PayBiz – Training Docco

19/03/2024

Contents

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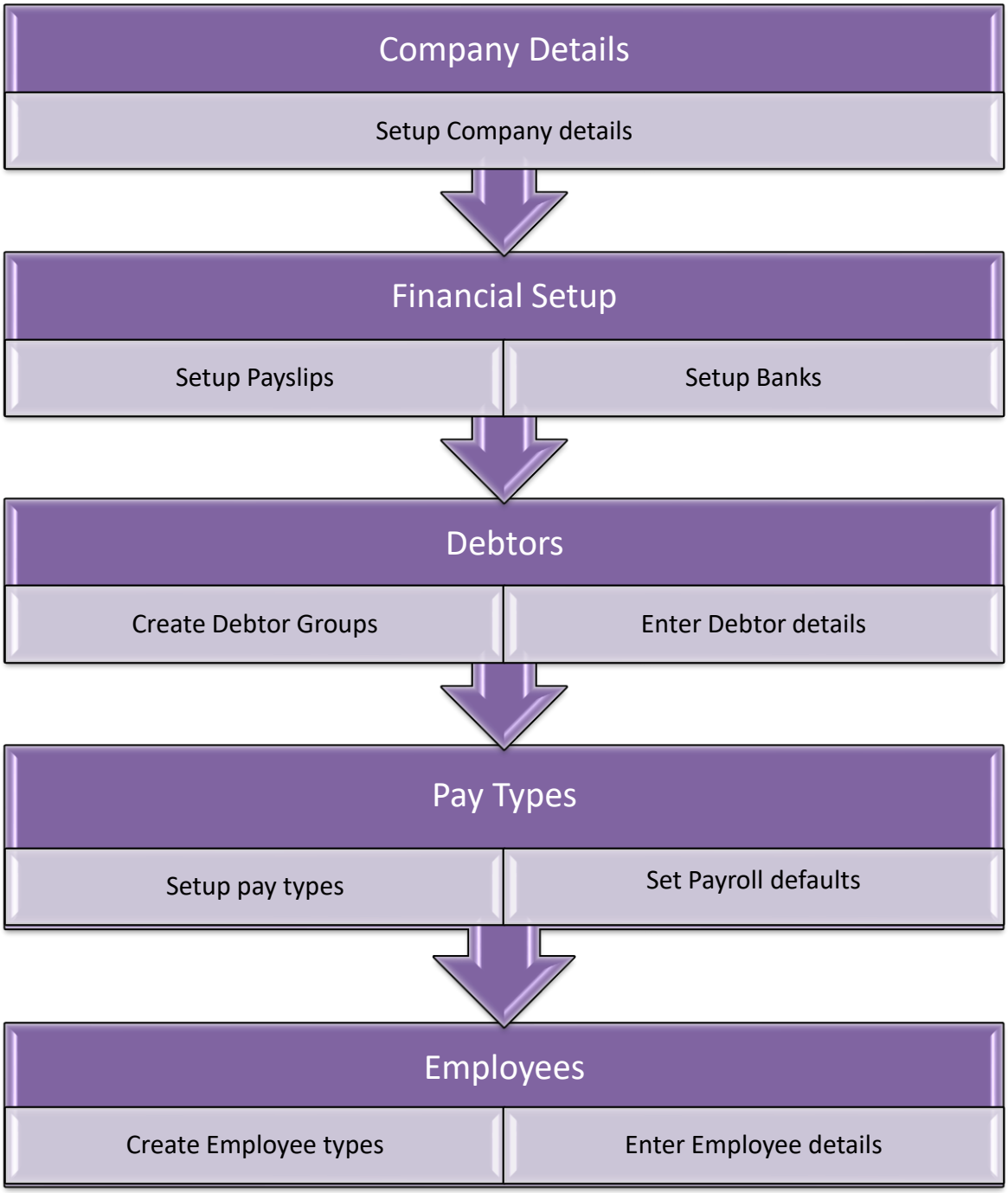
SETUP FLOW CHART



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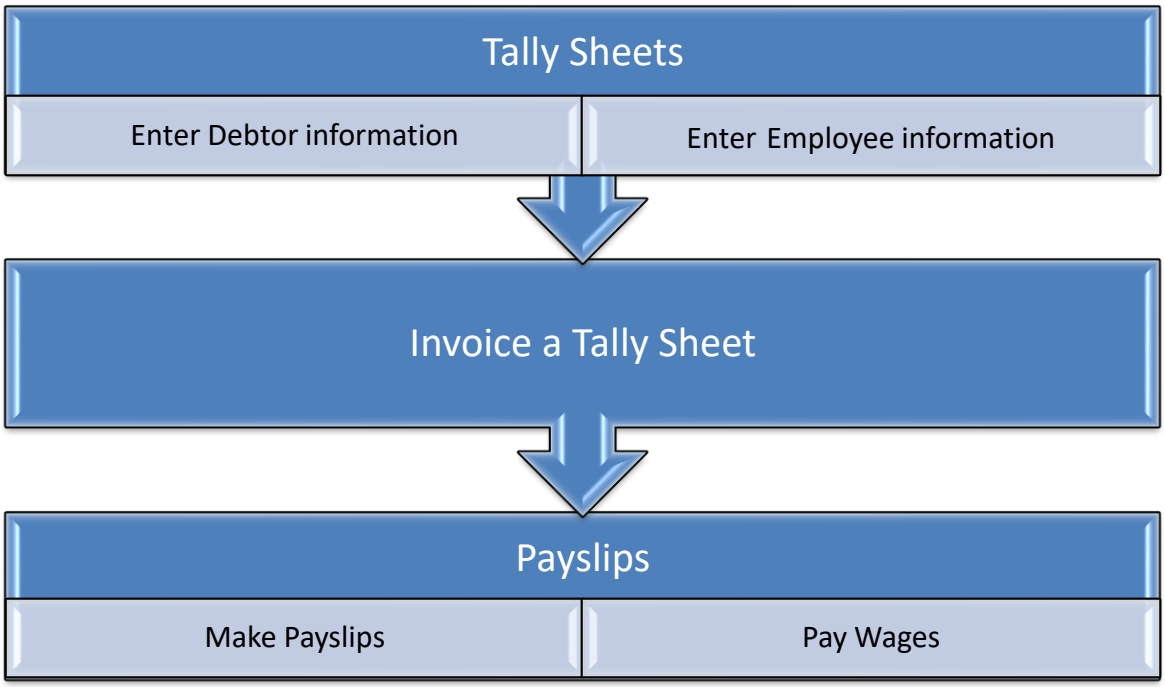
OPERATING FLOW CHART



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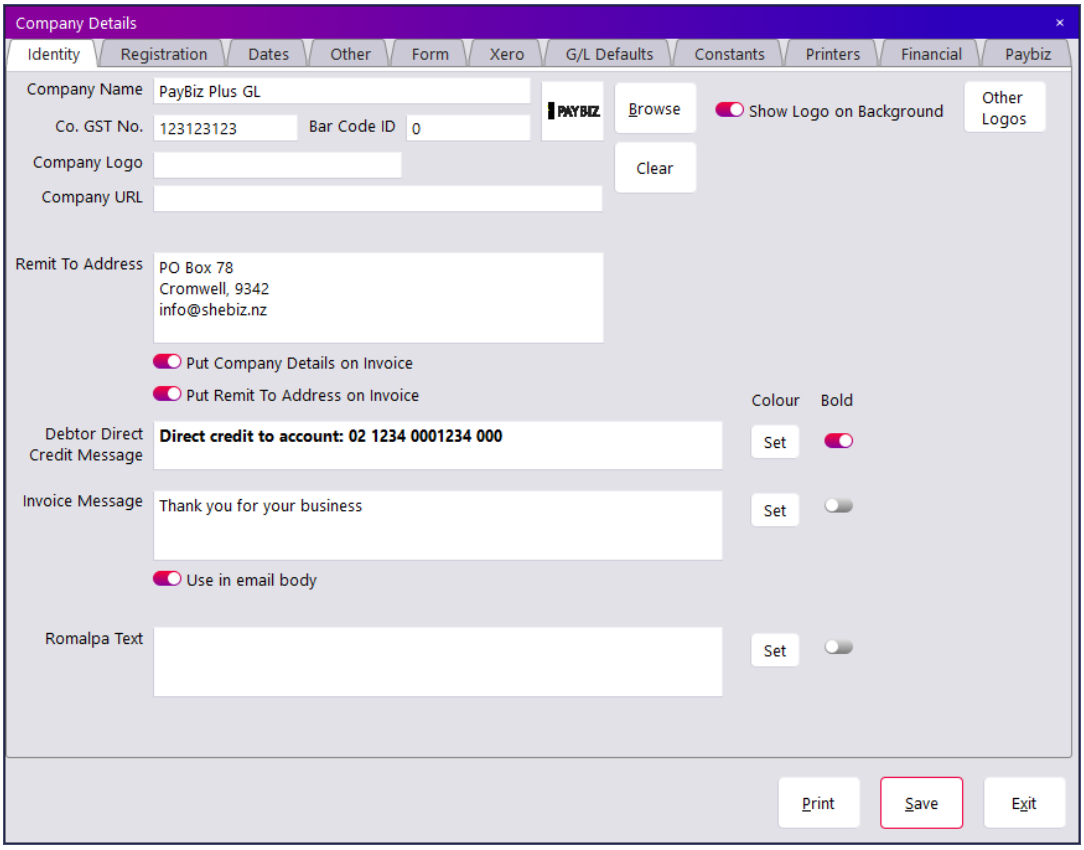
Company Setup

PayBiz main menu > File > Company Details

https://www.shebiz.nz/pbhelp/docs/PB_CompanyDetails.pdf



- Enter the Company Details under all header tabs – **Identity, Dates, Constants,** and so on.
- **Save**

User Setup

PayBiz main menu > File > Users > Add

https://www.shebiz.nz/pbhelp/docs/PB_UserFile.pdf

- Enter a unique **userid**, **priority**, and other relevant details as required.

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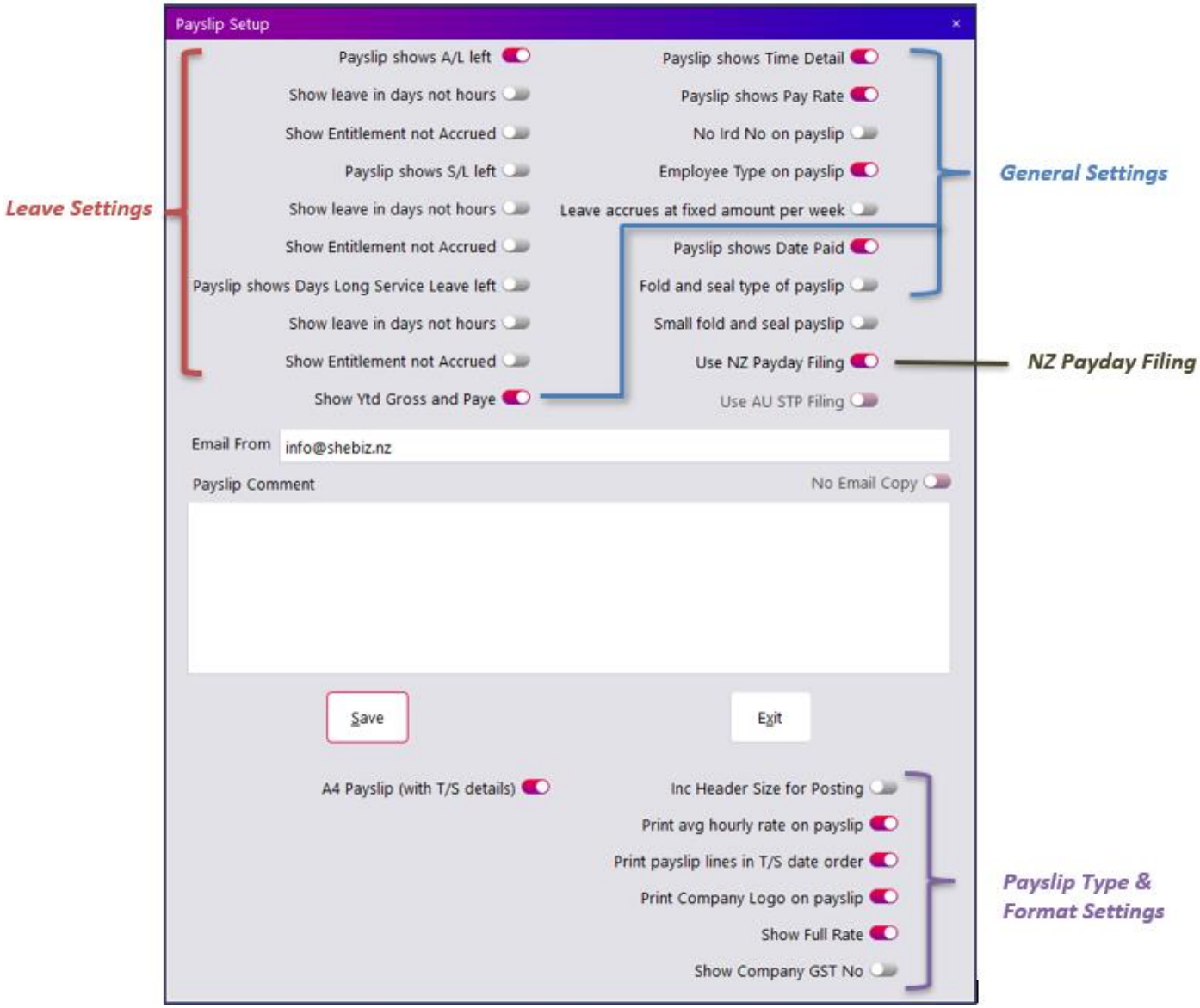
PaySlip Setup

PayBiz main menu > Payroll > Payslip Setup

https://www.shebiz.nz/pbhelp/docs/PB_PayslipSetup.pdf



- Tick all the requirements you want to define your payslips
- **Save**

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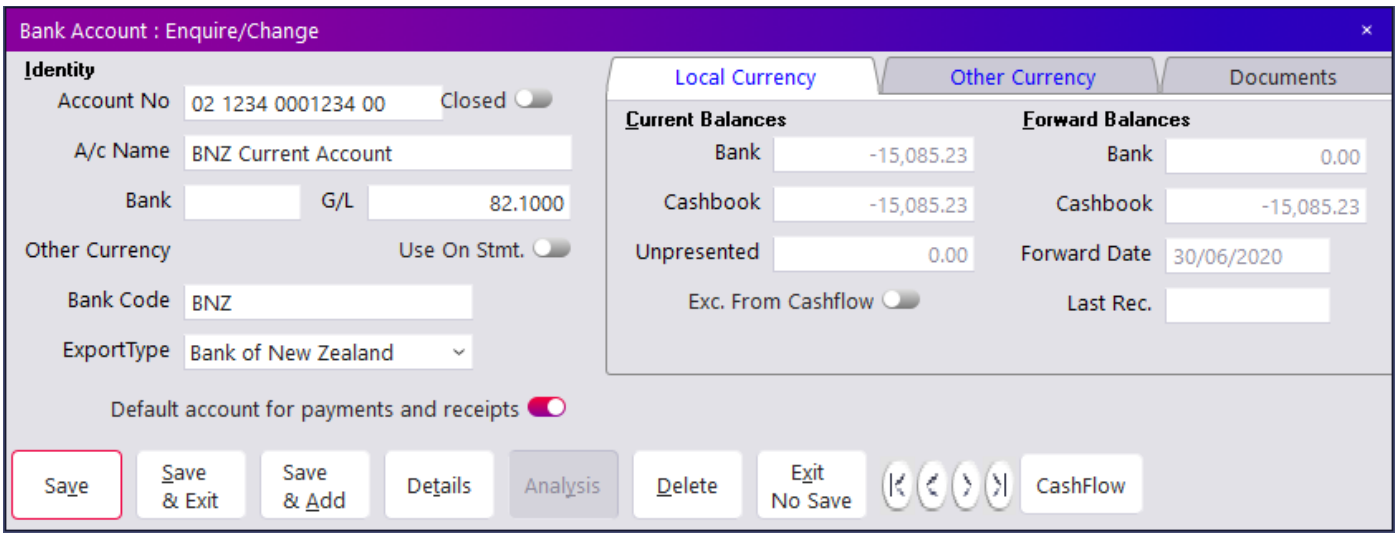
Bank Setup

PayBiz main menu > Banking > Bank Accounts > Add

https://www.shebiz.nz/pbhelp/docs/PB_BankAccounts.pdf



- Enter **Account No**
- Enter **A/c Name**
- Enter **Bank Code**
- Select **Export Type** if you use bank software to transfer pay files
- **Save**

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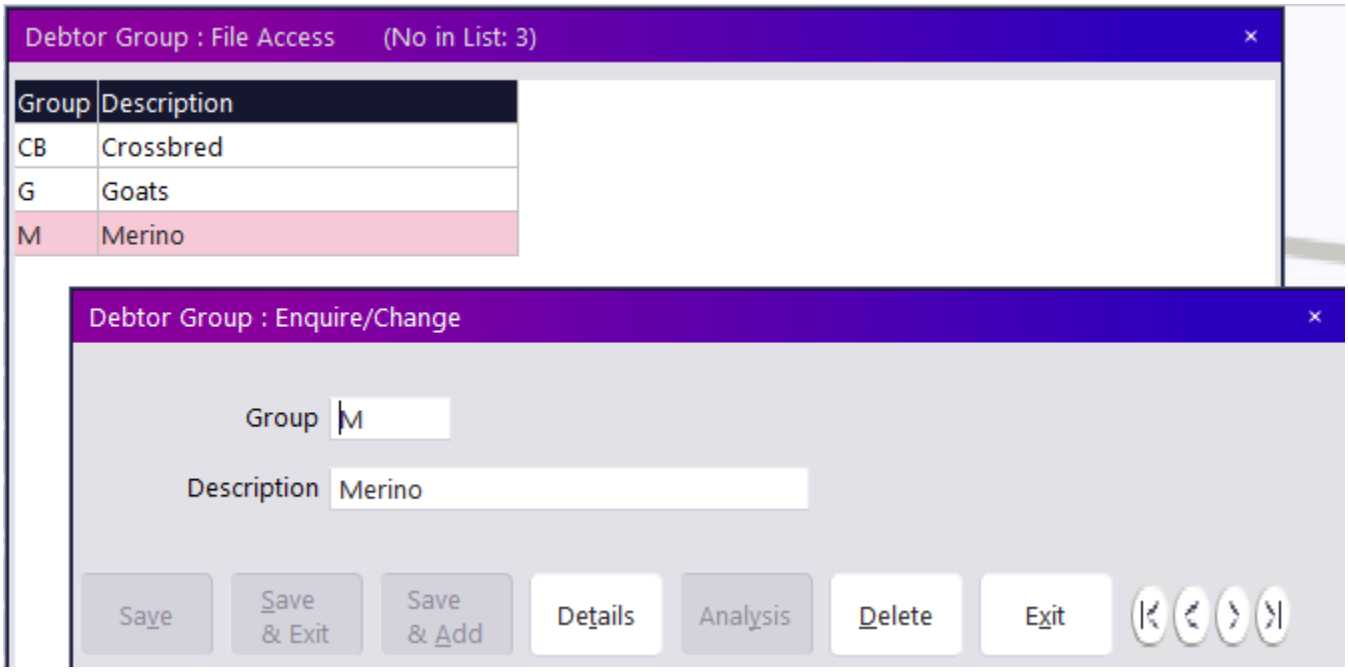
Debtor Setup

Debtor Groups

Useful for grouping your clients into categories for reporting and costing purposes.

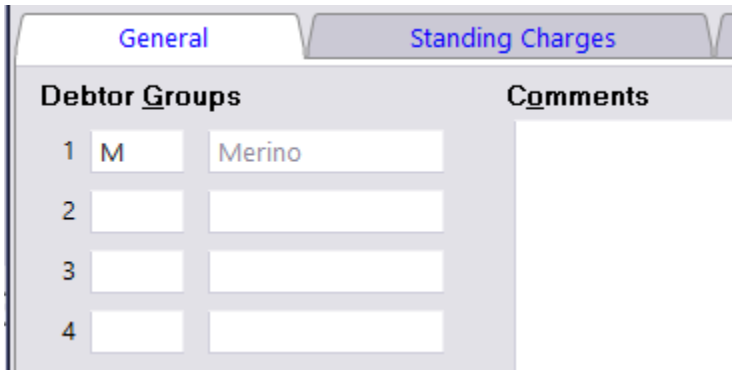
PayBiz main menu > Debtors > Debtor Groups > Add

https://www.shebiz.nz/pbhelp/docs/PB_DebtorGroups.pdf



- Enter a **Group** code and **Description** – for example, *CB - Crossbred*
- **Save & Add** to add more, **Save and Exit** to close page

A Debtor can be a member of up to 4 Debtor Groups:



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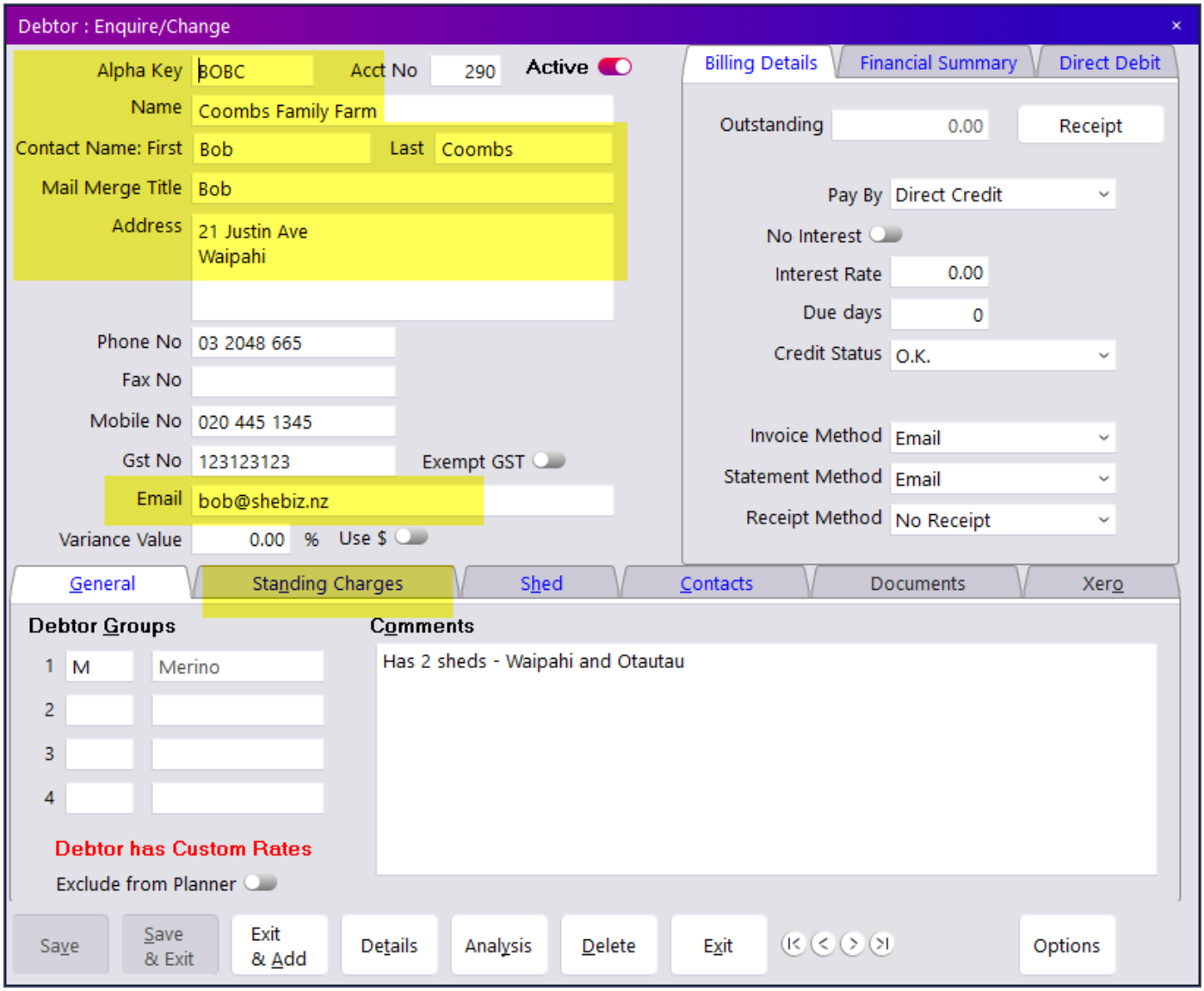
Debtors

PayBiz main menu > Debtors > Debtors > Add

https://www.shebiz.nz/pbhelp/docs/PB_Debtors.pdf



- Create an alpha code unique to this Debtor
- Enter all Debtor personal details
- Save & Add to add another Debtor, Save & Exit to close the page
- Add Custom Rates via the **Details** button

Note:
The areas highlighted indicate the minimum detail preferred

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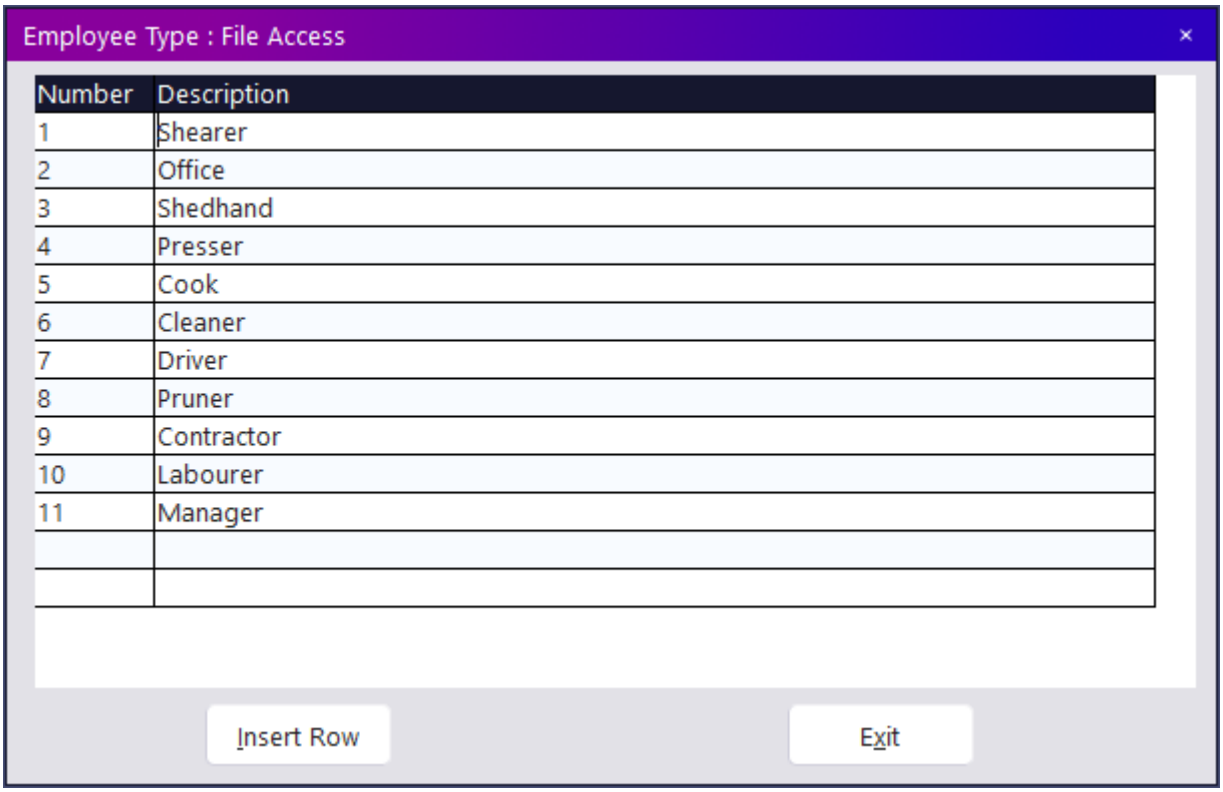
Employee Setup

Employee Types

PayBiz main menu > Payroll > Employee Types



Number	Description
1	Shearer
2	Office
3	Shedhand
4	Presser
5	Cook
6	Cleaner
7	Driver
8	Pruner
9	Contractor
10	Labourer
11	Manager

- **Insert Rows** to add lines
- Enter an Employee Type, the number will increment automatically
- **Exit** to close the page

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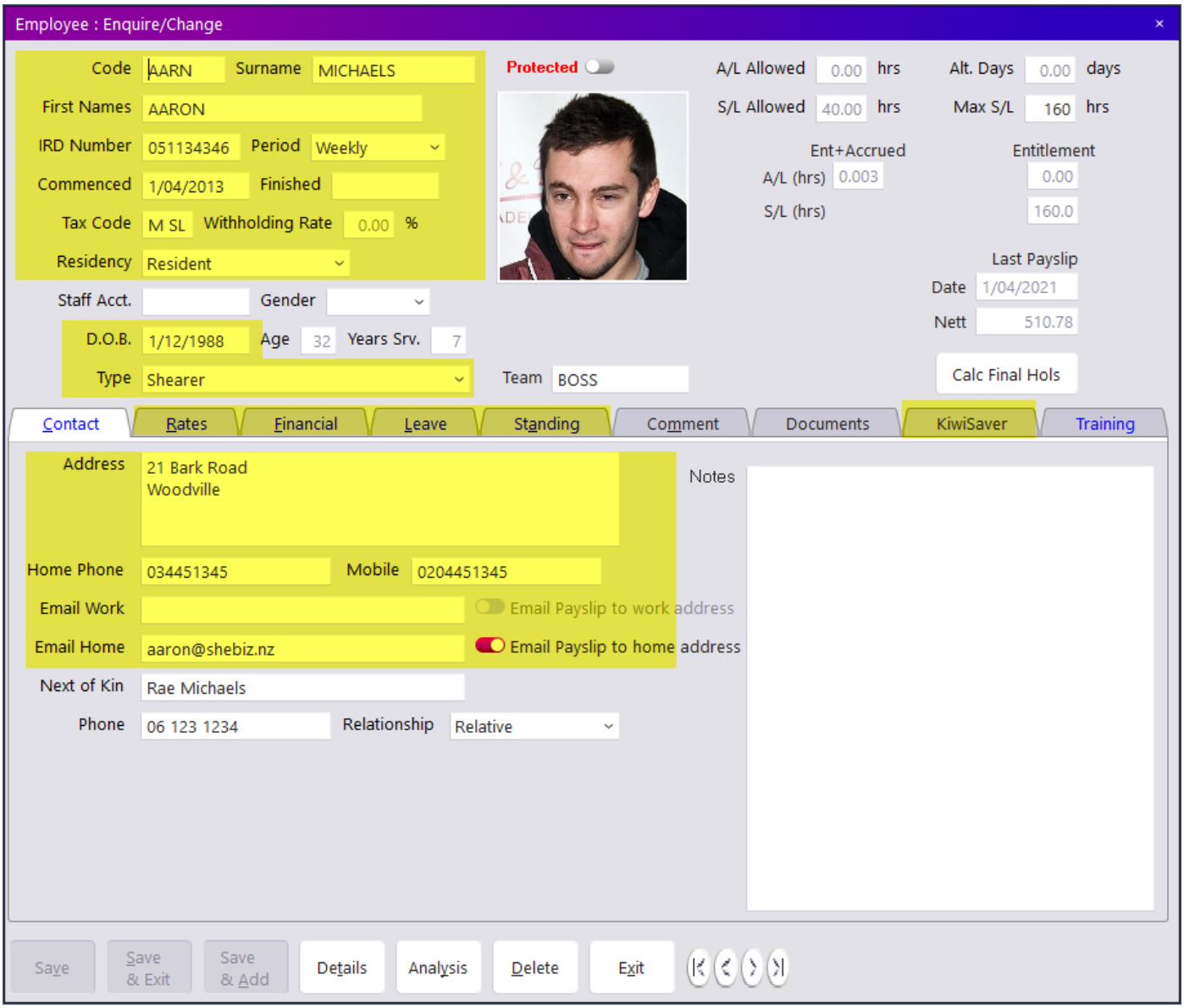
Employee

PayBiz main menu > Payroll > Employee > Add

https://www.shebiz.nz/pbhelp/docs/PB_Employees.pdf



- Create a code unique to each Employee
- Enter all personal details
- Click each tab in the sub header bar as shown below and complete all details as required

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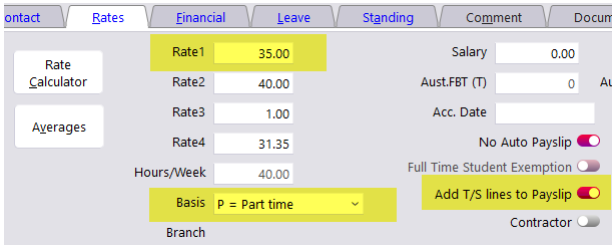
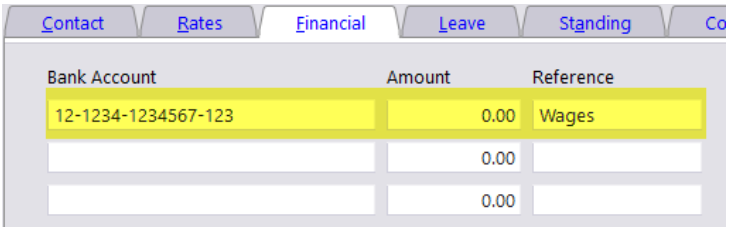
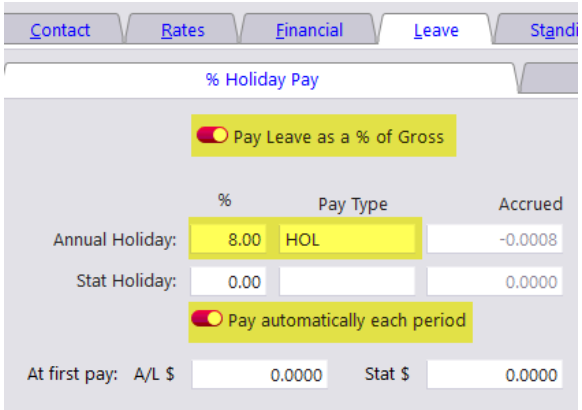
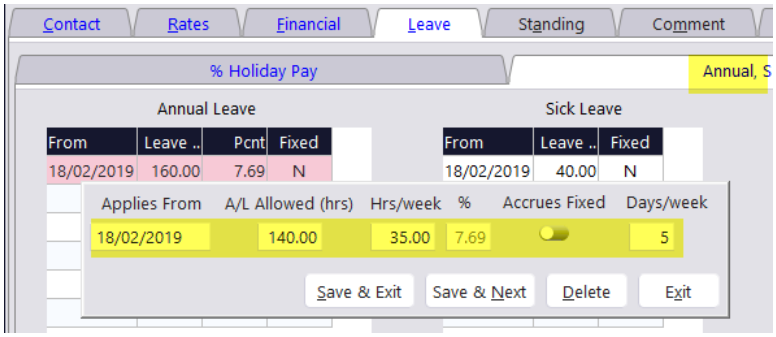




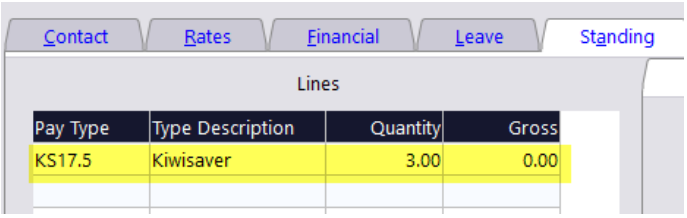
The **Avgs** button will display the current 4, 12 and 52 week average hourly rates for this employee. This will show the higher of: Salary or Calculated Average or Rate 1

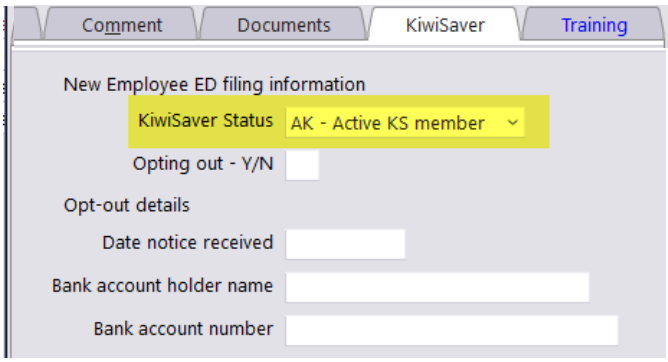
The rate calculator can be used to establish the base rate when given the full rate to pay

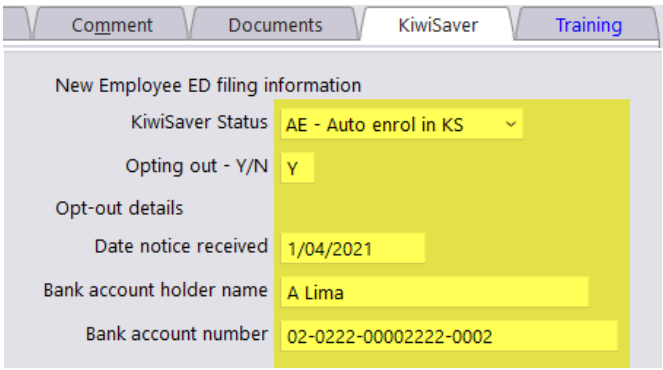




- Use % Holiday Pay for Casuals and Fixed Term (<12 months) employees
- Use Annual and Sick Leave for Permanent/Part Time employees







- *The areas highlighted indicate the minimum detail preferred*

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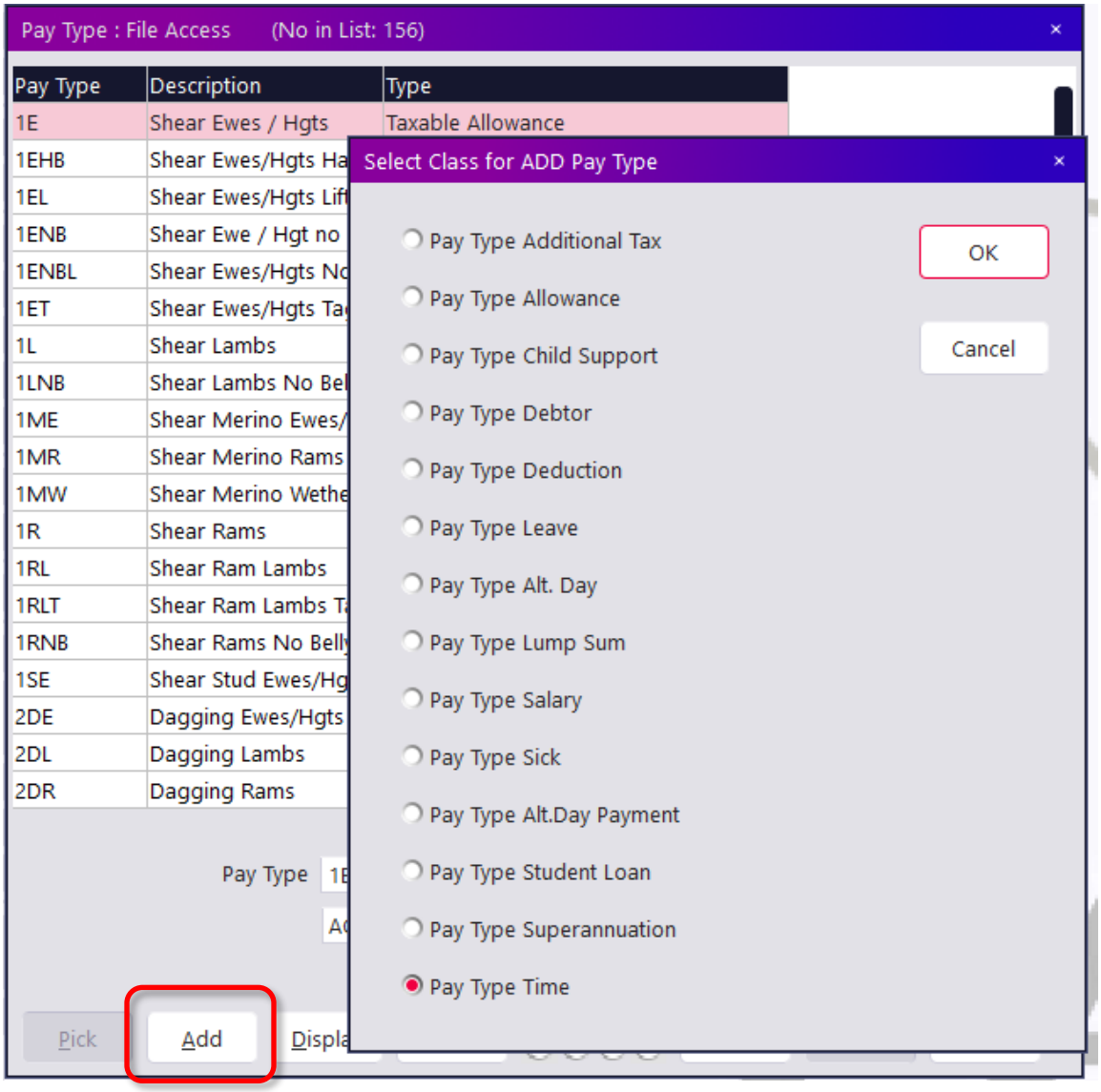
Pay Type Setup

Pay Types

PayBiz main menu > Payroll > Pay Types > Add

https://www.shebiz.nz/pbhelp/paytypes.html



- Select a pay type from the above list (the following example uses Pay Type Time)

Note:
Refer to ***PayBiz Pay Types*** *for full documentation on each above Pay Type*

- Click **OK**

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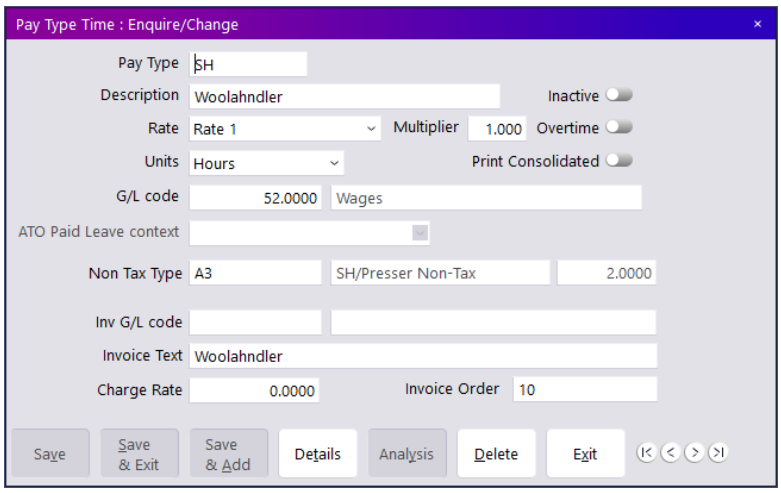
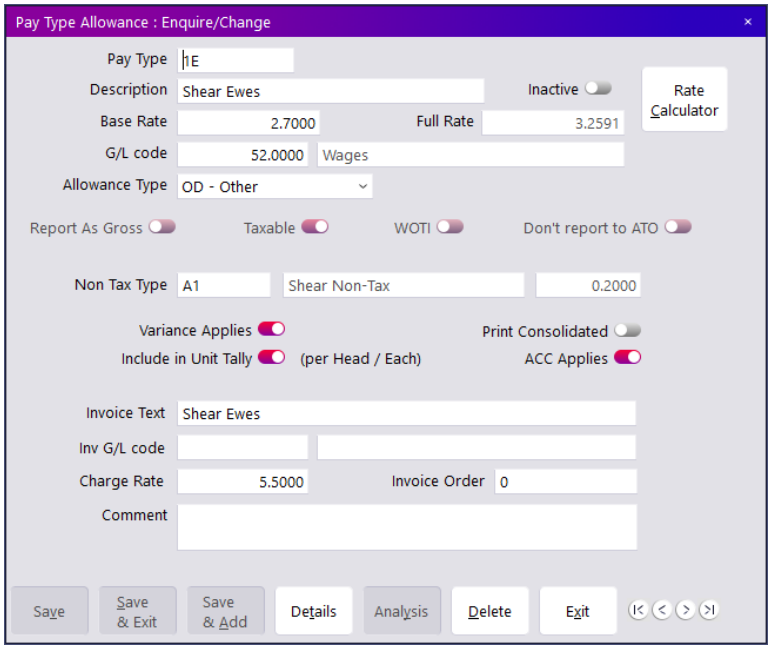


- Create an alpha code unique to each **Pay Type** and enter a **Description,** for example, *SH - Shedhand / Presser*
- Enter all other details as above if applicable
- **Save & Add** to add another Paye Type Time, **Save & Exit** to close the page

Pay Type - Allowances

PayBiz main menu > Payroll > Pay Types > Add

- Select Pay Type Allowance > OK



- Create an alpha code unique to each **Paye Type** and enter a **Description,** for example, *1 - Shear, E - Ewes / Hoggets*
- Enter all other details as above if applicable
- **Save & Add** to add another Paye Type Allowance, **Save & Exit** to close the page

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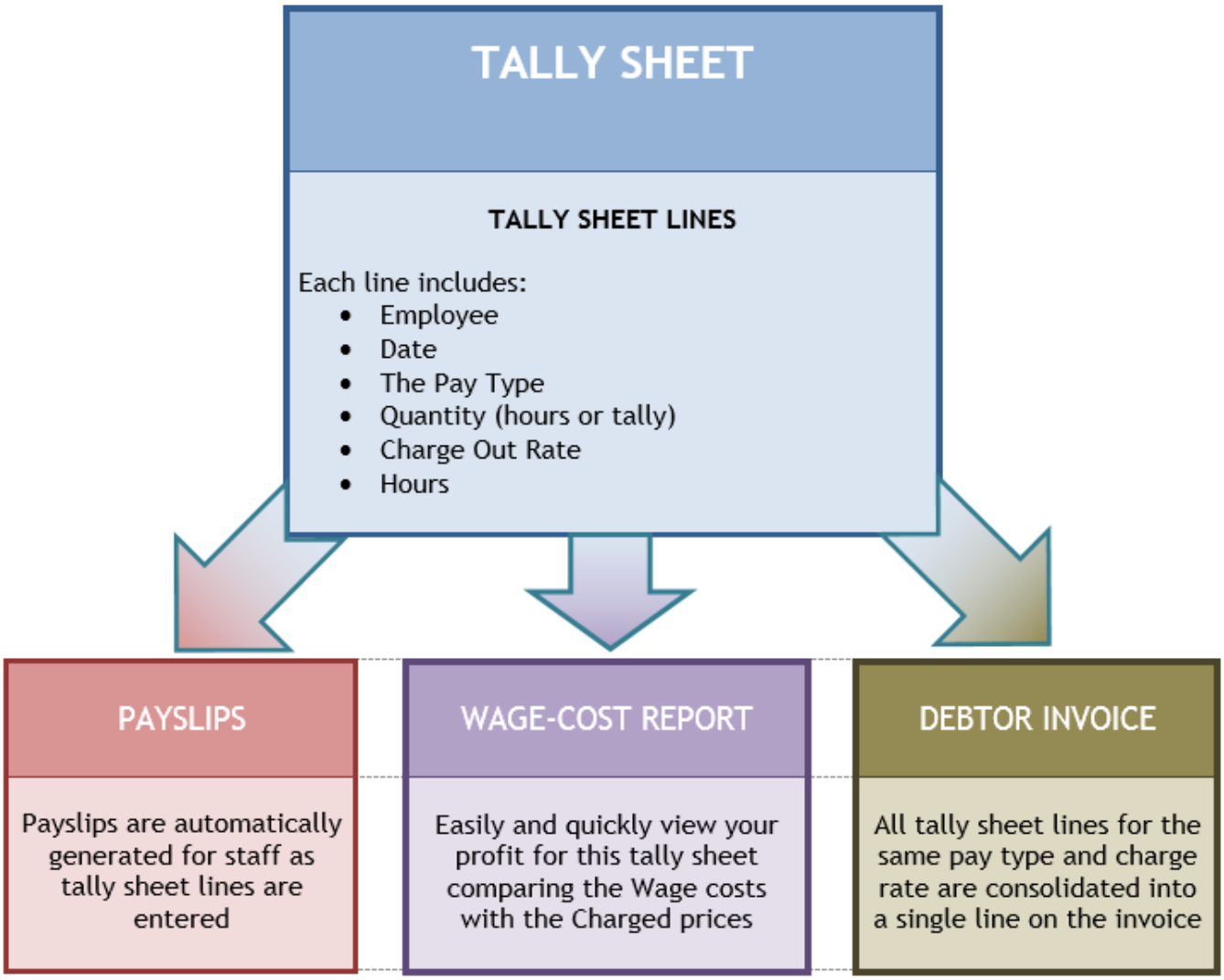
Tally Sheets

PayBiz main menu > Payroll > Tally Sheets > Add

Tally Sheets are the central entry point for all chargeable work to be entered.
From the Tally Sheet, payslips are created for staff and invoices are created for your customers.



Processing Flow Chart: http://www.shebiz.nz/pbhelp/docs/PB_TallySheetFlowchart.pdf

Tally Sheets: https://www.shebiz.nz/pbhelp/docs/PB_TallySheets.pdf

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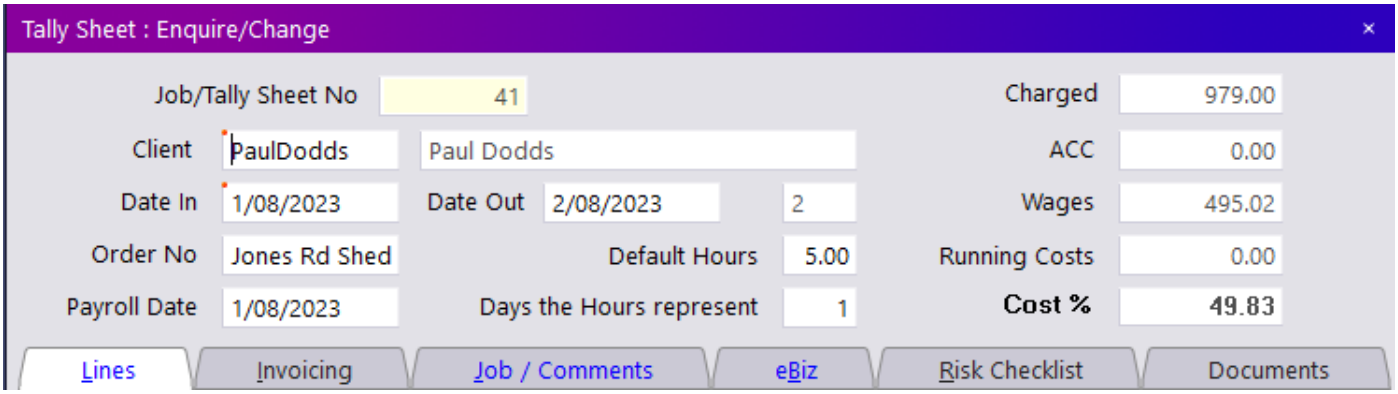
Add Debtor



- Enter the Debtor **Client** code for the customer, Double click or F8 for lookup.
- Enter the tally sheet **Date In**
- Enter the **Default Daily Hours**

Add Employee

- Click a blank line, or right click on an existing line, to open a new tally sheet line
- Enter the Employee **Staff** code, Double click or F8 for lookup
- Enter the **Date** of work, pay type **Code**, **Qty/Hrs** and **Hours** worked
- **Save & Next or Next** to open a new tally sheet line

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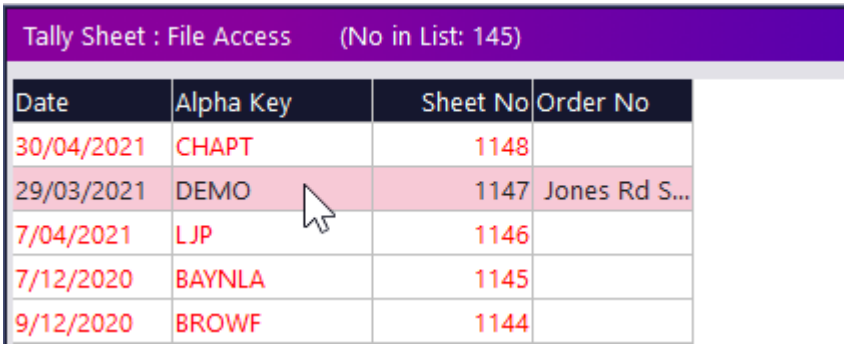
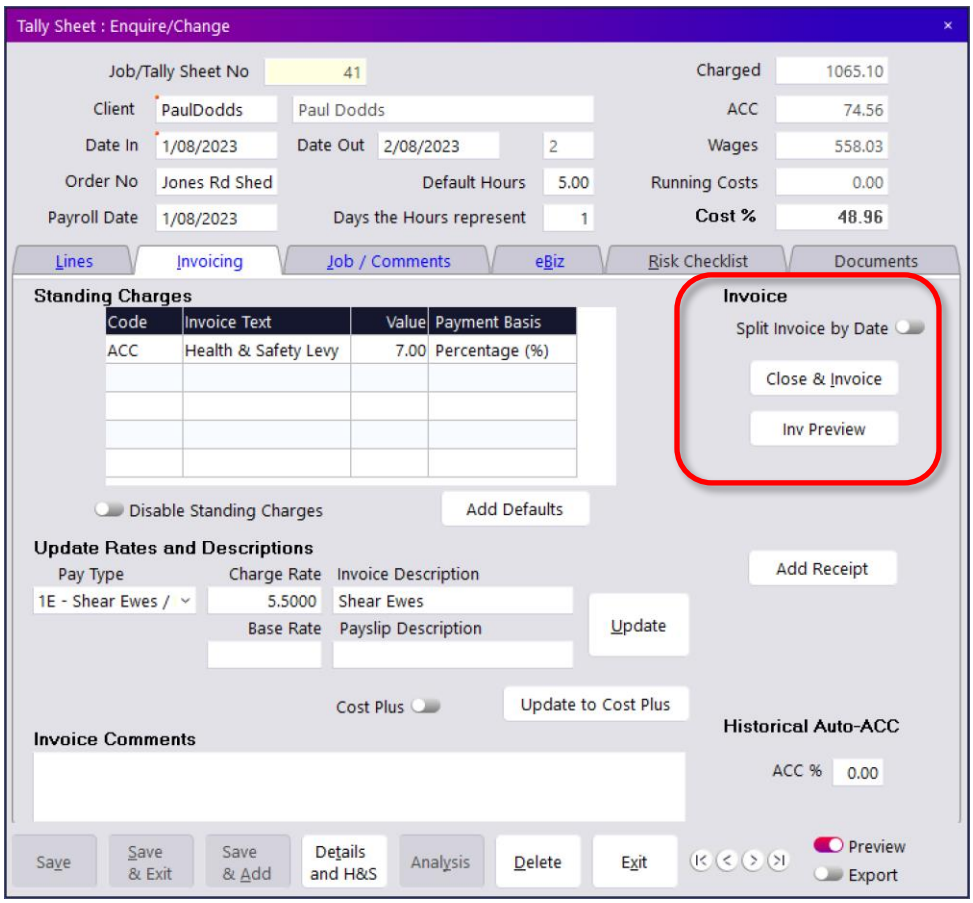
Invoice Tally Sheet

PayBiz main menu > Payroll > Tally Sheets > Invoicing tab

- Select the tally sheet, double click to open





- Click the **Close & Invoice** button
- You can add more lines or **Print** the invoice
- The invoice details are displayed as highlighted below

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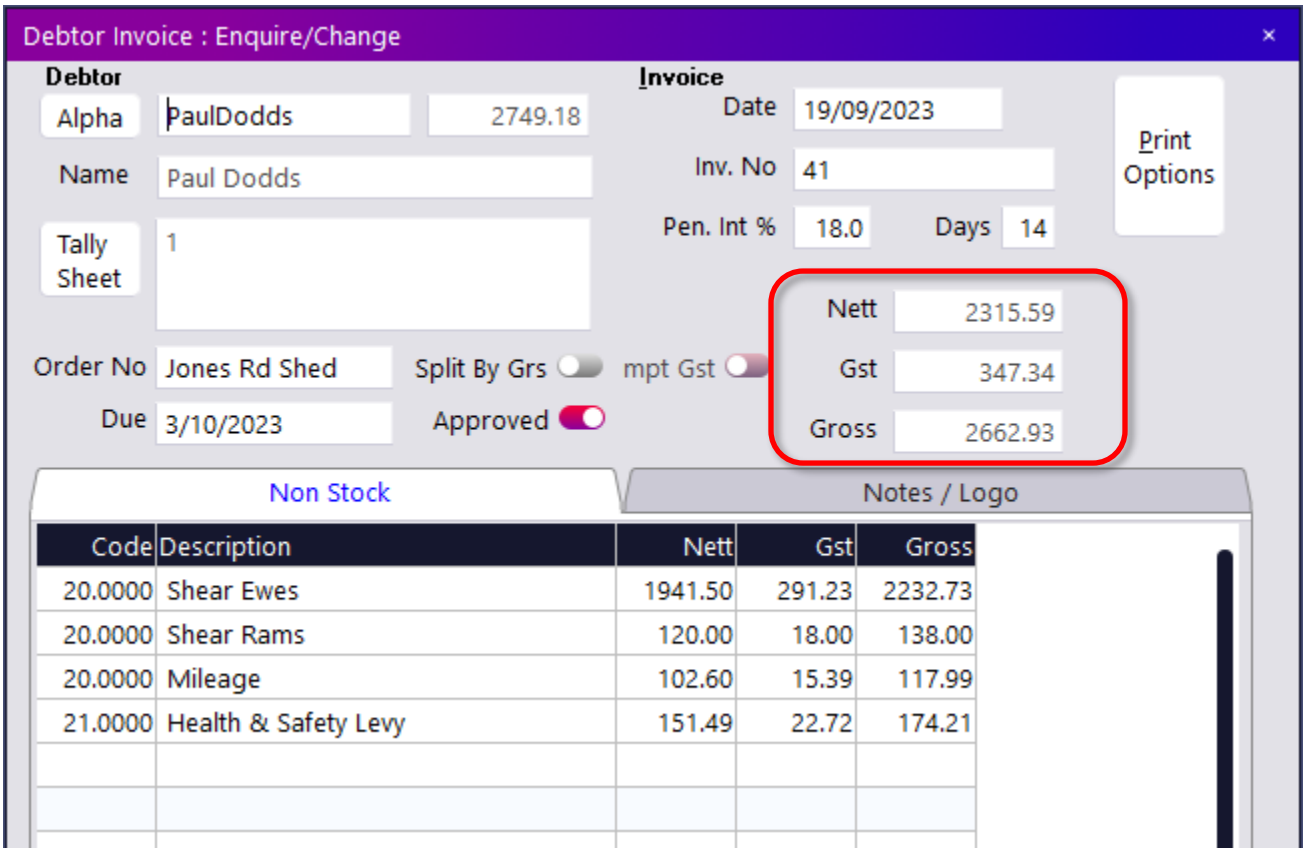

Related documentation:

Processing Flow Chart: http://www.shebiz.nz/pbhelp/docs/PB_TallySheetFlowchart.pdf

Tally Sheets: https://www.shebiz.nz/pbhelp/docs/PB_TallySheets.pdf

Standing Charges: https://www.shebiz.nz/pbhelp/docs/PB_StandingCharges.pdf

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Advances

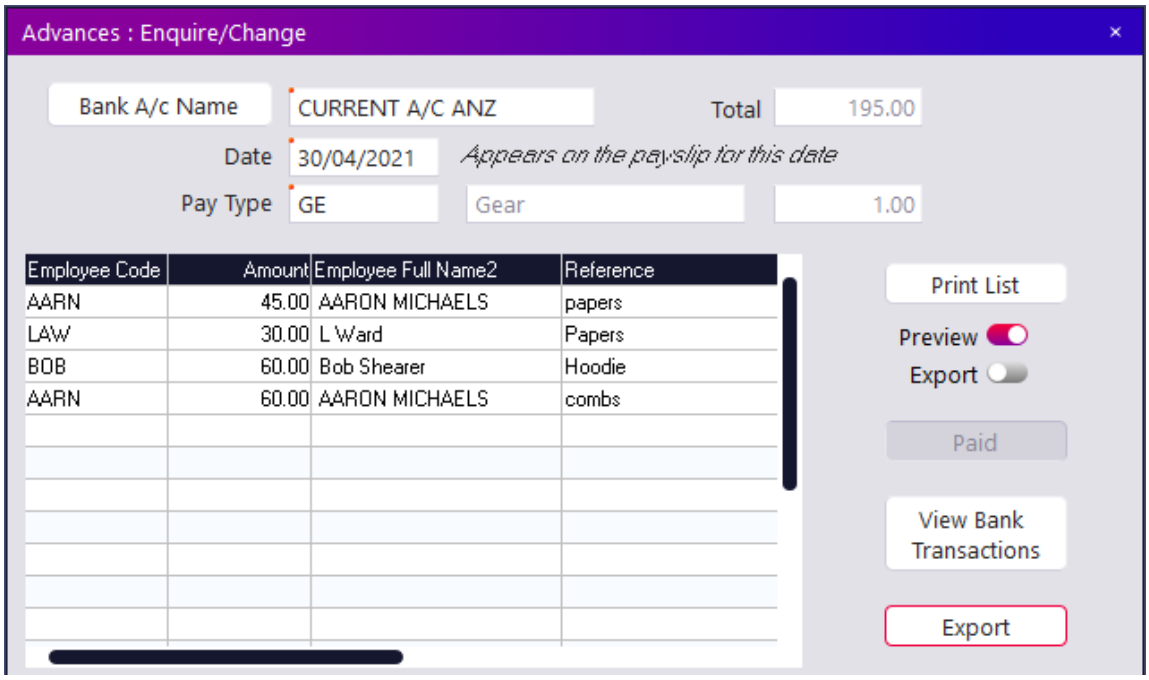
PayBiz main menu > Payroll > Advances

https://www.shebiz.nz/pbhelp/docs/PB_Advances.pdf

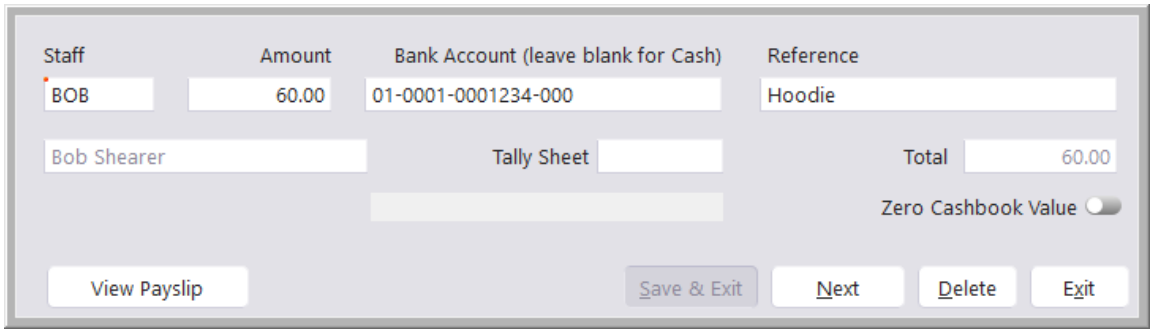
Use to enter payments made to employees before the end of the current pay period.

Once **Pay** is clicked:

- Advances are marked as Paid
- Advance lines are automatically added to the payslips
- Bank transactions are automatically created in the cashbook
- You can print the list of payments for your records
- You can generate a bank export file for import into your bank software



- Click on a line to view/enter/edit the details



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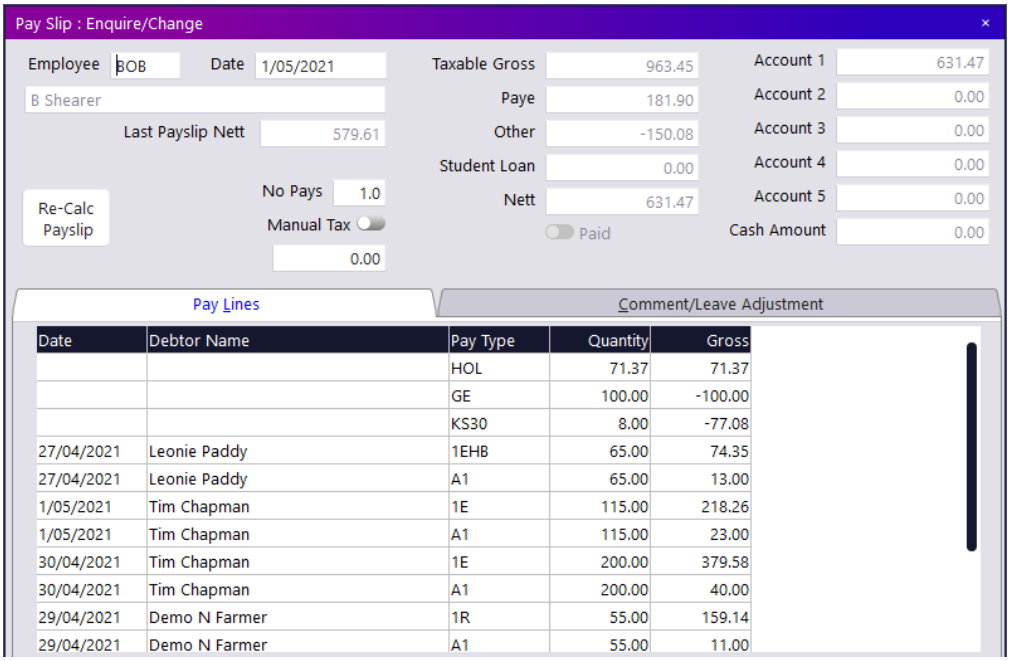
Payslips

PayBiz main menu > Payroll > Payslips

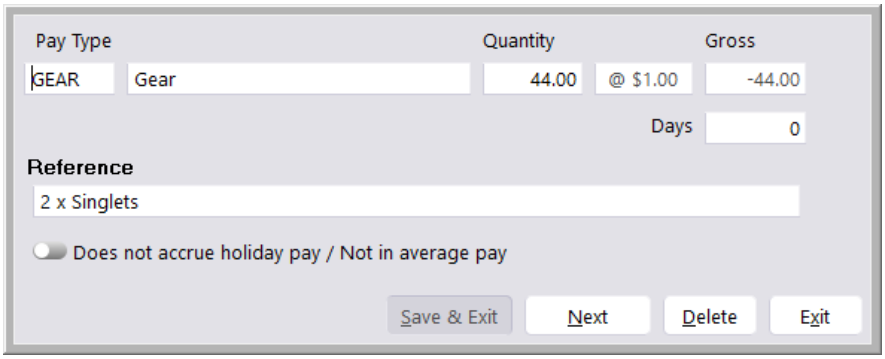
Processing Flow Chart: http://www.shebiz.nz/pbhelp/docs/PB_PayslipsFlowchart.pdf

Payslips: https://www.shebiz.nz/pbhelp/docs/PB_Payslips.pdf

The Payslip screen is where you can manually **Add** new payslips, **Edit** existing payslips for non-tally sheet entries such as Deductions or Comments, or **View** and **Reprint** paid payslips.



- Additional columns can be added to the line table by right clicking on the grey column header and choosing **Insert Column**. This means you can customise the details to your preferences.
- To add new lines right click on an existing line or left click on a blank line.
- Left click on an existing line to view or edit the details.



- Comments can be added by clicking on the **Comment/Leave Adjustment** tab.
  NB the Leave Adjustment relates only to staff on ordinary wages/salary who accrue leave in hours, not for staff who are paid holiday pay as a percentage.

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Salary Staff - Generate Payslips

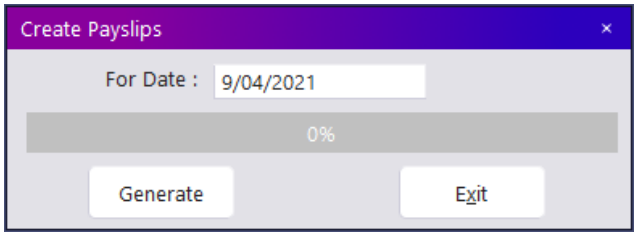
PayBiz main menu > Payroll > Generate Payslip

Generate Payslips

https://www.shebiz.nz/pbhelp/docs/PB_GeneratePayslips.pdf

Use To:

- Auto generate wages or salary payslips
  Staff on Salary most likely do not have their payslip created via a tally sheet. Therefore, this function allows you to automatically generate the payslips for these staff.



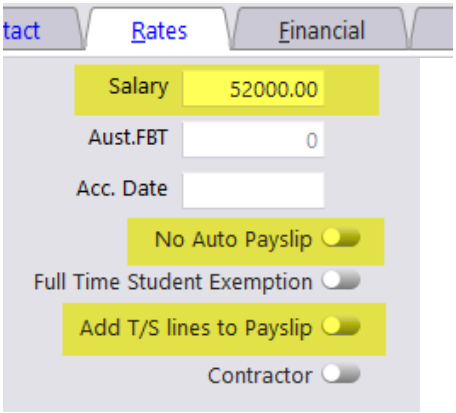
- Enter the **For Date** within the pay period
- Click **Generate -** payslips will be generated
- Payment will show in Banking Transactions when **Pay Wages** is clicked

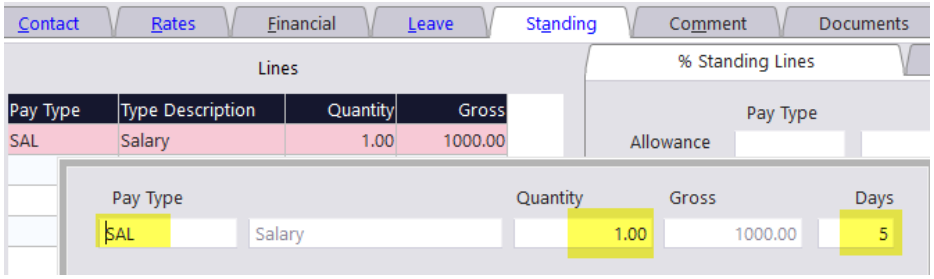
Setting up Staff for Salary

PayBiz main menu > Payroll > Employees

https://www.shebiz.nz/pbhelp/docs/PB_Salary.pdf

- Rates tab:
  - Remove the tick from **No Auto Payslip.**
  - Enter the annual salary amount into the **Salary** field.
  - Remove the tick from **Add T/S lines to Payslip** unless you want staff to be paid Salary AND tally sheet work.
- Standing tab:
  - Add a standing line for a Salary Pay Type





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Paying Wages

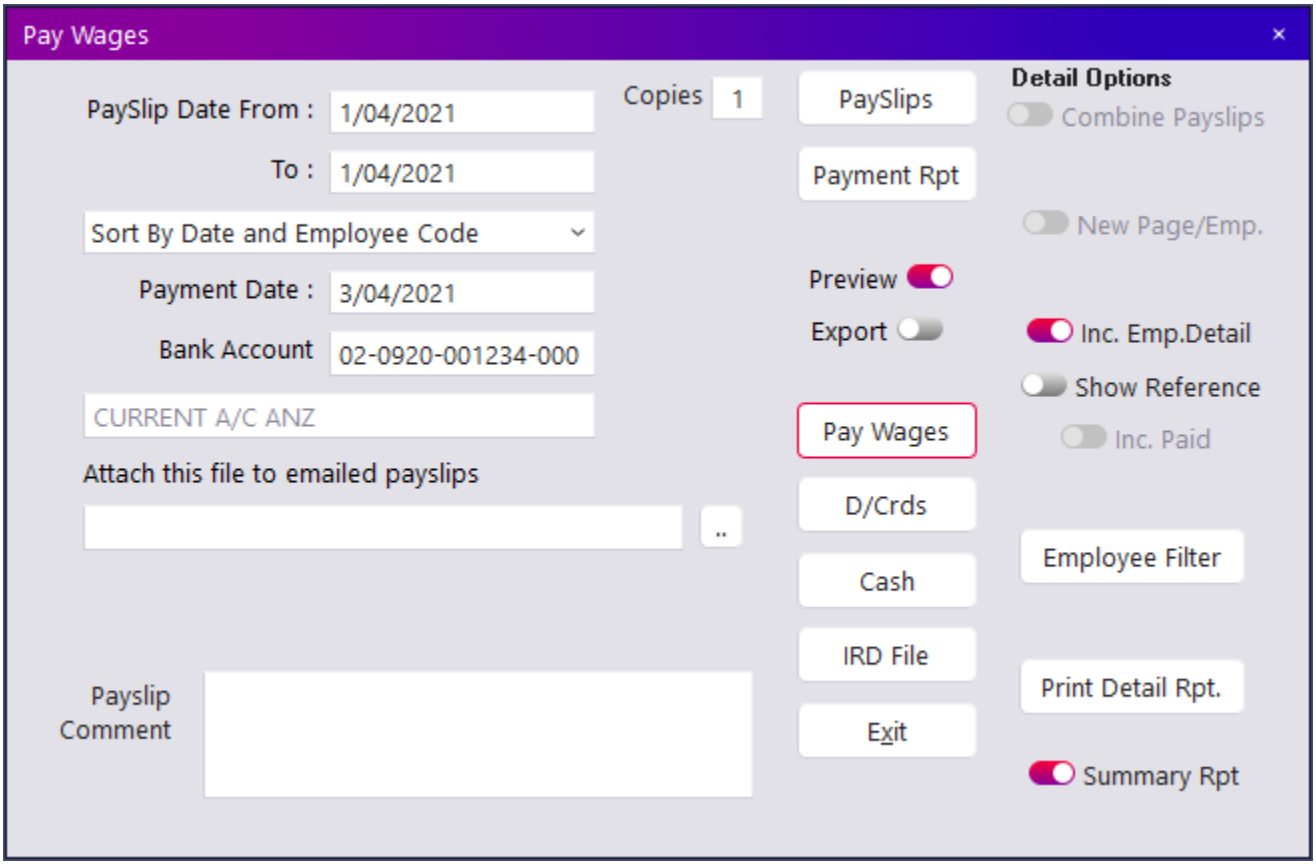
PayBiz main menu > Payroll > Pay/Check Wages

https://www.shebiz.nz/pbhelp/docs/PB_PayWages.pdf

Pay/Check Wages

Use To:

- Preview/check the unpaid payslips
- Print the payslips
- Print the payrun reports – **Payment Report** and **Detail Rpt**
- **Pay Wages**



- Enter the **To** and **From** payslip dates
- Select the functions required

Note:

- ***Bank Account** must be entered to pay wages*

Once wages are paid in the system, you can export a bank file to pay the wages via online banking.

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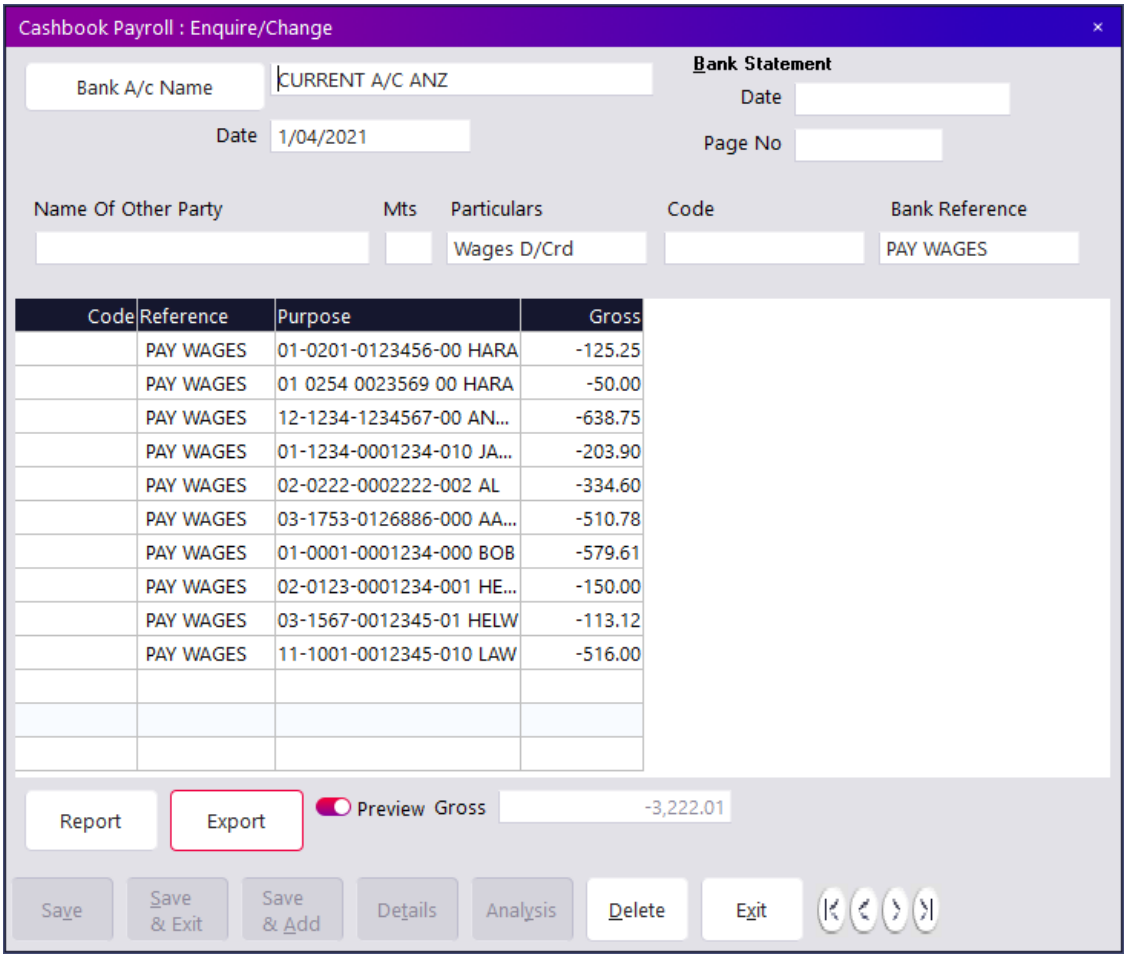
Export the Bank File

- Click **D/Crds** (from window above)
- **Banking Transactions** will open
- Select **Export** to create the bank file to upload
- Send file to bank using the bank software



Note:

- *File export can be done at any time via: PayBiz main menu > Banking > Banking Transactions Select the transaction and click display.*

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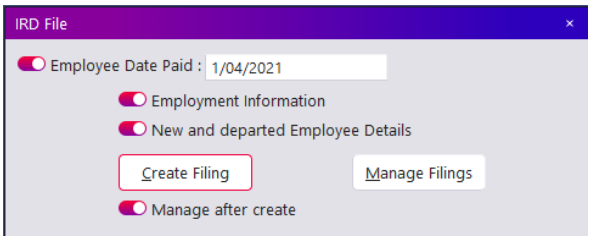
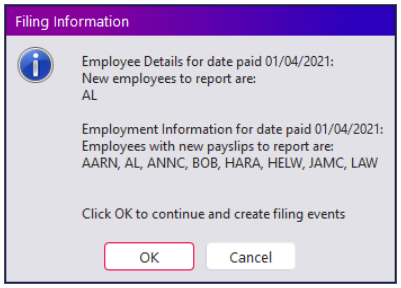
IRD File

Enter date PAID
(defaults to Payment Date when opened from Pay/Check Wages)

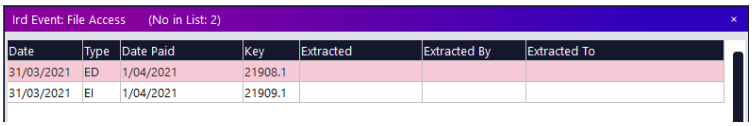


Create Filing
Generates the pay event details

Click OK

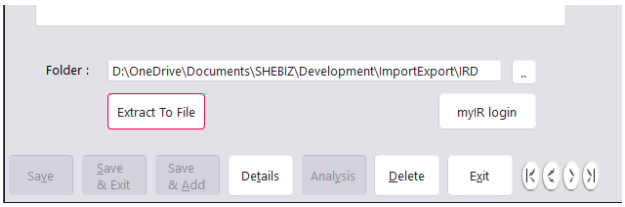


Manage Filings
(Opens automatically if **Manage after create** is set)



Double click on an unextracted row to open it

Extract to File



Repeat the **Extract to File** for both **ED** and **EI** files if they exist.
(If there are no new/departed employees there will be no ED filing)

myIR login

Click the **MyIR** Login button
Log into My IR > Payroll > Express File Transfer and upload the extracted file/s.

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Tally Sheets Flow Chart

Add New Tally Sheet

- Debtor - Enter code or F8/Dble Click for list. Add if not in list.
- Dates - Start and end dates for the job
- Default Daily Hours and Days

Add Tally Sheet Lines

- Staff - Enter code or F8/Dble Click for list. Add if not in list.
- Date - Date work was done, prints on the payslip
- Pay Type - Enter code or F8/Dble Click for list. Add if not in list.
- Qty - Sheep shorn or shedhand hours worked.

Add Non Staff Lines

- Leave the Staff field blank to add lines that will print on the invoice but not go to a payslip.
- eg Press Hire, Mileage, ACC etc

Check Charge Out Rates

- Use **Change Rates** on the Invoice tab to change the Charge Rate for all existing lines for this pay type on the tally sheet.

Wage Costs

- Check the Wage Cost values, print the report if desired.

Invoice

- Click **Close & Invoice** on the Invoice tab, and the invoice opens.
- Print if desired or Batch Print invoices later via **PayBiz main menu > Reports > Batch Print Invoices**

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Payslips and Paying Wages Flow Chart