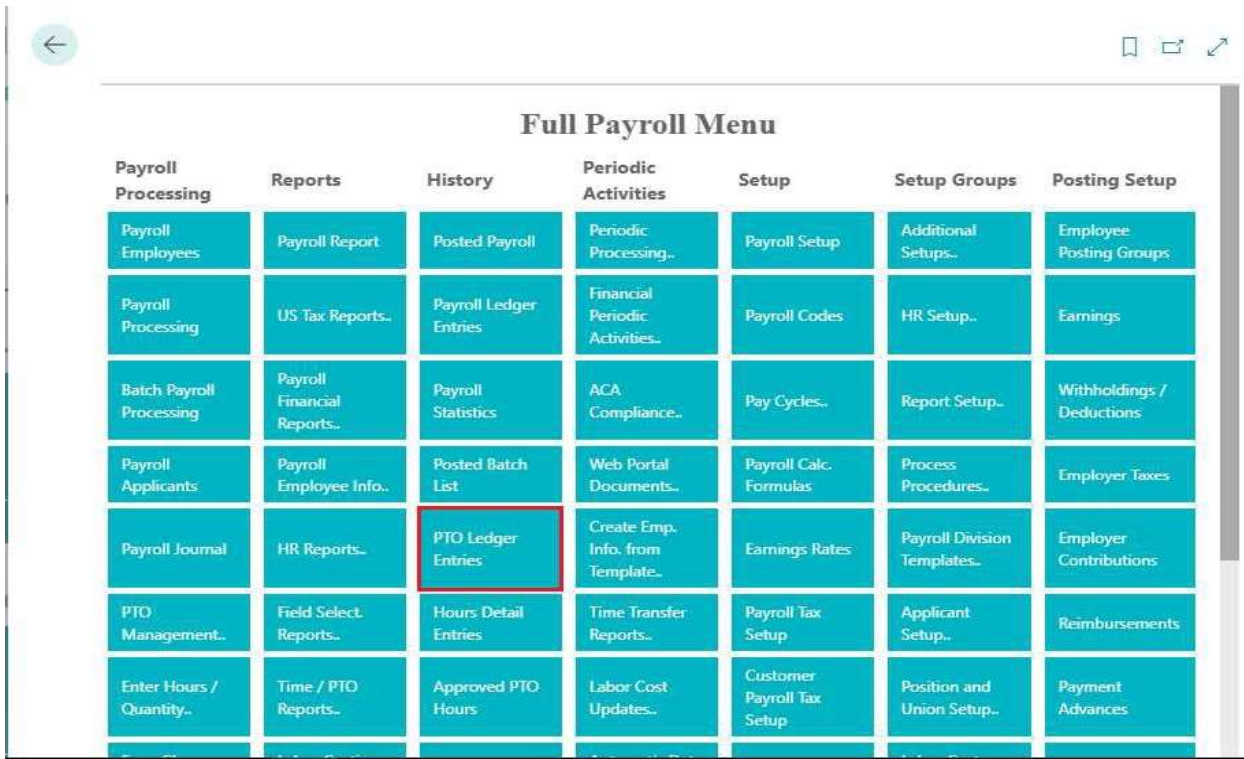


PTO Ledger Entries

Modified on: Mon, 20 Dec, 2021 at 10:29 AM

Synopsis:

The 'PTO Ledger Entries' navigates you to the PTO Ledger. You can access it from the 'History' column in the 'Full Payroll Menu'.



Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances

← PTO LEDGER ENTRIES | WORK DATE: 10/10/2019

Search Usage Detail Reverse Selected Entries Open in Excel Navigate Fewer options

Entry No. ↑	Entry Type	Posting Date	Pay Cycle Period Ending Date	Document No.	Employee No.	Pay Cycle Period	Earnings
1	⋮ Accrual	10/10/2019	1/12/2019	PTOJNL100...	TEST-EMP-AK	Week 2 2019	PERSO

From the 'PTO Ledger Entries' table you can utilize several page actions.

USAGE DETAIL:

Navigates to the 'Document Hours Detail' table

REVERSE SELECTED ENTRIES:

This button will make reversing entries for the highlighted, PTO Accrual entries in the ledger