

The nine logical steps of Payroll Pro Ultra

By

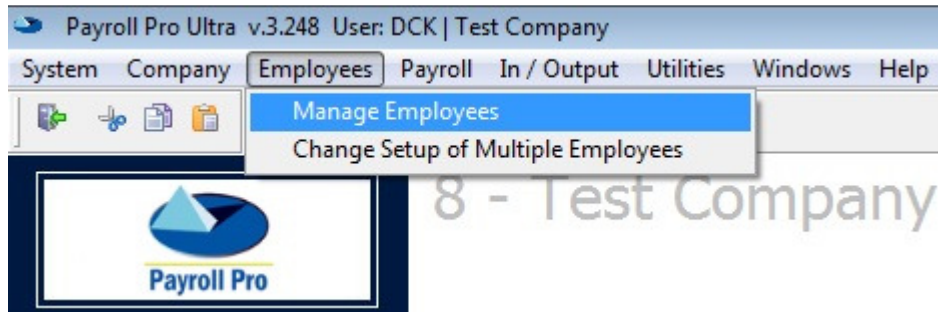
VCC International N.V.



Step # 1: Add new employees

Payroll Pro Ultra: Employees > Manage Employees > Add

Payroll Pro old: Edit > Employees > Add

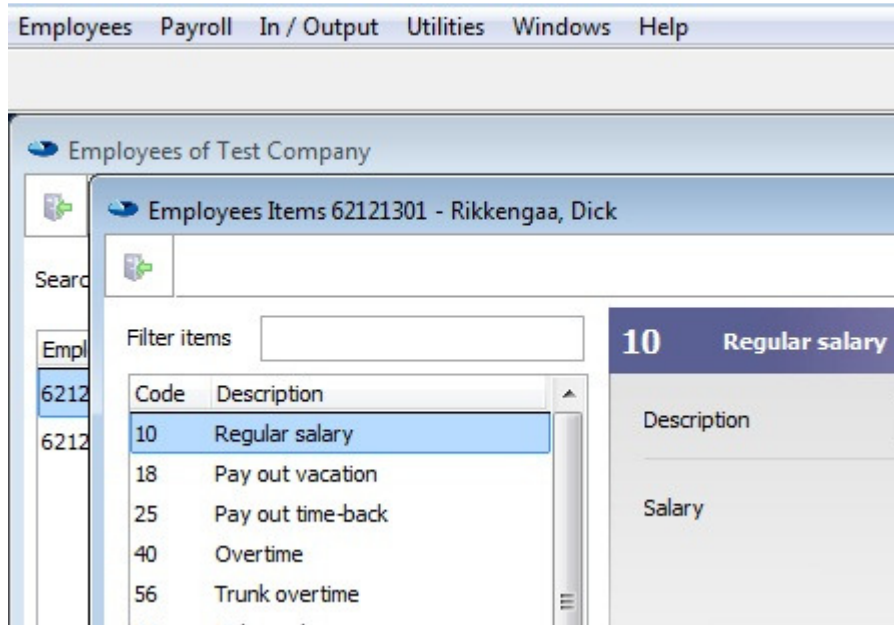


Before you open a pay-period, you must make sure all new employees with their salaries and such are in the system. So, enter the new hires first / terminate the terminations before opening your pay period.

Step # 2: Change Employee Setup

Payroll Pro Ultra: Employees > Manage Employees > Payroll Items

Payroll Pro old: Edit > Employees > Payroll > Goto

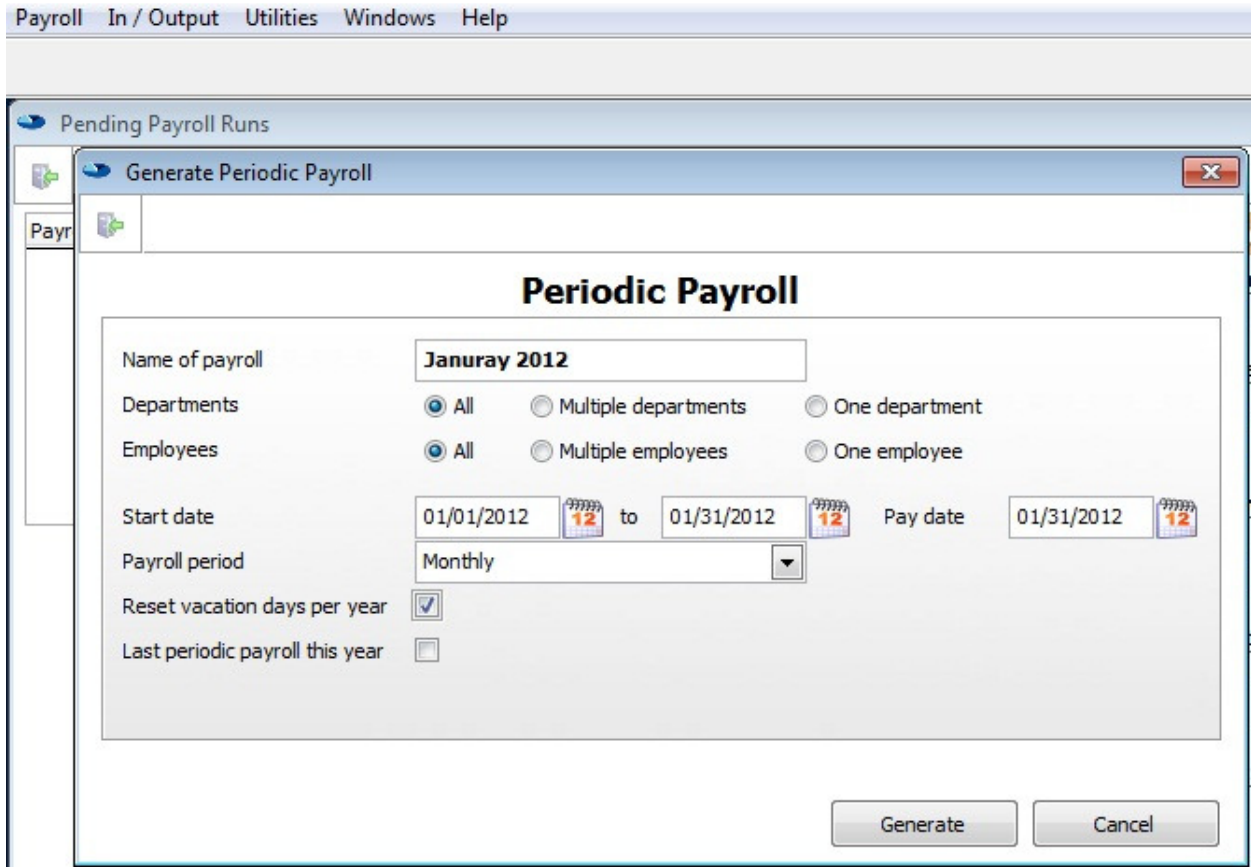


Before you open a pay period, you must make sure all periodic information of the existing employees is correct. Salary raises, new loans / new or changed components, back accounts and all components that have to be permanently changed have to be done first.

Step # 3: Open Pay period

Payroll Pro Ultra: Payroll > Manage Payroll Runs > Periodic

Payroll Pro old: Payroll > Generate Standard Payroll

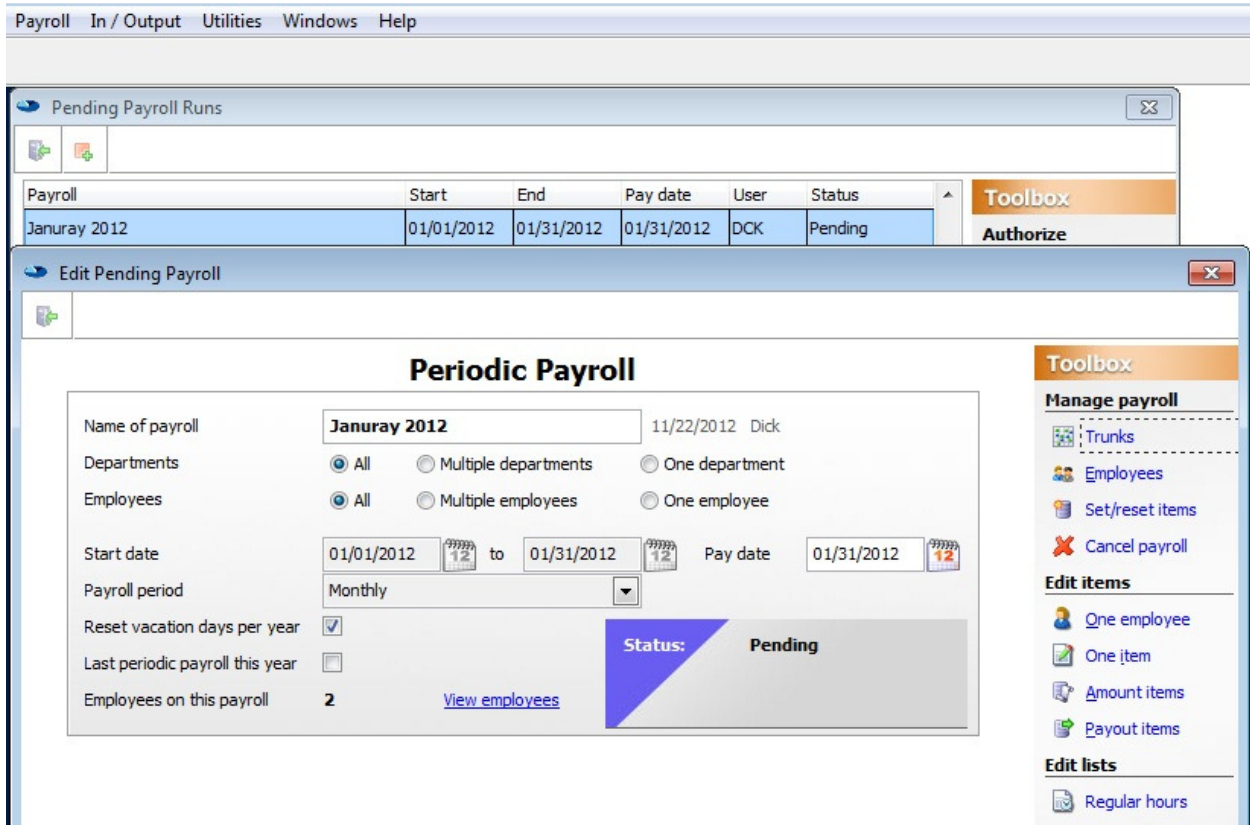


When you're done entering new employees and modifying existing employees, you can open a new pay period.

Step # 4: Enter mutations for pay period

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

Payroll Pro old: Payroll > Edit Payroll



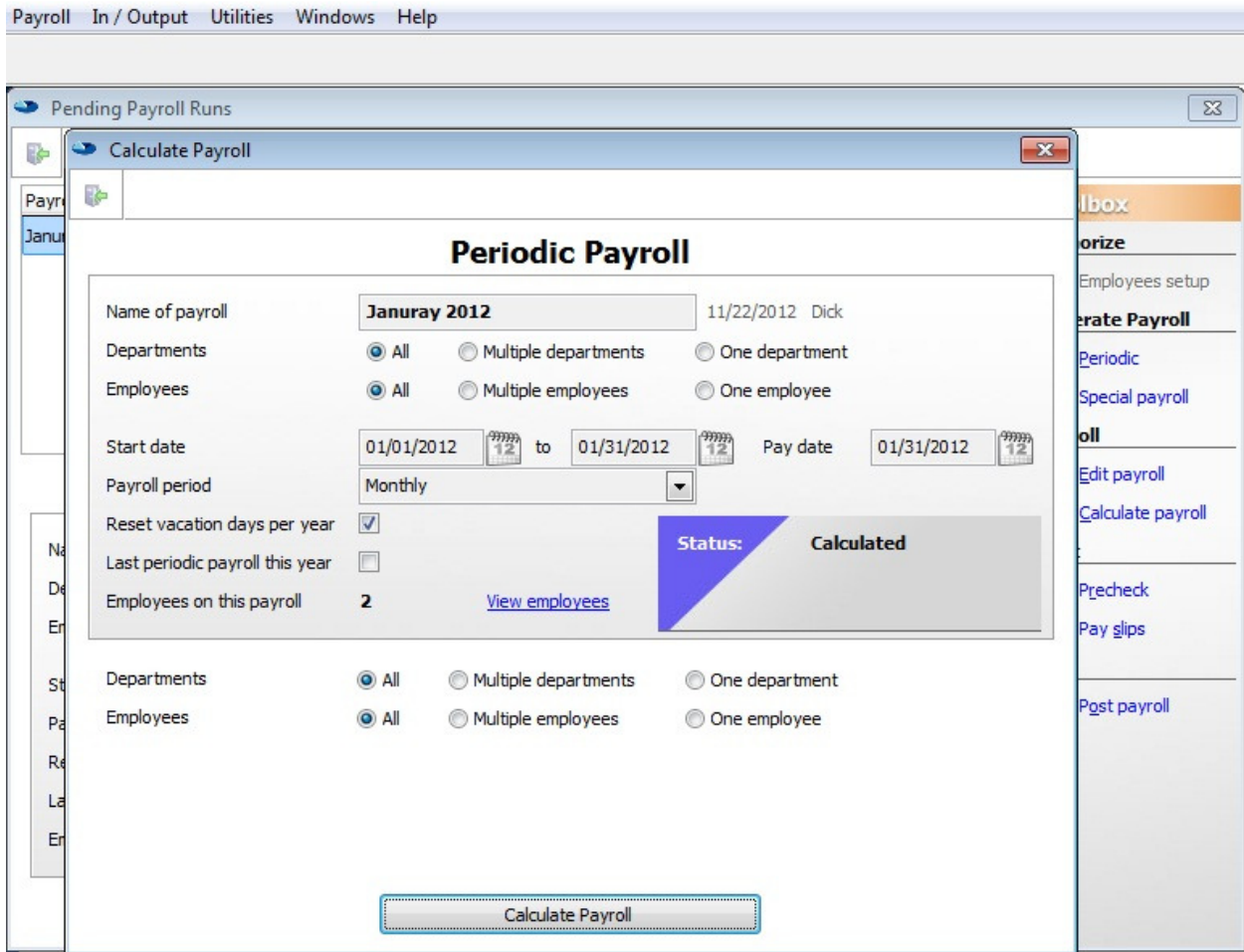
Now you have an open pay period, you can enter the mutations that belong to the open pay period. Everything you enter here is valid only for this pay period like: Hours worked, sickness, overtime, advances, commissions and such.

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

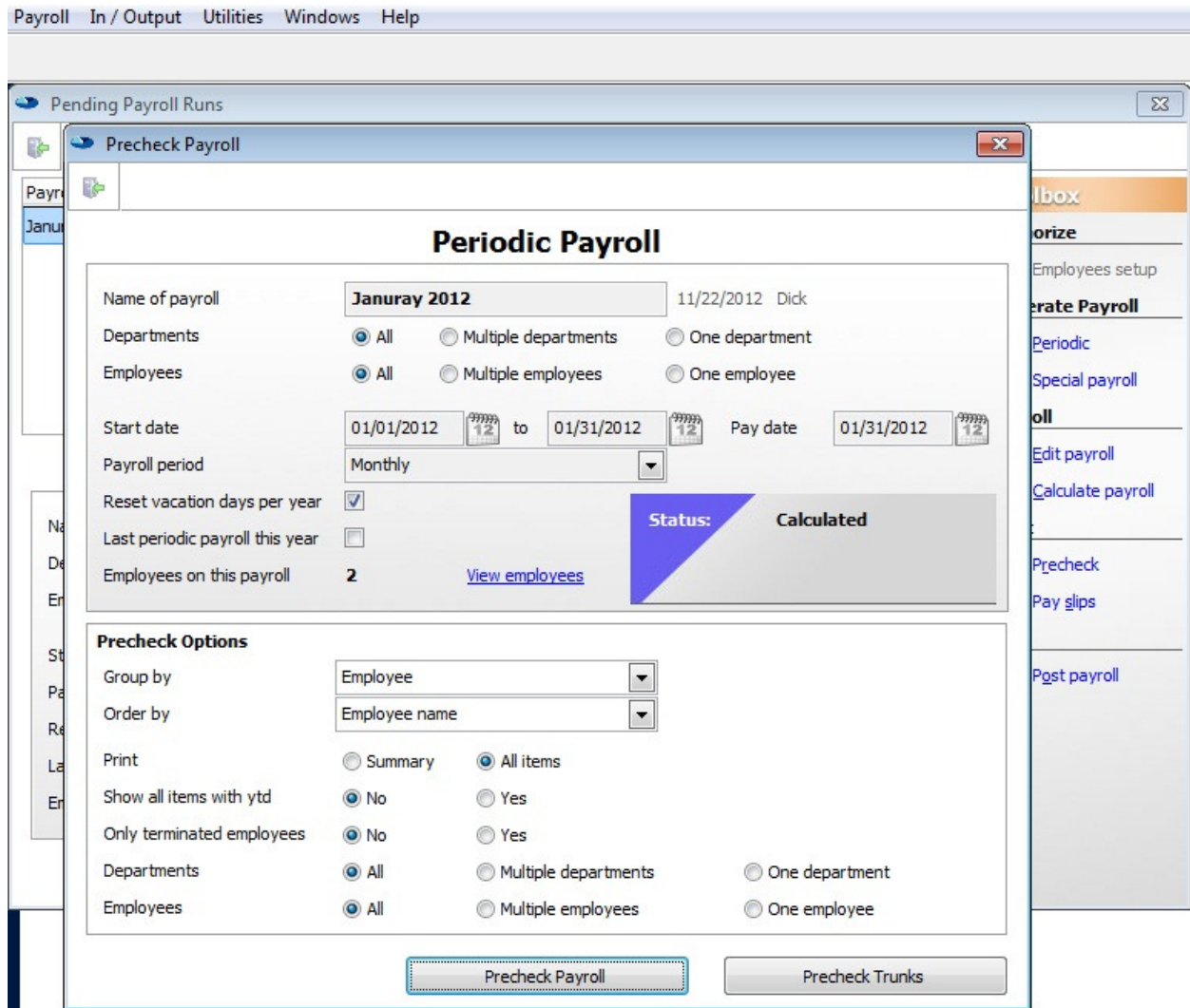


Now that all your mutations for the open pay period are entered, you must calculate your payroll so it can calculate the social premiums and such.

Step # 6: Check your payroll

Payroll Pro Ultra: Payroll > Manage Payroll Runs > Precheck

Payroll Pro old: Payroll > Precheck Payroll



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:

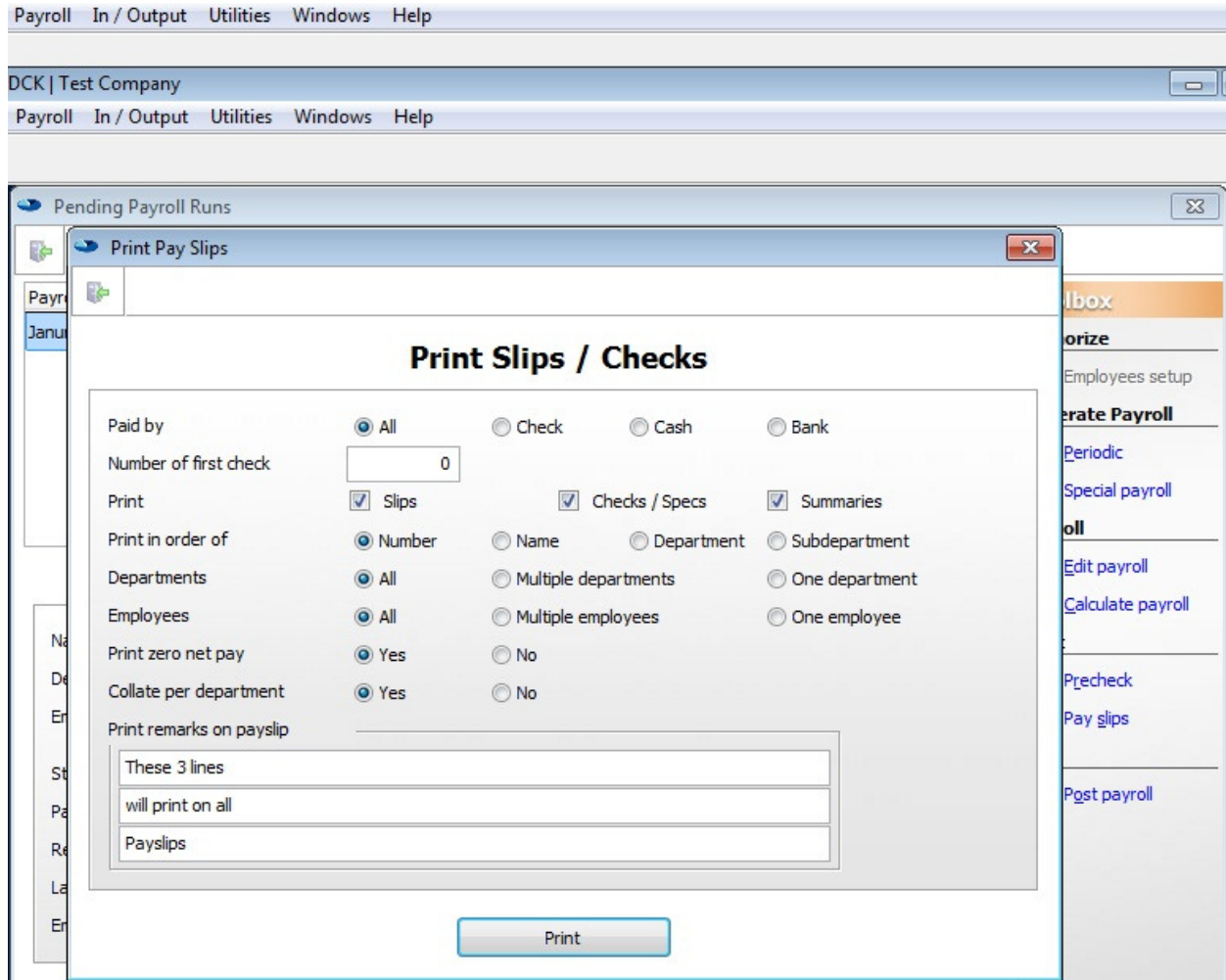
1. Everything is correct or
2. Discrepancies found.

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

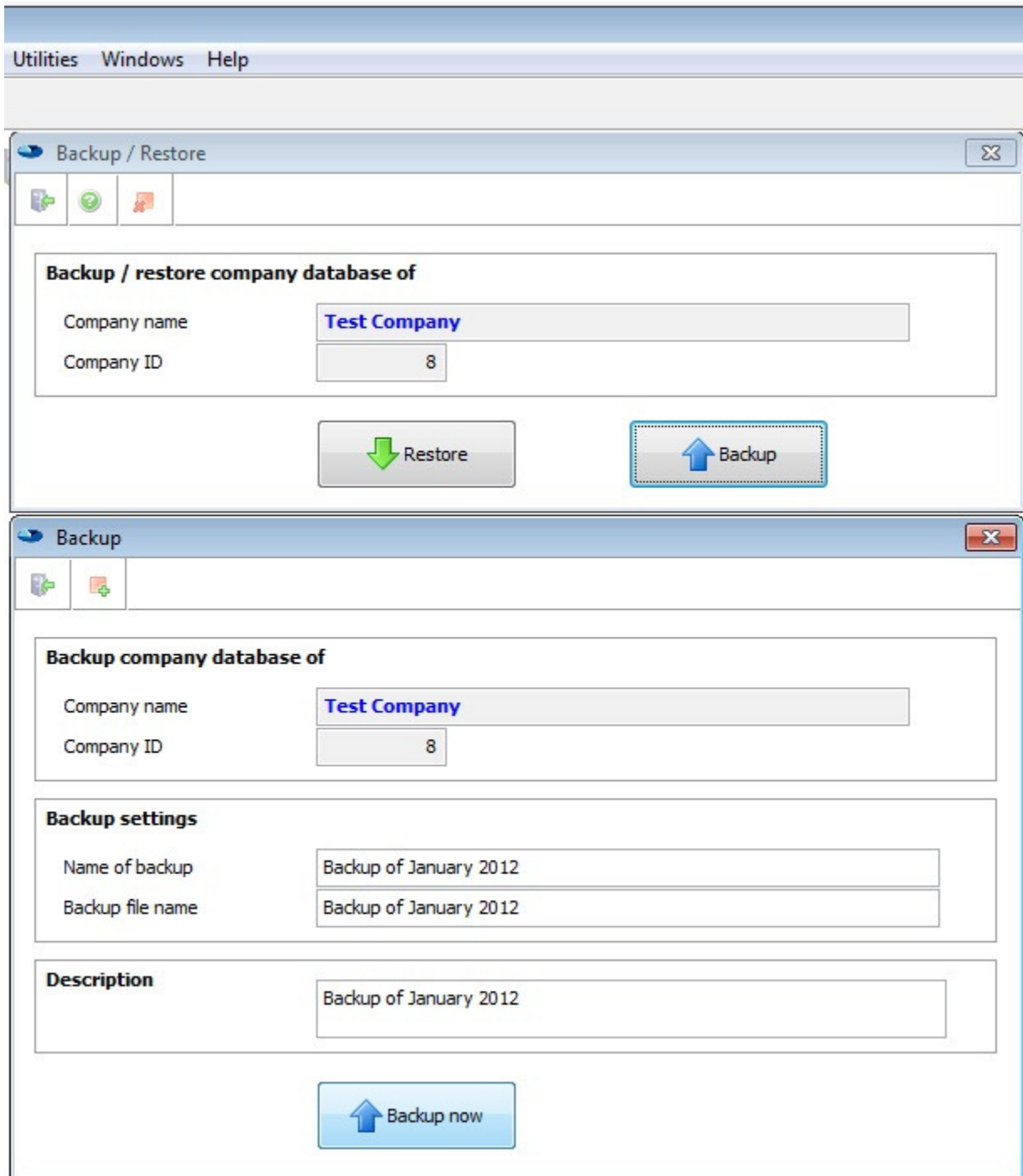


All new employees are entered, all employee items are correct and all mutations / calculations are correct (step 6). Now you can print the pay slips.

Step 8: Make a backup

Payroll Pro Ultra: Utilities > Backup / Restore

Payroll Pro old: Utilities > Backup / Restore

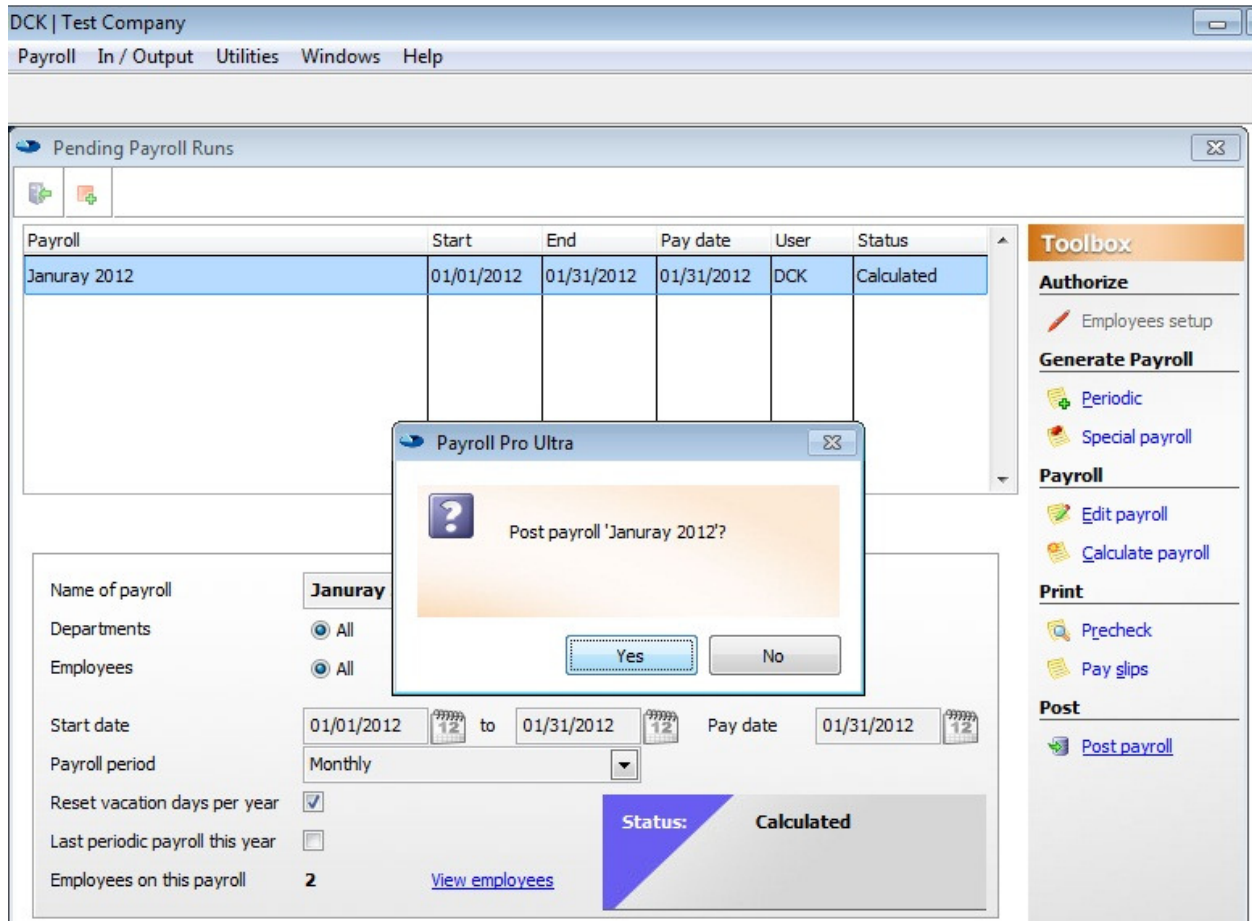


It's essential that you make a backup of every payroll run that you or others make. It can and will save the day in case of technical difficulties.

Step 9: Close your pay period

Payroll Pro Ultra: Payroll > Manage Payroll Runs > Post Payroll

Payroll Pro old: Payroll > Close / Post current Payroll



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.