How To Implement Aren Payroll[1]

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Subject: This document explains how to set up **Aren Payroll version 7.0 premier edition**. It assumes that you have successfully installed the program.

Running the program for the first time

1. Once the installation process is complete run **Aren Payroll** by selecting it from the **Start** menu.

2. In the Start dialog box that appears click on Data Folder to open the Data Folders dialog box.

3. Click on Create in the Data Folders dialog to create a new data folder in which to store Aren Payroll data. A suitable location for this folder is within the folder *C:\Users\Public*.

4. Close the Data Folders dialog to return to the Start dialog.

5. Within the Start dialog, click on Login to open the Login dialog box.

6. In the Login dialog enter the username *supervisor*[2].

7. You will be prompted to enter a password for use in subsequent logins. Enter a password of your choice.

8. The New Organisation dialog box is displayed next. Type in the name of your organisation if you have purchased the program, otherwise enter **Demo Company Ltd**. Also enter the month and year from when you want to start processing payroll data.

9. To set up the program immediately continue to the next section. Alternatively, close the program by selecting **Exit** from the **File** menu.

Once you log into the program you can obtain further information from online Help. To access Help select **Contents and Index** from the **Help** menu.

Setting up the program

1. Start Aren Payroll and log in as supervisor if you haven't done so already.

2. Select **Licence** from the **Organisation** menu and enter the licence number for your organisation. In case you are using Demo Company Ltd, the licence number is **5AF6-7A54**.

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[1] Aren Payroll is a product of Aren Software Ltd, Titan Complex, Chaka Road, Nairobi, P.O. Box 10083 Nairobi 00100, telephone 0722 861553, 0733 861553, e-mail info@aren.co.ke.

[2] The *supervisor* is an inbuilt user who has access to all program functions.

3. The supervisor can create an unlimited number of additional users and grant them access to the functions they need for their work. To create users select **Users** from the **System** menu.

4. Create jobs, administrative units (departments, sections, etc) and stations in your organisation. Do this by selecting **Jobs**, **Units** and **Stations**, respectively from the **Organisation** menu.

5. Set up co-operatives and pension funds that employees in your organisation belong to. To do this select **Co-operatives** or **Pension Funds** from the **Organisation** menu.

Adding employees

1. To enter details about the employees in your organisation, select **Employees** from the **File** menu. This opens the Employee Master file. To add a new employee, select **Add** from the **Record** menu.

   Key in the details of each employee that you add. Some of the details e.g. employee number, name and administrative unit are mandatory. Make sure you also enter the salary and, if applicable, the overtime rates.

2. Note that you can also import employee data from a text file by selecting **Procedure > Import > Employees**. Refer to online Help or the User Guide for the required file format.

Doing the payroll for the first time

1. Specify the pay frequency you want to work with using the Payroll Options dialog box (**Organisation** > **Options** > **General**). The active pay frequency is shown in the status bar.

2. If the pay frequency you choose is weekly, biweekly or irregular, you must also key in the last day of the pay period (**Organisation** > **Pay Period**).

3. Next, you need to specify the payments, deductions and non-cash benefits that apply to employees in your organisation. Aren Payroll divides payments into three categories: earnings, lump sum payments and refunds.

   To define these fields select **Earnings**, **Deductions**, **Benefits**, **Lump Sums** or **Refunds**, as appropriate, from the **File** menu.

   To add a new field select **Add** from the **Field** menu.

4. To enter the payment, deduction and benefit amounts for each employee for the current pay period, select **Payroll** from the **File** menu. The fields you defined above will appear in the data-entry form that opens, together with permanent fields e.g. basic pay and overtime.

5. To view and print a report, select the desired report from the **Report** menu.

6. Repeat steps 1 to 5 for any other pay frequencies that apply to your organisation.

Starting a new pay period

1. To close the current pay period and start a new one select **Period End** from the **Procedure** menu.

2. You will be prompted to back up your data and are strongly encouraged to do so. If you choose to back up, you will be asked to specify the location and name of the backup file.

3. Once the period end procedure is complete, any data entered in the Payroll Transactions file will pertain to the new pay period.

Closing the month

To close data entry for the current month and move to the next one, select **Month End** from the **Procedure** menu. This runs the period end procedure for all pay frequencies, such that all pay periods end in the new month.