

Sage WageEasy

Bring your year to date totals into Sage WageEasy

Purpose: The aim of this fact sheet is to outline correctly entering your year to date figures into Sage WageEasy when changing over from a previous payroll system.

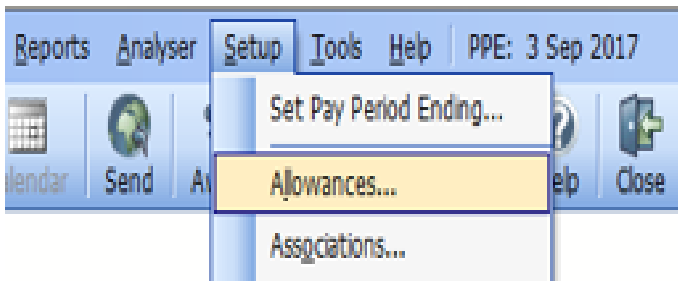
When you bring in your year to date figures you need only import figures to complete the current financial year. I.e. if you changed over in September you only need to bring over figures from July 1st (start of the financial year) and onward.

Entering Year to Date - Lump Sum Values

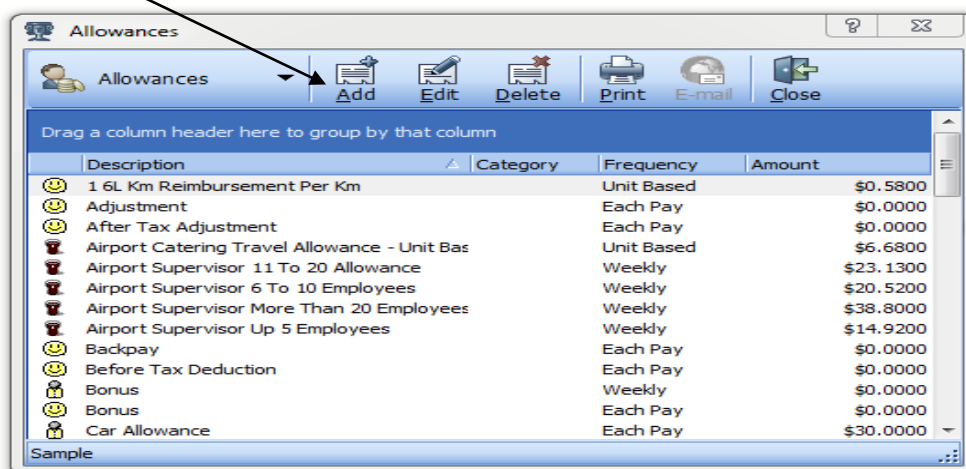
From your previous payroll data, obtain the following information for each staff person:

- Gross Wage Year to Date (Year to Date)
- Tax (YTD)
- Superannuation YTD
- Additions/Deductions (YTD) if applicable
- Union fees (YTD) if applicable

Choose the Set Up menu, choose Allowances



Click Add



Set up a Standard allowance called Year to Date. Set the Type as an Addition and the Frequency as Each Pay.

Please leave the Amount at zero.

Tick the boxes include in Super Calculation and Taxed.

Choose Next to set up your GL if you use it

Setup your GL code below, click next & then finish.

Now take your PPE (pay period ending) date back to the last pay period of the last month paid in the previous payroll system. This way, the figures will not affect current monthly Super and Tax calculations.

1. In Wages, select your employee and leave the timesheet blank. Click Next to take you into the Adjustment screen.
2. Select Add, and in the Allowance Wizard choose the Year to Date you created and enter in the Amount Payable. Do not include any additions and deductions such as union contributions, clothing and laundry (as these will be entered individually and itemised on the group certificate). Click OK to complete.
3. If you pay allowances/deductions, these should already be set up for these staff and will show on your adjustment screen if not select the allowance drop down list. Double-click on them and edit the amounts to the year to date totals from the previous payroll data.
4. If you have Union contribution to bring forward, select Union from the left menu and Edit at the top to change the dollar value, to match the value on the previous payroll data.
5. To bring your YTD super contributions, select Superannuation from the left menu and Edit and change the dollar value to match the super value on your previous payroll Superannuation data.
6. Select Tax from the left menu and choose Edit to match the year to date total from your previous system.
7. Select Next to view the payslip and check that ALL the values: Allowances, Gross, Tax, Net and Super balance to the previous payroll data. If they balance, press Save. If they do not balance, click Back and edit as needed.
8. Repeat the process for the next employee.

Once this process is complete for all employees, print a Payment Summary – Year to Date and a Superannuation – Year to Date report from Sage WageEasy and check that it balances to your previous payroll system.

If you make a mistake and need to delete one of these payslips, you can do so from File, Maintenance and Delete Payslip.