

**AGRIMASTER®
HELP NOTE**



**Extracting the Payment summary (Group certificate)
Information from Agrimaster**

To find the gross totals for wages and tax deducted for each employee in Agrimaster:

1. Start at the **HOMEPAGE**



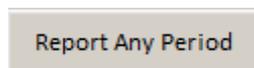
2. Click on **CASHBOOK**



3. Click on **REPORT**



4. Click on **TAX REPORTS**



5. Click on **REPORT ANY PERIOD.**

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6. Enter the **FIRST MONTH** and **LAST MONTH** of the financial year you wish to report on. (For example July 2009 - June 2010).
7. Select the report **WAGES TAX DEDUCTIONS (DETAILS)**.
8. Report by **NAME**.

This report will display all the Wages Gross and Wages Tax Deducted Totals for all employees.