

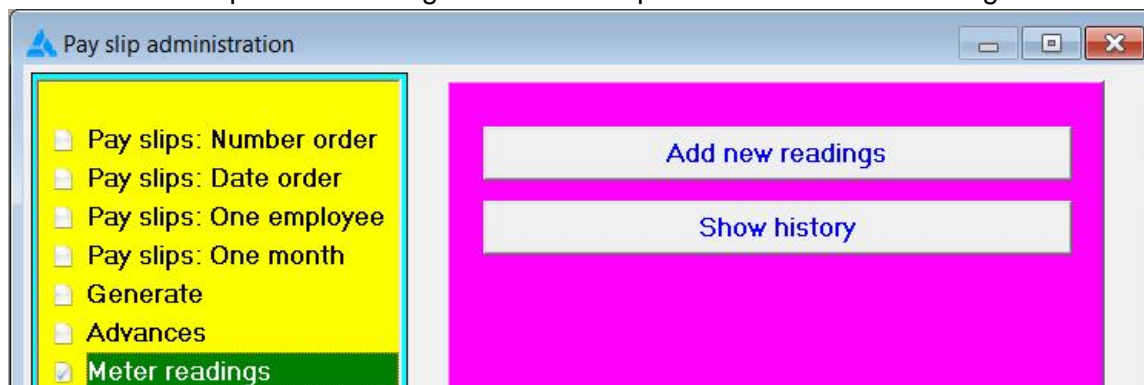
PAYSLIP : METER READINGS

When supplying electricity or water via a metered connection to employees, a transaction can be added to employees' payslips in order to recover the amounts due to the employer for electricity.

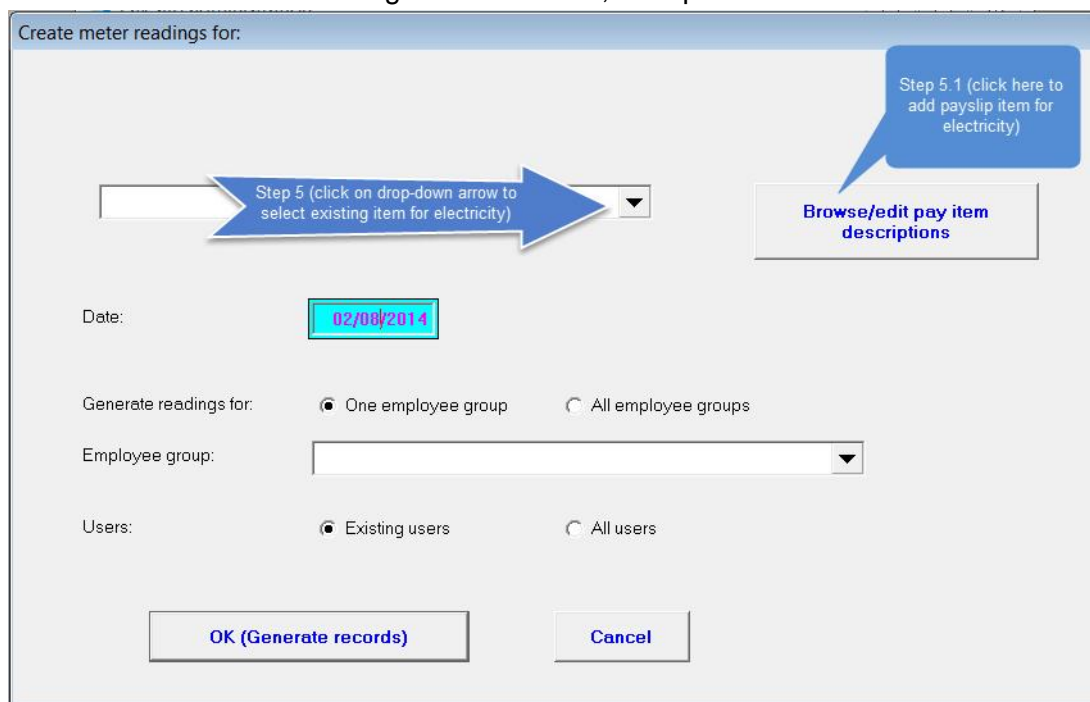
The electricity tariff and meter reading inserted will result in a deduction on an employee's following payslip:

Follow the steps below:

1. Click on the Main Screen on: Pay.
2. Select from the options in the yellow block: Meter readings.
3. Select from the options on the right hand side in pink/blue: Add new readings:



4. A screen where meter readings can be added, will open:



5. Should a payslip item for Electricity already be available, select it by clicking on the black "drop-down" arrow. Where the item need to be added first, follow the steps below:
 - 5.1 Click on: Browse/edit pay item descriptions.

5.2 Click on: INSERT.

5.3 Select "Deduction" and choose from the white table the description: "All deductions not shown below". (The line will be highlighted in blue).

5.4 Click on: Select:

Add new pay item

Wage or deduction? Wage Deduction

English description	Afrikaans description
All deductions not shown below	Alle aftrekkings nie hieronder gelys
Arrear pension fund contributions	Agterstallige pensioenfondsbydrae
Arrear provident fund contr. by worker	Agterstallige voorsorgfondsbydrae deur werker
Arrear retirement annuities	Agterstallige uitredingannuïteitsfondsbydrae
Current pension fund contr. by worker	Lopende pensioenfondsbydrae deur werker
Current provident fund contributions	Lopende voorsorgfondsbydrae deur werker
Current retirement annuities	Lopende uitredingannuïteitsfondsbydrae
Medical aid contribution	Mediese fondsbydrae
Medical aid contribution (over 65)	Mediese fonds bydrae (oor 65)
Premiums on loss of income policies	Premies betaal vir verlies van inkomste-polis
Voluntary extra tax deduction	Bykomende vrywillige belastingafrekkings

Select

5.5 Complete the English and Afrikaans description (Electricity / Elektrisiteit).

5.6 The item type must be selected, being: "Reading based":

Add new pay item

Chosen item (english wording): All deductions not shown below

Chosen item (afrikaans wording): Alle aftrekkings nie hieronder gelys

English description: Electricity

Afrikaans description: Elektrisiteit

Item type: Reading based

Recurrent?

Back

OK (add pay item) Cancel

5.7 To save, click on: OK (add pay item).

6. Referring back to step 5, complete the steps as required:

The screenshot shows a dialog box titled "Create meter readings for:". It contains the following fields and options:

- A dropdown menu for "Electricity".
- A "Browse/edit pay item descriptions" button.
- A "Date:" field with the value "02/08/2014".
- "Generate readings for:" with radio buttons for "One employee group" (selected) and "All employee groups".
- An "Employee group:" dropdown menu with the value "DOMESTIC WORKERS".
- "Users:" with radio buttons for "Existing users" and "All users" (selected).
- "OK (Generate records)" and "Cancel" buttons at the bottom.

7. Click on: OK (Generate records).
8. When adding new meter readings the employee's name, and meter reading details will be displayed. Complete the current meter reading, the units used and the correct tariff:

The screenshot shows a dialog box titled "Meter reading". It contains the following fields and options:

- "Date:" field with the value "22/08/2014" and a calendar icon.
- "Employee:" field with the value "0191" and a "LIST" button next to "S BALLA".
- "Description:" field with the value "Electricity".
- "Type:" with radio buttons for "Wage" and "Deduction" (selected).
- "Previous reading:" field with the value "53126.00" and an "Ignore previous reading?" checkbox.
- "Current reading:" field with the value "53199.00".
- "Units:" field with the value "73.00" and a "Previous:" label.
- "Rate:" field with the value "1.50".
- "Amount:" field with the value "109.50" and a "Print advance form on OK" checkbox.
- A red box with the text "Enter the cost per unit.".
- "OK (Save)", "Exit without saving", and "Stop process" buttons at the bottom.
- "Last update:" label at the bottom right.

9. Click on: OK (Save).
10. The employees' names for which meter readings need to be inserted, will follow the one after the other.

11. The amount calculated for electricity will accordingly be deducted from the employee's wage.
12. Meter readings must be inserted monthly for the correct deduction on the following payslip.