END OF PERIOD PROCEDURES

NATSOFT PAYROLL V 3.00

NATSOFT USER MANUALS	Application:	PAYROLL PERIOD & YEAR END PROCEDURES	Page 1 of 5
www.natsoft.com.au	Version:	3.00	

PERIOD PROCEDURES

Some important points to check: If just starting out with the version 3 Payroll system you will need to check the Week EOP Date is set to the correct period end date for your first pay. It also needs to be set on the correct EOP Week (pay period), i.e. 1week = weekly pay, 2week = fortnightly etc. The default pay period should be set correctly corresponding to the EOP week, i.e. 1 = weekly, 2=fortnightly etc, this is found on the branch control file, the default will be automatically set on new employees as they are loaded.

Payroll Posting

Option 8 – PAYROLL POSTIN, 1 – POST PAYROLL, normally 'R' for review would be selected, if you are unsure of what option to use here contact Natsoft Support.

The following screen will prompt the user with a Confirm Y/N? at this point you should check the period/month/quarter/year and period end dates to ensure that these are all set correctly. If a 'P' is next to the EOP Week this signifies that posting has been performed for the period.

If you receive any error messages when entering this screen it is advisable to contact Natsoft Support for assistance before proceeding on with your periodic posting.

After confirming at this point go on to perform the posting as you have been trained by Natsoft, if you have any questions or problems during the posting process then contact Natsoft Support on (03) 6334 2353.

End of Period

Once all posting has been performed for the period, reporting is required in order to check that the pays have been entered correctly. We recommend the following report be printed on a periodic basis:

10 – PAYROLL REPORTS, 3 – PERIOD PAYROLL REPORT

The options you enter for a standard periodic report will be similar to the above, if you are seeking particular information from a report bus are unsure how to extract it please contact Natsoft Support for assistance.

NATSOFT USER MANUALS www.natsoft.com.au	Application:	PAYROLL PERIOD & YEAR END PROCEDURES	Page 2 of 5
	Version:	3.00	

Summary & Payslips

Once you are happy with the details on the period report you can go a head and print pay slips and, if you wish, a payroll summary. See below for details on running these print jobs:

9 – PRINT SUMMARY & PAYSLIPS, 1 – PRINT PAYROLL SUMMARY, there are very few options for this report, arrow down through the options unless you require a value for a specific option.

The option you select for the payslips will depend on what type of payslips you are using, in this example we are printing plain paper payslips, popular now with the use of laser printers.

9 – PRINT SUMMARY & PAYSLIPS, 3 – PRINT PAY SLIPS

The above options will print one plain paper payslip per page, it is possible however to print two to a page or to use preprinted forms.

If you are paying direct into employee bank accounts and importing the ABA file generated by Natsoft the BANK DEPOSIT REPORT needs to be run, this report generated the ABA file. If there are any other reporting requirements you have on a periodic basis then you would of course need to print these reports also, ask Natsoft Support if you are unsure how to extract information from the system.

End of Period Update

Now that you have completed you posting and reporting for the period you need to clear the period balances and update the period end date ready for the next periods pays. To do this you will need to go into:
13 – PAYROLL UPDATE, 2 – CLEAR PERIOD BALANCES, follow the prompts as required.

END OF MONTH

Monthly Reporting

As with each period, comes the end of the month it is strongly recommended that you methodically print monthly reports. Some reports that Natsoft recommend be printed at the end of the month are:

10 – PAYROLL REPORTS, 4 – MONTH PAYROLL REPORT, this report will provide month to date figures. If it is not only the end of the month but also the end of the quarter (September, December, March) it is possible to print a quarterly report (Option 5).

10 – PAYROLL REPORTS, 11 – SUPER REPORT, this report will provide the superannuation summary for the month.

If you feel you need to report more information such as leave accruals, deductions etc, contact Natsoft Support for assistance in selecting additional reports. It may be advantageous to look through each of the reports available to become familiar with what each report offers, perhaps even viewing each to the screen.

End of Month Update

Now that you have completed you posting and reporting for the month you need to clear the monthly balances ready for the next month. To do this you will need to go into:
13 – PAYROLL UPDATE, 3 – CLEAR MONTH BALANCES (All period types), follow the prompts as required. If it is the end of a quarter then you will need to do job 4 – CLEAR MONTH & QUARTER BALANCES (All period types).

1st Floor, 25 York Street
Launceston
PO Box 1381
Launceston
Tasmania 7250 Australia
Telephone (03) 6334 2353
Facsimile   (03) 6331 4824
Email: info@natsoft.biz

END OF YEAR

Print 6 – YEAR PAY REPORT and any other reports including information you require for archives, also see Payroll End of Year Procedures at www.natsoft.biz.