

KHAN BUSINESS SOFTWARE

CONTRACTORS **PAYROLL / ACCOUNTS PROGRAM**

Includes : Payroll, Debtors, Stock, Cashbook
 Labels, IR File, Bank File

Options : Creditors, Direct Bank Link, Cheque Writer.

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SYSTEM SET-UP

To begin – double click on the Payroll / Accounting icon on the front screen.

Enter your PASSWORD (if you have set it up) or press ENTER and ENTER again or click on OK.

Company Set-up:

Click on **UTILITIES** from the Main Menu, then click on **SETUP SOFTWARE**
(if an error occurs, click on IGNORE to bypass to the Setup Screen)

Do **NOT** change your Company Name until you have received your personal Registration No. The Program will cease to operate if changed without a new No.

- 1 Complete your address and details.
- 2 Enter your GST No (pressing ENTER after each line)
- 3 Enter GST Rate (default is 12.5%)
- 4 Enter the Backup Folder – usually A: for the Floppy drive
- 5 Software Registration: This is the input area for your personal Registration Number. This is available when payment has been received for your Software.
Do **NOT** change your Registration Number. Like your Company Name, these must remain unchanged until payment is received. If altered, your program will not start up.
- 6 Enter 2 to get 2 copies of Invoices, especially if using single sheet paper.
- 7 You may select the printer option if you want to manually select the printer preference.
- 8 You may select or change your password.

Click on Save & Exit

Click **BACK TO MAIN MENU**

Click on **DEBTORS** from Main Menu

Click on **CLIENTS & SETUP** from the **Debtors & Invoicing** Main Menu

Click on **Setup Debtors**

- 1 Enter the Next Invoice number (if you want to begin your own No. sequence)
- 2 Enter N for GST exclusive and Y for Round up.
- 3 Accept S for Invoice / Statement.
- 4 Select “Y” to have the Company Header printed on Invoices & Statements. But if you would like to use your own pre-printed Company letterhead, enter “N” or “X” for special Stationery if that has been programmed for your Company.
- 5 You may type another message if you wish. This message appears at the bottom of the Invoice (It is common to put BANK Details for Direct Crediting here).
- 6 Enter to accept the present message or type one of your choice.

Click on **EXIT**, then click on **BACK TO Debtors / Invoicing Menu**.
Click on **TRANSACTIONS** (yellow) then **BACK TO MAIN MENU**.

Click on **PAYROLL** from Main Menu

Click **EXIT** through the Notes / General Reminder screen

Click on **SETUP** then **SETUP** again

- 1 Enter Phone Number (no gaps or dashes)
- 2 Enter the name of the IRD Clerk (this is important for the PAYE Report)
- 3 Enter IRD No as 12345678 (no dashes)
- 4 Enter a Password if wished
- 5 Enter Backup Folder – A: for floppy drive D: for CD Drive etc
- 6 Click on the arrow at right to select a bank. If yours is not there, please ask your Agent for the correct files for Bank downloads
- 7 Enter your correct Bank Number
- 8 Earners Premium is preset. However, at the beginning of each year the premium changes. Enter the new premium here and click OK (bottom of page) to update all the Staff details.
- 9 If you do **not** want YTD totals to appear on the Payslips, then enter N here, otherwise the YTD Totals for Gross and PAYE will be printed on Payslips.
- 10 Enter Annual Holiday percentage – currently 6%, but April 2007 changes to 8%. Click on **Adjust All Staff**.
- 11 Enter the Satutory Holiday percentage – currently 4.24%. Click on **Adjust All Staff**.

Click on **EXIT**, then click on **BACK TO MAIN MENU**

Click on **CASHBOOK** from Main Menu

Click on **SETUP** then **SETUP CASHBOOK**

- 1 Enter the Company Address and details
- 2 Enter the GST Start date and the GST end date
- 3 Enter your **GST No.**
- 4 Enter **N** to manually clear transactions as they appear on the Bank Statement.
- 5 Enter **Y** to integrate the Cashbook to the Debtors. Leave **N** in Creditors and General Ledger integration.

SAVE & EXIT,

Click on **TRANSACTIONS** (yellow)

Click **BACK TO MAIN MENU.**

DEBTORS

Add Client Details

From the **SHORTCUT TO MAIN ITEMS**

1. Click on **DEBTORS**
2. Click on **ADD** (or ALT + A) to add new Client:

Code: You may use up to 6 characters. Usually first 3 or 4 letters of the Surname, then the initials. ENTER

Add Name and Address as necessary, pressing ENTER after each line.

Alpha Code: If a Nickname is used for Code, you may enter the first letters of the Surname for sorting, else press ENTER

Debtors Group Code: Use 1 character. Used by the Labels & Letter writer for grouping Debtors. Sample would be F for Farmers
C for Contract Shed
O for Open Shed

Your choice, or press ENTER to pass

Notes: You may add a memo or reminders regarding this Client here. The message will appear when you next enter an invoice for this Client.

Click on Save & Exit to Save or just Exit to abandon.

Automatic ACC charges Highlight the Client Code again and click on **EDIT**.

If you want ACC automatically added to this Client's Invoices, add the ACC percentage in the "ACC to Charge" field. Save & Exit. You must print the Invoices from the **OPEN INVOICE** screen "Print Customer Invoice" to activate the Auto ACC charge option.

Add all your Clients to the Client List.

Click on **EXIT**, then click on **BACK TO MAIN MENU**

To print the List of all your Debtors:

- 1 Select **DEBTORS** from Main Menu
- 2 Select **DEBTORS Reports** from the **REPORTS** heading
- 3 Select the type of Report from the List. (Allows you to view before printing)

When all the debtors have been entered into the database, you are then able to setup the Aged Trial Balance (amounts owing and aged) by using **EDIT AGED BALANCES** under the **DEBTORS** heading.

Only the 1 Month, 2 Month and 3 Month fields are activated to enter any outstanding debts.

STOCK

Add Stock Items:

Click on **SHORTCUT TO MAIN ITEMS**

Click on **STOCK** at the bottom

Click on **ADD** to add new Code

Code: (up to 12 characters), but best to keep code short.

Some codes which will be useful are:

<u>Code</u>	<u>Description</u>	<u>Rate</u>	
ZACC	ACC Charges	.035	(3.5%)
TB	Tucker Box	50.00	
TB1	Tucker Box	25.00	
TR	Travelling	.50	
PH	Press Hire	6.00	

The Stock Codes are used to enter sundry items on to a Clients Open Invoice or to charge Staff for purchases using the Staff Current Account

The Staff Current Account price is the last price on the Stock Item details – Price inc GST. Make sure the price is entered here as the Current Account for Staff accesses this price.

You may add as many items as necessary.

To print a list of your Stock items:

- 1 Make sure the printer is on and paper loaded
- 2 Click on **PRINT**
- 3 Click on **PRICE LIST** or select the Report from the List.

Click on **EXIT, EXIT**, then click on **BACK TO MAIN MENU**

ADDING PURCHASES

When you receive Stock into your Store/Shop, you must add the items to the Stock Control list.

- 1 Click on **STOCK** from Main Menu, then click on **STOCK PURCHASES**
- 2 Type the Stock Code or Click on 'Search Stock'
- 3 Press ENTER to accept code and then description then date
- 4 Type the Qty purchased and press ENTER
- 5 Press ENTER to accept the Cost or type the new cost amount
- 6 Press ENTER, ENTER the EXIT when complete.
- 7 Click on **BACK TO MAIN MENU**

PAYROLL

WORK RATES: Click on **PAYROLL** in Main Menu, then **EXIT** the notes screen
Click on **STAFF** then **RATE CODES**

Press F1 for Help

The format for Rates **must** stay the same as outlined here.

You may delete any rates you will not use by moving the cursor to the unwanted Rate and click on delete. All Shearing, Crutching and Shedhand/Presser Rates must have a 3-4 digit code. They can however, have a letter following the digit code and this depicts a rate for a worker living at home, not at the Shearing Quarters for example, or for Contract/Open Rates.

Press F1 for help with Rates, Types & Flags

To add a new Rate Click on **ADD**

Code: Type in a code (upto 6 characters) type a 3-4 digit code plus a letter if necessary, or you may use all letters. Press Enter after each line.

Description: Type a description of the Rate

Staff Rate : This is the amount paid to the Worker. It is a Base Rate - does **not** include Annual Holiday, Statutory Holiday or Non-Taxable Allowance. Use the **Rate Calculator** to establish the correct **BASE RATE**.

Charge Out Rate: This is the usual rate charged to the Farmer Client. You may leave this at 0.00, and add the charge amount at the time of making payslips.

Type of Rate: This is always 1 for Work Codes, meaning it is a 'before TAX allowance'

Flag: S for Standard Rate, except for H for Holiday Rate (Code AH)

Group: This is the Non-Taxable Allowances and must stay as below:

Shearing Group	- 1
Crutching Group	- 2
Shedhand/Presser Group	- 3
Cooks 1/2 Day Group	- 4
Cooks Full Day Group	- 5
Cover Comb	- 6
Travelling Group	- 7

Notes: Type in here an explanation of the Rate This is an ideal area to enter the actual staff rate i.e. base rate + 6% Annual Holiday + 4.24% Statutory Holiday + non-tax amount.

Click on Save & Exit.

Always use the above standards when adding new Rates. The Computer needs the correct format to give you the expected results.

To print the Rates List:

- 1 Make sure the printer is on and paper loaded
- 2 Click on Report
- 3 Select from the List (usually “All of the Above”).
- 4 Click on **EXIT, EXIT**, then click on **BACK TO MAIN MENU**

STAFF PERSONAL RATES DATABASE.

The Non-Taxable rates are preset in the Staff Personal Rates Database. These non-taxable Allowances will automatically appear in the Personal Rates of new Staff. You may delete the codes not required. To change these rates or add new non-taxable rates SUCH AS Travel Expenses go to:

Payroll > Staff > Master Staff Personal Rates

- 1 Click on ADD
- 2 Type in the Rate Code (usually begins with a C)
- 3 Type the Description
- 4 Enter the Staff rate per head/hour for this code
- 5 **DO NOT** enter a Charge Rate
- 6 Enter the type **2** (after tax rate)
- 7 Enter the Default as 1
- 8 Do not enter any other fields until the last field
- 9 Enter the Group to be connected to i.e. Group 1 = shearing, Group 6 = Cover Comb etc. or leave Blank for Travel and Miscellaneous Codes.

SAVE & EXIT, then click on **BACK TO MAIN MENU**

STATUTORY / BEREAVEMENT SETUP.

Payroll > Setup > Master Leave Setup

At the beginning of the Financial year (April 1) you need to change the dates and details on the Master Leave Setup. When done:
Click on “Update all Staff with New dates”.

LEAVE / IN LIEU record.

Payroll > Staff > Staff > Leave / In Lieu

Keep this record up to date with details of staff leave, dates taken, statutory days taken, paid.

STAFF DETAILS

SHORTCUT TO MAIN ITEMS > STAFF

* - must have an entry in these fields.

Click on ADD to Add a new Staff

*Code: (up to 6 characters) Use short recognisable codes.

Complete Name & Address details, pressing ENTER after each line.

Phone & Job Description pressing ENTER

Contractor Enter **Y** if the Staff is "Self Employed"

*W/F/M: Enter pay frequency - Weekly, Fortnightly or Monthly.

*Tax Code: Click on the arrow on screen for the "drop-down" options. Highlight the appropriate code. CAE for Shearers and Shedhands etc. M for others.

Note: Check Payroll > Setup > Tax Formula for further info or setup new TAX codes.

Male or Female: Enter appropriate letter.

Press ENTER on Total Hours – the Computer accumulates this

Start Date: Work commencement date, or 1st April. You must enter a date, else and error occurs.

Finish Date: Enter this date when Staff completes working for you

Live-in %: (Not yet activated). Press ENTER

IRD Code for Child Allowance: Enter the code as supplied on the IRD Documentation. This is commonly **P** for protected Earnings.

*IRD No: Get this number from Staff IR Form. Leave the zero which is already in the field – it is necessary. There are only eight (8) spaces for the IRD number so do not put “-“ between numbers.

Earners Premium Rate: Current Rate is 0.013 (Preset)

Student Deduction: If you have a student repaying a Student Loan, enter **Y**, else press ENTER through the field.

DEPT: Enter SHR, SHD, PR, COOK, ADMIN etc for description

Fulltime: Most will be **N**

Add/Deduct Live-in: Not activated yet. Press ENTER

Bonus: Not activated yet. Press ENTER, ENTER

*IR FILE Details: Enter Surname

Enter First Names

Enter IRD No as 12-345-678

Save & Exit

Continue to complete along the top menu for this Staff Member:

Rates Setup Bank Holiday / Sick Current Account Notes for this Staff

PERSONAL RATES (For the Staff Members Non-Taxable rates, personal rates for work and deductions such as Child Support, Rent etc.

While a Staff Code is highlighted, click on **RATES** (top menu)

The default Non-Taxable rates will appear. This Staff member may not need all the Non-Taxable codes, so it is easy to delete the ones not required.

To Delete: Simply highlight the code to be deleted and click on **DELETE**.

For example, a Woolhandler will not require the C1, C2, C6 codes which are all related to shearing. And probably the Woolhandler will not require the C4 and C5 as these are related to the Cooks codes. So a Woolhandler will only require the **C3** code.

However a Shearer may require all the Shearing Codes **C1, C2 and C6**, and may also Press or Woolhandle at times so he will also require the **C3** code.

ADDING A NEW RATE OR DEDUCTION

Usually the Woolhandlers have several different rates to select from. It may be simpler to add the Woolhandler's rate to their Personal Rates, thus the correct amount will always be selected.

Several rates can be added to the Personal Rates i.e. for Standard rate, leading hand rate, with meals rate etc.

To add a Rate

Click on **ADD**

Enter **Rate Code** (for Woolhandlers I suggest you begin the rate with A then maybe SH for Shedhand or WH for Woolhandler = AWH. or AWH1 or AWH2)

Enter **Description** of this rate

Enter **Staff Rate** (amount of **BASE RATE** i.e 12.00 in the case of Woolhandler maybe)

Enter a **Charge Rate** if this Staff's work is normally charged to the Farmer, or else 0.00

Do NOT enter a Charge rate if the code is a Non Taxable or a Deduction.

Type = 1 allowance **before** tax as is all Shearing, Crutching & Woolhandling Rates
2 allowance **after** tax such as Non Taxables
3 **deductions** such as Child Support, Winz Payments or Courts Payments

Default is usually 1

Groups are as below, **DO NOT** enter the Group for Non-Taxable Rates.

- 1 Shearing
- 2 Crutching
- 3 Woolhandling & Pressing
- 4 Cooks ½ Day
- 5 Cooks Full Day
- 6 Cover Comb

Flag:	For Standard Rates	S
	Child Support	T
	Winz Repayments	F
	Court Fines	U
	IRD Tax Repayments	U

DO NOT fill in any other fields at all for Standard or Deduction Rates Codes.

For NON-TAXABLE ALLOWANCE Rates only, the last field must be completed –

- Connected to Group = **1 shearing**
- 2 crutching**
- 3 woolhandling / pressing**
- 4 cook ½ day**
- 5 cook full day**
- 6 cover comb**

Multiplier remains at 1.

Save & Exit

SETUP BANK

Highlight the Staff Code, click on **SETUP BANK** (top menu) Click on **ADD**

Bank Deposits can be setup here for the Staff Member.

Maybe BNZ No 020930 (**ENTER**) 4567890 (**ENTER**) 005 (**ENTER**)
6 digits 7 digits 3 digits (add a zero before
the suffix)

Type the correct Bank Account No.

Type the details you want to appear on the Staff member's Bank Statement. (1st 3 fields)

Type the details you want to appear on your Bank Statement.(last 3 fields)

ALT + B or Go Back to return to the Staff Screen.

Put the amount to be banked into this account in the Amount column **or**

If all the pay goes to the Staff Members Bank Account then put 9999999.99 in the Amount column.

You may setup several different Bank Accounts **BUT** make sure the smaller amounts are the first banks listed and the bank with the 9999999.99 in the amount column is the last listed.

Holiday/Sick Pay

This area allows you to setup Holidays brought forward from last year as a bulk amount.

Also the holidays are set at a default of 6% OR 8% as set in the Payroll Setup screen

You may enter "Y" to flag the automatic Holiday Paid with Wages, or "N" to accumulate holiday pays.

Enter the Statutory Holiday percentage of 4.24% or as is set in the Payroll Setup.

Sick Pay does not apply to **Casual** Shearing codes. But for Permanent Staff who qualify for Sick leave, enter **5** in the "Sick hrs Due" field. (Means 5 days per Annum)
Save & Exit

To pay Holiday Pays:

Do the normal Pay run and close and update first.

Then you may print a report of holiday pays due = **Payroll > Reports > Holiday Pay Due.**

Start new payslips for the holidays pays only, using the **AH (Holiday Pay)** code.

If the Staff member also pays Child Support or Winz or other deduction, you must delete that line from the Payslip before Closing the Payslip and updating.

You may of course pay part of the Holiday Pay due, by simply using the **AH** code in the normal payslip and entering a value i.e. \$200.00 and this amount will be deducted from the Total Holiday Pay due.

CURRENT ACCOUNT

This is the area where Draws, Advances, Purchases from the Shop, Rent etc are entered. This current Account will remain on screen for the current Pay Period and then the detail will be posted to History, so that a recall can be made at any time.

To **SEARCH** the Current Account between 2 dates, select the "Total between 2 dates" option in the Current or Historical Current Account and print if desired.

The total of the Current Account will automatically be deducted from the Current Payslip. If the Current Account is more than the current Payslip, then the balance owing will be carried forward to the next pay period.

Click on ADD

Enter on Date

Enter Stock Code (if a purchase from Stores) else ENTER

Enter Description (if NOT from Stores) i.e. Advance or Draw

Enter Quantity (usually 1)

Enter price = Amount of Draw or Advance. If a purchase from Stores, the price will automatically appear here.

Total will automatically appear

Save & Exit

Notes

This is an area to add Notes particular to the Staff Members, such as Injury history, Loan details, Fines details, Child Support details etc.

Old Pays for the Staff Member can be viewed, reversed and printed.

Select **STAFF** from the Shortcut to Main Items

Select the Staff Member

Click on Old Pays (Bottom Menu)

Click on the End of Pay Period date

Reverse a Payslip

This option should only be used if pays have been entered twice for instance.

The option **reverses** the chosen payslip i.e. a new payslip is created with original positive figures now showing as negative figures etc. This option keeps an audit trail of the actions used for the particular Staff Member.

Leave / In lieu

Use this space for Staff Recording of Leave, Statutory Holidays taken / Paid / Due etc, Bereavement Leave / Paid etc, relevant dates etc.

MAKING PAYSLIPS

Now that you have set-up the Debtors details, the Stock items and the Payroll, you are ready to enter work hours and create Payslips for Staff.

TO ENTER A TALLY SHEET:

Select **SHORTCUT TO MAIN ITEMS** from the Main Menu

Click on Make Pays

If this Tally Sheet is to be charged to a Client (Farmer), then click **OPEN INVOICES** (top)
If the Client does not already have a current Open Invoice, or he requires a second Invoice:
Click on **ADD**

Press **F4 F4** and begin typing the Client Code. Your Client details must already be entered into the Debtor Database as on Page 7 of this Manual.

Use the arrow keys to move up or down to select your Client. Press **ENTER**

DO NOT USE THE MOUSE

Press **ENTER** key all the way to Save & Exit

The Invoice Number appears automatically. **ENTER**

Type will automatically be "P" for 'connected to PAYROLL'.

A description of the invoice can be entered i.e. "Main Shear" or "Lambs" etc. Not necessary.

Press **ENTER** on Save & Exit

Move the cursor to the Client Code you want to use and click to highlight.

Press **ALT & S** or Click on **SELECT & EXIT**.

Press **ALT & M** or Click on Make/View Payslip.

Enter the correct date for this Client and press **ENTER**

- 1 Press **F4 F4** and begin typing the Staff Code. Use arrows to move up or down and press **ENTER** (3 times) to select the Staff member
- 2 Type the Shearing/Woolhandling Code for this Staff (or **F2** key to search the master codes, or **F3** to search the Staff Personal Codes).

TIP - If you use the **F2** option to select the Work code, you can change the **Charge out** rate by moving the cursor to the correct column and making the change. Press **ENTER**. This permanently changes the Charge out rate and saves having to make the change for every shearer on this job. **ALT + B** or click on Go Back to return to the Work entry screen.

- 3 Press **ENTER, ENTER** to accept the Staff Rate & Charge Rate and enter the number or hours. Press **ENTER**
- 4 Now enter the hours again (or Woolhandlers hours in the case of Shearers)
This is a very good option for the Woolhandlers, but not so suitable for Shearers. If the field is left blank (000) then the “Average Hourly Rate” does not appear at the bottom of the Payslip. Press **ENTER**
- 5 Enter the number of days worked for this particular work code. If you enter the Tally Sheets daily, then you will probably enter **1** day in the “Days” field. But if you enter the Tally Sheet at the completion of the Shed, then you may enter **4** days or **1.5** days. You can edit the “days” below on the Payslips entries.
Press **ENTER, ENTER.**

Add more work for this Staff i.e Ganging, Crutching etc until completed.

To add work for the next Staff: With the cursor in the **CODE** field, back to Step 1

When all the Staff tallies and Shedhand hours have been entered for this Tally Sheet:

Press **ALT & E** or Click on **EXIT** to return to the Staff screen.

Write the Invoice No on the Tally Sheet.

Select the next **Open Invoice** and enter all the work for the next Tally Sheet as above

NOTE:

If you are charging the Farmer Client for this Staff members work - shearer normally, and also Shedhand/Presser in the case of an **OPEN** shed - type the correct Charge out rate (see Note below) if it does not already show. Leave the charge-out rate at **0.00** for Staff members work which you are **not** charging to the Client.

In the case of a **CONTRACT** shed, you **only** enter a Charge-out rate for the **Shearers tallies.**

EXIT

NOTE:

Make sure you enter the correct Charge-out rate for the particular job done, as this is the figure used for the reports you may wish to use for future planning. These reports are found:

Payroll > Staff / Client History >

This is a very useful area for reports of Staff and Client activities and prices.

VIEW OR PRINT COST ANALYSIS

Once you have entered all the Payslips for a Tally Sheet, you are able to view the labour costs for that shed. You are also able to add ACC Charges to the Invoice, Tucker box charges, travelling etc and view the labour cost percentages.

Return to the **MAIN MENU > Payroll > Setup > Open Invoice / Stock > Open Invoices**

Move the cursor to the Debtor you require and press ENTER

Click on VIEW

Click on OFFICE SUMMARY

This shows Total Tally of work
 Plus hours worked by Shedhands and Pressers
 Staff Codes
 Gross Profit for this Client's work

Click on the Printer icon to print this report.

or OFFICE FULL SUMMARY

This shows All the above plus all Staff Members tallies for this shed.

Click on the Printer icon to print this report

The Wage Cost Percentage will show at the base of the report on screen

If you want to view the actual Invoice for the Client:

Click on VIEW > FULL INVOICE

The actual invoice for the Client will appear.

If you do not wish to add any further items such as ACC, Wool Packs etc to the Invoice, you may print the Invoice:

Click on the Printer icon to print the Invoice/Statement.

A report of all Open Invoices showing the GP% etc can be printed by selecting the option "LIST" from the bottom menu.

PDF File Creation

Any files / reports which request a Printer Selection may be created as a PDF file for emailing or saving. To permanently save the costings for Clients work, select "View Flagged Office Reports" (red lettering) and select the PDF Printer and give the file a unique name, Click **SAVE**. This file includes ALL Flagged Open Invoices.

Add Other Costs & ACC to Invoice

To add items to the Client Invoice from your Stock Module:

SHORTCUT TO MAIN ITEMS > OPEN INVOICES

If you do **not** use the Automatic ACC Charges option, Click on the Client, then on DETAILS

To add ACC Charges:

- 1 Type ACC code (or Click on SEARCH).
- 2 Press ENTER to accept the code and ENTER to accept the Description
- 3 Press ENTER to accept the rate or change to suit. (.035 for 3.5%, .045 for 4.5%) or type the amount.
- 4 Qty is the amount of the Subtotal of the invoice. Click on 'View Invoice' and scroll down to view the Subtotal at the bottom of the Invoice. Then X at top right to return to the entry screen.
- 5 Enter the total of the Subtotal of the Invoice and ENTER. The ACC amount will appear in the Totals column

OR

In many cases, Contractors prefer to calculate the ACC levy manually, either as a percentage of the Wage cost of the Shed (see Page 18 – Cost Analysis) or as a percentage of the Subtotal of the Invoice (as above).

- 1 Manually calculate the Acc value.
- 2 In the Stock Code field, type ACC or the correct Stock Code.
- 3 Press ENTER to accept the description (or type in **ACC Levy**) press enter.
- 4 Type the calculated amount in the RATE column. Enter
- 5 Type 1 in the Qty Column. Enter
- 6 Press Enter again to accept the amount.

Other items may be added to the Invoice from the Stock Database in a similar manner such as **TEXT LINES** (see Page 29 for details)

SAVE & EXIT

You may view the Invoice again with the new items added.
See also Add Items to the Invoice page 28.

EXIT to the Main Menu

ADVANCES & DRAWS - Staff Current Account

Between pay periods, you may need to advance payments or gear to the Staff. This is kept on file and deducted from the payslip when Staff Payslips are printed. The Current Account Report shows details of the advances made for this period.

To enter Advances:

Select **SHORTCUT TO MAIN ITEMS > STAFF**

- 1 Click on SEARCH begin to type staff code, or scroll down to the required Staff Code and Click
- 3 Click on CURRENT ACCOUNT from Staff Screen Menu
- 4 Click on ADD
- 5 Press ENTER to accept default date or type selected date (press ENTER)
- 6 Type the Stock Code or Press F2 to SEARCH Stock codes (press ENTER) or leave blank.
- 7 The description of the Stock Code will appear (press ENTER) or type your own.
- 8 Enter the Qty or ENTER to accept the default of 1
- 9 Press ENTER to accept the Price or type the correct price
- 10 Press ENTER to accept the Total
- 11 Search between 2 Dates by entering the beginning date and the end date then click on Show Total
- 12 Click on Report then the Printer Icon to print the report.

SAVE & EXIT

The Current Account will remain visible as long as an amount remains owing. Once all outstanding amounts have been paid (usually at the end of a pay period) the details are saved in the HISTORY File. HISTORY can be viewed and printed at any time.

DIRECT CREDIT ADVANCES (For Bank Software i.e. PC Banking, Desk Banking etc)

Payroll > Staff > Interim Direct Credit File

- 1 Enter the amount of the Advance in the **AMOUNT** column for all Staff involved.
- 2 Click on **Make File**.
- 3 A file called Wages.txt is created, ready for uploading into the Bank Software.

Remember, you still have to enter the amount in the Staff Current Account file.

You can clean-up the Interim Bank files by using the following facility:

Payroll > Staff > Interim D/C File > Clear File

CURRENT JOBS

At any time during a pay period, you may view the work done during the current pay period by each Staff member.

Select **SHORTCUT TO MAIN ITEMS > MAKE PAYS**

- 1 Click on the Staff Member required or press F2 to SEARCH
- 2 Alt M or Click on Make/View Payslips

The current payslip for the Staff Member will appear.

ALT V or Click on 'View' to look at the current payslip. **Remember that the Non-Taxable allowances and deductions are not finally calculated until the Payslip is closed for the current Pay Period.**

EXIT to return to the Current Work Entry screen.

ALT W or Click on '**View Gross**' to view the current amounts due to and from this Staff Member.

This also shows 40% of Payslip amount available for deductions of Child Support, Winz Payments, IRD Tax Repayments or Court Fines.

Click OK to return to the Current Work Screen.

ALT E twice or click on EXIT, EXIT to return to the Main Menu

END OF PAY PERIOD - GENERAL FORMAT

SHORTCUT TO MAIN ITEMS > MAKE PAYS > CLOSE & PRINT PAYSLIPS

- 1 Check Payslip Run – enter closing pay period date - Staff Copy – OR PDF File Create
- 2 **BACKUP DATA** (click on Setup – Top Menu, then Backup, Backup, OK) or
“Quick Backup to Hard Drive”
- 3 Check Payslip Run – Office Copy

JOB COSTINGS & OPEN INVOICES

- 1 Print / Save Job Costings Reports and Invoices with Tally Sheets.
- 2 Add ACC, Wool Packs, Tucker Boxes etc to Invoices
- 3 Flag completed Invoices for updating

Further Reports

Payroll >

- 1 Payslip Summary #2
- 2 Current Account Report (for Staff Members and Office Report)
- 3 Direct Credit Report and BANK File

Go to Page 23.

UPDATE DATA

Select Shortcut to Main Items > Update Pays

Click on **UPDATE** Files

Click on OK when all closed payslips have been updated.

END OF MONTH & IRD REPORTS

These Reports are all printed after the Payslips have been updated.

- 1 Employers Monthly Schedule or IRD Electronic File (IR File) creation.

OTHER REPORTS

- 1 Reports Menu – Deduction Report, Allowance Report, Holiday/Sick Report

PRINT PAYSLIPS

At the end of the Pay Period, you must print a payslip for all active Staff. This payslip is attached to the pay cheque or is handed/posted to the Staff Member

Select Shortcut to Main Items > Make Pays

- 1 Select 'Close & Print payslips' (bottom menu)
- 2 The first option is "Check Payslip Run". This temporarily closes the Payslips for printing / viewing (or you may select just one Staff member to print / view). Check the payslips. Alterations can be made to the payslips at this point if necessary. When you are satisfied that all the payslips are correct, then select the next option – Print 2 runs of the Payslips – one for Staff, and one for the Office copy. A **PDF File** may be created at this point for saving or emailing.
- 3 Make a **BACKUP** now onto CD or "**Quick Backup to Hard Drive**" or both.
- 4 "**Close and No Print**" is the final action at the end of the Pay Period. Enter the End of Pay Period date.
- 5 EXIT.

CLOSE SINGLE PAYSLIP

If a Staff Member leaves your employ during a normal pay period:

Select Shortcut to Main Items > Make Pays > Select Staff > Make/View Payslips > Finish Payslip (bottom Menu)

This closes just the selected Staff payslip. You don't need to finally update the closed payslip until the end of the pay period, but if holidays have been accumulated, then you must "**Update Data**" and then do a separate holiday pay payslip for the Staff. **Finish** this payslip also.

FURTHER REPORTS

Payroll >

- 1 Print Payslips Summary #2
- 2 Print the Current Account Report for Staff Members and / or Office Report
- 3 Print the Direct Credit Report
- 4 Make the BANK . AFI file (if you are using Bank Software)

QUICK & FULL PAYSLIP SUMMARY REPORTS

For a quick report anytime during the pay period, this report gives you the earnings, allowances, deductions and the state of the Staff's Current Account as at the printing time. A very good report when allocating Advances/Draws etc. although non-taxables do not show.

Payroll > Quick Payslip Summary #1 or Full Payslip Summary #2

Press enter to accept the current date or enter a different date.

To maximise the screen:

Click on the large square in the top right of the window.

To print the report:

Simply click on the Printer Icon

CURRENT ACCOUNT REPORT

Payroll > Payslip Heading – Current Account Report

- 1 Print the **Office Copy** of the Current Account Report
- 2 Check to see which Staff have more than 1 item on their Current Account
- 3 Select **Print**

This option prints a page for each staff details of Current Account. Staple this to the Payslip. You may flag just one Staff and print his/her Current Account, but using the “**Unflag all**” option and then flagging only the chosen staff member/s

UPDATE PAYSLIPS

When you have printed the payslips and reports for a pay period, you must update the records. Before updating the payslips, payslip lines may be deleted if totally incorrect. However, once the payslip is closed, no further lines can be added. Current lines may be changed.

Once the data has been updated the above delete option is not available. Only reverse a payslip.

You must update after each pay period. This transfers totals to reports and accumulating amounts such as Year to Date earnings and PAYE etc. It also clears each Staff current payslip file ready for the next pay period.

To update: Select Payslip Menu from the Payroll Main Menu

Select **Update Data**

Click on **UPDATE**.

Click on OK.

Or

SHORTCUT TO MAIN ITEMS > UPDATE PAYS.

PAYE MONTHLY SCHEDULE AND OTHER REPORTS

Each month you must pay PAYE to the Inland Revenue Department. This is done on or before the 20th of each month. In some cases, large Employers you may be required to pay PAYE by using IR File direct to the IRD Department via the internet twice per month on or before the 5th of each month and on or before the 20th of each month.

To Print a PAYE Report for the previous month or period:

Select Payroll > **EMPL SCHEDULE**

- 1 Enter the Start Date (usually the 1st of the Month) and End Date (30th/31st Month)
- 2 Enter the 20th of the following Month for 'Schedule Due on' field
- 3 Make sure the Payroll Clerks name is entered
- 4 Click on Print

This printed report is accepted by the IRD. However, for those paying via the IR File:

- 1 Select '**MAKE IRD IR FILE**' from the Payroll
- 2 Enter the Start Date (usually the 1st of the Month) and End Date (30th/31st Month)
- 3 Click on 'Make IR File'
- 4 The next screen tells you the file has been created and the NAME OF THE FILE
For example: JUN12.CSV
This is the file you need to specify in the PATH of the IR File.
PATH = c:\Payshr\JUN12.csv

Holidays Due Report:

Select Payroll > Reports > Holidays Due Report

Allowances and Deduction Reports, Holiday Reports etc. as well as Statistics and Department reports.

Sick Pay report

Sick Pay = 5 days per year after 6 mths continuous employment with same Employer and 5 days for each subsequent 12 months employment. Once a Staff has qualified, then Staff is entitled to Sick Pay for the duration of Employment.

Bereavement Leave Pay

Bereavement Leave = 3 days on death of close relative. 1 days on death of close friend.

RELATIVE DAILY PAY - Payroll > Setup > Ave. Daily Pay Report

Use the RDP Report to calculate Sick & Bereavement Leave Pay

YEAR TO DATE REPORT

This report is excellent for printing Staff earnings for a selected period. WINZ often require this report.

Payroll > Reports > **YTD Payslip Report**

Select starting and ending dates, staff code or space for all staff.

PAYE REPORT BY DATE

Another very good report accumulating PAYE, Student Loan, Child Support and Gross.

Payroll > Reports > **YTD PAYE Reports by date**

Select Staff Code or space for all Staff, starting & ending dates.

ALLOWANCE REPORT

This report is ideal for printing details/summary of Allowance codes both Taxable Work Rates and Non-taxable Rates.

Payroll > Reports > Allowance Report >

Select starting and ending dates, Staff Code or space for all Staff, Allowance code or space for all. Then select **Taxable** or **Non-Taxable** rates. Then select **Summary** or **Full Report**.

Select **Print**.

DEPARTMENT REPORT

This report shows the total wages paid out for each type of Staff Department i.e. SHR (Shearers), SHD (Shedhand etc).

Payroll > Reports > Department Report > Print

CURRENT ACCOUNT HISTORY REPORT

Payroll > Reports > Current Account History Report

STAFF YTD REPORTS

Payroll > Reports > Staff YTD reports > Staff Wages Summary Report.

STATISTICS REPORTS

There are several Stats Reports you may view and print.

From the **Payroll > Reports**

- 1 Select '**Stats Report**' (fulltime, male, female, overtime etc)

From the **Payroll > Staff > Staff / Client History**

- 1 Enter the Beginning Date, then End date
- 2 To view/print a Staff Member Payroll Record, enter the Staff Code then click on '**Print**'
- 3 To view/print a Client Payroll History, enter the Client Code then Click on '**Print**'
- 4 To view/print a Rate Code or group of Codes, enter the code/s then Click on '**Print**'

Click on '**Report to Printer**' to automatically print the report, otherwise view screen first. A combination of the search options may be chosen as well.

This Staff / Client History is invaluable in Work and Staff Planning. Also Staff queries can be viewed at a glance for specific dates.

Delete History if and when you wish. Click on **Y** to Yes, you are sure you want to delete.

Click on EXIT

END OF YEAR REPORTS AND ROLL OVER

The Payroll year ends on the 31st March each year. There are forms and details to complete for the Inland Revenue Department.

From the **Payroll Main Menu > Reports**

- 1 Print any Reports you may need i.e. Deduction Report
Allowance Report
Holiday/Sick Report
PAYE Schedule
Department Report
Staff YTD Reports
- 3 Select **Payroll > Setup > End of Year Roll**
- 4 Click on **End of Year Roll**
- 5 Click **YES** to 'Are you sure.....'
- 6 Click **YES** to 'Have you done a EOY Backup'

DONE.

DEBTORS

ADD ITEMS TO THE INVOICE

As each Tally Sheet had been processed through the Payroll module, an Open Invoice was created for the Farmer Client.

You may add items from the Stock module to the Debtors invoice using the Open Invoice option in the **Payroll** Main Menu. However it is more common to use the Open Invoice option in the **Shortcut** Menu.

Select Open Invoice from the **Shortcut** to **Main Items**.

- 1 At the bottom of the screen, note the options you have.
To add items:
 - 1 Click on **Details**
 - 2 Click on **X** (Search) or type the Stock Code (scroll through codes to select) EXIT
 - 3 Press ENTER to accept the Code
 - 4 Press ENTER to accept the Description and Rate. You may change the rate if wished
 - 5 Enter the Qty, or press ENTER to accept the default of 1.
 - 6 Press ENTER to accept the Total then ENTER, ENTER, ENTER.

This inserts the line on the Invoice. You will see the data appear below

(See page 29 for further options)

See page 19 for adding ACC Charges

If you want to print just this Invoice as it appears on screen, make sure the printer is on and Invoice paper is loaded. Move the cursor **VIEW INVOICE**. Click on Printer icon to print.

Be aware that if you have Automatic ACC charging activated, you must print the Invoice from the Open Invoice screen “PRINT CUSTOMER INVOICE”.

You may print this screen as often as you want before updating.

OTHER OPTIONS FOR ADDING DATA

There are other ways of adding data to an invoice besides using the Stock List.

- a For Miscellaneous items not on your Stock list:

SHORTCUT TO MAIN ITEMS > OPEN INVOICES

Move the cursor, Click or Search to the correct debtor (highlight)
Click on Details

To add a miscellaneous item

- 1 Press the **F3** key and add a code or ENTER to move to Description
- 2 Type a description
- 3 Type the Price and press ENTER
- 4 Enter a Quantity or press ENTER to accept 1
- 5 ENTER, ENTER, ENTER

- b To print a line of text only (you can have many lines of text on an invoice)

With cursor in the CODE field

Press the **F5** key and the cursor will appear in the TEXT box.

Type a line of text. Some Invoices require an explanation of work done

Press ENTER, ENTER

You are not able to add \$ dollars and cents to a text line. You can add as many text lines as you wish, by simply selecting the F5 option for each line.

ALT E or Click on EXIT

CHANGE THE CHARGE OUT PRICE

If the Charge out rate is incorrect, you can change this simply:

- 1 Shortcut Menu > Open Invoice > highlight the Client to change
- 2 Click on **details**.
- 3 Highlight the code to change the price.
- 4 Click on **Change Price**
- 5 Highlight the price and change, click on **Change**.

This alters the Charge out rate for all lines with the selected code.

PRINTING DEBTORS INVOICES

You may print Invoices at any time. You can print several Invoices at a time, for example, at the end of a day or maybe the Pay Period

SHORTCUT TO MAIN ITEMS > OPEN INVOICE

- 1 Click in the **Flag** field and Enter **Y** on all completed Invoices to be printed.
- 2 Exit
- 2 Click in **Update Open Invoices**

To print an Invoice for just one Debtor:

Click in **Open Invoice** and highlight the selected Client

Print Customer Invoice

Click on Print.

Only those items which had a Charge rate amount will be printed on the Invoice. Any line in the Invoice which showed a 0.00 in the rate column will not appear on the printed Invoice.

WAGE COST PERCENTAGES.

Because the wage costings of each Client is lost once the Open Invoices have been updated, you may wish to save all completed Invoices (flagged) for future reference.

To create a PDF file of all flagged Invoices:

- 1 Click on “View Flagged Office Reports”
- 2 Click on Office Summary or Office Full Summary (recommended)
- 3 Click on View
- 4 Click the printer icon to print or select CUTE PDF Printer to save. OK
- 5 Give the file a name i.e. cost_2309. Click save

File Created.

UPDATING OPEN INVOICES

Once you have printed the Debtors Invoices, you are still able to edit and alter the lines in the Invoice. However, when you have finally printed the Invoices, you must then UPDATE.

Select **Shortcut Menu > Update Open Invoices**

Click on **Update**

Click on OK

This transfers the totals on to the Statements and Reports. Until updated, the amounts on the Open Invoices are in a Temporary file only.

Once updated, it is not possible to change an Invoice. However, you are able to make Credit Notes and Journal Entries by using the Transaction Menu on the Debtors Main Menu.

AUTO ACC REPORT

If you have Automatic ACC charges setup in your Client detail, you can print a report of ACC charged to date.

Payroll > Setup > Open Invoice / Stock > Auto ACC Report

Or

Debtors > Clients & Setup > Open Invoice > Auto ACC Report.

SUNDRY INVOICE, CREDIT NOTES & ADJUSTMENTS

SUNDRY INVOICE

Occasionally you may have to send an invoice to a Farmer Client charging him for items which are not included on the Open Invoice created from the Tally Sheet entry in the Payroll. You may create a Sundry Invoice for this and print it.

From the **Debtors** Main Menu

- 1 Select **Print Invoice** under the Transactions Heading
- 2 Enter the Debtor Code or Click on Find
- 3 Make sure the Printer is on and the correct paper is loaded
- 4 Press ENTER to accept the entries or make changes as required
- 5 Enter the Stock Code, or F2 key to search. See page 29 'Other option for adding data'.
- 6 Press ENTER to accept the description & price.
- 7 Press ENTER to accept the default Qty as 1, or type the correct number.
- 8 Press ENTER on OK to complete the entry.

When completed adding items, ALT P or Click on **Print** to print the Invoice.

If not printing the Invoice at present, ALT S or Click on **Save**

The Client History may be viewed by ALT H or Click on History on bottom menu.

ALT V or Click on View to view the Invoice before printing.

ALT E or EXIT

CREDIT NOTES AND ADJUSTMENTS

You may need to enter a CREDIT Note or adjust a Client's account (maybe clear a few cents which occurs when a payment is made in cash). To do this:

From the **Debtors** Main Menu

- 1 Select **Transaction Heading**
- 2 Select **Printed Credit Note** or **Manual Credit Note** (appears on Statement only)
- 3 Enter the Debtor Code or Click on Find
- 4 Make sure the printer is on and the correct Paper loaded
- 5 Press ENTER to accept the details etc
- 6 Press ENTER to bypass the 'Deliver to' field (Use when Invoice and Item are sent to different addresses.
- 7 Press ENTER to accept the default date or enter another date
- 8 Press ENTER to accept the Invoice No
- 9 Press ENTER to bypass Order No or type the given number
- 10 Press ENTER to bypass 'Inv by' or enter the users code
- 11 Type the Stock Code (or F2 to search from the Stock List – Click on the correct code and press ALT E or Click Exit)
- 12 Press ENTER to accept the default number i.e. Qty etc across to OK.

When you have entered all the lines required:

Select Print, or Save (no print), View the Invoice, or Print Statement.

ALT E or Click on Exit.

ADJUSTMENTS

From the Transaction Heading

- 1 Select Journal
- 2 Type the Debtors code
- 3 Press ENTER to accept the date or type a new date
- 4 Press ENTER to bypass the Order No or enter the correct number
- 5 Type the Total for this adjustment including the '-' sign for a negative amount
- 6 Press ENTER on OK to accept

Click on Exit

ENTER PAYMENTS

If your Cashbook is linked to the Debtors Module, you enter any Client Payments through the Cashbook - see page 42 - Enter Deposits

For 'Stand alone' Modules (not linked to Cashbook) any Client payments are entered through the Payments option in the Debtors Payments

From the Transactions Heading

- 1 Select Payments
- 2 Type the Client Code or press the F2 key to search
- 3 Enter the transaction No (your choice) and press ENTER
- 4 Press ENTER to bypass the Discount column
- 5 Type the amount of the cheque to be deposited and press ENTER
- 6 Press ENTER on OK
- 7
- 8 Enter the next deposit and so on

When all the deposits have been entered, press EXIT

DELETE & UPDATE TRANSACTIONS

When you have made Credit Notes, Adjustments or Payments (either through Cashbook or Debtors) you must update the transactions to the Statements.

If you have made an error entering any of these transactions you are able to delete them using the Update Records option.

DELETE TRANSACTIONS

From the Debtors > Transactions Heading

- 1 Select Update Records
- 2 Highlight the line you wish to delete
- 3 A prompt will appear asking if you really want to delete this line
- 4 Click YES to delete or NO to cancel

EXIT

UPDATE TRANSACTIONS

From the Debtors transactions Menu

- 1 Select Update Records
- 2 The beginning and ending dates may be changed before updating
- 3 Click on **Update**

EXIT

Until you update transactions, any payments whether made in Cashbook or Debtors, and any Credit Notes or adjustments will not appear on reports or Statements, and you are able to use the Delete facility in the update option. Once you update the transactions, you are not able to delete any previous transactions. You must then make credit Notes or Adjustments to alter the Reports and Statements.

DEBTORS REPORTS

One of the main reports is the **Aged Trial Balance**.

Select 'Aged Trial Balance' from under the Reports Heading

Enter the date for this report

Select Report to Screen or Printer

Click Print

END OF MONTH REPORTS

At the end of each month, after all the invoices have been printed and updated, you should print out some reports and Statements. It is not necessary to print Statements, but in the case of slow payments, a Statement often brings results. The Statements show all Invoice totals, Payments and Adjustments for the current period.

The recommended reports from the Debtors > Reports Heading - End of Period are:

- 1 Aged Trial Balance
- 2 Transaction Report – includes Invoices, Credit Notes, Adjustments and Payments for the current Month
- 3 Control Account
- 4 Statements

You may decide on fewer reports - your choice.

STATEMENTS

When you have checked the Aged Trial Balance and made any adjustments, you are ready to print the Statements. Load the correct paper in the printer and make sure it is turned on.

Select Statements from the Debtors > Reports Heading

Type in the Period END Date – usually the last day of the current Month

A message may be typed in the ‘Statement Message’ field and this will appear on all Statements. This is great for reminders of specials or seasonal notices etc.

To print only one (1) Debtors Statement:

- 1 Click on ‘Select from & to Debtor’ – Type the same Debtor code for *from* and *to*
- 2 Click OK
- 3 Click on Print

To print all Debtors Statements:

- 1 Click in the option field ‘Select for Balance \neq 0’. This will flag all Debtors who do not have a 0.00 balance. Only those Debtors who have a balance owing will be printed.
- 2 Click on print

EXIT

END OF MONTH ROLL OVER

After all the Reports and Statements have been printed, you must then perform the End of Period Roll. This ages the Balances by one (1) month.

Select Debtors Heading > **End of Period Roll**

The start and end dates should already be showing unless this is the first time you have executed a Monthly roll over.

Click on 'End of Period roll'

Click on YES to do the roll

Type the new start date for the next period (usually the 1st day of the next Month)
Type the new end date for the next period (usually the last day of the next Month)

Click on Continue

This is a necessary function to keep the accounts aged correctly.

The accounts are now ready for more data.

CASHBOOK

The Cashbook may be linked to the Debtors, so that when Clients cheques are deposited and processed in the Cashbook, the amount is automatically credited to the Clients account in the Debtors module.

There is also a facility which links your Bank with your Cashbook. The software is available through your bank.

A cheque writer program is available through Khan Software Ltd. The cost of this software depends on the detail you require on the printed cheques. Please ask Shafid or an agent.

CASHBOOK SETUP.

If you want your Cashbook linked to your Debtors module, please ask Shafid Khan or his agent and they will provide you a program already set up.

The initial password to access the Cashbook is : ENTER Key
You should enter your own password, and this is done by:

Select **Cashbook > Setup Cashbook >**

Select 'Password' field

Type the current password (ENTER in the case of a new program)

Type the new Password and press ENTER

SAVE & EXIT (don't forget it)

OPENING BALANCE

Select **Cashbook > Setup Banks**

Click on Add

Type the Code **01** for the 1st Cheque Book, **02** for 2nd Cheque Book

Enter the Opening Balance, Bank Balance, Cashbook Balance, Next Chq Number, Next Deposit Number, Next Expense Number and GST Start date and GST end date.

If the balance is in debit, then type a minus sign before the amount.

Enter your Bank Name and number in the field provided

EXIT

SET UP JOURNAL CODES

It is a good idea to ask your Accountant for a printout of the Journal Codes he uses to process your accounts. Most Accountants use numeric codes, and you may use Alpha codes for your own reference. You are able to enter both your personal codes plus your Accountants codes. You have options to print reports using either your codes or the Accountants codes.

From the **Cashbook** Main Menu

- 1 Select Journals
- 2 Click on Add to add a new code
- 3 Type in the code. This may be either numbers or letters or a combination. Press ENTER
- 4 Type the description of this code and press ENTER
- 5 Type the GST claimable on this code. Usually 12.5% but in some cases such as household power, or vehicle expenses, only part of the GST is claimable. For example if you claim 1/4 of the GST then put 3.125 as the GST. If you claim 80% of the GST then enter 10 as the GST. If no GST is claimable then enter 0 in the GST column.
- 6 Enter the Type of transaction – A for Assets, E for Expense, I for Income, L for Liability such as personal drawings and loans etc. or P for Proprietorship.
- 7 Normally this 100 per cent but may be less for specific codes
- 8 Enter your Accountant's Code, or press ENTER to bypass.
- 9 Press ENTER to bypass the General Ledger Code
- 10 Press ENTER to bypass the Charge to Master Code

SAVE & EXIT

Enter all the codes you require. You can add more at any time.

PRINT THE JOURNAL CODE LIST

Make sure the printer is on and paper is loaded.

Select **Cashbook Heading > Journals**

Click on Report

Click on the Printer Icon to Print

EXIT

SET UP NAMES CODES

The Names Codes are the names you write on your cheques i.e. Electricity Company, Garage, Stock Firm, Employees, Grocery supplier, Telephone etc.

Use the shortest code you can, this is the purpose of the Names Codes, to save you a lot of typing.

From the **Cashbook** Heading

Select Names

Click on Add

Type a short Code for this Supplier and press ENTER

Type the full name for this code and press ENTER

Enter the Supplier's Bank Number (17 digits, no spaces)

Enter all the names you require. You can add more at any time.

SAVE & EXIT

PRINT NAMES CODES LIST

Make sure the printer is on and paper is loaded.

Cashbook > names > Report

Type OK on the Printer screen

Click on Exit

SET UP AUTOMATIC PAYMENTS & DEPOSITS

From the **Cashbook** Main Menu

- 1 Select **Setup Cashbook** under the Cashbook Utilities Heading
- 2 Select **Automatic Payments**
- 3 Type the Journal Code or use the arrow to select, to which this item is charged/credited
- 4 Type the next due date
- 5 Type the Date the payment/credit is due until
- 6 Type the Amount – if a payment, the amount must be a **negative** figure (enter a minus sign before the amount)
- 7 Enter a W, F or M (weekly, fortnightly or monthly)
- 8 Enter Y to make this item active or N to inactivate.
- 9 Enter the Bank number which this payment/credit will be made
- 10 Enter the names Code for this Payment/Credit
- 11 Enter a Dept if used

SAVE & EXIT

ENTER TRANSACTIONS

CHEQUES

You are now ready to enter transactions from your Cheque Book and Deposit Book. Have your Journal and Names Codes Lists in front of you.

From the **Cashbook** Main Menu

- 1 Select **Enter Cheques**
- 2 Select the Bank Code (usually 01) or use the arrow for the 'drop down' window.
- 4 Enter the Cheque Number (it will automatically add one number on from the last entry)
- 5 Enter date (or press ENTER to accept the date showing)
- 6 Enter the Names Code (or press **F2** to choose from the Names list)
- 7 Press ENTER to accept the Name or Description
- 8 Type the amount of the cheque
- 9 Press ENTER to accept that entry is correct, and then ENTER on OK.
- 10 Enter the Journal Code (or use the arrow for the drop down window to choose from the Journals list)
- 11 Press ENTER to accept the total amount or type an amount for this journal code. Press ENTER to accept the GST content and then ENTER to accept the entry. If you typed a lesser amount than the total cheque, you continue to enter a new journal code and the correct amount for that code and so on. This is how you can split the cheque amount between several Journal codes. When the balance at the bottom of the window shows 0.00 then the screen returns to the 'Enter Cheques' screen ready for the next cheque to be processed. Press ENTER to accept the transaction

Enter all the cheques you have written for this period.

ALT E or Click on Exit

DEPOSITS

From the **Cashbook**

Select **Enter Deposits**

- 1 Select the correct Bank Code (usually 01)
- 2 Press ENTER to accept the transaction No
- 3 Type the date or press ENTER to accept the date showing
- 3 Type the Names Code (or **F2** to choose from the Names list)
- 4 Press ENTER to accept the Name or description.
- 5 If you need to have a bank deposit slip printed, you must now enter the **BANK** of this cheque and then the **BRANCH** of the bank. For Cash type a **C** in the **Bank** field and press ENTER to bypass the Branch field.
- 6 Type the amount of the deposit and press ENTER
- 7 Press ENTER on OK.
- 9 Type the Journal Code (or use the arrow to select from the drop down window) and press ENTER
- 10 Press ENTER to accept the code and description of the Journal Code. Type the total of the deposit for this code. If you typed a lesser amount than the total deposit then you must add another Journal code and the amount for that code and so on. This is how to split your deposits into several different codes. When the balance at the bottom of the window shows 0.00 the screen will return to the 'Enter Deposits' screen.

Enter all the deposits for this period.

PRINT BANK DEPOSIT SLIP

To print the Bank Deposit Slip which attaches to the Deposit Form for the Bank:

From the **Cashbook**

- 1 Select **Print Bank Slip**
- 2 Accept the Date showing (today's date)
- 3 Click in '**Print Deposit Slip for Bank**'
- 4 Click on **Print**
- 5 Click in '**Print Office Copy**'
- 6 Click on **Print**
- 7 When the print has completed check they are correct then Click in '**Reset Deposit Slip**'

Click on EXIT

If your Cashbook is linked to the Debtors module you must select DEBTORS to update their payments as below:

From the **Debtors** Main Menu

- 1 Select **Update Records**
- 2 If you want to delete a payment or an Invoice, Click on the transaction then Click on **Delete**
- 3 To update the payments, enter the correct dates (or press ENTER to accept the dates showing), and Click on **Update**.
- 4 Click on **Print Report** to print a report of the Payments

You may return to Update Transactions to Delete any wrong transactions. These must be entered again, or if the transaction does not apply to a debtor, simply delete it.

EXPENSES

From the **Cashbook**

Select **Enter Expenses**

Expenses are items which appear on your Bank Statement, but which you no have Cheque or Deposit Slip for. i.e. Bank Fees, Service Fees, Direct Debits etc.

- 1 Select the correct Bank Code (usually 01)
- 2 Press ENTER to accept the Transaction No.
- 3 Type the date or Press ENTER to accept the date showing
- 3 Type the Names Code (or **F2** to choose from the drop down window of the Names list)
- 5 Type the amount of the expense
- 6 Press ENTER to accept that the entry is correct and press ENTER on OK.
- 7 Type the Journal Code (or use the arrow to select from the drop down window)
- 8 Press ENTER to accept the total amount or enter a lesser amount and then add another Journal code and an amount and so on till the balance at the bottom of the window shows 0.00. The screen will return to 'Enter Expenses' screen.
- 9 Press ENTER to accept

Enter all the expenses showing on the Bank Statement.

ALT E or Click on Exit

EDIT TRANSACTIONS

You are able to edit the Cashbook transactions.

From the **Cashbook**

- 1 Select **Edit Transactions**
- 2 Select the correct Bank number
- 3 Highlight the transaction and Click on **EcE**
3S

CLEAR TRANSACTIONS

When you receive your Bank Statement you must then clear the transactions. This will flag the transactions as being presented at the Bank and showing on your Statement.

From the **Cashbook**

- 1 Select **Clear Transaction**
- 2 Select the correct Bank Code (usually 01)
- 3 Using the Mouse, move to the date where you want to begin.

With the Bank Statement beside you, move the cursor down to the cheque No showing on your Statement and press **F3**. You will notice the flag on the right of the screen will change from N to Y, showing that it has been presented at the Bank.

Continue to change the N to Y by pressing **F3** on all the Transactions showing on the Statement. Make sure the expenses and any Automatic payments are cleared also.

Click on EXIT

REPORTS MENU

The Main Reports necessary are the

- a Bank Reconciliation
- b GST Report
- c Report by Journal Codes

There are however, many other reports such as Profit & Loss, Cash Flow Report which may be important to you.

We will only deal with the first three here.

BANK RECONCILIATION

From the **Cashbook**

- 1 Select **Reports Heading**
- 2 Select **Bank Reconciliation**
- 3 Enter the start date (from the last Bank Statement)
- 4 Enter the end date (to the end date on the current Bank Statement)
- 5 Enter the correct Bank Code (usually 01)
- 6 Select '**Print Reconciliation**' for Reconciliation only
- 7 Select '**Print Details**' for a full report of all transactions

You should really print the report and check it with your Statement. If you are having trouble balancing your Cashbook and Statement, check all entries are correct and entered in the correct columns i.e. Credits or Debits. Check that all transactions which show on the Statement are cleared in the Cashbook.

Note that the Reconciliation gives two Balances:

- Cashbook Balance – Total - This is the state of your Bank Balance with all transactions cleared
- Bank Statement Balance - does not include unrepresented items.

The Bank Statement balance must be the same as your Statement from the Bank.

GST REPORT

From the **Cashbook > Reports Heading**

- 1 Select **GST Reports**
- 2 Enter the beginning date then end Date (usually 2 monthly)
- 3 Click on **'Print'**

Click on EXIT

CASHBOOK REPORTS BY JOURNAL CODES

These reports give you the totals of each Journal Code. You can select to view the total for any chosen Code or all codes for any chosen date/s.

From the **Cashbook > Reports Heading**

- 1 Select **Report by Journals**
- 2 Select the Journal Code or leave a space for all
- 3 Type the Starting Date and End Date
- 4 Click on **'Full Print'** for every transaction)
- 5 Click on **'Summary'** for totals of each Code

Click on EXIT

BACKUPS

Backing up your data to diskette is one of the most important safeguards you can perform for the safekeeping of your data and information.

You should have a regime for your backups which allows you to use not only the last backup disks, but 2 or 3 backups prior to that.

To do this, have plenty of good faultless diskettes on hand. Name your disks Monday, Tuesday, Wednesday etc for the week.

When you use your program, use the appropriate disk on which to backup ie. Monday, Tuesday etc and put the date of the backup on the disk (you can use pencil to write the date and then it is easy to overwrite next time).

At the end of the Month, keep the last disk as your master for that month and store in a safe place for future reference. At the end of the year, you should have 12 disks, one for every month of the year. Then at the end of the Year, keep the last Backup as your Master Disk for that year. You have to keep these as records for 7 years.

To do your backup:

From the **Main Menu** click on **Utilities**

1 Select **Backup**

Remember: Backups save a lot of re-keying data. They are your safe-guard to keeping your data intact. Don't forget to backup every time you use your program.

ADD STAFF EARNINGS TO DATE (if the Program is begun during the Financial year).

Once the Staff details have been entered, then the earnings to date may also be entered.

Select **Payroll**.

Select **Enter b/f Totals**

Move the cursor to the correct Staff Member and click on **Make Brought Forward Payslip**

Enter a date prior to the beginning of the new Payroll Program. Click OK

The cursor will be in the Rates Code field. Press **F3** to search Staff Rates. This is add the Non-Taxable earnings to the Year To Date Earnings.

For Shearers select **C1**. For Woolhandlers/Pressers select **C3**. Click on EXIT.

Enter the total amount of non-taxable earnings to date then Enter, Enter.

To enter deductions such as **Child Support, Winz, Courts and IRD** payments, click in the field Rates Code again and repeat the process in No 3. Deduction totals must be entered as **negative** amounts.

Highlight the **Total** column in the **Gross** line and enter the amount to date. Arrow down.

Enter the total **PAYE** to date as a **Negative** amount. Arrow down.

Enter **Student Loan** repayments as a **Negative** amount (if applicable). Arrow down.

Enter **Holidays** due to date. Arrow down.

When completed entering **YTD Totals**, click on **Save & Create Brought Forward Payslip**.

Do the above process for all Staff with Totals earned to date.

When completed, print the report which appears on screen.

Then finally, update data in: Payroll > Payslip Menu > Update Data > Backup > Update.

Once updated, the staff details will show the earnings and deductions to date.