

Getting Started

System requirement & Installation

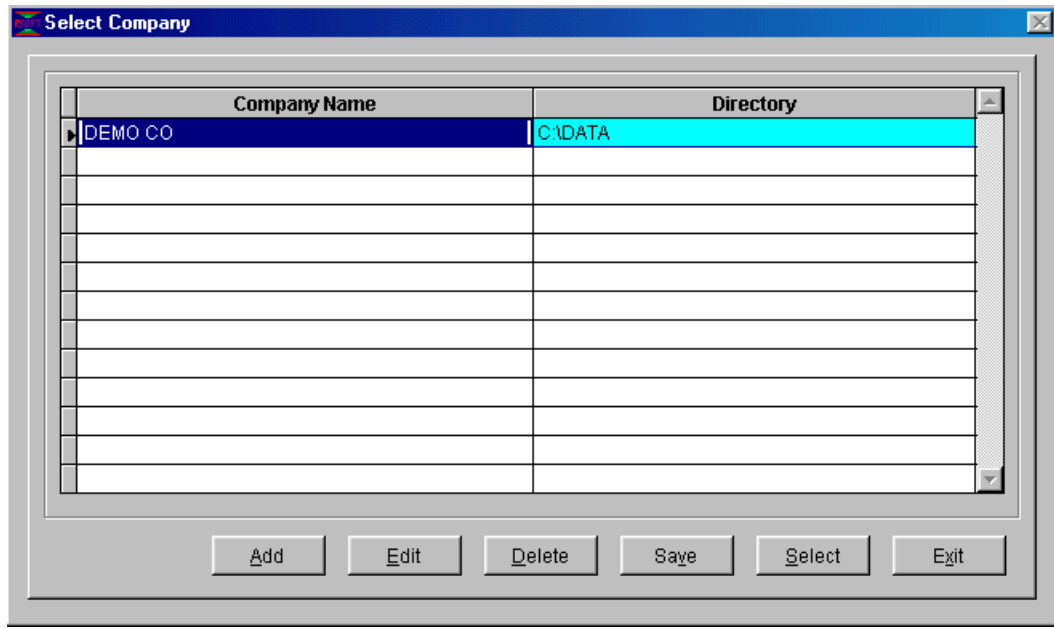
The **Psoft** Payroll System will operate in the following computer system:

- Computer with Pentium III or equivalent and above.
- RAM memory with 16MB and above.
- Harddisk with 1 GB
- CD ROM drive
- Windows 95/98, Window2000, Window XP and Win NT
- Standard Mouse
- Printer

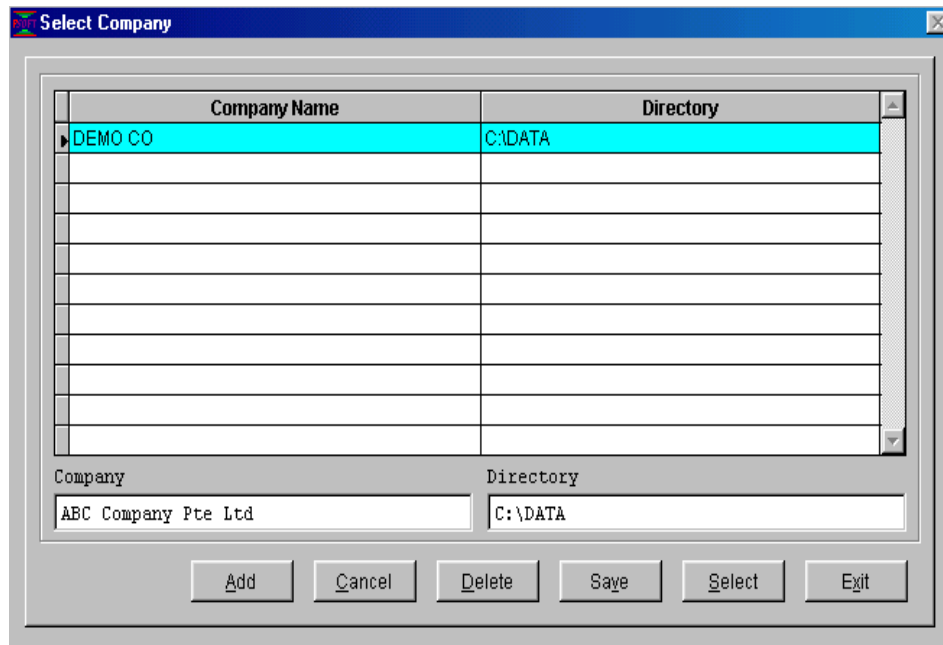
The **Psoft** Payroll software installation is made very easy with the CD ROM that comes with the package. We just have to put the CD into the CD ROM drive and it will auto run and start the installation process. We just have to follow the instruction in the window menu to continue until the process is completed.

Enter the Psoft System

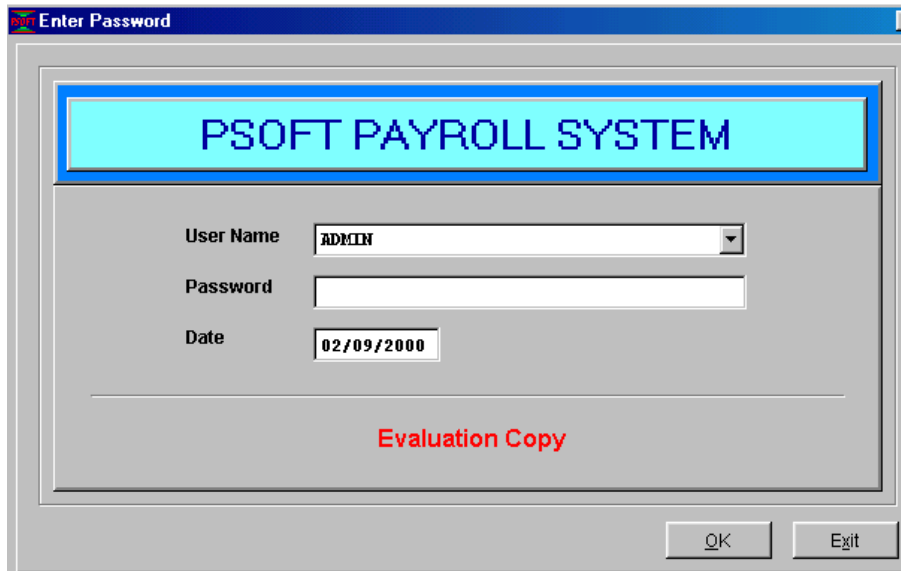
To use the **Psoft**, we have to first enter the **Psoft** system by click the **Psoft** icon on the desktop. The entry page of the Psoft is as shown:



This is a **Select Company** Menu for us to select the company name. But before we start, we must change the company name to our own company's name, for example if ours is ABC Company Pte Ltd, then we click edit button at the bottom of the menu, and next menu will appear as below for us to edit and change the company name:

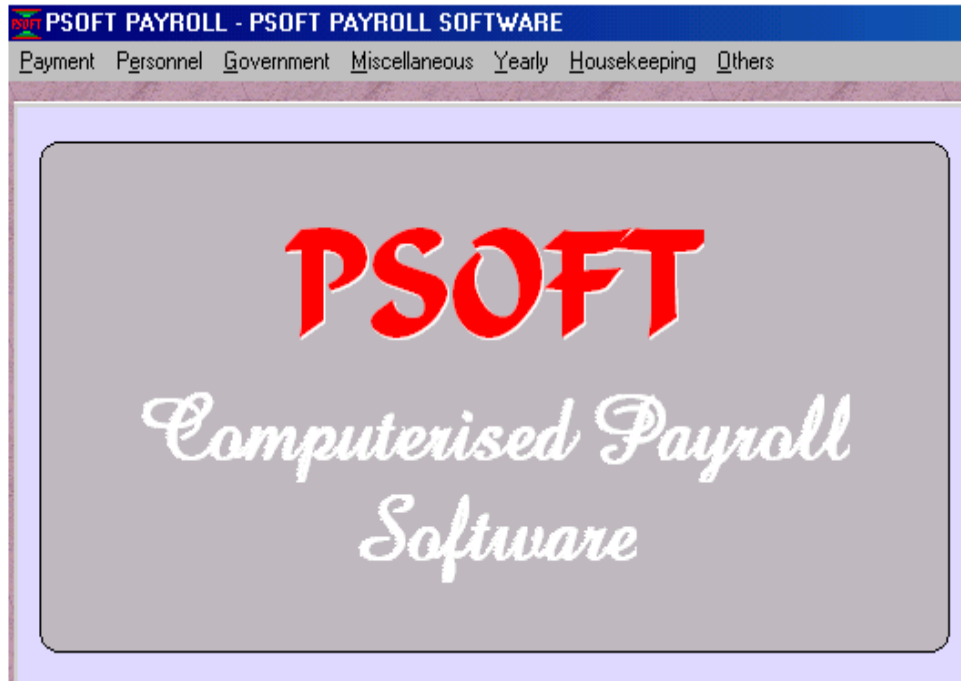


Once we type in our own company's name, we must click the **Save** button and then click the **Select** button. The next menu page will pop up to prompt us for the Password. The Password menu page is as shown below:



The default password is the ADMIN and we just type it in and then click **OK** button and we shall enter the **Main Menu** page of the **Psoft Payroll** system!

We call this the **MAIN MENU** page because this page is the main page of the **Psoft** system, all the **Psoft**'s functions are listed in the **Menu bar** on the top of this menu page. We can see that from the left towards the right of the menu bar. Starting with PAYMENT, PERSONNEL, GOVERNMENT, MISCELLANOUS, YEARLY, HOUSEKEEPING and OTHERS. Each of this function and its operation will be explained in the following chapters. But before that, we need to set up our company's profile first. From the Main Menu shown as below:



Set Up Company Profile

To set up our company profile means type in our company name, address, phone & fax numbers as these will appear in the Statement of accounts and the financial reports as letter head. And also our financial period must be set up here.

To set up, click the **Housekeeping** Menu item in the main menu bar as shown above. Once clicked, a sub-menu appears and we just have to select the first item **Run Setup** and then click the **General Setup**. The next menu page will appear as shown below:

Parameter Setup

Company Details | Pay Calculation | Pay Calculation (2)

Company Name: PSOFT PAYROLL SOFTWARE

ROC Ref No: []

Address: []

Tel: [] Fax: []

Country Code: SG

Curr. Symbol: S\$

This Month: 2

This Year: 2004

Month End Date: 29/02/2004

Payroll Manager

Name: []

NRIC: []

Position: []

Tel: []

Fax: []

OK Cancel

From the page shown above, we notice that besides we have to type in our company name, address, phone & fax numbers, we also need to type in the Payroll Period. This period must be based on our own company's financial period. For example, if it is from the February of 2004, then we must type the **This Month** as 2 and the **This Year** with 2004. Note that once we type in the these parameters of Payroll year's starting period, **Psoft** will automatically assign the 1st Feb 2004 as the **STARTING** period of current Payroll year.

For more details we can go to the **Chapter on Housekeeping**.

Once we have set up our company profile and the Payroll period, we click the **OK** button to return to the **Main Menu** page.

From here we can go to the Chapter Two to set up the **Personnel particulars** accounts. In the Chapter Two, we will see how to set up the employees' personnel data payroll informations.