How To Implement Aren Register[1]

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Subject: This document explains how to set up **Aren Register 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 Register** 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 Register 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 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 Register 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 **523A-36D4**.

[1] Aren Register 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 grades, jobs and administrative units (departments, sections, etc) in your organisation. Do this by selecting **Grades**, **Jobs** and **Units** respectively from the **Organisation** menu. Jobs should be added after grades because each job must be assigned a grade. If your organisation doesn't have grades, then create a single grade called "(None)" with a salary range wide enough to cover all employees.

5. Next, create posts within each administrative unit. Also create stations which are the physical locations of the employees in your organisation. Do this by selecting **Posts** and **Stations**, respectively, from the **Organisation** menu.

6. 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 **Personnel** from the **File** menu. This opens the Personnel 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 enter the leave entitlement for each employee.

2. After adding employees to the Personnel file, open the Payroll Master file by selecting **Payroll Master** from the **File** menu. This file stores payroll information that does not change frequently e.g. pay frequency, bank account number, basic pay, overtime rate, etc. Key in the details that apply to the employees entered in the Personnel file.

3. 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 the active pay frequency. Aren Register 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 Transactions** 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 **Procedure > Period End**.
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.

Processing absence and leave

1. Absence and leave details for each employee for the current year are saved in the Absence and Leave file. Open this file by selecting **Absence and Leave** from the **File** menu.
2. When the Absence view is selected, you can enter absence details for each employee by clicking on the Add Event button.
3. To enter details about annual leave earned, sold or forfeited select the Annual Leave view and then use the Add Event button to add each leave event.

   Note that leave taken is entered as an absence event.
4. To view an absence or leave report for this year or any previous year, select it from the **Report > Absence and Leave** sub-menu.
5. During the month end procedure (see below), the leave earned in the new month is added automatically to the Absence and Leave file. The number of days added is 1/12th the annual leave entitlement entered in the Personnel file.

Closing the month

To close 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.

Once you close a month you can no longer enter any payroll data for that month. However, you can enter absence and leave data for any month within the current year.