

Payroll and Setup Checklists

The SagePay Setup Guidelines Checklist and the Payroll Checklist are available to guide you through using SagePay.

The SagePay Setup Guidelines Checklist should be referred to when you are initially implementing SagePay. Follow each step to ensure that SagePay is set up correctly.

The Payroll Checklist is a tool that can be used each time you process a pay. If required the Payroll Checklist can be printed and the steps ticked off as they are completed.

Setup Guidelines Checklist

Steps	Installation	<input checked="" type="checkbox"/>
1	Insert CD and complete installation of software as per the install guide found inside the front cover of your software package.	
2	Enter your Registration details at www.sagepay.com.au	
3	Complete the Registration of your software on receipt of your activation key. Setup can continue without completing the activation key however this must be completed within 30 days from installation or your software will be deactivated.	
	General Maintenance	<input checked="" type="checkbox"/>
4	Complete: Payroll Companies	
	General Parameters	
	Additions and Deductions	
	Leave (ensure Leave Loading is linked in General Parameters if applicable).	
	Superannuation.	
	EFT Institutions	
	Contract Hours	
	Pay Classes (if required)	
	Payment Summary Descriptions	
	Banks	
	Employees	<input checked="" type="checkbox"/>
5	Enter Employee's details.	
	Administration	<input checked="" type="checkbox"/>
6	Take a backup.	
7	Set up Payroll Agents.	

The Payroll Checklist

	Action	Menu path	Pay Periods				
			1	2	3	4	5
1	Update General, Leave, Superannuation and Employee Maintenance as required	Maintenance					
2	Perform a Backup	Utilities > Backup Database					
3	Generate Auto Pay Transactions	Transactions > Enter Pays					
4	Enter Transactions	Transactions > Enter Pays					
5	Print Transaction Report	Reports > Transactions					
6	Print Payroll Report	Reports > Transactions					
7	Perform a Backup	Utilities > Backup Database					
8	Perform EFT Export Print EFT Report Print Pay Advices	Transactions > Create EFT File Transactions > Create EFT File Reports > Transactions					
9	Print Summary of Pays Report	Reports > Transactions					
10	Perform a Backup	Utilities > Backup Database					
11	Perform End of Pay	Transactions > End the Period					
12	Print End of Pay Reports: Additions and Deductions Report Costing Summary Report Leave Summary and Liability SGL Report (if required)	Reports > End of Pay					
	Superannuation Processing	Monthly or Quarterly					
13	Superannuation Processing	Transactions > End the Period					