

Adaski Operating Instructions

Introduction

The name Adaski comes from the first 2 letters of each of my 3 children, Adam, Ashleigh and Kimberley. I have tried in most cases to make the system easy to understand and operate and as time goes on I hope to improve on that aspect even more by including such things as an F1 Help key

Adaski is a Windows based Payroll software package that has been written using the highly respected development tool called Delphi 7. The background programming language used in Adaski is Pascal

I have used much of the terminology that we have in our original Payrite program so that existing users of Payrite will find the migration to Adaski extremely easy to do

The system has been designed in such a way that you can look back at all sorts of historical details about payments to your staff. This means that you can print off enquiries when you really need them without cluttering your office with unnecessary paperwork

Function Keys

Screens that display employee details such as the Employee Masterfile use F3 and F4 for calling up the Next or Prior Employee respectively whilst the F9 key is used to Update the Record currently being processed

On Print or Enquiry Screens the F5 and F8 keys are used to either Preview or Print the particular report on that screen

If you want to Delete a record you should press the F6 Function Key. I do not allow you to just click on the Delete button in case it is done by mistake when you are in a hurry to finish what you are doing.

To exit from any program you can either press the Escape Key, Exit Button or click on the X in the top right hand corner and the given screen

Printing

It is always better to Preview a report before printing it just in case something stands out at you as being incorrect for one reason or other. Once you have clicked on the Preview Button (F5) the first page of the report will be displayed on your screen. There will be 4 arrows displayed on the top left of the screen which represent the First Page, Previous Page, Next Page and Last Page respectively as in most other Windows programs. On the right of the fourth arrow is the Printer Set Up button and this can be used to select a range of pages to print or to indicate which printer you would like to use for the given report

You can use any printer for printing reports in Adaski. Dot Matrix printers are, however, always much slower than Laser or In Jet Printer with any Windows based software and Adaski is no exception to that rule. If you truly look at the costs involved versus the number of prints required you should see that you do not really benefit a whole lot from using a Dot Matrix printer rather than a Laser printer

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General Comments

I have written the system in such a way that you should rarely have to restore from a backup. This should now only happen if you have a power failure half way through your Pay Update or if you realise that you have forgotten to give someone a particular allowance or deduction after you have done the Pay Update

The Bank Transfer Disc and the Cost Centre Analysis can now both be done before or after the Pay Update, as can most of the reports

Edit /Combo Boxes

All of the capture screens have edit or combo boxes where the current information is stored for a particular record. The Edit Boxes normally have a plain white background whilst the Combo Boxes have a white background with a downward pointing arrow on the right hand side of the box. If you click on this arrow a second, drop down box will be displayed with the various alternatives that you can choose for that option. E.g. Automatic Medical Aid will have a Combo Box with the Yes or No alternatives. If you double click on a Combo Box the program will automatically display the next option available. I.e. In the latter instance if you double click on the Combo Box when it is a Yes the program will change the display to No and vice versa

To change the information on an Edit box you can either click on that box and backspace or enter the new information. If you double click on the current data the latter will become highlighted in a dark blue. If you start typing straight away then the existing value will automatically be deleted and replaced by the new details as you type them in

Grids

Most screens have Dark Blue Grids that show you the complete range of Records that you can view for that screen. The Master File Maintenance Screen, for example, has a grid showing all of the employees in Pay Point order. If you click on any employee in that grid the program will change the display to show the relevant information for that employee

In that same screen if you click on the Pay Point button a grid will be displayed showing all of the valid Pay Points for your company and will refocus the cursor on the Pay Point allocated to that employee. If you click on another Pay Point and then press update (F9) then the employee will be reallocated to the new Pay Point. This is the equivalent of doing a Pay Point Transfer in the old Payrite system

Alphabetic Name Order

Most of the capture and enquiry screens for employee data and transactions allow you to enter an employee number in one of three ways: - by Clicking on the Dark Blue Employee Grid, by entering the Employee Number next to that heading or by clicking on the Name Combo Box. The latter will display the employees in their alphabetic Name order making it easier to find someone whose number you have forgotten

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Starting Adaski

The Adaski System is started by clicking on the Adaski icon on the main desktop of your computer. If you are running more than one set of data on the computer then you will have to first enter the company code for the data you wish to work on followed the password if one has been set up for you

The Main Adaski Menu will then be displayed and you will have to click on the relevant heading for a sub menu to show on the screen

These sub menus are for Set Up Files, Employees, Pay Run, Medical Aid, Leave, Loans, Enquiries, Reports, Disc File Creation, Utilities, YTD Enquiries and Year End Procedures

Set Up Files

This sub menu allows you to take on or amend the Company Details and all of the supporting tables for allowances, Deductions and so on. This sub menu will not be called up that often as it is generally used for the more static information required in your system.

The System Settings screen is included here and it is very important that you check that the flags are set up correctly on that screen before you process your payroll

Allowance and Deduction Codes

These screens should be easy to understand. You should just make sure that you set up the Allowance or Deduction type correctly. Any Deduction with the type set to 'Before' Tax will have the amount taken off of the Gross wage (as per Pension and NSSA) before calculating PAYE

Allowances that are set up as Benefits have the amount added to the taxable amount for the Pay Run but are not included in the actual Gross Amount paid to the employee

Banks

You have to set up a Bank Branch for every bank used by your staff for bank transfers. The common banks are set up automatically when you start up the system so just add banks and or branches as necessary. Complete the relevant Sender ID and Sort Code for each Bank and then complete the information required on the Company Bank Screen

NEC / Union

If you are using the Automatic Union and or NEC then you will have to set up the relevant information on the NEC Maintenance screen

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System Settings

Most of the options are self-explanatory and need no further discussion however there are one or two that beg further explanation.

In Zimbabwe the labour laws state that you must give employees one month's leave per year. It is up to you whether you give 30 actual days (including week ends and public holidays) or just give the equivalent of one month's normal working days (generally 22 days). Set up the Flag for All or working days respectively

You can then decide whether your circumstances warrant using the default number of days per month for the company or the individual for calculating Cash in Lieu of Leave (CILL)

The Aids levy and PAYE are separated automatically at the end of the Control Totals Report. The Separate AIDS Levy flag in the System Settings is set to Yes if you want the AIDS levy printed separately on the individual Pay Slips

Performance Allowance. Several companies that want to pay an individual his Basic Pay plus a regular Bonus or Discretionary Allowance use this. This would be useful if, for example, the minimum wage was increased dramatically and you could not afford to increase the total regular Basic (being Salary plus Performance Allowance). If this flag is set to Yes then any Overtime or CILL is calculated using the Salary plus Performance Allowance

Use US\$, Euro, Pound Rate. If this is set to Yes and there is a non zero Conversion amount then all employees that have the Use US\$ Salary set to Yes and have a US\$ amount will have their salary calculated automatically using the conversion thereof

The Separate Allowance run allows you to have a mid month Pay Run where, for example, you just pay a Bonus or Advance. You either use a Bonus Code or any of the codes 71 – 79 that you have set up in the Allowances screen. Please note that PAYE is calculated in this run and any amounts used here for the given allowance will be added to the employee's YTD totals

Employee Takeon

New Employees are taken on using the Master File screen under the Employee Sub Menu. There are separate buttons on this screen for taking on other details like Personal, Financial and Medical Aid if you prefer to do so at the same time as when you add the employee to your database. If not then you can choose these screens separately either in the employee Sub menu or in other independent Sub Menus

Termination Dates

Adaski looks at the last Month end date to compare an employee's Termination date. If the termination date is after the last month end date then the employee is assumed to be working for your company

If there is no termination date in the company dates then the last pay date is used instead

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So if you have not set up the month end date and the pay date for , eg, April was 27th April then if someone had a termination date of 30th April he will be assumed as current in the May Pay run

This will explain why there are terminated employees appearing in some payrolls

Medical Aid

This feature allows you to take on various different Medical Aids with independent Schemes for each one. You can then set the system up so that the Medical Aid Contributions are updated automatically every time the Medical Aids change their rates. There is an Employee Contributions Screen where you can indicate which scheme an employee belongs to, if he has a spouse, how many kids and how many dependants he is paying Medical Aid for. You can enter the Employee and Company Contribution for each scheme

Medical Expenses - Zimbabwe

In Zimbabwe your PAYE is reduced by 50% of any valid Shortfall not paid by a Medical Aid for Medical Expenses. The same benefit applies to any Medical Aid contributions paid by the employee for himself, his spouse or his kids

Loans

Loans should be entered on the Loans Screen if they are to be paid off by the employee over several Pay Periods. Give each loan a unique loan number and enter the date it was given together with the loan deduction per Pay Period

You can capture journals for loans that were entered incorrectly and there is an Interest on Loans option. All of the loan transactions can be viewed on the Loan Capture screen

You can take on different types of loans using any code in the range from 501 – 550 and you can state whether it is an interest-bearing loan or not. In Zimbabwe you do not pay interest on loans for education and certain other types of loan

Leave

It is a good idea to keep a record of the leave taken by each employee. Adaski allows you to capture different types of leave. There can only be one amount of leave entered for a given Start Leave Date so you can in effect have many different amounts of leave taken in a given Pay Period

The Leave Transactions can now be entered by clicking on the 'Enter Leave Taken' Button on the Monetary Details screen

Destination Drive and Directory

Some screens, like the Old Mutual and the AON Disc file output ask you to enter a Destination Drive and a Directory (Folder) where you would like the particular file to be created. You must Double Click on the Folder in order for the new location to be displayed immediately below the Directory box. You can move around this Directory box in a similar manner to that done when using Windows Explore

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Internet Downloads

Softrite has a small web site – www.softrite.co.zw – where you can download the latest release of Adaski when you next want to use it. Alternatively you can send in a Flash drive or Read Write CD for the latest programs to be copied onto

I intend improving on that in the near future and will be making comments about improvements and changes on that web site

Backup & Restore

Whilst I have designed the system so that you should rarely have to Recover from a Backup of your Database it is still extremely important for you to back the latter up on a regular basis.

The Database is called 'adaskim.gdb'.

If you just have one set of data files on your computer then this database will be stored in the folder

'c:\program files\borland\interbase\bin'

If you have more than one set of data files on your computer then they will each have their own database called the same name but stored in the folder

'c:\adaski\files\abc' where 'abc' is your Company Code

There are several different ways of backing up this database and you should choose the one that is best suited to you and your computer skills (or lack thereof)

If you choose the Backup Option in the Pay Run Sub Menu you will have to enter the folder that you want to backup the database to (using double click on the Destination Folder). The program will then first Zip (Compress) the file into the current working folder. When that is complete it will display a message 'Files added = 1'. If you click on that the system displays a message stating that it will now copy that compressed file to the Destination Folder nominated earlier by yourself. A final message stating 'Backup Complete' will then be displayed indicating the completion of the task on hand

An icon should have been set up on your computer that allows you to restore this file and this should operate in the reverse manner to the Backup routine described above

If you are familiar with copying and pasting using Windows Explore then you should probably use that method for the Backup procedure. With this option you can create new folders called, for example, c:\adaski\files\2007 and then sub folders of that called, for example, January, February etc.

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You should backup to both your own computer and to an external medium like a flash drive or a read/write CD just in case something happens to your computer

Pay Run

This is the procedure that should be followed when processing your Pay for any given period

Choose the relevant option in Set up Files if there have been any changes to things like Minimum Wage since the last pay date.

Check if the Medical Aid contributions have been changed in the last month and, if so, amend the relevant screen

Enter the Pay Date for the period and then click on Start of Pay.

Select one of the options in Monetary Changes to capture the earnings and or deductions for each employee. There are bulk capture screens for those operators that prefer to enter all of a particular allowance or deduction like commissions or staff debtors

Backup your data at this stage just in case something goes wrong with the Pay Update or Generation

Run the Pay Generation and then print or preview the Payroll Summary

Once you are happy with the resulting pay you can then process the payslips and any necessary reports

It is recommended that you do not run the Pay Update straight away as there are generally queries raised by various members of staff once they have been given their payslip. You would then have to make the necessary amendments and run the Pay Generation once more before doing the Pay Update

PAYE Calculation Screen

This screen shows you how the PAYE has been calculated for any given employee. The program defaults to the Current Period but you can select any given period in the current Tax Year

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If one of your employees is unhappy with his PAYE deductions you can, therefore, print this PAYE calculation Screen for each period of the current year. He can then take it down to Zimra if he wants further clarification or confirmation that the figures calculated in Adaski are in fact correct for his earnings and deductions

End of Pay

Unlike Payrite there is no End of Pay option in Adaski. Running the Start of Pay for the next Pay Period effectively does the same procedure

Bank Transfer Disc

The Bank Transfer disc can be created either before or after the Pay Update. The figures are cleared out after you have run the Start of Pay for the next Pay Period

Excel File Creation

This option allows you to create a whole range of Excel files with YTD totals and transactions for a given Tax Year and Semester

Time Link

The system allows you to input an excel file that has been created using the Time Link Clock Card system. The input file must be called 'Timeclk.csv' and must be located in c:\adaski\files

YTD Enquiries

These enquiry programs should all be self-explanatory requiring you to enter the employee number and the Period, Tax Year or Semester that you want to view. Most of them have the ability to print or preview

Compare File Balances

This program was included in the system as a means of cross checking that all of the relevant files balanced just in case there was a problem with one of the Pay Updates

All of your totals for Adaski are stored in a Data Base file called 'Adaskim.gdb'. This Database consists of many different Tables that each hold relevant records for each employee or for the company in total. I have used many of these files to make it easier to cross check the data that has been updated every Pay Run. The terms Table and File are interchangeable in these notes

The letters 'ak' prefixes all of the tables in the database and I normally complete the name with something that makes the table name relevant – e.g. the Master file is called 'akmaster'

The calculation of the figures for the FDS Disc and final FDS PAYE are arrived at by using the Net Pay from the Transaction file (aktran) and the Earnings from the YTD Allowances by Employee Table (akytdearn)

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Throughout the system I separate the Deductions into Standard and Sundry Deductions. The relevant deduction totals and the PAYE amount for the FDS Disc are taken from the YTD Deductions by Employee Table (akytless)

Reporting

There are numerous different reports available for you to print. We recommend that you spend a few minutes previewing these when you have some spare time to see which ones may be of benefit to you. If you feel that you need a report in a different format to those currently available please let us know and we will see if it possible to include something like that in our next release of Adaski

The Reports have been divided into various categories to make it easier for you to locate one that will suit your current purpose.

Set Up Files

This sub menu has reports for the supporting tables used in the system. You should not have to print any of these reports as all of the information is displayed in grids on the screens that require them. The Set Up Files screen has what is called a Radio Button next to each option and if you click on the Button you want a black dot will appear in the centre of it. There will also be a set of dashes around the wording for that option

Master File Reports

When you click on the Radio Button next to the option you require the program will display various other options that are available with that report.

You can elect to just print the relevant information for those employees in a given range of Pay Points. If you want to print a range of employees then you have to set the 'From and 'To Pay Points to the same value. Then click on the 'From Employee' and 'To Employee' Employee Grids respectively. This will filter out the unwanted employees and show you the range to be printed

The Employee Dates Report allows you to print 'Absent' or 'Terminated' employees or to print the ages or years worked for each employee in the selected range

Current Earnings and Current Deductions Reports

These allow you to print details of any earnings or deductions before you run the Pay Update. Most of these reports allow you to print a range of Pay Points and some ask you to click on the particular allowance or deduction that is required. Some like the negative pay just print those employees that have negative pay for the current Pay Period as these normally only affect a few members of staff. Most of these reports and those in the Reports by Period menu read through the required data table checking if there is information to print for the given range of Pay Points but this is generally a fairly quick procedure

Reports by Period

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This sub menu allows you to print off all sorts of reports for previous Pay Periods and can be done for the current Pay Period once the Pay Update has been done

The screens will display a range of Pay Periods but you can overwrite these even if the required period does not display in the Combo Box

Most of these reports allow you to also print a range of Pay Points

Cost Centre Analysis

This report can now be run before or after the Pay Update meaning that you can print this off first for Head Office and then continue with the remaining reports at your leisure

The Report allows you to print the Month or Year to Date amounts or both. If you are a large company operating in Zimbabwe the amounts might overlap if you choose to print both given the space restraints of standard bond paper

The program reads through the relevant earnings and deductions for the employees for the range of cost centres and prints three columns giving totals for each allowance, deduction and company contribution where applicable

NSSA P4C - Zimbabwe

This return is supposed to be sent to NSSA every month giving details of all employees that have joined or terminated their employment with your company in the current month. Simply enter the month number and the program will filter out those employees that will be printed for the month in question

Final FDS Run - Zimbabwe

The Final FDS Run is a separate Pay Run that should be done immediately after the last Pay Run of a given Tax Year. You should first of all check that you have the latest release and that there have been no major changes to the PAYE or Bonus Free format in the last few days that we may not have included in Adaski because of time restraints

You should make at least one backup of your Database – ‘adaskim.gdb’ – before starting this procedure. Then make sure that you have run the Compare File Balances and that you have been assured by Softrite that any differences therein are not of any consequence.

You can process the Final FDS for a given Tax Year even after you have done several Pay Runs for the following Tax Year. If you do this, however, you have to first go back and set the Other Employment Flag to ‘Yes’ for those employees that did not work for you for the whole of that Tax Year. If you do not do this then they will probably incorrectly receive major refunds on their PAYE for that year

Enter an End of Year Pay Date – the last day of the Tax Year in question would be most suitable. If the pay date for the last Pay Run was in fact the last day of the year then simply choose the previous date – any date will actually do for this purpose

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Select the Final FDS Pay Generation. This will calculate any differences in the PAYE deducted for each employee compared to what should have been deducted. It may be, for example, that you did the last Pay Run of the current year before downloading the latest release of Adaski that contained a change in the Tax Free Bonus.

Print the Payroll Summary for all employees. If an employee has paid too much PAYE in the given year then there will be a refund given in the form of negative PAYE and positive Net Pay. This money should be paid back to the employee either as cash or in the normal Pay Run method of Bank Transfers.

You can view the PAYE calculation for any individual in this Final FDS Run by calling up that screen in the normal way

Once you are satisfied with the results then run the Pay Update, Backup again and then continue with the Year-End Procedure

Year End Procedure

Please ensure that you have completed the Final FDS Run and that you have made at least one backup before starting. There is no actual End of Year Clearing procedure in Adaski as the database differentiates all of the totals using the Tax Year and Semester number

You can, therefore, do this Year-End Procedure at your leisure

Print off the YTD Summary and the YTD totals report for your records. There is a Transaction report as well if you want giving a summarised transaction for each pay period in the given Tax Year

The NSSA P16 has to be printed and sent off to NSSA before the end of the following month

Create an FDS Disc and then print off P6s for all of your staff

Company Parameters

Please go into Company Parameters and check the flags as follows:

1.1 **Use automatic Allowances** - set to Yes if you want Housing, Transport or 2 other nominated allowances to be calculated and entered into the Monetary Details automatically when running the pay generation - these other 2 are set up in the automatic allowances screen

1.2 The **Grid font** is the size of the characters in the main program grids - this can be from 6 - 10 depending on your eyesight!

1.3 **Use Company Logo** - you can copy a company icon (*.ico) into the folder c:\adaski\photos - then when you enter Yes to this flag it will ask you to click on the correct company logo (Icon). This will then print on the new logo payslip and on the letter to the bank (Bank transfer disc creation program)

1.4 **First Period of the Tax Year** - set this to Yes for April if you want the Other employment flag to automatically set to No for April - thereafter it should change back to No and set Other Job to Yes for new employees

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1.5 Alphabetic Search - this should be set to No unless you really want to look for employees in alphabetic order - it is actually a very slow option if you use it at the moment

1.6 Use Fixed Allowances for Short Time - if this is set to No then short time is calculated using Basic Salary / Rate - in Zambia however short time is generally calculated using Basic salary plus the standard fixed allowances - as set up in the Automatic Allowance screen described above. These standard allowances are normally set up for Housing, Transport, Lunch (or Food) and Tool allowances

1.7 Use Departments - generally set to No as the Cost Centre is the standard used for the cost centre analysis (Journals) - at the moment it is only used for 1 client that outputs a journal for the Sun accounting system

1.8 Print Forex amount on Bank Transfers - if set to Yes and there is a US\$ conversion rate in the system settings then the Bank transfer report by Bank order will have the US\$ equivalent of the Zim\$ amount next to the net salary

Conclusion

I could add a whole lot more to these operating instructions but I believe much of that will be for things that should be fairly easy to work out in the system.

This is the first draft of the Adaski Operating Instructions. I am quite sure that I will make many changes to them as time goes on and as I add more features to the system

As mentioned in the Introduction Adaski has been designed with several objectives in mind. One of these is to have a Payroll software package that is easy to understand and easy to use. If you feel that something does not make sense or is ambiguous please let me know so that I can improve on it for a future release of Adaski