

P R E F A C E

The content of this book provides a broad product base for creating greater awareness and confidence when using IQ Payroll. You will not only learn about the different features in the product, but also why certain aspects of the program form an important role in the integration of IQ Payroll and the positive effect it has in a practical business way.

With its wide-ranging coverage and clear illustrations, this reference & training guide is excellent for anyone wishing to understand and use the IQ Payroll system.

Although every effort has been made to keep this manual up to date, some of the screen examples may not be 100% the same as the ones reflected in the IQ Payroll program. This is due to the continuous development of the system and the preprinting of manuals.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the manual is inadequate or requires further explanation, or more and better examples, please feel free to contact us.

We would love to have some feedback so that we can improve the manual in some way or another.

Regards,

IQ Retail (PTY) LTD

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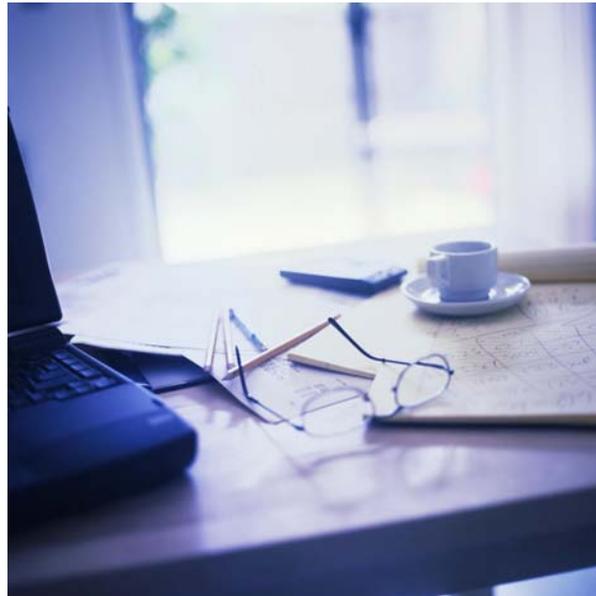
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BEFORE YOU START



CHAPTER 1

BEFORE YOU START

END USER LICENCE AGREEMENT

DEFINITION

- A. "IQ Retail" shall mean IQ Retail (Pty) Ltd First Floor, Rhino House, 23 Quantum Road, Technopark, Stellenbosch, 7600, the legal Distributor of the program.
- B. "the USER" shall mean the original purchaser, either an individual, company or other legally constituted entity.
- C. "PROGRAM" shall mean the software and related manuals and materials supplied in this package.
- D. "COMPUTER" shall mean the single computer on which these programs are used.
- E. "LICENCE" shall mean this agreement and the rights and obligations created hereunder by the local copyright laws.
- F. "IQ Retail Systems Library" shall mean IQ Retail programs other than the programs supplied with this package.
- G. "NETWORK MODULES" shall mean "program" designed for a single Local Area Network System with multiple workstations.
- H. "SITE LICENCE" shall mean licensing rights for multiple single-user computers belonging to one individual, company, or other legally constituted entity.

LICENCE

IQ Retail grants to the USER the right to use this copy of the PROGRAM on a single COMPUTER at a single location as long as the USER complies with the terms of this licence. If you are specified on the invoice as a Multi-User, then you may install the software on a server at the site but you must comply with the number of users specified. IQ Retail reserves the right to terminate this licence if the USER violates any provision hereof and, in the event of such termination, the USER agrees to return the PROGRAM to IQ Retail. The PROGRAM is the sole and exclusive property of IQ Retail. The USER ownership is limited to the cd(s) purchased. The USER agrees to make no more than TWO (2) copies of the software for archival purposes and further agrees to label said copies with all the information included on the original cd label(s). In the event that the USER uses the PROGRAM simultaneously on more than one COMPUTER, the USER agrees to on request from IQ Retail, to pay for the additional the USER copies.

NETWORK MODULE

As an exception to paragraph 2, NETWORK MODULE USERS are granted the right to load the PROGRAM files from the file server of the network and run these files on any workstation attached to the file server subject to number of workstation limitations, if any, as may be detailed in the documentation accompanying this program.

MULTIPLE SITE LICENCE

As an exception to paragraph 2, MULTIPLE SITE LICENCEES are granted the right to run PROGRAMS on more than one Computer, Network or Multi-user System at the same or different physical locations, subject to written permission by IQ Retail as to costs/charges and limitations as permitted by IQ Retail.

TRANSFER AND REPRODUCTION

The USER agrees to take all reasonable steps and to exercise due diligence to protect the PROGRAM from unauthorized reproduction, publication, disclosure and distribution. Unauthorized transfer and/or reproduction of these materials may be a crime, subjecting the USER to civil and criminal prosecution. The USER may not transfer, rent, lease or sell any copy of the PROGRAM to any other person without the prior written consent of IQ Retail. IQ Retail reserves the right to revoke this LICENCE and/or to seek any other legal remedies to which it is entitled should these conditions be violated.

ANNUAL RENEWABLE LICENSE FEES

The USER acknowledges and agrees that certain programs acquired from IQ Retail may be subject to an annual renewable licence fee, as per schedules published from time to time, covering tax, program, within version, and other update services deemed necessary by IQ Retail. The USER further agrees that should such annual licence fee remain in arrears for longer than one calendar month after due date, IQ Retail has the irrevocable right to prevent the USER having access to any or all of the functions of the program until such time as such arrear licence payment has been settled together with any penalties which may accrue due to the USERS late payment of the annual renewable licence. IQ Retail reserves the right to revoke the USER's license, should payment not be received timorously.

LIMITATION OF LIABILITY AND WARRANTY

The PROGRAM is sold voetstoots without warranty as to performance, merchantability, or fitness for any particular purpose. The entire risk as to the results and performance of this program is assumed by the USER. IQ Retail makes no warranty against material that has been lost, stolen or damaged by accident, misuse, or unauthorized modification. IQ Retail makes no other warranty, express or implied, to the USER or any other entity or person. Specifically, IQ Retail makes no warranty that the software is fit for a particular purpose. IQ Retail will not be liable for special, incidental, consequential, indirect or other similar damages, even if IQ Retail or IQ Retail Agent has been advised of the possibility of such damages. This means IQ Retail is not responsible or liable for damages or costs incurred as a result of loss of time, loss of data, loss of profits or revenue, or loss of use of the software, or data or software created by the software, or any other losses whatsoever. In addition IQ Retail is not responsible or liable for damages or costs incurred in connection with obtaining substitute software, claims by others, inconvenience, or similar costs. Under no event or circumstances will IQ Retail's liability for any damages to customer or any other entity or person ever exceed the price paid for the licence to use the software, regardless of any form of the claim.

VIRUS DISCLAIMER

While every endeavour is made by IQ Retail to check cd(s) dispatched for virus programs, liability is hereby specifically excluded for any costs or damages that may be incurred by the USER as a result of installing a cd supplied by IQ Retail which contains, or is alleged to contain, a virus program. It is the sole responsibility of the USER to check all cd (s) supplied by IQ Retail with up-to-date anti-virus programs to ensure that those disks are free of viruses. IQ Retail's liability is expressly limited to replacement of cd(s) supplied, proved by the USER to have contained a virus program.

MISCELLANEOUS

IQ Retail maintains a policy of ongoing updates and product improvement. Provided the USER has paid the necessary annual licence or support contract fees, IQ Retail shall provide the USER with either copies of updates material or notification of availability and price schedules where appropriate. The PROGRAM specification and features are subject to change without notice. In the event legal action is brought by either the USER or IQ Retail to enforce the terms of this agreement the prevailing party shall be entitled to recover reasonable attorney's fees and expenses in addition to any other relief deemed appropriate by the court.

No variations of any of these terms and conditions are valid if not confirmed in writing by IQ Retail (Pty) Ltd or its Authorized representative.

IQ Retail (PTY) LTD

www.iqretail.co.za

END USER SUPPORT AND SERVICE AGREEMENT

Due to the nature of supporting our systems and the involvement of Value Added Resellers in our distribution network, the following details outline the nature and scope of support that the end user can expect from IQ Retail (PTY) LTD, hereafter referred to as the Company. This agreement shall be in place and valid only for the period defined in the support agreement. Further definitions:

The Customer is the company or person using IQ Retail (PTY) LTD products. A VAR is the Value Added Reseller who re-sells IQ Retail (PTY) LTD products to customers. Inclusions are types of support available.

Exclusions are types of support not available to end users for the scope of the support / service agreement.

INCLUSIONS

- The Company shall use reasonable endeavors to support the products during the term of this agreement by providing support during working hours (8:30am-5pm) of a working week (Monday – Friday).
- Methods of communication considered reasonable are telephonic (within South Africa) and e-mail.

If the Company cannot effect any corrections telephonically, the Company, or qualified VAR, upon receipt of written authorisation from the customer, may attend the customer's premises to effect the correction, in which such attendance together with travelling time, all expenses and billable time on-site shall be charged to the Customer by the Company or the VAR. Failure to settle these fees will lead to immediate suspension of the support / service agreement until settled in full.

- The Customer shall keep up-to-date backups at all times for use in connection of errors if so deemed necessary by the Company.
- The Customers obligations are:

To keep master copies of the products and documentation in a safe location.

To appoint a manager as contact person in all dealings with the Company.

To select only suitably trained and skilled staff in dealing with the products of the Company.

To institute all new releases within version and error fixes and versions in line with the Company's recommendations and to keep machine operating systems up to date and pay all costs associated therewith.

Not to reverse engineer, disassemble, translate, decode or modify the Company's products.

Not to loan, rent, assign, sub-lease or in any other manner or form transfer the product to any unauthorized third party.

EXCLUSIONS

- Any type of Hardware support, including all hardware and peripheral devices and POS units. These units are supported by the vendor of that specific hardware solution.
- Accounting support or services.
- Remote Desktop connectivity is excluded unless the contract is defined to include this type of support.
- All Stationery setup.
- All Report setup and Report Writing.
- Incident reporting is not considered support and these incidents reports will be handled outside of the scope of any support / service agreement.
- Enhancements are not considered support and these enhancement requests will be handled outside of the scope of any support / service agreement.

REMOTE DESKTOP SUPPORT

Remote Desktop support will only be considered if the Customer's contract indicates that they would like such support.

Such support will only be given if the Customer can supply sufficient details and connectivity as defined by the Company to enable remote connectivity.

All points mentioned in the 'Inclusions' and 'Exclusions' sections of this document remain relevant for the purposes of Remote Desktop Support.

MINIMUM HARDWARE REQUIREMENTS

SUPPORTED WINDOWS OPERATING SYSTEMS

Windows 98se, Windows 2000 Professional, Windows XP Professional, Windows 2000/2003 Server.

NOTE: IQEnterprise and IQElite (only) are fully compatible with Small Business 2000/2003 Server.

NOT SUPPORTED WINDOWS OPERATING SYSTEMS

Windows 95, Windows 98 First Edition, Windows ME, Windows XP Home, Windows Vista (All Versions), Linux (All Versions), Windows Small Business Server (All Versions).

NOTE: Windows Vista (All Versions) is NOT a supported Operating System.

NETWORKING SUPPORT

NETWORKING OPTIONS

We currently do not recommend any Wireless Networking as it is too slow (54mbps). We do NOT suggest Wireless Networking for any setup bigger than 2 or more users. The recommended setup is 100MBps (100MBps Network Cards or 1000MBps Network Cards).

NOTE: We do NOT support peer-to-peer networks. We require a hub or a switch between 2 terminals for the managing of data being sent from one computer to another.

NOTE: For new installations that are more than two computers (e.g.: server and terminal) cloning of hard drives is not a supported option. The reason for this is that the registration process of the system uses each computers individual hard drive serial number. This will cause registration problems.

MINIMUM WORKSTATION REQUIREMENTS: (10 USER SETUP)*

Minimum P4 2.4 MHz CPU or higher
Minimum 1gig of RAM (memory)
Minimum 40gig hard drive
1gig Network Card
UPS (Uninterrupted Power Supply)

MINIMUM SERVER REQUIREMENTS: (10 USER SETUP)*

Minimum P4 3.0 GHz CPU or higher (non Celeron based)
Minimum 2GIG of RAM (memory)
7Minimum 80gig hard drive
UPS (Uninterrupted Power Supply)

NOTE: If you require more then 10 users. Contact IQ Retail for further assistance.

POS PRINTERS

We suggest any Epson compatible Slip/Receipt Printers connecting to a COM port or LPT port. However we recommend using parallel (LPT) printers, they are much faster easier to configure and more reliable.

NOTE: We do not currently support or suggest Slip/Receipt Printers connecting to a USB port. We only support 40 column receipt printer in the Point Of Sale module. POS Printers are to be setup per terminal and not shared between two or more terminals.

CASH DRAWERS

We suggest any type of cash drawer that adheres the standard cash drawer design and configuration, connecting to a COM port or direct to printer.

NOTE: We do not currently support or suggest Cash Drawers connecting to a USB port.

HANDHELD SCANNERS

We suggest any handheld scanners connecting to a PS2 port. (Keyboard Wedge)

GENERAL PRINTING

The software packages don't require any special printing needs. You can use your existing printers connecting to a LPT or USB port (Not for POS slip printing needs).

NOTE: The Server, Terminals and Network require a UPS (Uninterrupted Power Supply). All software packages require internet access.

NOTE: Due to the nature of today's ever increasing demand and technology requirements the above minimum requirements may change without prior notice. Please contact IQ Retail (PTY) LTD to obtain the latest hardware and operating system requirements.

INSTALLATION



CHAPTER 2

INSTALLATION

The following Chapter has been divided into steps on how to install IQ Payroll. Please follow the easy steps below:

Make sure everybody is logged out of the IQ Payroll system.

Download Latest IQ Payroll installation file.

Install the new IQ Payroll installation file.

An information Transfer need to be followed to convert the data from IQ Payroll version 1 to IQ Payroll version 2.

A table upgrade needs to be done in order for the changes to take affect.

Register the IQ Payroll program, keeping in mind the employee numbers not the workstation or terminals amounts.

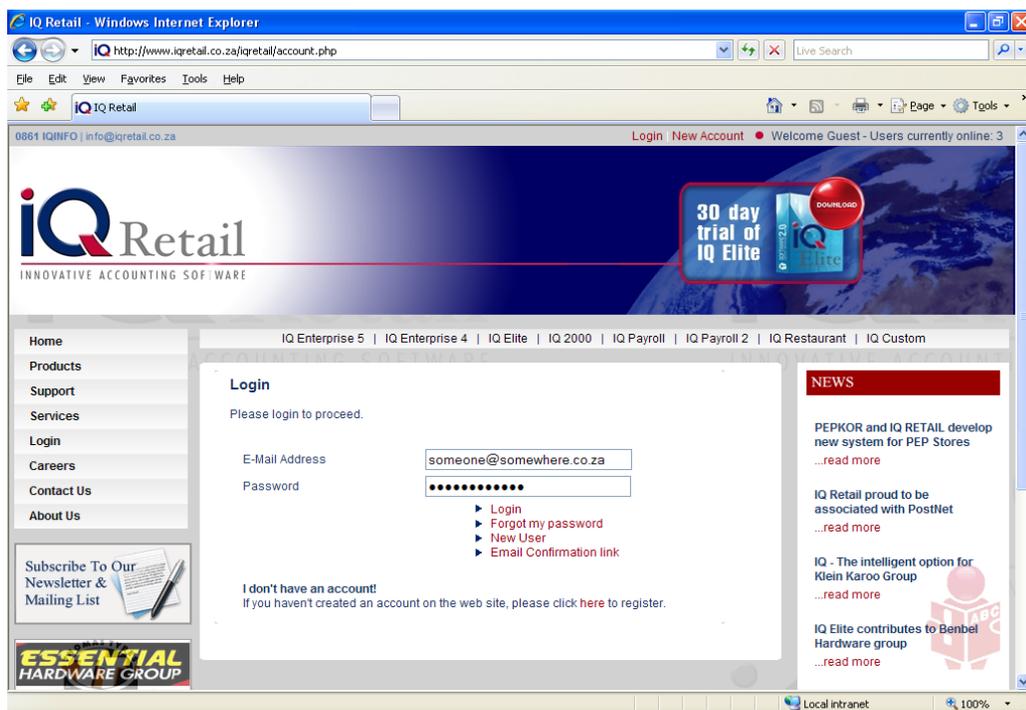
Mapping of workstations.

Create a shortcut to each workstation.

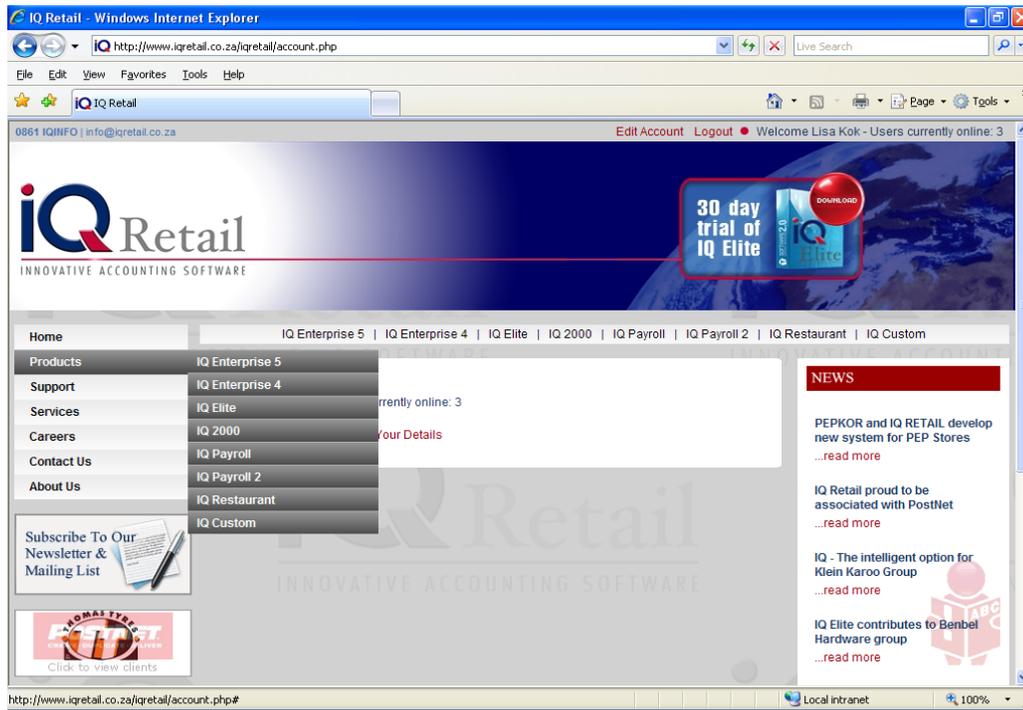
HOW TO DOWNLOAD IQ PAYROLL

Downloading the IQ Payroll package is very simple. Firstly, you need to have a valid "user account" with IQRetail (PTY) LTD in order to download any of the above mentioned packages. If you don't have an existing "user account" with us, then please refer to the section "How to use this website" <http://www.iqretail.co.za/iqretail/howto.php> on the IQ Retail website to find out how to create such an account.

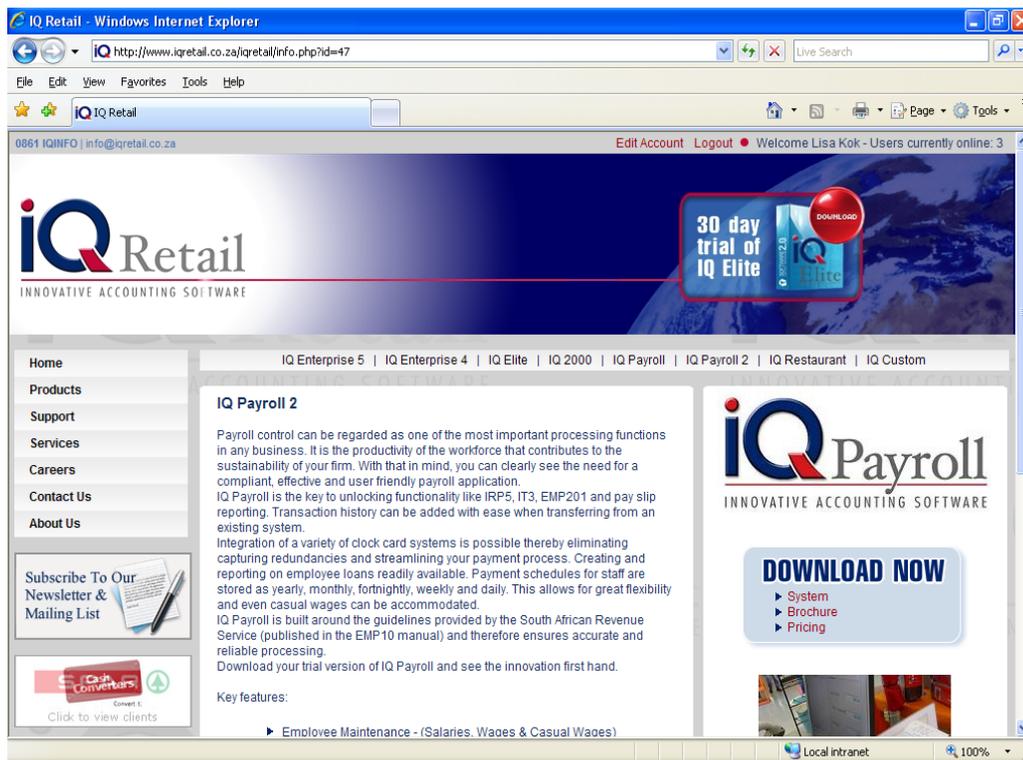
Open your web browser and enter the following URL or Internet Address – www.iqretail.co.za. Click on Login and enter your e-mail address and password.



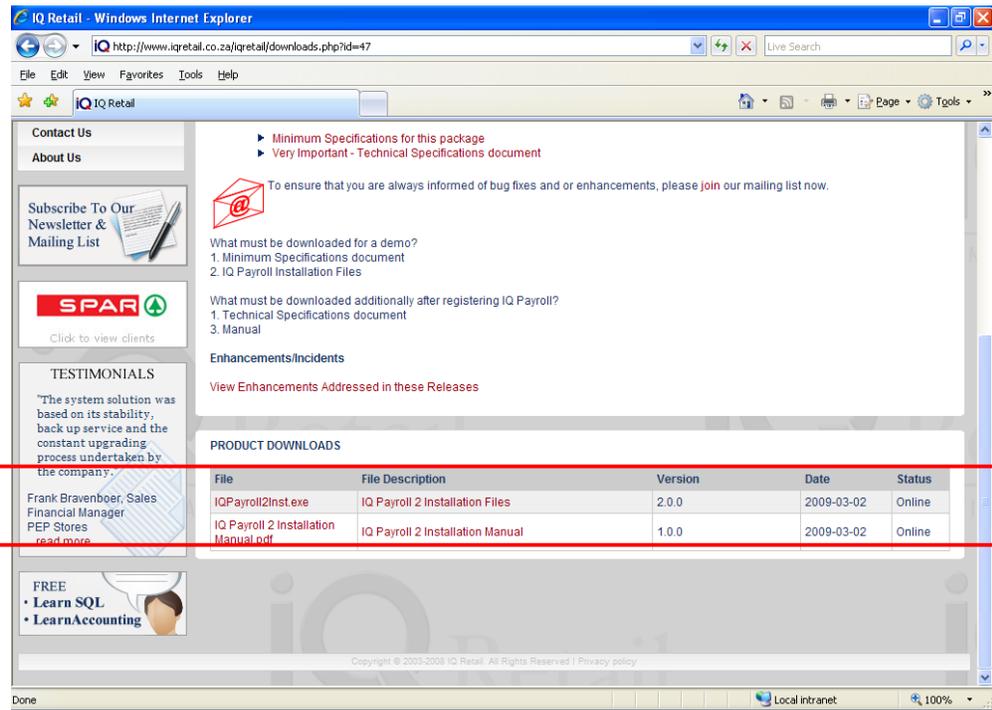
Once you have filled in all your details, click the "login" button again. Once logged in, on the left hand side there is a navigation bar. Click on the Product Downloads option.



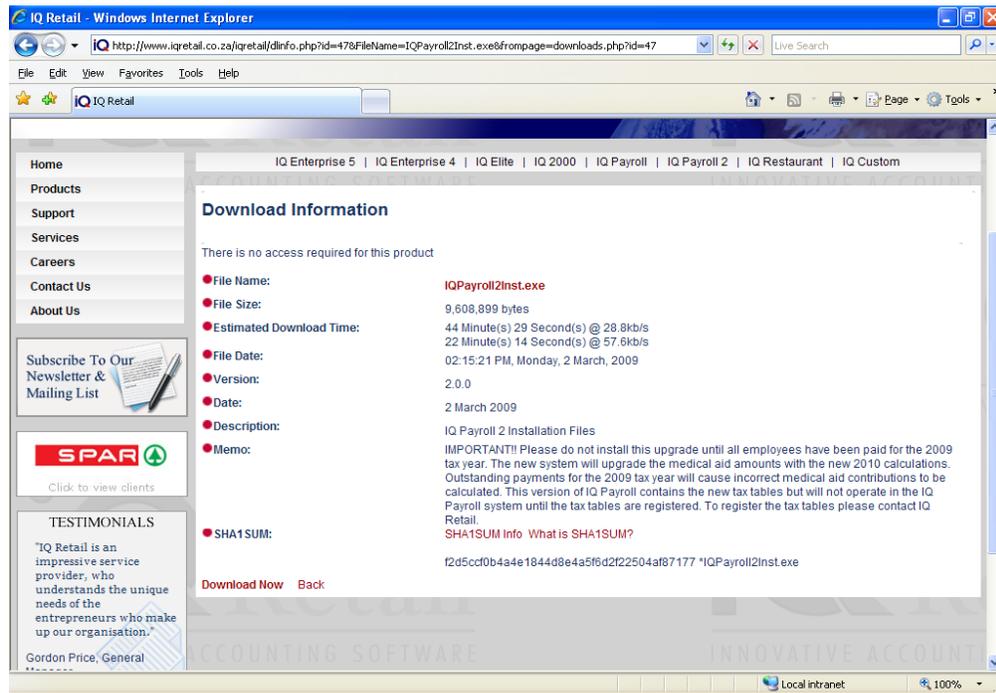
Now click on the relevant product to download.



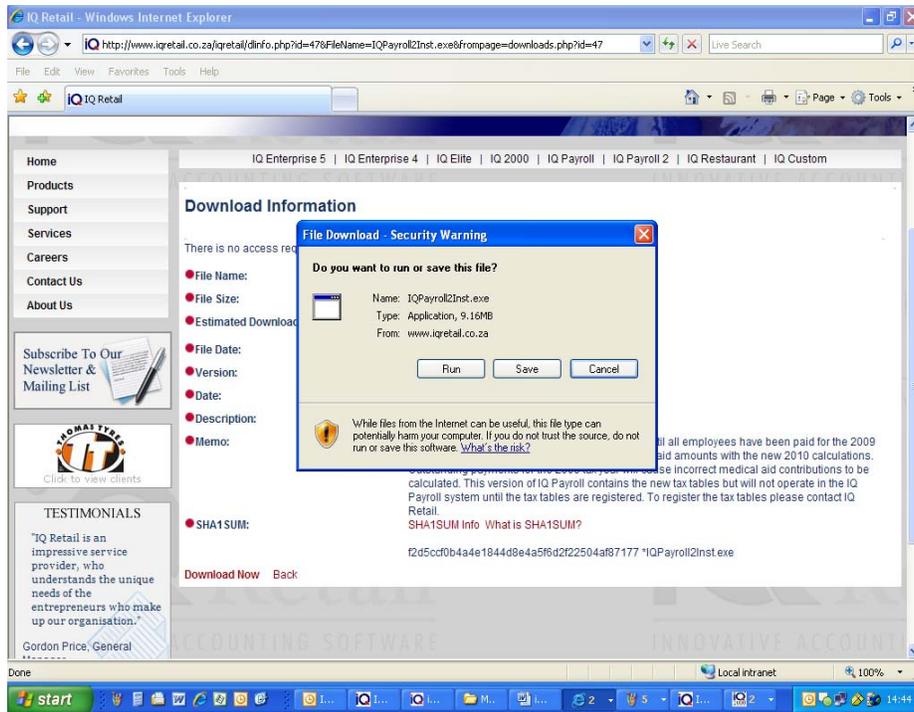
The next screen is the download screen. Please read all the questions and notes carefully. Select System on the right hand side of the website.



Once completed, you are now ready to download the IQ product. Click on the IQ Installation files and Download the Installation Manual that will explain how to convert IQ Payroll 1 to IQ Payroll 2.



Now click on the "Download" link at the bottom of the page. If this has been done in error, please click the "Back" link next to the "download" link.



When the above download box appears, click on the save option. Save the file on the computer where it is easy to find again.

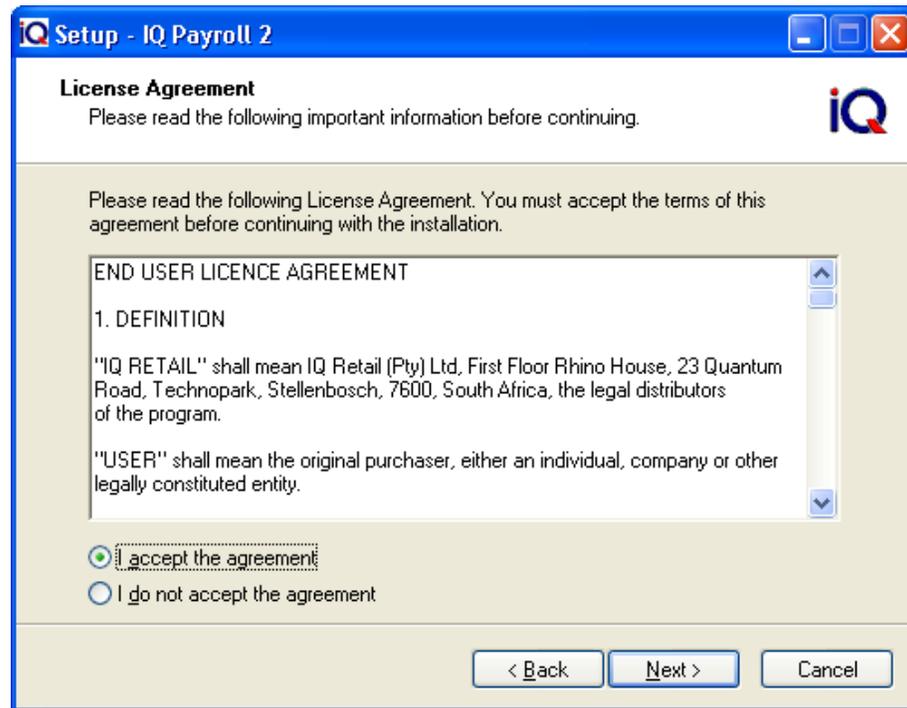
INSTALLATION

NOTE: Should this be a network installation, the installation should always be done on the server PC. The software must not be installed on each and every PC on the network.

Double click on the IQ Payroll installation file (IQPayrollInst.exe) The Licence Agreement screen will automatically appear.

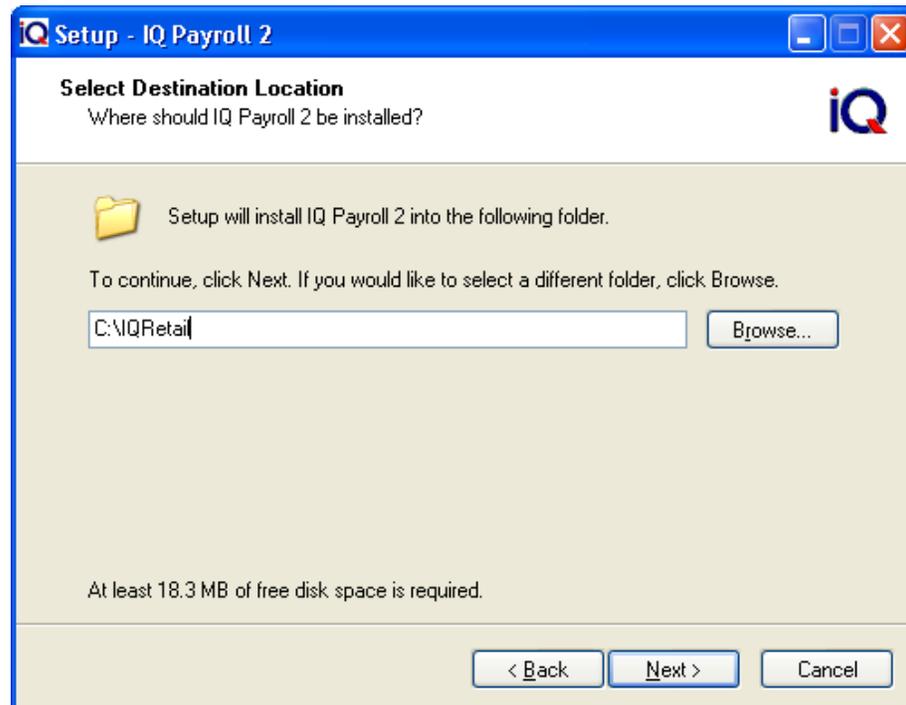


Please read the License Agreement carefully. If you do not agree with the agreement, select the box next to I accept the terms in the License agreement. The system will terminate the installation of the software if this option is not selected.

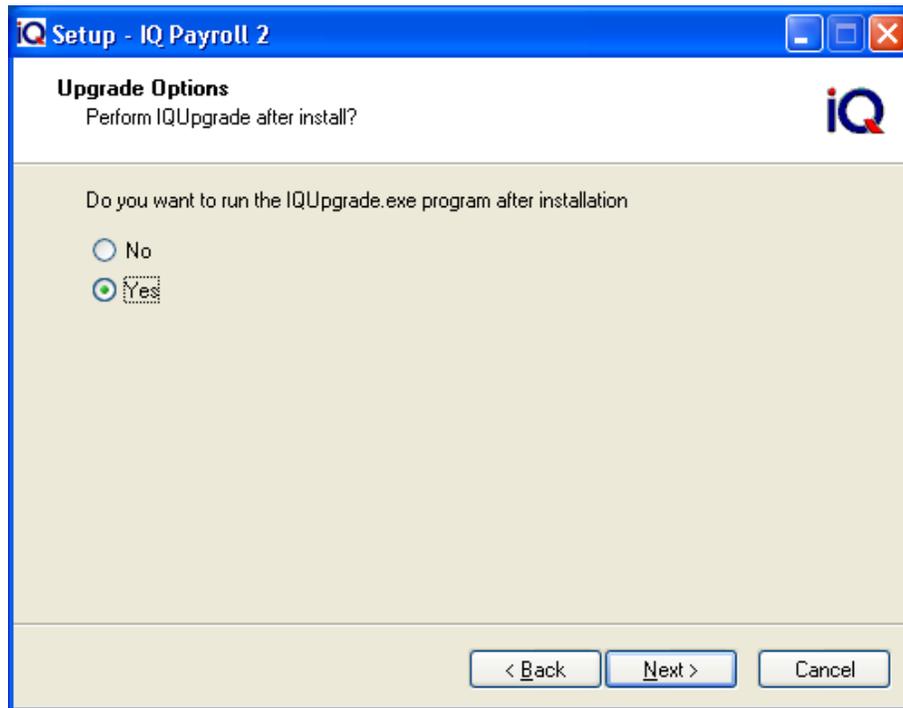


At this point the destination of the IQ Payroll system must be selected. Click the Next button to continue to the next screen.

NOTE: Should it be required to cancel the installation, click the cancel button can be selected.

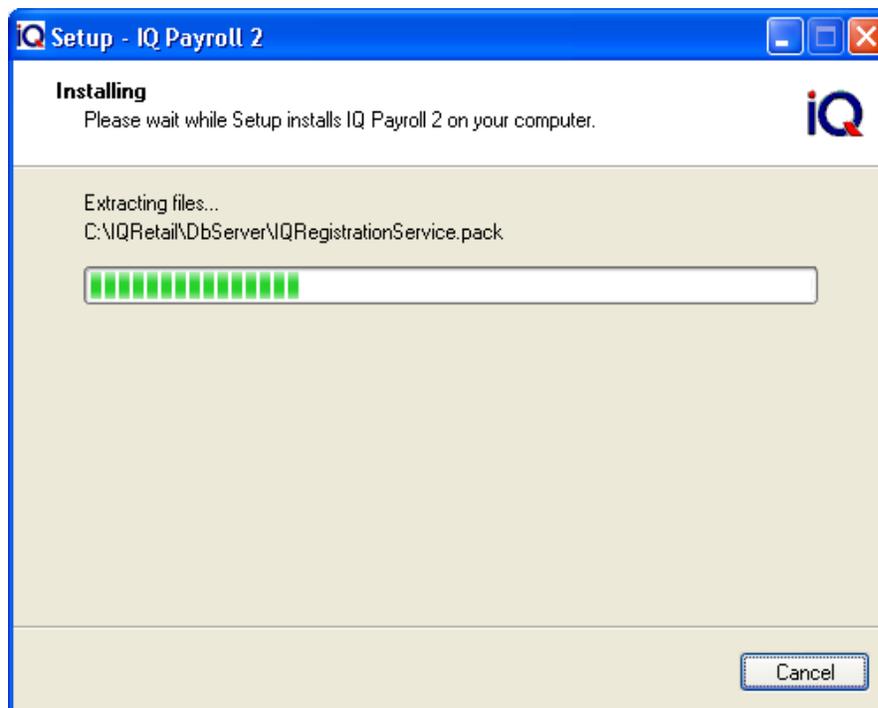


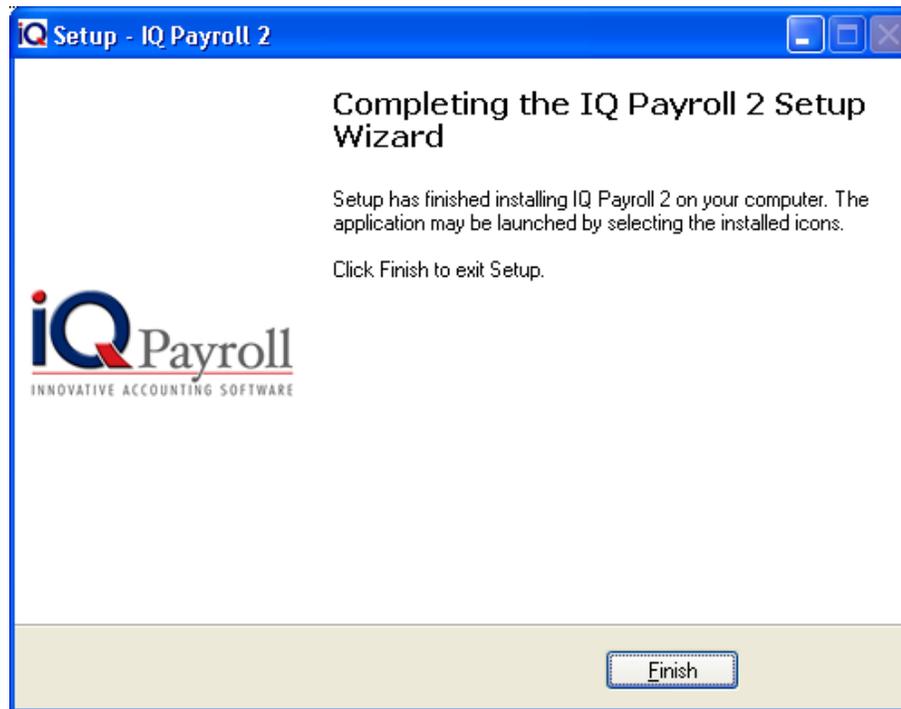
The next screen will ask where IQ Payroll program must be installed e.g. C:\IQRetail\. Select the next button to continue.



Select Yes if you want to run the IQUpgrade program after the installation instead of doing the IQUpgrade separately before opening IQ Payroll.

NOTE: Should it be required to cancel the installation, click the cancel button can be selected.





Selecting the Finish button will complete the installation process and you will return back to the desktop. At this point the IQ Payroll program can now be run. To run the IQ Payroll program locate the IQ Payroll entry under the Programs menu.

IQ PAYROLL TRANSFER UTILITY

The old companies data need to transferred to the new IQ Payroll data folder.

Select the Start button, move to Programs, move to the IQ Payroll and select on IQ Pay Transfer shortcut.



The following window should appear. Make sure the Source path is correct. Please make sure your Destination is also correct. If all the information is correct, select on the Run Transfer button.



The data transfer progress bar should appear. When the procedure is complete, a Copy Complete Window should appear

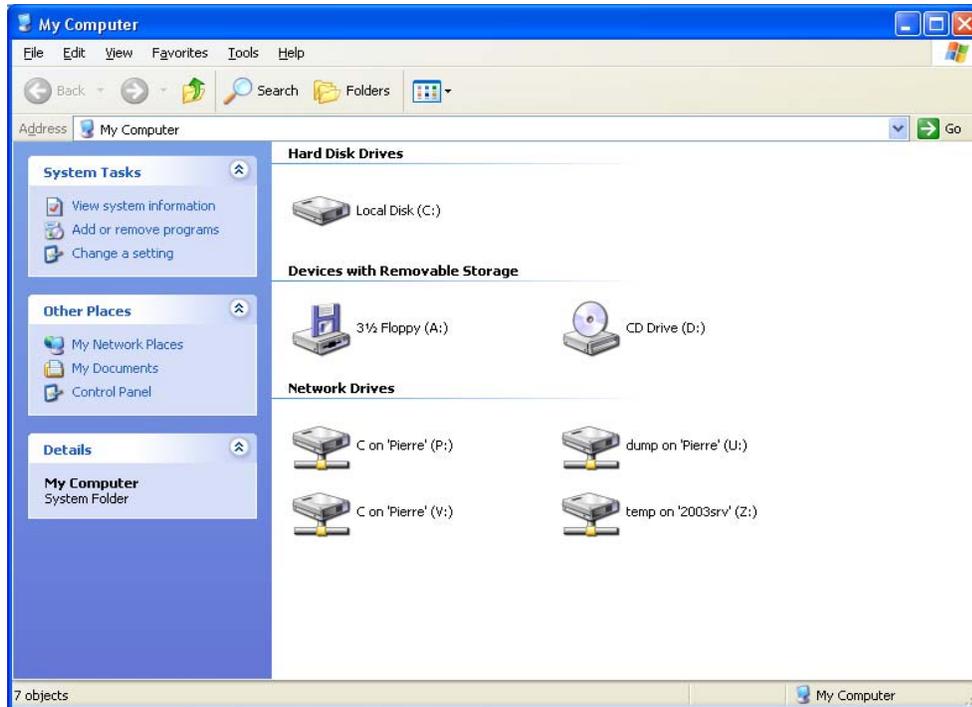


IQ UPGRADE

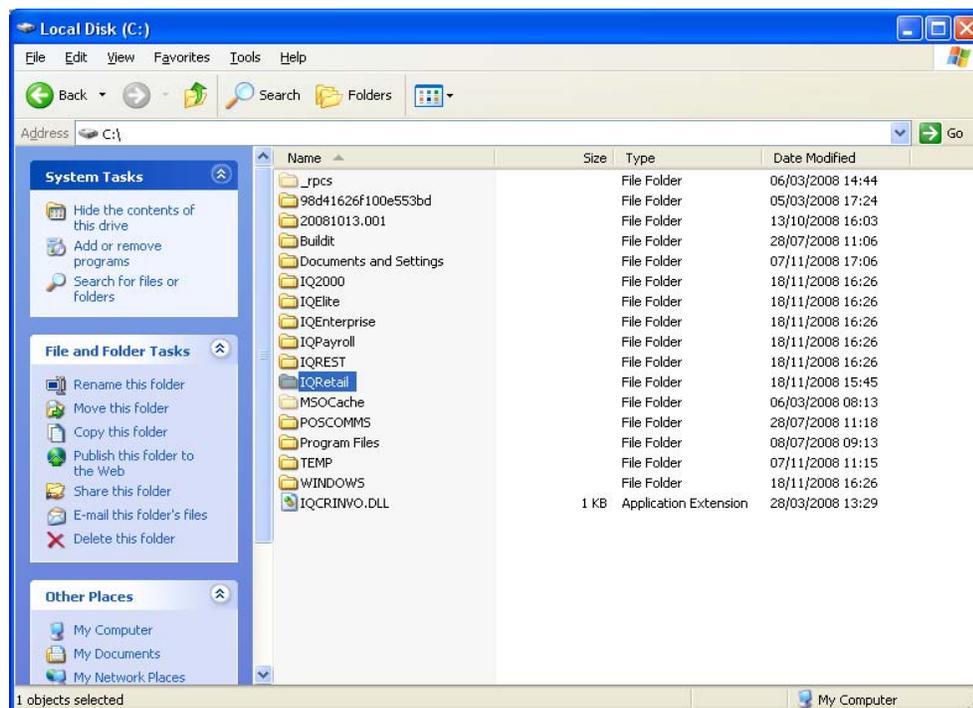
Double click "My Computer" on the desktop.



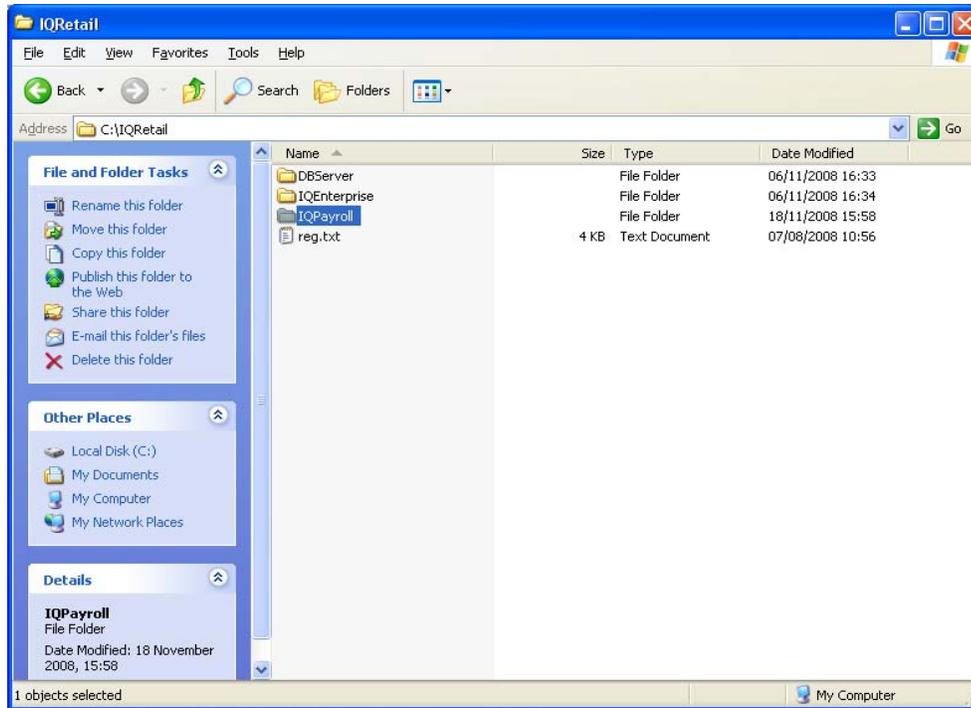
Next find the drive where the IQ Payroll program is installed.



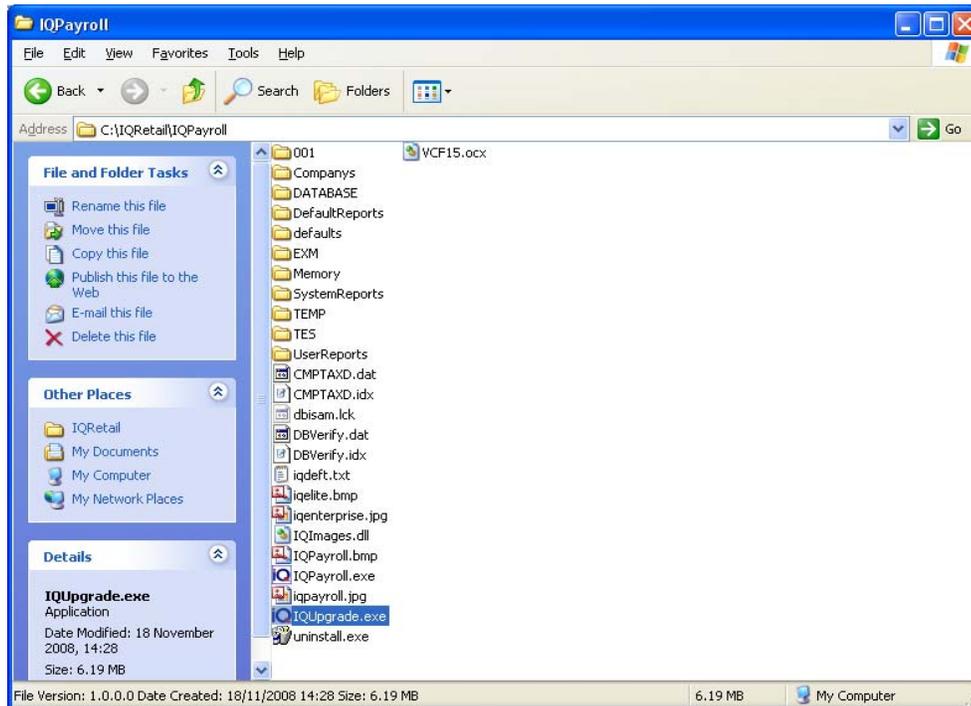
Double click on the drive where the IQ Retail program is installed.



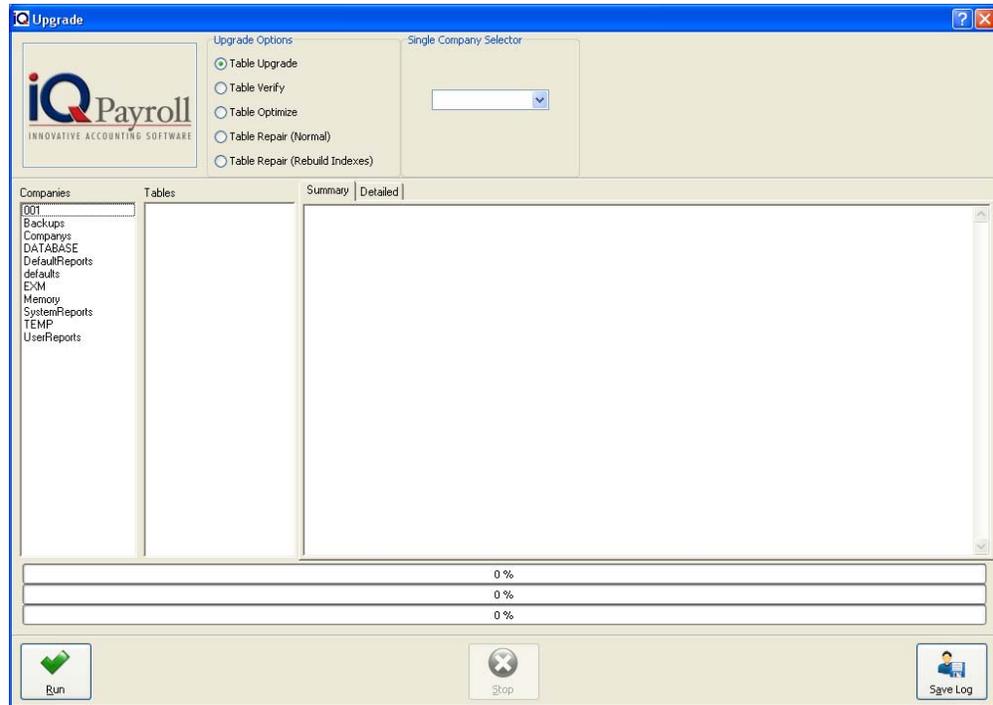
Next double click on the IQRetail folder.



Next double click on the IQ Payroll folder.



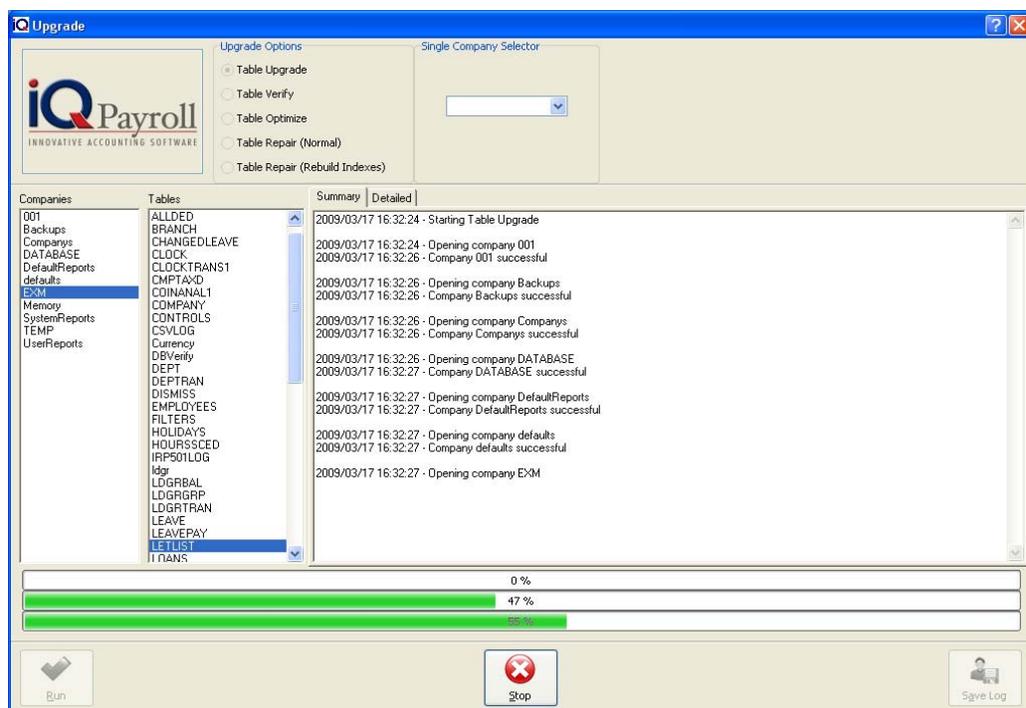
There are 3 executable (.exe) files in this folder. In order to upgrade, double click on the **iqupgrade.exe** file.



Now you have opened the IQ Payroll upgrade program. There are a few upgrade options available.

The only one we are interested in is the "Table Upgrade" Make sure that option is selected. Now select the "Run" button.

While the table progress is running, the progress bars at the bottom will indicate how far from completion. When completed, click on the done button and close the IQ Payroll table upgrade program.



The table upgrade is now complete. The system has now been updated successfully with the new IQ Payroll version.

NOTE: When restoring any backup within the IQ Payroll package, make sure that you run the `iquppgrade.exe` and do a table upgrade. The reason for this is that sometimes the backup that was restored is quite old. It could be from a previous version of IQ Payroll. Therefore, you need to run the `iquppgrade.exe` in order for any new fields that were added to be available on the older data that was restored.

You need to upgrade your old Payroll data to the new version of your Payroll data.

IQ PAYROLL REGISTRATION

Complete the IQ Payroll Registration by sending the file to IQ Retail via email. Follow the setups before to ensure the information IQ Retail receive is correct.

NOTE: It is important to remember that IQ Payroll requires the amount of employees in the company and not the amount of terminals IQ Payroll will be installed on. Our payroll system checks the total number of active (dismissed employees are not included in the count) employees for all companies, i.e. if the end user has 3 companies and each of these companies has 10 active employees each, then they will pay for a "up to 50" employee system or tax table.



Shortcut to
iqpayroll

IQ Payroll version two does not require two steps when registering, the registration process will include the registration of the program and the registration of the tax tables. If only the tax table need to be register an go to the Support Menu, select IQ Payroll Registration, make sure all the details required is correct, select the package detail option and License year required. Email the reg.txt file to IQ Retail and wait for the email to return, save the reg.txt file, and return to the Support, IQ Payroll Registration option and import the reg.txt file.

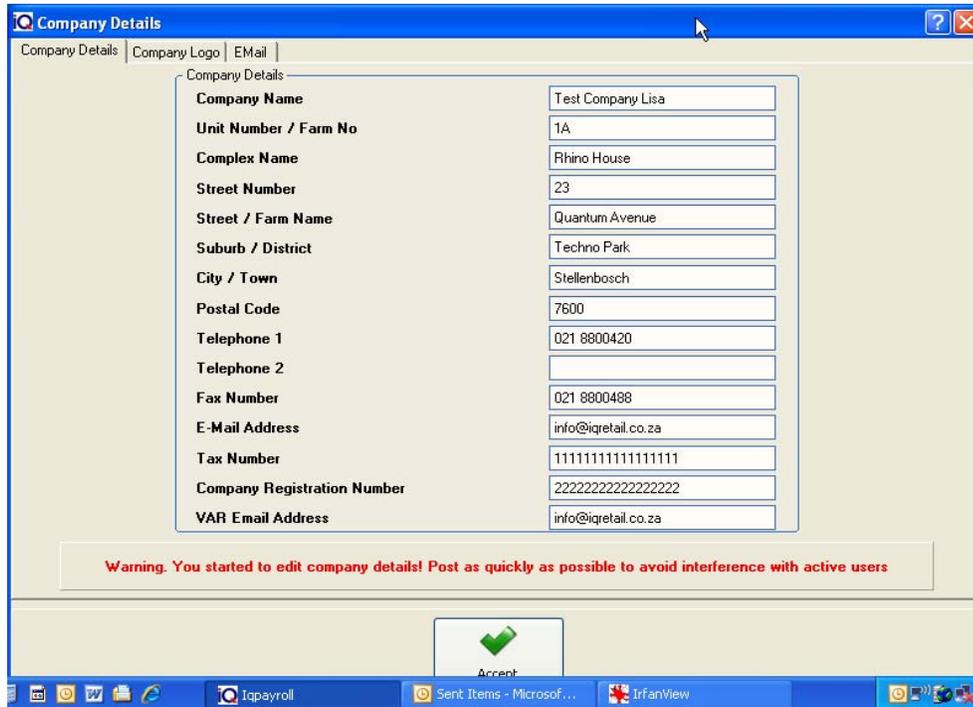
LOGIN DEFAULTS DETAILS

Double click on the iqpayroll shortcut. The Login Default user name and password will be required to open IQ Payroll, the user access levels and password and be changed and added under the Utilities, Password Maintenance option.



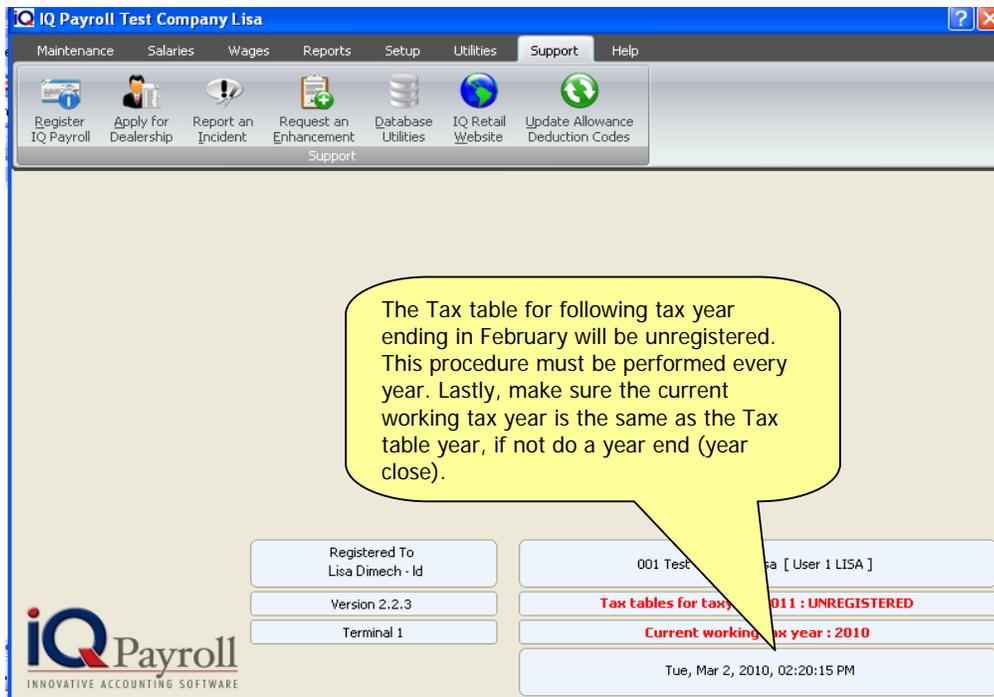
Type in the Username and Password to access the IQ Payroll Software. Username is 1 and Password: 1111. Press Enter when you have entered the information.

The company details will be explain in more detail further on in the chapter, these details will be used when the Identification only. The Company details must be entered again under Employer setup.



Click Accept once the company details have been completed.

IQ Payroll has two steps in the registration procedure. Firstly, register the IQ Payroll program. A 30 days trial period will be given before Registration is required. Secondly, the Tax Table registration is a yearly procedure.



REGISTRATION DETAILS

COMPANY DETAILS

Fill in all the details for on the Registration Company Details screen under Support, Register IQ Payroll.

The screenshot shows the 'Registration Details' window with the 'Company Details' tab selected. The form contains the following data:

Registered To:	IQ RETAIL (PTY) LTD
Company Suffix:	IQR
Postal Address :	First Floor, Rhino House 23 Quantum Road
City :	Stellenbosch
Postal Code :	7600
Country:	SOUTH AFRICAN
Owner Name:	IQ Retail
Contact Person:	LISA KOK
Telephone:	021 8800420
Cellphone:	082 222 2222
Fax Number:	021 8800488
Dealer Name:	IQ Retail

At the bottom of the window, there are four buttons: 'Import Registration', 'Cancel', 'Save & E-Mail', and 'Emergency Web Authentication'.

E-MAIL ADDRESSES

When you have finished entered your Company Details select on the E-mail Addresses. Enter the Company email address and the addition email addresses.

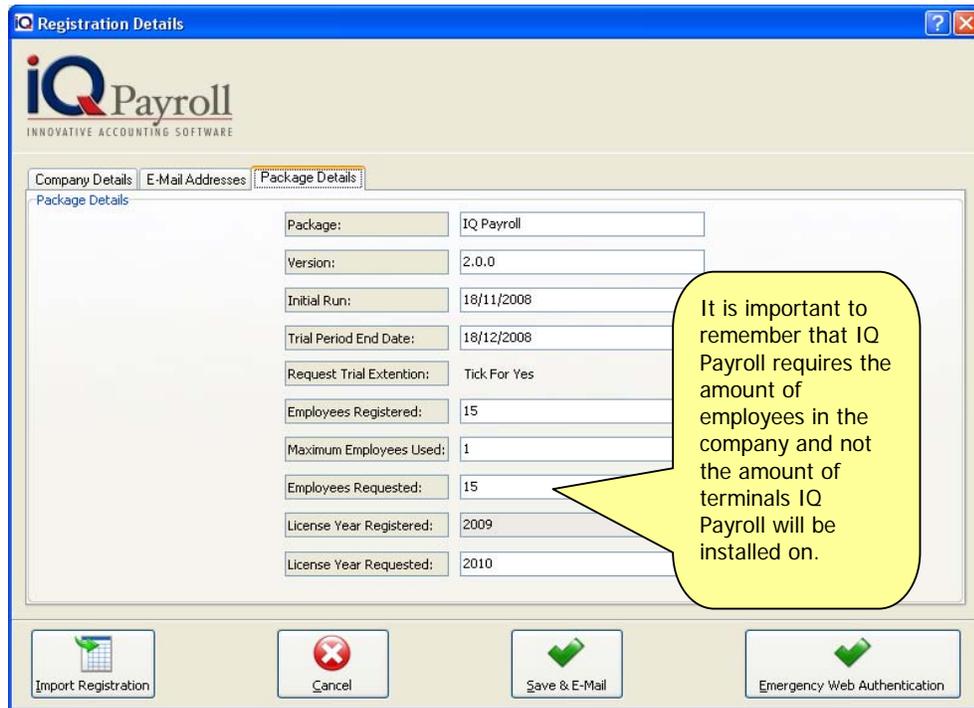
The screenshot shows the 'Registration Details' window with the 'E-Mail Addresses' tab selected. The form contains the following data:

Company E-Mail Address:	<u>hdevos@iqretail.co.za</u>
Additional E-Mail Addresses:	<input type="text"/>

A red circle highlights the input area for the Company E-Mail Address and the Additional E-Mail Addresses field. At the bottom of the window, there are four buttons: 'Import Registration', 'Cancel', 'Save & E-Mail', and 'Emergency Web Authentication'.

PACKAGE DETAILS

When you have finished entering your E-mail Addresses in the required select the Package Details TAB.



Make sure that you select the correct Tax Year. You need to use the arrows to select the correct Tax Year. Once all the correct information is entered, select the Save & E-mail button.

NOTE: An E-mail Client Software installed on the Computer. For Example: MS Outlook or Outlook Express.



The following message should appear. Select the Send button. The email will go to the Outbox of your default email programs.

RECEIVING THE REGISTRATION INFORMATION FROM IQ RETAILS.

Once you have received the reg file from IQ Registrations via email. Save the reg.txt file on the computer IQ Payroll was installed, making sure you can find the file for the next step of the registration.

Company Details	
Registered To:	IQ RETAIL (PTY) LTD
Company Suffix:	IQR
Postal Address :	First Floor, Rhino House 23 Quantum Road Stellenbosch 7600
City :	Stellenbosch
Postal Code :	7600
Country:	SOUTH AFRICAN

Contact Details	
Owner Name:	IQ Retail
Contact Person:	LISA KOK
Telephone:	021 8800420
Cellphone:	082 222 2222
Fax Number:	021 8800488
Dealer Name:	IQ Retail

IMPORT REGISTRATION

Once the reg.txt file was saved return to Support, Register IQ Payroll, select the Import Registration options.

You are about to import a registration file!
This will **OVERRIDE** any current registration data!

Are you sure you want to do this?

Admin Number: *

Admin Password: ****

aT2W3E

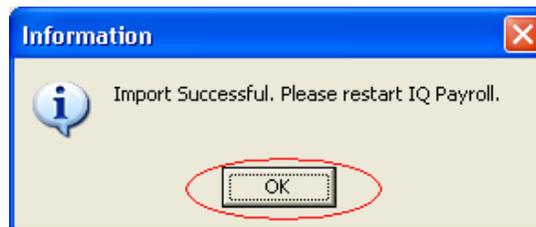
aT2W3E

Please re-type the confirmation code above and click OK to continue.

Cancel OK

The following Import Registration Data Window should appear. Type the Admin number and Password. The other two columns are random generated values. You need to type the Bold Text value from the first block into the second block.

Browse to the location where the reg.txt file was saved. For Example if file was saved to the Desktop location. Select the Desktop location and click on the reg.txt file followed by the OK option.



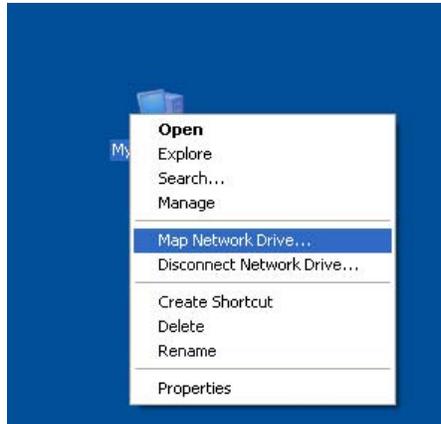
You should now see that your IQ Payroll Software is registered to your company.

MAPPING A NETWORK DRIVE

How to map a workstation to the network servers drive Find the “My Computer” icon located on the desktop. Click on the My Computer icon using the right mouse button.

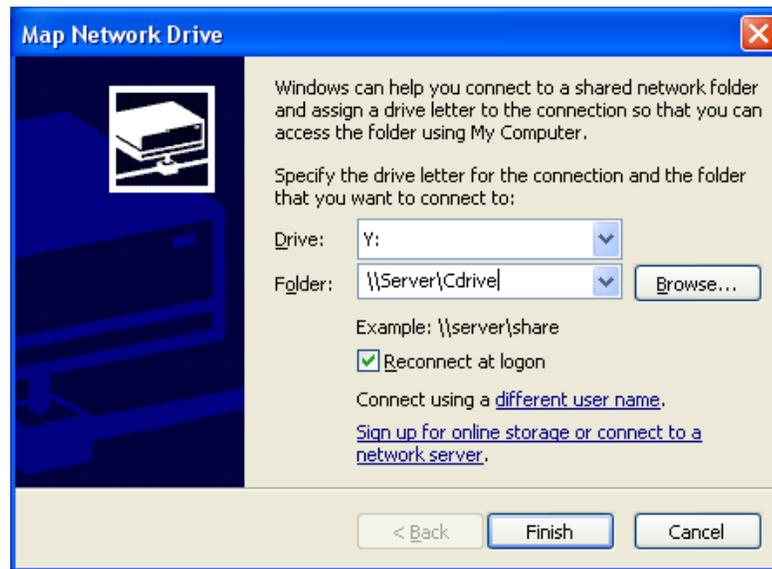


From the menu that appears, select the “Map Network Drive” option. Use the left mouse button to do so.



The “Map Network Drive” screen will appear next. It will automatically default the Drive option to the appropriate network drive to be used. This option may be changed, but it is recommended that it should be left as is if not 100% sure.

Click on the Browse button to locate the sever PC. A list of the available workstations and servers should appear. From the list select the server or the machine where IQ Payroll was installed, i.e. where the IQ Payroll program is kept.



DO NOT map the IQPayroll Folder. The Drive must be mapped and not the physical folder of IQPayroll.

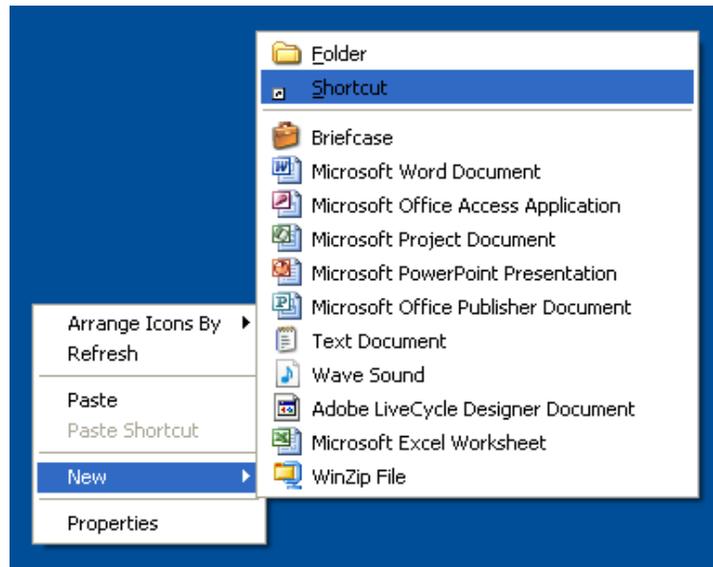
NOTE: Enable the "Reconnect at Logon" option by clicking on it with the left mouse button.

Once completed select the Finish button to accept the changes or the Cancel button to return to the desktop.

SHORTCUT SETUP

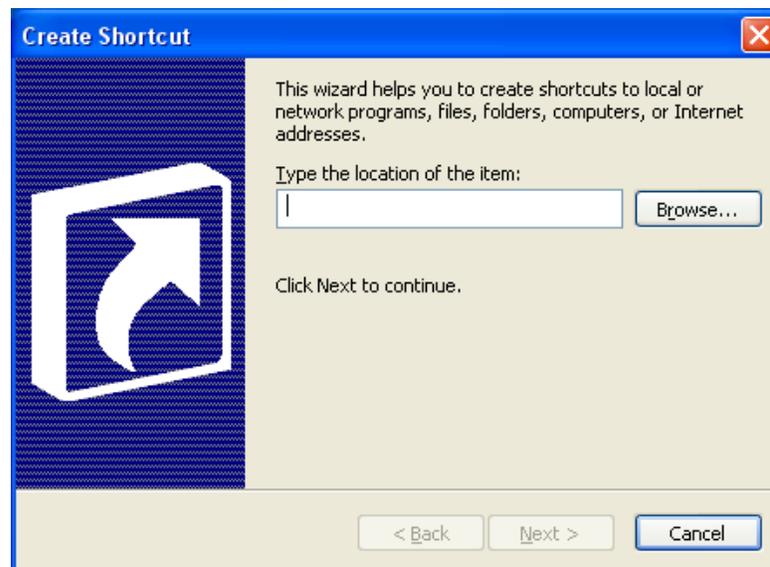
The shortcut setup is intended only for workstations / terminals where IQPayroll was not installed, but is required to run the program. This need not be done on the computer where IQPayroll was installed on.

Before creating the shortcut make sure that Windows Desktop is visible. Place your mouse cursor on an open space of the Desktop, i.e. Do not highlight or place the cursor on any desktop icons. Now click your right mouse button once.



The following menu should appear. Select the New option followed by the Shortcut option.

The Create Shortcut dialogue box will appear next asking for the Command Line path (i.e. the location of the IQPAYROLL.EXE program file) to run the IQPayroll program, e.g. F:\IQPayroll\IQPAYROLL.EXE 2".



Should you not know the location of the location of executable file for IQPayroll, select the Browse button.

The Browse dialogue will appear next. Select from the Look In field listing the mapped network drive (i.e. the network drive that has been mapped to the servers drive) option by clicking on the triangle to the right of this field.

If a network drive has not yet been mapped to the server consult the "Mapping a Network Drive" heading.



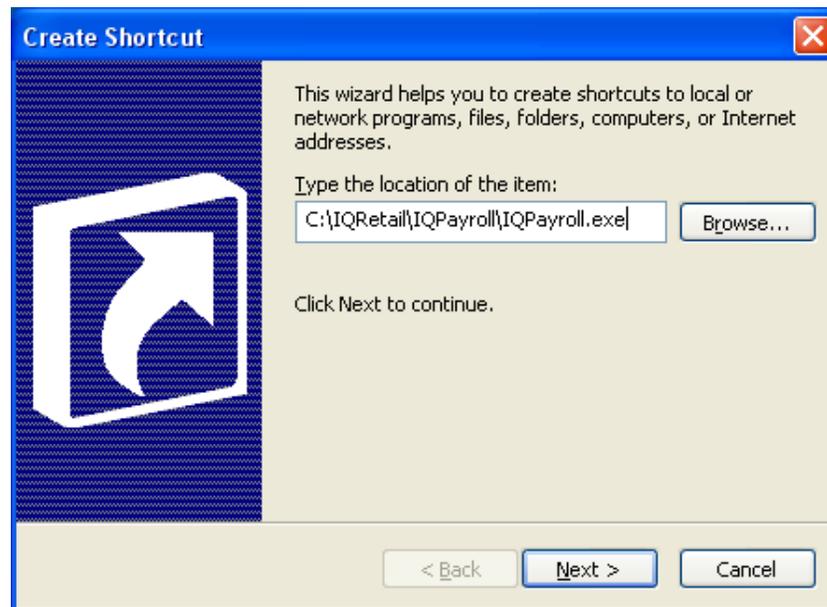
Once the appropriate mapped network drive has been selected the available directory folders will be listed.

Double click using the left mouse button on the "IQPayroll" folder, or click on the "+" sign to open the IQPayroll folder.



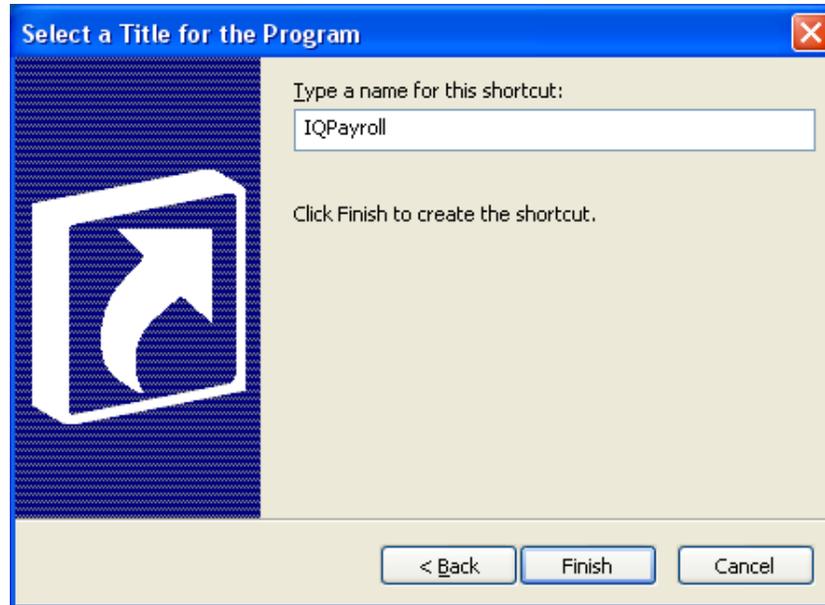
What should appear next, is the contents of the "IQPayroll" directory. Locate the file "IQPayroll.exe" and either double click on it, or click on the OK button when the "IQPayroll.exe" file becomes highlighted.

The Create Shortcut dialogue box will reappear, but this time it should have the program path displayed with program path to the IQPayroll program on the server or the computer it was originally installed on.



NOTE: Should the program path not have the ".EXE" file extension located next to the IQPayroll part of the file name, the incorrect file has been selected. Select the Browse button again and locate the correct IQPayroll file. Alternatively delete the text after "IQPayroll" and type the following, ".EXE" (including the full stop). It should read as follows, "F:\IQRetail\IQPayroll\IQPayroll.exe".

Before continuing click on the program path field with your left mouse button and type in a unique numeric terminal / workstation number, e.g. " F:\IQRetail\IQPayroll\IQPayroll.exe 2" The number entered must be in the range from 1 to the amount of users permitted by the IQ Payroll Software, i.e. Should IQ Payroll package be a Network 5 user system then the maximum amount of users permitted is 5, allowing a range from 1 to 5 to be entered. Please make sure that the number that is entered has not been used by another computer. Please note that user "1" must be allocated to the computer where the software was installed on.



Click the Next button to continue or the Cancel button to cancel shortcut setup. The next dialogue box to appear will ask for a descriptive name for the shortcut to be entered. The shortcut name "IQPayroll" will already be displayed in this field. The shortcut name can either stay this way, or it may be altered to display your own shortcut name, e.g. IQPayroll".

Once the Finish button has been selected the name together with the IQ Payroll logo will appear on your desktop. Should this not happen please follow the Setup Shortcut procedures.

The next chapter Setup will explain all the procedure on how to make sure the setup of IQ Payroll is done correctly.

SETUP

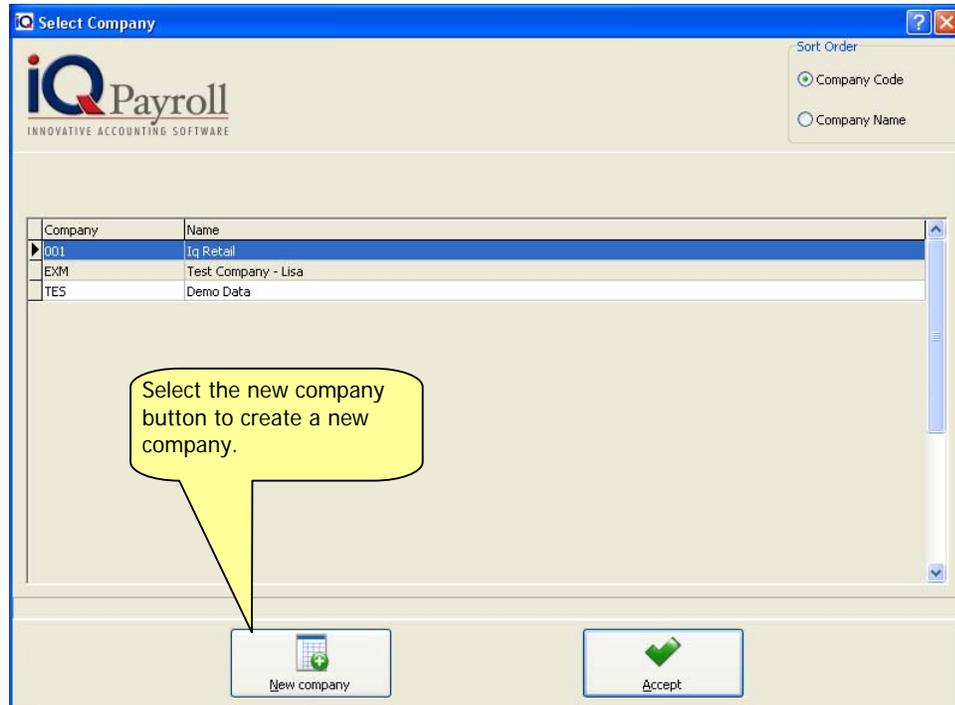


CHAPTER 3

SETUP

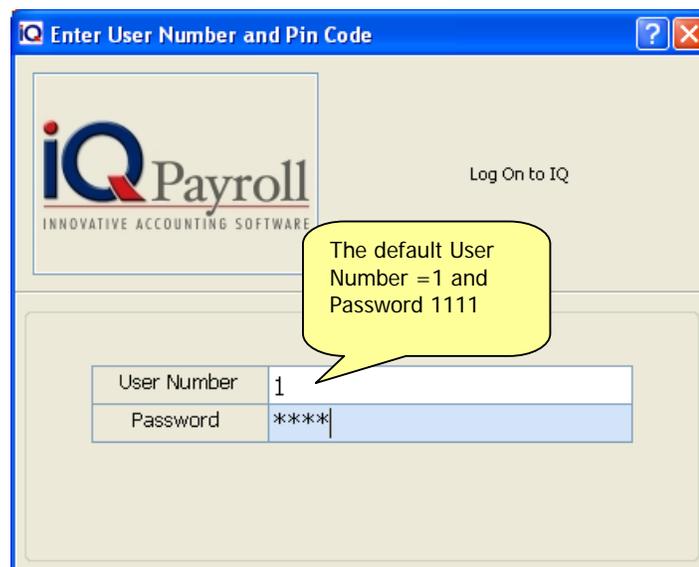
SELECTING A COMPANY

To choose a company select Utilities, option Select Company and select the required company. You will then operate in that company until another company is selected or you exit from the system. Use your arrow keys, or if you are using a mouse, the scroll bar to scroll through the companies.



Before the Select a company screen the login screen will appear. Enter the User Number and Password, the default user number is 1 and the password is 1111. Once the all the user profiles are create, each user will have his/her own user number and password. For more detail see Chapter Utilities, Password Maintenance.

NOTE: The change user option allows a different user to login to the system. This is very useful when a particular staff member does not have access to certain menu options.



CREATING A NEW COMPANY

To create a new company, select the New Company option. The system will ask for the New Company ID. Enter a new unique company number. The ID number entered can be either numeric or alphanumeric. You will then find yourself in the new company. Then go through all the set up procedures for the new company.

There is no limit to the number of companies that may be run on the system.

When the company selection is changed to another company, the system will default to the selected company in all program modules (e.g. maintenance, salaries, wages, etc).

COMPANY DETAILS

To setup the company particulars (company name, address details, telephone & fax, posting date format DD/MM/YYYY, etc.) Use the available fields to capture the company particulars in the displayed fields. This information will be used by the system when printing reports and extracting other information.

COMPANY NAME

The company name field is your company name that needs to be entered.

UNIT NUMBER / FARM NO

Enter the unit number or the Farm number for example: 7A

COMPLEX NAME

Enter the Complex Name for example: Rhino House.

STREET NUMBER

Enter the street number for example: 23

STREET / FARM NAME

Enter the Street name or the Farm Name for example: Quantum Road.

SUBURB / DISTRICT

Enter the Suburb or the District name for example: Techno Park

CITY / TOWN

Enter the City or Town name for example: Stellenbosch

POSTAL CODE

Enter the Postal Code for example: 7600

TELEPHONE 1

The telephone Number field is where your company's main telephone number should be entered.

TELEPHONE 2

The telephone Number field is where your company's second telephone number should be entered.

FAX NUMBER

The Fax Number field is where your company's Fax number should be entered.

E-MAIL ADDRESS

The email address is either the company's email (e.g. info@company.co.za) or the contact person at the companies email address (e.g. person@company.co.za).

TAX NUMBER

The Tax Number is your company's tax number as it is registered with SARS (South African Revenue Service).

COMPANAY REGISTRATION NUMBER

The registration number is your company's registration number as it is registered with CIPRO (Companies and Intellectual Property Registration Office).

VAR EMAIL ADDRESS

The VAR Email address will be the email address of your IQ Software Reseller. VAR is a abriviation for Value Added Reseller.

COMPANY LOGO

To have your own company logo display on the main screen and most of the capturing and reporting screens select the Most picture file types are supported.

NOTE: The use of a company logo will increase the size of the IQ Payroll database. Company logo should be kept as small (file size) as possible to limit the amount of space required to store the logo. The jpeg file type is the preferred choice.

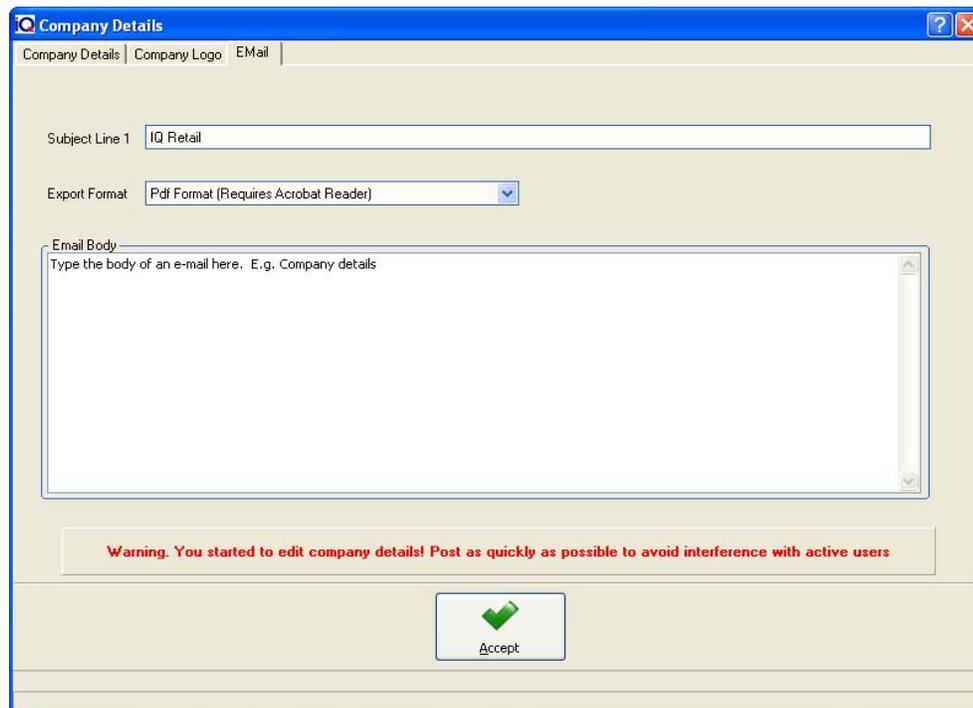


NOTE: Once the logo path has been selected. Click the Accept button.



EMAIL

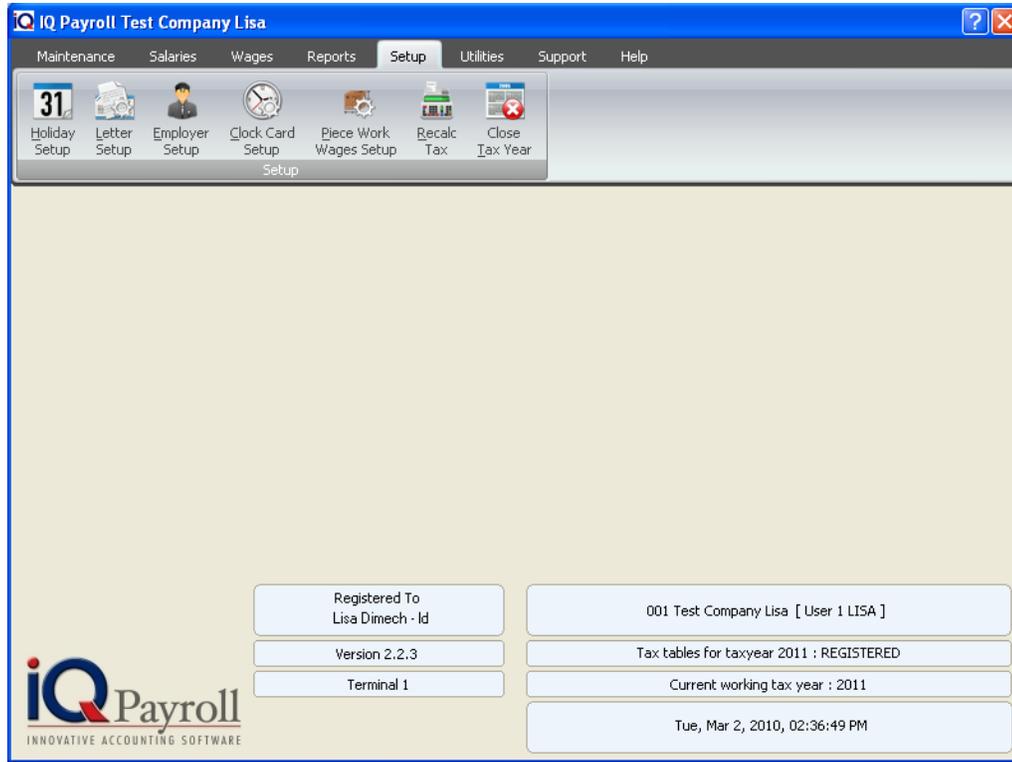
This option will be use the using the email button from the Preview screen, but has not been fully developed; changes to this option will be made at a later stage.



The screenshot shows a web application window titled "Company Details". The window has a blue header bar with a question mark icon and a close button. Below the header, there are three tabs: "Company Details", "Company Logo", and "EMail". The "EMail" tab is selected. The main content area is light beige and contains the following elements:

- A text input field labeled "Subject Line 1" containing the text "IQ Retail".
- A dropdown menu labeled "Export Format" with "Pdf Format (Requires Acrobat Reader)" selected.
- A large text area labeled "Email Body" with the placeholder text "Type the body of an e-mail here. E.g. Company details".
- A red warning message in a box: "Warning. You started to edit company details! Post as quickly as possible to avoid interference with active users".
- An "Accept" button with a green checkmark icon.

SETUP MENU OPTIONS



HOLIDAY SETUP

This option must be filled in if a new company was created. If the holidays is not entered no employee will receive any paid leave. Fortunately the option does not have to be repeated every year one can simply just update the current year with last years holidays followed by checking that some of the days has not changed.

To add a new holiday, select the date from the Holiday Date, type in a description for that holiday; tick the Enabled tick box if that holiday should be applied for the company and select updt to add the new holiday. If a holiday for a previous year was entered and is not used for the year, the endable option can be switch off.

Holiday Date	Description	Enabled
25/09/2009	Public Holiday 3	<input checked="" type="checkbox"/>
14/08/2010	Public Holiday 1	<input checked="" type="checkbox"/>
15/08/2010	Public Holiday 2	<input checked="" type="checkbox"/>

HOLIDAY SETUP DETAILS

HOLIDAY DATE

The holiday date is the date that the public holiday will take place, therefore the date must be entered accordingly.

UPDATE WITH CURRENT YEAR

Every year the Public holiday must be checked and if any changes, the holidays must be changes but if the holiday remains, unchanged the Update with current year button to change from last year to current year e.g. 25/12/2009 to 25/12/2010.

DESCRIPTION

The description can entered as you wish however, it would be best to enter the holiday as it appears on the calendar year.

Example: 1st of May 2010 is a public holiday and on the calendar year, it is marked as workers day. Therefore, when entering the holidays under holiday setup enter the holidays as they appear on the calendar.

ENABLED

All the holidays that have been entered, has to be enabled otherwise the payroll system would not know about these holidays and therefore will not be able to do the correct calculations.

UPDATE

The update button will update the specific holiday if any changes have been made.

REMOVE

The remove button allows one to remove a holiday that has been setup regardless if it's been setup correctly or incorrectly.

Holiday Setup

Holiday Date 30/04/2009

Description Public Holiday 2

Enabled

Holiday Date	Description	Enabled
15/04/2009	Public Holiday 1	<input checked="" type="checkbox"/>
30/04/2009	Public Holiday 2	<input checked="" type="checkbox"/>

Records: 2 "Update With Current Year" will change all the holiday "year" section to the current year

NOTE: By selecting the accept option, this will complete the holiday setup.

EMPLOYER SETUP

The Employer setup is a very important setup step, failing to complete this option will make it almost impossible to continue process employees in payroll.

EMPLOYER TAX DETAILS

All relevant employer information is entered here. Ensure that all information pertaining to your company is completely entered.

To setup the company particulars (company name, address details, telephone & fax, posting date format DD/MM/YYYY, etc.) Use the available fields to capture the company particulars in the displayed fields. This information will be used by the system when printing reports and extracting other information.

Fill in the company details: Company Name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Telephone 1, Telephone2, Fax Number, E-mail Address, Tax number and Company Registration Number, PAYE Number, SDL Number, UIF Number, SETA Code and Country.

Salaries and Wages Employer Setup Test Company Lisa	
Employer Tax Details Tax Period Setup Ledger Integration	
Company Name	Test Company Lisa
Trade Classification	0725
Unit Number / Farm No	1A
Complex Name	Rhino House
Street Number	23
Street / Farm Name	78 Proton Drive
Suburb / District	Techno Park
City / Town	Caledon
Postal Code	7500
Email	info@iqretail.co.za
Telephone	5465465465
Bank Account	4544544477
Bank Name	FNB
Branch Number	01023
Contact Person	744
Contact Person ID	14545454654
Registration Number	11111111
TAX Number	22222222
PAYE Number	3333333333
SDL Number	44444444
UIF Number	4565465465
SETA Code	666666
Country	South Africa

Employer Tax Details

Esc Cancel Accept

COMPANY NAME

The company name field is your company name that needs to be entered.

TRADE CLASSIFICATION

Select the Trade Classification for your company.

UNIT NUMBER / FARM NO

Enter the unit number or the Farm number for example: 7A

COMPLEX NAME

Enter the Complex Name for example: Rhino House.

STREET NUMBER

Enter the street number for example: 23

STREET / FARM NAME

Enter the Street name or the Farm Name for example: Quantum Road.

SUBURB / DISTRICT

Enter the Suburb or the District name for example: Techno Park

CITY / TOWN

Enter the City or Town name for example: Stellenbosch

POSTAL CODE

Enter the Postal Code for example: 7600

EMAIL

The email address is either the company's email (e.g. info@company.co.za) or the contact person at the companies email address (e.g. person@company.co.za).

TELEPHONE

The telephone field is where your company's main telephone number should be entered.

BANKING DETAILS

The banking files is where your company's banking details should be entered.

CONTACT PERSON

The contact person would be the main contact person that should be contacted for any types of information pertaining to your company.

CONTACT PERSON ID

The contact person ID refers to the ID Number of the main contact person at your company. The contact person ID field is not a required field.

REGISTRATION NUMBER

The registration number is your company's registration number as it is registered with CIPRO (Companies and Intellectual Property Registration Office).

TAX NUMBER

The Tax Number is your company's tax number as it is registered with SARS (South African Revenue Service).

PAYE NUMBER (PAY AS YOU EARN)

The PAYE Number is the companies PAYE Number that is registered with SARS (South African Revenue Service).

SDL NUMBER (SKILLS DEVELOPMENT LEVY)

The SDL Number is the companies SDL Number that is registered with SARS (South African Revenue Service). SDL gives companies an incentive to engage in the training and education of their employees.

UIF NUMBER (UNEMPLOYMENT INSURANCE FUND)

The UIF Number is the companies UIF Number that is registered with SARS (South African Revenue Service). The UIF has been established to provide short-term relief to workers when they become unemployed or are unable to work due to illness, maternity or adoption leave, as well as to provide relief to the dependants of a deceased contributor.

SETA CODE

The SETA Code is the companies Seta Code that is registered with a specific SETA (Sector Education and Training Authority). Seta's are bodies that are set up in each of the 25 key economic sectors such as the Chemical Sector, Tourism Sector and Banking Sector etc.

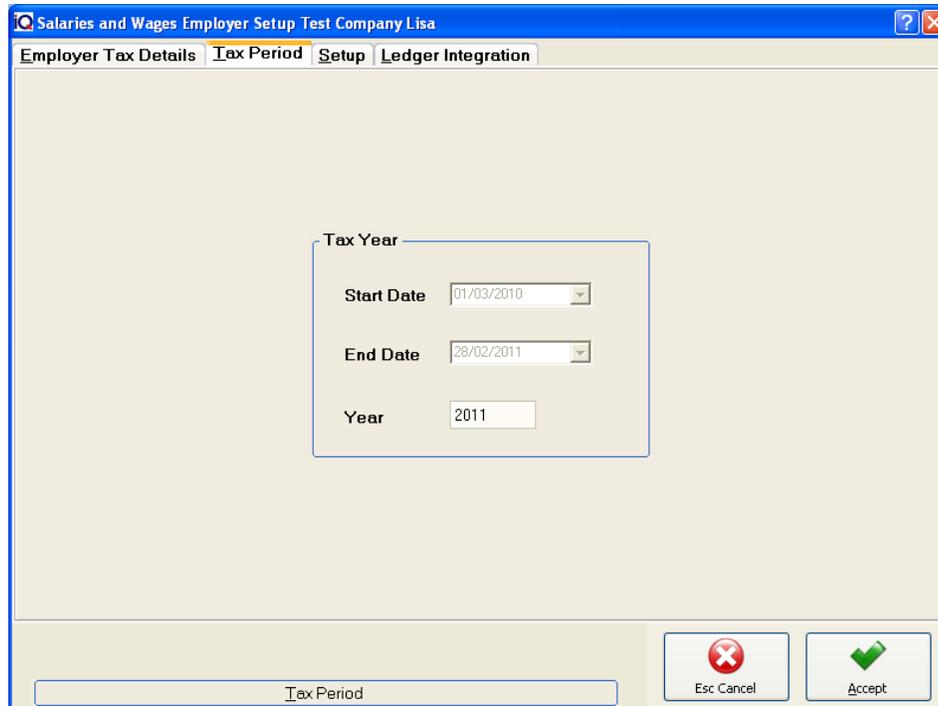
COUNTRY

The country field is where your company currently resides. The IQ Payroll system currently only supports two country's namely South Africa and Namibia.

TAX PERIOD DETAILS

The Tax Period screen shows the user in what Tax Year he/she currently is and what version of the tax tables the system is currently using. The Tax year can only be changed via a Year end.

NOTE: The fields displayed to you is there for information purposes only. You can not edit this information. At the end of a Tax year, the system will prompt you to update this information.



The screenshot shows a software window titled "Salaries and Wages Employer Setup Test Company Lisa". The window has four tabs: "Employer Tax Details", "Tax Period", "Setup", and "Ledger Integration". The "Tax Period" tab is active. In the center of the window, there is a "Tax Year" section with three fields: "Start Date" (01/03/2010), "End Date" (28/02/2011), and "Year" (2011). At the bottom of the window, there is a "Tax Period" label, an "Esc Cancel" button with a red 'X' icon, and an "Accept" button with a green checkmark icon.

START DATE

The start date display the start of the current financial year.

END DATE

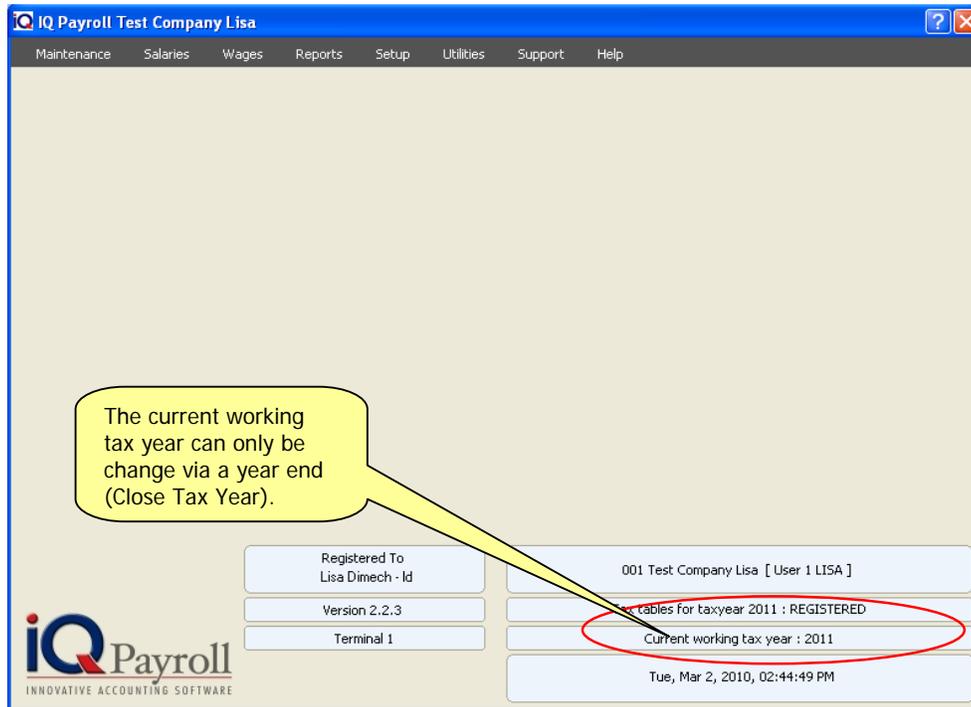
The end date display the end of the current financial year.

YEAR

The year will display the current Financial year.

NOTE: On approaching the end of a tax period, the system will warn you that the information that is needed for the payroll system to function correctly is going to expire and that an update must be done soon. If the upgrade is not done, the system will continue to function with the previous year's tax tables. To enter a new tax year, a tax year-end must be done. Either you can do this manually or when the system prompts you to do so.

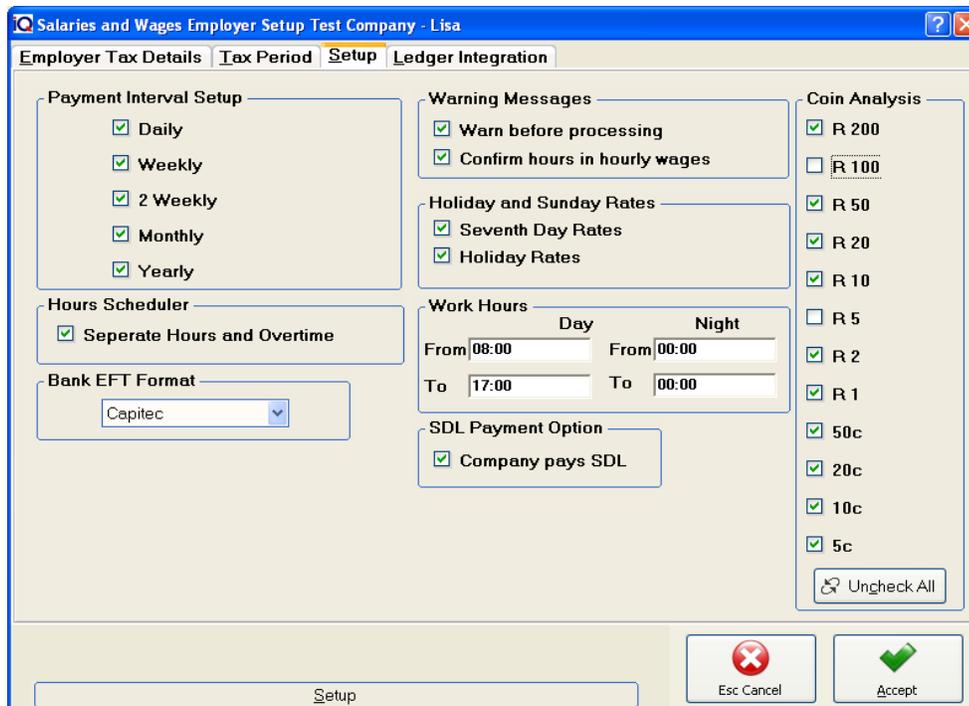
NOTE: The Tax Period screen is for information purposes only.



NOTE: By selecting the accept option, this will complete the employee setup.

SETUP DETAILS

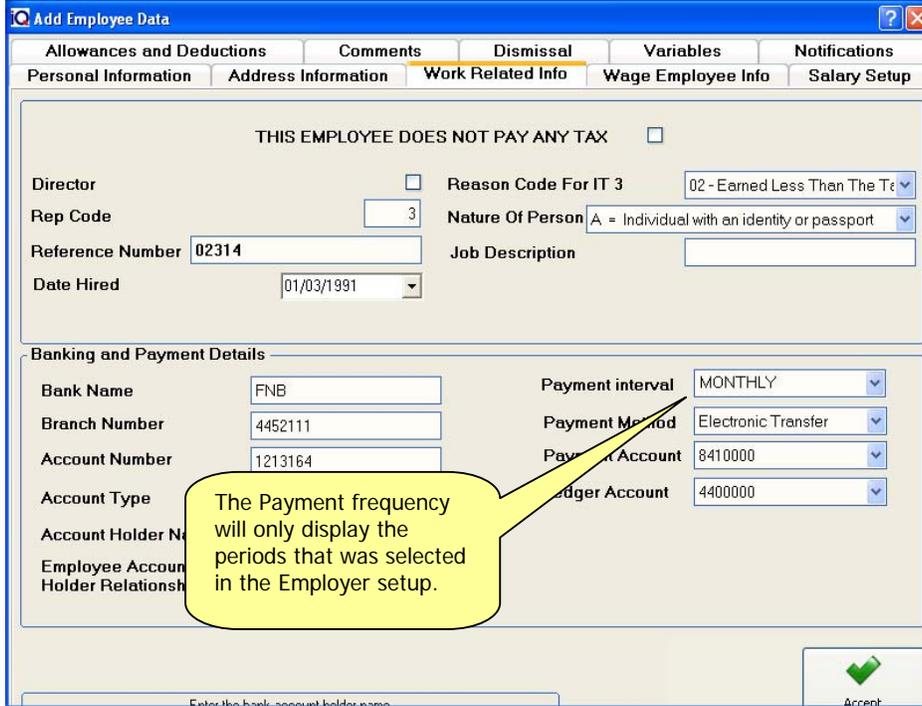
The setup details are very important, if the option e.g. Payment intervals is not select here the employer maintenance screen will not show of option. In other words, these setting are default setting that will influence the whole IQ Payroll processing procedure.



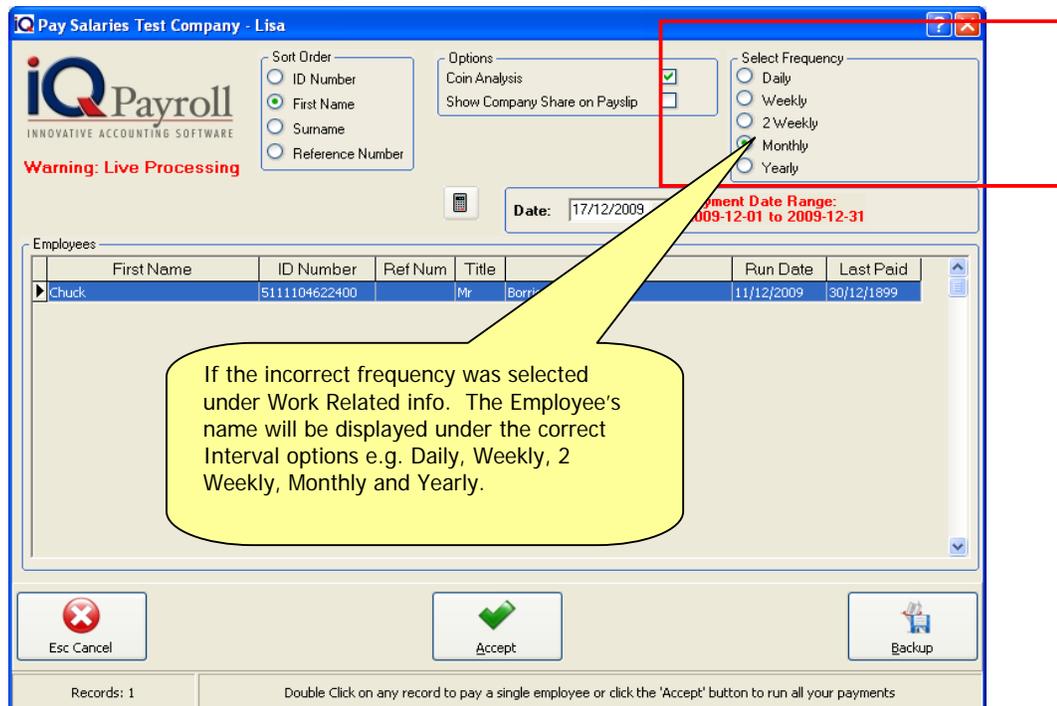
PAYMENT INTERVAL SETUP

The Payment Interval in the Setup screen is used to specify what different types of payment frequencies can be selected in the system i.e. if a company has some employees that pays monthly and other employees that pays weekly, tick the Monthly and Weekly check boxes.

NOTE: The Payment frequency selection will be display under Maintenance, Employee, Work Related Information.



The Payment Interval Option, under Work Related Info, will determine the selected Frequency the employee will be displayed under, when making a payment.



HOURS SCHEDULER

The Separate Hours and Overtime tick box is ticked if the user wants to enter the normal hours and overtime separately per day or night in the Hour Scheduler. If the tick box is not ticked and the times are entered in the Hour Scheduler, the overtime is calculated only after the full normal hours for that period was worked.

ID Number	Sunday		Monday	
	Day 8	Night 8	Day 9	Night 9
6806150311085	0	0	0	0
7012033011080	0	0	0	0
7302270311080	0	0	0	0
7903115481083	0	0	0	0
7905054215083	0	0	0	0

Wages, Hour scheduler.

Hours Scheduler

Separate Hours and Overtime

ID Number	(Mon) Day 9		(Mon) Night 9	
	Hours	Overtime	Hours	Overtime
6806150311085	8	2	0	0
7012033011080	0	0	0	0
7302270311080	0	0	0	0
7903115481083	0	0	0	0
7905054215083	0	0	0	0

Wages, Hour scheduler.

Hours Scheduler

Separate Hours and Overtime

BANK EFT FORMAT

Choose between Absa or Capitec. This option will allow the user to export the salaries directly to the Internet banking. The file will be stored in C:\IQRetail\001\BANK EFT Exports folder.

Banking and Payment Details

Bank Name: FNB
 Branch Number: 4452111
 Account Number: 1213164
 Account Type: Current Account
 Account Holder Name: Norris
 Employee Account Holder Relationship: Own

Payment interval: MONTHLY
 Payment Method: Electronic Transfer
 Payment Account: 8410000
 Ledger Account: 4400000

THIS EMPLOYEE DOES NOT PAY ANY TAX

Director: Reason Code For IT 3: 02 - Earned Less Than The Tr

Rep Code: 3 Nature:

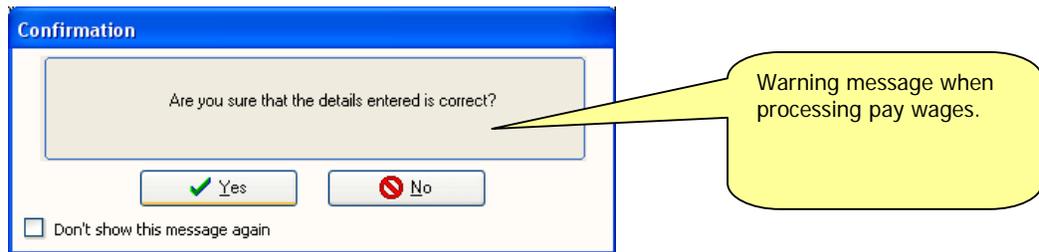
Reference Number: 02314 Job D:

Date Hired: 01/03/1991

Accept

WARNING MESSAGES

The Warning Messages are information boxes for the user to confirm when that all the detail in salary or wage run is entered correctly.



HOLIDAY AND SUNDAY RATES

The Holiday and Sunday Rate applies for hourly and casual wages only and is ticked if the employees of a company works on Sundays and Holidays. If a box is ticked the option to set up a holiday or Sunday rate for an hourly employee, under the Wage Employee Info Details screen of the employee maintenance.



Edit Employee Data

Personal Information | Work Related Info | **Wage Employee Info** | Wage Setup | Allowances and Deductions

Wage Setup

Define type of employment

Is Casual Wage? Overtime Rate Overtime by agreement 1.5 Normal Wage

Is Hourly Wage? Night Overtime Rate 30 min Leave on full pay

Works Shifts? Shift Rate 90 min Leave

Works Sundays? Sunday Rate

Works Holidays? Holiday Rate

Day		Night	
From	<input type="text" value="08:00"/>	From	<input type="text" value="00:00"/>
To	<input type="text" value="17:00"/>	To	<input type="text" value="00:00"/>
Lunch Hour	<input type="text" value="1.00"/>	Lunch Hour	<input type="text" value="1.00"/>

Work days in a week

Check this if you employee will work on holidays

Edit Employee Data

Personal Information | Work Related Info | **Wage Employee Info** | Wage Setup | Allowances and Deductions

Wage Setup

Define type of employment

Is Casual Wage? Overtime Rate Overtime by agreement 1.5 Normal Wage

Is Hourly Wage? Night Overtime Rate 30 min Leave on full pay

Works Shifts? Shift Rate 90 min Leave

Works Sundays? Sunday Rate

Works Holidays? Holiday Rate

Day		Night	
From	<input type="text" value="08:00"/>	From	<input type="text" value="00:00"/>
To	<input type="text" value="17:00"/>	To	<input type="text" value="00:00"/>
Lunch Hour	<input type="text" value="1.00"/>	Lunch Hour	<input type="text" value="1.00"/>

Work days in a week

Check this if you employee will work on holidays

If Holiday and Sunday rates are switch off under Employee Setup, the area here will be blank.

WORK HOURS

The Work Hours is to specify default day and night working hours for the company. Under the Wage Employee Info of the Employee Maintenance, each employee can be given different day and night working hours.

SDL PAYMENT OPTION

The Company Pays SDL tick box is ticked in the SDL Payment Option if a company needs to pay SDL. If the company does not need to pay SDL the tick box should not be ticked.

The screenshot shows the 'Salaries and Wages Employer Setup Test Company - Lisa' window. The 'Setup' tab is selected. The 'SDL Payment Option' section is highlighted with a red box, showing the 'Company pays SDL' checkbox is checked. Other sections include Payment Interval Setup (Daily, Weekly, 2 Weekly, Monthly, Yearly), Warning Messages (Warn before processing, Confirm hours in hourly wages), Holiday and Sunday Rates (Seventh Day Rates, Holiday Rates), Work Hours (Day: 08:00-17:00, Night: 23:00-06:00), and Coin Analysis (R 200, R 100, R 50, R 20, R 10, R 5, R 2, R 1, 50c, 20c, 10c, 5c). There are 'Esc Cancel' and 'Accept' buttons at the bottom right.

The screenshot shows the 'Salary or Wage' window. The 'Salary or Wage Details' section is highlighted with a red box, showing the 'Influence SDL' checkbox is checked. Other sections include Personal Details (Name: Anita (A) Strombeck, ID Number: 7905054215083, Code: 3601, Description: Income - taxable) and Salary/Wage details (Frequency: Hourly, Amount: 30.00, Retirement Funding?, Influence UIF, Enabled). There are 'Esc Cancel' and 'Accept' buttons at the bottom right.

COIN ANALYSIS

The Coin Analysis tick box list is used to specify the breakup of the salary/wage of an employee in the different notes and coins selected. This is only used for employees that are paid in cash.

THIS EMPLOYEE DOES NOT PAY ANY TAX

Director Reason Code For IT 3 02 - Earned Less Than The Te

Rep Code 2 Nature Of Person A = Individual with an identity or passport

Reference Number 233243 Job Description

Payment interval MONTHLY

Payment Method Cash

Payment Account 1601.000.000.00

Ledger Account 1601.000.000.00

Note: The coin analysis option will be displayed at the wage run if the payment method Cash was selected at the work related information option.
NOTE: Make sure the Coin Analysis option is selected before the Print Pay Slip. Remember all the employees who receive cash as payment will be displayed on the report.

Coin Analysis													Generated On :		
Weekly report for 13 March 2009													13/03/2009 16:38:33		
ID Number	Name + Surname	Net Income	Coin Value	R200	R100	R50	R20	R10	R5	R2	R1	R0.50	R0.20	R0.10	R0.05
4502121478	Peter Jones	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0
6806150311	James Black	1,167.72	1,167.75	0	11	1	0	1	0	0	7	0	3	0	1
7002270000	Koos asdfasd	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0
7508300311	Jackie Moolman	4,902.00	4,902.00	0	49	0	0	0	0	0	2	0	0	0	0
7905054215	Anita Strombeck	1,100.58	1,100.60	0	11	0	0	0	0	0	0	0	2	0	2
Coin Totals			7,170.35	0	71	1	0	1	0	0	9	0	5	0	3

LEDGER INTEGRATION

The Ledger integration option allows the payroll system to integrate to the IQ Enterprise 5 ledger accounts.

NOTE: The integration option enabled allows the payroll system to use that specific IQ Enterprise 5 company's general ledger accounts.

IMPORT COMPANY

Select the correct path for the Enterprise 5 company e.g. C:\IQRetail\Enterprise\001

INTERGATION ACCOUNTS

Select each ledger account, using the Enterprise 5 ledger accounts for example the correct bank account that has to be using for all the wage and salaries payments.

INTEGRATE TO LEDGER

Select integrate to ledger check box, if the option is off the transactions from payroll will not be exported to PAYCSV folder with in the company folder e.g. C:\IQRetail\Payroll\001\PAYCSV. After each salary or wage payment the file will automatically be created in the Paycsv folder.

The screenshot displays the 'Ledger Integration' setup window. It features a list of integration accounts with the following values in the dropdown menus:

Account Name	Value
Bank	3990.000.000.00
Salaries	1600.000.000.00
Wages	1601.000.000.00
PAYE and SITE	4602.000.000.00
UIF Liability	4603.000.000.00
UIF Expense	1603.000.000.00
SDL Liability	4604.000.000.00
SDL Expense	1604.000.000.00
Loans	3605.000.000.00
Interest	2500.000.000.00
Medical Aid Liability	4605.000.000.00
Medical Aid Expense	1605.000.000.00

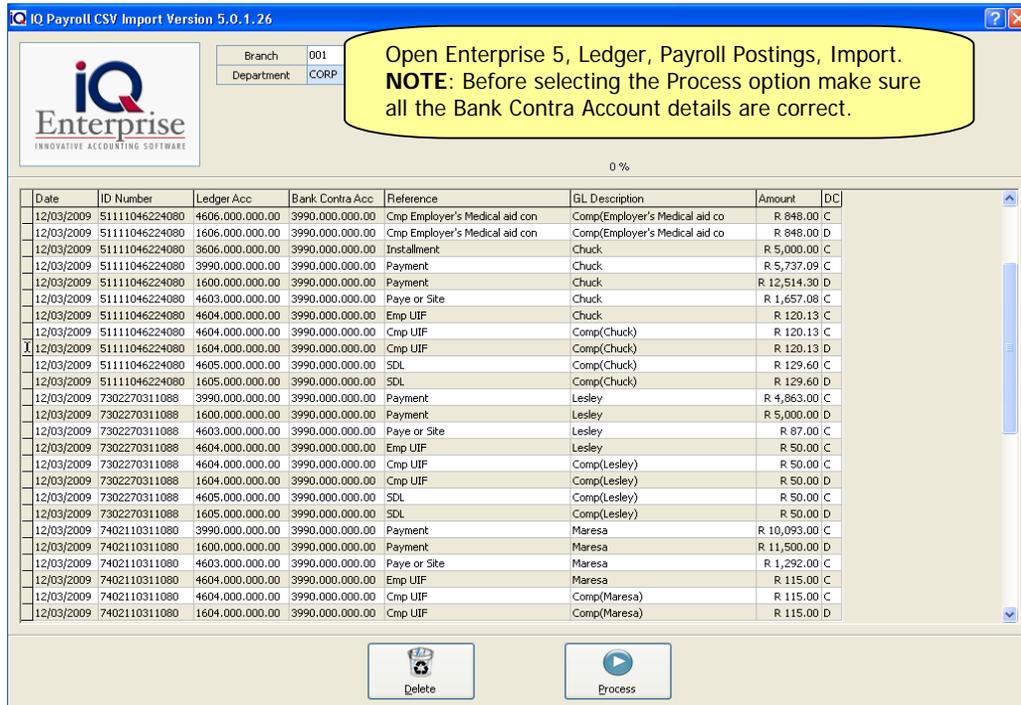
The 'Integrate to Ledger' checkbox is checked. The 'Import Company' field is set to 'C:\IQRetail\IQEnterprise'. The 'Import from IQ Enterprise 5' button is visible. The 'Amend' button is also present. At the bottom right, there are 'Esc Cancel' and 'Accept' buttons.

NOTE: By selecting the accept option, this will complete the employee setup.

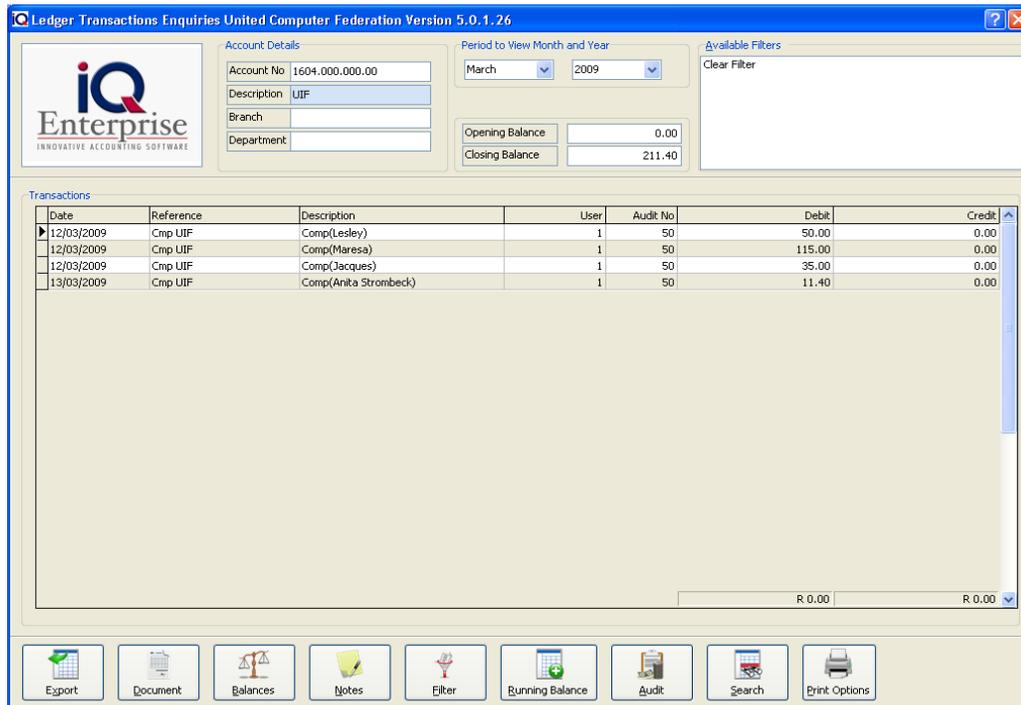
NOTE: If one does not want to integrate to Enterprise 5 the integration option can be ignored.

INTEGRATION FROM PAYROLL INTO ENTERPRISE 5

Select the Ledger menu, Payroll Postings. Select the destination from the payroll company e.g. C:\IQRetail\Payroll\001\Csv, followed by the correct month. Once a month was imported it will not display agin. Select Import.



After the import button was selected, make sure the correct Ledger Accounts and Bank Contra Account is selected. Select the Process button. After the transaction has been processed the transactions can be viewed in the Ledger Enquiries option.



CLOCK CARD SETUP

If you use an external clock card you can import the clock times into IQ given that the clock can export data and that the data is in CSV format. The data structure within the CSV file can be defined here. Click on the question mark next to this field to get an example.

CLOCK CARD SYSTEM

CSV FILE IMPORT FORMAT

The file import consists of six different key values. This is an example of a valid format: r, t, d, i. Every place defines its usage in the "key values" group box to the left. In context, 'r' means the reference number/string of the employee in the file. It cannot be longer than 13 characters (indicated next to the key). The example shown here is IQPayroll's default defined format. You can change this format to be compatible to your clock reader.

Examples of a different code would be:

r, s - reference number followed by a timestamp.

r, x, x, s - reference number followed by unknown or irrelevant value followed by a timestamp.

For the import to work there must be at least a reference number and time/date (t, d or s) in the source file (*.CSV).

DEFAULT DIRECTORY FOR FILES

The default directory for files is a drop down box where one can specify where the clock card files are located on the local computer or remote on a server or from the clock card system itself.

NOTE: The clock card system will only work if the file is downloadable from the clock card machine.

FAULT TOLERANCE (MINUTES)

Fault-tolerant can describe a computer system or clock card system designed so that, in the event that a component fails, a backup component or procedure can immediately take its place with no loss of service.

EXAMPLE: If the fault tolerance is set to 2 minutes, when the person clocks in and does not hear or notice he/she has clocked in and they clock in again within those 2 minutes, then the clock system would discard that clock in and clock out times.

CLOCK IN/OUT TIME LENIENCY IN MINUTES

Clock in and clock out time leniency can be set according to the amount of employees that need to clock in or clock out for a specific time.

EXAMPLE: If all employees need to clock in at 08:00am in the morning, it would be near enough impossible to clock all of the employees in at the same time. by setting the leniency to either 5 or 10 minutes, would give all the employees enough time to clock in and this will register all the employees as if they have clocked in at 08:00am.

CLOCK CARD READER ROUNDING UP/DOWN IN HOURS

Enter the number of minutes to round up (+) or down (-). If you enter '-0.05' then the hours will round down from 13.32 to 13.30 or from 21.37 to 21.35.

EXAMPLE: If the employee clocks out at 17:03PM and is should have been 17:00PM, the rounding down of the hours would then round that specific clock out time to 17:00PM exactly. If the system were set to round up by 5 minutes then the system would round 17:03PM up to 17:05.

CLOCK CARD READERS NAME

The clock card readers name field is only for the name of the clock card reader, it is not necessary to enter the clock card reader's name, as the name is not used in the system.

NOTE: By selecting the accept option, this will complete the clock card setup.

PIECE WORK WAGES SETUP

This function is best suited for piecework, in other words when a worker cannot be paid per hour. This would mean that workers are paid per piece of work done (e.g.: farm workers that are paid per basket of apples picked or a material worker that works in meter lengths etc...)

WAGE RATE

Choose between by units or by employees.

BY UNITS

Product Type	Area	Unit	Rate	Example
FRAMES	WOOD	CORNER	5,00	Apples, Block D, Basket

AREA WORKED IN DETAILS

PRODUCT TYPE

The product type is the product that employees are working with; this will be products that employees are paid an extra remuneration for. Depending on the amount of work done or completed, the employees will be paid accordingly.

AREA

The area refers to the place or department that needs to be produced first.

EXAMPLE: If these employees are, farm workers and they work according to how many baskets of grapes they pick during a particular day, for this purpose the area would then be a specific section on the farm where the grapes are picked. Remember that grapes are picked for specific wines and for specific seasons.

UNIT

Unit refers to the actual item, in other words if we are still working on a farm the unit will then be the basket of grapes. Because for every basket of grapes the farm worker delivers, he/she is paid an additional wage amount.

RATE

The rate refers to the hourly rate or the rate per item finished or completed that the employee will be paid for piece work done.

BY EMPLOYEE

The Wage rate by employee will create Piece work for a specific employee with a specific price.

Wage Rate

By Units

By Employee

By Employee

Product Type : APPLES example: Apples

Area : BLOCK A example: Block D

Unit : BOX example: Basket

ID Number	Name	Surname	Inactive	Shifts	Sunday	Holiday	Director	Date Last Run	Last Paid
5111046224800	Chuck	Borris	False	False	<input type="checkbox"/>	<input type="checkbox"/>	False	30/12/1899	30/12/1899
7905054215083	Anita	Strombeck	False	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	False	30/12/1899	30/12/1899

Rate : 0.00

PRODUCT TYPE

The product type is the product that employees are working with; this will be products that employees are paid an extra remuneration for. Depending on the amount of work done or completed, the employees will be paid accordingly.

AREA

The area refers to the place or department that needs to be produced first.

EXAMPLE: If these employees are, farm workers and they work according to how many baskets of grapes they pick during a particular day, for this purpose the area would then be a specific section on the farm where the grapes are picked. Remember that grapes are picked for specific wines and for specific seasons.

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Unit refers to the actual item, in other words if we are still working on a farm the unit will then be the basket of grapes. Because for every basket of grapes the farm worker delivers, he/she is paid an additional wage amount.

RATE

The rate refers to the hourly rate or the rate per item finished or completed that the employee will be paid for piece work done.

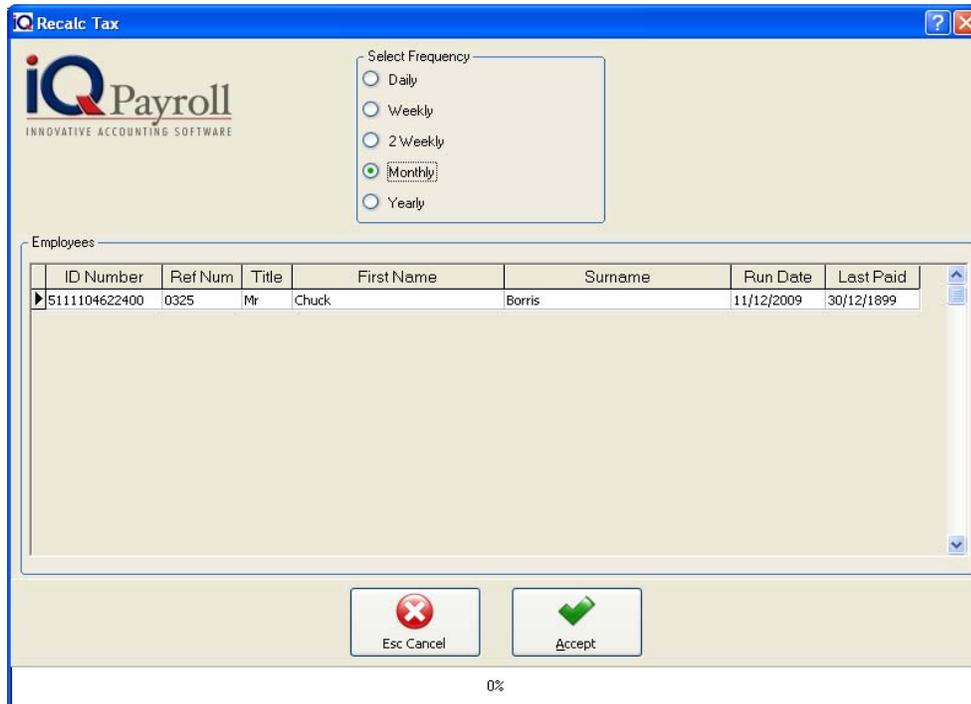
RECALC TAX

The recalc tax option allows on to recalculate the tax on a specific employee. This option should only be used if the tax was not calculated correctly.

RECALC TAX DETAILS

FREQUENCY

The frequency specifies when the employee would receive the wage and this can be on a daily, weekly or monthly basis.



The screenshot shows the 'Recalc Tax' dialog box. It features the IQ Payroll logo and the text 'INNOVATIVE ACCOUNTING SOFTWARE'. A 'Select Frequency' section contains five radio buttons: Daily, Weekly, 2 Weekly, Monthly (which is selected), and Yearly. Below this is an 'Employees' table with the following data:

ID Number	Ref Num	Title	First Name	Surname	Run Date	Last Paid
5111104622400	0325	Mr	Chuck	Borris	11/12/2009	30/12/1899

At the bottom of the dialog are two buttons: 'Esc Cancel' (with a red X icon) and 'Accept' (with a green checkmark icon). The progress bar at the very bottom shows 0%.

NOTE: By selecting the accept option, this will recalculate the tax for the specific employee.

CLOSE TAX YEAR

This process is manual. The closing of the tax year is only done when the financial year ends (e.g.:End of February 28/02/2010). This procedure is critical at financial year-end. The checklist on the right hand side of the screen is therefore very important. Do not proceed if any of those options are still outstanding.

TAX YEAR DETAIL

START DATE

The start date will display the beginning of the current financial year. To reset the tax year a password from IQ Retail will be required.

END DATE

The end date will display the end of the current financial year. To reset the tax year a password from IQ Retail will be required.

YEAR

The year will display the financial year for the period.

NOTE: On approaching the end of a tax period, the system will warn you that the information that is needed for the payroll system to function correctly is going to expire and that an update must be done soon. If the upgrade is not done, the system will continue to function with the previous year's tax tables. To enter a new tax year, a tax year-end must be done. Either you can do this manually or when the system prompts you to do so.

COMPLETING / CLOSING A TAX YEAR

To close or complete a tax year, all five options must be checked. If these options are not checked, the system will not allow you to proceed. Make sure that backups have been made before proceeding.

MAINTENANCE



CHAPTER 4

MAINTENANCE

EMPLOYEES

WHAT IS AN EMPLOYEE?

An individual with the object of a contract is to render personal services. Employee is a person that must perform services personally. An employer may choose when to make use of the services of an employee. Employees are obliged to perform lawful commands and instructions of an employer.

To set up your employees, follow the steps as outlined on the next few pages

ADDING A EMPLOYEEE

Select the Employees option from the Maintenance menu followed by the add option to add a new employee, edit to amend, or delete to delete an existing employee.

NOTE: Employed employees cannot be deleted.

SHOW

The show option acts as a filter, one is able to choose which employees they want to see. In other words if one only wants to see the casual employees, tick the casual option.

SORT ORDER

The sort order allows one to sort the existing employees into a different order, this will then sort the existing list of employees into any of the following order, either by ID Number, First Name, Surname or by Reference number.

Name	ID Number	Surname	Inactive	Shifts	Sunday	Holiday	Director	Date Last Run	Last Paid
Anita	7905054215083	Strombeck	<input type="checkbox"/>	30/12/1899	30/12/1899				
Chuck	5111104622400	Borris	<input type="checkbox"/>	11/12/2009	30/12/1899				
Toby	7903115481083	Nkoleta	<input type="checkbox"/>	30/12/1899	30/12/1899				

EMPLOYEE DETAILS

FILTER

The filter option allows one to filter out certain information on the screen. For more information go to the Chapter on Filters.

ADD

This option allows one to add employees to the system.

EDIT

This option allows one to edit any existing employees.

DELETE

The delete option is only there if an employee has been captured incorrectly. Employees cannot be deleted once any payments have been made.

NOTE: It is not necessary to add photos or passport number. This information can be captured at a later stage if it becomes available.

NOTE: The important information is the ID Number, First name, Surname, Gender, Address, Title, Birth Day, Ethnicity and Disabilities.

PERSONAL INFORMATION**ID NUMBERS**

Employees can be entered as you wish, the ID number is very important. The system will not allow you to enter a duplicate ID Number. Existing ID Numbers can be altered. However, this should only be done if the ID Number was captured incorrectly. In all instances, duplicate ID Numbers will be rejected.

FIRST NAME

Enter the Employees First Name.

MIDDLE NAME

Enter the Employees Middle Name.

INITIALS

The employees Initial will be entered automatically once the First Name has been entered.

SURNAME

Enter the employees Surname.

TELEPHONE NUMBERS

Enter the Home and Work Telephone numbers of the employee. The cell phone number can also be entered. The cell phone number may come in handy when trying to reach the employee.

GENDER

The gender option specifies if the employee is male or female. This information is essential because the employer needs to know in case something happens.

EMAIL ADDRESS

Enter the email address of the employee.

EMAIL DOCUMENTS

Select this option to allow the emailing of documents (payslips) to the relevant employee automatically from the system. If this option is not enabled then the system will not be able to send any documents via email to the relevant employees.

EMERGENCY CONTACT PERSON

enter the name of the emergency contact person for the employee

EMERGENCY TELEPHONE

Enter the Telephone numbers of the emergency contact person. The cell phone number may come in handy when trying to reach the employee

PASSPORT NUMBER

Enter the passport number of the employee, this number can be added later or left out if not applicable.

TITLE

The title is to specify whether this employee is (Mr., Miss., Mrs., Prof. etc.)

BIRTH DATE

The birth date will be derived from the ID Number; this means that once the ID Number has been entered, the system will automatically enter the Birth Date.

ETHNICITY

The ethnicity of an employee is important because of BEE (Broad-Based Black Economic Empowerment). In order for a company to comply with BEE Status, a certain number of employees from different ethnicity's have to be employed.

DISABILITIES

Disabilities is also important to comply with bee status. the employer needs to specify how many disabled workers they might have that is employed by the company.

INCOME TAX NUMBER

The income tax number is important in order to know whether the employee is registered for tax or not.

INCOME TAX OFFICE

The income tax office is where the employee is registered for Tax, meaning at which office the employee pays his or her tax.

The screenshot shows a software window titled "Add Employee Data" with several tabs: "Allowances and Deductions", "Comments", "Dismissal", "Variables", and "Notifications". Below these are sub-tabs: "Personal Information", "Address Information", "Work Related Info", "Wage Employee Info", and "Salary Setup". The "Personal Information" sub-tab is active. The form contains the following fields and values:

- ID Number: 5111104622400 (with a "Change ID" button)
- First Name: Chuck
- Middle Name: (empty)
- Initials: C
- Surname: Norris
- Home Telephone Number: 021 8888888
- Work Telephone Number: 021 7777777
- Cellphone Number: 084 4444444
- Gender: Male
- Email Address: norris@somewhere.co.za
- Email Documents:
- Emergency Contact Person: Mary Norris
- Emergency Telephone: 083 3333333
- Passport Number: (empty)
- Title: Mr
- Birth Date: 10/11/1951
- Ethnicity: White
- Disabilities: No
- Income Tax Number: 5465465465
- Income Tax Office: Belville

A red rectangular box highlights the "Income Tax Number" and "Income Tax Office" fields. At the bottom of the form, there is a text input field labeled "Enter the employee's tax office" and an "Accept" button with a green checkmark icon.

ADDRESS INFORMATION

The employee's addresses are important, if the employer needs to send something via the post, the parcel or letter need to reach the correct recipients

RESIDENTIAL ADDRESS

UNIT NUMBER / FARM NO

Enter the unit number or the Farm number for example: 7A

COMPLEX NAME

Enter the Complex Name for example: Rhino House.

STREET NUMBER

Enter the street number for example: 23

STREET / FARM NAME

Enter the Street name or the Farm Name for example: Quantum Road.

SUBURB / DISTRICT

Enter the Suburb or the District name for example: Techno Park

CITY / TOWN

Enter the City or Town name for example: Stellenbosch

POSTAL CODE

Enter the Postal Code for example: 7600

POSTAL ADDRESS

If the Postal address is the same as the Residential select the Tick Box if the address is different unselect the box and enter the postal address of the employee.

WORK RELATED INFO

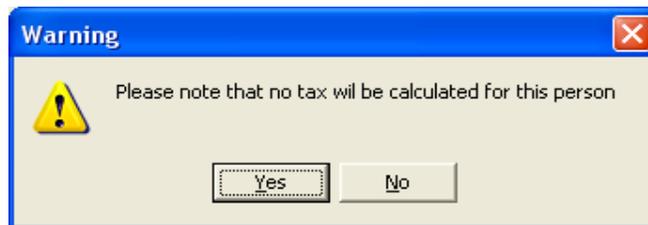
Work related information specifies what type of employee it is. In other words, is this employee exempt from TAX completely, is this employee a director etc.

THE EMPLOYEE DOES NOT PAY ANY TAX

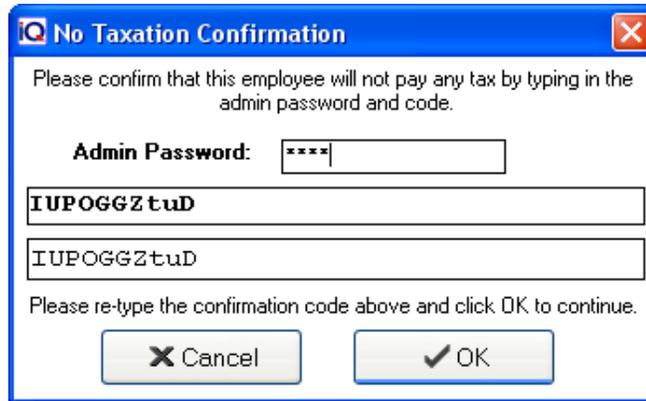
This tick box only needs to be ticked (enabled) if they employee does not pay any tax.

NOTE: Once one enables this option, a confirmation box will appear.

Once the “yes” option has been selected, the system will show a warning message next.



The warning message box indicates that there will be no tax calculated for this person or employee.



Lastly the system will ask for the admin password and a confirmation code. This is there for security reasons. In the case where someone wants to cheat the system, they would have to have the Admin Password.

NOTE: This admin password and the Confirmation code needs to be entered in correctly otherwise the system will not allow one to continue with the setting of the employee to not calculate tax.

DIRECTOR

The director option should on be enabled if the employee is a director within the company.

NOTE: Once this option is enabled on the specific employee, it cannot be disabled or altered in any way.

REP CODE

The rep code is used for when an employee receives commission. This is used in conjunction with the IQEnterprise system where the employee is setup as a rep in order to earn commission.

NOTE: The rep code field for the employee must be exactly the same as it is used in the IQEnterprise 5. This then allows for the import of the employees commission from one of the other systems.

REFERENCE NUMBER

The reference number is for the employer where they can assign their own employee number to a specific employee.

DATE HIRED

The date hired is a very important date. This date specifies when the employee was hired. This will be used to work out the amount to be paid if the employee has only been employed for half a month.

REASON CODE FOR IT3

There are six different IT 3 Codes. Each IT 3 Code has its own purpose in accordance with SARS.

Code 02 – Earned less than the Tax threshold

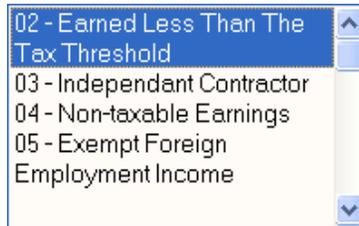
Code 03 – Independent Contractor

Code 04 – Non-Taxable Earnings

Code 05 – Exempt Foreign Employment Income

Code 06 – Directors Remuneration Determined in Following Tax Year

Code 07 – Labour Broker with Valid IRP30



NATURE OF PERSON

The nature of person has ten different types of employment reasons.

A – Individual with an identity or passport

B – Individual without an identity or passport

C – Director of a private company / member of a closed corporation

D – Trust

E – Company / Closed corporation

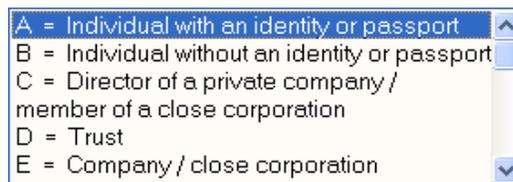
F – Partnership

G – Corporation

H – Employment Company / Personal Service Company or close corporation

K – Employment trust / Personal service trust

M – Foreign Service Income (May only be used with foreign income codes)



JOB DESCRIPTION

The job description field is where one can specify the employee's job description.

Reason Code For IT 3	02 - Earned Less Than The Tax Threshold
Nature Of Person	A = Individual with an identity or passport
Job Description	Contractor

BANKING AND PAYMENT DETAILS
PAYMENT INTERVAL

The payment interval specifies when the payments of employees take place namely Daily, Weekly and or Monthly.

BANK NAME

The bank name is where one specifies the bank name of the employee namely ABSA, Standard Bank and First National Bank etc...

BRANCH NUMBER

This is where the banks branch number is specified.

ACCOUNT NUMBER

The account number is where the employee's bank account number is specified for payment purposes.

ACCOUNT NUMBER

The account number is where the employee's bank account number is specified for payment purposes.

ACCOUNT TYPE

Choose one of the following Account Type: Current Account, Savings Account, Transmission Account, Bond Account or Subscription Share Account.

PAYMENT ACCOUNT

The payment account is the account where the money will be paid from, in other words this will be the company's bank account.

PAYMENT METHOD

The payment method can be specified as Cash, Cheque or Electronic Transfer. This option allows one for reference purposes how the employee is being paid.

LEDGER ACCOUNT

The ledger account is the contra ledger account where the payment will be posted to in the general ledger.

NOTE: The important bit of information is the Date Hired and Nature of Person. This is important so that the system know on what basis this employee's remuneration is calculated on.

WAGE EMPLOYEE INFORMATION

Edit Employee Data

Wage Setup

Define type of employment

Is Casual Wage? Overtime Rate Overtime by agreement

Is Hourly Wage? Night Overtime Rate 1.5 Normal Wage

Works Shifts? Shift Rate 30 min Leave on full pay

Works Sundays? Sunday Rate 90 min Leave

Works Holidays? Holiday Rate

Day Night

From From Work days in a week

To To

Lunch Hour Lunch Hour

DEFINE TYPE OF EMPLOYMENT

The define type of employment allows one to use a quiz to make sure that the right type of employment is being setup. By utilizing the quiz, it can be very helpful when setting up the different types of wage employees.

NOTE: Once the questions in the quiz have been answered for the specific employee, click the accept button.

IS CASUAL WAGE

By enabling, this option allows one to tell the system if the employee is a casual wage employee.

IS HOURLY WAGE

By enabling, this option allows one to tell the system if the employee is an hourly wage employee.

WORKS SHIFTS

The works shifts option allows one to specify if the employee works shifts.

WORKS SUNDAYS

The works shifts option allows one to specify if the employee works on Sundays.

WORKS HOLIDAYS

The works shifts option allows one to specify if the employee works on holidays.

OVERTIME RATE

The employer for every employee can specify the overtime rate. This rate is usually 1.5 meaning that 1.5 will multiply any work done after normal time, the wage.

NIGHT OVERTIME RATE

The employer for every employee can specify the night overtime rate. This rate is usually 1.5 meaning that 1.5 will multiply any work done after normal time on a night shift, the wage.

SHIFT RATE

The employer for every employee can specify the shift rate. This rate is usually 1.0 meaning that 1.0 will multiply any work done per shift.

SUNDAY RATE

The employer for every employee can specify the Sunday rate. This rate is usually 2.0 meaning that the employee will have the wage multiplied by 2.0 for work done on a Sunday.

HOLIDAY RATE

The employer for every employee can specify the Holiday rate. This rate is usually 2.0 meaning that the employee will have the wage multiplied by 2.0 for work done on a Holiday.

OVERTIME BY AGREEMENT**1.5 NORMAL WAGE**

Only by agreement between the two parties, namely the employer and employee can one use the 1.5 Normal wage options. This means that normal wage will be calculated by multiplying the wage amount by 1.5.

30 MIN LEAVE ON FULL PAY

This means that the employee is entitled to a 30-minute leave period while still being paid the full wage amount.

90 MIN LEAVE

This option allows the employee to take a 90-minute leave period.

Day		Night		Work days	5.0000	in a week
From	08:00	From	23:00			
To	17:00	To	06:00			
Lunch Hour	1.00	Lunch Hour	1.00			

The above illustration allows the employer to specify the working hours for casual or wage employees.

By entering the hours for day shift or for night shift allows the system to then calculate the wages for employees accordingly.

WAGE SETUP

WAGES

QUICK VIEW – FOR VIEWING PURPOSES ONLY

SALARY/WAGE

1. The salary and wage options will automatically be enabled when one chooses what type of payment option.
2. The start date and end date will automatically be allocated once the employee has been fully setup.

3. The day and month span will be generated automatically if there is a period specified for payment on a specific employee.
4. The options on the right hand side of the picture will all be enabled automatically when the employee's wage is setup. These specify the different types of options that will influence the employee's wage.
5. The last option tells the system whether the employee is active or not.

NOTE: All the above options will be setup in the next following few pages.

WAGE SELECTION DETAILS

ADD

The add option allows one to add the wage or salary taxable income code 3601 which is where the wage amount is specified.

EDIT

The edit option allows one to edit any existing wage or salary codes and modify any information.

DELETE

The delete option allows one to delete any of the existing codes.

DELETE ALL

The delete all option allows one to delete all the existing codes all at the same time.

PREVIEW

The preview option allows one to preview a wage employee's pay slip.

ACCEPT

The accept option will accept all changes made on the specific employee. If all the information is entered correctly then click the accept option to continue.

WAGE SETUP DETAILS**PERSONAL DETAILS (NAME & ID NUMBER)**

All the personal details are derived from the Personal Information of the employee.

CODE

The code drop down box allows one to choose the wage code which is 3601 according to SARS.

DESCRIPTION

The description field shows the description of the wage code being used. In this case it's 3601 – Income Taxable.

SALARY OR WAGE DETAILS

This is where the wage or salary details are entered.

FREQUENCY

The frequency specifies when the employee would receive the wage and this can be on a daily, weekly or monthly basis.

SALARY/WAGE AMOUNT

The blank field is where the amount is specified for a monthly salary or a daily, weekly wage. The salary or wage amount may also be entered in manually by enabling the "manual enter" box.

% TAX EXEMPT

The percentage tax exempt is only if a portion of the wage is completely free of tax. This is usually applicable on employee car allowances. According to the Tax law, only 60% of a car allowance is taxable.

RETIREMENT FUNDING

The retirement funding option should only be enabled if a portion of the employees wage is going to be deducted for retirement funding purposes. Retirement funding is either a Pension Fund or a Provident Fund.

INFLUENCE UIF

This option enabled the system to know that the wage must influence the UIF so that the UIF portion can be calculated and deducted automatically when the employee is paid.

INFLUENCE SDL

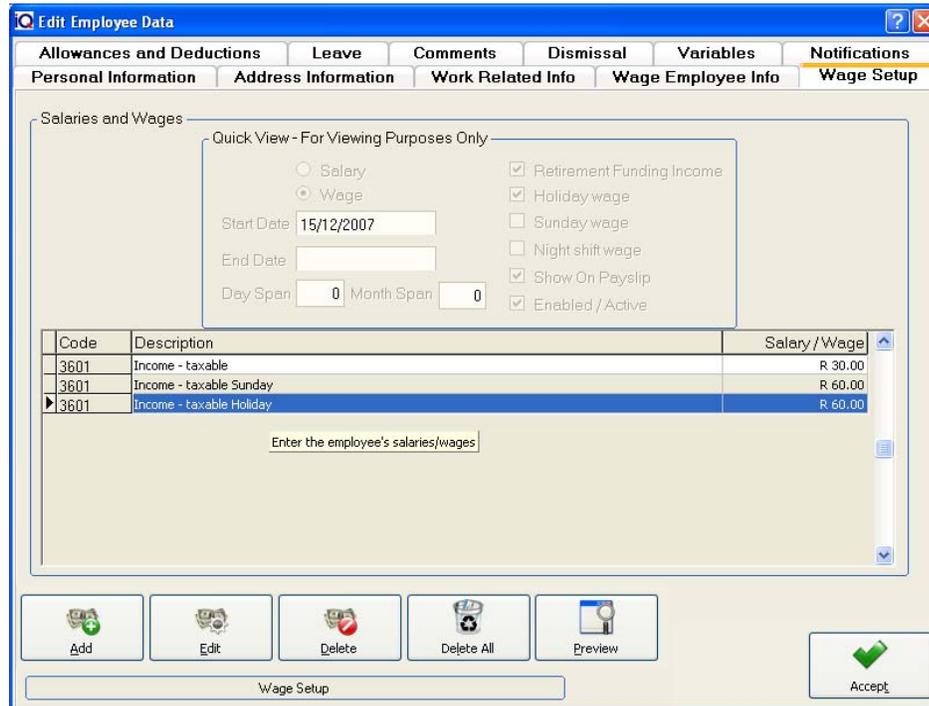
This option enabled the system to know that the wage must influence the SDL so that the SDL portion can be calculated and deducted automatically when the employee is paid.

SETUP OTHER WAGES FOR THIS EMPLOYEE AUTOMATICALLY

This option allows for other types of wage like Overtime and or Holiday time to automatically be calculated by just entering the hours.

ENABLED

The enabled option tells the system that the current employee is active.



SALARY SETUP**PERSONAL DETAILS (NAME & ID NUMBER)**

All the personal details are derived from the Personal Information of the employee.

CODE

The code field represents the type of code used for monthly remuneration. This code is generated by the South African Revenue Service (SARS).

FREQUENCY

The frequency specifies when payment intervals to certain employees occur (e.g. if the frequency is set to monthly then the specified employee will only receive his/her remuneration at the end of the month).

RETIREMENT FUNDING

The retirement funding option will bring into calculation the amounts that are applicable and only if the option is enabled.

INFLUENCE UIF (UNEMPLOYMENT INSURANCE FUND)

The influence UIF option will bring into calculation the amounts that are applicable and only if the option is enabled.

INFLUENCE SDL (SKILLS DEVELOPMENT LEVY)

The influence SDL option will bring into calculation the amounts that are applicable and only if the option is enabled.

START DATE AND END DATE

The start and end date specifies when the remuneration starts for payment to the employee and when the last payment ends for that specific employee.

Salaries and Wages

Quick View - For Viewing Purposes Only

Salary
 Wage

Start Date: 01/02/2008

End Date:

Day Span: 0 Month Span: 0

Retirement Funding Income
 Holiday wage
 Sunday wage
 Night shift wage
 Show On Payslip
 Enabled / Active

Code	Description	Salary / Wage
3601	Income - taxable	R 15,000.00

Enter the employee's salaries/wages

Salary Setup

SALARY SETUP DETAILS

ADD

The add option allows one to add the wage or salary taxable income code 3601 which is where the wage amount is specified.

EDIT

The edit option allows one to edit any existing wage or salary codes and modify any information.

DELETE

The delete option allows one to delete any of the existing codes.

DELETE ALL

The delete all option allows one to delete all the existing codes all at the same time.

PREVIEW

The preview option allows one to preview a wage employee's pay slip.

ACCEPT

The accept option will accept all changes made on the specific employee. If all the information is entered correctly then click the accept option to continue.

ALLOWANCE AND DEDUCTIONS

Allowances and Deductions is where all types of allowances and deductions (e.g. Petrol Allowance, Car Allowance, Medical Aid Contributions, Overtime etc...) are added.

QUICK VIEW – FOR VIEWING PURPOSES ONLY

ALLOWANCE/DEDUCTION

1. The allowance and deduction options will be enabled automatically when one chooses what type of allowance or deduction option.
2. The start date and end date will automatically be allocated once the employees has been fully setup.

3. The day and month span will be generated automatically if there is a period specified for payment on a specific employee.
4. The options on the right hand side of the picture will all be enabled automatically when the employee's wage is setup. These specify the different types of options that will influence the employee's wage.
5. The last option tells the system whether the allowance or deduction is active or not.

NOTE: All the above options will be setup in the next following few pages.

ALLOWANCE AND DEDUCTIONS SELECTION

ADD

The add option allows one to add the wage or salary taxable income code 3601 which is where the wage amount is specified.

EDIT

The edit option allows one to edit any existing wage or salary codes and modify any information.

DELETE

The delete option allows one to delete any of the existing codes.

DELETE ALL

The delete all option allows one to delete all the existing codes all at the same time.

PREVIEW

The preview option allows one to preview a wage employee's pay slip.

ACCEPT

The accept option will accept all changes made on the specific employee.

NOTE: By selecting the add option allows one to setup the allowance or deduction for an employee.

The screenshot shows the 'Allowances & Deductions' window in the IQ Payroll software. The window title is 'Allowances & Deductions'. The 'Personal Details' section shows 'Name: Chuck (C) Boris' and 'ID Number: 5111104622400'. The 'Allowance or Deduction Details' section includes a 'Code' dropdown menu set to '3701', a 'Description' field with 'Travel Allowance', and a 'Frequency' dropdown set to 'Monthly'. The 'Allowance' section shows a value of '1,000.00' and a tax exempt percentage of '40.00 % (Taxable)'. The 'Tax Exempt' section shows a value of '400.00' and a 'Manual Enter' checkbox. The 'Retirement Funding' section has three checked boxes: 'Retirement Funding', 'Influence UIF', and 'Influence SDL'. The 'Start Date' is '01/02/2008' and the 'End Date' is empty. The 'Enabled' checkbox is checked. At the bottom, there are three buttons: 'Esc Cancel', 'Accept', and 'Pay Now'.

ALLOWANCE AND DEDUCTIONS DETAILS**CODE**

The code drop down box allows one to choose the wage code, which is 3601 according to SARS.

DESCRIPTION

The description field shows the description of the wage code being used. In this case it's 3601 – Income Taxable.

FREQUENCY

The frequency specifies when the employee would receive the wage and this can be on a daily, weekly or monthly basis.

ALLOWANCE

This is where the Allowance or Deduction amount is entered.

% TAX EXEMPT

The percentage tax exempt is only if a portion of the wage is completely free of tax. This is usually applicable on employee car allowances. According to the Tax law, only 60% of a car allowance is taxable.

RETIREMENT FUNDING

The retirement funding option should only be enabled if a portion of the employees wage is going to be deducted for retirement funding purposes. Retirement funding is either a Pension Fund or a Provident Fund.

INFLUENCE UIF

This option enabled the system to know that the wage must influence the UIF so that the UIF portion can be calculated and deducted automatically when the employee is paid.

INFLUENCE SDL

This option enabled the system to know that the wage must influence the SDL so that the SDL portion can be calculated and deducted automatically when the employee is paid.

START DATE

The start date specifies when the allowance or deduction will start.

END DATE

The end date specifies when the allowance or deduction will end.

The screenshot displays the 'Allowances & Deductions' window. The 'Personal Details' section shows the Name as 'Chuck (C) Boris' and ID Number as '5111104622400'. Under 'Allowance or Deduction Details', the Code is '3606' and the Description is 'Commission'. The Frequency is set to 'Monthly'. The Allowance amount is '560.00' and the Tax Exempt amount is '0.00'. The 'Tax Exempt' checkbox is unchecked, with a 'Manual Enter' option. The 'Retirement Funding' checkbox is checked, while 'Influence UIF' is unchecked and 'Influence SDL' is checked. The Start Date is '01/02/2008' and the End Date is blank. The 'Enabled' checkbox is checked. At the bottom, there are 'Esc Cancel' and 'Accept' buttons.

NOTE: If the End Date is selected the Employee will not receive the allowance (e.g. Commission) again next month in other words only select the End Date if the allowance or deduction must end at the period and not be repeated. The End Date will change if the Frequency change.

ENABLED

The enabled option tells the system that the current employee is active.

ALLOWANCES

A few common allowances that are used in the industry (e.g. commission, car and overtime).

Search For Allowance and Deduction

This is a list of Allowance codes as specified by SARS (South African Revenue Service).

Code	Description
3601	Income - taxable
3602	Income - non - taxable
3603	Pension - taxable
3604	Pension - non - taxable
3605	Annual payment - taxable
3606	Commission
3607	Overtime
3608	Arbitration award - taxable
3609	Arbitration award - non-taxable
3610	Annuity from a retirement fund
3611	Purchased Annuity - taxable

F9 Change Sequence F10 Accept

ALLOWANCE DATA EXAMPLES

COMMISSION

Commission is a fee charged by a broker or agent for his/her service in facilitating a transaction, such as the buying or selling of securities. Commission can also be an incentive for training.

CAR ALLOWANCE

Car Allowances rules relating to a travel allowance only apply when you are required to use your own motor vehicle for the purposes of your employer's business. If you are not required to do this, and your employer has given you a travel allowance, he or she is exposed to the risk that SARS will treat the amount of your travel allowance as salary.

OVERTIME

Overtime is the amount of time someone works beyond *normal working hours*. Normal hours may be determined in several ways:

By custom (what is considered healthy or reasonable by society),

By practices of a given trade or profession,

By legislation,

By agreement between employers and workers or their representatives.

DEDUCTIONS

A few common deductions that are used in the industry (e.g. Medical Aid, Pension Fund, PAYE).

Search For Allowance and Deduction

This is a list of Deduction codes as specified by SARS (South African Revenue Service).

Code	Description
▶ 4005	Medical aid contribution
4006	Current retirement annuity fund contribution
4007	Arrear retirement annuity fund contribution
4008	Other deduction
4018	Premiums paid on loss of income policies
4024	Medical expence deemed paid for immediate family
4025	Medical contribution taken into account for tax purposes
4101	SITE (Standard Income Tax on Employees)
4102	PAYE (Pay as you earn)
4103	Total employees Tax
4472	Employer's Pension fund contributions

F9 Change Sequence F10 Accept

DEDUCTION DATA EXAMPLES

MEDICAL AID

The purpose of a medical aid is to ensure that one is able to pay for treatment received at the hands of a GP, specialist or while in hospital.

PENSION FUND

Without debating the finer points of pension plan law, we can say that pension plans exist to provide post-retirement income to employees. A pension plan is really a number of promises to pay people income after retirement. In a traditional "defined benefit" pension plan, the pensions are defined according to a formula specified in the plan documents. This usually takes the form of a percentage of the "best years" of salary.

At any point in time, an actuary can calculate how much money must be set aside to cover the future cost of pensions, given an investment return until eventual retirement. Actuaries also calculate how much a company must contribute to its pension plan to cover its obligations.

PAYE (PAY AS YOU EARN)

The Pay As You Earn (PAYE) system is a method of paying income tax. Your taxpayer's employer deducts tax from your wages or occupational pension before paying you your wages. Wages includes sick pay and maternity pay. This means that you pay tax over the whole year, each time you are paid.

LEAVE

ANNUAL LEAVE

Annual leave has a cycle, which consists of the following:

An employee is entitled to either 21 days paid leave per year or 1 day for every 17 days worked per year. The employer however stipulates this. Updating the leave with calculation date will calculate the annual leave days from the date that the employee was hired.

SICK LEAVE

As annual leave has a cycle so does sick leave. The sick leave cycle works as follows:

An employee is entitled to 1 day paid sick leave per year for every 26 days worked. Updating the leave with calculation date will calculate the sick leave days from the date that the employee was hired.

ADDING LEAVE

When adding leave for a specific employee, this will keep record of all leave taken and thus helps to keep track of employees leave taken. If leave has been taken, the system will automatically calculate the leave available for the rest of the year for that specific employee.

Edit Employee Data

Personal Information | Address Information | **Leave** | Work Related Info | Wage Employee Info | Salary Setup

Allowances and Deductions | **Leave** | Comments | Dismissal | Variables | Notifications

Annual Leave
 Leave Calculation Start Date : 01/02/2008
 Accumulate 1 leave day for every 17.00 that pass.
 This will amount to an average of 21.47 over a year.
 Accumulated leave from Calculation Date : 44.82
 Reset annual leave taken with update of leave
 Total Amount of Leave Paid Out: 0.00
 Original Annual Leave Taken: 0.00
 Original Annual Leave Available: 0.00
 Total Annual Leave Taken: 14.00
 Total Annual Leave Available: 30.83

Sick Leave
 Leave Calculation Start Date : 01/02/2008
 Accumulate 1 leave day for every 26.00 that pass.
 This will amount to an average of 14.04 over a year.
 Accumulated Sick leave from Calculation Date : 29.31
 Reset sick leave taken with update of sick leave
 Original Sick Leave Taken: 0.00
 Original Sick Leave Available: 0.00
 Total Sick Leave Taken: 0.00
 Total Sick Leave Available: 3.25

Paid Leave	Leave Type	Leave Date	Return Date	Amount taken	Reason
True	Annual Leave	16/12/2009	30/12/2009	14	

Click to Edit the "1 leave day every" or the "Sick Leave Available" field

ANNUAL LEAVE DETAILS

The annual leave calculation start date specifies from which date the leave must be calculated.

Accumulate 1 leave day for every 17 that has passed, this means that the employee will receive 1 days leave for every 17 days worked.

Annual Leave	
Leave Calculation Start Date :	01/03/2008
Accumulate 1 leave day for every	17.00 that pass.
This will amount to an average of	21.47 over a year.
Accumulated leave from Calculation Date :	15.59
Update Leave With Calculation Date	
<input type="checkbox"/> Reset annual leave taken with update of leave	
Total Amount of Leave Paid Out	0.00
Original Annual Leave Taken	0.00
Original Annual Leave Available	0.00
Total Annual Leave Taken	2.00
Total Annual Leave Available	13.59
	Change

The amount shown as 21.47 is the amount of average leave days available over a year period.

The amount shown as 15.59 is the leave accumulated from the leave calculation start date.

Update leave with calculation date will update the employees current leave days and this will be calculated from the leave calculation start date.

LEAVE EXPLANATION

Total amount of leave paid out shows the amount of days employee has received money for and not taken the leave.

The Original Annual leave taken shows the amount of leave days the employee has already taken.

The Original Annual leave available shows the amount of leave days the employee has available.

The Total Annual leave taken is the total leave already taken.

The Total Annual leave available is the leave available to the employee.

The Change button can be used to correct the incorrect detail.

LEAVE SELECTION DETAILS

ADD

The add option allows one to enter the information pertaining to an employees leave.

EDIT

The edit option allows one to make amendments to an existing period that an employee has taken leave.

DELETE

The delete option allows one to delete a captured leave period for an employee if it has been captured incorrectly. Any existing leave taken may also be deleted.

LEAVE PAY

The leave pay option allows one to pay out an employees leave. The system can and will do the calculation automatically. This is very useful if an employee has resigned and his or her leave needs to be paid out.

SICK LEAVE

The leave calculation start date specifies from which date the leave must be calculated.

Accumulate 1 leave day for every 26 that has passed, this means that the employee will receive 1 days sick leave for every 26 days worked.

Sick Leave	
Leave Calculation Start Date :	01/03/2008
Accumulate 1 leave day for every	26.00 that pass.
This will amount to an average of	14.04 over a year.
Accumulated Sick leave from Calculation Date :	10.35
Update Leave With Calculation Date	
<input type="checkbox"/>	Reset sick leave taken with update of sick leave
Original Sick Leave Taken	0.00
Original Sick Leave Available	0.00
Total Sick Leave Taken	0.00
Total Sick Leave Available	10.35 Change

The amount shown as 14.04 is the amount of average sick leave days available over a year period.

The amount shown as 10.35 is the sick leave accumulated from the sick leave calculation start date.

Update leave with calculation date will update the employees current sick leave days and this will be calculated from the leave calculation start date.

SICK LEAVE EXPLANATION

The Original Sick leave taken shows the amount of leave days the employee has already taken.

The Original Sick leave available shows the amount of leave days the employee has available.

The Total Sick Leave taken is the total leave already taken.

The Total Sick Leave available is the leave available to the employee.

The Change button can be used to correct the incorrect detail.

SICK LEAVE SELECTION DETAILS

ADD

The add option allows one to enter the information pertaining to an employees leave.

EDIT

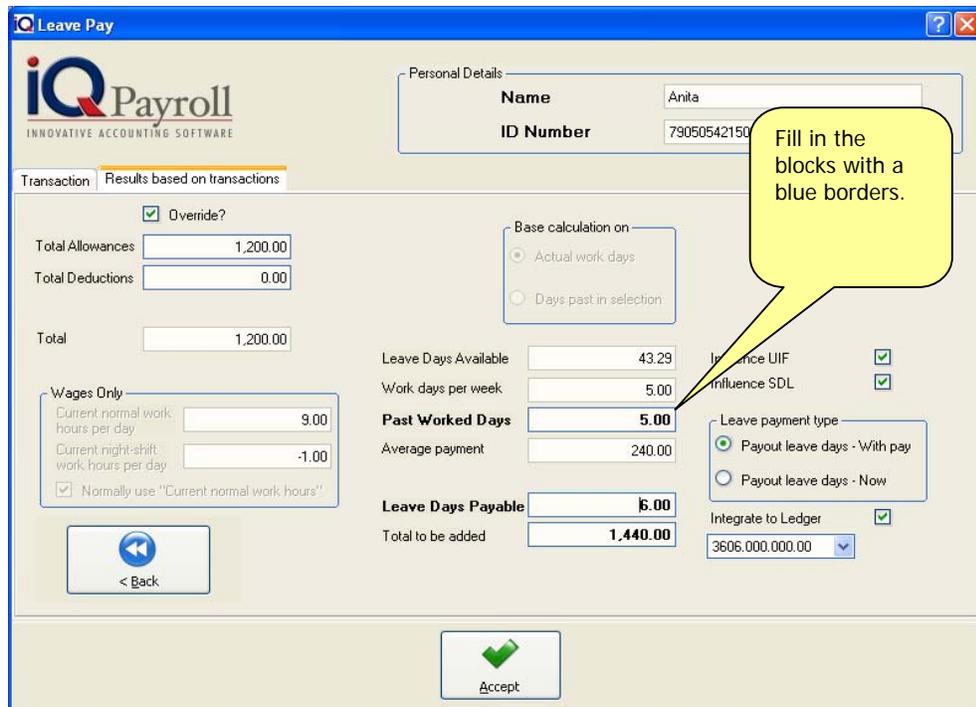
The edit option allows one to make amendments to an existing period that an employee has taken leave.

DELETE

The delete option allows one to delete a captured leave period for an employee if it has been captured incorrectly. Any existing leave taken may also be deleted.

LEAVE PAY DETAILS

The leave pay option allows one to pay out an employees leave. The system can and will do the calculation automatically. This is very useful if an employee has resigned and his or her leave needs to be paid out.



RESULT BASED ON TRANSACTIONS

Select Override and enter in the Total Allowances and Total Deductions for the employee followed by the Past Worked Days. Enter the Leave Days Payable and the Total will be displayed.

PAST WORK DAYS

Make sure the past work days has been entered, in other words Total (allowance and deductions) divided with the past working days will display the average payment amount. This is the average amount per day.

LEAVE DAYS PAYABLE

Enter the actual leave days to be paid out.

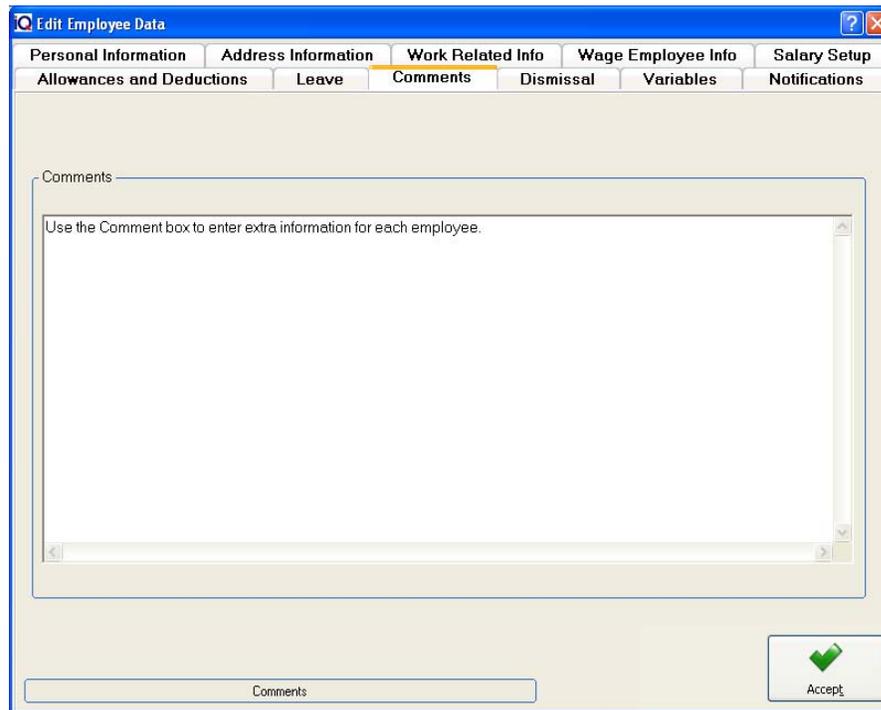
LEAVE PAYMENT TYPE

Choose between Payout Leave Days – With Pay or Payout Leave Days – Now. Payout leave day with pay will add the leave pay amount with the salary but Payout leave days now will only display on pay slip because the money has already been paid out earlier on.

NOTE: Leave pay for wages. If an employee takes leave for e.g. 3 weeks remember to pay leave for 3 times for each period before the employee goes on leave. When you print the report remember to select preview to only view the employees that was paid for a future date. **DO NOT** create one payslip with all the hours on because the Vat calculation will be incorrect.

COMMENTS

To add a comment, just type in the open box any additional information or a note for this employee. When finished, click the Accept button and the comment will be saved.



The screenshot shows a software window titled "Edit Employee Data" with a blue title bar. The window contains a tabbed interface with the following tabs: "Personal Information", "Address Information", "Work Related Info" (which is selected and highlighted in yellow), "Wage Employee Info", "Salary Setup", "Allowances and Deductions", "Leave", "Comments" (which is also selected and highlighted in yellow), "Dismissal", "Variables", and "Notifications". The main content area of the window is a large text box labeled "Comments" with a scroll bar on the right. Inside the text box, there is a placeholder text: "Use the Comment box to enter extra information for each employee." At the bottom of the window, there is a small text box labeled "Comments" and a button labeled "Accept" with a green checkmark icon.

DISMISSAL

Dismissals would be when an employee has been dismissed for a specific reason. Common reasons would be as follows: If the employee has resigned, if the employee has been fired or if the employee has been retrenched.

DISMISSAL DETAILS

HIRED

The hired field shows the hired date. The employee was hired on this date.

DISMISSED

The dismissed field will automatically update with a date if the employee is dismissed for whatever reason.

REASON

The reason field will show the reason entered by the employer and this would be the reason why the employee was dismissed.

DISMISS DETAILS

The dismiss button will allow the employer to dismiss the employee and enter a reason for the dismissal.

HIRE DETAILS

The hire button will allow the employer to rehire the dismissed employee.

Hired	Dismissed	Reason
01/06/2009	01/02/2010	Transfer to Durban Branch
01/04/2010		

NOTE: The dismissal screen allows one to specify the date the employee was dismissed and a specific reason may be selected.

Dismissal Edit

iQ Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Personal Details

Name Cindy (C) Grey

ID Number 7802150311080

Dismissal Details

Deceased

Retire

Dismiss

Contract Expired

Resign

Constructively Dismiss

Employer's Insolvency

Maternity Leave

Illness Leave

Retrench

Transfer

Absconded

Closing Business

Reason Maternity Leave for 4 Months.

Date Dismissed 17/12/2009

Esc Cancel

Accept

VARIABLES

MINIMUM AGE FOR SECOND REBATE

The minimum age as specified by SARS for an employee to receive a second rebate on tax. The minimum age may is 65.

As By Tax Table	
Min Age for second Rebate	65.00
Site Limit	540.00
Pension Max value	1,750.00
SDL Rate (%)	1.00
Company UIF (%)	1.00
UIF Limit	149,736.00
Employee UIF (%)	1.00

Customizable values	
Voluntary Over Deduction	<input checked="" type="checkbox"/>
Leave controled as Hours	<input type="checkbox"/>
Commission Only?	<input type="checkbox"/>
Has Tax Directive?	<input type="checkbox"/>
Pension Fund (%)	7.50
Casual Wage Tax (%)	25.00
Provident Fund (%)	5.00
Default Loan Repayment (%)	0.00
Default Interest Rate (%)	0.00

Check if an over deduction of PAYE is needed

Accept

SITE LIMIT

The site limit for the company according to the tax tables and specified by SARS.

PENSION MAX VALUE

The maximum value that may be deducted for pension purposes. The maximum values in accordance with SARS is 7.5%.

SDL RATE (%)

The SDL rate percentage that must be deducted according to the tax tables and in accordance with SARS.

COMPANY UIF (%)

The company UIF percentage rate that must be deducted according to the tax tables and in accordance with SARS.

UIF LIMIT

The UIF limit in accordance with the tax tables and as specified by SARS.

EMPLOYEE UIF (%)

The employee UIF rate percentage that must be deducted according to the tax tables and SARS.

CUSTOMIZABLE VALUES**VOLUNTARY OVER DEDUCTION**

This is for employees that make a voluntary deduction from their salaries or wages for tax purposes.

LEAVE CONTROLLED AS HOURS

The leave controlled as hours can only be used for hourly wages and can be controlled as either hour or as days.

COMMISSION ONLY

This setting must only be used if the employee earns commission only not when he or she earns directors remuneration or a normal taxable income.

HAS TAX DIRECTIVE

This option is only used if the employee has a tax directive directly from SARS.

PENSION FUND (%)

The maximum pension fund rate percentage that may be deducted according to the tax tables and SARS.

CASUAL WAGE TAX (%)

The casual wage tax rate percentage that must be deducted according to the tax tables and SARS in order for the employee's tax to be calculated correctly.

PROVIDENT FUND (%)

The maximum provident fund percentage that may be deducted according to the tax tables and SARS.

DEFAULT LOAN REPAYMENT (%)

The loan repayment percentage that is specified by the employer. This default rate will be deducted from an employee if he or she has taken out a loan with the company.

DEFAULT INTEREST RATE (%)

This is the default interest rate as specified by the local government.

NOTIFICATIONS

The notifications are a very useful option. this allows one to setup different types of notification messages to appear when any of the following modules are being utilized within the system.

The screenshot shows the 'Edit Employee Data' window with the 'Notifications' tab selected. The 'Messages' list contains one entry: 'Remeber to check the loan re-payment'. Below the list, there are checkboxes for various modules: Salaries (Preview & Pay), Hourly Wages (Preview & Pay), Employee Maintenance, Hours Schedule, Reverse Payments, Employee Reports, and Employer Reports. There are also date selection fields for Start Date (18/12/2009) and End Date (18/12/2009), and an 'ID Number' section with a checked box for 'Show ID Number with Message'. At the bottom, there are buttons for 'Clear Notification', 'Delete Notification', 'Add Notification', and 'Accept'.

NOTE: Notification messages can be used in seven different types of modules within the IQPayroll system.

NOTIFICATION DETAILS

HOW TO ADD A MESSAGE

To add a message, utilize the message box and enter the desired message. Once complete, use the add message button to add the message.

DELETE A MESSAGE

In order to delete a message, highlight the relevant message and use the delete message button at the bottom to successfully delete a message.

CLEAR MESSAGE

The clear message option will delete the text that has been typed in the message box. This has the same function as using the backspace button when typing.

SELECT A SPECIFIC MODULE

This allows one to specify in which module the message must appear.

SELECT DATES

The selected date allows one to specify on which date the message notification must appear and for how long. By entering an end, date will specify when the message notification must end.

MESSAGE ACTIVATION SELECTION

This option allows one to activate certain messages.

The screenshot shows the 'Edit Employee Data' window with the 'Salary Setup' tab selected. The 'Notifications' section is active, displaying a list of messages. The first message has a message number of 2 and the text 'Remeber to check the loan re-payment'. Below the message list, there are several options to be configured:

- Salaries (Preview & Pay)
- Hourly Wages (Preview & Pay)
- Employee Maintenance
- Hours Schedule
- Reverse Payments
- Employee Reports
- Employer Reports

The 'Select Dates' section shows:

- Start Date: 18/12/2009
- End Date: 18/12/2009

The 'ID Number' section has the option Show ID Number with Message selected.

At the bottom of the window, there are three buttons: 'Clear Notification', 'Delete Notification', and 'Add Notification'. A large 'Accept' button with a green checkmark is located in the bottom right corner.

NOTIFICATION MESSAGE EXAMPLE

1. Enter the desired message as illustrated above.
2. Click the Add Message button at the bottom of the screen.
3. Note that the message number has now been saved.
4. Select the module where the message should appear.
5. Select the dates on which this notification message must appear.
6. Lastly activate the "Set Message Active" option.
7. Select the Accept button.

CLEAR NOTIFICATION

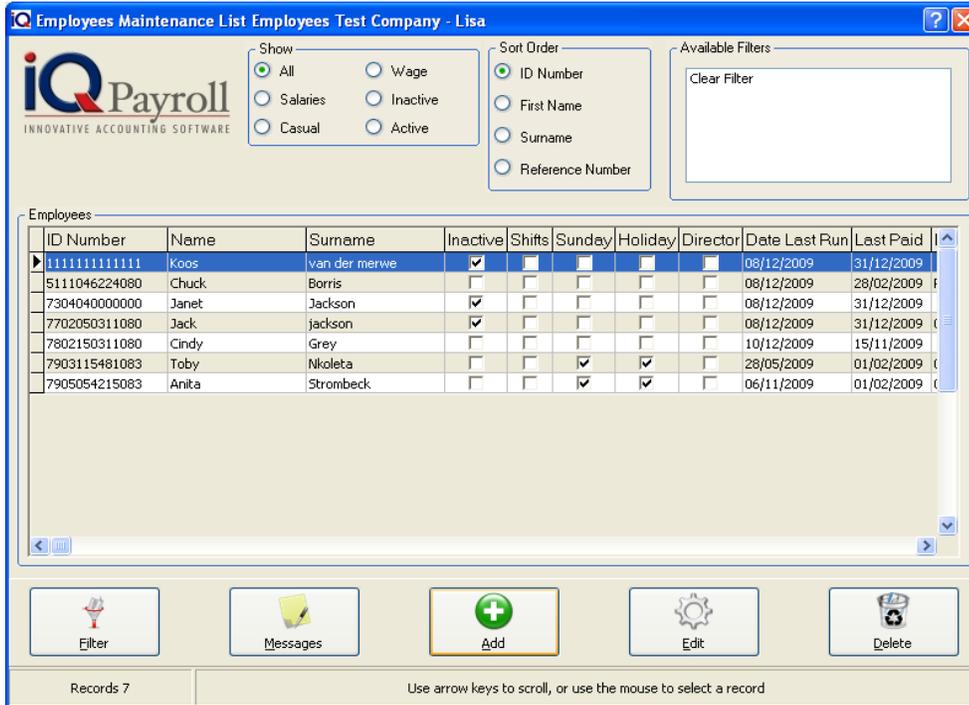
Use this option to clear the selected notifications message.

DELETE NOTIFICATION

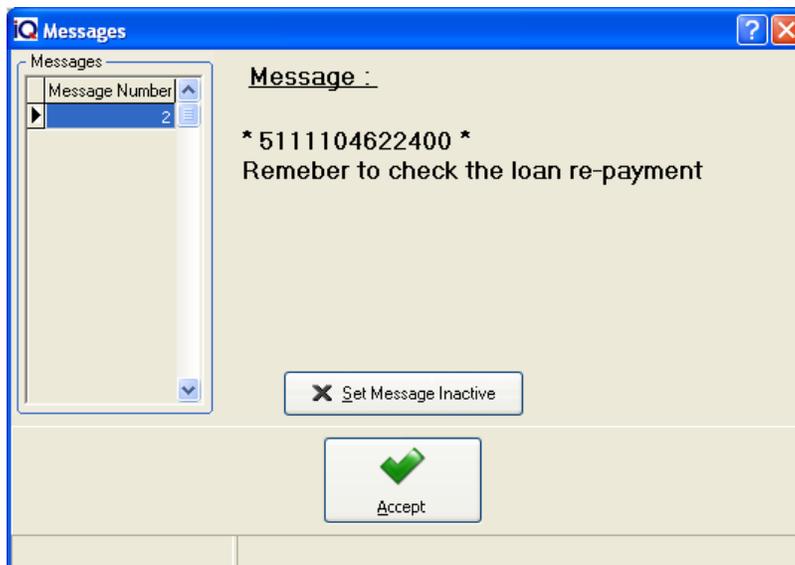
Use this option to delete the selected notification.

ADD NOTIFICATION

Use this option to add a new notification.



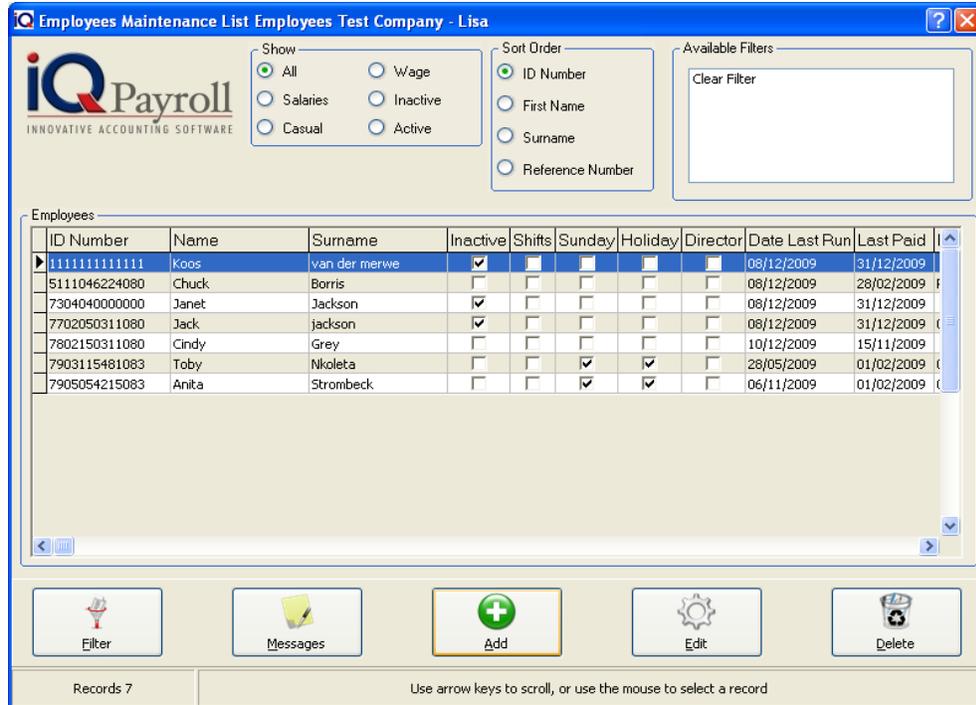
NOTE: By selecting the Messages button, the message that was setup previously is now displayed.



AMENDING EMPLOYEE DETAILS

To edit an employee the following procedures should be followed; select the Maintenance menu option and click Employees. Select the appropriate employee from the list being displayed followed by the edit button being selected.

NOTE: Most of the employee details may be altered but certain fields cannot be accessed or changed.



DELETING A EMPLOYEE

Employees cannot be deleted once they have been active in other words once payments or transactions have taken place on that specific employee. The delete option only allows to delete the employee if it was captured incorrectly.

NOTE: Once the employee has been hired, this employee cannot be deleted. The employee must be fired first in order to remove the selected employee from the system.

RESIGNATIONS

Resignations are much the same as I have explained about dismissals. It implies all the same criteria with only a couple on things to note. I will now explain these differences.

The screenshot shows the 'Employees Resignation' window in the IQ Payroll software. The window title is 'Employees Resignation Employees Test Company - Lisa'. The interface includes a logo for 'iQ Payroll INNOVATIVE ACCOUNTING SOFTWARE'. There are two main control panels at the top: 'Show' and 'Sort Order'. The 'Show' panel has radio buttons for 'All', 'Salaries', 'Casual', 'Wage', 'Inactive', and 'Active'. The 'Sort Order' panel has radio buttons for 'ID Number', 'First Name', 'Surname', and 'Reference Number'. To the right is an 'Available Filters' section with a 'Clear Filter' button. Below these panels is a table of employees. The table has the following columns: ID Number, Name, Surname, Inactive, Shifts, Sunday, Holiday, Director, Date Last Run, and Last Paid. The data in the table is as follows:

ID Number	Name	Surname	Inactive	Shifts	Sunday	Holiday	Director	Date Last Run	Last Paid
1111111111111111	Koos	van der merwe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/12/2009	31/12/2009
5111046224080	Chuck	Borris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/12/2009	28/02/2009
7304040000000	Janet	Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/12/2009	31/12/2009
7702050311080	Jack	jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/12/2009	31/12/2009
7802150311080	Cindy	Grey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/12/2009	15/11/2009
7903115481083	Toby	Nkoleta	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28/05/2009	01/02/2009
7905054215083	Anita	Strombeck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/11/2009	01/02/2009

At the bottom of the window, there are three buttons: 'Filter', 'Messages', and 'Resign'. Below the buttons, it says 'Records 7' and 'Use arrow keys to scroll, or use the mouse to select a record'. A yellow callout box points to the 'Inactive' column in the table, containing the text: 'Once the employee has been resign, the Inactive option will be switch on.'

RESIGNATION DETAILS

RESIGNATION DATE

The Resignation date can not be changed it will always display today's date.

NOTE: The difference between the dismiss and resignation option is that the date can be selected when using the dismiss option, but not when using the resignation option the end of the month date will be used.

TEST RUN

This enables the user to preview the resignation that you are busy with. If you are happy with the results, you have to uncheck this checkbox to be able to process.

LEAVE DAYS/HOURS:

This is the accumulated leave days/hours of the current employee. You can modify this amount in the Employee maintenance, Leave option.

PAYOUT LEAVE DAYS:

You have to check this if there is still accumulated leave that needs to be paid out to an employee. When processing/previewing, the system will add an allowance code (3605) automatically that represents an annual payment – Leave.

If you are working with an hourly employee, you will have to supply the relevant hours. Just as you would have done in the preview hourly wages screen.

LEAVE PAY DETAILS

The leave pay option allows one to pay out an employees leave. The system can and will do the calculation automatically. This is very useful if an employee has resigned and his or her leave needs to be paid out.

RESULT BASED ON TRANSACTIONS

Select Override and enter in the Total Allowances and Total Deductions for the employee followed by the Past Worked Days. Enter the Leave Days Payable and the Total will be displayed.

PAST WORK DAYS

Make sure the past work days has been entered, in other words Total (allowance and deductions) divided with the past working days will display the average payment amount. This is the average amount per day.

LEAVE DAYS PAYABLE

Enter the actual leave days to be paid out.

LEAVE PAYMENT TYPE

Choose between Payout Leave Days – With Pay or Payout Leave Days – Now. Payout leave day with pay will add the leave pay amount with the salary but Payout leave days now will only display on pay slip because the money has already been paid out earlier on.

NOTE: Leave pay for wages. If an employee takes leave for e.g. 3 weeks remember to pay leave for 3 times for each period before the employee goes on leave. When you print the report remember to select preview to only view the employees that was paid for a future date. **DO NOT** create one payslip with all the hours on because the Vat calculation will be incorrect.

REASON

Type the reason for the resignation.

Select Accept to resignation the employee, whom will now become inactive.

Preview Payslip Generated On : 24/11/2008 10:38:27

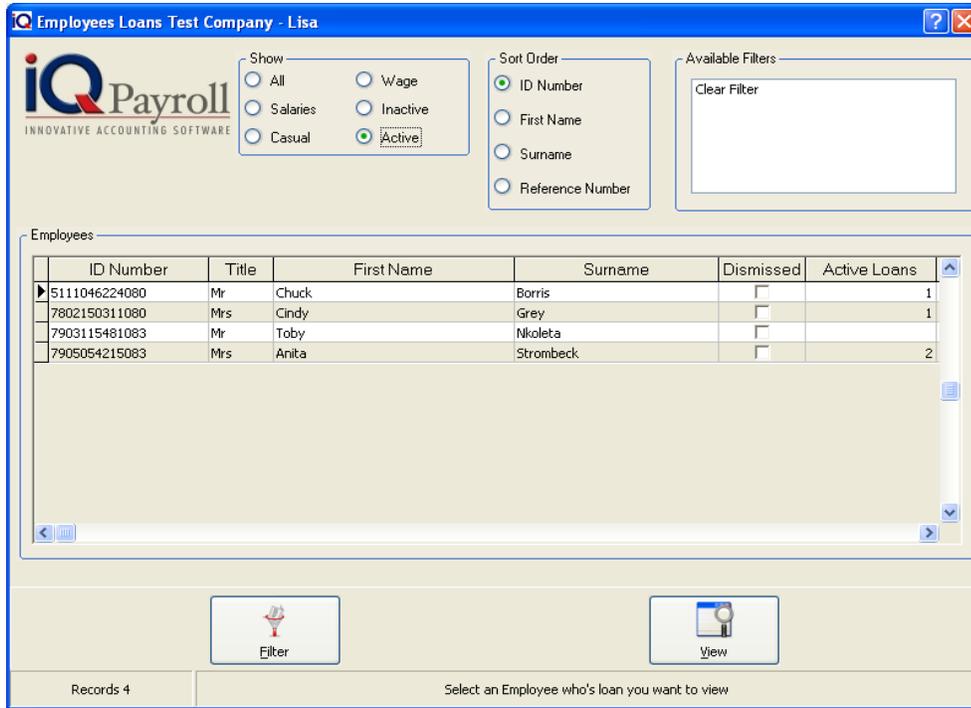
Monthly report for 24 November 2008

Employee Details		Totals	
Miss Chuck Borris		Remuneration	0.00
Occupation :		Tax Paid	0.00
Tax Number :	5564214775	Periods Paid	0.00
Reference Number :	001	Average Payment	0.00
ID Number :	5111046224800		
Date Hired :	01/02/2008		
Method :	Electronic		
Leave		Summary	
Annual Leave Available :	13.76	Extra Info	
Sick Leave Available :	1,540.0	Taxable Allowances (Non Cash)	0.00
Annual Leave Taken :	2		
Sick Leave Taken :	0		
Unpaid Leave Taken :	R 0.00		
Bank Details		Allowances	
South African Rand (R)		Salary	15,000.00
Bank Account :	4598798787	Total Allowances	1,200.00
Bank Branch :	05784	Loans Received	0.00
Bank Name :	FNB		
		Deductions	
		Total Deductions	864.00
		Loans Paid	0.00
		UIF	124.78
		Total Tax	2,352.31
		Net Income : 12,858.91	

Code
Allowance
Tax Ex
Deduction
Tax Eff
Cmp Share
Description
Freq

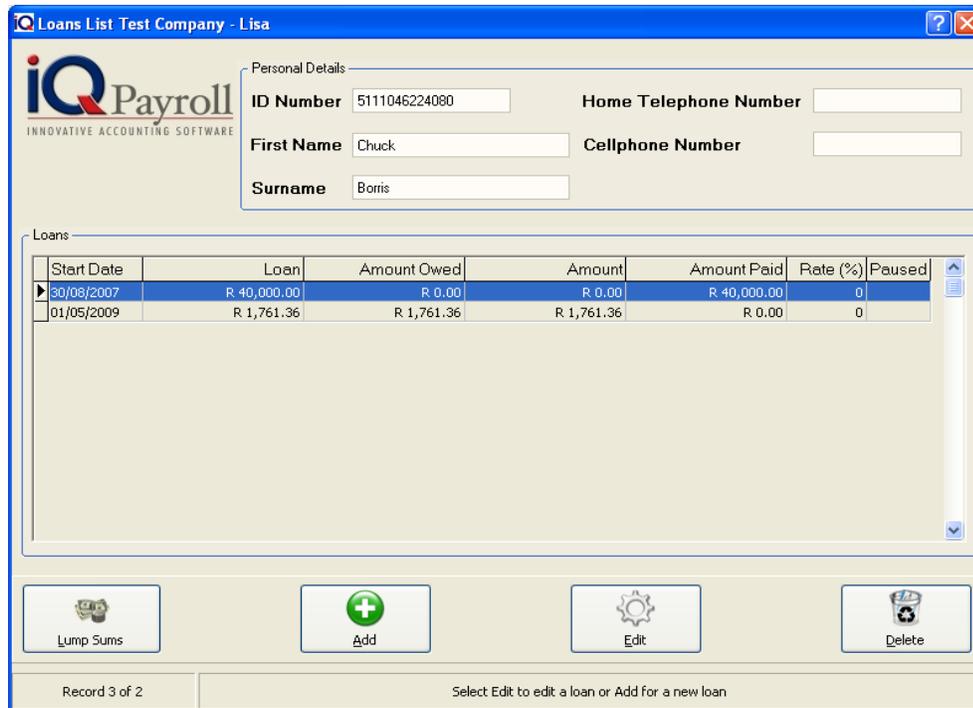
Page 1 of 1

EMPLOYEE LOANS



LOANS

The loans option enables employees to make loans from the company. The loans can be paid back in two different ways namely Period and Amount.



LOAN REPAYMENT BY PERIOD

The loan repayment by period allows the employee to pay back the loan amount in a specific amount of installments. In this instance the employee can specify the number of installments that he / she would like to make towards the loan.

Loans Test Company - Lisa

iQ Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Loan Details

Name Chuck (C) Boris
ID Number 5111104622400
Loan Grant Date 01/12/2009
Payment Start Date 25/11/2009
Loan 5,000.00
Outstanding 5,000.00 5,000.00
Loan Integration 3605,000,000.00

Loans Receive
 With Pay
 Now

Integrate to Ledger

By Period | **By Amount**

Instalments 8
Amount 625.00
Amount Paid 0.00
Interest Rate 0.00
Payments made 0
Payments left 0

Design Esc Cancel Accept

LOAN REPAYMENT BY AMOUNT

The loan repayment by amount allows the employee to pay back the loan amount with a certain percentage. This allows the employee to specify the Repayment Percentage Based on Net Payment.

Loans Test Company - Lisa

iQ Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Loan Details

Name Chuck (C) Boris
ID Number 5111104622400
Loan Grant Date 01/12/2009
Payment Start Date 25/11/2009
Loan 5,000.00
Outstanding 5,000.00 5,000.00
Loan Integration 3605,000,000.00

Loans Receive
 With Pay
 Now

Integrate to Ledger

By Period | **By Amount**

Repayment (%) based on net payment 35.00
Amount 0.00
Amount Paid 0.00
Interest Rate 0.00
Payments made 0
Payments left 0

Design Esc Cancel Accept

NOTE: The above loan is repaid utilizing the Loan by Period Method.

LOAN DETAILS**NAME**

The name field holds the employees name that has taken out the loan.

ID NUMBER

This is the ID Number of the employee who has taken out the loan.

LOAN GRANT DATE

The loan grant date specifies the date at which the loan was granted to the specific employee.

PAYMENT START DATE

The start date specifies the date at which the employee will start repaying loan taken out with the company.

LOAN

The loan specifies the loan amount that was granted by the employer to the specific employee.

OUTSTANDING

This represents the amount that the employee still owes you. On entering the loan amount, this field will be populated. This field cannot be edited and is it's an information field only. Right next to the "Outstanding" field there is a text box. This box represents the total amount that will have been paid to the employer on the completions of the loans' payback.

LOAN INTEGRATION

Specifies to which account the loan must be posted to. Note that this setup is very important. By default, the account specified in the Salary Setup will be used for posting purposes.

BY PERIOD**INSTALLMENTS**

The installments show the number of installments' outstanding until the loan is completely paid in full by the employee.

AMOUNT

The Amount field is where the amount that the employee wants to pay off according to the frequency selected is shown.

AMOUNT PAID

The amount paid field shows the last amount that has been paid by the employee.

INTEREST RATE

The Interest Rate is where you specify the interest that he employee must pay on the borrowed amount.

PAYMENTS MADE

This reflects the number of payments that have been made since the loan granted date started of the loan.

PAYMENTS LEFT

This reflects the number of payments that are still outstanding since the loan granted date started of the loan.

BY AMOUNT

REPAYMENT % BASED ON NET PAYMENT

The Repayment % option is where you enter the percentage rate. The employee pays the percentage of the outstanding loan every month.

INTEREST RATE

The Interest Rate is where you specify the interest that he employee must pay on the borrowed amount.

PAYMENTS MADE

This reflects the number of payments that have been made since the loan granted date started of the loan.

PAYMENTS LEFT

This reflects the number of payments that are still outstanding since the loan granted date started of the loan.

Test Company - Lisa		Loans				Generated on : 18/12/2009 15:17:40	
Mr C Borris		5111104622400					
Date	Loan	Outstanding	Amount	Paid	Rate	Payments Made	
25/11/2009	5,000.00	5,000.00	625.00	0.00	0.00	0.00	

NOTE: The above loan is repaid utilizing the Loan by Amount Method.

Loans List Test Company - Lisa

Personal Details

ID Number: 5111104622400 Home Telephone Number: 021 8529631
 First Name: Chuck Cellphone Number: 084 000 0000
 Surname: Borris

Loans

Start Date	Loan	Amount Owed	Amount	Amount Paid	Rate (%)	Paused
25/11/2009	R 5,000.00	R 5,000.00	R 625.00	R 0.00	0	False

Lump Sums Add Edit Delete

Record 1 of 1 Select Edit to edit a loan or Add for a new loan

LUMP SUMS

The lump sums option will allow the user to complete the loan. In other words if a loan was added incorrectly or the loan has been stopped use the lump sums option.

Lump Sum Payments

Loan Details

Name: Chuck (C) Borris
 ID Number: 5111104622400
 Loan Grant Date: 01/12/2009
 Payment Start Date: 25/11/2009
 Loan: 5,000.00
 Outstanding: 4,375.00
 Lump Sum: 0.00
 Loan Integration: 3605.000.000.00

Design Accept Esc Cancel

LOAN DETAILS**NAME**

The employee Name will be displayed in the block. The information can not be changed.

ID NUMBER

The employee ID Number will be displayed in the block. The information can not be changed.

LOAN GRANT DATE

The Loan Grate Date will display the original date the loan was approved. The information can not be changed.

PAYMENT START DATE

The Payment Start Date will display the original date the loan was started. The information can not be changed.

LOAN OUTSTANDING

The Loan outstanding amount will display the amount left since the loan re-payemtn started.

LUMP SUM

Enter the lum sum amount. To complete the loand enter the whold Loan Outstanding amount.

LOAN INTEGRATION

Specifies to which account the loan must be posted to. Note that this setup is very important. By default, the account specified in the Salary Setup will be used for posting purposes.

LUMP SUMS DETAILS INFORMATION

ADD

Select the add item option to add an Additional Payment.

0

Loans Test Company - Lisa

iq Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Loan Details

Name Chuck (C) Borris
ID Number 5111104622400
Loan Grant Date 18/12/2009
Payment Start Date 18/12/2009
Loan 0.00
Outstanding 0.00 / 0.00
Loan Integration 3605.000.000.00

Loans Receive
 With Pay
 Now

Integrate to Ledger

By Period	By Amount
Repayment (%) based on net payment	0.00
Amount	0.00
Amount Paid	0.00
Interest Rate	0.00
Payments made	0
Payments left	0

Design Esc Cancel Accept

EDIT

Select the edit payment option after selecting the employee.

Loans Test Company - Lisa

iq Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Loan Details

Name Chuck (C) Borris
ID Number 5111104622400
Loan Grant Date 01/12/2009
Payment Start Date 25/11/2009
Loan 5,000.00
Outstanding 4,375.00 / 4,375.00
Loan Integration 3605.000.000.00

Integrate to Ledger
 Pause Loan Payment

By Period	By Amount
Instalments	8
Amount	546.88
Amount Paid	625.00
Interest Rate	0.00
Payments made	1
Payments left	7

Design Esc Cancel Accept

LOAN DETAILS

The Loan Details, when editing a loan, will . The only option available when editing will be the Pause Loan Payment.

PAUSE LOAN PAYEMNT

The option was added to Loans to pause a loan so that no payment will be deducted from an employee's pay until the loan is unpaused. For example if a Wage payment was not made for a period, but there deduction for that period the amount will be added as a loan to the employee. E.g. union fee etc. the amount will given to the employee as a loan. The pause loan payment option pause the loan. The Pause Loan Payment option has to be switch on manually.

Payslip Generated On : 06/01/2010 13:03:27

Payment date range from 2010-01-11 to 2010-01-17
17 January 2010

The loan amount will be displayed in the Outstanding Loans Amount and the Loans Received. Due to the Pause Loan Payment option will amount will not show in the Loans Paid option until the pause option is switch off under Maintenance, Loan, Edit loan.

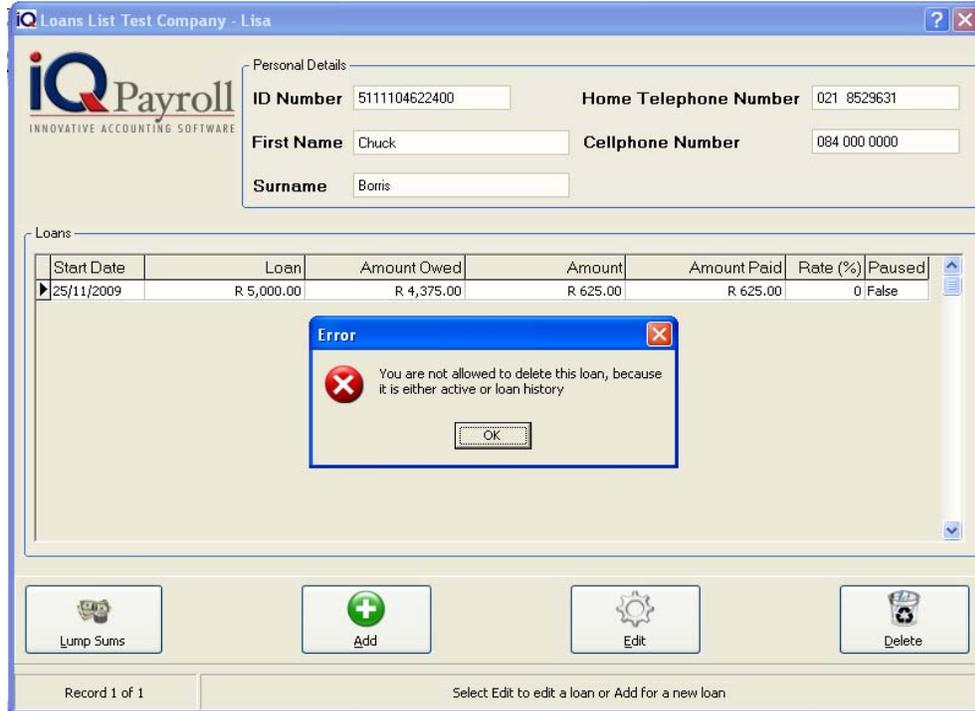
Totals	
Remuneration	0.00
Tax Paid	0.00
Periods Paid	1.00
Average Payment	0.00
Summary	
Extra Info	
Taxable Allowances (Non Cash)	0.00
Outstanding Loans Amount	12.42
Allowances	
Wage	0.00
Total Allowances	0.00
Loans Received	12.42
Deductions	
Total Deductions	12.42
Loans Paid	0.00
UIF	0.00
Total Tax	0.00
Net Income :	0.00

Code	Allowance	Tax Ex	Deduction	Tax Eff	Cmp Share	Description	Freq
4008			12.42			Other deduction Union	Weekly

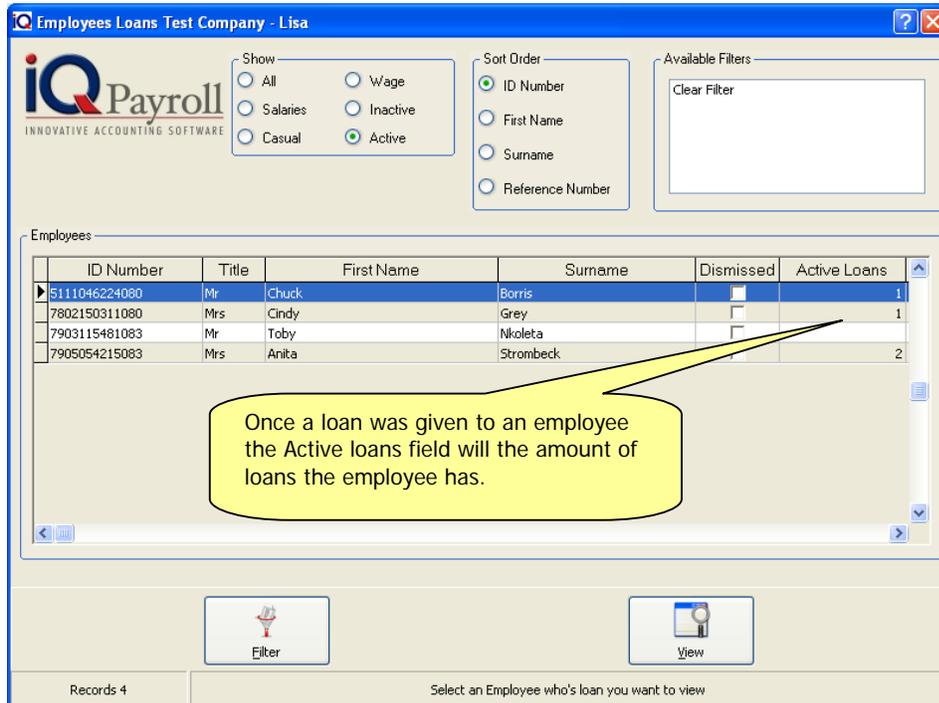
DELETE

The delete option will allow the user to delete a loan.

NOTE: The loan can not be deleted if it is either action or has loan history.



Once the loans for each employee was processed the number of loans will be displayed in the Active Loans Field.



BOOK COMMISSION

The Book commission option works in conjunction with the Rep Analysis in the Stock Reports menu option in IQ Enterprise 5. You will need to link your employees to rep codes as discussed in the Employee maintenance section of this manual. When you have linked your employees to relevant rep codes you will be able to process your commission payable to your employees automatically.

Book Commission Test Company - Lisa

Report Period
 From: 1 December 2009
 To: 31 December 2009

Sort Order
 ID Number
 First Name
 Surname
 Reference Number

Select Frequency
 Daily
 Weekly
 2 Weekly
 Monthly
 Yearly

Path
 C:\IQRetail\IQEnterprise\ID_H

Please Note: Only IQ Enterprise 5 Rep Commissions Will Be Able To Be Imported.

Employees

ID Number	Ref Num	Rep	Title	First Name	Surname	Process
7903115481083	003	0	Mr	Toby	Nkoleta	<input checked="" type="checkbox"/>
7905054215083	004	0	Mrs	Anita	Strombeck	<input checked="" type="checkbox"/>

Commission **Check All**

BOOK COMMISSION DETAILS

REPORT PERIOD

Choose the From and To day and month for the commission.

PATH

Choose the path. In other word select the company folder in IQ Enterprise 5 that the commission will be extracted.

SORT ORDER

The sort order allows one to sort the book commission in ID Number, First Name, Surname or Reference Number.

SELECT FREQUENCY

Select the between Daily, Weekly, 2 Weekly, Monthly or Yearly.

Preview	Payslip	Generated On : 24/11/2008 12:27:24																																																																
Monthly report for 24 November 2008																																																																		
<p>Employee Details</p> <p style="text-align: center;">Miss Chuck Borris</p> <p>Occupation : Tax Number : 5564214775 Reference Number : 001 Date Hired : 01/02/2008 ID Number : 5111046224800 Method : Electronic</p>	<p>Totals</p> <p>Remuneration 44,248.00 Tax Paid 6,856.94 Periods Paid 3.00 Average Payment 14,749.33</p>																																																																	
<p>Leave</p> <p>Annual Leave Available : 13.76 Sick Leave Available : 10.19 Annual Leave Taken : 2 Sick Leave Taken : 0 Unpaid Leave Taken : R 0.00</p>	<p>Summary</p> <p>Extra Info</p> <p>Taxable Allowances (Non Cash) 0.00 Outstanding Loans Amount 5,000.00</p>																																																																	
<p>Bank Details South African Rand (R)</p> <p>Bank Account : 4598798787 Bank Branch : 05784 Bank Name : FNB</p>	<p>Allowances</p> <p>Salary 15,000.00 Total Allowances 835.54 Loans Received 5,000.00</p> <p>Deductions</p> <p>Total Deductions 864.00 Loans Paid 5,000.00 UIF 124.78 Total Tax 2,261.20</p> <p>Net Income : 12,585.56</p>																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: right;">Allowance</th> <th style="text-align: right;">Tax Ex</th> <th style="text-align: right;">Deduction</th> <th style="text-align: right;">Tax Eff</th> <th style="text-align: right;">Cmp Share</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Freq</th> </tr> </thead> <tbody> <tr> <td>3615</td> <td style="text-align: right;">15,000.00</td> <td></td> <td></td> <td></td> <td></td> <td>Directors remuneration</td> <td>Monthly</td> </tr> <tr> <td>3701</td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">320.00</td> <td></td> <td></td> <td></td> <td>Travel Allowance</td> <td>Monthly</td> </tr> <tr> <td>4005</td> <td></td> <td></td> <td style="text-align: right;">800.00</td> <td></td> <td></td> <td>Medical aid contribution Discovery</td> <td>Monthly</td> </tr> <tr> <td>4025</td> <td></td> <td></td> <td style="text-align: right;">800.00</td> <td style="text-align: right;">800.00</td> <td></td> <td>Medical contribution taken into account for tax purposes Discovery</td> <td>Monthly</td> </tr> <tr> <td>4001</td> <td></td> <td></td> <td style="text-align: right;">64.00</td> <td style="text-align: right;">64.00</td> <td></td> <td>Current pension fund contribution</td> <td>Monthly</td> </tr> <tr style="border: 2px solid red;"> <td>3607</td> <td style="text-align: right;">400.00</td> <td></td> <td></td> <td></td> <td></td> <td>Overtime</td> <td>Once Off</td> </tr> <tr style="border: 2px solid red;"> <td>3606</td> <td style="text-align: right;">35.54</td> <td></td> <td></td> <td></td> <td></td> <td>Commission - 001</td> <td>Once Off</td> </tr> </tbody> </table>			Code	Allowance	Tax Ex	Deduction	Tax Eff	Cmp Share	Description	Freq	3615	15,000.00					Directors remuneration	Monthly	3701	800.00	320.00				Travel Allowance	Monthly	4005			800.00			Medical aid contribution Discovery	Monthly	4025			800.00	800.00		Medical contribution taken into account for tax purposes Discovery	Monthly	4001			64.00	64.00		Current pension fund contribution	Monthly	3607	400.00					Overtime	Once Off	3606	35.54					Commission - 001	Once Off
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3615	15,000.00					Directors remuneration	Monthly																																																											
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3607	400.00					Overtime	Once Off																																																											
3606	35.54					Commission - 001	Once Off																																																											
<p>To add a comment, just type in the open box any addition information for the employee.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Test Company - Lisa First Floor, Rhino House 23 Quantum House Techno park 7600</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> <p>Signed: _____ Lisa</p> <p>Date: _____</p> </div> </div>																																																																		

CHECK ALL

Select Check all to select all the employees for commission or select them each separately by selecting the process check box next to each employee.

NOTE: The system works on the date range that you supplied and then based on the setup in regard to the rep, will add commission in the form of an allowance whether it is commission on sales or commission on profit.

NOTE: You are able to edit these amounts from the employee maintenance. The system will not delete the added allowance (3606) after its use.

NOTE: If a pay period has passed and it is time for a new pay-run, you will have to update the commission information by re-running the Book Commission option. This will reflect these changes based on the new month's data.

HISTORY TRANSACTION PROCESSING

WHAT HAPPENS TO A PAYMENT

Payments processed are real-time i.e. instantly updated, and not in batch form. However, on each occasion that you perform payments the specific employee is updated. This module gives you the functionality to enter all payment information manually. Meaning that you can add incomes, allowances and deductions here instead of in the Salary/Wage and Allowances/Deductions screen.

NOTE: The History module should only be used if salary transaction was not made in IQPayroll but another method was used to calculate the salary.

SHOW

Select the between All, Salaries, Casual, Wage, Inactive or Active employees..

SORT ORDER

The sort order allows one to sort the book commission in ID Number, First Name, Surname or Reference Number.

History Test Company - Lisa

All Wage
 Salaries Inactive
 Casual Active

ID Number
 First Name
 Surname
 Reference Number

Available Filters
Clear Filter

ID Number	Ref Number	First Name	Surname	Dismissed	Is Hourly	Shifts	Holiday	Sunday
5111046224080	1	Chuck	Borris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7802150311080	002	Cindy	Grey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7903115481083	003	Toby	Nkoleta	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7905054215083	004	Anita	Strombeck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Records 4 Use arrow keys to move, or use the filter to get to the desired record

HISTORICAL PAYMENTS DETAILS

This option can be found under the Maintenance Menu, History. This option enables one to capture previous payments on IQPayroll that were done manually or done on a previous system.

ADD HISTORY

PAYMENT DATE

The payment date specifies to which payment period the historical payments will be posted to.

CODE

The code field represents the specific code that is to be used for the specific (SARS code). In this case code 3601 is used for the income taxable.

DESCRIPTION

The description field shows the description of the code that is being used.

ALLOWANCE

The allowance field is where the amount like Salary\Wage and Overtime is entered. The allowance field is for all types of allowances.

EXEMPTION

The exemption field is where any exemption amounts are entered. In other words if any of the transactions like overtime or salary\wage are exempt from tax then the exemption amount will be entered that field.

DEDUCTION

The deduction field is only used when a deduction is made for any type of deduction code (e.g. Medical Aid, Pension etc...).

NOTE: The deduction field is not for the deduction of tax, this amount can be entered in the TAX Paid field.

EFFICIENT

The efficient field is only used when there is tax efficiency on a deduction.

COMP SHARE (COMPANY SHARE)

The company share is used when employers offer the employees a pension fund and the employer contributes a certain amount to the pension fund. This is known as the company share amount.

CAPPED AMOUNT

The capped amount is used when a medical aid deduction is entered. Medical Aid has a capped amount, which means up to a certain amount it will be exempt from tax.

RETIREMENT INCOME

Enabling this option will influence the current transaction and a part amount of that will go towards a retirement fund.

USED FOR UIF (UNEMPLOYMENT INSURANCE FUND)

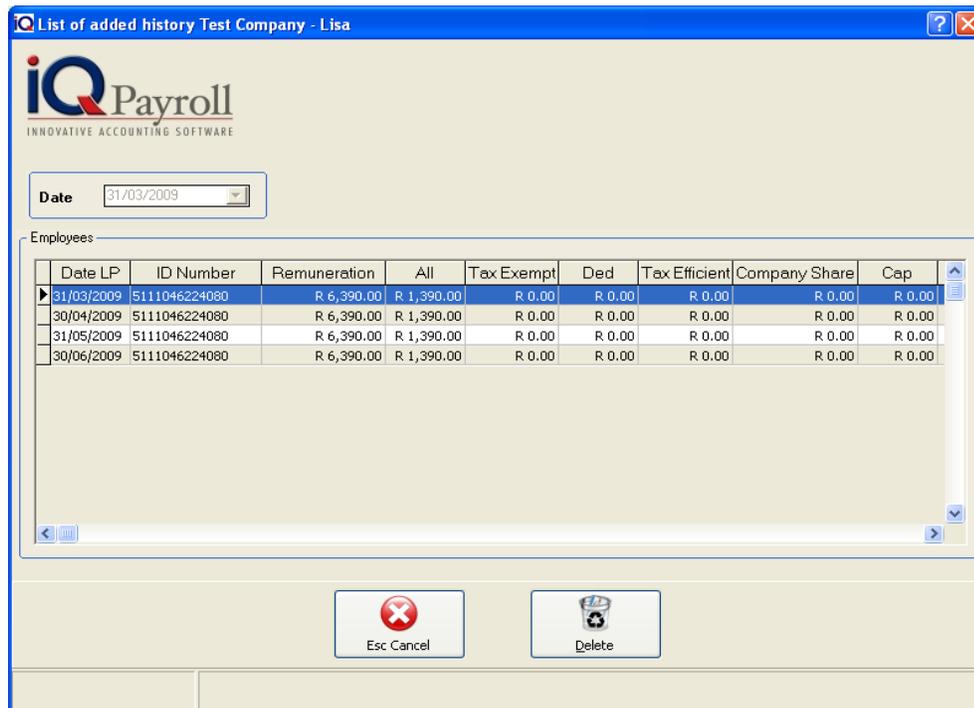
Enabling this option will deduct the UIF portion of the total income amount.

LIST ENTRIES

The List Entries option will display all the history transactions.

SELECT FREQUENCY

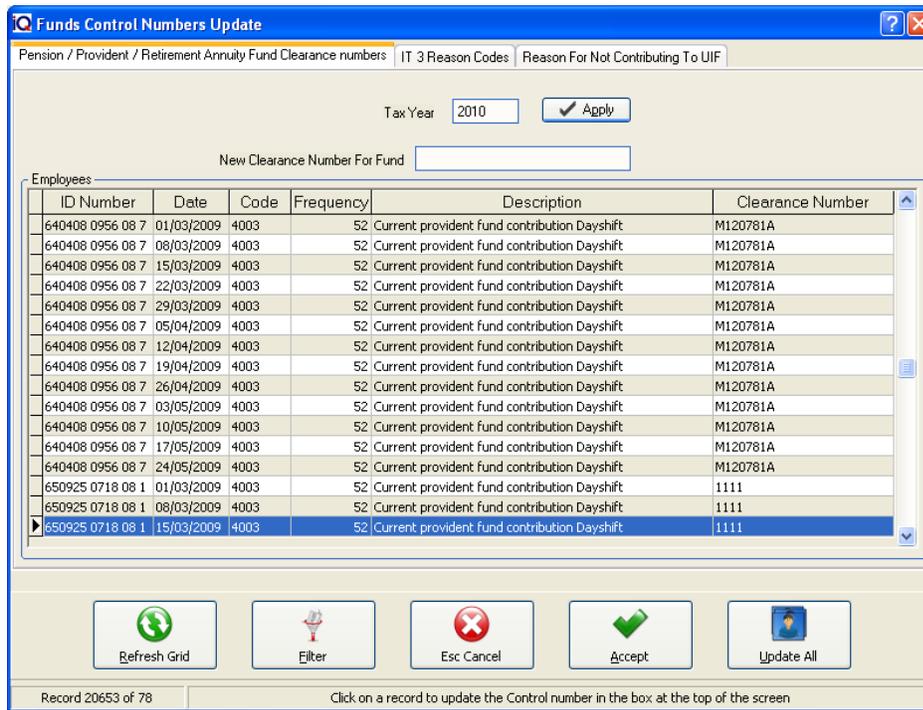
Select the between Daily, Weekly, 2 Weekly, Monthly or Yearly.

**DELETE**

Use the Delete option to remove incorrect history transactions.

CLEARANCE AND CONTROL NUMBERS

The Clearance and Control number option can be used to change the clearance number for Pension / Provident / Retirement Annuity Fund Clearance numbers, IT 3 Reason Codes, Reasons for not Contributing to UIF and Reasons for not Contributing to UIF on once screen.



REFRESH GRID

The Refresh Grid option will allow one to refresh the information, followed by the choosing the date and selecting apply button.

FILTER

The filter option allows one to filter out certain employees on the screen. For more information go to the Chapter on Filters.

CANCEL

Cancel will cancel and close the Funds Control Numbers Update screen.

ACCEPT

The accept button must be selected once all the changes that have been made.

UPDATE ALL

The Update all button will allow one to update all the changes that have been made to all the different screens.

SALARIES



CHAPTER 5

SALARIES

WHAT IS A SALARY

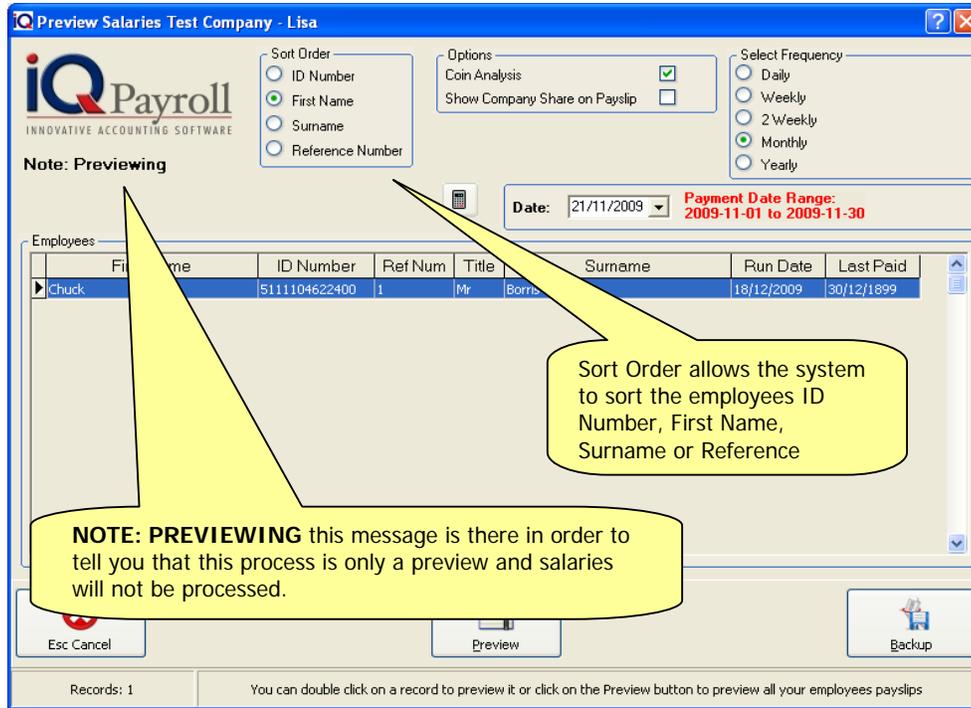
Regular wages received by an employee from an employer on a weekly, biweekly, or monthly basis. Many salaries also include such employee benefits as Medical Aid and Pension. Salary income is taxable by the local government, where applicable.



PREVIEW SALARIES

NOTE: Salary is remuneration that is received on a monthly basis.

To pay salaries, select the salaries option from the menu. Always preview the salaries first, this is important because if any of the payments are going to be incorrect, the error must be picked up prior to the actual payment run (pay salaries).



PREVIEW SALARIES DETAILS

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

OPTIONS

COIN ANALYSIS

The coin analysis option allows the system to work out which coins must be used when the salary is paid to the employee.

NOTE: The coin analysis will only work if the employee is paid in cash.

SHOW COMPANY SHARE ON PAYSリップ

This option enables the system to show the company share on the pay slip, this means that the company share that is paid on the employees behalf will be displayed on the employees pay slip.

DATE

The soul purpose of the date is to show the date when the pay slip was printed or generated for that matter. This does not influence the payment date.

EXAMPLE: If the date is changed, it won't have any affect as to when the employee is paid even if it's on the last day of the month.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

Preview		Payslip		Generated On : 25/11/2008 10:30:30			
Monthly report for 25 November 2008							
Employee Details <div style="text-align: right; margin-right: 50px;">Miss Chuck Borris</div> Occupation : Tax Number : 5564214775 Reference Number : 001 Date Hired : 01/02/2008 ID Number : 5111046224800 Method : Electronic			Totals Remuneration 44,248.00 Tax Paid 6,856.94 Periods Paid 3.00 Average Payment 14,749.33				
Leave Annual Leave Available : 13.82 Sick Leave Available : 1,540.2 Annual Leave Taken : 2 Sick Leave Taken : 0 Unpaid Leave Taken : R 0.00			Summary Extra Info Taxable Allowances (Non Cash) 0.00 Outstanding Loans Amount 5,000.00				
Bank Details South African Rand (R) Bank Account : 4598798787 Bank Branch : 05784 Bank Name : FNB			Allowances Salary 15,000.00 Total Allowances 835.54 Loans Received 5,000.00				
			Deductions Total Deductions 864.00 Loans Paid 5,000.00 UIF 124.78 Total Tax 2,261.20				
			Net Income : 12,585.56				
Code	Allowance	Tax Ex	Deduction	Tax Eff	Cmp Share	Description	Freq
3615	15,000.00					Directors remuneration	Monthly
3701	800.00	320.00				Travel Allowance	Monthly
4005			800.00			Medical aid contribution Discovery	Monthly
4025			800.00	800.00		Medical contribution taken into account for tax purposes Discovery	Monthly
4001			64.00	64.00		Current pension fund contribution	Monthly
3607	400.00					Overtime	Once Off
3606	35.54					Commission - 001	Once Off
To add a comment, just type in the open box any addition information for the employee.							
Test Company - Lisa First Floor, Rhino House 23 Quantum House Techno park 7600						Signed: _____ <div style="text-align: right;">Lisa</div> Date: _____	

PREVIEWED LIST

The previewed list allows the preview of the transactions to be viewed before they are processed. In other words before the salaries are paid.

PREVIEW LIST DETAILS

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECTED PREVIEW DATE

The selected preview date is to show the transactions that will take place as it is currently in the system. This does not influence the payment date.

Transactions List Preview

IDNUM	First name	Surname	Reference Num	Net Income	TAX
5111104622400	Chuck	Borris	1	R 17,933.22	R 2,317.00
8506100000000	Jane	Brown		R 8,913.00	R 987.00

Summary: 26846.22 | 3304

NOTE: The preview clearly shows exactly the transaction as it will be posted once the pay salaries option has been executed.

Preview

88% Zoom

Test Company - Lisa

Transaction List Preview

Generated On :
21/12/2009 10:04:11

ID Number	RefNum	Employee	Remuneration	Payment	Tax Eff	Tax Ex	Allowance & Comms	Deduction	Tax	UIF	SDL	Loans	Paid Loans	Net
5111104822400	1	Bornis C	15,800.00	15,000.00	0.00	400.00	1,000.00	0.00	2,317.00	124.78	156.00	5,000.00	625.00	17,933.22
8506100000000		Brown J	10,000.00	10,000.00	0.00	0.00	0.00	0.00	987.00	100.00	100.00	0.00	0.00	8,913.00
			25,800.00	25,000.00	0.00	400.00	1,000.00	0.00	3,304.00	224.78	256.00	5,000.00	625.00	26,846.22
									Company Contribution		224.78			
									Cost To Company		26,000.00			
											449.56			
									Total Payment Bill - Including Company UIF & SDL		27,327.00			
									Total SARS Value		4,009.56			

Page 1 of 1

PAYING SALARIES

PAY SALARY

Warning: Live Processing

Date: 21/12/2009 Payment Date Range: 2009-12-01 to 2009-12-31

First Name	ID Number	Ref Num	Title	Surname	Run Date	Last Paid
Chuck	5111104622400	1	Mr	Borris	21/12/2009	30/12/1899
Jane	8506100000000		Mrs	Brown	21/12/2009	30/12/1899

WARNING: LIVE PROCESSING this message is there in order to tell you that this process is live and salaries will be paid and processed if accepted.

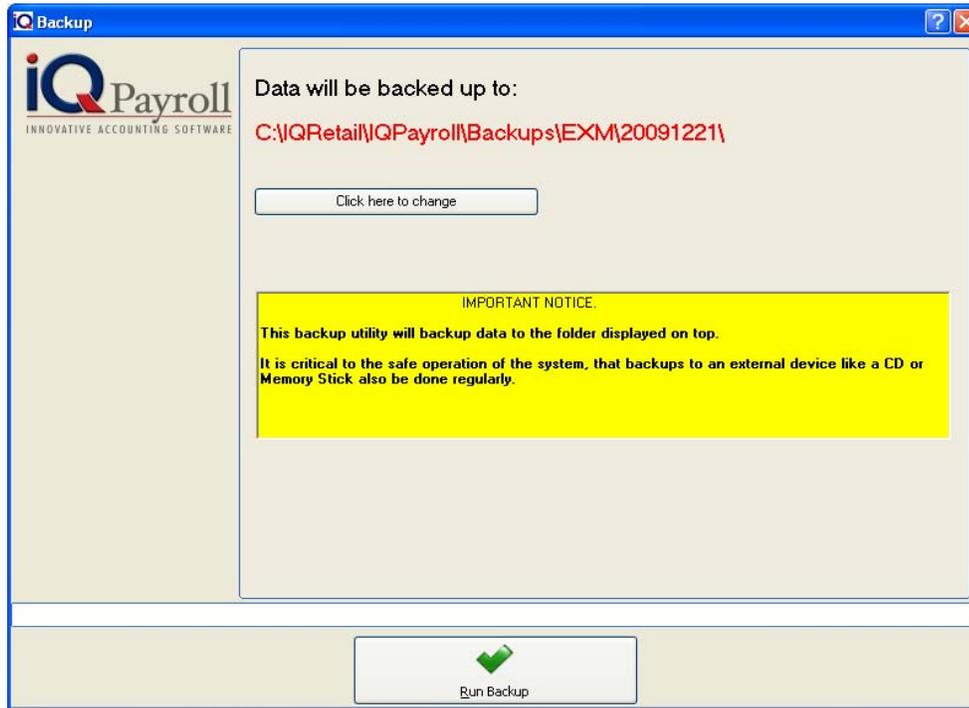
Records: 2 Double Click on any record to pay a single employee or click the 'Accept' button to run all your payments

This is a live process, in other words the system will process the salaries for the employees. It is very important that a backup be made before the pay salaries are processed.

NOTE: Remember to make a backup before proceeding with the paying of salaries.

BACKUP

Before processing the live salary payments, a backup needs to be made. This will ensure that if something had to go wrong, the backup can be restored and the payments can be reprocessed.



NOTE: The data will be backed up to the specified folder C:\IQPayroll\Backups\EXM\2010\03\05. This will mean that the backup that was made can be found in the specified folder on the server machines hard drive. Ensure that all users are logged out of the system at the time of doing the backup!

PAYING AN EMPLOYEE

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

OPTIONS

COIN ANALYSIS

The coin analysis option allows the system to work out which coins must be used when the salary is paid to the employee.

NOTE: The coin analysis will only work if the employee is paid in cash.

SHOW COMPANY SHARE ON PAYSリップ

This option enables the system to show the company share on the pay slip, this means that the company share that is paid on the employees behalf will be displayed on the employees pay slip.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

SELECT A DATE

This option allows one to select date for the salary payment.

NOTE: If an employee does not show after selecting a specific date the employee has already received a salary for the period. If this was done incorrectly one months salary can be reversed.

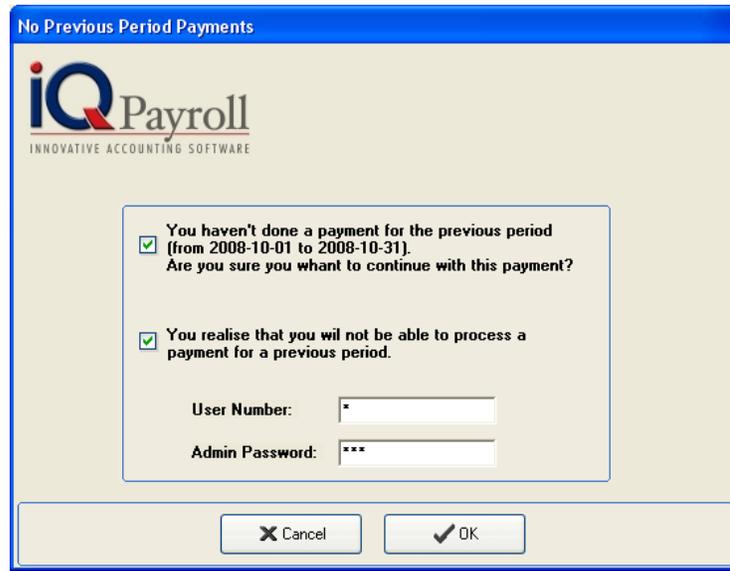
First Name	ID Number	Ref Num	Title	Surname	Run Date	Last Paid
Chuck	5111104622400	1	Mr	Borris	21/12/2009	30/12/1899
Jane	8506100000000		Mrs	Brown	21/12/2009	30/12/1899

Once the backup has been made the system will return back to the pay salaries screen.

To pay the employees, select the correct pay date and click on the accept button.

If no previous payments were done the system will show a warning message.

NOTE: This is very important; ensure that all previous payments have been captured. If all previous payments have been captured, proceed by enabling all the options and enter the Admin Password to continue.



The screenshot shows a dialog box titled "No Previous Period Payments" with the IQ Payroll logo and "INNOVATIVE ACCOUNTING SOFTWARE" text. The dialog contains two checked checkboxes with the following text:

- You haven't done a payment for the previous period (from 2008-10-01 to 2008-10-31). Are you sure you want to continue with this payment?
- You realise that you will not be able to process a payment for a previous period.

Below the checkboxes are two input fields:

- User Number: []
- Admin Password: []

At the bottom of the dialog are two buttons: "X Cancel" and "✓ OK".

PROCESSING SALARIES

CONFIRMATION

The confirmation screen will appear next. The confirmation box will issue a message that tax can only be calculated once in a month period.

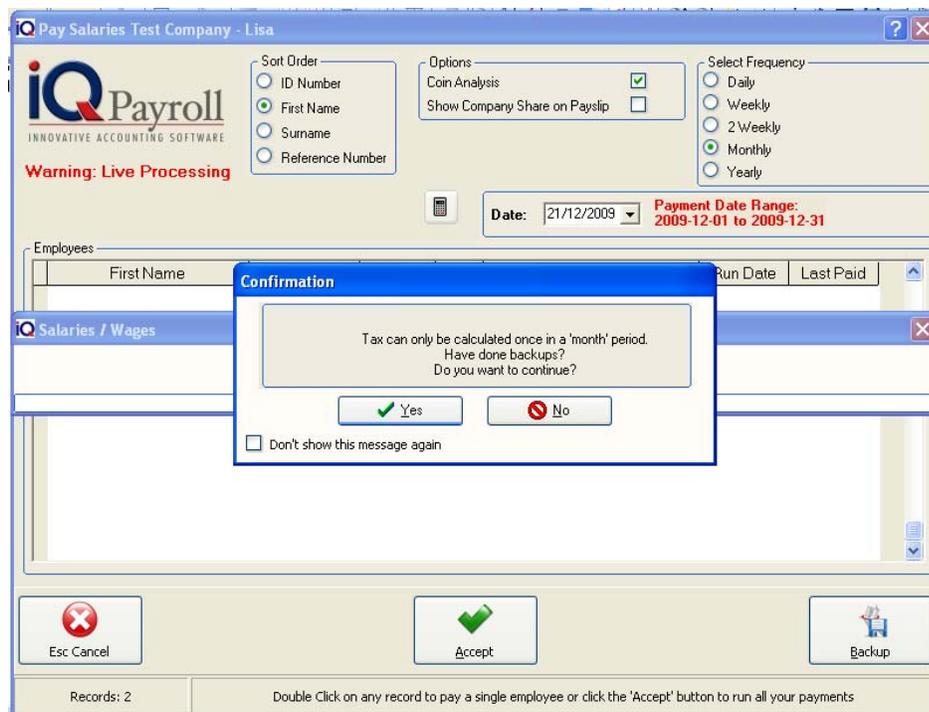
The following questions will be asked again to ensure that if something had to go wrong there are ways to restore the information and redo the payments.

1. Have you done backups?
2. Do you want to continue?

If you are ready to proceed then click the YES button. At this point the salary run will be done and the relevant employees will be paid.

NOTE: The processing of salary payments is live. If no precautionary measures (Backups) have been made, there will be no way to restore if the payment run had to fail for any given reason.

NOTE: Once the payment is complete the relevant employees will not be displayed in the list.



PRINT PAY SLIPS

To print employee pay slips, click the Salaries Menu Option followed by the Print Pay slips Option.

NOTE: Pay Slips will only be available to print once the selected employees have been paid.

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

OPTIONS

SHOW COMPANY SHARE ON PAYSリップ

This option enables the system to show the company share on the pay slip, this means that the company share that is paid on the employees behalf will be displayed on the employees pay slip.

SHOW FLAGGED ENTRIES

The Show flagged entries options enables one to reprint any employees pay slip that has previously left the company or an employee that has been fired.

COIN ANALYSIS

The coin analysis option allows the system to work out which coins must be used when the salary is paid to the employee.

NOTE: The coin analysis will only work if the employee is paid in cash.

The screenshot shows the 'Print Salary Payslips For Test Company - Lisa' window. The interface includes the following sections:

- Sort Order:** Radio buttons for ID Number (selected), First Name, Surname, and Reference Number.
- Options:** Checkboxes for Show Company Share on Payslip, Show Flagged Entries, and Coin Analysis (checked).
- Select Frequency:** Radio buttons for Daily, Weekly, 2 Weekly, Monthly (selected), and Yearly.
- Paper Layout:** Radio buttons for Standard (selected) and DDS.
- Date:** A dropdown menu showing 31/12/2009.
- Employees Table:** A table with columns: ID Number, Ref Num, Title, First Name, and Surname.

ID Number	Ref Num	Title	First Name	Surname
5111104622400	1	Mr	Chuck	Borris
850610000000		Mrs	Jane	Brown
- Buttons:** Design, Cancel, Preview, Print, Email Payslip, and Email All Payslips.
- Records:** 2

DOS LAYOUT

The Dos layout will display the Payslip on preprint available for the IQ Office. This will allow the employee to sign for the payslip while the employer can attach the envelope with the money.

001	5111046224800	Monthly report for 31 December 2008						
To add a comment, just type in the open box any addition information for the employee.								
3615	Directors remuneration	15000.00	0.00	0.00	4005	Medical aid contribution C	800.00	0.00
3701	Travel Allowance	800.00	320.00	0.00	4025	Medical contribution taker	800.00	800.00
4474	Employer's Medical aid	0.00	0.00	800.00	4001	Current pension fund cor	64.36	64.36
4472	Employer's Pension	0.00	0.00	500.00		Tax,UIF and Paid Loans	2377.00	0.00
		15800.00	320.00	1300.00			3241.36	864.36
Test Company - Lisa				0.00	14.76	2	12558.64	

DESIGN

The design option allows one to modify the salary pay slip layout of the employee. For more information go to the Chapter on Stationary Design.

CANCEL

Cancel will cancel and close the Salary Print screen

PREVIEW

This will generate a preview of the payslip, which you can then print to an installed printer.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

EMAIL PAYSリップ

Before the email payslip option can proceed, the email address of the employee has to be setup correctly. Setup at the Employee Maintenance screen. The Email Document button must be selected.

Email Address	anita@somewhere.co.za
Email Documents	<input checked="" type="checkbox"/>

The email pay slip option will email the pay slip to the employee in a attach PDF file format.

EMAIL ALL PAYSリップS

Before the email all payslip option can proceed, the email address of the employee has to be setup correctly. Setup at the Employee Maintenance screen. The Email Document button must be selected.

The email all pay slip option will email the pay slip every employee that has a tick in the check box under Employee maintenance in a attach PDF file format.

TRANSACTIONS LIST

TRANSACTIONS LIST DETAILS

SHOW FLAGGED ENTRIES

The Show flagged entries options enables one to reprint any employees pay slip that has previously left the company or an employee that has been fired.

SELECT A DATE

This option allows one to select dates of when transactions took place.

SEARCH

The Search option allows one to choose a specific employee and view the transactions (payments) that has take place on that specific employee.

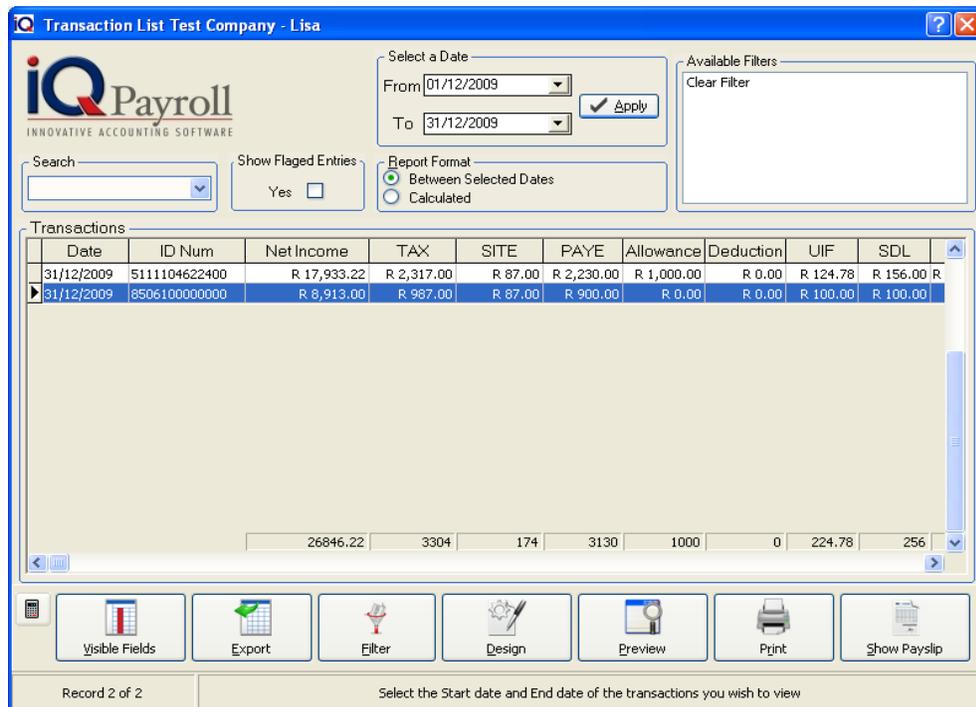
EXPORT FORMAT

The export format option allows one to export the existing screen information as it is into the following different types of formats (Excel, HTML, Text or CSV).

REPORT FORMAT

The report format has two different options in which the transactions for an employee can or may be printed. The first option "Between Selected Dates" allows one to print the report with transactions between the selected dates.

The second option "Calculated" allows one to print the report with the selected dates but the report will only show all those payments made for that specific period that has been selected.



TRANSACTION LIST SELECTION DETAILS**VISIBLE FIELDS**

In order to change the list of visible fields in the screen, select the Select Visible Fields option. Select a field in the left-hand column under Available Fields. Then click on the > button to add it to the right-hand column under Visible Fields. To move all the fields, click on the >> button. To a reverse an entry, click on the < or the << button.

FILTER

The filter option allows one to filter out certain transaction on the screen. For more information go to the Chapter on Filters.

DESIGN

The design option allows one to modify the Transaction List layout. For more information go to the Chapter on Stationary Design.

PREVIEW

This will generate a preview of the transaction, which you can then print to an installed printer.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

SHOW PAYSLEIPS

Show Pay Slip option will show the pay slip as it was generated the last time the employee was paid.

TRANSACTION DETAILS**FILTERING EXAMPLE**

The following filter involves the printing of a Salary Transaction Report that must show all payments for Chuck only.

1. Select the Date from the start of the financial year.

NOTE: The Start date must be set to the start of the financial year in order to get all the payments.

Now select the Search option on the left hand side of the screen. This allows one to then choose a specific employee from the drop down list.

The end result should look like the illustration below.

Test Company - Lisa													Transaction List			Generated On : 28/11/2008 14:37:26	
ID Number	Ref Num	Employee	Remuneration	Payment	Tax Eff	Tax Ex	Allowance & Comms	Deduction	Tax	UIF	SDL	Loans	Paid Loans	Net	Date		
5111046224900	001	Borris C	14,616.00	15,000.00	684.00	320.00	800.00	684.00	2,252.31	124.78	146.80	0.00	0.00	12,559.91	30/11/2008		
7802280333080	005	Jones K	18,165.00	15,800.00	0.00	1,000.00	3,365.00	1,515.00	3,235.31	124.78	181.85	0.00	0.00	14,289.91	30/11/2008		
Records : 2			32,781.00	30,800.00	684.00	1,320.00	4,165.00	2,379.00	5,487.62	249.56	328.65	0.00	0.00	26,848.82			

REVERSE PAYMENTS

REVERSE PAYMENT DETAILS

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

Reverse Payment Test Company - Lisa

Sort Order

ID Number

First Name

Surname

Reference Number

Select Frequency

Daily

Weekly

2 Weekly

Monthly

Yearly

First Name	ID Number	Title	Surname	Run Date	Last Paid	Re
Chuck	5111104622400	Mr	Borris	21/12/2009	31/12/2009	1
Jane	8506100000000	Mrs	Brown	21/12/2009	31/12/2009	

Remember only one employee can be reversed at a time and only one month salary can be reversed.

Reverse

Records: 2

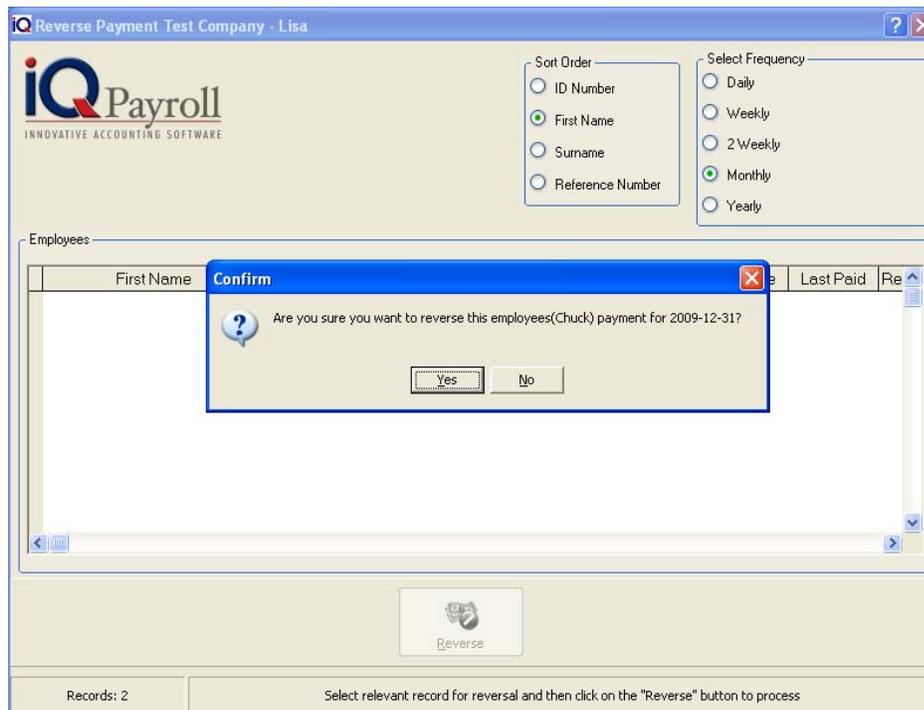
Select relevant record for reversal and then click on the "Reverse" button to process

REVERSE

By reversing the payment, the system will reverse the last payment made to specific employees or employee. The system will prompt with a confirmation, if the YES button is clicked the system will continue to reverse the last payment that was made for that specific employee.

NOTE: The reversal of payments option should only be done if an employee has been paid incorrectly for whatever reason. Once the reverse payment option is complete the employee will no longer be available on the reverse window. Only one payment can be reverse.

FOR EXAMPLE: If a mistake was, make 2 payments ago that payment can not be reverse, another alternative is to restore the backup before the incorrect payment was made and correcting the mistake followed by the correct payment.



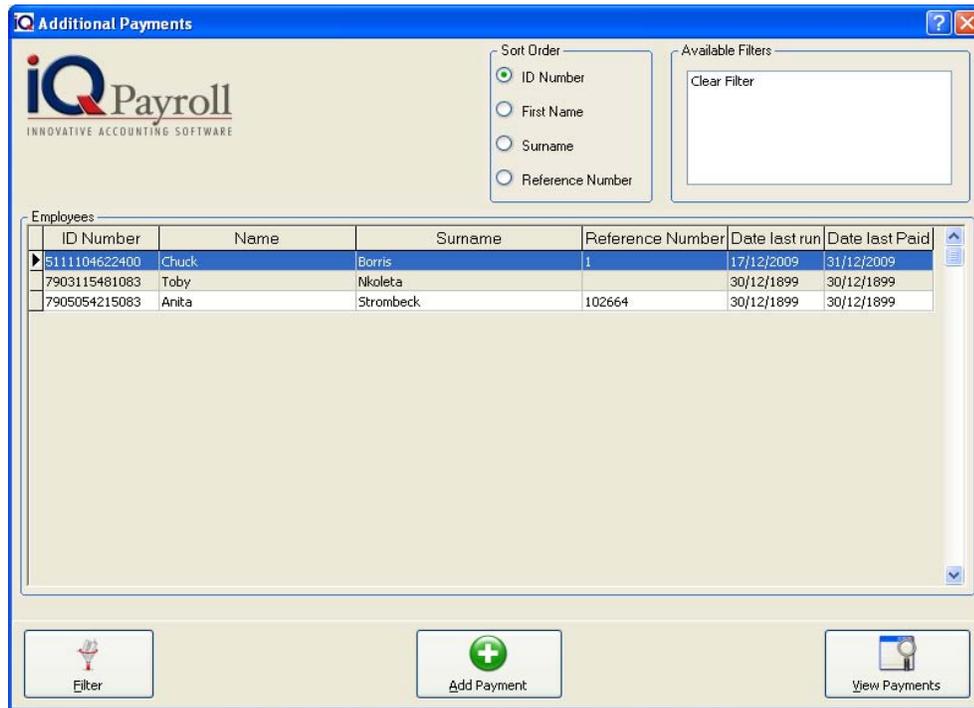
ADDITION PAYMENTS

Additional payments will allow the the user to add extra payments for a specified month. For example Commision, Overtime or Provident lump sum benefits. In other words even if the employee has already received a salary for the month more payments can be made for a specific employee.



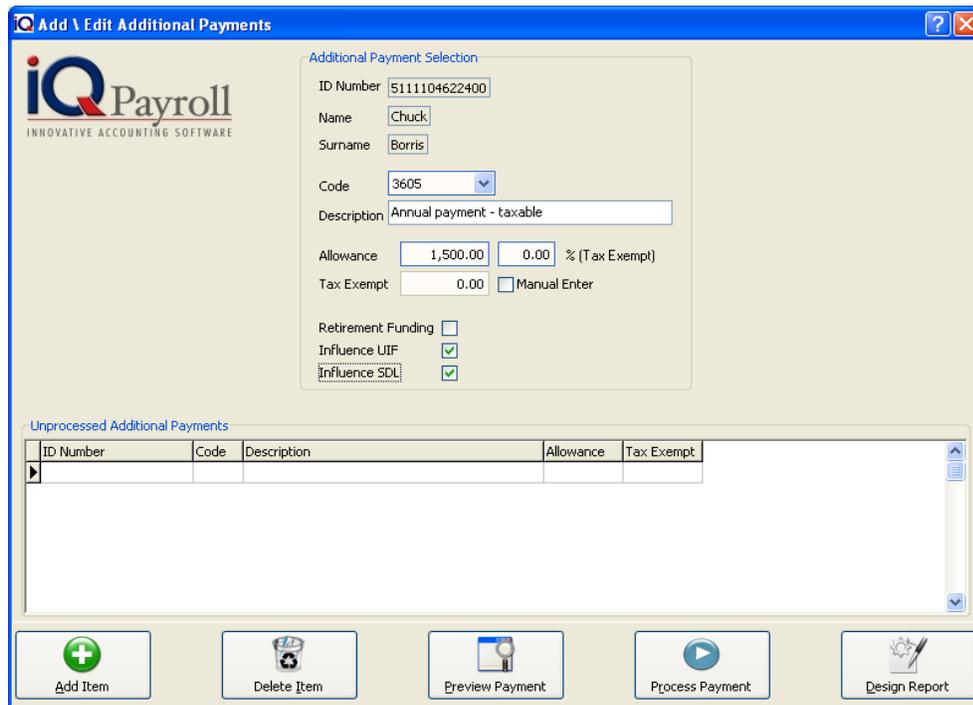
HOW TO ADD ADDITIONAL PAYMETNS

Select Additional payments under the Salary Menu Option. The option will allow the user to add extra payment for an employee during the month. Select the employee followed by Add Payment.



ADD PAYMENTS

Select the add payment option after selecting the employee.



ADDITON PAYMENT SELECTION**ID NUMBER**

The employee ID Number will be displayed. These details can not be changed, if the incorrect employee was selected close the window and select the correct employee.

NAME

The employee Name will be displayed.

SURNAME

The employee surname will be displayed.

CODE

Select the account

Code	Description
3605	Annual payment - taxable
3606	Commission
3607	Overtime
3614	Other Retirement lump sums
3701	Travel Allowance
3713	Other allowances - taxable
3714	Other allowances - non - taxable
3901	Gratuities Retirement/Retrenchment
3902	Pension & RAF lump sums (resignation)
3903	Pension & RAF lump sums (retirement)
3904	Provident lump sum benefit (resignation)

DESCRIPTION

The description of the account will be displayed, but the description can be changed e.g. Anuall Payment – Bonus.

ALLOWANCE

Enter the Allowance amount.

% TAX EXEMPT

The percentage tax exempt is only if a portion of the wage is completely free of tax. This is usually applicable on employee car allowances. According to the Tax law, only 60% of a car allowance is taxable.

RETIREMENT FUNDING

The retirement funding option should only be enabled if a portion of the employees wage is going to be deducted for retirement funding purposes. Retirement funding is either a Pension Fund or a Provident Fund.

INFLUENCE UIF

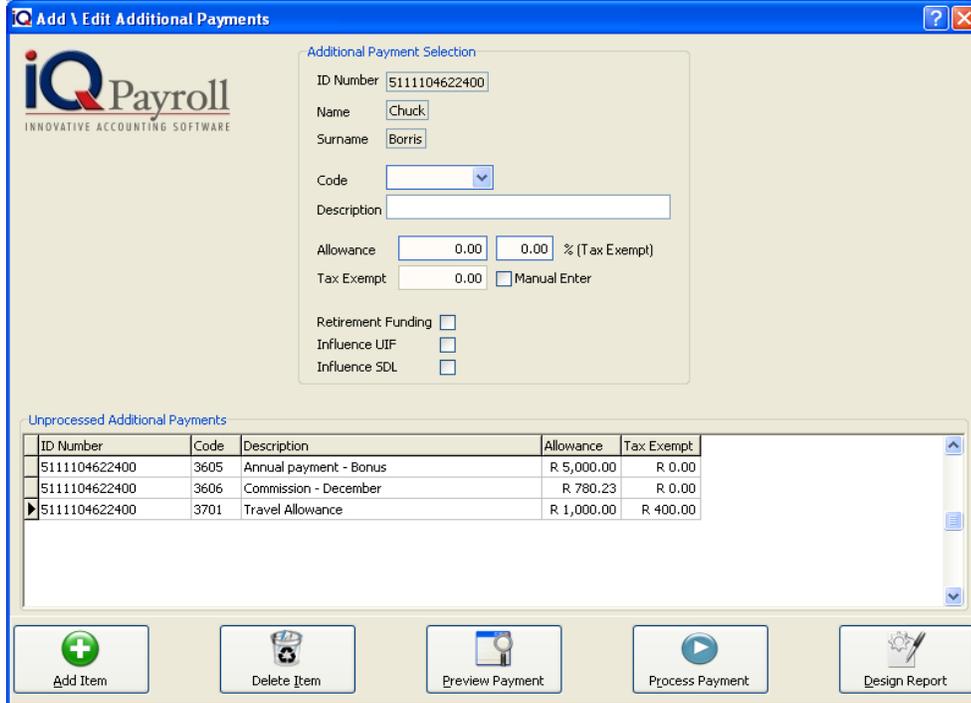
This option enabled the system to know that the wage must influence the UIF so that the UIF portion can be calculated and deducted automatically when the employee is paid.

INFLUENCE SDL

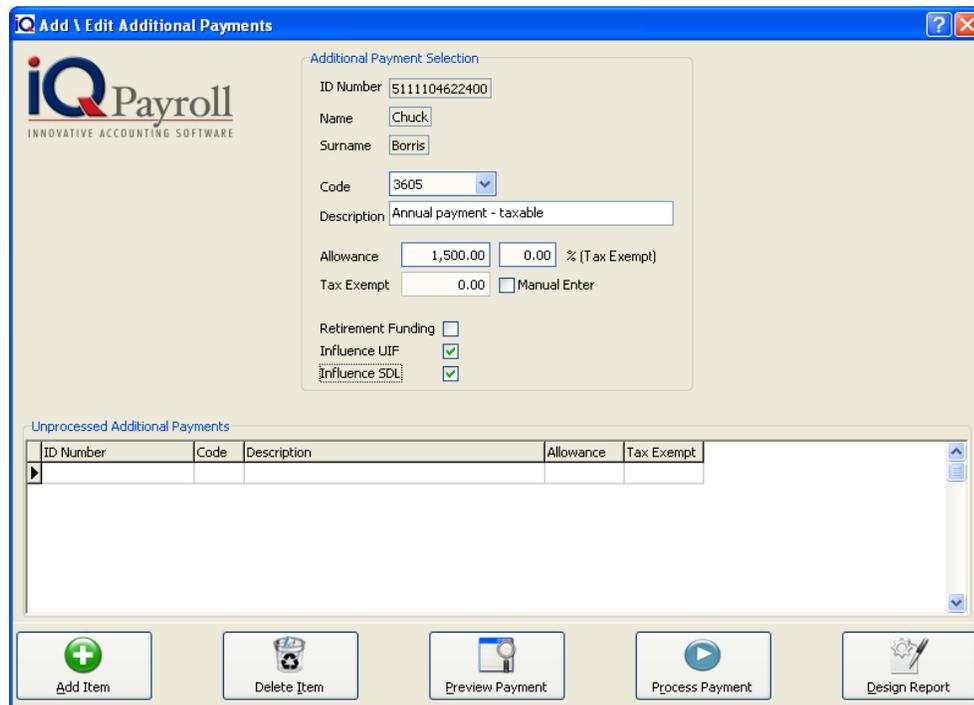
This option enabled the system to know that the wage must influence the SDL so that the SDL portion can be calculated and deducted automatically when the employee is paid.

UNPROCEESS ADDITION PAYMENTS

The unprocess additon payment will display all the payments that was added under additional payments.



ADDITIONAL PAYMENT DETAILS



ADD ITEM

Select the add item option to add an Additional Payment

DELETE ITEM

Select the Delete Item option after selecting the employee.

PREVIEW PAYMENT

The Preview payment option will display the transaction in the preview screen.

PROCESS PAYMENT

The process payment option will process all the additional payments.

DESIGN REPORT

The design option allows one to modify the Preview List layout. For more information go to the Chapter on Stationary Design.

SALARY PAYMENT ENQUIRIES

This option from the main reports menu, Payment Enquires. The user will be able to choose the required report by clicking on the provided option.



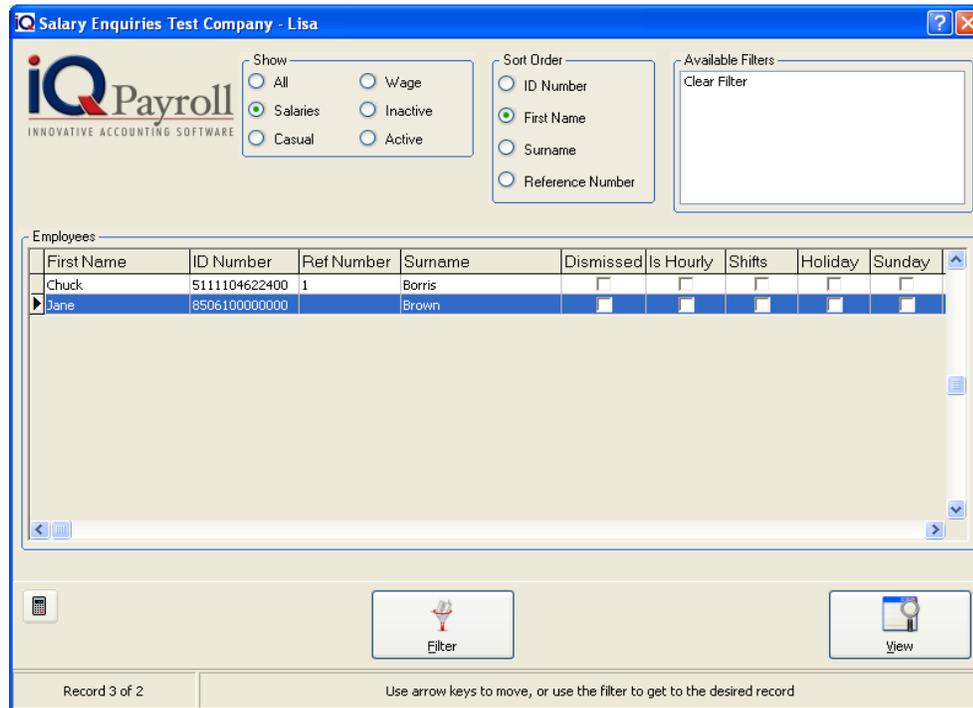
SALARY PAMENT ENQUIRES DETAILS

SHOW

The Show selection is a preconfigured filter. This option allows you to choose which employees are going to be shown. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.



SALARY ENQUIRIES

FILTER

The filter option enables one to filter out employees based on the information needed in the transaction preview list. For more information go to the Chapter on Filters.

VIEW

The View option will display all the information per employee by Transaction or Immediate Payment or Allowances and Deductions.

PERSONAL INFORMATION

The employees ID number, First name and surname will be displayed.

HISTORY OPTIONS

Choose between Transactions, Immediate Payment or Allowances and Deductions. The Transactions will show the salary payments for each month per line, where as the Immediate payment will show only allowances that was paid out immediately, and Allowance and Deductions will display all the allowance and transaction per line for each month.

TRANSACTIONS

The History Transactions will display all the transaction per employee for a specified period.

Enquiries Test Company - Lisa

Personal Information
 ID Number: 5111104622400
 First Name: Chuck
 Surname: Borris

History Options
 Transactions
 Immediate Payments
 Allowances and Deductions

Select a Date
 From: 01/03/2009
 To: 31/12/2009

Reports
 Transaction List
 Income History

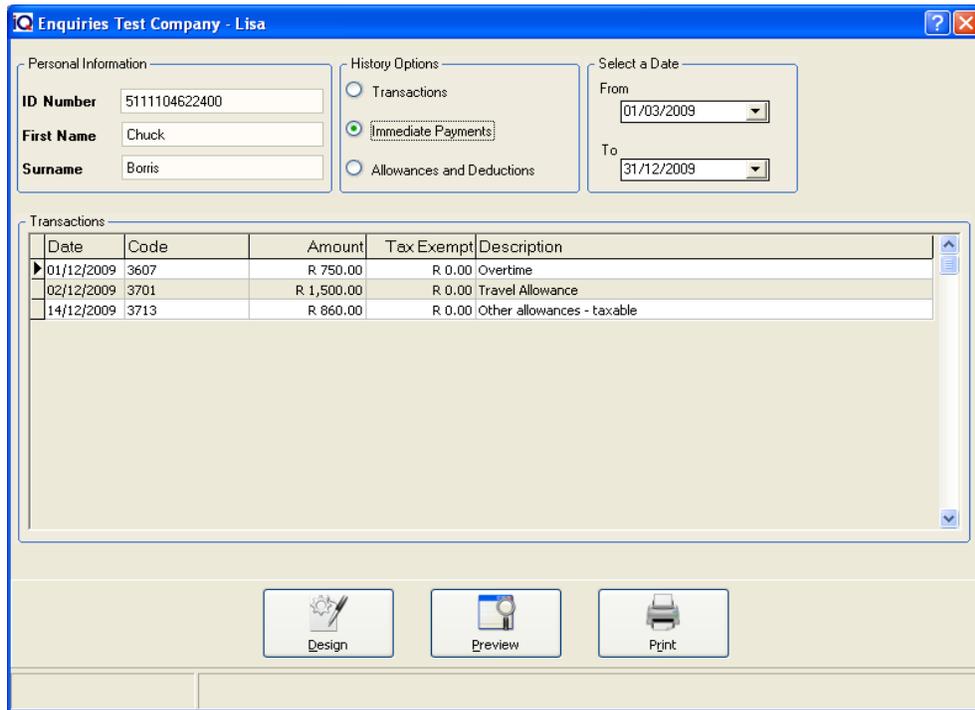
Transactions

Net Income	TAX	SITE	PAYE	Allowance	Deduction	UIF	SDL	Loans	P Loans	Freq
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12

Buttons: Design, Preview, Print

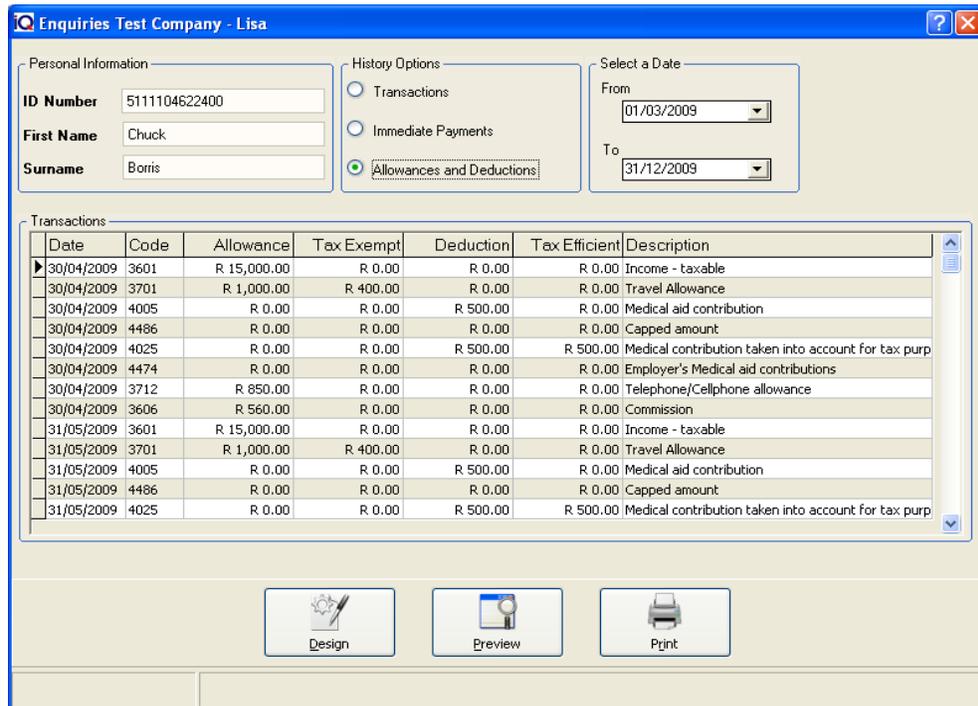
IMMEDIATE PAYMENTS

The History Immediate Payments will display all the transaction per employee for a specified period.



ALLOWANCES AND DEDUCTIONS

The History Allowances and Deductions will display all the transaction per employee for a specified period.



SELECT A DATE

Choose the From and To date to view the transactions.

SALARIES ENQUIRIES SELECTION DETAILS**DESIGN**

The design option allows one to modify the Preview List layout. For more information go to the Chapter on Stationary Design.

PREVIEW

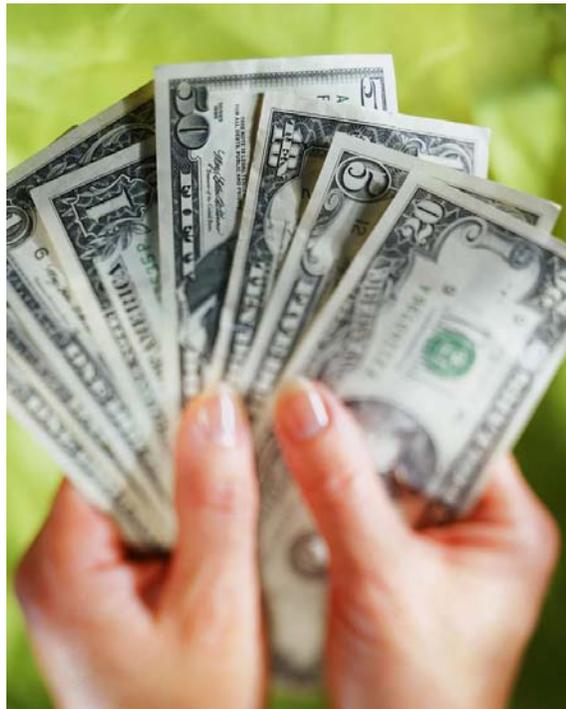
The Preview option will display the report in the preview screen.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

Employees Allowances and Deductions Listing						
Mr C Borris 5111046224080						
Code	Allowance	Tax-Exempt	Deduction	Tax Efficient	Description	Date
3601	15,000.00	0.00	0.00	0.00	Income - taxable	31/10/2008
3701	800.00	320.00	0.00	0.00	Travel Allowance	31/10/2008
4005	0.00	0.00	800.00	0.00	Medical aid contribution	31/10/2008
4486	0.00	0.00	0.00	0.00	Capped amount	31/10/2008
4025	0.00	0.00	800.00	800.00	Medical contribution taken into account for tax purposes	31/10/2008
4474	0.00	0.00	0.00	0.00	Employer's Medical aid contributions	31/10/2008
4001	0.00	0.00	1,264.00	1,185.00	Current pension fund contribution	31/10/2008
4472	0.00	0.00	0.00	0.00	Employer's Pension fund contributions	31/10/2008
3607	400.00	0.00	0.00	0.00	Overtime	31/10/2008
3601	15,000.00	0.00	0.00	0.00	Income - taxable	30/11/2008
3701	800.00	320.00	0.00	0.00	Travel Allowance	30/11/2008
4005	0.00	0.00	800.00	0.00	Medical aid contribution	30/11/2008
4486	0.00	0.00	0.00	0.00	Capped amount	30/11/2008
4025	0.00	0.00	800.00	800.00	Medical contribution taken into account for tax purposes	30/11/2008
4474	0.00	0.00	0.00	0.00	Employer's Medical aid contributions	30/11/2008
4001	0.00	0.00	1,264.00	1,185.00	Current pension fund contribution	30/11/2008
4472	0.00	0.00	0.00	0.00	Employer's Pension fund contributions	30/11/2008
	32,000.00	640.00	5,728.00	3,970.00		
Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600						
						1 of 1

WAGES



CHAPTER 6

WAGES

WHAT IS A WAGE

Regular wages received by an employee from an employer on a weekly or biweekly basis. Many wage type remunerations also include such employee benefits as Medical Aid and Pension. Wage income is taxable by the local government, where applicable.

WAGE

NOTE: Wage is remuneration that is received on a weekly or biweekly basis.

To pay wages, select the wages option from the menu. Always preview the wages first, this is important because if any of the payments are going to be incorrect, the error must be picked up prior to the actual payment run (pay wages).



PREVIEW HOURLY WAGES

PREVIEW HOURLY WAGES DETAILS

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

COIN ANALYSIS

The coin analysis option allows the system to work out which coins must be used when the wage is paid to the employee.

	First Name	ID Number	Ref Num	Last Name	Can Pay	Hours	Overtime	N Hours	N Overtime	S
	Anita	7905054215083	102664	Strombeck	<input type="checkbox"/>	0	0	0	0	
	Peter	8506020000000		Jones	<input type="checkbox"/>	0	0	0	0	

NOTE: The coin analysis will only work if the employee is paid in cash.

SHOW COMPANY SHARE ON PAYS LIP

This option enables the system to show the company share on the pay slip, this means that the company share that is paid on the employees behalf will be displayed on the employees pay slip.

PAY DATE

The soul purpose of the date is to show the date when the pay slip was printed or generated for that matter. This does not influence the payment date.

EXAMPLE: If the date is changed, it will not have any affect as to when the employee is paid even if it is on the last day of the month.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

HOURS

Normal hours are stipulated as either 40 hours or 45 hours a week. This is specified by the company as they specify what hours the employees work. If an employee works 8 hours a day for one week, this will accumulate to 40 hours per week. If an employee works 9 hours a day for one week, this will accumulate to 45 hours per week.

OVERTIME

Overtime is specified by the amount of time an employee works more than what they are supposed to. Example: If the normal working hours are stipulated as 8 hours per day, and the employee works 9 hours for the day, this would constitute as 1-hour overtime worked by the employee.

NIGHT HOURS

Night Hours is also known as "Night Shift", this consists of a group of employees working during the night in a factory or business. Night Hours will be calculated for the period of time that employees work at night.

NIGHT OVERTIME

Night Overtime consists of a group of employees working during the night in a factory or business. Night Overtime will be calculated for the period of time that employees work at night over the normal time that they would have or should have worked.

SUNDAY HOURS

Sunday hours means the time worked on a Sunday by employees. Workers who occasionally work on Sundays must receive double pay. Workers who normally work on a Sunday must be paid at 1½ times the normal wage.

HOLIDAY HOURS

Holiday hours refers to the hours worked on a public holiday, which falls on a normal working day. In other words the hours worked on a public holiday, this will constitute as holiday hours.

HOLIDAY NIGHT HOURS

Holiday Night hours refers to the hours worked on a public holiday evening (night shift), these hours would be stipulated by the employer.

SELECTION DETAILS**IMPORT HOURS**

This option allows for Hours of employees to be imported from the hour scheduler or from External Source.

HOUR SCHEDULER

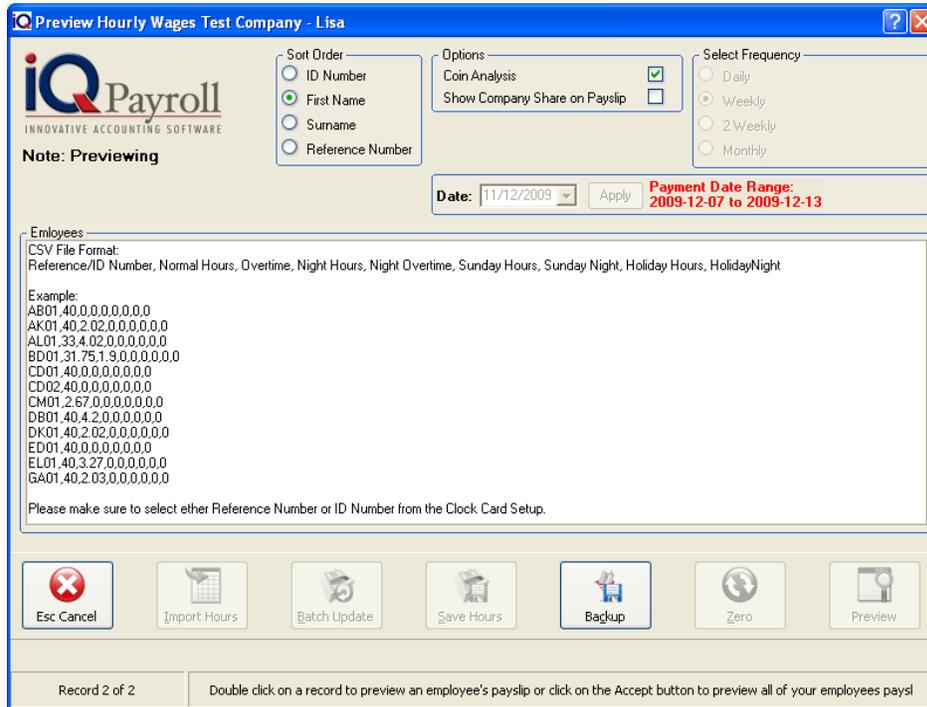
Hours can be import from the Hour scheduler. The hours scheduler will allow the user to add hour for everyone those total will then be totals and imported into Preview Hourly Wages.

EXTERNAL SOURCE

Import from an external source is when hours are imported from an external clock card system. This feature will only work if the clock card system can export to a CSV (comma separated values) file. The system allows for importing of hours from an external clock card system as long as it can export to CSV format.

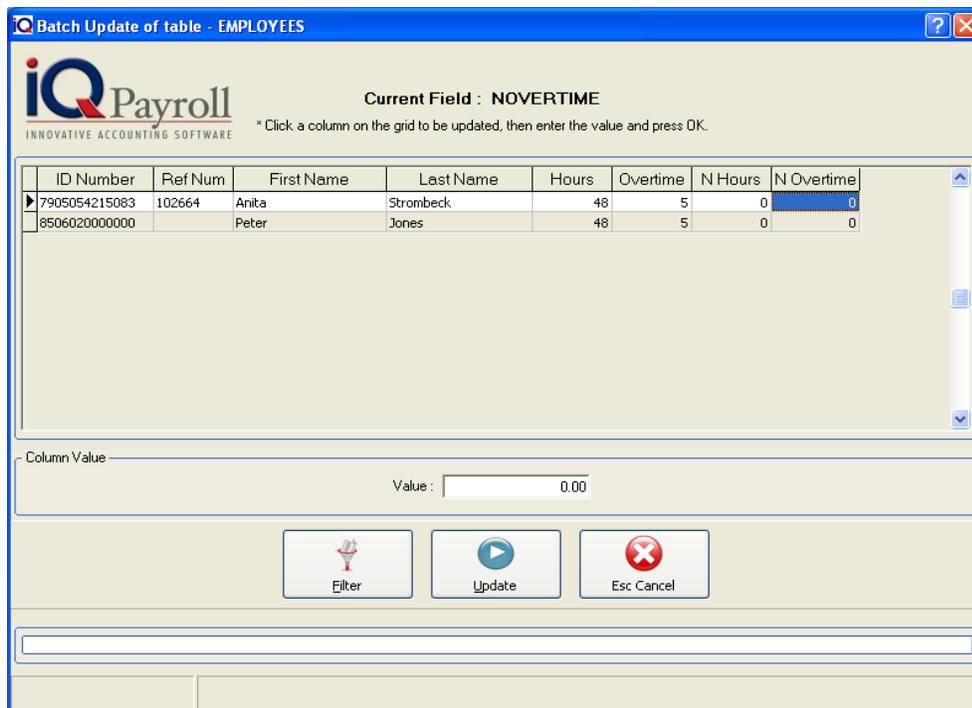
EXTERNAL SOURCE FORMAT

The format of the External Source has to be used in the format given here. Firstly the Reference or ID number, Normal Hours, Overtime, Night Hours, Night Overtime, Sunday Hours, Sunday Night, Holiday Hours and Holiday Night Hours.



BATCH UPDATE

Use the batch update option can be use if every employee has the same value for e.g. Hours, Overtime, Night Hours or Night Overtime. Click the Field to be use and type in the Value block e.g. the employees has all work 48 hours.



Once the Value has been entered and Update selected the screen can be close and all the hours will be displayed on the Preview wages window.

Preview Hourly Wages Test Company - Lisa

Sort Order

- ID Number
- First Name
- Surname
- Reference Number

Options

- Coin Analysis
- Show Company Share on Payslip

Select Frequency

- Daily
- Weekly
- 2 Weekly
- Monthly

Note: Previewing

Date: 21/12/2009 **Apply** **Payment Date Range:** 2009-12-21 to 2009-12-27

First Name	ID Number	Ref Num	Last Name	Can Pay	Hours	Overtime	N Hours	N Overtime	S
Anita	7905054215083	102664	Strombeck	<input checked="" type="checkbox"/>	48	0	0	0	
Peter	8506020000000		Jones	<input checked="" type="checkbox"/>	48	0	0	0	

Employees

Record 2 of 2

Double click on a record to preview an employee's payslip or click on the Accept button to preview all of your employees paysl

Buttons: Esc Cancel, Import Hours, Batch Update, Save Hours, Backup, Zero, Preview

SAVE HOURS

To save the hours entered, the Save Hour button needs to be selected otherwise when the wage payment option is processed the system will not take the hours that were entered into consideration.

BACKUP

Before processing the live salary payments, a backup needs to be made. This will ensure that if something had to go wrong, the backup can be restored and the payments can be reprocessed.

NOTE: The data will be backed up to the specified folder C:\IQPayroll\Backups\EXM\20080408\. This will mean that the backup that was made can be found in the specified folder on the server machines hard drive. Ensure that all users are logged out of the system at the time of doing the backup!

ZERO

The zero option will zero Hours, Overtime, Night Hours etc amounts typed.

PREVIEW

This will generate a preview of the payslip, which you can then print to an installed printer.

Preview		Payslip		Generated On :			
				09/12/2008	14:00:45		
Weekly report for 09 December 2008							
Employee Details			Totals				
<u>Harry Themlo</u>							
Occupation :			Remuneration	0.00			
Tax Number :			Tax Paid	0.00			
Reference Number : 004	Date Hired : 01/03/2006		Periods Paid	0.00			
ID Number : 6310250661888	Method : Cash		Average Payment	0.00			
Leave			Summary				
Annual Leave Available : 0.00	Sick Leave Available : 1,530.4		Extra Info				
Annual Leave Taken : 0	Sick Leave Taken : 0		Taxable Allowances (Non Cash) 0.00				
Unpaid Leave Taken : R 0.00							
Bank Details			Allowances				
South African Rand (R)							
Bank Account :			Wage	1,900.00			
Bank Branch :			Total Allowances	300.00			
Bank Name :			Loans Received	0.00			
Booked Hours: 38			Deductions				
Booked Overtime: 4			Total Deductions	0.00			
			Loans Paid	0.00			
			UIF	22.00			
			Total Tax	236.77			
			Net Income : 1,941.23				
Code	Allowance	Tax Ex	Deduction	Tax Eff	Cmp Share	Description	Freq
3601	50.00					Income - taxable	Hourly
3607	75.00					Overtime	Hourly
Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600							
						Signed: _____ Date: _____	
						Lisa	

The Coin Analysis report will display after the Wage Preview screen

NOTE: An Employee's name will only appear on the Coin Analysis if Cash is selected at the Employee Maintenance Work Related Info, Payment Method.

		Coin Analysis											Generated On :		
													09/12/2008	14:02:48	
Weekly report for 09 December 2008															
ID Number	Name + Surname	Net Income	Coin Value	R200	R100	R50	R20	R10	R5	R2	R1	R0.50	R0.20	R0.10	R0.05
6310250661	Harry Themlo	1,941.23	1,941.25	0	19	0	0	4	0	0	1	0	0	0	1
7905054215	Anita Strombeck	8,188.76	8,188.80	0	81	1	0	3	1	0	3	0	0	0	2
Coin Totals			10,130.05	0	100	1	0	7	1	0	4	0	0	0	3

PREVIEWED LIST

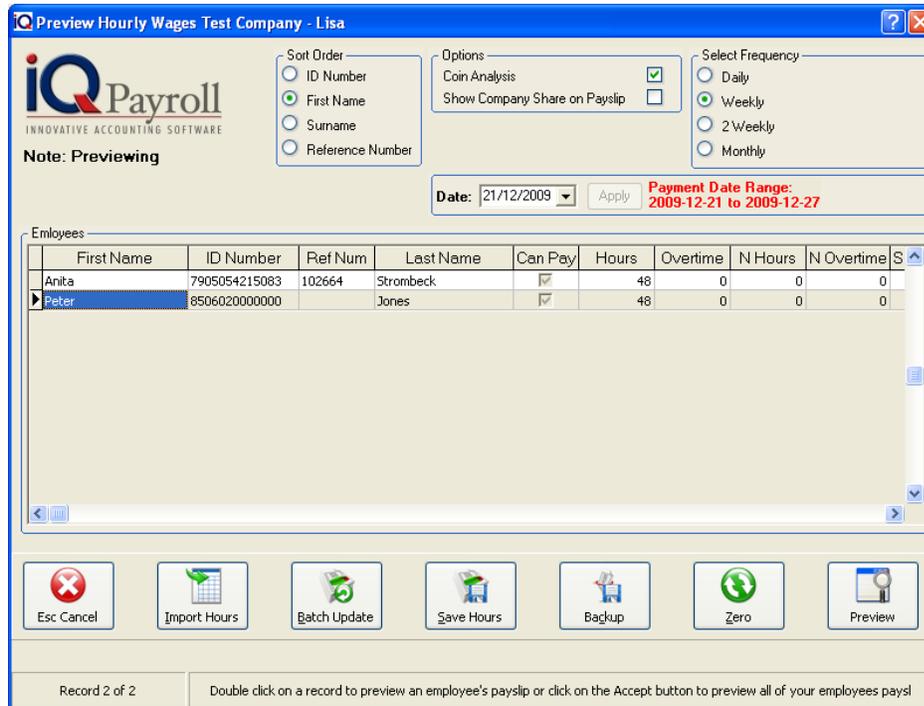
The previewed list allows the preview of the transactions to be viewed before they are processed. In other words before the salaries are paid.

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECTED PREVIEW DATE

The selected preview date is to show the transactions that will take place as it is currently in the system. This does not influence the payment date.



NOTE: The preview clearly shows exactly the transaction as it will be posted once the pay wages option has been executed.

Test Company - Lisa Kok		Transaction List Preview										Generated On : 09/12/2008 14:38:49		
ID Number	Ref Num	Employee	Remuneration	Payment	Tax Eff	Tax Ex	Allowance & Comms	Deduction	Tax	UIF	SDL	Loans	Paid Loans	Net
6310250661888	004	Themlo H	2,200.00	1,900.00	0.00	0.00	300.00	0.00	236.77	22.00	22.00	0.00	0.00	1,941.23
7905054215083	002	Strombeck A	1,370.81	1,260.00	124.19	0.00	235.00	474.19	87.51	14.95	13.71	10,000.00	2,729.59	8,188.76
			3,570.81	3,160.00	124.19	0.00	535.00	474.19	324.28	36.95	35.71	10,000.00	2,729.59	10,129.99

TRANSACTION PREVIEW SELECTION

EXPORT

The export format allows one to export the current screen information to any of the selected formats namely (CSV, Text, HTML, XML, Excel)

FILTER

The filter option enables one to filter out employees based on the information needed in the transaction preview list. For more information go to the Chapter on Filters.

DESIGN

The design option allows one to modify the Preview List layout. For more information go to the Chapter on Stationary Design.

VIEW LIST

The View List option will display the report in the preview screen.

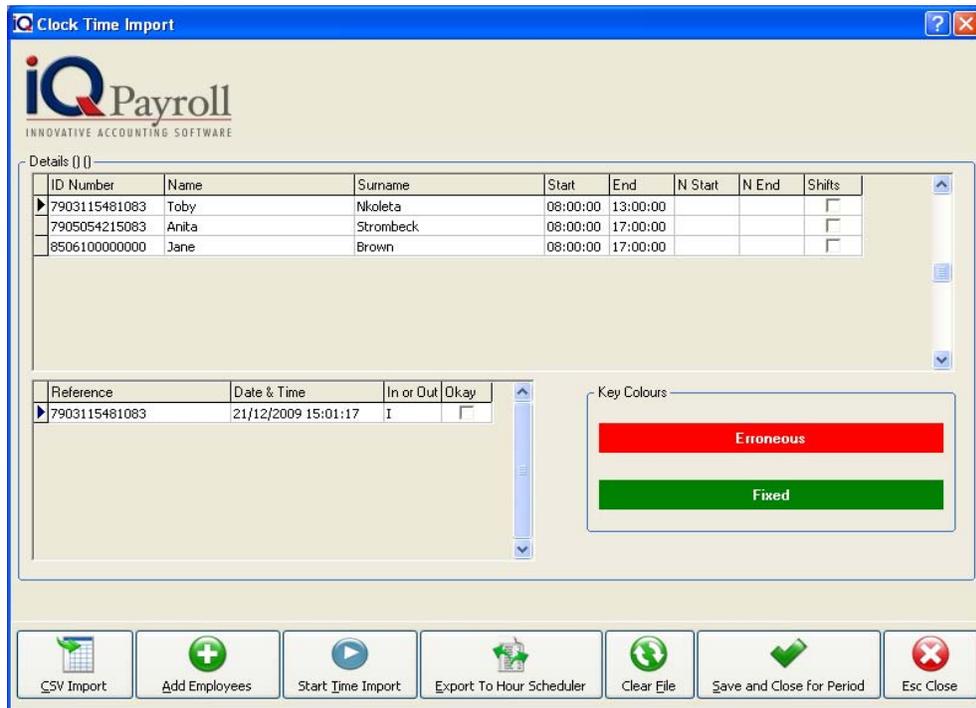
ID Number	Ref Num	Employee	Remuneration	Payment	Tax Eff	Tax Ex	Allowance & Comms	Deduction	Tax	UIF	SDL	Paid Loans	Loans	Net	
7805054215083	102604	Strombeck A	1,440.00	1,440.00	0.00	0.00	0.00	0.00	75.13	14.40	14.40	0.00	0.00	1,350.47	
8506020000000		Jones P	1,440.00	1,440.00	0.00	0.00	0.00	0.00	75.13	14.40	14.40	0.00	0.00	1,350.47	
			2,880.00	2,880.00	0.00	0.00	0.00	0.00	150.26	28.80	28.80	0.00	0.00	2,700.94	
											Company Contribution	28.88			
												57.60			
Cost To Company				2,880.00											
Total Payment Bill - Including Company UIF & SDL				2,785.54		Total SARS Value				235.66					

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

CLOCK SYSTEM

The clock system gives one complete control over your employee's time, attendance and absence. You automatically build up a history of Attendance and Tardiness that would otherwise be very time consuming to keep up to-date if you did it manually.



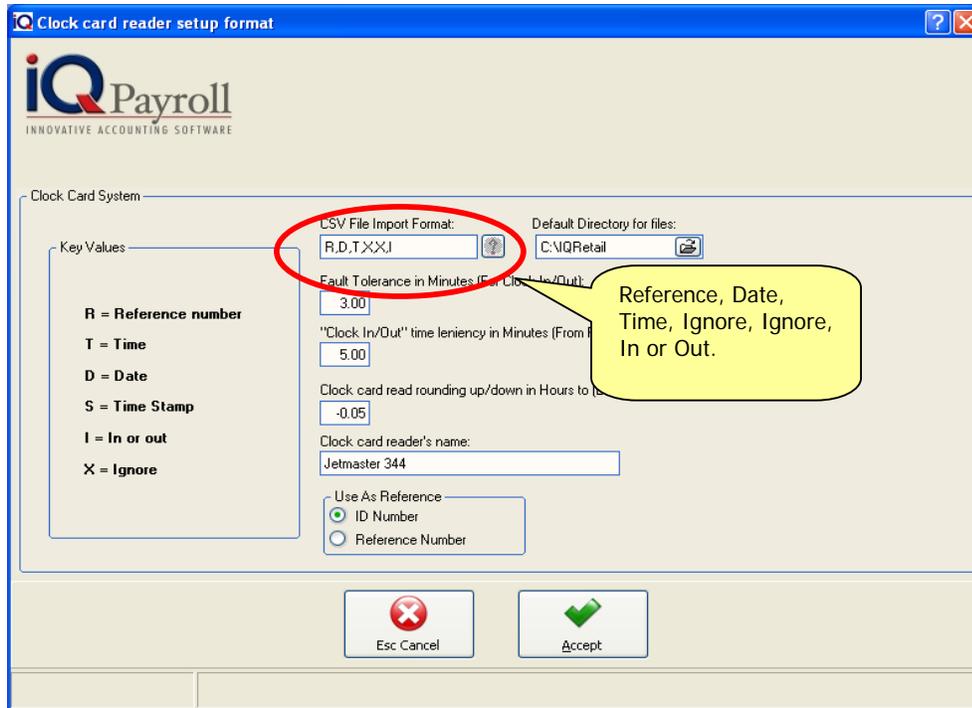
DETAILS OF CLOCK CARD

The employees ID Number, Name, Surname, Start, End, Night Start, Night End and Shifts detail will be displayed here.

SELECTION DETAILS OF CLOCK CARDS

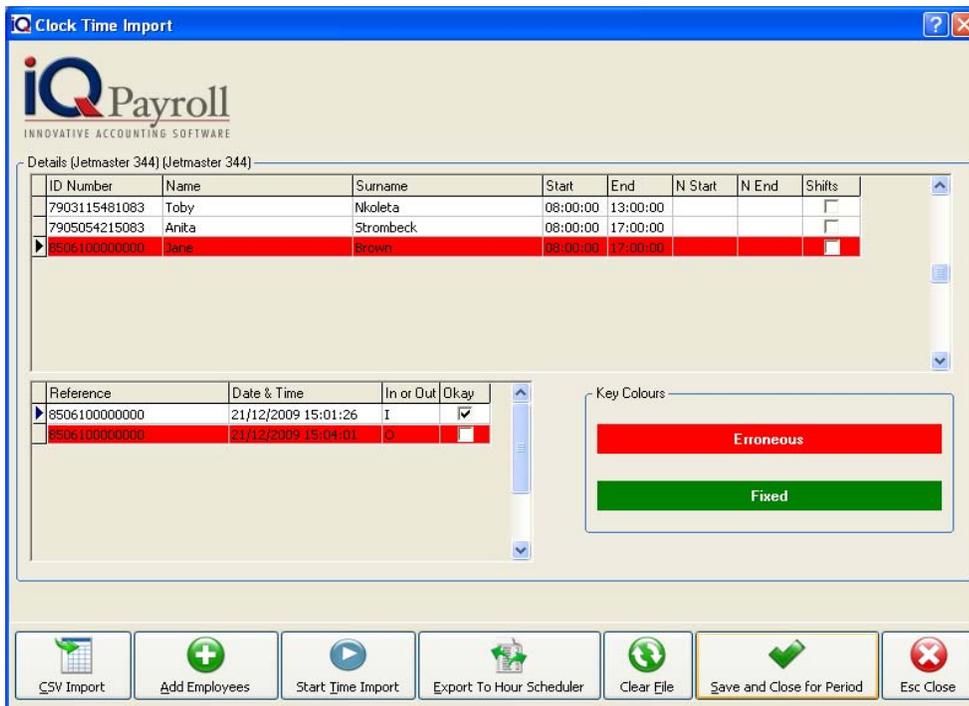
CSV IMPORT

The file import option will only be available if the separated hours and overtime is switch off in the Employer Setup, Setup Tab. The File Import option will allow you to import a CSV file from a Clock Card System. The CSV format needs to be specified in the Clock Card Setup e.g. R,X,X,D,T,I.



SELECT FILE

Select the CSV file destination for example on the Desktop.



IMPORT

Select the import button to import the information from the CSV file. Once the CSV file has been imported the information will appear in the Detail under the employee specifying the Reference, Date & Time, In or Out and Okay. The time will be compared to the working hours of the employee; if the time is different the line will be displayed in Red (Erroneous)

ADD EMPLOYEES

Select Add Employees to add another employee to the clock card system.

EMPLOYEE

Select the employees details

ADD/EDIT MASTER PASSWORD

The Add / Edit Master Password will allow the employee to add or change the Master Password.

ADD A PIN CODE

The Id number, Name and Surname will appear after the employee has been selected.

ADD/EDIT ID PHOTO

Click on the Add/Edit ID photo button browse for the employees photo.

NEW PIN CODE

Type the unique pin code for the employee only. Make sure every employee has his or her own code.

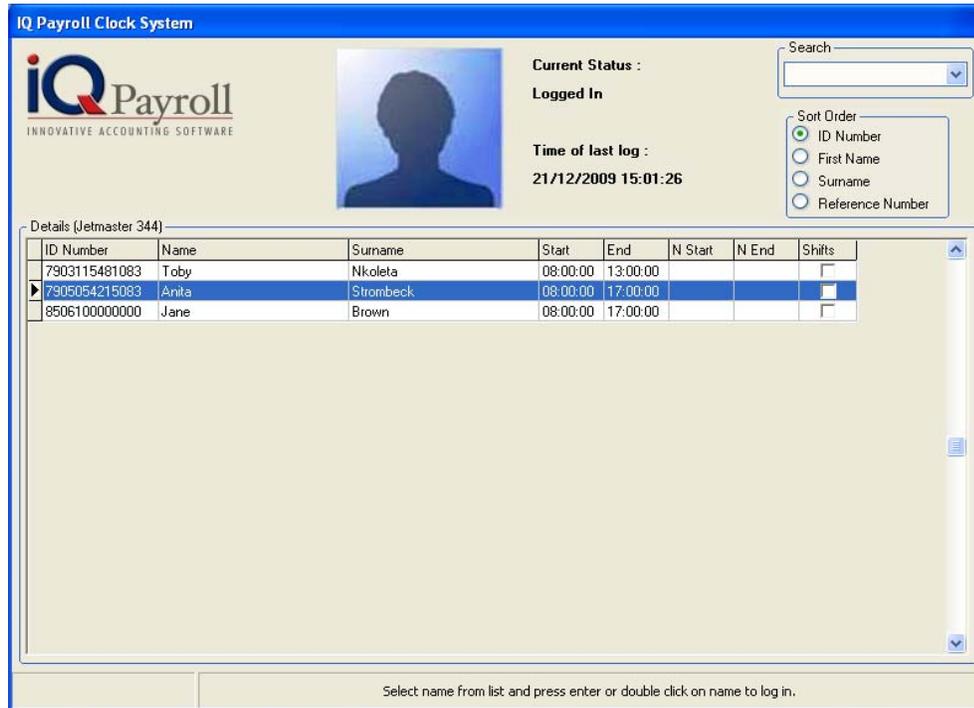
RETYPE PIN CODE

Retype the Pin Code. Just a check to confirm the pin code is correct.

Proceed by selecting Accept

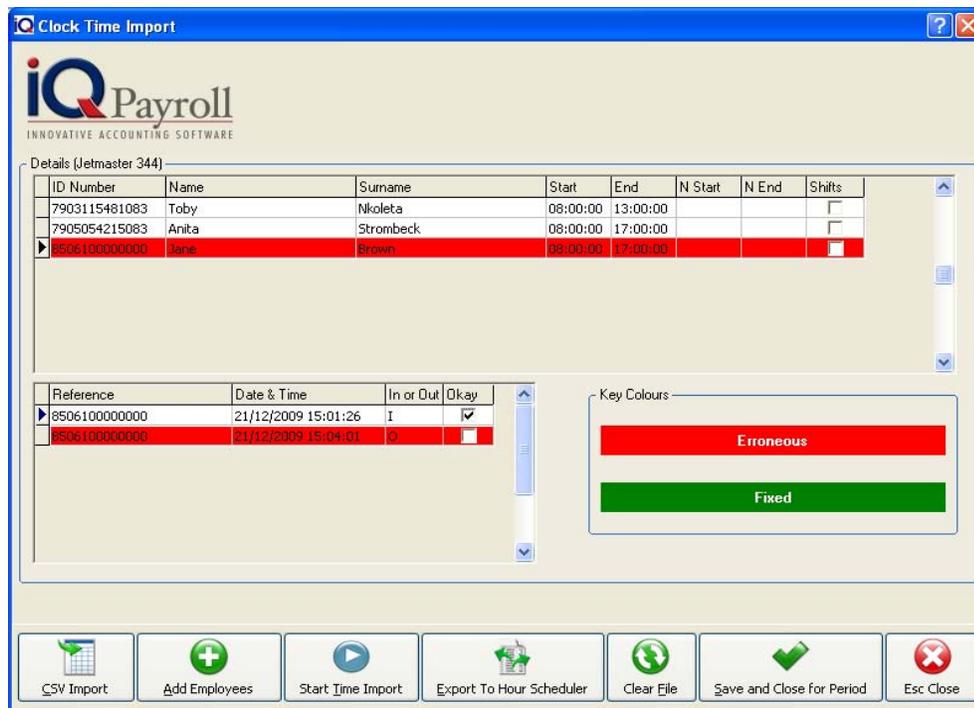
START TIME IMPORT

The Start Time import screen will allow the employee to log in or out.



The employee must select his or her name, they will be asked for their clock pin number. They will now be logged in. The current status will be displayed as logged in and the Time of last log will show the date and time of log in. Once the employee has completed his or her workday, they must double click on their name again and type in the clock pin number.

NOTE: The Clock Card Time log in screen can only be close with the Master pin password. Normally the Clock in Time option is on a terminal dedicated to only log in and log out.



EXPORT TO HOUR SCHEDULER

This option will export the hour from the Clock Card system to the Hours scheduler whereby you can then import the hours into the Preview Wages Import Hours.

CLEAR FILE

This option will clear all the information allowing the user to start again.

SAVE AND CLOSE FOR PERIOD

This option will require the user to close the clock cards system, but making sure that all the information is correct and has been exported to the hour scheduler.

**CLOSE**

The close option will close the Clock Card Screen.

HOURLY SCHEDULER

The hour scheduler is for entering day-to-day hours that employees have worked. Employers keep time sheets as to the hours that employees have worked. The hour scheduler makes the entering of hours worked by an employee easier. However, it is not a necessity to enter the hours using the hour scheduler.

Hours Scheduler

Separate Hours and Overtime

When the Hours Scheduler option Separate Hours and overtime is enable a day will be divide in to two columns Hour and overtime. In other words, you will control the normal hours and overtime hours.

Hours Scheduler

Separate Hours and Overtime

The CSV file must have the correct order specified here. E.g. Reference, Ignore, Ignore, Date, Time, In or Out = I

NOTE: The daily hours of employees can and may be entered via the preview wages screen.

HOURLY SCHEDULER DETAILS

COLOUR CODE

The color code shows weekends and Holidays. The Weekends are shown in a green color and the Holidays are shown in a light blue color.

SEARCH

The search option allows one to search for the relevant employee.

SELECT DATE

Select date option allows one to enter the month that the employee will be paid for. Once the date has been selected, the system will look at the calendar and list the whole month's days from day 1 until the end of the month.

Color Code

Weekends
Holidays

Personal Details

Name: Peter
ID Number: 850602000000

Search

850602000000

Select Date

December 2009

Employees

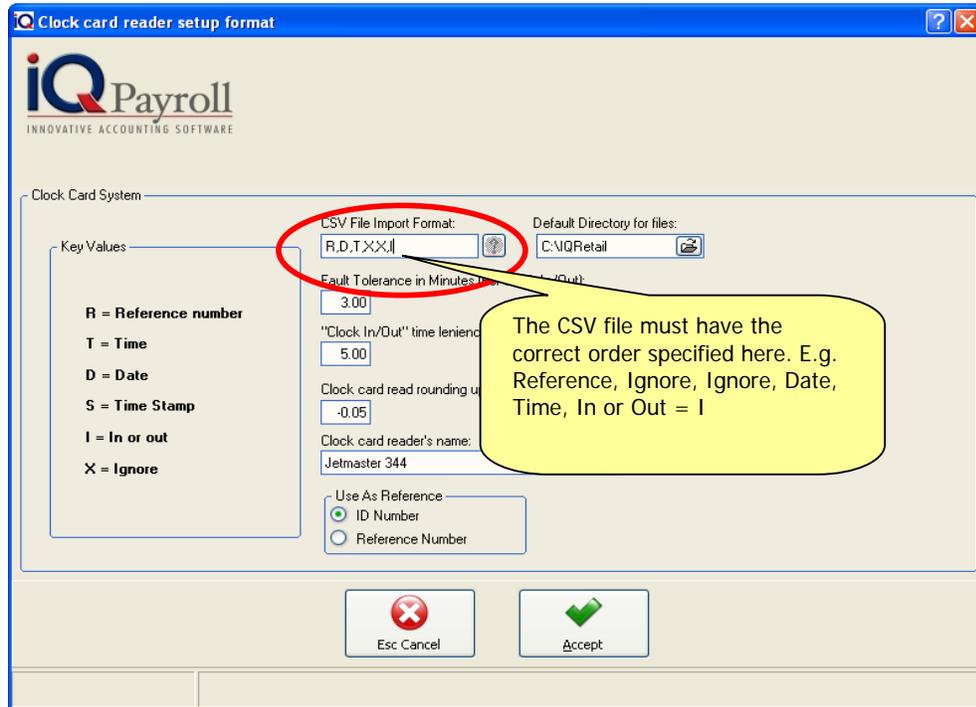
ID Number	Tuesday		Wednesday		Thursday		Friday		Saturday	
	Day 1	Night 1	Day 2	Night 2	Day 3	Night 3	Day 4	Night 4	Day 5	Night 5
7903115481083	8	0	10	0	12	0	8	0	0	0
7905054215083	8	0	6	0	8	0	8	0	0	0
8506020000000	9	0	8	0	8	0	8	0	0	0

File Import Clear All Data Clear Column Accept

Records: 3 Type in the relevant hours in each day of the month that the employee has worked

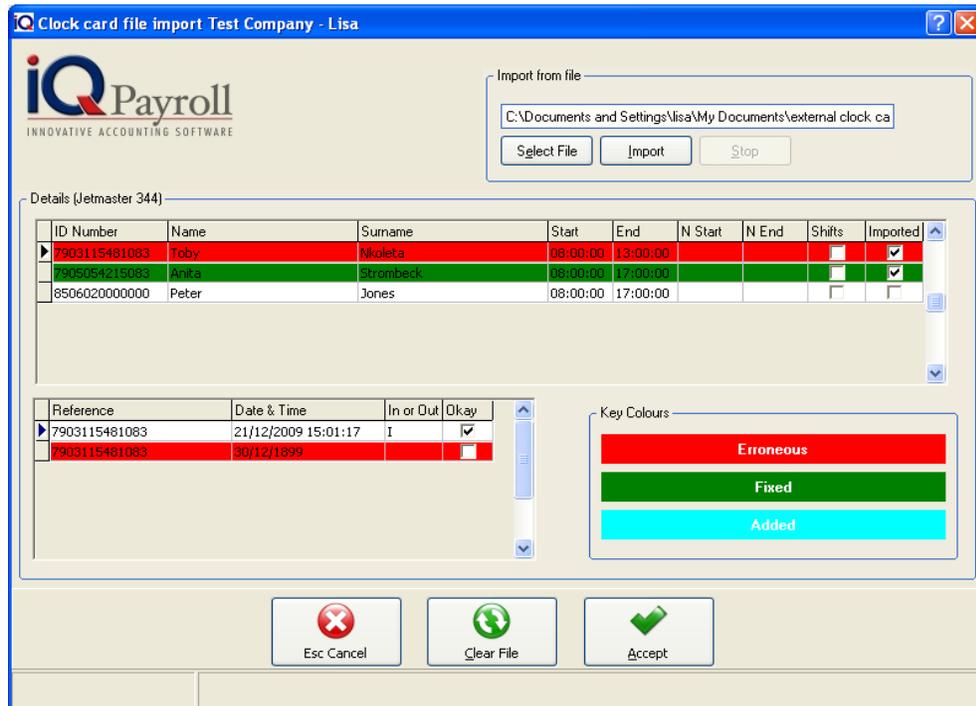
FILE IMPORT

The file import option will only be available if the separated hours and overtime is switch off in the Employer Setup, Setup Tab. The File Import option will allow you to import a CSV file from a Clock Card System. The CSV format needs to be specified in the Clock Card Setup e.g. R,X,X,D,T,I.



SELECT FILE

Select the CSV file destination for example on the Desktop.



IMPORT

Select the import button to import the information from the CSV file. Once the CSV file has been imported the information will appear in the Detail under the employee specifying the Reference, Date & Time, In or Out and Okay. The time will be compared to the working hours of the employee. If the time is different the line will be displayed in Red (Erroneous). After the information has been imported, select accept and the hours will be displayed at the hour scheduler.

NOTE: Once all the necessary hours have been entered, click the Accept Button. Return to the Preview of Hourly Wages and all the hours entered for the specific employee will now show on the screen. Remember to save the hours before payments are made.

PAYING AN EMPLOYEE

Once the backup has been made, the system will return to the pay salaries screen. To pay the employees, select the correct pay date and click on the accept button. If no previous payments were done, the system will show a warning message.

PAYING WAGES

PAY WAGE

This is a live process, in other words the system will process the wages for the employees. It is very important that a backup be made before the pay wages are processed.

Warning: Live Processing

ID Number	Ref Num	First Name	Last Name	Can Pay	Hours	Overtime	N Hours	N Overtime
7903115481083	003	Toby	Nkoleta	<input checked="" type="checkbox"/>	38	4	0	0
7905054215083		Anita	Strombeck	<input checked="" type="checkbox"/>	42	6	0	0

Record 2 of 2 Double click on a record to pay an employee or click on the Accept button to pay all of your employees

NOTE: This is very important; ensure that all previous payments have been captured. If all previous payments have been captured, proceed by enabling all the options and enter the Admin Password to continue. This screen will only appear if a month was skip or not processed.

No Previous Period Payments

You haven't done a payment for the previous period (from 2008-12-01 to 2008-12-07). Are you sure you want to continue with this payment?

You realise that you will not be able to process a payment for a previous period.

User Number:

Admin Password:

PRINT HOURLY WAGE PAY SLIPS

To print employee pay slips, click the Wages Menu Option followed by the Print Option and then Hourly Wage Pay Slip.

NOTE: Pay Slips will only be available to print once the selected employees have been paid.

Ref Num	ID Number	First Name	Last Name	Can Pay	Hours	Overtime	N Hours	N Overtime	S
	850602000000	Peter	Jones	<input checked="" type="checkbox"/>	48	5	0	0	
102664	7905054215083	Anita	Strombeck	<input checked="" type="checkbox"/>	48	5	0	0	

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

COIN ANALYSIS

The coin analysis option allows the system to work out which coins must be used when the salary is paid to the employee.

NOTE: The coin analysis will only work if the employee is paid in cash.

SHOW COMPANY SHARE ON PAYS LIP

This option enables the system to show the company share on the pay slip, this means that the company share that is paid on the employees behalf will be displayed on the employees pay slip.

SHOW FLAGGED ENTRIES

The Show flagged entries options enables one to reprint any employees pay slip that has previously left the company or an employee that has been fired.

PRINT HOURLY WAGE SELECTION

DESIGN

The design option allows one to modify the wage pay slip layout of the employee. For more information go to the Chapter on Stationary Design.

CANCEL

Cancel will cancel and close the Print Hourly Wage screen.

PREVIEW

The Preview option will display the Wage pay slip report in the preview screen.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

EMAIL PAYSLIP

Before the email payslip option can proceed, the email address of the employee has to be setup correctly. Setup at the Employee Maintenance screen. The Email Document button must be selected.

Email Address	anita@somewhere.co.za
Email Documents	<input checked="" type="checkbox"/>

The email pay slip option will email the pay slip to the employee in a attach PDF file format.

EMAIL ALL PAYSLIPS

Before the email all payslip option can proceed, the email address of the employee has to be setup correctly. Setup at the Employee Maintenance screen. The Email Document button must be selected.

The email all pay slip option will email the pay slip every employee that has a tick in the check box under Employee maintenance in a attach PDF file format.

NOTE: Once the pay slip has been printed, the coin analysis report will show up automatically because this employee is paid in cash.

		Coin Analysis													Date: 09/04/2008 11:26:02
															Page: 1
		Weekly report for : 27 April 2008													
ID Number	Name + Surname	Net Income	Coin Value	R200	R100	R50	R20	R10	R5	R2	R1	R0.50	R0.20	R0.10	R0.05
79050542150	Anita Strombeck	R 1,253.92	R 1,253.95	0	12	1	0	0	0	0	3	0	4	0	3
Totals			R 1,253.95	0	12	1	0	0	0	0	3	0	4	0	3

TRANSACTIONS LIST

SHOW FLAGGED ENTRIES

The Show flagged entries options enables one to reprint any employees pay slip that has previously left the company or an employee that has been fired.

SELECT A DATE

This option allows one to select dates of when transactions took place.

SEARCH

The Search option allows one to choose a specific employee and view the transactions (payments) that have taken place on that specific employee.

EXPORT FORMAT

The export format option allows one to export the existing screen information as it is into the following different types of formats (Excel, HTML, Text or CSV).

REPORT FORMAT

The report format has two different options in which the transactions for an employee can or may be printed. The first option "Between Selected Dates" allows one to print the report with transactions between the selected dates.

The second option "Calculated" allows one to print the report with the selected dates but the report will only show all those payments made for that specific period that has been selected.

Transaction List Test Company - Lisa

Select a Date
 From: 01/03/2009 To: 31/12/2009 [Apply]

Available Filters
 Clear Filter

Search: [] Show Flaged Entries: Yes

Report Format
 Between Selected Dates
 Calculated

Date	ID Num	Net Income	TAX	SITE	PAYE	Allowance	Deduction	UIF	SDL
31/12/2009	8506100000000	R 8,913.00	R 987.00	R 87.00	R 900.00	R 0.00	R 0.00	R 100.00	R 100.00
30/04/2009	5111104622400	R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10
31/05/2009	5111104622400	R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10
30/06/2009	5111104622400	R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10
31/07/2009	5111104622400	R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10
12/04/2009	7905054215083	R 1,532.72	R 115.63	R 19.70	R 95.93	R 225.00	R 0.00	R 16.65	R 16.65
19/04/2009	7905054215083	R 1,532.72	R 115.63	R 19.70	R 95.93	R 225.00	R 0.00	R 16.65	R 16.65
26/04/2009	7905054215083	R 1,532.72	R 115.63	R 19.70	R 95.93	R 225.00	R 0.00	R 16.65	R 16.65
03/05/2009	7905054215083	R 1,557.02	R 121.03	R 19.70	R 101.33	R 225.00	R 0.00	R 16.95	R 16.95
10/05/2009	7905054215083	R 1,557.02	R 121.03	R 19.70	R 101.33	R 225.00	R 0.00	R 16.95	R 16.95
17/05/2009	7905054215083	R 1,557.02	R 121.03	R 19.70	R 101.33	R 225.00	R 0.00	R 16.95	R 16.95
24/05/2009	7905054215083	R 1,557.02	R 121.03	R 19.70	R 101.33	R 225.00	R 0.00	R 16.95	R 16.95
		76702.12	11996.01	572.9	11423.11	11215	2000	716.87	878.15

Record 1 of 12

Select the Start date and End date of the transactions you wish to view

TRANSACTION LIST SELECTION DETAILS

VISIBLE FIELDS

In order to change the list of visible fields in the screen, select the Select Visible Fields option. Select a field in the left-hand column under Available Fields. Then click on the > button to add it to the right-hand column under Visible Fields. To move all the fields, click on the >> button. To a reverse an entry, click on the < or the << button.

EXPORT FORMAT

The export format option allows one to export the existing screen information as it is into the following different types of formats (Excel, HTML, Text or CSV).

FILTER

The filter option allows one to filter out certain transaction on the screen. For more information go to the Chapter on Filters.

DESIGN

The design option allows one to modify the Transaction List layout. For more information go to the Chapter on Stationary Design.

PREVIEW

This will generate a preview of the transaction, which you can then print to an installed printer.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

SHOW PAYSLIPS

Show Pay Slip option will show the pay slip as it was generated the last time the employee was paid.

NOTE: The Show Pay Slip option will show the pay slip as it was generated the last time the employee was paid.

FILTERING EXAMPLE

The following filter involves the printing of a Wage Transaction Report that must show all payments for Anita only.

Select the Date from the start of the financial year.

NOTE: The Start date must be set to the start of the financial year in order to get all the payments.

Now select the Search option on the left hand side of the screen. This allows one to then choose a specific employee from the drop down list.

ID Number		Ref Num	Employee	Remuneration	Payment	Tax Eff	Tax Ex	Allowance & Comms	Deduction	Tax	UIF	SDL	Loans	Paid Loans	Net	Date
Test Company - Lisa Kok			Transaction List										Generated On : 11/12/2008 15:17:33			
6310250661888	004		Themlo H	2,000.00	2,000.00	0.00	0.00	0.00	0.00	200.77	20.00	20.00	0.00	0.00	1,779.23	21/12/2008
7903115481083	002		Strombeck A	1,175.81	1,200.00	124.19	0.00	100.00	474.19	36.06	13.00	11.76	10,000.00	2,694.19	8,082.56	21/12/2008
Records : 2				3,175.81	3,200.00	124.19	0.00	100.00	474.19	236.83	33.00	31.76	10,000.00	2,694.19	9,861.79	

PIECE WORK WAGES

ADD PIECE WORK WAGE

Prior to paying the wage employees, if piece work wage is applicable to the employee then this needs to be added prior to paying the wage employee. From the wages menu click the add piece work wages menu option.

Wage Rate

By Unit
 By Employee

Product Type : FRAMES
Area : METAL
Unit : CORNER

ID Number	Name	Surname	Inactive	Shifts	Sunday	Holiday	Director	Date Last Run	Last Paid
5111104622400	Chuck	Borris	<input type="checkbox"/>	<input type="checkbox"/>	False	False	False	21/07/2009	31/07/2009
7903115481083	Toby	Nkoleta	<input type="checkbox"/>	<input type="checkbox"/>	False	False	False	30/12/1899	30/12/1899
7905054215083	Anita	Strombeck	<input type="checkbox"/>	<input type="checkbox"/>	True	True	False	22/05/2009	24/05/2009
8506020000000	Peter	Jones	<input type="checkbox"/>	<input type="checkbox"/>	False	False	False	21/12/2009	30/12/1899
8506100000000	Jane	Brown	<input type="checkbox"/>	<input type="checkbox"/>	False	False	False	21/12/2009	31/12/2009

Rate : 10.00 **Payment Date :** 23/12/2009

Quantity Delivered : 16.00

Total to be Paid : 160.00

PRODUCT TYPE

The product type is the product that employees are working with; this will be products that employees are paid an extra remuneration for. depending on the amount of work done or completed, the employees will be paid accordingly.

AREA

The area refers to the place or department that needs to be produced first.

EXAMPLE: If these employees are, farm workers and they work according to how many baskets of grapes they pick during a particular day, for this purpose the area would then be a specific section on the farm where the grapes are picked. Remember that grapes are picked for specific wines and for specific seasons.

UNIT

Unit refers to the actual item, in other words if we are still working on a farm the unit will then be the basket of grapes. Because for every basket of grapes the farm worker delivers, he\she is paid an additional wage amount.

SELECT THE EMPLOYEE

The next step is to choose the selected employee and add all the additional piece work wages. Select the appropriate employee.

NOTE: The piece work wages have to be added before any payments are made.

RATE

The rate refers to the hourly rate or the rate per item finished or completed that the employee will be paid for piece work done.

QUANTITY DELIVERED

The quantity delivered will be the quantity of goods produced in order to qualify for the additional wage payment.

TOTAL TO BE PAID

The total to be paid is calculated in the following way
(RATE * QUANTITY DELIVERED = TOTAL TO BE PAID)

PAYMENT DATE

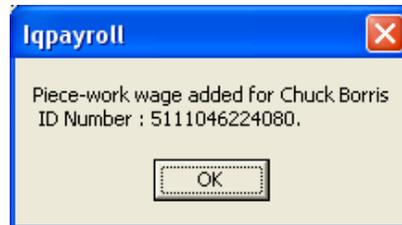
The payment date is the date that the piece work wage will be included in the normal wage pay of that specific employee.

NOTE: Once completed proceed to the Pay Option and choose the Hourly Wages Option.

CONFIRMATION

The confirmation box will appear once the add button has been clicked. the confirmation box is there for a reason. Make sure that all details are entered in correctly. If not then cancel and enter all the outstanding information, then proceed.

NOTE: Very important to always make sure that the wage employee's information is entered correctly.



REVERSE PAYMENT DETAILS

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

SELECT FREQUENCY

The frequency selection is a preconfigured filter. This option allows you to choose which employees are going to be paid. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

	First Name	ID Number	Title	Surname	Run Date	Last Paid	Re
▶	Anita	7905054215083	Miss	Strombeck	22/05/2009	24/05/2009	102
	Peter	8506020000000	Mr	Jones	21/12/2009	30/12/1899	

REVERSE

By reversing the payment, the system will reverse the last payment made to specific employees or employee. The system will prompt with a confirmation, if the YES button is clicked the system will continue an reverse the last payment that was made on that specific employee.

NOTE: The reversal op payments option should only be done if an employee has been paid incorrectly for whatever reason. Once the reverse payment option is complete the employee will no longer be available on the reverse window. Only one payment can be reverse.

FOR EXAMPLE: If a mistake was, make 2 payments ago that payment can not be reverse, another alternative is to restore the backup before the incorrect payment was made and correcting the mistake followed by the correct payment.

ADDITION PAYMENTS

Additional payments will allow the user to add extra payments for a specified month. For example Commission, Overtime or Provident lump sum benefits. In other words even if the employee has already received a salary for the month more payments can be made for a specific employee.



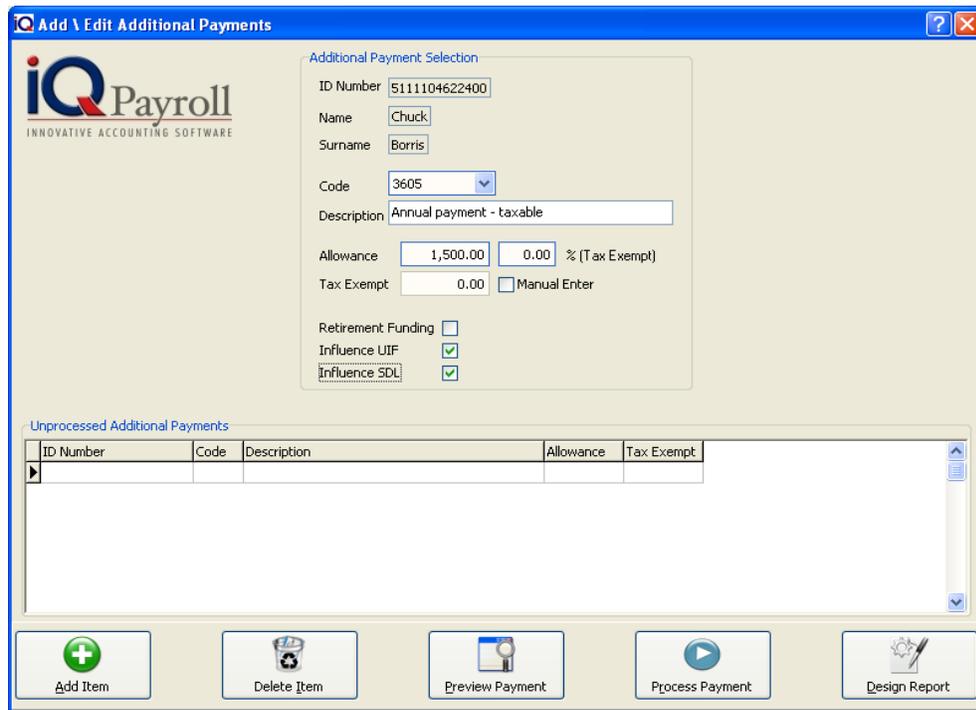
HOW TO ADD ADDITIONAL PAYMETNS

Select Additional payments under the Salary Menu Option. The option will allow the user to add extra payment for an employee during the month. Select the employee followed by Add Payment.

ID Number	Name	Surname	Reference Number	Date last run	Date last Paid
5111104622400	Chuck	Borris	1	21/07/2009	31/07/2009
7903115481083	Toby	Nkoleta	102664	30/12/1899	30/12/1899
7905054215083	Anita	Strombeck	102664	21/12/2009	30/12/1899
8506020000000	Peter	Jones	102664	21/12/2009	30/12/1899
8506100000000	Jane	Brown	102664	23/12/2009	31/12/2009

ADD PAYMENTS

Select the add payment option after selecting the employee.



ADDITION PAYMENT SELECTION

ID NUMBER

The employee ID Number will be displayed. These details can not be changed, if the incorrect employee was selected close the window and select the correct employee.

NAME

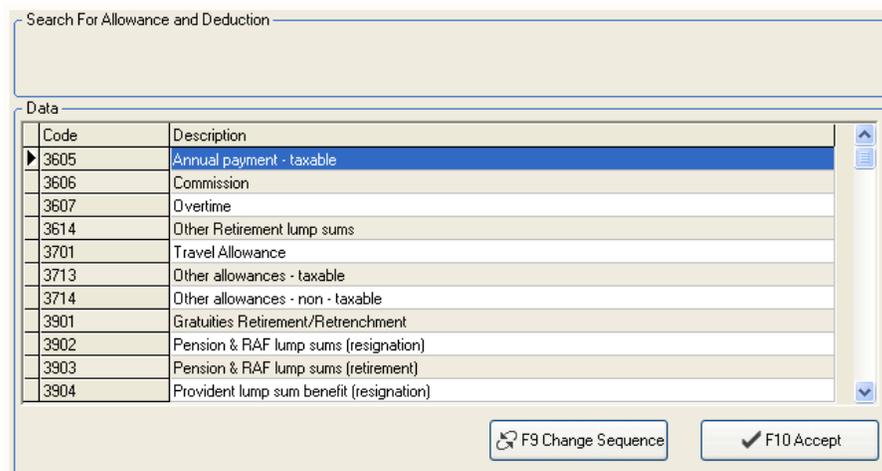
The employee Name will be displayed.

SURNAME

The employee surname will be displayed.

CODE

Select the account



DESCRIPTION

The description of the account will be displayed, but the description can be changed e.g. Anuall Payment – Bonus.

ALLOWANCE

Enter the Allowance amount.

% TAX EXEMPT

The percentage tax exempt is only if a portion of the wage is completely free of tax. This is usually applicable on employee car allowances. According to the Tax law, only 60% of a car allowance is taxable.

RETIREMENT FUNDING

The retirement funding option should only be enabled if a portion of the employees wage is going to be deducted for retirement funding purposes. Retirement funding is either a Pension Fund or a Provident Fund.

INFLUENCE UIF

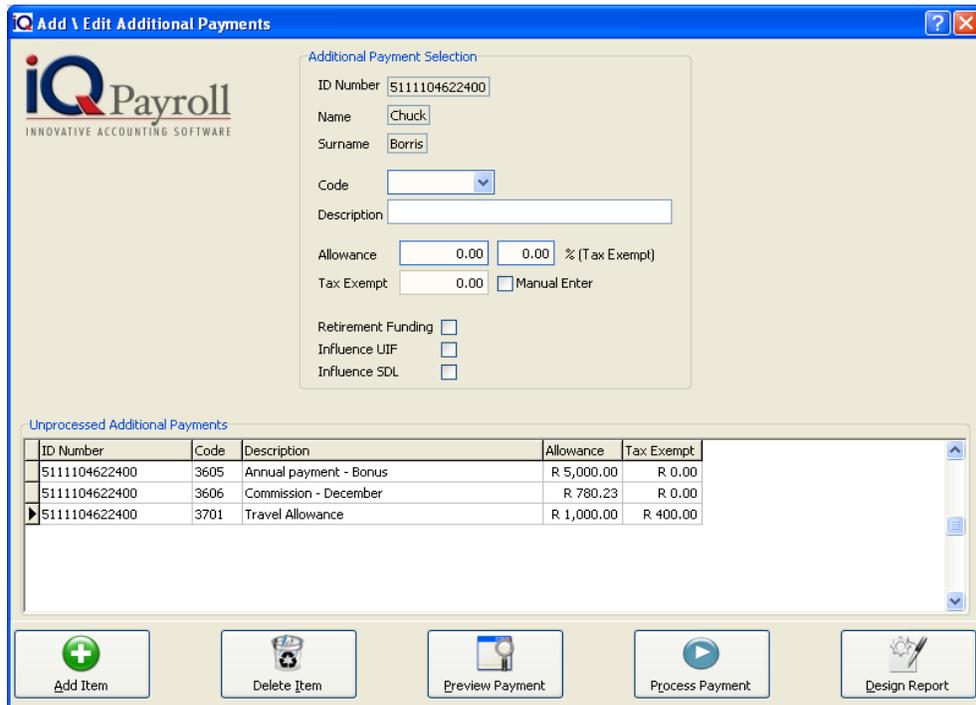
This option enabled the system to know that the wage must influence the UIF so that the UIF portion can be calculated and deducted automatically when the employee is paid.

INFLUENCE SDL

This option enabled the system to know that the wage must influence the SDL so that the SDL portion can be calculated and deducted automatically when the employee is paid.

UNPROCEESS ADDITION PAYMENTS

The unprocess additon payment will display all the payments that was added under additional payments.



ADDITIONAL PAYMENT DETAILS

Additional Payment Selection

ID Number: 5111104622400
 Name: Chuck
 Surname: Borris
 Code: 3605
 Description: Annual payment - taxable
 Allowance: 1,500.00 0.00 % (Tax Exempt)
 Tax Exempt: 0.00 Manual Enter
 Retirement Funding:
 Influence UIF:
 Influence SDL:

Unprocessed Additional Payments

ID Number	Code	Description	Allowance	Tax Exempt

Buttons: Add Item, Delete Item, Preview Payment, Process Payment, Design Report

ADD ITEM

Select the add item option to add an Additional Payment

DELETE ITEM

Select the Delete Item option after selecting the employee.

PREVIEW PAYMENT

The Preview payment option will display the transaction in the preview screen.

PROCESS PAYMENT

The process payment option will process all the additional payments.

DESIGN REPORT

The design option allows one to modify the Preview List layout. For more information go to the Chapter on Stationary Design.

WAGE PAYMENT ENQUIRIES

This option from the main reports menu, Payment Enquires. The user will be able to choose the required report by clicking on the provided option.



SHOW

The Show selection is a preconfigured filter. This option allows you to choose which employees are going to be shown. In other words if you have employees that are paid weekly, click the weekly option and all those employees will appear. The same would go for all other employees.

SORT ORDER

Sort Order allows the system to sort the employees ID Number, First Name, Surname or Reference Number.

The screenshot shows the 'Salary Enquiries Test Company - Lisa' window. The 'Show' section has radio buttons for 'All', 'Salaries', 'Casual', 'Wage', 'Inactive', and 'Active'. The 'Sort Order' section has radio buttons for 'ID Number', 'First Name', 'Surname', and 'Reference Number'. The 'Available Filters' section has a 'Clear Filter' button. Below these is a table of employees with columns: ID Number, Ref Number, First Name, Surname, Dismissed, Is Hourly, Shifts, Holiday, and Sunday. The table contains three records. At the bottom, there are 'Filter' and 'View' buttons, and a status bar showing 'Records 3' and a note: 'Use arrow keys to move, or use the filter to get to the desired record'.

ID Number	Ref Number	First Name	Surname	Dismissed	Is Hourly	Shifts	Holiday	Sunday
7903115481083		Toby	Nikoleta	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7905054215083	102664	Anita	Strombeck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
850602000000		Peter	Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WAGES ENQUIRIES

FILTER

The filter option enables one to filter out employees based on the information needed in the transaction preview list. For more information go to the Chapter on Filters.

VIEW

The View option will display all the information per employee by Transaction or Immediate Payment or Allowances and Deductions.

PERSONAL INFORMATION

The employees ID number, First name and surname will be displayed.

HISTORY OPTIONS

Choose between Transactions, Immediate Payment or Allowances and Deductions. The Transactions will show the salary payments for each month per line, where as the Immediate payment will show only allowances that was paid out immediately, and Allowance and Deductions will display all the allowance and transaction per line for each month.

TRANSACTIONS

The History Transactions will display all the transaction per employee for a specified period.

Personal Information

ID Number: 5111104622400
 First Name: Chuck
 Surname: Boris

History Options

Transactions
 Immediate Payments
 Allowances and Deductions

Select a Date

From: 01/03/2009
 To: 31/12/2009

Reports

Transaction List
 Income History

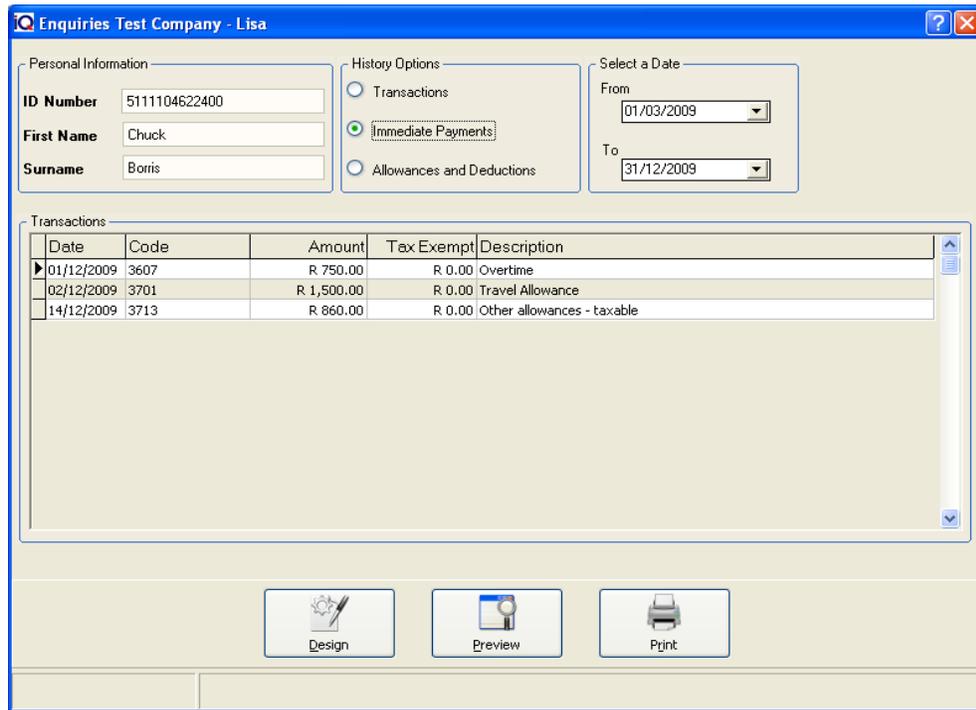
Transactions

Net Income	TAX	SITE	PAYE	Allowance	Deduction	UIF	SDL	Loans	P Loans	Freq
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12
R 14,240.72	R 2,544.50	R 87.00	R 2,457.50	R 2,410.00	R 500.00	R 124.78	R 165.10	R 0.00	R 0.00	12

Design **Preview** **Print**

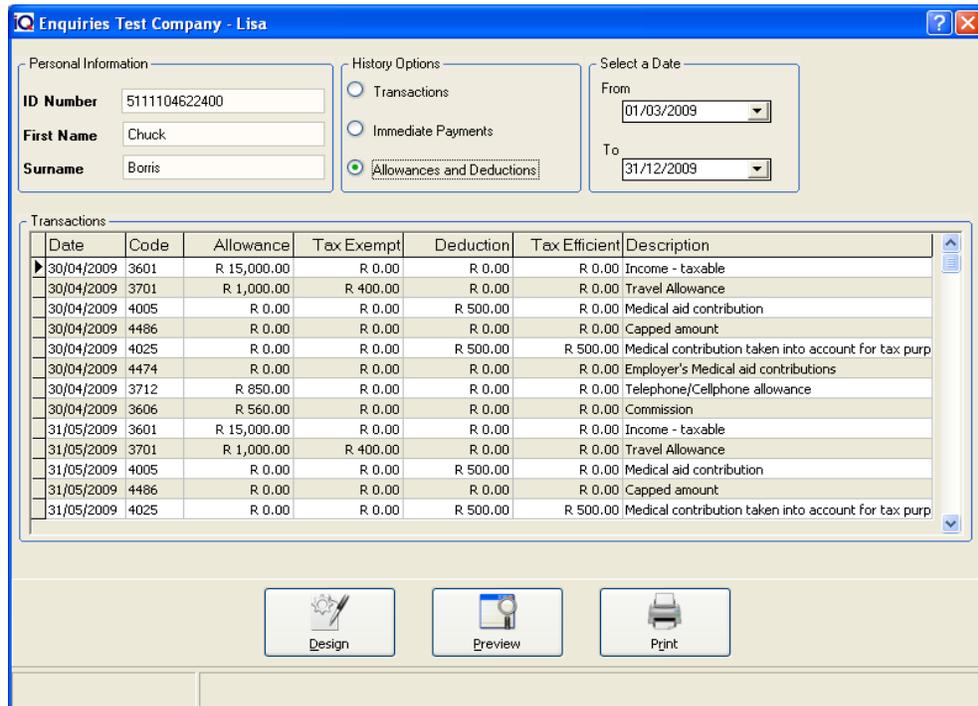
IMMEDIATE PAYMENTS

The History Immediate Payments will display all the transaction per employee for a specified period.



ALLOWANCES AND DEDUCTIONS

The History Allowances and Deductions will display all the transaction per employee for a specified period.



SELECT A DATE

Choose the From and To date to view the transactions.

WAGES ENQUIRIES SELECTION DETAILS

DESIGN

The design option allows one to modify the Preview List layout. For more information go to the Chapter on Stationary Design.

PREVIEW

The Preview option will display the report in the preview screen.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

Employees Allowances and Deductions Listing						
Mr C Borris 5111046224080						
Code	Allowance	Tax-Exempt	Deduction	Tax Efficient	Description	Date
3601	15,000.00	0.00	0.00	0.00	Income - taxable	31/10/2008
3701	800.00	320.00	0.00	0.00	Travel Allowance	31/10/2008
4005	0.00	0.00	800.00	0.00	Medical aid contribution	31/10/2008
4486	0.00	0.00	0.00	0.00	Capped amount	31/10/2008
4025	0.00	0.00	800.00	800.00	Medical contribution taken into account for tax purposes	31/10/2008
4474	0.00	0.00	0.00	0.00	Employer's Medical aid contributions	31/10/2008
4001	0.00	0.00	1,264.00	1,185.00	Current pension fund contribution	31/10/2008
4472	0.00	0.00	0.00	0.00	Employer's Pension fund contributions	31/10/2008
3607	400.00	0.00	0.00	0.00	Overtime	31/10/2008
3601	15,000.00	0.00	0.00	0.00	Income - taxable	30/11/2008
3701	800.00	320.00	0.00	0.00	Travel Allowance	30/11/2008
4005	0.00	0.00	800.00	0.00	Medical aid contribution	30/11/2008
4486	0.00	0.00	0.00	0.00	Capped amount	30/11/2008
4025	0.00	0.00	800.00	800.00	Medical contribution taken into account for tax purposes	30/11/2008
4474	0.00	0.00	0.00	0.00	Employer's Medical aid contributions	30/11/2008
4001	0.00	0.00	1,264.00	1,185.00	Current pension fund contribution	30/11/2008
4472	0.00	0.00	0.00	0.00	Employer's Pension fund contributions	30/11/2008
	32,000.00	640.00	5,728.00	3,970.00		

Test Company - Lisa Kok
 45 Proton Drive
 Techno Park
 Stellenbosch
 7600

1 of 1

EMPLOYEE REPORTS

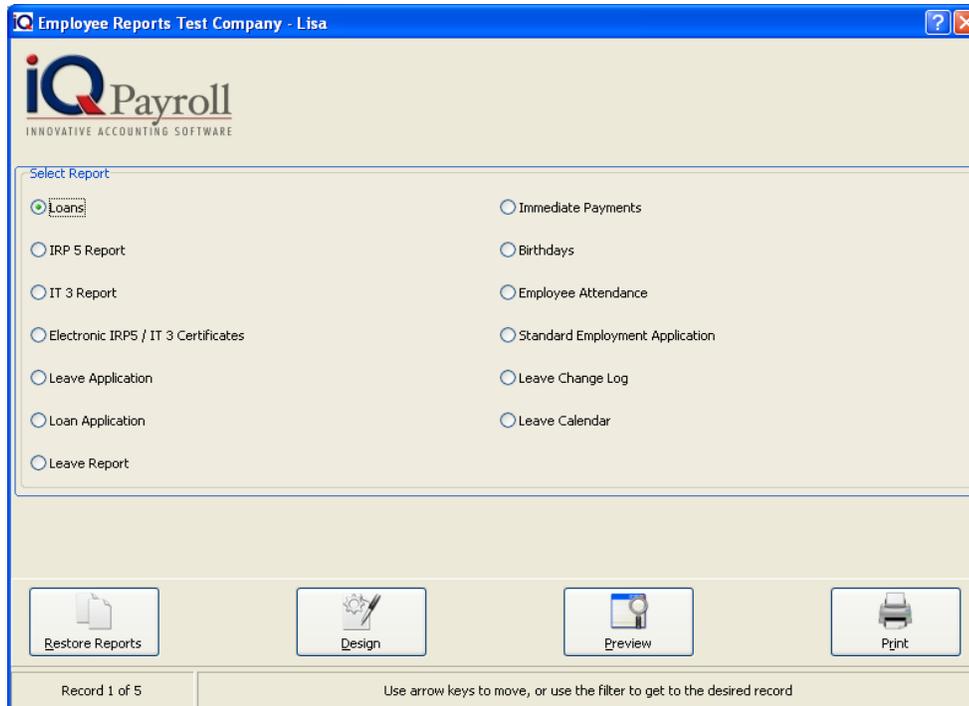


CHAPTER 7

EMPLOYEE REPORTS

WHAT IS EMPLOYEE REPORTS

This option from the main reports menu, employee reports houses all the reports related to the employees of the company. One is able to choose the required report by clicking on the provided option.



LOAN REPORT

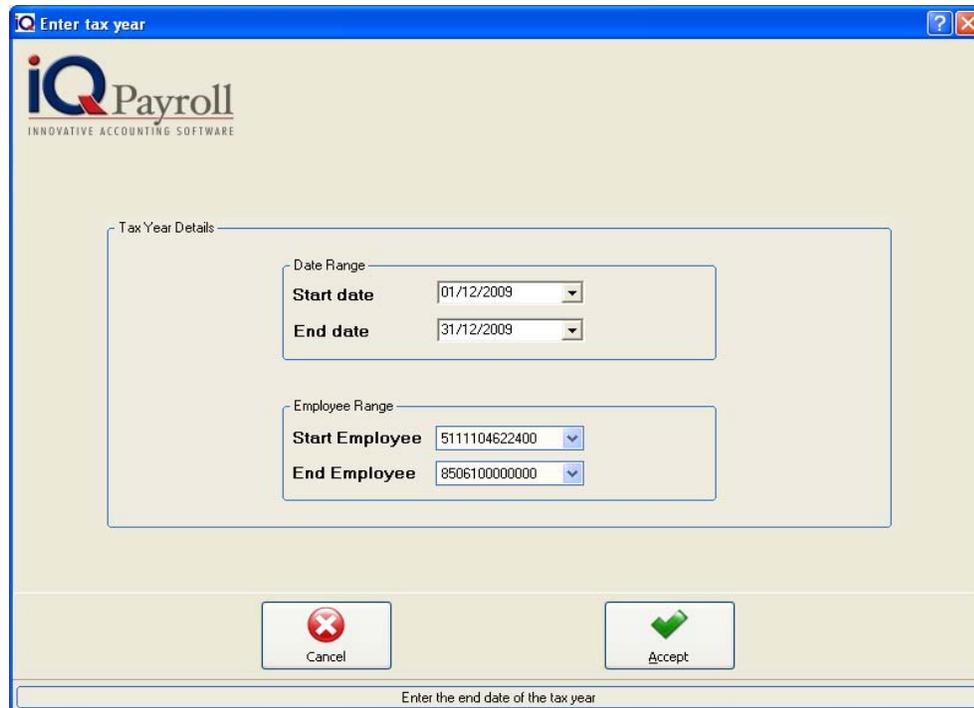
The loan report allows one to print a report per employee that shows any loans that are currently active on a specific employee.

FILTERING EXAMPLE

The following filter involves the printing of a Loan Report for two employees only, namely Chuck and Anita.

From the main reports menu locate the employee reports options.

From the select report drop down list, choose the Loans report option.



Next, click the accept option.

The date range can be left as is, the start and end employee range must have Chuck Borris and Anita Strombeck's id numbers selected.

Once all the necessary selections have been made, proceed and press the Accept Button.

Hire Counter		Grant Date	Date	Loan Outstanding	Amount	Paid	Rate	Payments Made
0		01/11/2008	24/11/2008	5,000.00	0.00	0.00	5,000.00	0.00
				5,000.00	0.00	0.00	5,000.00	0.00

IRP5 REPORT

The IRP5 Report option will generate the IRP 5 certificate as prescribed in the SARS EMP tax book. This report can only be generated when at least one tax year end has been done.

FILTERING EXAMPLE

The following filter involves the printing of a IRP5 Report for all employees only.

From the main reports menu locate the employee reports options.

From the select report drop down list, choose the IRP5 report option.

Next, click the preview option.

The date range can be left, as is, the Tax year may be specified if the IRP5 reports need to be generated for a previous financial year.

The start and end employee range must have the first employee selected and the last employee id numbers selected.

Once all the necessary selections have been made, proceed and press the Accept Button.

The screenshot shows a software window titled "Enter tax year" with the IQ Payroll logo. The window contains a "Tax Year Details" section with two groups of dropdown menus. The "Date Range" group has "Start date" set to 01/12/2009 and "End date" set to 31/12/2009. The "Employee Range" group has "Start Employee" set to 5111104622400 and "End Employee" set to 8506100000000. At the bottom of the window are "Cancel" and "Accept" buttons. A status bar at the very bottom of the window displays the text "Enter the end date of the tax year".

Employees Tax Certificate / Werknemersbelastingcertifikaat IRP 5

EMPLOYER INFORMATION / WERKGEWER INLIGTING

Trading or other name Handels of ander naam		Test Company - Lisa	
IRP 5 Number IRP 5 Nommer	00109001	Employer Business Address / Werkgever Besigheidsadres	First Floor, Rhino House
Reference Number Verwysings Nommer	333333333		23 Quantum House
Tax Year Belastingjaar	2009		Techno park
Employer enjoys diplomatic immunity Werkgever geniet diplomatieke vrywaring	N	Postal code Poskode	7600

EMPLOYEE INFORMATION / WERKNEMER INLIGTING

Nature of person Aard van Persoon		Employee Surname or Trading name Werknemer se Van of Handelsnaam	
C		Borris	
First Two Names Eerst Twee Name	Chuck	Initials Voorletter	C
Identity Number Identifikasie Nommer	5111046224800	Employee Residential Address / Werkgever Residensiele adres	54 Protea Road
Passport Number Paspoortnommer			Stellenbosch
Date of Birth Geboortedatum	04/11/1951	Postal code Poskode	7600
Company/CC/Trust Number Maatskappy/BBK/Trust Nommer		Employee number Werkgetal	001
Income Tax Number Inkomstebelastingnommer	5564214775		

TAX CALCULATION INFORMATION / BELASTING INLIGTING

Period employed from Tydperk in diens vanaf	01/03/2008	Period employed to Tydperk in diens tot	28/02/2009	Voluntary over-deduction Vrywillige oor-afrekkings	Y
Periods in year Tydperke in jaar	12	Periods worked Tydperke gewerk	4	Fixed rate income Vaste koers inkomste	N
				Directive no Aanwysingsnr	N

INCOME SOURCES / INKOMSTE BRONNE

CODE/KODE	DESCRIPTION / BESKRYWING	RF IND / UFD IND	AMOUNT / BEDRAG
3606	Commission - 001	Y	35.54
3607	Overtime	N	400.00
3615	Directors remuneration	N	60,000.00
3701	Travel Allowance	Y	3,200.00

GROSS REMUNERATION / BRUTO BESOLDIGING

CODE/KODE	DESCRIPTION / BESKRYWING	AMOUNT / BEDRAG
3695	GROSS TAXABLE ANNUAL PAYMENTS / BRUTO BELASBARE JAARLIKSE BETAALINGS	0
3696	GROSS NON-TAXABLE INCOME / BRUTO NIE-BELASBARE INKOMSTE	0
3697	GROSS RETIREMENT FUNDING INCOME / BRUTO UITREDINGFUNDERINGSDIENS INKOMSTE	3,236
3698	GROSS NON-RETIREMENT FUNDING INCOME / BRUTO NIE-UITREDINGFUNDERINGSDIENS	63,600
3699	GROSS REMUNERATION / BRUTO BESOLDIGING	66,836

DEDUCTIONS / AFTREKKINGS

CODE/KODE	DESCRIPTION / BESKRYWING	CLEARANCE NO	AMOUNT / BEDRAG
4001	Current pension fund contribution	845454	192.00
4005	Medical aid contribution Discovery		3,200.00
4025	Medical contribution taken into account for tax purposes Discovery		3,200.00

EMPLOYEES TAX DEDUCTIONS / WERKNEMERSBELASTING

CODE/KODE	DESCRIPTION / BESKRYWING	AMOUNT / BEDRAG
4101	STANDARD INCOME ON EMPLOYEES-SITE / STANDAARD INKOMSTEBELASTING OP WERKNEMERS-SIBW	0.00
4102	PAY AS YOU EARN / LOPENDE BETAALSTELSEL - LBS	9,118.13
4103	TOTAL EMPLOYEES TAX / TOTALE WERKNEMERSBELASTING	9,118.13

EMPLOYER INFORMATION CODES / WERKGEWER INFORMATIE KODES

CODE/KODE	DESCRIPTION / BESKRYWING	CLEARANCE NO	AMOUNT / BEDRAG
4472	Employer's Pension fund contributions	6+5+65	1,500.00
4474	Employer's Medical aid contributions Discovery		3,200.00
4486	Capped amount Discovery		7,320.00

IT 3 REPORT

The IT 3 Report option will generate the IT 3 certificate for employees where NO Employee Tax has been deducted.

FILTERING EXAMPLE

The following filter involves the printing of an IT3 Report for all employees only.

From the main reports menu locate the employee reports options.

From the select report drop down list, choose the IT3 report option.

Next, click the preview option.

The screenshot shows a software dialog box titled "Enter tax year". The dialog box contains the following fields and controls:

- Date Range:**
 - Start date: 01/12/2009
 - End date: 31/12/2009
- Employee Range:**
 - Start Employee: 5111104622400
 - End Employee: 8506100000000
- Buttons:** Cancel (with a red X icon) and Accept (with a green checkmark icon).
- Status Bar:** Enter the end date of the tax year

The date range can be left, as is, the Tax year may be specified if the IT3 reports need to be generated for a previous financial year.

The start and end employee range must have the first employee selected and the last employee id numbers selected.

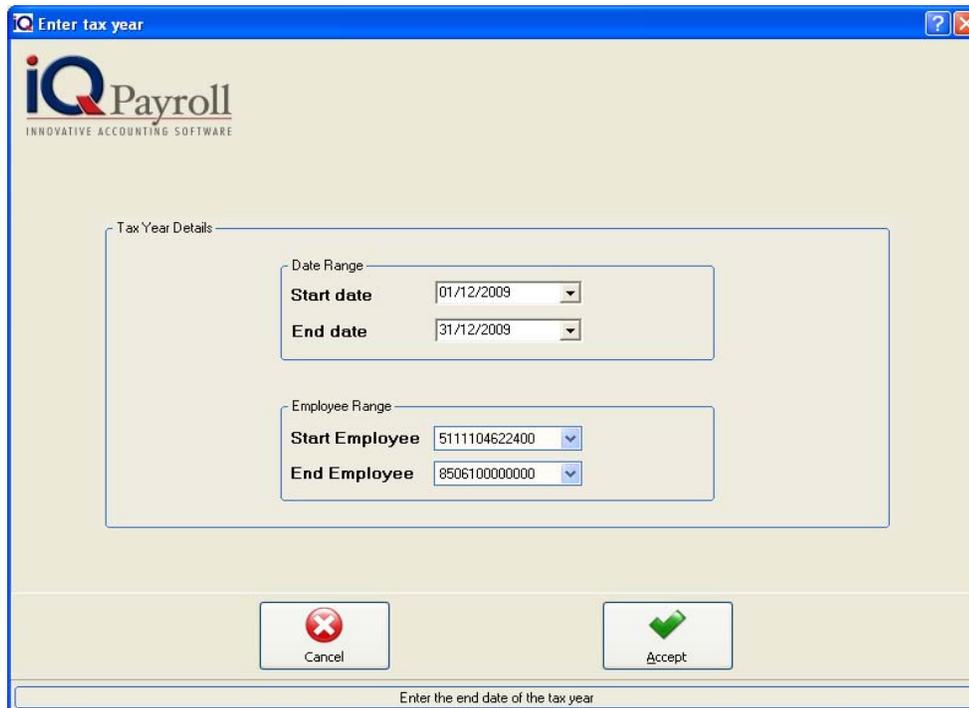
Once all the necessary selections have been made, proceed and press the Accept Button.

Certificate where no Employees tax has been deducted IT 3(a)
Sertifikaat waar geen Werknemersbelasting afgetrek is nie

EMPLOYER INFORMATION / WERKGEWER INLIGTING			
Trading or other name Handels of ander naam		Test Company - Lisa	
IT 3 Number IT 3 Nommer	00109002	Employer Business Address / Werkgever Besigheidsadres	
Reference Number Verrekenings Nommer	333333333	First Floor, Rhino House	
Tax Year Belastingjaar	2009	23 Quantum House	
Employer enjoys diplomatic indemnity Werkgever geniet diplomatieke vrywaring	N	Techno park	Postal code Poskode
			7600
EMPLOYEE INFORMATION / WERKNEMER INLIGTING			
Nature of person Aard van Persoon		Employee Surname or Trading name Werknemer se Van of Handelsnaam	
A		Black	
First Two Names Eerste Twee Name	James	Initials Voortelster	J
Identity Number Identiteits Nommer	7802280314587	Employee Residential Address / Werkgever Residensiële adres	
Passport Number Paspoortnommer		78 Rhodes Road	
Date of Birth Geboortedatum	28/02/1978	Strand	
Company/CC/Trust Number Maatskappij/BK/Trust Nommer		Postal code Poskode	7120
Income Tax Number Inkomstebelastingnommer		Employee number Werkgenommer	
TAX CALCULATION INFORMATION / BELASTING INLIGTING			
Period employed from Tydperk in diens vanaf	01/03/2008	Period employed to Tydperk in diens tot	28/02/2009
		Directive number Aanwysingsnommer	N
INCOME SOURCES / INKOMSTE BRONNE			
CODE/KODE	DESCRIPTION / BESKRYWING	RF IND / UFD IND	AMOUNT / BEDRAG
GROSS REMUNERATION / BRUTO BESOLDIGING			
CODE/KODE	DESCRIPTION / BESKRYWING		AMOUNT / BEDRAG
3695	GROSS TAXABLE ANNUAL PAYMENTS / BRUTO BELASBARE JAARLIKSE BETAALINGS		0
3696	GROSS NON-TAXABLE INCOME / BRUTO NIE-BELASBARE INKOMSTE		0
3697	GROSS RETIREMENT FUNDING INCOME / BRUTO UITREDINGFUNDERINGSDIENS INKOMSTE		525
3698	GROSS NON-RETIREMENT FUNDING INCOME / BRUTO NIE-UITREDINGFUNDERINGSDIENS		0
3699	GROSS REMUNERATION / BRUTO BESOLDIGING		525
DEDUCTIONS / AFTREKKINGS			
CODE/KODE	DESCRIPTION / BESKRYWING	CLEARANCE NO	AMOUNT / BEDRAG
EMPLOYEES TAX DEDUCTIONS / WERKNEMERSBELASTING			
CODE/KODE	DESCRIPTION / BESKRYWING		
02	EARNED LESS THAN THE TAX THRESHOLD / VERDIEN MINDER AS DIE BELASTING DREMPEL		
03	INDEPENDANT CONTRACTOR / ONAFHANKLIKE KONTRAKTEUR		
04	NON-TAXABLE EARNINGS / NIE-BELASBARE VERGOEDING		
05	EXEMPT FOREIGN EMPLOYMENT INCOME / VRYGESTELDE BUITELANDSE DIENSINKOMSTE		
06	DIRECTORS REMUNERATION DETERMINED IN FOLLOWING TAX YEAR DIREKTEURS BESOLDIGING IN VOLGENDE BELASTINGJAAR VASGESTEL		
07	Labour Boker with valid IRP30 (only valid from 1 March 2004) Arbeidsmakelaar met geldige IRP30 (slegs geldig vanaf 1 Maart 2004)		
		REASON CODE REDE KODE	02

ELECTRONIC IRP5 AND IT 3 CERTIFICATES

These certificates can be submitted to SARS automatically which means that the system can generate the electronic reports. Below the report, selection there will be an "IRP File" group box that houses two options. "Test IRP" file is there for you to generate the IRP Report and the electronic test file needed if you are planning to send in your tax information electronically to SARS. Refer to your EMP tax book for more information about this. "Generate IRP File" will do the same as the "Test IRP File" but this is a live file and once created, cannot be reused or recreated. It is advisable to first run the test before creating the actual file. After the file has been created, the system will notify you where it can be located.



The screenshot shows a dialog box titled "Enter tax year" with the IQ Payroll logo and "INNOVATIVE ACCOUNTING SOFTWARE" text. The dialog contains a "Tax Year Details" section with two sub-sections: "Date Range" and "Employee Range".

Section	Field	Value
Date Range	Start date	01/12/2009
	End date	31/12/2009
Employee Range	Start Employee	5111104622400
	End Employee	8506100000000

At the bottom of the dialog are "Cancel" and "Accept" buttons. A status bar at the bottom of the dialog reads "Enter the end date of the tax year".



LEAVE REPORT

The leave report shows employee specific information as to when a specified employee has take leave. The report shows the amount of days taken and what leave is still available to that specific employee.

FILTERING EXAMPLE

The following filter involves the printing of an Employee Leave Report for all employees. From the main reports menu locate the employee reports options.

From the select report drop down list, choose the Leave report option.

Next, click the preview option.

The screenshot shows a software window titled "Enter tax year" with the IQ Payroll logo. The main area is titled "Tax Year Details" and contains two sections: "Date Range" and "Employee Range". The "Date Range" section has "Start date" set to 01/12/2009 and "End date" set to 31/12/2009. The "Employee Range" section has "Start Employee" set to 5111104622400 and "End Employee" set to 8506100000000. At the bottom of the dialog are "Cancel" and "Accept" buttons. A status bar at the very bottom of the window displays the text "Enter the end date of the tax year".

The date range must be specified from the start of the Financial Year in order to show any Leave that has been taken by an employee.

The start and end employee range must have the first employee selected and the last employee ID numbers selected.

LOAN APPLICATION

The Loan Application will generate a loan application form that the employee is required to fill out in order to acquire a loan.

Loan Application Form		Generated On : 18/12/2008 16:17:17
Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600 021 885 522 001		
Name : C Borris ID Number : 5111046224080 Address : 09 Daisy Avenue Wellington 7900		
Amount _____	Reason _____	
Payment Start Date _____		
Repayment	Installments _____	
	Or	
	Amount _____	
Approved (Office Use Only)		
		Grant Date _____
Date _____	Signed _____	Date _____ Signed _____

IMMEDIATE PAYMENTS

The immediate payments report will show a list of payments that need to be paid to a specific employee right now. In other words, if an employee needs to be paid an amount of money whether it is for overtime, or any other form of work done, this report will show those immediate payments.

Immediate Payments Report				Generated On : 12/12/2008 11:49:31
Employee Name : Mr Chuck Borris				
ID Number : 5111046224080				
Code	Allowance	Description	Date	
3606	5,600.00	Commission	12/12/2008	
	5,600.00			
Total :	5,600.00			

BIRTHDAYS

The Birthdays List report shows a list of all employees and their birthdates.

EMPLOYEE BIRTHDAY LIST		Generated On : 12/12/2008 11:50:55
<u>Birthdays For March</u>		
Anita Strombeck	11	
Toby Nkoleta	11	
<u>Birthdays For October</u>		
Harry Themlo	25	
<u>Birthdays For November</u>		
Chuck Borris	4	

EMPLOYEE ATTENDANCE

The employee attendance report shows the date and the time that an employee has clocked in and or clocked out.

Employee Time Attendance			Generated On : 17/12/2008 13:51:00
Clock Times For Period Ranging Form : 01/09/2008 To 31/12/2008			
Name : Chuck Borris		ID Number : 5111046224080	
Date : 15/12/2008	Time : 14:07:09	Clocked In	
Date : 15/12/2008	Time : 14:08:36	Clocked Out	
Date : 15/12/2008	Time : 14:16:48	Clocked Out	
Date : 15/12/2008	Time : 14:21:50	Clocked Out	
Date : 15/12/2008	Time : 15:02:19	Clocked In	
Date : 15/12/2008	Time : 15:35:12	Clocked Out	
Name : Harry Themlo		ID Number : 6310250661888	
Date : 15/12/2008	Time : 14:07:18	Clocked In	
Date : 15/12/2008	Time : 14:08:44	Clocked Out	
Date : 15/12/2008	Time : 14:22:25	Clocked Out	
Date : 15/12/2008	Time : 15:35:15	Clocked Out	
Date : 17/12/2008	Time : 13:36:42	Clocked In	

STANDARD EMPLOYEE APPLICATION

This report option prints a standard employee application form that needs to be filled out by any person who wants to apply for a position within your company.

Standard Employment Application									
ID Number : _____ Date of Birth : _____ Title : _____ First Name : _____ Middle Name : _____ Surname : _____ Home Telephone : _____ Physical Address : _____ _____ _____ _____	Email Address : _____ Emergency Contact Person : _____ Emergency Telephone : _____ Income Tax Number : _____ Income Tax Office : _____ Cellphone : _____ Postal Address : _____ _____ _____ _____								
Gender :	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Male</td> <td style="padding: 2px 10px;">Female</td> </tr> </table>	Male	Female	* Mark with an X on the appropriate block					
Male	Female								
Disabled :	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table>	Yes	No						
Yes	No								
Ethnicity :	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">White</td> <td style="padding: 2px 10px;">Black</td> <td style="padding: 2px 10px;">Coloured</td> <td style="padding: 2px 10px;">Indian</td> <td style="padding: 2px 10px;">Other</td> </tr> </table>	White	Black	Coloured	Indian	Other			
White	Black	Coloured	Indian	Other					
<table style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600 </td> <td style="width: 40%; vertical-align: top; border: 1px solid black; border-radius: 10px; padding: 10px;"> Applicant Signature : _____ Employer Signature : _____ Date : _____ </td> </tr> </table>						Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600	Applicant Signature : _____ Employer Signature : _____ Date : _____		
Test Company - Lisa Kok 45 Proton Drive Techno Park Stellenbosch 7600	Applicant Signature : _____ Employer Signature : _____ Date : _____								

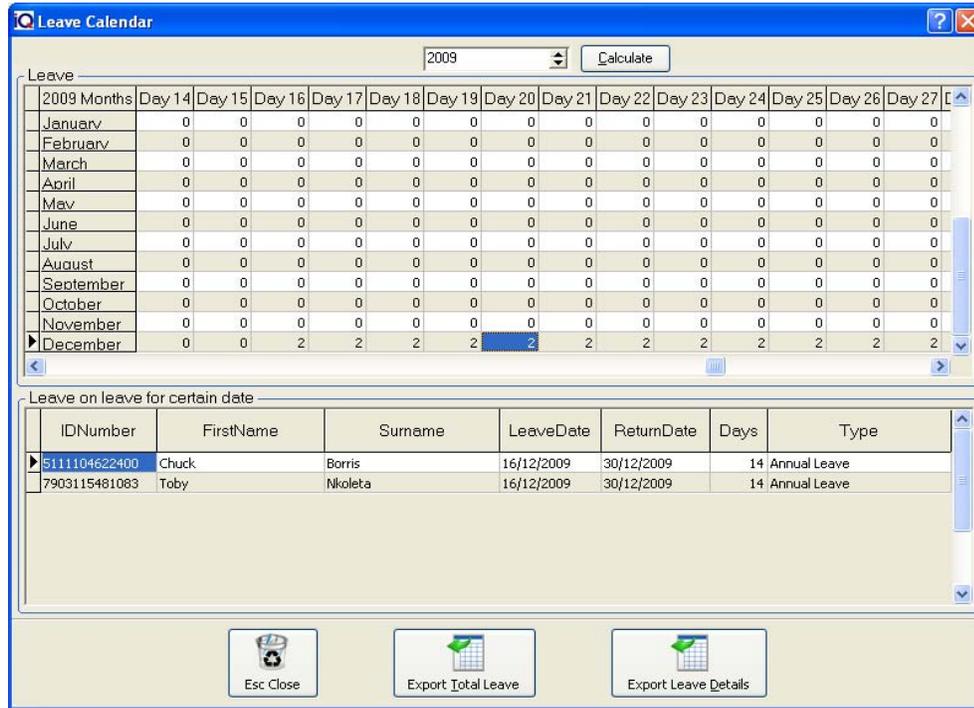
LEAVE CHANGE LOG

This report option prints a log of changes made to the employees annual and sick leave. This report will display a log every time changes are made to the employees leave information e.g. When an employee has taken annual leave the old leave Amount Available and the New Leave Available will be changed.

Leave Change Log			Generated On 05/12/2008 11:27:20
ID Number : 7905054215083		First Name : Anita	Surname : Strombeck
<u>Annual Leave</u>		Date Changed : 05/12/2008	<u>Sick Leave</u>
Old Calculation Date :	01/03/2008	Old Calculation Date :	01/03/2008
New Calculation Date :	01/03/2008	New Calculation Date :	01/03/2008
Old Leave Amount Available :	0.83	Old Leave Amount Available :	0
New Leave Amount Available :	18.6	New Leave Amount Available :	10.73
Old Leave Amount Taken :	0	Old Leave Amount Taken :	0
New Leave Amount Taken :	0	New Leave Amount Taken :	0
Old Leave Cycle :	17	Old Leave Cycle :	26
New Leave Cycle :	15	New Leave Cycle :	26
<u>Annual Leave</u>		Date Changed : 05/12/2008	<u>Sick Leave</u>
Old Calculation Date :	01/03/2008	Old Calculation Date :	01/03/2008
New Calculation Date :	01/03/2008	New Calculation Date :	01/03/2008
Old Leave Amount Available :	18.6	Old Leave Amount Available :	10.73
New Leave Amount Available :	11.6	New Leave Amount Available :	10.73
Old Leave Amount Taken :	0	Old Leave Amount Taken :	0
New Leave Amount Taken :	7	New Leave Amount Taken :	0
Old Leave Cycle :	15	Old Leave Cycle :	26
New Leave Cycle :	15	New Leave Cycle :	26

LEAVE CALENDAR

This report option will display a grid of the year, displaying each day in the month and how many employee will be on leave for a specific day.



LEAVE CALENDAR SELECT DETAILS

ESC CLOSE

The Close option will close the leave calendar and return to the Employee Report screen

EXPORT TOTAL LEAVE

The export format option allows one to export the existing screen information as it is into the following different types of formats (Excel, HTML, XML, Text or CSV). The information will be export in the grid format display the number of employees on leave inside the day blocks.

EXPORT LEAVE DETAILS

The export format option allows one to export the existing screen information as it is into the following different types of formats (Excel, HTML, XML, Text or CSV). The Detail of each employee's ID Number, First Surname, Leave Date, Return Date, Days and Type of leave will be displayed in the selected format.

EMPLOYEE REPORTS SELECTION**RESTORE REPORTS**

The Restore Reports will restore ALL the system's default reports. This will restore all the reports including the employer reports.

DESIGN

The design option allows one to modify the selected report layout. For more information go to the Chapter on Stationary Design.

PREVIEW

This will generate a preview of the selected report, which you can then print to an installed printer.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

IRP 501 RECONCILIATION

The IRP 501 Reconciliation is where the employer is obliged to furnish a reconciliation statement showing details of the total amount of employees' tax deducted or withheld as well as the details of IRP5 certificates issued during the tax year.

IRP 501 RECONCILIATION PURPOSE

The purpose of the IRP 501 Reconciliation is to reconcile the amount of employees' tax which was declared and paid over to SARS on the monthly EMP 201 returns, with the tax reflected on the IRP 5 certificates issued for that tax year and justify all issued, cancelled, lost and destroyed IRP 5 certificates.

NOTE: The IRP 501 Reconciliation that is automatically sent to the employer must be fully completed by the employer.

TAX YEAR

The tax year specifies the tax year that the IRP 5 Reconciliation must be completed for.

DATE

The date column specifies the end of month dates. For every end of the month, date a value need to be entered.

SARS

The SARS column is used to enter the SARS amounts as specified on the IRP 501 Reconciliation Statement that they send to you.

IRP 501 Reconciliation Test Company - Lisa

iq Payroll
INNOVATIVE ACCOUNTING SOFTWARE

Tax Year : 2009

Recalc Year

DATE	SARS	PAYROLL
31/03/2008	36999.73	36999.73
30/04/2008	37349.98	37349.98
31/05/2008	38059.43	38059.43
30/06/2008	34375.98	34375.98
31/07/2008	37480	37480
31/08/2008	33276.72	33276.72
30/09/2008	38352.81	38352.81
31/10/2008	48439.8	48439.8
30/11/2008	50029.92	50029.92
31/12/2008	54845.49	54845.49
31/01/2009	44521.61	44521.61
28/02/2009	48512.46	48512.46
Total Liability :	502243.93	502243.93

Less : Tax value of IRP 5 certificates issued (copies included) and electronic medium : 502,243.93

Difference : 0.00

The difference is accounted for as follows:

Esc: Cancel Accept Preview Design

PAYROLL

The Payroll column is where all your company values are entered. This needs to balance with the monthly SARS amounts. If the values do not balance, the reasons for the imbalance may be entered into the "The Difference Is Accounted For As Follows" field further down on the screen.

The difference is accounted for as follows:

ENTERING VALUES

By entering values into these fields will then help to reconcile the IRP 501 Statement for the financial year. Once the values are entered, the Accept button must be selected.

This will then allow the system to show grand totals at the bottom and show any differences that may have occurred during the financial year.

DATE	SARS	PAYROLL
31/03/2008	36999.73	36999.73
30/04/2008	37349.98	37349.98
31/05/2008	38059.43	38059.43
30/06/2008	34375.98	34375.98
31/07/2008	37480	37480
31/08/2008	33276.72	33276.72
30/09/2008	38352.81	38352.81
31/10/2008	48439.8	48439.8
30/11/2008	50029.92	50029.92
31/12/2008	54845.49	54845.49
31/01/2009	44521.61	44521.61
▶ 28/02/2009	48512.46	48512.46
502243.93		502243.93

The values in the PAYROLL column are the values from the Payroll System, these values must be entered by the user.

The values in the SARS column can be found on the IRP 501 Reconciliation Statement that SARS sends you.

NOTE: This report must be submitted to SARS.

CANCEL

The cancel button allows one to cancel the current IRP 501 Reconciliation. This will also clear out the Payroll column of the reconciliation.

ACCEPT

The accept button must be selected once the SARS and Payroll columns have been entered. Failing to do so will not populate the Report if one has to select the preview.

PREVIEW

The preview allows one to preview the IRP 501 Reconciliation Report. If all the information entered is correct then the IRP 501 Reconciliation report may be printed and submitted to SARS.

Test Company - Lisa		IRP 501 Recon Report of Taxyear 2008		Generated On :	
45 Daisy Avenue				23/12/2009 15:46:29	
Stellenbosch					
7600					
EMPLOYEES TAX LIABILITY IN RESPECT TO THE ABOVE-MENTIONED TAX YEAR					
Month	Liability according to SARS's records		*Liability according to employer's records		
March 2008	36999.73		36999.73		
April 2008	37349.98		37349.98		
May 2008	38059.43		38059.43		
June 2008	34375.98		34375.98		
July 2008	37480.00		37480.00		
August 2008	33276.72		33276.72		
September 2008	38352.81		38352.81		
October 2008	48439.80		48439.80		
November 2008	50029.92		50029.92		
December 2008	54845.49		54845.49		
January 2009	44521.61		44521.61		
February 2009	48512.46		48512.46		
TOTAL LIABILITY	R 502243.93		R 502243.93		
Less: Tax value of IRP 5 certificates issued (copies included) and electronic medium				R 502243.93	
Difference				R 0.00	

* Liability according to employer's records is the amount of employees tax to be deducted or withheld in accordance with paragraph 2 of the Fourth Schedule to the Act (excluding penalty and interest)

The difference as accounted for as follows :

DESIGN

The design button allows one to design the IRP 501 Reconciliation Report.

NOTE: If all information entered is correct and you are ready to proceed, select the Preview button.

EMPLOYER REPORTS

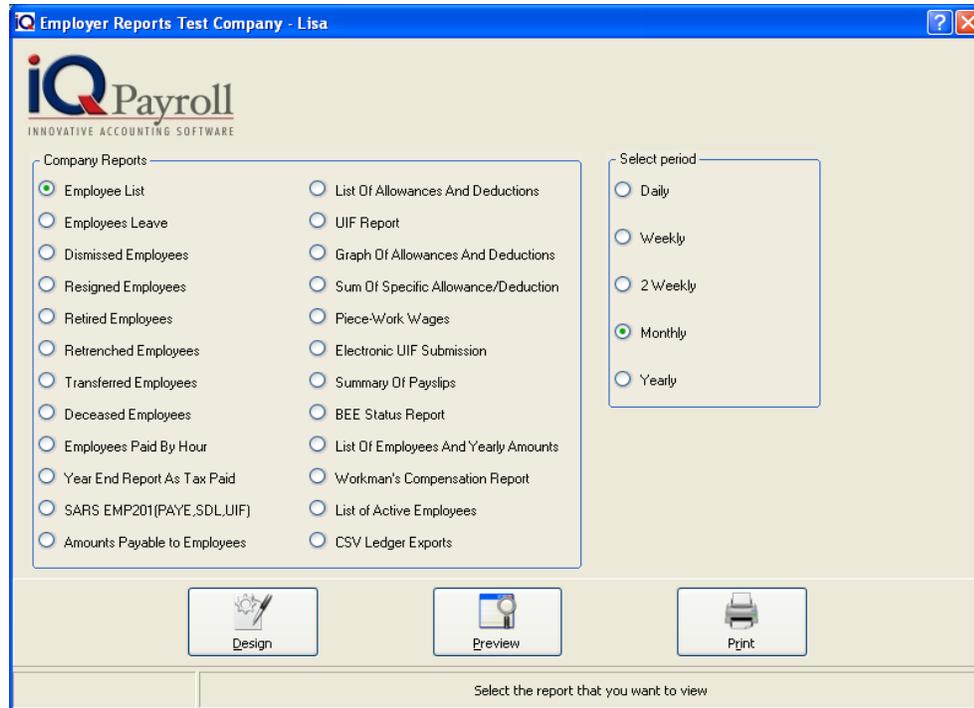


CHAPTER 8

EMPLOYER REPORTS

WHAT IS EMPLOYER REPORTS

This option from the main reports menu, employer reports houses all the reports related to the company. One is able to choose the required report by clicking on the provided option.



EMPLOYEE LIST

Employee List Report will generate a list of all employed employees in the selected payment frequency.

Employee List					Generated On : 05/12/2008 13:44:10
Status	Name & Surname	ID Number	Birth Date	Address	
Active	Miss C Borris	511104622480	04/11/1951	54 Protea Road, Stellenbosch,	
Active	Prof K Jones	780228033308	28/02/1978	85 Trooper Road, Somerset West,	

EMPLOYEES LEAVE

Employees leave Report will have Start Date and End Date, which allows one to specify the date for the report, the Start Employee and End Employee allows one to specify a specific employee.

LEAVE REPORT			Generated On :
			05/12/2008 13:45:20
Employee Name Chuck	Surname : Borris	ID Number : 5111046224800	
Leave Days Still Available : -3.40	Sick Leave Days Still Available : 10.35		
Total Leave Days Taken : 22.00	Total Sick Leave Days Taken : 0.00		
Employee Name Harry	Surname : Themlo	ID Number : 5410050668521	
Leave Days Still Available : 0.00	Sick Leave Days Still Available : 0.00		
Total Leave Days Taken : 0.00	Total Sick Leave Days Taken : 0.00		
Employee Name James	Surname : Black	ID Number : 7802280314587	
Leave Days Still Available : 0.00	Sick Leave Days Still Available : 0.00		
Total Leave Days Taken : 0.00	Total Sick Leave Days Taken : 0.00		
Employee Name Kenny	Surname : Jones	ID Number : 7802280333080	
Leave Days Still Available : 0.00	Sick Leave Days Still Available : 0.00		
Total Leave Days Taken : 0.00	Total Sick Leave Days Taken : 0.00		
Employee Name Toby	Surname : Nkoleta	ID Number : 7903115481083	
Leave Days Still Available : 0.00	Sick Leave Days Still Available : 0.00		
Total Leave Days Taken : 0.00	Total Sick Leave Days Taken : 0.00		
Employee Name Anita	Surname : Strombeck	ID Number : 7905054215083	
Leave Days Still Available : 18.60	Sick Leave Days Still Available : 10.38		
Total Leave Days Taken : 0.00	Total Sick Leave Days Taken : 0.00		

DISMISSED EMPLOYEES

Dismissed Employees Report will generate a report of all the employees not currently employed by the company any more.

RESIGNED EMPLOYEES

Resigned Employees Report will generate a report of all the employees that have left the company and are no longer employed by the company.

Resigned Employees					Date: 29/04/2008 14:15:07
Fired	Name + Surname	ID Number	Birth Date	Address	
29/04/2008	Mr T Nkoleta	7903115481083	11/03/1979	Dorito Street 1, Fusion, Tortilla	

RETIRED EMPLOYEES

Retired Employees Report will generate a report of all the employees that have since retired from the company and are no longer employed.

RETRENCHED EMPLOYEES

Retrenched Employees Report will generate a report of all the employees that have been asked to leave the company for whatever reason the company has specified.

TRANSFERRED EMPLOYEES

Transferred Employees Report will generate a report of all the employees that have been transferred to another branch within the company group.

DECEASED EMPLOYEES

Deceased Employees Report will generate a report of all the employees that have passed away and are no longer employed by the company.

EMPLOYEES PAID BY HOUR

Employees Paid by Hour Report will generate a list of all the employees that earns an hourly wage.

Employees Paid By Hour List			Generated on : 15/12/2008 09:41:04
Name H Themlo	ID Number 6310250661888	Birth Date 25/10/1963	
Rates			
Normal Hours : 50			
Overtime : 75			
Name Mr T Nkoleta	ID Number 7503115481083	Birth Date 11/03/1975	
Rates			
Normal Hours : 25			
Overtime : 37.5			

YEAR END REPORT AS TAX PAID

Year End Report as Tax Paid Report will generate a report of all the tax paid during the selected tax year.

NOTE: This report will only be viewable after you have done at least one tax year-end.

Year End Report		Generated On : 15/12/2008 09:43:29
Periods	9	
Tax year end	28/02/2009	
SITE	3,060.00	
PAYE	2,964.15	
Tax Paid During Year	6,024.15	
Remuneration	129,890.00	
Total Deductions	4,128.00	
Total Tax Efficient	3,970.00	
Total Allowances	14,000.00	
Total Allowances (Non Cash)	0.00	
Total Tax Exemption	640.00	
Loans received	40,000.00	
Loans Paid	10,000.00	
UIF Paid	249.56	
Net Income	154,098.29	

SARS EMP 201 (PAYE, SDL, UIF)

SARS EMP 201 Report will generate the EMP201 report as prescribed by SARS in the EMP tax book. This report works on a monthly basis and gives a report of the amount of Tax, PAYE, SDL and UIF is payable to SARS.

PART 1	EMPLOYEES TAX (PAYE) SKILLS DEVELOPMENT LEVY (SDL) UNEMPLOYMENT INSURANCE FUND CONTRIBUTIONS (UIF) RETURN OF LIABILITY - PAYE/SDL/UIF	EMP 201												
Trading or other name Test Company - Lisa	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Reference Number</th> </tr> <tr> <td style="width: 50%;">PAYE</td> <td style="width: 50%;">4444444</td> </tr> <tr> <td>SDL</td> <td>5555555</td> </tr> <tr> <td>UIF</td> <td>6666666</td> </tr> <tr> <td>Month</td> <td>December 2008</td> </tr> <tr> <td>Date received</td> <td></td> </tr> </table>		Reference Number		PAYE	4444444	SDL	5555555	UIF	6666666	Month	December 2008	Date received	
Reference Number														
PAYE	4444444													
SDL	5555555													
UIF	6666666													
Month	December 2008													
Date received														
Please note : Interest on outstanding taxes shall be payable at a rate of 10.5% with effect from 01 November 2004														
SDL SETA/SIC CODE:														
RENUMERATION/LEVIABLE AMOUNT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">PAYE</th> <th style="width: 33%;">SDL</th> <th style="width: 33%;">UIF</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">6,786.61</td> <td style="text-align: right;">6,786.62</td> <td style="text-align: right;">7,035.00</td> </tr> </table>	PAYE	SDL	UIF	1	2	3	6,786.61	6,786.62	7,035.00				
PAYE	SDL	UIF												
1	2	3												
6,786.61	6,786.62	7,035.00												
AMOUNTS PAYABLE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: right;">551.96</td> <td style="text-align: right;">67.87</td> <td style="text-align: right;">140.70</td> </tr> </table>	4	5	6	551.96	67.87	140.70							
4	5	6												
551.96	67.87	140.70												
CONTROL TOTAL (4+5+6=7)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">7</td> <td style="text-align: right;">760.53</td> </tr> </table>	7	760.53											
7	760.53													
ADD: PENALTY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">8</td> <td style="text-align: right;">0.00</td> </tr> </table>	8	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">8</td> <td style="text-align: right;">0.00</td> </tr> </table>	8	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">8</td> <td style="text-align: right;">0.00</td> </tr> </table>	8	0.00					
8	0.00													
8	0.00													
8	0.00													
ADD: INTEREST	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">9</td> <td style="text-align: right;">0.00</td> </tr> </table>	9	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">9</td> <td style="text-align: right;">0.00</td> </tr> </table>	9	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">9</td> <td style="text-align: right;">0.00</td> </tr> </table>	9	0.00					
9	0.00													
9	0.00													
9	0.00													
TOTAL AMOUNT PAYABLE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">10</td> <td style="text-align: right;">551.96</td> </tr> </table>	10	551.96	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">10</td> <td style="text-align: right;">67.87</td> </tr> </table>	10	67.87	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">10</td> <td style="text-align: right;">140.70</td> </tr> </table>	10	140.70					
10	551.96													
10	67.87													
10	140.70													
Number of PAYE/SDL/UIF employees	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">PERMANENT EMPLOYEES</th> <th style="width: 33%;">NUMBER OF SDL EMPLOYEES</th> <th style="width: 33%;">NUMBER OF UIF EMPLOYEES</th> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> </tr> <tr> <td style="text-align: right;">4</td> <td style="text-align: right;">4</td> <td style="text-align: right;">4</td> </tr> </table>	PERMANENT EMPLOYEES	NUMBER OF SDL EMPLOYEES	NUMBER OF UIF EMPLOYEES	11	13	14	4	4	4				
PERMANENT EMPLOYEES	NUMBER OF SDL EMPLOYEES	NUMBER OF UIF EMPLOYEES												
11	13	14												
4	4	4												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">NON-PERMANENT</th> </tr> <tr> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> </table>	NON-PERMANENT	12	0										
NON-PERMANENT														
12														
0														
I certify that the particulars furnished in this return are true and correct.														
15/12/2008														
Date	Capacity	Signature												

AMOUNTS PAYABLE TO EMPLOYEES

Amounts Payable to Employees Report will generate a report of all the employees that have been asked to leave the company for whatever reason the company has specified.

Test Company - Lisa Kok		Generated on : 15/12/2008 09:55:01				
Amounts Payable to Employees						
Amount	Employee Name	ID Number	Ref Number	Bank	Branch	Bank Name
6,639.13	Chuck	5111046224080	001	07854120	12564	FNB
6,639.13						

LIST OF ALLOWANCES AND DEDUCTIONS

List of allowances and deductions Report will generate a report with all the allowances and deductions for a specific date range and for a specific employee that is specified the user.

Test Company - Lisa Kok												Generated On : 15/12/2008 12:27:08	
List of Allowances and Deductions													
From ID Number 5111046224080						To ID Number 7903115481083							
From Date : 01/11/2008						To Date 31/12/2008							
4472 Employer's Pension fund contributions													
												Monthly	
Allowance	Tax Exempt	Deduction	Tax Efficient	CmpShare	Medical Cap	Hours	Overtime	Night Hours	Night Overtime	Holiday Hours	Holiday Night Hours	Sunday Hours	Sunday Night Hours
0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

UIF REPORT

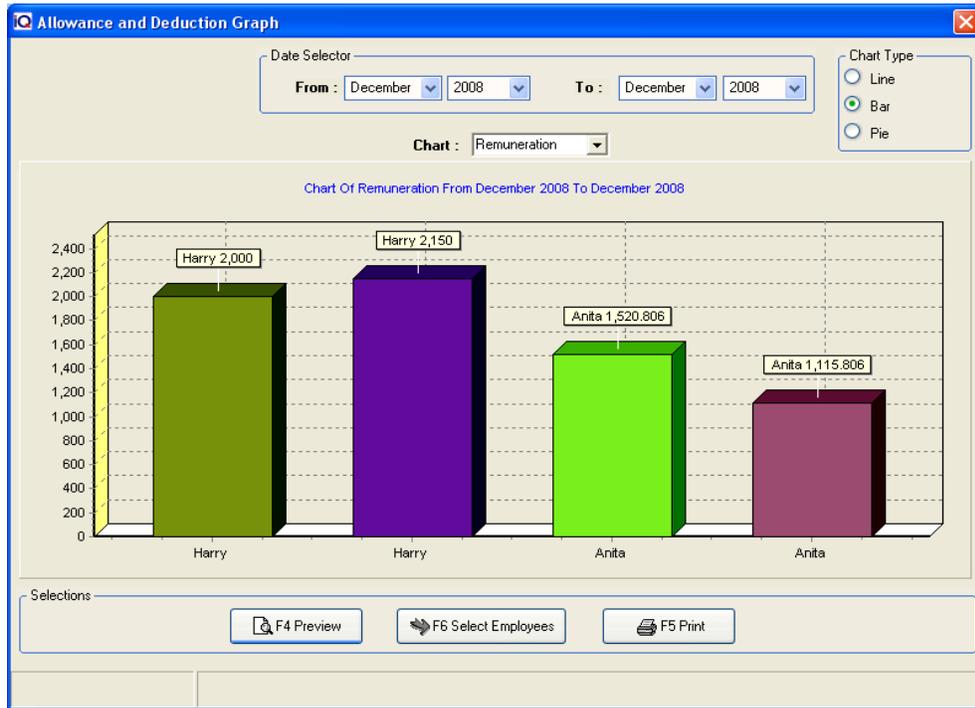
The UIF Report shows the UIF contributions of every employee. This report is the employer's responsibility to ensure that the report is submitted to the UIF offices. It is also the employer's responsibility before the seventh day of each month informs the Commissioner of any changes arising during the previous month regarding the employer's contact details or employee's remuneration details including new appointments and termination of service.

UNEMPLOYMENT INSURANCE ACT 63 OF 2001										UI- 19D
Information about employee										FAX NO (012) 337-1943/1944/1580/1581/1582
<small>Information to be supplied in term of Section 56(1&3) read with Regulation 13(1&2)</small>										
<small>An employer must before the seventh day of each month inform the Commissioner of any changes arising during the previous month regarding the employer's contact details or employees remuneration details including new appointments and termination of service. The employer must forward this form to the UIF, PRETORIA, 0052 or alternatively fax form to the above number</small>										
1. EMPLOYER DETAILS										
1.1 UIF Employer Reference No : 6666666			Branch No :			1.2 Trading name of business : Test Company - Lisa Kok			1.3 Physical address : 45 Proton Drive Techno Park Stellenbosch 7600	
1.5 Address where employees listed in item 2 work(if different to the above address) :			<u>AS ABOVE</u>			1.6 PAYE Reference No (if registered with SARS) : 4444444			1.7 Company Registration No : 2222222	
1.8 E-mail address : someone@somewhere.co.x			1.9 Fax No : 021 885 522 003			1.10 Phone No : 021 885 522 001			1.11 Authorised Person : Lisa	
2. EMPLOYEE DETAILS										
A	B	C	D	E	F	G	H	I	J	
Surname	Name	Clock No	ID Number (13 Digit bar-coded RSA ID No.)	Remuneration*	Frequency*	Contribution Amount	Commencement date as a Contributor	Termination Date	Reason For Termination	
Borris	Chuck		5111046224080	13,495.00	M	249.56	01/02/2008	0		
I, Lisa (Name of Employer) ID : 7410258963125 declare that the above information is true and correct. I understand that it is an offence to make a false statement.										
EMPLOYER SIGNATURE _____ Date 15/12/2008 12:48:20										
<small>1. If the employer is not resident in the RSA, or is a body corporate not registered in the RSA, an authorised person must carry out the duties of the employer in terms of this Act.</small>										
<small>2. Remuneration is defined in terms of the fourth schedule of the Income Tax Act (Declare actual gross salary)</small>										
<small>3. Frequency of salary/wage payment ie. M=Monthly, W=Weekly, D=Daily and H=Hourly</small>										
<small>4. Total contribution = the amount payable by both employer and employee i.e. 2% X amount of column E</small>										
<small>5. Employers may also submit these details electronically from their payrolls or on the UIF's Website at www.labour.gov.za - Telephone no (012) 337 1700/1</small>										

GRAPH OF ALLOWANCES AND DEDUCTIONS

This report allows one to view the different types of information for employees in a graph style. There are three different chart types one can view, namely Line Chart, Bar Chart and Pie Chart. Included in the Graph of Allowance and Deductions are eleven different chart type reports that one can print namely, Remuneration, Gross Income, Net Income, Allowances, Deductions, SITE, PAYE, TAX, Employee UIF, SDL and Loans.

NOTE: For these chart type reports to be printed, one needs to select more than one employee at any given time. In order to select more than one employee, hold down the CTRL button on the keyboard and click with the left mouse button on the desired employees.



SUM OF SPECIFIC ALLOWANCES AND DEDUCTIONS

This report allows one to view a report with a specific allowance and or deduction code. The system will automatically pickup a employee that has the specific code as a deduction or allowance.

Test Company - Lisa Kok													Generated On : 15/12/2008 14:49:23	
List of Allowances and Deductions														
From ID Number 4812085067001						To ID Number 8310145138082								
From Date : 05/11/2006						To Date 05/11/2007								
ID Number : 5111046224080			Name & Surname : Chuck Borris											
3601			Income - taxable											
													Monthly	
Allowance	Tax Exempt	Deduction	Tax Efficient	CmpShare	Medical Cap	Hours	Overtime	Night Hours	Night Overtime	Holiday Hours	Holiday Night Hours	Sunday Hours	Sunday Night Hours	
15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ID Number : 6310250661888			Name & Surname : Harry Themlo											
3601			Income - taxable											
													Weekly	
Allowance	Tax Exempt	Deduction	Tax Efficient	CmpShare	Medical Cap	Hours	Overtime	Night Hours	Night Overtime	Holiday Hours	Holiday Night Hours	Sunday Hours	Sunday Night Hours	
2,000.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2,150.00	0.00	0.00	0.00	0.00	0.00	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4,150.00	0.00	0.00	0.00	0.00	0.00	83.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ID Number : 7903115481083			Name & Surname : Anita Strombeck											
3601			Income - taxable											
													Weekly	
Allowance	Tax Exempt	Deduction	Tax Efficient	CmpShare	Medical Cap	Hours	Overtime	Night Hours	Night Overtime	Holiday Hours	Holiday Night Hours	Sunday Hours	Sunday Night Hours	
1,140.00	0.00	0.00	0.00	0.00	0.00	38.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1,140.00	0.00	0.00	0.00	0.00	0.00	38.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2,280.00	0.00	0.00	0.00	0.00	0.00	76.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

PIECE-WORK WAGES

The piece work wages reports shows all the different products that have been added as piece work wages.

Test Company - Lisa Kok		Generated On : 15/12/2008 11:19:13	
Piece-Work Wages			
Product Type : FRAMES			
Area : WOOD	Units : SIDE	Std Rate :	10.00
Area : WOOD	Units : CORNERS	Std Rate :	5.00
Area : METAL	Units : SIDE	Std Rate :	15.00
Area : METAL	Units : CORNER	Std Rate :	10.00

ELECTRONIC UIF SUBMISSION

This report is the electronic format of the UIF submission report that can be submitted to the South African Labour Department electronically.

SUMMARY OF PAYS LIPS

This report shows the summary of all pay slips for a specific date range and for a specific employee that has been specified before the print of the report.

Test Company - Lisa Kok		Generated On : 15/12/2008 11:21:03								
Summary Of Payslips										
6310250661888	Harry Themlo	Salary / Wage	+ Allowance	- Deduction	- Tax	- UIF	+ Loans	- Paid Loans	= Net Income	21/12/2008
3601	Income - taxable	2,000.00								
Totals		2,000.00			200.77	20.00			1,779.23	
5111046224080	Chuck Borris	Salary / Wage	+ Allowance	- Deduction	- Tax	- UIF	+ Loans	- Paid Loans	= Net Income	30/11/2008
3001	Income - taxable	15,000.00								
3701	Travel Allowance		800.00							
4005	Medical aid contribution			800.00						
4486	Capped amount									
4025	Medical contribution taken into account for tax			800.00						
4474	Employer's Medical aid contributions									
4001	Current pension fund contribution			1,264.00						
4472	Employer's Pension fund contributions									
Totals		15,000.00	800.00	2,064.00	1,972.09	124.78		5,000.00	6,639.13	

BEE STATUS REPORT

This report allows one to view the current BEE status of all employees currently employed within your company.

Test Company - Lisa Kok							Generated On : 15/12/2008 11:22:23
BEE STATUS REPORT							
ID Number	First Name	Surname	Job Description	Ethnicity	Gender	Disabled	Date Hired
5111046224080	Chuck	Borris		White	Male	False	01/02/2008
6310250661888	Harry	Themlo		Indian	Male	False	01/03/2006
7503115481083	Toby	Nkoleta		Black	Male	False	03/03/2008
7903115481083	Anita	Strombeck		Coloured	Female	False	01/03/2008
Total White Employees : 1				Total Male Employees : 3			
Total Black Employees : 1				Total Female Employees : 1			
Total Coloured Employees : 1				Total Disabled Employees : 0			
Total Indian Employees : 1				Total Other Employees : 0			

LIST OF EMPLOYEES AND YEARLY AMOUNTS

This report shows the list of employees specified for a particular financial year and shows the yearly figures per employee for the following, Gross Remuneration, Total Deductions, Special Once-Off Payments, Nett Income, Total Tax, UIF and SDL.

Test Company - Lisa Kok							Generated On : 15/12/2008 11:23:20	
List Of Employees And Yearly Amounts								
ID Number	Name	Gross Remuneration	Total Deductions	Special Once-Off Payments	Net Income	Total Tax	UIF	SDL
5111046224080	Chuck	129,890.00	-24,208.29	0.00	154,098.29	6,024.15	249.56	11,502.60
6310250661888	Harry	4,150.00	470.04	0.00	3,679.96	428.54	41.50	41.50
7903115481083	Anita	2,612.42	-6,463.14	-0.01	9,075.57	123.42	29.85	26.37
		136,652.42	-30,201.39	-0.01	166,853.82	6,576.11	320.91	11,570.47

WORKMAN'S COMPENSATION REPORT

This report shows the employer the periods worked by the employees and there gross remuneration. This report can be printed for selected employees only.

Test Company - Lisa Kok					Generated On : 15/12/2008 11:24:24
Workman's Compensation Report					
ID Number	First Name	Surname	Periods	Gross Remuneration	
5111046224080	Chuck	Borris	9	129,890.00	
6310250661888	Harry	Themlo	2	4,150.00	
7903115481083	Anita	Strombeck	3	2,612.42	
				136,652.42	

LIST OF ACTIVE EMPLOYEES

This report shows a list of all active employees currently employed within your company.

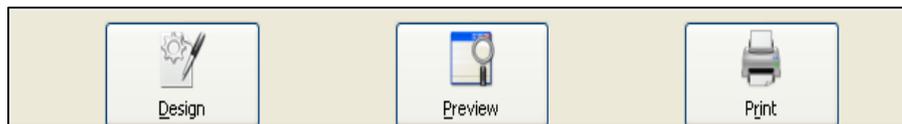
Active Employee List						Generated On : 15/12/2008 11:25:44
Name & Surname	ID Number	Ref Number	Birth Date	Date Hired	Address	
Mr C Boris	511104622408	001	04/11/1951	01/02/2008	89 Daisy Avenue, Wellington,	
H Themlo	631025066188	004	25/10/1963	01/03/2006	78 Flower Drive, Gordons Bay,	
Mr T Nkoleta	750311548108	003	11/03/1975	03/03/2008	745 Thom Road, Strand,	
Miss A Strombeck	790311548108	002	11/03/1979	01/03/2008	785 Bird Street, Stellenbosch,	

CSV LEDGER EXPORTS

This report will display the file and columns that can be export IQ Enterprise ledger accounts.

--- GENERATED BY IQPAYROLL ---
 GENERATED ON=2008-12-11
 RUNFREQ=12 RUNDATE=2008-10-27
 BEGIN
 '5111046224080';3899.000.000.00';27/10/2008;'Cmp Employer's
 '5111046224080';1625.000.000.00';27/10/2008;'Cmp Employer's
 '5111046224080';1000.000.000.00';27/10/2008;'Cmp Employer's
 '5111046224080';3899.000.000.00';27/10/2008;'Cmp Employer's
 '5111046224080';3605.000.000.00';27/10/2008;'Loan;'Chuck';4C
 '5111046224080';3605.000.000.00';27/10/2008;'Installment;'Chu
 '5111046224080';3890.000.000.00';27/10/2008;'Payment;'Chuck
 '5111046224080';1600.000.000.00';27/10/2008;'Payment;'Chuck

IDNUM	LEDGER ACCOUNT	DEBIT/CREDIT	REFERENCE	GL DESCRIPTION	AMOUNT
'7905054215083'	'3899.000.000.0	'C	'Cmp Employer's Medical aid co	'Comp(Employer's Medical aid c	R 124.19
'7905054215083'	'1625.000.000.0	'D	'Cmp Employer's Medical aid co	'Comp(Employer's Medical aid c	R 124.19
'7905054215083'	'3990.000.000.0	'C	'Payment'	'Anita'	R-25.19
'7905054215083'	'1601.000.000.0	'C	'Payment'	'Anita'	R 24.19
'7905054215083'	'1603.000.000.0	'C	'Emp UIF'	'Anita'	R 1.00
'7905054215083'	'1603.000.000.0	'C	'Cmp UIF'	'Comp(Anita)'	R 1.00
'7905054215083'	'4603.000.000.0	'D	'Cmp UIF'	'Comp(Anita)'	R 1.00

EMPLOYER REPORTS SELECTION**DESIGN**

The design option allows one to modify the selected report layout. For more information go to the Chapter on Stationary Design.

PREVIEW

This will generate a preview of the selected report, which you can then print to an installed printer.

PRINT

The Print option will send the report directly to the printer without having the option of the preview screen.

UTILITIES



CHAPTER 9

UTILITIES

Over the next few pages, an explanation will be given of all the options that are situated under the Utilities Menu Option.

WHAT IS UTILITIES

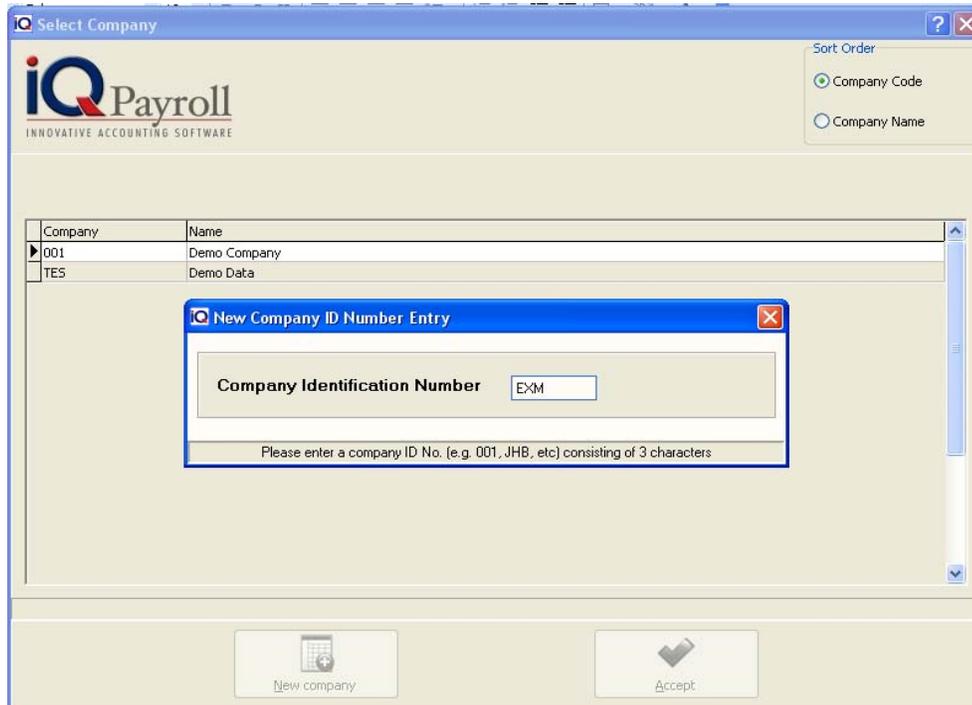
The utilities are additional options where certain options may be edited and others are purely there for information purposes.



The utilities menu will include the following options: Select Company, Change User, Delete Company, Company Details, Printer Setup, Show logged on Terminals, Password maintenance, Backup Data, Restore Data, Copy Company to Demo Company, Report Writer.

SELECT COMPANY

The select company option allows one to select a different company to work on if there is more than one company setup on the IQPayroll system, selecting the company followed by Accept. Alternatively, selecting the New Company button followed by the Company Identification number option.



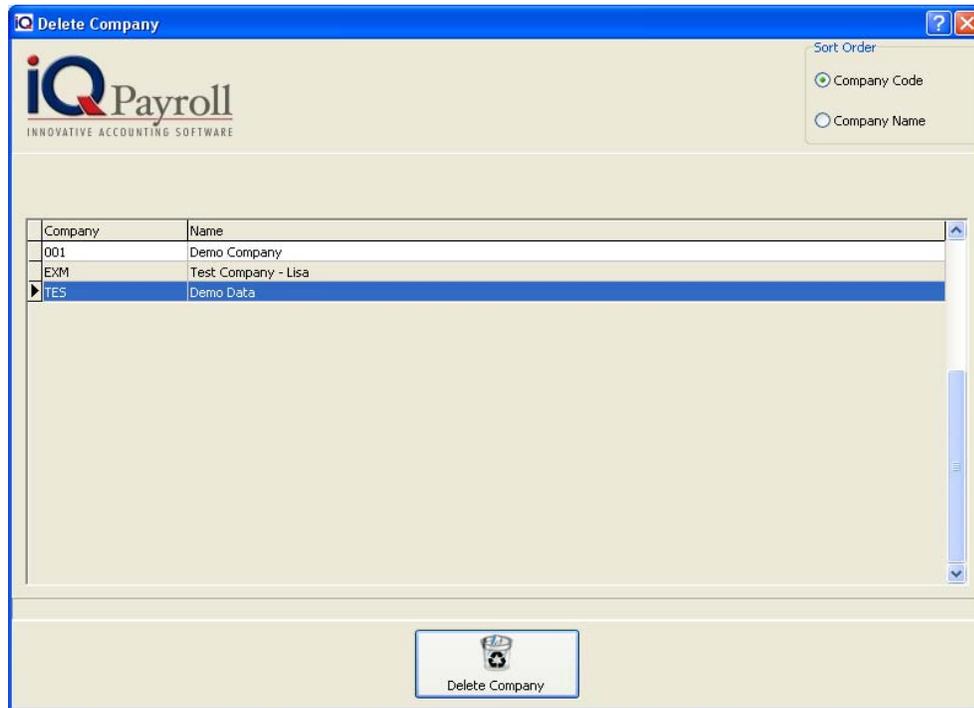
CHANGE USER

The change user option allows a different user to login to the system. This is very useful when a particular staff member does not have access to certain menu options.

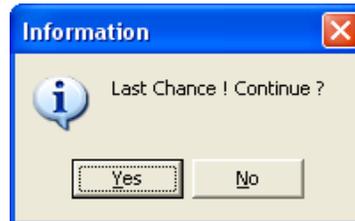


DELETE COMPANY

This option allows one to delete a company that is no longer in use on the IQPayroll system.



Select the company followed by the Delete Company button. Select Yes to Confirm Deletion of the company.

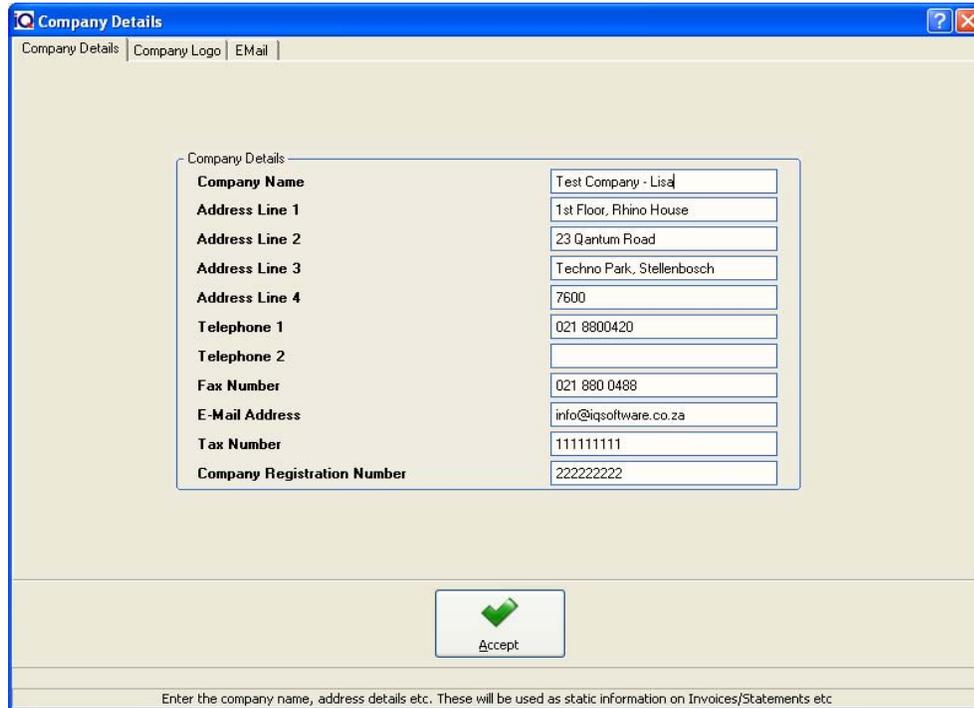


COMPANY DETAILS

This option allows on to change certain company related information like address details, phone numbers etc.

COMPANY DETAILS INFORMATION

This allows one to change the Name, Address, Telephone Number, Fax Number, Email Address, Tax Number or the Company Registration Number.



Company Details	
Company Name	Test Company - Lisa
Address Line 1	1st Floor, Rhino House
Address Line 2	23 Qantum Road
Address Line 3	Techno Park, Stellenbosch
Address Line 4	7600
Telephone 1	021 8800420
Telephone 2	
Fax Number	021 880 0488
E-Mail Address	info@iqsoftware.co.za
Tax Number	111111111
Company Registration Number	222222222

Accept

Enter the company name, address details etc. These will be used as static information on Invoices/Statements etc.

NOTE: The company details may be changed at any time.

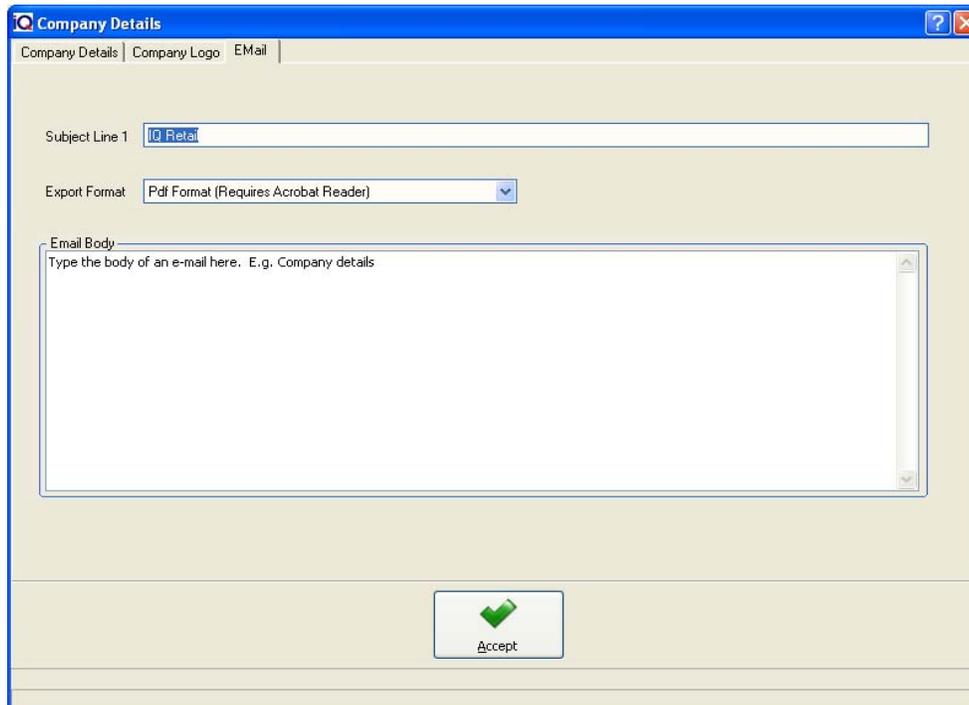
COMPANY LOGO

This option allows one to change the company logo on the system if the logo has changed or if a different logo needs to be used.



NOTE: The company logo may be changed at any time.

EMAIL

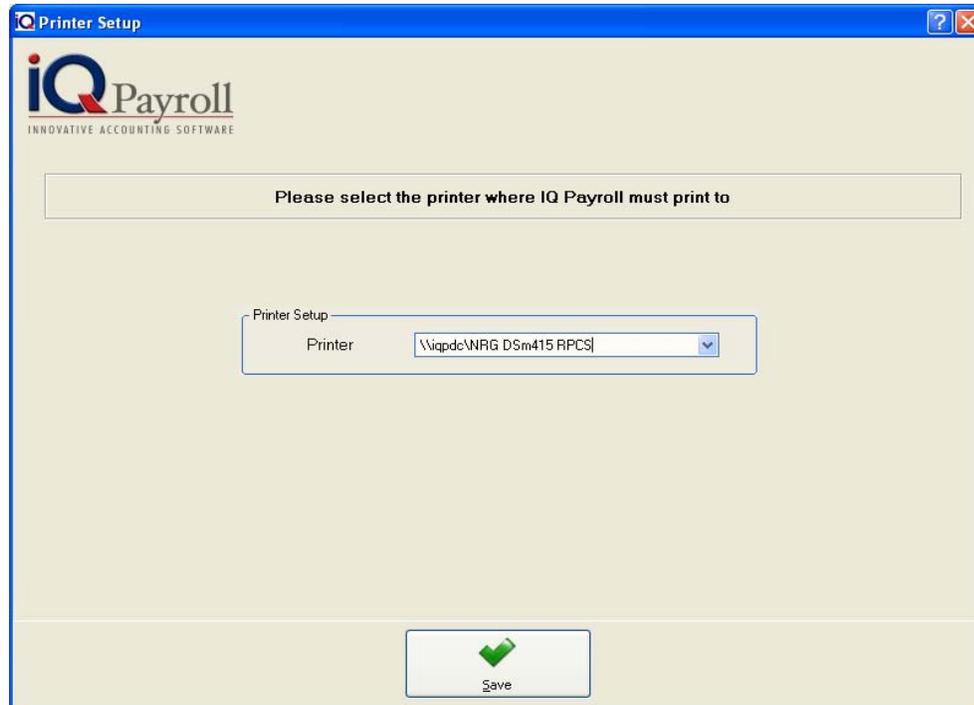


This option allows the user to type a Subject and a email body when using the email button in the preview screens.

Select Accept to complete the Company Details.

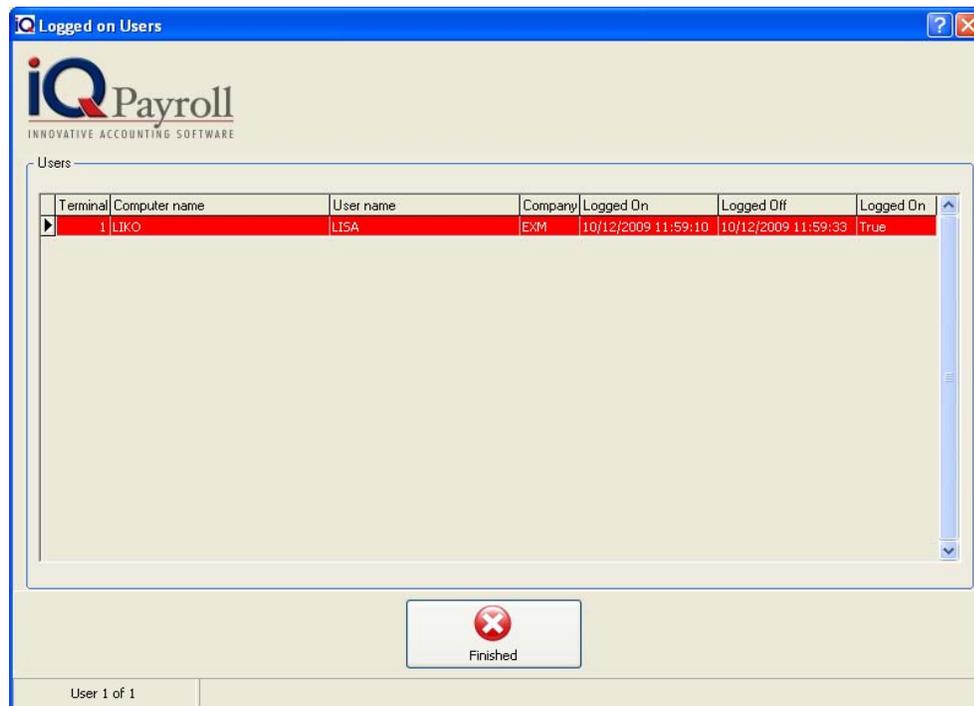
PRINTER SETUP

The printer setup is where the printer is specified for printing purposes.



SHOW LOGGED ON TERMINALS

The show logged on terminals shows all the IQPayroll terminals that are currently logged into the system.



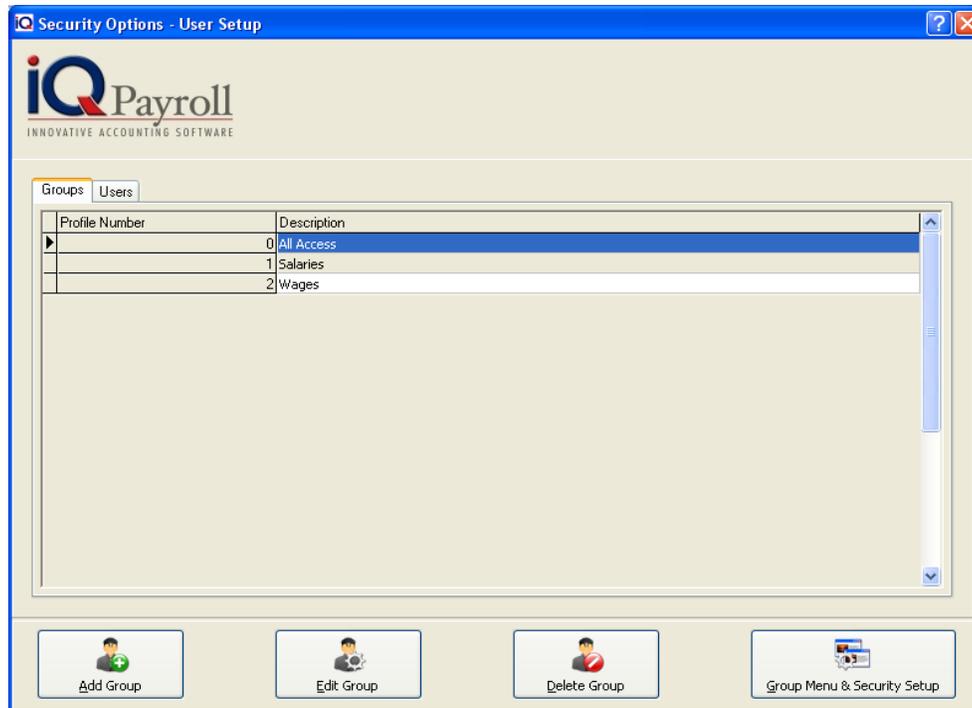
PASSWORD MAINTENANCE

GROUP SECURITY AND ACCESS LEVELS

WHAT IS GROUP SECURITY AND ACCESS LEVELS?

Group security and access levels are security measures that can be put into place for security purposes. By setting up the group security access levels correctly, this can be very useful when certain users are assigned to specific groups. This means that the group the user belongs to can have preset access already defined when logging into specific companies. It is essential that the group security access levels are set correctly.

NOTE: In order to setup the group security access levels, select the utilities menu option -- > Password Maintenance.



GROUP DETAILS

ADD GROUP

The add group option allows one to add any additional groups to the system. These groups are linked with a profile number which in turn allows one to easily setup security once these groups have been created.

EDIT GROUP

The edit group option allows one to edit any of the existing groups and modify any details pertaining to that group.

DELETE GROUP

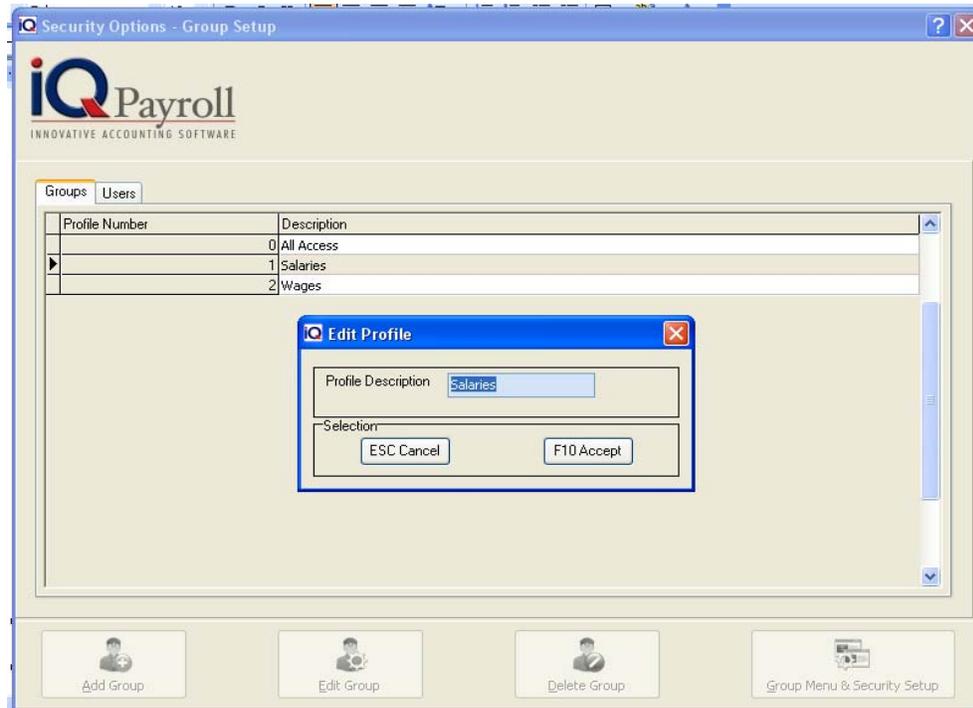
The delete group option allows one to delete any of the existing groups from the system. Ensure that once the group is deleted that the user's security is set accordingly.

GROUP MENU & SECURITY SETUP

The group menu and security setup allows one to define access to certain groups that have been created. This can be access to certain functions within a specific module (i.e. Salaries, Wages, or Reports) or certain menu options within the system.

ADDING A GROUP

Select the add group option to add any additional groups.



NOTE: Once the group has been created, select the accept button to save the changes. These groups are linked with a profile number which makes setting up the security much simpler.

GROUP MENU AND SECURITY SETUP

WHAT IS GROUP MENU AND SECURITY SETUP?

Menu access settings are security measures that can be setup for specific groups. By setting up the different groups will make setting the access per user a lot easier. It is essential that the group menu and security levels are set correctly.

NOTE: In order to setup the group menu and security, select the Utilities Menu Option -- > Password Maintenance-- > Group tab.

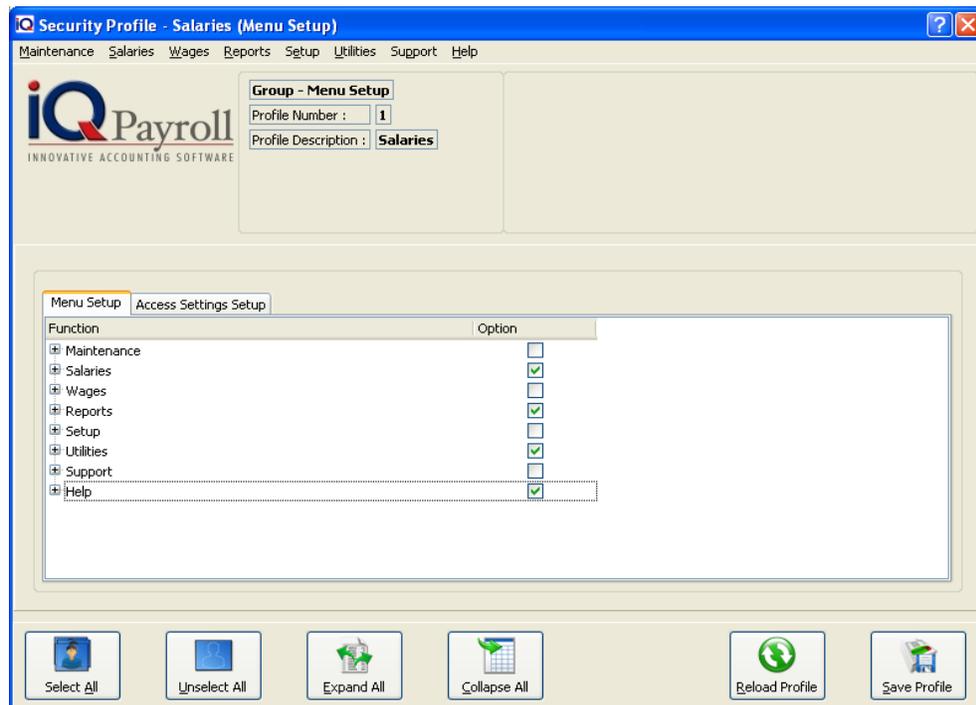
GROUP – MENU SETUP

PROFILE NUMBER

The profile number displays the current or specific profile number that currently exists on the system. To setup additional groups, select the add group option.

PROFILE DESCRIPTION

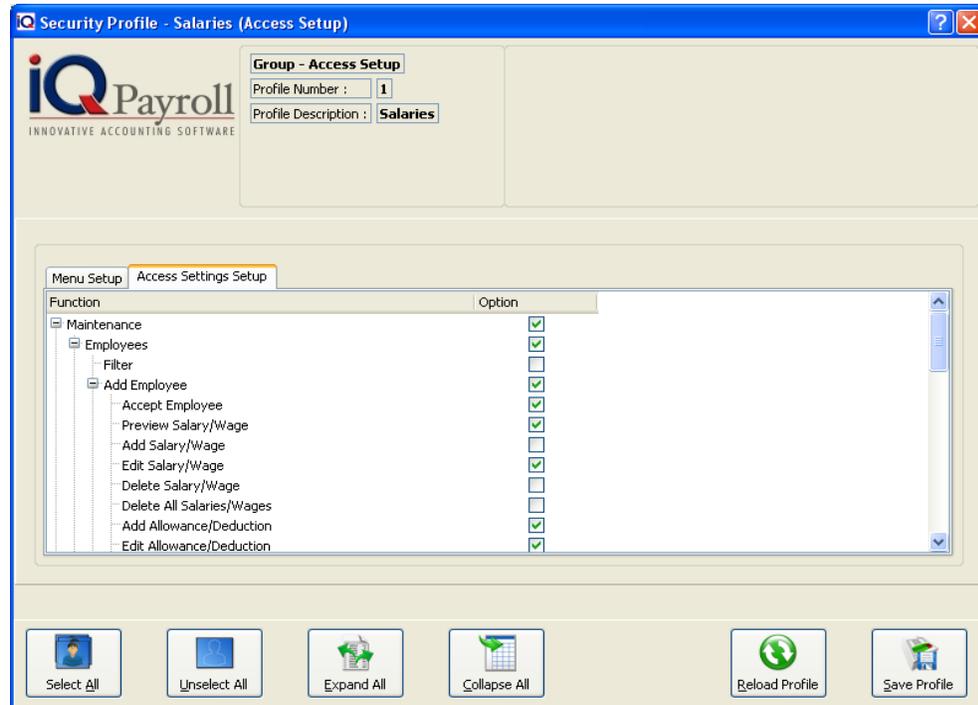
The profile description displays the description of the current profiles that exist in the system. It is important to keep the descriptions simple so that one is not confused by the different types of descriptions when setting up the groups/profiles.



MENU SETUP

The menu setup option allows one to specify per group which menu options that group has access to. In the example above, the current group only has access to Salaries, Reports, Utilities and Help.

NOTE: By selecting the specific options, the group has access, place a tick in the relevant boxes. This will then tell the system which menu options the group has access to.



ACCESS SETTINGS SETUP

The access settings setup option allows one to specify per group what type of access the specific group has within the Maintenance, Employees, Add Employee.

NOTE: By selecting the specific options, the group has access, place a tick in the relevant boxes. This will then tell the system which options within the specific module the group has access to.

NOTE: By setting up different groups, make security setup a lot easier per user. Once the group has been configured to only access certain options within the system, all that needs to be done is link the user to the correct group.

NOTE: The access levels may either be selected by ticking the relevant box next to the option or the menu above may also be used to select the different types of access.

SELECTION OPTIONS

SELECT ALL

The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.

UNSELECT ALL

The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.

EXPAND ALL

The expand all option allows one to expand all the functions listed under the menu setup and access settings setup.

COLLAPSE ALL

The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.

CLEAR SELECTION

The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.

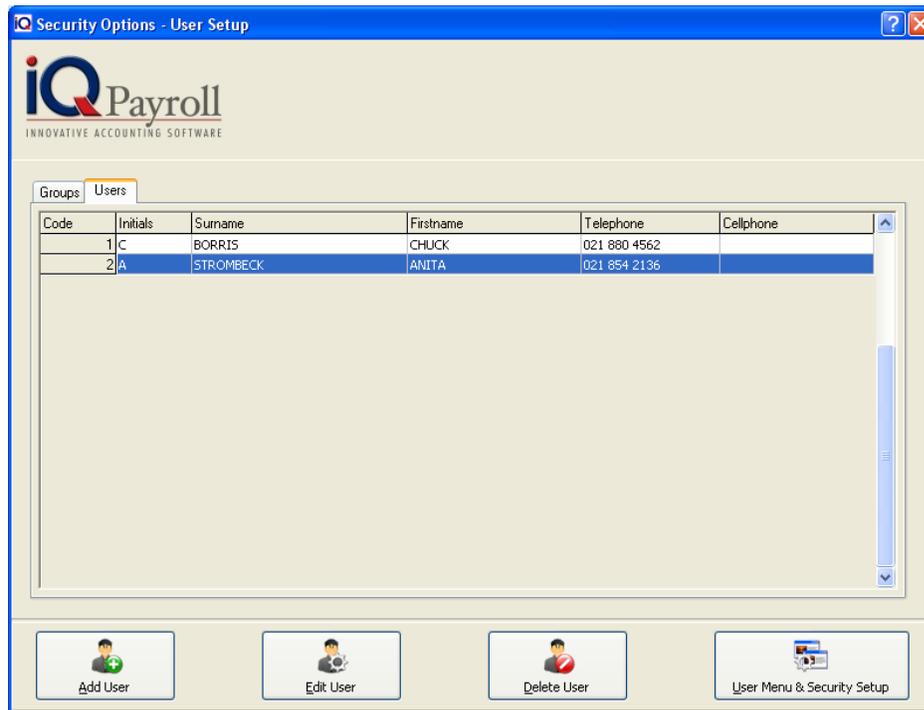
SAVE PROFILE

The save profile option allows one to save the current security selections to that specific profile number.

WHAT IS USER SECURITY AND ACCESS LEVELS?

User security and access levels are security measures that can be put into place for security purposes. By setting up the user security access levels correctly, this will stop users from accessing certain modules within the system. It is essential that the user access levels are set correctly.

NOTE: In order to setup the user access levels and security, select the Utilities Menu Option -- > Password Maintenance --- > User Tab.



USER DETAILS

ADD USER

The add user option allows one to add any additional users to the system.

EDIT USER

The edit user option allows one to edit any of the existing users and modify any details pertaining to that user.

NOTE: Once the user has been created, the user number cannot be altered in any way.

DELETE USER

The delete user option allows one to delete any of the existing users from the system.

NOTE: User number 1 which is the default user in the system may/cannot be deleted.

USER MENU & SECURITY SETUP

The user menu and security setup allows one to define access to certain menu options and certain functions within a specific module (i.e. Debtors, Creditors, Stock or Ledger).

ADDING A USER

Select the add user option in order to add a user to the system.

Staff Details	
Staff Number	1
First name	CHUCK
Surname	BORRIS
Initials	C
Id Number	5111046224080
Address 1	78 PROTEA DRIVE
Address 2	STELLENBOSCH
Address 3	
Post Code	7600
Telephone	021 880 4562
Cell Phone	084 456 3201
E-Mail	CHUCK@SOMEWHERE.CO.ZA
Report Access Level	1
Administrator	<input checked="" type="checkbox"/> Check for Yes
PIN Number	<input checked="" type="checkbox"/> Check to Change Pin Code
Force Password Change	<input checked="" type="checkbox"/> Check for Yes <input type="checkbox"/> On Next Login
Every X Days	14



 Accept

STAFF NUMBER

The staff number must be entered. The staff number may be the next available number or any other number as you wish. This field is numeric only.

FIRST NAME

The first name field is where the employee or staff member name is entered. This field can take up to 30 characters.

SURNAME

The surname field is where the employee or staff members surname is entered. This field can take up to 30 characters.

INITIALS

The initials field is where the initials of the staff member or employee is entered. This field can take up to 4 characters.

ID NUMBER

The ID number field is used to enter the staff member or employees id number. This field can take up to 15 characters.

ADDRESS FIELDS

The address fields is used for entering the address of the employees or staff members.

POST CODE

Enter the postal code in the post code field. This field allows for 10 alpha numeric characters to be entered.

TELEPHONE

The telephone number field is where the telephone number of the staff member or employee is entered.

CELL PHONE

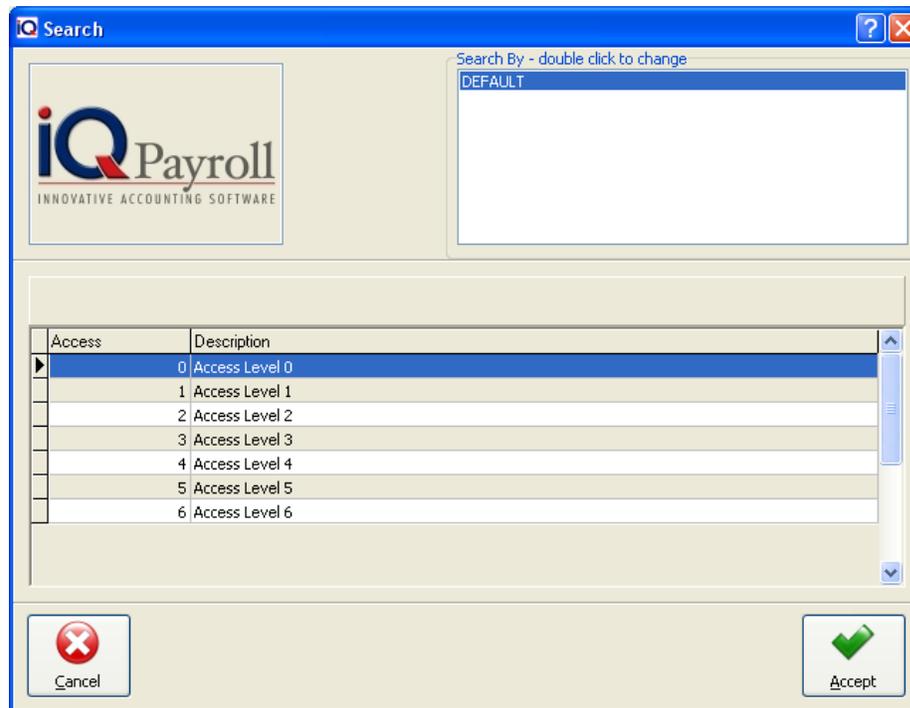
The cell phone field is used to enter the cell phone number of the relevant staff member or employee.

EMAIL

The email field is used for entering the email address of the relevant staff member or employee.

REPORT ACCESS LEVEL

The report access level allows one to set the appropriate access level for designing reports on the system. If this is setup correctly then the staff or employees will not be able to modify any report layouts.



NOTE: Choose the appropriate access level in order to allow users to have access to design stationery layouts. Access Level 1 is the highest and Access Level 6 is the lowest. In other words, if the user is set to access level 1 then they would be able to design any stationery layout on the system.

ADMINISTRATOR

The administrator option allows one to tell the system which user is an administrator on the system.

PIN NUMBER

The pin number field is where the user's password/pin number is entered. This pin number field may contain alphanumeric characters and the length of the field is 50 characters.

Report Access Level	1	
Administrator	<input checked="" type="checkbox"/> Check for Yes	
PIN Number	<input checked="" type="checkbox"/> Check to Change Pin Code	

Force Password Change	<input checked="" type="checkbox"/> Check for Yes	<input type="checkbox"/> On Next Login
Every X Days		14

FORCE PASSWORD CHANGE

The force password change option allows one tell the system that a password needs to change. The importance of the force password change is to help the system administrator to keep a good level of security. If a single pin or password is kept for a long time the user easily get used to it and it becomes very easy to steal or replicate the pin or password. In order to keep a good level of security enable this option so that the pin or password cannot be replicated or stolen easily. This can be set for specific users or all users. When ticked the system will prompt for a new password/pin based on the value entered under the "Every X Days" field.

NOTE: The two options namely "check for yes" and "on next login" work as follows, the check for yes option works in conjunction with the "Every X Days" meaning that if this option is enabled, the system will force a password change every x amount of days. The "on next login" option if enabled allows one to force the password change when the specific user logs into the system the very next time.

EVERY X DAYS

The every x days option goes part and parcel with the force password change. Once the option force password change is enabled, then specify after how many days the system must force the password change.

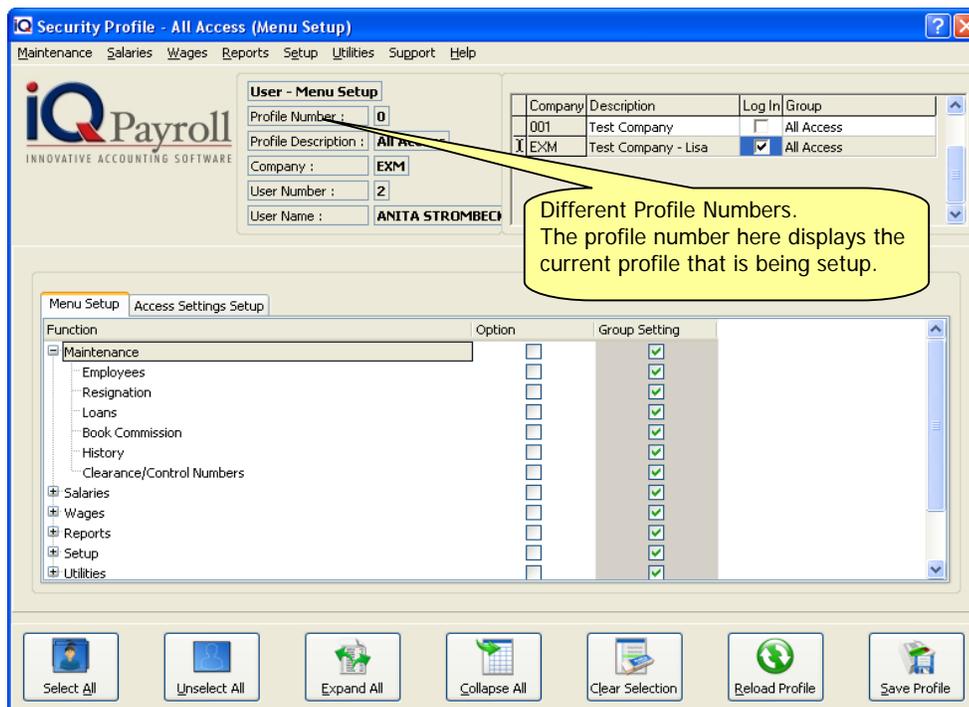
USER MENU AND SECURITY SETUP

MENU AND ACCESS SETTINGS SETUP

User menu and security access levels are security measures that can be put into place for security purposes. By setting up the user menu security access levels correctly, this will stop users from accessing certain modules within the system. It is essential that the menu user access levels are set correctly.

EXAMPLE: Users that do not work with Utilities, Salaries and Reports do not need access to these modules. Therefore utilizing this option will restrict users for this purpose.

NOTE: In order to setup the user access levels and security, select the Utilities Menu Option --> Password Maintenance --> User Tab --> User Menu & Security Setup.

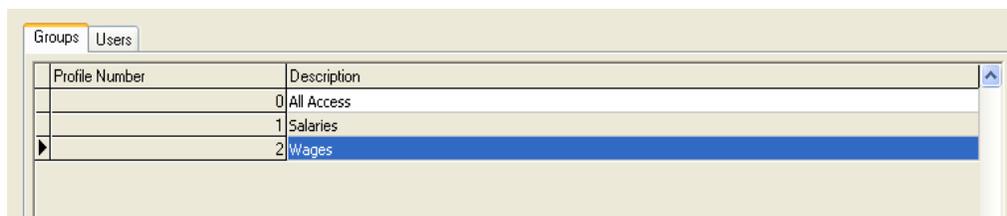


USER - MENU SETUP

PROFILE NUMBER

The profile number field shows the current profile to which the user is currently linked with.

NOTE: The profile number that the users are linked to are generated under the group security access levels. When ever a new group is created, the system generates a new profile number.



PROFILE DESCRIPTION

The profile description shows the description of the profile to which the user is linked with. In other words if the user is linked to profile 5 for example then the profile description will display "Point of Sale"

COMPANY

The company field shows the current company that is highlighted meaning the company that the security is being setup for.

NOTE: If the security is being set for a specific company and for the user, remember to enable the "Log In" option next to the company.

USER NUMBER

The user number shown is the staff members user number. That user number also reflects the current users number to whom access is being applied.

USER NAME

The user name field shows the staff members name and surname in this field. This user name is the username linked to the user number.

Company	Description	Log In	Group
001	Test Company	<input type="checkbox"/>	All Access
EXM	Test Company - Lisa	<input checked="" type="checkbox"/>	All Access

COMPANY DETAILS

COMPANY

The company field here displays the company identification number example (001, 002 etc...). This view also displays all the companies that are currently listed on the Enterprise system.

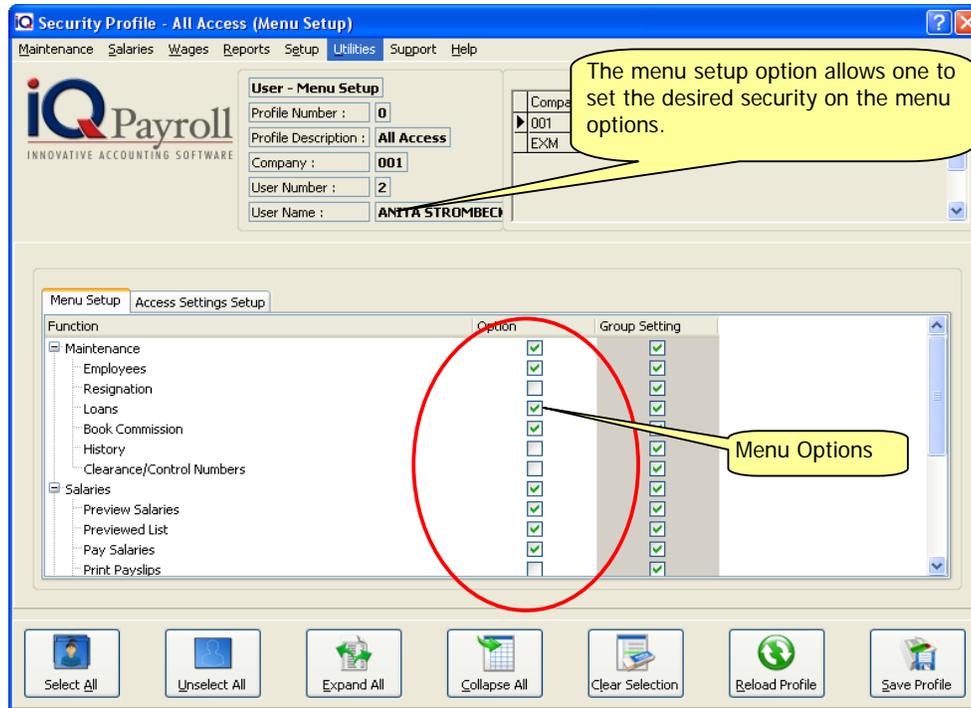
NOTE: By selecting a different company from the list, one is able to setup security for any of these different companies. Remember to enable the "Log In" option.

DESCRIPTION

The description field displays the full company name as it was entered when the company was setup.

LOGIN

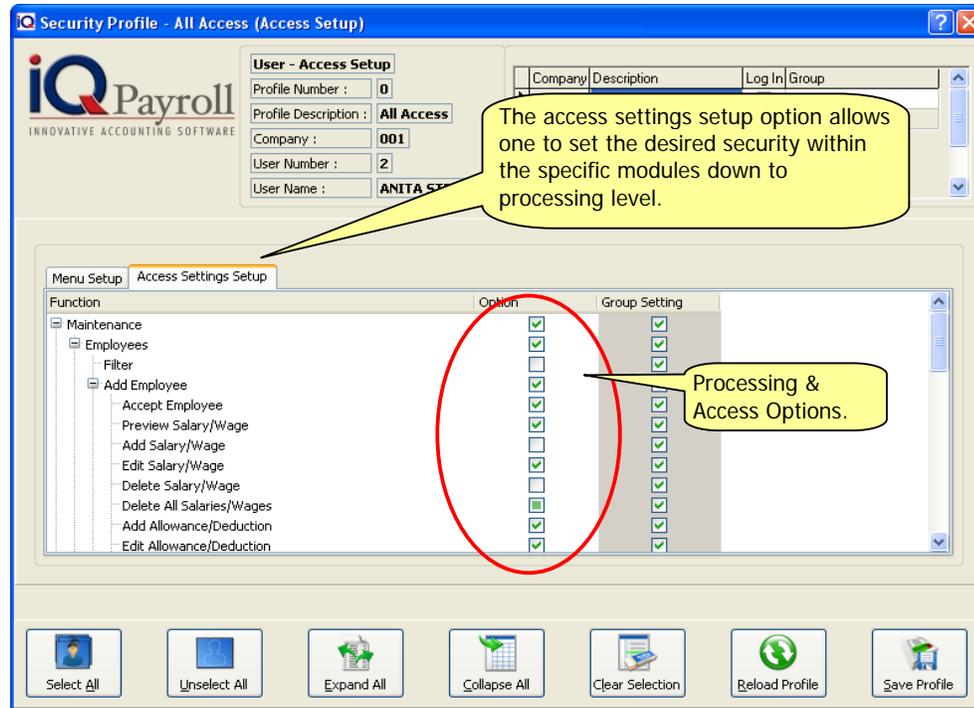
The login option allows one to specify per user which company they have access to. In other words, if a tick is placed within one of the company login fields, the user will not have access to that specific company.



MENU SETUP

The menu setup option allows one to specify per user which menu options the user has access to. In the example above, the current user only has access to Debtors Maintenance and Enquiries.

NOTE: By selecting the specific options the user has access, place a tick in the relevant boxes. This will then tell the system which menu options the user has access to.



ACCESS SETTINGS SETUP

The access settings setup option allows one to specify per user what type of access they have within the Maintenance Menu Options. In the example above, the current user only has access to the Add and Edit in Maintenance.

NOTE: By selecting the specific options, the user has access, place a tick in the relevant boxes. This will then tell the system which options within the specific module the user has access to.

NOTE: The access levels may either be selected by ticking the relevant box next to the option or the menu above may also be used to select the different types of access.

SELECT ALL

The select all option allows one to select all the menu and access settings. This means that all the options will be enabled and ticked.

UNSELECT ALL

The unselect all option allows one to unselect all the menu and access setting options. This means that all the options will be disabled and the tick is removed.

EXPAND ALL

The expand all option allows one to expand all the functions listed under the menu setup and access settings setup.

COLLAPSE ALL

The collapse all option allows one to collapse all the functions listed under the menu setup and access settings setup.

CLEAR SELECTION

The clear selection option will clear all the selections that have been made within the menu setup and access settings setup screens.

RELOAD PROFILE

The reload profile option allows one to reload a specific profile. This option comes in handy when access has been granted incorrectly and the access needs to be reset.

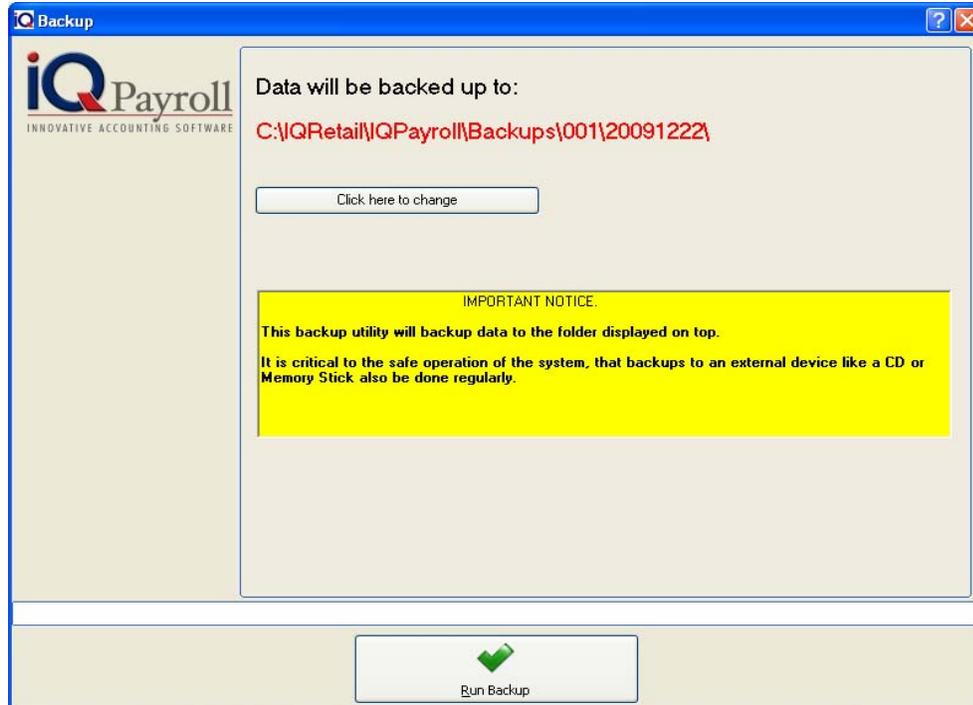
SAVE PROFILE

The save profile option allows one to save the current security selections to that specific profile number.

BACKUP DATA

The backup data option allows one to make backups of the current company.

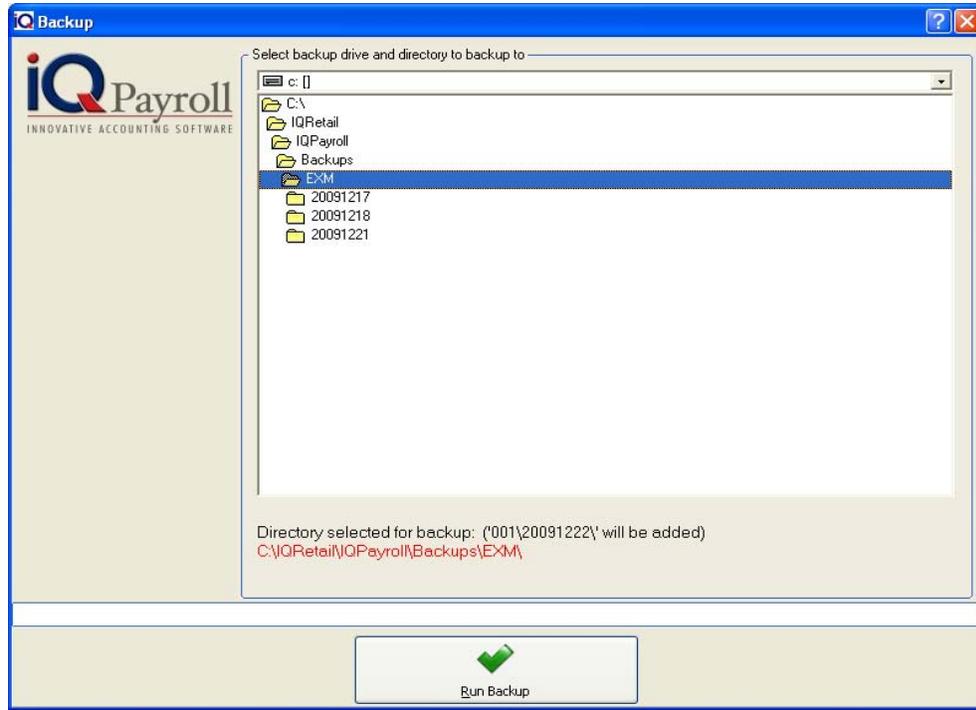
NOTE: Backups is a essential part of the system and day to day processing. Make sure that backups are made on a regular basis.



RESTORE DATA

The restore data option allows one to restore backups of previous days if for whatever reason something went wrong with the company information.

NOTE: The restore function will only work if there are backups to restore. If no backup are made, the system will not have any information to restore.



COPY COMPANY TO DEMO DATA

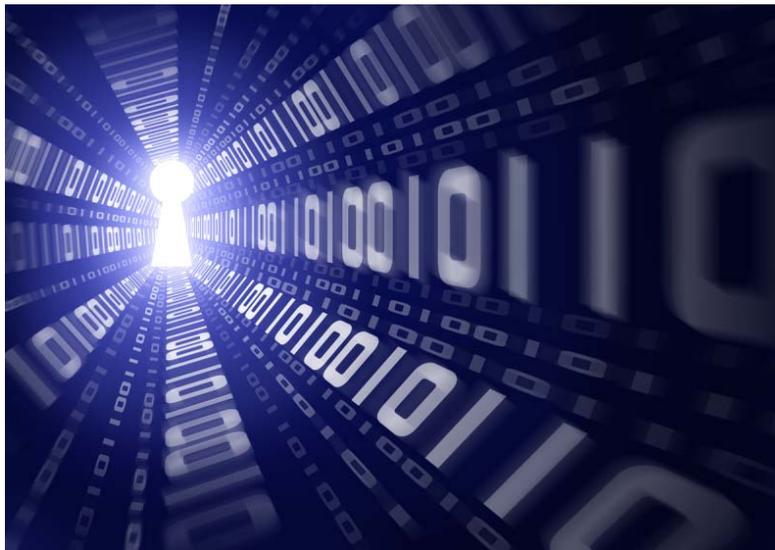
The Copy Company to Demo Data will allow the user to make a duplicate of the current open company. The Duplicate data will be copied into the a folder _DM, the Demo data will allow the user to test and exercise transactions in Payroll, but in effecting their actual employees. The demo data's employees will not be included in the number of employees to register.



NOTE: The demo data will have limitation as to what can be done e.g. When using the demo data the user will be able to add and edit employees but the Pay and Print salaries option will not be available.



STATIONERY DESIGN



CHAPTER 10

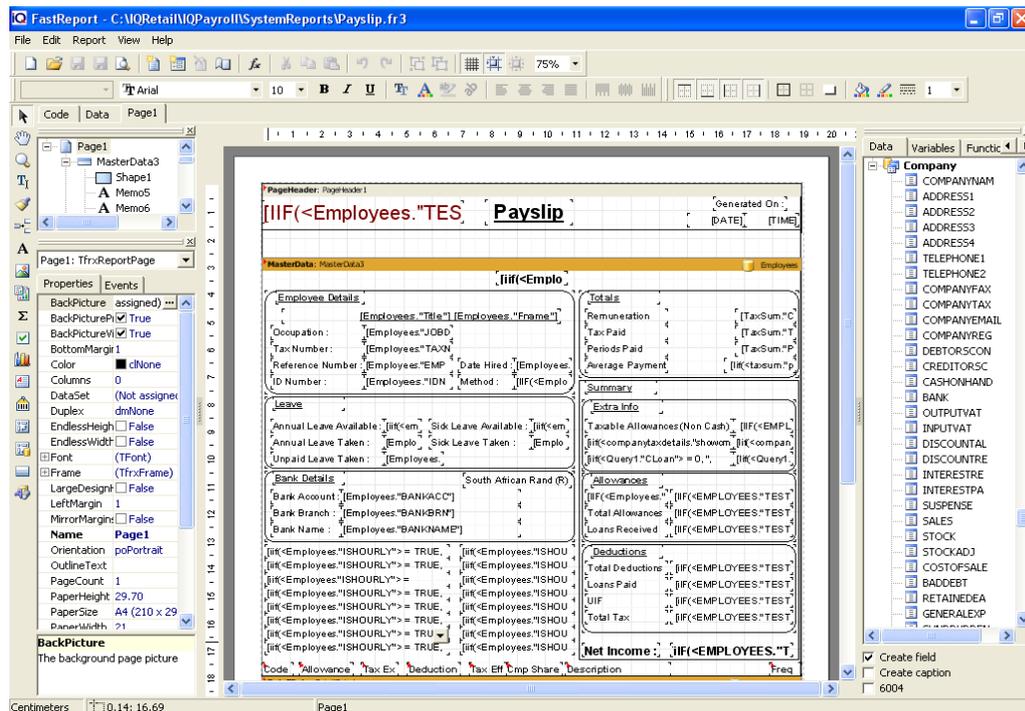
STATIONERY DESIGN

The report writer is an additional function built into the IQPayroll system; it allows additional reports to be written.

EXAMPLE: If there is a need for an additional report within the system, the report writer has the functionality to create customized reports.

Should you wish to edit the layout of a document (e.g. Payslip) select the Design button? For example Salaries, Print Salaries.

Here the design of the report can be edited.



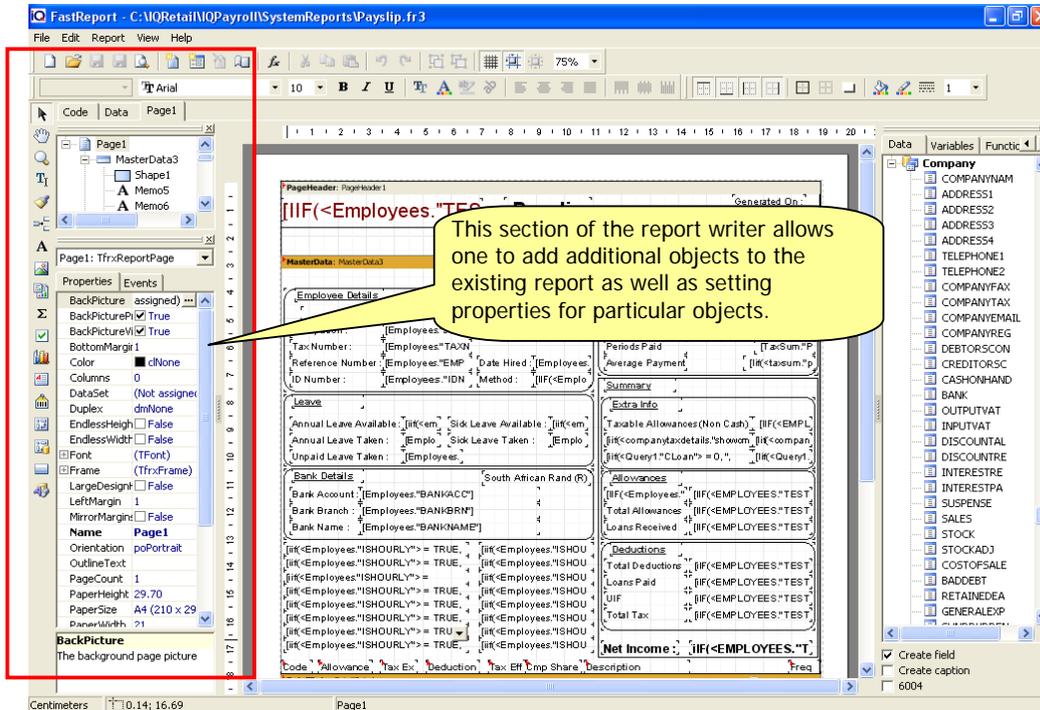
PLEASE NOTE: This report writer is third party utility software and we therefore do not control how it functions.

The report is divided into sections called BANDS which determine how and where the information is displayed. There are DATA FIELD, LABEL and EXPRESSION components within each of the bands. A DATA FIELD contains system information as it is held in the database. A LABEL is simply a description used to explain what each of the DATA FIELDS represent. An EXPRESSION is used for calculations.

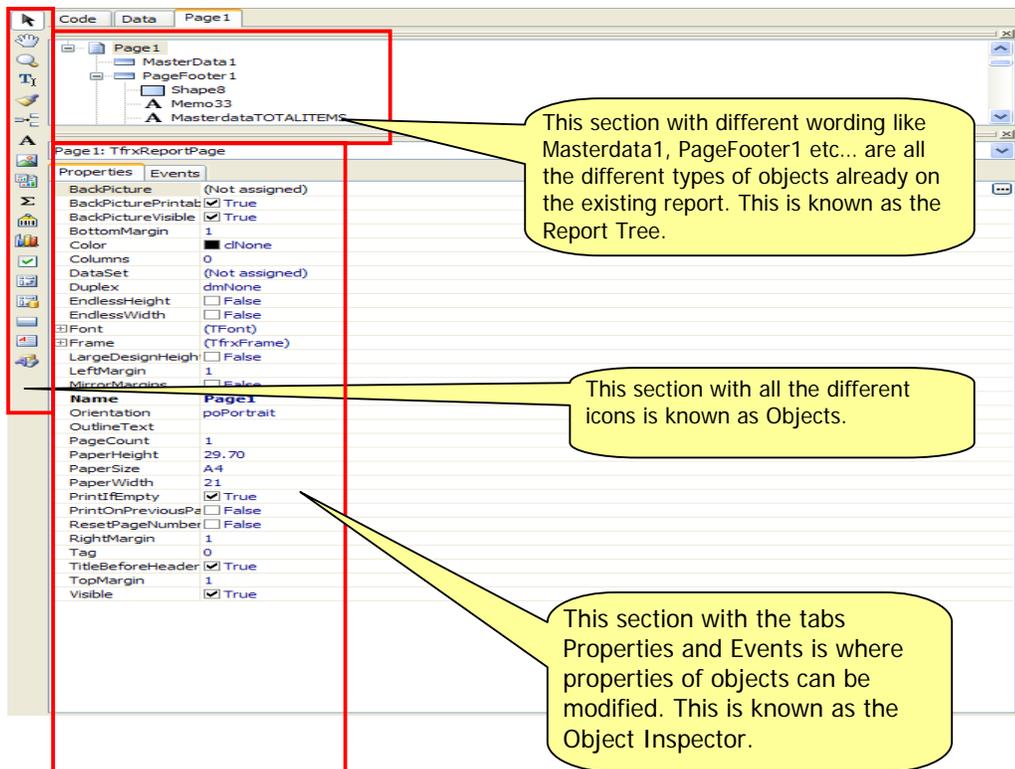
To move a DATA FIELD or LABEL etc simply click on the component and move it to the correct place.

TIP: For more accurate editing, select the component and then use the keyboard arrow keys to move the component.

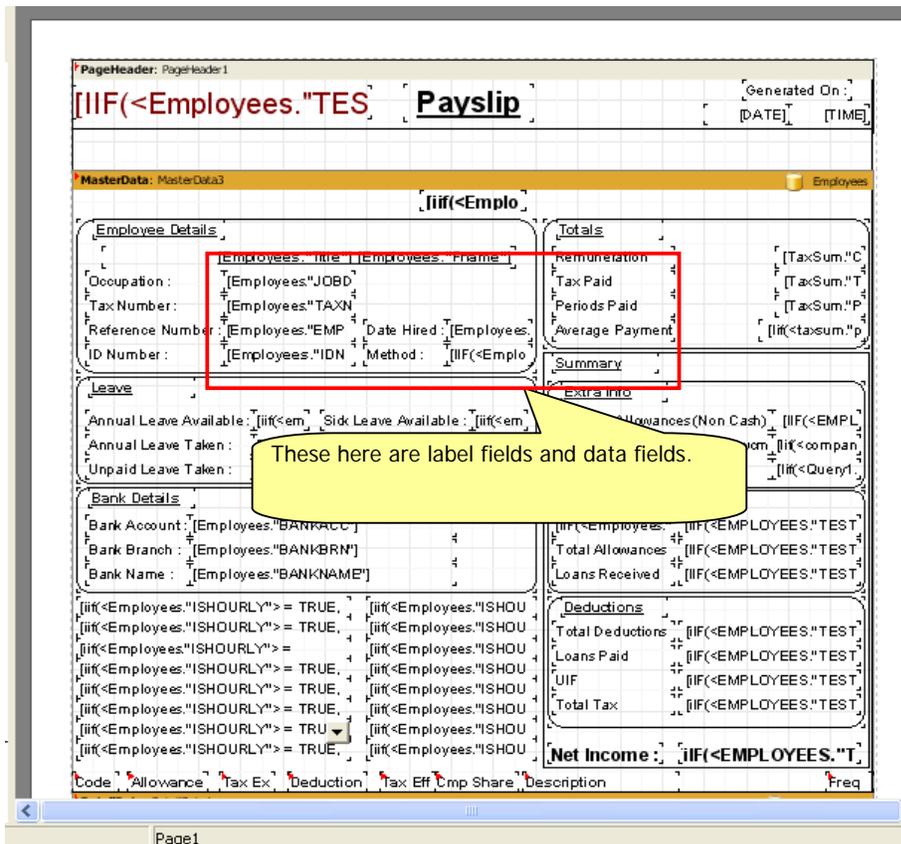
In order to design stationery, select the specific layout and then select the design option.



NOTE: The above is what the invoice layout screen will look like, in the design screen of the report, there are multiple functions. For this example we are going to modify a few things like Adding Banking Details to the invoice and adding a company logo.



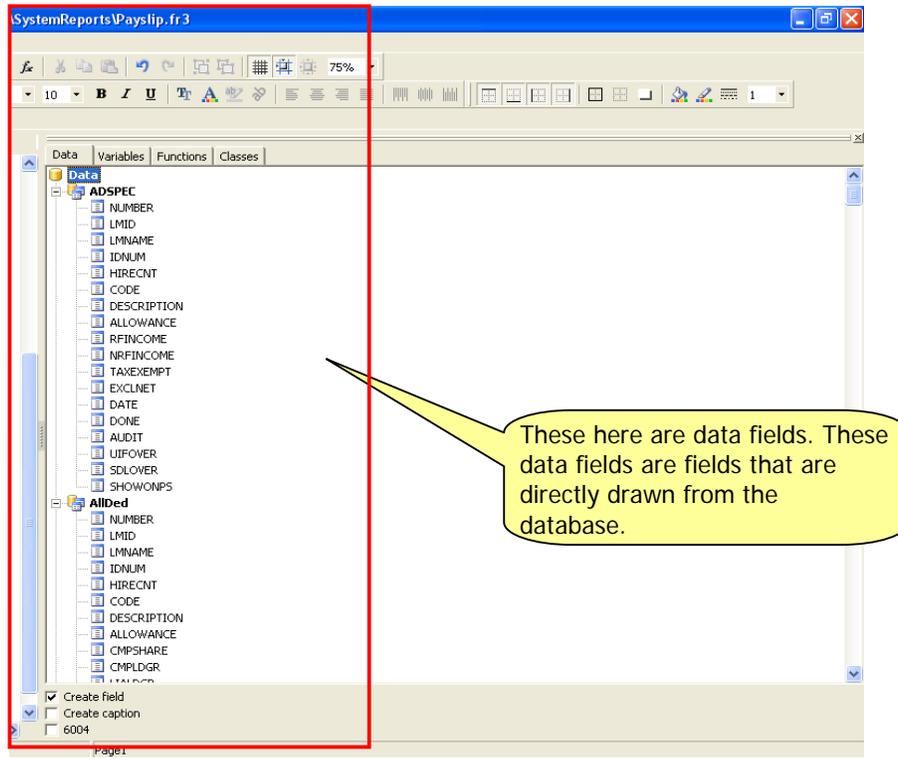
NOTE: The next section of the report writer is the middle block, this is the actual layout of the invoice. Here one can add the different types of objects and modify the layout accordingly.



NOTE: The label fields are used for labeling and adding headings to the report layout. The data fields are fields that already contain information. Data fields are fields that exist in the database of the company. Therefore making it very easy to add information to the existing report layout.

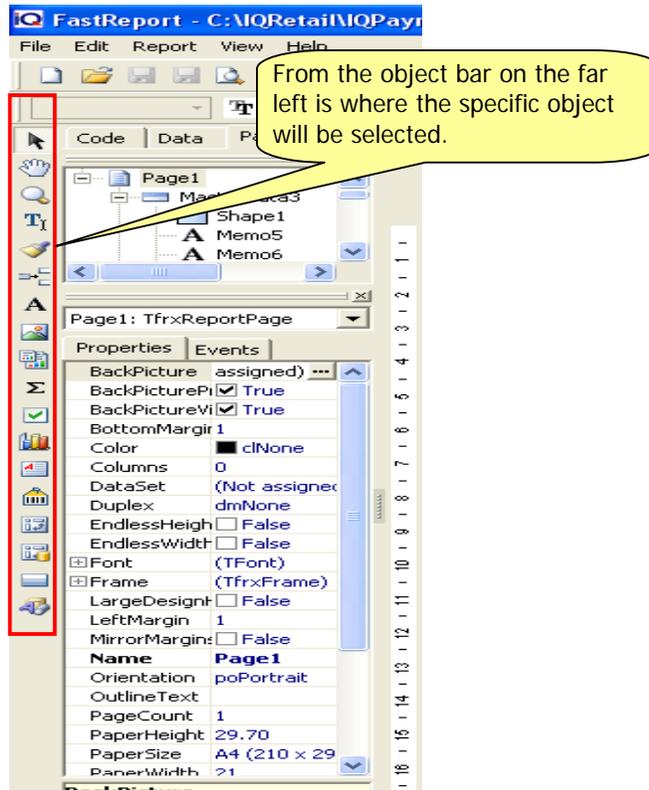
NOTE: Bands are used for logically placing objects it contains at a location on the output page.

EXAMPLE: When placing an object in a band such as “Page Header” the system then tells the report engine that the given object must be displayed at the top of each page of a finished report.



NOTE: Because these data fields holds company specific information already, it's quite simple to add specific data fields onto the report layout. One can simply drag the specific field onto the existing report layout. This will be explained in the next few steps.

NOTE: The very first thing that needs to be done is scroll to the bottom of the layout and find the empty area at the bottom left of the screen. We will utilize this empty area to add in our banking details.

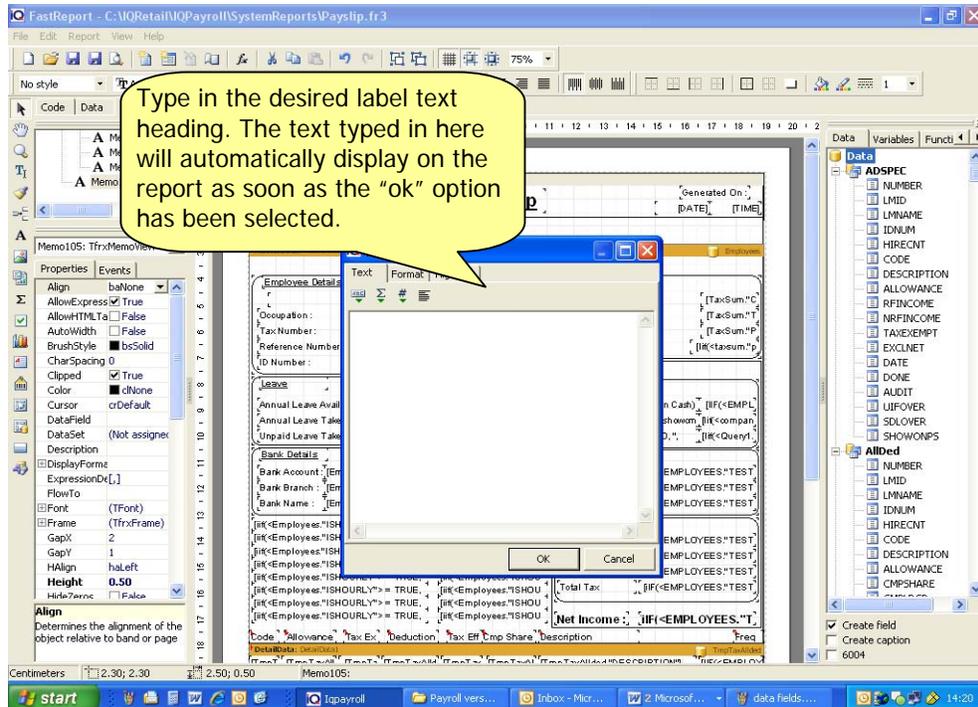


HOW TO ADD A TEXT OBJECT

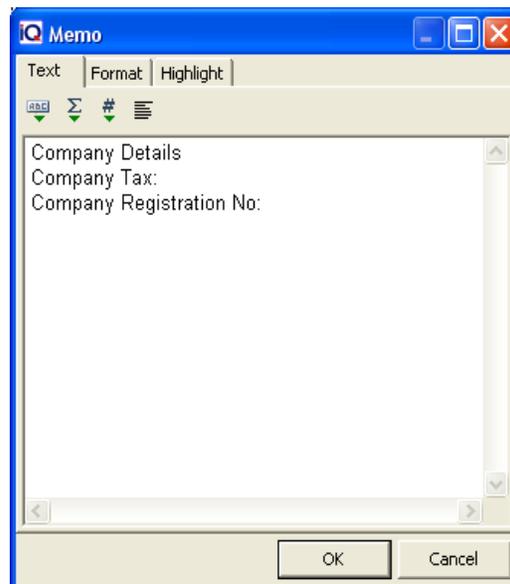
NOTE: In order to add text to the report layout, select the **A** symbol from the toolbar on the far left of the report writer screen. Once this option has been selected, the report writer then turns your mouse pointer into a cross.

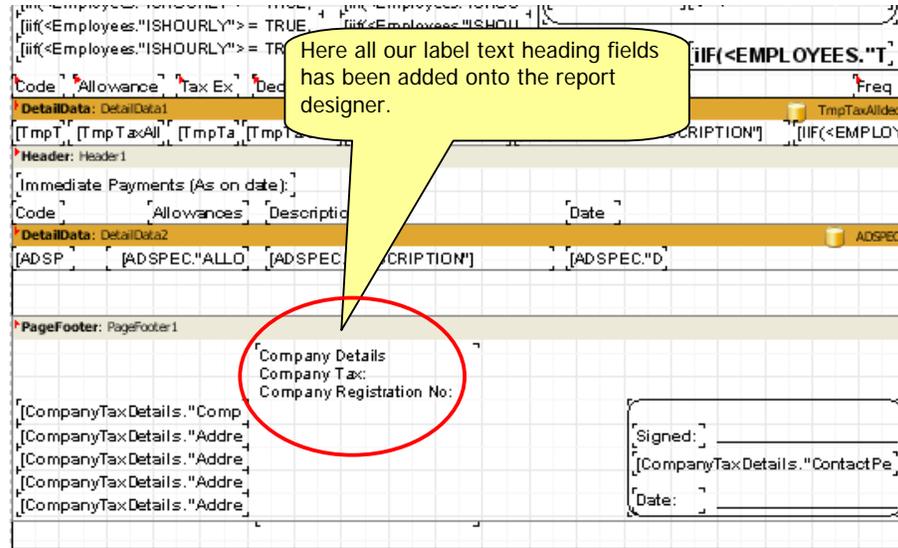
Now we are able to move the cross to our vacant area at the bottom of the screen. Once we click on the vacant area the report writer will leave a rectangular text box on the report form and a text box will appear. In this text box enter the name of the text field (e.g. Banking Details).

Once completed, select the "Ok" option in order to add that field heading onto the report.



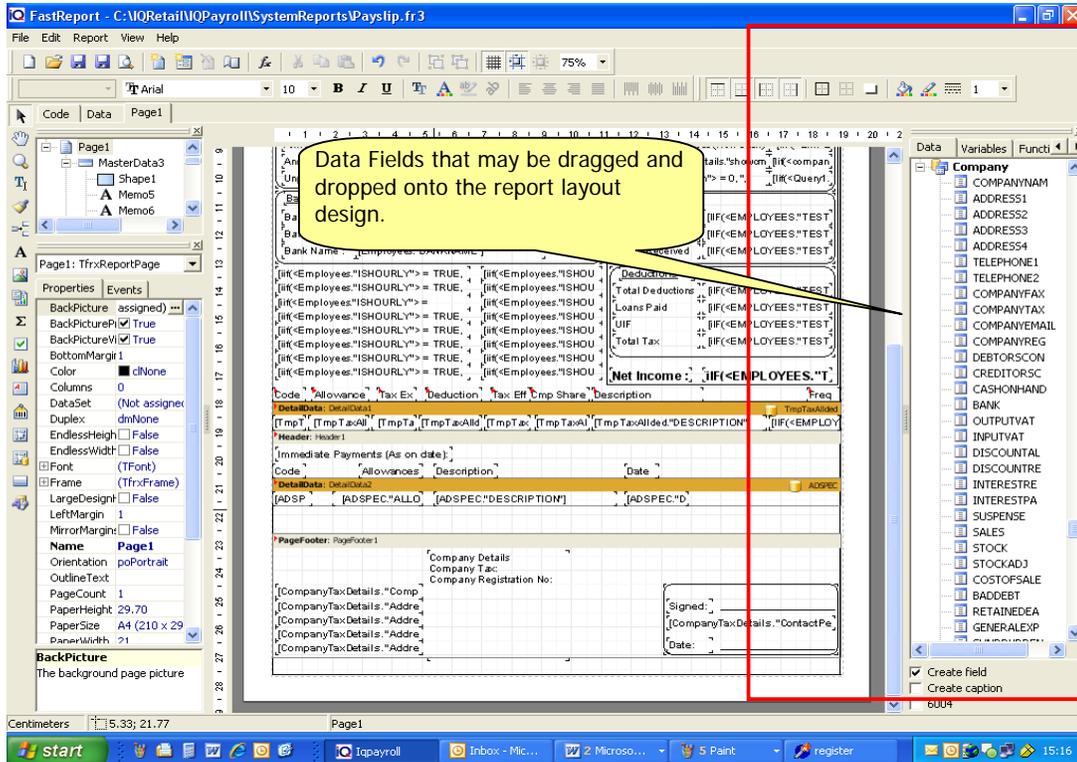
NOTE: Now that we can add label text heading fields onto the report design, we now add all the label heading text fields.



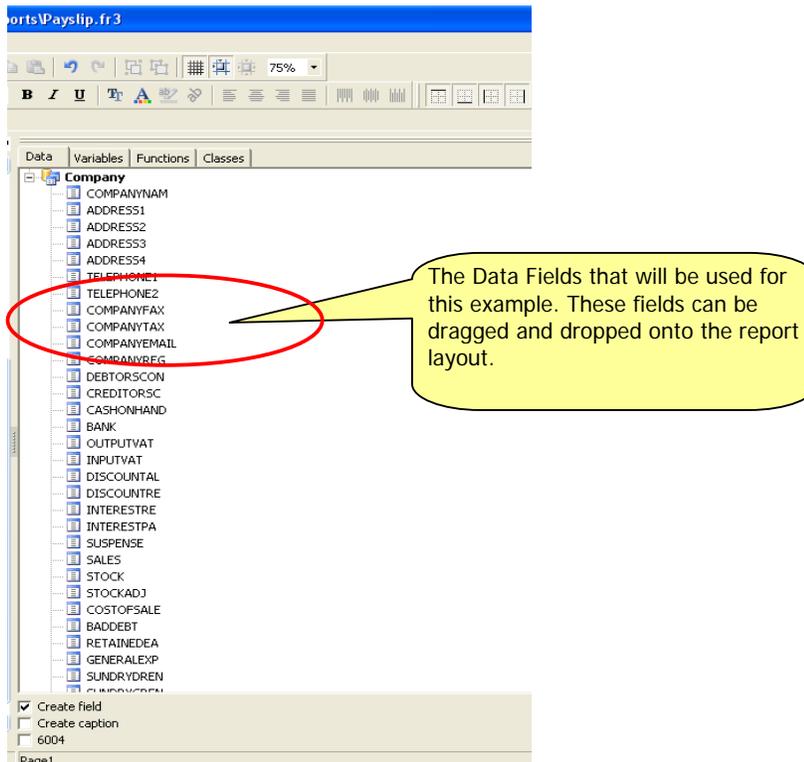


NOTE: Now that we have added the text heading fields. We now need to add our banking details onto the selected report layout. For this purpose we will use the data fields that are located on the right hand side of the report designer.

HOW TO ADD A DATA FIELDS

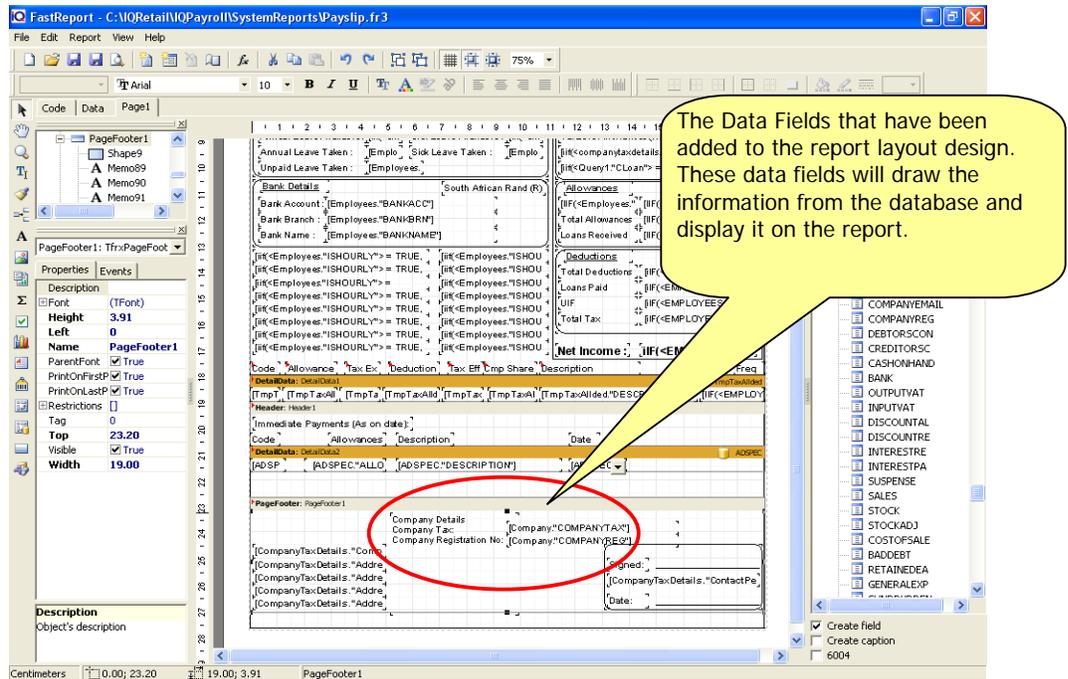


In this example one can both add data fields onto the report and specify the different types of parameters or we can manually drag the necessary data fields onto the report layout. This means that the system will draw the information from the database. This is because these data fields already contain information.



In order to drag the necessary data fields onto the report, the far right hand side of the report writer has all the data field listed under their respective modules in order to make the field selection a lot easier. We need to find under the company module our bank detail fields.

Find the following fields COMPANY TAX and COMPANY REG. These are the fields situated within the database and holds the banking detail information as it was entered when the company was setup.



Code	Allowance	Tax Ex	Deduction	Tax Eff	Cmp Share	Description	Freq
3601	15,000.00					Income - taxable	Monthly
3701	800.00	320.00				Travel Allowance	Monthly
4005			800.00			Medical aid contribution	Monthly
4025			800.00	800.00		Medical contribution taken into account for tax purposes	Monthly
4001			1,264.00	1,180.00			Monthly

Total Deductions	2,064.00
Loans Paid	5,000.00
UIF	124.78
Total Tax	1,972.09
Net Income :	6,639.13

Company Details Company Tax: 11111111 Company Registration No: 22222222	Signed: _____ Date: _____
--	------------------------------

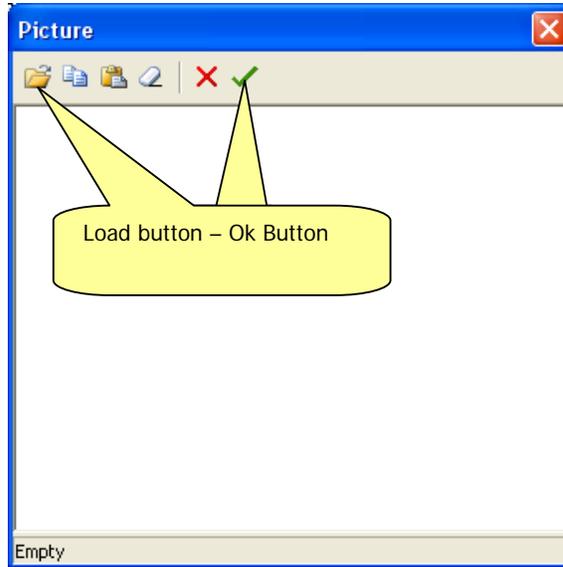
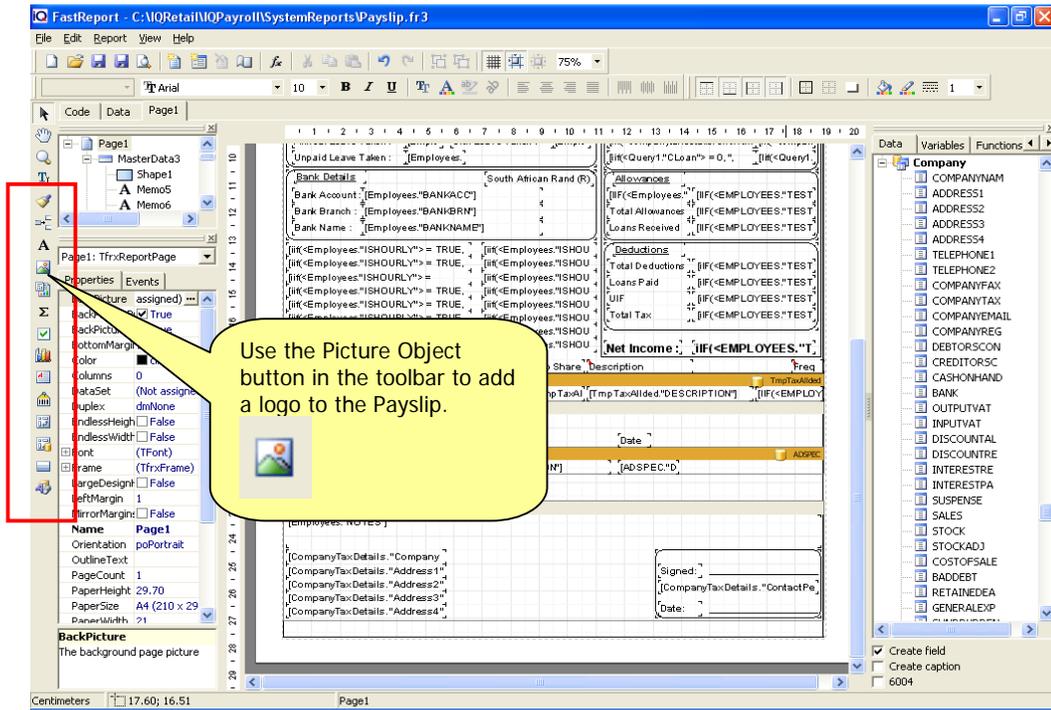
Test Company - Lisa Kok
45 Proton Drive
Techno Park
Stellenbosch
7600

Note: A yellow callout bubble points to the Company Details section, stating: "The newly added banking details that have been added onto the report layout."

NOTE: Once completed select the save option and save the modified invoice layout after it's been save, close the report writer completely. The invoice layout that has been modified will always display the banking details until such time it is changed or removed from the layout.

HOW TO ADD A PICTURE OBJECT

In this example one can add a company logo to the report. Decide where the logo will be placed on the report. Select the Picture Object button and click on the area in the report where the logo must go.

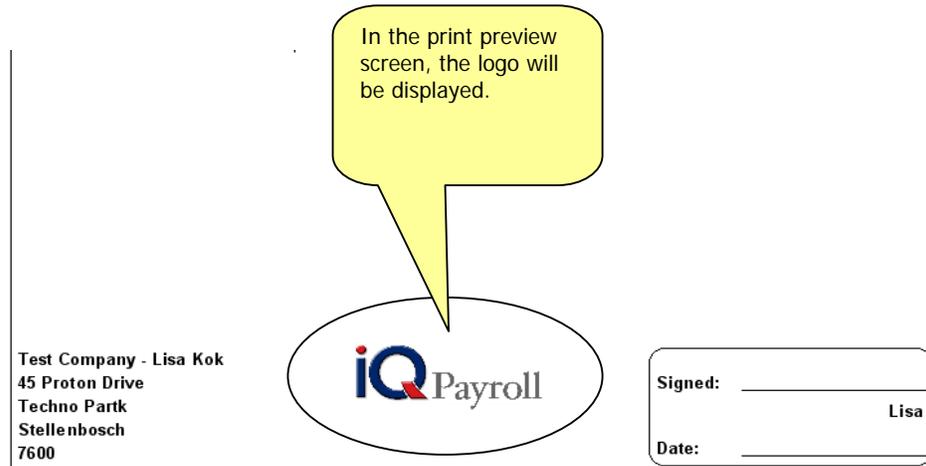


Select the load button and browse for the picture / logo, select the picture and click Open.

The picture will now be displayed in the picture object area. Select the Ok button to complete the picture selection.



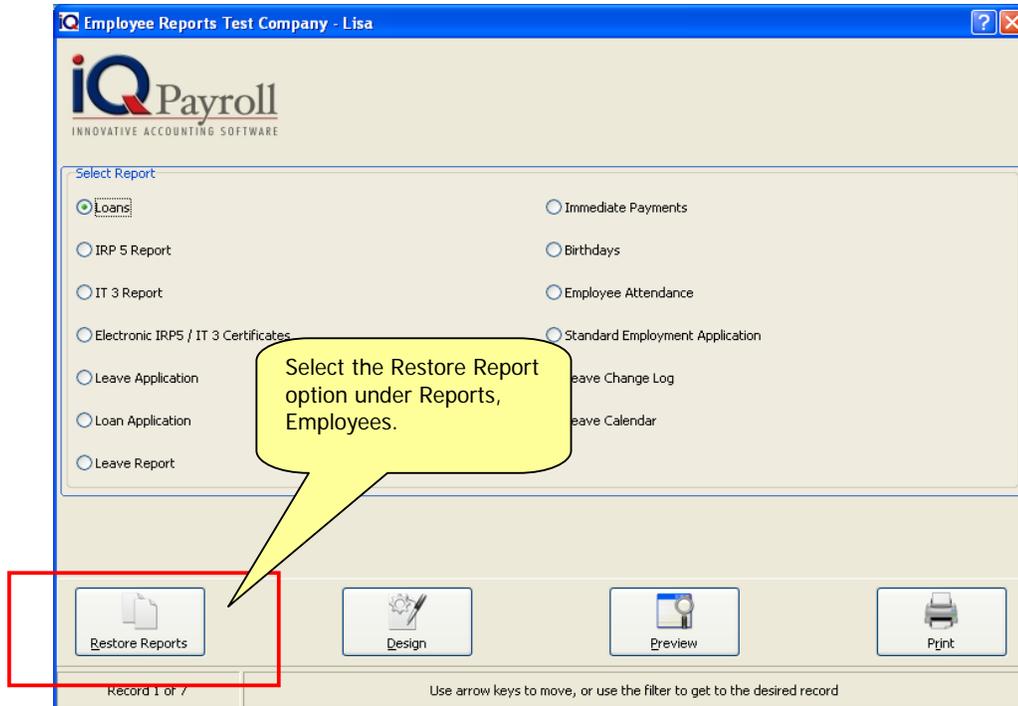
All that remains is to resize the picture if the size is incorrect by pointing the cursor on a black node the cursor will change from the normal white arrow to a black resize arrow, dragging the node bigger or smaller. Once the logo has been selected, go to the preview button to view the logo



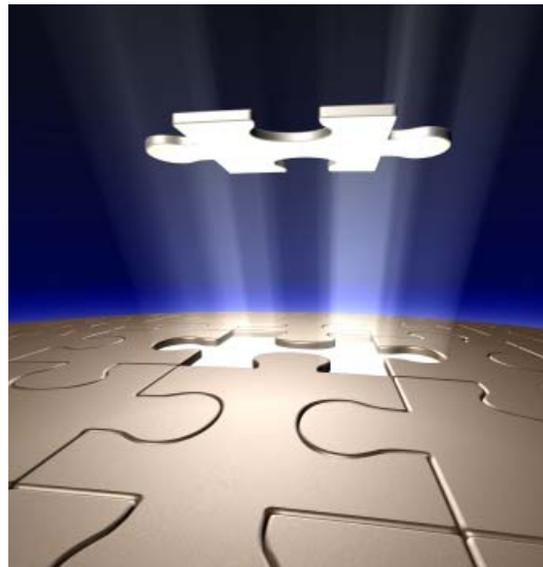
DEFAULT REPORTS

The restore default reports will be found under Report, Employee Reports. Restore Reports will allow the user to Restore all the report back to the default (original) report.

NOTE: All the changes that was made to reports will be lost. Why use Restore reports? An user will edit the report and make a mistake or changes was made by the development team.



FILTERS



CHAPTER 11

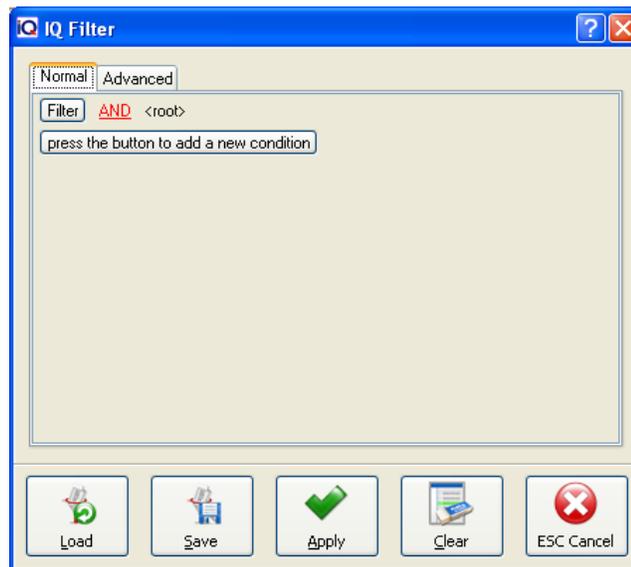
FILTERS

BASIC TERMS AND CONCEPTS

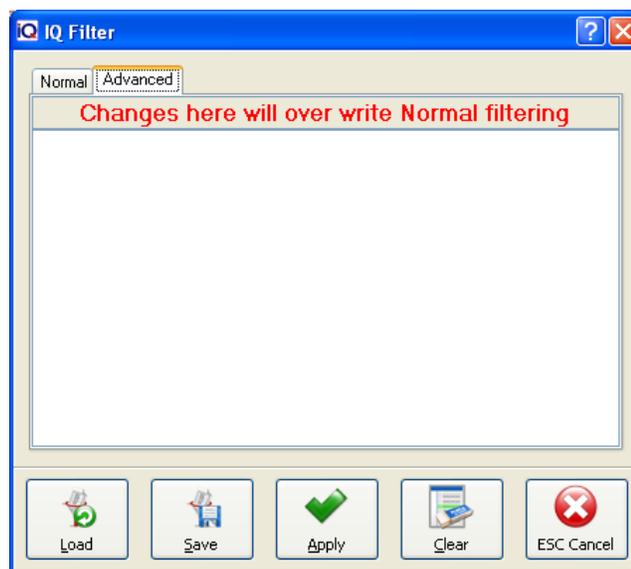
Using filters correctly in IQ Retail's range of software can significantly increase the performance of your software and open up new ways in which you achieve reporting objectives. Simply put, a filter is a tool you use in order to ask the system to give you the data you are requesting. The types of queries you have for the system are almost limitless in the sense that if you have master file or transaction file data you simply use to create a dataset that has relevance to you.

Before we start it is important for you to understand in what particular areas of the IQ programs certain information will be found. Almost all of queries are either Master file related or Transaction file related.

It is important to remember that when you are filtering data in various parts of the systems that you bear the differences between these file types in mind. In all instances when you select the filter button, you will see a screen similar to the following:



Two tabs are seen at the top. The **Normal** tab is for creating filters easily as will be explained below.



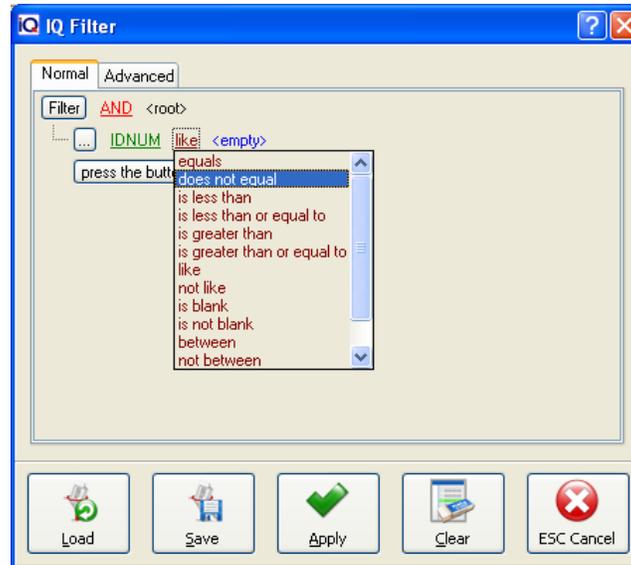
The **Advanced** tab will show the actual background SQL of that filter. This does not need to be used and is only for advanced dealers. Please Note: Changes made here will overwrite Normal filtering.

A FILTER MUST START WITH A 'FIELD'

All Filters need to have a field in which the user is looking for certain values (text or numerical). These fields may only be chosen from the available field's area of the filter screen. They can be chosen by double clicking on the actual field that you would like to use or by simply typing the field into the 'Enter the Filter Expression'.

THE FILTER MUST HAVE A 'RELATIONAL OPERATOR'

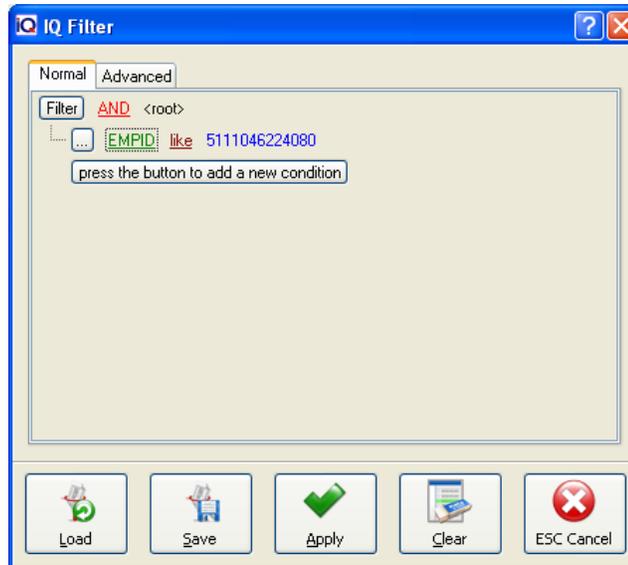
All filters have to have a relational operator directly after the field you have chosen. The 'Relational Operator' is the mathematical symbol that you will use to assign a value to the field on which the filter is being run. An example of the meaning of the more common relational operators is as follows:



Equals, Does not equal, Is Less Than, Is less than or Equal to, Is Greater than, Like, Not Like, Is Bank, Is not blank to mention just a few.

THE FILTER MUST HAVE A VALUE AFTER THE 'RELATIONAL OPERATOR'

The value that is given after the relational operator is the value which the user is looking for. This value must be typed into the expression area as there are no means of finding that value in the filter screen. It is, therefore, understood to be a 'user defined' value. To add another conditional select the button "press button to add a new condition, repeat the same step as the first condition.

**FILTER SELECTION DETAILS****LOAD**

Select Load to load an existing filter.

SAVE

Select Save to save the present filter. Enter the filter name and click OK.

APPLY

Select Apply to apply the filter to the data.

CLEAR

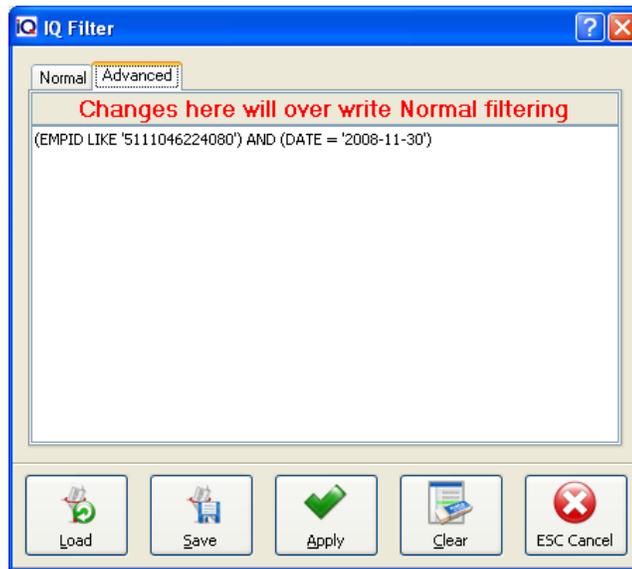
Select Clear to clear the present filter.

ESC CANCEL

Select ESC Cancel to exit the filter dialog.

ADVANCE TAB

The **Advanced** tab will show the background SQL of the selected filter.

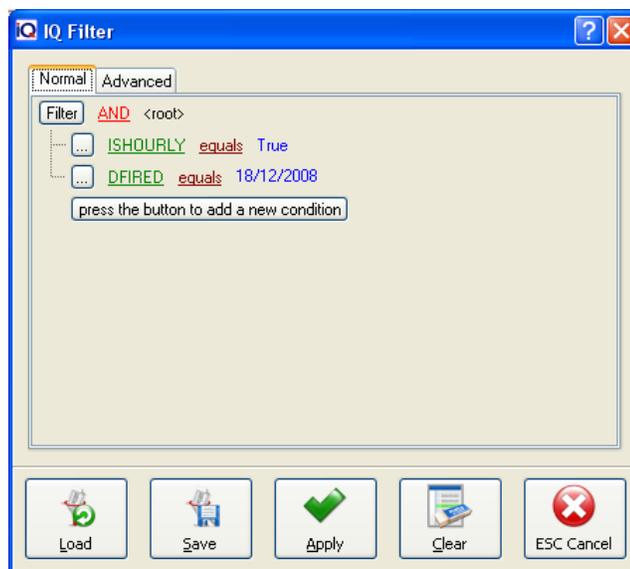


FILTERING EXAMPLE

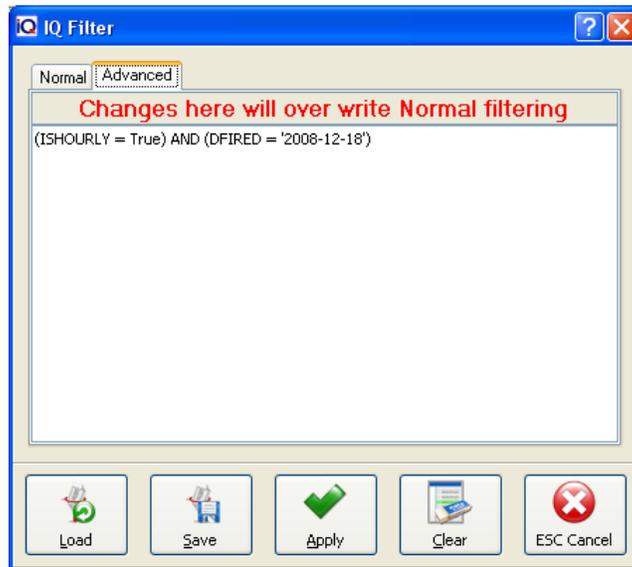
For this example at the salaries or wages transaction screen all the wage and salary employees will be displayed. In this example, we would like to see only the wage employees that was Dismissed on a certain date. Green underline word = Field Name Red underline word Relational Operator.

NOTE: The two fields to be use is HOURLY AND FIRED.

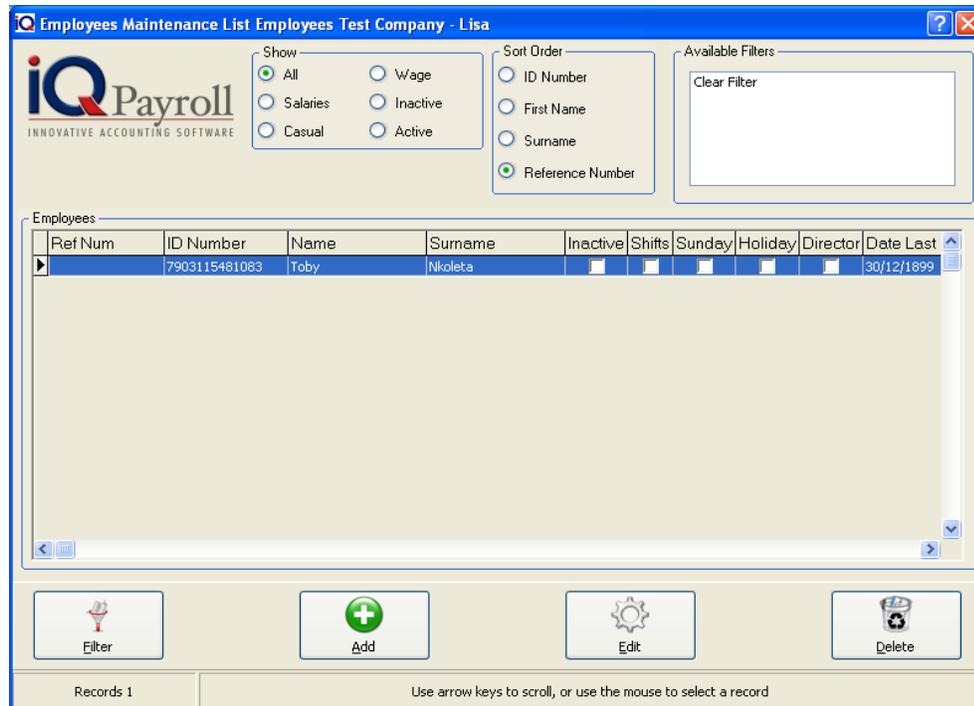
Select the filter button followed by selecting the press the button to add a new condition. Select the IS HOURLY field name. Make sure the Relational Operator equal is selected and type the Word True. Click Press the button to add a new condition and add the second condition. Choose the FIRED field, Equals Relational Operator and select the correct date.



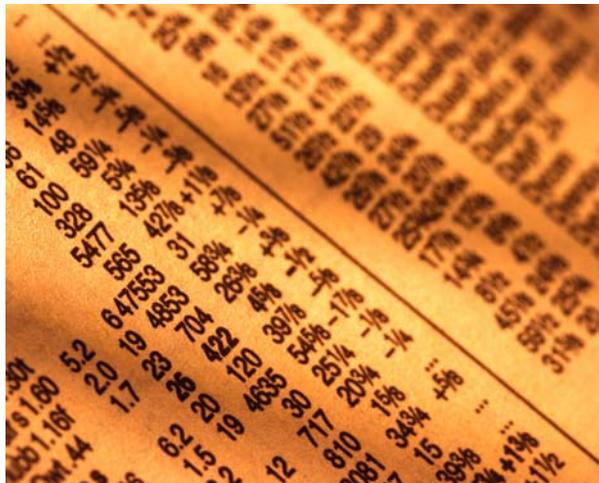
A new method of filtering allows one to have it done step by step. The other way of filtering is to do it a manual way. In order to do a manual filter, select the “Advanced” tab next to the “Normal” tab and proceed by entering the necessary values. Once finished the apply option may be selected. Utilizing the new method requires that the necessary field names in the database are known and that the understanding of logical and relational expressions are required.



Select the Apply Filter button to have the filter selection applied and be returned to the Transaction screen. The transaction screen will now reflect the result of the filter that has been applied and should reflect a only one employee. If not, select the Clear Filter button and repeat the previous steps to setup the filter again.



GENERAL ACCOUNTING TERMS AND CONCEPTS



CHAPTER 12

GENERAL ACCOUNTING TERMS AND CONCEPTS

BASIC PRINCIPLES OF INCOME TAX

If you earn more than a specific amount, then tax must be deducted from the Salaries / Wages each time the Employee is paid. If you get weekly wages, then you pay tax every week. If you get monthly wages/ salary, then you pay tax each month.

SITE

SITE stands for Standard Income Tax on Employees. The employer must make sure that the correct tax is deducted from the worker's wages or salary, and that it is paid over to the SARS.

SITE applies to any person who earns up to R60 000 a year (this amount changes every year).

THE AMOUNT YOU WILL PAY AS INCOME TAX

This depends on:

1. Your age - whether you are under 65 or over 65.
2. Whether you are a member of an officially recognised pension fund or pay towards a retirement annuity fund.
3. How much you earn - including overtime or bonuses, and before deductions.

REBATES

A rebate is an amount of money deducted off the tax after the tax rate has been worked out. This means the tax the pay is lower. There is a primary rebate and an age rebate.

TAX ON BONUS PAY AND RETRENCHMENT PAY

Bonus pay is added to the salary or wages and then the whole amount is taxed. Therefore, the income that is taxed is higher than the normal salary or wage, and the tax you pay will be higher.

Example: Employee receives a salary of R8 000.00 per month. The tax rate and monthly tax will be based on your annual income of R4 000.00 X 12 months. If in the 12th month you received a bonus of R2 000.00 then your monthly tax and tax rate would be based on R8 000 X 12 months + R2,000.00 i.e. R96000.00.

DEFINITIONS

EMPLOYEE

A person who receives remuneration.

A person who receives remuneration by a service rendered or on behalf of a labour broker

A labour broker

A director of a Private Company

A Personal service Provider

A person whom the Minister of Finance declares a employee.

EMPLOYEE TAX

An amount of tax that an employer must deduct from all regular or periodic payments.

EMPLOYER

Any person who pays or is liable to pay a person an amount by way of remuneration.

MONTH

A months is a period to the employer for taxable benefit purposes for any twelve portion into which any calendar year is divided.

TAX PERIOD

For any employer, as a period of 12 months ending on the last day of February of the relevant tax year.

SARS

South African Revenue Service.

SDL

Skills Development Levy.

SETA

Sector Education and Training Authority.

SITE

Standard Income Tax on Employees.

UIF

Unemployment Insurance Fund.

TAX RATES - INDIVIDUALS

The table below is an example of Individual Tax Rates. The Individual Tax Rates will change each year, as the tax rates changes IQ Payroll will update the tax table accordingly.

NOTE: Remember the table below is just an example and will change each year.

TAX RATES INDIVIDUALS			
2009		2010	
R0 – R122000	18% of each R1	R0 – R132,000	18% of each R1
R122,001 – R195,000	R21960 + 25% of the amount over R122,000	R132,001 – R210,000	R23,760 + 25% of the amount over R132,000
R195,001 – R270,000	R40210 + 30% of the amount over R195,000	R210,001 – R290,000	R43,260 + 30% of the amount over R210.000
R270,001 – R380,000	R62,710 + 35% of the amount over R270,000	R290,001 – R410,000	R67,260 + 35% of the amount over R290,000
R380,001 – R490,000	R101,210 + 38% of the amount over R380,000	R410,001 – R525,000	R109,260 + 38% of the amount over R410,000
R490,001 +	R143,010 + 40% of the amount over R490,000	R525,001 +	R152,960 + 40% of the amount over R525,000

BASIC TERMS AND CONCEPTS

There are a few (and only a few) things you need to understand in order to make setting up your accounting system easier. They're basic (trust me), and they will probably clear up any confusion you may have had in the past when talking with your CPA or other technical accounting types.

DEBITS AND CREDITS

These are the backbone of any accounting system. Understand how debits and credits work and you'll understand the whole system. Every accounting entry in the general ledger contains both a debit and a credit. Further, all debits must equal all credits. If they don't, the entry is out of balance. That's not good. Out-of-balance entries throw your balance sheet out of balance.

Therefore, the accounting system must have a mechanism to ensure that all entries balance. Indeed, most automated accounting systems won't let you enter an out-of-balance entry-they'll just beep at you until you fix your error.

Depending on what type of account you are dealing with, a debit or credit will either increase or decrease the account balance. (Here comes the hardest part of accounting for most beginners, so pay attention) Figure 1 illustrates the entries that increase or decrease each type of account.

Figure 1

Debits and Credits vs. Account Types

TYPE ACCOUNT	INCREASE	DECREASE
Assets	Debit	Credit
Liability	Credit	Debit
Equity	Credit	Debit
Revenue	Credit	Debit
Expense	Debit	Credit

Notice that for every increase in one account, there is an opposite (and equal) decrease in another. That's what keeps the entry in balance. Also notice that debits always go on the left and credits on the right.

EXAMPLE:

In the first stage of the example we'll record a credit sale:

Accounts Receivable	1,000	
Sales Income		1,000

If you looked at the general ledger right now, you would see that receivables had a balance of 1,000 and income also had a balance of 1,000.

Now we'll record the collection of the receivable:

Cash		1,000
Accounts Receivable	1,000	

Notice how both parts of each entry balance? See how in the end, the receivables balance is back to zero? That's as it should be once the balance is paid. The net result is the same as if we conducted the whole transaction in cash:

Cash		1,000
Sales Income	1,000	

Of course, there would probably be a period of time between the recording of the receivable and its collection.

That's it. Accounting doesn't really get much harder. Everything else is just a variation on the same theme. Make sure you understand debits and credits and how they increase and decrease each type of account.

ASSETS AND LIABILITIES

Balance sheet accounts are the assets and liabilities. When we set up your chart of accounts, there will be separate sections and numbering schemes for the assets and liabilities that make up the balance sheet.

A quick reminder: Increase assets with a debit and decrease them with a credit. Increase liabilities with a credit and decrease them with a debit.

IDENTIFYING ASSETS

Simply stated, assets are those things of value that your company owns. The cash in your bank account is an asset. So is the company car you drive. Assets are the objects, rights and claims owned by and having value for the firm.

Since your company has a right to the future collection of money, accounts receivable are an asset. The machinery on your production floor is also an asset. If your company owns real estate or other tangible property, those are considered assets as well. If you were a bank, the loans you make would be considered assets since they represent a right of future collection.

There may also be intangible assets owned by your company. Patents, the exclusive right to use a trademark, and goodwill from the acquisition of another company are such intangible assets. Their value can be somewhat hazy.

Generally, the value of intangible assets is whatever both parties agree to when the assets are created. In the case of a patent, the value is often linked to its development costs. Goodwill is often the difference between the purchase price of a company and the value of the assets acquired (net of accumulated depreciation).

IDENTIFYING LIABILITIES

Think of liabilities as the opposite of assets. These are the obligations of one company to another. Accounts payable are liabilities, since they represent your company's future duty to pay a vendor. So is the loan you took from your bank. If you were a bank, your customer's deposits would be a liability, since they represent future claims against the bank.

We segregate liabilities into short-term and long-term categories on the balance sheet. This division is nothing more than separating those liabilities scheduled for payment within the next accounting period (usually the next twelve months) from those not to be paid until later. We often separate debt like this. It gives readers a clearer picture of how much the company owes and when.

OWNERS' EQUITY

After the liability section in both the chart of accounts and the balance sheet comes owners' equity. This is the difference between assets and liabilities. Hopefully, it's positive-assets exceed liabilities and we have a positive owners' equity. In this section items like the following be included

Partners' capital accounts

Stock

Retained earnings

NOTE: Owners' equity is increased and decreased just like a liability:

Debits decrease

Credits increase

Most automated accounting systems require identification of the retained earnings account.

Retained earnings are the accumulated profits from previous years. At the end of one accounting year, all the income and expense accounts are netted against one another, and a single number (profit or loss for the year) is moved into the retained earnings account. This is what belongs to the company's owners. That's why it's in the owners' equity section. The income and expense accounts go to zero. That's how we're able to begin the new year with a clean slate against which to track income and expense.

The balance sheet, on the other hand, does not get zeroed out at year-end. The balance in each asset, liability, and owners' equity account rolls into the next year. So the ending balance of one year becomes the opening balance of the next.

Think of the balance sheet as today's snapshot of the assets and liabilities the company has acquired since the first day of business. The income statement, in contrast, is a summation of the income and expenses from the first day of this accounting period (probably from the beginning of this fiscal year).

INCOME AND EXPENSES

Most companies want to keep track of just where they get income and where it goes, and these accounts tell you.

NOTE: For income accounts, use credits to increase them and debits to decrease them. For expense accounts, use debits to increase them and credits to decrease them.

INCOME ACCOUNTS

If you have several lines of business, you'll probably want to establish an income account for each. In that way, you can identify exactly where your income is coming from. Adding them together yields total revenue.

Typical income accounts would be

Sales revenue from product A

Sales revenue from product B (and so on for each product you want to track)

Interest income

Income from sale of assets

Consulting income

Most companies have only a few income accounts. That's really the way you want it. Too many accounts are a burden for the accounting department and probably don't tell management what it wants to know. Nevertheless, if there's a source of income you want to track, create an account for it in the chart of accounts and use it.

EXPENSE ACCOUNTS

Most companies have a separate account for each type of expense they incur. Your company probably incurs pretty much the same expenses month after month, so once they are established, the expense accounts won't vary much from month to month. Typical expense accounts include

Salaries and wages

Telephone

Water & Electricity

Repairs

Maintenance

Depreciation

Amortization

Interest

Rent

GENERAL LEDGER FUNDAMENTALS

The general ledger is the core of your company's financial records. These constitute the central "books" of your system, and every transaction flows through the general ledger. These records remain as a permanent track of the history of all financial transactions since day one of the life of your company.

SUBLEDGERS AND THE GENERAL LEDGER

Your accounting system will have a number of subsidiary ledgers (called subledgers) for items such as cash, accounts receivable, and accounts payable. All the entries that are entered (called posted) to these subledgers will transact through the general ledger account. For example, when a credit sale posted in the account receivable subledger turns into cash due to a payment, the transaction will be posted to the general ledger and the two (cash and accounts receivable) subledgers as well.

There are times when items will go directly to the general ledger without any subledger posting. These are primarily capital financial transactions that have no operational subledgers. These may include items such as capital contributions, loan proceeds, loan repayments (principal), and proceeds from sale of assets. These items will be linked to your balance sheet but not to your profit and loss statement.

SETTING UP THE GENERAL LEDGER

There are two main issues to understand when setting up the general ledger. One is their linkage to your financial reports, and the other is the establishment of opening balances.

The two primary financial documents of any company are their balance sheet and the profit and loss statement, and both of these are drawn directly from the company's general ledger. The order of how the numerical balances appear is determined by the chart of accounts, but all entries that are entered will appear. The general ledger accrues the balances that make up the line items on these reports, and the changes are reflected in the profit and loss statement as well.

The opening balances that are established on your general ledgers may not always be zero as you might assume. On the asset side, you will have all tangible assets (the value of all machinery, equipment, and inventory) that is available as well as any cash that has been invested as working capital. On the liability side, you will have any bank (or stockholder) loans that were used, as well as trade credit or lease payments that you may have secured in order to start the company. You will also increase your stockholder equity in the amount you have invested, but not loaned to, the business.

GENERAL LEDGER AUDIT TRAIL

Don't let the word audit scare you in any way. Although, if you are audited for whatever reason, a well-maintained general ledger is essential.

But you will also want an internal trail of transaction so that you can trace any discrepancy (such as double billing or an unrecorded payment) through your own system. You must be able to find the origin of any transaction in order to verify its accuracy, and the general ledger is where you will do this.

COMPONENTS OF THE ACCOUNTING SYSTEM

Think of the accounting system as a wheel whose hub is the general ledger (G/L). Feeding the hub information are the spokes of the wheel. These include

- Accounts receivable
- Accounts payable
- Order entry
- Inventory control
- Cost accounting
- Payroll
- Fixed assets accounting

These modules are ledgers themselves. We call them subledgers. Each contains the detailed entries of its specific field, such as accounts receivable. The subledgers summarize the entries, then send the summary up to the general ledger. For example, each day the receivables subledger records all credit sales and payments received. The transactions net together then go up to the G/L to increase or decrease A/R, increase cash and decrease inventory.

We'll always check to be sure that the balance of the subledger exactly equals the account balance for that subledger account in the G/L. If it doesn't, then there's a problem.

INCOME STATEMENTS

An income statement, otherwise known as a profit and loss statement, is a summary of a company's profit or loss during any one given period of time, such as a month, three months, or one year. The income statement records all revenues for a business during this given period, as well as the operating expenses for the business.

WHAT ARE INCOME STATEMENTS USED FOR?

You use an income statement to track revenues and expenses so that you can determine the operating performance of your business over a period of time. Small business owners use these statements to find out what areas of their business are over budget or under budget. Specific items that are causing unexpected expenditures can be pinpointed, such as phone, fax, mail, or supply expenses. Income statements can also track dramatic increases in product returns or cost of goods sold as a percentage of sales. They also can be used to determine income tax liability.

It is very important to format an income statement so that it is appropriate to the business being conducted.

Income statements, along with balance sheets, are the most basic elements required by potential lenders, such as banks, investors, and vendors. They will use the financial reporting contained therein to determine credit limits.

1. Sales: The sales figure represents the amount of revenue generated by the business. The amount recorded here is the total sales, less any product returns or sales discounts.

2. Cost of goods sold: This number represents the costs directly associated with making or acquiring your products. Costs include materials purchased from outside suppliers used in the manufacture of your product, as well as any internal expenses directly expended in the manufacturing process.

Gross profit: Gross profit is derived by subtracting the cost of goods sold from net sales. It does not include any operating expenses or income taxes.

3. Operating expenses : These are the daily expenses incurred in the operation of your business. In this sample, they are divided into two categories: selling, and general and administrative expenses.

Sales salaries: These are the salaries plus bonuses and commissions paid to your sales staff.

Collateral and promotions : collateral fees are expenses incurred in the creation or purchase of printed sales materials used by your sales staff in marketing and selling your product. Promotion fees include any product samples and giveaways used to promote or sell your product.

Advertising: These represent all costs involved in creating and placing print or multi-media advertising.

Other sales costs: These include any other costs associated with selling your product. They may include travel, client meals, sales meetings, equipment rental for presentations copying, or miscellaneous printing costs.

Office salaries: These are the salaries of full- and part-time office personnel.

Rent: These are the fees incurred to rent or lease office or industrial space.

Utilities: These include costs for heating, air conditioning, electricity, phone equipment rental, and phone usage used in connection with your business.

Depreciation: Depreciation is an annual expense that takes into account the loss in value of equipment used in your business. Examples of equipment that may be subject to depreciation includes copiers, computers, printers, and fax machines.

Other overhead costs: Expense items that do not fall into other categories or cannot be clearly associated with a particular product or function are considered to be other overhead costs. These types of expenses may include insurance, office supplies, or cleaning services.

4. Total expenses: This is a tabulation of all expenses incurred in running your business, exclusive of taxes or interest expense on interest income, if any.
5. Net income before taxes: This number represents the amount of income earned by a business prior to paying income taxes. This figure is arrived at by subtracting total operating expenses from gross profit.
6. Taxes: This is the amount of income taxes you owe to the federal government and, if applicable, state and local government taxes.
7. Net income: This is the amount of money the business has earned after paying income taxes.

BALANCE SHEETS

A balance sheet is a snapshot of a business' financial condition at a specific moment in time, usually at the close of an accounting period. A balance sheet comprises assets, liabilities, and owners' or stockholders' equity. Assets and liabilities are divided into short- and long-term obligations including cash accounts such as checking, money market, or government securities. At any given time, assets must equal liabilities plus owners' equity. An asset is anything the business owns that has monetary value. Liabilities are the claims of creditors against the assets of the business.

WHAT IS A BALANCE SHEET USED FOR?

A balance sheet helps a small business owner quickly get a handle on the financial strength and capabilities of the business. Is the business in a position to expand? Can the business easily handle the normal financial ebbs and flows of revenues and expenses? Or should the business take immediate steps to bolster cash reserves?

Balance sheets can identify and analyze trends, particularly in the area of receivables and payables. Is the receivables cycle lengthening? Can receivables be collected more aggressively? Is some debt uncollectable? Has the business been slowing down payables to forestall an inevitable cash shortage?

Balance sheets, along with income statements, are the most basic elements in providing financial reporting to potential lenders such as banks, investors, and vendors who are considering how much credit to grant the company.

1. Assets: Assets are subdivided into current and long-term assets to reflect the ease of liquidating each asset. Cash, for obvious reasons, is considered the most liquid of all assets. Long-term assets, such as real estate or machinery, are less likely to sell overnight or have the capability of being quickly converted into a current asset such as cash.

2. Current assets: Current assets are any assets that can be easily converted into cash within one calendar year. Examples of current assets would be checking or money market accounts, accounts receivable, and notes receivable that are due within one year's time.

Cash: Money available immediately, such as in checking accounts, is the most liquid of all short-term assets.

Accounts receivables: This is money owed to the business for purchases made by customers, suppliers, and other vendors.

Notes receivables: Notes receivables that are due within one year are current assets. Notes that cannot be collected on within one year should be considered long-term assets.

3. Fixed assets: Fixed assets include land, buildings, machinery, and vehicles that are used in connection with the business.

Land: Land is considered a fixed asset but, unlike other fixed assets, is not depreciated, because land is considered an asset that never wears out.

Buildings: Buildings are categorized as fixed assets and are depreciated over time.

Office equipment: This includes office equipment such as copiers, fax machines, printers, and computers used in your business.

Machinery: This figure represents machines and equipment used in your plant to produce your product. Examples of machinery might include lathes, conveyor belts, or a printing press.

Vehicles: This would include any vehicles used in your business.

Total fixed assets: This is the total dollar value of all fixed assets in your business, less any accumulated depreciation.

4. Total assets: This figure represents the total dollar value of both the short-term and long-term assets of your business.

5. Liabilities and owners' equity: This includes all debts and obligations owed by the business to outside creditors, vendors, or banks that are payable within one year, plus the owners' equity. Often, this side of the balance sheet is simply referred to as "Liabilities."

Accounts payable: This is comprised of all short-term obligations owed by your business to creditors, suppliers, and other vendors. Accounts payable can include supplies and materials acquired on credit.

Notes payable: This represents money owed on a short-term collection cycle of one year or less. It may include bank notes, mortgage obligations, or vehicle payments.

Accrued payroll and withholding: This includes any earned wages or withholdings that are owed to or for employees but have not yet been paid.

Total current liabilities: This is the sum total of all current liabilities owed to creditors that must be paid within a one-year time frame.

Long-term liabilities: These are any debts or obligations owed by the business that are due more than one year out from the current date.

Mortgage note payable: This is the balance of a mortgage that extends out beyond the current year. For example, you may have paid off three years of a fifteen-year mortgage note, of which the remaining eleven years, not counting the current year, are considered long-term.

Owners' equity: Sometimes this is referred to as stockholders' equity. Owners' equity is made up of the initial investment in the business as well as any retained earnings that are reinvested in the business.

Common stock: This is stock issued as part of the initial or later-stage investment in the business.

Retained earnings: These are earnings reinvested in the business after the deduction of any distributions to shareholders, such as dividend payments.

6. Total liabilities and owners' equity: This comprises all debts and monies that are owed to outside creditors, vendors, or banks and the remaining monies that are owed to shareholders, including retained earnings reinvested in the business.

DEPRECIATION

The concept of depreciation is really pretty simple. For example, let's say you purchase a truck for your business. The truck loses value the minute you drive it out of the dealership. The truck is considered an operational asset in running your business. Each year that you own the truck, it loses some value, until the truck finally stops running and has no value to the business. Measuring the loss in value of an asset is known as depreciation.

Depreciation is considered an expense and is listed in an income statement under expenses. In addition to vehicles that may be used in your business, you can depreciate office furniture, office equipment, any buildings you own, and machinery you use to manufacture products.

Land is not considered an expense, nor can it be depreciated. Land does not wear out like vehicles or equipment.

To find the annual depreciation cost for your assets, you need to know the initial cost of the assets. You also need to determine how many years you think the assets will retain some value for your business. In the case of the truck, it may only have a useful life of ten years before it wears out and loses all value.

STRAIGHT-LINE DEPRECIATION

Straight-line depreciation is considered to be the most common method of depreciating assets. To compute the amount of annual depreciation expense using the straight-line method requires two numbers: the initial cost of the asset and its estimated useful life. For example, you purchase a vehicle for 20,000 and expect it to have use in your business for ten years. Using the straight-line method for determining depreciation, you would divide the initial cost of the truck by its useful life.

The 20,000 becomes a depreciation expense that is reported on your income statement under operation expenses at the end of each year.

For tax purposes, some accountants prefer to use other methods of accelerating depreciation in order to record larger amounts of depreciation in the early years of the asset to reduce tax bills as soon as possible.

You need, additionally, to check the regulations published by the federal Internal Revenue Service and various state revenue authorities for any specific rules regarding depreciation and methods of calculating depreciation for various types of assets.

AMORTIZATION

In the course of doing business, you will likely acquire what are known as intangible assets. These assets can contribute to the revenue growth of your business and, as such, they can be expensed against these future revenues. An example of an intangible asset is when you buy a patent for an invention.

CALCULATING AMORTIZATION

The formula for calculating the amortization on an intangible asset is similar to the one used for calculating straight-line depreciation. You divide the initial cost of the intangible asset by the estimated useful life of the intangible asset. For example, if it costs 10,000 to acquire a patent and it has an estimated useful life of ten years, the amortized amount per year equals 1,000. The amount of amortization accumulated since the asset was acquired appears on the balance sheet as a deduction under the amortized asset.

Formula:

Initial Cost / Useful Life = Amortization per Year

10,000 / 10 = 1,000 per Year

INVENTORY ACCOUNTING

Inventory accounting may sound like a huge undertaking but in reality, it is quite straightforward and easy to understand. You start with the inventory you have on hand. No matter when you sell product, the value of your inventory will remain constant based on accepted and rational methods of inventory accounting. Those methods include weighted average, first in/first out, and last in/first out.

WEIGHTED AVERAGE

Weighted average measures the total cost of items in inventory that are available for sale divided by the total number of units available for sale. Typically this average is computed at the end of an accounting period.

Suppose you purchase five apples at 10 apiece and five apples at 20 each. You sell five units of product. The weighted average method is calculated as follows:

Total Cost of Goods for Sale at Cost (divided) Total Number of Units Available for Sale =
Weighted Average Cost per apple

Five apples at 10 each = 50
Five apples at 20 each = 100
Total number of apples = 10
Weighted Average = $150 / 10 = 15$
15 is the average cost of the 10 apples

FIRST IN/FIRST OUT (FIFO)

First in, first out means exactly what it says. The first apple you bring into inventory will be the first ones sold as product. First in, first out, or FIFO as it is commonly referred to, is based on the principle that most businesses tend to sell the first goods that come into inventory.

Suppose you buy five apples at 10 each on January 3 and purchase another five apples at 20 each on January 7. You then sell five apples on January 30. Using first in, first out, the five apples you purchased at 10 would be sold first. This would leave you with the five apples that you purchased at 20, which would leave the value of your inventory at 100.

LAST IN/FIRST OUT (LIFO)

This method, commonly referred to as LIFO, is based on the assumption that the most recent units purchased will be the first units sold. The advantage of last in, first out accounting, or LIFO, is that typically the last apple purchased were purchased at the highest price and that by considering the highest priced items to be sold first, a business is able to reduce its short-term profit.

Suppose you purchase five apples at 10 apiece on January 4 and five more widgets at 20 apiece on February 2. You then sell five apples on February 20. The value of your inventory, using LIFO, would be 50, since the most recent apples purchased, at a total value of 100 on February 2, were sold. You were left with the five apples valued at 10 each.

USEFUL ACCOUNTING FORMULAS

Accounting formulas, also known as financial ratios, express relationships among the amounts reported in the financial statements. These accounting formulas, or financial ratios, can offer insights into the economic health of a business. The ratios can also indicate the reasonableness of the assumptions implicit in any business plan forecasts. For example, by comparing the ratios of your business with the ratios of similar businesses, you can compare the financial characteristics of your business with those of other businesses. By comparing the ratios in your pro forma model with industry averages and standards, you also test your modeling assumptions for reasonableness.

Two general categories of accounting formulas, or financial ratios, exist: common size ratios and intrastatement or interstatement ratios. Common size ratios convert a financial statement usually a balance sheet or an income statement from dollars to percentages. Common size ratios allow for comparisons of the assets, liabilities, revenues, owner equity, and expenses of businesses of various sizes. The comparison can be either at a point in time or as a trend over time.

Intrastatement or interstatement ratios quantify relationships among amounts from different financial statements or from different parts of the same financial statement. Intrastatement and interstatement ratios are an attempt to account for the fact that amounts usually cannot be interpreted alone, but must be viewed in the context of other key financial factors and events. Common intrastatement and interstatement ratios include the following accounting formulas:

GROSS PROFIT PERCENTAGE RATIO

The gross profit ratio shows the

CURRENT RATIO

The Current Ratio figures show the ratio of current assets to current liabilities. The current ratio provides one measure of a business's ability to meet its short-term obligations.

QUICK RATIO

The Quick Ratio figures show the ratio of the sum of the cash and equivalents plus the accounts receivable to the current liabilities. The quick ratio provides a more stringent measure of a business's ability to meet its short-term financial obligations than other ratios.

WORKING CAPITAL TO TOTAL ASSETS

The Working Capital to Total Assets figures show the ratio of working capital (the current assets minus the current liabilities) to the total assets. The Working Capital to Total Assets ratio is another measure of a firm's ability to meet its financial obligations and gives an indication as to the distribution of a business' assets into liquid and nonliquid resources.

RECEIVABLES TURNOVER

The Receivables Turnover figures show the ratio of sales to the accounts receivable balance. The Receivables Turnover ratio indicates the efficiency of sales collections. One problem with the measure as it's usually applied is that both credit and cash sales might be included in the ratio denominator. Two potential shortcomings exist with this approach. First, the presence of the cash sales might make the receivables collections appear more efficient than is the case. Also, mere changes in the mix of credit and cash sales might affect the ratio, even though the efficiency of the receivables collections process has not changed.

INVENTORY TURNOVER

The Inventory Turnover row shows the ratio of the cost of sales to the inventory balance. The Inventory Turnover ratio calculates how long inventory is held. It can indicate depleted or excessive inventory balances.

TIMES INTEREST EARNED

The Times Interest Earned row shows the ratio of the sum of the net income after taxes plus the interest income to the interest expense. The ratio indicates the relative ease with which the business is paying its financing costs.

SALES TO OPERATIONAL ASSETS

The Sales to Operational Assets row shows the ratio of sales revenue to net plant, property, and equipment. The ratio indicates the efficiency with which a business uses its operational assets to generate sales revenue.

RETURN ON TOTAL ASSETS

The Return on Total Assets row shows the ratio of the sum of the net income after taxes plus the interest expense to the total assets for each period. The ratio indicates the overall operating profitability of the business, expressed as a rate of return on the business assets.

RETURN ON EQUITY

The Return on Equity row shows the ratio of the net income after taxes to the owner equity for each period. The ratio indicates the profitability of the business as an investment of the owners.

INVESTMENT TURNOVER

The Investment Turnover row shows the ratio of the sales revenue to the total assets. The ratio, like the Sales to Operational Assets ratio, indicates the efficiency with which a business uses its assets (for example, its total assets) to generate sales.

FINANCIAL LEVERAGE

The Financial Leverage shows the difference between the return on the owner equity and the return on the total assets. The ratio indicates the increase or decrease in an equity return as a result of borrowing. A positive value indicates an improvement in the return on owner equity by using financial leverage; a negative value indicates deterioration in the return on owner equity.

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