

SmoothPay Payroll Update and Release Notes

[this file contains update release notes since 1998...don't print the whole file – just the first page or two]

V9.7

2/3/2010 Enhanced MYOB importer, and added it to File..Import menu.

Custom changes to Nanny/intranet import routines

Added right-click menu option in pay history records to reprocess pay entries for single employee (requires password from HelpDesk).

Corrected bulk payslip production (Standard Reports and ePayslips) to print sorted by department+employee.

19/2/2010 Expanded help menu to include release notes, direct access to forms, documentation, training videos and handy payroll-related links (all via website).

Added "Number of days worked or on paid leave" field to RDP Assistant as an additional (and definitive) fallback where there is uncertainty over what would have been earned on a particular day. Number of days defaults to employee's days per week x 4.

Added File..Import menu options to provide easy import of IR348 (EMS) schedules as a source of pay history, as well as a shortcut to other payroll import utilities.

17/2/2010 Enhanced Timesheet Input (CTRL+T) to enable input of all time types (and non-compliant leave types as well), as well as adding a Time Summary option to the Time Input (F5) screen for easy checking of daily totals by time type.

Custom change for client 129 to enable excel timesheet import of up to 2 extra allowance values and associated codes.

8/2/2010 Added "Aggregate tax" option where the same employee has multiple records/jobs and wants to have tax calculated on on total gross rather than separately (used by Nanny systems, but may also be useful for full-time salary + casual cleaner situations, esp where Student Loan repayments apply).

Added default cost centre per employee (if not set uses default company cost centre).

3/2/2010 Corrected language fault for date comparisons causing endless loop in Timesheet input screen

V9.6

8/1/2010 Added tax rules for 2011, updated ACC premium rates for 2010

6/1/2010 Corrected initial display of bank account info in Payroll Codes..Bank Accounts screen if other than the first employee is currently selected.

Added Resident flag to tax options for PNG systems.

Modified validation of IRD number editing to prevent user's leaving space characters

7/12 Added easy method to change employee to/from parental leave – button added to Employee Holiday Setup. Also added reminder on Leave Update Report (produced during Finish This Pay) to take employee off

parental leave when anniversary occurs.

Net pay allocation will no longer use inactive bank accounts (occurs where user deactivates account in maintenance rather than in F8 screen), as long as Pay Input is selected after the change occurs.

Employee termination now checks to see if the employee is due any final pay (and how it should be processed), as well as checking for any current pay entries.

Employment status change between permanent/casual now checks and automatically terminates the old employee record (if not owed final pay and has no current pay entries) and adds an asterisk (*) to the employee's surname to make identification easier. If necessary, a new employee record with the new status and standard pay entries (if any) are created.

12/11 Updated tax rule operation for Papua New Guinea to extend beyond 31 Dec 2009.
Removed support for Country selection – Australian and Singapore users (as well as NZ Mac users) should all be on Smoothpay/Gold payroll (www.smoothpaygold.com).

Released latest newsletter covering leave processing and providing new guides for employers and staff.

28/10 Added logging to saving standard pay

7/10 Altered timeclock importer to identify leave entries that exceed available balance, and customise for site 1250 to reject annual leave entries from import process.

15/9 Added leave liability reports grouped by family for NannyA systems

14/9 Added more options to Employee monthly reconciliation: Selected employee option, Sort by employee option.

Modified custom bar-tab deductions loading for site 1230.

3/9 Added "Employee monthly reconciliation report" to reconciliation reports list – shows earnings by employee per tax month for an entire tax year or selected tax month (tax month being the month containing the payment date)

3/9 Hard-coded ledger codes for timesheet imports for site 376

1/9/2009 Customised employee and timesheet import for Nanny billing systems to accept STC tax code, even if invalid or missing IRD number (as often this information is not available to the bureau).

30/7 Added Reprint payslips option to employee Pay History screen - reprints all payslips for selected tax year, ideal for export as pdf and email to employee.

Nanny module: Modified IRD direct credit file, EDF and IR348 to use list of employer codes as references for IR56 employees, instead of "IR56". Suppressed zero values generated into IRD direct credit file.

Removed redundant information from leave update report produced during Finish This Pay process (the entries were utilised under the Holidays Act 1981 but are no longer required).

Extended XLS/CSV import options to Excel employee and time import utilities

30/6 Corrected casual employee leave auto-calc when GST calculated on Labour flag ticked in Company Setup.

25/6 Added Australian tax rules for 2009/10 (note, payment summaries have not been updated for 2009/10 as user should be transferring to Smoothpay/Gold payroll designed for Australia)

Added special code for client to prompt for auto-deactivate and remove from standard pay when bank accounts deleted from F8 (net pay input)

24/6 Suppress KS1 for IR56 employees

23/6 Refined tax calculations using truncation rules as per latest IRD specification (instead of rounding, which better matched the IRD Tax Guides)

12/6 Added Employer KiwiSaver costs as pro-rated entries over employee's cost centres used per pay period (based on taxable earnings). Removed single cost centre for Employer KiwiSaver costs. Updated reports and Pay Summary to reflect the allocation of costs.

10/6 Extended TimeTarget time import format to include additional time codes, providing full support for all SmoothPay's time options and special leave codes. Modified time import audit report to flag overdrawn leave (remaining from last anniversary) - shows "*O/D*" in comment on audit report.

28/5 Opened up leave records editing so that employers can maintain their leave records by making corrections (typically for correcting number of weeks representing hours entered where a mistake has been made, eg. 8 hours consuming 1 week, should be .2 etc. Note that the employee's payslip records (history) remains unchanged as the official transaction record.

25/5 Nanny module:

- Use payday as invoice date for MoneyWorks invoice batches.

(requires new `sp2mwNames.import` import map to include new fields and set as non-supplier and COD terms by default)

- Added "plugins" folder to SmoothPay update and install to aid deployment of MoneyWorks import maps
- Amend custom NannyB payslips to show comments entered during pay input
- Added employer.csv and job.csv formats to CAT Time Importer (Nanny systems only)

21/5 Revised on-the-fly adding of allowance payroll codes during pay input to prevent anomalous behaviour
21/5 Added sick leave accrual (if set up) and sick leave used recording for casual employees (casual staff do not normally receive an entitlement or get paid for sick leave taken)

13/5 Updated employee pay history report to show tax code in use at time of payment and corrected Taxid 038 error on Earnings Certificates

12/5 Added IR344 Amendments worksheet to IRD Reports to aid in completing these forms with current data. User must complete original reported figures before sending to IRD.

4/5 Amended Nanny module to consolidate IR345 and IR348 entries for Multi-instance IR56 employees (having same IRD number), and to apportion tax based on total earnings per pay period. Multi-instance IR56 employees should have the same tax code, and payslips should not be produced until all input has been entered, as the recalculation and allocation of tax may affect other payslips for the same employee.

28/4 Pay Input now auto-saves to standard pay for: kiwisaver percentage rate changes, child support per period amount changes.

28/4 Bank accounts deleted from F8 (Net Pay allocation) are now automatically deactivated and removed from standard pay. Depending on feedback this may be extended to auto-save all F8 entries as part of standard pay.

28/4 KiwiSaver percentages can now be edited in Edit Employee..More Tax Settings and affect standard pay as well as any current pay entries.

22/4 Added CTRL+F and Search button to control centre to aid locating employee by name, code, phone etc

17/4 Reinstated tax-tattler as a guide for the employee as to whether to bother claiming a tax refund or not

17/4 Show period ending date range on job costing analysis report

17/4 Moved KiwiSaver subsidy line from pay summary and update reports to show employer cost added to PAYE total

17/4 Added all/none/toggle options to Standard reports

16/4 Added address cover sheet for IR344 Amendment Schedules for kiwisaver recalims

16/4 Modifications to Nanny Module for direct integration with MoneyWorks (ongoing)

16/4 RDP (Relevant Daily Pay) assistant no longer displays "hours" option for Public Holiday or ACC entries.

8/4 Added Datacom employee and history import utility (this can only be performed by the HelpDesk)

8/4 Modified IR348 and Earnings Certificate production to use tax code from employee's last pay in selected (or prior) period, rather than employee's current tax code. Required due to number of callers changing to new tax codes before producing previous period tax returns.

8/4 Removed tax tattler printing on Earnings Certificates due to the number of help-desk calls this generated

8/4 Changed KiwiSaver topup notifications to customer production instead of free production by the HelpDesk

26/3 Added import utility for KeyPay Payroll

26/3 Amended NSW tax rate to 16.7% inclusive (down from 18.7%) as advised by IRD

19/3 Added RecalcTopups() routine to recreate topups for kiwisavers from 1 April 2008 where not already claimed. Requires IR344 Amendments to be produced for every tax period.

18/3 Added rules to employee edit to prevent contract changes between casual/permanent - employee should be properly terminated (paid out if permanent) and a new record created.

16/3 Added TimeTarget staff export file (File..Export) and updated guide.

16/3 Altered newsletter lookup for first-time use to display latest version.

6/3 Official 2010 release

6/3 Corrected new tax code ME and MESL rebate calculations

6/3 Added quick access to employee tax settings from pay input screen (click on the blue bar where the tax and period info is displayed) to allow correction of pay cycle, tax code etc without having to leave pay input.

6/3 Revised Help menu, adding access to website, tutorials (online), Newsletters (online) and Remote Assist utility

V9.5

26/2 Added customised menu options for Goodbars to cater for specialised integration with MoneyWorks to pick up staff tabs and calculate discounts, export new staff to job list for import, and itemise staff tab deductions by job (employee ID) for import.

13/2 Updated Payment Summaries (Australia) to latest ATO specification

13/2 Began implementing new icon and SmoothPay branding
13/2 Updated ACE payroll import processes and guide for better conversion

10/2/2009 Altered averaging calculations to take pays that record Leave Without Pay into account (zero earnings) for those who use this method to record LWOP this way.

30/1/2009 Updated ePayslips/SmoothPay SMTP ActiveX control - requires full install of ePayslips to apply.

20/1/2009 Customisation for NZNSS to CC copy of ePayslips to employer.

8/1/2009 Updated ACC levies for end of year reporting.

Added one-shot option when enforcing minimum kiwisaver employer contribution settings to allow user to reduce all employer and employee contributions to the new minimum of 2% (esp as IRD no longer provide Employer Tax Credits, thus increasing employer costs by a minimum of 2% for Kiwisaver contributions)

6/1 Added a summary \$value of how much extra savings (if over \$1000) could have accrued to employee KiwiSaver funds if SmoothPay top-up's had been enabled for the entire year – displayed after update processing until 1 May 2009, or on request. Employers **may** be able to submit amended returns to ensure employees receive this extra subsidy. (ValueLostTopups)

6/1 Implemented IRD Payroll Specifications v1.0 for tax year ending 31 March 2009 – these changes take effect automatically from 1 April 2009:

- Removal of automatic KiwiSaver increments beyond 2% for employer contributions
- Removal of KiwiSaver top-up facility and removal of ETC
- Reduction of minimum employee contribution to 2%
- Reduction of ESCT exemption from 4% to 2%
- Amendments to tax rates and thresholds, ACC earner levy rate and income maximum
- Change “Extra Emolument” to “Extra Pay”
- Add new NSW tax code (non-resident seasonal worker), plus ME and ME SL tax codes
- NOTE: ETC square-up has NOT been implemented

6/1 Added Holidays Act questionnaire to new company startup to prepare system to suit user, rather than assuming full compliance with Holidays Act

6/1/2009 Modified annual renewal rules for prepay and Express clients to start reminding 5 weeks before expiry, and expires on anniversary unless new activation code entered (previously allowed 5 weeks after expiry).

23/12 Finish Pay processing can now occur even though there is no pay input – this permits automatic checking/production of monthly tax reports and is more intuitive.

23/12 Estimated annual leave balance is no longer displayed by default on employee holiday setup or annual leave assistant screens, as it is too easily mis-interpreted as being an entitlement. An option to re-instate this facility has been added to Company Setup..Options.

23/12 Removed superfluous text from Backup, Restore and Finish Pay screens.

23/12 When Finish Pay selected and backup required, SmoothPay now continues with Finish Pay processing after the backup has been completed.

23/12 Alternate FTP update option is offered if user cannot connect using the recommended http option (no web browser access) – this doesn't check the update version, it merely downloads the update file (if it can) and starts the update wizard.

23/12 Updated checks for employee limits on SBE (now 10 employees), added Test drive activation checking and offer online registration and purchase. Any remaining free SmoothPay licences expire 31 January 2009, suggested replacement is SmoothPay Express. Registration is now compulsory during trial period (30 day demo licence is free).

V9.4

4/12 Correction to twice-monthly IR345 production not being triggered when next payday is 16th.
28/11 Added summary option to Allowance Deduction History reporting, and added persistence so user doesn't need to re-select same options each time. Improved employee and allowance/deduction code selection lists to show inactive/terminated information.
28/11 Added option to Excel Employee Importer to opt out of KiwiSaver during import. Added DOB field to importer. Added extra audit report for new employees added, showing their new employee ID number.
28/11 Added Percentage of Gross Pay option to bank accounts
28/11 Updated Superannuation reporting to provide range of months option and also to show employee reference for non-KiwiSaver super schemes
28/11 Removed mscomctl dll's from update installer
28/11 Replaced RemoteAssist tool with TeamViewer (works on Terminal Services clients, and is cross-platform)
13/11 Added % exclusion from direct credit files (ASB online doesn't like it)
5.11 Corrected ETC claim to cater for extra day in 31 day month for twice-monthly IR345 filers
3.11 Version upgrade to cater for new directive from IRD on the calculation of ESCT on employer contributions to employee KiwiSaver funds. This will probably reduce the amount of ESCT calculated on "top-ups".
3.11 Modified email backup file to encourage users to provide a reason for sending data via email
3.11 Modifications to price book (price increases for new users), extended employee limits for existing plans
3.11 Increase email field to 60 characters

V9.3

28.10 Added explicit support for Kiwibank direct credit files (same format as BNZ GIFTS CSV file, with .KBB as extension)

V9.2

1.10 Added support for LionClock (aka PunchClock) to Wizards..Timesheet Import. Make sure employee badge number matches the badge number assigned in LionClock.
21.10 Modified dated pay input options to warn if date entered is outside period range (instead of simply reverting to a date inside the period range)
30.9 Correction to annual leave balances calculated to date being shown on payslips (this method is NOT recommended) – resolves double-accrual if anniversary occurs in current pay period.
30.9 Correction to Pay Input..Last Pay..Time & Earnings (F5) screen – OK button was greyed out.
22.9 Correction to Leave Taken Analysis Report for hours option
22.9 Removed ability for known Terminal Services sites to apply own updates from within SmoothPay
22.9 Modified output of IRDDC.TXT file from C:\TEMP (not liked by terminal services sites) to current data folder
10.9 Added delay and explicit code to attempt to bypass ePayslip problems with large datasets. Generally, problems occurring with ISP restrictions or relaying are outside our control.
10.9 Added selected job option to Job Cost Analysis report
10.9 Added Quick-timesheet entry to Pay Input..Time & Earnings screen (also available using CTRL+T)
10.9 Added Quick-print for individual payslip using CTRL+P
9.9 Modifications to multi-company (nanny systems) IR348 production to cater for nil returns and corrections
9.9 Modified TSB direct credit file format to use ddmmyyyy date (otherwise identical to ASB's MT9 format)
9.9 Added Employer Calculation Schedule option to save-list in Standard reports
9.9 Added Timesheet input option (similar to that provided with Smoothpay/Gold)
9.9 Corrected Timeclock time entry screen in Pay Input to cater for small fractions of an hour
25.8 Corrected leave balance shown calculated "to date" where anniversary is in same period (not recommended method as it may give employee misleading expectation to actual leave entitlement should they leave)
25.8 Modified payslips to show special leave balances for casual staff (note, time banking is not legal in NZ, as unpaid time prevents the correct calculation of Relevant Daily Pay).
25.8 Modified Special Leave balance (if shown, not recommended) on payslips to include self-balancing amounts (if any).
16.7 Added optional protected net pay values to Group Schemes for Attachment Orders etc that don't follow the same rules as those stipulated by IRD protected net earnings
16.7 Altered TimeTarget SYBIZ01 timesheet import to ignore quotes in employee ID field
16.7 Added lineflow payslip style "Moore R002/MBS" for PNG
14.7 Added age checking for KiwiSaver ETC claiming to prevent claims and auto-top up's (if used) for

employers under 18 or over 65

27.6 Reinstated full Kiwisaver top-ups as per original March 2008 release. If clients are unable to submit IR345 payment summaries electronically, contact the help desk and we'll advise the procedure to follow until IRD's systems have been upgraded to cater for these.

20.6 Updated IRD rules to cater for IRD error in formula for 1 October 2008

20.6 Updated ATO tax rules to cater for new ETP thresholds

20.6 Updated final pay assistant for Australia to provide tools to assist with ETP's (termination payments) and final pay audit report

19.6 Mods to take-on totals for Australian sites to mimic the information provided by the Payments Summary

19.6 Mods to "protect" time entries for pieceworkers (entries would normally be purely piece-rates)

12.6 Modification to KiwiSaver top-up calculations to avoid ESCT due to top-ups - affects employers who are using the top-up option - this is temporary until the IRD's systems are corrected to cater for full tax credits on employer contributions - in the meantime employee's will not receive full benefit of the available employer tax credit

10.6 Modification to remove kiwisaver top-up or lump sum if last pay for month is saved as standard pay.

9.6 Added new tax rules for 1.10.2008 (NZ)

9.6 Added new tax rules for 1.7.2008 (Australia)

9.6 Moved Internet Backup and http updates to new server.

V9.1

5.6 Limiter (correction) added to KiwiSaver top-up calculation to avoid overclaiming.

30.5 Added auto-update checking and new http update option (replaces old FTP update option). User can bypass auto-update checking in Company Setup..Startup options.

5.5 Added support for KiwiSaver Complying funds (note: KiwiSaver top-up and ETC maximisation do not occur if the employee has both KiwiSaver and another complying super scheme).

30.4 Added bank account validation for PNG

23.4 Special code additions for timeclock imports for client 499 to reduce zero-rated piecework hours by any ordinary time imported.

22.4 Added *date of birth* field to New Employee screen (optional, should be entered if known)

22.4 Correction to BNZ FaxPay schedules for individual (non-consolidated) group scheme entries

21.4 Added KiwiSaver TopUp flag to Company Setup..KiwiSaver. This option automatically applies the maximum amount of employer contribution that can be claimed back from IRD as a tax credit without incurring any additional expense for the employer. Note: using this option removes the ability to manually enter KiwiSaver lump-sum employer contributions, as the amount is calculated automatically in the last pay of the month for each employee. *Note that spurious payroll processing behaviour, such as paying a monthly employee twice in the same month etc may cause the KiwiSaver subsidy to become overstated. This option may also result in part of the free subsidy being consumed as ESCT (formerly SSCWT)*

16.4 Removed Subbies from PAYG Withholding Statement

15.4 Added maximal ETC calculation for KiwiSaver. This means that clients required to file twice-monthly IR345s will be claiming the full ETC for the month, less any amount already claimed in that month.

10.4 Added Z-fold withholding payment summaries and electronic reporting for Australia. Also added ABN validation for company and subbies. Added new fields also for state, postcode and country (if required) to company and employee screens to aid electronic reporting.

10.4 Corrected annual leave to date displayed on payslips for percentage per pay accruing employees, where anniversary occurs on current pay period (NZ, non-compliant method of accrual)

V9.0

1.4 Added "Clone Employee" option to Company Setup..Options to permit the current selected employee record to be used as a template for employee settings and standard pay entries when adding new employees.

1.4 Added per-pay superannuation subsidy info for PNG payslips

10.3 Removed timefile notifier from control centre as it has an adverse impact on performance

8.3 Aus: Corrected Salary Sacrifice superannuation reporting and reference numbers

3.3 Annual CD Release

25.2 Corrected IRD spec error in calculation of Exemol earner levy for extremely high bonus earners

25.2 Copy employee option added for any untermination, even if not yet reported to IRD

15.2 Australia: Modified Final Pay Assistant to calculate leave balance (plus 1/12th loading if greater than zero) as entitlement, and to tax the amount (if greater than zero) at the employee's marginal tax rate.

15.2 Australia: Modified super reporting to use pay day base (instead of Period End date)

15.2 Added "employees started" date range option to employee summary listing

15.2 Amended Final Pay Assistant to utilise actuals since start date for employee's with less than 12 months service, rather than the "best average" calculation used where leave balances, methods or anniversary dates may have been edited by the user. Also shows start date beside last anniversary date factor.

15.2 Added "sticky" ftp backup option to backup screen

15.2 Added internal function (ReGenHist) to recreate pay history from payslip summary records where history has been corrupted or is unrecoverable from damaged media (diskettes)

15.2 Corrected auto-costing for secondary (job) code users not using account coding

15.2 Corrected display of account/job codes on pay history screens (descriptions were displayed OK)

30.1 Australia: Added SuperGross() routine and new company setup flag to assist in limiting superannuation liability in certain circumstances. Also added a second Super Return report grouped by Fund.

30.1 Altered average calculations to take into account overtime hours and value worked, also reinstated Pay Rate Assistant for staff identified as Casual (even though they may not be) so that values produced by the assistant can be examined and utilised if required.

30.1 Added option to Subbies (Australian contractors) edit employee screen to replace Tax number with ABN number

25.1 Extended precision of Sick Leave percentage accruals

25.1 Added state and WorkChoices flag to company options (Australia)

25.1 Added Super contributions value to opening totals (Australia)

25.1 Corrected representation of leave balances on payslips (Australia and PNG)

25.1 Altered super contributions to show amount attributable to this period (special)

24.1 Added macro replacement in bank filenames: ~D~ will be replaced by payday in YYMMDD format, ~U~ will be replaced by username, ~B~ will be replaced by the batch number. Example: PAYROLL_~D~_~B~_~U~.TXT will be created as WAGES_080124_123_Matt.TXT (note this is the preferred order as it makes it easier to sort by filename, however it's your choice). If macro substitution occurs, then you will be prompted to confirm the filename so you can alter it further if required.

24.1 Added UFI and ACPI codes for ABA banking systems to Company Setup..Bank. Corrected ABA account number layout (right justified in available space) in direct credit file.

24.1 Added GST on Time earnings option to Company Setup..Options. This affects GST Registered employees (subbies and contractors etc) only

24.1 Added Auto-hold if not due for pay flag to Company Setup..Options. This has the effect of placing employee's pay input on hold for imported timeclock time and standard Pay Input if the employee is not yet due to be paid

24.1 Added "shift" indicator to allowances - this is reserved for use in processes where shift workers have additional bonus or leave entitlements calculated based on shift work performed.

23.1 Release build 500

23.1 Added text search to account and job edit screens

23.1 Altered Australian version to set PAYG calculation to zero (or a flat tax rate if required) for Agent/Contract staff - this allows these employees (subbies etc) to be processed for superannuation, workers comp etc without attracting PAYG.

23.1 Released PNG (Papua New Guinea) version

23.1 Added "Leave without pay" flag to special leave code descriptions. This allows recording of leave without pay, forces zero hours to prevent dilution of actual hours worked, and processes a zero-balance pay so that the leave without pay is recorded.

23.1 Altered lookup list on Special Leave descriptions to show description (if any) in the selection list.

18.1 Corrected reminders editor to operate correctly when adding a new employee, and to display the employee list only if required

18.1 Corrected edit error when manually eliminating KiwiSaver entries in employee pay history. Note, users should use the late opt-out method if the employee is opting out by unticking the enrolled option (even if it's grayed out) - a report will be produced showing the effects on your payroll, IRD and accounting systems.

17.1 Added option to Annual Leave Assistant (Pay Input), to pay out \$value as per liability report as an alternative to paying out estimated leave accrued. The proportion of a week will be automatically determined from the amount being paid.

16.1 Added "Works rostered hours" option to employee screen so that such employees have pay input for other leave (non-annual) default to unlocked - avoiding unnecessary Assistant display/averages etc that don't apply to such employees.

16.1 Altered pay input options for all leave to avoid automatic assistant display if employee leave settings are non-compliant. Assistant still available to those non-compliant users who wish to use it.

16.1 Altered leave assistant screens to "hide" irrelevant calculation details where possible (can be displayed by clicking "show" option)

16.1 Added ledger setting for Employer KiwiSaver Cost account - costing transfers will debit this account and

credit the PAYE Control Account (so that when you pay the IR345 it includes any Employer Contributions)

16.1 Added lookup to employer edit screen (nanny systems)

3.1.2008 Added new-look and easier to use lookup and editing screens for payroll codes

19.12 Added CheckSettings routine to test for minimum employer contributions set for KiwiSaver for each of the next four tax years. Also re-checks employee leave settings and updates to 4 weeks or equivalent automatically and produces report. Triggered during every SetCompany and during end-of-pay processing.

19.12 added new tax rules for 2009

19.12 added new Kiwisaver rules effective from paydays on or after 1 April 2008, including:

exclude Casual staff from auto-enrolment in KiwiSaver

exclude redundancy from gross pay definition

auto-establish correct base subsidy rates for 2008 to 2011

New IR345 form with provision for Employer tax credits for KiwiSaver

This version release uses the latest VFP runtime (v9SR2) and consequently will be released including runtimes in both updates and installs until CD Release.

V8.9

19.12 Amendment to Nanny Billing module (version B) to cater for WINZ care subsidies

18.12 Added support for TimeTarget SYBIZ01/IMS type CSV time clock format files (used via Wizards..Time Clock Import)

7.12 Modifications to Leave Valuations and appropriate pre-selection of rates in Leave Assistant screens to cater for new Split-Rate employee flag so that the appropriate average is used instead of the highest ordinary pay rate. Modifications also now take account of the Holidays Act setting to ignore last 4 weeks average for annual leave average selection if set in Company Setup.

6.12 Added flag to employee contract (Edit employee..More) to indicate if employee is paid varying rates for different work (split-rates), and that leave payments should be made using an average rate rather than highest ordinary rate. This enhancement is made available due to a Labour Department determination regarding split-rate employees.

3.12 Added refund options for KiwiSaver opt-outs and late opt-outs. Refunds, if any, made by the employer should be paid outside SmoothPay (eg. in your Creditors system), as the pay history entries will have any refunds automatically removed and net pay adjusted to compensate for the deduction. A refund will generate a memo report advising the affect on your accounting systems.

3.12 Altered various reports to better indicate KiwiSaver content (KiwiSaver history from Pay History screen), added "IR348 Schedules Summary" to Reconciliation Reports (using rounded earnings totals instead of exact amounts, as per the IR348 reports), added "Earnings Summary" and "KiwiSaver Contributions Summary" reports to Employee Reports, added "KiwiSaver Reconciliation Report" to Reconciliation Reports. Retired the old IR12 certificates and reports.

27.11 Added option for "employees not paid since " (defaults to date six months ago) to Employee summary listing

13.11 Added support for Wizbang PMS time import. WizBang provides systems for the hospitality industry. More info available at www.wizbang.co.nz

23.10 Added selected department option to Pay Range Summary/Detail reports

19.10 Correction to removal of stored leave entries from standard pay transfer to current pay

19.10 Correction to Special Leave recording to retain special leave sub-type in leave records (for Leave Taken Analysis Report)

8.10 Edit option provided in pay history to allow erasing of KiwiSaver contributions if processed incorrectly. This option available under supervision of the helpdesk only (requires password), and all changes are logged.

8.10 Alternative internal backup option implemented to avoid situations where unable to complete pay processing due to file ownership conflicts with backup files created by users with stronger access privileges. Internal backup file will be named "username".zip in such cases instead of the usual data.zip.

5.10 Added new "Scale rates" option to deductions. For an amount per period type deduction, a scale can be implemented (say for union fees paid at different amounts per pay depending on total hours worked), and for Earnings x Rate type deductions the rate can be set based on the total earnings for the period (or use the fine-tune options to control which earnings are used).

4.10 Added "Invalid" notation to direct credit reporting to identify invalid accounts which have been ignored during processing

4.10 Added support for TimeQ Plus swipe card attendance system

3.10 Added customised union fee scale deduction rates for specific site (899) based on hours worked

26.9 Re-implemented ACC Calculations Report in IR68 and ACC Reporting and distributed the latest ACC rates for 06/07 and 07/08

26.9 Added General Journal IIF costing file production for QuickBooks to supplement the current Nanny

QuickBooks invoicing options available in SmoothPay.

25.9 Replaced SMTP component with one supporting XTRA's new security requirements. If you have an XTRA email account please ensure that your settings are updated in Control Centre..Email Setup. XTRA users should be using the following SMTP settings: SMTP Server=send.xtra.co.nz, port=465, logon required, your_user_name@xtra.co.nz, your_email_password, SSL (secure connection) is required.

24.9 Added new SMTP ActiveX control for XTRA's new SSL (secure) email service. Requires that the username and password be established in Company Setup..Email Settings, otherwise SmoothPay will attempt to use the older smtp component.

21.9 Added the ability to alter individual pay input (and historical pays) status to indicate that the pay is an Extra Pay (e.g. BONUS only pay) or Leave Without Pay. If Leave Without Pay we advise you use a Special Leave code and enter the number of days, but set the hours to zero (otherwise the employee's pay may contribute hours towards annual leave calculations if inadvertently not flagged as leave without pay).

20.9 Added housekeeping code to Issues checking to deal with any unlinked bank account records, duplicated employees and orphaned pay input entries that may have been left over from maintenance and corrections. Also, reduced number of warning messages displayed (esp Agent/Contractors)

19.9 Added "notifier" to SubCAT/MultiCat systems to advise when time import files are available for immediate importing

19.9 Modified Company Setup..Options to allow hours/weeks leave balances to show as days on payslips if required. Note that the hours/days display is based on 8 hours per day. Weeks/days display is based on the number of days the employee is assigned to work in a standard week - default is 5.

4.9 Added "Reprint Payslips" option to Pay Period Reports menu to permit reprinting of all or part of any batch of payslips without requiring the use of the ePayslips module. Note that output goes direct to your default printer.

4.9 Added TSB to direct credit file output options (TSB will accept emailed direct credit files at present after customer signs disclaimer, until their online batch facility is finally available). These files are in the same format as ASB FastNet (MT9 format) at present until TSB finalise their own file format.

22.8 Correction to display of employer kiwisaver contributions on bulk production of payslips

22.8 ePayslips: Addition of troubleshooting option so that copies of all payslips produced by email are also sent to SmoothPay for analysis, and option to password protect employee payslips using password set in employee..more screen (otherwise no password is set at all). Also updated user guide with troubleshooting tips.

15.8 Additional checks added to Quick Pays to ensure KiwiSaver records are added/alterd as required (required by specific user writing direct to pay input file).

15.8 Corrected version checking for ftp updates

15.8 Added zip capability for Nanny system EDF and KS1 ir-Files

14.8 Added payslip message to show gross employer contribution for KiwiSaver (if any)

13.8 Added descriptions to standard reports .. Allowance/Deductions schedule for PAYE deductions (includes all IRD deductions: PAYE, Child Support, Student Loan and KiwiSaver)

V8.9 July 2007

4.7 Payroll Codes..Bank Accounts now prevents changes to bank account numbers if they have been used in a prior pay period, to protect integrity of pay history. If an employee changes bank accounts then you should deactivate the old code and create a new one.

3.7 Corrected earner premium maximum calculation rules on extra-emolument earnings

2.7 Removed ACC premium calculations from IR68 schedules due to difficulties in obtaining levy data in a timely manner and usable format from ACC.

Simplified opening financial totals capture screens by removing all time entries bar ordinary (now just called "time") and hiding the number of weeks displayed onscreen. Also added reminder that leave balances must be entered on employee leave setup screens.

V8.9 June 2007

28.6 Provide new summarised costing file export option (Company Setup..Ledger) to reduce the detail sent to accounting systems, if required.

Extended SmoothPay update options available from the "Planet" icon in the control centre toolbar. The new recommended option is via our ftp server, bypassing the constant problems users experience with Internet Explorer, though the traditional website option is provided as well.

Reversion to prior tax calculation rules until ep calcs are checked and corrected.

Added 2007/2008 PAYG tax rules (Australian systems), and minor corrections to suit Australian business

terminology and rules.

21.6 Correction to limit earner premium calculation as part of PAYE on extra-emolument and retirement/redundancy payments. Choc fish awarded.

19.6 Added custom .\EDF.CSV and C:\IRDDC.TXT direct credit file output to IR345 production for site 376 (multiple employers in a single company)

12.6 Added Group Scheme Schedule to Standard reports to provide an audit trail of group scheme payments (and opening/closing balances if applicable).

Added "no print" option to Finish Pay as customisation for a bureau site – this is NOT recommended

Following an advisory from IRD that they have an error in the specifications for the IR345 from 1 July (no provision for Employer Contribution on the form) and that no corrective specification is currently available, we have determined that any employer contributions will be shown as an extra value on the report produced by SmoothPay and will be included in the total payable.

IR345 schedule screen updated to indicate irFile name

irFile guide updated

V8.9 Apr/May 2007

29.5 Change (minor we hope) to the guessing of the next payday when Finish Pay is selected – esp for mixed pay cycles.

Modification to the checksum algorithm used by ASB direct credit files to suit new ASB Fastnet Business format

22.5 Option added to Wizards..ToolBox to provide historical data archiving by moving data over 2 tax year's old to a history folder. The option to view historical data is available at the foot of the Reports list. This utility has required the backup and restore processes to be modified to include the new sub-folder and any data it contains, and to recognise historical content during recovery – this is all automatic and ensures a complete historical pay history is retained in your backup files. This improves system performance, yet provides access to historical data easily.

Altered MoneyWorks ledger export to separate employee totals instead of aggregating by cost/job code.

Optimised employee list loading (esp for larger employers) to increase performance by up to 400%

8.5 Altered Profax/Accredo ledger export file to extract GST if specified by allowance setup and post as contra entry. Entries must be inclusive of GST for this to work correctly, or if that doesn't suit then the employee must be set as GST on Payslip or Tax Invoice to have the GST calculated appropriately. Also added default branch/dept option to Profax ledger settings for contra and GST entries.

7.5 Added ABN to Australian standard payslips

Altered Leave Accrued Report to skip reporting options dialog

Added support for alphanumeric badge numbers in Resman time import

Added default 8hr/day divisor for leave entries in Resman time import if not explicitly set (file spec provides for number of days as part of each detail line)

V8.9 Apr 2007

30.4 Customisation to Standard reports to produce Direct Credit file as part of Allowance/Deductions report for site 1101

27.4 Customisation to Standard Reports to produce GL acct/job/emp detail report for site 1101

23.4 Modified automatic deduction of Tax Arrears payments to use weeks (instead of pay periods) as basis for calculation of 10%, before comparison with 20% of gross earnings

20.4 Added employee and date range options to Annual Leave audit report

11.4 Corrected raw XLS export and view if pathname contains spaces

3.4 Corrected OSA Financials importer to ignore cycle if not present when creating new employee

Recruitment Superannuation (Australia): added option to produce report quarterly, and altered to include gross earnings as superannuation basis

PAYG Instalment Activity Statement (Australia) now includes a quarterly option.

Added support for Acroprint Attendance RX timeclock import (refer SmoothPay Guide for Acroprint ARX)

V8.9 Mar 2007

14.3 Added variant to Nanny Billing module for QuickBooks

CD RELEASE

2.3 Corrected direct credit output file for macro substituted text (eg. Employee name)

2.3 Corrected changes from 19.2 that show group scheme descriptions on net pay direct credit schedule and reinstate group scheme deductions statement particulars, code and reference.

1.3 Added Annual leave audit report

1.3 Improved Excel employee importer

V8.8 Jan/Feb 2007

- 27.2 Corrected RDP Report to show correct average weekly hours for last 52 weeks
- 22.2 Correction to net pay rounding for non-cash net pay whole dollar rounding. Also added message if any net cash content cannot be rounded to at least the next highest 10 cents (generally due to being used in conjunction with a percentage based bank account).
- 20.2 Correction to RDP Report for selected date. Now excludes pays since specified date, and starts with 27 and 363 days prior to date required (for last 4 weeks and last 52 weeks respectively)
- 19.2 Added extra encouragement to keep Smoothpay up to date. Messages will be issued at the end of each tax month if SmoothPay is out of date.
- 19.2 Added Group Scheme description to direct credit schedules for individual employee payments
- 19.2 Added "Redo Direct Credit" option to Wizards menu for convenience (saves having to perform a backup to use the option from the ToolBox)
- 19.2 Added Extra Pay option to finish pay and Wizards..ToolBox..Correct pay dates screens. This has the effect of excluding the number of pay periods in the batch from Holidays Act calculations, whilst still including the paid value if applicable.
- 19.2 Gofast option added (experimental) to improve performance of large datasets over network (speeds up employee list refresh, approx 500% faster so far) – settings may be altered in company Setup..Options
- 19.2 Added prompt for PAYG Instalment Activity Statement at month end
- 19.2 Increased "encouragement" for KiwiSaver enrolments on new employee screen to help prevent incorrect opt-out when employment starts, or opting-in when not required to enrol.
- 19.2 Auto KiwiSaver enrolments added to employee imports (spreadsheet, Resman and conversions from other payroll systems). Not applicable to HAPI employee import (as all employees are contractors, so enrolment is optional).
- 8.2 Modified Westpac QuickPay diskette file to use last 2 digits of batch number on file header instead of hard-coded "01"
- 8.2 Customised new employee leave settings to percentage for site 1020
- 7.2 Added custom payslip for Base
- 7.2 Received IRD approval for April and July 2007 IR348/IR349 schedules
- 31.1 Added Child Support variation codes to IR348/9 and modified July IR348/9 for certification (pending)
- 31.1 Added option in email setup to use company email address as an alternative for SMTP emails
- 23.1 Completed KiwiSaver changes, ir-File support changes and reports – refer KiwiSaver help note for full details
- 23.1 PAYE rules for 2007/2008 (increase in Earner Levy maximum and Student Loan repayment threshold)
- 11.1 Correction to special code for WildWest to display actual:expected hours ratio on payslips
- 10.1 Added supporting data fields for KiwiSaver scheme and altered company, employee and pay input screens

V8.7 Dec 2006

- 20.12 Cash net pay rounding now applies to all users.
- 20.12 Correction to first sick leave entitlement where the employee starts on 31st and anniversary occurs on 30th
- 19.12 Correction to annual leave shown *to date* on payslips where leave accrues annually and anniversary occurs in current pay period (this method of display is not recommended).
- 13.12 Altered pay rounding for earners having less net pay than previous tax rounding adjustment to produce a net pay of zero
- 13.12 Altered Nanny Billing System IR348 to produce separate IR348CSV files for families having multiple self-employed (IR56) staff, added employer flag to indicate they do their own IRD reporting and filing (suppresses production of IR348 ir-File, and displays advisory on IR345 Schedule.
- 12.12 Added option to exclude 4-week average from annual leave assistant valuation check (avoiding pre-selection of a potentially higher value due to recent back pay, productivity bonus or overtime). SmoothPay includes the last 4-week average as a candidate in the selection process by default.
- 12.12 Added option to auto-adjust salaried staff ordinary hours for any leave entries added during Pay Input, so that the total hours equal the usual hours per period. Adjustment will be performed only if possible on positive value ordinary time entries.
- 6.12 Released new sample leave application form (available on website)
- 6.12 Modified relevant daily pay assistant to provide option for entry of hours. This automatically sets the number of days to an appropriate proportion (similar to the annual leave assistant screen)

6.12 Added option to have the % Time Input button displayed or not (off by default)

V8.6 Nov 2006

- 27.11 Archive files are now encrypted to prevent XTRA stripping content from the files if sent to another location via email. This affects backup, restore and firstaid file recovery utility.
- 27.11 Corrected backup if A: drive still being used as offline backup destination. Floppy disk drives and media are not recommended (use network, USB or FTP options preferably).
- 24.11 Updated PC TimeClock to provide an option to display employees and their status
- 23.11 Altered Relevant Daily Pay Report to include number of days per week from employee contract, and average gross per day
- 23.11 Added PAYG Instalment Activity Statement for Australian systems, and implemented Report list filtering based on country
- 23.11 Added flag to Company Setup..Options to identify company as linked to PAYE Intermediary (a separate PAYE Intermediary module and user guide is available from our website)
- 23.11 Added PAYE Intermediary module for bureau users. This module generates Electronic Payment Schedules (an electronic version of the IR345/6 form) for submission via ir-File, an audit trail showing amounts and date ranges per contributor, as well as a direct credit file for payment to the IRD from a Trust Account.
- 21.11 Added daily \$value to Relevant Daily Pay Assistant print option, and a new option to permit entry of a \$value in the Assistant screen for the leave being taken (this option should only be used if you know EXACTLY what the employee would have earned had they been at work, and must include any possible overtime, allowances, bonuses etc that may affect the amount).
- 20.11 Added automatic ir-File zip for Nanny (multiple employers in single payroll) system. Requires IR348 output filename in Company Setup.
- 17.11 Mods to Nanny Billing to identify and consolidate IR56 earners into a chargeable customer bill
- 10.11 Disabled access to "Unlock" and "%" options in Time Input screen for holiday leave entries if processing Final Pay
- 10.11 Added FTP backup option so data can be stored on SmoothPay's offsite storage (this is the preferred offsite archive method, rather than email due to XTRA's corruption of data sent as an email attachment)
Added new Nanny Billing Module (custom) to provide billing editing, direct debit file production, and invoice batch for import to QuickBooks

V8.6 Oct 2006

- 26.10 Access to Group Schemes setup now available to Free/SBE and LITE versions so that these systems can comply with legislative requirements to collect subsidies for KiwiSaver and other superannuation schemes
- 26.10 FirstAid recovery tool added (firstaid.exe in SmoothPay Program folder)
- 26.10 Replaced "Skins" changer in SmoothPay toolbar with "Remote Assist" option (we seem to be assisting users more this way these days, not only with SmoothPay training, but with technical assistance too). This must be used under the direction of the HelpDesk only.
- 24.10 Added Australian Superannuation calculation rules, HelpNote and Superannuation Clearing House contributions CSV file
- 24.10 Correction to merging employees to also merge any group scheme memberships without error
- 16.10 Updates to special code for Lauranka timeclock imports to automatic attendance bonus calculation
- 12.10 Updated SMTP dll for ePayslips and SmoothPay
- 12.10 Added email address import option to Excel Employee Importer

V8.6 Sept 2006

- 25.9 Added custom payslip style for site 899
- 25.9 Added auto comments to include start and finish times on imports from pcTimeClock, and to adjust time range comments to standard format for imports from Lauranka timeclock.
- 25.9 Added automatic 4-week adjustment utility to end of year detection and processing, also added to Wizards..ToolBox. Converts 3 to 4 weeks, 6% to 8% etc and produces an audit trail of changes made.
- 22.9 Modified pcTimeclock importer to add start and top times as a comment in the imported time entry (assists with the clock format input provided in Pay Input if changes are required to be made)
- 22.9 Moved to 9-digit IRD numbers – note that all older IRD numbers now have a zero prefix, and that any new employees with old format numbers must have a zero prefix entered.
- 21.9 Added Pay Input..Time option for ordinary time to be entered as clock entries by clicking the assistant button beside the hours field. This allows entries such as 08:00 to 13:45 etc and hours are computed automatically – whilst this is slower than entering time elapsed directly (eg 4.5 hours) it may suit those who

are using clock based timesheets or making corrections to timeclock imported data
21.9 Changes to payslip style within Pay Input..Print Payslip now take immediate effect
18.9 Added Employee..More..Contract fields to refine timeclock import rules – it's use is entirely optional, and only operates in conjunction with Wizards..Timesheet import (it has no effect on ordinary time input processes).
3.9 Added more refined net pay cash portion rounding (where employee has an odd fixed bank payment, leaving a cash portion remaining).
3.9 Skip warning on Australian direct credit file prep during Finish Pay
3.9 Added custom Monthly Earnings Analysis report option for site 766
3.9 Corrected summarised leave units taken total on Standard A4 payslip where multiple entries have been made in pay input.
3.9 Modified payslip styles to show abbreviated leave units type (d or w) if applicable on units used during period

V8.6 August 2006

31.8 Added custom pay history importer for RPL (personnel managers)
31.8 Corrected re-add pay totals wizard (may have skipped non-compliant leave entries)
30.8 Added extra check for non-zero value allowances so that a zero value pay may be processed (special case)
24.8 Added RecruitmentSuper subsidy report and csv export (Australia) to Reports..Returns menu. Also added automatic display of super contributions balance for tax year to Australian payslips (as long as the balance is not zero).
24.8 Improved Annual Leave pay input Assistant to provide days and/or hours input (auto calculates proportion of week)
24.8 Added option to employee bank accounts (Net Pay) to set additional calculation rules (percentage of net, GST content)
24.8 Improved HAPI Import Audit Trail report to group and total by department and employee. Modified automatic employee creation for HAPI import to set employee to Agent/Contractor

V8.5 August 2006

14.8 Altered automatic leave accruals (annual accruals only) to occur if the employee's anniversary date is on or before the current period ending date - so the accrual occurs a little later than previously (used to occur if the next period ending date for the employee was within +/- 3 days of the anniversary, however this affected staff leaving after the current period end date and prior to their next real anniversary date).
12.8 Added support for Australian bank account number formatting (we've selected 999999-999999### as the best layout for ease of input)
12.8 Added support for ABA format direct credit output file using Australian account numbers
12.8 Added Vines rapid pay capture to company setup timesheet options screen. Use of this option requires purchase of an Unlock key after the 30 day trial period. Refer HelpNote.
12.8 Added support for ANZ Online format (slight deviation from the previous standard GIFTS format).
7.8 Revised Finish Pay next period end and pay day method for better accuracy with mixed pay cycles
7.8 Revised import rules for PC TimeClock to use exact specified date and time range, or implicit range based on employee pay cycle.
7.8 Added reminder for ePayslips users to produce email payslips before finishing the pay period (epsrun) – ePayslips sets a flag to indicate they have been run

V8.5 July 2006

27.7 Auto-skip issues checking after update/restore if more than 200 employee records in company to save time for large/multi-site clients and bureaus.
27.7 Customised payslip style added (site 776)
27.7 Cash Breakdown now non-permanent setting in Standard reports, however if it's off it will not pick up cash net pay schedule or cash deductions.
20.7 Modified ePayslips production to use alternative format if base style is one of the "Lineflow" formats (uses a5 portrait, full detail).
20.7 Customised overtime entries to default to 1.25 multiplier (site 1016).
18.7 Corrected PC TimeClock 2006 importer to exclude zero or negative elapsed time entries – choc fish to Joe
13.7 Rearranged Input Audit to fit portrait (warnings moved to second line if necessary)

13.7 Added custom default to Long service leave when special leave selected

13.7 Added Cash Breakdown report to standard reports (picks up any CASH deduction codes as well)

V8.5 June 2006

28.6 Added custom report to Employee Reports..Monthly Earnings Analysis

28.6 Updated Australian PAYG rules

28.6 Modified tax code checking rule for Resman imports

20.6 Added Agent/Contractor and Student as employee types in Add New Employee to establish more appropriate default values. Student established with STC tax code, zero rate, zero leave entitlements. Agent/Contractor established with Withholding Tax code (no default rate – needs to be set manually), no leave entitlements.

20.6 A summarised version of the Holiday Leave Liability Report is now available as an option after selecting the report from the reports list.

19.6 Added IR346 reporting for SSCWT users (replaces IR345), and produced an updated version of the SSCWT HelpNote.

19.6 Added SSCWT and Contributions Report to IRD Schedules. Produces report for pay days in selected month, and reconciles with IR346's.

15.6 Added selected employee option to job costing analysis report.

15.6 Added a warning to the pay input screen if the number of pay periods has been overridden (though it does show the number of periods in the title section of the pay input screen).

15.6 Added a warning to the Pay Input Audit trail to indicate changes in pay rates, overridden tax, loan and child support and number of pay periods.

15.6 Added an option to Company Setup..Options to prevent "normal hours" being checked (stops the popup about overriding periods too).

14.6 Modified Pay Input..Time Input screen to "hide" hours and rate fields for day/week based leave entries. This is in response to repeated discovery of incorrect changes being made to the hours, but not making appropriate changes to the days or weeks entry (resulting in 8 hours equalling 1 week annual leave etc). An "unlock" button has been provided to unlock the leave fields so you can display and edit them if necessary (a warning will appear on the Pay Input Audit trail).

14.6 Pay history..view..reprint payslips now "hides" leave hours and rate for days/weeks leave types on payslips.

14.6 Moved employee email field to main employee screen for easy access (it's still in More..Misc too for now).

14.6 OSA Financials import reactivates terminated employees automatically if necessary.

22.5 Corrected Leave Analysis Report where employee accrues leave in weeks, but analysis required in hours (note, this means the report contents may provide information that is not compliant with the Holidays Act).

22.5 Revamped Issues and Warning messages related to leave settings to encourage users to comply with the requirements of the Holidays Act. Checking is skipped for contractors (GST registered employees), Withholding tax employees, and working proprietors (typically business owners and directors – also typically having their leave settings at zero, though leave can accrue etc for these classes of employee if desired.) In addition, strict observance of the Act regarding anniversary dates is encouraged, unless the option to not check anniversary dates is ticked in the Holidays Act settings in Company Setup.

2.5 Password now required for accessing wizards..toolbox..reprocess batch, due to number of instances of bad processing practices causing IRD reconciliation problems etc and use when a better method should be used instead. Client must call helpdesk to obtain password.

2.5 Modified method used to select data for leave transactions printed from employee screen to avoid data "drop-outs" occurring.

2.5 Added "Edit leave comments" option to all leave types

2.5 Added alternative format Standard reports detail listing to show dates for dated input users, and totals by date for earnings and allowances.

V8.4 Apr 2006

11.4 Added HAPI option to company setup screen (Options) to permit HAPI users to continue to import data for use with other ledgers

11.4 Added option to Company Setup..Holidays Act to explicitly show hours and rate for leave taken on standard payslips (default is to hide this information if the employee accrues leave in days or weeks on standard payslip styles).

8.4 Added **SSCWT** support for employer contributions to employee superannuation schemes (HelpNote

available)

25.3 Added **PayGlobal MagScan** card reader file import to Wizards..Timesheet Import (HelpNote available)
Added Who's In? option to MagScan importer, so user can see at a glance who is swiped in and who isn't – this info can be printed too.

MYOB Payroll importer improved from just basic employee data to include all available payroll history as well (required for RDP and Holiday average calculations), and all allowance/deduction codes and rates as well. Unfortunately, there are significant limitations in the data retained in MYOB, so a full 12 months history is seldom achievable. This importer is now available in Wizards..ToolBox.

Added XLS pay history importer (available to HelpDesk only via “dev add pay”) to enable history imports for other payroll systems that do not have specific importers already built-in to SmoothPay.

SmoothPay HelpDesk can now assist with transferring employee and pay history information from **BASIS** (dataflex) Payroll.

Initial beta release of new PC TimeClock (2006) which provides a multi-station, department oriented time capture application for use on older/spare pc's (at time of writing, a refurbished Pentium 4 pc with Windows XP costs around \$400, so it makes for a pretty inexpensive time capture option for larger employers).

Added **PC TimeClock 2006** time file import facility to Wizards..Timesheet Import (HelpNote available)

Updated **Synergy Payroll** importer to ignore archive file batches that have already been imported from transactions (the transaction file is not always cleared after each end-of-year and caused duplicate entries in imported history). A synclean() utility has been developed (access via command only) to remove these duplicated transactions. Better default units are used for imported data, as the synergy payroll treats salaried employees as receiving 1 hour per pay period (utility program FixOneHour() now called by the importer program, and available via command)

Updated **Visual Payroll** importer to include basic pay history for RDP and average calculations. The import process could potentially be improved further down to individual transaction entry, import of allowance and deduction codes and cost centres too if required – please enquire.

Added better check to prevent SmoothPay being started more than once (uses semaphore instead of findwindow)

V8.4 Feb-Mar 2006

24.2 Added check to Toolbox..Reprocess Batch to prevent re-processing most recent batch (advises using Restore instead).

Added check for current pay input if tax code or rate is changed.

21.2 Added field to Company Setup to provide for additional file path for a copy of the monthly IR348 efile to be placed. Handy if you prefer the IR348.CSV file to be placed somewhere more convenient, or if you are processing irFile for more than one company – you can zip up the resulting files from a common folder and submit them en-masse. We advise that you clear the folder after each successful irFile submission to avoid sending old files.

20.2 Added check for current pay input if employee pay cycle is changed

Added input mask to permit correct entry of time to accrue next anniversary instead of relying on default input mask – thanks Jackie

Added extra decimal place to group scheme rate/amount attempted field (now allows entry's like 0.125 etc)

Altered Pay Input by % button keystroke/click check to make access reliable.

Added cleaner to rebuild process to remove files installed incorrectly into data folders

Added Pay Rates Report to the Employee reports. This shows up all changes to the employee's ordinary rate of pay during any selected date range.

Altered Group Scheme Members Listing to provide selection options for selected employee and for entries to be included only if in employee's standard pay (ie entries currently being used).

17.2 Replaced 5-cent rounding with 10-cent rounding for cash net pays, as 5-cent coins are withdrawn from circulation

Updated IR348 and IR349 computer generated Employer Monthly Schedules to meet the new specifications which enable the IRD to process these reports via scanning. This change may cause parts of the new layout to be outside the printable area for some types of printer. In these cases you may still produce a report (the previously approved format) by choosing the “Old format report” option as a temporary measure (available until August 2006 so any users having problems can report and have them dealt with).

9-digit IRD number validation has been implemented – note that the current 8-digit format is still used in reports, IRD returns etc as it doesn't actually come into effect until April 2007, and saves you having to observe the “leading-zero” rule that will be required for all 8-digit IRD numbers in future.

A warning message box has been added to deductions edit screen to help prevent users processing child support deductions incorrectly (an advisory is already on the deduction input screen, but is often ignored by

users). Pay Input..Deductions also checks for incorrect use of Child Support as a standard deduction, and the Pay Input screen "Override tax, salary etc" button has been relabelled "Tax, salary, child support...". A warning message has been added to Child Support Override in Pay Input to help prevent it being used incorrectly.

Added 2006-2007 tax rules. Note that ACC rules for 2006-2007 are not available until later in the year (around October), and in the meantime, last year's rules are used instead to provide an indicative accrual.

V8.3 Jan 2006

13.1 Added "Edit leave comments" button and screen to employee annual leave maintenance

12.1 Disabled lieu days field for overtime entries if employee accrues lieu time in hours (helps prevent confusion for those users not complying with Holidays Act requirements – such users should use Pay Input..Amend Lieu instead)

12.1 Hours entered for salaried employee's now show on the Pay Input summary instead of being overridden by the representative salaried hours.

V8.2 Dec 2005

21.12 Modified OSA cashbook transfer to not use nameid (as it's different to that used by the cashbook)

20.12 Added "Net Wizard" button to allowance input screen to calculate a gross amount so the employee ends up with a specified net value (calculates gross from net). This should be used AFTER entering all other pay entries, and begins by setting the allowance amount to zero (to get a baseline net amount), then progressively attempts various allowance gross amounts to increase the net pay by the required amount.

14.12 Special options for wildwest() to show hours worked vs. scheduled hours for salaried staff on payslips from PE 30 Oct 2005. Also shows hours for salaried staff on Pay Input summary screen.

14.12 Added special code for nznss() to provide combined Employer/employee in a single company for ease of processing – refer HelpNote 'NZNSS'.

1.12 Added checks for properly formed email addresses. Warnings are now included on employee screen and Issues Report.

1.12 Suppress "future dated sick leave anniversary" warning if the roll date is +/- 3 days from the current period ending date

V8.2 Nov 2005

18.11 Modified OSA Financials integrated systems to automatically update employee info, and allocate actual costing automatically (no question asked). This saves having to remember to do these things.

Also modified so that proprietors timesheets are no longer imported (affecting standard salary entries), and entries for terminated employees are not imported.

02.11 Correction to "1924 Paycontrol is not an object" error, and more thorough checking for exclusivity when posting pays for the period (Finish this pay)

02.11 Correction to enable Pay Input salary options if site opts to override Holidays Act options for salaried staff and employee has applicable leave entries (previously this option was disabled if employee had any leave entries at all).

01.11 Modified registration wizard to provide for discount voucher number entry, selection of applicable discounts and quick-links options to save time.

01.11 Rental, temporary or intermittent licensing option is now available (\$25 per month, per company).

Handy for companies that employ staff for seasonal work (say 2 or 3 months each year), company closing or sold but payroll needs to run for a month or two more beyond normal annual maintenance anniversary, and also for companies evaluating SmoothPay that have imported data from another payroll system and exceeded their trial use, or wish to process pays for more than one company during the evaluation period.

01.11 Correction to time import utility from OSA Financials (omitted scan of history table in certain situation)

V8.2 Oct 2005

26.10 Leave Taken Analysis report can now be grouped by department

26.10 Removed Holiday Leave Availability Report which shows annual leave balances by department (redundant as duplicates available report but with insufficient detail to support the values shown)

26.10 Mods to OSA Financials timesheet importer: Now consolidates entries by job number, skips time import for monthly salaried staff, and provides a cost allocation facility to directly update the OSA Financials job payroll costs for any specified month (defaults to last month based on current period end date). Also turns off dated pay input option (if set).

12.10 A5 Portrait payslips added (same layout as 2-up payslips, just one per A5 sheet)
12.10 Initial release of Importer from Synergy payroll
7.10 Added Holiday Leave Availability Report which shows annual leave balances by department (special request)
5.10 Enhancements to Leave Liability report to show any non-zero balance remaining from last anniversary for employees who accrue leave in days or weeks, and to also show the hours conversion multiplier used if no historical pay input data is available.
5.10 Correction to fall-back calculation of hours for Leave Liability and Final Pay where employee accrues leave in hours or days and there is no historical pay input data on which to base any negative balance remaining from last anniversary (was treating this as a positive instead of negative conversion).
3.10 Altered leave liability and final pay calculations to ALWAYS recalculate days or weeks from pay history based on best average hours in effect at the time the leave was recorded (this is used only when calculating actual hours and cost of leave taken in advance resulting in a negative balance remaining from last anniversary). This is necessary as the method of leave recording may have changed since the entries were created (eg. 40 hours for 1 week being considered as 40 hours for 1 day etc), and because these entries are often incorrectly recorded. This may require user options to control, however it is considered to be the most reasonable method of dealing with the problem.
3.10 Correction to Leave Taken Analysis Report when output required in Days (converting from any other leave accrual method). This has also been refined by using best average hours per day as factor for balance remaining and to date instead of default 8 hours per day. Weekly average hours now shown on the report as well.
30.9 Revised RDP Leave Reports (Sick, Special, Alternative) to utilise average rate from last 4 weeks instead of best average form comparison of last 4 and 52 weeks)
Revised GetPayRate to examine historical records in period ending order to get latest rate instead of latest record (esp after opening totals capture)
Added checks to rebuild to ensure opening totals batch entries are regarded as weeks
Revised Last 12 months averages/4 week averages to display 1st day of 1st pay period if started since start of required pay range (info only)
Removed deduction of extra half-time component of work on Public Holiday from RDP and Average calculations. This was previously advised by Dept of Labour, but the interpretation of the Act indicates it should be included in gross earnings calculations.
Improved selection of current pay rate from current, standard and historical pay entries to support RDP and Average assistant screens and reports.
Modified Opening Totals capture to treat capture for monthly/bi-monthly employees as a single pay batch (per old system) as months rarely break evenly into days. The only other alternative is to import the data from historical records or capture pay history as individual pays. Also updated tax, period and number of pays entries in captured history records.
Improved change of employee Annual leave accrual method between hours and days/weeks methods. Now uses Best Average hours per week worked and employee's Hours Per Day to provide a better conversion than the old defaults of 40 hours per week and 8 hours per day.
Corrected Days and Weeks Leave Calculator screens to display elapsed days/weeks and to show calculations to current company period ending ("to date" was ambiguous).
Refined leave liability and final pay calculations for employees' accruing leave in days or weeks to attempt extraction of "actual" hours from pay history where leave balance remaining from last anniversary is negative. If no supporting pay history is available, the hours and value are determined from current or best averages. It is very important therefore to capture opening balances correctly, and to capture leave usage in the period it relates to.

V8.1 Sept 2005

26.9 OSA Financials integration and ledger type options. Has special code for OSA-SC account codes applied to employee timesheet imports.
26.9 Corrected display of annual leave balance for Casual Staff displayed on payslips and Annual Leave setup screen
21.9 Corrected display of available leave balances "to date" shown on payslips
16.9 Added folder explorer options to the About screen so that when program or data folder locations are clicked it takes you direct to that folder.
15.9 Added extra info on annual leave setup screen for non-casual employee's accruing leave on a percentage per pay basis to show the "Corrected" balance for payslips and/or leave reports. This figure takes into account the accrual due on any unused leave remaining from last anniversary.
15.9 Modified Standard Reports to generate collated and password protected PDF output in a single session

instead of via the standard exporter. This now prevents and corrects the preceding reports in the PDF from being blanked out.

15.9 Password protected PDF reports now have the print permission flag set so that the recipient can print the report/s.

15.9 A bureau site has indicated a preference to include the extra 1/3rd paid to an employee for working on a public holiday as liable gross earnings (after contacting the Labour Dept). We had previously checked this with the Labour Dept and were advised this should be excluded, so it's debateable and open to interpretation. We have implemented a change to permit this to be treated as liable gross earnings for this site. If you would like this option, please let us know and we'll make it generally available.

25.8 Added "gender" to employee detail report

25.8 Window envelope friendly payslips added for sites 766 and 786 (includes Tax Invoices too)

25.8 Exclude "Outside normal hours for period" message for site 776

25.8 Added check for detail band errors (caused by OEM printer drivers).

25.8 Added password to pdf export files (defined in Company Setup, initially no-password required)

25.8 Added BCC address option to email setup (company.bcc). This can contain multiple addresses (if they fit) separated by a comma, eg: matt@procomp.co.nz, boss@procomp.co.nz. This permits all messages sent via smtp to also be bcc'd (blind carbon copied) to nominated recipients. PC email client users will have a copy in their sent items which can be forwarded as required, so this option is not utilised for emails sent using this method.

25.8 Company..Security has been modified by adding an option to set a password to be used for all PDF format files created by SmoothPay.

9.8 Employee summary listing has been corrected to group employees in their correct department (1st one in each group appeared as last one in previous group instead).

9.8 Added extra tab to employee..More for Red Badge Group, and a Wizards..ToolBox..Employee Grid Editor to assist in quickly updating existing employee records

Added a custom Excel Timesheet file export for RedBadge to suit specific requirements and new fields added above. When used correctly, timesheets for over 400 staff can be imported in less than one minute.

Added NoColour() function for user request (site 255) to not display colour-bars in Pay Input and Pay Rate Assistants, and to not print the boxes and shadows on standard and 2-up payslips. Also increased font size in Allowance Deduction schedules by one point.

Added NoPeriodAdjust() function for site 276 to prevent Period Adjustment wizard from prompting user to change number of pay periods where employee's regularly work excessive hours.

V8.0 August 2005

Improved checking of files in use before update/restore (and corrected error message problem if files skipped).

Standard reports..Payslips (all versions) now print as a single report (and are subject to the report dialog options) and can therefore be exported to PDF etc as a single document.

Added facility to generate a single PDF document from Standard Reports which collates all selected reports, then optionally email the report file to a specified email address.

Added department selection option to Salary report.

Added employee IRD number and tax code to Pay Input Audit Trail (useful for checking).

Opening Financial Totals capture now automatically splits captured totals into weekly pays based on the number of weeks elapsed for the date ranges being captured. This ensures older data rolls off earlier for RDP and Holidays Act calculations, providing more accurate averages. These "pays" are given batch numbers in the -100 range for Current Tax Year entries, and the -200 range for Since Anniversary entries. Of course, the most accurate method is to capture each pay individually (or at the very least the last 4 weeks) however for larger sites this is entirely impractical (an import facility is available for data supplied to SmoothPay Ltd – call to discuss requirements). Comments welcome.

Email Setup option added to Company Setup. This allows you to configure SmoothPay's email options to suit your environment. For example, using the SMTP option means your client workstations do not even need to have an email client installed in order to send reports, backup files or error messages via email.

ACC Premiums have been updated to match the newly released ACC Levy Rates for 2005/2006. Note you can check your liability for ACC Levies any time, and for any prior year (and match against the charges actually made to your company by ACC to make sure you aren't paying too much).

Reporting options added to Employee Summary Listing to provide: Current employees, Terminated employees with date range, All employees, Employees by status (blue, green, black, gold) and Employees by pay cycle.

Corrected import from Jayped DDNC and Ace format timeclock files (date field not valid for these formats)
Corrected "Default method" balance of leave remaining on payslip (thanks Sally) for annual accrual employees. Was calculating extra entitlement for unused leave remaining from last anniversary.
Corrected email "display name" showing "HelpDesk" for emails sent as attachments via pc email client (does not affect email delivery). Thanks Jackie.
Correction to Leave Accrual report when used with "Exclude zero values" option. Thanks Jackie and Denise.

v7.9 June/July 2005

Days worked per week has been added as a field in Employee..More. This is used when determining daily averages from weekly earnings (defaults to 5 unless otherwise specified).

Annual Leave accruals in DAYS has been reinstated as an available option, and is suitable for employees who work a fixed roster each week and preferably have all time input entered with dates. A field for the number of days per week has been added to Employee..More screen. This is used as the divisor for average weeks when paying an employee annual leave on a per day basis. This means that if your employee works a 6-day week and accrues 18 days per year annual leave, set the days per week field to 6, annual accrual to 18, then when leave is taken, each day will be valued at $1/6^{\text{th}}$ of a weeks earnings. Similarly, if your employee works a 3-day week and accrues 9 days per year annual leave, set the days per week field to 3, annual accrual to 9, then when leave is taken each day will be valued at $1/3^{\text{rd}}$ of a weeks earnings. Annual weeks is the preferred method of accrual.

Annual Leave accruals in WEEKS has been added, and is recommended as the preferred method of accrual for compliance with the Holidays Act (except for Casual staff who should be paid an automatically calculated percentage accrual each pay, or paid an inclusive hourly rate at zero% accrual).

The Annual leave setup screen has been redesigned, and now has all available options displayed, as well as handy assistant forms in case you need to determine the best method of accruing leave, or wish to quickly calculate the amount of leave remaining (special calculators now available for hours, days and weeks accruals).

Added various Holidays Act related items to a new tab in Company Setup (see items marked *Holidays Act overrides* below. Note that these options have been developed to meet specific customer requests and observed usages (even if they may not comply with our interpretation of the Holidays Act), and their use will probably make your system non-compliant with the Holidays Act.

Holidays Act overrides: Added option to turn off anniversary date input checking (unless the date is really silly).

Holidays Act overrides: Added option to prevent automatic use of RDP rates when importing leave transactions from TimeClock systems and TimeSheet files.

Holidays Act overrides: Added option to not auto-check ordinary pay rates during time input.

Holidays Act overrides: Added option to not auto-display leave rates assistant during time input.

Holidays Act overrides: Added multiple options to ignore Holidays Act rules for leave entered during time input (basically allowing you to opt out of the requirements of the Holidays Act for salaried and non-salaried staff for Annual and Other leave types).

Holidays Act overrides: Added options to pre-select the ordinary pay rate instead of the "best" rate for leave entries in Pay Input.

Holidays Act overrides: Added option to treat accruals since last anniversary on Final Pay and Leave Liability report as:

Based on employee's entitlement [default], or

Based on minimum entitlement under the Holidays Act

Modified employee Annual Leave setup to automatically convert between days/hours/percentage each pay when the employee's method of accrual is changed. Note that days are treated as 8 hours by default, so any automatic conversion from hours to days or visa-versa will be calculated as if each day is 8 hours long. Note that this may cause issues where for example an employee accrues 144 hours annually and you change to days (20, as 144 is within the threshold of a 7 to 8 hour day), then you immediately change back to annual hours, the result will be 160 hours (20 days multiplied by 8 hours) – the rule here is to **check any adjustments** you make. Any changes also clear the unused leave accumulation type (if you change to days, any hours remaining are converted to days and the hours total is then cleared to reduce problems interpreting leave record listings.) Anniversary date changes for annual leave now instantly recalculates estimated leave balance calculated to date.

Leave Liability and Final pay calculations now treat employees who accrue leave in days by multiplying remaining days by the higher of the average hours per day from the last 4 weeks and 52 weeks (or 8 hours per day/5 days per week if no recent average) to produce the number of hours each "day" represents. We think this is the fairest method, however if you prefer a different option, please contact the HelpDesk.

Issues and Setup Problems report produced automatically after update install or data restore has been adjusted to ignore leave setup for contractors (having one of the GST options selected), overdrawn leave warnings (as it's quite normal for staff paid out at Christmas etc to be overdrawn until their next anniversary), hours outside the norm for the pay period (as many employers import data and therefore have zero hours entered in Standard Pays), and zero% accruals where inclusive pay rates has been selected as an option for casual staff. ***It is important that you print these reports and attend to any issues that may impact on your system's accuracy or Holidays Act compliance.***

Modified Bringups reporting to deal with exceptionally early reminder dates.

Time Input screen has been modified to display the Pay Rate Assistant button without having to enter into the pay rate field first. The Pay Rate Assistant is displayed automatically whenever a leave type is selected during Time Input (an option to turn of this automatic display is provided on the Assistant screen, as well as in Company Setup..Holidays Act options).

Redesigned Annual Leave Pay Rate Assistant screen to provide for input of the hours/days/weeks being used, an option to use all available leave (calculated to previous period end using AnnualLeaveToDate() function), an option to print leave rate calculations, and the usual selection of rates calculated according to the rules provided by the Holidays Act. If your employee accrues leave in weeks, an option is provided to enter leave (in the assistant) in days, if preferred, which caters for 5 or more/less days per week so you don't have to figure out the right proportion of a week if paying a half day or 3 days etc).

Correction to reinstatement of a terminated employee (caused fault in some situations).

Currently selected employee is now automatically used as the default "selected employee" option for Bank Accounts Maintenance (under Payroll Codes) and reports that provide single employee selection.

Leave Availability Reports for sick, special, alternative (lieu) now display the best RDP pay rate. Note that the total value is indicative only (each day is regarded as 8 hours), as the hours payable for Relevant Daily Pay can only be determined at the time the leave is actually taken. Sick Leave Availability now indicates incorrect leave setup for casual staff, or where no maximum has been established for ordinary staff.

Added PAYG (Australian) tax calculations for 2005/2006

Final Pay Assistant and Leave Liability Report attempts to calculate the value of leave used in advance of entitlement at COST by reference to previous pay history. This helps counteract errant attempts to override pay rates from the best average at time of payment to produce a correct final leave entitlement.

Employee..Annual Leave..More Info now provides a report of the employee's leave settings and basis for calculations.

Payslips now show the date at which leave balances are calculated (if shown on the payslip).

Leave balances to date shown on payslips are now "corrected" to take into account any percentage accrual due on leave remaining from last anniversary. In doing so, they now match the leave liability etc reports. Note that balances to date for employees accruing leave in days and weeks are calculated on time elapsed since last anniversary, whereas hours based accruals are based on employee's actual liable hours.

The "planet" icon on the toolbar (which takes you to the SmoothPay website) now closes SmoothPay after reporting the current version number of the software you are using. This allows you to apply updates from the website immediately without having to return to SmoothPay and close it down.

Leave Reports, added "Relevant Daily Pay" report to Leave Reports. Provides options for employee selection, "To date" and may include terminated employees if required.

Pay Input, added automatic checking and optional auto-correction to suggested number of pay periods should the number of hours entered not correlate with the number of pay periods set. This occurs as soon as the Pay Input is OK'd or current payslip is printed and after Final Pay calculation is used.

Pay Input: leave remaining has been removed from the brackets "[]" and instead is displayed more clearly by hovering the mouse over the leave type (displays a tooltip that contains relevant information about the employee's leave balance).

Extra checks have been implemented in Time Input units field to advise if leave hours entered are more than available.

ACC hours input is checked to make sure the number of hours entered is not more than 80% of an average week. Assistant now indicates what 80% would be in terms of hours and selected rate.

MoneyWorks users can now access the department code during department setup (to suit their department settings), and have access to the department selection list during time and allowances input. The department code is appended to account codes for the purposes of journal costing transfers from SmoothPay to MoneyWorks. A new HelpNote is available from the HelpDesk for MoneyWorks users.

Registry basedir is updated on startup so that updates can be installed from any client without undue effort (update installer references the registry setting).

New "Export" functionality implemented in this release. Provides ability to produce any report as PDF, XLS, DOC, RTF, HTML, XML, CSV, TXT etc, to optionally preview the resulting file, and to optionally send the resulting file as an email attachment. Note that email options can be configured from within the email option.

An option has been added to the display of any error messages to email them to the HelpDesk. This option can also be selected in Company Setup..Options.

FeedBack can now be emailed directly from the feedback screen, along with a copy of your data (generally required if you need something specific examined).

Backup/Restore archive images can now be emailed to a recipient other than the helpdesk (though the helpdesk email address is the default).

Final Pay Assistant is now operable for Casual staff by setting or clearing the Final Pay flag so that casual staff can be terminated using Pay Input rather than having to remember to do so using employee maintenance. Selecting Final Pay button a second time will now clear the Final pay flag. Cancelling from the Final Pay Assistant screen will leave the Final Pay flag cleared and remove the final pay holiday entries. Edit Employee will now clear any tax rounding "pre-payment" when saved if the employee is not paid cash and pay rounding is not in operation for the employee.

Rebuild will now replace any batch numbered ZERO with a real batch number.

TimeClock Import (Wizards) now provides an option to automatically add unrecognised account/job codes (if used). If you choose not to, any unrecognised account codes will cause the timeclock record to be rejected as invalid.

TimeClock and Timesheet imports now automatically use RDP rates for any leave being imported (depends on the information provided by the TimeClock data). An option is provided in Company Setup..Holidays Act settings to prevent this happening and use standard rates instead.

TimeClock Import now supports the old (Lauranka) and new (SmoothPay CSV) versions of the Lauranka TimeClock files. RDP rates are used for leave unless overridden in Company Setup..Holidays Act settings. A new Lauranka HelpNote has been developed which provides complete information and is available from the HelpDesk.

Timesheet import wizard (SmoothPay Remote Timesheets etc) and Excel Timesheet Importer wizard now automatically uses RDP rates for leave unless overridden in Company Setup..Holidays Act options.

MYOB (recent versions) job codes format can now be extended beyond the old limit of 5 characters in Company Setup..Ledger.

Comments entered during Pay Input now appear on the Allowances/Deductions History Report.

Timesheet file generation can now go to specified location (not just A: drive), and can be emailed direct from SmoothPay if required.

Wizards..ToolBox..Reprocess batch option now provides a batch selection (by period end date), and a report of Leave Transactions that occurred in the batch being reversed or reprocessed (if any) so that any annual leave accruals can be re-entered if required. Also added more scary text to make sure you have been guided in the use of the toolbox utilities by the HelpDesk.

About screen now provides hyperlinks to SmoothPay website (for updates, docs etc) and an email client link for messages to the helpdesk.

Lauranka Timeclock Import for serial 218 now uses stored pay rates per employee/account/job/activity combination for time worked. These are stored automatically when after viewing/editing time input, and are recalled automatically when importing time data. If you are interested in this option, please contact the HelpDesk.

Reformatted Employee Detail Report, and option to print single employee detail from employee record (useful for checking details with employee, or copy for employee file etc).

Reformatted RDP Leave Rate Assistant (for leave types other than annual holidays). This display breakdown by day (in the case of dated pay input systems, an option in Company Setup) and enables selection of a particular day for the purposes of the Holidays Act, rather than the usual daily average facility offered in the past.

v7.8 April 2005

Added support for Rabobank direct credit file for use with internet banking. Note that this format provides "Particulars" processing only ("Code" and "Reference" fields are not included in the file). This is important for IRD, Court and Welfare repayment identifiers etc.

Amended PC Timeclock time importer to identify dates formatted as dd-MMM-yy as well as dd/mm/yyyy, and times formatted as hh:mm:ss AM or PM (12 hour clock) as well as regular time formatted as hh:mm:ss (24 hour clock).

Payslip bank account privacy option added (eg Shows bank account numbers on payslips as: 03-2345-02****-00). This can be set in Company Setup..Payslip settings.

v7.8 March 2005

Correction to DDNC timeclock import report

Added Gender and default branch to Excel employee import
Added default for no payslips production for employees added via Excel import (for specific customer)
Added automatic "opt-out" from best relevant pay rates for specific customer – chooses ordinary rate by default
Disabled Lieu Maintenance from pay input screen for specific customer
Corrected backup to A: or B: options not working (worked OK with Other drive letter, or Other folder)
Extended the resolution of the net pay, allowance and deduction rate/amount fields to permit \$million+ entries.

v7.8 March 2005

Tax tables for 2005/2006 included.
ACC Premium and Residual rates included for 2005/2006.
Annual CD release

v7.7 February 2005

Correction to accrual of leave for percentage per pay employees who work overtime.
Correction to employee department settings and notes (erased if employee pay history viewed and employee screen exited without saving.)
Added Half-monthly pay period option.
Added facility for "Casual, zero leave entitlement, inclusive pay rate employees", to calculate and show \$value portion of gross pay on payslip in order to comply with requirements of the Holidays Act. This option can be selected in Company Setup..Holidays Act. The value of included Holiday Pay shows on the employee's payslip.
Pay Input warnings now display any tax rounding caused by previous pay (due to net pay cash rounding to next 5 cents, or whole dollar rounding). This is for info only to assist where PAYE calculations are adjusted for previous rounding.
PAYE calculations have been adjusted slightly from the IRD specification to better match the results indicated by the Tax Guide. This applies especially to Monthly and Half-monthly pay periods and may have a very minor effect on other pay periods. This also adjusts the apparent, but very slight, overstating of Student Loan deductions.
New report to provide details of leave settings and associated information. Leave Reporting..Leave Settings Report.
Added option to email any archive file from the Restore screen to the SmoothPay HelpDesk.
Added option to backup to specified folder for the external archive, and to specify how many iterations of each backup set to keep. NOTE: backups created in this way will always create a folder named "archive.nnn" (where nnn is the SmoothPay company number) in the specified folder, and each archive will be named data.zip through data.00n (where n is numbered 1 to a maximum of 9) for each copy of the data stored. This is consistent with the manner in which internal archives are numbered and stored.
Added branch and department selection options to Add New Employee wizard.
The "More Detail" payslip option used in conjunction with dated time and allowance entries produces a new style of payslip showing the dates entered.
Added Holiday Leave Liability report to automatic end-of-year reporting options.

v7.6 December 2004

Resman time import routine changed to prevent badge number update and fail the record update if match performed using IRD number and a badge number already exists for the employee in SmoothPay. This would have only occurred where a match is made on a fake (99-999-999) or duplicate ird number where the badge number could not be located, and would have updated the entire record with the resman employee information. This would have shown on the audit report produced by the import process.
Increased branch range for ASB bank account number validations
Added most recent payrate to Salary Report which will enable sites who store empty standard pays to get the required information.
Payslips now show correct balance of Alternative/Lieu days (if set in your payslip settings) including any alternate days earned and entered against penal time recorded for work on a public holiday. Note that "Adjustment" entries are recorded in the leave records and take effect immediately, whilst penal alternate days take effect once the pay has been finished.
Correction to sick leave accrual for new employees on their first anniversary.
Added Employee Import option to Wizards..ToolBox to import from Bizcom XLS file

v7.6 November 2004

Modifications to work around VFP runtime problem causing pay day or period end settings to be reset incorrectly (erratically) when finishing pay. This still sometimes occurs when editing company settings, and tracking this problem is still in progress.

Correction to Sick Leave accumulation (revisited and extra checks put in place as well as sanity checking before committing accumulation of leave)

Correction to bank account codes listing where employee no longer exists.

Additional options for Resman timeclock import to use Resman ID as match against employee badge number instead of SmoothPay's employee ID. Also, utility to update SmoothPay employee badge numbers with Resman internal ID's by matching IRD numbers (SetBadge() which imports a CSV file containing 3 fields: resmanid, ird1, ird2 (properly formatted) – it is ird2 field which is used to match). Timeclock import for Resman systems will also process a file EMPLOYEE.CSV if it exists and update/create employee info based on Resman ID to Badge number (or ird number match) to avoid re-keying information between systems.

Correction to accumulation of Alternative (Lieu) days for work on Public Holidays. This type of work must be recorded as Overtime/Penal, and the number of days affected entered in the penal days field. This records the number of DAYS only, not the hours worked on the day/s in question. This is to encourage correct implementation of the Holidays Act. If users wish to maintain Alternative days in hours, this can be achieved by adjustment entries from the Pay Input..Adjust Lieu, or Employee..Lieu screens.

Experimental implementation of "Easy Read" option in Company Setup..Options. This provides for full-screen magnification with some exceptions (eg Windows dialogs that are not under software control).

Wizards..ToolBox..Correct future dated sick leave option added.

Modified Chreos 3 ledger costing journal to include netpay/bank entries per employee. This requires the input of the ledger bank account code in Company Setup..Ledger screen.

Modification for ResMan users to implement rounding of overtime calculations on input and import to match their methods. This produces a rounded result that is not always accurate. ResourceWare are investigating correcting the precision of their calculations.

Use of Annual Leave Accrual in Days is now only available if the option is turned on in Company Setup. This method of accrual is no longer supported by the HelpDesk.

Restore from external source option is disabled in Test & Training Company. This has caused numerous problems with sites installing to a new computer, then restoring their older version live data into the test and training area, causing problems with version differences and requiring reinstall of the latest update.

v7.5 August 2004

More checking and warnings for incorrect pay day or period end settings when finishing pay to avoid setting to 2001 dates.

Correction to Sick Leave accumulation for employees starting less than 18 months ago where sick leave has been taken. This problem seemed random, but closer checks with assistance from users solved the problem. Thanks to those involved.

Added extra analysis options to pay input time and allowance screens for Profax systems. This permits selection of Branch and Department per transaction. The costing analysis file will accurately reflect the alternate code used by Profax in the costing export file produced by SmoothPay.

v7.4 July 2004

Correction to display of "Fine Tuning" screen when setting up new allowances or deductions from pay input session.

Additional checking for incorrect pay day or period end settings when finishing pay to avoid setting to 2001 dates.

Correction to HR Leave Recording where special leave entries contain an invalid special leave type.

Addition of new library to support sending of backup data via email. This appears to work satisfactorily with standard email tools (Outlook Express, Outlook and Netscape) but doesn't attach the backup file correctly if using Incredimail. This is being looked into by the library developer. In the meantime, the email is created correctly, but without the attachment, so attach the file ARCHIVE\DATA.ZIP manually if this happens.

Correction of error when adding first employee to new company.

Added Company option to ignore Holidays Act provisions for Salaried staff taking annual leave (they will still be applied for other leave types).

Added Wizards..ToolBox option to clear Payslip Messages (useful for ePayslips users who send payslips AFTER finishing the pay).

v7.4 June 2004

After feedback from earlier updates, we have further modified pay input screens to provide better

usability features:

A lookup button to indicate that lookup is available on code and rate fields (instead of just the F2 key)

automatic pay rate setting where appropriate (avoids the rate popup screens appearing unless requested).

automatic use of best pay rate for leave

more specific and informative pay rate lookup screens (now includes average hours based on 5-day week for easy reference – added to info in the “More” option). Thanks for feedback on this.

Automatic disabling of salary options if employee paid anything other than ordinary pay (if employee is salaried, a notification this has occurred is displayed, and any ordinary pay rates are corrected back to standard rate.) Thanks for feedback on this.

General release.

Correction to QuickPays and other wizards that import timesheet data to avoid variable not found message.

v7.3 May 2004

Modified Pay History screen to display in period ending date order (regardless of actual processing order, reprocessing of batches etc). Also implemented double-click action and persistent record selection (so list remains on current item after viewing payslip).

Altered titles for Overtime and Time in Lieu to Overtime/Penal and Lieu/Alternative where necessary to cater for legislative changes.

Added **penal days** field to pay input. Entry is optional, and should only be entered for work on Public Holidays. The benefit is that the Lieu/Alternative balance is automatically increased by the number of days specified when the pay is completed (Finish this Pay). Note that the recording of Lieu/alternative should be in days. The entries created by this routine are in days only, even if the employee is set to accrue lieu in hours. Modified Pay Input to automatically take salaried staff off salary if Overtime is entered. This enables correct processing of Penal rates for public holidays.

Added tax code, period, invnum (for tax invoice employees) and an info field to paybook history (to deal with changes in pay cycles and help identify weeks/days worked). These are posted during Finish This Pay. The info field is used to contain payslip messages for historical purposes, and also to contain leave rate variables that were in effect at the time the pay was committed – these are viewable on the payslip history screen.

Added display of invoice numbers (if applicable) on Pay Input Summary and Payroll Update reports, for reference. Note that reprocessing an old batch will cause a new invoice number to be generated (the next in sequence), and the old invoice number will no longer exist. Invoice numbers are also displayed on the pay history listing available from the employee pay history screen.

Leave Update Report (produced during Finish This Pay) is now displayed in alphabetical order within each leave type grouping.

Reinstated direct credit file location checking in Finish This Pay, using a slightly different method, so hopefully avoiding the errors that occurred on some systems previously.

An option to send a copy of your latest backup data to the HelpDesk as an email attachment has been added to the backup screen. This has been tested OK with Windows 2000 and XP using Outlook and Outlook Express, but doesn't appear to operate as it should with Windows 98 and IncrediMail. This is currently for testing and evaluation of the method used and may be changed in a future release with a solution that works for all platforms (if we can find one).

Added tax rules for Australian payroll users for 2004/05 (includes latest budget changes).

Added new fields to employee “More” screen and rearranged layout. The new fields provide a better basis for determining leave entitlements based on regular overtime, irregular work patterns, agreed special ordinary pay and agreed relevant daily pay. Note: Overtime earnings can be EXCLUDED from Ordinary Weekly Pay calculation if the employee does not usually work overtime (overtime is always included when determining Average Weekly Pay).

Added fields to paybook table to contain portion of overtime entries attributable to working on public holidays. This portion is determined if the penal days entered against an overtime entry are non-zero.

Modified pay input screens to provide better usability features (such as a button to lookup codes instead of just the F2 key), automatic pay rate setting where appropriate, automatic use of best pay rate for leave, more specific and informative pay rate lookup screens

Added option to “Clear payslip messages” during Finish This Pay.

v7.2 April 2004

Modified Leave Liability report to exclude casual employees.

Altered leave accrual to trigger when employee's next pay period ending would be beyond their next anniversary date, rather than using the current period ending date for the comparison. This tends to provide better accuracy, especially where employee's are paid erratically, and avoids recalculation problems

associated with display of leave balances calculated "to date".

Added option to exclude "Tax Tattler" from being displayed on employee earnings certificates (user request).

Added option to exclude employee names from the IR345 Report (user request).

Removed direct credit file pre-check during Finish This Pay process (causes some systems to move to a different folder and reported errors when the path exists).

Added separate column to Job Costing Report for a specific site to show overtime hours (to aid auditing of work on public holidays). If interested in this option, please advise HelpDesk.

Modification to Tax Tattler calculation to calculate number of weeks based on first working day to last working day (was using 1 April and 31 March). This results in a more accurate representation of the annualised tax value (and any under or overpayment), especially for monthly and 4-weekly earners.

Added report (developer mode only) to provide progressive tax analysis on pay history. This enables better diagnosis of pays that contribute to large under/over tax payments.

Modified "average annual rate" calculation to produce results closer to the equation [annual earnings / 52], however there are still unresolved issues relating to irregular employees and other exceptions, some of which are not sufficiently clear in legislation. Consideration is being given to producing an explicit "annual weeks" leave accumulation method which will resolve this particular issue in some respects, however the comparison with a "regular week" is difficult to accurately determine, particularly in the case of part-timers etc. It may be necessary to utilise (or replicate) the Standard Pay as the basis for this comparison, however most sites appear to use this as a relatively empty "skeleton" instead of a truly representative normal pay. An alternative would be to ask on the leave rate popup what proportion of a week is being taken (eg .2=1 day) and the number of hours, producing an hourly rate that more closely resembles the requirements of the Holidays Act. The second approach is preferred as the concept of "weeks" is difficult to implement properly where staff take part days, or work irregular hours. It could result however in a "day" of 3 hours being paid at a different rate to a "day" of 8 hours.

v7.1 March 2004

Added Staff Register to employee reports as required by the Ministry of Health.

Added support for SmoothPay HR module (in development) so that leave records can be maintained separately from Pay Input. Further suggestions and input is requested from users to ensure this facility can develop to meet requirements.

Added enhancements to leave reporting so that future booked leave can be printed out (leave transactions and leave taken analysis). Added "selected employee" option to leave transactions report so that employee can be given a list of all transactions in a single handy printout.

Leave Taken Analysis report: Added extra fields for leave balance remaining from last anniversary for sick and special. Added option to show employee start date and anniversary dates for each leave type.

Corrected anniversary date check in employee leave setup screens. Warnings will be displayed if you use a company anniversary date instead of the employee's real anniversary date, and an update to cater for this will be implemented in due course.

Added a default to last used folder when restoring from external archive (saves time navigating).

Added format template for Cognito MoneyWorks to ledger setup screen.

Modified Leave Liability report to exclude casual employees.

Altered leave accrual to trigger when employee's next pay period ending would be beyond their next anniversary date, rather than using the current period ending date for the comparison. This tends to provide better accuracy, especially where employee's are paid erratically, and avoids recalculation problems associated with display of leave balances calculated "to date".

Added option to exclude "Tax Tattler" from being displayed on employee earnings certificates (user request).

Added option to exclude employee names from the IR345 Report (user request).

v7.0 March 2004

Public release of SmoothPay32 and update released to CD for production.

v6.9 Feb 2004

Improved tax calculation warnings when Withholding code employees are paid allowances with tax calculation methods of Extra Emolument or Retirement/Redundancy (for which there is no defined tax rule).

Added "Merge Employees" facility to the ToolBox. USE WITH EXTREME CARE, and only in situations where you have accidentally created multiple instances of the same employee, and paid various instances of that employee on different occasions, and you now wish to merge the employee transactions into a single

employee record.

Added options to Sick, Special and Time In Lieu availability reports to suppress pay rate and leave \$value (making the report suitable for display without divulging pay rate information).

Modified Holiday Setup..More Info to show annual average per Holidays Act 2003 in addition to the old Act info (useful for comparison).

The Holiday Leave Liability Report now shows the basis for leave accrual since anniversary (liable hours since anniversary date), and substitutes current pay rate (if higher) for average pay rate for leave remaining from last anniversary.

Leave Taken Analysis now has additional report options, and now provides (by default) calculation of leave balances based on the employee's method of entitlement, in addition to hours and days options.

v6.8 Feb 2004

Minor mods to field level tips.

Correction to "Enter activation code" - renamed field caused display error.

Removed "skins" (hopefully temporarily) in case they are the cause of screens "freezing". Probably a Microsoft operating system or language bug. Also, rebuilt standard reports screen (same reason) and introduced delays in the code in attempt to resolve the freeze issue with this screen. Modified control centre to exit before running standard reports (this fixed the problem). Added special ALT+F12 key to provide a means of exiting SmoothPay safely if screen "freezes".

Added File/Print options to menu so that Page Setup can be adjusted from report designer.

Added support for PROFAX (aka Accredo "Saturn" and "Mercury" financial systems). This involves a new ledger type in Company Setup..Ledger, the addition of a new table (branch.dbf) and additional fields for dept.altcode and branch.altcode for profax accounting exports. These codes can be established in Payroll Codes, and each employee can be tagged with their appropriate department and branch for costing analysis. The costing export file will comprise the account number, branch and department information as per the "Accredo Standard GL Batch format".

Added support for Cognito MONEYWORKS, another new ledger type in Company Setup..Ledger.

Added "Leave Accrued Report" based on a customer's design specification - thanks Pam.

Modified reprint payslip from employee history to use standard report output dialog (Preview etc).

v6.7 Jan 2004

Correction to Quarterly Employment Survey to exclude recently terminated employees or employees employed since required period.

Added "Views" option to Pay Input screen to enable selection of current pay, default pay, previous pay. Note that any of these views can be saved as a default pay using the Save as default button. OK switches the view back to Current Pay view before saving and closing the Pay Input screen (it does NOT save default view changes). Changes cannot be made to Previous Pay view, however it can be saved as the default pay.

Removed control boxes from most forms (not required).

Removed old regfn()

Correction to registrations screen (variable name)

Removed _screen.activeform.release() code - can cause problems with closing wrong form.

v6.6 Jan 2004 (beta release 3 of SmoothPay32)

Corrections to various layout issues (scrolling in tips, eula and error message dialogs).

Registration of OCX for date pickers in Company Setup and Finish pay screens.

v6.6 Jan 2004 (beta release 2 of SmoothPay32)

Added IRD Tax Rules and ACC Employer Premium and Residual Claims Levy rates for 1 April 2004 to 31 March 2005.

Implemented resizing for Control Centre.

Completed conversion of all forms to Visual Foxpro 8, support for XP Themes mode on non-skinned screens.

v6.5 Dec 2003 (beta release of SmoothPay32)

Added "skins" - not perfect, but very nice to have

Added collapsable reports list and favourites at top

Added tooltips to all fields (replaces status bar messages)

Modified Wizards..ToolBox.."Terminate employees who have not been paid since date", and replaced it with "List employees (and optionally terminate Casual employees) who have not worked since date". This permits

employers to rationalise their employee lists.

Modified Quarterly Employment Survey to be able to be produced, one report per department if required (defaults to producing a single report for the entire company).

Implemented "field hiding" where they would otherwise clutter up data input screens (esp Pay Input). The required fields reappear as needed.

Added new toolbar - the first 5 items represent the five steps in the payroll process. ToolTips appear when your mouse hovers over each item in the toolbar, but basically they provide the functions in the function buttons list as well as access to about, help and the SmoothPay website. Note too that the company selection box has been moved into the toolbar.

Added IRD Tax Rules for 1 April 2004 to 31 March 2005.

v6.5 Nov 2003

Corrected reprint of salaried employee payslip to show correct total (if pay split over multiple time types).

Added option to suppress printing hours on payslips for salaried employees.

Added handy display of estimated leave balance to last pay period (for annual) or as from last anniversary (for percentage each pay accruals) to employee holiday setup screen.

Added "quick leave balance calculator" to holiday setup screen. Works best for employees who have been employed after SmoothPay implemented and all time taken has been recorded accurately during time input (though the calculator allows you to change the calculation factors).

Corrected special leave recording when taken in days.

Added "self-balancing" option to individual special leave types (Payroll Codes..Special Leave Descriptions). This permits you to record leave without pay (parental leave), special leave with pay (bereavements, study etc, handy for when the new Holidays Act is implemented) which is granted without reducing the available "special Leave" balance that may still remain (like an extra week for service leave).

If pay rate checking is not turned off (Company Setup..Options), any change made to the time type will cause the rate selection screen to be displayed (as if you had pressed F2 in the rate field) if the time type selected is ACC, Stat or Holiday, or if the rate entered is different to their standard rate. This has been implemented especially for holiday pay, stat and ACC rates checking, but it checks any other change as well. Even if rate checking is turned off, you can still display the rate selector by pressing F2 in the rate field.

The pay rate selector (press F2 in the pay rate field) will now also display the suggested 80% hours due to an employee for ACC (note, you may need to alter the hours and days to suit if split over 2 pay periods).

v6.4 Nov 2003

Modified tax calculation to utilise either/or flat rate for tax and student loan on Employee..More Tax Settings. For example, an overriding student loan repayment rate can be specified for an M SL taxed employee which will calculate PAYE at M SL rates, and Student Loan at the flat rate entered. The SL codes should be used for any employee paying Student Loan, unless they have presented an IR23 specifying an overriding tax rate, in which case their tax code should be set to STC. Thanks Pam for pointing out the anomaly.

Added ledger support for Nimbus (produces specific format GL costing file), and Chreos 3.

Corrected Registration pricing for new licence with additional companies.

Added "Add extra company" option to company list

Added Quarterly Employment Survey report to assist employers in completing Statistics returns.

v6.4 Sept 2003

Added fields and forms to support SmoothPay Timesheets options to company setup and employee setup.

Added groups to reports list for new 32-bit beta release

v6.3 Aug 2003

Added latest version import for Lauranka Time Clock (LTC) system (widely used by Foodstuffs and others in NZ). The following guidelines should be observed:

- Employee badge must match Lauranka Employee Pay Export Number (leading zeroes may be omitted)

- Time entries are imported using standard multipliers and standard pay rates.

avail) - Time worked on stat day pays ordinary, plus stat, minus time-in-lieu (increasing total time-in-lieu

- Time in lieu accrual, sick and annual leave taken are all in hours (in LTC), so employees must be set up to match as there is no provision for recording "days".
- Allowances and Deductions are not imported (in this version)
- Default pay should only include fixed allowance/deduction/bank data, as this will be loaded if employee has no current pay input

Added fields to support TA4 Timesheet Capture: SmoothPay provides for specifying the Payclerk for the organisation (has authority to export TA4 Timesheets to Smoothpay and view/alter all employee's timesheet info). Also, departmental supervisors can be established (provides ability for supervisors to view/alter employee timesheet info if they are assigned to their department/s). Sundry control fields have been added to the company file.

Added support for Pastel v6 accounting software integration (uses account code format 9999/999)

Added support for NZA Gold accounting software integration (tab delimited format)

Added support for SmoothPay Timesheets

v6.2 May 2003

Issues report now checks for future dates as last anniversary date

Additional recording of changes made to leave setup to include change of method between annual/percentage and anniversary date.

Additional information recorded in leave updates when pay is finished (anniversary date update and accrual rate if percentage).

Sick leave: Checks for accruals already granted before determining if 1st 6 month anniversary accrual should occur (the accrual will not occur automatically if leave has already been accrued for similar unit type - hours/days).

Added new Net Pay Reconciliation report which lists each pay during the selected tax year by tax month and shows gross taxable and total earnings, deductions and net pay.

Added options to identify apprentices and their apprenticeship start dates in Employee..More screen. Hours worked can be recalculated by using Wizards..ToolBox..Readd Payroll Totals, or can be entered manually.

The total increases automatically as each pay is processed. A supporting Apprenticeship Report has been added to the reports menu, and apprenticeship hours can be displayed on employee payslips if required.

Correction to Final Pay calculation to avoid calculating leave on non-accruing final bonus payments (thanks Sally)

Modification to payslip leave balance calculations "to date" for employees who accrue leave in days to use company period-end date rather than today's date. Please note that these methods are NOT RECOMMENDED.

v6.1 Apr 2003

Correction to Opening Totals capture screen

Reset password to blank for additional company creation.

v6.1 Mar 2003

Distribution build for new tax year and CD

v6.0 Feb 2003

Added new PAYE rates and ACC Employer and Residual Claim rates for the tax year ending 31 March 2004. These take effect automatically when the new tax periods commence.

Altered GL Costing Analysis report (with leave analysis option selected) to suppress employee totals if the summary option is selected.

Corrected 2-up payslips to show number of periods worked for salaried employees (thanks Bernard).

Added a flag to Payroll Codes (allowances, deductions and bank accounts) to inactivate those that are no longer used. This prevents these codes from appearing in the F2 lookup screens when entering pay input.

These are now displayed in the lookup in alphabetical order (by code).

Issues and Warnings reporting has been updated to include checks for holiday pay rate set lower than current

hourly rate, and PAYE rate missing for Withholding or STC employees, or overridden for all other tax codes. Pay Input screen now shows any overriding tax rate set for the employee.

Finish Pay now checks to make sure the Direct Credit file destination folder can be reached (except for diskette drive output) before allowing the process to begin.

Added Timeclock file import support for WinStar (uses SmoothPay's Standard Specification - contact HelpDesk for details).

The ability to recreate a direct credit batch has been added to Wizards..ToolBox utilities. This saves having to restore/recall a batch to perform this task.

Group Scheme deductions can now be flagged to generate individual direct credit entries, rather than a single consolidated entry. Group deductions now provide for setting of reference, code and particulars entries to appear on the recipients bank statement. Tax Arrears deductions have these new fields set automatically, though should be checked against official documentation provided by IRD.

Screenectomy performed on Holiday Setup screen to reduce clutter. More info button added for advisory notes and gross accumulators. Gross accumulators are now display-only, and require opening totals to be captured for amounts to be shown. Fields added to employee table to permit accrual of earnings and hours for year to previous anniversary. This provides the means to recalculate average pay rate as at last anniversary without recourse to historical data. These totals are updated by Wizards..Readd totals or by detection of a flag created whenever an employee's holiday roll date is altered, or Opening Totals are entered.

Removed FREE version and replaced with Small Business Edition which attracts an annual charge.

Customers on prior free licences will continue on the same basis as before (email support and web updates only, no annual charge). Small Business Edition licences issued since 24 February 2003 will receive all benefits due to subscription users, including telephone assistance, CD, upgrades etc.

Added flag to company options to send payslips by email (if employee has an email address entered).

Prevents such payslips from printing during Standard Reports. Requires add-in for "printing payslips by email".

v5.5 January 2003

Added support for GL Costing Export to MYOB Plus (old versions of MYOB are still supported).

Added sample formats (via lookup button) for General Ledger Account and Job codes in Ledger Setup screen.

v5.4 November 2002

Added timesaver by setting F5, F6, F7 and F8 to be used direct from the Control Centre to open the respective areas in Pay Input (thanks Claire for the idea).

Altered layout and information presented on the Time In Lieu Adjustments screen available from Pay Input. Force mouse-click in Activation Code field to set cursor to first position in field (HelpDesk issue) and auto-advance to Finish button when exiting field.

Added option to include overtime hours in annual holidays act accumulators (special requirement for a customer - please contact the HelpDesk if you require this facility).

Altered description on Special Leave Types maintenance screen.

Altered the description and criteria for determining if number of hours entered on Pay Input is appropriate for the number of periods being paid.

Added warning to Pay Input screen (and Issues reporting) for leave overdrawn (the message is generic and covers any type of leave) and indicates that leave taken this period (or cumulative leave balance) will overdraw employees entitlement. This check is disabled for Casual employees.

Removed 8-hour auto adjustment from Time-in-lieu adjustments screen when called from Pay Input.

Modified 2-up payslips to work correctly when using SmothPay Client in multi-user systems.

Updated help files and DLL

Added check to Issues Report for BONUS and BACKPAY which should be set up to be taxed using Extra Emolument rules.

Added new timesheet file create/import facility for Remote Timesheets LITE v2 (special version at customer request) which caters for specified allowance codes calculated as units*rate or amount per period.

Implemented automatic grant of sick leave entitlement after 6 months anniversary. This operates only if the employee has a zero or negative sick leave owing balance (otherwise leave has already been granted) and their recorded sick leave roll date is 6 months after their recorded start date (+/- 5 days). If their annual entitlement has not been set (zero), the employee's entitlement method will be set to 5 days annually with a 5 day maximum (this is the recommended default). We thought you'd like to know...

v5.3 October 2002

Backup before Finish This Pay is now mandatory due to the number of calls related to lost data due to no backup being performed. This ensures backup processing occurs in the correct sequence, and avoids some situations where corrupted data could be backed up over good data.

Added additional checks to payroll batch reversal for reprocessing or destruction (Wizards..ToolBox) so that better information is provided onscreen. Reprocessing will also cause any terminated employee's in the batch being recalled to be "unterminated", and all onhold flags to be cleared.

Added utility to Wizards..ToolBox to mass-terminate employees who have not worked since a specified date.

Modified Leave Liability and Availability reports to optionally exclude employees having zero balances.

Removed Holiday and Sick Leave entitlement setup warnings for GST Registered employees (contractors and agents).

Added facility to exclude specific Extra Emolument taxed allowances from Holidays Act accruals. This should be set for productivity bonuses and the like which the employer is not bound under the employment agreement to make to the employee. We suggest that the BONUS allowance code be changed to exclude from accrual. You can then use the Wizards..ToolBox..Re-add payroll totals and Holiday Act Accrual totals to recalculate the correct totals, taking into account the change to BONUS payments.

Automatic recalculation of leave balance (based on current balance showing) if method of entitlement is changed in Holiday Setup. The field descriptions have been changed slightly to make the intent clearer.

Added date started to employee import from Excel spreadsheet.

v5.2 Sept 2002

Added support for all credit card payment suspense accounts, so employee can have payments direct credited to their credit card via the bank's suspense account.

The rules for each bank are as follows:

* ANZ: Particulars: 1st 12 digits of credit card number, Code: Last 4 digits, Reference: card name
01-0126-0995546-00

* ASB and TSB: Particulars: First 4 digits, Code: Last 12 digits, Reference: Surname then initials
12-3116-0987656-20

* BNZ: Particulars: Card Name, Code: First 8 digits, Reference: Last 8 digits
02-0987-0001203-02

* DINERS: Particulars: Card Name, Code: Last 12 digits, Reference: Card address details
25-2502-2318776-01

* NATIONAL: Particulars: Card Name, Code: First 8 digits, Reference: Last 8 digits
06-0986-0000022-00

* WESTPAC: Particulars: 1st 8 digits of credit card number, Code: last 8 digits, Reference: employee surname and initials (or macro <Emp Name>)
03-0990-0998907-82

In addition, IRD Tax Arrears payments may be made to the following account:

* TAX ARREARS: Particulars: employee IRD, Code: "000 TAX INC", Reference: Employer IRD
03-0049-0001100-27

v5.2 August 2002

Added support for Norcross (Intech style) payslips. This format is a security style dot-matrix printer required multi-part form.

Added Excel Spreadsheet import option to Wizards menu. The spreadsheet must be saved in Excel v4.0 format (or earlier) to ensure correct loading, and must contain one of the employee id, external id (badge), or surname for identification and data matching. The file must also contain the hours, and can optionally contain a pay rate. A suitable format can be exported from the Wizards..Make Timesheet File..Excel format, which

creates a diskette Excel format file called TIME.XLS.

Employee summary listing now shows date of last pay period ending.

Payslips (2-up and tractor fed) print in department order for easier delivery.

Added routine to Wizards..ToolBox to allow changes to be made to the pay dates for a batch that has been processed. This should be followed by a re-add of payroll totals to ensure tax period totals are correct.

Modified time input to permit entry of double-digit days for leave taken etc.

Added date field to pay input and history tables. Added date input flag to company table.

Added transaction date field to time and allowance input screens to permit the capture of input on a daily or dated basis. This field is only used if "date input" flag is ticked in Company Setup..Options.

Added Daily Costing Analysis report to reports menu. This extracts only dated time transactions in a specified rdate range from pay history and current pay tables and builds a costing breakdown by leave types and hours worked. The report output can be sorted in various ways, and can be sorted by day if required (warning: this option builds a much larger report).

Modified Time In Lieu adjustments screen (available from Pay Input) to accept an adjusting number of hours/days, rather than having to adjust the total remaining. Thanks Roger.

Added flag to Company Setup..Payslip Options to explicitly show 8-hour day equivalents for hours based leave balances. The default action prior to this release was to show this equivalent regardless - it's now your choice.

Added Excel spreadsheet employee import option to Wizards menu (not available for Free version).

Modified Restore facility to automatically test archive then ask if live restore is required. Also displays archive date after testing.

Added "suppress detail" option to report options - useful if you only want to see summarised totals. Note that some reports (esp costing) are already summarised.

Modified sick leave entitlements available shown on payslip to show zero if employee rollover is later than pay period ending (first 6 months of service). Note that any sick leave paid in this period is not deductible from employee's 5 day entitlement.

Added new tax rates for Australian versions for 2002/2003, and support for SFSS (Student Financial Supplement Scheme) deductions. The new rates affect HECS and SFSS only.

Corrected company password access.

Extended Excel timesheet import routine to permit use of Account and Job codes

Modified MYOB costing file export to separate GST content if used. This required changes also to the company table and the ledger setup screen.

Modified Earnings Certificates to show GST content as a non-taxable allowance.

Added Tax Tattler to Earnings Certificates. The intent is to show how much tax would have been payable and any over or under payment of tax had the earnings been spread evenly over the earnings period, and the tax code did not change, and the earnings are the employee's only source of income.

Australian users please note: Leave Loading can be calculated automatically by creating an allowance called Leave Loading, and setting it's type to Time * Rate and using Fine Tune to specify it is to be based on Holiday Time only. Then simply add the new allowance code to every staff member's standard pay, setting the rate to .09 (9%), and the leave loading will be calculated whenever they receive holiday pay.

Leave Taken Analysis report has been modified to exclude terminated employees who do not have "Taken" entries, and to not calculate leave balances if they have since terminated. Additional indicators have been added to show if base values have been manipulated to show days as hours or hours as days. Records shown for employees who accrue leave in days are now based on the employee's record, rather than an 8 hour day calculation.

Pay Input entries may now be put "On hold" by ticking the On Hold box in the Pay Input screen - useful for employee's who have pay input data entered as it arrives, but may not be due for payment in the current pay cycle. The pay input audit trail will show the entries made, but exclude them from the other reports and prevent the employee from being paid until the "On hold" flag is released. Employee's with pays on hold are coloured Gold/Yellow in the employee list.

Payslips may now be printed from the Pay Input screen for employees who have zero balance, on hold or negative pays (they will not print as part of the batch payslip production provided by Standard Reports).

Issues Reporting (also Wizards..System Checkup) now displays a selection screen to permit you to filter or select specific types of Issues for the report (some of the Issues reported may be due to company policy and you can easily exclude specific issues from the report).

A warning will be displayed on program startup if pay processing for the previous period has not been Finished or failed to complete correctly.

Extended Excel employee import routine to include start date and bank customer code. Corrected linking of bank account number to employee. A "Proper" case option has been added to allow automatic tidy up of imported data.

Finish Pay now checks more thoroughly for appropriate next payday and period end dates, rather than the next default period.

Additional checks have been added to employee warnings for incorrectly set leave balances (for those accruing annual leave in days)

A new report "Pay Range Income Statement" has been added to the list of Reports. This report auto selects employees that are registered for GST (though you can select/exclude any employee), and a period ending range (defaults to last month), and produces a pay analysis for each employee selected.

v5.1 March 2002

Modified automatic leave calculation for casual employees to specifically exclude sick/special/acc leave types from calculation (they shouldn't receive these anyway, but some employers pay it) and to include backpay/bonus payments in the calculation.

Added ability to alter payroll payday on BNZ Faxpay schedule (some employers pay at different date for tax purposes).

Additional reporting options have been added to GL Account Costing to provide for additional detail on leave taken and/or sorting by employee (previously by account code only).

Updated Pastel Ledger Integration Guide (latest version avail from website). The Entry Type selected for import of payroll transactions must be setup in Pastel without the Contra in Detail option ticked (this is set in Pastel..Setup..Entry Types).

Option on employee setup to suppress payslip production from Standard Reports (a warning is provided if a current payslip is printed from Pay Input). Thanks for the suggestion Ian.

Added Department codes for reporting purposes. These codes can be established in Payroll Codes..Departments. Each employee may be tagged to a department (Employee..More screen), and each pay processed will be saved with the employee's current department code. This permits correct historical reporting. Department codes are NOT a substitute for the much more comprehensive account and/or job costing coding already provided. Many of SmoothPay's reports have been modified to accomodate department reporting, either as standard or as an option. These reports include: Pay Input Summary (standard reports), Pay Period and Pay Range summary and detail reports, Earnings Certificates, IR12, Year to Date, Employee Summary Listing, Holiday Leave Liability, Sick, Special and Time In Lieu reports.

Added Year to Date summary and detail reports (uses pay range reports for output, but simplifies fiscal year selection instead of pay period ending selection).

Added new utility to Wizards..Toolbox to reconstruct leave records in case of destruction or corruption of the leave records file (virus attack, file deletion etc). This routine should only be run on the advice of the HelpDesk. The routine assumes leave will be granted according to the requirements of the Holidays Act and uses the employees current settings for leave entitlement accrual. Annual and Special leave will be calculated using the employee's natural anniversary. Employees whose start date is less than their first pay date will be shown on the audit report with a flag that shows an additional opening balance leave adjustment may be required to the calculated totals. Sick leave will be calculated from the employee's sixth month of service. Time in lieu used will be recorded per pay, followed by an adjustment of the same value to set the total remaining to zero. You should adjust this to the correct total remaining after the routine has run. It is recommended that any warnings on employee records be corrected before using this routine (refer Issues Report).

Correction to Holiday Pay Rate lookup (F2 in Time Input) where leave is recommended split at two different rates. Choccy fish to Budget Packaging for first reporting the problem. Also suppressed "F2" message for salaried employees.

Added "Issues Report" to help identify any setup problem areas that may need attention. The report includes employee setup errors and warnings, pay input warnings etc. Also available from Wizards..System Checkup.

Additional F2 lookups and pay rate checking have been added to the Time Input pay rate field. Statutory entries for part-time employees now calculates a suggested number of hours per statutory day based on time WORKED over the last 6 weeks. The lookup also displays a list of recently used pay rates. This lookup appears automatically if the rate is changed and pay rate checking is turned on (it is on by default).

An improved method of capturing employee pay totals for employers implementing SmoothPay mid year has been added. Previously, the Pay Input routines were used to capture opening totals after setting the payday and period end dates in Company Setup (you can still do it this way if you wish). The Employee Setup..Opening Totals screen lets you enter gross totals (broken down into classifications if you have the information available) since the start of the tax year and since the employee's last anniversary (both sets of information are required so that annual leave entitlements can be correctly reconstructed if necessary, and so that re-adding payroll totals accumulates the correct Holidays Act entries and Year to Date totals). Entries can be created or modified at any time, even if pays have already been processed. Please note that after all

employees' opening totals have been captured you should use Wizards..ToolBox to Re-add Payroll Totals.
Added KiwiBank support to bank validation.

Added PAYE and provisional ACC rules for year ending 31 March 2003

Added support for Tax Arrears deduction type (set in Payroll Codes..Deductions or when adding a new deduction code "on the fly". This type of deduction is calculated according to rules provided by the IRD, and requires that the deduction be linked to a Group Scheme so that the balance owed by the employee can be recorded and reduced by the amount calculated each pay. The original amount will increase automatically if the amount remaining is increased above original value, and can be edited using F2 in the balance remaining field during pay deductions input.

Added automatic protected net earnings to prevent excessive amounts of Child Support being deducted from an employee's pay. Individual deductions can also be flagged as "protected" (subject to the same rules, after deduction of any Child Support) - these deductions must be assigned to a Group Scheme so that the "attempted" rate or amount per pay can be recorded. "Protected" deductions should be classified as Compulsory, as the application of a lower priority may cause the amount deducted to be further reduced. Deductions are classified as Compulsory unless assigned to a Group Scheme, in which case they can be classified as Compulsory (default), or prioritised as High, Medium or Low priority. The priorities permit the deduction to be automatically reduced from the Rate/Amount "attempted" value in cases where there is insufficient net pay to cover the deduction amount required. If the employee's net pay is negative (insufficient earnings to cover deductions) Low priority deductions are reduced first, followed by Medium, then High. For example, if an employee is paying a low priority debt off at \$40 per pay and their net pay before the deduction is only \$30, then the deduction will be reduced automatically to \$30.

Added import routine for adding employees from Intech payroll systems - technote available on request (required, as certain data preparation needs to be performed).

Where no default has been created for an employee, SmoothPay previously picked up a "template" pay from previous pay history. This behaviour is now optional (and off by default), as cases were occurring where statutory pay, sick leave etc would be automatically brought forward each pay. The default behaviour now is to display a blank pay input screen if no default pay exists.

Update Notes Aug 2001 v4.9

Modified payslip reprint from employee pay history to include full detail (regardless of standard payslip type).

Corrected GROSS total print position if printed on PSL 1 lineflow payslips.

Modified payslip to show annual leave remaining balance after current pay (rather than prior to current pay) - applies where leave available to last anniversary is selected as display option.

Altered CBA General Ledger interface file layout to GLJNL format (was Consolidated Journal format).

Reversed sign on transactions.

Corrected Special Leave Remaining entry when set to days.

Modified automatic leave calculation for casual employees to specifically exclude sick/special/acc leave types from calculation (they shouldn't receive these anyway, but some employers pay it) and to include backup/bonus payments in the calculation.

Modified Final Pay Assistant to include any final bonus/backpay in the current pay gross when used to determine leave entitlement for current year.

Update Notes July 2001 v4.8

Modified backup routine to operate correctly on all versions of Windows 2000.

Added ACTIVITY codes for job costing/charging purposes (this is in addition to the analysis already provided by account and/or job codes). This facility is introduced at this stage to cater for the requirements of some Remote Timesheets users. A listing/report has also been included.

Added Timesheet starter file creation for Personal Remote Timesheets Pro (provides for electronic disbursement and receipt of employee timesheet information). This option is under Wizards..Make Timesheet Files

Corrected filtering of tax table data from Company Setup..Tax Codes maintenance to suit current tax year if not changed.

Added support for CBA General Ledger costing transfer - available from Company Setup..Ledger Setup

Added support for BNZ FaxPay format reports for direct credit payments to staff and deduction schemes - available from Company Setup..Bank tab. This is currently under test by selected customers and BNZ.

Corrected calculation of percentage additional leave for sick/special to date (since anniversary) on payslips.

Added "Inactive" field to account and job tables so that old codes can be excluded from lookups during pay

input. Old codes can be de/reactivated using Payroll Codes..Ledger Accounts and Jobs screens.
Added secure lineflow style payslips (Reorder code PSL 1) available from Payroll Systems Limited. Note these can only be printed using a dot matrix printer. To order, phone (03) 381 1635 or fax (03) 3811635 or email to payslips@hrd.co.nz

Update Notes May 2001 v4.8

Added support for Rediform R900/COM security payslips for use with laser and inkjet printers (A4).
Set Restore files "test" option on by default. This is an attempt to reduce the number of support calls from clients restoring from corrupted or incorrect media.
Set HAPI/Pastel ledger selection to automatically populate wages control account codes
Adjusted Pastel SmoothPay registration screens and forms for new NZ distributor of Pastel products (Aspen Technology).
Permit negative pay to be saved as default pay (esp for Timesheet/Timeclock import systems where standard deductions exceed allowances + earnings before import).
Time Input by percentage has been extended to apply to all time types. Overtime multiplier is set to 1.5 by default if used for overtime entries, and any alteration to that rate must be performed on each entry separately. Similarly, days of sick leave (or other leave types using days) need to be set separately. An option permits other time types to be allocated over cost centres on the same basis as ordinary time, though only on initial entry of the other time type so that manual changes can be made and retained. For example, Overtime can be split in the same manner as current Ordinary time entries, and any subsequent changes to either ordinary or overtime entries will be retained. The "Time by %" button is accessed using the "%" key and has been excluded from the normal tab order (as it is used by so few clients).
Modified 'on the fly' adding of allowances, deductions and bank accounts to avoid new code defaulting to previous entry and possible "Record not locked" message.
Modified password entry to show company name in dialog.
Improved Remote Timesheets Lite import wizard to perform a more thorough check on the file contents and match against employee records. If mismatches exceed a small threshold, the file being imported will be displayed and you can then choose to continue or not (file may be from a different company - we recommend that if you are processing multiple companies, use separate diskettes for timefile transfers).
Salary Report has been extended to show hourly rate as well as annual salary
Leave Transactions report has been added to provide a means of analysing leave for all leave types, or one specific leave type, between any two pay periods.
Time In Lieu records can now be printed or viewed via Pay Input..Amend Time In Lieu (a required function that was not available from Pay Input prevented this from working previously).
Final Pay Assistant will now automatically use the first Time Entry's account and job codes for final holiday pay (if any) instead of the company default cost centres used previously. The codes can still be set manually after the final pay amount has been calculated if necessary.
Company Setup has a new tab for Payslip options. New options have been added for the way leave entitlements are shown on payslips. Four options are available for applicable leave types: (1) Do not show leave available, (2) Default method, (3) Balance from last anniversary, (4) Balance to date. The "Default method" shows leave available depending on the employee's entitlement method. If the employee accrues leave annually, then the leave displayed will be the balance owed from leave accrued to their last anniversary. If the employee accrues leave each pay period (percentage basis), then the leave displayed will be the balance to date. Note that Annual Entitlement methods that you want to show calculated to date (rather than last anniversary) are calculated as follows: If the method is hours based, an appropriate percentage is used if able to be determined, otherwise the proportion of hours on the basis of days employed since last anniversary is used. If the method is days based, then the proportion of days for period employed since last anniversary is used.
Reducing balance allowances and deductions (eg. drip-feed allowances or debt repayments) now show the opening balance owed as a comment on the employee's payslip (applies only to detailed payslip formats).
The ability to represent annual leave entitlement in DAYS has been added. This facility may not strictly comply with the requirements of the Holidays Act (which is why the existing methods are based on hours - for accuracy), unless the number of days is 15 or 20 and remain static. This facility (annual leave in days) should be used with careful consideration and understanding of the Holidays Act. Setting up an existing employee requires the entry of BOTH their remaining leave in days and equivalent hours. Annual entitlement should be established (in days), and SmoothPay will then happily accumulate that number of days on each anniversary. SmoothPay will also automatically accumulate leave entitlements on a percentage basis (as hours) as each anniversary is processed (exactly the same as the Percentage accrual method, except only once each year) to provide a mechanism for determining the actual remaining leave entitlement as per the Holidays Act. The percentage used will be 8% (for 20 days), otherwise 6% as per Holidays Act. When leave is taken by the

employee, both the hours and the number of days represented should be entered. Both items will be posted to the employee's leave records. Any change to the number of days accrued annually will require some effort on your part to ensure the correct amounts are paid to the employee for each day's leave they take (the formula used should be HOURS REMAINING / DAYS REMAINING = HOURS PER DAY'S LEAVE). You are advised that any over or underpayment of annual leave by using this method is your liability, as you may not be able to recover overpayments, and you will probably be liable for any underpayments.

Days of leave can now be captured for Statutory (Public holidays) and 1st week ACC. The entry is required, defaulting to 1 day, and is used for reference purposes only. From user feedback it will be most useful in identifying stat days given for part-time workers, and provides a recorded history of leave days taken.

A context menu has been added so that a right-click of the mouse in the Control Centre will give access to commonly used functions. It also provides the facility to delete an employee added by mistake (as long as they have no pay history, any employee can be deleted this way).

Correction to Pastel format interface file - header line removed.

A date adjustment "gadget" has been implemented on screens that require input of a year or month for display or report purposes (IR345 and IR348, employee pay history etc). The - (minus) sign indicates that the year or month will be decreased, and the + (plus) sign will increase it. The new gadget can be used with your mouse, or by tabbing to the minus or plus image on the gadget and pressing enter. You can still change the year or month/date manually if required, as before.

A Print+Exit option has been added to company setup screen. This provides the facility to automatically exit from the print options menu (rather than redisplay it) after choosing Print. When enabled, the print options menu displays the Print button as Print+Exit.

After consultation and further testing of the Pastel interface file and transactions containing GST (does not normally affect HAPI sites, as GST has already been dealt with), the output format has been modified to give "corrected" input to Pastel. Before your next pay costing import to Pastel, make sure you do a backup (Pastel) and check the imported transactions have posted correctly (they will, we just want you to be sure they do).

Update Notes April 2001 v4.7 issued as a Patch Update

Added employee payroll transactions file export for Concept CASHmanager 2000. CCM versions from may 2001 will support this new format - A technote for Concept Cash Manager Integration is available on request.

Modified costing output file format for Concept CASHmanager 2000 to use new generic costing file format provided by SmoothPay. We are hopeful that CCM will adopt the costing journal methods we have proposed so that your costing information can be correctly identified in CCM. There is currently no import method provided for costing info into CCM.

Corrected Leave Taken Analysis Report - was showing Time In Lieu/Special Leave swapped.

Added Remote Timesheet options to Wizards menu to create and import files for use with remote timesheet software. A free utility, SmoothPay Remote Timesheets LITE, is available for use at remote branches or companies where payroll is processed at head office. Visit our website, email or call for a free copy.

Corrected tax codes for use in the new tax year (2001/2002). Symptom is employee shows tax code G instead of tax code M in the new tax year.

Tidied employee pay history dialogs.

Modified timeclock import routines to account for overtime multiplier (set as 1.5), double time and to use employee annual leave rate or current rate if necessary.

At the behest of a "power user" we have modified the payslips (again). The changes this time include the ability to show special leave remaining (in addition to YTD gross and tax, holiday leave, sick and time in lieu), removal of the analysis boxes if no items are required to be printed, and some customisation for one site who wishes to show the \$value of holiday leave remaining for casual and part-time (percentage) employees. If you are interested in this option, please contact the HelpDesk.

When a terminated employee is restarted, a new dialog requests if you would like to create a new employee record based on a copy of the old employee's details and standard pay (if any), but without the clutter of annual leave records, Holidays Act accumulators, pay history etc. Creating a new record is the recommended option.

Price reduction for Pastel SmoothPay Corporate to bring it in line with SmoothPay Open Licence.

Update Notes March 2001 v4.6

New tax rates for the 2001-2002 tax year have been implemented. The major changes are a small reduction in Earner Premium from 0.013 to 0.011 cents in the dollar, and small increases to student

loan repayment threshold and Earner Premium earnings limit.

New ACC premiums and levies have been obtained from ACC and incorporated in SmoothPay to be used as the basis for calculating the IR68P return. You can easily monitor your ACC liability by running the IR68 reports regularly, however be sure to check the rates used are correct as advised by official ACC documentation as they may change without notice. The rates can easily be changed using the Company Setup..ACC Premiums edit screen.

Corrected General ledger Account Costing and Job Costing reports for work hours totals showing incorrect group totals.

Modified error handler to permit various alternative actions: Reindex files, Restore files (you'll need your most recent backup) or Cancel program. You should seek advice from Procomp Systems if you are unsure which option you should choose.

Backup/Restore screens now permit alternative backup drive letter selection. Backups to other than drive A: or B: (ZIP, CD or hard drive) cannot use the multi-disk backup or disk erase option, to protect other data that may be on the destination drive. Backups are always made to the root directory of the destination drive.

Support for M.Y.O.B. account and job costing file output has been added. A TechNote containing full instructions is available on request.

Preliminary support for Concept Cash Manager account and enterprise costing transactions file output has been added. This generates a JOURNAL entry allocating costing totals to the various cost centres entered against earnings and allowances with contras to specified control accounts. You then use CCM to pay your employees and deductions collected from the control accounts. Use the File..Import Transactions utility to import the nominated costing file.

Correction to totalling on employee leave record listing. Where employee sick leave is established in days resulted in no total on holiday, special or time in lieu leave where specified in hours.

Minor cosmetic changes to IR68 reporting (to make it clearer which reports can be produced, and to permit selection of individual reports) and to report names on the menu.

An option has been added to the Company Setup..Options tab to turn off WINLIST (a third party product used to colour the employee list on the main screen, and the cause of some problems when used with Win98SE + MSOffice2000 without service release 1 or later installed) - this should only be used under direction from SmoothPay HelpDesk.

Update Notes September 2000 v4.5

Added option to time input screen to permit entry of ordinary time on a percentage basis. The option is only available if the General Ledger link is set up (you use account and/or job codes to analyse earnings). To use this most efficiently, a standard pay using all appropriate cost centres for an employee should be established using appropriate percentages for each cost centre. Then, as each pay is processed, you only need enter the total ordinary time and it will be automatically allocated over the cost centres on the percentage basis already established. You can of course alter the allocations to suit the pay period.

Added "Fine Tuning" options to allowances and deductions that are based on time or earnings. Fine tuning permits the user to override the default parameters used for the calculation by including/excluding selected values (eg. Overtime can be excluded from an allowance or deduction based on time worked).

Added payrate lookup for Annual Leave time entries. This may be used by pressing F2 in the rate field during Annual Leave time input. Three rates are displayed: Average as at last anniversary, current rate, average since last anniversary. The recommended rate is selected by default and a recommendation shows on the payrate selection screen, though you may choose any of the options, or enter your own rate if you wish.

A new "Leave Taken Analysis" report has been added (just below the other leave reports). The report shows the leave taken for each leave type between two selected pay periods (inclusive), and can optionally show balance of leave remaining. Leave can be shown as hours actually used/available (any "day" values are multiplied by 8), or as days (8 hour equivalent) used/available.

Finish This Pay now checks for and warns if duplicated period end/payday/employee combinations are detected. This is intended to prevent the user from incorrectly processing duplicate pays.

A new field has been added to allowance and deduction setup screens to stop GST content (where applicable) from being posted to your General Ledger in the costing analysis. The amount is then treated as a gross total with no GST content. This should only be used where the allowance or deduction GST content has already been recognised by your GL (as in the case of Agent Commission GST content recorded on an accrual basis before the employee is actually paid - applicable to HAPI/Pastel users for ACM allowances).

This allows to tailor the processing of GST content to suit a mixture of payments that have already had GST accrued in the GL, and payments that have been introduced to the pay input on a cash basis (have not yet been recognised in the GL).

Harcourts' HAPI users must check/change ACM allowance code to stop GST being transferred via the costing

file to their Pastel ledger (this has been automated for new installations, however existing users will need to do this immediately).

General Ledger Account Costings and costing file production are now fully balanced (ie they include both the Account Costing gross to account codes used to analyse earnings input, as well as payroll contra entries required for net pay, PAYE, and other deductions). The report shows the postings and contra entries. Payroll Control, PAYE and other account codes are established in Company Setup..Ledger setup. Other deductions may be allocated an account code in Payroll Codes..Deductions. Note that costing reports and costing file output may be produced during Standard Reports (for current pay period) and from the Reports Menu at any time.

Recover data routine now causes a rebuild of the data structures (to resolve issues that may arise where data from a previous version has been restored).

Earnings Certificate option has been added to Employee..Pay History screen

New report option to show time and earnings breakdown in Pay Range Summary and Pay Range Detail reports has been added. This allows more analysis of earnings by time type (ordinary, overtime, sick etc).

Time In Lieu can now be established in days. When used, the number of hours being paid are entered as usual, as well as the number of days those hours are to represent (which is then deducted from the employee's remaining Time in Lieu total during Finish This Pay).

A correction has been made to the detection of the IR345 reporting condition during Finish This Pay so that large companies (reporting twice each month) are prompted to print the IR345 if its due.

Update Notes September 2000 v4.4

Modified Bank Account Codes Listing to provide full details.

First release of Australian version tax options

Modified 'More detail' and '2-up' payslips to show comments if entered

Modified startup procedures for new systems to print the Payroll Process, How to Register SmoothPay and Contacting the HelpDesk

A new report has been added that produces a Certificate of Earnings for all or a selected employee.

A new report has been added that permits the reporting of bank account net pay transactions for selected employees for any pay period range.

ACE Payroll and Comacc Payroll employee import utilities have been added to the Toolbox menu.

New help files covering recent changes released with this update

Update Notes May 2000 v4.3

Modification to sick leave so that entitlement can be expressed as days regardless of the number of hours worked that day (esp suitable for rostered shift workers, i.e. hotel industry) so that the employee receives payment for the number of rostered hours worked and the reduction in sick leave remaining can be expressed in days. This affects the Employee sick leave setup screen, pay input for time and earnings (hours rostered for the days taken sick are entered as usual, and the representative number of days is entered in a separate field). The Payslips (all 3 types plus the Buyer Created Tax Invoice), Employee's Sick Leave report, Sick Leave Availability report and Employee Leave Update report have been modified to cater for the new method. Employee Pay History screens and payslip reprint have also been modified to reflect the new method.

Buyer Created Tax Invoices have been approved by the IRD, and wording to that effect now shows on the invoice produced. When using Buyer Created Invoices, you must ensure the following conditions are adhered to:

- 1) Both the recipient and supplier are registered persons
- 2) they have agreed that only the recipient will supply the tax invoice
- 3) both the supplier and recipient keep a copy of the invoice
- 4) the buyer created tax invoice must show the name and GST registration number of the supplier of the goods
as well as the name and address of the recipient.
- 5) the invoice format supplied cannot be changed without reapplying for IRD approval

Final Pay Assistant now checks to ensure that any remaining Days In Lieu have been entered. It also prompts you to check that all current pay entries have been entered (as these affect the results of the Final Pay calculation).

Payslips have been modified to show leave remaining and year to date totals in a neater format. New options have been added to show sick leave and time in lieu available. These new options can be set in Company Setup..Options or in Pay Input..Print Payslip.
Pastel payroll account costing analysis export file has been altered to work with Pastel Partner 5.0 onwards.

Update Notes April 2000 v4.2

Pastelisation and release to Pastel Software NZ Ltd and re-issue to HAPI customers.
Corrected duplicate CalcActive function (caused sporadic registration problems)
Corrected fault in IR348.CSV file production (alltrim taxid) to prevent inclusion of additional space after company.ird as a result of changes made for Australian version.
Modified IR348/9 report production to avoid need for display of Report Options Dialog for IR349 (automatically uses IR348 selection if previewed or printed, otherwise displays dialog options)
Tidied registration screens in an effort to make them clearer.
Corrected CAE tax code calculation

Update Notes March 2000 v4.1

Modified index on Allowances and Deductions History Report to show transactions per employee in date/batch order
Amended Group Scheme maintenance, allowance and deductions maintenance screens to remove requirement for patch issued after release of v4.0
Corrected printing of 2-up payslips in Standard Reports (Procedure with same name as another)

Update Notes Feb 2000 v4.0

The new tax rates for 1 April 2000 to 31 March 2001 have been included and will take effect automatically for pay days falling within that range. Two new tax codes have been introduced: ST and ST SL, which apply to secondary top income earners. These codes replace the two spare CAE codes which were carried over from the previous year to save you having to change them, so please check any staff with CAE codes to make sure they are set correctly (as they may now show one of the new codes).

Added new company/ledger fields to cater for HAPI/Pastel integration. These fields provide for account codes for tax, child support, deductions etc.

Added Group Schemes - headers that describe an allowance or deduction "scheme" (like superannuation, repayments, a reducing debtor balance (or even a reducing allowance paid over a number of pay periods) etc.) See usage notes below.

Added group membership to allowance/deduction code - establishing a link between an allowance or deduction and a group scheme. See usage notes below.

Added bringups/warnings for employees that can be brought up for attention when the company is opened or on demand (from reports menu). These can be accessed (add/edit/delete) from the Payroll Codes menu and from each individual employee's maintenance screen. The option to show reminders on startup can be set in Company Setup. Warning entries are displayed automatically in Employee and Pay Input screens.

Added support for ASB Fastnet MT9 format for electronic transfer of direct credits. Uses suffix instead of batch number (as per ASB spec). ASB Gateway is still supported.

Added GST options for employee contractors (generally commission earners) who may have allowances/deductions subject to GST (support added to allowances and deductions to indicate GST status and GST rate). Contractor's may have a payslip showing GST, or a Buyer Created Tax Invoice produced. See usage notes below.

Employee selection list no longer "slips" to first/last employee after returning to control centre.

Added new calculation method for allowances/deductions to provide for a 'reducing balance', where a balance established in an allowance/deduction code (for an employee) which is associated with a group scheme.

Added rounding notification (if applicable) to employee setup screen - displayed in the warnings area.

Added new wizard/toolbox option to merge companies (eg in the case of a branch being consolidated into head office etc).

Rearranged the company setup screen into tabbed areas for ease of use (and because we were running out of room on a single screen). Note the new fields in the Options area for Show bringups/reminders on startup and Show tips on startup.

Modified Pay range detail report to show entries in correct date order, and added an option so that a specific employee can be selected. The report also shows the employee's gross pay (incl non-taxable earnings if any). Gross pay figure (including non-taxable allowances, if any) is now shown on payslips, and also per employee on payroll summary and update reports.

The tax elective option for employees for extra emolument earnings has been changed to permit an additional choice (for the highest tax rate of .39c). If any employee's have higher tax electives, make sure you check their elective option is set correctly.

"Employer" allowance/deduction codes can now be established and used on an employee's pay input to have SmoothPay calculate an "Employer" value based on aspects of the employee's earnings or amounts per pay period as per ordinary allowances and deductions. See usage notes below.

Finish Pay routine has always reminded you to produce an IR345 (previously IR66) when it determined that the next pay day was in the following month. This has been extended to prompt and print monthly/twice-monthly IR348 reports (and irFile) and IR68 reports if the end of the year has been reached.

A new Add Employee wizard screen has been added to Employee Maintenance to collect the minimum amount of information required to establish an employee and begin paying them. This replaces the previous slew of questions asked when adding an employee in the past.

An option to use SmoothPay in Australia is in the process of being developed. A setting in Company Setup determines the taxation rules to be applied, and as in the case of the NZ version, SmoothPay will automatically check Tax number validity and use appropriate terminology.

Notes about using the new features

GST Registered employee's, contractors, commission earners

SmoothPay can automatically process GST for specified employees on specified allowances and deductions according to a range of GST rates that can be established in Payroll Codes..GST Rates. This is generally applicable where a contractor/commission earner is registered for GST, but requires you to deduct PAYE tax from their earnings.

GST calculations only apply to employee's that have been setup as one of:

GST on Payslip - where the employee is tax registered and supplies their own invoice

GST Tax Invoice - where the employee is tax registered, and you supply a buyer created tax invoice (produced automatically by SmoothPay)

refer Employee screen to set this option.

Allowances and Deductions can now be set up or altered to reflect the GST rate applicable.

If you do not set the company gst inclusive flag (Company Setup screen), GST will be added to the rate/amount to produce the transaction value. If the allowance is subject to GST and is taxable, the Net value of the allowance is taxed.

Note that GST calculations do not apply to time earnings. If you pay an employee a retainer that is not subject to GST and is in consideration of hours worked, enter the time and rate as ordinary time. If the retainer is subject to GST, pay the retainer as an allowance and set the allowance to the applicable GST rate.

Group Schemes (superannuation, union fees, reducing balance allowances/deductions)

Group schemes have been introduced to provide a means of:

grouping deductions together for payment by consolidated direct credit to a nominated bank account (eg. union fees, social club, superannuation)

creating "reducing balance" allowances and deductions, so that large bonus payments, back pays, repayments of advance pays, debtor balances, time payments etc can be spread over a number of pay periods. This can help reduce the employee's tax liability on a large lump sum payment and we'll stop automatically when the balance owed reaches zero. If GST applies to the allowance/deduction, the balance will be reduced by the Net portion of the pay period value.

When an employee is given an allowance or deduction that is associated with a group scheme, membership fields on the allowance and deduction pay input screens are activated to enable entry of a reference (eg Superannuation scheme employee ID, debtor account number etc), and to indicate if the payment is a reducing balance, and if so, what the balance remaining is.

Group Schemes can be setup using Payroll Codes..Group Schemes.

Allowances and Deductions can be associated with a group scheme in Payroll Codes..Allowances and Deductions.

A listing of Group Schemes and members (allowance deduction codes and employees that have used those codes) has been added to the reports menu.

"Employer" Allowances and Deductions

If you need to calculate the employer subsidy or cost against an employee's wages (eg. employer's superannuation subsidy, workers compensation, payroll tax etc), then setup the appropriate allowances/deductions with the "Employer calc" flag ticked.

These allowances and deductions are entered on the employee's pay input in the usual manner, however they do not affect the employee's net pay. They are calculated only to provide figures for the employer's use, and will appear on the allowance/deduction schedules produced by Standard reports (in a separate section entitled "Employer Schedules").

Employer schedules historical information may also be produced from the reports menu, Allowance and Deductions History report.

ACC Returns (IR68A)

Until the ACC situation is sorted out, we can no longer supply the Employer Premium rates for ACC Levies (as these rates are most likely determined by your insurer). This means that the IR68A report produced by SmoothPay will not calculate the Employer Premium, however it will still show the totals per activity code as in the past. If you wish to show calculated amounts due for Employer Premium, you may edit the ACC Premium Rates table (in Company Setup) for your activity codes, and enter an appropriate rate. This will then show a calculation based on your rate on the IR68A form.

Residual Claims Levy calculations are unaffected, and this information is calculated and printed on the IR68A as usual.

Update Notes July 99 v3.1

Added new options to Company Setup screen to determine which company is to be opened on startup: 1=Default (opens company.001 as at present), 2=Last used company, 3=Specific company
Modification to the way the BNZ ebank file is produced by ensuring date strings use the '/' delimiter, and removal of spaces from the company bank account number.
Support for National Bank PC Diskette AS1 format. The diskette used must be new or freshly formatted (SmoothPay will not do this for you). The MTS file name must have the suffix MTS (eg. A:\PAYROLL.MTS). You must write-protect the diskette once the batch file has been generated, apply the appropriate label, and forward to the bank with the appropriate "Schedule for EDP Input". The batch number is fixed at '01'. Please refer to the MTS Customer Conditions and Guidelines available from National Bank for further information.

Update Notes 09.05.99 v3.0

Issue IRD approved IR348 forms in software.
Free web version implementation.
Addition of a new company setup option to deal with the costing of casual employee's automatic holiday leave payment in one of three ways: DEFAULT COST CENTRE, charged to default cost centre as per previous versions; PRO-RATED, allocated proportionally to the time cost centres entered for the employees pay; MANUAL COST CENTRE, costed to the cost centre entered for annual leave on the employee's payslip.
Special modifications for Event Control Holdings to payroll summary report (Standard Reports only) to show "hours excluding holiday pay" and "gross pay" columns for checking purposes
Preview (print options menu) now available from Standard Reports
Bug fix for YTD figures on Standard Reports Payslips if employee had not previously received a pay the current pay totals did not print.
Gross Pay total printed on 2-up payslip via Standard Reports and Pay Input Audit Trail

Update Notes 28.04.99 v2.9d

Added status message area to company setup and employee setup screens, warning of issues that may require attention.
Added supplier field to registration screen (both the registered dealer name and the supplier will be printed on the registration form if different)

Update Notes 15.04.99 v2.9c

Correction to an invalid length message which caused an error when setting up Special Leave as a percentage entitlement.

Added support for WestpacTrust QuickPay PC1 diskette format for ebank transfer of direct credits (replaces defunct Trustbank format).

Added support for new version BNZ PC Banking format ebank files (format still OK with old version BNZ software).

Update Notes 20.03.99 v2.9

New tax rules for April 1999. The new rates and codes will be used automatically by the program for pay days on or after 1 April 1999.

New ACC Premium Rates and Residual Claims Levy rates for April 1998-June 1999. These rates will be used automatically by the system for production of IR68 reports for the period 1-April 1998 to 31 March 1999, and from 1 April 1999 to 30 June 1999. After this point, depending on legislative requirements and the new insurance provisions for ACC, users may have to alter ACC rates to suit their insurer and industry. This may require a further update to be provided during the year.

Modifications to IR68 reporting to incorporate new Levy regime (still shows ACC Premium as well for historical reporting purposes).

Added Student Loan % override for use with STC (Special Tax Code).

Added detection of lump-sum payments taxed at the lower tax rate to paybook file. Required for production of IR348 reporting.

Added New IR345, IR348 reports and production of ir-File (IR348.CSV) for electronic transfer of IR reporting information to IRD.

Added new report for analysis of selected allowance and deduction codes, for selected employees for any pay period range.

Additional fields added to the employee record to ensure start/finish details are included on the next IR report (IR66, IR345, IR348) and continue to be shown on the same schedule if reproduced in the future (unless the employee's start and/or finish dates are changed, in which case they may well reappear on another report).

Alteration of bereavement leave to become "Special" leave. During input, identification of the type of special leave is required. Added supporting table sltype which contains your descriptions of special leave types - setup is accessed from the Payroll Codes menu. These codes can have their descriptions amended (apart from the first code "bereavement"). Special leave entitlements and method of calculation is set up from the Employee screen in the same manner as sick leave entitlements (they may accrue, annually or percentage per pay period, to a nominated ceiling value if desired to limit liability). A new report has been added to permit viewing/printing of special leave details from the employee special leave screen, and a new report option has been added to the reports menu to produce a summary of special leave remaining for employees.

Changes to pay input screen: Addition of comments to time, allowance and deduction input fields (use is optional) to permit entry of a reason or other particulars for each individual input line. This information does not appear on the standard payslips (but may occur on special version payslips if required), but will appear on pay history detail screens and various reports.

Addition of Time In Lieu (TIL) tracking. TIL is not set up the same way as the other leave types, as it is applied on a casual basis (when earned/taken), so we have added the ability to amend TIL hours directly in the pay input screen (as well as in the employee screen). An example of its use is where an employee works on a statutory holiday: The stat day is entered during pay input, and because they worked that day you can click on the "Adjust Time in Lieu" button appearing in the function buttons list and enter the number of hours to be recorded for later use. When the TIL is subsequently taken by the employee (they have a day off and you pay them the hours using the TIL time type) the number of hours will be taken off the TIL available. Available TIL is displayed on the pay input screen in the same manner as annual, sick and special leave entitlements. A new report has been added to the reports menu to produce a summary of TIL remaining for employees.

Comments have been added to the annual holiday, sick, special and time in lieu screens to provide for entry of a reason for adjustment to the hours of leave remaining. Use is optional and is only recorded if the leave remaining total is adjusted. These comments will appear on the employee's leave records.

Enterprise Codes have been renamed Job Codes and all references to Enterprise have been changed to Job to avoid ambiguity.

Finish This Pay now checks to see if a previous attempt failed (by testing for a finish pay cookie file) and will not continue until you recover your files (or physically remove the cookie file). This helps prevent the situation where your files get updated twice with the same pay information because of some failure (generally printer/report related).

Employees that are terminated, either directly in the employee screen, or indirectly via the Final Pay Wizard in

Pay Input will generate adjusting leave transactions to automatically adjust any leave remaining to zero. Payslips generated for terminating employee's where annual leave entitlements are shown on the payslip, will now show a zero balance.

Old Update Notes

- * 150396 rlock on GetSeq, set near off, set exact on, fix ir66rep.prg dates
- * 010496 add allowance moc type 03 (units worked * rate)
- * 180496 bug fix in IR66.PRG for terminated employees.
- * 240496 fixed transparency problem with employee list on Control Centre
 - * (show popup all - cool eh?)
- * 240496 fixed PAYDEF alias not found error in PAY.SPR when saving default
 - * pay - file was not open...
- * 240496 removed lastrate set to empid from addcode for allowances
- * 040596 Version 1.3, added help file
- * 200696 Version 1.4
 - * Updated tax tables to 1 July 1996.
 - * Paranoia about software piracy has forced me to implement an
 - * unsecure (but effective) licence checker in the nag routine.
 - * Unregistered versions cannot finish more than 5 pays.
 - * Added backdoor password to CommLine access.
 - * Fixed ESC security bypass in getpass.spr.
 - * Option to turn off printer prompts in Standard reports.
 - * Payslip now shows balance of annual holiday leave due
 - * (main.LeaveBal).
 - * Added two new fields for enterprise costing to ledger setup and
 - * STANDARD account/enterprise reports can now generate costing files
 - * - ascii delimited format (although the base routines are in lib's
 - * in case we want to update files at the time.) Other costing
 - * reports have the optional facility to generate costing files.
 - * Period end/range selections for reports now show just the period
 - * endings for the current company.
 - * Added two new reports - Period range account analysis and Period
 - * range enterprise analysis. Both have the facility to generate a
 - * costing file (user is asked - must be pre-configured in
 - * Company/Ledger setup).
 - * Rebuild files now recreates missing files and reconstructs files
 - * if datadict has new/changed entries.
- * 050796 Version 1.4 patch
 - * Fix to new registration enforcement (was resetting when Test data
 - * selected.)
 - * Added regdata.frx and DATAWEST variable.
 - * Released datapay\help.hlp and DATAWEST flagged version.
- * 300796 Version 1.4 patch
 - * Added regnzho.frx and NZHO variable.
 - * Released nzhopay\help.hlp and NZHO flagged version.
- * 280896 Version 1.4 new function
 - * Added unbatch- used from command window to reverse a posted batch.
 - * DOES NOT REVERSE HOLIDAY LEAVE TAKEN/GRANTED.
- * 201296 Version 2.0 (refer REL.20 notes for detailed release info)
 - * Wizards added for Quick Pay, Time Clock Import, Feedback,
 - * IR12L's, database changes to Company for
 - * timeclock stuff, PAYCODE and COMPANY for MTS stuff...
 - * Removed 'prompt' from reports in FINISH.SPR (they were a pain)
 - * Also added originator details for National Directlink MTS file,

* BNZ and ASB (Westpac file format does not have the facility).
 *
 * 210197 v2.1
 * Multi-Company Version for bureau processing etc. - set by glMulti
 * Provides some multi-user capabilities..., see rlock usage in here
 * Payslip3.fr?: 2 payslips per landscape A4 sheet
 * Modified company.spr to check properly for registered version
 *
 * 270297 v2.1a
 * Memvar version of company maintenance screen/s and regn forms
 * Addition of PAYDAY and LARGE to COMPANY for IR66, IR68 and IR12
 * production.
 * Addition of PAYDAY to PAYBOOK, and code in CheckAll to check
 * new field values.
 * Extra TIP's in dzbak and dzrec screens.
 * Added payday setup to finish screen.
 *
 * 170397 v2.2
 * Correction to HOLGROSS accumulation to include taxable allowances
 * Modifications to Leave Liability Report to show 6% of HOLGROSS
 * New tax tables for paydays on or after 1 April 1997.
 * Show new average leave rate calculation on EmpHol.spr
 * Special routine (Imrecalc) for Les Mills to recalc/change accumulators
 * Mods to emphol to allow old anniversary date (older than start date).
 * Holrate calculation is now checked to make sure divisor is not zero
 * (this has been incorporated in the current binaries,
 * but only released in the update set).
 *
 * 080497 v2.3 patch version
 * Tax rules corrected tables (forgot to update)
 * Spelling correction on IR68
 * IR12L fix for multiple non-taxable allowances (Thanks Tim)
 * Correction to ValidActive routine and added serial number parameter
 * Added "Countrywide Pathway" to Banks
 *
 * 101197 v2.4
 * Erase paytotal.zip from A:|B: drive before backup - in case paytotal.zip is corrupt and
 * screws up the backup and DLL...reported by Aqaba.
 * Fix to tax.prg to add rules for CAW and EDW
 * Enlarged field sizes in payslip summary on payslip/payslipv for dot-matrix printers
 * Corrected problems with changing picture formats and entering default codes during
 * ledger setup first time.
 * Added single employee selection to IR12 production
 * MOC allowance type 04 (taxable earnings * rate)
 * MOC deduction type 03 (taxable earnings * rate)
 * Tax code now shows on payslip.
 * Added fields to company and employee (paynote) to appear on payslips.
 * Added winlist.dll and winlist list boxes to accfind.spr (no more Mr Slippery)
 * Upgraded getpass.spr
 * Fixed 294 Manufacturing (was 293/incorrect) in ACCUNIT.DBF
 * Added sick leave setup in employee, and accumulation methods in finish.spr.
 * Check for/delete pay entries if employee is being terminated (emp.spr)
 * Added more multi-user checks to startup (shutdown flag), employee maintenance,
 * pay input, exclusive access during backup, recover, rebuild and finish and closedown.
 * Set reprocess to 3 seconds.
 * Alltrimmed company and employee fields during entry.
 * Added feedback to reports menu.
 * Check box added to control centre to show all employees (incl terminated).
 * Added winlist.fil permanently, and removed explicit set/release winlist library from
 * accfind.spr.

* Control centre now shows live employees in black, employees with pay entries in green
 * and terminated employees in red. Required empid index to be added to thispay.dbf -
 * which is good because now it will get packed on rebuild.
 * Double-click on employee will open pay input (unless terminated).
 * MAIN.PRG & MAIN.SPR modified to set gnFunction, drop out to control loop to process
 * backup/recover/rebuild options to prevent winlist problems.
 * Removed winlist listbox for employees in main.spr - looks nice and works in
 * development, but fails in runtime when running reports etc - refreshes oddly!
 * Readded winlist employee listbox based on aEmplist CURSOR! created in main.SetFilters
 * This still has an irritating effect, due in part to winlists internal buffering, in
 * that if you change the "filter" conditions (winlists aEmplist contents) by selecting
 * "Show all", or changing companies, the main.spr looks ok until a child window causes
 * winlist to refresh...still a worthwhile improvement.
 * Kill off serial number 176 (Kingfisher - they must pay before new registration issued)
 *

* 201197 v2.5
 * Corrected employee summary and detail listing to filter records for current company
 * only.
 * main.leavebal() function corrected to calculate leave remaining for holidays only
 * (used on payslip to show leave remaining)
 * Leave Liability Report corrected to calculate leave remaining for holidays only
 * Employee Detail Listing corrected to calculate leave remaining for holidays only
 * Added status bar to pay input screen to warn if employee has no default pay saved.
 * Index on paydef.empid to force packing and to enhance performance.
 * Index on thispay.empid to force packing and to enhance performance.
 * Added fax number to feedback form.
 * Fixed pay input for salaried employee where ord entry deleted (leaving none), then
 * inserted holiday entry (caused numeric overflow on rate calculation).
 * Show and allow entry of annual salary on pay input extended (paytime.spr).
 * Fixed range and reminder for 2 or 4% sick leave entitlement.
 * Fixed nextpe date to be set by employee in current company (rather than George Gershwin)
 * Added Salaries Report (empsal.prg/frx)
 * NZPRO Integration (auto import of job and chart codes), exports to transact.txt in nzpro
 * directory

** 020398 v2.5m (multi-co)
 * Implemented main2.spr for multi-company systems (now defunct - uses activation key).
 * Correction/modification to IR12 report and IR12L forms generation (ep liable earnings
 * included Withholding employee incorrectly, liable and ep functions not summing on
 * report correctly, IR12L forms excluded additional forms (redundancy/retirement) for
 * same employee - grouping error)

* 050398 v2.6
 * 98/99 tax tables version (standard and multico)

* 020498 v2.6a
 * 98/99 corrections to ACC Employer Premium rates (for ye 31/3/98)
 * tax9898.zip and tax9899.zip files now include corrected tax tables (010 exemol rule was
 * missing) and ACC tables.
 * Correction to IR12 report/IR12L (for v2.5 error ignoring ACC earner premium limit, was
 * pointing to nodecl rates)
 * Added Sick Leave Availability Report and ZeroTrim function

* 100698 v2.7
 * July 98/99 tax tables version
 * Fix for message setting in pay input (employee does not have default pay, override
 * warning, not due to be paid). Improved Net Pay entry missing warning.
 * Disabled options other than "No" for employee.surtaxid on employee mtce screen
 * And heaps of other things (refer release notes)

* 300698 v2.7a

- * Added indexes on empid to payhist and paybook to speed up pay.spr loading checks
- * (Les Mills) and suppress 15% variance message on s/n 126 (Les Mills)
- *
- * 160798 v2.7b
- * Corrected payday showing on payupd report
- *
- * 180898 v2.7c
- * Correction where sick leave entitlement exceeds maximum causing mnUnits
- * variable not found message during Finish this Pay. Error affects leave update reporting
- * cursor only - employee leave records are updated correctly.
- *
- *
- * 28.10.98 v2.8
- * Two tier payroll (Limited Edition & Premium) versions, requires new activation code.
- * Modified directory structures to avoid filters and company numbers,
- * COMPANY.000 directory contains training system data files
- * COMPANY.001 directory contains first active company
- * Added LoadStamp, SaveStamp, mkStamp, CountLiveEmps routines
- * Backup zip file names are now single company data sets in the form PAYnnn.ZIP
- * (where nnn=companyid). This prevents overwriting where the same disk is used for
- * processing multiple companies, and prevents the wrong data being restored)
- * New registration form and wizard accessed from company.001 setup provides invoice detail
- * for re-registering, additional companies, upgrades.
- * Bug fix for mcCurDir usage now uses sys(5)+sys(2003)
- * 18.11.98 v2.8b
- * Added support for export to Pastel Partner and SOHO ledgers
- * 22.12.98 v2.8c
- * Pay input screen now shows leave available for annual and special/sick
- * Auto detection and removal of old payroll data files (to correct dirs with warning if
- * data already exists)