

1 Kitomba™ and Ace Payroll



Kitomba™ can help you to manage paying your employees their wages and commissions by working with Ace Payroll.

This guide has been designed to help you to understand how Kitomba™ works with Ace to make your pay days a little easier.

If you are new to Ace Payroll, we suggest you give their Team a call on 0800 223 729 as they are just as friendly and helpful as we are – we checked!

You need to ensure that you have already done the following;

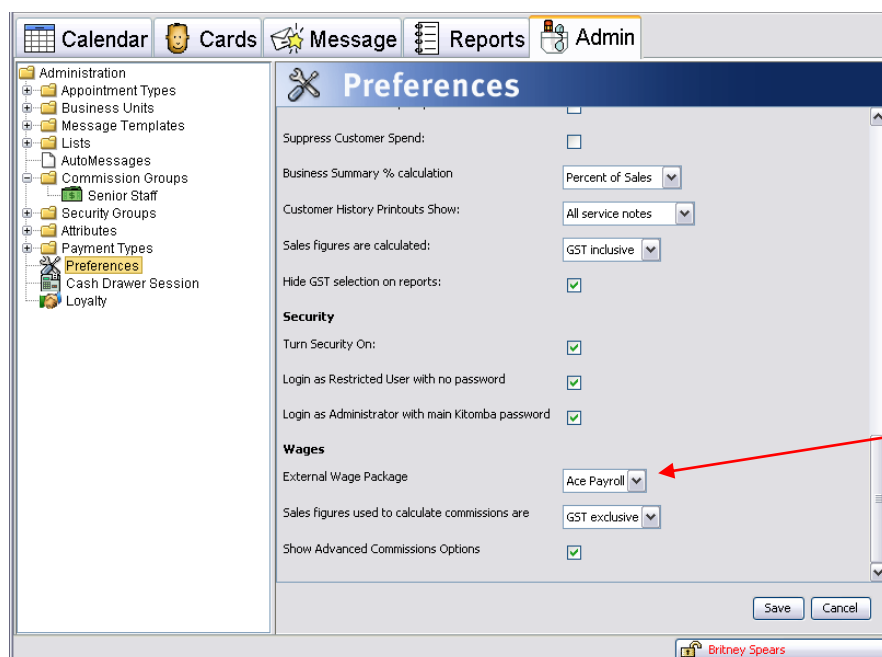
1. Creating Commission Groups in Kitomba™
2. Creating Commission Plans in Kitomba™
3. Assigning Staff to any Commission Group

If you haven't completed the following steps or need a refresh, read our Commissions and Wages Kitomba™ guide.

1.1 Setting up Kitomba™

Once you are ready to use both Kitomba™ and Ace Payroll together, first you will need to tell Kitomba™ that you are going to use Ace Payroll.

Set Ace Payroll as your External Wage Package in the Admin Tab under Preferences.



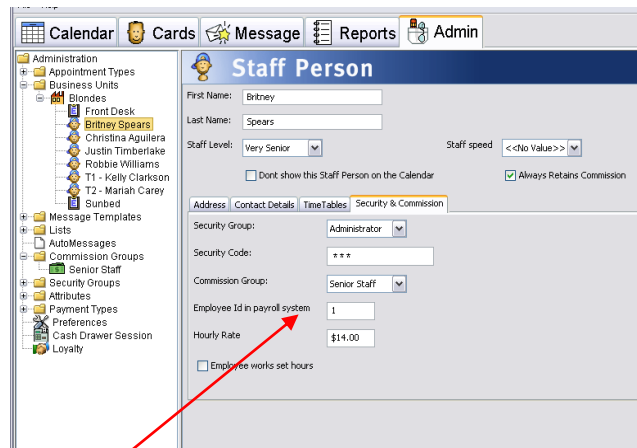
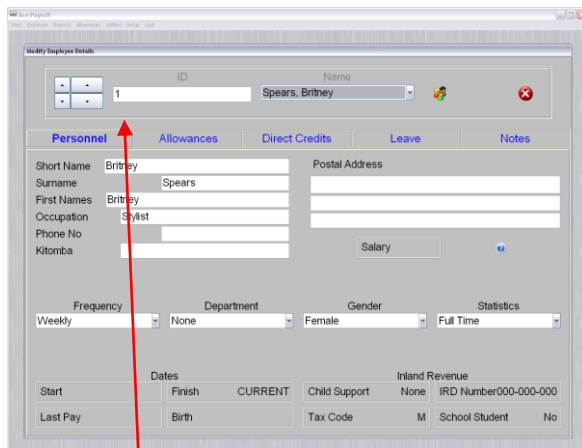
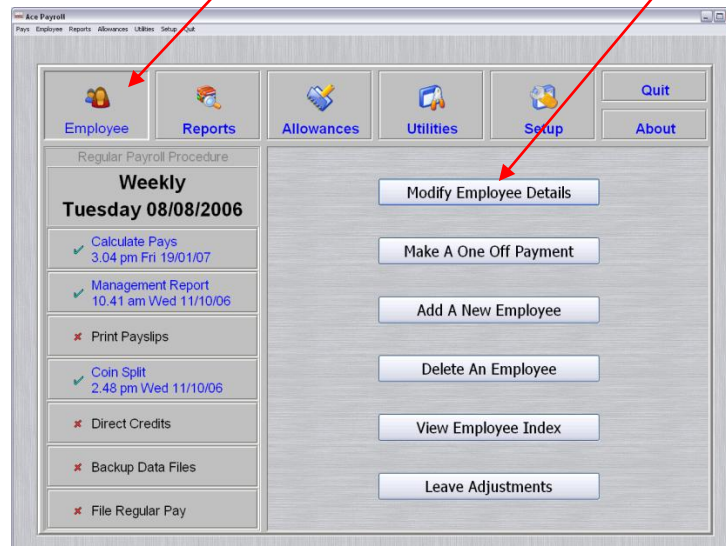
Setting
Preferences

1.2 Wages in Ace Payroll

If you want to use the information generated by Kitomba™ to work out your wages with Ace Payroll, then you will need to setup Ace Payroll to understand what Kitomba™ is telling it. You also need to know how Kitomba™ is sending information to Ace Payroll so you know what the figures are that you will use.

1.2.1 Employee ID's

The first thing to do is to click on the **Employee** section and **Modify Employee Details** for your Staff into the Ace Payroll system and Ace will show you the ID number assigned to each of your Staff People.



This ID number is the number you will enter into Kitomba™ on each Staff Persons record in the Kitomba™ Admin Tab.

These ID numbers **must** match to ensure the correct person is paid the correct amount.

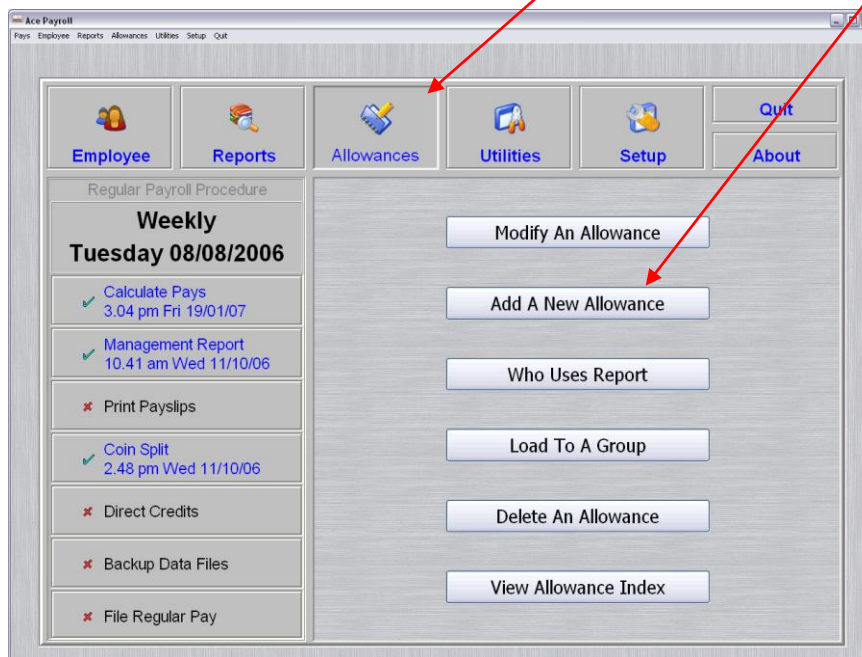
1.3 Allowances

To record your Commissions from Kitomba™, Ace Payroll uses Allowances. All of your Commission Plans from Kitomba™ can be totalled up and recorded into one Allowance in Ace. This is what we call the Default Setup.

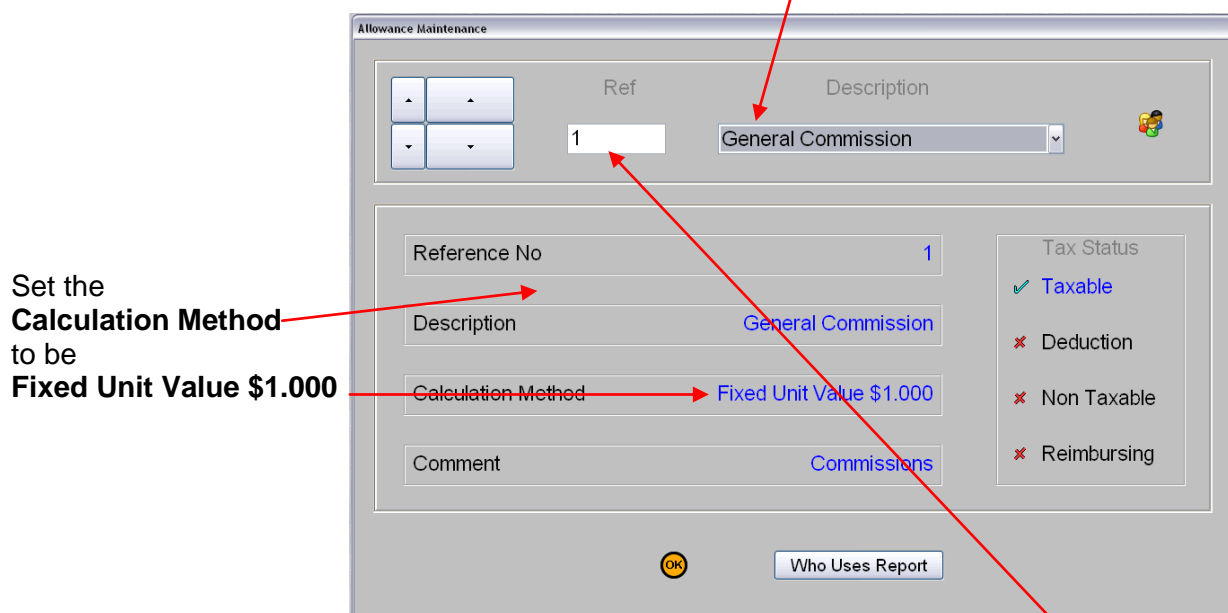
1.3.1 Default Setup

This is the fastest and easiest way to setup and use Ace Payroll.

You will need to create an allowance by clicking on the **Allowances** Section and **Add** a new Allowance.



A good suggestion for the name of this Allowance is General Commission, but you can name your Allowance as you choose.

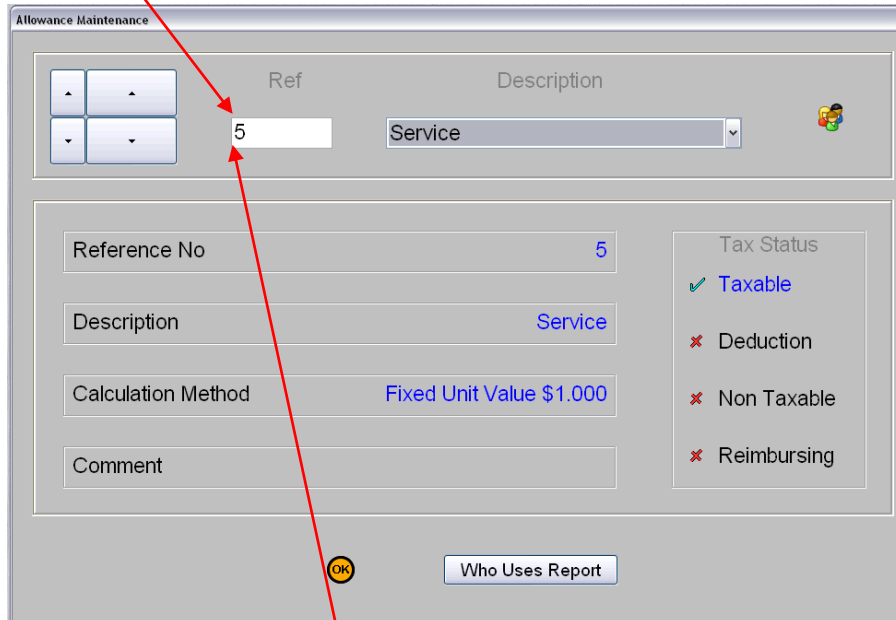


The first allowance you create with Ace Payroll is always given the **Reference Number 1** and this will be the Default Allowance and will be used for all of the Kitomba™ Commissions you haven't specifically set (see Section 1.3.2 for how to set specific Commissions up).

1.3.2 Advanced Setup : Specific Commissions

Use the Advanced Setup if you would like to track specific Commissions and show them separately on the payslips.

Firstly set up a new Allowance in Ace Payroll for the specific Commission you wish to Track. This is the **Reference Number** from Ace Payroll. This number is assigned automatically when you create an Allowance (remember that reference 1 is the default and is a special case).



The 'Allowance Maintenance' window shows the following details:

Ref	Description
5	Service

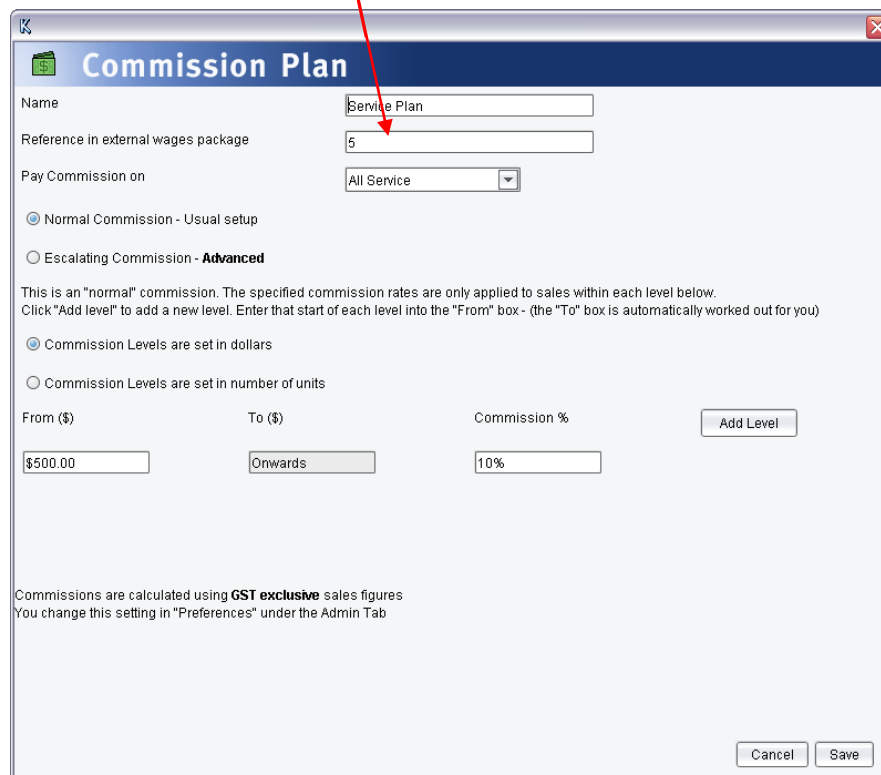
Reference No	5
Description	Service
Calculation Method	Fixed Unit Value \$1.000
Comment	

Tax Status:

- ☒ Taxable
- ☒ Deduction
- ☒ Non Taxable
- ☒ Reimbursing

Buttons: OK, Who Uses Report

Now go into Kitomba™, open up the Commission and set the **Reference in external wages package** to be the Allowance number from Ace Payroll



The 'Commission Plan' window shows the following details:

Name: Service Plan

Reference in external wages package: 5

Pay Commission on: All Service

☒ Normal Commission - Usual setup

☐ Escalating Commission - **Advanced**

This is an "normal" commission. The specified commission rates are only applied to sales within each level below. Click "Add level" to add a new level. Enter that start of each level into the "From" box - (the "To" box is automatically worked out for you)

☒ Commission Levels are set in dollars

☐ Commission Levels are set in number of units

From (\$)	To (\$)	Commission %
\$500.00	Onwards	10%

Buttons: Add Level, Cancel, Save

Commissions are calculated using **GST exclusive** sales figures
You change this setting in "Preferences" under the Admin Tab



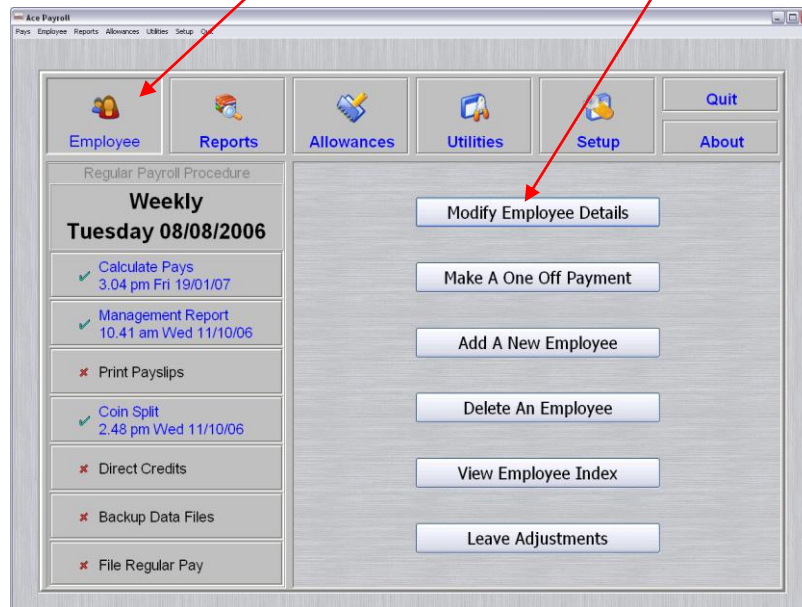
Kitomba™ Tip:

You can link two or more Commission Plans in Kitomba™ to one Allowance in Ace Payroll. Kitomba™ will add up the totals for each Staff Person and Import one figure as the Ace Payroll Allowance.

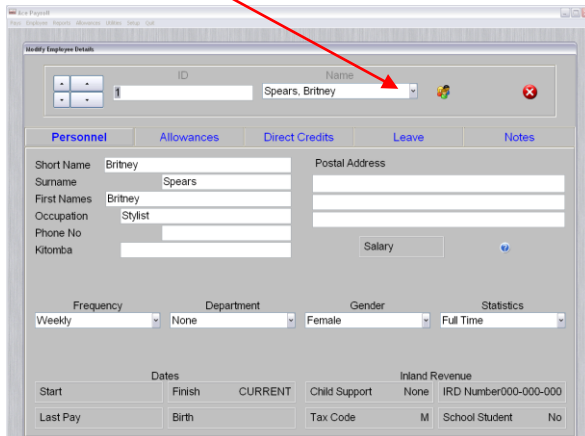
1.3.3 Adding Allowances to Staff

Now that you have your Allowances set up, you need to tell Ace Payroll which Staff will receive which Allowances.

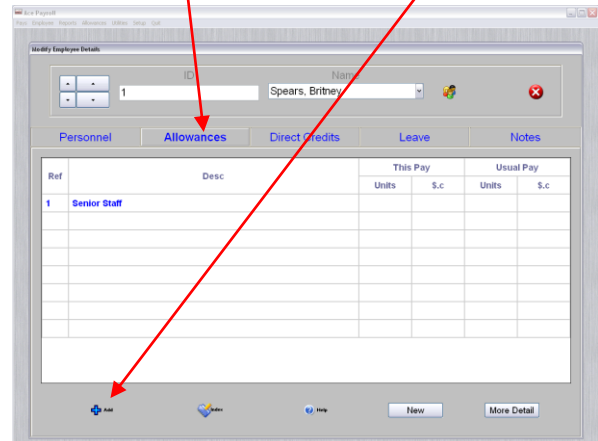
You can do this by clicking on the **Employee** section and **Modify Employee Details** for your Staff into the Ace Payroll system.



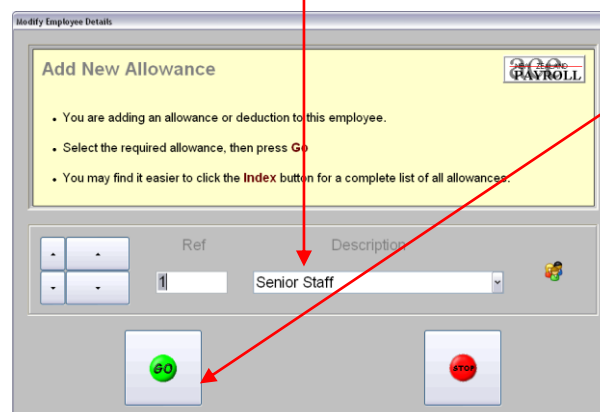
Select the Staff Person you wish to modify



Click on Allowances and Add an Allowance



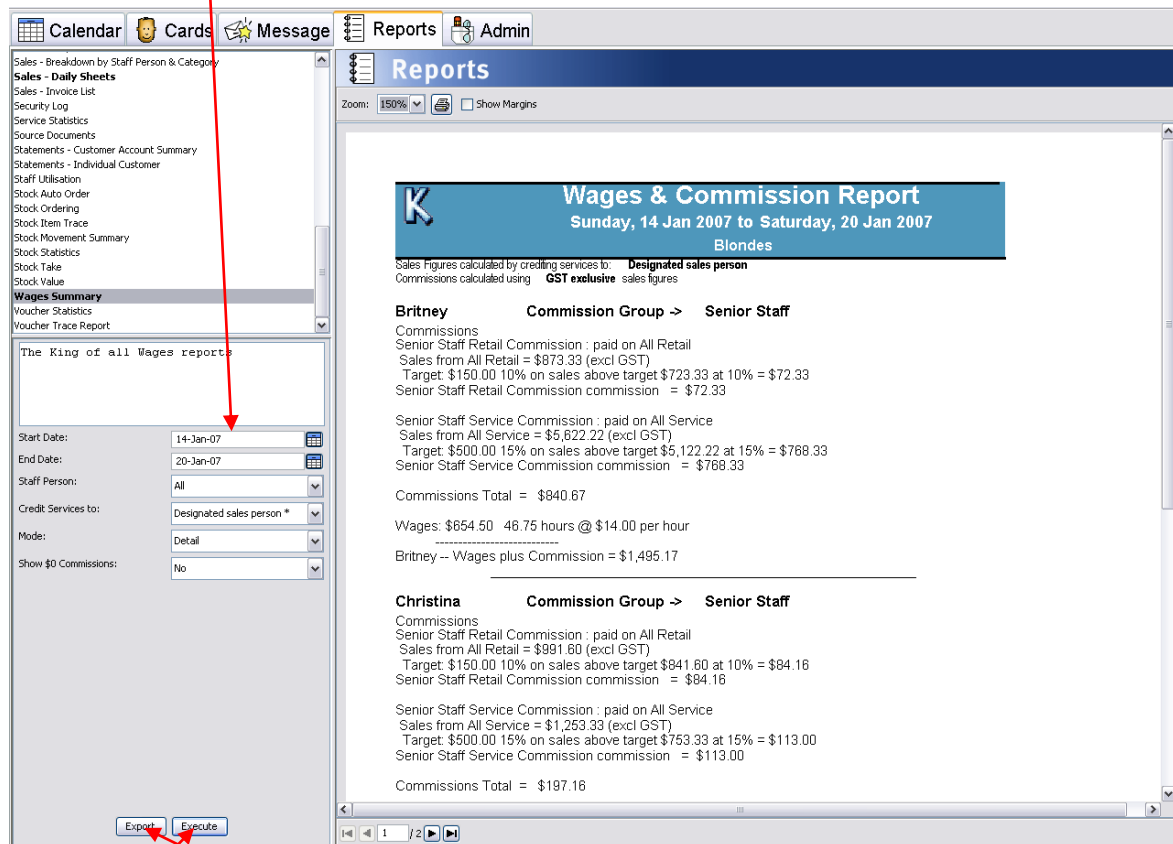
In the Add Allowance screen, choose the allowance from the drop down and click GO.



This will add the selected Allowance(s) to your Staff Person.

1.3.4 Running the Wages Report

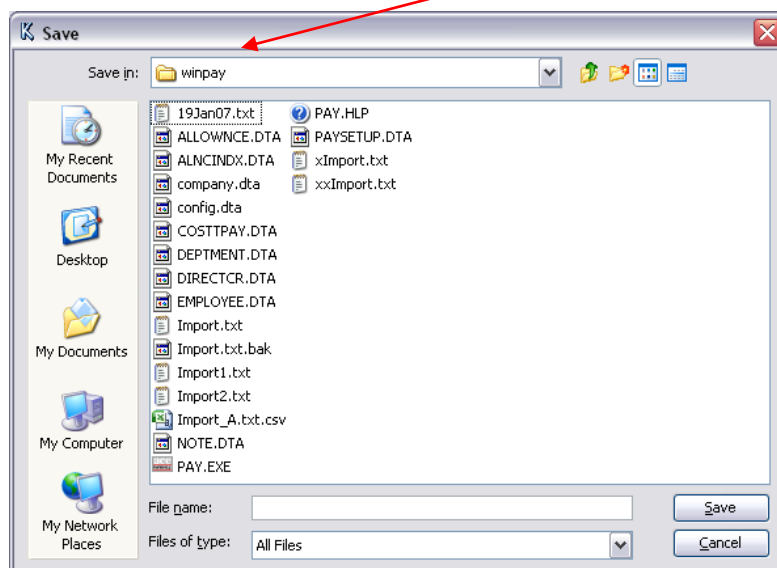
When you get to the end of your pay period, you will need to run the Wages Summary. Set the Report Dates to reflect your pay period.



Click **Execute** and the Report will be shown on screen.

Check your figures and click **Export** to put this in a format that Ace can read and give the file a name.

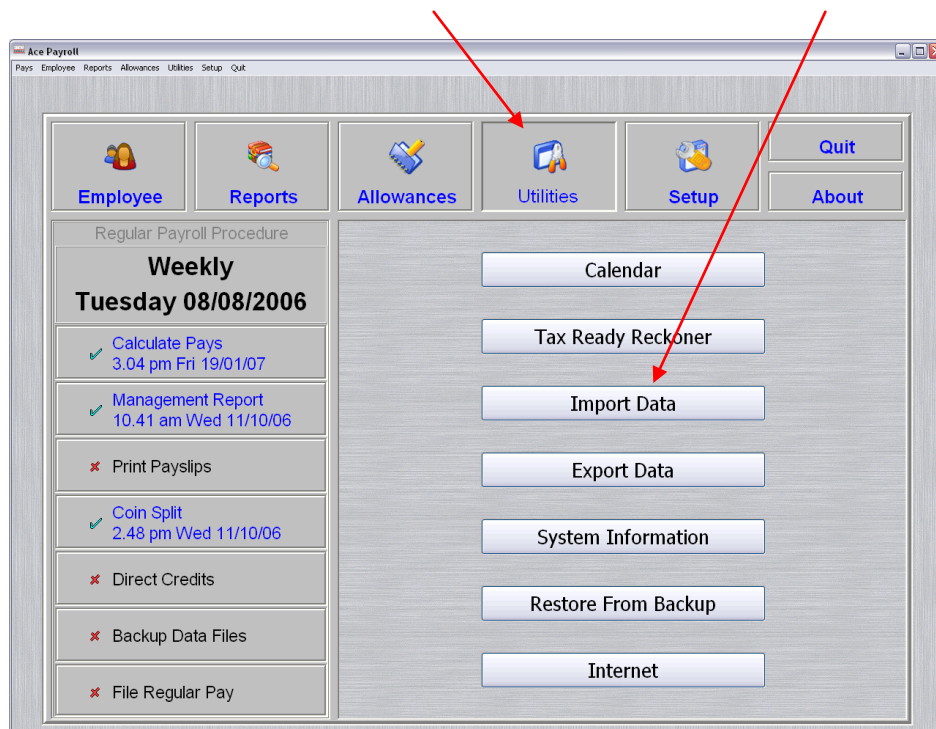
When you save your file, it is advised that you save it in your **winpay** folder. Kitomba™ will find this folder automatically if your winpay directory is correctly installed to C:/winpay



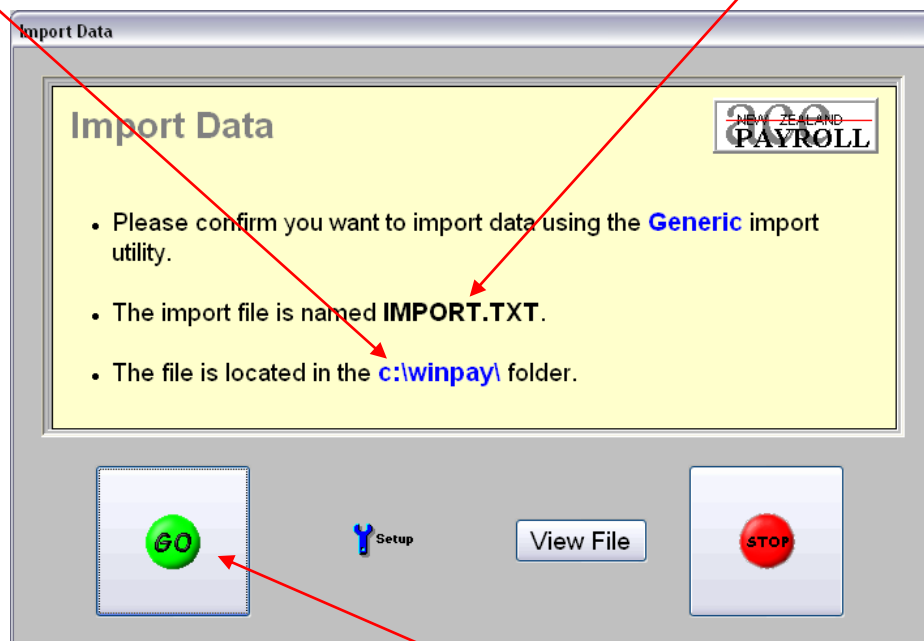
You should save your exported file with a specific name – **import.txt**

1.3.5 Importing the Commissions

To Import the information into Ace Payroll, click on the **Utilities** Section and click on **Import Data**



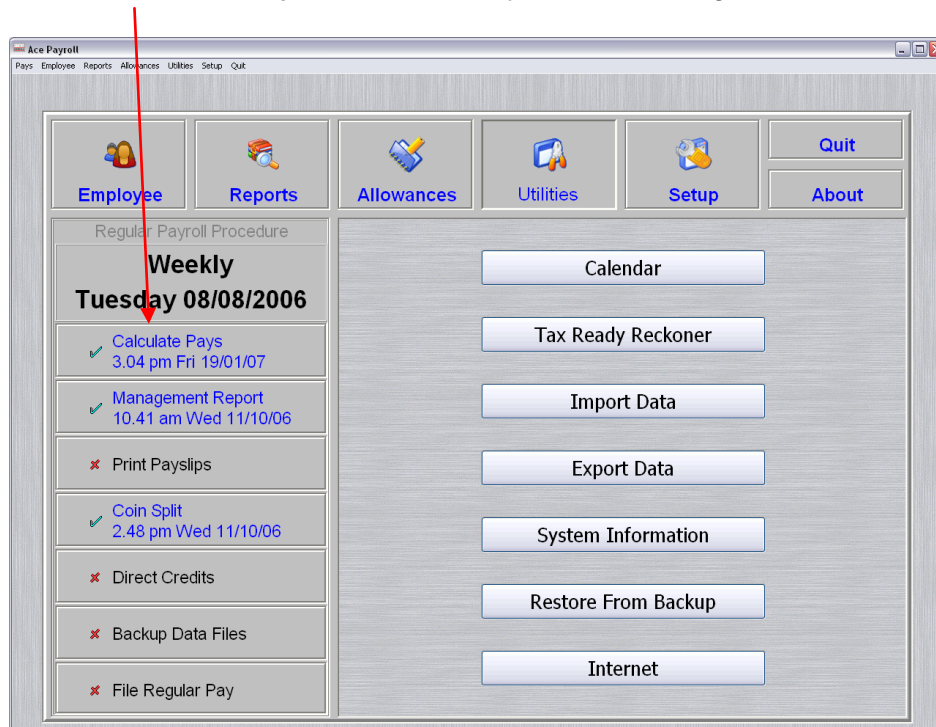
When the Import Dialogue box appears, you should check that the filename is correct and the folder Ace is looking in is correct.



Then click the **GO** button.

1.3.6 Calculating Wages

Now that you have imported your data from Kitomba™ into Ace Payroll, it is time to pay your staff! Click on the **Calculate Pays** button to take you into the Wages Screen.



In the Wages Screen, you will need to enter the **Rate** (your Staff Persons hourly Rate)

Regular Weekly Payroll Ending 08/08/2006

ID: 1 Name: Spears, Britney

Employee F3 Leave Options Casual Costing Reports F4 Help F1

Description	Rate	Units	Amount	Last Pay	Usual Units	Usual Amount
Ordinary Hours	14.000	54.250	759.50			
Sick Leave						
Public Holiday Taken						
Holiday Pay						
Salary						
Taxable Allowances			796.67			
Gross			1556.17			
PAYE (M) No IRD Number			459.18			
Deductions						
After Tax Extras						
Rounding Adjustment			0.01			
Take Home Pay			1097.00			

You will see that after the import, the hourly rate is the only part you need to fill in manually. Kitomba™ will have brought in the number of hours your staff have worked and their commission amounts.

You will only need to fill in the Rate once, after the first time, Ace will retain this information. Once you have completed the pay adjustments, continue your normal process including bank transfers/direct credits, payslip printing and Filing Pay's.