

Transaction Adjustments

A Transaction Adjustment adds or subtracts components from prior Pay Periods. This is a purely historical process and none of the adjustments made are reflected in the employee's current pay. Transaction Adjustments do not affect "This Pay" values.

Adjustments have no effect on an employee's actual pay. They only correct records for prior periods.

Transaction Adjustments will print on the Transaction Report in the period in which they are performed. When reports are run for previous pay periods, they will also be included.

Transaction Adjustments are used when:

- you need to enter details of a pay made outside of the system in a previous pay period.
- you need to transfer hours and/or amounts from an incorrect pay component to the correct pay component (eg from one type of leave to another).
- you need to enter previous earnings for an employee who had already been paid in SagePay.

Transaction Adjustment Example

An employee has taken four hours of sick leave which was incorrectly paid as normal hours in a previous pay period. Use the Transaction Adjustment to transfer the hours from the incorrect pay component to the correct pay component.

- 1 To access Transaction Adjustments from the menu, select [Transactions > Adjustments > Transaction Adjustment](#).

Transaction Summary			This Pay			Last Pay		
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

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	0	0.00
Deds Before Tax	0	0.00
Termination Components		0.00
Gross Taxable Total		0.00
Tax (Incl Adjust)		0.00
Adds After Tax	0	0.00
Deds After Tax	0	0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00

Termination Component	Cost Account	Hours	Amount	Term Tax

- 2 Select the **Employee** whose pay needs to be adjusted.
- 3 Use the radio buttons to select whether the adjustment is an addition or a subtraction. In this case select the **Add** radio button. The **Add** radio button is used when you wish to increase the year to date figures for a pay component.
- 4 Accept the default **Pay Point**, **Pay Frequency** and **Number of Periods**.
- 5 In the **Period End Date** field, select the pay period that needs to be adjusted.
- 6 In the **Pay Summary**, select the pay component which requires adjustment. In this case select Sick Leave.
- 7 Click the **Add** button below the grid to make the adjustment.
- 8 Select the **Reason**, which will be Sick Leave.
- 9 Press the Tab key to locate the **Hours** field, SagePay will populate the **Cost Account** and **Type** fields. Enter the number of hours that needs to be added to Sick Leave.
- 10 Enter the **Start Date** and **End Date** of the Sick Leave.
- 11 Enter the **Value** of the Sick Leave.

The screenshot shows the SagePay software interface for adjusting a transaction. The title bar reads "Adjustment Transaction for Employee: Inghram, Joseph Ryan for Period End Date: 18/08/2005". The interface includes several sections:

- Employee Information:** Employee dropdown is set to "016 (Inghram) (Joseph Ryan)". Radio buttons for "Add" (selected) and "Subtract" are present. "Pay Point" is set to "QLD". "Pay Frequency" is "Weekly" and "Period End Date" is "11/08/2005". "Number of Periods" is "1".
- Transaction Summary:** A table with columns: 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 Pay Summary:** A table with columns: Pay Components, Hours, Value.

Pay Components	Hours	Value
Normal Hours	0	0.00
Overtime Hours	0	0.00
Sick Leave	4	120.00
Annual Leave	0	0.00
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax		0.00
Deds Before Tax		0.00
Termination Components		0.00
Gross Taxable Total		120.00
Tax (Incl Adjust)		0.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		120.00
Superannuation		
Employer Contribution		0.00
- Sick Leave:** A table with columns: Reason, Cost Account, Type, Hours, Start Date, End Date, Value.

Reason	Cost Account	Type	Hours	Start Date	End Date	Value
Sick Leave	QLD001	Normal	4.00	10/08/2005	10/08/2005	120.00
- Entitlement:** A table with columns: Entitlement, Hours, Start Date.

Entitlement	Hours	Start Date
Pro Rata	18.32	11/08/2005
Taken	18.32	
Total	304.00	

Buttons for "Add..." and "Delete" are located at the bottom of the Sick Leave section.

- 12 Follow the menu path **Transactions > Process** or press <Ctrl> + <P> on the keyboard to process the Transaction Adjustment.
- 13 Select the **Subtract** radio button. The **Subtract** radio button is used when you wish to decrease the year to date figures for a pay component.
- 14 Accept the default **Pay Point**, **Pay Frequency** and **Number of Periods**.
- 15 In the **Period End Date** field, select the pay period that needs to be adjusted.
- 16 In the **Pay Summary**, select the pay component which requires adjustment. In this case select Normal Hours.
- 17 Click the **Add** button below the grid to make the adjustment.
- 18 Press the Tab key to locate the **Hours** field, SagePay will populate the **Cost Account** and **Rate Type** fields. Enter the number of hours that needs to be added to Normal Hours.

19 Enter the **Value** of the Normal Hours.

Adjustment Transaction for Employee: Inghram, Joseph Ryan for Period End Date: 18/08/2005

Transactions Employees Options

Employee Information

Employee: 016 (Inghram) (Joseph Ryan) Add Subtract

Location: QLD Pay Point: QLD

Pay Class: N/A Pay Frequency: Weekly Period End Date: 11/08/2005

Auto Pay Generated: Number of Periods: 1

Transaction Summary

Transaction Type	Advice No	No of Periods	This Pay			Last Pay		
			This Pay Gross	This Pay Tax	This Pay Net	Last Pay Gross	Last Pay Tax	Last Pay Net
Adjustment Add	1	1	120.00	0.00	120.00	0.00	0.00	0.00

Adjustment 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		0.00
Deds Before Tax		0.00
Termination Components		0.00
Gross Taxable Total		0.00
Tax (Incl Adjust)		0.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00

Normal Hours

Cost Account	Rate Type	Hours	Value
QLD001	Normal	4.00	120.00

Add... Delete

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