

~~New Zealand~~ PAYROLL

You don't have to be a rocket
scientist to use Ace Payroll ...



Getting Started Guide



Thank you for the interest you have shown in Ace Payroll.

We know you will be keen to install the software and get started as soon as possible.

You may want to quickly flick through this guide to assist you getting started.

At Ace Payroll we are not here just to supply software.

It is our mission to make the experience as enjoyable and stress free as possible.

Enjoy!

If we can help in any way call

0800 223 729

Visit our constantly updated website

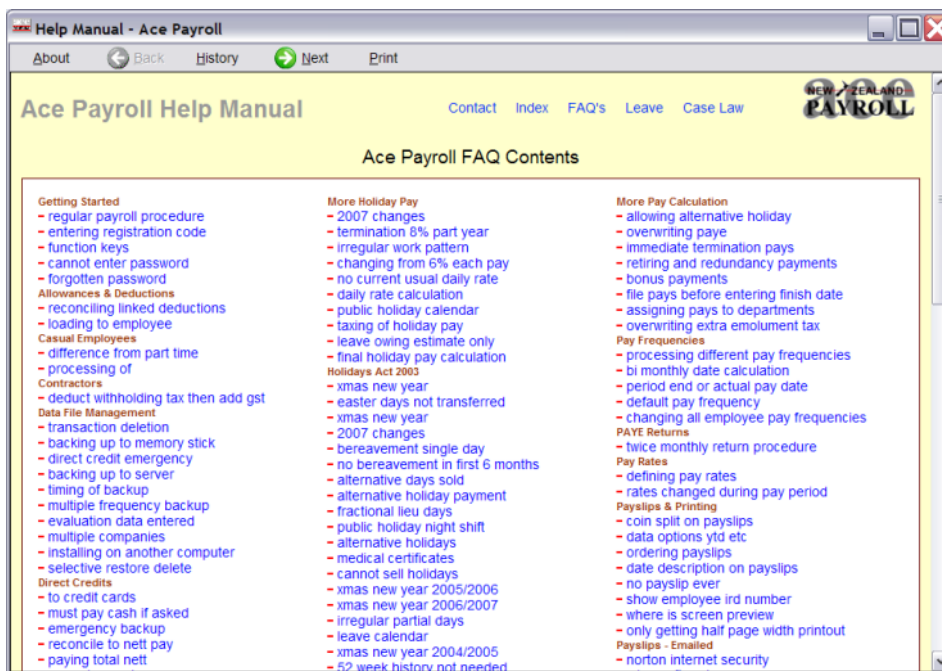
www.acepay.co.nz

Email us

team@acepay.co.nz

Help System

Ace Payroll is self explanatory with descriptive text on most screens.



Press F1 at any time for the Help Manual.

This resource runs as a separate program and contains 100's of pages of clearly indexed and linked documentation.

From the Help Manual you can download the most regularly used IRD forms from the Internet.

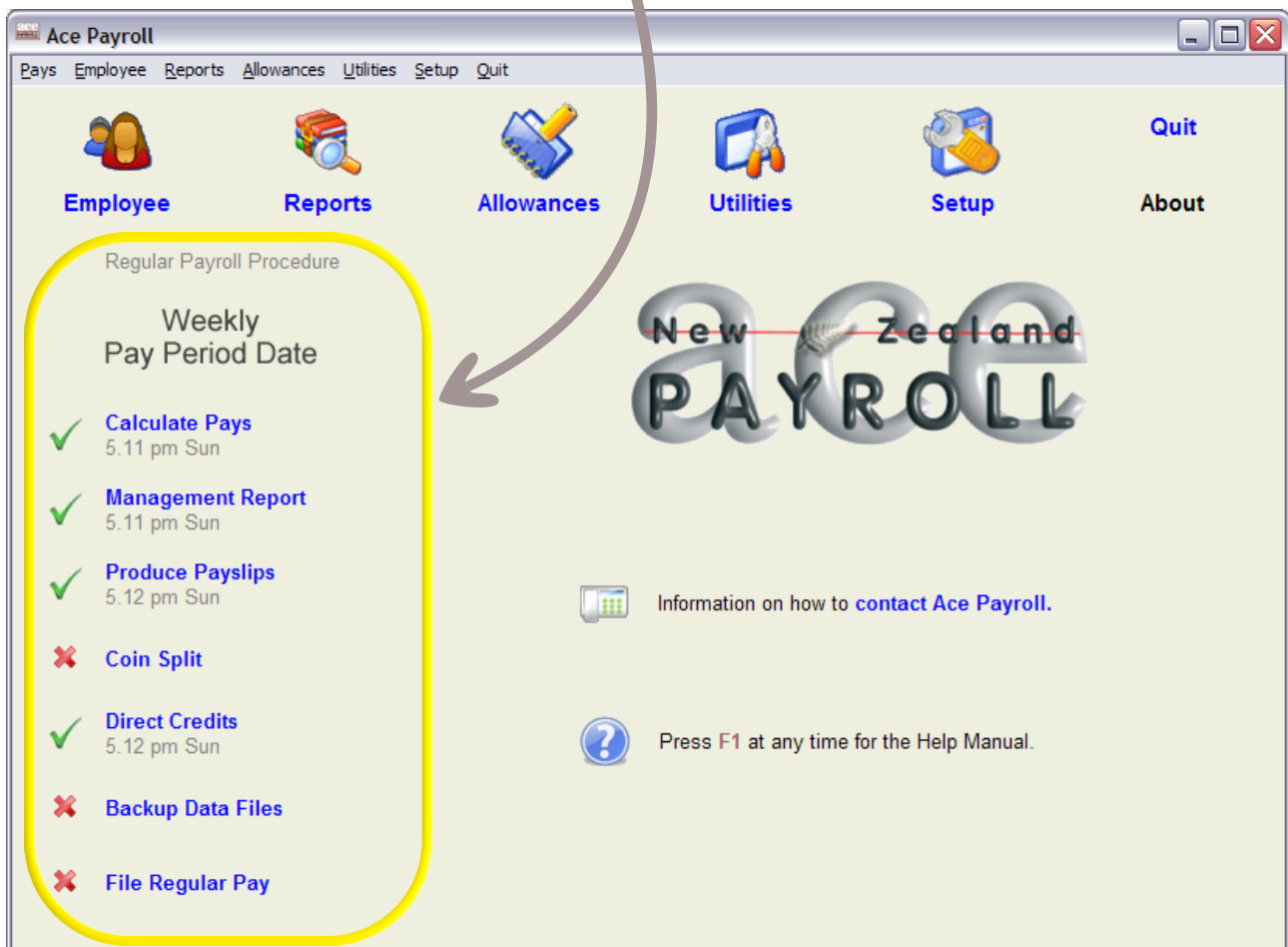
Understand The Concept

There are two broad groups of payroll processing procedures:

- Things you do every pay period.
- Things not related to a specific pay period.

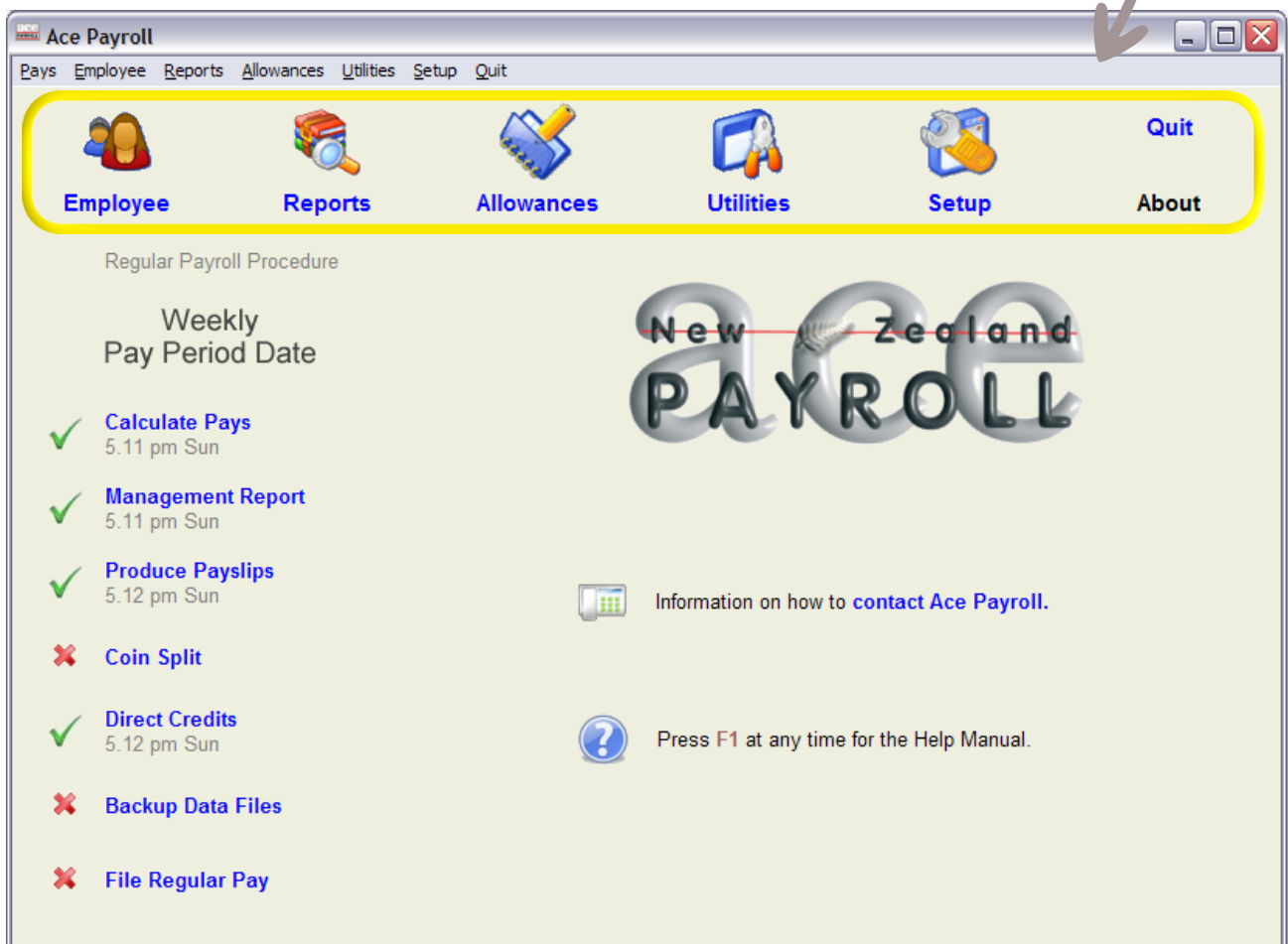
Every Pay Period

- Every pay period you perform the functions circled in yellow, in the order shown.
- Each item is ticked, and the time and date it was done is noted.
- The last item, File Regular Pay, confirms the regular pay run and advances the pay date to the next pay period.



Maintenance

- The maintenance options are those shown below circled in yellow.
- Use these options for maintenance functions that are not related to a regular pay run.
- Clicking any of these options provides a selection of related methods.
- For example, use Employee to add new employees, pay an employee outside of a regular pay run, etc.
- Click Reports to produce your IRD returns and all sorts of other reports.
- Click each of the options, and note the various methods provided.



Now Let's Get Going!

Check Default Pay Frequency



If you pay wages weekly do nothing.
Otherwise follow the instructions.
If you use more than one pay frequency
it can be changed as required from the
main menu.

Set Default Pay Frequency

Set Default Pay Frequency

- Enter here the default pay frequency for your organisation.
- Every time you load a new employee, they will be assigned this pay frequency.
- Whenever you select a pay frequency, the value entered here is used as a default.
- If you use more than one pay frequency, such as weekly and monthly, enter the most used frequency.

Frequency

☒ Weekly

☐ Fortnightly

☐ 4 Weekly

☐ Monthly

☐ Bi Monthly

GO stop

Check Pay Rate Structure



The default structure is Ordinary Hours,
Time & Half and Double Time.
Change if necessary.
This determines the appearance of the
top of your Calculate Pays screen.

Define Pay Rate Structure

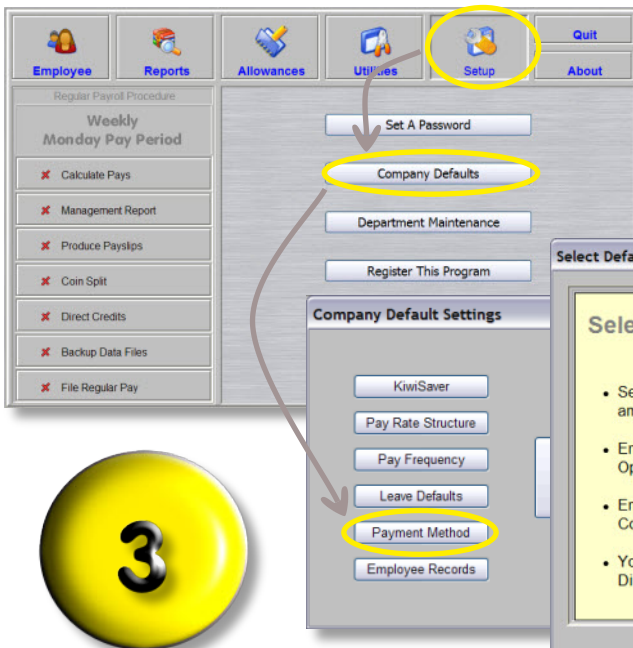
To define a new pay rate, first enter a description for the new rate.
If the new rate is going to be a multiple of an existing rate, you must
click the button in the related field column, and from there select
the rate that it is related to.
Finally, enter the amount by which the related field is multiplied by
to arrive at the new rate.

	Description	Mult	x	Field	Rate
1	Ordinary Hours	1.000		Ordinary Hours	
2	Time_Half	1.500		Ordinary Hours	
3	Double Time	2.000		Ordinary Hours	
4	Unused Rate 4				
5	Unused Rate 5				
6	Unused Rate 6				

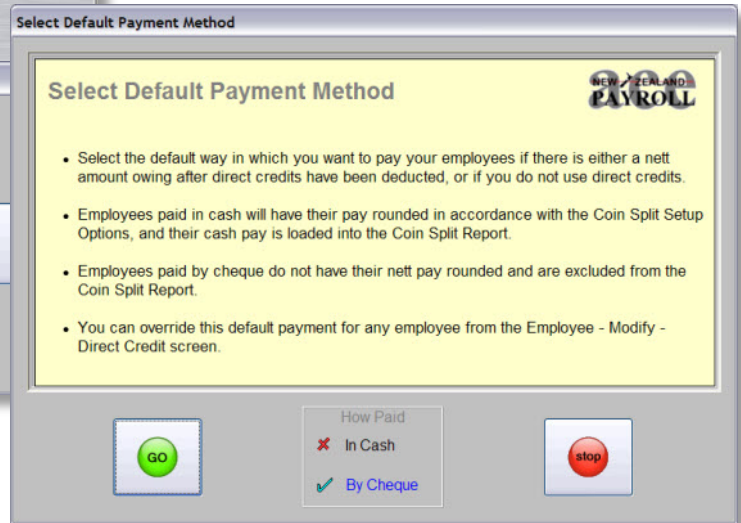
GO stop

Reset Default Delete

Check Default Payment Method

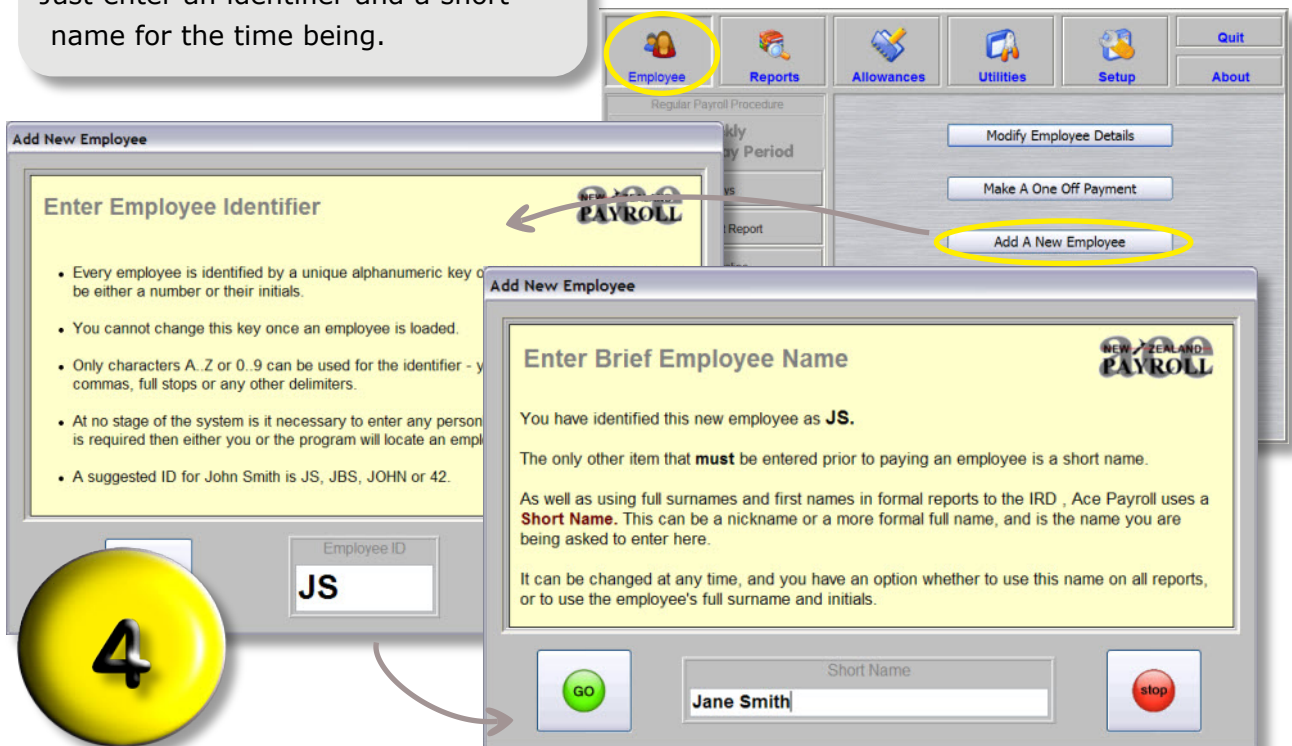


If you pay wages by cheque or direct credit do nothing. If paying in cash follow the instructions on screen.



Just enter an identifier and a short name for the time being.

Load Some Employees



Select Your First Pay Date

Enter your first pay period end date.

Regular Pay Frequency & Date

Frequency: **Weekly**

For Period Ending: **Monday 7th April**

- No regular pays for a **Weekly** frequency have yet been filed.
- As well as the Period Ending Date it is also possible to record an **Actual Payment Date**.

Select First Weekly Pay Date

Select a pay date for the first Weekly payroll you are going to process using Ace Payroll.

March							Mon 7th April							May						
S	M	T	W	T	F	S	Sun	Mon	Tue	Wed	Thu	Fri	Sat	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

5

Add Any Allowances Or Deductions

You may want to define any allowances or deductions used by your business. If you prefer this can be left until later.

Add New Allowance

To add a new allowance or deduction to your payroll, enter the description and calculation method. Then select the correct tax status.

Reference No: **11**

Description: **Union Fees**

Calculation Method: **Fixed Unit Value \$1,000**

Comment:

Tax Status:

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

6

You can now process your regular pay

Scan through your employees entering their times worked, and any leave taken.

Regular Weekly Payroll Ending 07/04/2008

Employee ID: ALW Name: John Smith

Description	Rate	Units	Amount	Last Pay	Usual Units	Usual Amount
Ordinary Hours	11.250	40.000	450.00	450.00	40.00	450.00
Time & Half	16.875					
Double Time	22.500					
Sick Leave						
Public Holiday Taken						
Holiday Pay						
Salary \$50,000				1923.08		961.54
Taxable Allowances						
Gross			450.00	2373.08		1411.54
PAYE (M)			89.83	622.50		402.15
Deductions						
After Tax Extras						
KiwiSaver Employee 4%			18.00			56.46
KiwiSaver Refund				94.92		
Take Home Pay			342.17	1845.50		952.93
KiwiSaver Employer 2%			9.00			28.23
KiwiSaver Employer Tax Credit			9.00			20.00

Produce A Management Report

The management report provides a summary of the current unfiled regular payroll.

Management Report Setup

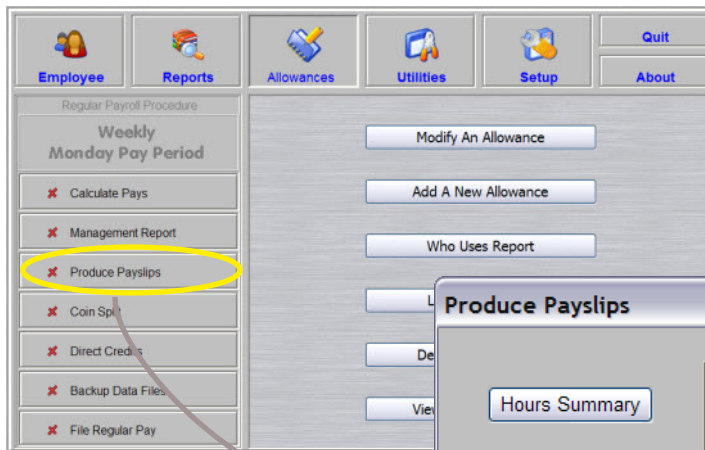
- ☒ **Show Total Summaries**
At the start of each report is shown the total amounts paid for all employees, together with the total hours worked, and the average hourly rate paid for all employees. These summaries can be turned off if required.
- ☒ **Show Itemised Employees**
Uncheck this item in the unlikely event you do not want your report itemised by employee, possibly to produce a report of totals only.
- ☒ **Suppress Nil Pays**
When checked, employees that have not been paid this pay period are left off the report.
For example if you run a Personnel Agency and have a large number of employees but only pay a small number of them each pay period, you may be better off suppressing the nil pays.
On the other hand if all your employees are usually paid each pay period, you are better off leaving them on the report. This highlights your accidentally not paying one of them.

Management Report

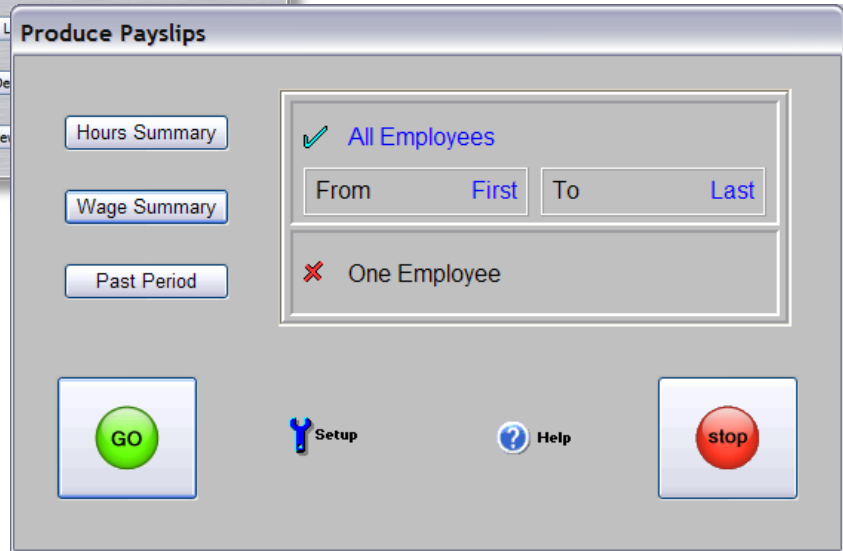
John Smith

Description	Amount
Ordinary Hours	450.00
PAYE (M)	89.83
KiwiSaver Employee 4%	18.00
Nett Pay	342.17
KiwiSaver Employer 2%	9.00
KiwiSaver Tax Credit	9.00

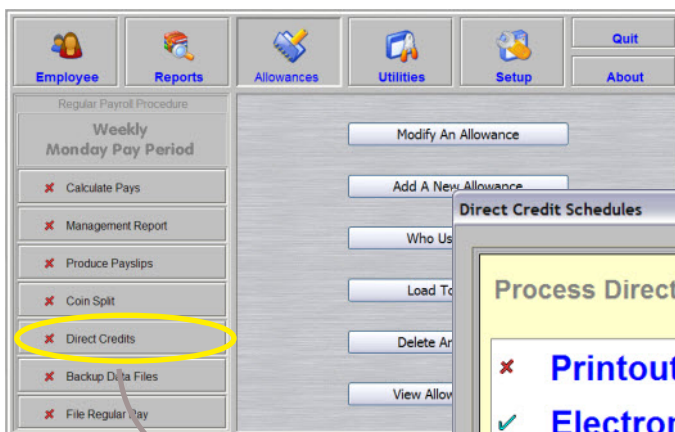
Print Your Payslips



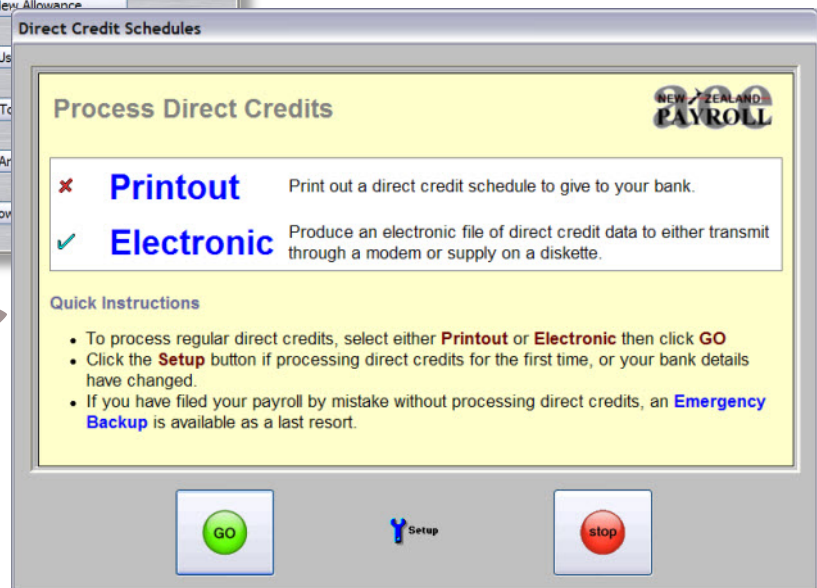
Print or email payslips for your employees. Click Setup to choose how the payslips look.



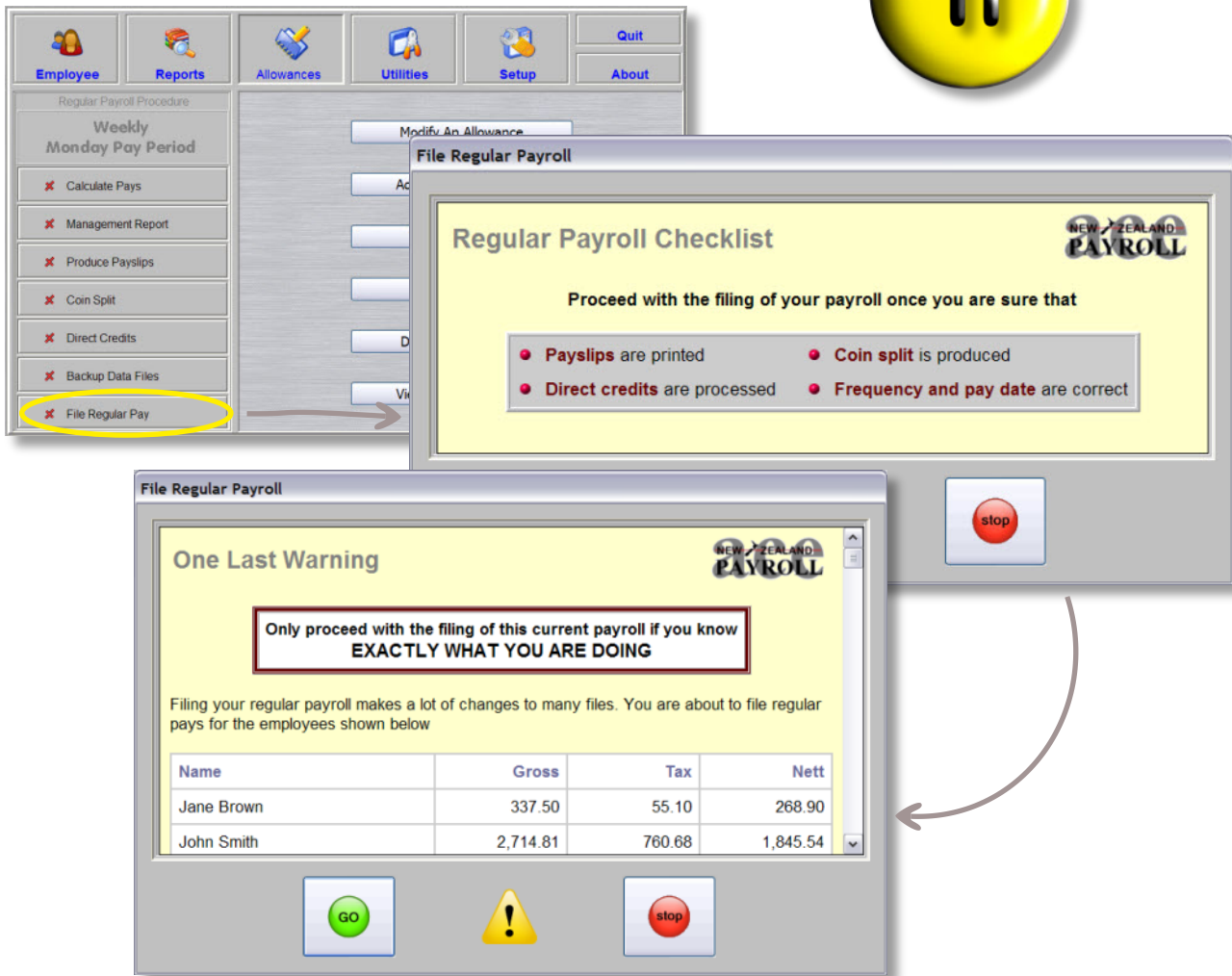
Process Your Direct Credits



Print a direct credit schedule or create a file for importing into your internet or electronic banking.



File Regular Pay



The last step is to confirm your payroll by clicking File Regular Pay as shown above.

Do this once you are sure all previous steps have been completed correctly.

Filing the payroll saves all data to the IRD returns and advances your Period Ending date.

It is absolutely vital you file your pay - otherwise, you're not saving your work and Ace Payroll can't produce your IRD returns for you each month.

Ace Payroll creates an auto backup onto your computer just before the pay is filed so whilst we encourage you to check your pays carefully before filing, the procedure can be reversed if needed.

Once you have filed your pays, you have finished this pay period!

IRD Returns

Once you have filed your pays you can see how Ace Payroll simplifies IRD compliance. Select Reports then IRD Returns. The following menu is shown:

Employer Monthly Returns

NEW ZEALAND PAYROLL

- **Employer Deductions IR 345** - This is the form you send showing total gross wages and tax deducted either with an enclosed cheque or electronically if paying by direct credit.
- **IR-File or Printed IR 348** - The monthly reconciliation includes employee start and finish dates, student loan repayments, child support deductions and KiwiSaver contributions.
- **KiwiSaver KS1** - Use this report to create and send a monthly electronic file to the IRD of employee KiwiSaver decisions.

Buttons: Employer Deductions IR 345, IR-File or Printed IR 348, KiwiSaver KS1, stop

Shown below is the computer generated IR348 which the IRD will accept from small employers. All IRD returns can also be filed electronically over the internet, and also manually.

Ace Payroll IRD Approved Schedule
Employer monthly schedule (IR348)

Ace Payroll Plus Ltd

Page: 1 of 2
IRD Number: 010-002-125
Period Ending: 31/07/2007

Full Name	IRD number	Tax code	Start Date	Finish Date	Lump sum taxed at low rate	CS code
Sam Jenkins	010-000-041	S	01/07/07	15/07/07	Y	C
Gross earnings	Earnings not liable for employer levy (ACC)	3 PAYE withholding tax	4 Child support	5 Student loan	6 KiwiSaver Deductions	7 KiwiSaver Employer Contributions
3884.00	1000.00	853.13	962.00		155.38	
Jason Black	010-000-114	M SL				
865.00		198.04		52.30		
Carl Smith	010-000-122	WT				
865.00	865.00	173.07				
Jennifer Smith	010-000-378	CAE				
690.00		153.87			55.22	
Total gross earnings	Total earnings not liable for employer premium (ACC)	8 Total PAYE withholding tax	4 Total child support	5 Total student loan	6 Total Employer Deductions	7 Total Employer Contributions
7757.00	1865.00	1702.12	1413.94	52.30	210.60	
Phone number:	48902879					
Pay Clerk Name:	Sam Spade					
Declaration: I declare that the information given in this return is true and correct		Signature	Date	Operator code	Corresp. indicator	Payment attached

Holiday Pay Setup

A key part of getting started is setting up your leave balances, namely sick leave, holiday pay and alternative holidays owed.

This page is about holiday pay but the procedure is very similar for other leave types.

Go to Employee / Modify
Employee Details / Leave

Modify Employee Details

ID: JS Name: John Smith

Personnel Allowances Direct Credits **Leave** KiwiSaver Notes

Holiday Pay 17.92 Days Calculation Method **As Per Act Minimum** Date Determined 01/08/2007

Sick Leave Owing 5 Days Entitlement Use Default - Legal Minimum

Alternative Holidays None

Employee Leave Profile **Auckland Anniversary**

Mon Tue Wed Thu Fri Sat Sun

Employee Holiday Pay Entitlement

Holiday Pay Calculation Method

You are modifying the holiday entitlement of **John Smith**. Right now, you are setting the calculation method for this employee's holiday pay. Select one of the six methods shown.

- ✓ **As Per Act Minimum** - accumulates 3 weeks a year till the first anniversary after 1st April 2007 when it accumulates 4 weeks a year.
- ✗ **As Per Act Custom** - allows for the accumulation of more weeks a year than the legal minimum.
- ✗ **Percent of Gross** - this method accrues holiday pay as a percentage of gross earnings rather than in days. If less than a full years service this method when set at its minimum value gives the same result as the As Per Act method, and a close approximation if employed longer.
- ✗ **Percent Each Pay** - designed for casual employees to which **Section 28** applies, this method pays holiday pay each pay period as a percentage of gross.

GO Legal Help stop

For holiday pay you can
select the calculation
method ...

... and then enter
opening balances.

Employee Holiday Pay Entitlement

Step 3 Enter Opening Entitlements

Opening Entitlement Date - Start Date 01/08/2007

- In order to calculate holiday pay Ace Payroll needs to know how much holiday pay was due at a specified date.
- For a new employee the system assumes that on the employee start date no holiday pay is due.
- If loading holiday pay details for a current employee, enter the date on which you know exactly how much holiday pay is due.
- This employee started on 01/08/2007 and the date can be **reset** to that value if required.

Opening Entitlement Days Owing - None

- Enter here the number of days owing to your employee on the above date.

Full Year Average Daily Rate - Dynamic - \$42.65

- The average daily rate is usually calculated automatically from the records of previous years earnings.
- Enter a specific value here if required, or **view** the automatic calculation.

First Anniversary Date - 01/08/2008

- Enter a date in this field if you want an anniversary date other than every 12 months from an employee start date, or to delay the granting of an entitlement. The date can be **reset** to that value if required.

GO i Print stop

Electronic Banking

Ace Payroll interfaces with all internet and electronic banking systems in New Zealand.

1

Select Direct Credits from the front screen.

Direct Credit Schedules

Process Direct Credits

Printout Print out a direct credit schedule to give to your bank.

Electronic Produce an electronic file of direct credit data to either transmit through a modem or supply on a diskette.

Quick Instructions

- To process regular direct credits, select either **Printout** or **Electronic** then click **GO**
- Click the **Setup** button if processing direct credits for the first time, or your bank details have changed.
- If you have filed your payroll by mistake without processing direct credits, an **Emergency Backup** is available as a last resort.

GO **Setup** **stop**

2

Select Setup to enter the employer bank account number and the banking system used.

3

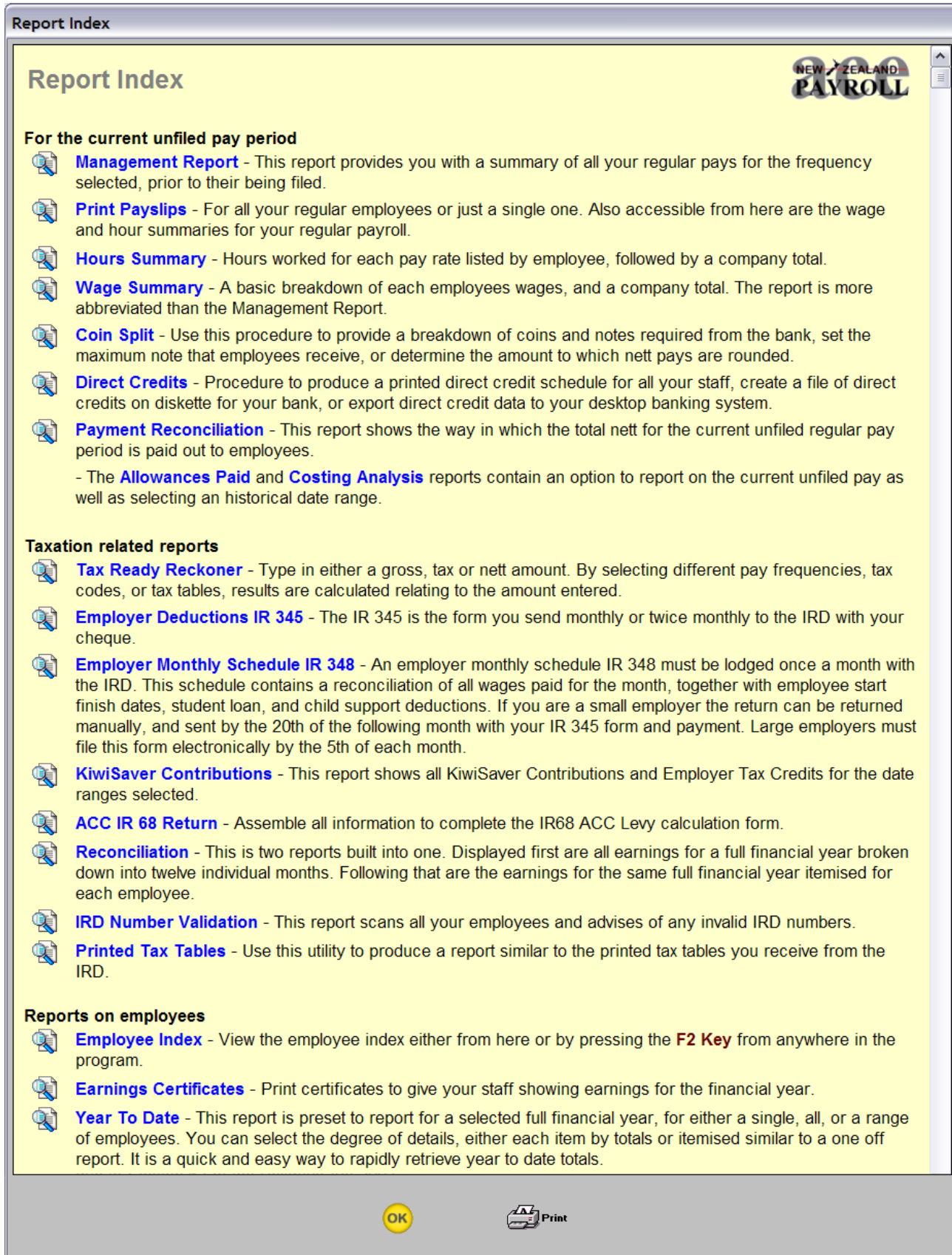
Use the screen in Step 1 each pay period to create the direct credit file simply by pressing GO.

4

Note the name of the created file is shown during the process.

F4 Report Index

Press the F4 key at any time to produce an index of all reports available in Ace Payroll.



Installation

1

Insert the enclosed CD.
AutoRun starts the installation.

Remember, most computers
take around 15 seconds for
AutoRun to start.



2

The Ace Payroll CD
Installer is shown.

Follow the instructions
on the CD Installer.



3

Ensure you have your serial
number handy unless you are
using a demonstration CD.