

Pay2k Tips & Tricks

Steps to follow in processing a payroll.

These steps are to be used as a checklist in conjunction with the 'Processing a Payroll in Pay2K' tips and tricks document.

Payroll period ending: _ / _ / _

Each Pay Day

Menu

- | | | |
|--------------------------|-------------------------|-----------------------------|
| <input type="checkbox"/> | 1. Current Pay | Payroll |
| <input type="checkbox"/> | 2. Pay Variance Reports | Payroll |
| <input type="checkbox"/> | 3. Current Pay Report | Reports ▶ Payroll ▶ Payroll |
| <input type="checkbox"/> | 4. Payslips | Payroll |
| <input type="checkbox"/> | 5. Backup | File |
- Pay2k offers an automatic backup option. When set the automatic backup will run as part of Step 6. The automatic backup settings are in Maintenance ▶ System Parameters ▶ Backup tab.

Don't go beyond this point until you are satisfied that your payroll is correct.

- | | | |
|--------------------------|-------------------------------------|---------|
| <input type="checkbox"/> | 6. Payroll Update | Payroll |
| <input type="checkbox"/> | 7. Payment Listing and EFT Transfer | Payroll |
| <input type="checkbox"/> | 8. GL Transfer – Print Report | File |
| <input type="checkbox"/> | 9. GL Transfer – Create | File |
| <input type="checkbox"/> | 10. Backup after Payroll | File |

Monthly

- | | | |
|--------------------------|----------------------------------|------------|
| <input type="checkbox"/> | 1. Monthly Taxation Report | End Period |
| <input type="checkbox"/> | 2. Monthly Superannuation Report | End Period |
| <input type="checkbox"/> | 3. Clear Monthly Totals | End Period |

Yearly

- | | | |
|--------------------------|----------------------|------------|
| <input type="checkbox"/> | 1. Payment Summaries | End Period |
| <input type="checkbox"/> | 2. Close end of year | End Period |