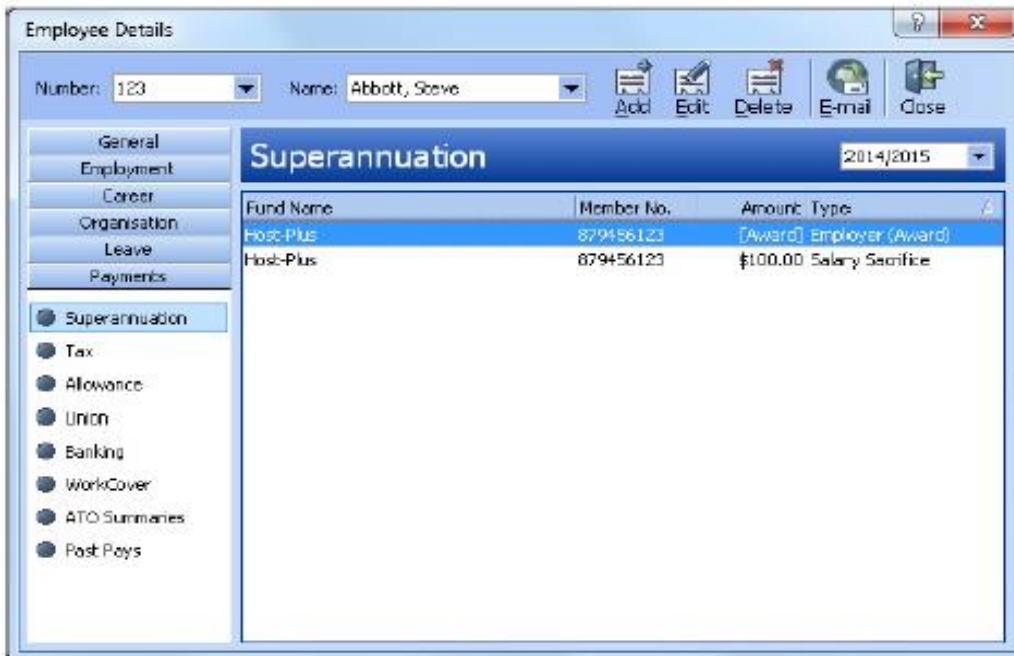


# Sage WageEasy

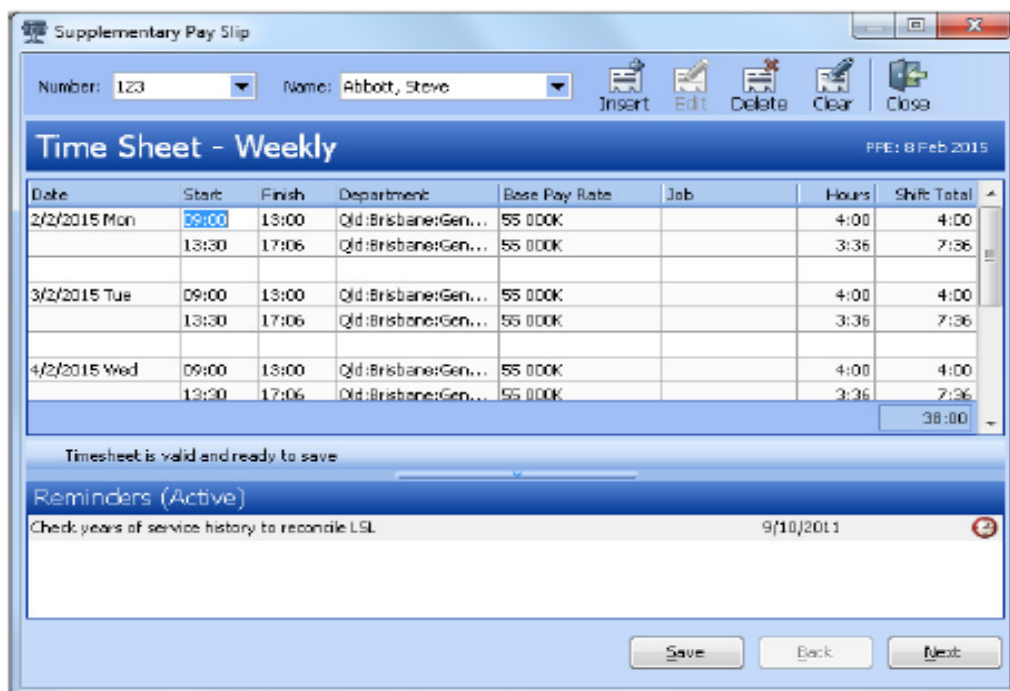
## Reversing out of 1 SGL Super fund to another

The first item we must check is that employee file contains the original super details:



Once this has been established we will use a supplementary pay slip to process the adjustments.

Go to File | Maintenance | Supplementary Pay slip. Select Yes and select the employee requiring adjustment.



Clear any times that appear on the timesheet and select Next

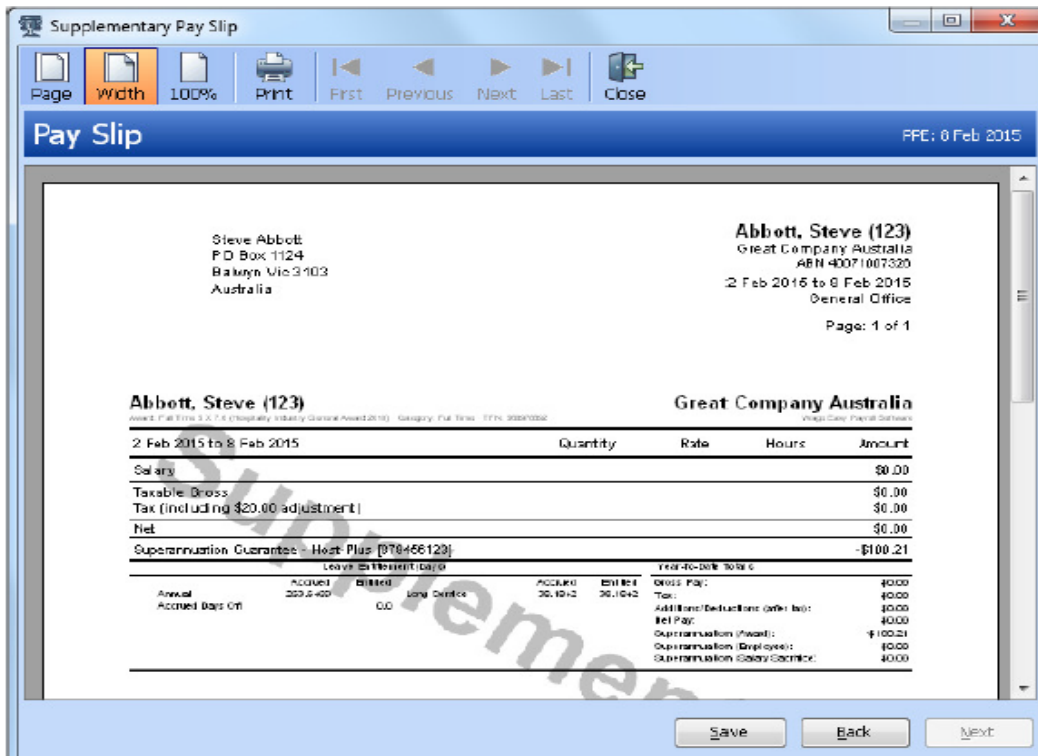
Remove any items that appear at allowances then go to the Superannuation dot

Type	Unit	Amount	Description	Type	Units	Before Tax	After Tax
Pay	38:00	\$1,054.85	Bonus	Each Pay	1	\$0.00	\$0.00
<b>Allowances</b>	3.00	\$6.84	Car Allowance	Each Pay	1	\$0.00	\$30.00
Award Hours	0.00	\$0.00	Laundry Allow	Each Pay	1	\$6.84	\$0.00
Make-up Pay	0.00	\$0.00					
Leave	0:00	\$0.00					
Leave Without Pay	0.00	\$0.00					
WorkCover	0.00	\$0.00					
Termination	0.00	\$0.00					
Lump Sum	0.00	\$0.00					
Tax	1.00	\$189.69					
Unions	1.00	\$0.00					
Superannuation	2.00	\$200.21					
Banking	1.00	\$802.00					
Messages	0.00	\$0.00					
Notes	0.00	\$0.00					

Double click to open up the award super line:

Input a minus amount equal to the amount you wish to transfer over to the new fund to adjust the amount out of the old fund that appears there in error and select OK

Go next to view the payslip:



If this is ok, select Save.

Go back to the employee file and back to Payments | Superannuation. Double click on the Award Super line and input the new details and select ok:

