

# **QTAX Pro 3**

# **Manual**

Version 1.0

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## 1. Introduction

QAX Pro 3 is an easy to use Income Tax (P.A.Y.E.) and National Insurance (N.I.C.) calculator, making calculations for current and previous tax years simple and quick.

Using QTAX Pro calculations can be easily customised for up to 100 companies, various payments and deductions including SSP, SMP, Pensions/AVC, Student loans and WFTC/DPTC are pre-formatted.

QTAX Pro is simple to use, each calculation is processed from a single screen, if required calculations can be carried forward to the following pay period. Please note that data cannot be saved, if this facility is required please contact QTAC for an upgrade to QTAX Gold. The results from each calculation can be printed in a payslip format or alternatively as a full audit report.

Minimum system requirements are a system running Windows 95 or higher.

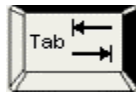
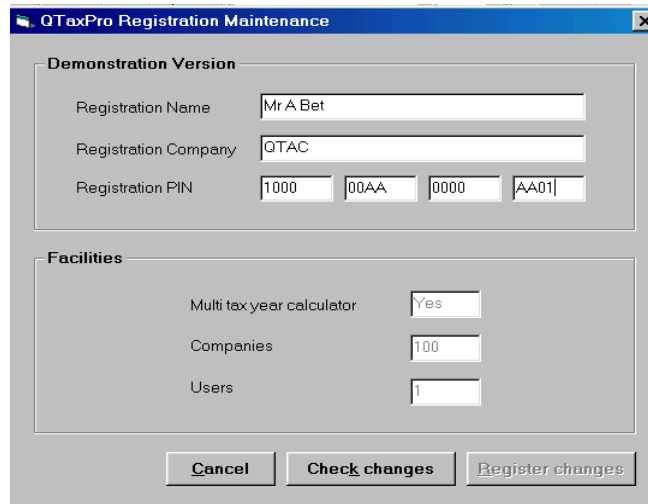
## 2. Installation

**Ensure that all other programmes are shutdown.**

1. Insert the QTAXPro CD into your CD-ROM drive.
2. Go to the start button and select Run
3. Type X:/setup.exe (**Where X is your CD-ROM drive letter**)
4. Then click OK
5. The program will now install and an icon will be placed on your desktop

### 3.Using QTAX Pro 3

To launch the programme, double click on the QTAX Pro icon, situated on your desktop. Please note that when the product is used for the first time it will be running in demonstration mode. If you have purchased the product a PIN number will have been supplied, enter the PIN as described below to un-lock the software into a full working version.



After entering each field Tab to the next field

1. Registration Name: Enter your name
2. Registration Company: Enter your Company name
3. Registration Pin: Enter the number sent with your software

4. Click 

5. Click 

6. QTAX is now registered

If you wish to register at a later date, select Admin then registration to obtain the registration screen.

7. The default username and password are both set to **svr**. This may be changed using either 'Change Password' or 'User Management' options in the Admin menu.

## 4. A Simple Worked example:

The screenshot shows the QTAXPro software interface with the following parameters set:

- Company:** 001 - QTAC Solutions Ltd
- Tax Year:** 2001/2002
- Pay Frequency:** Monthly
- Calculation Method:** Exact
- Calculation Type:** Gross->Net
- YTD Or 1-Off:** 1-Off

The interface is divided into several sections:

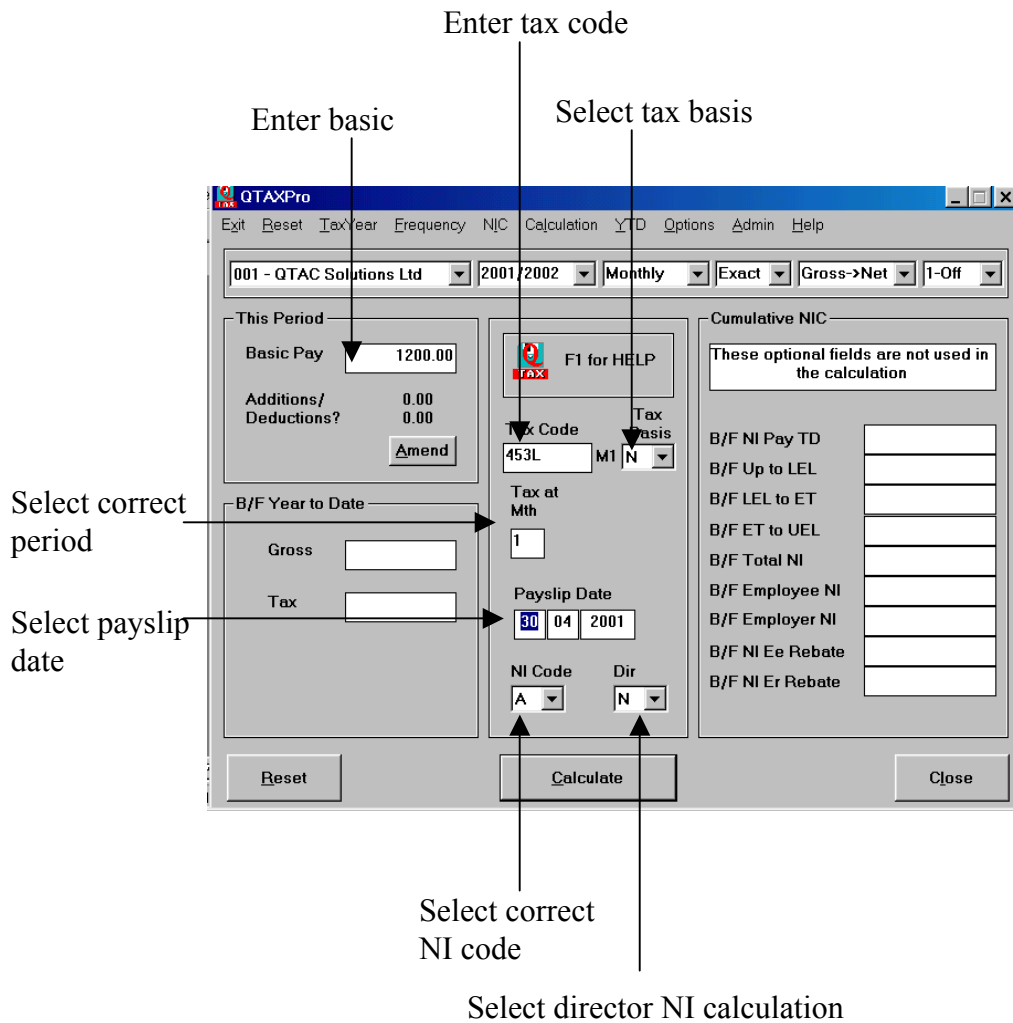
- This Period:** Basic Pay: 1200.00. Includes an Amend button.
- B/F Year to Date:** Fields for Gross and Tax.
- Cumulative NIC:** A list of fields for various NIC calculations, with a note: "These optional fields are not used in the calculation".
- Tax Details:** Tax Code: 453L, Tax Basis: M1, Tax at Mth: 1, Payslip Date: 30/04/2001, NI Code: A, Dir: N.

Buttons at the bottom include Reset, Calculate, and Close.

Prior to starting a calculation ensure that the following parameters are correctly set:

1. The correct company is selected
2. The correct tax year is selected
3. The appropriate pay frequency is selected, i.e. monthly, weekly etc.
4. The relevant calculation method is chosen for NIC (exact or table method)
5. Select one-off calculation or carry forward. If the carry forward option is used, gross tax and NIC values are carried forward to the next calculation and used in that calculation.

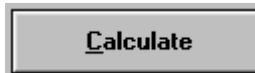
Once the above parameters have been set you are now ready to carry out a calculation.



1. Enter the basic pay for tax period to be calculated.
2. Enter the tax code for the employee being calculated.
3. Select the tax basis. N indicates that the calculation is on a cumulative basis; Y indicates that the calculation is carried out on a Week1/Month1 basis.
4. Select the tax period to be calculated i.e. week 1,2,3 etc. This is based on the Inland Revenue tax periods, further information can be found in Help & PAYE Tax periods.
5. Select the payslip date
6. Select the correct NI code appropriate for the employee being calculated.
7. Select appropriate method. N indicates that the calculation applies “Normal” calculation type for NIC. If the person is a Director and wishes the NIC to be calculated as a Director select Y. In this

calculation mode the person does not pay any NIC until the annual lower earnings limit is reached and will continue to pay NIC on all of the amount paid until the annual upper earnings limit is reached. If they become a Director part way through the year and wish NIC to be calculated as a Director, then the annual lower & upper earnings limits are reduced on a pro-rata basis.

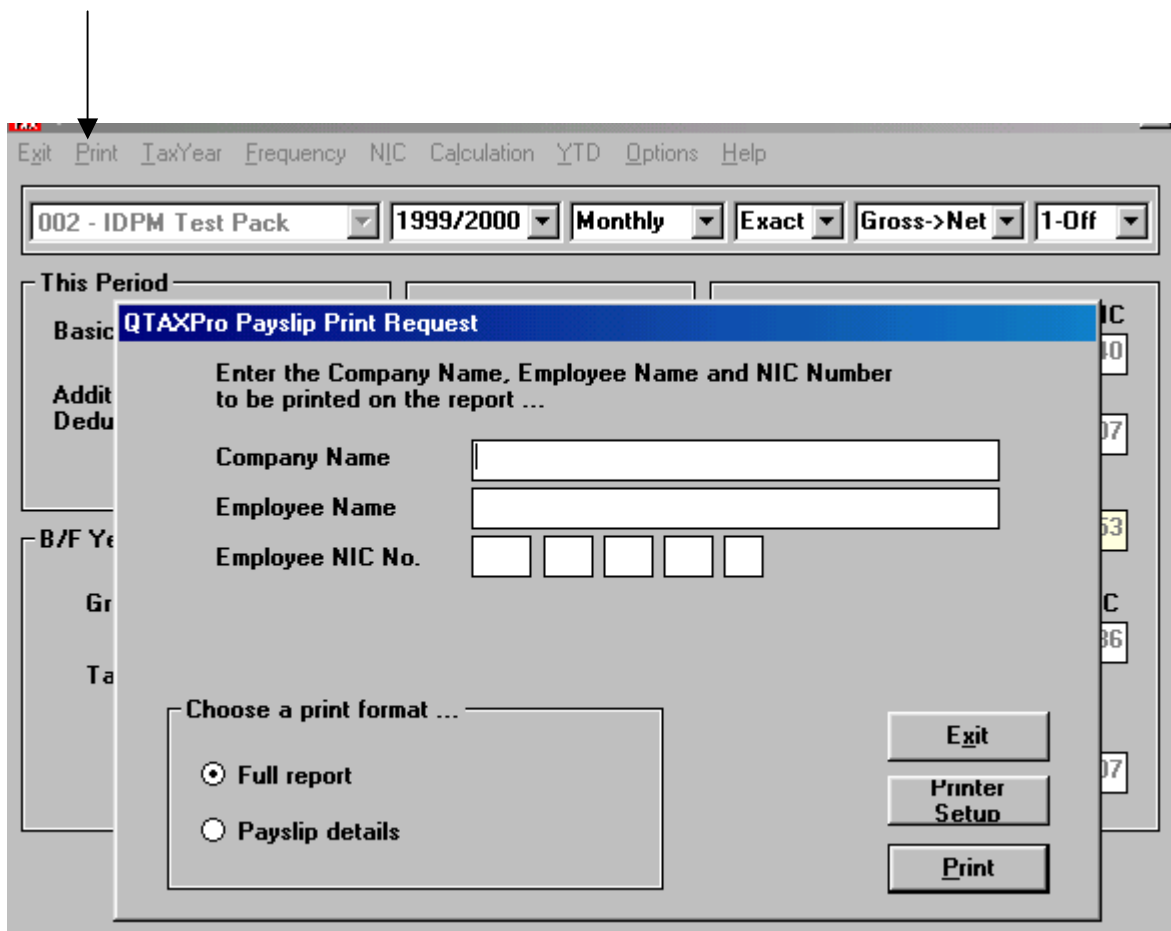
8. Now all the correct parameters have been input, simply click on



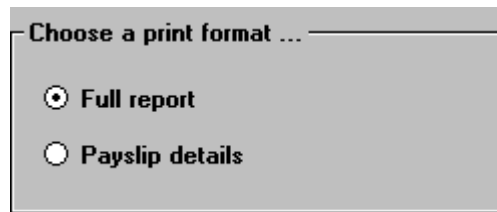
To carry out the calculation.

9. To print details select print from the top menu bar.

Select print



10. If desired enter employee details, you can then select a payslip or full report by clicking on the appropriate “radio” button,

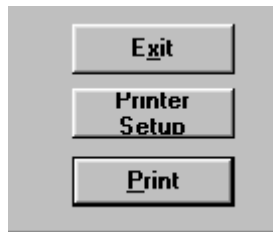


Choose a print format ...

Full report

Payslip details

Then select print



Exit

Printer Setup

Print

To print the appropriate report.

## 5. Customising QTAX Pro

1. To enter Brought Forward NI figures simply enter them into the fields provided:

Cumulative NIC

These optional fields are not used in the calculation

B/F NI Pay TD	<input type="text"/>
B/F Up to LEL	<input type="text"/>
B/F LEL to ET	<input type="text"/>
B/F ET to UEL	<input type="text"/>
B/F Total NI	<input type="text"/>
B/F Employee NI	<input type="text"/>
B/F Employer NI	<input type="text"/>
B/F NI Ee Rebate	<input type="text"/>
B/F NI Er Rebate	<input type="text"/>

This information does not affect the calculation; however if they are not correctly entered any C/F NIC values displayed will not be accurate.

2. Setting up Company / Payment & Deduction details.

Setting up Company details.

A: Select Options then company details.

QTAXPro Company Name Customisation

Change the company names and then select the UPDATE button ...

1	<input type="text" value="QTAC Solutions Ltd"/>	11	<input type="text"/>
2	<input type="text" value="Widgets Ltd"/>	12	<input type="text"/>
3	<input type="text"/>	13	<input type="text"/>
4	<input type="text"/>	14	<input type="text"/>
5	<input type="text"/>	15	<input type="text"/>
6	<input type="text"/>	16	<input type="text"/>
7	<input type="text"/>	17	<input type="text"/>
8	<input type="text"/>	18	<input type="text"/>
9	<input type="text"/>	19	<input type="text"/>
10	<input type="text"/>	20	<input type="text"/>

> Cancel Update

B: Input company name.

C: Then click update.


Setting up payments & deduction details.

A: Select options then payment details

	SUBJECT TO ...	TAX?	NI?
1	Payment 001	Y	Y
2	Payment 002	Y	Y
3	Payment 003	Y	Y
4	Payment 004	Y	Y
5	Payment 005	Y	Y
6	Payment 006	Y	Y
7	Payment 007	Y	Y
8	Payment 008	Y	Y
9	Payment 009	Y	Y
10	Payment 010	Y	Y

B: Enter payment details

C: Select if the payment is subject to tax then NI

D: Click on  to view more fields

E: Click on update

**N.B. Both payments and deductions are set for each company at a time.**

Set up deductions in the same way as above.

Entering additional payments & deductions

1: From the main screen select Amend

This Period	
Basic Pay	1200.00
Additions/	0.00
Deductions?	0.00
<input type="button" value="Amend"/>	

2: Select the payment or deduction type required and enter the appropriate value.

3: Then click OK to return to the main screen to continue with the calculation.

## **6. Backing-up your customisation**

To back-up your customisation changes copy the following files to a floppy disk or other backup media.

QTAXopts.ini – holds your companies, additions and deductions

qtaxpro.ini – holds your registration details

QTAXUSER.DTA – holds your user information

Qtaxwin.ini – holds the latest display settings