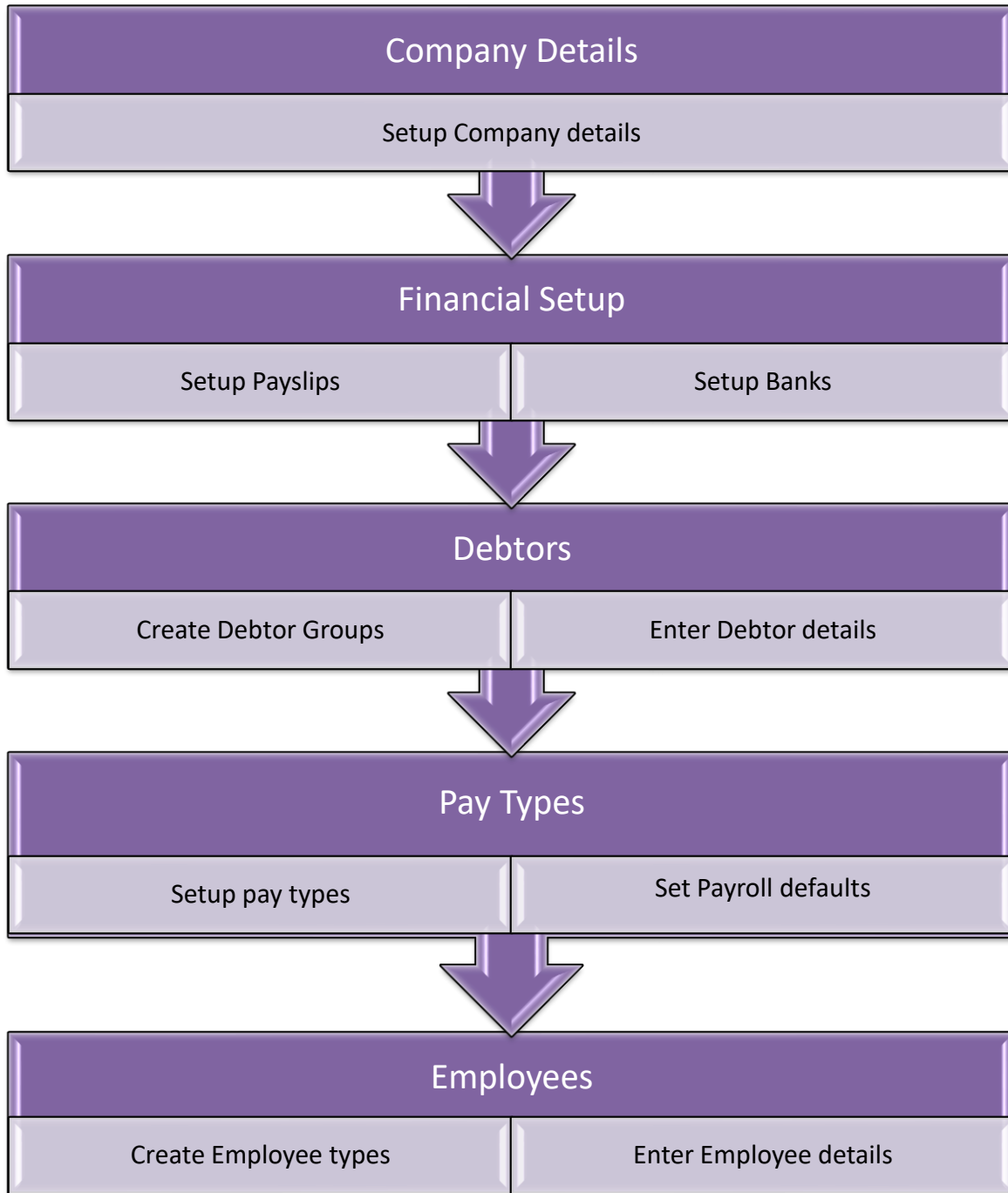


PayBiz – Training Docco

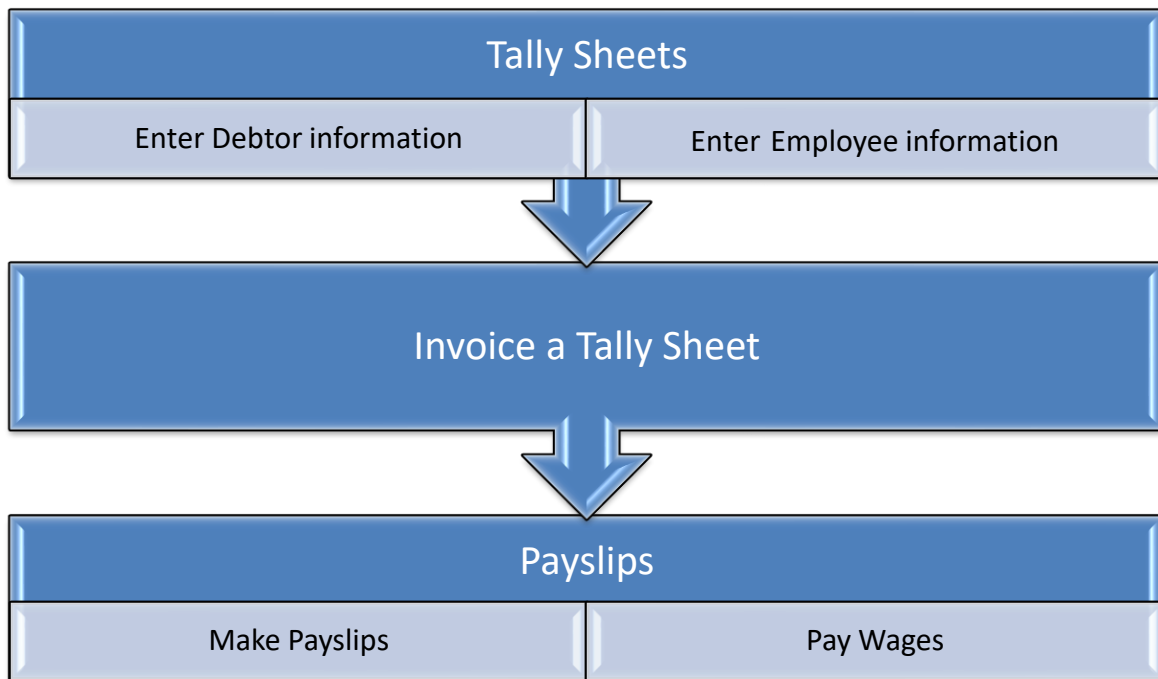
19/03/2024

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SETUP FLOW CHART

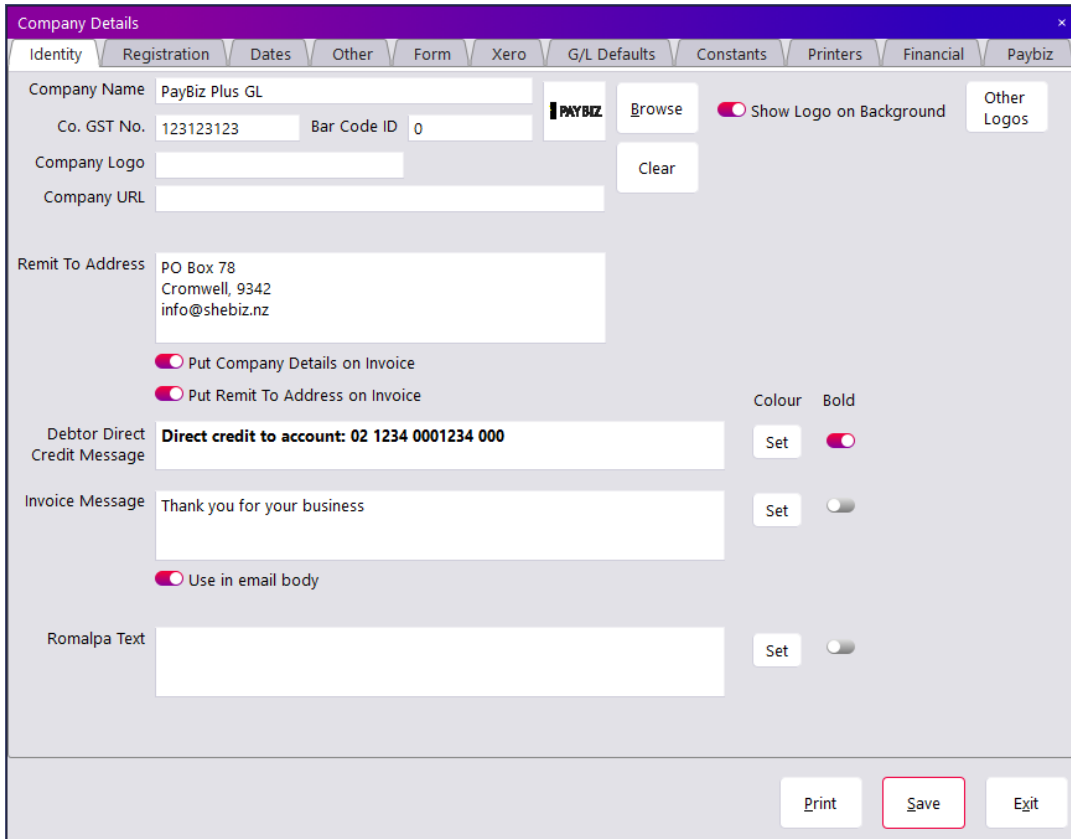
OPERATING FLOW CHART



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

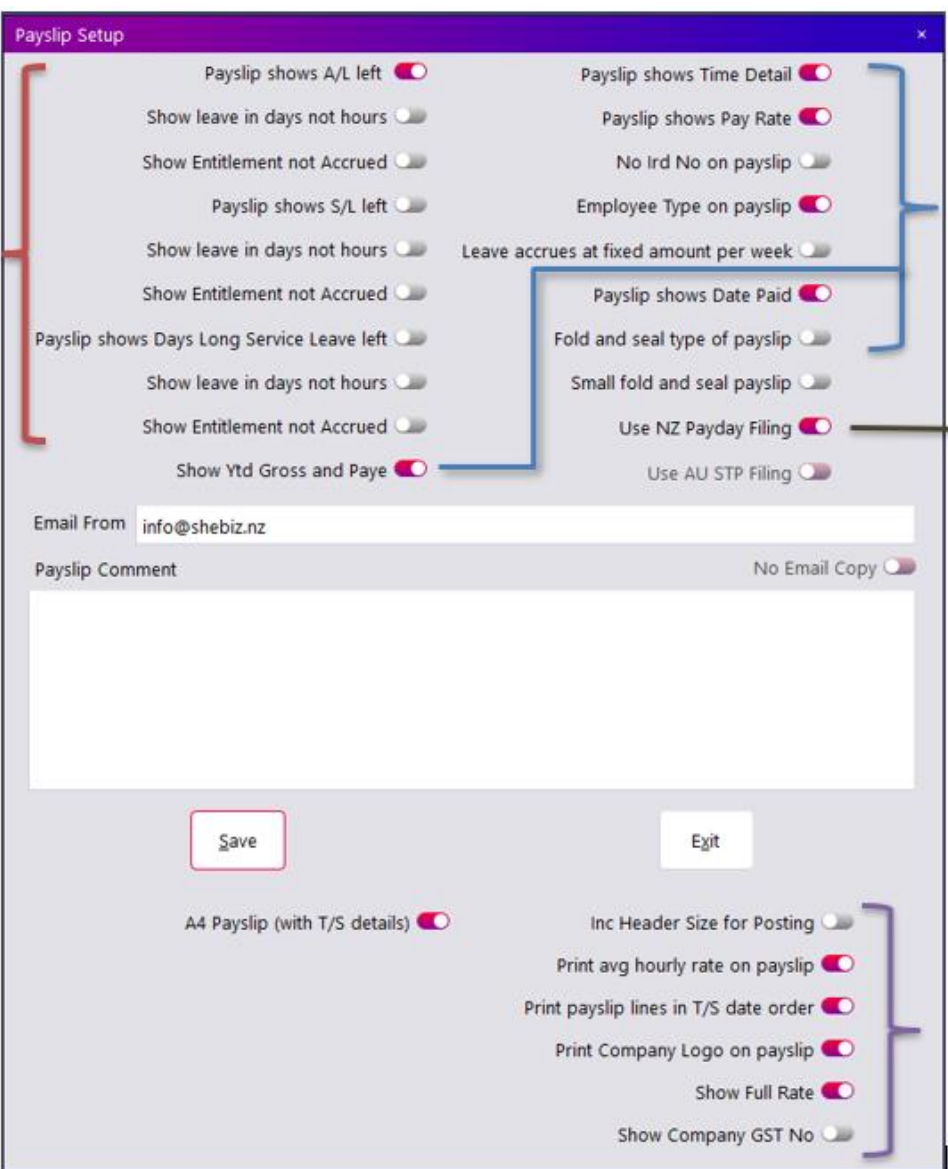
https://www.shebiz.nz/pbhelp/docs/PB_UserFile.pdf

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

PaySlip Setup

PayBiz main menu > Payroll > Payslip Setup

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



The screenshot shows the 'Payslip Setup' window with various settings categorized by annotations:

- Leave Settings** (indicated by a red bracket on the left):
 - Payslip shows A/L left ☒
 - Show leave in days not hours ☐
 - Show Entitlement not Accrued ☐
 - Payslip shows S/L left ☐
 - Show leave in days not hours ☐
 - Show Entitlement not Accrued ☐
 - Payslip shows Days Long Service Leave left ☐
 - Show leave in days not hours ☐
 - Show Entitlement not Accrued ☐
 - Show Ytd Gross and Paye ☒
- General Settings** (indicated by a blue bracket on the right):
 - Payslip shows Time Detail ☒
 - Payslip shows Pay Rate ☒
 - No Ird No on payslip ☐
 - Employee Type on payslip ☒
 - Leave accrues at fixed amount per week ☐
 - Payslip shows Date Paid ☒
 - Fold and seal type of payslip ☐
 - Small fold and seal payslip ☐
- NZ Payday Filing** (indicated by a black line pointing to a specific setting):
 - Use NZ Payday Filing ☒
 - Use AU STP Filing ☐
- Payslip Type & Format Settings** (indicated by a purple bracket on the right):
 - A4 Payslip (with T/S details) ☒
 - Inc Header Size for Posting ☐
 - Print avg hourly rate on payslip ☒
 - Print payslip lines in T/S date order ☒
 - Print Company Logo on payslip ☒
 - Show Full Rate ☒
 - Show Company GST No ☐

Other fields in the window include:

- Email From:
- Payslip Comment:
- No Email Copy: ☐
- Buttons: Save, Exit

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

Bank Setup

PayBiz main menu > Banking > Bank Accounts > Add

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

Bank Account : Enquire/Change

Identity

Account No Closed ☐

A/c Name

Bank G/L

Other Currency Use On Stmt. ☐

Bank Code

ExportType

Default account for payments and receipts ☒

Local Currency

Other Currency

Documents

Current Balances

Forward Balances

Bank

-15,085.23

Bank

0.00

Cashbook

-15,085.23

Cashbook

-15,085.23

Unpresented

0.00

Forward Date

30/06/2020

Exc. From Cashflow

☐

Last Rec.

Save

Save & Exit

Save & Add

Details

Analysis

Delete

Exit No Save

CashFlow

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

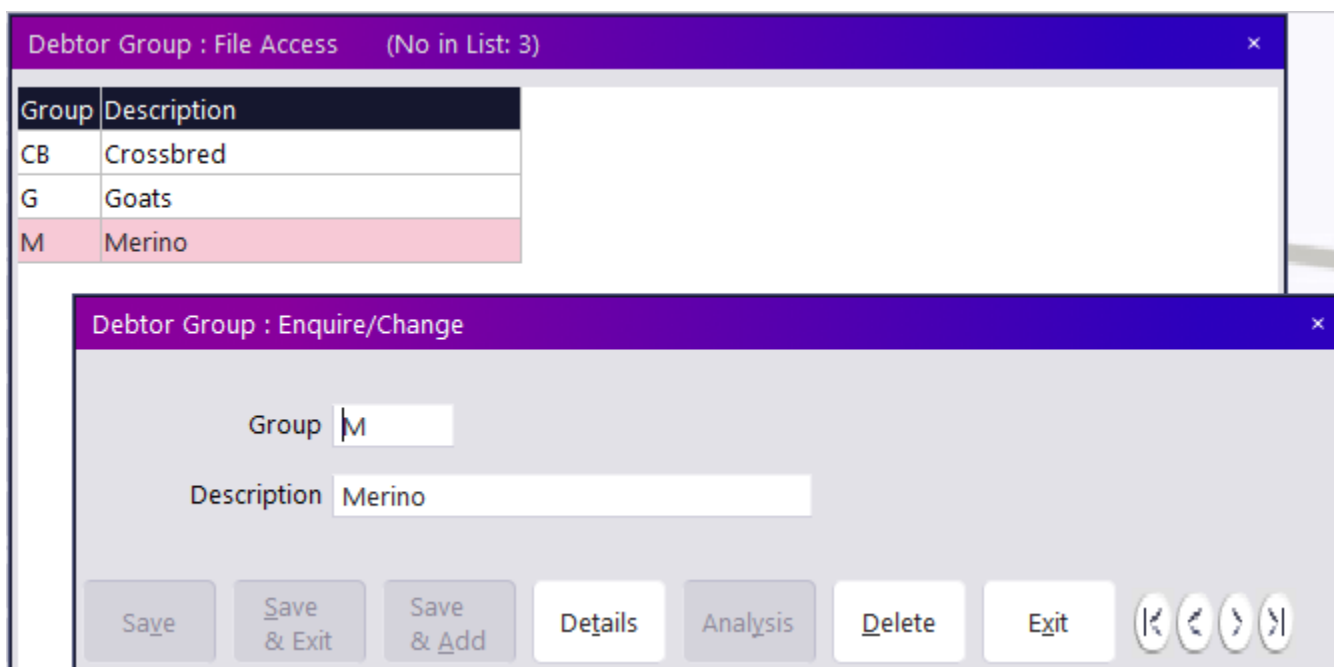
Debtor Setup

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



The screenshot shows two overlapping windows. The top window, titled 'Debtor Group : File Access (No in List: 3)', contains a table with the following data:

Group	Description
CB	Crossbred
G	Goats
M	Merino

The bottom window, titled 'Debtor Group : Enquire/Change', shows a form with the following fields:

- Group: M
- Description: Merino

At the bottom of the 'Enquire/Change' window are several buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, and Exit. There are also navigation arrows on the far right.

- 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:



The screenshot shows a tabbed interface with 'General' and 'Standing Charges' tabs. The 'General' tab is active, showing a table with the following columns: 'Debtor Groups' and 'Comments'.

	Debtor Groups	Comments
1	M Merino	
2		
3		
4		

Debtors

PayBiz main menu > Debtors > Debtors > Add

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

Debtor : Enquire/Change

Alpha Key **BOBC** Acct No **290** Active ☒

Name **Coombs Family Farm**

Contact Name: First **Bob** Last **Coombs**

Mail Merge Title **Bob**

Address **21 Justin Ave
Waipahi**

Phone No **03 2048 665**

Fax No

Mobile No **020 445 1345**

Gst No **123123123** Exempt GST ☐

Email **bob@shebiz.nz**

Variance Value **0.00** % Use \$ ☐

Billing Details Financial Summary Direct Debit

Outstanding **0.00** Receipt

Pay By **Direct Credit**

No Interest ☐

Interest Rate **0.00**

Due days **0**

Credit Status **O.K.**

Invoice Method **Email**

Statement Method **Email**

Receipt Method **No Receipt**

General Standing Charges Shed Contacts Documents Xero

Debtor Groups

Comments

1 **M** **Merino** **Has 2 sheds - Waipahi and Otautau**

2

3

4

Debtor has Custom Rates

Exclude from Planner ☐

Save Save & Add Exit & Add Details Analysis Delete Exit Options

- 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

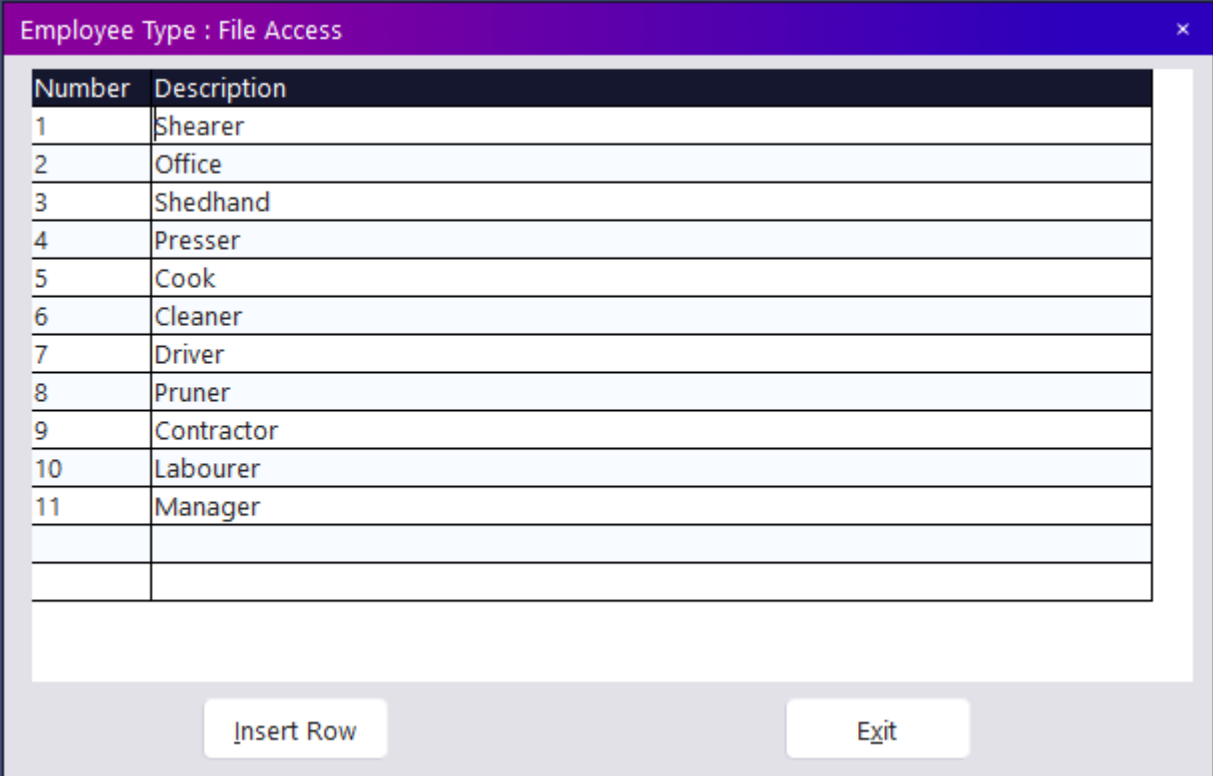
Note:

The areas highlighted indicate the minimum detail preferred

Employee Setup

Employee Types

PayBiz main menu > Payroll > Employee Types



The screenshot shows a window titled "Employee Type : File Access" with a close button (X) in the top right corner. Inside the window is a table with two columns: "Number" and "Description". The table contains 11 rows of data, followed by two empty rows. Below the table are two buttons: "Insert Row" and "Exit".

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 Row Exit

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

Employee

PayBiz main menu > Payroll > Employee > Add

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

Employee : Enquire/Change

Code Surname

First Names


IRD Number Period

Commenced Finished

Tax Code Withholding Rate %

Residency

Protected ☐



A/L Allowed hrs
S/L Allowed hrs
Ent+Accrued
A/L (hrs)
S/L (hrs)

Alt. Days days
Max S/L hrs
Entitlement

Last Payslip
Date
Nett

Calc Final Hols

Staff Acct. Gender

D.O.B. Age Years Srv.

Type Team

Contact Rates Financial Leave Standing Comment Documents KiwiSaver Training

Address

Home Phone Mobile

Email Work ☐ Email Payslip to work address

Email Home ☒ Email Payslip to home address

Next of Kin

Phone Relationship

Notes

Save Save & Exit Save & Add

Details Analysis Delete Exit

- 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

contact Rates Financial Leave Standing Comment Document

Rate Calculator

Rate1 35.00 Rate2 40.00 Rate3 1.00 Rate4 31.35

Hours/Week 40.00

Basis P = Part time

Branch

Salary 0.00

Aust.FBT (T) 0

Acc. Date

No Auto Payslip

Full Time Student Exemption

Add T/S lines to Payslip

Contractor

Bank Account	Amount	Reference
12-1234-1234567-123	0.00	Wages
	0.00	
	0.00	

The **Avg**s 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

contact Rates Financial Leave Standing

% Holiday Pay

☒ Pay Leave as a % of Gross

	%	Pay Type	Accrued
Annual Holiday:	8.00	HOL	-0.0008
Stat Holiday:	0.00		0.0000

☒ Pay automatically each period

At first pay: A/L \$ 0.0000 Stat \$ 0.0000

contact Rates Financial Leave Standing Comment

% Holiday Pay

Annual, S

Annual Leave				Sick Leave		
From	Leave ..	Pcnt	Fixed	From	Leave ..	Fixed
18/02/2019	160.00	7.69	N	18/02/2019	40.00	N

Applies From	A/L Allowed (hrs)	Hrs/week	%	Accrues Fixed	Days/week
18/02/2019	140.00	35.00	7.69	<input checked="" type="checkbox"/>	5

Save & Exit Save & Next Delete Exit

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

contact Rates Financial Leave Standing

Lines

Pay Type	Type Description	Quantity	Gross
KS17.5	Kiwisaver	3.00	0.00

Comment Documents KiwiSaver Training

New Employee ED filing information

KiwiSaver Status AK - Active KS member

Opting out - Y/N

Opt-out details

Date notice received

Bank account holder name

Bank account number

Comment Documents KiwiSaver Training

New Employee ED filing information

KiwiSaver Status AE - Auto enrol in KS

Opting out - Y/N Y

Opt-out details

Date notice received 1/04/2021

Bank account holder name A Lima

Bank account number 02-0222-00002222-0002

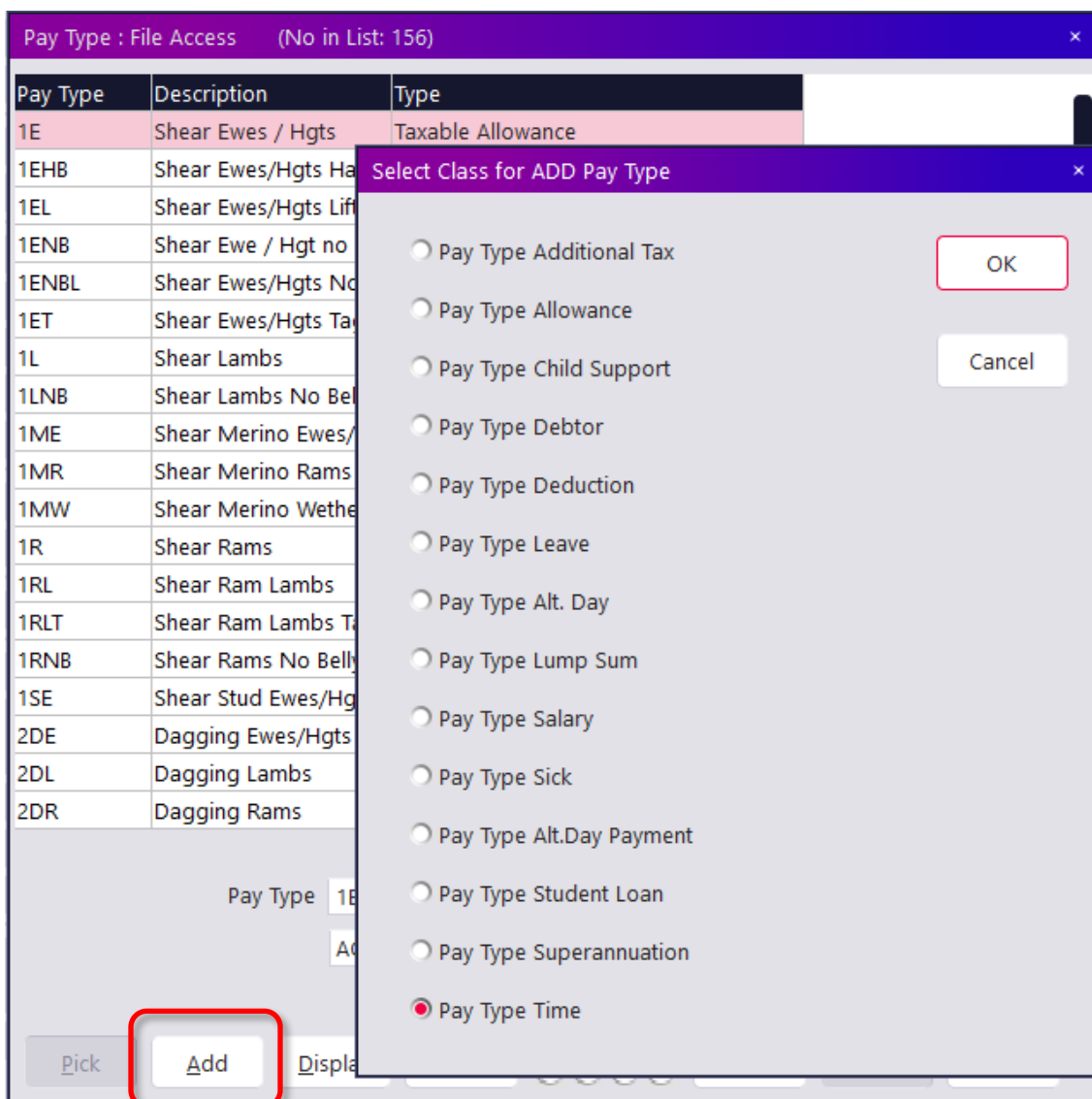
- The areas highlighted indicate the minimum detail preferred

Pay Type Setup

Pay Types

PayBiz main menu > Payroll > Pay Types > Add

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



Pay Type	Description	Type
1E	Shear Ewes / Hgts	Taxable Allowance
1EHB	Shear Ewes/Hgts Ha	
1EL	Shear Ewes/Hgts Lift	
1ENB	Shear Ewe / Hgt no	
1ENBL	Shear Ewes/Hgts No	
1ET	Shear Ewes/Hgts Ta	
1L	Shear Lambs	
1LNB	Shear Lambs No Bel	
1ME	Shear Merino Ewes/	
1MR	Shear Merino Rams	
1MW	Shear Merino Wethe	
1R	Shear Rams	
1RL	Shear Ram Lambs	
1RLT	Shear Ram Lambs T	
1RNB	Shear Rams No Belly	
1SE	Shear Stud Ewes/Hg	
2DE	Dagging Ewes/Hgts	
2DL	Dagging Lambs	
2DR	Dagging Rams	

Pay Type : File Access (No in List: 156)

Pay Type 1E

Add

Pick Add Display

Select Class for ADD Pay Type

- ☐ Pay Type Additional Tax
- ☐ Pay Type Allowance
- ☐ Pay Type Child Support
- ☐ Pay Type Debtor
- ☐ Pay Type Deduction
- ☐ Pay Type Leave
- ☐ Pay Type Alt. Day
- ☐ Pay Type Lump Sum
- ☐ Pay Type Salary
- ☐ Pay Type Sick
- ☐ Pay Type Alt.Day Payment
- ☐ Pay Type Student Loan
- ☐ Pay Type Superannuation
- ☒ Pay Type Time

OK

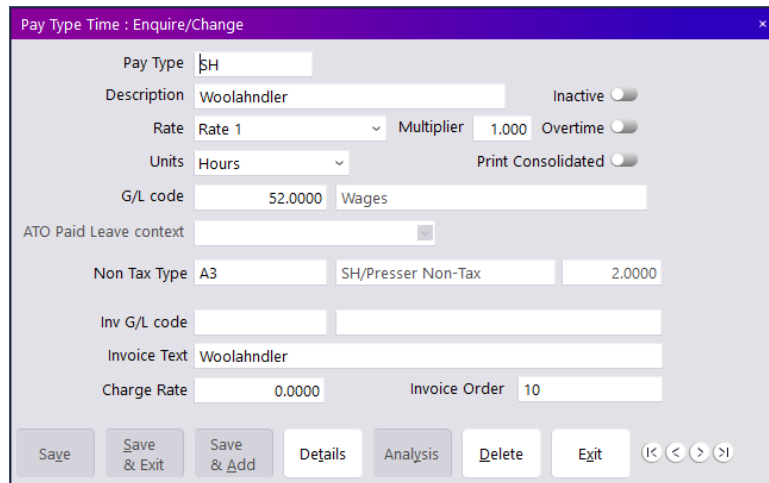
Cancel

- 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



Pay Type Time : Enquire/Change

Pay Type: SH
Description: Woolahndler
Rate: Rate 1
Multiplier: 1.000
Units: Hours
G/L code: 52.0000
Wages
ATO Paid Leave context:
Non Tax Type: A3
SH/Presser Non-Tax: 2.0000
Inv G/L code:
Invoice Text: Woolahndler
Charge Rate: 0.0000
Invoice Order: 10

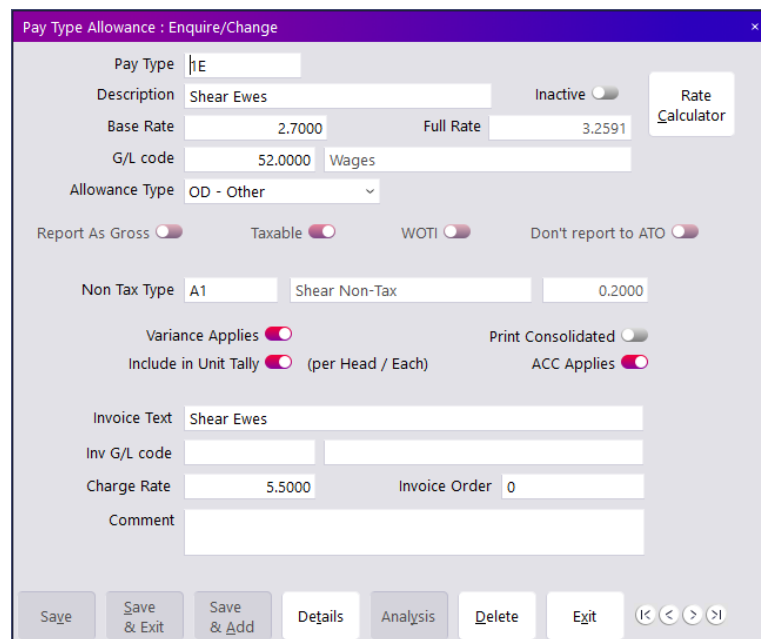
Buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, Exit

- 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



Pay Type Allowance : Enquire/Change

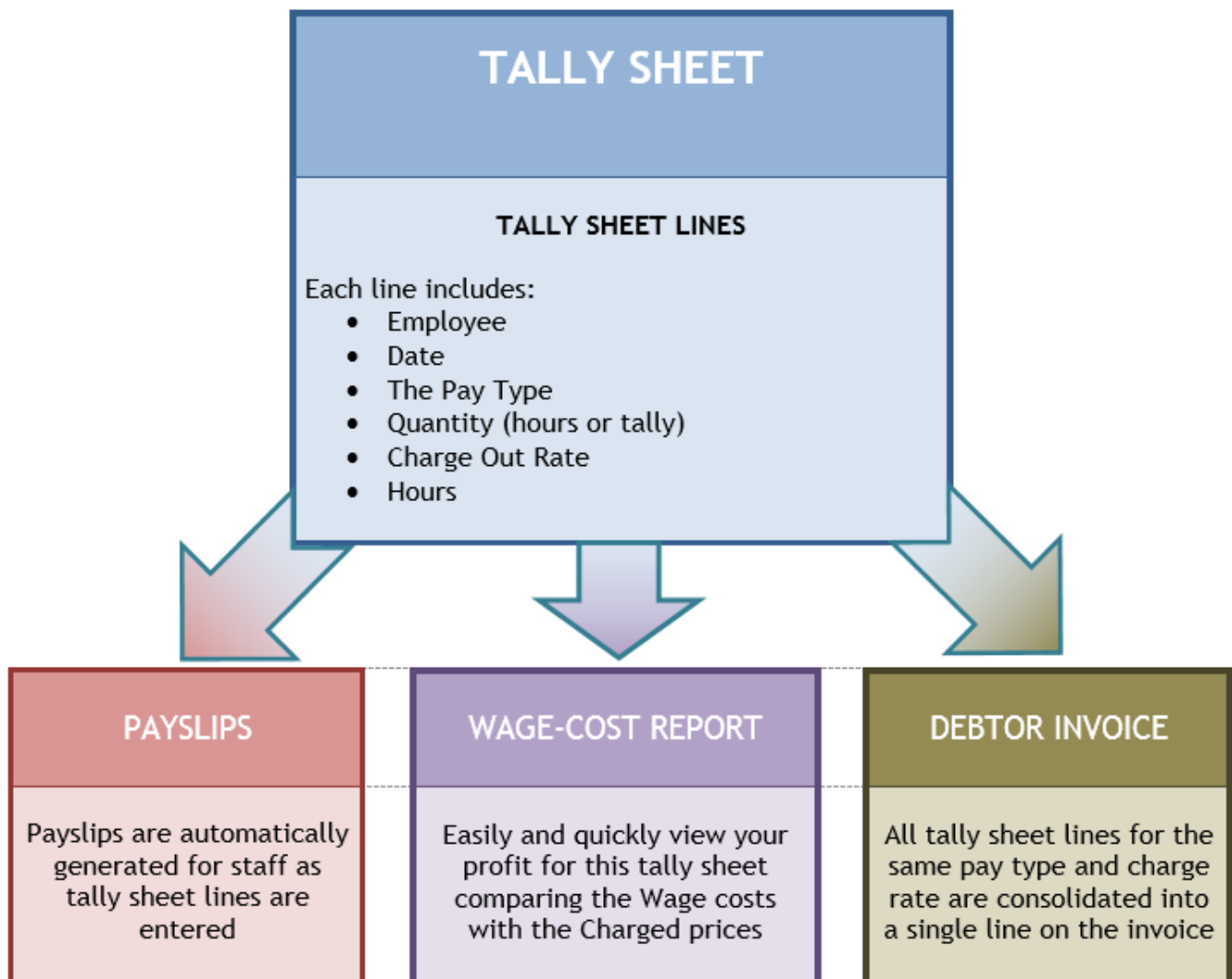
Pay Type: IE
Description: Shear Ewes
Base Rate: 2.7000
Full Rate: 3.2591
G/L code: 52.0000
Wages
Allowance Type: OD - Other
Report As Gross:
Taxable:
WOTI:
Don't report to ATO:
Non Tax Type: A1
Shear Non-Tax: 0.2000
Variance Applies:
Include in Unit Tally: (per Head / Each)
Invoice Text: Shear Ewes
Inv G/L code:
Charge Rate: 5.5000
Invoice Order: 0
Comment:
Buttons: Save, Save & Exit, Save & Add, Details, Analysis, Delete, Exit

- 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

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

Add Debtor

Tally Sheet : Enquire/Change

Job/Tally Sheet No	41	Charged	979.00
Client	PaulDodds Paul Dodds	ACC	0.00
Date In	1/08/2023	Date Out	2/08/2023 2
Order No	Jones Rd Shed	Default Hours	5.00
Payroll Date	1/08/2023	Days the Hours represent	1
		Wages	495.02
		Running Costs	0.00
		Cost %	49.83

[Lines](#) | [Invoicing](#) | [Job / Comments](#) | [eBiz](#) | [Risk Checklist](#) | [Documents](#)

- 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

Lines | **Invoicing** | **Job / Comments** | **eBiz** | **Risk Checklist** | **Documents**

Date	Code	Pay T ..	Qty	Base Rate	Rate	Charge Total
2/08/2023		TR	108.00	20.0000	0.9500	102.6000
1/08/2023	SC	1E	175.00	2.7000	5.5000	962.5000

Wage Costs Detailed ☐
Tallies by Emn ☐

Staff **SC** Stu Cavi *Ctrl-R Rpt last* Tally Sheet #'s Rate Calculator

Date	Code	Description	Qty/Hrs	Staff Base Rate	Charge Rate	Hours	Days	Inv Order
1/08/2023	1E	Shear Ewes / Hgts	175.00	2.7000	5.5000	5.00	1	0
Inv Desc: Shear Ewes				472.5000	962.5000			

Date	Client	Code	Description	Qty	Base rate	Total base	Hours	Days
		OD	Overdrawn Wages	56.72	-56.72	0	0	
		KS17.5	Kiwisaver	4	-45.99	0	0	
		DR	Draw	100	-100.00	0	0	
		DR	Draw	30	-30.00	0	0	
1/08/2023	PaulDodds	1E	Shear Ewes / Hgts	175	2.7000	472.50	5	1
1/08/2023	PaulDodds	A1	Shear Non-Tax	175	0.2000	35.00	0	0
1/08/2023	PaulDodds	GS	Ganging Shear	353	0.1000	35.30	0	0
2/08/2023	JimmyKhan	1R	Shear Rams	15	3.2000	48.00	1	1
2/08/2023	JimmyKhan	A1	Shear Non-Tax	15	0.2000	3.00	0	0
		GEAR	Gear	44	-44.00	0	0	
31/07/2023	TimCaffrey	1E	Shear Ewes / Hgts	220	2.7000	594.00	7	1
31/07/2023	TimCaffrey	A1	Shear Non-Tax	220	0.2000	44.00	0	0

Save / Refresh *Double click table to open payslip screen* Save & Exit **Save & Next** Delete Exit

Invoice Tally Sheet

PayBiz main menu > Payroll > Tally Sheets > Invoicing tab

- Select the tally sheet, double click to open

Tally Sheet : File Access (No in List: 145)			
Date	Alpha Key	Sheet No	Order No
30/04/2021	CHAPT	1148	
29/03/2021	DEMO	1147	Jones Rd S...
7/04/2021	LJP	1146	
7/12/2020	BAYNLA	1145	
9/12/2020	BROWF	1144	

Tally Sheet : Enquire/Change

Job/Tally Sheet No: 41

Client: PaulDodds Paul Dodds

Date In: 1/08/2023 Date Out: 2/08/2023 2

Order No: Jones Rd Shed Default Hours: 5.00

Payroll Date: 1/08/2023 Days the Hours represent: 1

Charged: 1065.10

ACC: 74.56

Wages: 558.03

Running Costs: 0.00

Cost %: 48.96

Lines Invoicing Job / Comments eBiz Risk Checklist Documents

Standing Charges

Code	Invoice Text	Value	Payment Basis
ACC	Health & Safety Levy	7.00	Percentage (%)

☐ Disable Standing Charges Add Defaults

Update Rates and Descriptions

Pay Type: 1E - Shear Ewes / Charge Rate: 5.5000 Invoice Description: Shear Ewes

Base Rate: Payslip Description: Update

Cost Plus: ☐ Update to Cost Plus

Invoice

Split Invoice by Date: ☐

Close & Invoice

Inv Preview

Add Receipt

Invoice Comments

Historical Auto-ACC

ACC %: 0.00

Save Save & Exit Save & Add Details and H&S Analysis Delete Exit Preview Export

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

Debtor Invoice : Enquire/Change

Debtor

Alpha PaulDodds 2749.18

Name Paul Dodds

Tally Sheet 1

Order No Jones Rd Shed

Due 3/10/2023

Split By Grs ☐

mpt Gst ☐

Approved ☒

Invoice

Date 19/09/2023

Inv. No 41

Pen. Int % 18.0 Days 14

Nett 2315.59

Gst 347.34

Gross 2662.93

Print Options

Non Stock

Code	Description	Nett	Gst	Gross
20.0000	Shear Ewes	1941.50	291.23	2232.73
20.0000	Shear Rams	120.00	18.00	138.00
20.0000	Mileage	102.60	15.39	117.99
21.0000	Health & Safety Levy	151.49	22.72	174.21

Notes / Logo

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

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

Advances : Enquire/Change

Bank A/c Name: CURRENT A/C ANZ Total: 195.00

Date: 30/04/2021 *Appears on the payslip for this date*

Pay Type: GE Gear: 1.00

Employee Code	Amount	Employee Full Name2	Reference
AARN	45.00	AARON MICHAELS	papers
LAW	30.00	L Ward	Papers
BOB	60.00	Bob Shearer	Hoodie
AARN	60.00	AARON MICHAELS	combs

Print List

Preview ☒

Export ☐

Paid

View Bank Transactions

Export

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

Staff: BOB Amount: 60.00 Bank Account (leave blank for Cash): 01-0001-0001234-000 Reference: Hoodie

Bob Shearer Tally Sheet Total: 60.00

Zero Cashbook Value ☐

View Payslip Save & Exit Next Delete Exit

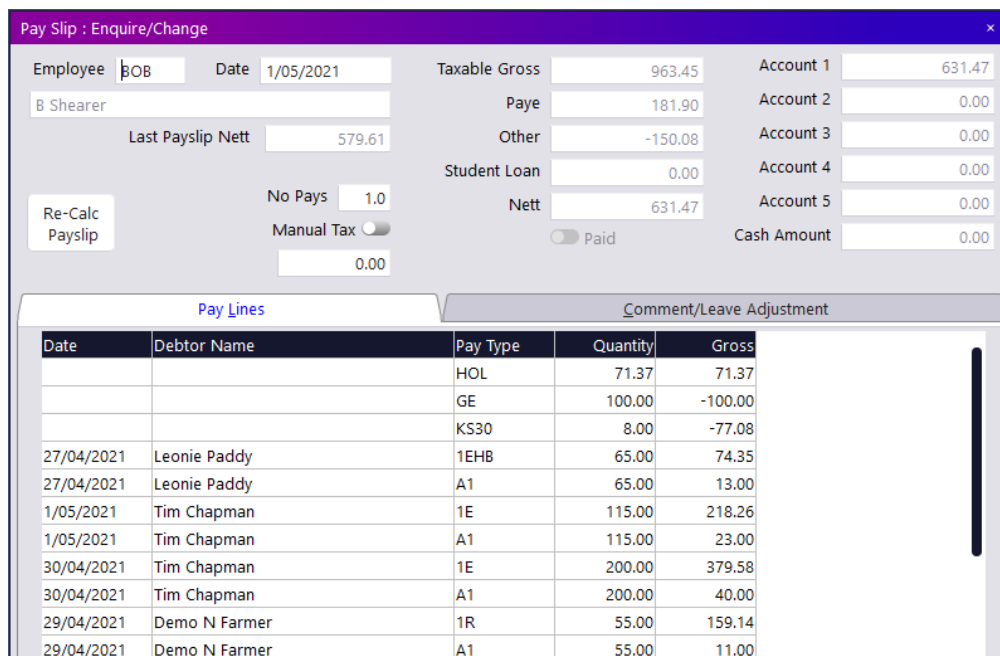
Payslips

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

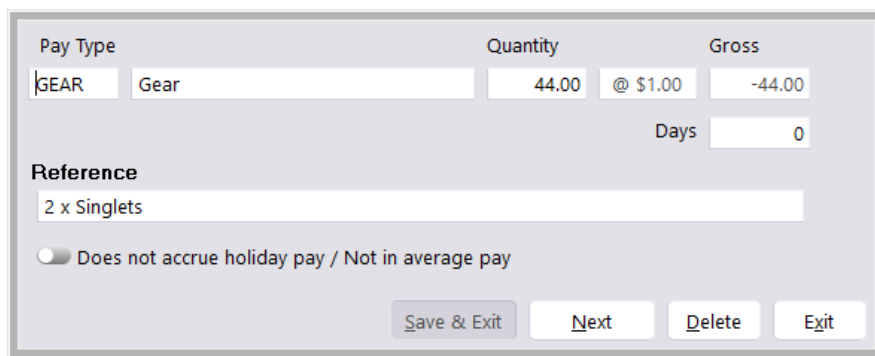
The Payslip screen is where you can manually **Add** new payslips, **Edit** existing payslips for non-tally sheet entries such as Deductions or Comments, or **View** and **Reprint** paid payslips.



The screenshot shows the 'Pay Slip : Enquire/Change' window. It contains fields for Employee (BOB), Date (1/05/2021), and Last Payslip Nett (579.61). There are also fields for Taxable Gross (963.45), Paye (181.90), Other (-150.08), Student Loan (0.00), and Nett (631.47). A 'Re-Calc Payslip' button is present. Below these fields is a table with two tabs: 'Pay Lines' and 'Comment/Leave Adjustment'. The 'Pay Lines' tab is active, showing a table with columns: Date, Debtor Name, Pay Type, Quantity, and Gross. The table contains several rows of data, including entries for Leonie Paddy and Tim Chapman.

Date	Debtor Name	Pay Type	Quantity	Gross
		HOL	71.37	71.37
		GE	100.00	-100.00
		KS30	8.00	-77.08
27/04/2021	Leonie Paddy	1EHB	65.00	74.35
27/04/2021	Leonie Paddy	A1	65.00	13.00
1/05/2021	Tim Chapman	1E	115.00	218.26
1/05/2021	Tim Chapman	A1	115.00	23.00
30/04/2021	Tim Chapman	1E	200.00	379.58
30/04/2021	Tim Chapman	A1	200.00	40.00
29/04/2021	Demo N Farmer	1R	55.00	159.14
29/04/2021	Demo N Farmer	A1	55.00	11.00

- 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.



The screenshot shows the 'Pay Type' details window. It contains fields for Pay Type (GEAR), Quantity (44.00), and Gross (@ \$1.00, -44.00). There is a 'Days' field set to 0. Below these fields is a 'Reference' section with a text box containing '2 x Singlets'. At the bottom, there is a checkbox labeled 'Does not accrue holiday pay / Not in average pay' which is currently unchecked. There are four buttons at the bottom: 'Save & Exit', 'Next', 'Delete', and 'Exit'.

- 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.

Salary Staff - Generate Payslips

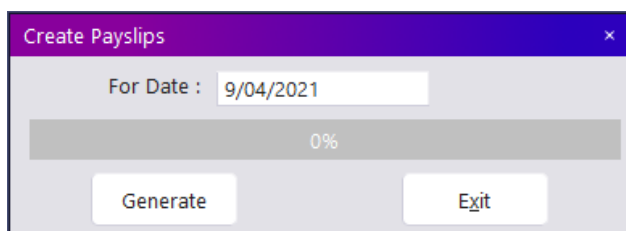
PayBiz main menu > Payroll > Generate Payslip

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.



The dialog box titled "Create Payslips" has a close button (X) in the top right corner. It contains a text field labeled "For Date :" with the value "9/04/2021". Below this is a progress bar showing "0%". At the bottom are two buttons: "Generate" and "Exit".

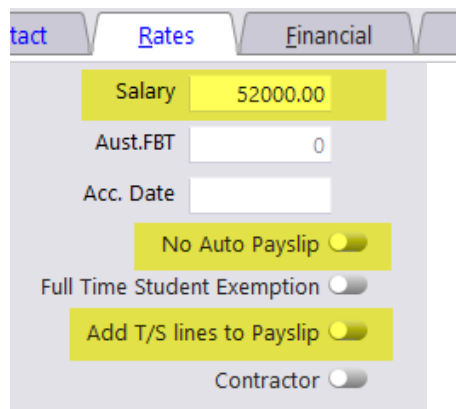
- Enter the **For Date** within the pay period
- Click **Generate** - payslips will be generated
- Payment will show in Banking Transactions when **Pay Wages** is clicked

Setting up Staff for Salary

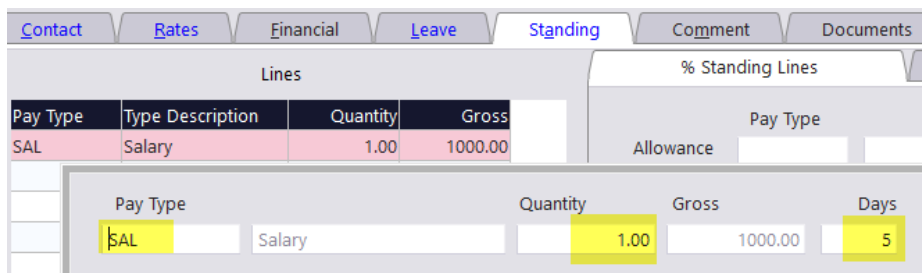
PayBiz main menu > Payroll > Employees

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



The Rates tab settings show: Salary 52000.00, Aust.FBT 0, Acc. Date (empty), No Auto Payslip (checked), Full Time Student Exemption (unchecked), Add T/S lines to Payslip (checked), and Contractor (unchecked).



The Standing tab settings show a table with columns: Pay Type, Type Description, Quantity, Gross, and Days. The first row is highlighted in yellow with values: SAL, Salary, 1.00, 1000.00, 5.

Pay Type	Type Description	Quantity	Gross	Days
SAL	Salary	1.00	1000.00	5

Paying Wages

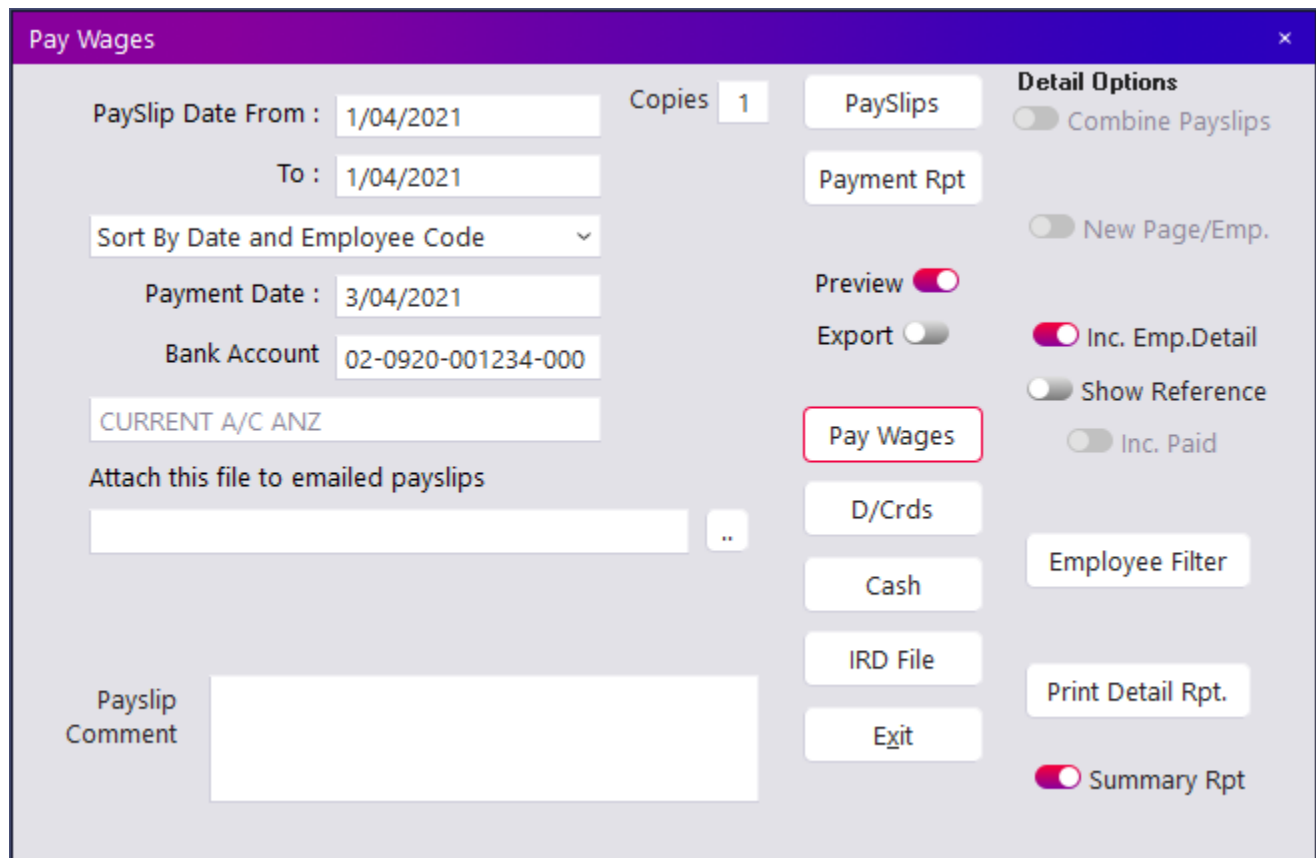
PayBiz main menu > Payroll > Pay/Check Wages

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**



The screenshot shows the 'Pay Wages' window with the following fields and options:

- PaySlip Date From :** 1/04/2021
- To :** 1/04/2021
- Copies:** 1
- Sort By:** Date and Employee Code
- Payment Date :** 3/04/2021
- Bank Account:** 02-0920-001234-000
- CURRENT A/C ANZ**
- Attach this file to emailed payslips:** (empty field with a file icon)
- PaySlip Comment:** (empty text area)
- Buttons:** PaySlips, Payment Rpt, Preview (checked), Export, Pay Wages (highlighted with a red box), D/Crds, Cash, IRD File, Exit.
- Detail Options:**
 - Combine Payslips (unchecked)
 - New Page/Emp. (unchecked)
 - Inc. Emp.Detail (checked)
 - Show Reference (unchecked)
 - Inc. Paid (unchecked)
 - Employee Filter
 - Print Detail Rpt.
 - Summary Rpt (checked)

- 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.

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

Cashbook Payroll : Enquire/Change

Bank A/c Name

CURRENT A/C ANZ

Bank Statement

Date

1/04/2021

Page No

Name Of Other Party

Mts

Particulars

Code

Bank Reference

Wages D/Crd

PAY WAGES

Code	Reference	Purpose	Gross
	PAY WAGES	01-0201-0123456-00 HARA	-125.25
	PAY WAGES	01 0254 0023569 00 HARA	-50.00
	PAY WAGES	12-1234-1234567-00 AN...	-638.75
	PAY WAGES	01-1234-0001234-010 JA...	-203.90
	PAY WAGES	02-0222-0002222-002 AL	-334.60
	PAY WAGES	03-1753-0126886-000 AA...	-510.78
	PAY WAGES	01-0001-0001234-000 BOB	-579.61
	PAY WAGES	02-0123-0001234-001 HE...	-150.00
	PAY WAGES	03-1567-0012345-01 HELW	-113.12
	PAY WAGES	11-1001-0012345-010 LAW	-516.00

Report

Export

Preview Gross

-3,222.01

Save

Save & Exit

Save & Add

Details

Analysis

Delete

Exit

⏪

⏩

⏴

⏵

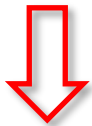
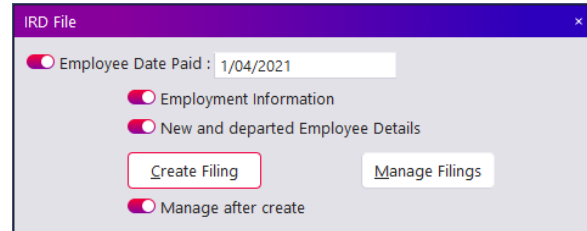
Note:

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

IRD File

Enter date PAID

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

IRD File

☒ Employee Date Paid : 1/04/2021

☒ Employment Information

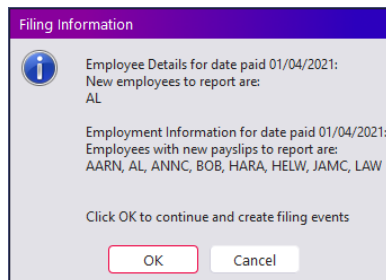
☒ New and departed Employee Details

☒ Manage after create

Create Filing

Generates the pay event details

Click OK

Filing Information

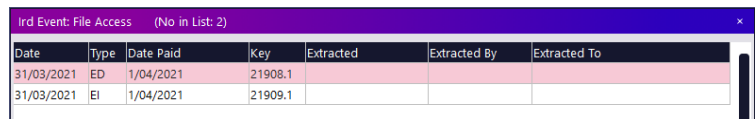
i Employee Details for date paid 01/04/2021:
New employees to report are:
AL

Employment Information for date paid 01/04/2021:
Employees with new payslips to report are:
AARN, AL, ANNC, BOB, HARA, HELW, JAMC, LAW

Click OK to continue and create filing events

Manage Filings

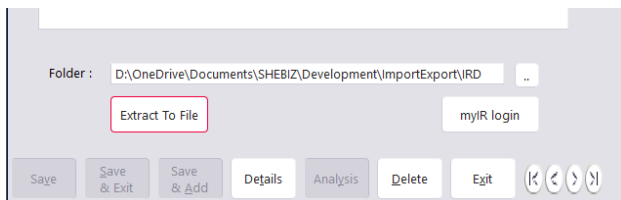
(Opens automatically if **Manage after create** is set)

Date	Type	Date Paid	Key	Extracted	Extracted By	Extracted To
31/03/2021	ED	1/04/2021	21908.1			
31/03/2021	EI	1/04/2021	21909.1			

Double click on an unextracted row to open it

Extract to File

Folder : D:\OneDrive\Documents\SHEBIZ\Development\ImportExport\IRD ..

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)

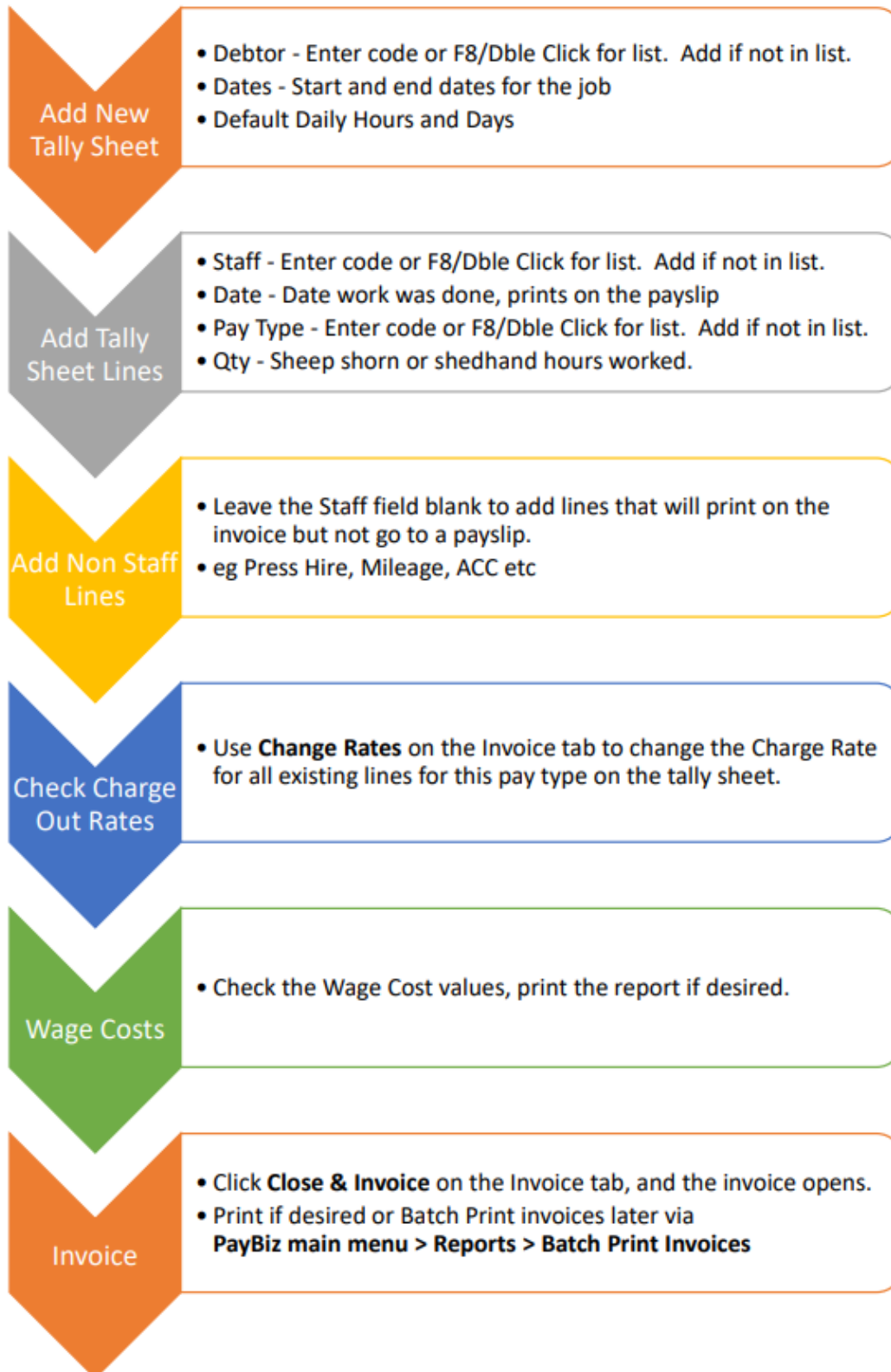


myIR login

Click the **MyIR Login** button

Log into My IR > Payroll > Express File Transfer and upload the extracted file/s.

Tally Sheets Flow Chart



Payslips and Paying Wages Flow Chart

