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Article ID:	**4238**
Subject:	**How to Make Payroll Adjustments**
Last Modified:	**February 10, 2009**
Applies to:	**Pro Gold i2 3.xx, 2.xx**

Summary: When employee payroll is processed through Pro Gold, deductions are taken out and entries made to the General Ledger (G/L). If adjustments need to be made to payroll information, there is a particular option in the payroll menu to make changes.

Procedure: The steps below explain where to make adjustments to payroll.

Step 1: Log into Pro Gold
Step 2: 3.xx: **Main Menu => Accounting** => **Employees** => **Edit Deductions and GL Entries** icon
       2.xx: **Payroll Tab => Edit Deductions and GL Entries** icon
Step 3: At the top of the screen, select the Employee/Check Number that need the adjustments
Step 4: Select the "**GL Entries**" tab to view all of the entries that will be posted to the General Ledger
    a. To edit one of the entries, select the field to be changed and manually update the information
Step 5: Select the "**Payroll Entries**" tab to view the information that is used for the Payroll Reports, W2 and Paycheck Stub Information
    a. Click in any of the fields to edit the information
    b. New items can be added by filling out the fields in the last line (it has an asterisk next to it.). As the last line is filled out, another line is added to the bottom so that as many new entries can be added as needed.
Step 6: Select the "**Payroll Archive**" to view any archived payroll details
Step 7: After all necessary adjustments are made, click on the "**X**" in the upper right area to close the payroll edit screen

Additional Information: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

   http://secured.progoldi2.com/webcast.aspx

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Employee Payroll, Adjustments, Edit Deductions, GL Entries, Taxes, Adjust, 4238