

UltraPayAdvice

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WRITTEN BY		August 5, 2022	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

UltraPayAdvice

1.1 main

UltraPayAdvice 1.1

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Programmed by Richard Smedley

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Overview

Requirements & Tooltypes

Copyright & Disclaimer

Archive contents & PGP info

Getting started

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(UltraAccounts users need to upgrade to UltraAccounts 3.1) ←

1.2 Overview

OVERVIEW

Quite simply, PayAdvice is an extremely intuitive & easy-to-use database program designed specially for keeping a computerized record of all your payslips.

Have you ever been curious about just how much of your hard-earned wages ends up in the hands of the tax man? Or have you ever wondered about how much has been paid into the company pension fund? Or how much you've been paid in overtime for all those extra hours you've been working?

This program can add it up for you and tell you instantly, without the chore of sorting through all your old payslips and then working it out using a calculator...

Likewise, if you ever need to find a specific payslip for any reason (for example, because you want to check how much tax you've been paying) then you'll be able to simply look up the required details on your computer instead of having to rummage through boxes upon boxes of paperwork while you try to find the appropriate payslips.

Finally, perhaps one of the most obvious reasons for keeping a database of your wage details on the computer is that you'll finally be able to throw out all those dusty old payslips **without** losing any of the information that was stored on them!

1.3 Requirements & Tooltypes

REQUIREMENTS

Requires at least 1 meg of memory, and Kickstart 2.0 or higher. Although not essential to use the program, a hard drive and extra memory are both recommended.

Hard drive installation is simply a matter of dragging the PayAdvice drawer to an appropriate place on your hard drive. Registered users need to make sure that their keyfile is in the same drawer as the program itself!

PayAdvice uses reqtools.library by Nico François & Magnus Holmgren.

TOOLTYPES

You can set the following tooltypes in the PayAdvice program icon:

DEFAULTFILE=<filename>

The file "<filename>" will be automatically loaded for you each time you use the program - remember to include the full path if

it isn't in the PayAdvice drawer! You'll still need to type the password (if you've used one) but it'll save you from having to use the file requester every time...

SCREENMODE=CUSTOM or WORKBENCH

Select whether PayAdvice should use the Workbench screen or its own custom screen. This can also be changed by selecting one of the options from the "Options/Screen mode" menu in the program.

BACKUPS=NO

When you save your file PayAdvice normally renames the previous file and keeps it as a backup copy, just in case something goes wrong corrupting your data. Selecting this will *prevent* these backups from being made.

1.4 Getting started

GETTING STARTED

Simply double-click on the icon to load PayAdvice, and the main PayAdvice window will appear.

The first thing that you'll need to do is configure the program to deal with the particular combination of additions & deductions that appear on *your* payslips. This is done automatically the first time you enter a payslip, but if you prefer to do it manually then all you have to do is select "Edit/Wage titles" from the menu in the PayAdvice window.

Manually configuring the program

The PayAdvice window itself simply consists of a list which ← displays a summary of all your payslips, together with a button for entering new payslips.

Each time you (or your partner) receives a new payslip, all you have to do is press the "New entry" button, and a window will appear for you to select who's wages you're entering. Once you've clicked the appropriate button, a calendar will appear for you to enter the date of the new payslip, and then the payslip window itself will appear: You'll see a list showing the names of all your additions and deductions, together with a box at the bottom of the window displaying the name of your first addition. Just enter the appropriate amount, and then press return - the name of your next addition (or deduction) will then be displayed, and so on until all the required details have been entered. You can go back and change any of the amounts that you've entered by simply using the mouse to click on the required entry in the list. Just press the "OK" button when you're finished, and a summary of the new payslip will be added to the list in the main PayAdvice window.

To edit (or erase) a payslip, simply click on its entry in the list. The payslip window will be displayed again, where you can now edit any of the details, or use the "Erase" button to delete that particular payslip. Pressing the "Print" button in the payslip window will make a printout of

the details for that particular payslip.

You can scroll up and down through the list by using the mouse to drag the scroll-bar on the right-hand side of the window.

There's also a number of pull down menu's available:

Menu functions

1.5 Saving your payslip file

SAVING YOUR PAYSLLIP FILE

Because all wage details are confidential, this program saves its files using an encrypted (and optionally password protected) format - making it impossible to reload a PayAdvice file without first entering the correct password.

Selecting "Project/Save" from the menu will simply save your file using the same filename & password that were used to load it, to save you from having to go through the file requester and enter your password again.

Using "Project/Save as" asks you to enter both the filename and password.

You can enter anything that you want for the password, up to ten characters long, but remember that passwords ARE case sensitive (so "a" is different to "A"). But, if you forget what you're password is, then you won't be able to reload your file.

If you don't want to use a password at all then just press the "Return" key when asked for the password. Then, whenever you load your file, it will be loaded directly without asking you to enter the password again.

As you type, you'll notice that a "*" is displayed for each character of your password - this is to prevent anybody from reading your password on the screen while you're typing it. If you've just entered a new password then you'll be asked to type it a second time simply to confirm that you didn't make any typing mistakes when you entered it - entering different text at the second prompt will cause a warning to be displayed!

I'd suggest starting a new payslip file each year, and saving them with filenames like "FredBloggs1996" for your 1996 payslips while working for Fred Bloggs (or whatever!). If you'd prefer to keep larger files than that, then the program can store up to 250 payslips in each file - which, if you get paid weekly, is about five years worth!

1.6 Configuring the wage categories

CONFIGURING THE WAGE CATEGORIES

As you know, all wage packets consist of numerous additions and deductions to your earnings, such as basic pay, overtime and tax - but the actual combinations of those individual additions & deductions can vary wildly from one person to another.

This program can handle several different payslip configurations at the same time, making it ideal for entering both you and your partners wage details in the same payslip file. Each separate payslip configuration can consist of up to eighteen additions and eighteen deductions, which should be more than enough for most people!

There are two ways of setting up a new wage category...

Firstly, the automatic way: When you press the "New entry" button in the main PayAdvice window, a window pops up asking you to select a category for the new payslip. Normally, you'd just select "My payslips" (or whatever!) to use that particular configuration, but if you instead select one of the unused categories then the configuration window will appear for you to enter all the details for the new category.

The second way of doing it is to simply select "Edit/Wage titles" from the menu in the PayAdvice window. Clicking on either an existing (or unused) category will display the configuration window, where you can enter/edit all the appropriate information.

Either way, all you have to do is type the names of all those individual additions & deductions into the on-screen boxes - for example, you might put "Basic pay" in the first additions-box, and "Overtime" in the second, and so forth. Pressing the cycle-gadget at the bottom of the window will cycle the display between your additions & deductions.

Incidentally, you don't need to worry about any of the totals (e.g. total gross, or total deductions) while entering the names of all your additions and deductions - these are automatically created and dealt with by the program itself!

You'll notice that the "UltraAccounts a/c" and "Tag" buttons at the top of the window can't be used: These buttons are only available to UltraAccounts users who are using PayAdvice to enter their payslips in their accounts (they're actually used for selecting which account & tag to use for your payslips when the program automatically enters them in UltraAccounts - and hence they can only be used when this window is called up from within the UltraAccounts program, rather than from PayAdvice)

1.7 Common entries

COMMON ENTRIES

If you're paid a fixed salary rather than an hourly rate (for example) then it's quite possible that some of your additions or deductions will always have exactly the same value week-after-week, month-after-month. Instead of having to continually re-type exactly the same information everytime you enter a new payslip, you can predefine these common entries and have the

program enter them for you.

Select "Edit/Common entries" from the menu in the PayAdvice window, and then select the appropriate wage category.

A window will appear showing the names of all the additions and deductions to your wages (use the cycle-gadget to switch the display between additions and deductions). To predefine a value for any of your payslip entries, all you have to do is enter the required amount in the appropriate box.

Then, each time you enter a new payslip, that amount will automatically be entered for you for that particular addition/deduction - saving you from having to type it in yourself.

1.8 Menu functions

MENU FUNCTIONS

The following pull down menu's are available from the PayAdvice window:

Project
Edit
Tools
Options

1.9 Project menu

The "Project" menu contains the following functions:

OPEN	Load a new file: Use the file requester to select which file to load, and then enter your password.
SAVE	Save the current file: Saves your file, using the same filename & password that you used to load it (to save you from having to use the file requester again!)
SAVE AS	Save the current file: Use the file requester to enter the filename, and then enter your password.
PRINT » SINGLE CATEGORY/ALL PAYSLIPS	Make a printout: Depending upon which sub-menu item was selected this will print a summary of the payslips in a single category, or in all categories. Just select the start & end dates, and then press the "Print" button.
ABOUT	About the program: Simply displays a requester showing some information about PayAdvice and its authors.

QUIT Quit the program: A requester will warn you if you've got any unsaved information in your file.

1.10 Goto menu

The "Edit" menu contains the following functions:

WAGE TITLES Create/edit wage categories
 COMMON ENTRIES

 Define/edit common entries

1.11 Tools menu

The "Tools" menu contains the following functions:

TOTALS Display the totals: Select which wage category you want to look at, and a window will appear showing the totals of all the details in that category. You can change the start/end dates by pressing the date buttons at the top of the window. The "Print" button will make a printout.

GRAPH Display a graph of your payslips: Again, click on which wage category you want to use, and a window will appear asking which additions/deductions to use. If you select Total Gross and/or Total Deductions, then an outline is also drawn showing the exact proportion of the selected additions/deductions against the total. Graphs could be useful for various things, such as looking at the exact proportion of your gross pay compared with all of those deductions, or even for simple things like *seeing* how big a pay increase you've received (and how much extra tax you're now paying as a result...)

FIND Search for a specific value: Enter the amount that you want to find, and the program will search through your payslips looking for the required value.

1.12 Options menu

The "Options" menu contains the following functions:

SCREEN MODE » CUSTOM/WORKBENCH
 Select whether PayAdvice should use the Workbench screen or its own custom screen. This can also be changed using the tooltypes settings in the PayAdvice icon.

KEEP BACKUPS

When you save your file PayAdvice normally renames the previous file and keeps it as a backup copy, just in case something goes wrong corrupting your data. Turning this off will *prevent* the program from keeping these backups - again, this can be set via tooltypes.

1.13 The traditional jokes

THE TRADITIONAL JOKES

That's right, it's time for more of my favourite jokes...

- 1) What did the carpet say to the floor?
I've got you covered!
- 2) Why don't ducks fly upside down?
Because if they did, they would quack up!
- 3) What did the policeman say to his belly?
You're under a-vest!
- 4) How do you stop a bull from charging?
Take away its credit cards!

Ha ha ha ha ha... Ahem...

1.14 Becoming a registered user

BECOMING A REGISTERED USER

This program is shareware, if you like it then please register by sending FIVE POUNDS STERLING to me at this address:

Richard Smedley
PO Box 59
Sutton-In-Ashfield
Notts.
NG17 3HP
England

rsmedley@cix.compulink.co.uk

If you want to send cash from abroad, then I'll also accept the equivalent amount in U.S.Dollars, Australian Dollars, or Deutschmarks. Alternatively, you could send me a CD-Rom title or an appropriate gift instead...

I'll send a personalised keyfile to everyone who registers, which will disable the shareware reminders in this and all future versions.

Of course, registered users from any previous versions of PayAdvice can

obtain a free keyfile by simply sending a blank disk plus SAE to me at the above address.

PS. Please don't worry about the fact that I'm now using a PO Box - I'll be moving house at the end of this year (and probably moving again next year), so I've started using a PO Box simply to avoid all the potential problems which can be caused by letters being lost and/or not forwarded due to the address changes. If you're wary about using PO Boxes then please feel free to write or e-mail me before you register, to confirm that this address is genuinely valid.

1.15 Version history

VERSION HISTORY

V1.1 (29.09.96)

- All new versions of this program will now be supplied with a PGP signature, making it easy for the user to check the integrity of the program (remove the risk of viruses, etc.)
- Now supports up to 18 additions & deductions in each wage category (useful for anybody who has to pay local taxes etc.)
- Incorporated "Common entries", allowing you to predefine the details of any additions/deductions which always have the same value on all your payslips.
- Numerous changes to the user interface. Where appropriate, additions and deductions are now "paged" using cycle-gadgets.
- If your additions/deductions ever change for any reason, then your previous payslips will now still retain their original titles.
- Bug fix: No longer crashes when unable to open reqtools.library

V1.0 (17.07.96)

- The first release of a brand-new, next generation PayAdvice program!

1.16 Copyright & Disclaimer

COPYRIGHT & DISCLAIMER

UltraPayAdvice 1.1 is Copyright © Richard Smedley 1996, All Rights Reserved.

Unregistered versions of this program can be freely distributed for non-commercial purposes providing all the original files remain fully intact and unmodified, with no files added or removed.

Registered copies of this program, and the keyfiles sent to registered users, must not be copied or distributed in any way.

This software is provided "as is", without any warranty either expressed or implied. In no event will the author be liable for any direct, indirect, incidental or consequential damages or loss of data resulting from the use of this software. The entire risk as to the results and performance of this software is assumed by the user.

Reqtools.library is Copyright © Nico François & Magnus Holmgren.

The icon was designed by Magnus Enarsson.

1.17 Archive contents & PGP info

ARCHIVE CONTENTS & PGP INFO

The complete, unregistered program consists of the following files (and *only* these files!)

PayAdvice	(the PayAdvice program)
PayAdvice.sig	(PGP signature for PayAdvice)
PayAdvice.info	(program icon)
PayAdvice.Guide	(the instructions - you're reading them!)
PayAdvice.Guide.info	(instructions icon)
PayAdvice.Readme	(brief summary about the program)
PayAdvice.Readme.info	(readme icon)
reqtools.library	(required library)

If you've got access to PGP, then make sure that you use the PGP signature to check the integrity of PayAdvice *before* using the program. My public PGP key is below - you'll find my PGP key fingerprint in my on-line resume on CIX, or just drop me a line and ask for it.

To actually check the integrity of the PayAdvice executable, all you have to do is add my public key to your PGP keyring and then type the following in a Shell window...

```
PGP PayAdvice.sig PayAdvice
```

...and a message will be displayed telling you whether or not it's safe to use this copy of the program.

Here is my public PGP key:

```
-----BEGIN PGP PUBLIC KEY BLOCK-----  
Version: 2.6ui (Amiga)
```

```
mQBNAjBJ2LQAAAECALAYBocjm5+3UrkFD5HmaorNemB6vCh/7Y/MhgAZ823ZA3kR  
mdIV1Bntq5oxC1X+EC916E034j5H7E67hrkmHM0ABRG0LlJpY2hhcmQGU211ZGxl  
eSA8cnNtZWRSZXlAY2l4LmNvbXB1bGluay5jby51az4=  
=OejG
```

-----END PGP PUBLIC KEY BLOCK-----
