ICE Business System

Wages, PAYG & Superannuation

(Version 1.2)

Learning Unit Guide

Signature Software

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I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

To illustrate the process to enter payroll amounts into the ICE Business System.

III : Target Audience

Account processing staff responsible for recording payroll amounts.
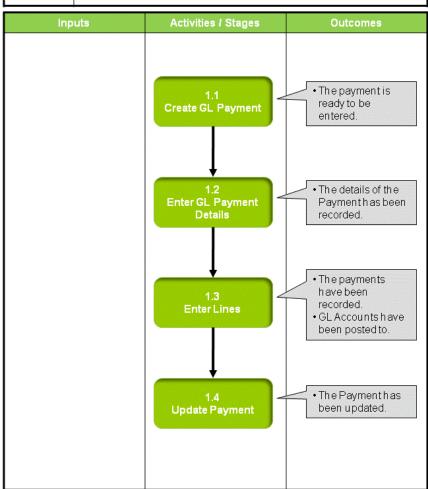
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Workflow

Workflow :	Processing a Payroll from Another System
Scenario 1:	The administrator has processed the payroll in another payroll system and wants to record the General Ledger postings in the ICE Business System.

Inputs	Activities / Stages	Outcomes
	1.1 **Create GL Payment**	• The payment is ready to be entered.
	1.2 **Enter GL Payment Details**	• The details of the Payment has been recorded.
	1.3 **Enter Lines**	• The payments have been recorded. • GL Accounts have been posted to.
	1.4 **Update Payment**	• The Payment has been updated.

Scenario 1: Processing a Payroll from another System

The administrator has processed the payroll in another payroll system and wants to record the General Ledger postings in the ICE Business System.

Note:
If payment was made by Cheque or electronic transfer to each employee it is recommended that a transaction be entered for each payment for bank reconciliation purposes. If one cash cheque was made or your electronic banking system creates one entry for the multiple payments, one summary transaction can be entered and used within the bank reconciliation.

1.1: Create a GL Payment

Objectives:
• *Create a new payment in the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **GL Transactions.**
Select menu path:
Accounting > General Ledger > Transactions.
Screen: GL Transactions
2. Insert a new **Transaction.**
Press **F9** or the **Green "+"** speed button to insert a new Transaction.

Outcomes:
• *The payment is ready to be entered.*
Notes:
• *N/A*

1.2: Enter GL Payment Details

Objectives:
• *Record the details of the payment.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

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Work Instructions

Screen: GL Transactions
1. Select **Payment** in the Type field.
2. Enter a **Chq/Payment No** that references the Payroll transaction.
3. Select the **Date** of the transaction.
4. Enter the **Total** of the transaction.
5. Select the type of **Sales Tax** to remove any GST involved in this transaction.
6. Enter a **Comment** indicating the reasons for the Payment.
7. Select the **Bank Account** the Payment was made from.
8. Enter the **Payee Name** for the Payment.
9. Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:
• *The details of the Payment has been recorded.*

Notes:
• *N/A*

1.3: Enter Lines

Objectives:
• *To record the general ledger postings for the Payment.*

SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.
Screen: GL Account Search
4. Search for the GL Account the Payment is to be posted by typing in any of the searchable fields (I.e. Wages).
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.
Screen: GL Transactions
8. Ensure the **Period** is set to the Period of the Payment.
9. If applicable, enter a **Quantity**.

10. Enter the **Amount** to be posted.

11. Enter a **Comment**.

12. Press **F10** to save the line.

13. If required, repeat steps 2 – 12 to enter any PAYG, Superannuation & Allowance amounts.

    Note:
    PAYG should be entered as a negative.
    The Superannuation Expense should be entered as a positive.
    The Superannuation Liability should be entered as a negative.

Outcomes:
• *The payments have been recorded.*
• *GL Accounts have been posted to.*
Notes:
• *N/A*

1.4: Update Payment

Objectives:
• *To update the Payment to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select the **Update Status** of **Ready to Update (complete)**.
2. Update the Payment by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update this Transaction**.   **Note:** *If entering multiple Payments they can be updated once by selecting Update a range of Transaction once they have all been entered.*
Screen: Print Preview
4. **Review** the Checklist.
5. If required select the **Print** icon.   **Note:** *Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.*
6. Select the **Close** button to proceed with the update.

Screen: Confirm
7. After reviewing the Checklist if no further changes are required select the **Yes** button to continue with the update. If changes are required select the **No** button to not continue with the update.
Screen: Print
8. If a copy of the Audit Trail is required select the **Print** button. **Note:** *If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.*
Screen: GL Transactions
9. Select the **OK** button to close the Window.

Outcomes:
• *The Payment has been updated.*
Notes:
• *N/A*