



ACCOUNTS HANDBOOK

NOVEMBER 26, 2024
GREENCYCLE LIMITED
141 Hugo Johnston Drive, Penrose

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Timesheets/Payroll

Process Overview

- Wages/salary paid weekly on Tuesday.
- Employees submit time via PayHero by 9am Monday.
- GC checks and approves timesheets in PayHero by 12pm Monday. Advise My Green Bookkeeper when ready
- My Green Bookkeeper creates Draft Payroll by 8am Tuesday.
- GC checks Draft Payroll and Sends Payroll by 12pm Tuesday.

Timesheets

Timesheets to be completed by all waged employees by 9am on Monday.

- Employees enter hours via PayHero. (preferred method).
- Manual timesheets can be used. Completed timesheets are left at the weighbridge office for collection.

Adding and approving timesheets In PayHero

Timesheets to be entered and approved in PayHero by 12pm Monday.

Enter manual timesheets

- Select Time from top menu
- Select/check date period
- Select Employee
- Enter hours worked
 - From hamburger menu 'Copy Previous Week' OR
 - click plus icon > record time > enter day/start time/end time/break duration > Save

Approve timesheets

- Select Time from top menu
- Select/check date period
- Select Employee, check timesheet, adjust if necessary
- From hamburger menu 'Approve Week'

Approving Payroll in PayHero

My Green Bookkeeper will send draft payroll based on approved time. This will be ready for approval by GreenCycle at 9am Tuesday.

- Select Payroll from top menu
- Select Draft
- Select Employee
- Check earnings > adjust if necessary e.g. type - time and half > Save
- Once happy with payroll > approve week > send pay
- Sending to Xero requires verification code from Seb.

Note March 2025: Sending Payroll is currently completed by Seb as BNZ account not linked to PayHero

Leave

- Employees to request leave via MyHR (preferred) at least one week prior.
- Manual Leave Request Forms are available and to be entered into MyHR.
- Leave to be approved by 'Manager' in MyHR.

NB: Leave approved/deleted in MyHR will be added to PayHero. Leave added/approved in PayHero will show in MyHR.

If leave cannot be approved in MyHR it can be added and approved in PayHero. Cancel leave request in MyHR.

To add leave in PayHero

- Select Leave from top menu
- Select plus icon
- Select employee
- Record leave
- Approve

Invoicing

Pre-Invoicing

Before invoicing check the following and send reports

Trash Control:

All Enviro tip dockets entered.

Check Haul Fixed Price (Haul FP) checked on all bins (excluding GreenCycle Collections)

From Weigh - Date in, Vehicle ID, Customer, Destination, Notes.

Check against Word Press Gravity Form entries. Note any GreenCycle collections 'on account' bins (e.g. Natural Habitats, Farmers Daughter) for invoicing weekly.

Send Report to bins@trashcontrol.co.nz

Reclaim (Auckland Council Waitakere):

Check all loads entered. Refer to WordPress Gravity Form entries and Reclaim portal).

Enter any missing loads in Weigh – use net weight in tare and update when dockets received from Reclaim.

Request missing dockets from Reclaim (karen@reclaim.co.nz).

Send dockets (and Weigh report) to Waitakere (Sandy Batkin sandy.batkin@aucklandcouncil.govt.nz and Tyne Clayton tyne.clayton@aucklandcouncil.govt.nz).

Premier: From Weigh – Date in, Vehicle ID, Hauler (select Premium/N&G Wood/Waiharoa), Customer, Destination, Haul Subtotal. Send to Sam admin@premiertruckingltd.co.nz and copy to James@premiertruckingltd.co.nz.

JR Salter: From Weigh – Date in, Vehicle ID, Hauler (select JR Salter), Customer, Destination, Haul Subtotal. Send to Kaylene - toddsalter@live.com

PO Requests

Weekly

Programmed Property Services:

- Email previous week's loads to Patrick Dias patrick.dias@programmed.co.nz.
- From Weigh – Date In, Vehicle ID, Customer (select Programmed Property Services), Subtotal.

Any on account GreenCycle Collections bins that require PO – eg Natural Habitats

Monthly

Natural Habitats - Yard Bins (Mon, Wed, Fri):

- Email Sara Sadler saras@nathab.co.nz with number of collections, cost

Recreational Services/Green By Nature – Concourse

- before end of month (approx. 20th) request Concourse PO for the following month. Send number of collections and cost to rochelle.watson@greenbynature.co.nz (deduct public holidays from total days).
- Update Purchase Order in Weigh > Order > Recreational Services > Concourse at beginning of month.

Ventia – Kings College Collections:

- Email Shannon Darshan Shannon.darshan@ventia.com with number of collections and cost.
- PO will be received via Ariba and will need to be invoiced in Ariba (see Ariba invoicing)

EnviroNZ Transfer Stations (Patiki, Constellation, Wiri) - GreenCycle Composting

- Email Niccola Paparao & Raj Rattan Niccola.Paparao@environz.co.nz; neeraj.rattan@environz.co.nz with report from Weigh (Customer select GreenCycle Composting) – show Date in, ID Vehicle, Order, WT Tare, WT Gross, Wt Net WB. Each Transfer station needs to be separate so either pull each order separately and include total or sort by order, export to excel and add totals and send excel report/screenshot.

Check transactions in WeighNZ

In WeighNZ > transactions grid > Date = Monday to Sunday previous week.

Check fixed price jobs: Destination = is not like Supply. All Haul FP should be ticked.

Check mulch supply transactions: Product = Garden Mix, Compost, Ground Greenwaste, Mulch per m3 . Transport added for GC supplied

Pull invoice report in WeighNZ

- From dropdown menu select Accounts > Invoice

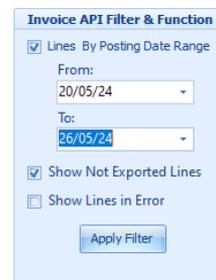


Check Weekly Totals from WeighNZ with Xero Draft Invoice Totals (for weekly invoicing unselect monthly invoice clients).

If these balance send invoices (See Send Invoices)

If Xero and Weigh totals do not balance

- In Weigh set Invoice API Filter (2)
 - set date range
 - tick 'show not exported lines'
 - apply
- Open period – weekly/monthly. Select lines to export



Not exported lines show in bottom window (below)

INVOICE EXPORT LINE DETAIL

Enter text to search... Find Clear

#	Sales Desc	Quantity	Price	Net	GST	Gross	Narration	Posting Date	Exported	Export Kind	Export Error
2	Sales - Rock	1.00	\$385.00	\$385.00	\$57.75	\$442.75	22478 01/01/2024 NCE527 CONCOU	1/01/2024	<input checked="" type="checkbox"/>	Scheduler	Cannot insert to Xero
4	Sales - Rock	1.00	\$385.00	\$385.00	\$57.75	\$442.75	22479 02/01/2024 NCE527 CONCOU	2/01/2024	<input checked="" type="checkbox"/>	Scheduler	Cannot insert to Xero
3	Sales - Rock	0.52	\$740.38	\$385.00	\$57.75	\$442.75	22480 03/01/2024 NCE527 CONCOU	3/01/2024	<input checked="" type="checkbox"/>	Scheduler	Cannot insert to Xero
1	Sales - Rock	0.34	\$1,132.35	\$385.00	\$57.75	\$442.75	22500 07/01/2024 NCE527 CONCOU	7/01/2024	<input checked="" type="checkbox"/>	Scheduler	Cannot insert to Xero

Export Type: Synchronize

Export

For non-synced transactions

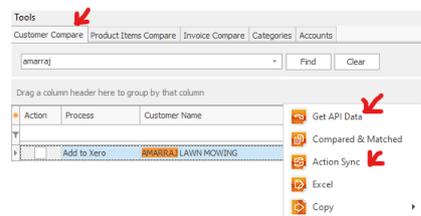
- Select Export Type (bottom right)
- Select Synchronize
- Select Export > OK

Bottom window (4) will show 'not exported line' with export type reading DoSync

- Tick show lines error. If error lines showing Sync in XeroWeigh
- Untick 'Not Exported Lines' and 'Lines in Error' > Apply

If customer not in Xero – Sync customer using Xero Sync

- Open XeroSync App
- In Customer Compare search customer
- Right Click select Get API Data
- Select customer to be synced
- Action Sync . Result line will display PASSED
- Return to Weigh and export customer transactions as above

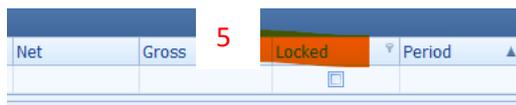


Recheck balances, lock and send invoices.

Lock Invoices

Before invoices are sent, lock weekly invoices in WeighNZ.

- Select Period : Weekly* or Monthly
- Select Export Type (bottom right)
- Select Lock
- Select Export > OK



Locked box will be checked on all locked loads.

Send Invoices

- Lock transactions in Weigh (see above)
- Text Seb Weekly Total and 7 day total
- Add any missing PO numbers (see list above for PO Requests. NB Treescape, Asplundh also need POs)
- Make changes* NB below
- From Draft select invoices to send (checkbox) > Approve
- From Awaiting Payment > Select (checkbox) not sent invoices > Email

*NB: Customer info update

Modern Environments updated to Modern environments. Grab It update to Norwest Services Limited T/A Grab It

At Monthly invoicing inform My Green Bookkeeper when complete for statements to be sent.

Ventia invoicing via Ariba

Open Ariba PO from PO email > Process Order > Login

Create Invoice > Standard invoice > enter invoice number, description and date.

Select lines at bottom if necessary – i.e. multiple invoice numbers for single PO or partial invoice.

Submit.

Also email invoice out of Xero.

GreenCycle Composting Invoices

Once sent GreenCycle Composting invoices need to issues to EnviroNZ from GreenCycle Composting Xero account.
Manually copy all details from GreenCycle invoice to GC Composting > Approve > Send

Waste Reports

EnviroNZ: Zoo and Kerbside Collections totals to Jeanette.Michie@environz.co.nz

Send Waste Reports. GreenCycle - Shared Drive\Operations\Recycling Reports

Recreational Services (rochelle.watson@greenbynature.co.nz)

Pro Climb (email totals to Simon Rose)

Auckland Council Waste Report via website