



QuickPayroll®

Getting Started Guide

The screenshot displays the QuickPayroll software interface. The main window shows a 'LIST OF EMPLOYEE(S)' table with columns for Number, Name, Basic Pay, Other Earnings, Gross Pay, PAYE, NHIF, NSSF, and Other Deductions. A 'New Employee Wizard' dialog is open, prompting for details for a new employee. A 'Calculate' dialog is also open, displaying a 'Welcome to the Payroll Calculation Wizard' message and a list of employee basic pay values. A 'Reports Wizard' dialog is open, allowing the user to select report categories.

Number	Name	Basic Pay	Other Earnings	Gross Pay	PAYE	NHIF	NSSF	Other Deductions
003	CONORLEAH MUMBU	14,480	0	14,480				
005	MUSOGBU	11,540	0	11,540				
008	PAUL KEMBO	7,140	0	7,140				
013	FITRICK PAMBA	9,580	0	9,580				
033	MARTIN OJUNSHU	6,160	0	6,160				
042	WILBERTORGE OJHWARD	5,310	0	5,310				
070	CINELLO OJHERENO	6,010	0	6,010				
086	JIMMY KENY	7,140	0	7,140				
097	DAVID TOBET	4,930	0	4,930				
098	FRED WANJAU	6,160	0	6,160				
134	JOSEPH WANNYNY	5,530	0	5,530				
138	DANIEL FARUS	6,390	0	6,390				
141	JILLUS KIBER	5,330	0	5,330				
150	HENRY TANU	5,480	0	5,480				
158	HIBINY SAMBE	6,990	0	6,990	0	140	200	
162	CHRISTINE WIKESA	6,160	0	6,160	0	140	200	
196	MATILU KIPKIBET	5,330	0	5,330	0	120	200	
204	DAVID LOTUKUB	7,990	0	7,990	0	160	200	
232	DICKSON FOTA	6,010	0	6,010	0	140	200	
235	CLIFF MAREDS	2,800	0	2,800	0	60	200	
241	WAGNYT FUD	7,140	0	7,140	0	160	200	

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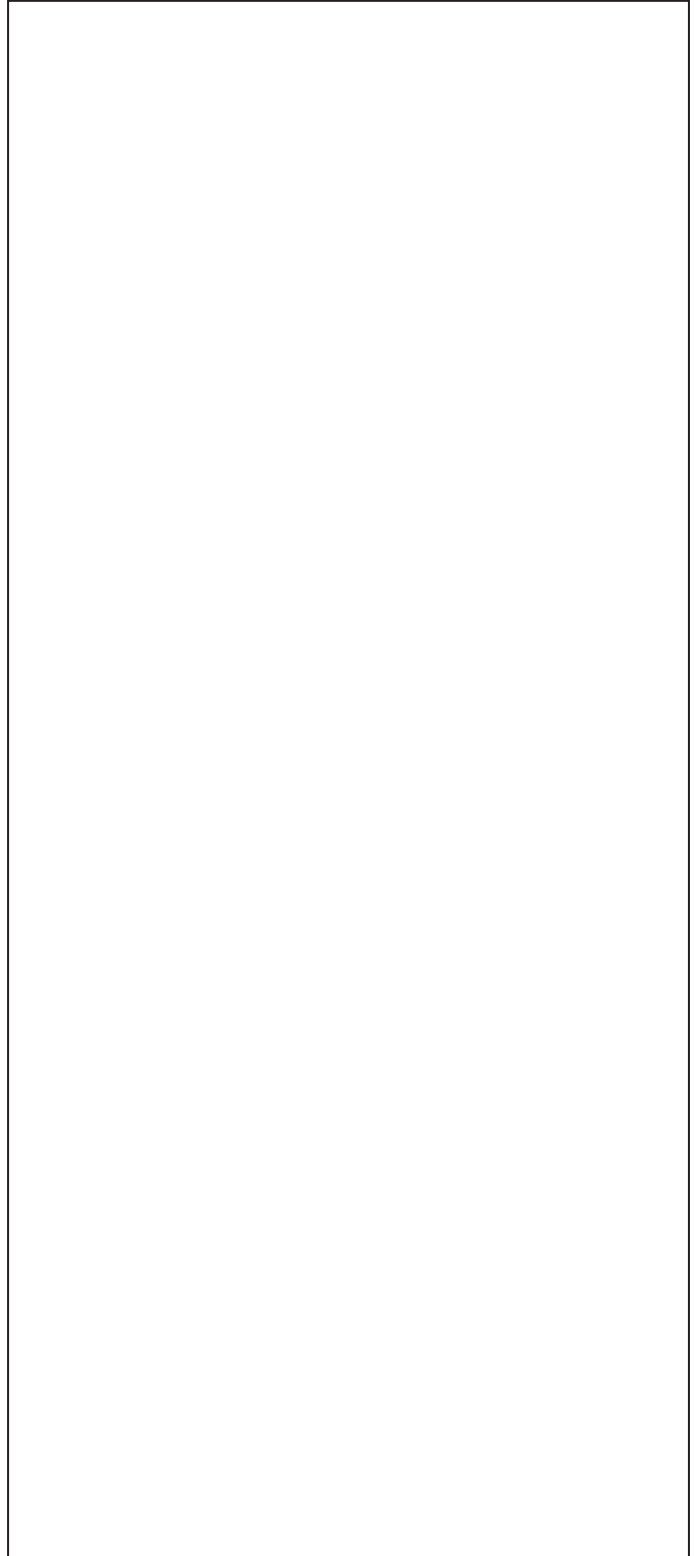


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Chapter 1

Introduction to QuickPayroll

Welcome to the QuickPayroll Getting Started Guide!

QuickPayroll is designed to meet the needs of small-to-medium sized organizations that wish to automate their payroll requirements and ensure compliance. QuickPayroll maintains a monthly register of employees, each with relevant payments and deductions.

The main details captured include are:

- Payroll Number
- Names
- Basic Pay
- National Id number
- Statutory numbers – PIN, NHIF, NSSF,

The kinds of payments and deductions processed are:

- Pay As You Earn (P.A.Y.E.) income tax
- National Hospital Insurance Fund (N.H.I.F.) contribution
- National Social Security Fund (N.S.S.F.) contribution
- Non-cash benefits e.g. motor vehicle
- Pension
- Housing
- Various earnings (entered by the operator)
- Various deductions (entered by the operator) including loans and savings.

Using in-built tax tables and formulas, QuickPayroll is able to process these transactions to generate various reports such as Pay-slips, Payroll Summary, Bank payments Lists and Periodic statutory returns (Quarterly / Annual Tax Returns, including Tax Deduction Cards).

Chapter 2

Login Procedure

When you start QuickPayroll, you will be presented with a login screen which must authenticate you before continuing.

How to login

The user is presented with the screen shown below.

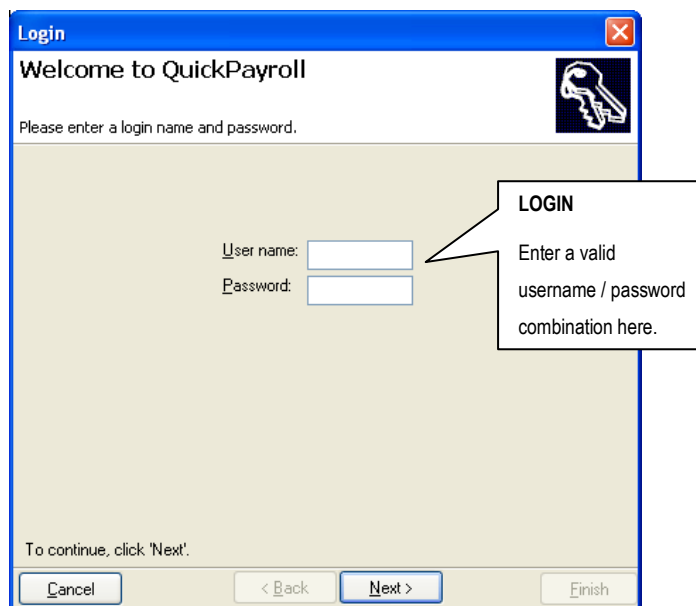


Figure 1: Login Screen

The following is the procedure for login in:

- *Enter a valid name in the 'User name' box*
- *Enter a valid password in the 'Password' box*
- *Click the 'Next' button to continue*

If the username/password combination is valid, you will be allowed to proceed, otherwise access will be denied.

NOTES

Password is case-sensitive.

Password can be disabled but is recommended.

Chapter 3

Navigating the Main Window

Once you have logged into the system, you will be presented with the main window as shown below.

The screenshot shows the QuickPayroll software interface. At the top is a menu bar with options: File, Tools, Help. Below it is a toolbar with icons for New, Open, Emp, Trans, Calc, and Report. The main area is titled 'LIST OF EMPLOYEE(S)' and displays a table of payroll data for 'JAN-2012'. A callout box labeled 'MENU BAR/TOOLBAR' points to the top navigation elements, stating 'Used to access program commands.' Another callout labeled 'PAYROLL CALENDAR' points to the date 'JAN-2012', stating 'The current payroll year and month.' The table lists employees with columns for Number, Name, Basic Pay, Other Earnings, Gross Pay, PAYE, NHIF, NSSF, Other Deductions, Total Deductions, and Net Pay. Employee 086 is highlighted. A callout labeled 'EMPLOYEE DETAILS' points to a pane on the left showing personal information for employee 086, including name (JITHNY), date employed (01-JAN-12), and group (B). A callout labeled 'EMPLOYEE PAYMENTS AND DEDUCTIONS' points to a pane on the right, stating 'This page will show the transactions for the selected employee.' A final callout labeled 'LIST OF EMPLOYEES' points to the table, stating 'This is the register of employees who are in the payroll for the current month. Selected employee is highlighted.'

Number	Name	Basic Pay	Other Earnings	Gross Pay	PAYE	NHIF	NSSF	Other Deductions	Total Deductions	Net Pay
006	MWXXXXXXXXXX	0	3,770	3,770	0	80	0	3,000	3,080	690
008	FAVXXXXXXXXXX	0	4,812	4,812	0	100	0	3,000	3,100	1,712
013	FAVXXXXXXXXXX	9,580	3,976	13,556	333.2	280	200	3,000	3,813.2	9,742.8
033	MWXXXXXXXXXX	0	3,900	3,900	0	80	0	3,000	3,080	820
042	WXXXXXXXXXX	0	3,976	3,976	0	80	0	3,000	3,080	896
070	XXXXXXXXXX	0	3,976	3,976	0	80	0	3,000	3,080	896
086	JITHNYXXXXXX	0	4,576	4,576	0	100	0	0	100	4,476
087	XXXXXXXXXX	0	4,576	4,576	0	100	0	0	100	4,476
088	FAVXXXXXXXXXX	0	4,576	4,576	0	100	0	0	100	4,476

Figure 2: The Main showing the list of employees

The main sections to note on this screen are:

- The Menu Bar/Toolbar
- The List of Employees
- Personal Details of employee
- Earnings and Deductions of employee

These sections are now explained.

THE MAIN WINDOW	
SECTION	DESCRIPTION
Payroll Calendar	This section indicates what the current year / month of the payroll is.
The Menu Bar/Toolbar	The Menu bar is the area on the screen where you will frequently have to go in order to access commands that the program requires in order to accomplish various tasks. These menus are mentioned later.
The List of Employees	This area is the register of all active employees in the payroll. The employees are listed according to a selected order. The current employee is highlighted and their details shown in the detail pane below.
Personal Details of employee	When an employee is selected in the register, their personal details are shown in the detail area below. To edit a specific item, simply place the cursor over it, click in the text box, type the item, and press enter. The changes are reflected in the list above.
Earnings and Deductions of employee	When an employee is selected, to view their earnings and deductions, click on the 'Earnings and Deductions' page of the details section. This section will be discussed later in adding and editing a transaction.

TABLE 1: Various sections of the Main Window

Chapter 4

Working with the list of employees

The list of employees is central to other functions in QuickPayroll®. It includes all the employees who are in the payroll for the active payroll month.

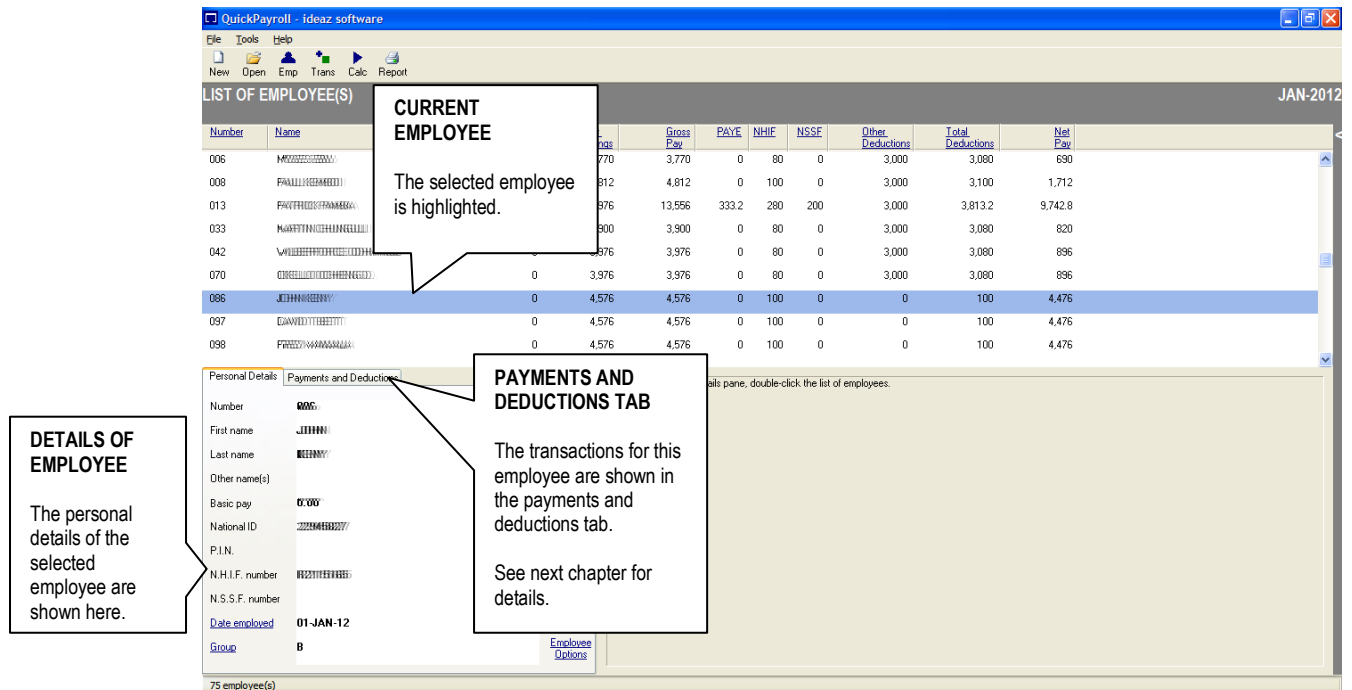


Figure 3: The List of employees view (detailed View)

There are two views of the list:

- Simple (Payroll number, Name)
- Detailed (Payroll no., Name, Basic Pay, Gross Pay, Total Deductions, Net Pay, etc)

There are two tabs for employee details:

- Personal details – shows the number, name, basic pay, ID number, statutory numbers, date employed and report group of the employee.
- Payments and Deductions - the description of the transaction, the amount, and the formula of computation (KSH, Rate, Hours, etc).

NOTES

To change the displayed employee list view, use:

- *Tools/options/View*
- *Default view of employee list.*

To hide/ display the details/transactions section:

- *Double-click the list of employees.*

Adding a new employee

To add new employee to the payroll, use on of the following commands:

- *From the toolbar click 'Employee'*
- *From the menu bar click 'File/New Employee...'*

The New employee wizard shown below will start.

REQUIRED DETAILS
For any employee to be accepted, the required details (Number, First name, Sur name) must be entered.

EXPAND (Enter all details of employee)
Click here to expand the window and allow entry of more than just the basic information.

Figure 4: Add New Employee Wizard

The required fields (*) must be completed for the employee to be added to payroll register.

Editing an existing employee

To edit the details of an existing employee:

- *Highlight the specific employee*
- *Edit the details directly in the details pane by simply placing the cursor over the desired item and beginning to type.*

You will be asked to confirm editing changes before they are saved.

Deleting an existing employee

To delete an employee from the payroll:

- *Highlight the specific employee*
- *From menus, choose 'File/Delete Employee...'*
- *Confirm the deletion by clicking 'Next' and 'Finish'.*

Finding an existing employee

To find a specific employee in the payroll:

- *From the menus select tools/Find...*
- *Type in the payroll number of the employee*
- *Click 'OK' or press enter to locate the employee*

Setting additional options for an employee

To set additional options (salary options) per employee:

- *Select the desired employee*
- *From 'Payments and Deductions' page, click 'Options'*

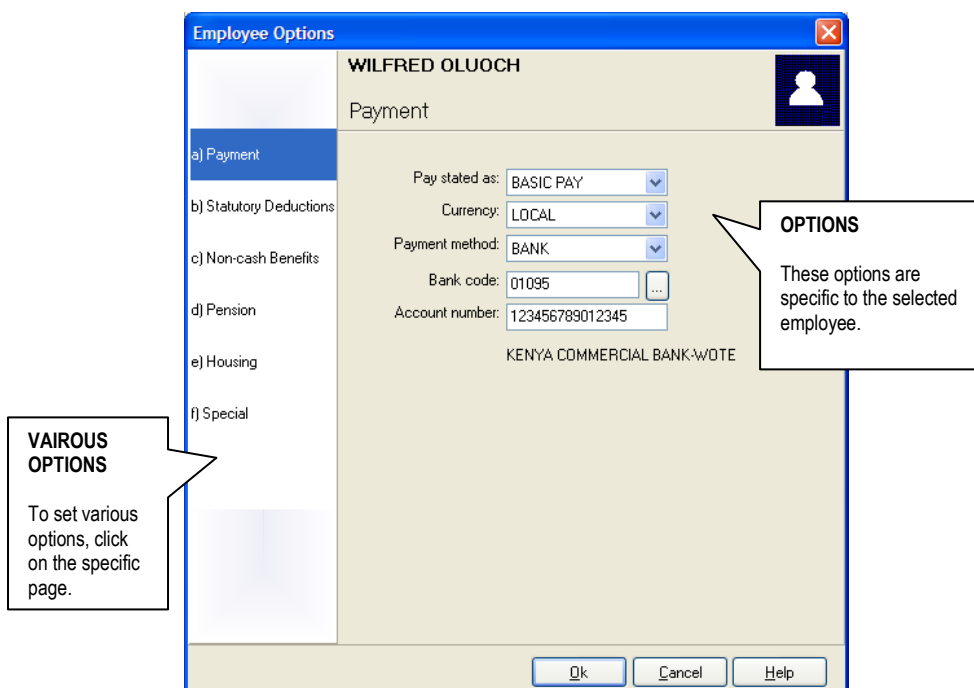


Figure 5: Employee Options Screen

THE EMPLOYEE OPTIONS SCREEN	
SECTION	DESCRIPTION
Payment	(i) Pay stated as net/gross (ii) Currency is local or Forex (iii) Payment method – cash/bank account/ cheque
Statutory Deductions	(i) Deduct PAYE and relief (ii) Deduct NSSF (iii) Deduct NHIF (iv) Include Insurance Relief
Non-cash benefits	(i) Applicable benefits and prescribed rates
Pension	(i) Pension as rate or amount (ii) Deduct employee pension (iii) Deduct employer pension (iv) Voluntary pension amount
Housing	(i) Employee is house or not (ii) Rents paid / market value / type of employee (iii) Housing relief type
Special	(i) If employee is expatriate (ii) If employee has tax-free remuneration

TABLE 2: Various sections of the employee options screen

Chapter 5

Working with Payroll Transactions

Once basic employee information has been entered, transactions can be additionally posted to reflect any other payments and deductions due.

The payroll software automatically computes the statutory deductions transactions of PAYE, NSSF and NHIF unless they are turned off using the employee's options.

Other transactions must be set or entered by the operator.

For the selected employee, the active transactions are shown under the 'Payments and Deductions' tab of the employee details pane.

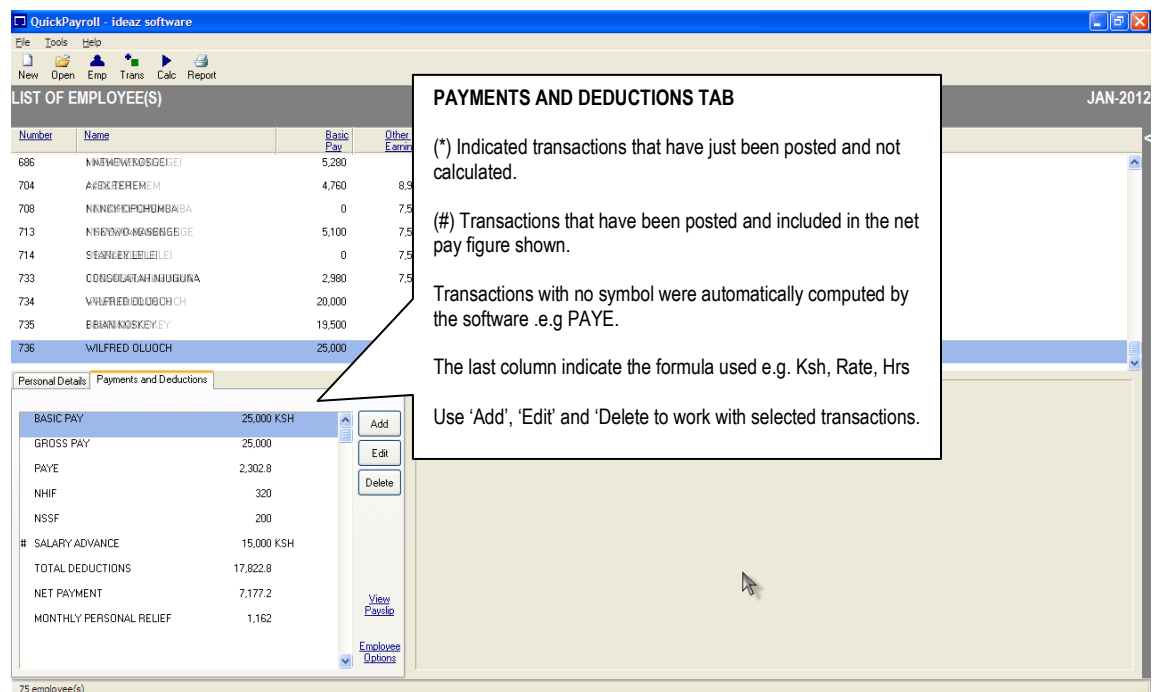


Figure 6: The main window with transactions view selected

The main categories of transactions handled by the system are:

- Payment – an earning that can be set to be deducted once or recurrent
- Deduction – recovery with balance that set to once or recurrent.
- Savings – deductions with accumulating balances
- Loans – deductions reducing balances with optional interest.

Adding a New Transaction

To add a new transaction highlight the concerned employee, then:

- *From the menus, select 'File/New Transaction...'*
- OR
- *Click 'Add' under the 'Earnings and Deductions' section of the details pane*

The 'New transaction Wizard' appears.

The screenshot shows a 'Transaction' window titled 'New transaction'. The window contains a form with the following fields:

- Number: 171
- Name: MAGGIE OMBATI WANJIRU
- Type: Payment (dropdown menu)
- Hint: Added to basic toward gross.

Callout boxes provide additional information:

- SELECTED EMPLOYEE:** The name of the employee to whom this transaction will be posted is shown here.
- TRANSACTION TYPE:** Select between Payment, Deduction, Loan and Savings.

At the bottom of the window, there are four buttons: Cancel, < Back, Next >, and Finish. A message at the bottom of the form reads: 'To continue, click 'Next'.'

Figure 6: New Transaction Wizard (opening screen)

- *Select the type of transaction you want to post (Payment/ Deduction / Loan /Savings) then click 'Next'.*

The details view of the transaction wizard appears.

Transaction
New Payment

Complete the transaction details below

Number: 171
Name: MAGGIE OMBATI WANJIRU
Description: HOUSE ALLOWANCE
Amount: 15,000.00 = KSH
Reference: R1234
Rounding: 1 SHILLING

To continue, click 'Next'.

Cancel < Back Next > Finish

Figure 7: New Transaction Wizard (details of a payment)

- Complete the details of the transaction and click 'Next' to get to the confirmation screen.

Transaction
Payment

Here is a summary of the transaction:

Type: Other Earnings
Employee: MAGGIE OMBATI WANJIRU
Description: HOUSE ALLOWANCE
Amount: 15,000.00
Reference: R1234

Repeat this transaction every month
 Do not tax this earning

To post and close this wizard, click 'Finish'.

Cancel < Back Next > Finish

TRANSACTION OPTIONS
Depending on the type of transaction, there will be various options available for selection or setting.

Figure 8: New Transaction Wizard (confirmation screen)

- Complete posting of the transaction by clicking 'Finish'.

Editing an existing Transaction

To edit an existing transaction, highlight the transaction, then:

- *From the 'Payments and Deductions' tab in the employee details section, click the 'Edit' button*

OR

- *Double click the highlighted transaction.*
- *The edit the details of the transaction and click 'Next' then 'Finish' when done*

Deleting an existing Transaction

To delete an existing transaction, highlight the transaction, then:

- *From the 'Payments and Deductions' tab in the employee details section, click the 'Delete button*

OR

- *From the menus, select 'File/Delete Transaction...'*
- *Confirm that your wish to delete the transaction and click 'Finish' when done.*

Working with Batch Transactions

You can post or delete transactions in a group using the batch transaction Wizards.

To post a payment or deduction to ALL employees:

- *From the menus select 'Tools/Batch posting...'*
- *Click 'Next'*
- *Select the type of transaction (Batch payment or deduction)*
- *Enter a description to*
- *Enter the amount/rate/hours to be posted to ALL employees*
- *Click 'Next' and 'Finish'.*

To perform a batch deletion:

- *From the menus select 'Tools/Batch Deletion...'*
- *Click 'Next'*
- *Select the transaction from the list*
- *Click 'Next' and 'Finish' to perform the deletion*

NOTES

You must calculate the payroll to see the effect of any editing done to a transaction.

Once a transaction has been deleted, you can not recall it.

You must re-enter it to re-activate it.

Batch deletion will remove all transactions that have the selected description, irrespective of type or of how they were entered.

Chapter 6

Calculating the Payroll

The payroll calculation procedure computes employee net pays and generates relevant reports. The basic pay together with payments and deductions is used to compute statutory deductions as relevant including PAYE, NSSF and NHIF.

In addition to generating pay-slip reports, other monthly and periodic reports are updated as part of the procedure.

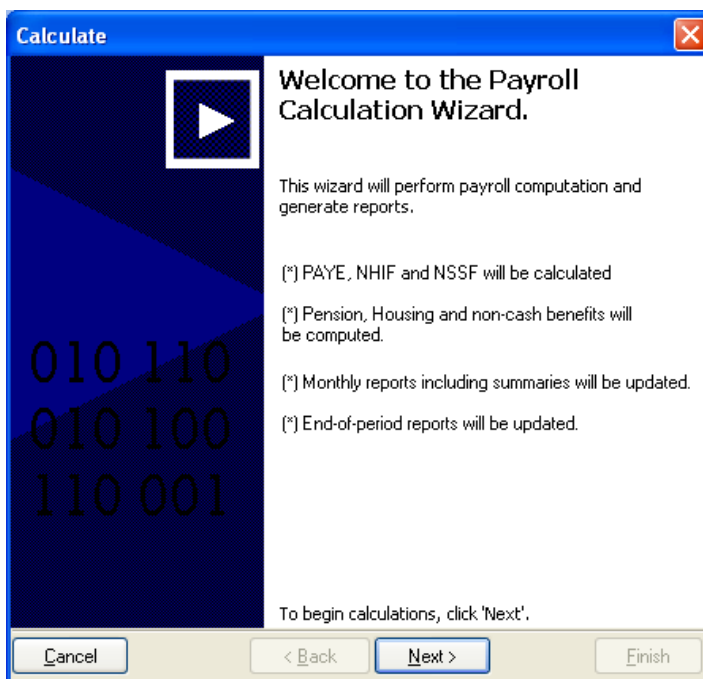


Figure 8: The Payroll Calculation Wizard (Welcome Screen)

Calculating the payroll

To start the Payroll Calculation Wizard:

- *Click 'Calc' on the main toolbar section*
OR
From the menus select 'File/Calculate...'
- *Click 'Next' to run the procedure*
- *Click 'Finish' to exit the calculation procedure*

The following are some of the calculations performed:

- *Basic Salary*
- *Other earnings e.g. allowances, housing*
- *P.A.Y.E. income tax*
- *N.S.S.F.*
- *N.H.I.F.*
- *Other deductions e.g. savings and loans*
- *Net pay*

NOTES

You must calculate the payroll to see the effect of any editing done to a transaction.

You may process as many times as you wish within a given month, balances will not be updated until you do the end of month procedure. This allows you to make changes as long as you have not done the end of month procedure.

Reports will show the balance as it will be at the end of the month but these balances will not be posted until the end of month procedure is done.

If you make changes to employee or transaction data that affects report balances, you must re-process the payroll to update reports. If you print reports without re-processing, the reports will be out of date.

Chapter 7

Viewing and Printing Reports

After calculation of the payroll is complete, your reports are ready for viewing and printing.

Starting the Reports Wizard

To start the Reports Wizard you may use any of the following methods:

- *From the menus, select 'File/Print Reports...', or*
- *From the tool bar click 'Reports'*

The Report wizard starting screen is shown below:

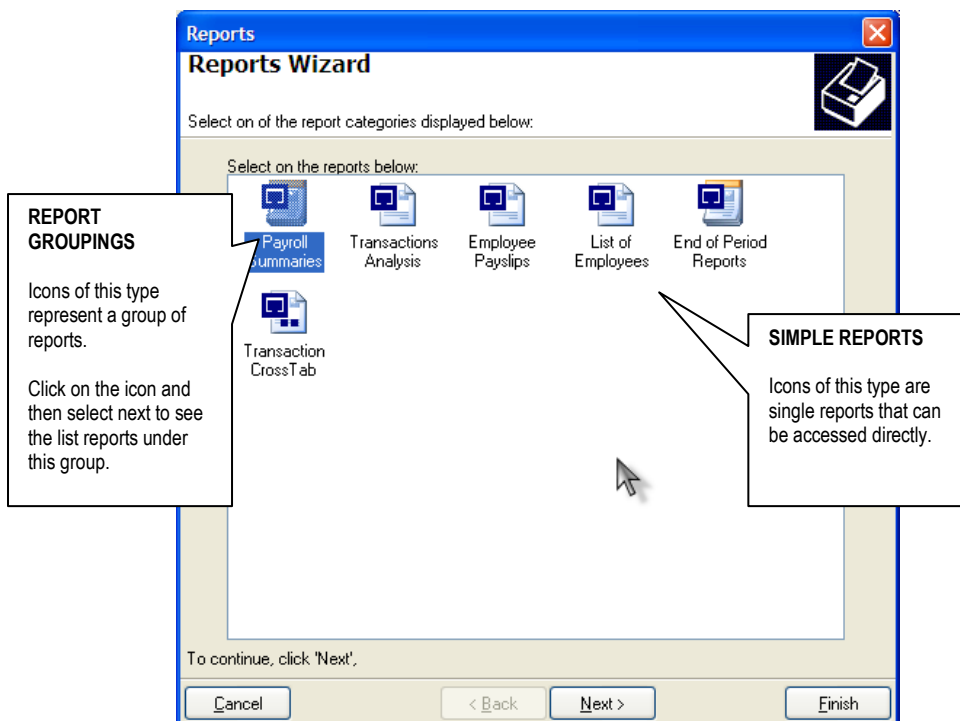


Figure 9: The Reports Wizard (Welcome Screen)

To view or print any of the reports:

- *Click on any of the icons such that it is highlighted e.g. 'Payroll Summaries' above.*
- *Click 'Next' to continue*
- *Select a sub-report from the list if necessary (e.g. from list of summaries, see Fig 10)*
- *Specify any additional options if requested (varies according to report), then at the last stage, click 'Finish' to preview the report*

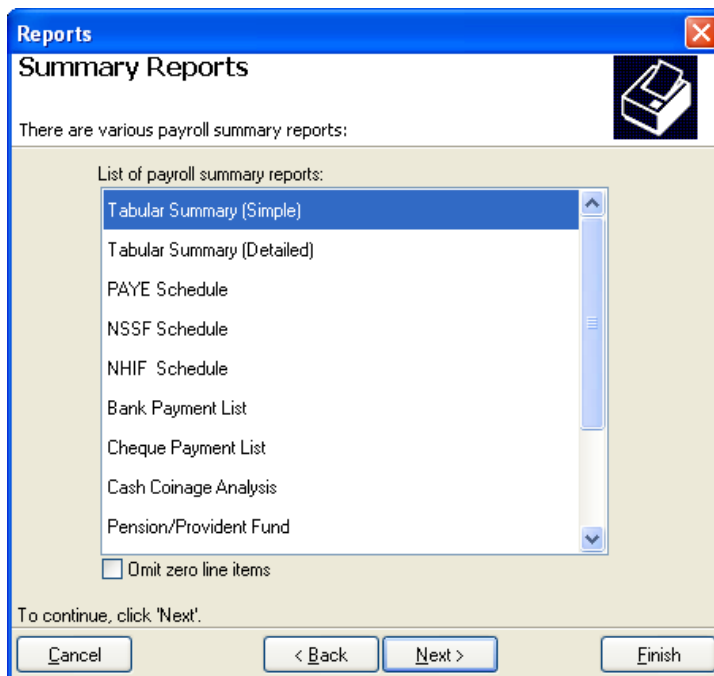


Figure 10: The Reports Wizard (List of Summary reports)

Previewing Reports

The report preview window allows you to see the report on the screen before printing.

The Reports Preview Window displays a preview of pay slips. The window includes a 'Report Navigator' on the left, a 'Preview Toolbar' at the top, and a 'Preview Area' on the right. The pay slip data is as follows:

PAYE		PENSION SCHEME		CO-OP SHARES		CO-OP LOAN	
NUMBER:	180	NUMBER:	182	NUMBER:	182	NUMBER:	182
NAME:	BOBBY PATEL YAW	NAME:	ROBERT SANG NJOROGE	NAME:	ROBERT SANG NJOROGE	NAME:	ROBERT SANG NJOROGE
PAYROLL:	MAR-2009	PAYROLL:	MAR-2009	PAYROLL:	MAR-2009	PAYROLL:	MAR-2009
TOTAL PAYMENTS		TOTAL PAYMENTS		TOTAL PAYMENTS		TOTAL PAYMENTS	
55,000		55,000		55,000		55,000	
DEDUCTIONS		DEDUCTIONS		DEDUCTIONS		DEDUCTIONS	
12,052		12,052		12,052		12,052	
PAYMENTS		PAYMENTS		PAYMENTS		PAYMENTS	
320		320		320		320	
NSSF		NSSF		NSSF		NSSF	
200		200		200		200	
PENSION SCHEME		PENSION SCHEME		PENSION SCHEME		PENSION SCHEME	
2,500		2,500		2,500		2,500	
CO-OP SHARES		CO-OP SHARES		CO-OP SHARES		CO-OP SHARES	
3,500		3,500		3,500		3,500	
CO-OP LOAN		CO-OP LOAN		CO-OP LOAN		CO-OP LOAN	
468,749		468,749		468,749		468,749	
15,209		15,209		15,209		15,209	
TOTAL DEDUCTIONS		TOTAL DEDUCTIONS		TOTAL DEDUCTIONS		TOTAL DEDUCTIONS	
276,502		32,628		33,811		33,811	
NET PAY		NET PAY		NET PAY		NET PAY	
18,850		67,372		21,183		21,183	
EMPLOYER PENSION SCHEME(T)		KCB KIPANDE HOUSE NAIROBI		KCB GITHUNGURI BRANCH		KCB GITHUNGURI BRANCH	
230,373.5		123567890		1234567890		1234567890	
EXCESS PENSION/NSSF AMOUNT TAXED		EMPLOYER PENSION SCHEME		CO-OP LOAN (10417, 4762)		CO-OP LOAN (10417, 4762)	
230,573.5		13,000		12,000		12,000	
CO-OP LOAN (16987, 0)		CO-OP LOAN (1200, 336)		SALDOON CAR - 1001 CC TO 1		SALDOON CAR - 1001 CC TO 1	
125,000		25,000		500		1,200	
EDUCATION LOAN		EDUCATION LOAN		TELEPHONE		TELEPHONE	
49,999		88,806		13,000		12,000	
18,007		4,000		500		1,200	
25,000		1,538					

The 'Report Navigator' on the left lists employee names and page numbers. The 'Preview Toolbar' includes buttons for 'Prev', 'Next', 'Print Report', 'Setup Printer', and 'Close'. The 'Preview Area' shows the formatted pay slip data.

Figure 11: The Reports Preview Window (Showing Payslips)

The List of available reports	
Report Group	List of reports available
Payroll Summaries	<ul style="list-style-type: none"> (i) Tabular Summary (Simplified) (ii) Tabular Summary (Detailed) (iii) PAYE Schedule (iv) NSSF Schedule (v) NHIF Schedule (vi) Bank Payment List (vii) Cheque Payment List (viii) Cash Coinage analysis (ix) Pension / Provident Fund (x) Loans Summary (xi) Payroll Budget (xii) Payroll Journal (xiii) Payroll Journal by Group
Transactions Analysis	List all the transactions entered / generated / processed by the payroll system. Sub-totals are included in the schedules.
Employee Pays lips	<ul style="list-style-type: none"> (i) Simple pay slip 3 per page (ii) Simple pay slip 2 per page (portrait) (iii) Simple pay slip 2 per page (landscape) (iv) Simple pay slip 1 per page (v) Detailed 2 per page (vi) Detailed 1 per page (vii) Detailed duplicate <p><i>NOTE: Simple format of pay slips do not include details of how the tax was calculated, just the amount.</i></p>
End Period Reports (KRA)	<ul style="list-style-type: none"> (viii) P9A Tax deduction card (ix) P10 Employer's certificate (x) P10A PAYE supporting List (xi) P10D PAYE Quarterly Report

NOTE

If you make any changes to your data, you must recalculate you payroll to see the changes in the report.

The payroll calendar refers to which months have data in the payroll and their statuses, which could be – *Open, Open and processed, closed, or Archive (previous year)*.

Starting a New Payroll Month

To close the current month and move the calendar, use the ‘*Start New Month Wizard*’:

- *From the menus, select ‘File/New Month...’*
OR
From the tool bar click ‘New Month’

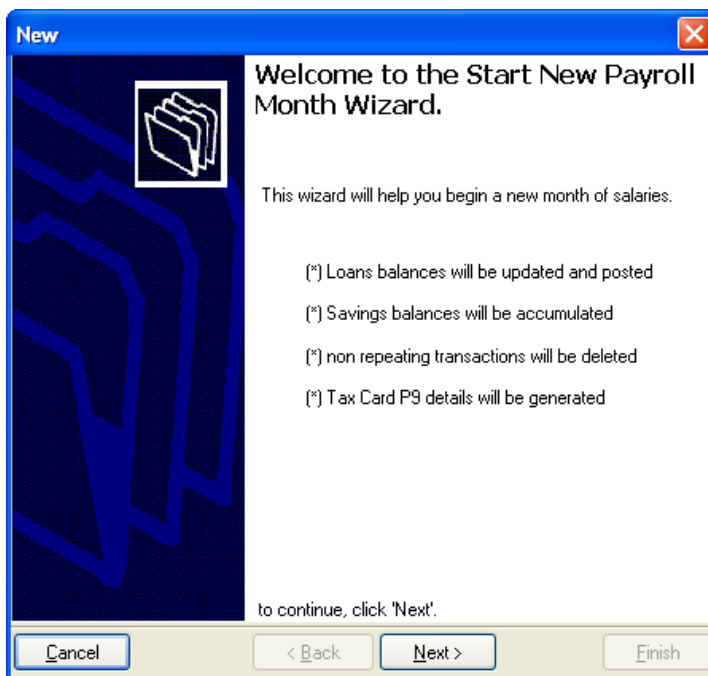


Figure 11: The Start New Payroll Month Wizard

- *Click ‘Next’ to advance beyond the welcome screen*
- *Click ‘Next’ again and yes to confirm (or ‘No’ and ‘Cancel’) to abort*

NOTE

The ‘*Start New Month*’ procedure is not reversible.

Once a month is closed, no further changes will be possible to its data.

The end month procedure runs on the data and completes by displaying the new payroll calendar date.

The key tasks completed during this function are:

- *Deletion of one time payments and deductions* – automatically delete any earnings and deductions that were not marked as recurrent.
- *Accumulation of savings balances* – adjust balances upward.
- *Reduction of loan balances* – reduce the loan balance by the monthly amount and compute interest as necessary. Loans that have been fully repaid will automatically be terminated.
- *Updating database for periodic reports* – the procedure also accumulates historical data for the purposes of the end of year reports such as income tax P9, quarterly PAYE return, and others.
- *Moves the payroll calendar* –move payroll processing to the next month and/or year where necessary.

Opening existing months

To review the data from a previous payroll month, use the ‘Open Existing Month’ function.

- *From the menus, select ‘File/New Month...’*
OR
From the tool bar click ‘New Month’
- *Select the month from the list*
(uncheck the ‘This year only’ box to view archive files if necessary).
- *Click ‘Open’ to retrieve the data*

The open month screen is shown next:

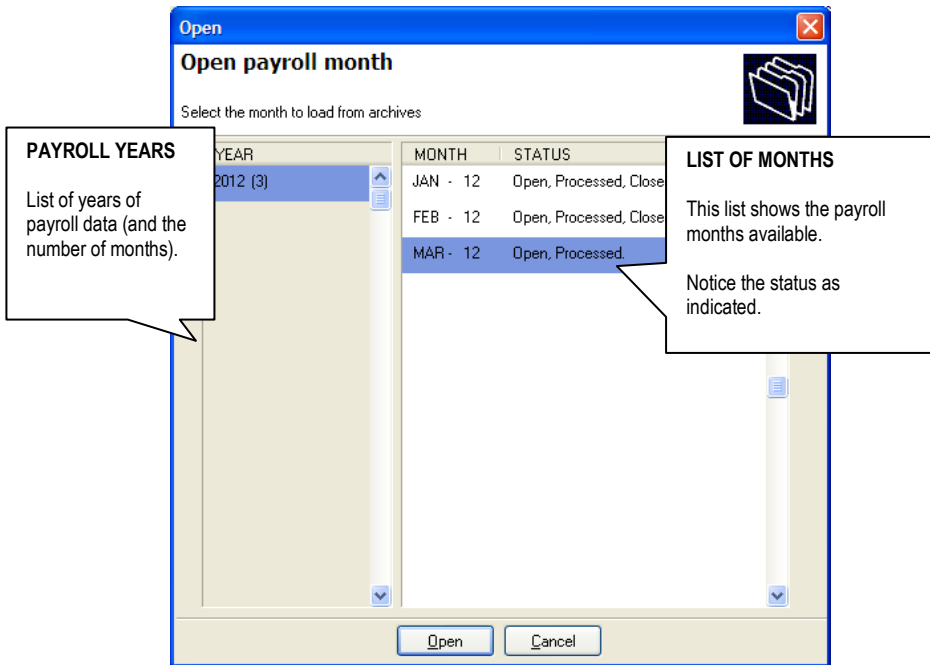
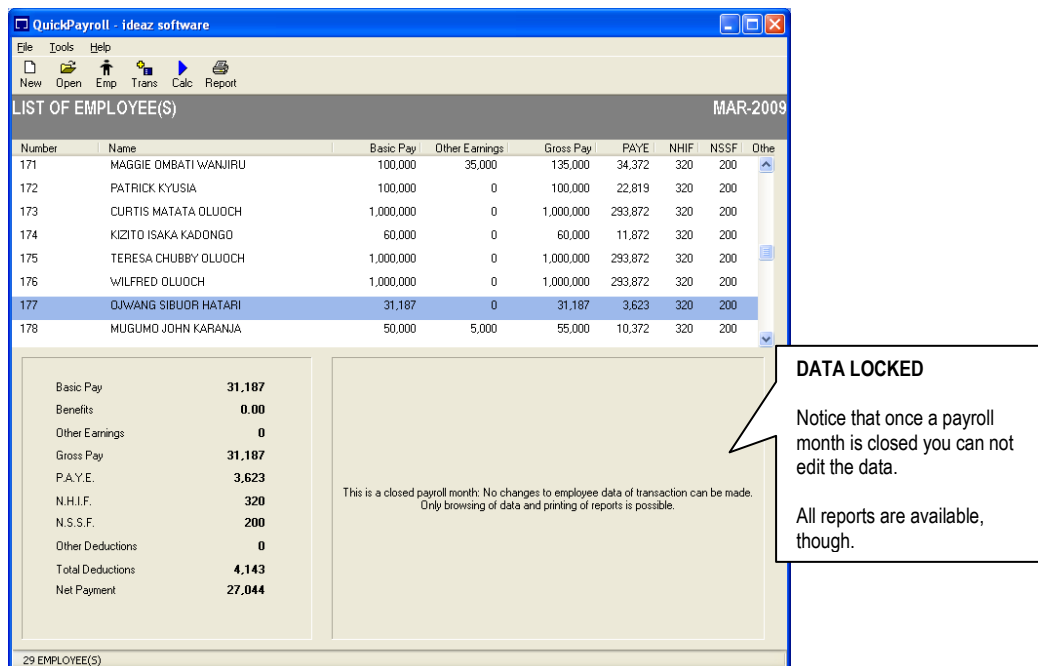


Figure 12: The Open Existing Month Screen

When a closed payroll months is retrieved, not further editing is allowed. You can, however, reprint any reports that verbatim. The current date is printed on the reports in addition to the payroll year and month.



To revert to the current moth, use the same ‘Open Month’ facility. The current month will not be locked and your will be able to continue with payroll.

Chapter 9

Setting Program Options

There are various configurable options in the payroll system that can be used to change parameters for computation, how information is displayed, as well as how reports are printed.

To access the payroll options:

- From the menus, select 'Tools / Options...'

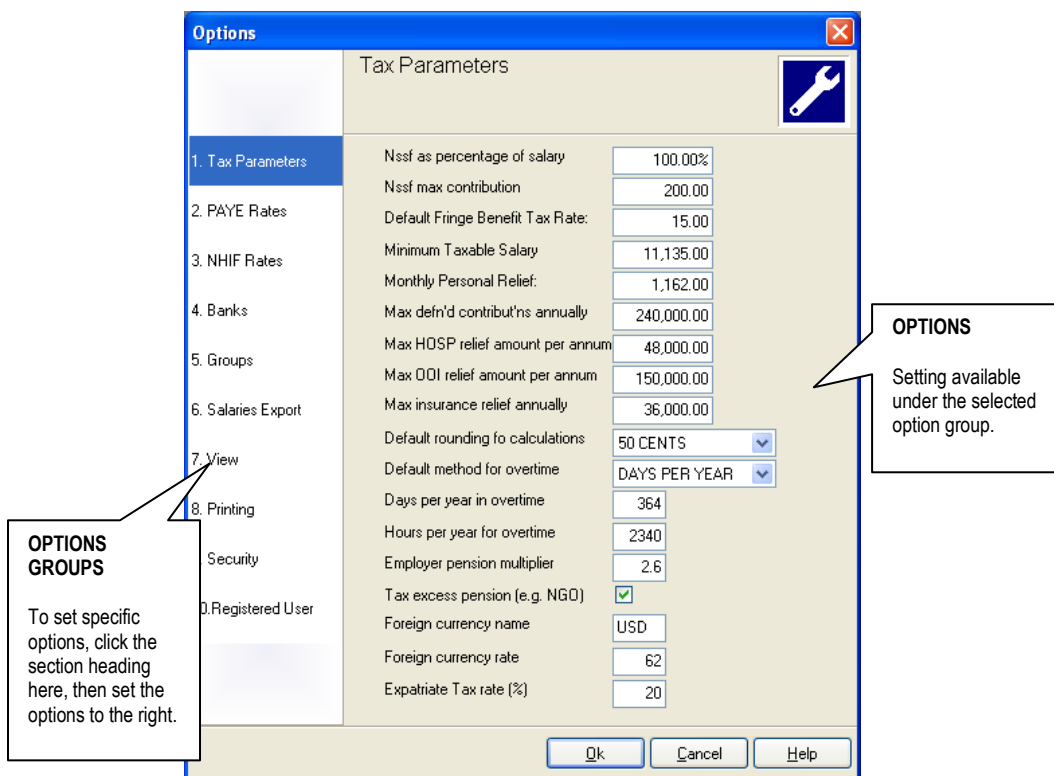


Figure 13: The Open Existing Month Screen

The available options are grouped in to ten (10) sections and each is responsible for modifying a specific aspect of the software.

The next table summarizes the available options.

The List of available options	
Tax Parameters	List of reports available
PAYE Rates	Pay As You Earn tax bands.
NHIF Rates	National Hospital Insurance Fund contribution rates.
Banks	List of Banks that employees can be assigned to. Same list is used for salaries Export.
Groups	Grouping tags that can be used on employee lists and for analysis. e.g. as departments, section or cost centers.
Salaries Export	Format definitions for SFI/SFX standard, Barclays Bulk File and CITIDIRECT of Citibank. This information is used to populate the exported file.
View	Order for listing employees on the screen, default view of list (simple versus detailed), Automatic employee numbering option, prefix numbers with group code option.
Printing	Default pay slip format, line spacing on reports, shading option for reports, print logo on pay slips option, default font to use on reports.
Security	Require login password, login username and login password.
Registered User	Registered Name, Serial Number, License Key, Address, PIN, NHIF number, NSSF number, and Logo image.

NOTE

Some of the options that affect payroll calculations will require a recalculation of the payroll for the results to reflect.

Chapter 10

Payroll Utilities (Exporting/ Excel)

There are several utilities available for data export and integration in the payroll software.

- *Export Bank Data* – creates data files that can be used in conjunction with third party banking software either off-line or online.
- *Export Monthly PAYE File* – create a data file of tax details for the month that can be uploaded to the KRA online system.
- *Export to Microsoft Excel* – exports a cross tabulation of the payroll for the month to Microsoft Excel in a new worksheet that can subsequently be manipulated as required.

Export Bank Data

The payroll software supports various common formats (in Kenya) for exporting bank data.

Once the payroll software has been used to process the net pay of employees, this information can be written to an intermediate file format for integration with third party banking software (either offline or online).

These are the common Standard File Interchange SFI/SFX format, the Barclays Bulk File Format and the Citibank CITIDIRECT format.

To start the Export Bank Data Wizard:

- *From the menus, select 'Tools / Export Bank Data...'*

The Wizard screen is shown next.

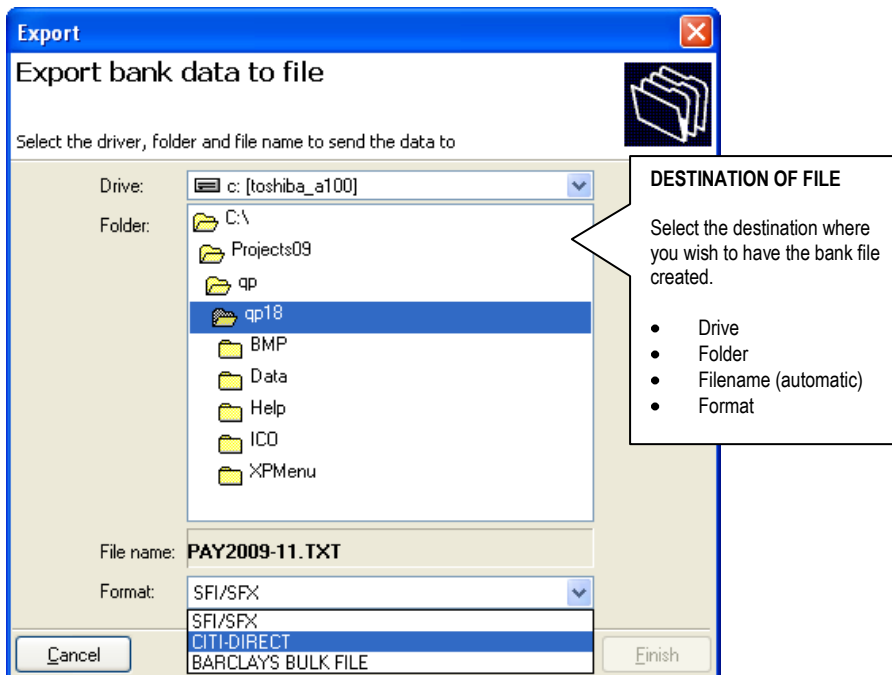


Figure 14: The Export Bank data screen (format and destination)

Once the data file is generated, refer to the vendor (bank) instructions as to how to upload the file for payment.

Export Monthly PAYE File

The payroll software is able to export the monthly data file for the KRA Online service.

To start the Export Bank Data Wizard:

- *From the menus, select 'Tools / Export Monthly PAYE File...'*

The Wizard screens are similar to those for exporting bank data, refer to the previous steps.

Additionally, refer to KRA's documentation on how to work with the KRA Online service including how to register as a tax payer and use the application.

Export to Microsoft Excel Wizard

The payroll software is able to export a cross-tabulation of all payroll transactions in summary format to the Microsoft Excel spreadsheet application.

In order to use this function, the computer must have the Microsoft Excel application installed and ready.

To start the Export to Microsoft Excel Wizard:

- *From the menus, select 'Tools / Export to Microsoft Excel ...'*
- *Click 'Next' to advance beyond the opening screen*
- *Select the desired columns and click 'Next' to begin.*

The screen for selecting columns is shown next.

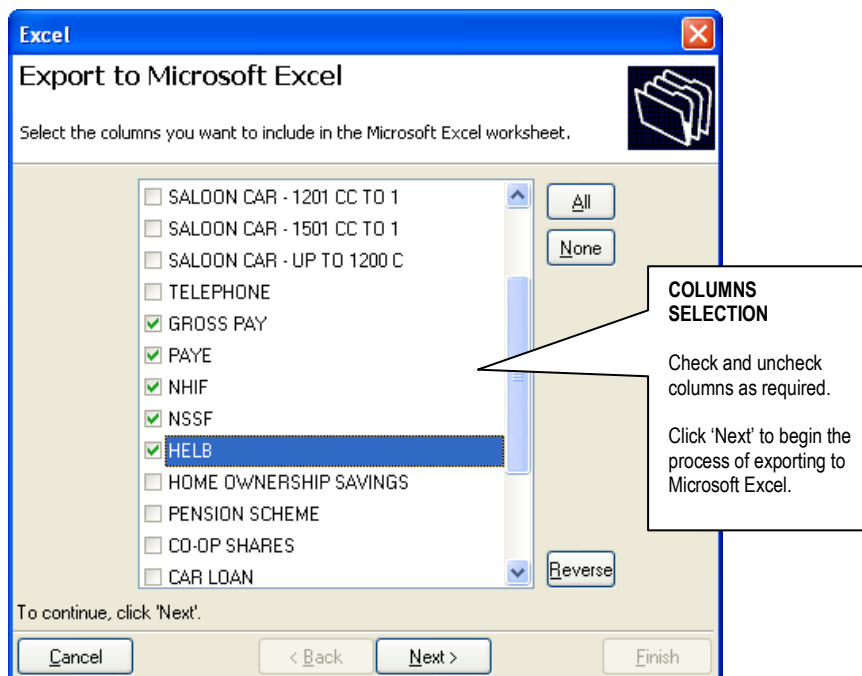


Figure 15: The Export to Microsoft Excel Wizard

When the exporting is complete, Microsoft Excel will be started and the new document displayed.

