

1. Run: Manager Position Budgetary Balance Report (Make sure you put FD100 in the worktag section)

2. Click the blue hyperlink for Positions on the 6020: Staff Salaries line

Summarized by Account 3 items

Ledger Account	Position Control	Commitment	Obligation	Actuals	Balance	Positions
6020: Staff salaries	64,024.61	0.00	2,307.70	72,149.62	(10,432.71)	7
6100: Benefits	19,527.51	0.00	703.85	22,147.23	(3,323.57)	7
Total:	83,552.12	0.00	3,011.55	94,296.85	(13,756.28)	

3. Click the Blue Hyperlink for Actuals column for each position to show the data detail (from the new data log box)

8 items

Position	Ledger Accounts	Plan	Commitment	Obligation	Actuals	Balance	Company Currency
P222 Manager of Underwriting	6020: Staff salaries	0.00	0.00	0.00	5,298.82	(5,298.82)	USD
P387 Director of Operations WFIT	6020: Staff salaries	0.00	0.00	0.00	1,019.24	(1,019.24)	USD
P471 General Manager - WFIT	6020: Staff salaries	64,024.61	0.00	2,307.70	61,716.91	0.00	USD
P5828 Production and Special Projects Manager	6020: Staff salaries	0.00	0.00	0.00	856.22	(856.22)	USD

4. Export the data into an excel file for formatting and review

Refresh

PDF, Print, Filter, Sort, Grid, Table

Ledger Account	Worktag
6020: Staff salaries	Cost C Radio

5. The excel report will list all information needed. I did a little formatting to get the data condensed down to just the required information you will need to adjust.
 - ❖ Sort the report by Budget Date
 - ❖ Create a column to show the balance (difference) between the Debit and Credit Columns
 - ❖ Through this data into a pivot table – use the below columns of data
 - Budget Date
 - Balance
 - ❖ Your worktag column will show you who that payroll is for

This will give you the first steps of information needed to complete the payroll accounting adjustments