

PAYMAN

ABOUT PAYMAN

PAYMAN is a full Payroll program that does the necessary calculations and then prepares the Payroll each week (or other period) from Employee time and master file records. PAYMAN produces the Payslips, Coinage Analysis, Cheques and Bank Transfer instructions as well as maintaining the employee ledger and personnel records. PAYMAN can also be used as an "after the event" Payroll recording program to capture payroll data and maintain the necessary records for Group Certificate preparation.

A key design criteria for PAYMAN is simplicity, so that you will be able to install and use this program with a minimum amount of self training. To assist users to effectively use PAYMAN and all of its capabilities, a comprehensive, but easy to follow FAMILIARISATION EXERCISE and a SET UP CHECKLIST are provided with the program.

The program incorporates an extensive range of capabilities, including -

- Processing the payrolls for as many entities as you require.
- Handling both "wages type" and "salary type" Employees, viz Employees whose pay is based on hours worked and those who are on an annual salary. The multiple pay period capability means that the same payroll register can handle employees paid weekly as well as those paid, say fortnightly, or monthly.
- The payment of Employees electronically using the Australian Banks ELECTRONIC PAY system.
- Catering for up to twenty categories of Allowances and Deductions. The User defines the number and types of Allowances and Deductions that he wishes to use. Standard amounts for Deductions and Allowances can be nominated for each individual Employee.
- User definable hourly rate details and descriptions.
- User definable leave categories
- Use of a rate table concept that allows unlimited methods of hourly pay (or pay based on units eg kilometres etc)

- Catering for many special Legislative matters, including :
 - the many special situations that effect the calculation of the Group Tax deducted.
 - Holiday Pay Loading.
 - Payroll Tax/Training Levy/Work care levy.
 - Company Superannuation contributions to meet the Superannuation Guarantee obligations of Employees.
 - Trimar has been granted approval by the ATO for its preparation of plain paper Group Certificates and the production and transmission of data to the ATO via diskette.
 - Shearing Contractors.
 - Long Service Leave accrual.

- Providing the following capabilities that are normally only available in higher priced programs:
 - Cost centre accounting.
 - Produces Journal entry for General Ledger postings.
 - Payments can be made by a combination of cheque, cash, or bank deposit. The program produces the cheque (optional/variable format), coinage analysis and bank transfer summary.
 - Caters for commissions, bonuses and other special payments.
 - Handles termination pay tax calculations

- Producing an "easy to read" Payslip for each Employee. Each Payslip is produced on a single sheet of standard sized paper and clearly shows the necessary details and calculations. It complies with the Industrial Relations Regulations on the contents of Employee Payslips.

- Enabling you to run a weekly (or other period) Payroll as often as you like, until it is correct. The normal procedure is to run a Payroll and then review it. If your review reveals errors, you can edit this Payroll as often as you like, until it is correct. You can print draft Payslips or wages sheets at any time and as often as you like.

- Maintaining a full set of Employee records, including payroll ledgers and personnel records.

- Maintaining perpetual LEAVE LEDGERS for all categories of Leave. Details of leave taken are normally entered in conjunction with the time details for the preparation of the Payroll.

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- Enabling you to subsequently update the Payroll records and ledgers where, for any reason, it was necessary to prepare all or part of a payroll manually, e.g. instant Employee termination, computer breakdown.
- Producing a variety of reports at all levels from transaction entry through to ledger and then summary.
- "After the Event" Payroll registers that can be converted to full calculation capability and vice versa.
- Interfacing with CASHMAN, which means that the details of cheques drawn and transfers made, can be automatically transferred to CASHMAN cashbooks.

Below and on the following pages, are some examples of reports produced by PAYMAN. All transaction oriented reports can be run from any date to any other date in the financial year.

MONTHLY TAX SUMMARY

The following report summarises the payroll for all employees, month by month. From it can be seen at a glance the total tax and employer superannuation contributions for each month. This report can be used to help you reconcile your Wages records with your General Ledger records.

BSP INDUSTRIES PTY LTD							
MONTHLY TAX SUMMARY REPORT							
Month	Gross	Total Term Pay	Total Allowances	Total Deductions	Tax	Net	Emplr Super
July	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-
October	62982.00	-	1930.00	2363.00	16556.00	45993.00	2294.00
November	14756.28	-	428.00	598.00	4167.28	10419.00	533.73
December	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-
TOTAL	77738.28	-	2358.00	2961.00	20723.28	56412.00	2827.73

The column headed Employer Super, refers to the amount of superannuation paid each month by the employer on behalf of the employees. Another report is available, which analyses these amounts into amounts paid to individual Superannuation Funds. This caters for the possibility that one company may be contributing to several funds.

MONTHLY SUPERANNUATION SUMMARY

There is also a separate Superannuation Report. This report shows details of superannuation paid in the period, by Company to which it is paid and optionally by Employee.

PAY LEDGER SUMMARY REPORT

The following is an example of the Summary report for all or a group of employees. The information shown is year to date for the current year.

BSP INDUSTRIES PTY LTD								
Pay Ledger Summary Report								
From Employee - FIRST : To Employee - LAST								
Name	Gross	Total Term Pay	Total Allowances	Total Deductions	Tax	Net	Emplr Super	Employee Status
Miss C Black	12788.92	-	1148.00	280.00	3413.92	10243.00	384.60	Active
Mr Les Pattley	7423.23	-	330.00	34.00	324.23	7395.00	217.93	Active
Mr Darrell Salmon	15097.00	-	440.00	440.00	3544.00	11553.00	385.20	Active
Mr John Skelton	13265.80	-	440.00	407.00	2778.80	10520.00	330.00	Active
Mr J G Stevens	29163.33	-	-	1800.00	10662.33	16701.00	1510.00	Active
TOTALS	77738.28	-	2358.00	2961.00	20723.28	56412.00	2827.73	

EMPLOYEE PAYS LIP

The following is an example of a payslip for a wages employee. This employee is a "wages type" employee, who is paid weekly and in cash. His employer also contributes into a company superannuation scheme on behalf of the employee.

BSP INDUSTRIES PTY LTD
 ABN 53004085616
 EMPLOYEE PAYS LIP

Employee Code: skl
 Reference No.: 50

Pay advice for the Weekly pay ending - 02 October 2002
 Payroll Processing Date - 02 October 2002

Paid to: Mr Skelton, John
 22 Black Ave
 Moorebank, NSW, 2270

	\$	\$ [YTD]
Weekly Base Wages	593.75	13062.50
	=====	=====
Made up as follows		
Normal Time	40.00 @ \$ 12.5000	500.00
Time and a Half	5.00 @ \$ 18.7500	93.75
Add: Commissions	34.55	34.55
	-----	-----
	628.30	13097.05
ADD ALLOWANCES:		
Clothing	20.00	440.00
	-----	-----
Gross Income	648.30	13537.05
LESS DEDUCTIONS:		
Medical Fund	13.50	297.00
Union Subscriptions	5.00	110.00
Less: Income Tax (including medicare levy)	130.80	3013.05
	-----	-----
Net Income	499.00	10117.00
	=====	=====

METHOD OF PAYMENT:
 Paid in CASH [\$ 499.00]

EMPLOYER SUPERANNUATION CONTRIBUTION 48.11 678.11

Paid to:
 Retail Employees Union Fund

Employee Classification: Sales Assistant *Printing of this information is optional*

Leave Entitlements: Holiday Sick RDO *Printing of this information is optional*
 (Days) 9.40 4.40 -

Note: The tax in the above example is based on the weekly tax tables provided by the ATO and adjusted for rebates, medicare variation, incremental tax adjustments (ie electing to pay additional tax) and rounding of the net to the nearest dollar (or whatever you nominate). The payslip for "salary type" employees does not include the hourly details

PAYMENT SUMMARYS (originally GROUP CERTIFICATE)

Trimar has been granted approval by the ATO for its preparation of plain paper Payment Summaries and the production and transmission of data to the ATO via diskette. [EMPDUPE File]. PAYMAN can produce the several formats of Payment Summaries (eg ETP payment etc). The format of the Payment Summaries is in accordance with the ATO's specifications.

JOURNAL ENTRY REPORT

The following is an example of a journal entry produced by PAYMAN. The journal can be produced for a range of employees for a range of dates (viz monthly, quarterly, yearly etc) and where used, for a range of cost centres. In the following example, the gross has been split between three cost centres. Where cost centres are not used, the gross would be debited to a Wages/Salaries general ledger expense account.

BSP INDUSTRIES PTY LTD
JOURNAL ENTRIES REPORT
 From Date - START : To Date - END

DATE	Ref No	ACCOUNT	A/C No	DR	CR
.....	Administration	470.01	49220.25	
		Selling	470.02	29242.80	
		warehouse	470.03	1633.23	
		Tax Control	842		20723.28
		Medical Fund	843		1291.00
		Superannuation Contr	844		1450.00
		Union Subscriptions	845		220.00
		wages Control	685		56412.00

Note: Cheques drawn and bank transfers made for salaries & wages, would be debited in the cashbook and general ledger to the "wages control account". The above journal entry would have the effect of balancing this control account and dissecting the net wages to the appropriate general ledger accounts. Payments for tax and other deductions would be debited in the cashbook to the appropriate control account.

EMPLOYEE LEDGER

The following report like all transaction based reports, can be printed from date, to date. In the report below, we see the transactions in the year for one employee. The columns headed, Total Termination Pay, Total Allowances and Total Deductions are as they imply, totals for these categories.

BSP INDUSTRIES PTY LTD
Payroll Ledger

Emp Code	Cost Cntr	EN TP	From Employee - sk1 : To Employee - sk1		Total		From Date - START : To Date - END		Tax	Net	Emplr Super	Cheque Number
			Ref No.	Gross	Term Pay	Allowances	Total	Total				
sk1 - Mr John Skelton												
2	A	30/10/01	1	10875.00	-	360.00	333.00	2280.00	8622.00	270.00	-	-
2	H	06/11/01	13	593.75	-	20.00	18.50	123.25	472.00	15.00	-	-
2	H	13/11/01	18	593.75	-	20.00	18.50	123.25	472.00	15.00	-	-
2	H	20/11/01	23	593.75	-	20.00	18.50	123.25	472.00	15.00	-	-
2	H	27/11/01	28	609.55	-	20.00	18.50	129.05	482.00	15.00	-	-
TOTALS				13265.80	-	440.00	407.00	2778.80	10520.00	330.00		

EMPLOYEE DEDUCTION ANALYSIS

The following report shows the make up of the Deduction column in the report above. Similar reports exist for Allowances and Termination pay.

BSP INDUSTRIES PTY LTD
Deduction Ledger

Emp Code	Cost Cntr	EN TP	From Employee - sk1 : To Employee - sk1		From Date - START : To Date - END			
			Ref No.	Medical	Super	Union Subs	TOTAL	
sk1 - Mr John Skelton								
2	A	30/10/01	1	243.00	-	90.00	-	333.00
2	H	06/11/01	13	13.50	-	5.00	-	18.50
2	H	13/11/01	18	13.50	-	5.00	-	18.50
2	H	20/11/01	23	13.50	-	5.00	-	18.50
2	H	27/11/01	28	13.50	-	5.00	-	18.50
TOTALS				297.00	-	110.00	-	407.00

EMPLOYEE LEAVE LEDGER

The following report shows entries taken from the Leave Ledger for one employee. The details of leave taken are shown broken into categories. Also shown is the date of the payrun in which the leave was entered, the dates the leave was taken, the days (or part thereof) taken and a brief description where necessary. This report can be produced for selected employees and for a selected date range. The user can also define several Leave Categories to suite individual requirements

The "Leave Ledger" is perpetual. What this means, is that it is possible to show the history of all leave taken, including prior years. In this case, we have only shown leave taken since 01/07/2001.

BSP INDUSTRIES PTY LTD

EMPLOYEE LEAVE LEDGER

Emp Code	Trans Date	From Date	To Date	Normal Leave	Sick	Long Service	Compassionate	Leave w/O Pay	Other Leave	Details
b11	Miss C Black									
	07/08/01	03/08/01	03/08/01	-	1.00	-	-	-	-	Doctor visit
	14/08/01	10/08/01	10/08/01	-	1.00	-	-	-	-	Doctor visit
	18/09/01	16/09/01	16/09/01	-	-	-	-	1.00	-	
	27/11/01	23/11/01	24/11/01	2.00	-	-	-	-	-	Part of Annual
TOTALS				2.00	2.00	-	-	1.00	-	

LEAVE LEDGER SUMMARY

This report is a summary of leave (shown here for one selected employee, but a range of employees can be selected). Appearing is the summary of any leave taken in the prior financial year (for comparison purposes), the leave taken this year and any leave owing to the employee, within individual leave categories. The "Leave Owing" is the accumulated outstanding leave, which includes leave from prior years together with entitlements from the current year.

This report differs from the report above in that all leave in any one category is summarised and appears in total only.

BSP INDUSTRIES PTY LTD

Leave Ledger Summary

Emp Code	Name	Normal Leave	Sick	Long Service	Compassionate	Leave w/O Pay	Other Leave
b11	Miss C Black						
	Leave Last Year	10.00	3.00	-	-	-	-
	Leave Taken YTD	2.00	2.00	-	-	1.00	-
	Leave Owing	11.00	8.00	-	-		

LEAVE LIABILITY SUMMARY

This report summarises the liability due to unused leave. Liability is shown in both days (or hours) and dollar amount and is broken down by employee.

BSP INDUSTRIES PTY LTD

Leave Liability

From Employee - FIRST : To Employee - LAST

Employee Name	Holiday Days	Holiday \$	Sick Days	Sick \$	Long Service Days	Long Service \$	RDO Days	RDO \$	Total \$
Miss C Black	11.00	1276	8.00	928	-	-	-	-	2204
Mr Darrell Salmon	3.00	360	1.00	120	-	-	-	-	480
Mr John Skelton	7.50	750	1.00	100	-	-	-	-	850
Mr J G Stevens	15.00	4038	1.00	1077	14.00	3769	-	-	8884
TOTALS	36.50	6424	16.00	2225	14.00	3769	-	-	12418