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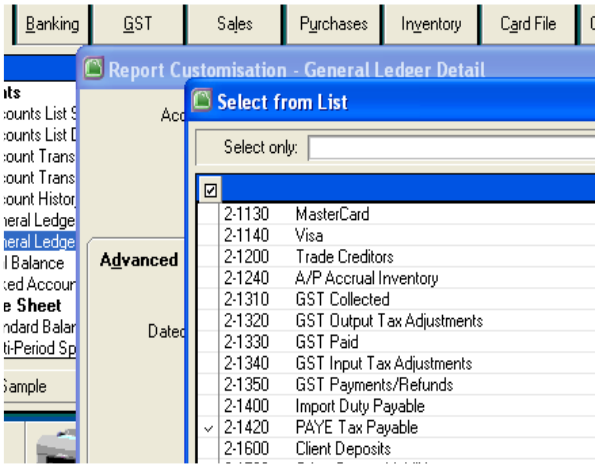
MYOB APPROVED PARTNER OF THE YEAR 2009

Red Office Payroll End of Month Procedure

- Enter & finalise all pays for the month on MYOB payroll, and enter all payments on MYOB Accounting program. (Note: if a pay contains any days which fall into the next month - process your PAYE for the current month, then enter the pay dated in the next month, so it falls in the next PAYE period.)

- Click on the Reports menu in MYOB Payroll and select Pay Audit Trail.

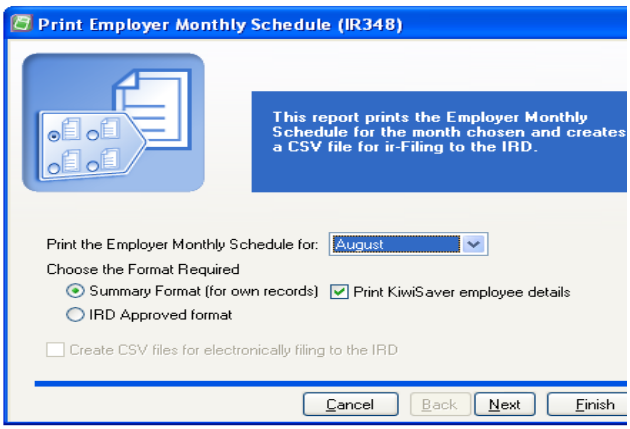
- Click into MYOB accounting software, select Reports / Accounts Tab, and highlight General Ledger Detail report. Customise it, selecting your PAYE & wage accounts from the Accounts list.



- Display & print. Check the transactions for the month on MYOB balance to the transactions for the month on the Pay Audit Trail. If this report does not balance, you need to check why & confirm that all pays have been processed and finalised on Payroll correctly for the month.

- Click on reports / Holiday Accruals (select New Layout option.) Look through to make sure leave balances look correct.

- Click on reports and print: IRD Remittance Advice, and Employer Monthly Schedule. Print the summary format to keep on file. Print the IRD Approved Format (IR 348 form)



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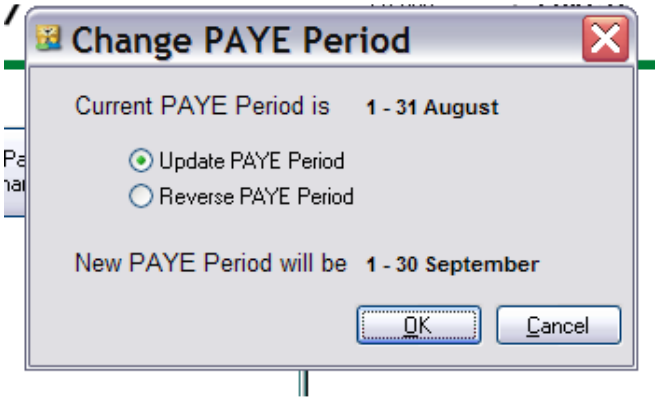
- Using the IRD remittance advice report, complete the IR 345 form. (this form can bee printed off the IRD website if you have not received it in the post.),check the IR 348 looks correct, sign and post to the IRD.

- Click on Process Pays / change PAYE period. Update PAYE period to new month - click on Finish (reports are already printed) and follow the update process.



- Enter the PAYE payment on MYOB. Pays falling into the new PAYE period / month can now be entered.