CONTRACTORS PAYROLL / ACCOUNTING NEWSLETTER

Version 1 of Series 06 **March 2006**

Hi from Shafid & Ngaire from ***Khan Software***
Jenny & Bill from ***Livestock Office***

www.livestockoffice.co.nz

Click on **Contractors Payroll / Accounts** button for info and sample screens etc. & this Newsletter

Other links:

www.khan@khan.co.nz
www.ssiltd.co.nz

End of Year Procedures: **Payroll**

Many, in fact most reports can be printed / viewed at any time during the year. However, at the end of the financial year it is of interest to the Contractor and the Accountant to know for example, how many lambs were shorn for the year. This is helpful when setting your budget for the next year. Of course the historical invoices will always be there for you to check the prices charged to Farmers or stock numbers etc.

Payroll . Staff Column . Staff / Client History
Enter start date as 01/04/2005 Enter End Date as 31/03/2006 Enter the Staff Code Enter the Client Code
Make sure the "Report to Screen" is selected. Click on PRINT. Enter the same dates as above, but select just Client Code to print just one Client's shearing details. Enter the same dates as above, but select Staff Code, and Beginning Rate and End Rate to view/ Print the work done by a Staff Member.

Deductions
In the REPORTS Column, click on Deductions. Enter the same dates as above, Click on Summary Report, Click on Print. You can also enter a Deduction code, i.e. COURTS, WINZ, RENT etc. Click on FULL Report to see a complete report of a particular deduction. Enter a Staff Code to see a complete report for a Staff Member.

Allowances
In the REPORTS column, click on ALLOWANCES. Enter the same dates as above. Select SUMMARY report.
This gives you a report of quantity / head and wages paid for all your work rates. You may also select Non-Tax codes, and also full reports for singular work codes.

Holiday Taken Report
Same dates as above, this report shows all holiday pay paid during the year, wether weekly or in lump sums.

Holiday due report
Today's date, click on PRINT. This lets you know how much holiday pay is due to each Staff member.

Current Account History
Same dates as above, then enter a Staff members Code. This is not a necessary report, but interesting.

Department, Statistic, Year T0 Date PAYE Reports.
Other interesting reports. Check them out. Print if you need to. Information is always good.

Staff YTD Totals
Same dates. Tells you The Gross Wages earned, and the hours worked or sheep shorn.

Staff Start / Finish Report
Print this report so that after you roll-over for the year, you can delete all the finished staff.

Staff Column > "End of Year". Make sure you have done a Backup !!!!!!! Do the "End of Year" roll over. You can now delete staff.

DEBTORS
Select DEBTOR REPORTS > DEBTORS TOTALS & YTD SALES. Lets you know how much each Client has spent for the year.

In the REPORTS Column, select the "Year-to-date" Sales. Enter 1.00 in the Amount field. Shows you your biggest Clients in order.

You must roll the year for your Debtors too. After backing-up and doing the usual "End of Period" Roll, then you must select the "End of Year" roll. This zeros out the Year to Date spending of the Clients and Stock.

I will see you all in April with the latest updates. I will phone you in plenty of time.

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