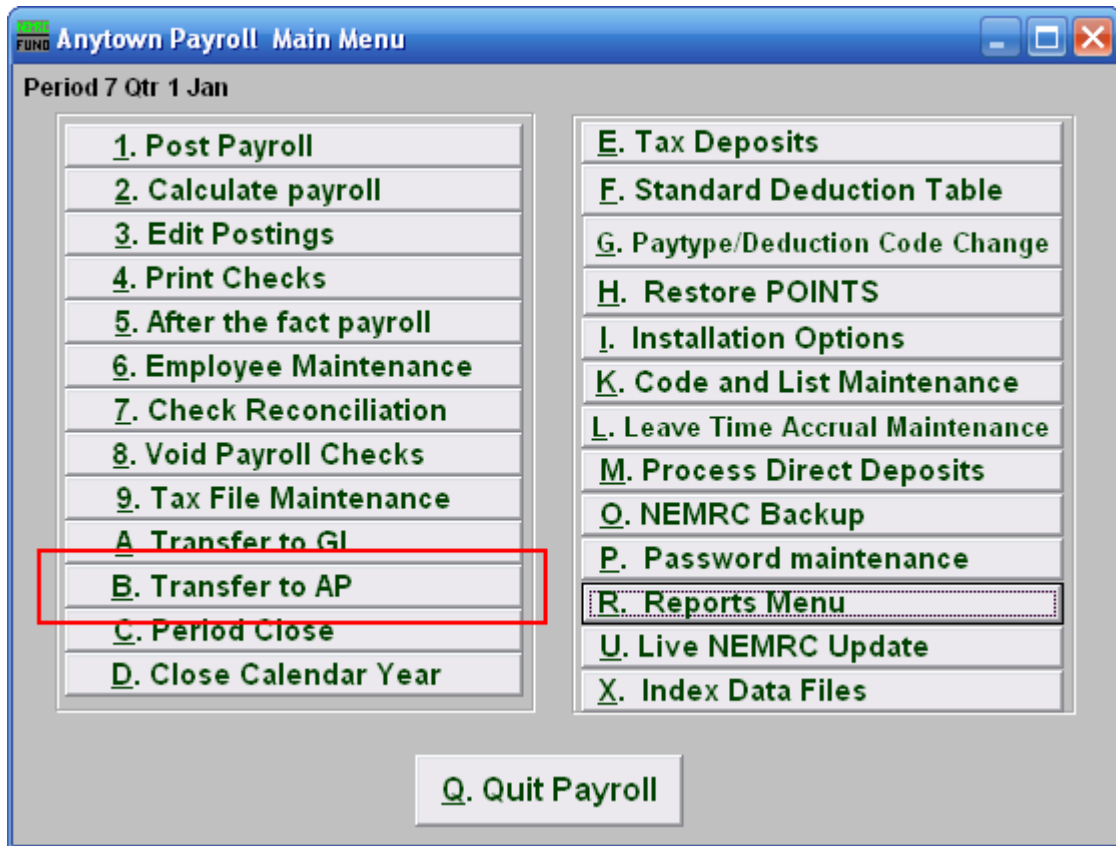


Payroll

B. Transfer to AP



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

Payroll

Transfer to AP

Transfer to Account Payable

Post Invoices up to and including **1** 12/10/2007

Transfer 2 **3 Cancel**

- 1. Post Invoices up to and including:** Enter the date for consideration of activities to transfer to Accounts Payable. Automatic invoice numbers are assigned and driven by Payroll check dates.
- 2. Transfer:** Click this button to collect and prepare the information to transfer.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

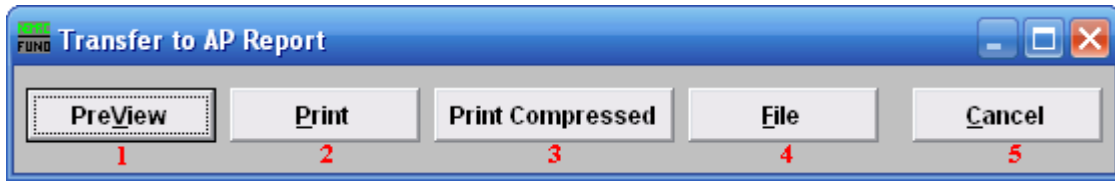
Enter Invoice Due Dates

Vendor	Check Date	Amount	Due Date
BCU FORNE	BRYANT CREDIT UNION ALLISON FOR	05/14/08	375.00 05/14/2008
BCU KNIGH	BRYANT CREDIT UNION DENNIS KNIGH	05/14/08	1,000.00 05/14/08
CHITT CRI	CHITTENDEN SCOTT CRITCHFIELD	05/14/08	1,000.00 05/14/08
CHITT DUN	CHITTENDEN JOHN DUNFEE	05/14/08	1,000.00 05/14/08
TDB ANDER	TD BANKNORTH FRANK ANDERSON	05/14/08	1,000.00 05/14/08
TDB BEAM	TD BANKNORTH ALISHA BEAM	05/14/08	1,000.00 05/14/08
TDB BEMIS	TD BANKNORTH DAVID BEMIS	05/14/08	1,000.00 05/14/08
TDB BROUG	TD BANKNORTH DIANA BROUGH	05/14/08	1,000.00 05/14/08
TDB CARBO	TD BANKNORTH JENNIFER CARROLL	05/14/08	575.00 05/14/08

2 OK **3 Cancel**

- 1.** The last column is where due dates are assigned. Some invoices are paid right away, others may be paid at the end of the month or the end of the quarter. All taxes will transfer when linked, only deductions and fringes will transfer if set up on each employee to do so.
- 2. OK:** Click “OK” when you are done entering Due Dates. The following window will appear.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Payroll



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.