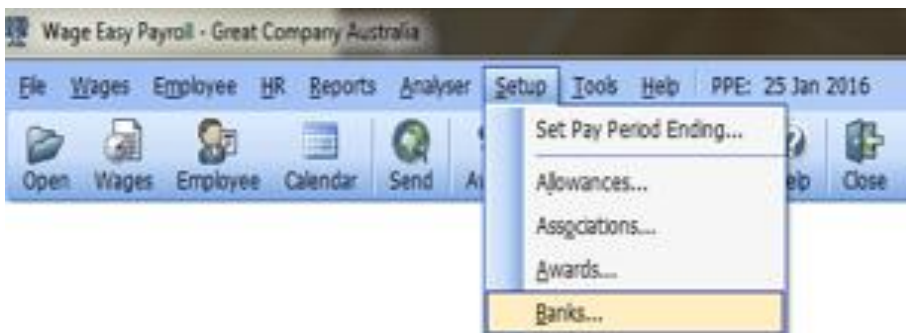sage WageEasy

Sage WageEasy
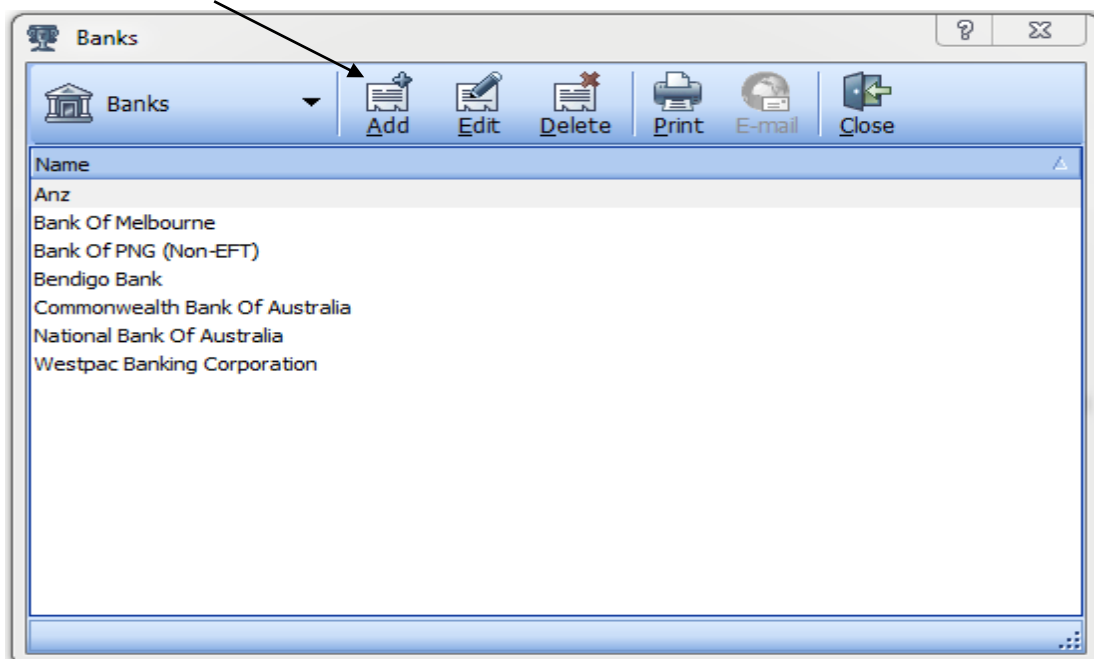# Setting up banks & superannuation funds

Employees have chosen as their preferred destinations for Payments.

For this initial set up stage of the Banks and Superfunds, it is really only the names of the given Institutions that is required. When the Employees are either imported, or manually entered into Sage WageEasy Payroll, one of the steps is to attach them to their nominated Bank for their Net wages, and the Superannuation Funds for their SGL.
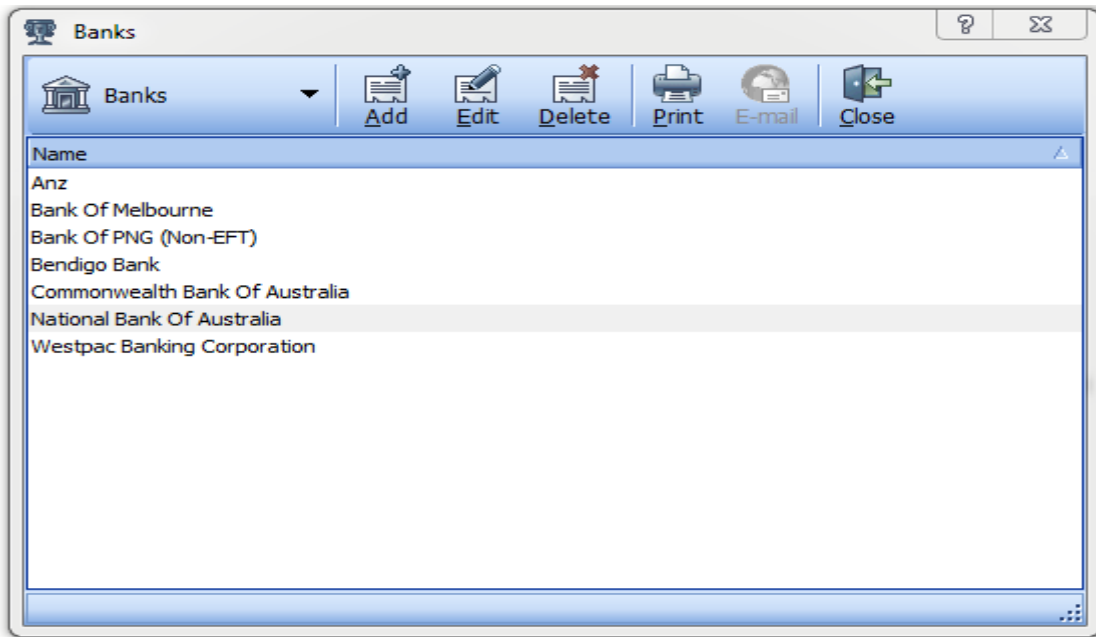
To begin the setup of the Banks please go to Set Up / Banks
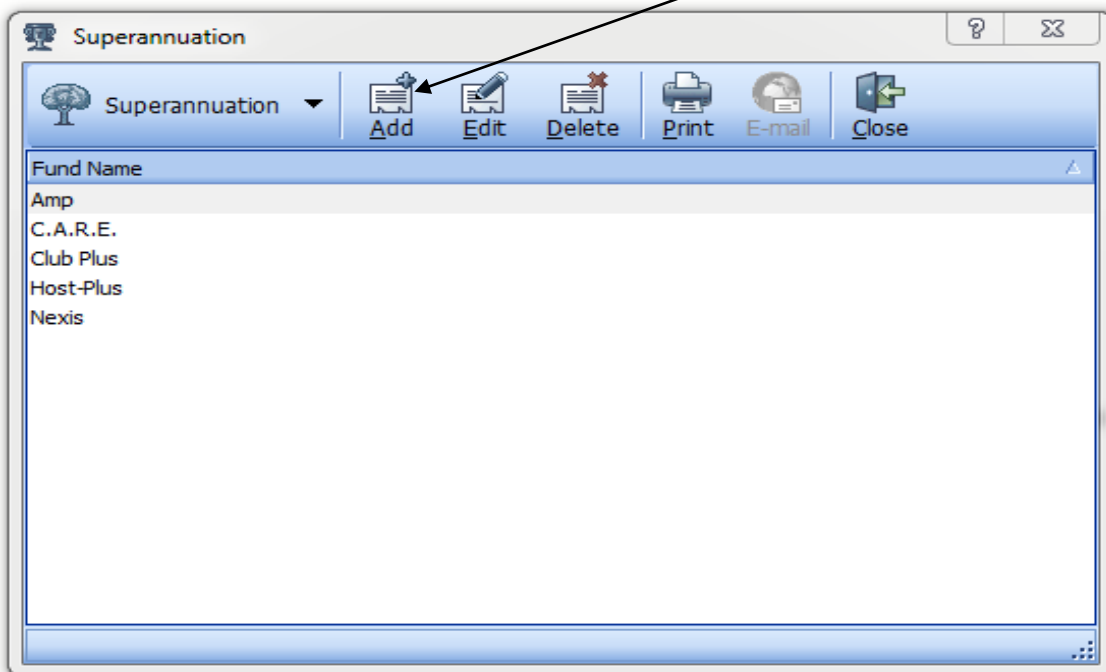

Then click the Add button

Type in the bank name with the Institution's name only and then click "Close" button to save this addition.
Each individual branch of the Bank is not needed, as it is only the Institution's name that needs to be referenced

Please repeat until all the banks you need are created

Once you have created all the required banks, now it's time to set up the superannuation funds

Please go to Set Up / Superannuation funds / then click the Add button

As mentioned, for this stage of the set up process, it is only the Fund's name that is required

Prepared by: Sage WageEasy Support, 25/01/2016

Last updated: 25/01/2016

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Click close to save what you have added

Please repeat the process until all the required superannuation funds have been created

Prepared by: Sage WageEasy Support, 25/01/2016

Last updated: 25/01/2016

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