

Course Agenda

Payroll Reconciliation / Corrections

Sage 300 CRE | Instructor: Keith Andrews

Course Overview

This 2-hour session covers the behind the scenes of the information stored in the Payroll application. You'll be exposed to utilizing reconciliation reports to verify accuracy. We will cover the best approach to correcting errors based on the specific situation. At the end of the session there will be a brief opportunity to pose some questions about specific errors that users have encountered. Answers to these will questions will be brief but will point the user in the correct direction of finding a solution.

Agenda

- Payroll Account Retrieval Hierarchy
- Entry Screen – Hidden Options
- GL Recap – Default or Incorrect Accounts
- Reconciliation Reports
- “Subject to” Reports
- Recalculate “Subject to”
- Pre-tax & Post-tax Impact
- Calculation Method List
- Adjusting Employee Balances Manually
- Reprinting Checks
- Void Check or Change Time Entries (Posted & Unposted)
- Editing a Direct Deposit Run