Payroll

Table of Contents

Chapter 1

Payroll Categories Overview

A paycheque normally consists of five elements: wages, entitlements, deductions, taxes and employer expenses. Collectively, these elements are referred to as *payroll categories*. Before you begin paying employees, you'll create the payroll categories that are used by your business and are required by law, and then you'll assign each employee the payroll categories that apply to him or her. Then, when you use the Pay Employees window to pay an employee, the payroll categories you've assigned to the employee will automatically determine the various amounts that are associated with the paycheque.

Creating payroll categories

A set of payroll categories is automatically created for you when you use the MYOB Accounting Plus Easy Setup Assistant. It's possible, however, that this default set of payroll categories doesn't fully suit your company's payroll needs. If this is the case, you can create the payroll categories you need.

Please note that wages, entitlements, deductions and employer expenses must be assigned to employees before they can be used on paycheques. If you choose not to assign the new wage, entitlement, deduction and employer expense to employees using the procedures listed below, see "To enter payroll details (employees only)" on page 655 for more information.

Creating wages

In MYOB Accounting Plus, money paid to employees for labour or services is referred to as *wages*. Wages are determined on an hourly, salary or other basis. Some examples of wages are salary, bonus, commission and overtime.

See the following step-by-step procedure:

"To create a wage" on page 559

Creating entitlements

In MYOB Accounting Plus, *entitlements* are hours that accumulate on paycheques that help you pay special wages, such as holiday or sick pay.

When you create an entitlement in Accounting Plus, you'll link it to an hourly wage. Whenever you pay that particular hourly wage, the entitlement hours associated with that wage will be automatically decreased the appropriate amount. For example, if you include a week's worth of holiday pay on an employee's paycheque, that employee's holiday entitlement will be decreased by the number of hours in one work week.

See the following step-by-step procedure:

"To create an entitlement" on page 560

Creating deductions

In MYOB Accounting Plus, *deductions* are any amounts other than taxes that are subtracted from an employee's gross pay.

See the following step-by-step procedure:

"To create a deduction" on page 561

Creating employer expenses

In MYOB Accounting Plus, *employer expenses* are your company's costs of having employees. Employer expenses are calculated on employees' paycheques, but they don't affect the employees' net pay; instead, they affect the amounts you must contribute to the employee, to the government or to other institutions.

See the following step-by-step procedure:

"To create an employer expense" on page 562

Understanding payroll taxes

In MYOB Accounting Plus, *payroll taxes* are amounts that are calculated and deducted from employee paycheques in accordance with the government's taxation laws.

Since tax laws change frequently, it's important that you use the most up-to-date payroll tax amounts and percentages when you write your paycheques. To keep your payroll tax calculations current, payroll taxes are administered in Accounting Plus by the use of special *tax tables*, which are included in your Accounting Plus package.

To learn the date of the payroll taxes loaded in your company file, click the Payroll Categories option in the Payroll Command Centre. When the Payroll Category List window appears, click the Taxes tab. Click the zoom arrow next to any tax in the taxes list. The Tax Table Information window opens, and the Tax Table Revision Date is shown.

Since the accuracy of your payroll records is at stake, you can't add, change or remove any payroll taxes from Accounting Plus's tax tables. However, you can receive up-to-date tables from Accounting Plus automatically for a modest fee, whenever payroll tax laws change. See http://www.myob.co.uk/myob/myob_contact.htm to learn more about updating your payroll taxes.

Some of the payroll taxes in the Accounting Plus system have special rules or situations that are difficult to represent in the tax table format that's displayed in the Tax Table Information window. If you ever see an "empty" Tax Table Information window when you believe some numbers and percentages should be displayed, don't worry; the proper tax information does exist -- it just can't be shown in the window.

Payroll taxes must be assigned to employees before they can be used on paycheques. See "To enter payroll details (employees only)" on page 655 to learn more about entering an employee's payroll information.

Changing payroll categories

Occasionally, you'll find it necessary to make a change to a payroll category.

> **Warning: Changing payroll categories affects all employees who are assigned those payroll categories**
>
> Keep in mind that when you change a payroll category, you change the payroll category for **all employees** who are assigned that payroll category. Most likely, the employees' paycheque amounts will be different after you change their payroll categories. You may find it easier to create a new pay category and assign it to the affected employees, rather than change an existing category.

You can change any entitlement, or deduction in the Accounting Plus system. You can also change any wage, except the Base Salary and Base Hourly wages. Employer expenses can be changed, although with some, like NI Employer Contributions, NIC Rebate, SMP and SSP Recovery only the linked accounts may be changed.

Accounts are linked to payroll categories so all payroll-related amounts can be tracked properly. Default payroll linked accounts are assigned automatically when you set up Payroll, so you may not need to change them. If you want to change an individual wage, deduction, entitlement or employer expense's linked account, you can.

You can have only one wage expense account for each employee; you can change the account using the Employee Payroll Information window for that employee.

Since the accuracy of your payroll records is at stake, you can't add, change or remove any payroll taxes from MYOB Accounting Plus's tax tables. You *can*, however, change the account that you want to use to track the payroll taxes that you withhold from paycheques. For information about paying payroll taxes to the appropriate government agencies, see "Paying PAYE and NIC's" on page 804.

See the following step-by-step procedures:

"To change a wage" on page 563

"To change an employee's wage's linked account" on page 563

"To change an entitlement" on page 564

“To change a deduction” on page 564

“To change a deduction's linked account” on page 565

“To change an employer expense” on page 565

“To change an employer expense's linked account” on page 566

“To change a payroll tax’s linked account” on page 566

Removing payroll categories

There may be times when you want to remove a payroll category. When this is the case, you can quickly remove such an element from your records.

You can remove any entitlement, or deduction in the MYOB Accounting Plus system. You can also remove any wage, except the Base Salary, and Base Hourly, SSP and SMP wage categories. Employer expenses that you create can be removed, but others, like NI Employer Contributions, NIC Rebate, SMP and SSP Recovery may not be deleted.

Wages, entitlements, deductions and employer expenses that have been recorded on current paycheques -- that is, paycheques that have been recorded in the current payroll year -- can’t be removed. You can remove a wage only after the record of the paycheques on which the wage appeared is purged from your company file. (In most cases, this means that you probably won’t be able to remove the wage until after you start the next payroll year.)

Since the accuracy of your payroll records is at stake, you can’t add, change or remove any payroll taxes from Accounting Plus’s tax tables.

To learn the date of the payroll taxes loaded in your company file, click the Payroll Categories option in the Payroll Command Centre. When the Payroll Category List window appears, click the Taxes tab. Click on an arrow next to any tax in the taxes list. The Tax Table Information window opens, and the Tax Table Revision Date is shown. See http://www.myob.co.uk/myob/myob_contact.htm to learn more about updating your payroll taxes.

See the following step-by-step procedures:

“To remove a wage” on page 568

"To remove an entitlement" on page 568

"To remove a deduction" on page 569

"To remove an employer expense" on page 569

Chapter 2

Creating payroll categories

Creating wages

To create a wage

If you haven't already read the Payroll Categories Overview, see "Creating wages" on page 553 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Wages tab in the Payroll Category List window.

2. Click New. The Wages Information window appears.

3. Enter a descriptive name for the wage in the Wages Name field.

4. Indicate whether the wage is paid on an hourly or salary basis.

5. If the wage is hourly, enter the rate of pay in the Pay Rate field.

6. Mark the Optional Account box if you want to override the wages expense account assigned to each employee in the Employee Payroll Information window. Enter a different account in the Override Account field.

7. Click the Employee button to assign this wage to specific employees. The Linked Employees window for the wage appears. Mark the Select column next to each employee to whom you want to assign the wage. Click OK when you're finished.

8. Click the Exempt button to indicate from which taxes and deductions this wage is exempt. The Wages Exemptions window for the wage appears. Mark the Exempt column next to the taxes & deductions that should be exempt. Click OK when you're finished.

9. When you're satisfied with the entries in the Wages Information window, click OK to record the new wage.

Creating entitlements

To create an entitlement

If you haven't already read the Payroll Categories Overview, see "Creating entitlements" on page 554 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Entitlements tab in the Payroll Category List window.

2. Click the New button. The Entitlement Information window appears.

3. Enter a descriptive name for the entitlement in the Entitlement Name field.

4. Choose the method by which you want entitlement hours to be accumulated for this entitlement in the Type of Entitlement field.

5. Choose whether you want entitlement hours to be carried over to the next payroll year.

6. Enter the hourly wage to which you want to link this entitlement in the Linked Wages Category field.

7. Click the Employee button to assign this entitlement to specific employees. The Linked Employees window for the entitlement appears. Mark the Select column next to each employee to whom you want to assign the entitlement. Click OK when you're finished.

8. If you've chosen a percentage of Gross or Federal hours as the basis for calculating the entitlement, you can click the Exempt button to display the Entitlements Exemptions window. Mark the Exempt column next to each hourly wage category you'd like excluded when this entitlement is calculated. Click OK when you're finished.

9. Click OK to record the new entitlement.

Creating deductions

To create a deduction

If you haven't already read the Payroll Categories Overview, see "Creating deductions" on page 554 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Deductions tab.

2. Click New. The Deduction Information window appears.

3. Enter a descriptive name for the deduction in the Deduction Name field.

4. Enter the account you want to use to track the amounts withheld by this deduction in the Linked Payable Account field.

5. Choose the deduction type and enter a rate for the deduction, if any, in the Type of Deduction fields.

6. Enter the maximum amount that can be withheld for this deduction in the Deduction Limit fields.

7. Click the Employee button. The Linked Employees window for the deduction appears. Mark the Select column next to each employee to whom you want to assign the deduction. Click OK when you're finished.

8. Click the Exempt button to indicate from which taxes this deduction is exempt. The Deduction Exemptions window for the wage appears. Mark the Exempt column next to the taxes that should be exempt. Click OK when you're finished.

9. Click OK to record the new deduction.

Creating employer expenses

To create an employer expense

If you haven't already read the Payroll Categories Overview, see "Creating employer expenses" on page 554 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Expenses tab.
2. Click New. The Employer Expense Information window appears.
3. Enter a descriptive name for the employer expense in the Employer Expense Name field.
4. Enter the accounts you want to use to track the amounts withheld by this employer expense in the Linked Expense Account and Linked Payable Account fields.
5. Choose the rate by which this expense is calculated in the Expense Basis field.

   Enter the maximum amount that can be withheld for this expense in the Expense Limit field.
6. Click the Employee button if you want to assign the new employer expense to specific employees. The Linked Employees window for the employer expense appears. Mark the Select column next to each employee to whom you want to assign the employer expense. Click OK when you're finished.
7. Click the Exempt button to indicate which wages should not be assigned to this employer expense. The Employer Expense Exemptions window for the wage appears. Mark the Exempt column next to the wages that should be exempt. Click OK when you're finished.
8. Click OK to record the new employer expense.

Chapter 3

Changing payroll categories

Changing wages

To change a wage

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Wages tab to display a list of all existing wages in the Accounting Plus system.

2. Highlight the wage you want to change and click Edit to open the Wages Information window.

3. Make the changes to the wage that you want. Click here for information about the fields in the Wages Information window.

4. Click OK when you're finished.

To change an employee's wage's linked account

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Cards List window should be displayed.

1. Double-click the name of the employee whose wage expense account you want to change. The Card File Information window for that employee appears.

2. Click the Payroll Details and then click the Info button. The Employee Payroll Information window appears.

3. Enter the new account in the Wages Expense Acct field.

4. Click the OK button.

Changing entitlements

To change an entitlement

We suggest you read “Changing payroll categories” on page 555 in the Payroll Categories Overview for additional information about this topic.

Please note that this task requires single-user access. See “Single-user file locking” on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Entitlements tab to display a list of all existing entitlements in the Accounting Plus system.

2. Highlight the entitlement you want to change and click Edit to open the Entitlement Information window.

3. Make the changes to the entitlement that you want.

4. Click OK when you’re finished.

To change a deduction

If you haven’t already read the Payroll Categories Overview, see “Changing payroll categories” on page 555 for more information.

Please note that this task requires single-user access. See “Single-user file locking” on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Deductions tab to display a list of all existing deductions in the Accounting Plus system.

2. Highlight the deduction you want to change and click Edit to open the Deduction Information window.

3. Make the changes to the deduction that you want. Click here for more information about the fields in the Deduction Information window.

4. Click OK when you're finished.

To change a deduction's linked account

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Select the Deductions tab.

2. In the scrolling list, double-click the deduction whose linked account you want to change. The Deduction Information window appears.

3. Enter the new account in the Linked Payable Account field.

4. Click the OK button.

Changing employer expenses

To change an employer expense

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Expenses tab to display a list of all existing employer expenses in the Accounting Plus system.

2. Highlight the employer expense you want to change and click Edit to open the Employer Expense Information window.

3. Make the changes to the employer expense that you want. Click here for more information about the fields in the Employer Expense Information window.

4. Click OK when you're finished.

To change an employer expense's linked account

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Select the Expenses tab.

2. In the scrolling list, double-click the employer expense whose linked account you want to change. The Employer Expense Information window appears.

3. If you want to change the linked expense account for an employer expense, enter the new account in the Linked Expense Account field. If you want to change the linked account used for withholdings from employee wages, enter the new account in the Linked Payable Account field.

4. Click the OK button.

Changing payroll taxes

To change a payroll tax's linked account

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Taxes tab.

2. Highlight the payroll tax whose linked account you want to change and click Edit to display the Tax Table Information window.

3. The Linked Payables Account field is the only field you can change in this window. If you wish to use a different account to track the tax, change the account that's displayed in this field. (This account should usually be a liability account.)

4. The date shown in the Tax Table Revision Date field indicates how old your tax tables are. See http://www.myob.co.uk/myob/myob_contact.htm to learn more about updating your payroll taxes.

5. Click OK when you're finished.

Chapter 4

Removing payroll categories

Removing wages

To remove a wage

If you haven't already read the Payroll Categories Overview, see "Removing payroll categories" on page 557 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Wages tab to display a list of all existing wages in the Accounting Plus system.

2. Highlight the wage you want to remove and click Edit to open the Wages Information window.

3. Choose Delete Wage Category from the Edit menu.

Removing entitlements

To remove an entitlement

We suggest you read "Removing payroll categories" on page 557 in the Payroll Categories Overview for additional information about this topic.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Entitlements tab to display a list of all existing entitlements in the Accounting Plus system.

2. Highlight the entitlement you want to remove and click Edit to open the Entitlement Information window.

3. Choose Delete Entitlement from the Edit menu.

Removing deductions

To remove a deduction

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Deductions tab to display a list of all existing deductions in the Accounting Plus system.

2. Highlight the deduction you want to remove and click Edit to open the Deduction Information window.

3. Choose Delete Deduction from the Edit menu.

Removing employer expenses

To remove an employer expense

If you haven't already read the Payroll Categories Overview, see "Changing payroll categories" on page 555 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Payroll Category List window should be displayed.

1. Click the Expenses tab to display a list of all existing employer expenses in the Accounting Plus system.

2. Highlight the employer expense you want to remove and click Edit to open the Employer Expense Information window.

3. Choose Delete Employer Expense from the Edit menu.

Chapter 5

Paycheques Overview

In MYOB Accounting Plus, paycheques are transactions that you use to pay your employees. Like “regular” cheques, paycheques can affect your company’s bank accounts, credit card accounts, petty cash accounts and other cash accounts. Many companies, however, use a special “paycheque” account from which they pay their employees.

Paying employees

Creating paycheques in MYOB Accounting Plus is a quick and simple process -- if you’ve taken the time to carefully set up your company’s payroll information. If you haven’t done so already, be sure to review the following topics to learn how to completely set up your payroll:

- To learn how to set up employee records: See “Creating cards” on page 641.
- To learn how to enter general payroll information about your company: See “To enter your company’s payroll information” on page 37.
- To learn how to set up wages, entitlements, deductions, employer expenses and payroll taxes: See “Creating payroll categories” on page 553.

Setting the payroll run date

The Set Payroll Run Date window allows you to set a payroll run date (processing date), which is used to calculate the tax period for the pay cheque. The benefits of setting this date include:

- Because there are multiple issues of tax tables in a single pay year, more than one tax table can be stored in your company file. Each tax table is applicable for a specific date range. The payroll run date identifies and uses the correct tax table.
- When a tax week crosses two different months, it determines which tax month it belongs to.

- When a recurring paycheque is recorded from the To Do List, the recorded date is automatically the Payroll Run Date.

See the following step-by-step procedure:

"Set the payroll run date" on page 578

Identifying where the money for the paycheque will be drawn from

The list in the upper left corner of the Pay Employees window displays all the chebank accounts you've set up. Remember that cheque accounts can be used for any cash disbursement method. Credit cards, petty cash, money market accounts and other methods for making payments may be displayed in this list.

Only accounts you've specifically designated as bank accounts or credit card accounts appear in the list. If you want a particular account to appear in this list, you'll need to create the account first. See "Creating accounts" on page 95 for more information.

See the following step-by-step procedure:

"Be sure your payroll information is completely set up" on page 578

Entering the employee's name

If you've fully set up your payroll information, the process of paying an employee in MYOB Accounting Plus is as simple as entering an employee's name in the Pay Employees window. When you enter an employee's name, Accounting Plus automatically calculates all the employee's wages, entitlements, deductions, employer expenses and payroll taxes -- collectively known as *payroll categories* in Accounting Plus -- and displays the appropriate amounts in the Pay Employees window.

See the following step-by-step procedure:

"Enter the employee's name" on page 579

Reviewing the paycheque

All payroll categories assigned to the employee you entered in the Payee field appear in the scrolling list in the lower section of the window. If the employee is paid on an hourly basis, enter the number of hours he or she worked for each of the wage categories assigned to him or her. The payroll categories' amounts are calculated automatically and displayed in the Amount column of the scrolling list. However, some categories such as SSP Recovery and Class 1A NIC's have to calculated and entered manually.

Before you record the paycheque, it's very important to you and your employee that the information that appears in the scrolling list is correct. Be sure to take a few moments to review the line items in the scrolling list to ensure the proper amounts appear, and that the proper accounts are affected by the transaction.

See the following step-by-step procedure:

"Review the paycheque information that appears automatically" on page 579

Distributing Holiday pay

To pay Holiday wages to the employee on every paycheque, the employee must already be assigned a wage called Holiday Pay-Paid Out.

See the following step-by-step procedure:

"Distribute Holiday pay (optional)" on page 580

Distributing other types of wages

You can include other types of pay, such assales commissions or bonuses, on an employee's paycheque. To perform this step, the wages you intend to pay should already exist in the MYOB Accounting Plus system, and should be assigned to the employee. (For example, if you wish to pay a bonus to the employee, a wage called "Bonus" should already exist in the Accounting Plus system and should be assigned to the employee. See "To create a wage" on page 559 to learn how to create wages, and "To enter payroll details (employees only)" on page 655 to learn how to assign wages to employees.)

See the following step-by-step procedure:

"Distribute other types of wages (optional)" on page 581

Choosing what you want to do with the transaction

When you're finished making entries in the Pay Employees window, there are a number of tasks you can perform with the transaction. Be sure to review all the options before you choose what you want to do.

See the following step-by-step procedure:

“Choose what you want to do with the transaction” on page 581

Printing paycheques

You can choose to print a paycheque at the Pay Employees window at the time you enter the paycheque or you can choose to print the paycheque at a later time. You can print and reprint individual paycheques, or you can print several paycheques at the same time—the choice is yours.

You can also customise the look of your printed paycheques. See “Customising forms” on page 1017 for detailed information about customizing your printed forms.

After you’ve recorded a paycheque, you can print it. You can also choose a specific set of paycheques to print. If you want to print some paycheques you’ve already printed, be sure the Unprinted Cheques Only selection is not marked in the Forms Selection window before you proceed with printing the cheques.

If you’re unable to make entries or selections in your print window, your printer driver software may not be up to date. See “Preparing your computer” on page 1052 for more information.

Before you begin printing

See “Printing forms” on page 1016 if you need information about:

- Aligning forms in your printer
- Previewing the look of your forms before you print them
- Customizing the look of your forms

See the following step-by-step procedures:

“To print and reprint your paycheques” on page 584

“To reprint a single paycheque” on page 584

Recording recurring paycheques

If you plan to record the same paycheque on a regular basis, you may want to consider creating a *recurring* paycheque. When you create a recurring paycheque, the transaction information is saved in a separate "holding area," where you can retrieve the transaction as many times as you want in the future. Until you record them, recurring paycheques have no effect on your financial records. See "To store the paycheque as a recurring paycheque" on page 582 for information about creating recurring paycheques.

You can record a recurring paycheque as many times and as often as you want.

See the following step-by-step procedure:

"To record a recurring paycheque" on page 585

Finding paycheques

After you record a paycheque, you'll probably want to view the transaction again sometime in the future. MYOB Accounting Plus allows you to easily find paycheques and recurring paycheques.

See the following step-by-step procedures:

"To find a paycheque" on page 587

"To find a recurring paycheque" on page 588

Reviewing your payroll information

Keeping your payroll information up to date and accurate must be one of your business's primary concerns, for the sake of both you and each of your employees. MYOB Accounting Plus contains a number of tools which help you gain a quick picture of your payroll information.

- The **To Do List** provides a quick way to review your transactions in Accounting Plus, including recurring cheques, recurring deposits and other Nominal Journal transactions.

- **Analysis** includes the Analyse Payroll window, which helps you understand the details of your payroll information. It can help you spot possible inaccuracies in the amounts you're paying to and withholding from your employees. The Analyse Payroll window will help you perform this important task by providing various summaries of your employee's payroll data.

- In the **Transaction Journal** window, you can view a list of all your paycheques, as well as all other types of transactions you've entered in the Accounting Plus system. Depending upon your preference, you can either print lists of your payroll activity or display them on your computer screen.

See the following step-by-step procedures:

"To display a list of all your paycheques" on page 589

"To display a list of recurring paycheques" on page 589

"To print a list of all your paycheques" on page 590

"To print a list of all your recurring paycheques" on page 590

"To analyse your payroll activity" on page 591

Changing, removing and reversing paycheques

Occasionally, you'll find it necessary to make a change to a paycheque you've already recorded. Unlike most other types of transactions in MYOB Accounting Plus, once a paycheque is recorded, you can't directly change it. However, you can change a paycheque if you remove or reverse the entire paycheque and then write a new paycheque that contains the information you want.

There may be times when you simply want to remove a paycheque. When this is the case, you can quickly remove the effects of such a transaction from your records. When you remove a recurring paycheque, the paycheque is removed from your list of recurring paycheques only. Any transactions you recorded using a recurring paycheque you remove won't be affected.

An important point to consider is if the paycheque is changeable or unchangeable. If the transaction is changeable, you can remove the cheque altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable paycheque, the effects of the original will no longer be part of your ledger; however, a record of the reversed cheque, called a reversing transaction, will remain. Then, if you want, you can enter a new, correct transaction to replace the one you reversed. See "What are changeable and unchangeable transactions?" on page 52 for more information.

See the following step-by-step procedures:

"To change a recurring paycheque's name or frequency" on page 592

"To change a recurring paycheque's line items & other information" on page 592

"To remove a paycheque" on page 594

"To remove a recurring paycheque" on page 594

Chapter 6

Paying employees

Step 1: Set the payroll run date

If you haven't already read the Paycheques Overview, see "Setting the payroll run date" on page 571 for more information.

You can review the Set Payroll Date window before opening the Pay Empoyees window.

To find the Set Payroll Date window: From the Command Centre menu select Payroll; from the submenu select Set Payroll Run Date.

1. Click on the date in the calendar.

2. Review the Payroll Run Date, Tax Week, Tax Month and Tax Year fields to verify you have selected the correct payroll run date.

3. Click OK.

Step 2: Be sure your payroll information is completely set up

If you haven't already read the Paycheques Overview, see "Paying employees" on page 571 for more information.

The Pay Employees window should be displayed when you're ready to begin paying employees.

Step 3: Identify where the money for the paycheque will be drawn from

If you haven't already read the Paycheques Overview, see "Identifying where the money for the paycheque will be drawn from" on page 572 for more information.

1. Choose the account that will be used for this paycheque.

2. Mark the Already Printed option if you're recording a paper paycheque that's already been written.

Step 4: Enter the employee's name

If you haven't already read the Paycheques Overview, see "Entering the employee's name" on page 572 for more information.

In the Payee field, enter or select the name of the employee who will receive this paycheque.

Step 5: Review the paycheque information that appears automatically

If you haven't already read the Paycheques Overview, see "Reviewing the paycheque" on page 572 for more information.

To allocate line items to jobs

Enter the jobnumbers in the Job column if you want to assign individual line items to specific jobs.

Wages are usually the only payroll categories that are assigned to jobs; however, you can assign other payroll categories to jobs, if you wish.

To allocate wages to multiple jobs

If you have an employee who frequently works on several jobs in a single pay period, you may want to allocate wages to more than one job. To do this:

1. Create a wage for each job whose payroll expenses you want to track. See "Creating wages" on page 553 for more information.

2. Assign the wages you created to the employee in the Employee Payroll Information window. See "To enter payroll details (employees only)" on page 655 for more information.

3. If the employee is salaried, divide the employee's gross pay by job among the wages you created in step 1. If the employee is hourly, enter the number of hours the employee worked on each job using the wages you created in step 1.

4. Enter the appropriate job number for each wage in the Job column.

Step 6: Distribute Holiday pay (optional)

If you haven't already read the Paycheques Overview, see "Distributing Holiday pay" on page 573

To distribute Holiday wages (paid every pay period)

To pay holiday wages to the employee on every payroll cheque, the employee must already be assigned a wage called Holiday Pay–Paid Out.

1. When you write the employee's first payroll cheque that includes Holiday wages, calculate the Holiday pay amount for the pay period. To do this, divide the percentage of Holiday pay the employee earns by the number of pay periods in your company's payroll year.

   For example, if an employee earns £1,200 per year in Holiday wages and your company's payroll year consists of 12 pay periods, you'd divide £1,200 by 12, which equals £100.

2. Once you've determined the per-pay period Holiday wages amount, enter that amount in the Amount column for the Holiday Pay–Paid Out wage.

   You'll notice that deductions are withheld from the employee's Holiday pay as well as his or her regular wages.

3. Continue on to "Distribute other types of wages (optional)" on page 581 if you need to pay those types of wages to the employee.

   When you reach Step 7, "Choose what you want to do with the transaction" on page 581, **be sure to store the payroll cheque as a recurring payroll cheque**. By doing this, you'll save the Holiday pay information you entered so you can use it each time you pay the employee.

   Each time you want to pay the employee, record the recurring payroll cheque you created. (See "Recording recurring paycheques" on page 574 for more information.)

To distribute Holiday wages (paid in a lump sum)

If you want to pay Holiday wages to the employee in a lump sum, the employee must already be assigned the wage called Holiday Pay–Accrual Paid Out, as well as an employer expense called Holiday Pay–Accrued.

When it's time to pay some or all of the employee's Holiday wages, enter the amount to be paid in the Amount column for the Holiday Pay–Accrual Paid Out wage.

You'll notice that deductions are withheld from the employee's Holiday pay, as well as his or her regular wages.

Step 7: Distribute other types of wages (optional)

If you haven't already read the Paycheques Overview, see "Distributing other types of wages" on page 573 for more information.

To pay other types of wages

Change the specific wage amounts in the scrolling list of the Pay Employees window so they properly reflect the amount you want to pay.

Step 8: Choose what you want to do with the transaction

If you haven't already read the Paycheques Overview, see "Choosing what you want to do with the transaction" on page 573 for more information.

To see how the paycheque will affect your financial records

Choose Recap Transaction from the Edit menu to view the accounting entries that will be made to your financial records when you record the paycheque.

To print and record the paycheque

The Pay Employees window should be displayed.

1. A message appears, explaining that the transaction will be recorded before it's printed.

2. Click OK to begin the printing process.

To record the paycheque

To record the paycheque without printing it, click the Record button.

See “To print and reprint your paycheques” on page 584 for information about printing paycheques after you’ve recorded them.

To store the paycheque as a recurring paycheque

The Save Recurring Template window should be displayed.

1. Enter the necessary information about the transaction in this window.
2. Click Save Template to close the Save Recurring Transaction window.
3. If you want to record the paycheque as an actual transaction now, click the Record button in the Pay Employees window. If you don’t want to record the paycheque at this time, click the Cancel button.

See “Recording recurring paycheques” on page 574 for more information.

Chapter 7

Printing paycheques

Choosing the paycheques you want to print

To choose the paycheques you want to print

If you haven't already read the Paycheques Overview, see "Printing paycheques" on page 574 for more information.

The Forms Selection - Print Cheques window should be displayed.

1. In the Selected Chebank Account field, choose the chebank account whose cheques you want to print.
2. Enter the number that's printed on the first paper cheque that's loaded in your printer in the Number of First Cheque in Printer field.
3. Mark the Unprinted Cheques Only box if you want to print only the cheques you haven't already printed.
4. Enter dates in the Cheques Dated From field to restrict the list of cheques you want to print to a specific range of dates.
5. Enter cheque numbers in the Cheque Numbers Between field to further restrict the list of cheques you want to print.

To choose a form layout for your paycheques

If you haven't already read the Paycheques Overview, see "Printing paycheques" on page 574 for more information.

In the Forms Selection window, you can choose to print your paycheques using predefined formats that can be used with preprinted cheque forms or blank paper, and you can customise your paycheques so they'll look the way you want them to look. Collectively, these choices are called *form layouts* in Accounting Plus. See "Choosing the form you want to print" on page 1016 for more information.

Printing and reprinting paycheques

To print and reprint your paycheques

If you haven't already read the Paycheques Overview, see "Printing paycheques" on page 574 for more information.

The Review Cheques Before Printing window should be displayed.

1. Insert blank paycheque forms in your printer.
2. Enter the number of copies of each cheque you want to print in the Print __ Copies of Each Selected Cheque field.
3. Click the Print column to indicate that you want to print the form you've chosen for a specific transaction.
4. To begin printing the forms, click the Print button in the Review Cheques Before Printing window.
5. Depending upon how your computer is set up, the first form may begin to print immediately, or a print window may appear on your computer screen. If a print window appears, make your selections in the window, then click the button in the window that begins the printing process (the button is usually labeled "OK" or "Print").

To reprint a single paycheque

If you haven't already read the Paycheques Overview, see "Printing paycheques" on page 574 for more information.

The paycheque you want to print should be displayed. See "To find a paycheque" on page 587 if you need help displaying the cheque.

1. Insert blank paycheque forms in your printer.
2. Click the Print button.

Chapter 8

Recording recurring paycheques

Recording recurring paycheques

To record a recurring paycheque

If you haven't already read the Paycheques Overview, see "Recording recurring paycheques" on page 574 for more information.

The Pay Employees window should be displayed.

1. Click the Use Recurring button.

2. A window appears, displaying all recurring transactions you've set up. Double-click the transaction you want; the transaction's information will appear in the Pay Employees window.

3. Be sure to review all the information that appears in the window to be sure it's correct. Pay particular attention to the date and cheque number; if you need to find this transaction in the future, you'll need to remember this information.

4. Click Record to record the transaction. The recurring paycheque will be recorded as an actual transaction, and will also remain available in the recurring transaction "holding area" for future use.

Note: If you change amounts on a recurring paycheque

When you change amounts (except payroll tax amounts) on a recurring paycheque, those amounts will be retained in the recurring paycheque's information. For example, if you entered a commission pay amount on a recurring cheque, that commission pay amount will still be included on the recurring cheque the next time you display the cheque. As a result, it's important that you review the amounts on every recurring paycheque before you record them.

On the other hand, if you made changes to the payroll tax amounts that appeared on the recurring paycheque, the changes you made won't be stored for the next time you want to record the paycheque.

Chapter 9

Finding paycheques

Finding paycheques

To find a paycheque

If you haven't already read the Paycheques Overview, see "Finding paycheques" on page 575 for more information.

1. Click Find Transactions in any command centre to display the Find Transactions window. Click the Card tab.

2. Choose Card from the Search By selection box and enter the employee name. Change the date range, if needed, to broaden or narrow your search.

   If you're not sure of the employee name, you can choose All Cards from the Search By selection box. By clicking the Advanced button, you can search using additional criteria, such as Source Journal, Amount or Memo. There are several fields you can use:

   - Choose Disbursements from the Source Journal list.

   - In the Dated From/To fields, enter a date range within which the paycheque you want to locate was created. Cash disbursements transactions for the employee you entered appear in the scrolling list.

   - If you know the number of the paycheque you want to view, enter that number or a range of cheque numbers that includes that number in the ID# From/To fields to narrow the list of transactions.

3. The paycheque you're looking for should appear in the scrolling list. Click the zoom arrow next to the cheque's number to view the transaction in the Pay Employees window.

Finding recurring paycheques

To find a recurring paycheque

If you haven't already read the Paycheques Overview, see "Finding paycheques" on page 575 for more information.

1. Click the Use Recurring button in the Pay Employees window.

2. A window will appear, displaying all recurring paycheques you've set up. Double-click the paycheque you want; the recurring paycheque will be displayed in the Pay Employees window.

Chapter 10

Reviewing your payroll information

Viewing lists of your payroll activity

To display a list of all your paycheques

If you haven't already read the Paycheques Overview, see "Reviewing your payroll information" on page 576 for more information.

The Transaction Journal window should be displayed.

1. Click the Disbursements tab.
2. Enter dates in the Dated From/To fields to restrict the list of cash disbursement transactions to a particular time period.
3. Click the zoom arrow to display the transaction in the Pay Employees window.
4. Click Print to print the Cash Disbursements Journal.

To display a list of recurring paycheques

If you haven't already read the Paycheques Overview, see "Reviewing your payroll information" on page 576 for more information.

The To Do List window should be displayed.

1. Click the Recurring Transactions tab to display a list of all your recurring Nominal Journal entries, recurring cheques, recurring paycheques and recurring deposits.
2. Click the zoom arrow to view detail about a specific transaction.

3. Click the Action column to record one or several of the transactions in the list.

Warning: Read this before you record recurring paycheques using the To Do List

If you choose to record recurring paycheques using the To Do List window, keep in mind that the transactions will be recorded automatically; you won't get a chance to review or change any of the transactions before they're recorded. If you're not sure you want to record a particular transaction, we suggest you use the Pay Employees window to manually enter the transaction so you have better control over the transaction than you would if you used the To Do List.

The bankaccount that will be used for all cheques that are recorded using the To Do List window is the account listed in the Paycheque Account field of the Payroll Linked Accounts window.

4. Click Record.

To print a list of all your paycheques

A number of Accounting Plus reports are available for you to view your payroll activity; the Payroll Journal, however, is your best choice if you want to print a list of all your paycheques. We suggest that you review the payroll reports shown in the Index to Reports window for a comprehensive list of reports available to you. Use the Sample Reports List to learn more about these reports and to see samples of them.

To print a list of all your recurring paycheques

If you haven't already read the Paycheques Overview, see "Reviewing your payroll information" on page 576 for more information.

Use the Index to Reports window to print or display the Recurring Paycheques Report.

Analysing your payroll activity

▶ To analyse your payroll activity

If you haven't already read the Paycheques Overview, see "Reviewing your payroll information" on page 576 for more information.

The Analyse Payroll window should be displayed.

1. Choose the employee whose payroll information you want to view from the Employee list and enter his or her name in the Employee field.

2. Choose the pay period you want to analyse from the drop down list in the Pay Period field.

3. Summary information for the employee and time period you selected appears in the window.

4. Click Print to print the Payroll Register [Detail] report.

Chapter 11

Changing paycheques

Changing recurring paycheques

To change a recurring paycheque's name or frequency

If you haven't already read the Paycheques Overview, see "Changing, removing and reversing paycheques" on page 577 for more information.

The Pay Employees window should be displayed.

1. Click the Use Recurring button to open the Select a Recurring Transaction window.

2. Highlight the recurring paycheque you want to change and click Edit to open the Save Recurring Transaction window.

3. Make your changes in the Save Recurring Transaction window, then click Record.

4. Click OK.

To change a recurring paycheque's line items & other information

If you haven't already read the Paycheques Overview, see "Changing, removing and reversing paycheques" on page 577 for more information.

1. Wait until the next time you need to record the paycheque.

2. When you're ready to record the paycheque, display it as you normally do in the Pay Employees window and make your changes.

3. When you're finished changing the paycheque, click Record. Your changes will be reflected in the transaction the next time you display it in the Pay Employees window.

Note: If you change payroll tax amounts on a recurring paycheque

If you made changes to the payroll tax amounts that appeared on the recurring paycheque, the changes you made won't be stored for the next time you want to record the paycheque.

Chapter 12

Removing paycheques

Removing paycheques

To remove a paycheque

If you haven't already read the Paycheques Overview, see "Changing, removing and reversing paycheques" on page 577 for more information.

Use this procedure only if your transactions are changeable. See "What are changeable and unchangeable transactions?" on page 52 for more information.

The paycheque you want to remove should be displayed. If you need help doing this, see "To find a paycheque" on page 587.

Choose Delete Transaction from the Edit menu. The transaction no longer affects your records.

Removing recurring paycheques

To remove a recurring paycheque

If you haven't already read the Paycheques Overview, see "Changing, removing and reversing paycheques" on page 577 for more information.

The Pay Employees window should be displayed.

1. Click the Use Recurring button to open the Select a Recurring Transaction window.

2. Highlight the recurring paycheque you want to remove and click Delete.

Note: What happens when you remove a recurring transaction

When you remove a recurring transaction, the transaction is removed from your list of recurring transactions only. Any transactions you recorded using a recurring transaction you remove won't be affected.