



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



# CONTRACTORS PAYROLL / ACCOUNTING NEWSLETTER

Version 3 of Series 06

July/Aug/Sep 2006

[www.livestockoffice.co.nz](http://www.livestockoffice.co.nz)

Check out the new Web Page for LivestockOffice.

Other links of interest are:

[www.khan@khan.co.nz](mailto:www.khan@khan.co.nz)

[www.ssilttd.co.nz](http://www.ssilttd.co.nz)

## NEW COINS

*As from 31<sup>st</sup> of July 2006 the current 5cent coin has been taken out of circulation.*

The new rounding system is based on "Swedish Rounding System", meaning 1 to 4 cents will be rounded down to the nearest 10 cents, and 5 to 9 cents will be rounded up to the next 10 cents.

The new update for your Software is included in the enclosed upgrade CD.

Click on Debtors > Clients & Setup > Setup Debtors > Round up Y/N enter Y.

### Rate Calculator

Included on the enclosed CD is the new Rate Calculator for you to install. If you already use the Calculator you only need to copy the RateCalc.exe file from the Rate Calculator folder to the sub-folder called CALC in the Program Files folder.

But if you are installing for the first time, then double click on "Rate Calculator" folder on the CD and click on SETUP.exe. Create a "Shortcut" using the RateCalc.exe file from the sub-folder called CALC in Program Files folder.

The new version allows you to set the Holidays as 6% or 8% or 10.24% (which includes the 4.24% Stat Hols as well as 6% Annual Hols) or whatever Holiday percentage you wish to use, to get the correct **BASE RATE**

### ENCLOSED UPDATE CD.

CONFERENCE IN PALMERSTON NORTH WAS GREAT, WITH SOME YEA'S AND NAY'S. HOWEVER, ONCE AGAIN A CHANGE TO THE PAYSHEET CONTENT AND THE FORMAT OF HOW STAFF ARE TO BE PAID OR INFORMED HAS ARISEN.

TO GIVE THE USERS THE GREATEST FLEXIBILITY TO DO THIS, NO MATTER WHAT FORMAT THEY DECIDE, THE SOFTWARE HAS BEEN REWRITTEN TO GIVE YOU TOTAL FLEXIBILITY IN THIS AREA. YOU DECIDE HOW YOU WANT TO SHOW AND PAY ANNUAL AND STATUTORY HOLIDAYS AND YOU MAKE THE CHANGES TO THE HOLIDAY / SICK SCREEN.

THE FORMULA FOR CALCULATING STATUTORY HOLIDAY PORTION IS:  
**BASE RATE + 6% OF BASE RATE (ANNUAL HOLIDAY) = SUBTOTAL + 4.24% OF SUBTOTAL (STATUTORY HOLIDAY) + NON-TAX ALLOWANCE = ACTUAL RATE**

YOU ARE ABLE TO UPDATE ALL STAFF WITH THE NEW FORMULA YOU WISH TO USE BY:

PAYROLL > SETUP > SETUP > STATUTORY HOLIDAY % >

ENTER 4.24% OR MORE CORRECTLY 4.5% IF THE ABOVE FORMULA IS ADHERRED TO, THEN CLICK ON "ADJUST ALL STAFF"

## RELATIVE DAILY PAY

To help you calculate daily wages for Bereavement Leave and Sick Pay, a new field has been included in the Work Entry line. This is called "DAYS". It follows the "Qty / Hrs" and "Shearing Hrs" fields.

If you enter the staff work at the finish of a shed, then enter the No. of days worked in this field i.e. 3.

Or if you enter staff work on a daily basis, then enter 1 for 1 day of work.

**Be careful, because this will take some time to get used to – there is an extra field in the work entry line!!!!**

To find the Relative daily pay for a Staff member : - Payroll > Setup > Ave Daily Pay Report > Enter the latest Pay Ending Date > ENTER. (the Computer will automatically calculate back 28 days) and PRINT.

Agents: Julia, Sth Canterbury 025 688 4334. Jenny, Southland/Otago 0274 31 71 01. Jacqui, ChCh 027 334 6572.