

General Ledger Integration

The SagePay General Ledger is based upon Additions and Deductions, Leave, Superannuation and Pay Components that are set up in the database.

When information is recorded against components it is used to update the accounting system that you use alongside SagePay.

Before being able to create a SagePay General Ledger Report or File you must link your General Ledger accounts to the required SagePay components.

When a new Addition or Deduction, Leave Reason, Superannuation Fund, Superannuation Contribution or Pay Component is created they will be listed in the SagePay General Ledger. If a new component type needs to be included in the General Ledger Report or File, values for the debit/ credit information will need to be added.

If no General Ledger information is entered against a Component it will not be included in the General Ledger Report or File.

Attaching General Ledger Accounts to Components

To access the SagePay General Ledger from the menu, select [Maintenance > General > General Ledger](#).

Component Type	Code	Description	Debit Code	Debit Description	Credit Code	Credit Description
Addition After Tax	C3	CDEP	1880	Salaries - Ordinary		
Addition After Tax	E1	Expenses	1930	Sundry expenses		
Addition After Tax	M1	Meal Allowance (Amount)	1880	Salaries - Ordinary		
Addition After Tax	M2	Meal Allowance paid per M	1880	Salaries - Ordinary		
Addition Before Tax	B1	Backpay	1880	Salaries - Ordinary		
Addition Before Tax	B2	Bonus	1575	Commission		
Addition Before Tax	C1	Car Allowance	1880	Salaries - Ordinary		
Addition Before Tax	C4	Commission	1575	Commission		
Addition Before Tax	L1	Leave Loading	1748	Holiday Pay		
Addition Before Tax	M3	Leading Hand - Meal Allow				
Deduction After Tax	G1	Garnishee Deduction			3048	Trade creditors
Deduction After Tax	S3	Social Club			3048	Trade creditors
Deduction After Tax	U1	Union			3048	Trade creditors
Deduction Before Tax	O1	Overpayment (Retrieve pay)	1880	Salaries - Ordinary		
Deduction Before Tax	S4	Super Fund A Super Salary	1935	Superannuation	3350	Employee entitlements
Deduction Before Tax	S5	Super Salary Sacrifice (Am)	1935	Superannuation	3350	Employee entitlements
Deduction Before Tax	C2	Car Allowance (Salary Saci				
Deduction Before Tax	S1	Salary Sacrifice (Amount)				
Deduction Before Tax	S2	Salary Sacrifice (Percentag				
Leave	Sick	Sick Leave	1880	Salaries - Ordinary		
Leave	Annual	Annual Leave	1748	Holiday Pay		
Leave	LSL	Long Service Leave	1797	Long Service Leave		
Other Leave	W	Workers Comp Leave	1880	Salaries - Ordinary		
Other Leave	R	Retirement Leave	1880	Salaries - Ordinary		

All component types (Additions and Deductions, Leave, Superannuation and Pay Components) will be listed in General Ledger maintenance. These are linked to your General Ledger by adding debit/ credit codes and descriptions.

- 1 Select the component and click on the Edit button.

The screenshot shows a dialog box titled "Edit GL Component 'Super Salary Sacrifice (A...)" with a close button (X) in the top right corner. The dialog contains the following fields:

- Code:** S5
- Description:** Super Salary Sacrifice (Amount)
- Debit Code:** (empty)
- Debit Description:** (empty)
- Credit Code:** (empty)
- Credit Description:** (empty)

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- 2 The **Code** field displays a system allocated code to identify the General Ledger component. This field is display only and cannot be changed.
- 3 The **Description** field displays a system allocated description to identify the General Ledger component. This field is display only and cannot be changed.
- 4 Enter the **Debit Code** of the General Ledger associated with the component.
- 5 Enter the **Debit Description** of the General Ledger associated with the component. For pay components the description will default, although this can be edited as required.
- 6 Enter the **Credit Code** of the General Ledger associated with the component.
- 7 Enter the **Credit Description** of the General Ledger associated with the component. For pay components the description will default, although this can be edited as required.

The screenshot shows the same dialog box as above, but with the following values entered:

- Code:** S5
- Description:** Super Salary Sacrifice (Amount)
- Debit Code:** 1935
- Debit Description:** Superannuation
- Credit Code:** 3350
- Credit Description:** Employee entitlements

The "OK" and "Cancel" buttons are still present at the bottom.

NOTE: If you do not need to use both the debit and credit codes clear the code and description.

General Ledger Report

The General Ledger Report displays totals for General Ledger accounts that can be listed by Pay Component, Account Code or Account Description. Values will be listed in the report once your General Ledger accounts have been attached to pay components in the SagePay General Ledger.

The default output for this report is to an excel spreadsheet.

The General Ledger Report should be run after the pay end process.

To Produce a General Ledger Report

- 1 To access the General Ledger Report from the menu, select [Reports > End of Pay > General Ledger Report](#).

- 2 Select the **Pay Frequency**. The **Pay Frequency** field enables you to decide which pay frequencies will be used in the report.
- 3 Select the **Period End Date** from the list.
- 4 Select the **Output File Options**. The **Output File Options** allows you to select the layout required for printing the report. The options available include layouts that are compatible with selected accounting packages, plus Account Code and Description, Account Code only and Account Description only.
- 5 Enter the **Output File**. The **Output File** field allows you to name the file and select the location where the file will be saved.

- Select the **Order By**. The **Order By** field enables you to sort the contents of a report.

Report -- General Ledger

Report | Layout Options | Printer Options

Period

Pay Frequency: < All >

Period End Date: 31/10/2005

Output File Options: Account Code and Description

Output File: C:\SagePay\GeneralLedger_Oct05

Order

Order By: Account Code

Default

Print | Preview | Close

- Select either the **Print** or **Preview** button to produce the report.

Print Preview

General Ledger
ABC Company

General Ledger Report
Period End Date: 11/08/2005

Component	Account Code	Account Description	Debit
Net Pay	3102	Payroll Clearing	0.00
Normal Pay	1880	Salaries - Ordinary	4,913.46
Super Fund A	1935	Superannuation	1,774.00
Super Fund A	3350	Employee entitlements	0.00
Super Fund A Super Salary Sacrifice	1935	Superannuation	507.69
Super Fund A Super Salary Sacrifice	3350	Employee entitlements	0.00
Super Fund B	1935	Superannuation	14,302.04
Super Fund B	3350	Employee entitlements	0.00
Tax	3392	TFN Withholding Tax	0.00
Term AL Comp A - RED/INV	1880	Salaries - Ordinary	27,716.38
Term AL Gross	1880	Salaries - Ordinary	14,863.05
Term ETP - Post June 83	1880	Salaries - Ordinary	37,661.80
Term ETP - Pre July 83	1880	Salaries - Ordinary	4,443.20
Term LSL Comp A - RED/INV	1880	Salaries - Ordinary	6,010.01
Term Lump Sum D	1880	Salaries - Ordinary	84,395.00
			196586.63

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