

# Sage 200c/Classic/Premier Payroll/Sage Business Cloud Payroll Professional

## *How to do a YTD correction*

### Summary

You need to remove or adjust incorrect Year to Date values

### Description

If incorrect processing was done or figures were accidentally changed you will need to make a YTD correction so that the correct financial values are recorded.

### Resolution

- From the main screen of the company go to Payroll>Payslip Screen and select the employee for whom you would like to do corrections
- The payslip has an Earnings, Deduction and Company Contribution Tab.
- Depending on whether it is an Earning or Deduction or Company Contribution, click on the relevant tab.
- Locate the line for which you need to make the adjustment
- If an earning or company contribution, process a negative amount to reduce the YTD value or a positive value to increase the YTD value
- If a deduction, a negative amount will reduce the deduction and a positive amount will increase the deduction.
- After doing the correction, force the PAYE to be that which was deducted from the employee so that when you roll into the new pay period, the system will recalculate accordingly
- [Retirement Funds](#) and [Reimbursive Travel](#) have their own unique steps

**Take Note:** YTD corrections should always be done **AFTER** an employee has been paid as you do not want to provide the employee with a payslip displaying the correction. If you are doing the corrections after you have paid SARS, remember to restate your EMP201.