The Multi-View CYMA/F9 User Guide



Payroll

Overlooked Features

ENTER ADJUSTMENTS

To ere is human. Here is where we fix our 'ere'.

Adjustment Date - This date will be used for the PR reports and GL posting. Take time to make sure you are using the correct date! It determines the Quarter. If you enter the wrong date, call MVI.

Don't Update GL Box - If the change just needs to impact PR (maybe you used the incorrect earnings type but the same GL account is used in both types) then check this box. Data Grid - Notice that you have flexibility to not only change the amount, hours and account number; but also the Tax, Excess, and Excluded Wages.

Note: - The note on this window is important to understand that the Tax Wage columns are not automatically updated.

