

D. 2. Optional: Transition Vacation & Sick Time and Employee Advance Information

What's the purpose of this setup step?

This step is for customers that have purchased the Payroll module AND are going to use it to track Vacation and Sick Time earned and used, and / or Employee Advances. In this step, we'll show you how to enter the beginning balances for these into Control.

To transfer the Vacation & Sick Time and Employee Advance beginning balances into Control, follow these instructions:

- 1) Look in your old accounting system. Print out the current balances for these items.
- 2) Sort the information into groups by the type of pay frequency (i.e. Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly, Annually.)
- 3) In Control, click **Payroll**.
- 4) Click **Process Payroll**.
- 5) Select the **Pay Frequency** you want to start with from the drop down list.
- 6) Check the box for **Override Start Date**.
- 7) For the **Pay Period Starting Date**, enter January 1 of the current year.
- 8) Click **OK**.
- 9) Control will show you a grid of information, which you can ignore at this point. Click **Ok**.
- 10) Now you're on the Process Payroll screen. For the **Bank Account Paid Out Of**, choose **Bank Account**, or the equivalent that you have in your chart of accounts. Note that this will be a zero dollar transaction so your bank account will not be affected.
- 11) Scroll right and, for each employee, zero-out the dollar amounts starting with the **Base Wage** column and working your way to the right after that. Note that some fields are not editable and cannot be zeroed-out. This is OK.
- 12) Find these columns and entered the information that applies to your employees:
 - a) **Vacation Hours Earned**.
 - b) **Sick Hours Earned**.
 - c) **Advance**.
- 13) In the **Check Number** field, enter "N/A" so Control will not try to print a check for this special payroll.
- 14) Once you've finished this work for all the employees on this screen, click **Post**.
- 15) Control will give you a few confirmation messages, Click **OK**.
- 16) Repeat these steps for the next **Pay Frequency**. Repeat until you've entered the information for all the pay frequencies that your company uses.

Now you're ready for the next transition task.