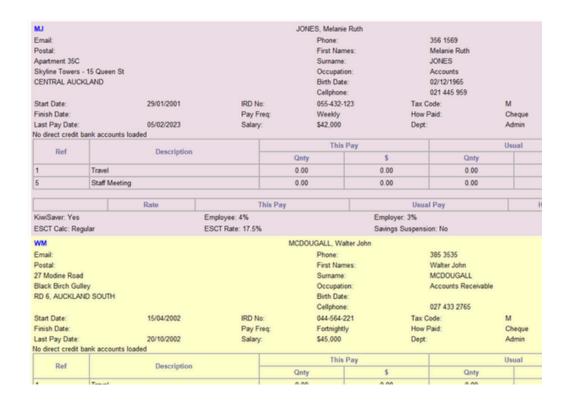Smartly
Powering your people

myob | ace PAYROLL

Switching to Smartly

It is important that Ace Reports are provided in PDF format. We are unable to convert the contents of reports that have been printed/scanned.

Employee reports

Reports > Miscellaneous > Employee Selection: Current > Report contents tick on all boxes.
Print icon (top right) > Select printer > Change to PDF > GO > Save

Reports for Historical Leave Earnings

For Gross Earnings
Reports > One off report > select dates to & from > Go > Print to pdf.
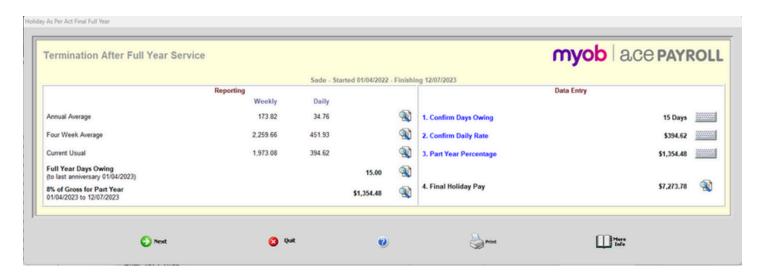
For Hours worked
Reports > Hours Worked > tick public holiday worked (top left) > print/save down.
Note: this report is not a true representation of total hours paid as it does not include leave taken (except for public holidays worked)

Reports > Leave owing > Go > Current Status > print/save down.

Dummy Termination pay info

Calculate pays > on each employee go to Options > Termination Pay > Go Click on keyboards, and confirm.

1. Available leave
2. Daily rate (AWP v OWP)
3. 8% accrual from last anniversary
4. Leave liability $ value (term pay)
It also confirms for us the leave rollover date for all employees

For them to look at leave paid in Ace:

Reports > Leave paid,
Bottom right, select date range – This will show the leave $ value. For amount of hours / days – the customer will need to go to Employee > Modify Employee Details > Leave > Leave Report – Click on each leave type to see all leave processed.

Reports > Summary Report > Date Range > Go, go again > Expand Holiday Leave > on each employee click + icon to show leave taken.
Print to pdf.
Sick leave, holiday leave, public holiday taken, bereavement