Employee Paid on Account

If you have employees that have charge accounts that want to have a deduction withheld from their paycheck to be applied to their account the following steps are used:

From the Main Menu select the following options:
#8 Daily Activities
#1 Main Financial Software
#4 Human Resources
#1 Employee Master

Tip: You must set up a charge account in the customer master for the employee before you proceed!

Enter employee number to work with
Enter the information showing the employee's charge account number and the amount to withhold from his checks.
F1 Update Changes
F7 Exit Program

Payroll Functions
When keying Payroll, you will be prompted Yes or No to withhold deductions. You should answer **Yes.**

When Payroll is completed, you will have a printout showing each employee and the amount withheld.

It will show their charge account number and amount withheld. Use this printout to post these payments to their charge account by performing the following steps:

From the Main Menu:
#8 Daily Activities
#1 Main Financial Software
#2 Accounts Receivable
#2 Cash Receipts

Enter current session date
Enter Customer Number (i.e. Employee Charge Acct Number)
Apply the dollar amount in the Misc. column (Amt is found on payroll printout) and use appropriate GL Account.

(Ex. When payroll functions were performed these deductions were credited to General Ledger Account 20480, posting the payments will debit General Ledger Account 20480).

F7 Edit Totals

If you need additional information, email support@southpoint.net or call our office.