# The nine logical steps of

# Payroll Pro Ultra

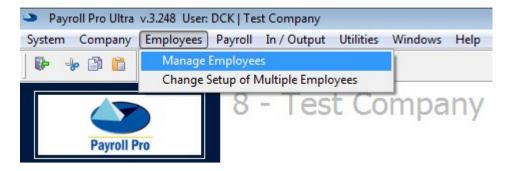
By

# VCC International N.V.



#### Step # 1: Add new employees

Payroll Pro Ultra:Employees > Manage Employees > AddPayroll Pro old:Edit > Employees > Add



Before you open a pay-period, you must make sure all new employees with their salaries and such are in the system. So, enter the new hires first / terminate the terminations before opening your pay period.

#### Step # 2: Change Employee Setup

Payroll Pro Ultra:Employees > Manage Employees > Payroll ItemsPayroll Pro old:Edit > Employees > Payroll > Goto

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	18	Pay out vacation			
	25	Pay out time-back		Salar	у
	40	Overtime			
	56	Trunk overtime	=		
			_		

Before you open a pay period, you must make sure all periodic information of the existing employees is correct. Salary raises, new loans / new or changed components, back accounts and all components that have to be permanently changed have to be done first.

# Step # 3: Open Pay period

Payroll Pro Ultra:	Payroll > Manage Payroll Runs > Periodic
Payroll Pro old:	Payroll > Generate Standard Payroll

Payroll In / Output Utilities Windows Help

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	Name of payroll	Januray	2012					
	Departments	All	Multiple	departments	One	e department		
	Employees	All	O Multiple	employees	One One	e employee		
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	Payroll period	Monthly		[	-			
	Reset vacation days per year							
	ast periodic payroll this year							

When you're done entering new employees and modifying existing employees, you can open a new pay period.

#### Step # 4: Enter mutations for pay period

Payroll Pro Ultra:Payroll > Manage Payroll Runs > Edit PayrollPayroll Pro old:Payroll > Edit Payroll

Pending Payroll Runs						8
roll	Start	End	Pay date	User	Status 🔺	Toolbox
ıray 2012	01/01/2012	01/31/2012	01/31/2012	DCK	Pending	Authorize
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Name of payroll Departments Employees	Januray 2012 <ul> <li>All</li> <li>Multiple</li> <li>All</li> <li>Multiple</li> </ul>	departments employees	11/22/201 One dep	artment		Manage payroll Trunks Employees
Start date Payroll period	01/01/2012 99999 12 Monthly		00000	y date	01/31/2012	<ul> <li>Set/reset items</li> <li>Cancel payroll</li> <li>Edit items</li> </ul>
Reset vacation days per year Last periodic payroll this year Employees on this payroll	2 <u>View er</u>	nployees	Status:	Pendi	ng	<ul> <li>Qne employee</li> <li>One item</li> <li>Amount items</li> <li>Payout items</li> </ul>

Now you have an open pay period, you can enter the mutations that belong to the open pay period. Everything you enter here is valid only for this pay period like: Hours worked, sickness, overtime, advances, commissions and such.

You cannot do salary raises here or create loans. You had to do that in step 2.

# Step # 5: Calculate your payroll

Payroll Pro Ultra:	Payroll > Manage Payroll Runs > Calculate Payroll
Payroll Pro old:	Payroll > Calculate Payroll

Payroll In/Output Utilities Windows Help	Payroll	In / Output	Utilities	Windows	Help
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	Name of payroll	Januray 2012 11/22/2012 Dick	Employees set
	Departments	All     Multiple departments     One department	Periodic
	Employees	All      Multiple employees      One employee	Special payroll
	Start date	01/01/2012 12 to 01/31/2012 12 Pay date 01/31/2012 12	oll
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Pa	Employees	All      Multiple employees     One employee	
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Now that all your mutations for the open pay period are entered, you must calculate your payroll so it can calculate the social premiums and such.

#### Step # 6: Check your payroll

Payroll Pro Ultra:	Payroll > Manage Payroll Runs > Precheck
Payroll Pro old:	Payroll > Precheck Payroll

Payroll In / Output Utilities Window	vs Help
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	Name of payroll	Januray 201	2	11/22/2012 Dick	Employees setu
	Departments		Multiple departments	One department	Periodic
	Employees	II 🔘	Multiple employees	One employee	Special payroll
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	Payroll period	Monthly			Edit payroll
	Reset vacation days per year				Calculate payrol
	Last periodic payroll this year			Status: Calculated	
	Employees on this payroll	2	View employees		Precheck
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	Precheck Options				
	Group by	Employee	-		P <u>o</u> st payroll
	Order by	Employee name	-		
	Print	Summary	All items		
	Show all items with ytd	No	O Yes		
	Only terminated employees	No	) Yes		
	Departments	All	Multiple departments	o One department	
	Employees	All	Multiple employees	One employee	

Now that you payroll is calculated, you can check if all mutations and calculations are correct. The results of your check can have one of the two possible outcomes:

- 1. Everything is correct or
- 2. Discrepancies found.

In case everything is correct, you can proceed with step 8 otherwise go back to step 4 than 5 than 6.

### Step # 7: Print your Payslips

Payroll Pro Ultra:	Payroll > Manage Payroll Runs > Pay slips
Payroll Pro old:	Payroll > Print Slips / Checks

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Print Pay Slips				
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	Prin	t Slips / Checks		<b>orize</b> Employees set
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Print	Slips	Checks / Specs	Summaries	Special payroll
Print in order of	Number	🔘 Name 💿 Departm	ent 🔘 Subdepartment	oll
Departments	All	O Multiple departments	One department	<u>E</u> dit payroll
Employees	All	Multiple employees	One employee	<u>C</u> alculate payr
Print zero net pay	• Yes	© No		
Collate per department Print remarks on payslip	Yes	© No		P <u>r</u> echeck Pay <u>s</u> lips
These 3 lines				
will print on all				P <u>o</u> st payroll
Payslips				

All new employees are entered, all employee items are correct and all mutations / calculations are correct (step 6). Now you can print the pay slips.

# Step 8: Make a backup

Payroll Pro Ultra:	Utilities > Backup / Restore
Payroll Pro old:	Utilities > Backup / Restore

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Backup / Restore		23
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Backup / restore comp	any database of	
Company name	Test Company	
Company ID	8	
	Restore Backup	
Backup		2
<u>به</u>		
Backup company data	base of	
Company name	Test Company	
Company ID	8	
Backup settings		
Name of backup	Backup of January 2012	
Backup file name	Backup of January 2012	
D		
Description	Backup of January 2012	
	Backup now	
It's assar	ntial that you make a backup of every payroll run that you or	
	nake. It can and will save the day in case of technical	
difficultie		

# Step 9: Close your pay period

Payroll Pro Ultra:	Payroll > Manage Payroll Runs > Post Payroll
Payroll Pro old:	Payroll > Close / Post current Payroll

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Pending Payroll Runs								Σ
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		Post payroll 'Januray 2012'?						📝 Edit payroll
		- P0:	st payroli Janu	ray 2012 f			-	🌕 Calculate payrol
Name of payroll	Januray							Print
Departments	All		[					🔍 P <u>r</u> echeck
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		9777777 to 0	1/31/2012	999999 12 Pav da	te 0	1/31/2012	2	Post
Start date	01/01/2012	12 to 0		Pay da	te 0	1/31/2012 12	*	Post payroll
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Start date	01/01/2012	12 to 0	•		te 0 Calculate		£	

When everything is correct and everybody is paid, you can post / close your pay period. The very next pay period you start with step 1 again.