



Smartly

Powering your people

DIY payroll

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

Employee Selection

- ☐ All
- ☒ Current
- ☐ Terminated

Report Contents

- ☒ Contact
- ☒ Personal
- ☒ IRD & Payment
- ☒ Bank Accounts
- ☒ Allowances
- ☒ Hours & Rates
- ☒ KiwiSaver

Report Display

- ☒ Show Table Border

Employee Separator

- ☒ None
- ☐ Blank Line
- ☐ Horizontal Rule

Alternating Colours

- ☐ White
- ☐ Blue
- ☒ Purple
- ☐ Green
- ☒ Yellow

MJ JONES, Melanie Ruth

Email: Phone: 356 1569
Postal: First Names: Melanie Ruth
Apartment 35C Surname: JONES
Skyline Towers - 15 Queen St Occupation: Accounts
CENTRAL AUCKLAND Birth Date: 02/12/1965
Cellphone: 021 445 959

Start Date: 29/01/2001 IRD No: 055-432-123 Tax Code: M
Finish Date: Pay Freq: Weekly How Paid: Cheque
Last Pay Date: 05/02/2023 Salary: \$42,000 Dept: Admin
No direct credit bank accounts loaded

Ref	Description	This Pay		Usual	
		Qty	\$	Qty	
1	Travel	0.00	0.00	0.00	
5	Staff Meeting	0.00	0.00	0.00	

Rate	This Pay	Usual Pay	
KiwiSaver: Yes	Employee: 4%	Employer: 3%	
ESCT Calc: Regular	ESCT Rate: 17.5%	Savings Suspension: No	

WM MCDOUGALL, Walter John

Email: Phone: 385 3535
Postal: First Names: Walter John
27 Modine Road Surname: MCDOUGALL
Black Birch Gully Occupation: Accounts Receivable
RD 6, AUCKLAND SOUTH Birth Date: 027 433 2765
Cellphone: 044-564-221

Start Date: 15/04/2002 IRD No: Tax Code: M
Finish Date: Pay Freq: Fortnightly How Paid: Cheque
Last Pay Date: 20/10/2002 Salary: \$45,000 Dept: Admin
No direct credit bank accounts loaded

Ref	Description	This Pay		Usual	
		Qty	\$	Qty	

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.

Holiday As Per Act Final Full Year

Termination After Full Year Service

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Sade - Started 01/04/2022 - Finishing 12/07/2023

	Reporting	Weekly	Daily		Data Entry
Annual Average		173.82	34.76		1. Confirm Days Owing 15 Days
Four Week Average		2,259.66	451.93		2. Confirm Daily Rate \$394.62
Current Usual		1,973.08	394.62		3. Part Year Percentage \$1,354.48
Full Year Days Owing (to last anniversary 01/04/2023)			15.00		4. Final Holiday Pay \$7,273.78
8% of Gross for Part Year 01/04/2023 to 12/07/2023			\$1,354.48		

Next Quit Print More Info

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