

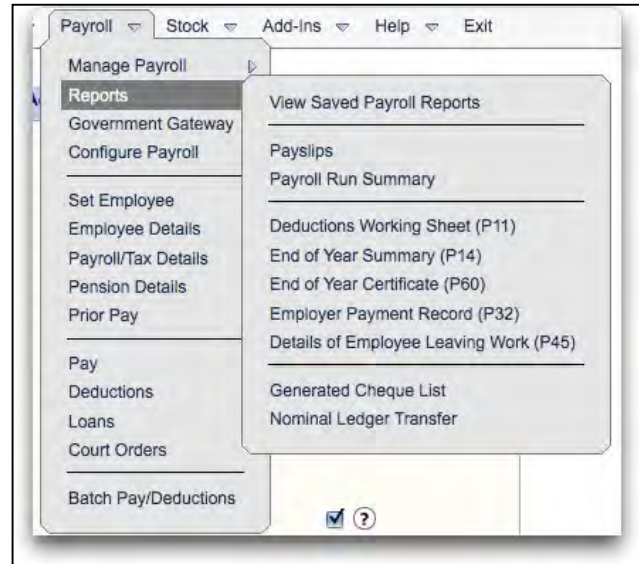
## Payroll Reports

Liberty Accounts has designed and provided a full range of payroll reports:

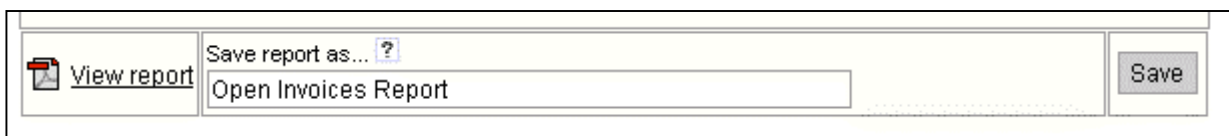
- ◆ Payslips
- ◆ Payroll Run Summary
- ◆ Deductions working sheets (P11)
- ◆ End of Year Summary (P14)
- ◆ End of Year Certificate (P60)
- ◆ Employer Payment Record (P32)
- ◆ Details of Employee leaving work (P45)
- ◆ Generated Cheque List
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Payroll Reports are accessed via the **Payroll Reports** menu. Reports can be saved locally to your computer, or within the Liberty Accounts database.

If you are viewing a report in Adobe Acrobat you can save it by clicking on the file save icon within the Adobe Acrobat reader application.



Apart from **Payslips** and **P60 End of Year Certificates**, which can be saved as employee specific reports (see below), if you want to save the report within the Liberty Accounts database simply give the report a meaningful name by editing the suggested report name then click the "Save" button.



Payroll reports (including Payslips and P60's) saved within Liberty Accounts can be viewed at a later date via the payroll reports menu option.

**PAYROLL → REPORTS → VIEW SAVED REPORTS.**

### Production of Reports

When accessing a report it is common that some form of selection is required.




- ◆ A specific **PAYE Year** and/or **Pay Interval** and/or **PAYE Period**.
- ◆ Where a selection from a list is needed, Liberty Accounts offers the list, clicking on the item required makes the selection.
- ◆ Once the selections are made, clicking on **GENERATE** will produce the report.
- ◆ The report is presented in a few seconds as a printable PDF file (see comments above)

## Payslips

When **Payslips** reports are requested a screen is presented to control which payslips are prepared and how they are dealt with. Select the **PAYE Year**, the **Pay Interval** and the **PAYE period**. Click **GO** to prepare the list of relevant payslips.

PAYE Year	2011/2012	Pay Interval	Regular Monthly	PAYE Period	4	Branch	All
Print 2 Per page	<input type="checkbox"/>	Address Top Margin (mm)	53				
Global Message	<input type="text"/>						
Go							
Bulk Print	Bulk Mail	Check All:	<input checked="" type="checkbox"/>	Check All With Email:	<input checked="" type="checkbox"/>	Check All Without Email:	<input checked="" type="checkbox"/>
	Last PDF	Employee	Pay Interval				
	<input checked="" type="checkbox"/>	20/07/2011	Flashman, Jack	Regular Monthly			
	<input checked="" type="checkbox"/>	20/07/2011	Huntrose, Richard	Regular Monthly			
	<input checked="" type="checkbox"/>	20/07/2011	Huntrose, Sarah	Regular Monthly			

Payslips can be printed as hard copy PDF reports and/or emailed directly to the Employee

Note a valid email address is indicated by the  symbol; a  symbol indicates no valid email address is set. Additionally the payslip can be saved within Liberty Accounts to be viewed later as a saved Payroll report by clicking .

Note that in the case of emailing or saving, a system confirmation message confirms the action at the top of the page, for example:

The employee payslip for Mr Jack Flashman has been placed on the e-mail queue.

PAYE Year	2011/2012	Pay Interval	Regular Monthly	PAYE Period	4	Branch	All
Print 2 Per page	<input type="checkbox"/>	Address Top Margin (mm)	53				
Global Message	<input type="text"/>						
Go							
Bulk Print	Bulk Mail	Check All:	<input checked="" type="checkbox"/>	Check All With Email:	<input checked="" type="checkbox"/>	Check All Without Email:	<input checked="" type="checkbox"/>
	Last PDF	Employee	Pay Interval				
	<input checked="" type="checkbox"/>	20/07/2011	Flashman, Jack	Regular Monthly			
	<input type="checkbox"/>	20/07/2011	Huntrose, Richard	Regular Monthly			

Employee Payslip for Huntrose, Sarah paid on date 31/07/2011 has been saved.

PAYE Year	2011/2012	Pay Interval	Regular Monthly	PAYE Period	4	Branch	All
Print 2 Per page	<input type="checkbox"/>	Address Top Margin (mm)	53				
Global Message	<input type="text"/>						
Go							
Bulk Print	Bulk Mail	Check All:	<input checked="" type="checkbox"/>	Check All With Email:	<input checked="" type="checkbox"/>	Check All Without Email:	<input checked="" type="checkbox"/>
	Last PDF	Employee	Pay Interval				
	<input type="checkbox"/>	20/07/2011	Flashman, Jack	Regular Monthly			
	<input type="checkbox"/>	20/07/2011	Huntrose, Richard	Regular Monthly			
	<input checked="" type="checkbox"/>	20/07/2011	Huntrose, Sarah	Regular Monthly			

Payslips can be set up to be printed two to a page and configured to fit in window envelopes. C5 size is recommended. If branches are being used then payslips can be filtered by branch.

Printing and emailing can be done in bulk by selecting those required. Saving a payslip is done individually.

### Payroll Summary

A summary of a particular payroll run, the report is not cumulative. View or print as required. Can be seen when Calculate payroll has been run and also when finalised.

### Deductions Working Sheet (P11)

Presented in standard Revenue and Customs format. Can be seen when Calculate payroll has been run and also when finalised.

### End of Year Summary (P14)

Presented in standard Revenue and Customs format.

### End of Year Certificate (P60)

Certificate approved by Revenue and Customs.

P60's can be printed, emailed or saved as a saved report on Liberty in a similar manner to payslips, described above.

### Employer payment Record (P32)

Presented in standard Revenue and Customs format.

### Details of Employee leaving work (P45)

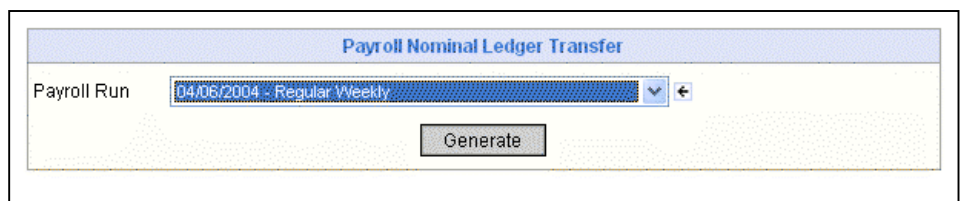
The report is only available if Employee Details have been amended to give a leaving date.

### Payment Listing

Lists the net pay payments by employees by payment type (Cheque, BACS/Online Banking, Other)

### Nominal Ledger Transfer

Select the payroll run for the nominal ledger transfer to see.



Payroll Nominal Ledger Transfer							
Payroll Run : 04/06/2004 - Regular Weekly							
Type	Date	Reference	Name	Memo	Account	Amount	
Journal Entry	04/06/2004	Payroll - 20040604		Payroll Transfer	Wages & Salaries	(365.13)	
					Employer NI	(52.67)	
					Employee NI	(45.26)	
					PAYE	(92.36)	
					Payroll Cost - Administration	502.50	
					Employer NIC (Administration)	52.67	
					Other Debtors	0.00	
					Other Creditors	(75.00)	
					Statutory Payroll Costs Recoverable	75.25	
Cheque	04/06/2004	302561	Taylor, Joe	Payroll - 20040604	Current Account	(365.13)	
					Wages & Salaries	365.13	

The report shows the Journal entry details for the transfer