Make Documents appear final

Documents · https://paiyroll.com/kb/make-documents-appear-final/

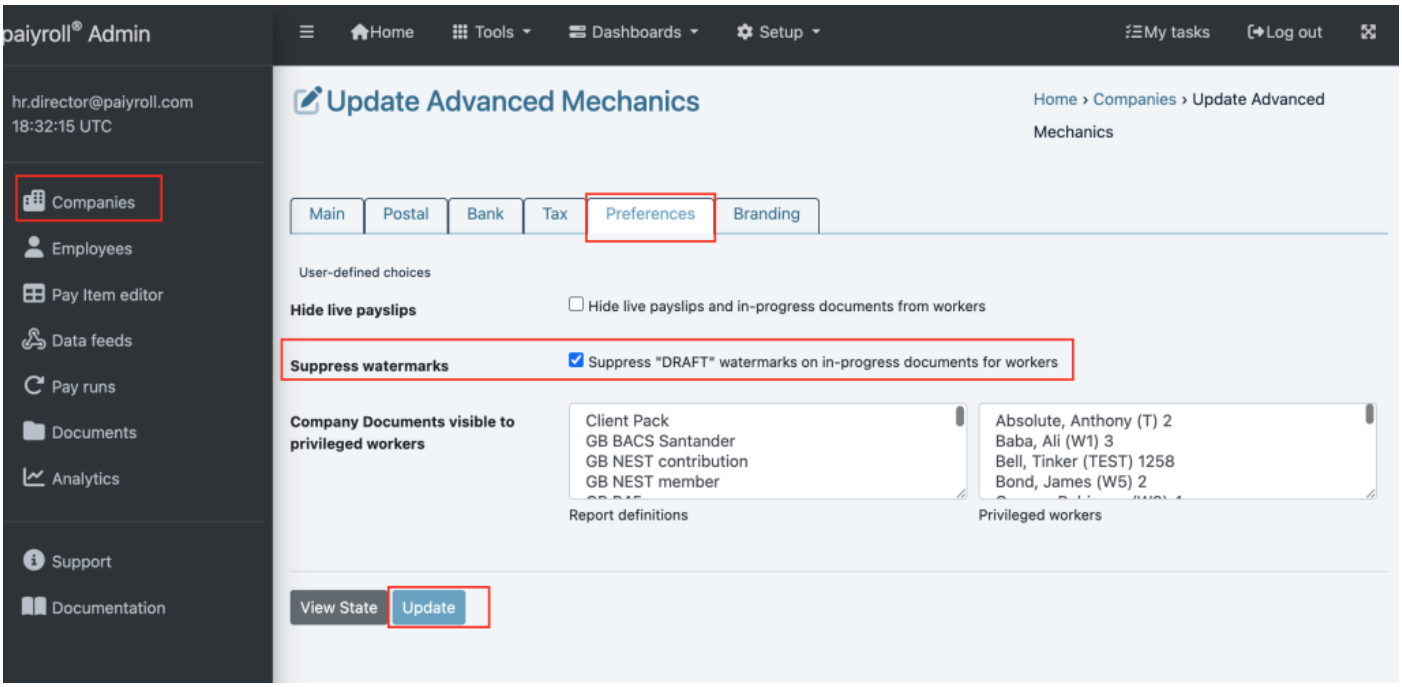
Generally, Documents only switch from not approved to final after you approve the pay run.

In some circumstances, you may wish to make final documents before approval. This is similar, but not the same as a "*Finalise*" step in other payroll systems.

Important: Ensure that statutory documents like P45s are not changed after this step.

Companies > Update the company > Preferences tab

Tick **Suppress watermarks** and click **Update**:



After the pay run is approved, we recommend clearing this and allowing the normal approval process to make documents final.