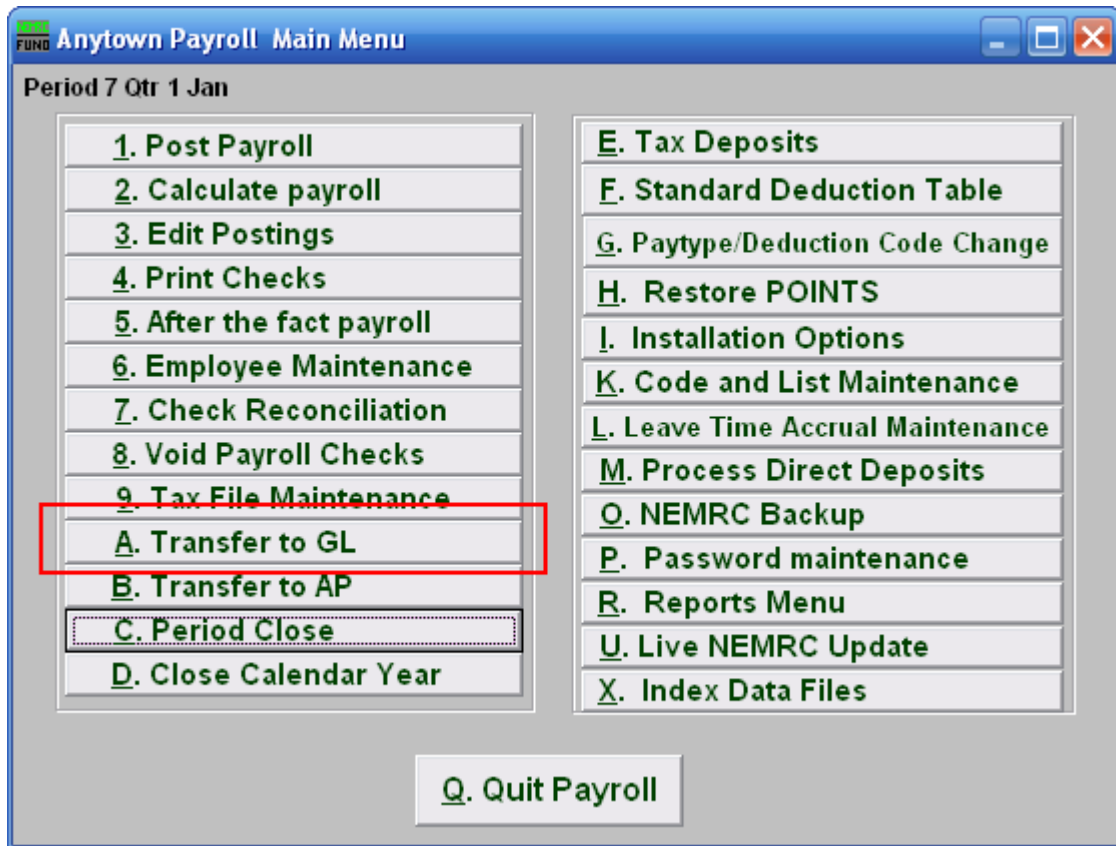


Payroll

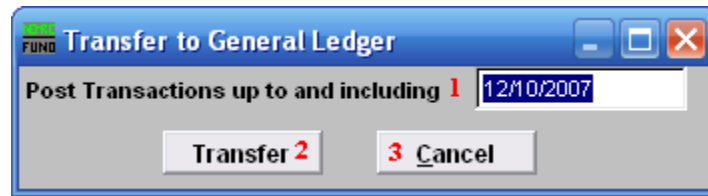
A. Transfer to GL



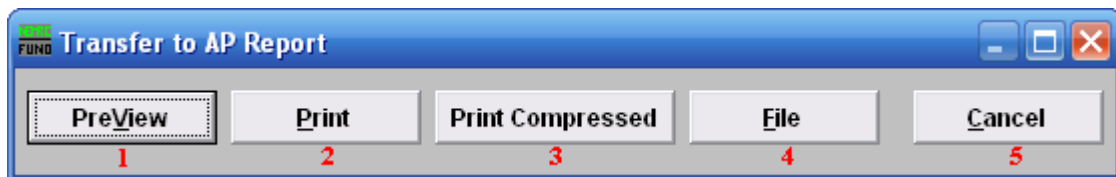
Click on “A. Transfer to GL” from the Main Menu and the following window will appear:

Payroll

Transfer to GL



1. **Post Transactions up to....:** Enter a date to evaluate activities to transfer. When posting dates to the General Ledger use the check date to record activities.
2. **Transfer:** Click this button to collect and transfer activities.
3. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.



1. **PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
2. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
3. **Print Compressed:** Click this button to print the report. This is different from the "Print" option in that it will use less paper for the same report.
4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
5. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.