

This work instruction was last updated: 17th March 2010

Set Current Tax Period

This Work Instruction describes the process to Set Current Tax Period

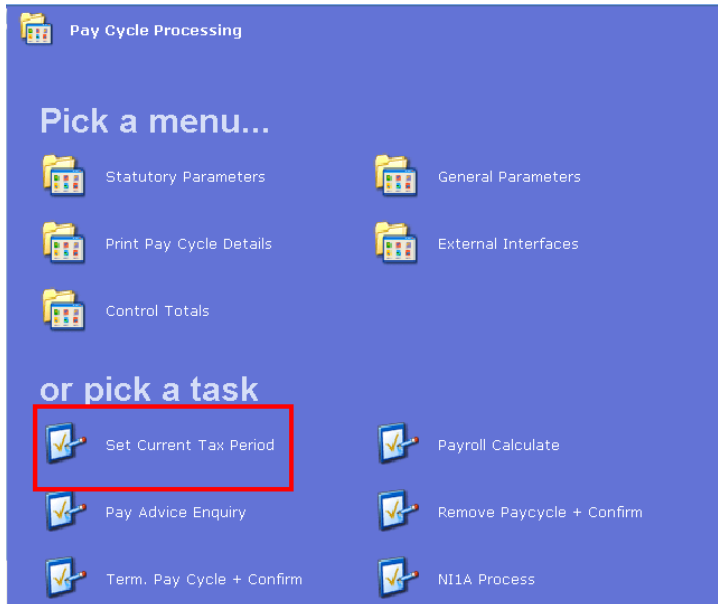
The path to the screen is Payroll / Pay Cycle Processing / Set Current Tax Period.

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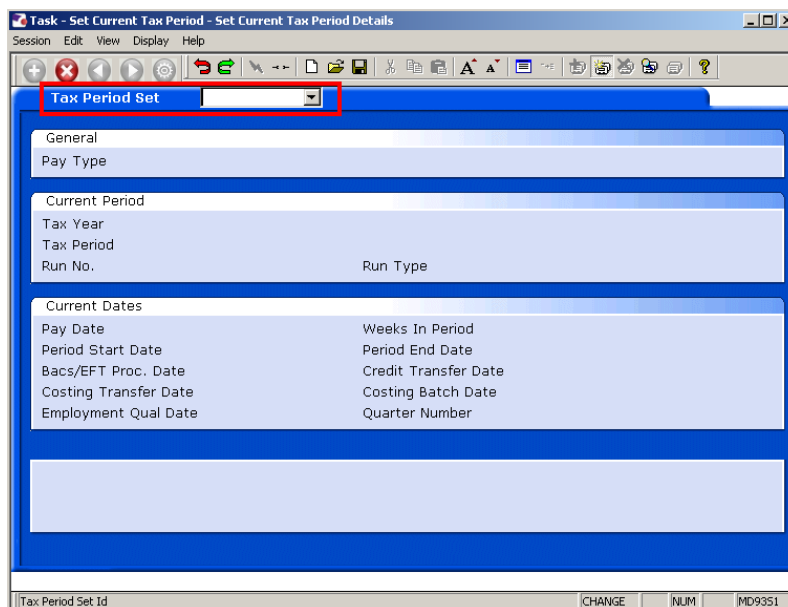
1	Set Current Tax Period
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1 Set Current Tax Period

1.1 The form Pay Cycle Processing



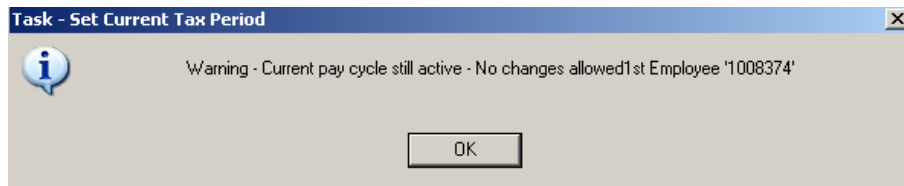
1.2 Window into Tax Period set



1.3 Select Monthly Payroll

MD40G3 Select Tax Period Set							
Seq	Period Set	Description	Type	Desc	Year	Per	Run+Type
001	FIN_YEAR	Financial Year Parameter Set (M	Monthly			
002	MONTHLY	Monthly Payroll	M	Monthly	2009	12	Std
003	TEACHERS	TEACHERS	M	Monthly	2009	11	Supp 1

1.4 The following warning will appear if this is not the appropriate time.



1.5 To Update the Current Period window into the Tax Period

Tax Period Set MONTHLY Monthly Payroll

General

Pay Type M Monthly

Current Period

Tax Year 2009

Tax Period 12

Run No. 0

Run Type Std

Current Dates

Pay Date	31/03/2010	Weeks In Period	4
Period Start Date	01/03/2010	Period End Date	31/03/2010
Bacs/EFT Proc. Date	29/03/2010	Credit Transfer Date	
Costing Transfer Date		Costing Batch Date	
Employment Qual Date		Quarter Number	04

Current Tax Year For The Tax Period Set CHANGE NUM MD9351

1.6 Select from the Tax Period Set Calendar

MD40G4 Tax Period Set Calendar

Period

Tax Period Set MONTHLY Monthly Payroll

Tax Year 2009

Seq	Per	Run+Type	Start Date	End Date	Pay Date	Proc Date	Wks in Per	Mnth
001	01	Std	01/04/2009	30/04/2009	30/04/2009	28/04/2009	4	
002	01	Supp 1	01/04/2009	30/04/2009	08/05/2009	06/05/2009	4	
003	02	Std	01/05/2009	31/05/2009	29/05/2009	27/05/2009	4	
004	02	Supp 1	01/05/2009	31/05/2009	05/06/2009	03/06/2009	4	
005	03	Std	01/06/2009	30/06/2009	30/06/2009	26/06/2009	4	
006	03	Supp 1	01/06/2009	30/06/2009	03/07/2009	01/07/2009	4	
007	04	Std	01/07/2009	31/07/2009	31/07/2009	29/07/2009	4	
008	04	Supp 1	01/07/2009	31/07/2009	05/08/2009	31/07/2009	4	

Add Select Delete

Exit

1.7 SAVE