

How do I Process a Manual Calculation?

The Manual Calculation option is used when you wish to enter a transaction with values that you have calculated manually.

For a Manual Calculation you are required to enter both the hours worked and the corresponding dollar value. You also need to manually enter the tax payable on the Manual Payment.

SagePay will automatically calculate the corresponding Net Pay value.

Manual calculations are useful as a means of recording payments that fall outside of the usual circumstances of the pay cycle; for example, where an employee may have been reimbursed through some other method such as Petty Cash. A manual pay can be created for the transaction, and by ensuring the Generate Payment option is not ticked, it becomes a record only, with no further payment being made to the employee.

Reviewing Manual Calculations

The following reports can be used to review Manual Calculations:

- Transaction Listing
- Payroll Report - where all transactions are combined

When an End of Pay is performed this transaction will be saved in the relevant pay period.

Example - Manual Calculation

An employee received payment for an annual bonus by cheque, so he could be paid earlier than normal before going on holiday. A manual calculation will need to be performed to record this transaction. You have already manually calculated the tax payable for the bonus.

- 1 To access Manual Calculation from the menu, select [Transactions > Enter Pays > Manual Calculation](#).

- 2 Select the **Employee**.
- 3 Deselect the **Generate Payment** check box. The **Generate Payment** check box is selected when you want to have payment made by Electronic Funds Transfer into the employee's nominated bank account. Do not use this check box if the employee was paid by some other method, such as cash or a cheque.

NOTE: The **Generate Payment** check box is only available for **Add** transactions.

- 4 Select either the Add or Subtract radio buttons. In this case select the **Add** button.

Having done this, you need to select the pay component and apply your calculation for it.

- 1 Select the pay component from the Manual Calculation Pay Summary Section, select **Adds Before Tax**.
- 2 Click the **Add** button.
- 3 Click in the Description drop-down menu and select the category, eg. Bonus.
- 4 Enter the **Value** of the bonus.
- 5 If tax needs to be included for the transaction select the pay component **Tax (Incl Adjust)**.
- 6 Click the **Add** button.
- 7 In the **Tax** field enter the value of the tax payable.

- 8 Enter any other pay components if required.
- 9 To enter a message for the pay advice, select the Net Pay component, and enter the message in the **Manual Calc Advice Message** field.

Manual Calculation Transaction for Employee: Jones, Janice Kimberly for Period End Date: 18/08/2005

Transactions Employees Options

Employee Information
 Employee: 001 (Jones) (Janice Kimberly) Add Subtract
 Location: QLD Generate Payment:
 Pay Class: N/A Pay Frequency: Weekly Pay Point: QLD

Transaction Summary

Transaction Type	Advice No	No of Periods	This Pay Gross	This Pay Tax	This Pay Net	Last Pay Gross	Last Pay Tax	Last Pay Net
Adjustment Add	1	1	150.00	0.00	150.00	0.00	0.00	0.00
Adjustment Subtract	2	2	150.00	0.00	150.00	0.00	0.00	0.00

Manual Calculation Pay Summary

Pay Components	Hours	Value
Normal Hours	0	0.00
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	0	0.00
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax		1,600.00
Deds Before Tax		0.00
Termination Components		0.00
Gross Taxable Total		1,600.00
Tax (Incl Adjust)		468.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		1,132.00
Superannuation		
Employer Contribution		0.00

Net Pay

Account Name	BSB Number	Account Number	Value	Balance of Pay
Jones	032-123	54324434	812.00	<input checked="" type="checkbox"/>
Jones, Janice Kimber	082-062	54537	20.00	<input type="checkbox"/>
Jones, Janice Kimber	082-062	425436	300.00	<input type="checkbox"/>

Reset Total Value: 1132.00

Manual Calc Advice Message

- 10 Follow the menu path **Transactions > Process** or press **<Ctrl> + <P>** on the keyboard to process the Manual Calculation.

NOTE: You always have to enter the value for manual calculations.