

Payroll Reports

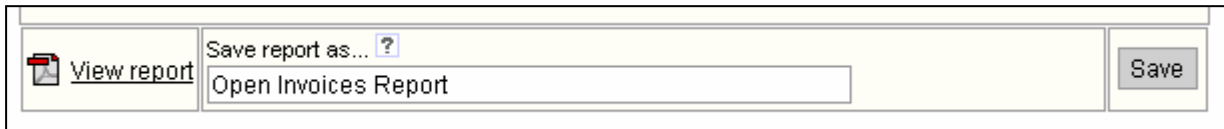
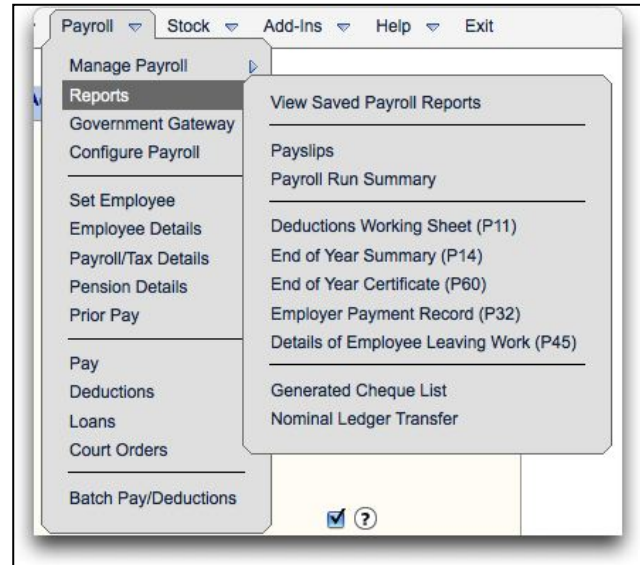
Liberty Accounts has designed and provided a full range of payroll reports:

- ◆ 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
- ◆ Nominal Ledger Transfer

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.



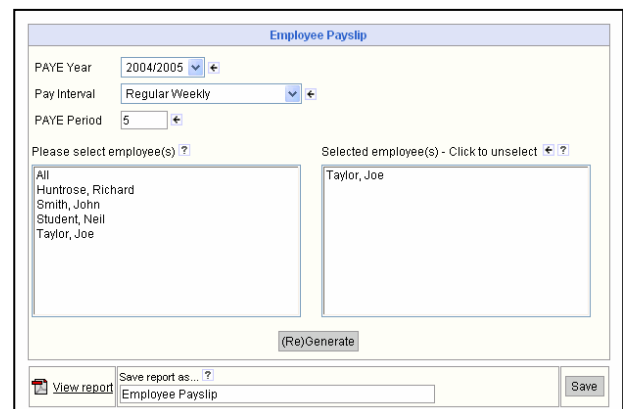
If you want to save the report within the Liberty Accounts database simply give the report a meaningful name by editing the suggested report name then click the "Save" button. Reports saved within Liberty Accounts can be viewed at a later date via the payroll reports menu option

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

View or print as required. Can be seen when Calculate payroll has been run and also after being finalised.

Payslips can be set up to be printed two to a page and configured to fit in window envelopes. C5 size is recommended.

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 as when finalised.

Deductions Working Sheet (P11)

In standard Revenue and Customs format. Can be seen when Calculate payroll has been run as when finalised.

End of Year Summary (P14)

In standard Revenue and Customs format.

End of Year Certificate (P60)

Certificate approved by Revenue and Customs

Employer payment Record (P32)

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.

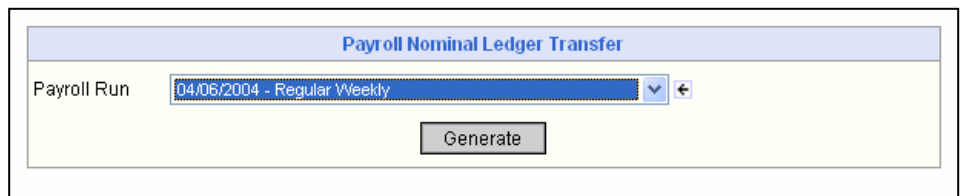
Payment Listing

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.

The report shows the Journal entry details for the transfer



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	(92.96)	
					Payroll Cost - Administration	502.50	
					Employer NIC (Administration)	52.67	
					Other Debtors	0.00	
					Other Creditors	(75.00)	
					Statutory Payroll Costs Recoverable	75.25	
					Current Account	(365.13)	
Cheque	04/06/2004	302561	Taylor, Joe	Payroll - 20040604	Wages & Salaries	365.13	