

# Sage 200c/Classic & Premier Payroll/SBCPP

## *How to do a Take-on*

### Summary

You need to reprocess the YTD transactions for reimbursive travel

### Description

There are various errors that could populate if the reimbursive travel transactions and the financial value on the payslip do not reconcile YTD. This could require that the transactions be deleted and a take-on done.

### Resolution

- If you use Sage200c, Sage Classic or Sage Premier Payroll, you will need to complete the VIPSD letter to obtain a one-time pin from a Support Consultant in order to delete all transactions. If you use the SBCPP product, you will need to invite a consultant to access your system to assist with the deleting of the transactions.
- Prior to deleting the transactions, from the main screen of the company go to History>Reports>Reimbursive Travel
- Print all months and include terminations. Use this report as it will list all transactions needed to do the take-on
- Once you have gained the respective access, for each impacted employee, go to their payslip screen and click on the **RT** button. Click on the delete button and you will have an option to delete all transactions. After all transactions have been deleted for all employees, you can proceed to load each transaction again as per the report you printed.
- Depending on how you process reimbursive travel, you will either need to process the transactions from the payslip by clicking in the amount column on the reimbursive travel line, or by capturing the transactions on the actual **RT** screen.
- If you are doing a YTD take-on, remember to load a contra entry as a deduction as we do not want to pay the employee for these transactions again

**Take Note:** Our Support Team can only assist to delete the transactions and do not assist with the take-on process. If you require assistance with the take-on, you will need to [book a consultation](#) with your Professional Services Consultant.