

Sage Classic / Premier Payroll

How to make History Screen Adjustments

Summary

You need to remove or adjust figures on the payroll for a previous period

Description

Year to Date (YTD) Corrections are not always able to resolve incorrect payroll values and require you to adjust the values in the actual month by accessing the History (HS) Screen. The [History Screen](#) document explains which items can not be adjusted via the History Screen. You can be in September and change April month's values.

Resolution

- From the main screen of the company, go to Payroll>Payslip Screen
- Select the employee for whom you need to make changes
- Once on the Payslip Screen, click on the **HS** button
- Locate the period/month in which the value is that you need to change. You can only change values that fall within the current tax year, so that will be any month prior to the month you are in, going back as far as March.
- For illustration purposes, let's say you want to change the employee's salary for the month of June. It currently reflects R17 000 but you only paid them R15 000

Before

Item	Ytd	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Current
SALARY	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00
COMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00
ANN BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIPAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNPAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STANDBY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALLVANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REMBUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRO BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QTI BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAVINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KMS NTF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KMS TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBS NTF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBS TX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LUMPSUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NOTICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BCEA L/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00
Net Salary	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75

After

Item	Ytd	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Current
SALARY	17000.00	15000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00	17000.00
COMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00
ANN BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIPAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNPAID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STANDBY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALLVANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REMBUR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRO BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QTI BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAVINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KMS NTF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KMS TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBS NTF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBS TX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LUMPSUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NOTICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BCEA L/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	20000.00	18000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00
Net Salary	16718.75	14718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	16718.75	17197.88

- Double click in the block under the month for the respective item you want to change and capture the new value. Close the HS screen once done.
- Multiple items can be changed for an employee at a time.
- Proceed to the next employee should there be more than one employee to amend values for

Take Note: If adjustments are made to items that will impact Tax, UIF and SDL, the Tax, UIF and SDL in the current processing period will recalculate. If you have already paid SARS for the current period, you will need to restate your EMP201