

# Pro Payroll

**Pro Payroll** – an innovative and user-friendly payroll system designed for ease of use and comprehensive employee pay processing and reporting...

*Fully Windows Based – Running on Window 95 and above  
Capable of Running Single and Multi – User Environment  
Multi-level security features with Rights and Restrictions  
Developed and Supported Locally  
100% Customizable*

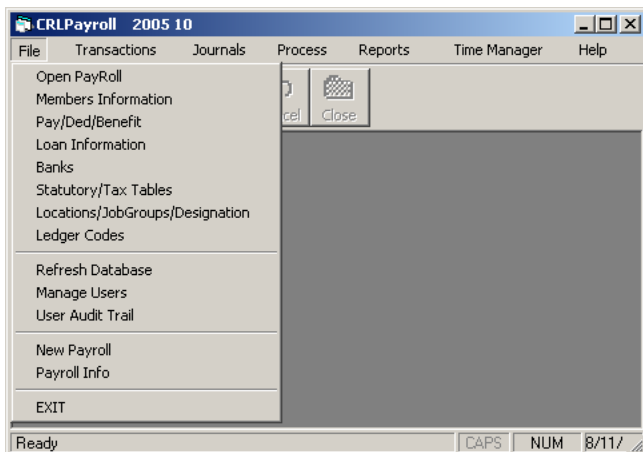


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## PRODUCT FEATURES



### File Setup

- ✓ Open Payroll Database
- ✓ Employee Details
- ✓ Define Payments / Deductions / Benefits Types
- ✓ Define Loan types / Loan Information
- ✓ Banks Details
- ✓ Taxes Details
- ✓ PAYE NHIF NSSF Pension Scheme Tables
- ✓ Stations Details
- ✓ Departments Details
- ✓ General Ledger Link Codes
- ✓ Designations Details
- ✓ Job Groups Details
- ✓ Company Details / Payroll Information
- ✓ User Access Controls / Manage Users
- ✓ User Audit Trail
- ✓ New Payroll Database
- ✓ Log In/Off

### Transactions

- ✓ Enter Current Period / Month Adjustments
- ✓ Enter Employee Loans
- ✓ Employees Payments / Deductions / Benefits/ Tax

### Journals

- ✓ View Current Period / Months Adjustments

### Processing (Auto)

- ✓ Month's Payroll
- ✓ Close Month / End Month Routine
- ✓ Pension Update
- ✓ Salary Increments
- ✓ Update MPR (Monthly Payroll Relieve)
- ✓ EOY Procedure / End Year Routine

### Reports

- ✓ Monthly Pay Slips
- ✓ Bank Pay Sheet
- ✓ Cash Pay Sheet
- ✓ Pay Summaries By Department
- ✓ Employee Pay History
- ✓ Monthly NHIF, NSSF, PAYE Returns
- ✓ Pension Scheme Deduction
- ✓ Loan Repayments
- ✓ Other Deductions
- ✓ Master Roll
- ✓ General Ledger Summary
- ✓ Payments / Deductions / Benefits analysis
- ✓ Employee Listing
- ✓ Payments / Deductions / Benefits Listing
- ✓ Loans / Banks Listing
- ✓ Stations / Departments Listing
- ✓ Designations / Job Groups Listing
- ✓ General Ledger Codes Listing
- ✓ P9A P10 P10A Returns

Report Preview		
Computer Resources Ltd. 001		
Bank Levelling		
Employee No.:	50032	Pay Slip For: 2003 10
<b>PAYMENTS</b>	<b>AMOUNT</b>	<b>BALANCE</b>
Basic Salary	35,000.00	
Medical Allowance	5,000.00	
Office Pay	40,000.00	
Travels Amount	39,200.00	
NET	1,036.00	
<b>DEDUCTIONS</b>		
Company Loan (Int)	687.50	
Company Loan	6,250.00	62,500.00
NHIF	320.00	
NSSF	200.00	
P.A.Y.E	5,936.00	
Total Deductions	13,393.50	
Net Pay	36,206.50	

### Time Manager

- ✓ Record Time
- ✓ Update Payroll
- ✓ Reports Query