

**Y-1** I have just purchased UBS Payroll in August 2006, how do I start and **key in previous months' record?**

*All Window Version – SYLow*

Answer:

Step 1: In *Housekeeping* ∅ *Setup* ∅ *Parameter Setup*, change *This Month* to '8' and *Year* to '2006', then *Save*. In *Housekeeping* also, make necessary settings regarding working hours, allowances, OT...

Step 2: In *Personnel* ∅ *Add/Updates Employees*, key in employees' detail.

Step 3: In *Monthly and Yearly* ∅ *12 Months Figures Update*, key in previous months record for each employee, run *Calculate Year To Date/Recalculate MTD, YTD & Taxable AW, OT, DED*.

Step 4: Proceed with your current month's payroll.