

Shear Simplicity Demo

Welcome to **Shear Simplicity** – the easy to use software package specifically written for the shearing industry by Donewell Computer Services.

Installation Instructions:

Ensure that all applications on your computer have been closed down prior to installing **Shear Simplicity** Demo.

Go to www.donewell.co.nz, on left hand side of page, under Navigation, click on Shear Simplicity, Download Shear Simplicity – and then to the right you will see where you can click on Download Demo Here. Save file to your computer – generally this is saved to C:\Program Files\Shear Simplicity. Once this file has been saved, click on Open Folder and then click on Setup.exe and Run

If you do not have Firebird Database Manager installed, the installation process will install the Firebird Database Manager – accept all default settings – prior to installing **Shear Simplicity**.

If you DO have Firebird Database Manager installed already, clear the tick from appropriate option on the "Select Components" screen.

Once **Shear Simplicity** has been installed, click on the **Shear Simplicity** icon on your desktop.



You will then be taken in to the opening screen of **Shear Simplicity**. Note how the software has a similar layout to Microsoft Outlook and other Microsoft products, so you will already have familiarity.

The top section is the 'set up' for the rules around your business – click on each section and then Close. Note in the Company Details, Advanced (bottom right corner), there are a number of options for calculating Admin and ACC charges. Pay Elements can be Activities, Allowances or Deductions, and you can also have an Admin Rate. The Allowance Link allows you to determine which Activities automatically generate an Allowance. The Admin Rate link allows you to determine which activities automatically generate an administration type charge. Note that the Staff section allows you to load a Pay Rate Override, and the Client section allows you to load a Charge Override rate, for those 'special prices' for those 'special staff' or those 'special clients'!

Now go to Tally Data Entry – note that the cursor automatically sits in the Client field. For entering of new data, the system has been designed for speedy processing using the numeric keypad. Note that Clients, Staff and Pay Elements can have numeric or alpha codes.

Key "007" and system will ask you if this is for a new record or to edit – press enter – key "55" enter – key "PR" enter – hit 'down arrow' key enter – key "9" enter.

Congratulations – you have just entered your first Tally Data Entry line.

Note that the system is now ready for you to enter more info for that shed for that day. Key "BF" enter – key "SE" enter – key number of ewes shorn enter – system now takes you to a screen asking for the Equivalent Hours for that day and if you wish the system to Repeat this value for other staff – key "9" and then hit Alt R – enter.

When you have finished entering tallies, press the Esc key. Note that you can look at your Tally Data for a specific client or a specific day using the Filters at the top of the Tally Data Entry screen.

Now let's process some pays. Close your Tally Data Entry screen and click on Payroll. Click on down arrow in Payroll Date field and choose current date – then click on View Payslips in bottom right hand corner – move through payslips using arrows at top of screen and scroll down to view entire payslip– Click Close. Note on the Payroll screen that you can Reprint Existing Payslips for previous pays. Close Payroll screen.

Now click on Invoices – click on down arrow in Invoice date field – choose current date and click Create Invoices in bottom right hand corner of screen. Scroll down to see entire invoice – Click Close. Note on the Invoices screen that you can Reprint Existing Invoices. Close Invoices screen.

To make payments against an invoice – click on Payments. Choose which client you wish to make the payment against by clicking on name – note the information about the invoice Status between the 2 screens – then click on Add button at bottom of screen – complete details and press enter key or Okay. Close Payments screen.

Reporting – various reports. Let's look at an Earnings Report. Report Type Detail, Payroll Dates All. For Staff, click on Individual, then click on down arrow and choose a staff member. Click on Preview at bottom of screen. This report is useful for submitting information to IRD or WINZ when requested, and also for PAYE returns. Close.

GST Report – click Preview at bottom of screen – this report shows GST collected on receipts. Close

Hours report – Report Type Detail, choose a staff member and hit Preview – this report is useful for looking at hours worked per day for Relevant Rate Calculation. Close

Labour Cost – Dates Worked All but choose individual client code FD– this report is useful for looking at the Profit and Profit % of a job. Close.

There are many more features included in Shear Simplicity which we are happy to demonstrate to you.

Thank you for taking the time to evaluate **Shear Simplicity**. I am sure you will agree with us that this is a very user-friendly and simple to use software package that will greatly assist you in running your business.

For more information, please contact

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