

PayBiz – Pay Summary by Db Group/State

9/09/2024

Contents

Pay Summary by Db Group/State	2
Sample	3

Pay Summary by Db Group/State

PayBiz main menu > Reports > Pay Summary by Debtor

Provides an ATO Summary style report for jobs done by Debtors with a specific Db Group or State.
Useful if you need to report your wages by State.

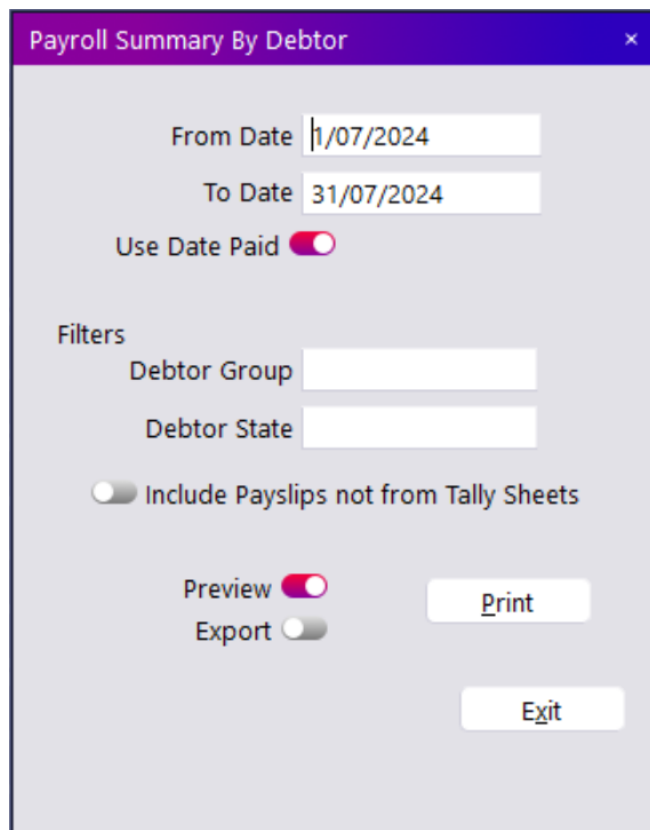


Figure 1: Pay Summary by Debtor report options

Field	Description
From To) Enter the start and end dates for the report.) Double click or F8 opens a calendar to pick from.
Use Date Paid	Set to use the Date Paid instead of Payslip Date . <ul style="list-style-type: none"> • This will include only payslips paid within the date range, regardless of their payslip dates. Unpaid pay slips will not be included. • If left NOT set, all payslips within the date range will be included on the report, even if they are not paid. • Defaults to the setting last used.

Continued ...

Field	Description
Filters	
Debtor Group	Enter a Debtor Group. F8 or Double click for a list of groups to pick from.
Debtor State	Enter the State as it has been entered in the Postal Address on the Xero tab of the Debtor record.
Include Payslips ...	Include payslips with no tally sheet data such as admin wages and leave etc
Preview	Set to Preview the report. Defaults to the user's Print Preview setting in File > User File .
Export	Opens the Export dialog box when the Print button is clicked. This allows export of the report to Tab Separated Text, Excel, PDF, Clipboard and Email.
Print button	Prints or exports the report for the selected criteria.
Exit	Exit

Sample

Pay Summary									
From Date : 1/07/2023					Printed : 9/09/2024				
To Date : 9/09/2024					Db State: NSW				
Employee	TFN No	Gross	Paygw	Child Sup.	S/L HESC	Non-Tax	Sup Grntee	Sup RESC	Sup Sac
G SHORN	151994661	3143.43	836.00	110.00	314.00	0.00	367.78	0.00	0.00
K THOMSPON	147852369	1496.25	413.00	0.00	0.00	0.00	173.25	78.75	78.75
L Cooper	151994661	856.50	128.55	0.00	0.00	0.00	0.00	0.00	0.00
S Freedom	000000000	1512.00	711.00	0.00	80.00	0.00	166.32	0.00	0.00
T Brown	151994243	1008.00	201.80	151.20	0.00	0.00	0.00	0.00	0.00
		=====	=====	=====	=====	=====	=====	=====	=====
		8016.18	2290.35	261.20	394.00	0.00	707.35	78.75	78.75

Figure 2: Sample report using Debtor State = NSW