

How to set up the total cost report:

Open your Payday – follow the following paths highlighted in yellow

Report Menu then print report



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Since 1989
Co. Reg. No.: 2006/010098/07
VAT No.: 4860106677



Top right – change it to NEW

Report Menu 1-1 [02]		Selected Printer: PRN		PRINT	2022/03/31
+ 01	Monthly Summary	21	Strength Rep.-Group	41	List of Descriptions
02	Year-to-Date Summary	22	Strength Rep.- Cat.	42	WCA Report
03	Summary by Dept.	23	Leave Report 1	43	Perks Tax Report
04	Summary of Companies	+ 24	Leave Report 2	44	Skills Levy Report
05	List-Prev,Change,Now	25	Employee Info.	45	IRPS's
06	List: CC,Empl,Total	26	Financial Info.	46	EMP. DETAILS
+ 07	Earning Analysis	27	Forced Pay List	47	Audit Trail
+ 08	Earnings 1 to 7	28	Early Pay List	48	Labels (1 to View)
09	Earnings 8 to E	+ 29	Remuneration List 1	49	OVERTIME LIST
+ 10	Deduction Analysis	30	Bank Deposit List 1	50	EMPLOYEE INCREASE
+ 11	Deductions F to L	31	Bank Deposit List 2	51	Remuneration List 2
12	Deductions M to S	32	Coinage Breakdown	52	Extra Amounts Report
13	Deductions T to Z	33	Insurance/Other List	53	Take-on Sheet
14	Medical,Pension List	34	Cost Centre Split	54	UIF Declarations
15	Termination Listing	35	Data Input Sheets	55	** For Future Use **
16	REP-VAR	36	Tel. Ext. List	56	FLAG REPORT
+ 17	P.A.Y.E. Summary	37	Service Period List	57	PAYSLIP SUM
18	RSC Levy	38	Birthday List	58	EMP201
+ 19	Loan Report	39	12 Months Report	98	Payslips - PayDay
20	Savings Report	40	Company Information	99	CHEQUE

Look for a open block and number then click on the open block – example open block and number 61 click on it.

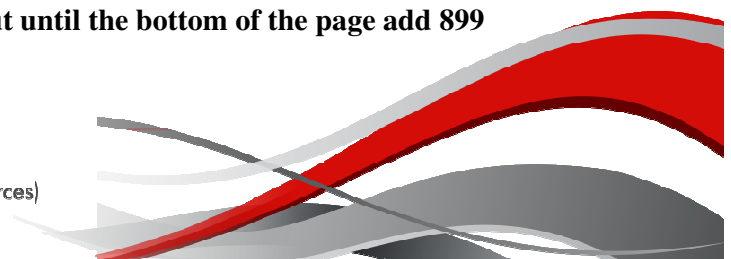
Report Menu 1-2 [02]		Selected Printer: PRN		NEW	2022/03/31
40	Company Information	60	ETI	80	
41	List of Descriptions	61		81	
42	WCA Report	62		82	
43	Perks Tax Report	63		83	
44	Skills Levy Report	64		84	
45	IRPS's	65		85	
46	EMP. DETAILS	66		86	
47	Audit Trail	67		87	
48	Labels (1 to View)	68		88	
49	OVERTIME LIST	69		89	
50	EMPLOYEE INCREASE	70		90	
51	Remuneration List 2	71		91	
52	Extra Amounts Report	72		92	
53	Take-on Sheet	73		93	
54	UIF Declarations	74		94	
55	** For Future Use **	75		95	
56	FLAG REPORT	76		96	
57	PAYSLIP SUM	77		97	
58	EMP201	78		98	Payslips - PayDay
59	ETI	79		99	CHEQUE

Give the report a name and then enter through out until the bottom of the page add 899

Chief Executive Officer: Nigel P. Bird

Directors: Tessa Venter (Financial); Engela E. Bird (Human Resources)

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Report No: 61 NEW PRN 2022/03/31

Directive Page

1. Report Menu Name **REPORT TOTAL COST** Internal Rep No. 60
No. Times Printed 0

2. When must Report be Printed ☐ Monthly

3. Report Print Level (1 - Z)

4. Print mode (Norm/Cond/ASCII) **C - Condensed**

5. Test Print Required **N**

6. Number of Copies Required Default Printer

7. Number of Heading Lines

8. Number of detail Lines Per Employee

9. Number of Lines per Page

A. Last Print Line on Line

B. Sort On:

FIELD No.	DESCRIPTION	TOTAL AFTER BREAK	NEW PAGE AFTER BREAK
0			
0			
0			
0			
0			

Enter Selection or ENTER **88** (? for Help , X to Exit) Easy Report Writer UPD

ENTER – Then it will take you to this screen number 8 (ADD 88 enter then type REP-ITEM2) Enter

Report No: 61 NEW PRN 2022/03/31

Directive Page

1. Report Menu Name **REPORT TOTAL COST** Internal Rep No. 60
No. Times Printed 0

2. When must Report be Printed ☐ Monthly

3. Report Print Level (1 - Z)

4. Print mode (Norm/Cond/ASCII) **C - Condensed**

5. Test Print Required **N**

6. Number of Copies Required Default Printer

7. Number of Heading Lines

8. Number of detail Lines Per Employee **88** **REP-ITEM2**

9. Number of Lines per Page

A. Last Print Line on Line

B. Sort On:

FIELD No.	DESCRIPTION	TOTAL AFTER BREAK	NEW PAGE AFTER BREAK
0			
0			
0			
0			
0			

Enter Selection or ENTER (? for Help , X to Exit) UPD

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Change the NEW to PRINT then click on your report you created.

Report Menu 1-2 [02]		Selected Printer: PRN	PRINT	2022/03/31
40	Company Information	60	ETI	80
41	List of Descriptions	61	REPORT TOTAL COST	81
42	WCA Report	62		82
43	Perks Tax Report	63		83
44	Skills Levy Report	64		84
45	IRPS's	65		85
46	EMP. DETAILS	66		86
47	Audit Trail	67		87
48	Labels (1 to View)	68		88
49	OVERTIME LIST	69		89
50	EMPLOYEE INCREASE	70		90
51	Remuneration List 2	71		91
52	Extra Amounts Report	72		92
53	Take-on Sheet	73		93
54	UIF Declarations	74		94
55	** For Future Use **	75		95
56	FLAG REPORT	76		96
57	PAYSLIP SUM	77		97
58	EMP201	78		98
59	ETI	79		99
				Payslips - PayDay
				CHEQUE

This screen will open:



Meaning of the following: enter the code below you would wish to use.

- C - Current
- + - Year to Date
- M - chose the months
- X - close screen

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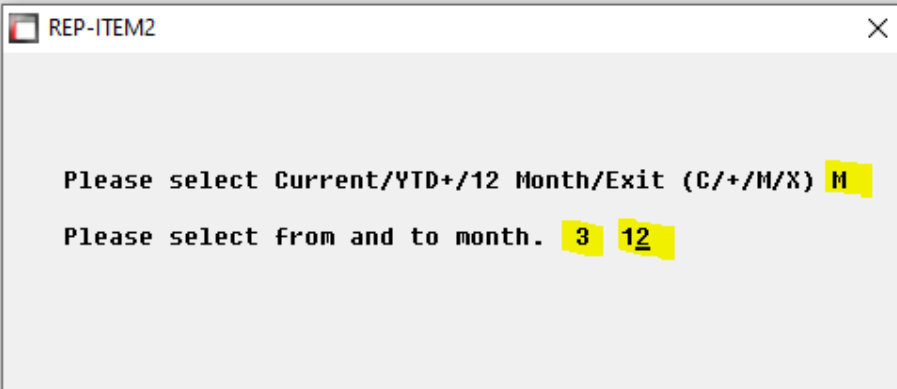


For example:

Please select Current/YTD+/12 Month/Exit (C/+ /M/X) **C**

Press enter – the report for the current total will then open

Should you want to select only certain months you do it as follow:



REP-ITEM2

Please select Current/YTD+/12 Month/Exit (C/+ /M/X) **M**

Please select from and to month. **3 12**

Report will open.

