. Note that the status bar only displays Tax Year, Taxed At and the C/fwd indicator. The others do not apply, and the pay frequency in actually captured on the P45 check screen, not in the preferences for this calculation.

Figure 25

QTax - P45	
Pay Frequency:	▼ Weekly
Taxed At:
Tax Code:	461L
Taxable Gross:
Calculate	
2002	1-Off

Tapping the calculate button will then display the results screen with one line as shown in figure 26. The user may be prompted to choose between applying pre or post 18 June or 18 May rates if the pay period crosses that boundary.

Figure 26

The screenshot shows a window titled "QTax - P45". Below the title bar, the text "Tax Due: 216.16" is displayed. At the bottom of the window, there are two buttons: "Reset" and "Modify". Below these buttons is a table with four columns and one row of data.

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Selection Reset or Modify will take the user back to the P45 check screen either returning the values to their defaults or keeping those from the current calculation respectively.

10 About

The final screen is the about screen, activated using the Options menu and shown below in figure 27.

Figure 27

The screenshot shows a dialog box titled "QTax - Employee" with a menu bar containing "Detail", "Add's", "Ded's", "B/F Tax", and "B/F NI". Below the menu bar, the text "Tax Code: 461L" is visible. The main content area is titled "About QTax" and contains the following text:

 QTax
Version 2.0
Tax and NI Calculator - 2002/2003
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www.qtac.co.uk
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An "OK" button is located at the bottom left of the dialog box.