

## **Employee Editing, G.L. Balance**

**PROGRAM NAME:** PRF123

**MENU OPTION TITLE:** Employee Editing, G.L. Balance

**MAIN MODULE:** PAYROLL

**HELP KEY ACTIVE:** YES

### **PROGRAM OVERVIEW**

You will only use the program to correct the balance in the G.L. accounts.

### **PROGRAM OPERATION**

**RECORD NUMBER:** Enter the record number that can be found on the GL Distribution report where the incorrect balances will show along with their corresponding record number. The date and amounts will fill in when this has been entered.

**Employee Id:** (What goes here?)

**GL Account #:** This is the account number that was assigned during payroll processing.

**Last Update:** The last date the account had activity. This will be the posting date.

**Current Amount:** This is the amount that will be sent to the general ledger for this account for this current pay period. If more than one check was issued then this would be the summary of all checks within the pay cycle.

**MTD Amount:** This is the monthly amount for this general ledger account. Until End of Month processing occurs, this amount will be updated with the current amount.