

2021 Masterclass

FINANCE

- Look & Browse
 - Cash Display Information
- Reclassifying Accounts Payable and Cash Receipts
 - Running Reports to Verify Reclassified Entries
- Check Reconciliation
- Journal Types and Options

PAYROLL

- Employee Distribution Adjustment
 - Report to Verify Employee Distribution Adjustments
- Employee Payroll Projection
- Vendor Overrides for Deductions and Benefits
- W2 Evaluation Process in Relation to the 941

HUMAN RESOURCES

- Positions - Using Positions with and without Timeclock
- Time Clock Setup and Processing
- eTime Setup and Processing

ADMINISTRATIVE UTILITIES

- Master Code Field Definition and Maintenance
 - Changing Field Names i.e. Work Phone to Cell Phone
- Data View Definition
 - Creating Customized Views
 - Removing Fields from Views
- Financial Analysis and Excel Control Center
- Security Data Access – Giving Employees Access to Accounts and Reports
- Remote Access

GREEN ACCOUNTING

- **Did you know?**
 - Customizing Menu Selections
 - Show User Name on Report (web office settings)
 - Payroll Check for one person Replacement Check makes a zero check on the employee check report and replaces with new check #
 - Vendor Override for Deductions and Benefits
 - Title Option
 - Stipend Pay
 - Combine Vendors
 - Override Cash Setup