

Payroll

Getting Started

Payroll is probably the most detailed module, and special attention should be used when looking at our **Cutover Date**. Payroll is sensitive to both your Fiscal year and the Calendar year (for Federal and State Reports). If you are starting CYMA in January and you are on a Calendar Fiscal year, this will be simple. However, if you are coming over in the middle of the year, the following reports must match for both your old accounting system and CYMA when run for the **Cutover Date**:

1. Employee Balance Report for the Current Quarter.
2. Employee Balance Report for the Current Year.
3. W-2's - this is optional but sometimes reveals setup errors.

We recommend running a mock payroll in CYMA against an existing check run from the old system. We can then compare the Print-Proof in CYMA and examine all transactions in detail. We will then use the Clear function to remove the mock data **without actually printing checks**.

This should be done for at least your more complex employees. (Refer to Monthly Operations for details.)