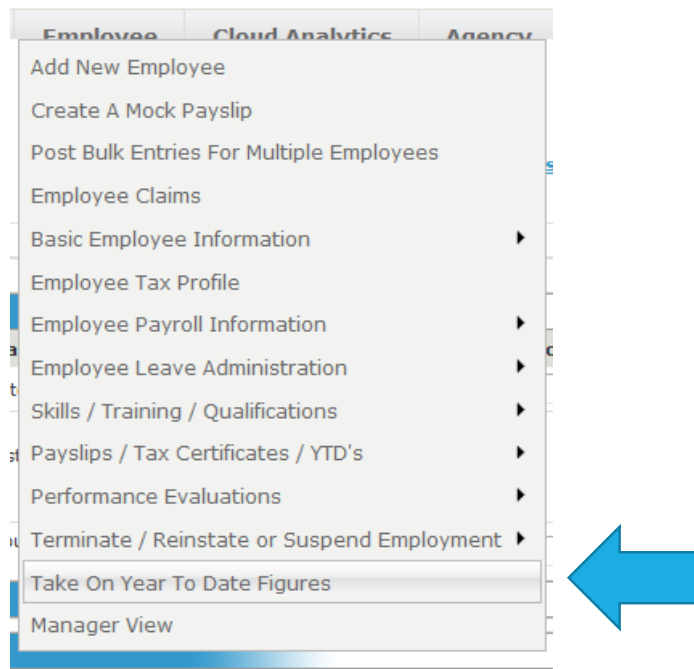


Paymaster Online Tutorial

Taking on Year To Date Figures (YTD's)

You have been running your company for a few months now, and need to load the information from when you started onto the payroll. This is what we call taking on year to date figures. This can only be done in the first run being processed when you start the company. If you do not take on the year to date figures, your tax calculations will be very wrong.

To access the year to date figures take on section, click on **Employee, take on year to date figures**



Select the employee you want to add YTD's for from your employee list

Search Criteria **Search Value** **Active Emp's Only**

Employee Last Name % Search


tip - use the % character as a wildcard search i.e. smi% will return results beginning with smi

Results

HELPCESK DEMO PTY LTD

| Emp. No. | First Name | Last Name | Frequency | |
|----------|------------|-------------|-----------|--------|
| 0002 | John | Greenwillow | Monthly | Select |
| 0001 | Susan | Helpman | Monthly | Select |
| 0003 | Sophie | Penson | Monthly | Select |

You will now see a screen that looks like this:

employment period: 01 Oct 2015 --> 

| allowance | | |
|-----------------------------------------|----------------------|----------------------|
| component name | tax code | amount |
| Basic Pay | 3601 | <input type="text"/> |
| Commission | 3606 | <input type="text"/> |
| Incentive bonus | 3601 | <input type="text"/> |
| Incentive bonus Payment of Debt Portion | 3808 | <input type="text"/> |
| Leave Pay | 3605 | <input type="text"/> |
| Overtime 1.5 | 3601 | <input type="text"/> |
| Performance Bonus | 3605 | <input type="text"/> |
| Severance Pay | 3605 | <input type="text"/> |

| deduction | | |
|--------------------------------------------------|----------------------|----------------------|
| component name | tax code | amount |
| Adjust Prior Periods: Medical Employee Deduction | 0000 | <input type="text"/> |
| Advance | 0000 | <input type="text"/> |
| Garnishee Deduction | 0000 | <input type="text"/> |
| Loan Deduction | 0000 | <input type="text"/> |
| Lost Property | 0000 | <input type="text"/> |
| Medical Aid Employee Deduction | 0000 | <input type="text"/> |
| Provident Employee Deduction | 4003 | <input type="text"/> |
| Tax Paid | 4103 | <input type="text"/> |

Something very important to remember: If you are going to be taking on YTD figures, you need to make sure that the start dates are correct.

You need to put in the amount next to the specific component.

If your employee has earned R100 000 basic salary, R25000 commission and R2000 overtime since they started working for you, this is where you put the info in.

NB! Remember to include everything, including medical aid credit amounts, medical aid fringe benefit, UIF for both deduction and company contribution, skills development levy etc. EVERYTHING!

Once you have added all the amounts, click on save at the bottom.

To balance your YTD figures, extract a component variance report and include the take on run in your selections.