



Using the SmartPayroll system



Set up or run reports

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SmartPayroll has 24 different reports available. Below are the most commonly used reports. If you need help finding the report you need, please call SmartPayroll 0800 10 10 38.

Direct Credit Schedule

This report shows the total cost of the payroll and details of what will be deducted from the company account.

1. Click **Reports** at the top of the screen.
2. Select **Direct Credit Schedule** in the left-hand frame near the top.
3. Select the **pay group/s**
4. Choose the correct pay period end date or enter date parameters
5. Click **Display**.

Note: You can also select **Pay Run Report** under **Run a Pay**  to see a summary of the pay details.

Employee pay report

This report shows all payments, ie earnings, allowances and deductions for each employee over any timeframe.

1. Click **Reports** at the top of the screen.
2. Select **Employee Pay Report** in the left-hand frame near the bottom.
3. Select the **Pay group/s, Departments, Employee/s** or ALL
4. Enter the date parameters
5. Click **Display**.

Employee Card report

This report shows a list of employees' start dates, bank accounts, IRD numbers, pay rates and tenure.

1. Click **Reports** at the top of the screen.
2. Select **Employee Card Report** in the left-hand frame near the bottom.
3. Select the **pay group/s, Departments, Employee** (or select **ALL** to see all employees)
4. Enter the date parameters From and To then select **PPE Date** (period end date) or **Pay Date** (the date the pays were paid to employees).
5. Click **Display**.

Costing Report

This report shows the hours allocated to each department.

1. Click **Reports** at the top of the screen.
2. Select **Costing Report** in the left-hand frame near the top.
3. Select the **pay group/s**
4. Choose the correct pay period end date or enter date parameters
5. Click **Display**.

KiwiSaver report

This report shows KiwiSaver amounts deducted (plus the company's contribution paid) for each employee

1. Click **Reports** at the top of the screen.
2. Select **KiwiSaver Report** in the left-hand frame near the bottom.
3. Select the **Pay group/s, Departments**.
4. Choose the correct pay period end date or enter date parameters
5. Click **Display**.

Leave Balances (one particular employee)

This report shows the leave balance for any employee, including annual (accrued or earned), sick, any Public holidays earned and termination pay amount.

1. Click **Employee Details** at the top of the screen.



2. Select the employee
3. Select **Leave Balances** in the left-hand frame. To explain the columns:

Earned	- leave earned prior to the employee's last anniversary date
Accrued	- leave building up (accruing) for the employee's current year
Balance	- the total of Earned and Accrued leave, minus any leave taken
Term Pay	- the amount owed to the employee if they left today, termination pay.

Leave Balances (all employees)

This report shows the leave liability owed by the company for the date range entered. This report can be exported to Excel.

1. Click **Reports** at the top of the screen.
2. Select **Leave Balances** in the left-hand frame near the middle.
3. Select the **Leave Types, Pay group/s, Departments, Employee/s** or ALL
4. Enter the date parameters
5. Click **Display**.

Leave history report

This report shows a history summary of any leave taken over any date range for any employee.

1. Click **Reports** at the top of the screen.
2. Select **Leave History Report** in the left-hand frame near the middle.
3. Select the **Leave Types, Pay group/s, Departments, Employee/s** or ALL
4. Enter the date parameters
5. Click **Display**.

Year to date earnings report

This report shows the year to date earnings of any one employee or all employers for any period.

1. Click **Reports** at the top of the screen.
2. Select **YTD Earnings Report** in the left-hand frame near the bottom.
3. Select the **pay group/s**
4. Click **Display**.