

# COVID-19 wage subsidy (JobKeeper) payments

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*AccountRight Plus and Premier, Australia only*

The Australian Government has announced a wage subsidy scheme (dubbed *JobKeeper*) to help businesses impacted by COVID-19. Under this scheme, eligible businesses will be able to access a subsidy from the government to continue paying employees.

The JobKeeper scheme will reimburse eligible employers \$1500 per fortnight for each eligible employee. The scheme will run for six months, backdated to 30 March 2020. From the first week in May, JobKeeper payments will go to eligible employers who have registered for the scheme.

## **At this stage, keep paying your employees as normal**

The first step you'll need to complete is to enrol and apply for the JobKeeper payment with the ATO. See [Enrol and apply for the JobKeeper payment](#).

The ATO's online enrolment for JobKeeper opens **20 April**. In the meantime, you can:

- keep paying your employees like you normally do
- check if your business and employees are eligible for JobKeeper payments by visiting [business.gov.au](https://business.gov.au).
- register your interest in applying for the scheme by visiting [ato.gov.au/Job-keeper-payment](https://ato.gov.au/Job-keeper-payment).

Only once the ATO has confirmed your eligibility, complete the following steps to set up your MYOB software.

## **ATO support for businesses during COVID-19**

For the latest information about ATO measures and the support available for your business, visit [ato.gov.au/coronavirus](https://ato.gov.au/coronavirus)

# Managing JobKeeper payments in AccountRight

First, let's establish the JobKeeper payment amounts you'll need to pay (before tax) based on an employee's pay frequency:

Weekly	\$750 1500 / 2
Fortnightly	\$1500 1500 X 1
Twice a Month	\$1625 1500 X 26 / 24
Monthly	\$3250 1500 X 26 / 12

Also, how you manage these payments in AccountRight depends on an employee's scenario.

being paid <b>less</b> than the JobKeeper payment	Pay them the full JobKeeper payment. This means you'll pay them in the same way you currently do, plus you'll pay them a topup to bring their taxable gross up to the JobKeeper payment amount.
being paid <b>more</b> than the JobKeeper payment	You can choose whether or not to pay superannuation on the topup amount. Leave entitlements will accrue on salary earned, but not on the JobKeeper topup.
stood down (still employed but not working)	Pay them in the same way you currently do.
	Pay them the full JobKeeper payment. You can choose whether or not to pay superannuation on this payment. Leave will not accrue on this payment.

To help keep track of the JobKeeper payments in AccountRight, you'll need to set up:

- a new income account - this will keep track of the JobKeeper payments you receive from the government
- two new payroll wage categories - you'll assign these to your employees so their JobKeeper payments are reported correctly to the ATO via Single Touch Payroll

You might also need to create another wage category if you need to stop an employee's JobKeeper payments prior to the end of the scheme. See the FAQs below for details.

But don't worry, we'll step you through each of the setup tasks, and explain how to make the JobKeeper payments to your employees. If our solution below doesn't meet your needs, you might need to discuss your options with an accounting advisor.

## 1. Set up an income account to receive JobKeeper payments

We'll start by creating the income account to keep track of the JobKeeper payments you receive.

1. Go to the **Accounts** command centre and click **Accounts List**.
2. Click the **Income** tab.
3. Click **New**. The **Account Information** window appears.
4. Enter an **Account Number** which suits your accounts list. Enter the **Account Name** as **JOBKEEPER SUBSIDY (NO GST)**.  
Here's our example:

AR Account Information

+ New    Budgets    ? Help for this window

Current Balance:

Profile Details Banking History

☐ Header Account    ☐ Inactive Account

☒ Detail Account

Account Classification: Income

Account Type: Income

Account Number: 4 - 5600

Account Name: JOBKEEPER SUBSIDY (NO GST)

Opening Balance:  \$0.00

OK Cancel

5. Click the **Details** tab and choose **N-T** as the **Tax Code**.
6. Click **OK**.

## 2. Set up the JobKeeper wage categories

You can now set up the required payroll wage categories to ensure JobKeeper payments are reported correctly to the ATO.

You'll need to set up a payroll wage category for:

- JobKeeper topup - this is for employees earning less than the JobKeeper payment amount, or they've been stood down, who must be paid a topup to bring their taxable gross to \$1,500 per fortnight.
- JobKeeper start - this is for all employees to let the ATO know when you've started paying an employee JobKeeper payments
- JobKeeper finish - this is only required if you'll stop paying an employee before the JobKeeper scheme finishes. See the FAQs below for details.

**Make sure you name these wage categories exactly as described.** The names have been defined by the ATO to ensure they're accepted for Single Touch Payroll reporting.

To set up the JOBKEEPER-TOPUP wage category

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click **New**. The **Wages Information** window appears.
3. For the **Wages Name**, enter this exact name: **JOBKEEPER-TOPUP**. The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.
4. For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).
5. For the **ATO Reporting Category**, choose **Allowance - Other**. This is required by the ATO to ensure the payments are reported correctly through Single Touch Payroll reporting.

Here's our example:

AR Wages Information

+ New Employee Exempt Help for this window

Wages Name:  Type of Wages: ☒ Salary  
☐ Hourly

ATO Reporting Category:  ▼

**i** Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: ☐ Override Employees' Wage Expense Account

OK Cancel

## Optional expense account

If you want to track your JobKeeper topup payments separately, you can [create an expense account](#) for this purpose. You can then select the option **Override Employees' Wage Expense Account** in the wage category and choose the new expense account. Check with your accounting advisor if you're not sure if this is suitable for your business.

6. Click **Employee**, select the employees you'll be paying during the JobKeeper scheme, then click **OK**.
7. Click **OK** to save the wage category.

To set up the JOBKEEPER-START-FNxx wage category

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click **New**. The **Wages Information** window appears.
3. For the **Wages Name**, enter this exact name: **JOBKEEPER-START-FNxx**, where **xx** refers to the fortnightly period you start making JobKeeper payments (see the following table for help). The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.

01	30/03/2020 - 12/04/2020	<b>JOBKEEPER-START-FN01</b>
02	13/04/2020 - 26/04/2020	<b>JOBKEEPER-START-FN02</b>
03	27/04/2020 - 10/05/2020	<b>JOBKEEPER-START-FN03</b>
04	11/05/2020 - 24/05/2020	<b>JOBKEEPER-START-FN04</b>
05	25/05/2020 - 07/06/2020	<b>JOBKEEPER-START-FN05</b>
06	08/06/2020 - 21/06/2020	<b>JOBKEEPER-START-FN06</b>
07	22/06/2020 - 05/07/2020	<b>JOBKEEPER-START-FN07</b>
08	06/07/2020 - 19/07/2020	<b>JOBKEEPER-START-FN08</b>
09	20/07/2020 - 02/08/2020	<b>JOBKEEPER-START-FN09</b>
10	03/08/2020 - 16/08/2020	<b>JOBKEEPER-START-FN10</b>
11	17/08/2020 - 30/08/2020	<b>JOBKEEPER-START-FN11</b>
12	31/08/2020 - 13/09/2020	<b>JOBKEEPER-START-FN12</b>
13	14/09/2020 - 27/09/2020	<b>JOBKEEPER-START-FN13</b>

3. For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).

4. For the **ATO Reporting Category**, choose **Allowance - Other**.  
Here's our example:

AR Wages Information

+ New Employee Exempt ? Help for this window

Wages Name:  Type of Wages: ☒ Salary ☐ Hourly

ATO Reporting Category:

**i** Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: ☐ Override Employees' Wage Expense Account

OK Cancel

5. Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.
6. Click **OK** to save the wage category.

If you'll stop paying an employee before the JobKeeper scheme finishes, you'll need to create another wage category to add to their final pay. See the FAQs below for details.

### 3. Exempt the JobKeeper topup category from accruing super

This task is only applicable if you're **not** paying super on JobKeeper topup payments. If you **will** be paying super on these payments you can skip this task.

Take a look at these fortnightly pay examples to see what super is typically paid on:

\$1000 \$1500 \$1000 \$500

\$1500 \$1500 \$1500 N/A

\$3000 \$3000 \$3000 N/A

### To stop super calculating on the JobKeeper topup wage category

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. Click the **Superannuation** tab.
3. Click to open the **Superannuation Guarantee** category.
4. Click **Exempt**.



5. Select the **JOBKEEPER-TOPUP** wage category.

Exclude the following wages categories BEFORE calculating Superannuation Guarantee.

<input type="checkbox"/> Wage Categories	Type	
<input checked="" type="checkbox"/> Bonus	Wages	
<input type="checkbox"/> CDEP Payments	Wages	
<input type="checkbox"/> Commission	Wages	
<input checked="" type="checkbox"/> Holiday Leave Loading	Wages	
<input type="checkbox"/> Holiday Pay	Wages	
<input type="checkbox"/> JOBKEEPER-FINISH-FN05	Wages	
<input type="checkbox"/> JOBKEEPER-START-FN01	Wages	
<input checked="" type="checkbox"/> <b>JOBKEEPER-TOPUP</b>	Wages	
<input type="checkbox"/> Long Service Leave	Wages	
<input type="checkbox"/> Other Income	Wages	
<input checked="" type="checkbox"/> Overtime (1.5x)	Wages	
<input checked="" type="checkbox"/> Overtime (2x)	Wages	

OK Cancel

6. Click **OK**, then click **OK** again to save these changes.

4. Do your first JobKeeper pay

The first pay you complete under the JobKeeper scheme will look quite similar to any other pay day, but with these changes:

- You'll enter **\$0.01** against the **JOBKEEPER-START-FNxx** wage category for each employee you're paying.
- You'll increase the **PAYG Withholding** by 1 cent to balance the pay.
- If you're paying an employee who's earned less than the JobKeeper payment, or the employee has been stood down, you'll enter a value against the **JOBKEEPER-TOPUP** wage category.

Let's take you through it:

1. Go to the **Payroll** command centre and click **Process Payroll**.
2. Choose who you're paying and the pay dates, then click **Next**.
3. Click the zoom ➡ arrow to open an employee's pay.
4. Take note of the amount shown against **Base Salary** or **Base hourly** wage category. This is typically the employee's regular income and will help you work out how to record the JobKeeper payment.
5. Enter **\$0.01** against the **JOBKEEPER-START** wage category. You need to do this because it won't submit to the ATO if it has a zero dollar value.
6. Increase the PAYG Withholding by 1 cent. This will balance out the 1 cent.
7. Enter the employee's pay.

7.

- |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| being paid <b>less</b> than the<br>JobKeeper payment | <ol style="list-style-type: none"><li>1. Enter the hours or amount for the work they've done against the relevant wage categories, such as <b>Base Salary</b> or <b>Base Hourly</b>.</li><li>2. Enter the topup amount (to bring their pay up to the required JobKeeper payment amount) against the <b>JOBKEEPER-TOPUP</b> wage category. Only enter the amount, not hours. This ensures leave won't accrue on the JobKeeper topup.</li></ol> |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                                                      |                                                                                                                                                                              |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| being paid <b>more</b> than the<br>JobKeeper payment | Enter their pay as you normally would against the relevant wage categories, such as <b>Base Salary</b> or <b>Base Hourly</b> .                                               |
| stood down                                           | Enter the full JobKeeper payment against the <b>JOBKEEPER-TOPUP</b> wage category. Only enter the amount, not hours. This ensures leave won't accrue on the JobKeeper topup. |

8. Here are some examples:
9. *Example 1: Employee paid less than \$750 per week*
10. Here's an example of a casual employee who works 20 hours per week and whose pay is less than the JobKeeper amount (\$750). For their 20 hours they earn \$576.92 a week. Under JobKeeper, they'll now earn \$750 a week so we've put their extra \$173.08 against the **JOBKEEPER-TOPUP** wage category (\$576.92 + \$173.08 = \$750).

11. Because this is their first JobKeeper payment, we also need to enter **\$0.01** against the **JOBKEEPER-START** wage category. To balance the pay, we also increase the **PAYG Withholding** by 1 cent ( $-\$96.00 - \$0.01 = -\$96.01$ )

Payroll Category	Hours	Account	Amount	...
Wages, Deductions and Taxes				
Base Hourly	20.00	6-5100 Wages & Salaries	\$576.92	
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$173.08	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$96.01	

- 12.
13. **Example 2: Employee paid more than \$1500 per fortnight**
14. Here's an employee whose weekly pay is more than the fortnightly JobKeeper amount (\$1500). They normally earn \$1742.31 a fortnight. Under JobKeeper, they'll still be paid the same.
15. So we'll enter their pay as we normally would and record their pay against the relevant wage category, in this case **Base Salary**.
16. But because it's the first pay they're receiving under the JobKeeper scheme, we'll enter \$0.01 against the **JOBKEEPER - START** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ( $-\$440.00 - \$0.01 = -\$440.01$ )

Payroll Category	Hours	Account	Amount	...
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$1,742.31	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$440.01	

- 17.
18. **Example 3: Employee who is stood down**
19. Here's an employee who has been stood down. Regardless of what they were earning while working, they'll now receive the full JobKeeper payment.
20. So in their fortnightly pay we'll enter \$1500 against the **JOBKEEPER-TOPUP** wage category.
21. And because it's the first pay they're receiving under the JobKeeper scheme, we'll enter \$0.01 against the **JOBKEEPER-START** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ( $-\$356.00 - \$0.01 = -\$356.01$ )

Payroll Category	Hours	Account	Amount	Job
Base Salary	6-5100	Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01	6-5100	Wages & Salaries	\$0.01	
JOBKEEPER-TOUP	6-5100	Wages & Salaries	\$1,500.00	
PAYG Withholding	2-1510	PAYG Withholdings Payable	-\$356.01	
Entitlements				
Holiday Leave Accrual	0.00	Wages & Salaries	\$0.00	

- 22.
23. When you're done, click **OK**.
24. Repeat steps 3 - 8 for each employee.
25. Finish your pays as you normally would. [Need a refresher?](#)

## After an employee's first JobKeeper pay

If you've submitted the employee's first JobKeeper pay to the ATO via Single Touch Payroll reporting, you can remove the **JOBKEEPER-START** wage category from them.

Like this:

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click the **JOBKEEPER-START** wage category.
3. Click **Employee**.
4. Deselect the employees you've paid under the JobKeeper scheme.
5. Click **OK**, then click **OK** again to save your changes.

You will now be able to process subsequent pays in a similar way to the first pay, but without using the **JOBKEEPER-START** wage category.

### 5. Receive the JobKeeper payments from the government

The JobKeeper reimbursements from the government will be deposited into your nominated bank account. Here's how to record those payments in AccountRight.

#### If you use bank feeds

The payments from the government will appear in AccountRight when your bank feed transactions appear.

- If you've already recorded a **Receive Money** transaction for the deposit (as described below), you can [match the bank feed transaction](#) to it.

- If you haven't already recorded a **Receive Money** transaction for the deposit, you can do so straight from the **Bank Feeds** window. When creating the **Receive Money** transaction, allocate the deposit to the income account we set up earlier (the steps below will show you what this means).

For details about how to work with bank feed transactions, see [Approving a bank feed](#).

If you don't use bank feeds, you'll need to manually record a **Receive Money** transaction.

To manually record a Receive Money transaction

1. Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window is displayed.
2. In the **Deposit to Account** field, choose the bank account the payment went into.
3. If you've set up a card for the ATO or Australian Government (for example), choose this card in the **Payor** field.
4. In the **Amount** field, enter the payment amount.
5. Enter a **Memo** to describe this transaction. This'll make it easier to identify the transaction later.
6. In the **Acct No.** field on the first line, choose the income account we created earlier. The **Name** and **Amount** will appear.

Here's our example:

## AR Receive Money



Register



Journal

Help for this window

Deposit to Account: 1-1110 General Cheque Account 1

☐ Undeposited Funds

Balance: →

\$112,149.59

☒ Tax Inclusive

Payor: → ATO

ID No. : CR000044

Amount: \$15,000.00

Date: 16/06/2020

Payment Method:

Details..

Memo: JobKeeper reimbursement for May

Acct No.	Name	Amount	Job	Memo	Tax
4-5600	JOBKEEPER SUBSIDY (NO GST)	\$15,000.00			N-T

Total Allocated: \$15,000.00

Tax: → \$0.00

Total Received: \$15,000.00

Out of Balance: \$0.00



Save as Recurring



Use Recurring

Record

Cancel

The **Tax** code will be based on the one you specified when creating the income account, so you shouldn't need to change this.

7. Click **Record**.

## FAQs

What if I've already paid my employees since 30 March before setting up AccountRight for JobKeeper payments?

### **What if I've already paid my employees since 30 March before setting up AccountRight for JobKeeper payments?**

No problem. Set up for JobKeeper as described above. When setting up the **JOBKEEPER-START-FNxx** wage category, make sure the name includes the applicable code indicating when you started making JobKeeper payments. For example, if you've already paid employees during the period 30/03/2020 - 12/04/2020, you'd name the wage category **JOBKEEPER-START-FN01**.

Use this table as a guide.

01	30/03/2020 - 12/04/2020	<b>JOBKEEPER-START-FN01</b>
02	13/04/2020 - 26/04/2020	<b>JOBKEEPER-START-FN02</b>
03	27/04/2020 - 10/05/2020	<b>JOBKEEPER-START-FN03</b>
04	11/05/2020 - 24/05/2020	<b>JOBKEEPER-START-FN04</b>
05	25/05/2020 - 07/06/2020	<b>JOBKEEPER-START-FN05</b>
06	08/06/2020 - 21/06/2020	<b>JOBKEEPER-START-FN06</b>
07	22/06/2020 - 05/07/2020	<b>JOBKEEPER-START-FN07</b>
08	06/07/2020 - 19/07/2020	<b>JOBKEEPER-START-FN08</b>
09	20/07/2020 - 02/08/2020	<b>JOBKEEPER-START-FN09</b>
10	03/08/2020 - 16/08/2020	<b>JOBKEEPER-START-FN10</b>
11	17/08/2020 - 30/08/2020	<b>JOBKEEPER-START-FN11</b>
12	31/08/2020 - 13/09/2020	<b>JOBKEEPER-START-FN12</b>
13	14/09/2020 - 27/09/2020	<b>JOBKEEPER-START-FN13</b>

You can then process your next pay as described in *Do your first JobKeeper pay* above.

What if an employee leaves my business during the JobKeeper scheme?

### What if I need to stop an employee's JobKeeper payments prior to the end of the scheme?

If you need to stop paying an employee JobKeeper payments before the scheme finishes, you'll need to create a new wage category and assign it to the employee. This lets you to notify the ATO that the employee's payments are finished.

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click **New**. The **Wages Information** window appears.
3. For the **Wages Name**, enter this exact name: **JOBKEEPER-FINISH-FNxx**, where **xx** refers to the fortnightly period you stopped making JobKeeper payments (see the following table for help). The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.

3.

01	30/03/2020 - 12/04/2020	<b>JOBKEEPER-FINISH-FN01</b>
02	13/04/2020 - 26/04/2020	<b>JOBKEEPER-FINISH-FN02</b>
03	27/04/2020 - 10/05/2020	<b>JOBKEEPER-FINISH-FN03</b>
04	11/05/2020 - 24/05/2020	<b>JOBKEEPER-FINISH-FN04</b>
05	25/05/2020 - 07/06/2020	<b>JOBKEEPER-FINISH-FN05</b>
06	08/06/2020 - 21/06/2020	<b>JOBKEEPER-FINISH-FN06</b>
07	22/06/2020 - 05/07/2020	<b>JOBKEEPER-FINISH-FN07</b>
08	06/07/2020 - 19/07/2020	<b>JOBKEEPER-FINISH-FN08</b>
09	20/07/2020 - 02/08/2020	<b>JOBKEEPER-FINISH-FN09</b>
10	03/08/2020 - 16/08/2020	<b>JOBKEEPER-FINISH-FN10</b>
11	17/08/2020 - 30/08/2020	<b>JOBKEEPER-FINISH-FN11</b>
12	31/08/2020 - 13/09/2020	<b>JOBKEEPER-FINISH-FN12</b>
13	14/09/2020 - 27/09/2020	<b>JOBKEEPER-FINISH-FN13</b>

4. For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).
5. Choose the **Allowance - Other** as the **ATO Reporting Category**. Learn more about [assigning ATO reporting categories for Single Touch Payroll](#).
6. Select the option to **Override the Employees' Wage Expense Account**.



7. In the **Override Account** field, choose the expense account we created earlier.  
Here's our example:

AR Wages Information

+ New Employee Exempt ? Help for this window

Wages Name: JOBKEEPER-FINISH-FN05 Type of Wages: ☒ Salary ☐ Hourly

ATO Reporting Category: Allowance - Other

i Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: ☐ Override Employees' Wage Expense Account

OK Cancel

8. Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.  
9. Click **OK** to save the wage category.

When you do a [final pay](#) for the employee, enter \$0.01 against the **JOBKEEPER-FINISH** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ( $-\$54.00 + -\$0.01 = -\$54.01$ ).

Payroll Category	Hours	Account	Amount	...
Sick Pay 	0.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-FINISH-FN05		6-5100 Wages & Salaries	\$0.01	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$54.01	
Entitlements				
Holiday Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00	

This will inform the ATO (when you send the pay via Single Touch Payroll reporting) that the employee will no longer receive JobKeeper payments.

### Related topics

[Create detail and header accounts](#)

[Payroll categories](#)

[Wages](#)

[Paying your employees](#)

[Receive Money window](#)