

Set Up Current Payroll

PROGRAM NAME: PRDATE

MENU OPTION TITLE: Set Up Current Payroll

MAIN MODULE: PAYROLL

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

Run this program first when starting up an IBS Payroll processing.

PROGRAM OPERATION

Company Name: This is the correct company you will be processing payroll under.

Today's Date:

Current Pay Period Frequency: This must match with the pay frequency set in the Payroll Company file.

Pay Period Date: Enter the pay period covered by this payroll.

Next Check Number: This is automatically loaded as checks are printed.

Pay Check Date: Enter the date you want to appear on the checks.

Current Week: Enter the current week number (1,2,3, or 4) to check against deductions that are to be deducted per payroll week.