

How to clear PROMPT Business System, Payroll leave balances and units taken for all employees

This need arises where the employer has a policy of use it or loses it for one or more specific leave types. It is a pain to clear this date for each individual employee. This procedure will clear the leave balance and units taken for all employees of the entire company

Go to **PD**
Select **FS**

This process clears Leave 1 balance for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**43**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 1 units taken for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**66**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 2 balance for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**46**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 2 units taken for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**67**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 3 balance for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**49**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 3 units taken for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**68**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 4 balance for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**52**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 4 units taken for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**69**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 5 balance for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**55**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100%)

This process clears Leave 5 units taken for all employees

1. Data file SDNAME (**PREMPFLE**)
2. Field Number (**70**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press enter and you will get 999 RECORDs SEQUENCED (100

Press F7

End of procedure