

SmoothPay VINES has been specially developed to cater for the requirements of the viticulture contracting industry in New Zealand, but is suitable also for any site requiring a rapid, grid-style pay input (as an alternative to using spreadsheets or other time management systems).

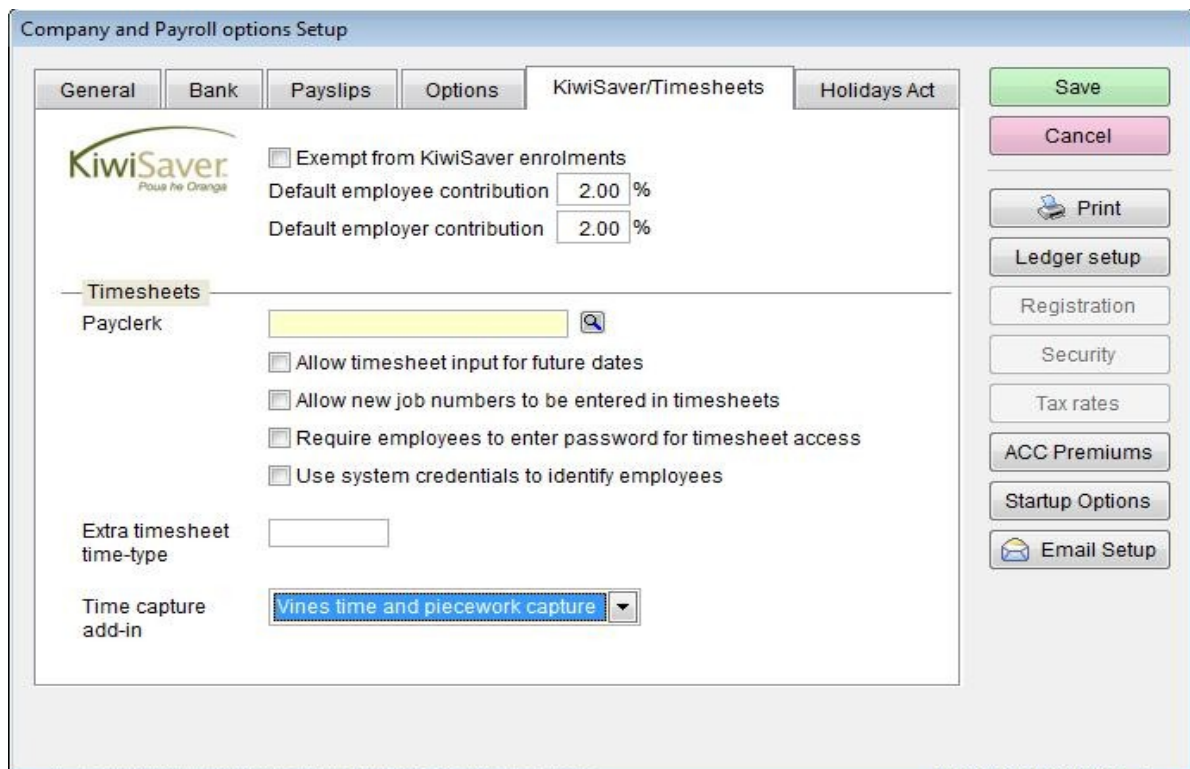
VINES provides *easy data capture* from a variety of source document formats (summary sheets, timesheets and the like). Rates and charge-out rates per *Employee, contract, block* and *work type* are stored and retrieved automatically, saving a substantial amount of keying of rates and the potential errors having to re-key these all the time.

As well, VINES provides for the automatic storage and retrieval of chargeable rates to the customer which assists greatly with profitability analysis reporting, as well as providing you the basis for *charging work out to your customers*.

Setup

You need to configure **SmoothPay** to utilise the VINES input facility.

Choose *Company Setup...KiwiSaver/Timesheets* tab and set the *Time Capture Add-in* option to *Vines time and piecework capture*



Click **Save**.

Block

- Optional, but useful.
- Not otherwise checked.
- Copied to new line.

Type

- This field is more interesting, in that it can contain an *activity* (such as pruning, planting, picking etc), or an *allowance* or *deduction*, or a *time type*.
- Only *Ordinary Time* is catered for – and can be altered later in *Pay Input* if you need to change to Leave, Overtime etc.
- Simply enter any part of the Code or Description (as per Employee).
- Copied to new line.
- *Activity Codes* in **SmoothPay Payroll Codes** must already be established for the types of work undertaken. An “activity” entry will be treated as ordinary time if it has units associated with it, and it’ll also serve as the activity setting for all subsequent entries (or until another activity entry is encountered)
- A single *Time Type* is recognised (ORDINARY – you can use ORD for short)
- Special rules dictate the processing of leave information and therefore any leave entries must be processed in **SmoothPay’s Pay Input**.

Units

- Number of items or hours.
- Not copied to new line.
- Must be entered on each new line, as unlikely to be the same and avoids mistaken entries.

Pay Rate

- Rate Employee is paid for each item or hour.
- Copied to new line.
- Also replaced if any Employee, Contract, Block, or Type is changed with rates previously stored for that combination – to save time.

Charge Rate

- What the customer is to be charged for the work done.
- Copied to new line.
- Also replaced if any Employee, Contract, Block, or Type is changed with rates previously stored for that combination – to save time.

Add (or Next)

- This column can be clicked to change it from its default operation of adding new lines (meaning you just enter through each field and when you press *enter* on the *Add button* it adds a brand new line and places you in the date field of the new line), to simply dropping down to the next line instead
- Great for quick revision if entries aren’t quite right.

Del

- Not normally accessed using the enter key – rather *click to delete the line*.
- If you make a mistake, you’ll need to re-enter the line, or cancel your session.

Show All

- This option lets you display records already transferred to SmoothPay’s time input (*in case you scrap time inputs and need to transfer again*).
- These can also be altered etc in case it is necessary to revise these entries and perhaps re-import them

into **SmoothPay's Time Input**, this would not normally be necessary, but you never know.

Reports

A selection of useful Reports:

- *Time sheets:*
 - shows each Employee and the entries for pay period or and date range, (not) imported etc
- *Job sheets:*
 - shows each Contract and the entries as per time sheets above.
 - Useful for charging and checking.

Transfer

- Transfers your completed entries to **SmoothPay Pay Input** and calculates any additional *standard pay allowances, deductions* etc as well as *tax deductions*.
- Any adjustments can easily be made in individual Employee's *Pay Input* screens if necessary, although we'd suggest you ensure your pay capture is complete and correct before posting.
- If errors and omissions are spotted you can simply key correcting entries in *Vines* and *Post* those too.
- It is also possible to use the *Show All* option and edit incorrect entries
 - this will require that all previous *Pay Input* be discarded (you can use *Wizards...Quick Pays* to remove all current pay input), then re-post from *Vines* using the "Show all" option.

Feel free to contact our **HelpDesk** if you have any questions or suggestions for improving this Factsheet.