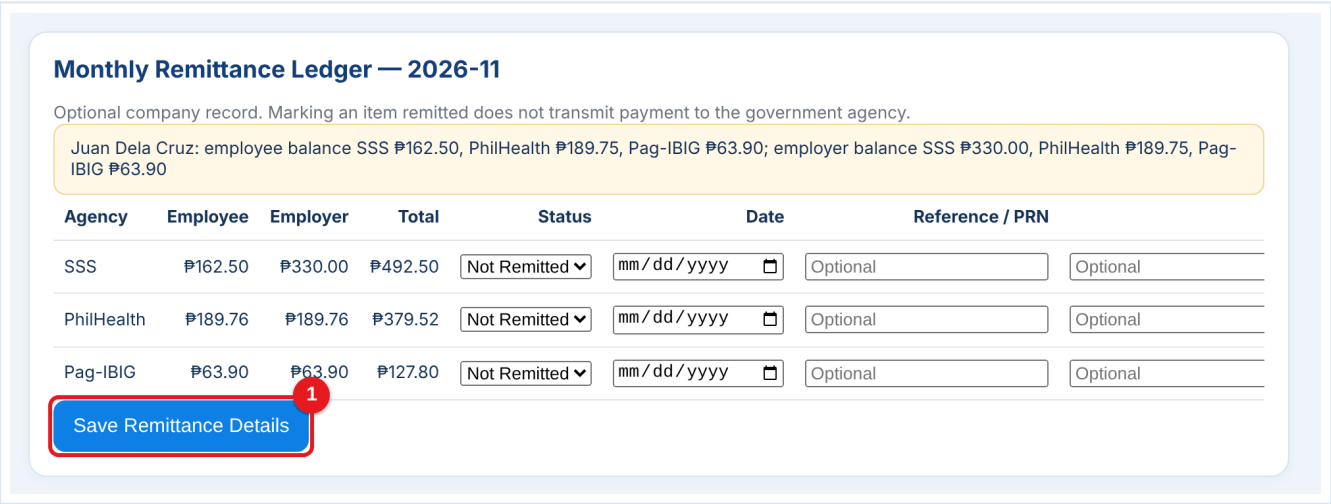


Monthly Remittance Ledger: one row per agency. After paying, set the status, date and reference, then (1) Save Remittance Details.

A zero or small net wage does not automatically remove employer liabilities. Full-month leave without pay, coverage, a fixed monthly basic salary and special categories need verified treatment. Use the current official schedules; the application is not an automatic feed of new circulars.

16. Historical review and manual recovery

Payroll saved by an older version of LokalPay must be reviewed once before a new calculation can rely on it. Contributions → Historical review and manual contribution recovery lists these legacy snapshots and any recovery requests. Built-in demo payroll does not need this review. Before recording a review, check the original attendance, earnings, benefits and actual deductions.

1. At the top of Contributions, choose the contribution month, then click Refresh review lists / ledger. Select the first entry in Unreviewed legacy snapshot.
2. Read its details. Enter the reviewer name and the reconciliation evidence/reference, then click Record snapshot review. The entry leaves the list. This records evidence without rewriting the financial snapshot.
3. Repeat for each listed entry, then for each month that has older payroll (for example January to September).
4. For a supported contribution shortfall recovery, first set the intended current payroll dates on Payroll.
5. Choose the employee, source shortfall month, agency and authorized amount. Enter the actual employee authorization/legal authority, the approver, and the reason/evidence.
6. Click Approve recovery for selected payroll period. Recalculate the payroll and review the separate recovery deduction. It reduces net pay without treating the historical recovery as current-month contribution or tax relief.
7. Finalize the reviewed payroll to post the recovery to the source-month reconciliation. An approved but unposted request is not a collected amount.