

Sage Business Cloud Payroll Professional

Salary Increase: Batches

Title

How to process salary increases using a batch

Summary

You need assistance to process salary increases

Description

When needing to increase employees' salaries there are various options available

Cause

Employee's salary needs to be increased

Resolution

- Make a backup before processing any increases
- From the main screen of the company go to Payroll>Batch Transactions>Batch Layout
- Click on Add
- Give the batch a number and then provide the batch with a name (Increase)
- Click on Add again
- In column 1, click in the Entry block
- Under the Specials column, click on S06 Inc Scr
- Click on Continue
- Select from the options available what you would like to increase
- Options block will now be displaying the field you would like to update
- Enter to continue
- Select No default value
- You can complete the minimum and maximum value blocks should you want to only increase in a certain range
- You can select to override your values on the Increase screen of accumulate to the value on the Increase Screen
- Once finished, click on Save.
- From the main screen of the company go to Payroll>Batch Transactions> New Batch
- Click on the Increase batch and continue
- Batches can be captured for either all employees or by certain predefined fields, select the applicable option and continue

- Select employee code and continue.
- Process the new value (taking into consideration if your batch is set to override or accumulate).
- Enter and repeat this process until all respective employees have been processed
- Enter again and the options will become available to Verify, Delete or Update the batch.
- Selecting Verify will allow you to go and review the batch
- Updating the batch will update it immediately