Accounting Solutions
LIMITED

easyPay

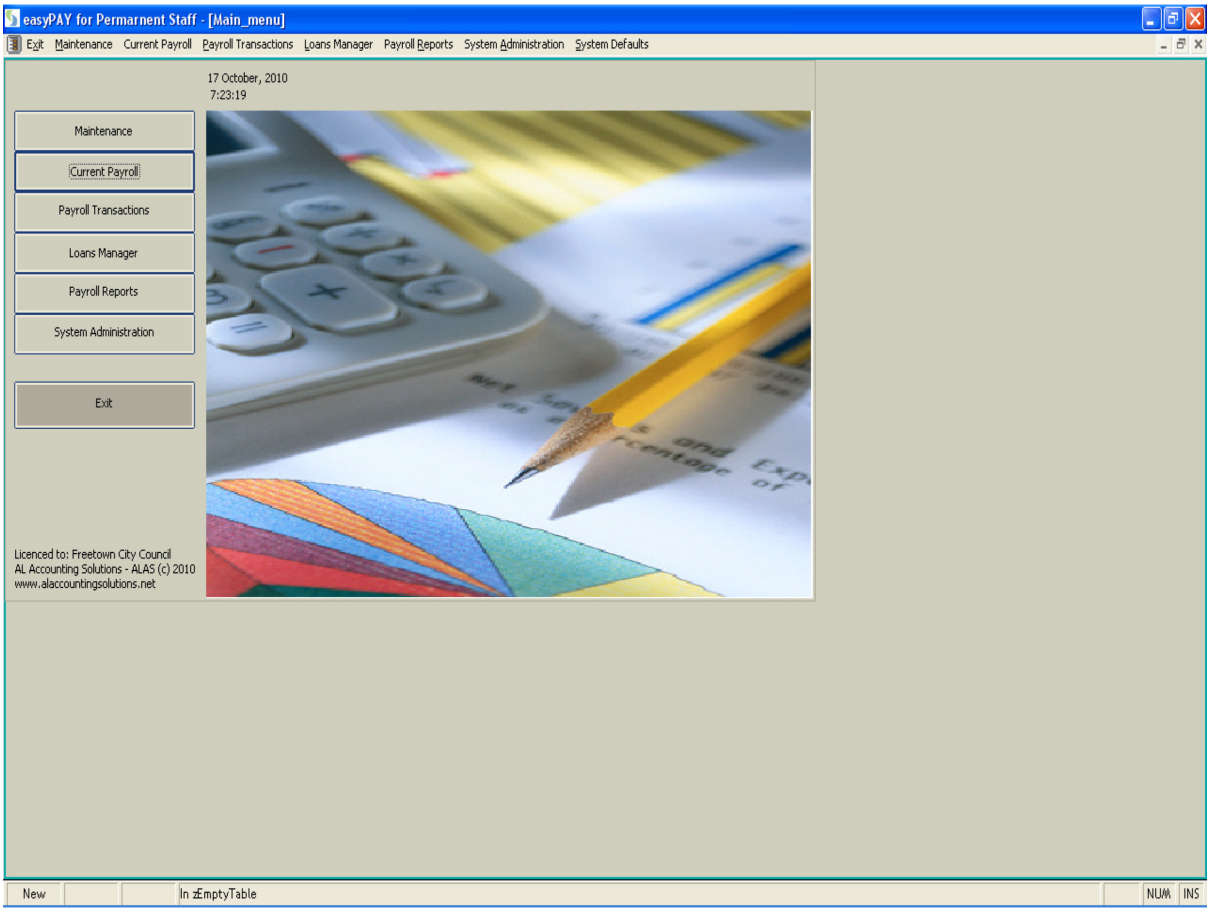
User Manual

September 2011

Contents

Introduction

easyPAY is a complete payroll application customised for any organisation in any country of the world. The initial entry screen of easyPay adapted for organisations in Sierra Leone, West Africa is shown below:

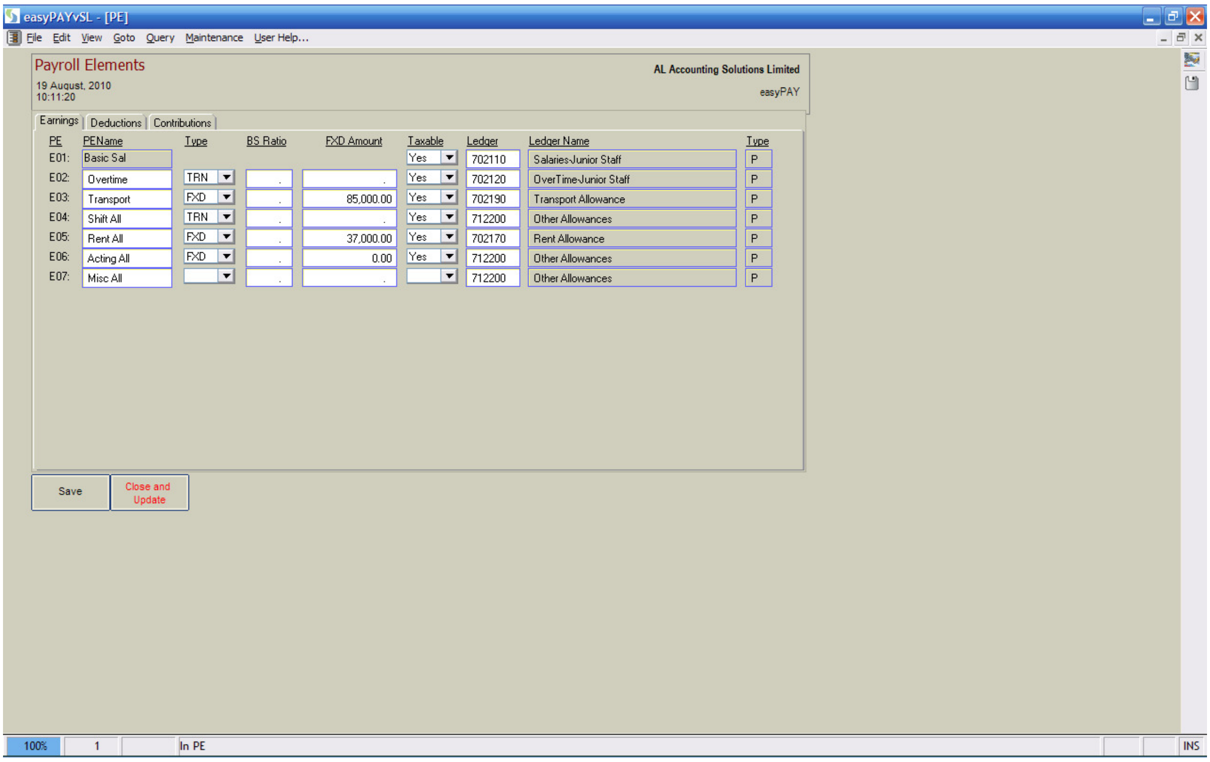


The functions of the application can be accessed via the top menu or via the on screen menu buttons. These functions are explained in the rest of this manual.

1. Maintenance

Configure and update standing data tables called Maintenance tables.

1.1 Payroll Elements (PE)

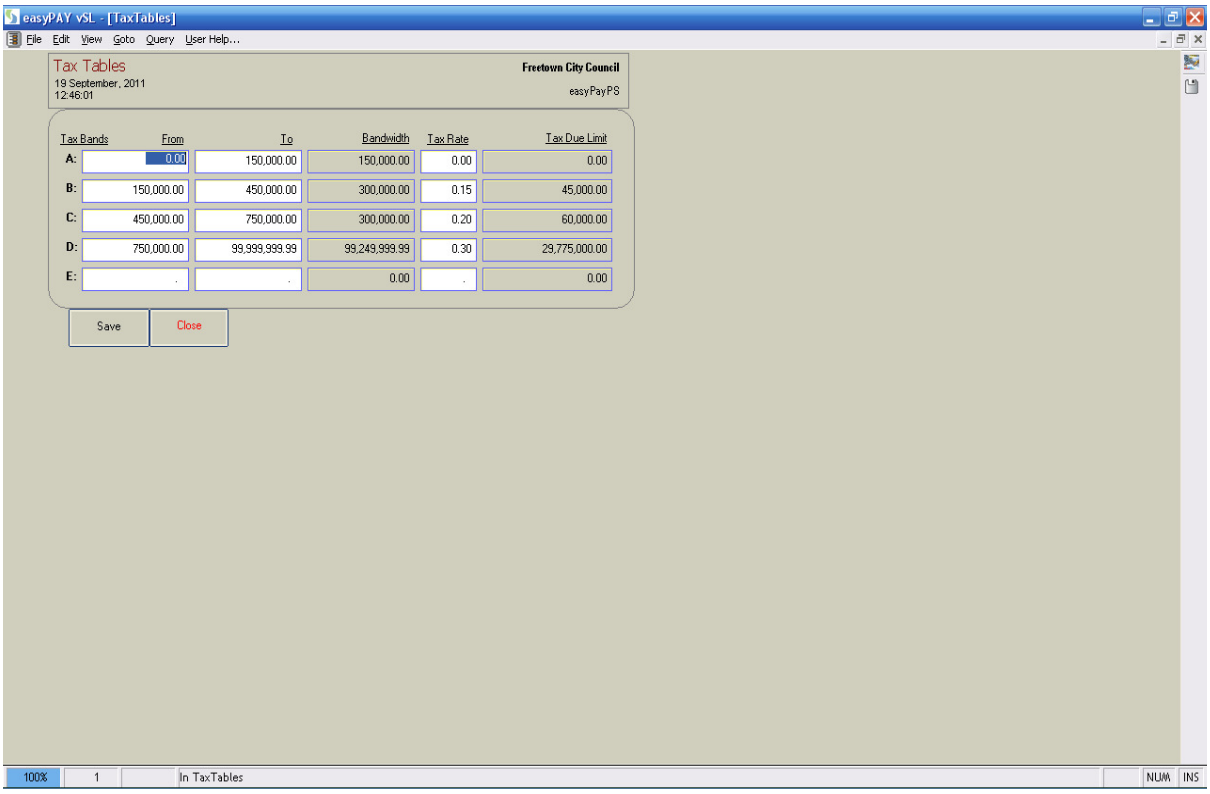


Define the payroll elements (name and properties) of employee earnings, employee deductions and employer contributions using the tabbed menu and specify the payroll element types.

Payroll element type is one these options:
FXD – amount are constant values applied to all employee account for every payroll element update.
BSR – amount is based on a percentage of basic salary and will be applied for every payroll update.
TRN – amount is cleared at the start of every payroll period and replaced with values entered in payroll transaction entry or generated from loans manager or entered manually in current payroll.
"blank" – amount is entered manually to employee accounts and will not change unless modified by user.

Specify which elements are taxable and which are not and ensure to link each element to an accounting ledger described in section 1.6.
Use file menu to print or export payroll elements and their properties.
Close and update to make the necessary changes to the employee accounts in the Current Payroll.

1.2 Tax Tables



Modify the tax bands and rates as published by the National Revenue Authority of Sierra Leone for the current tax year. Use file menu to print tax tables.

1.3 Salary Scales

Design and structure the salary scales or pay grades with annual basic salary amount or allowance. Determine a unique code to represent each grade and level.
Use file menu to reset, import, export or print salary scales. Close and update to make the necessary changes to the employee accounts in the Current Payroll.

1.4 Pay Modes (Banks)

Define a unique code and name for each bank used by employees. Ensure a separate code is defined for each Bank that requires a separate return per payroll cycle. Ensure to include CASH as a Paymode for employees who are not paid via a bank account.
Use file menu to import, export or print Pay modes.

1.5 Units (Departments)

Capture the employer’s units or departments and assign a unique code for each Unit. Units are used as the lowest level totals in reports. Assign a division to each Unit (section 1.5 below).
Use file menu to import, export or print Units

1.5.1Unit Groups

For large organisations Unit groupings use to classify the main divisions for functional groups or area groups. Units are a subset of Unit Groups.

Use file menu to import, export or print Unit Groups

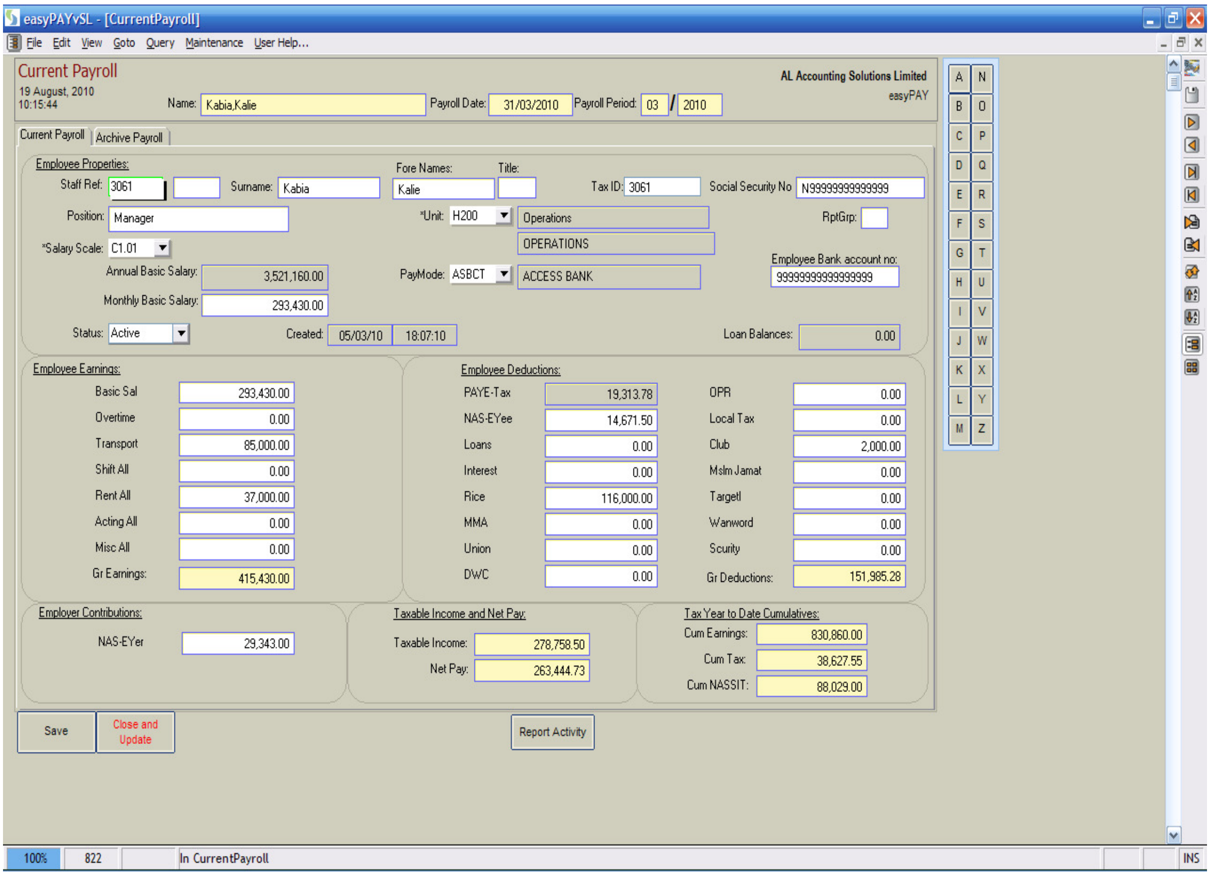
1.6 Ledgers

Replicate the accounting ledgers from the accounting system and allocate payroll elements to a ledger. Also define the default ledgers in System Info (section 7)

Use file menu to import, export or print Ledgers.

2. Current Payroll

Overview of employee accounts status for the current payroll period.



Use current payroll to:

-create an account for each active employee with a unique code (StaffRef) and personal details

- add a new staff (starters), mark and remove staff from the payroll (leavers).

-review employee accounts properties and payroll values at any point during the payroll cycle.

Use letters buttons on the right to navigate to employee accounts with surnames corresponding to the letter clicked.

Use file menu to import staff records (properties only), print queried employee accounts, export staff list and export payroll. Queried employee accounts are generated based on criteria defined in System Info (section 7)

Access maintenance tables for Units, Pay Modes and Salary Scales using the top menu without existing the Current Payroll

Close and Update to recalculate values whenever value changes are made to employee accounts in the Current Payroll.

3. Payroll Transactions Entry

A faster way to enter values to employee accounts in the Current Payroll.

3.1 Payroll Transactions

Use Payroll Transactions Entry to enter or import values from Microsoft Excel to batch update Current Payroll. Payroll Transactions work only for "TRN" payroll element types (section 1.1).

In payroll transactions values assigned to employee accounts are validated prior to update.

Use file menu or on screen buttons to import values from Microsoft Excel and to print audit trail reports.
Click [Transactions] to view or enter transactions.
Close to access the sub menu to post values to employee accounts in Current Payroll.

3.2 Generate Loans Deductions

Use this function to automatically generate loan and interest deductions according to the parameters set during Loans Account definition (section 4.1)

Use file menu or on screen buttons to generate and print audit trail reports.
Click [Transactions] to view transactions.
Close to access the sub menu to post values to employee accounts in Current Payroll.

3.3 Overtime Transactions

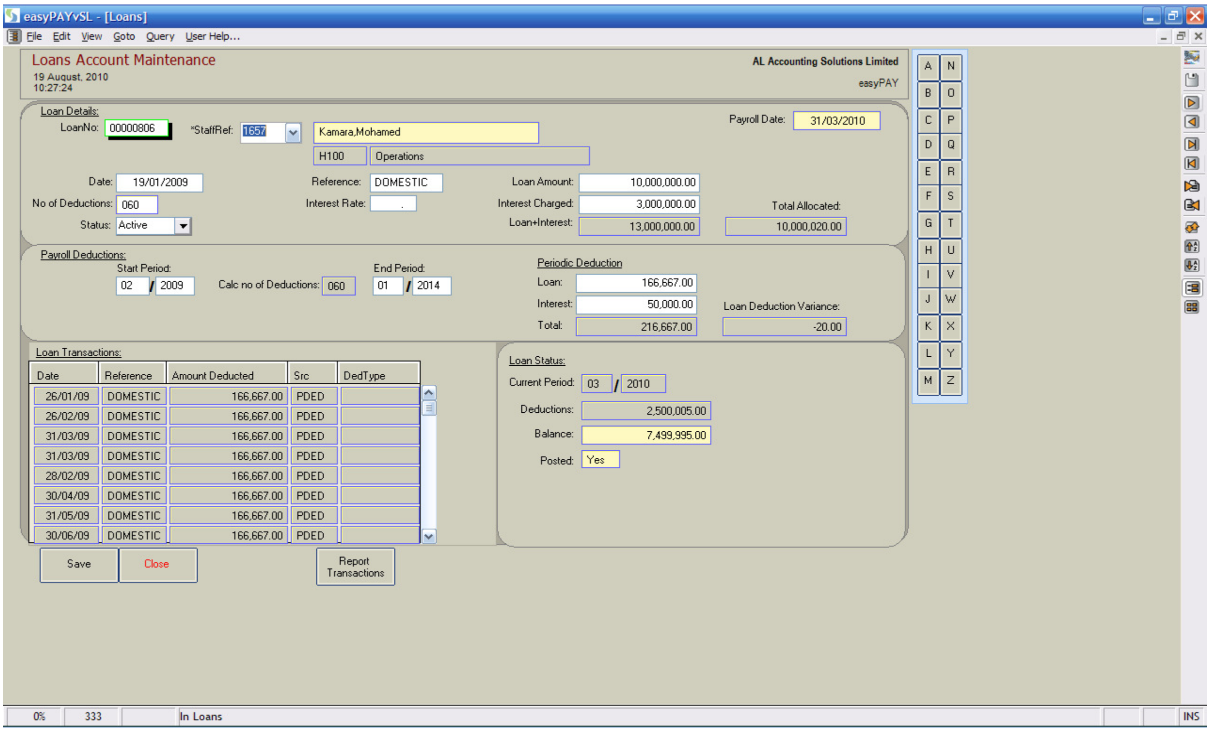
Use this function to enter or import Overtime hours, rates and values separate from section 3.1. Using this function will capture the overtime details including the hours and rates for further analysis.

Use file menu or on screen buttons to import and print audit trail reports.
Click [Transactions] to view or enter transactions.
Close to access the sub menu to post values to employee accounts in Current Payroll.

4. Loans Manager

A complete and separate loan management system to monitor and track load deductions and balances

4.1 Loan Account



Define a loan account for each separate employee loan. Loans are given unique numbers called loan numbers by the system. For each loan account set the periodic deduction with the start period, the end period, the amount to deduct for the principal loan and that for the interest charge for each payroll cycle. See section 3.2 for explanations how to generate the transactions.

The deduction variance will show any difference between the deduction calculations and the loan principal (ensure the variance is zero or a negative number less than the period deduction).
Use file menu to import loan account records, export and print audit trail reports for loan accounts.

4.2 Manual Loan Account Adjustments

Use manual loan account adjustments to adjust loan account balances by entering a positive amount (repayment) to reduce the loan balance or enter a negative amount (repayment) to increase the loan balance.
Manual loan repayments have no effect on employee accounts values in the Current Payroll.
Use file menu or on screen buttons to import, view, enter transactions and print audit trail.
Close to access sub menu to post adjustments to loan accounts.

4.3 Loans Manager Reports

Query any or all loan account and extract summary schedule or detailed transactions. Print or export reports.

5. Payroll Reports

Array of all the required reports in one place.

5.1 Payroll Journal

For the current period extract payroll journal based on ledgers assigned to payroll elements and values entered or posted to employee accounts and Units assigned to employee accounts. Print or export report.

To integrate with the accounting system, provide specific file format to export file or use Microsoft XL to open the export file and save in the required format.

5.2 Paysheet

For the current period enter and save the criteria to extract Summary Paysheet; showing Unit sub totals and Detailed Paysheet; showing relevant properties and values from employee accounts grouped with sub totals for each Unit. Print only report.

Run this report for a hard copy of the payroll for filing and audit trail. Also use this report as staff head count for the current period.

5.3 Paymode Returns

For the current period enter and save the criteria to extract returns to send to employee banks showing names, bank account number and net pay for each employee grouped with sub totals for each Paymode. Print or export report.

Also use this report to extract Cash Schedule for salary payment over the counter

5.4 Payslips

For the current period enter and save the criteria to extract payslip for issue to employees showing relevant properties and values from employee accounts. Print only report.

5.5 Income Tax Returns

For the current period extract returns to send to the Income Tax Department of NRA showing Tax identification number, name, earnings and tax deducted for each employee. Print or export report.

To report cumulative values, run this report after closing the current payroll but before starting the next payroll period.

5.6 Social Security Returns

For the current period extract returns to send to the social security department of NASSIT showing social security number, name, basic salary, employee and employer contributions for each employee. Print or export report.

To report cumulative values, run this report after closing the current payroll but before starting the next payroll period.

5.7 Starters and Leavers

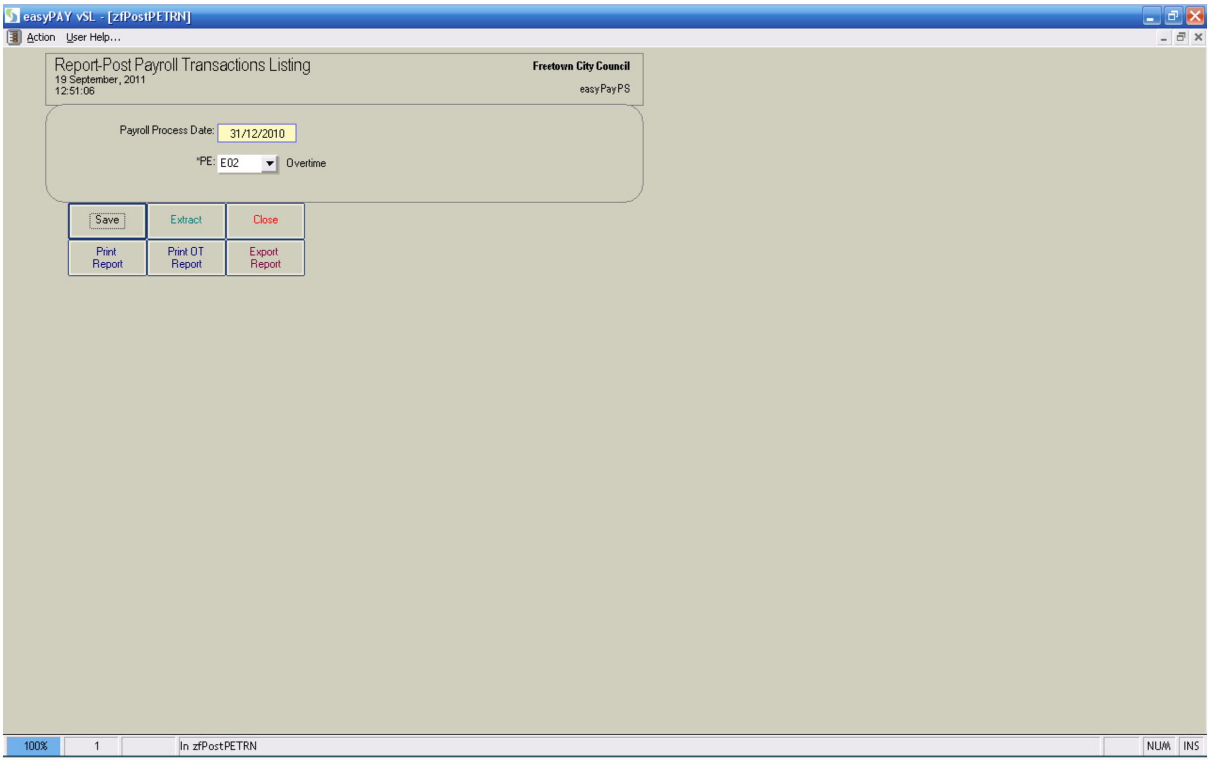
For the current period extract employees added and removed showing relevant properties from employee accounts. Print or export report.

Use report to reconcile with human resources department.

5.8 Employee Payroll History

For the specified criteria extract current and past employee accounts details and values. Print or export report.

5.9 Post Payroll Transaction Values



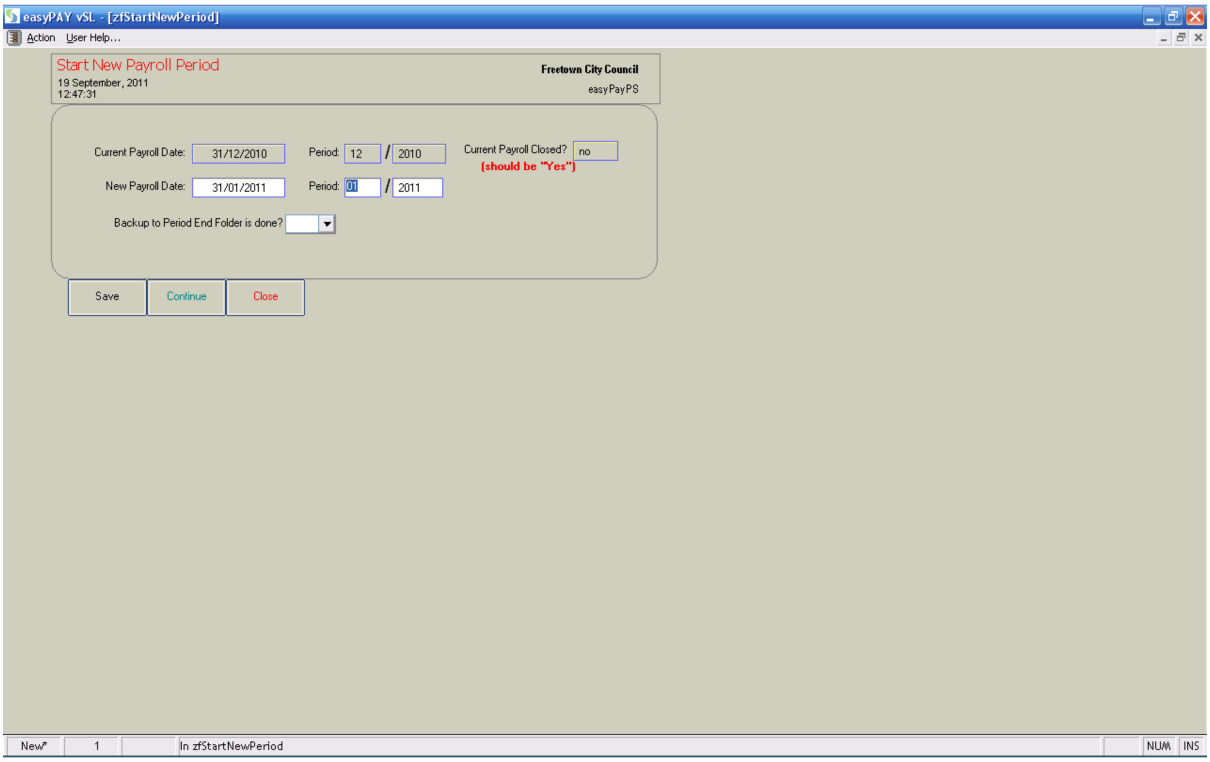
For the specified payroll element period extract payroll transaction parameters and values as posted to employee accounts. Print or export report.

Run this report to obtain payroll transactions values after posting transaction values to current payroll.

6. System Administration

Procedures to administer the system at the highest level

6.1 Start new payroll Period



Execute this process to start a new payroll period or payroll cycle. This procedure will archive the current payroll and reset the payroll dates and reset the values for "TRN" type payroll elements.

Close the previous payroll before you start a new payroll.

6.2 Close current payroll period

Execute this process to close the current payroll. This procedures updates cumulative for salary, tax deducted and social security contribution.

6.3 Licence Renewal

Use this procedure to update the licence renewal codes for the application before it expires.

6.4 Reorganise Database

Use this procedure to reorganise the database tables, when tables becomes disorganised and displays an error message. Use top menu to reorganise a specific table or all tables.

6.5 Backup

Use this procedure to compress the application to a specified folder.

6.6 Restore

Use this procedure to restore the application from a previous backup.

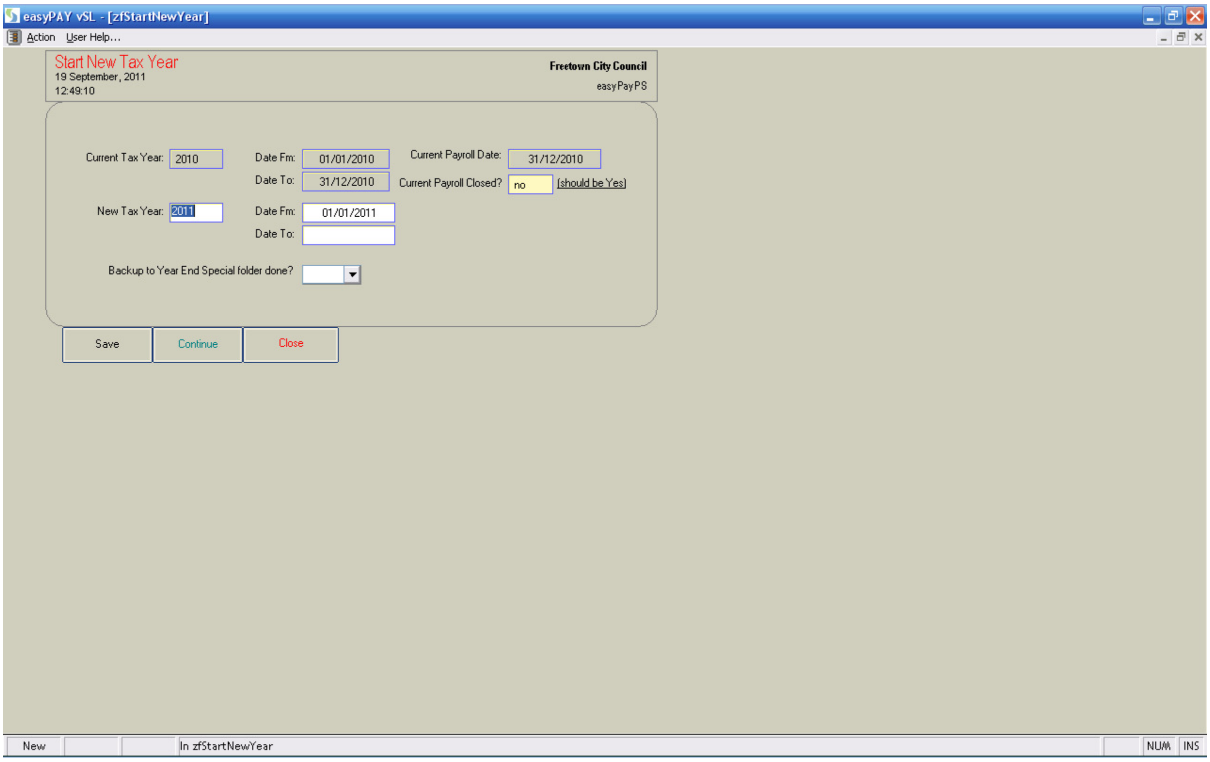
6.7 User Create

Add users to the application by entering a short name, password, access level and start menu.

6.8 User Delete

Remove users from to the application.

6.9 Start New Payroll Tax Year



Execute this process to start a new payroll tax year corresponding the local tax year. This procedure reset cumulative values for salary, tax deducted and social security contribution.

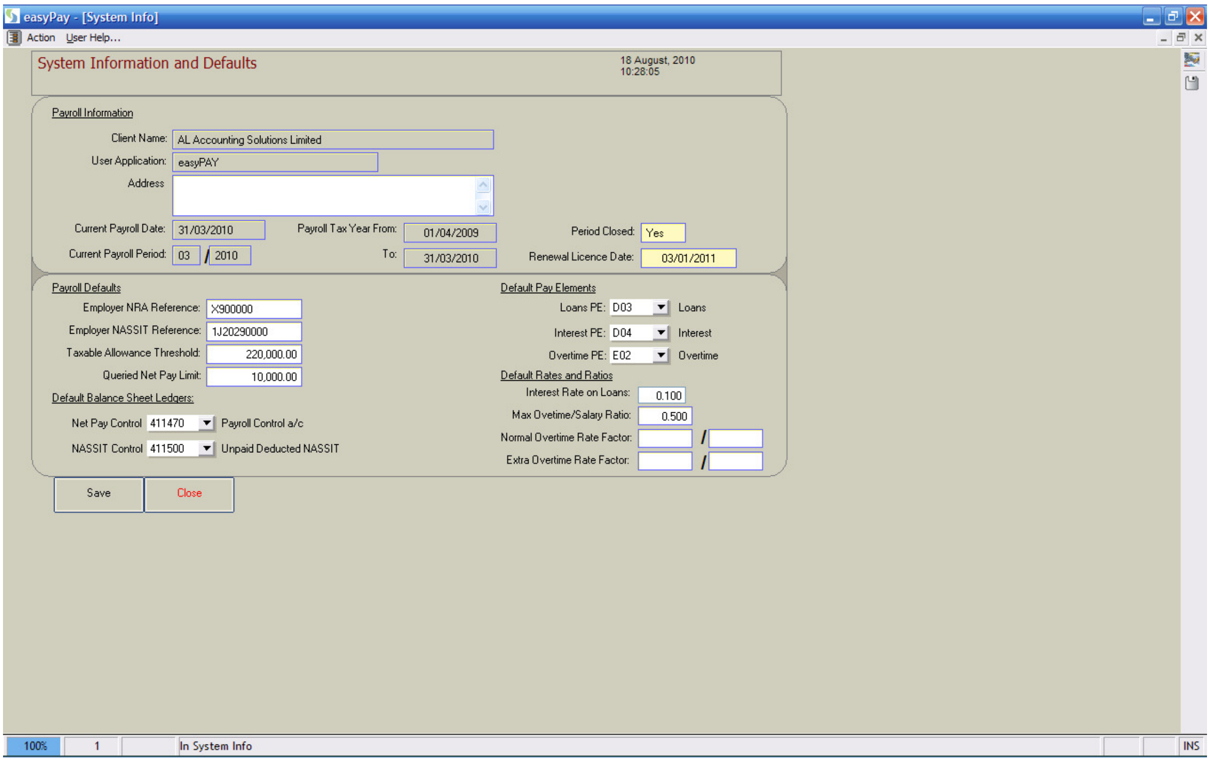
Execute this process only after closing the last payroll period for the closing tax year and before staring the first payroll of the new tax year.

6.10 Purge Archive Payroll

Use this process to clear old payroll from the archive. Clear archive only when payroll history up to that period is no longer required.

7. System Info and Defaults

Preset default information



View application current status:

- Current Payroll date
- Payroll Status
- Next Renewal licence date
- Current payroll tax year

Set application defaults:

- Employer address
- Employer NRA Reference
- Employer NASSIT Reference
- Taxable allowance threshold
- Queried net pay limit or minimum Net Pay to invoke a query
- Default pay elements for loans. Interest and overtime
- Default balance sheet ledger for net salary control and NASSIT control
- Default loan interest rate
- Maximum (Overtime / Basic salary) ratio to provide a check feedback.
- Overtime fraction to be multiplies to normal and extra overtime hours respectively.

Appendix A – Glossary of terms and actions

Terminology used in this manual are explained thus:

Action: User commands available at any one time whilst using the application (see record, report and process actions below)

Current Payroll: The employee accounts properties and values for current period payroll

Application: Purpose built named software designed using the program. The application folder normally resides inside the program folder. One or more applications may reside in a program folder.

Archive Payroll: The employee accounts properties and values for previous payrolls

Entry: Entering transactions via keyboard also includes importing transactions from external software such as Microsoft Excel.

Export: Download records (or transactions) from the application to a file that can be imported to other applications such as Microsoft Excel. See how to open an export file with Microsoft Excel , appendix C .

Fields: Fields are either required (usually in white) or restricted (grey). Columns in Microsoft Excel are example of fields.

Import: Upload records (or transactions) from a named file generated by another software program. See import procedures of Appendix B .

Post: Move values from the transaction entry table to the **Current Payroll**.

Program: Database program interacts with the windows operating system to open the application, print, etc. The program also provides the framework to the designer to build the application.

Record: Complete set of mandatory fields in a table or form. A record is completed when saved.

Review: extracting transactions in the actual or archived database for corrections or reporting.

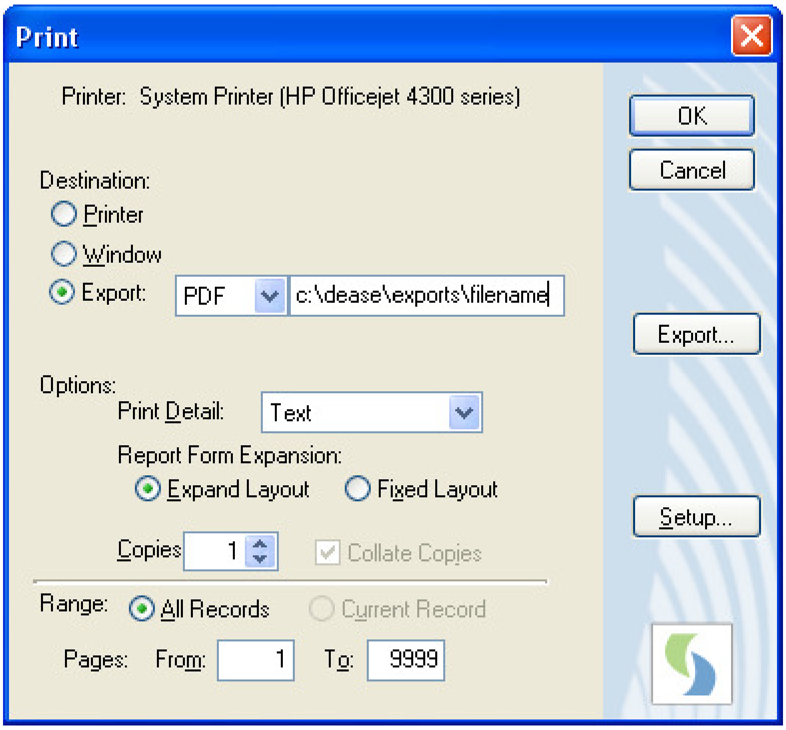
Transaction: a record generated from an operational activity. E.g. an overtime hours, rate and value for the payroll period is an example of transaction.

Actions

Record actions are accessed via right toolbar or on-screen buttons during record or transaction entry. Examples of records actions:

- Save (saving a record for the first time [F2] or saving changes to an existing record (F8)]
- Close (close the active document and move back to previous menu or form)
- Delete (deleting a record [F7])
- Navigate (moving from one record to the other; first, next, previous, last, pageup, pagedn, letter search, etc.)
- View (toggle between form view and table view)
- Sort (sorting records in ascending or descending order based on a field or set of fields as sort order)
- Query or find records based on a specific field ([ALT] + [F5])
- Lookup records in a related table ([CTRL] + [F10])
- Print (printing all records to screen or printer)
- Import records (import from a named file saved in ‘recordname.DIF’ file format)
- Export records (export all records to a named file in ‘recordname.TXT’ file format)
- Refresh and Recalculate derived field such as transaction count, movement and balances
- Extract records from the standing databases based on specified criteria
- Continue (execute the process or procedure).

Printer Dialog:



Appendix B – Import records and transactions

Before a file can be imported into the application, it has to be saved as a **DIF** (Data Interchange Format) file using Microsoft Excel's Save As function. Refer to Import file names and fields for easyPAY.

1. Before saving a file as a DIF file, always ensure the column headers in the MS Excel document is exactly the same as the fieldnames in the table to import to. Save with recommended import filename as requested.

2. Save file to import into the program's imports folder usually the import folder is located inside the "Dease" program folder

3. Always close the DIF file before you run the import.

4. Open the application and go to the table or form to receive the import and click File >> [Import Records]. For transaction entry ensure to entry the payroll Element code before you click import. Close table and re-enter to view imports.

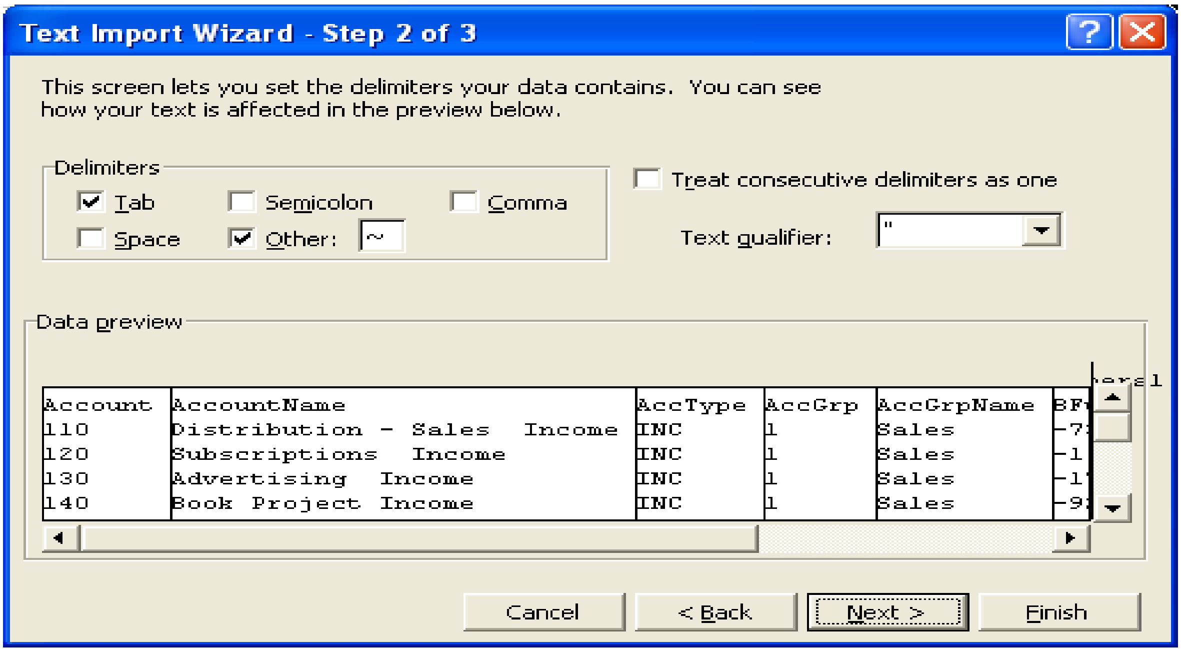
Appendix C- Using Microsoft Excel to open export files

Exporting records or a report saves a TXT file to the export folder usually the export folder is located in the program folder **C:\dease**.

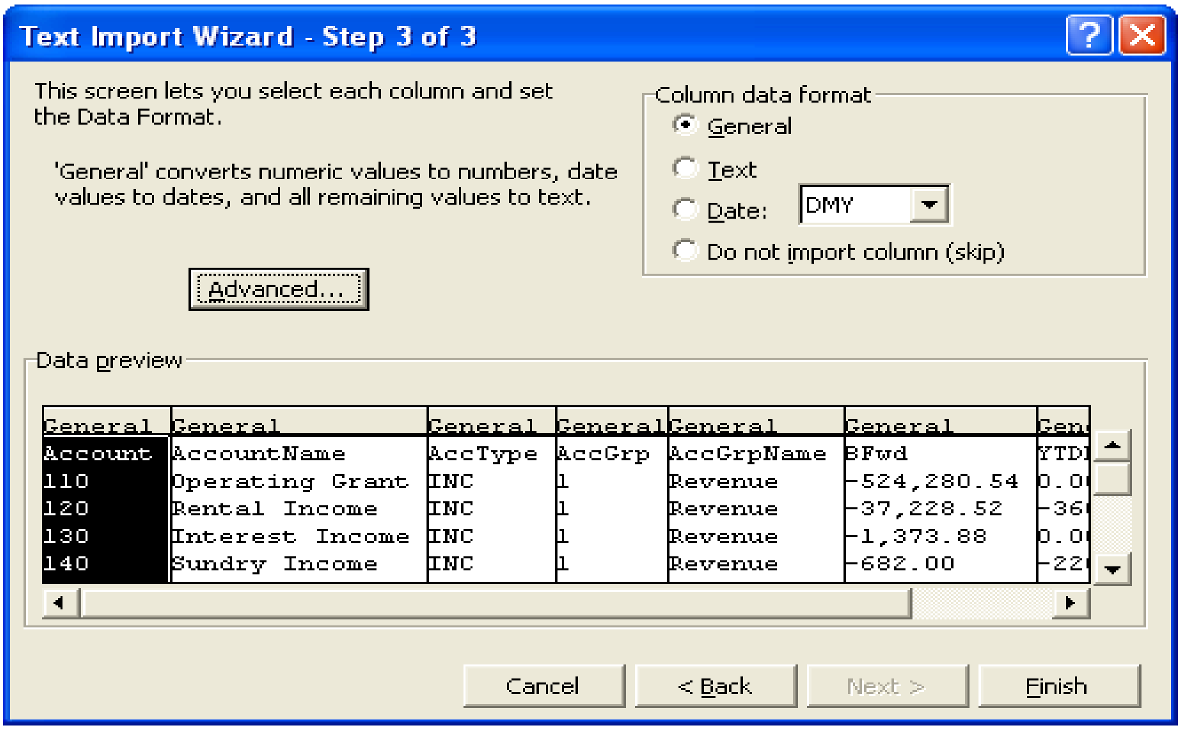
The delimiter character is wiggle "~"

To use Microsoft Excel to open an export file:

1) Click File>>Open
2) Locate Exports folder (e.g. C:\dease\Exports)
3) Click File as type and select "All Files" to display all files
4) Double-click to open the file
5) Text Import Wizard opens automatically and displays Step 1 of 3.
6) Select Delimited for the original data type, Click Next
7) Step 2 of 3 is displayed. Click the Other and enter wiggle (~) symbol as shown in the picture below:



8) Step 3 of 3 is displayed. Ensure the correct column data format for each column to be imported (fields with numbers and letters should normally be highlighted and set column data to text "Text").



9) Click [Next] and click [Finish]
10) The exported report will be displayed in Microsoft Excel

Appendix D – Troubleshooting & support

When a problem occurs whilst using the application, please try the following solutions in this order:

1. Exit the current screen without saving any data changes, re-enter and continue. If this fails then
2. Exit the application completely and re-enter. If this fails then
3. Open the application and go to system administration and Reorganise the database. If this fails then
4. Restore a previous backup if you have a recent one. Always ensure you backup before you perform a critical process. If this fails then
5. Contact technical support of AL Accounting Solutions via email: support@alaccountingsolutions.com or alternatively call the local office. If necessary, you may be required to use the operating system to compress the application folder or the backup folder and send to support *(see below).*

To send and receive zipped application folder (only suitable for small size application folders):

1. Clean up application folder and sub backup folders (see below)
2. Use windows utility to zip the application folder
3. Send the zipped application folder with queries to support
4. Receive resolved zipped application folder from support
5. Expand the application folder using windows unzip utility
6. Replace the application folder in C:\dease
7. Open and log on to application

To send and receive zipped backup folder (where application folder is large):

1. Use System Administration to Backup application to a default backup folder
2. Zip folder using windows utility
3. Send zipped backup folder with queries to support
4. Receive resolved zipped backup folder from support
5. Expand backup folder using windows unzip utility
6. Open and log on to application
7. Use System Administration to restore application from backup folder.

Clean up application folder and sub backup folders:

1. Use windows explorer utility to view all files in the application folder. Sort by type and delete all *.LOG files.
2. Use System Administration to Backup application
3. Purge archive records where necessary to reduce file size further.

Appendix E – Typical checklist of procedures for a payroll cycle

1. Backup application
2. Close previous payroll period
3. Start a new payroll period
4. Review (add/remove/modify) employee accounts in Current Payroll. Update to recalculate values. E.g. Promotions & salary upgrades from HR etc.
5. Print Starters and Leavers for the period
6. Review (add/remove/modify) loans accounts using the Loans Manager (print loan schedules and balances during review)
7. Backup application
8. Enter/Import payroll transactions for batch update (Overtime, Union dues, salary advances, other deductions, etc.) from payroll stakeholders. Review and Post to update employee accounts in Current Payroll.
9. Generate, review and post loan deductions to employee accounts in Current Payroll
10. Review employee accounts in Current payroll (print queried employee accounts according to criteria set during review). Always Recalculate and update Current Payroll when a change is made to the values.
11. Print payroll check reports (Paysheet-Summary, Payroll Journal)
12. Print payroll internal returns (Paysheet-Detailed, Payslips, Cash Returns)
13. Print payroll returns external returns (Banks, Social Security, TAX, etc.)

End of payroll cycle

At the end of the payroll tax year (not the accounting year)

1 Backup to a separate folder and keep

2 Start a new payroll tax year