

# Coinage Analysis

## **Disclaimer:**

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



## **Important Note**

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or [support.pastelpayroll@sage.com](mailto:support.pastelpayroll@sage.com).

## FAQ

### Question:

How do I print a Coinage Analysis report?

### Solution:

1. Ensure all the employees are “**Processed**”
2. You can check the status of the employees under **Utility...System Status**

The screenshot shows the 'System Status' window with the following data:

Total Employee Status					
Employees	6	Processed Employees	0	Employees On Leave	0
New Employees	1	Not Processed Employees	5	Terminated Employees	0

Monthly Status		Weekly Status		Fortnightly Status	
Current Period No.	1	Current Period No.	1	Current Period No.	1
Period End Date	31/03/2017	Period End Date	06/03/2017	Period End Date	13/03/2017
Month End Date	31/03/2017	Month End Date	27/03/2017	Month End Date	27/03/2017

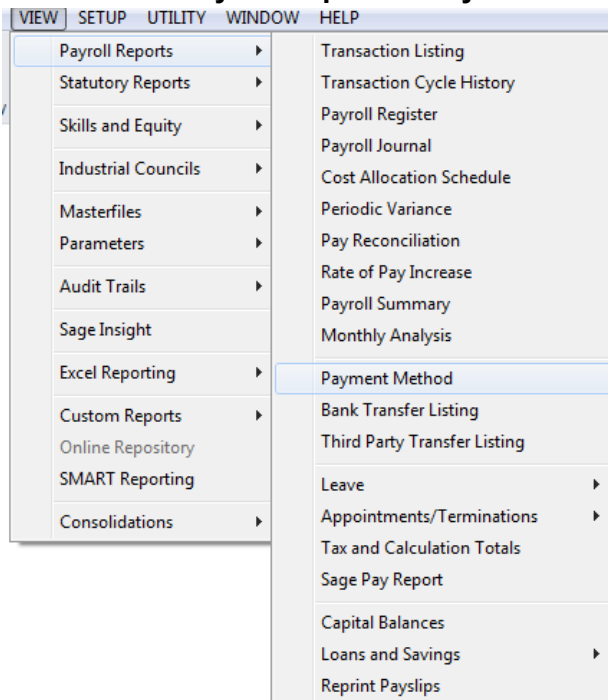
  

Employee Status						
	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	1	1	0	0	0
Weekly	2	0	2	0	0	0
Fortnightly	2	0	2	0	0	0

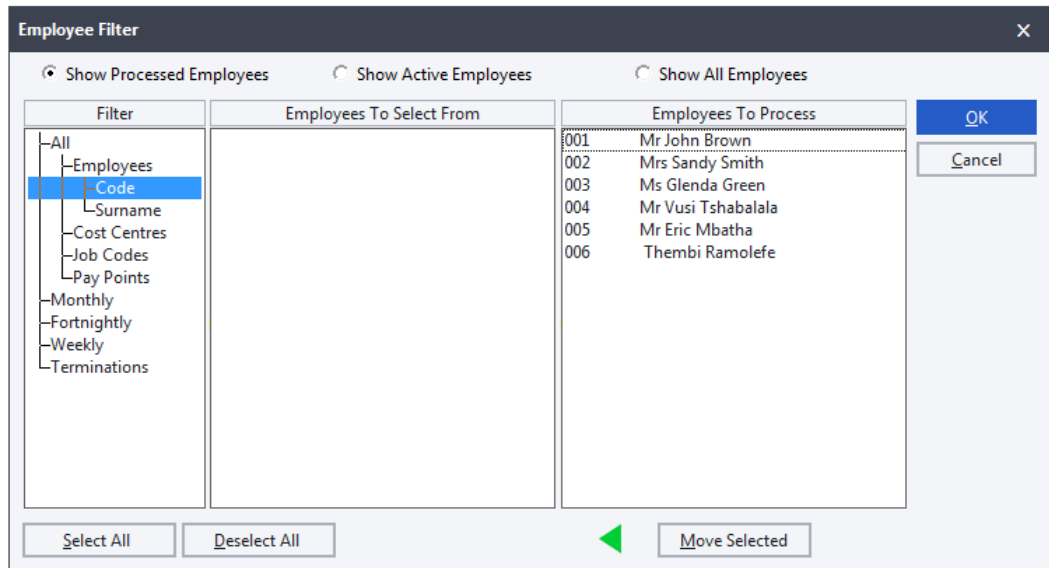
**Tax Year**  
Last Legislative Release Done for Tax Year 2017 - 2018

3. Select **OK**

4. Go to **View...Payroll Reports...Payment Method**



- On the Employee Filter, ensure that all the relevant employees are reflecting under **Employees to Process** field.

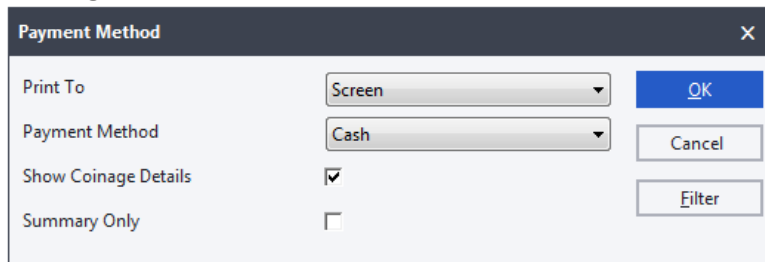


The Employee Filter dialog box is shown with three radio buttons at the top: "Show Processed Employees" (selected), "Show Active Employees", and "Show All Employees". The dialog is divided into three main sections: "Filter", "Employees To Select From", and "Employees To Process".

Filter	Employees To Select From	Employees To Process												
<ul style="list-style-type: none"><li>All</li><li>Employees<ul style="list-style-type: none"><li>Code</li><li>Surname</li></ul></li><li>Cost Centres</li><li>Job Codes</li><li>Pay Points</li><li>Monthly</li><li>Fortnightly</li><li>Weekly</li><li>Terminations</li></ul>		<table border="1"><tbody><tr><td>001</td><td>Mr John Brown</td></tr><tr><td>002</td><td>Mrs Sandy Smith</td></tr><tr><td>003</td><td>Ms Glenda Green</td></tr><tr><td>004</td><td>Mr Vusi Tshabalala</td></tr><tr><td>005</td><td>Mr Eric Mbatha</td></tr><tr><td>006</td><td>Thembi Ramolefe</td></tr></tbody></table>	001	Mr John Brown	002	Mrs Sandy Smith	003	Ms Glenda Green	004	Mr Vusi Tshabalala	005	Mr Eric Mbatha	006	Thembi Ramolefe
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At the bottom of the dialog, there are buttons for "Select All", "Deselect All", a green left-pointing arrow, and "Move Selected". On the right side, there are "OK" and "Cancel" buttons.

- Select **OK**
- Select the printing option in the "**Print to**" field
- Select the **Payment Method** as "**Cash**" and ensure the check box "**Show Coinage Details**" is selected.



The Payment Method dialog box contains the following fields and controls:

Print To	Screen	<input type="button" value="OK"/>
Payment Method	Cash	<input type="button" value="Cancel"/>
Show Coinage Details	<input checked="" type="checkbox"/>	<input type="button" value="Filter"/>
Summary Only	<input type="checkbox"/>	

- Select **OK**.