

SmoothPay VINES has been specially developed to cater for the requirements of the viticulture contracting industry in New Zealand and Australia, but is suitable also for any site requiring a rapid, grid-style pay input option for SmoothPay.

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 retype 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*.

Free Trial

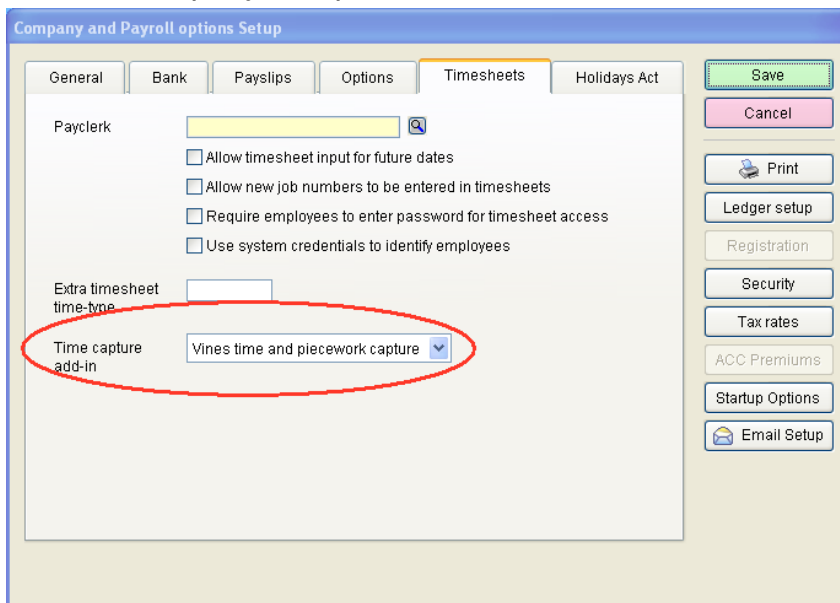
VINES may be used for up to 30 days free trial before it must be unlocked with a registration code.

The VINES add-in is a chargeable item. Please visit our website, or contact the HelpDesk for current pricing information.

Setup

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

Choose *Company Setup..Timesheets* tab, and set the Add-in option to "Vines"



The screenshot shows the 'Company and Payroll options Setup' dialog box with the 'Timesheets' tab selected. The 'Time capture add-in' dropdown menu is highlighted with a red circle and set to 'Vines time and piecework capture'. Other options include 'Payclerk', 'Allow timesheet input for future dates', 'Allow new job numbers to be entered in timesheets', 'Require employees to enter password for timesheet access', and 'Use system credentials to identify employees'. The 'Save' button is highlighted in green.

Then, Save.

Using VINES

The VINES rapid pay input add-in is accessed from the *Wizards..Vines Capture* menu option (if the *Vines* option does not appear in the *Wizards* screen, check that you have selected the Vines add-in in *Company Setup*.)

combination – saving a lot of time)

Charge rate: What the customer is to be charged for the work done. Copied to new line (and also replaced if any of employee, contract, block, type is changed with rates previously stored for that combination – saving a lot of time)

Add (or Next): This column can be clicked to change it from it's 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 access using the enter key – rather clicked 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 imported records too, and 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.
- Profit analysis:* summarises costs and charges by contract, block and work type, useful for ensuring jobs remain profitable.
- Employee statistics report:* Analyses employees active (not necessarily paid) in any period range by nationality and sex, peak months, PD and Visa types – totals only. This assists statistical requirements and placement advertising

Post to Pay Input: 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 (though 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, though 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 "*Include entries already committed*" option.

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