

TABLE OF CONTENTS

ABOUT QLAB SYSTEMS	1
ABOUT PAYDIRT PAYROLL	1
ABOUT THIS MANUAL	1
PREREQUISITE SKILLS	2
HOW TO SUBMIT COMMENTS AND SUGGESTIONS	2
GETTING STARTED	3
LESSON 1 - UNDERSTANDING THE COMPANY SETTINGS	5
TRANSACTION OPTIONS	12
GENERAL LEDGER INTERFACE.....	13
CHEQUE RECONCILIATION.....	14
JOBCOSTING INTERFACE	14
LESSON 2 - PRINT SETUP AND PROGRAM SETTINGS	17
PRINT SETUP.....	17
PROGRAM SETTINGS.....	18
LESSON 3 - SETTING UP GOVERNMENT DEDUCTIONS	19
LESSON 4 - SETTING UP PAYCODES	25
WAGES	25
PAYMENTS	29
ACCRUALS.....	31
BENEFITS	33
DEDUCTIONS	35
CALCULATION GROUPS	37
PAYCODE ORDER	37
LESSON 5 - MAINTAINING EMPLOYEES, WORKGROUPS AND JOB TEMPLATES	39
EMPLOYEES	39
WORKGROUPS.....	43
JOB TEMPLATES	43
LESSON 6 - ENTERING PAY CHEQUES	47
CREATING A BATCH	47
INCLUDE EMPLOYEES.....	49
RECOVERING ADVANCES.....	50
RELEASE ACCRUALS.....	51
ENTERING PAYCARDS	52
PRINTING CHEQUES.....	53
LESSON 7 - PRINTING REPORTS	59

LESSON 8 - INTEGRATING WITH ADAGIO	63
ADAGIO LEDGER.....	63
ADAGIO BANKREC	63
LESSON 9 - BACKING UP PAYDIRT PAYROLL DATA.....	65
LESSON 10 - CLOSING THE YEAR	67
YEAR END.....	67
PRINTING T4 SLIPS.....	69