

PayBiz Setup

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PayBiz Setup

After PayBiz has been installed, the system needs to be configured and set up before it can be used.

1. Company Details

PayBiz main menu > File > Company Details

- **Identity tab** - Set up the Address, Logo. GST No etc
- **Dates tab** - Set up the start of the Financial and Payroll years and dates.
*Note: If paying fortnightly, ensure the **Pay Fortnight** starts at least 2 weeks before the first payrun.*
- **Constants tab** - Check settings, add a default interest rate and Auto-ACC/Work Cover etc if desired.
Note: Payroll defaults will be configured later, once the pay types have been set up.
- **G/L Defaults** - Create the GL and adjust any default GL code settings
Note: Only applies if using the optional General Ledger module.

2. PaySlip Setup

PayBiz main menu > Payroll > Payslip Setup

Tick the appropriate options. Eg:

- Payslip shows A/L left
- Show YTD and Gross Paye
- Payslip shows Time Detail
- Payslip shows Pay Rate
- Employee Type on Payslip
- **A4 Payslip** - ***** VITAL FOR SHEARING *****
- Print avg hourly rate on payslip
- Print payslip lines in T/S order
- Print Logo on Payslip

Enter the From email address for emailed payslips.

3. Email Setup

PayBiz main menu > File > Email Setup

Enter the appropriate details to ensure emailing will work.

The Outgoing Server Name will automatically default to the name of the computer that PayBiz is installed on and there should be no need to change this.

If unsure of the Port settings, enter the SMTP server address (from your email supplier), username and password, then click on **Server Capabilities**. Available ports will be tested and automatically set up.

4. Create Non-Tax and KiwiSaver

PayBiz main menu > File > Administrator Utilities > PayBiz

Use the **Create Shearing Non-Tax Pay Types** and **Create Kiwisaver Pay Types** functions to automatically generate:

- A1, A2, A3, A4, A5 and A6 non-taxable allowances
- Check the A6 Cover Comb pay type. The default includes the 0.2 for shearing (0.2833), but change this to 0.0833 if you pay Cover Comb allowance separate to the Shearing
- KS0, KS10.5, KS17.5, KS30 and KS33 superannuation pay types
- If using the GL need to add codes for:
 - Kiwisaver - eg 51.5000 Adds to 51.0000 Wages P/L
 - Kiwisaver Super Fund eg 98.1000 Adds to 90.0000 Liabilities B/S
 - Kiwisaver ESCT eg 98.2000 Adds to 90.0000 Liabilities B/S

5. Create Holiday Allowances

PayBiz main menu > Payroll > Pay Types

Add **Allowances** for Annual and Stat Holiday payments for casual staff.

- Give suitable Name and Description
- Base Rate = 1.0000
- Taxable

6. Payroll Defaults

PayBiz main menu > File > Company Details > Constants

- Set the default Holiday pay types and percentages.
- Employee Record Defaults
 - Tick **Default No Auto Payslip** - this means you can use Generate Payslips for salaried staff but use Tally Sheets for casual staff. If not ticked, Generate Pays will create payslips for ALL staff without finished dates.
 - Tick **Default Add T/S Lines to Payslip** - makes sure payslips are generated from tally sheet entry
 - Tick **Default Leave as %** - makes this the default for employees. If you want to pay holiday pay out each week, you need to add this setting on to each employee.
- Add Overdrawn Wages Deduction pay type
- Tally Sheet Hours per Day - required for the Average Daily Pay
- Payslip per Tally Sheet Date - generates payslips for each tally sheet. Common in Aus, not so common in NZ.

7. Create Employee Types

PayBiz main menu > Payroll > Employee Types

Employee types are useful to group employees together for checking and reporting.
The Employee Type can also print on the payslip.

All new employees will have their employee type set to the first one in the list by default. This can be changed for each employee on their **Rates** tab.

8. Shearing Pay Types

PayBiz main menu > Payroll > Pay Types

Add **Allowance** pay types for Shearing, Crutching, Covercomb and any other per/unit payment.

It is a good idea to assign a different prefix to each shearing type so the allowances can be easily identified. A recommended system would be to use the number of the corresponding non-tax type. Eg:

Shearing = Start pay type code with 1. Eg. 1E - Shearing Ewes
Crutching = Start pay type code with 2. Eg. 2E - Crutching Ewes
Covercomb = Start pay type code with 6. Eg. 6E - Covercomb Ewes

- Enter the **Base Rate**. The full rate will automatically calculate using the default holiday pay percentages set in Company Details and the non-tax type on this allowance.
- Ensure **Taxable** is ticked.
- Tick the **Base Rate Variance Applies** to ensure any employee base rate variance will be calculated.
- Do not tick **Print Consolidated** if you want a line for each day worked on the payslip.
- Change the **Invoice Text** for different descriptions on the invoice and payslips.
- Tick **ACC Applies** if using the Debtor's Auto-ACC.
- Enter the default **Charge Out Rate** for the invoice.
- Leave the **Invoice Order** at 0 for shearing and cover comb (they will print first), set crutching to 10 so they will print after the shearing.
- Include the appropriate non-tax allowance if applicable (eg A1 = Shearing, A2 = Crutching, A6 = Covercomb).

9. Shedhand Pay Types

PayBiz main menu > Payroll > Pay Types

Add **Time** pay types for Shedhand, Cooking and Cleaning.

It is a good idea to assign different rates to each pay type so the same staff member can do each job at different rates. Eg:

Shedhand = Rate 1
Cooking = Rate 2
Cleaning = Rate 3

Ensure pay types are taxable and include the appropriate non-tax allowance if applicable (eg A3 = Shedhand). Do not tick **Print Consolidated** if you want a line for each day worked on the payslip.

Set **Invoice Order** to 50 so it prints after shearing and crutching.

10. Other Pay Types

PayBiz main menu > Payroll > Pay Types

- Add Deduction pay types for Draws, Advances, Fines, WINZ etc. These should all be taxable ie paid AFTER tax.
- Add a Child Support pay type.
- Add any other Allowances needed.
- Add Sick Leave pay type if needed.

11. Employee Records

PayBiz main menu > Payroll > Employees

- Enter Rates for Shedhands etc.
- Check settings on **Rates** tab ie: Basis, Employee Type, No Auto Payslip and Add T/S lines to Payslip.
- Check **Pymts** tab. If paying by Cheque, ensure there is nothing in the Bank Account fields.
- Check **Leave** tab.
 - Tick **Pay automatically each period** if required.
 - Set any carry over Leave in the **At First Pay** boxes.
- Add any **Stnd** lines for deductions, child support etc and check any Kiwisaver is correct.
- Add any variance that applies.
- Add details of any **Custom % Allowance/Deduction**.
- Configure Sick Leave and set the appropriate Rate value for this (check the pay type for which Rate is being used for Sick Pay).

12. Debtor Records

PayBiz main menu > Debtors > Debtors

- Add ACC Percent (whole numbers, ie 8 = 8%) if using the **Auto-ACC** function.
- Set the correct **Pay By** method. The default is Cheque, change if required.
- If not using the interest rate and terms in Company Details, enter these details.
- Add **Debtor Groups** (create as required).
- Add **Direct Debit** details if required. Note that you will also need to configure your Direct Debit authority details in **Company Details > Other** tab.

13. Bank Account

PayBiz main menu > Banking > Bank Accounts

Create bank accounts, opening balances and statements.
See separate Bank Account documentation for details.

If using the GL, you will need to make a new GL analysis code for each bank. This should be a Balance Sheet code and Add To the main Bank code (default 82.0000).