



DETAILED USER GUIDE

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How to activate the system

After Logging in for the first time you shall see the following screen:

Home Masters Processes Finance Users Trial

Request Package **Monthly Payroll** **Half Year Docs**

Welcome,
If you are a new user, please request a new package above.
Please note the CODE that is given to you
After you make the payment, please note the REFERENCE NO and enter it in this screen
Once we receive the payment, the package shall be activated and you will be able to start using the system

BRONCO PAYROLL Expiring: N/A

Here click on request package and choose the one best suited for your company as seen below:

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Request Package

	Name	Price	Staffs Allowed	Time Period
<input type="radio"/>	Gold	10,000.00	10	1 Month
<input type="radio"/>	Platinum	20,000.00	20	1 Month
<input type="radio"/>	Diamond	30,000.00	30	1 Month
<input checked="" type="radio"/>	Titanium	40,000.00	40	1 Month

Month: January Year: 2019 Reference No: ENTER REFERENCE NUMBER HERE!

Request

*Pay via Mobile Money sending to +255 765 976 902 (MPESA). Please allow up to 24 hrs for activation.

BRONCO PAYROLL Expiring: 8th February 2019

Then make the payment by Mobile Money to the number provided on screen and enter the Reference Number you receive.

Once approved you will see an Expiring date of your subscription on the bottom right of your screen.

How to update company information

Click on Masters then companies and you should arrive at the below screen:

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Companies

Show 10 entries Search:

Edit	No.	Name	Email	Expiry	Tin No
	1	Trial	trial@trial.com	8th February 2019	111111111

Showing 1 to 1 of 1 entries Previous 1 Next

broncopay.co.tz/payroll/?module=masters&action=companies#

BRONCO PAYROLL

Expiring: 8th February 2019

By clicking on the edit button you will be able to update your company information as seen below:

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Companies

Show 10 entries Search:

No.	Name	Tin No
1	Trial	111111111

Showing 1 to 1 of 1 entries Previous 1 Next

Add Company

Name: Trial Expiry Date: 2019-02-08 Staffs Allowed: 10

Business Nature: Trial Business Type: Entity

Tin No: 111111111 Pension Reg No: 11111111 Pension: PPF Contribution: 10-10 15-5

Email: trial@trial.com Phone No: +255768676767

Plot No: 2 Block No: 245

Postal City: Dar Es Salaam Address: Magore Street P.O. Box: 34

BRONCO PAYROLL

Expiring: 8th February 2019

Once updated you can click Save and your information will be updated.

How to add and edit staff

Click on Masters then Staff you should arrive at:

Home Masters Processes Finance Users Trial

Staffs

Print Slips Add

Show 10 entries Search:

No.	Name	Basic Pay	Company
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

BRONCO
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Click on add and you shall see the below, you can now start adding your staff

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Staff

Name Membership No Company

Name Membership No Trial

Pension Type Contribution Notes

NSSF PPF None 10-10 15-5 0

Basic Pay Sick Pay Absenteeism (days) Overtime (hours) Loan Advance Other Deductors

0.00 0.00 0 0 0.00 0.00 0.00

Leave Allowance Subsistence Allowance Travelling Allowance Entertainment Allowance Any Other Allowance Housing Allowance

0.00 0.00 0.00 0.00 0.00 0.00

Payment in Lieu of Leave Fees Commission Bonus Gratuity

0.00 0.00 0.00 0.00 0.00

Actual Basic Pay Gross Pay Pension Taxable Pay P.A.Y.E.

0.00 0.00 0.00 0.00 0.00

Total Deductions Net Salary Net Payable

BRONCO
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Once you've added your staff's you can click on save.

Features of Staff Page

Now that you've added your staff's let's look at the features this page offers.

Staffs

Show 10 entries Search:

No.	Name	Basic Pay	Company
1	Trial 1	500,000.00	Trial

Showing 1 to 1 of 1 entries

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You shall now see 4 icons next to every staff you've added

These 4 icons are:

1. EDIT – Here you can edit/update the details of your staff.
2. DETAILS – Here you can click on this and upload documents like Warning letters, Leave requests, and termination letters onto our secure servers.
3. SALARY SLIP – Here you can print individual salary slips for each staff.
4. DEACTIVATE - Finally if a staff is terminated you can click here to deactivate him, however his records will still remain on our servers for your future reference, including in the 6 month returns for that specific period.

On the top right you can see a button labeled as Print Slips – You can click here to print all the staff's slips at once.

Generating the Monthly Payroll

Click on Processes then Monthly – where we will now generate our monthly payroll.

Home Masters Processes Finance Users Trial

Monthly Payrolls

Show 10 entries Search:

No.	Month	Year
No data available in table		

Showing 0 to 0 of 0 entries Previous Next



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You should see the above screen, now go ahead and click on Add

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Monthly Payroll

Company: Trial Month: December Year: 2018

No	Name	Basic Pay	Absenteeism	Calc Basic Pay	Allowances	Gross Pay	Taxable Pay	P.A.Y.E	Pension	Loan	Advance	Other Ded	Total Ded	Net Salary	Net Payable
1	Trial 1	500,000.00	0.00	500,000.00	0.00	500,000.00	450,000.00	35,100.00	50,000.00	0.00	0.00	0.00	85,100.00	414,900.00	414,900.00
		500,000.00	0.00	500,000.00	0.00	500,000.00	450,000.00	35,100.00	50,000.00	0.00	0.00	0.00	85,100.00	414,900.00	414,900.00

Casual Pay: 0.00

P.A.Y.E: 35,100.00 Pension: 50,000.00

Skills and Dev Levy WCF

BRONCO PAYROLL Expiring: 8th February 2019

Here if you have added all the staffs correctly you shall see the payroll at a glance.

If you've had any casual labor during the month you can go ahead and add it to the Casual Pay Box and the system will automatically calculate the Skills and Development Levy (SDL) on it and add it to your total Skills and Development Levy (SDL) Payable.

You can now click finalize (at the bottom of the page) after checking all your information is entered correctly.

Features of Monthly Payroll

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Monthly Payrolls

Show 10 entries Search:

No.	Month	Year
1	December	2018

Showing 1 to 1 of 1 entries Previous 1 Next



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You shall be redirected to this screen. Your payroll is now generated along with the statutory forms.

You shall now see a couple of icons next to the Payroll generated.

1. PRINT PAYROLL – Clicking this Icon will open your entire payroll at a glance together with the amounts of taxes to be paid for the month.
2. SDL MONTHLY RETURN – Clicking this Icon will generate your Skills and Development Levy (SDL) Monthly Return. Note : This is to be submitted by every company regardless of whether you pay SDL or not (Have 4 staff or less).
3. SLIPS – Clicking this will open a portal to our secure servers where you can upload your Payment slips for the month such as NSSF/PPF slip or PAYE and SDL Slip.
4. PPF/NSSF – Clicking this will automatically generate your PPF and or NSSF form for the month (Our system is capable to generate both forms if your company uses both funds). Within these forms you are also able to enter your payment cheque numbers and the bank name you shall pay this through.

In just under 5 Seconds you have generated your entire Payroll !!

Generating the 6 Month PAYE/SDL Returns

The next and final step is generating PAYE and SDL 6 month returns.

Click on Processes and then Half Year.

Here you will click on Add Paye Statement choose which 6 months you want to generate it for and the same for SDL, clicking Finalize will generate the respective forms.

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Half Year Documents

Add Paye Statement Add SDL Certificate

Show 10 entries Search:

No.	Document	Period
1	SDL Certificate	July to December 2018
2	Paye Statement	July to December 2018

Showing 1 to 2 of 2 entries Previous 1 Next



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Clicking on the buttons next to the certificates will let you view and print them.

Additional Information

The Finance Section - Here you will be able to request new packages , either monthly or yearly and see all your previous requests.

Users - You can add multiple users to access your payroll with their own personal accounts, You can also edit their rights and block them out of multiple things eg the finance section.

Theme – Clicking on your user name, you will see an option of Logging Out and My settings, going into my settings will let you customize the look of your payroll to suit your personality best and you shall be able to change the name that appears on your payroll menu.

That's the end of our detailed user demo.

We hope you enjoy using our system and make your life easy.

If you have any further question or feedbacks on how we can improve this system for you

Kindly email us on info@brncopay.co.tz

Or Call us +255 765 976 902