



1 Kitomba™ and IMS Payroll

Kitomba™ can help you to manage paying your employees their wages and commissions by working with IMS Payroll.

This guide has been designed to help you to understand how Kitomba™ works with IMS to make your pay days a little easier.

If you are new to IMS Payroll, we suggest you give their Team a call on 06 876 8959 as they are just as friendly and helpful as we are – we checked!

You need to ensure that you have already done the following;

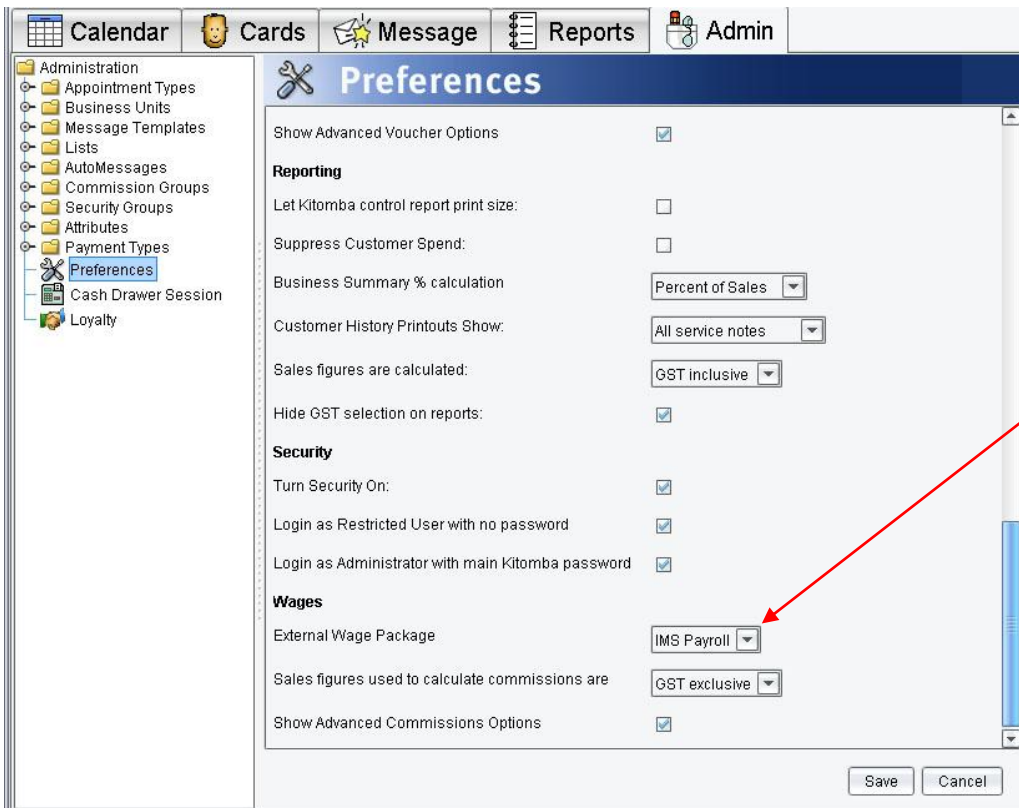
1. Creating Commission Groups in Kitomba™
2. Creating Commission Plans in Kitomba™
3. Assigning Staff to any Commission Group

If you haven't completed the following steps or need a refresh, read our Commissions and Wages Kitomba™ guide.

1.1 Setting up Kitomba™

Once you are ready to use both Kitomba™ and IMS Payroll together, first you will need to tell Kitomba™ that you are going to use IMS Payroll.

Set IMS Payroll as your External Wage Package in the Admin Tab under Preferences.



Setting Preferences



Kitomba™ Tip:

To be able to use the Import Function in IMS Payroll, you will need to have the Import Module which is \$200+GST. Please contact IMS Payroll for more information.

1.2 Wages in IMS Payroll

If you want to use the information generated by Kitomba™ to work out your wages with IMS Payroll, then you will need to setup IMS Payroll to understand what Kitomba™ is telling it. You also need to know how Kitomba™ is sending information to IMS Payroll so you know what the figures are that you will use.

1.2.1 Employee ID's

The first thing to do is to click on the **Employee** section in the IMS Payroll system and IMS will show you the ID number assigned to each of your Staff People.

The screenshot shows the 'Employee' section in the IMS Payroll system. The employee details for Britney Spears are displayed. The 'Emp #' field is highlighted with a red arrow, indicating that the employee number should be manually set to 1008. Other fields include First Names (Britney), Surname (Spears), Gender (Female), Birth Date (10/11/1952), Age (54), and Occupation (Manager).

You set the Employee Number manually by putting it into the **Emp #** box.

The first screenshot shows the 'Staff Person' record in the Kitomba Admin Tab. The 'Employee Id in payroll system' field is highlighted with a red arrow, indicating that the employee number 1008 should be entered. The second screenshot shows the 'Staff Person' record in the Kitomba Admin Tab, with the 'Hourly Rate' field highlighted with a red arrow, indicating that the hourly rate should be set to \$14.00.

This ID number is the number you will enter into Kitomba™ on each Staff Persons record in the Kitomba™ Admin Tab.

These ID numbers **must** match to ensure the correct person is paid the correct amount.



Kitomba™ Tip:



There is a section in Kitomba™ where you can input Staff Hourly Rates. Please note that this is for the Report purpose in Kitomba™ only and does not export to IMS Payroll.

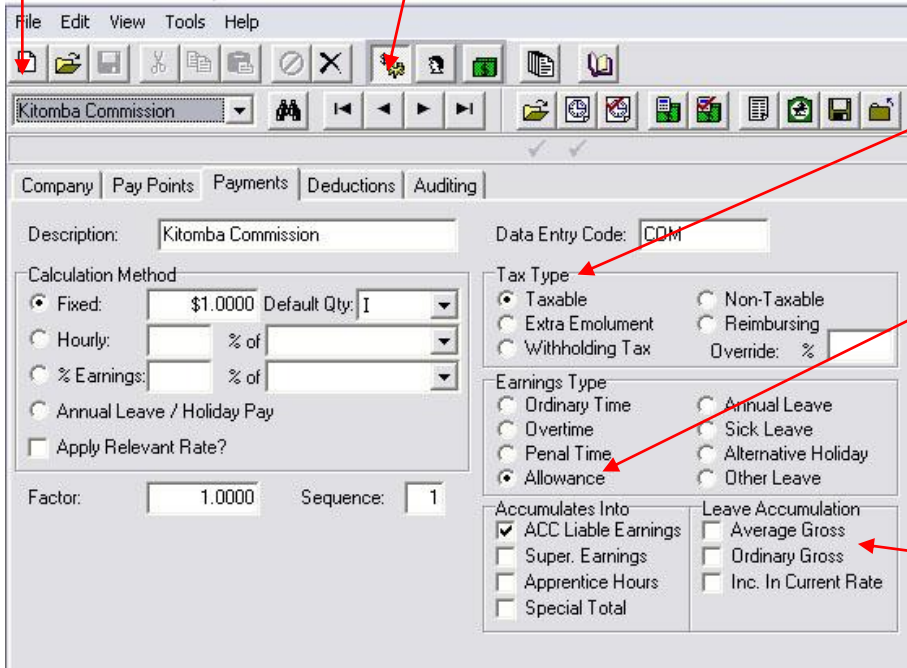
1.3 Payments

To record your Commissions from Kitomba™, IMS Payroll uses Payments. All of your Commission Plans from Kitomba™ can be totalled up and recorded into one Allowance in IMS. This is what we call the Default Setup.

1.3.1 Default Setup

So that IMS Payroll knows what to do with the information it gets from Kitomba™ you will need to create a new Payment.

Do this by clicking on the **Company Controls** button  and create a new Payment  on the navigation button bar.



The screenshot shows the 'Payments' configuration window. The 'Description' is 'Kitomba Commission' and the 'Data Entry Code' is 'COM'. Under 'Calculation Method', 'Fixed' is selected with a value of '\$1.0000' and 'Default Qty' of 'I'. Under 'Tax Type', 'Taxable' is selected. Under 'Earnings Type', 'Allowance' is selected. Under 'Accumulates Into', 'ACC Liable Earnings' is checked. Under 'Leave Accumulation', 'Average Gross' is checked.

The **Tax Type** should be set to **Taxable**.

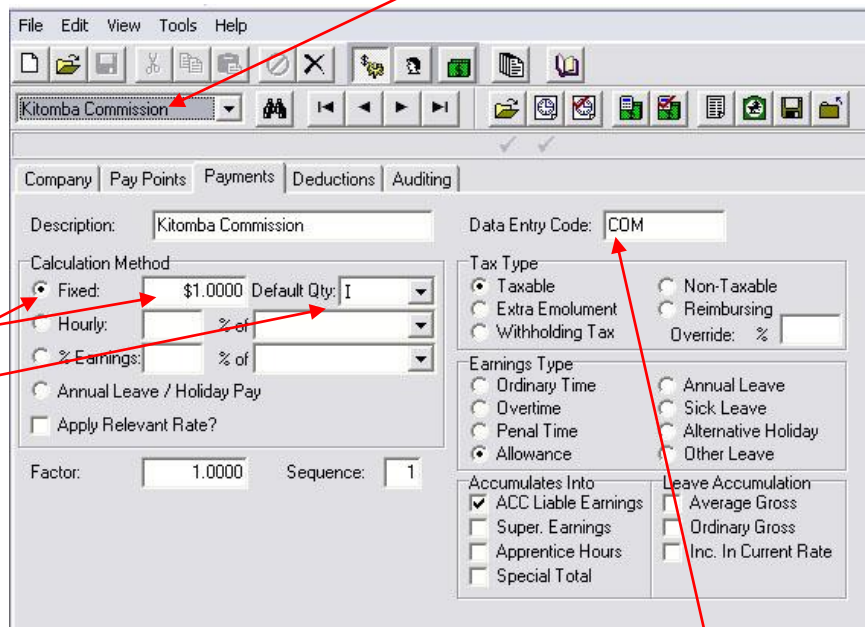
The **Earnings Type** should be set to **Allowance**.

You will decide whether you wish Commissions to be added into your staff's Leave Accumulations. This section allows this.

When you create the Payments, create a new Payment for each Commission Group you have and to save confusion, it is recommended you give the Payment the same name as your Commission Group

Next you will need to set the

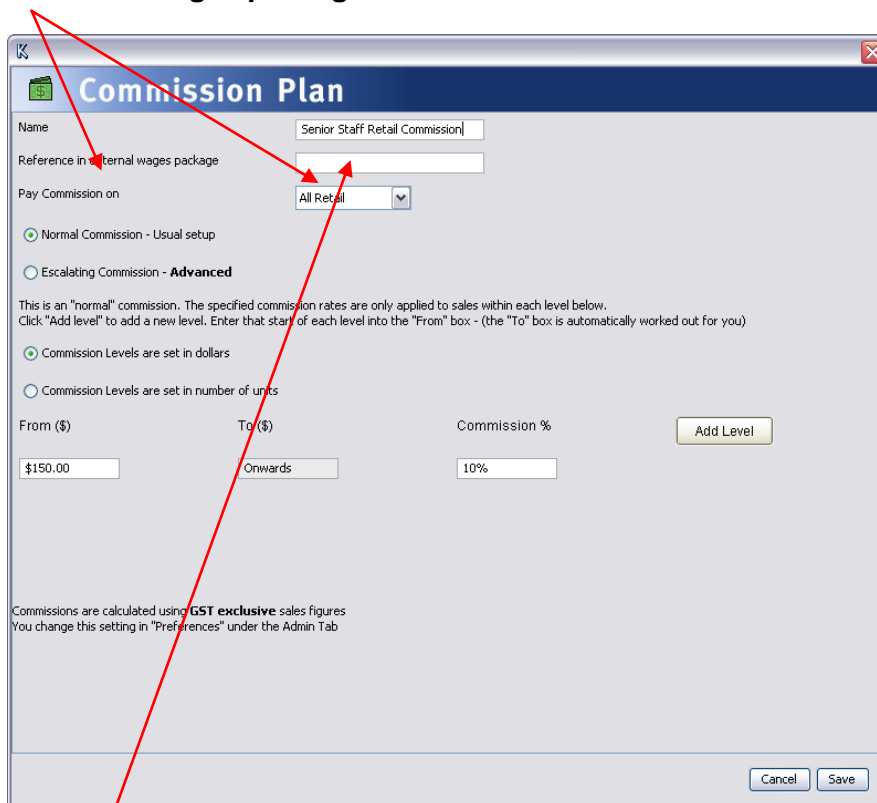
Fixed Unit Value \$1.000 with a **Default Qty of I**



The screenshot shows the 'Payments' configuration window. Red arrows point from the text 'Fixed Unit Value \$1.000 with a Default Qty of I' to the 'Fixed' calculation method, the '\$1.0000' value, and the 'Default Qty: I' dropdown. Another red arrow points from the text 'The first Payment you create...' to the 'Data Entry Code: COM' field.

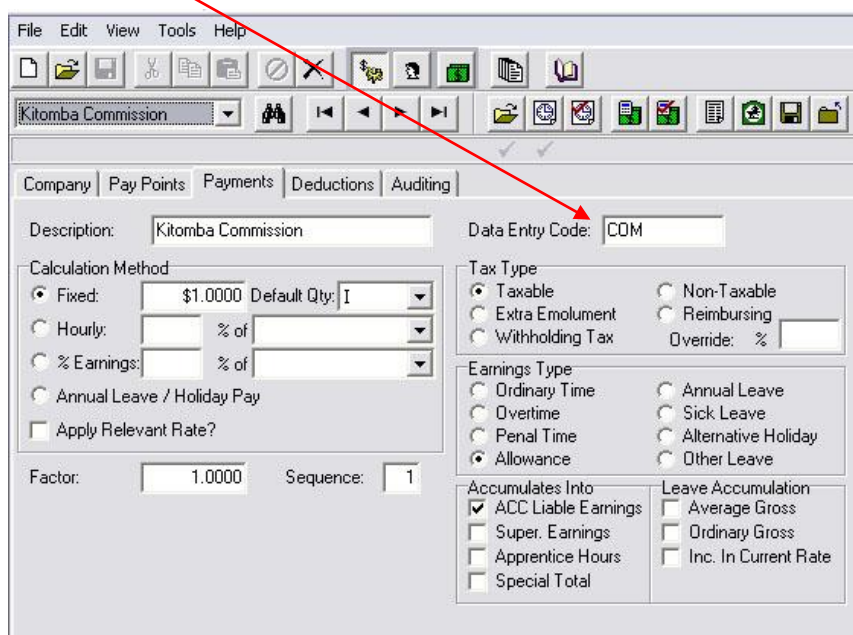
The first Payment you create with IMS Payroll should be given the Reference "COM" as this will be used for all plans that you haven't given an ID to. You can name it what you want, but here is why we recommend using **COM**.

An important thing to note, when you are setting up **Payments** is that in Kitomba™ when you set up your Commission Plans, you will have seen the field named **Reference in external wages package**



If this field is left blank, Kitomba™ by default, will include this into the “COM” Allowance in IMS Payroll

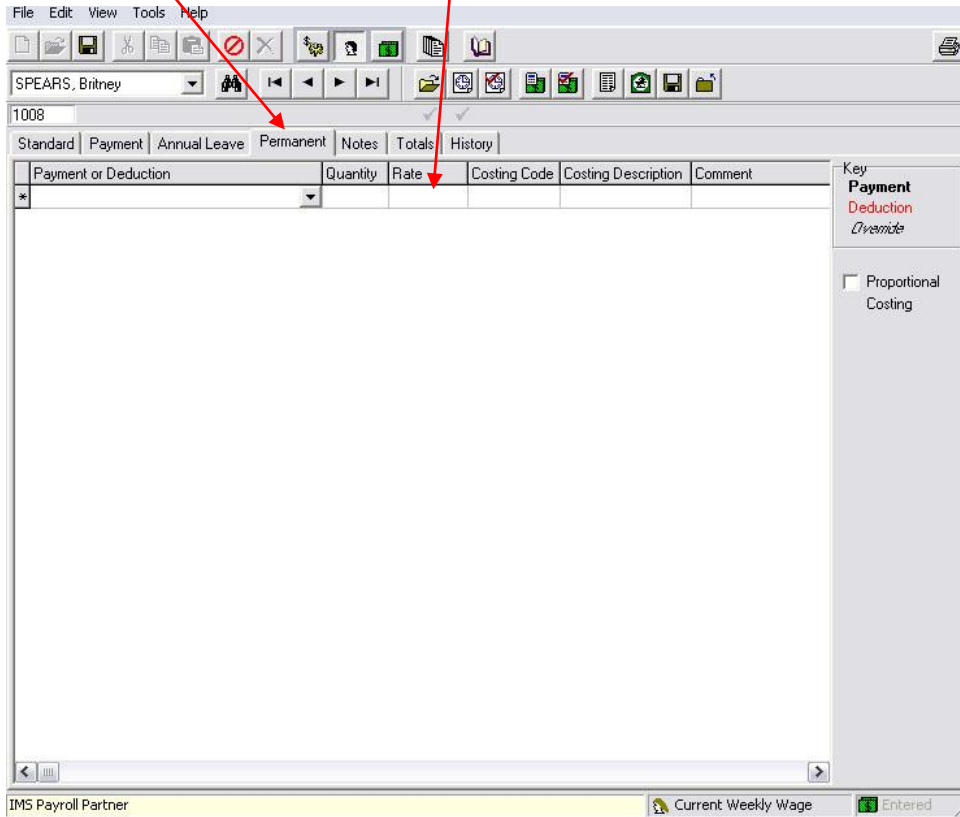
This is the **Data Entry Code** from IMS Payroll. This number is assigned when you create a Payment and can be edited.



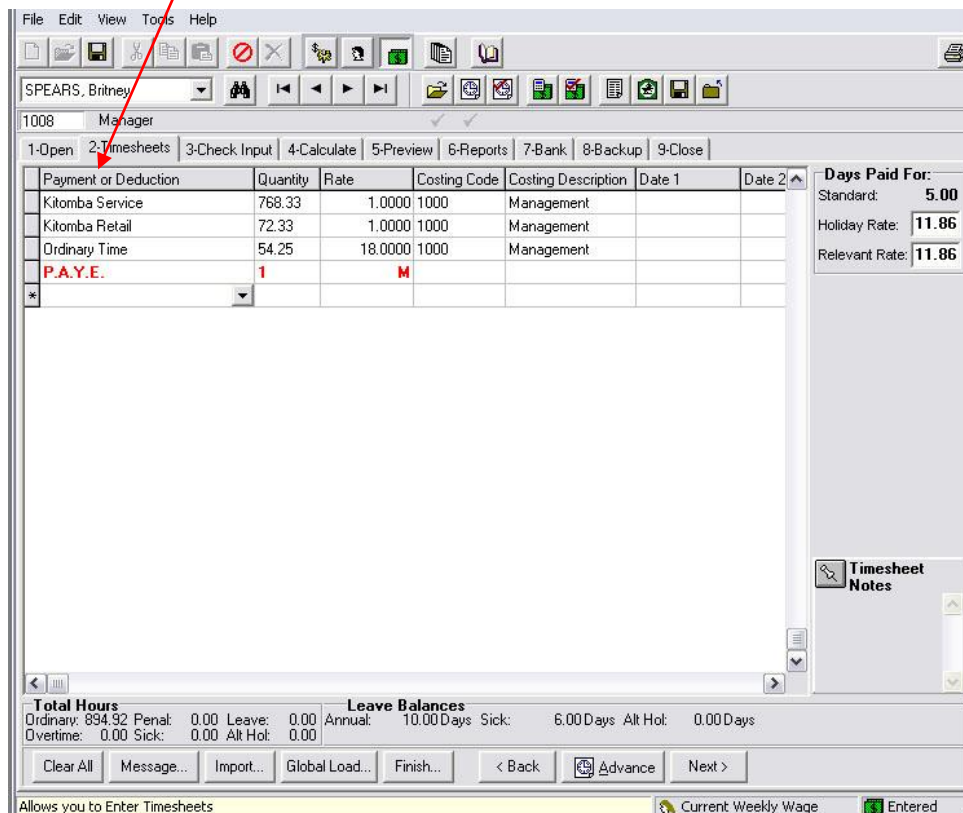
In order for the Import to work correctly, the **Reference in external wages package** In Kitomba™ **must** match the **Data entry Code** from IMS Payroll. If the **Reference in external wages package** is blank, the **Data entry Code** from IMS Payroll **must** be **COM** for the import to succeed.

In IMS Payroll also, when you are using the import from Kitomba™ you will want to ensure that the **Permanent** Payments section **doesn't** have any payment line items that Kitomba™ provides, as the import from Kitomba™ will bring this information through automatically.

If this section has Payments registered, you may find they double up when you do the import.



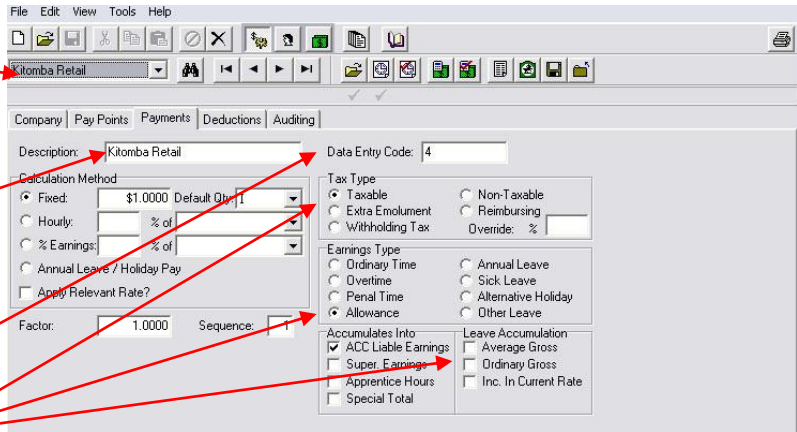
So even though there are no registered Payments for Britney, she will receive the following information from the import



1.3.2 Advanced Setup : Specific Commissions

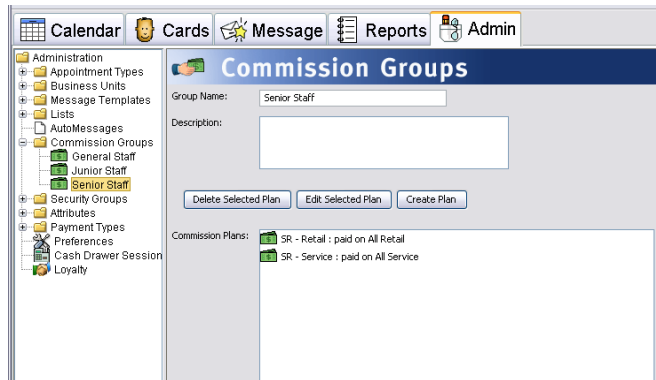
If you would like a Commission to appear separately in IMS and Kitomba™, you will need to

1. Create a new Payment in IMS for each separate Commission you have in Kitomba™
2. Then enter the Data Entry Codes into Kitomba.
3. Don't forget to set your tax and leave options



You can use one Data Entry Code for multiple commissions on multiple staff.

For example, in this system Britney is in the **Senior Staff Commission Group** in Kitomba™

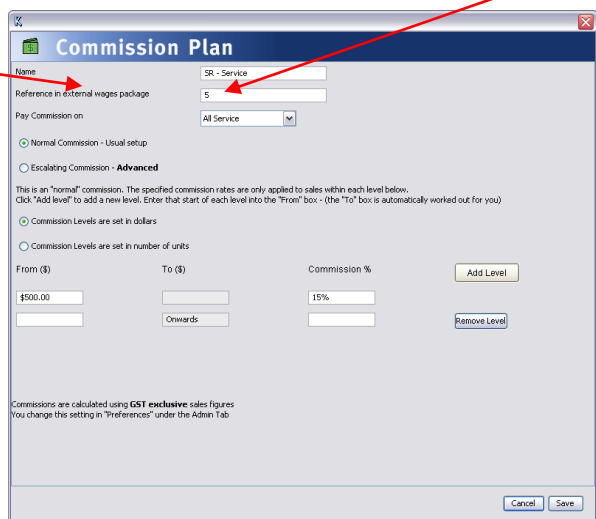
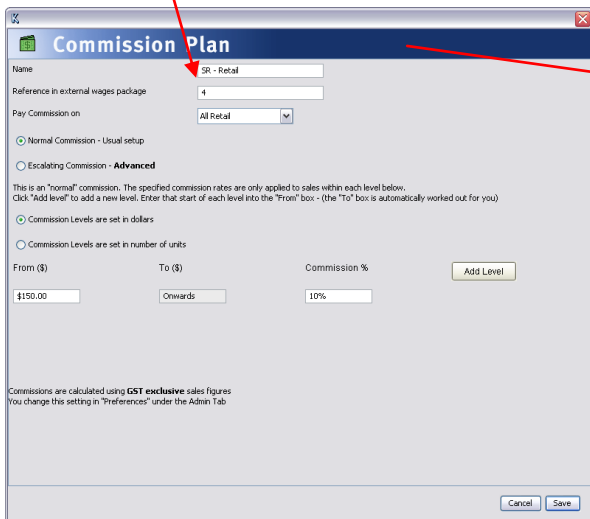


The **Senior Staff Commission Group** has two Commission Plans.

All Retail with ID # 4

and

All Service with ID # 5



Britney can still be paid correctly as any Commission Plans with no ID assigned in Kitomba™ will be assigned to the Data Entry Code **COM** in IMS Payroll.

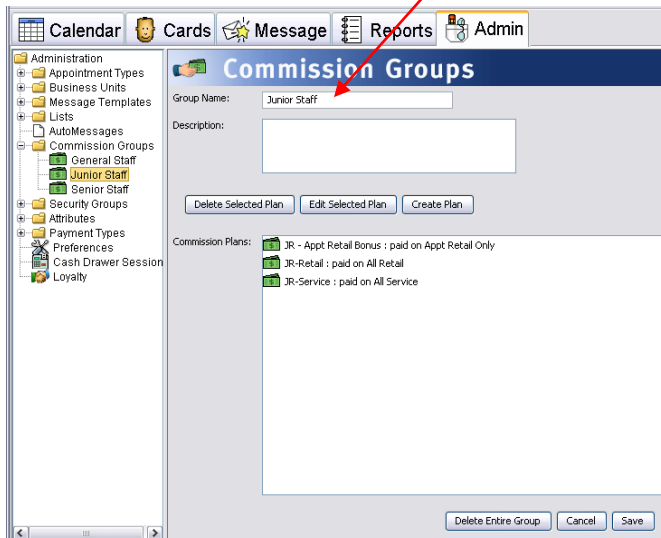
This is useful if you forget to put an ID # into Kitomba™

IMS Payroll will let you use one Payment Data Entry Code for multiple commissions with different values from Kitomba™

In the Kitomba™ Wages Summary you will see a detailed list of Commissions with their specific names. But in IMS Payroll you are only dealing with the final figures which means even if you assign two staff people from two different Kitomba™ Commission Groups to the same Payment Data Entry Code they will still be paid the correct amounts.

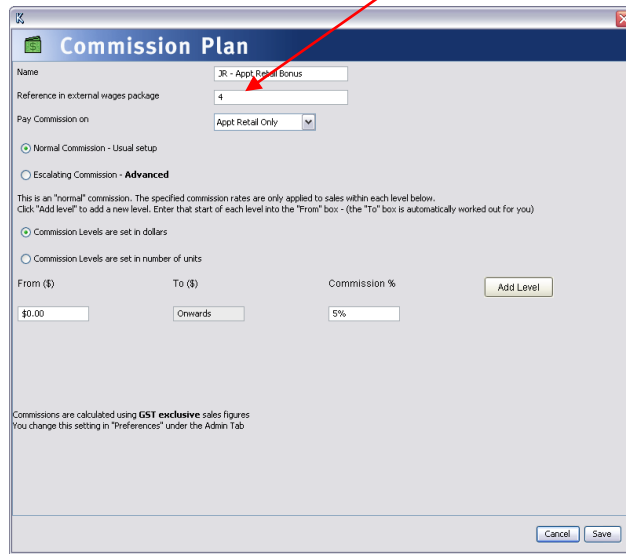
Using a setup similar to this one will make it easy for you to run reports on the total Retail Allowances and total Service Allowances you have paid to staff over a period.

So you can also assign Kelly (who is part of the **Junior Staff Commission Group** in Kitomba™) the identical list of Allowances in IMS Payroll.
In this example, Kelly is in the **Junior Staff Commission Group** in Kitomba™

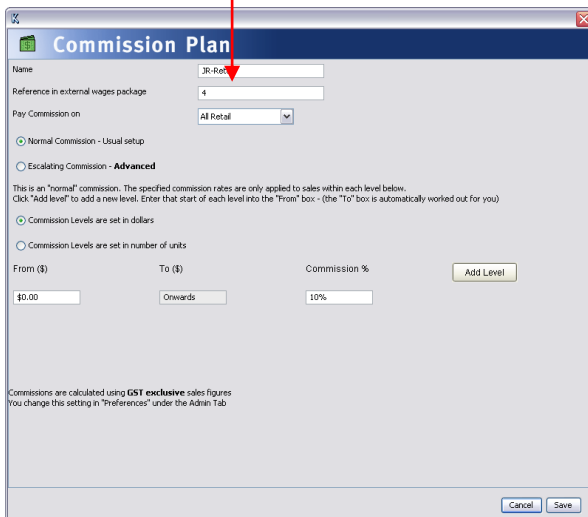


This **Junior Staff Commission Group** has three Commission Plans. As well as the usual Retail and Service Commissions, the Junior's get an extra bonus if they sell Retail to a booked client they are Servicing.

A Bonus Retail with ID # 4

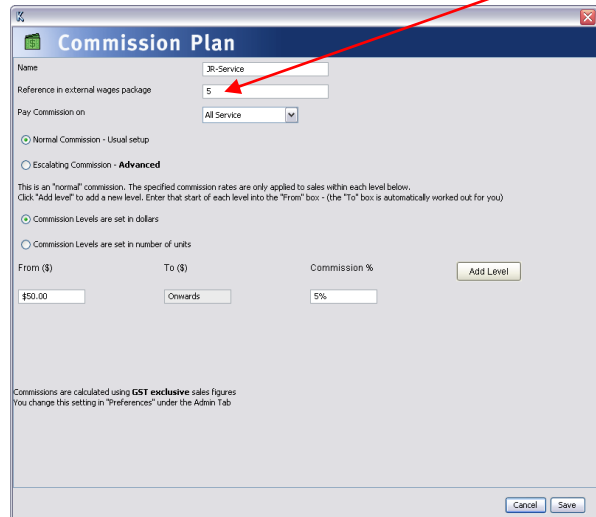


All Retail with ID # 4

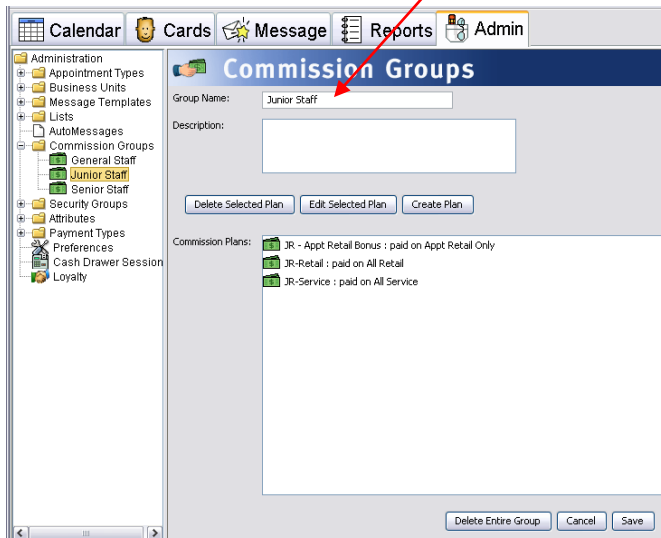


and

All Service with ID # 5

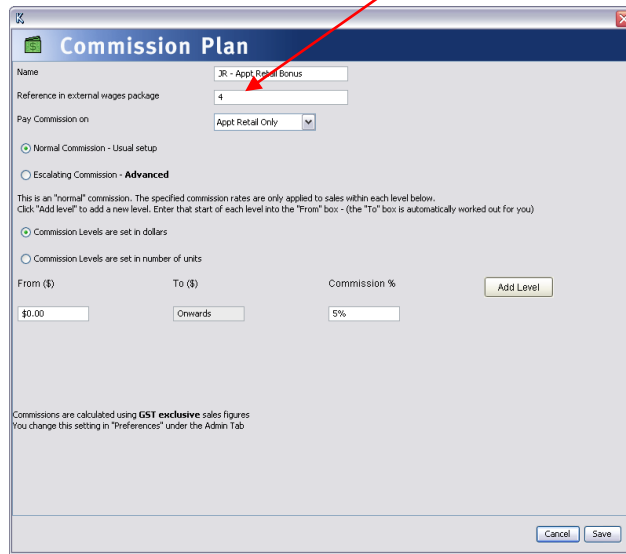


So you can also assign Kelly (who is part of the **Junior Staff Commission Group** in Kitomba™) the identical list of Allowances in IMS Payroll.
In this example, Kelly is in the **Junior Staff Commission Group** in Kitomba™

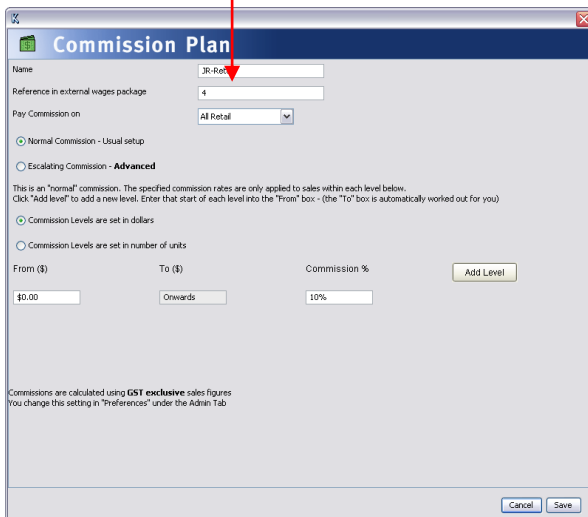


This **Junior Staff Commission Group** has three Commission Plans. As well as the usual Retail and Service Commissions, the Junior's get an extra bonus if they sell Retail to a booked client they are Servicing.

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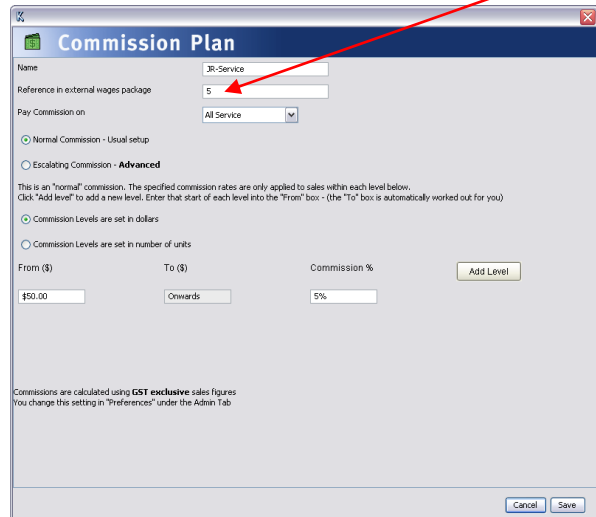


All Retail with ID # 4



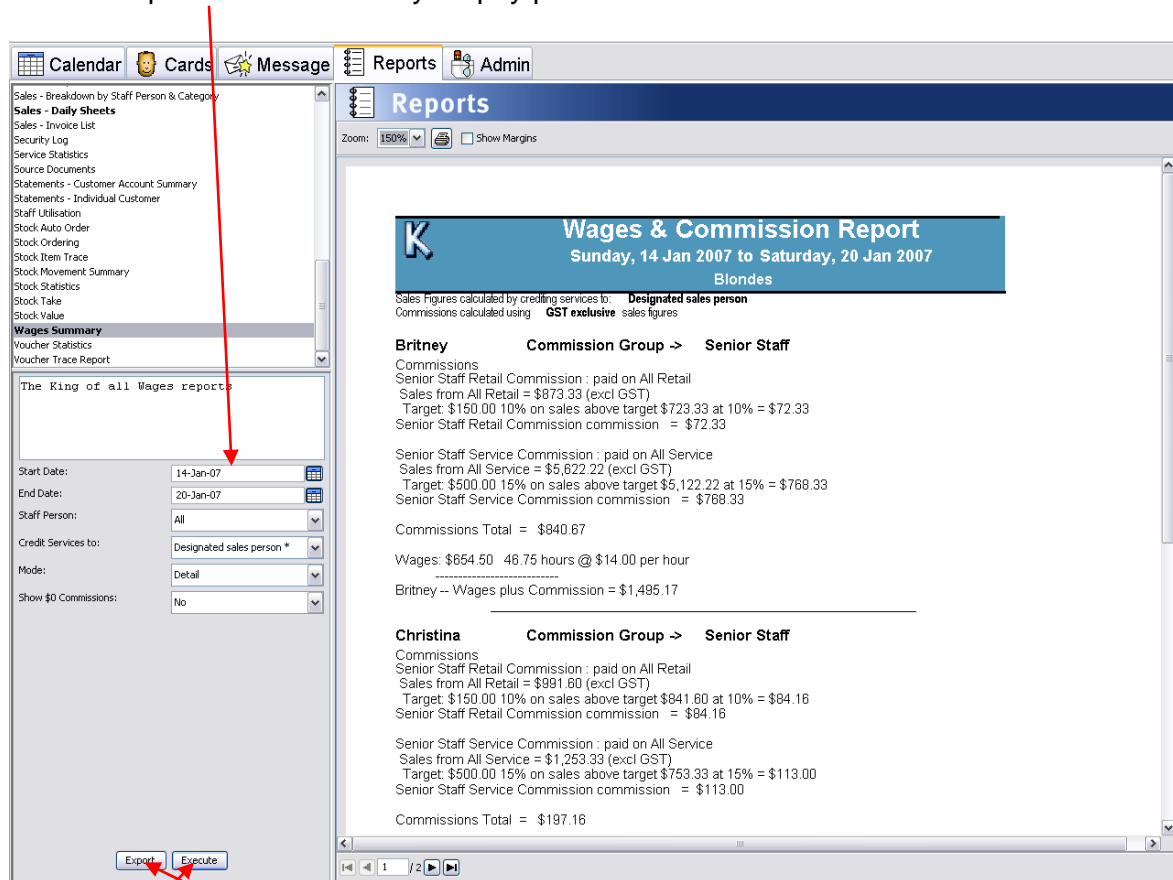
and

All Service with ID # 5



1.3.3 Running the Wages Report

When you get to the end of your pay period, you will need to run the Wages Summary. Set the Report Dates to reflect your pay period.



Click **Execute** and the Report will be shown on screen.

Check your figures and click **Export** to put this in a format that IMS can read and give the file a name.

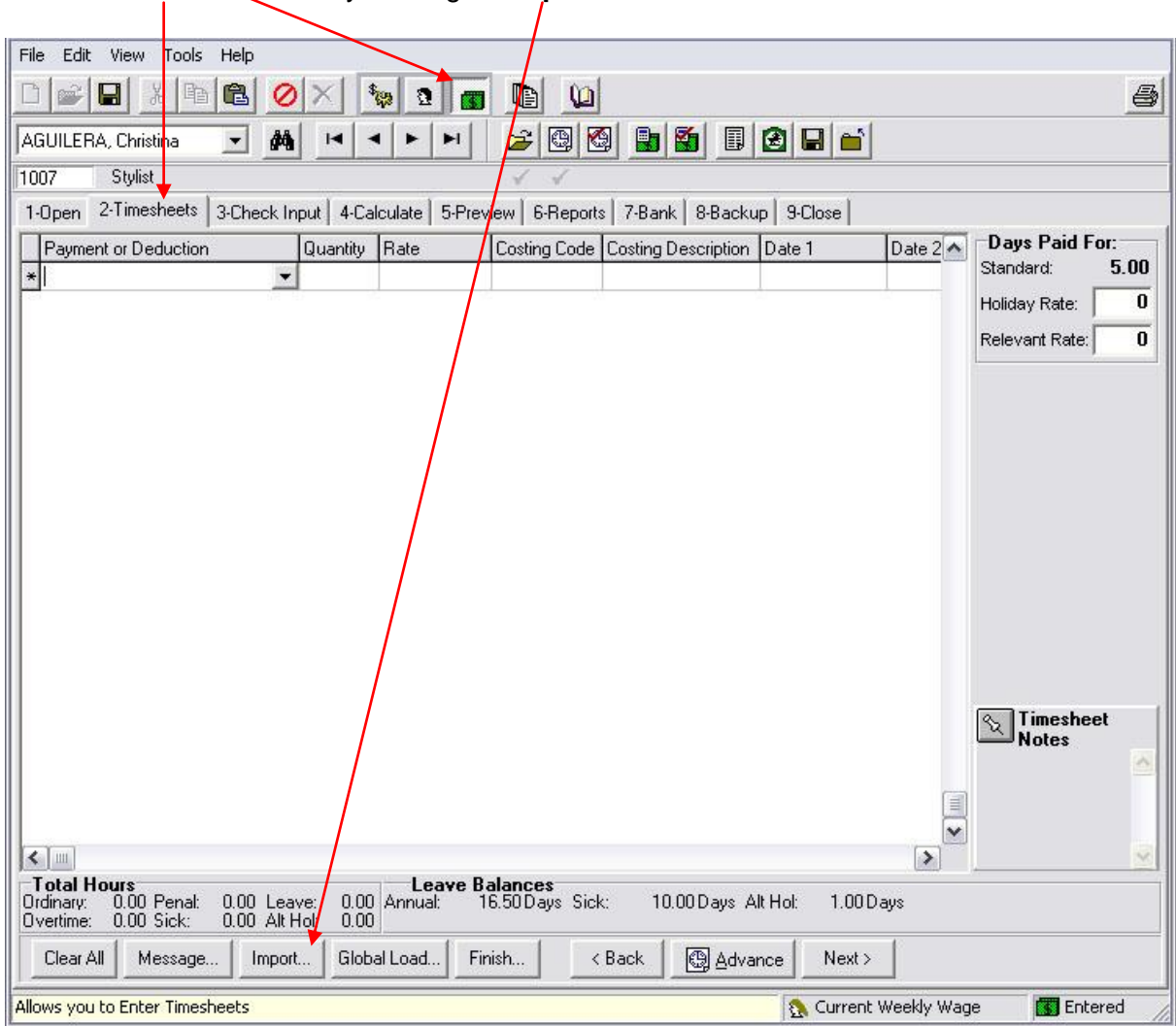
After you have checked your figures, click **Export** to put this in a format that IMS can import and give the file a name.

When you save your file, it is advised that you save it in a folder that you can find again easily.

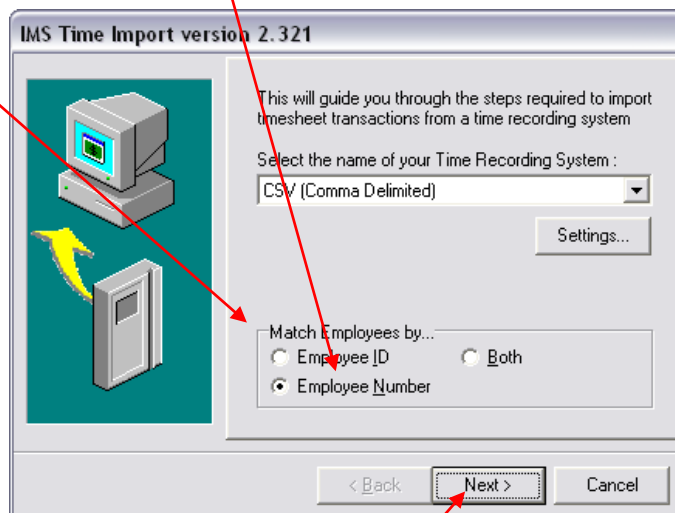
You will have to give your exported file a name and it will be a **.csv** file.

1.3.4 Importing the Commissions

Now that you have setup IMS Payroll and Kitomba™ to communicate, after clicking on **Payroll Processing** and opening your pay period, you can then import your Wage Summary in the **Timesheet** Screen by clicking on **Import**

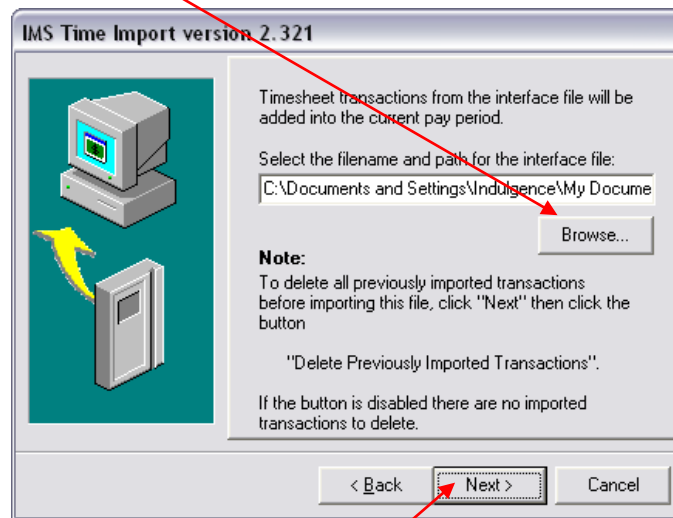


When the Import Dialogue box appears, you should check that it is set to **Match Employees by Employee Number**

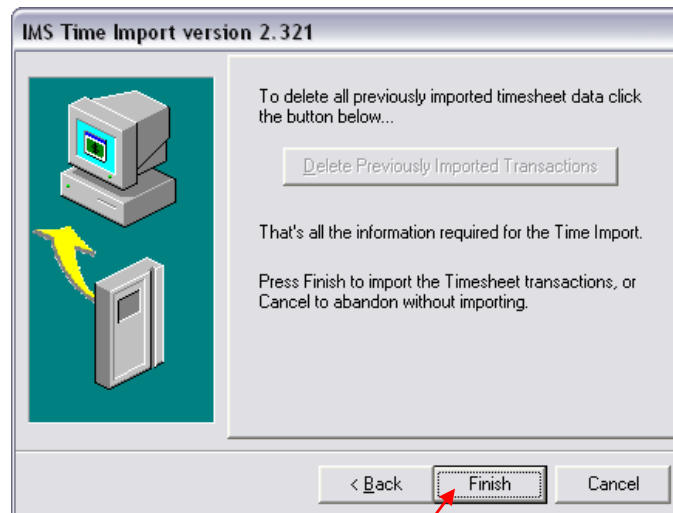


Then click the **NEXT** button.

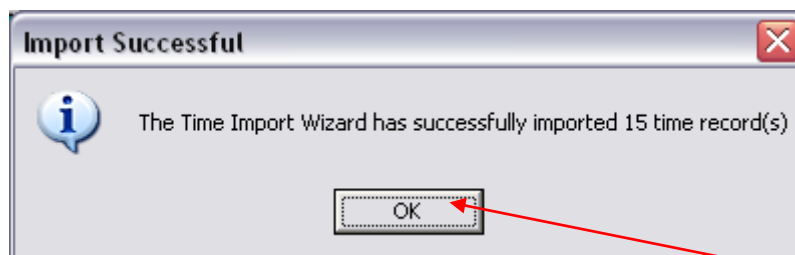
The next step of the Import is to point the importer to the **.csv** file that you exported from Kitomba™ by clicking the **Browse** button and finding the file.



Then click the **NEXT** button.



Then click the **FINISH** button.



When you see the success dialogue above, the Import has succeeded and you can click **OK**.

With a successful import, you will see your employee records should now have all of the correct hours, hourly rates and commission figures updated.

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2
Kitomba Service	768.33	1.0000	1000	Management		
Kitomba Retail	72.33	1.0000	1000	Management		
Ordinary Time	54.25	18.0000	1000	Management		
P.A.Y.E.			M			

Days Paid For:
 Standard: 5.00
 Holiday Rate: 11.86
 Relevant Rate: 11.86

Total Hours
 Ordinary: 894.92 Penal: 0.00 Leave: 0.00 Annual: 10.00 Days Sick: 6.00 Days Alt Hol: 0.00 Days
 Overtime: 0.00 Sick: 0.00 Alt Hol: 0.00

Leave Balances

Buttons: Clear All, Message..., Import..., Global Load..., Finish..., < Back, Advance, Next >

Status: Allows you to Enter Timesheets | Current Weekly Wage | Entered

You will see that after the import, the hourly rate is filled in, Kitomba™ will have also brought in the number of hours your staff have worked and their commission amounts.

Once you have completed the pay adjustments, continue your normal process including bank transfers/direct credits, payslip printing and Filing Pay's.