

# PAYROLL<sup>Pro</sup>

## Getting Started Guide



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## Download *Payroll Pro* from our website.

- The setup program will suggest putting Payroll Pro into the folder C:\PayPro.
- If you would like the program to be installed elsewhere, just type in the new drive, for example. F:\PayPro.
- Please restart your computer after installation.

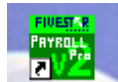
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Click here to  
**Download  
Payroll Pro**  
FULL Download - use  
free for up to 3 payruns.

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## Start Up

- Double click on the Payroll Pro icon on your desktop.
  - While you are evaluating Payroll Pro you will be operating under a trial licence. You can use the payroll for either 30 days or 3 payruns, whichever occurs first.
- If you decide to purchase Payroll Pro, you will not lose any of your data. You just e-mail, fax or mail us your form, and once payment has been received, we will send you a licence key.



## Create Your Company

- The Payroll has already been setup with two folders called 'zsample' and 'zdemo' for demonstration purposes.
- To setup your own company in the payroll -
  - Click on Create New Company
  - Now, enter the Company Name
  - Tab through the folder name or type in what you wish to use
  - Click the Create Data button and click OK
  - If you now select "file" and "open a payroll" you can select your own company's folder.
- Upon purchasing the payroll we will provide you with a registration code for your company.

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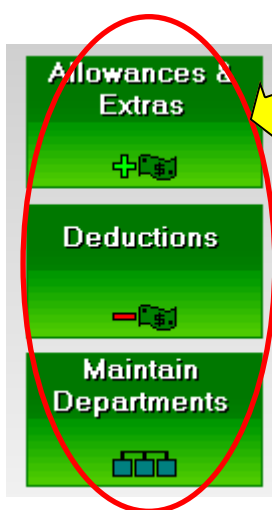
Data Sub Folders:	
Sub Folder	Company Name
ZDemo	Payroll Demo Company Ltd
ZSample	Payroll Demo Company Ltd

Buttons: Run Selected Company, Cancel, Create a New Company, Help

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## Main Menu - Defaults & Setup

- This is where you will enter in all the generic details for your business.
- The 'Company Details' page is where you enter in all your company's details including IRD and bank account number.
- Please note that you do not have to 'save' until all the pages have been entered. Just click on the appropriate page to move between pages. When you have finished, click 'save changes'.



## Allowances, Deductions & Departments

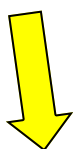
# 5

- Have a look at the allowance's that have already been setup.
- You can add new allowances, deductions and departments at any time to suit your company's requirements.

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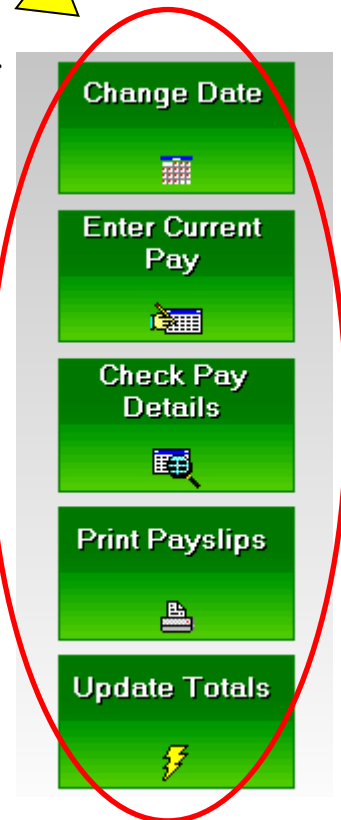
## Add & Edit Employees

- The first screen is where you will enter in all your employees details, including their annual salary or hourly payrate.
- Pay History and Totals are updated every week when you process a payrun. If you have been doing pay's manually or using a different payroll, there are helpful wizard's to enable you to quickly setup Pay History, Annual and Sick Leave.
- Setting up Holiday Pay is easy, just choose whether they are on % of gross, or weeks per annum. Enter in their normal leave entitlements and the payroll will take care of all your calculations.
- Sick pay is setup in the same way, remember to use the wizards if needed.
- All you need to do now, is select how your employee will be paid, ie Bank, Cheque or Cash.
- There is also a handy Notes page where you can fill out notes for each individual employee.



## A Pay Run! - This is where you use the middle buttons of the main menu.

- First, change the date and select your pay frequency.
- Now, enter your current pay.
  - Select 'Yes' to be paid this payrun and enter in their hours.
  - If you wish to enter in any leave, simply double click in the green area of the timesheet and choose from the drop down menu the type of leave for your employee.
  - For annual leave you will be shown the different payrates (normal hourly rate, average over the last 52 weeks etc) with the most applicable rate highlighted in yellow.
  - Simply click on 'save' and arrow to the next employee.
- When you have finished entering in all your employees you can select the 'Check Pays' option if desired. This is an easy way of detecting any mistakes that may have been made.
- Print payslips. If any mistakes are found, you can change the current pay and print payslips again.
- Update Totals. Please be aware that this is a very important step and is where all the totals are sent to your employees pay history and year to date totals. If update totals is not used then you are overwriting each payrun and all your past pays will not be saved.
- To pay your employees directly into their bank account, use 'electronic banking' from the main menu.
- Lastly, don't forget to backup!



**DONE! Congratulations, You have now processed your payrun and paid your employees.**



## Tired of doing IRD PAYE returns?



Payroll Pro can create an electronic file with the click of a button.

- From the main menu select 'Reports'
- Under the IRD section click on 'Employer Monthly Schedule'
- Select the month required
- Click on 'Electronic File'
- Done!
- Now all you need to do is upload this file straight to the IRD.



## Reports Menu

Payroll Pro has many different reports available for your use.



- Under employees you can get reports on -
  - Year to date totals.
  - Pay History - you can choose the date range and also which employees you would like to include in your report. Payroll Pro keeps a full pay history of all your employees, and provides many different reporting options.
  - All leave balances including termination value.
- All year to date totals and pay history by Departments.
- Allowances and Deductions
- A reprinting option for historical payslips.

## Help Desk

And don't forget Payroll Pro comes with full helpdesk support from Monday to Friday, 9am to 5pm.



Simply call us on 0800 996 998, our professional support team is waiting for your call.