Post to T-Accounts

To post to T-Accounts

1. At the Navigation Panel, click Payroll;

2. At the section menu bar *Monthly Payroll*, click *Post to T-Accounts*;

3. A system prompt will notify you about this action, *Yes* to proceed, *No* to abort;

4. After clicking **Yes**, behind the scene, the system **debited** and **credited** to the appropriate accounts of the **chart of accounts**.

It is important to post this transaction to the book of accounts in order to record the cost of labor.

<u>Note</u>: You cannot post if no record is displayed on the *Monthly Payroll* grid control.

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