

How to clear accumulated values in PROMPT Business System, Payroll if end of year question not answered Yes when running the last end of month for the year

This memo explains how to force the quarter-to-date and year-to-date cumulative values to be the same as the month-to-date for all employees in the payroll system.

It is assumed that you are in the first month of the new year and at least one payroll for the new year has been processed. Also it is assumed that you do not use more than five earnings codes, five deduction codes, one benefit no EIC and one local tax

Go to **PD**
Select **FY**

Fill in the screen as shown below:

1. Data file SDNAME (**PRCUMFLE**)
2. Source Field Numbers (**4**) (**4**) (**6**) (**6**) (**8**) (**8**)
3. Target Field Numbers (**5**) (**125**) (**7**) (**127**) (**9**) (**129**)
4. Conditional Field Number () No entry
5. Conditional Operator () No entry
6. Conditional Value () No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

Press **enter** and it will run until you get 100%
When finished, it will display "Field Copy Complete".

Fill in the screen as shown below and run again:

1. Data file SDNAME (**PRCUMFLE**)
2. Source Field Numbers (**10**) (**10**) (**12**) (**12**) (**20**) (**20**)
3. Target Field Numbers (**11**) (**131**) (**13**) (**133**) (**21**) (**141**)
4. Conditional Field Number () No entry
5. Conditional Operator () No entry
6. Conditional Value () No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

Fill in the screen as shown below and run again:

1. Data file SDNAME (**PRCUMFLE**)
2. Source Field Numbers (**30**) (**30**) (**32**) (**32**) (**34**) (**34**)
3. Target Field Numbers (**31**) (**151**) (**33**) (**153**) (**35**) (**155**)
4. Conditional Field Number () No entry
5. Conditional Operator () No entry
6. Conditional Value () No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

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Then, examine the same employe(s) records in menu option 5 and 8. The data should be the same as found in menu option 7.

Assuming the data looks okay, select menu option 19. When the program loads, press enter to run the update.

After the program finishes, select menu option 10 and view the Y-T-D data in the lower left portion of the screen for the employee(s) selected above. If it is okay you are finished.

End of procedure