Khan Software Ltd

The Payroll

The payroll system is designed to make pays for the staff and keep the payroll data and PAYE data. The tax table is built in. The PAYE rate is worked out using the tax table and the tax code settings in the staff screen. The tax year starts from 1st of April and finishes on 31st of March.

There is no limit of pay rates or staff numbers. The staff can not be deleted once a pay has been made. They can only be deleted after the end of the year roll.

There are several reports which can be printed out between two dates. The reports under payslip menu can be only printed out for current pay data, the data before update records. These are payslips, current payslip summary, costing reports etc.

Once a fortnight or once a month, the IRD reports can be printed between two date, these are employer's deduction report and staff payslip schedule.

This program is designed to be used on Windows 98, 2000 and XP. We have tried to keep the use of the mouse as little as possible. When entering data or moving around the forms, please use "Enter" key. Do not use "TAB" key to move forward to next field.

 Re-index files :
 Please re-index files at least once a month if possible. Also when you see an index error, please re-index files immediately.

The re-index option sorts all the data in sort order as required by search and reports system. If by some reason the index file is damaged, then the system will not be able to find a particular record, or update the right records.

The power glitches and some hardware and network problems may damage the index files from time to time.

 When you get an error message , please write down the error message, and also note down which option you were using and the option used prior to getting an error.

1 - Department Menu. (Under staff menu)
    Add new department codes. You must have at least one department.

2 - Rates Menu. (Under staff menu)
    This is where you enter all rates descriptions without any actual   amounts.

    The rates code flag and type settings are :

    AA to AZ = Standard rates, holidays, sick etc.
          Type = 0   Flag = S (Standard hrs) and O (Overtime)
                          Flag = H is for holidays rate
                          Flag = I   is for sick leave
                          Flag = J   is for statutory days

    BA to BZ = Allowances before tax
          Type = 1 Flag = blank

    CA to CZ = Allowances after tax
          Type = 2   Flag=blank

    DA to DZ = Deductions
          Type = 3   Flag = T (Child Support)
                        Flag = U (Court deductions etc)

    ZA to ZZ = Direct credit to bank
          Type = 3   Flag = B

Staff Menu.
    Type in the staff details (See Staff help)

Payslip Menu.
    Once a period (Weekly/Fortnightly/Monthly), start from top to update records option.

Reports menu.
    The P.A.Y.E. report and other year to date reports can be printed any time and as many times as required.

From main menu, click on "Make pays" under payslip menu. Select a staff and click on "Make payslip". Type in the correct period ending date, department code and press enter until the cursor stops at Hrs. Type in the hours/Qty and press enter to get the total. Select any other rate codes and type in the hours/qty etc and always press enter after the hours/qty is typed in. When finished, you can either click on "Calculate" to see the tax and net figures or click on "Next" to continue. In the Next screen, you can alter tax rate
or student loan rate if required, otherwise click on "Finish payslip"

Once the payslip has been finished, it can not be edited or changed, but you can delete whole payslip and create a new one. This can only be done before "Update records". Once the records have been updated, the payslip can not be deleted but the payslip can be reversed. The reverse payslip function is in Staff screen under "History".

Create staff code, up to six characters. First few characters of surname and add some characters of first names.

In name field, type in the first name then last name but at the bottom in "Details for printing in IR348" box, please type in the last name and first name in appropriate boxes.

In IRD No field in main screen should start with 0 then the number without any spaces or dashes for the electronic IRFile but in the "Details for printing IR348" the number should be typed in normal way eg. 12-345-667. This is for the printing of IR348 report as required by IRD.

The tax code for student loans should be entered as M or S only then type in "Y" in "Student Y/N". By doing this the code becomes M SL or S SL.

The earners premium is automatically setup, but can be changed.

After the staff details have been entered, click on rates and remove any unwanted codes and add any new codes if required. Also the rate amount can be entered in this screen.

After rates screen is done click on "Holiday / Sick" button. In this screen, type in 6% or 8% as required. Type in the holiday hours due if the holidays are to be accumulated. If you want to pay holidays every week (period) with the pay then type in "Y" in "Pay automatically every period" Type in the sick leave hours entitlement every year etc.

Create the rates codes as described below. In the rates file (Master rates), enter all the codes you will ever use including bank codes. You can leave the amounts zero. Also the posting code can be used to group several codes into on costing code to make reports.

Each time you create a new staff, computer creates a rate file with all the rates from master file. You can remove or add codes for each staff as required and also fill in the amounts in rate field.

Rates type & flag settings

  AA to AZ = Standard rates, holidays, sick etc.
             Type = 0   Flag = S (Standard hrs) and O (Overtime)
                                  Flag = H is for holidays rate
                                  Flag = I   is for sick leave
                                  Flag = J   is for statutory days

      BA to BZ = Allowances before tax
             Type = 1 Flag = blank

      CA to CZ = Allowances after tax
             Type = 2   Flag=blank

      DA to DZ = Deductions
             Type = 3   Flag = T (Child Support)
                                Flag = U (Court deductions etc)
                                Flag = F (Family support)

      ZA to ZZ = Direct credit to bank
             Type = 3   Flag = B

Enter the total hours including any left over from previous years in "Total holiday hours due" field. Enter 6% or 8% in next field. Each time you make a payslip, computer works out 6% or 8% of the gross and adds to the "Total holiday hours due". When you pay holidays to staff, the computer deducts from "Total holiday hours"

The sick hours due are worked out at the end of the year roll. When you pay sick leave, the computer deducts the hours from "Total sick hours due".

To set holiday mechanism properly, make sure that the following items are correct :

In the holidays hours, total of hours due up to setup time In individual rates screen, the holiday rate (same as ordinary rate). The type is 0 and flag is "H".
When you make a payslip, the program works out 6% or 8% of the current payslip gross and divides it by the holiday rate to get the holiday hours. These hours are added to the holiday hours field then the total hours are multiplied by the holiday rate and total holiday total is update.

When making holiday pays, make sure to use holiday code and rate so the holiday hours are properly managed.

When you want to make a holiday pay, first finish making the ordinary payslip then the holiday pay payslip. If the holiday hours are set properly at the start, then you can use the holiday hours and total from the top of the payslip screen. These totals do not include the current payslips. To find the real total, add 6% or 8% of the current payslip to the totals shown on the top of the payslip screen.

And make sure that the holiday totals are divided into average weekly/ fortnightly/monthly pays for the tax purpose. You may end up making more than one holiday payslips, or workout the PAYE tax manually and make adjustments to the PAYE field.

This screen is made up from master rates screen. You may add new lines or remove unwanted lines. Enter the default field. eg for standard hours, 40 (40 hours) etc. Edit the rates per line if required. Make sure the "Type" and "Flag" is set correctly.

When typing in the instructions, make sure to put enough information relating to the rate. eg. Rate per Hour, week etc. This field appears at the bottom of the screen when making payslips.

The formula for each code is shown at the bottom of the screen. To add new rate is simple. The statement "GROSS" is the gross earnings for the year.

For example, if you wanted to add a new rate, 15% tax on gross :
    The formula for that would be   GROSS*.15

If you wanted to add no tax formula :
     The formula for that would be simply   0

 If you wanted to deduct more tax than required then add the following statement at the end of the tax formula :

 eg. The standard formula for G ($9501 to $30875) is
     (1425+(.28*(GROSS-9500)))
     The new formula would look something like this
     (1425+(.28*(GROSS-9500)))+5   (Add extra $5 per period)

When working with only one bank account, go to staff rates screen and add new item. Remember to set the flag to "B"and code to Z1. If total of the pay is to go to this one bank, then set the rate to 99999 and qty/hrs to 1. This action will pay the balance of the pay to the above account.

If working with multiple bank accounts, then sort the banks according to the priority, code to Z1 to Z9. In rates column, type in the amount for each bank and the balance can be either cash or rate=99999 for the last bank.

The rates codes can be:
Z1 to Z9 = Direct credit to bank   or ZA to ZZ
          Type = 3   Flag = B

The backup and restore system can be setup by users.

The modern computers have more options to backup to. The standard backup uses floppy disk to backup. But you can use cd-writer, zip disk, memory pen or any USB external drives. To backup the payroll on cd-writer or any other devices, go to Windows Explorer and drag and drop the c:\skpay folder. To restore, just drag and drop the files from skpay folder from backed up device to c:\skpay folder.

When you select standard backup option, computer copies all the data files to a sub-directory in c:\skpay called BAK (C:\SKPAY\BAK).

Then it copies all the files from the bak directory to A: drive. To do this there is a batch file called SKBAK.BAT provided with basic instructions to copy all the files from c:\skpay\bak folder onto dirve A: (Floppy disk).

If you wanted the files to be copied to other than A: drive then create a batch file in c:\skpay called skbak.bat. In this file, you can have any valid instruction eg. COPY C:\SKPAY\BAK D:\

If you want to restore files, copy all the files from bak folder back into c:\skpay within the same period or copy then from the floppy disk etc.

To delete a payslip:
Go to "Make pays" and click on "View/Delete payslips"

To reverse a payslip:
Go to staff screen, then click on "History". Select the payslip by date and click on "Reverse payslip"

Errors when making payslips :
The PAYE is calculated wrong or 0. Check the tax code, earners premium
and period setting (W/F/M) for the particular staff concerned.

Most common error appears when you make a payslip with a large amount and the error box is displayed. When this happens, go to tax file and increase the higher limit for the particular tax code e.g. tax code "G" has three lines in the tax table, the last line starts from $X to $250,000, increase this amount to $900,000.

When you make a mistake in a payslip, if you have not updated the payslips then you can delete. If you have already updated the payslips, you can use the reverse payslip option and type in the same payslip again.

Error - Index does not match the table
Re-index the files.

Errors when Backing up :
When doing backups, you may get an error now and then and computer will ask you if you want to skip this file, always say "Y". This is a garbage file which is not required.

If you get the message "bad sectors etc." then your floppy disk is damaged. Replace the floppy disk. If the backup goes through lots of disks, then get your floppy drive cleaned or replaced. The problem is lots of dust.

When using Windows 95/98, sometimes the Windows don't like other programs making calls to bios, so the timeout error message comes up. If the problem persists, use Windows 95/98 backup system.

This screen keeps all the company details.

The bank selection is not required if you are not going to send the payment files directly to bank using one of the banking program.

Do not change the company name unless you obtain a new software registration number.

At the end of the year, 31st of March, please follow these steps to roll the year over :

    Make the last payslips of the year
    Print the current report
    Update the payslips
    Make an end of the year backup
    Print IRD reports
    Print year to date payslip report
    Print Holiday / Sick report
    Print any other reports as required.
    Make a new folder, call it pay200x (x=year 04, 05, 06 etc)
    Copy all the files from c:\skpay into it for future reference

    Click on "End of the year" button
    Delete any unwanted staff and tidy up rates file if required.

    You are ready for new year payroll.

To setup costing codes, go to costing menu under payslip menu. Select costing codes and type in the codes and descriptions.

To do payslip costing, after making the payslips, go to costing menu and select "Standard costing" or "Costing by jobs" In standard costing select the staff, then click on costing and
distribute his/her pay to various codes until the total has bee met.

All the current costing reports must be printed before update records, but year to date costing reports can be printed between two dates.

To reverse a payslip:
Go to staff screen, then click on "History". Select the payslip by date and click on
"Reverse payslip"

The reverse payslip creates a new payslip with negative amounts of the same date.

Go to setup and type in "N" in "Show general notes screen on start-up"

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IN NO CASE SHALL KHAN SOFTWARE LIMITED'S LIABILITY EXCEED THE
PURCHASE PRICE FOR THE SOFTWARE.

Khan software Ltd started as "Computer Accounts" in 1986 and formed the company "Khan Software Ltd" in 1988.

List of standard software price :

3 Cashbook Multibank with Departments	300.00
4 Cashbook with Quantity (Farmers)	300.00
5 Cashbook integrated with General Ledger	500.00
6 Cashbook for Home	100.00
7 Clubs database	150.00
8 Costing & Pricing	250.00
9 Creditors	250.00
11 Debtors with Open Invoice	300.00
12 Debtors with Analysis module	300.00
14 Electricians Invoicing System	500.00
15 Finance system for car dealers and others	500.00
17 General Ledger	250.00
18 Hire/Rent System	500.00
19 Job Costing	250.00
20 Labels & Names Database	100.00
21 Milk Delivery System	700.00
22 Motor Vehicle Dealer System	350.00
22 Orders System	250.00
24 Payroll with Costing	300.00
25 Payroll for Shearers	3000.00
26 Phone Directory & dialing..	50.00
27 Plumbers Accounting	500.00
28 Point of Sale/Debtors/Stock	600.00
29 Price Book & Quotation System	350.00
30 Quotes System	250.00
31 Recipe & Pricing System	250.00
32 Rent System	350.00
34 Stock System	250.00
41 Telemarketing & Phone Dialer	150.00
42 Transport System	1000.00
43 Vehicle Maintenance	250.00
44 W.O.F. Reminder System	200.00
45 Workshop Jobcards/Invoicing System	500.00

All above costs are for single user software. Please contact us for multi-user software costs. We stock more than 20 versions of Debtors, 5 versions of Cashbooks, more than 10 versions of Stock systems and hundreds of non standard Business programs.
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