XARA PAYROLL

USER MANUAL

Table of Contents

INTRODUCTION

Payroll is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provide during a certain period of time. Payroll plays a major role in a company for several reasons. From an accounting perspective, payroll is crucial because payroll and payroll taxes considerably affect the net income of most companies and they are subject to laws and regulations. From an ethics and business viewpoint payroll is a critical department as employees are responsive to payroll errors and irregularities: good employee morale requires salaries to be paid timely and accurately. The primary mission of the payroll department is to ensure that all employees are paid accurately and timely with the correct withholdings and deductions, and to ensure the withholdings and deductions are remitted in a timely manner. This includes salary payments, tax withholdings, and deductions.

GETTING STARTED

Xara payroll system is a unique payroll system which has both human resource and payroll modules. The Human resource module is used to manage employee details, leave management, appraisal and company properties whereas the Payroll module is used to manage employee earnings, taxations, statutory and deductions.

Xara payroll system has both human resource and payroll reports:

Human resource reports:

- ✓ Employee details.
- ✓ Employee leave reports.

- ✓ Company properties (Issued and Returned properties).
- ✓ Appraisal report.

Payroll reports:

- ✓ Monthly and annual pay slips.
- ✓ Payroll summary.
- ✓ PAYE, NHIF AND NSSF.
- ✓ Bank remittances report.
- ✓ Salary journal report

The Xara payroll system is compatible with both new and old NSSF and NHIF rates. Xara payroll system can be integrated into other financial systems like QuickBooks, sage and pastel. Xara payroll system has a PAYE calculator that allows you to quickly calculate gross to net and net to gross salary.

You can download Xara payroll system from *www.lixnet.net*

SYSTEM REQUIREMENTS

1. Minimum of 2GB RAM.
2. Minimum of 100GB HDD.
3. Operating systems:
   - ✓ Windows Vista, 7, 8, 10
   - ✓ Linux (all distributions) – cloud version
   - ✓ Mac OS

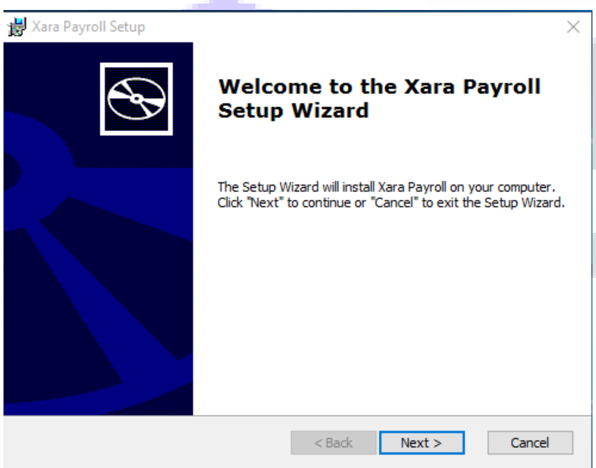
SYSTEM INSTALLATION

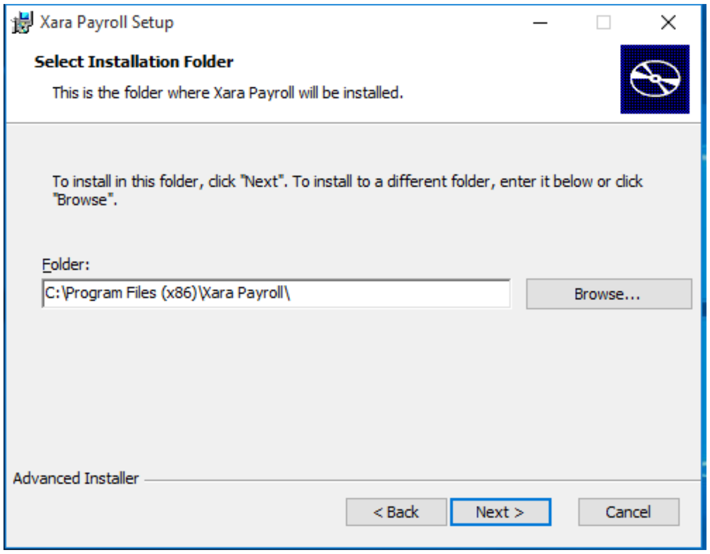
On Windows OS

Double click on the executable file to begin the process.

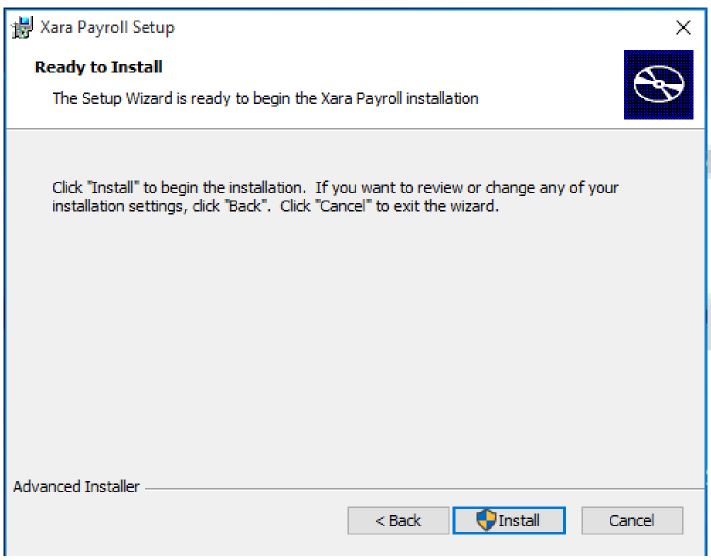
Follow the prompts as given by clicking on ***Next* > *Next* > *Install* > *Finish*.**

NB: *wait for the JDK and MYSQL database installation to complete and the command prompt to close before clicking of finish*

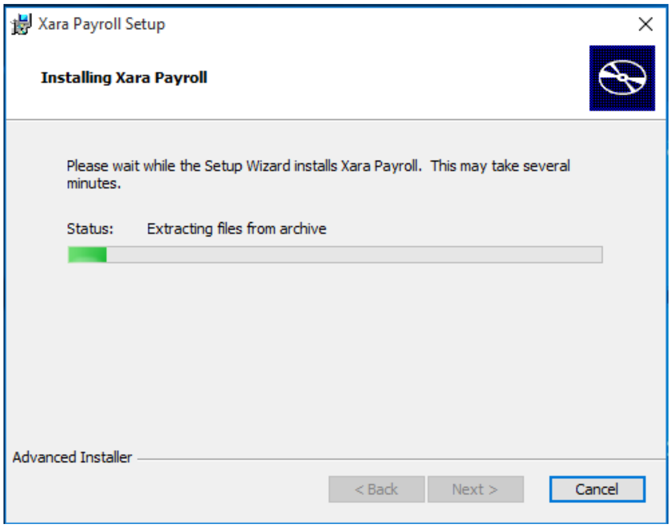


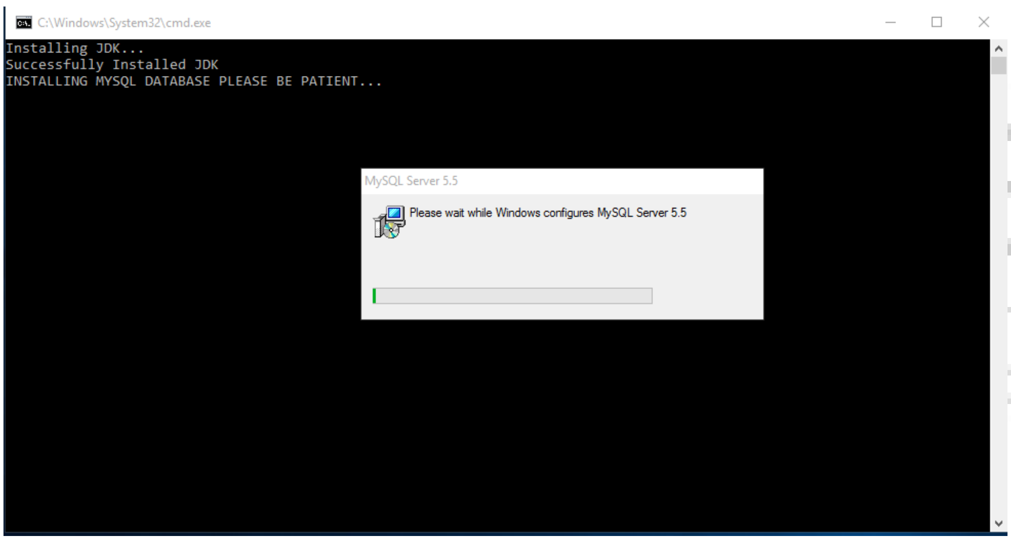


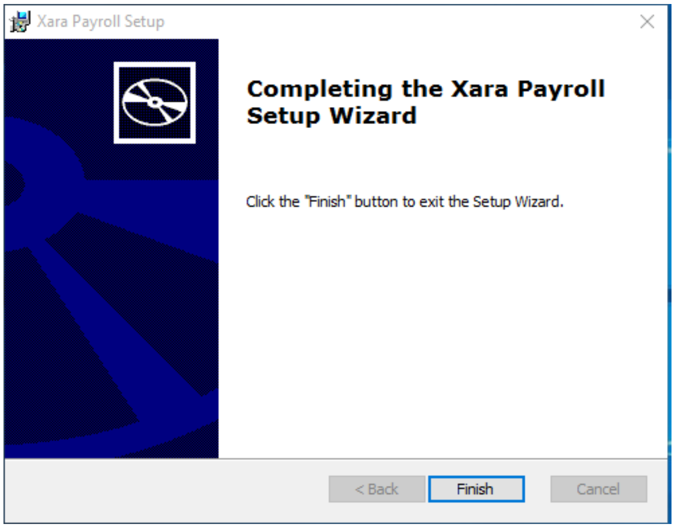
Xara Payroll Setup
Select Installation Folder
This is the folder where Xara Payroll will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\Xara Payroll\
Browse...
Advanced Installer
< Back
Next >
Cancel



Xara Payroll Setup
Ready to Install
The Setup Wizard is ready to begin the Xara Payroll installation
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.
Advanced Installer
< Back
Install
Cancel


Xara Payroll Setup
Installing Xara Payroll
Please wait while the Setup Wizard installs Xara Payroll. This may take several minutes.
Status: Extracting files from archive
Advanced Installer
< Back
Next >
Cancel


C:\Windows\System32\cmd.exe
Installing JDK...
Successfully Installed JDK
INSTALLING MYSQL DATABASE PLEASE BE PATIENT...
MySQL Server 5.5
Please wait while Windows configures MySQL Server 5.5



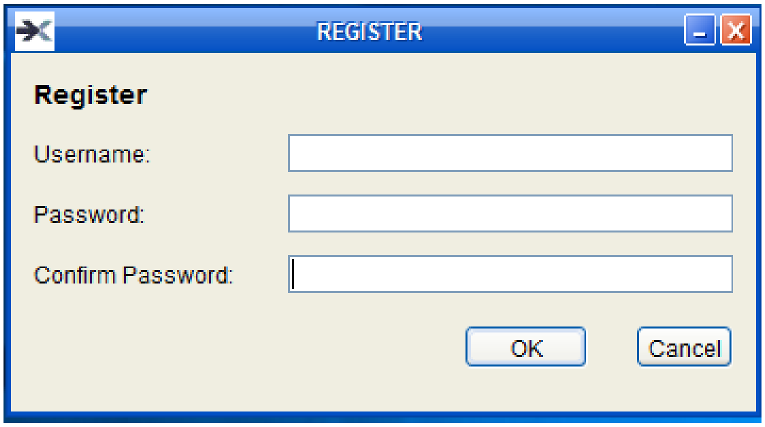
On Linux OS

- ✓ First install the LAMP (*Linux Apache, MySql, PHP*) stack in your computer.
- ✓ Copy the *xarapayroll* files folder into ***html*** directory by accessing it through the path ***computer/var/www/html***.
- ✓ This will install the ***xarapayroll*** system into your localhost apache web server.
- ✓ Access your installed system by typing the url ***localhost/xapayroll*** on your browser (if the system is installed on a server, then use the server's IP address to access the system e.g ***192.168.1.112/xarapayroll*** or use the public IP address if accessing the system from a remote location)

GETTING STARTED WITH XARA PAYROLL

Once the installation is complete on your windows OS, double click on the desktop icon to access the system.

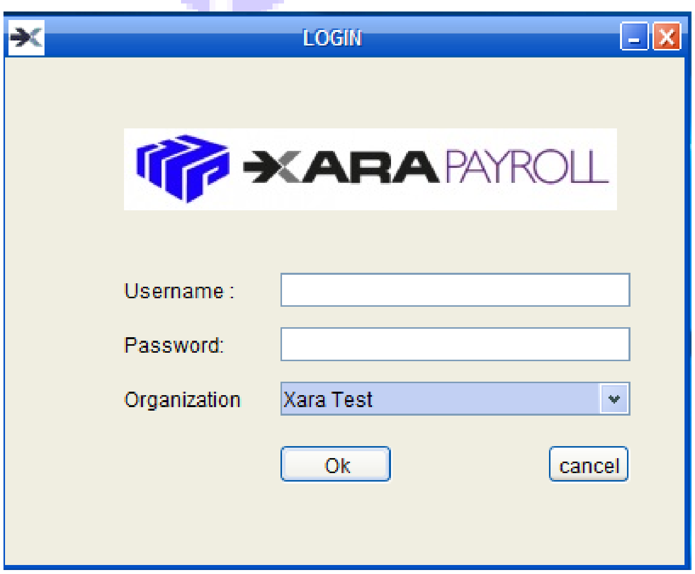
This will prompt you for registration as shown below.



Fill in the details as required above and create a login username and password and then click on create account.

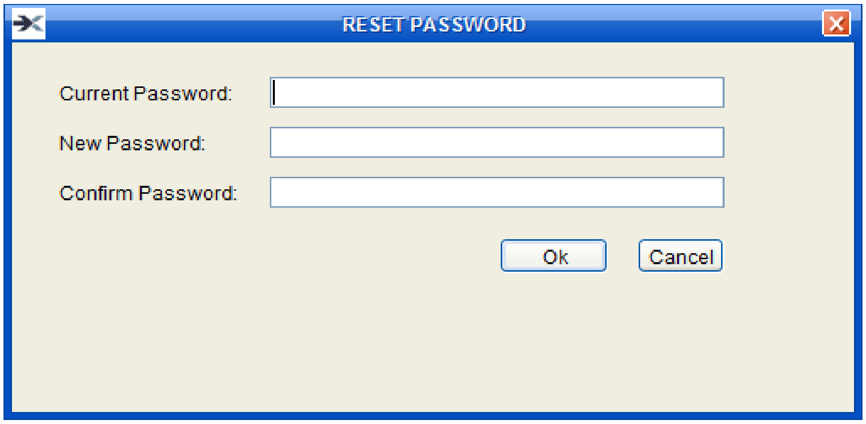
After the registration, you will be taken to the system's login page whereby you can log into the system using the username and password you have created.

For our multi-company module you will be required to create an organization on the onset before you login to the system by clicking on the organization's drop down button.



Changing the Password

To change your login password, go to ***file*** > ***change password*** and then follow the prompts.



System Backup: To accomplish system backups, go to ***file > backup***.

Restore Data

This is useful in case you want to restore your system to a particular point in time before a given activity was done on it. The data being restored is normally the one stored in backups. To accomplish this, go to ***file*** > ***admin functions*** > ***restore data***.

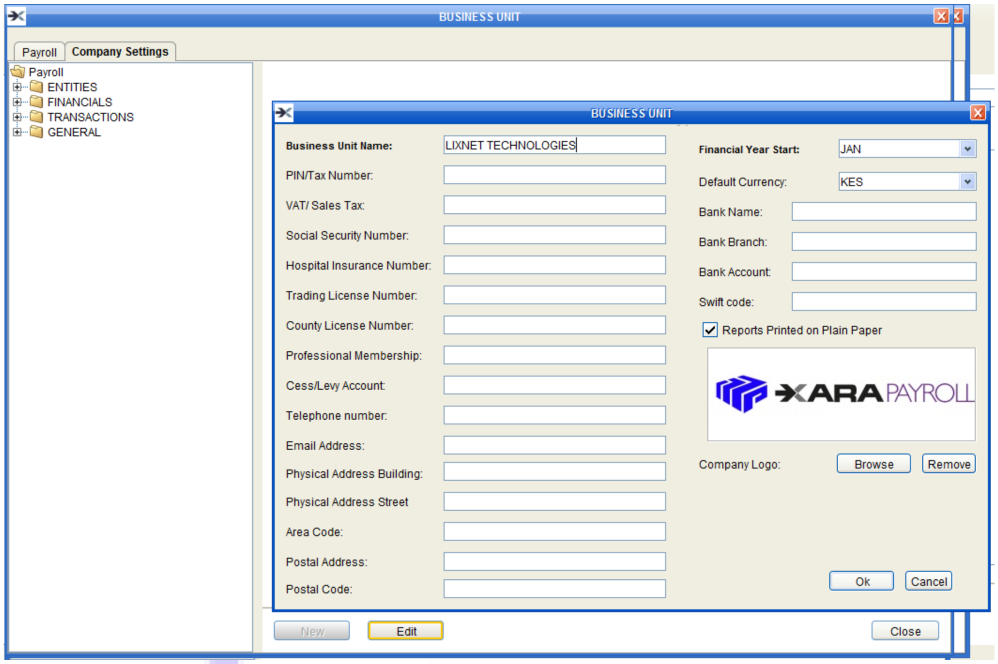
SETTING UP THE PAYROLL

Organization details

To set up the organization's details go to ***File*** > ***Settings*** > ***Company Settings*** > ***Entities***.

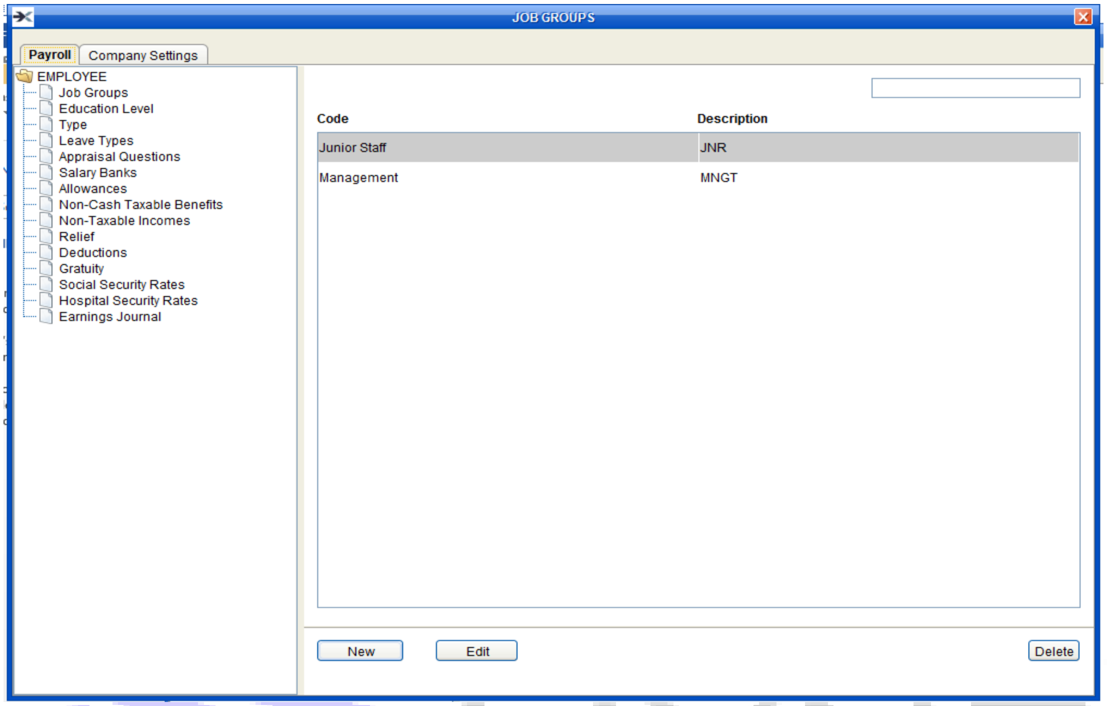
This will enable you to fill in all the company details as required. You can also create the organization's branches and departments.

Under *Entities Menu***,** Select business unit to fill in the organization's details, *branches* to create as many branches as possible and *departments* to create as many departments as possible.



Payroll Setting

To set up the payroll, go to ***File* > *Settings* > *Payroll*** and then select the individual menus to make any changes on (Job group, education level, empolyment type, leave types etc as listed). For any of the above categories, you are able to create new, edit and delete existing fields. To add just click on the button then "New" under any individual menu. You can also edit any changes you have made.



Nssf and Nhif Settings

This where you insert either the old or new nssf and nhif rates as per the current requirements. All the rates are saved within the system files in an excel sheet and you can import the one you want to use by clicking on the import button after selecting either nhif or nssf. The present operating rates as per the legislative rules are set as defaults within the system.

MAJOR SYSTEM COMPONENTS

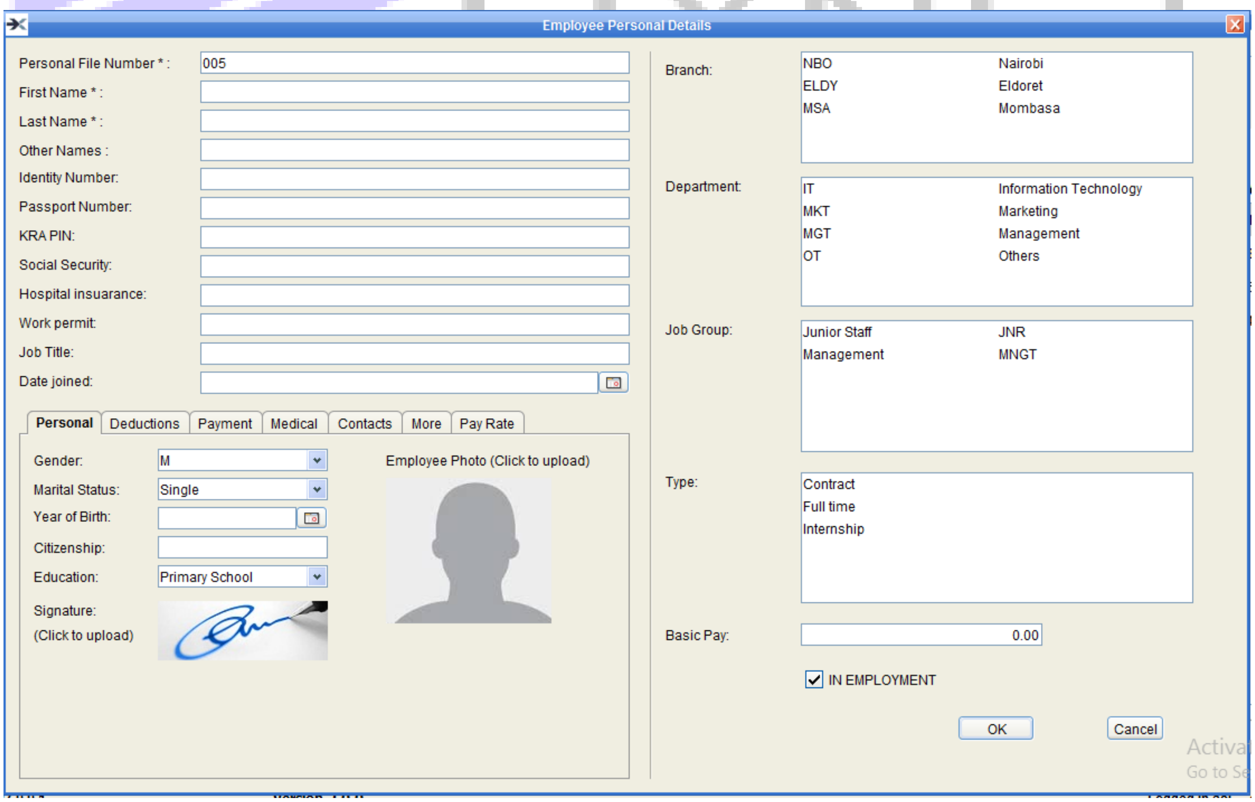
1. Employee management.
2. Leave management.
3. Earnings management.
4. Reports management.

Employee Management

Under this menu you are able to create employees and insert all the information pertaining to any particular employee as required. You can fill in the personal details, next of kin, leave taken, company property, employee documents, work occurences and conduct an appraisal test.

To add a new employee click on personal details under employee and then click on new to insert all the details as required.

You can also import the employees in bulk by clicking on import and then selecting the excel sheet which you have inserted the employee information. (*nb: we have an employee template to accomplish the bulk imports*).

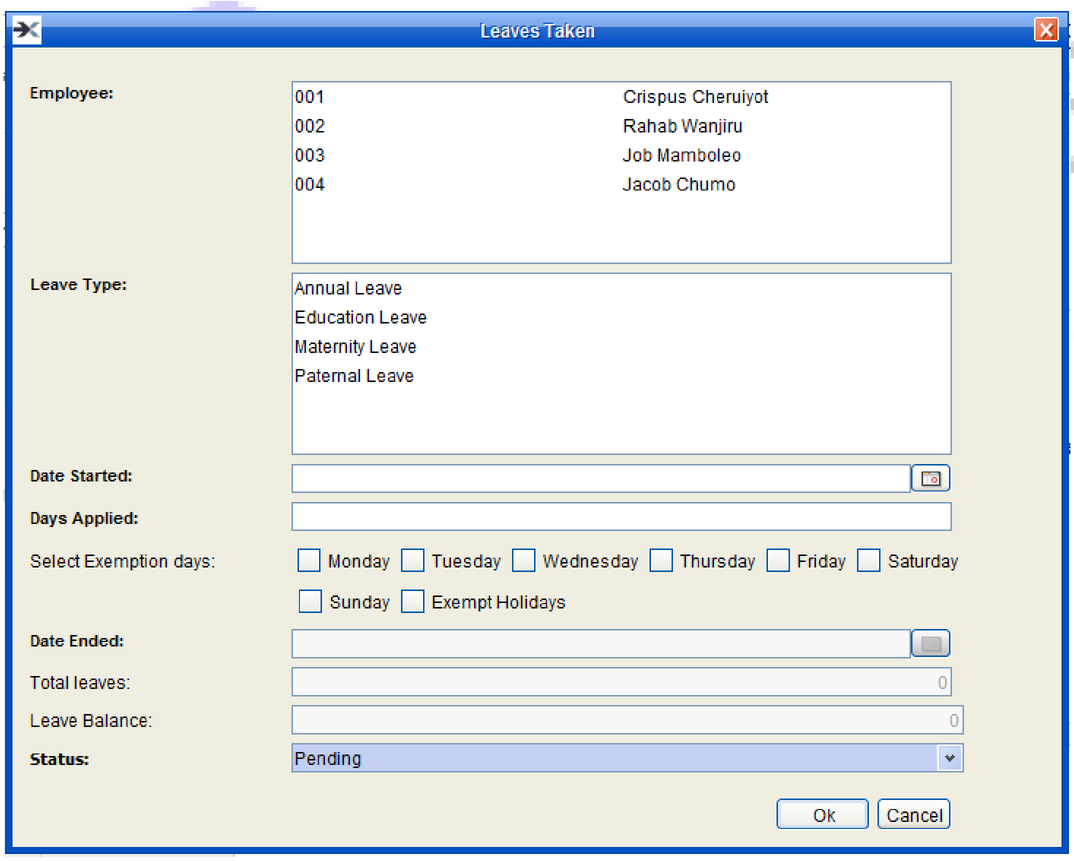


Leave Management

Under this you are able to apply various leaves to your employees setting the leave type applied for, leave start date and number of leave days. The system automatically picks the leave's end date once you have inserted the start date and the number of days.

You can either approve or reject any leaves applied for. The system also enables you to exempt weekends and holidays.

Individual employees are also able to apply leaves for themselves by being allowed access to the system through creation of multiple system users.

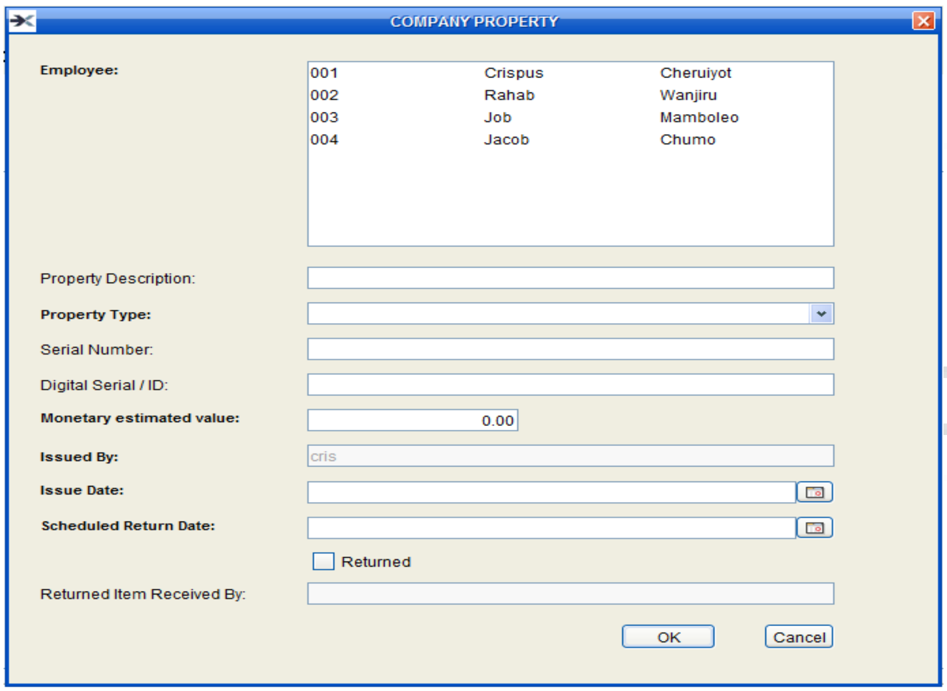


Company Property Management

This enables you to assign company property to employees and always keep track of it and be able to know whether it has been returned or not.

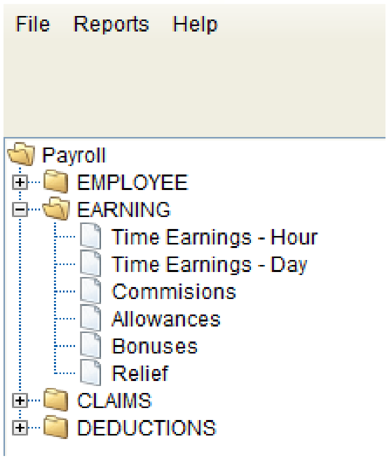
You can access this by clicking on ***employee*** > ***company property*** > ***new*** in order to assign any employee a property.

You can also edit any property in possesion of an employee.



Earnings Mangement

This is where you input the time earnings (*hourly and daily*), commissions, allowances, bonuses and reliefs. Just click on the ***earnings menu*** > ***new*** and then select an employee.

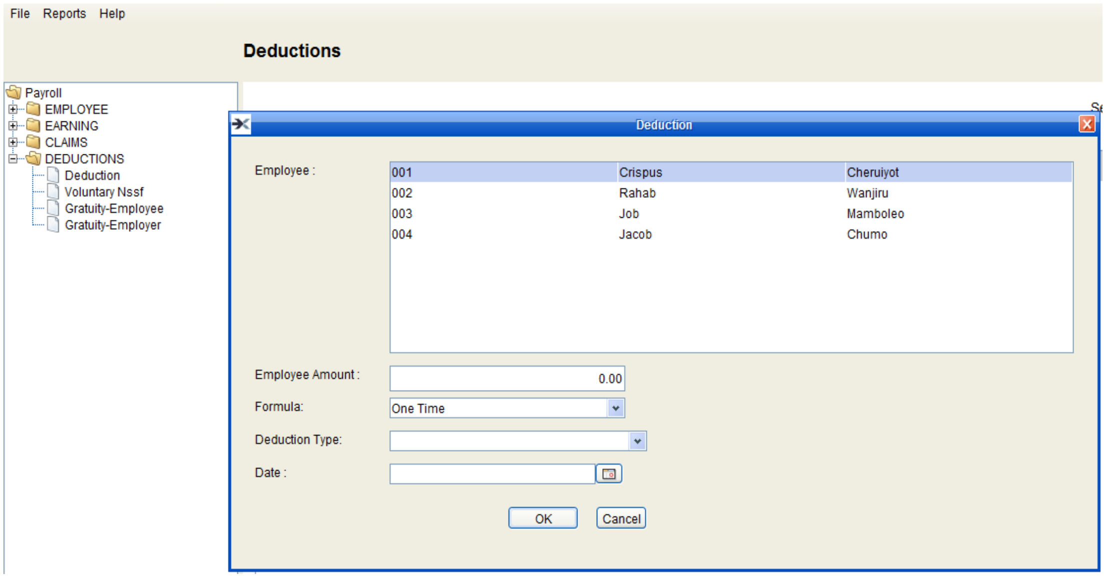


The time earnings are applicable for both casual labourers that work on hourly or daily basis and also for overtime cases. The time earnings will be calculated based on the number of hours and days worked and the rates created when setting up an employees details.

Deductions Management

This is where you insert employee deductions like staff welfare, loans, salary advances, breakages and gratuities.

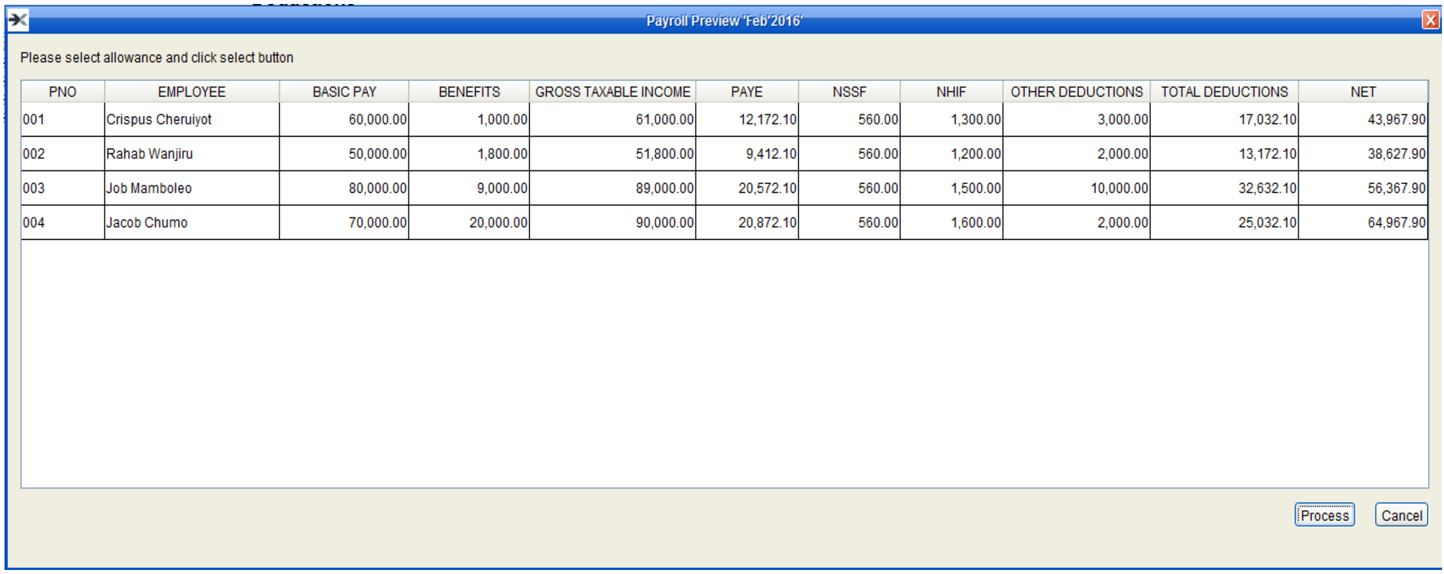
To create a new deduction just click on the deductions menu and select the deduction type and click on new to add an employee's deduction. You can also edit existing deductions.



PAYROLL PROCESSING

To process the payroll for a certain month, go to ***file > admin functions > run process > end of month payroll*** and then follow the subsequent prompts until you are done with the process.

Note that the system does an automatic backup before processing the payroll. You can restore the previous session if you notice there was an error on your processed payroll. Go to ***file > admin function > restore data*** (you will find a file with the current date, click on it to restore).


Payroll Preview 'Feb'2016'

Please select allowance and click select button

PNO	EMPLOYEE	BASIC PAY	BENEFITS	GROSS TAXABLE INCOME	PAYE	NSSF	NHIF	OTHER DEDUCTIONS	TOTAL DEDUCTIONS	NET
001	Crispus Cheruiyot	60,000.00	1,000.00	61,000.00	12,172.10	560.00	1,300.00	3,000.00	17,032.10	43,967.90
002	Rahab Wanjiru	50,000.00	1,800.00	51,800.00	9,412.10	560.00	1,200.00	2,000.00	13,172.10	38,627.90
003	Job Mamboleo	80,000.00	9,000.00	89,000.00	20,572.10	560.00	1,500.00	10,000.00	32,632.10	56,367.90
004	Jacob Chumo	70,000.00	20,000.00	90,000.00	20,872.10	560.00	1,600.00	2,000.00	25,032.10	64,967.90

Process Cancel

REPORTS MANAGEMENT

This is where you are able to generate human resource, payroll and statutory reports.

Human resource reports include: employee file details, list of employees, leave reports, company property list reports, appraisal and occurrences reports.

Payroll reports include: monthly pay slip, payroll summary, branch summary, pay remittance, salary journal, allowances, deductions, and gratuity.

Statutory reports include: NSSF, NHIF, monthly paye returns, quarterly paye returns.

To access reports, go to *reports menu* and then select the individual reports you want to generate.

QUICK TASKS

You can perform quick tasks by going to the right top corner first button with a person's image icon. The tasks include: add new employee, enter basic pay, add allowances, add deductions, process payroll, print pay-slips and gross-net pay calculator.

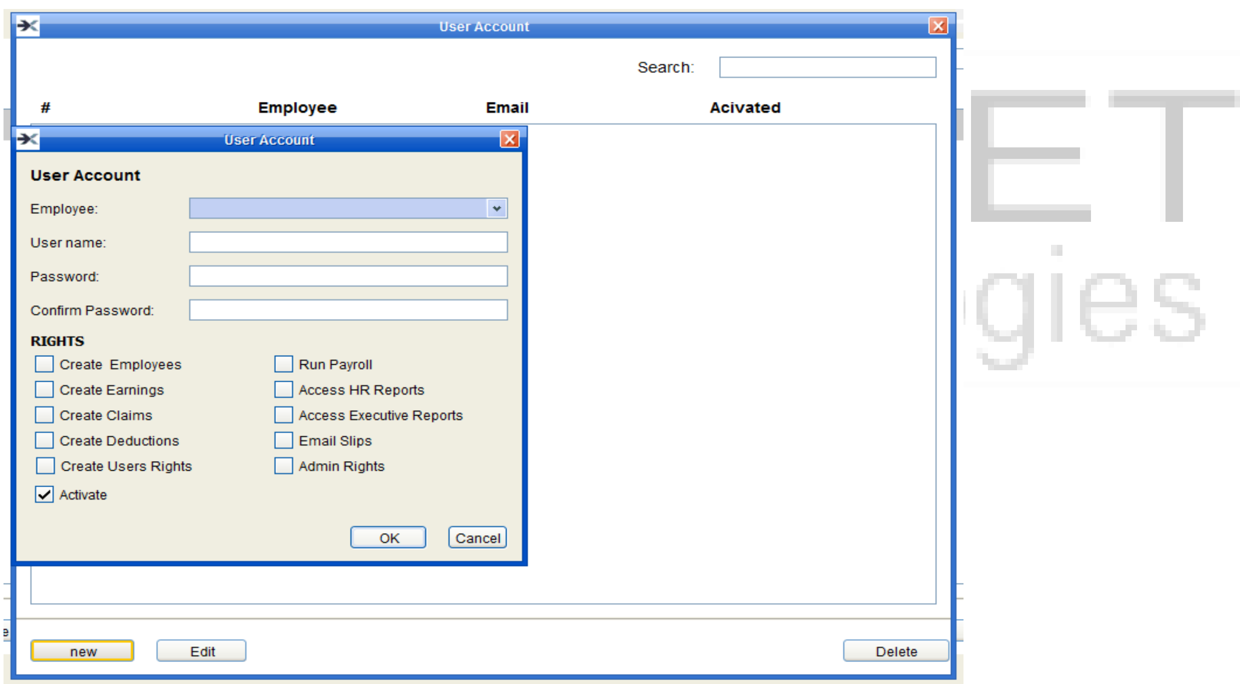
LICENCING

You can get additional license for you employees by going to “Help” then “License” then copy and paste Validator code sent to you via mail into the enter code field.

System Users

Once you log in to the system as an administrator, you can create multiple system users with different access levels and privileges in the system.

To accomplish this, go to: ***file*** > ***admin functions*** > ***system users*** > ***new***



You create the users by selecting employees using the drop down key shown above, assign him/her a username and password and finally check the rights boxes shown above for different access levels.

Audit Trails

System audit trails enables the system admin to keep track of who has logged in to the system and what changes or activity the person has done on the system. This is an important security measure since the admin can know who has tampered with the system or what fraud the users have done on the system.

To access this, go to ***file* > *admin functions* > *audit trails***.

Email Pay-slips

This enables you to email monthly pay-slips to individual employees once the monthly payroll has been processed. You can send one pay-slip at a time or select all employees and email them the slips.

To email pay-slips, got to *file > admin functions > email pay-slips*