

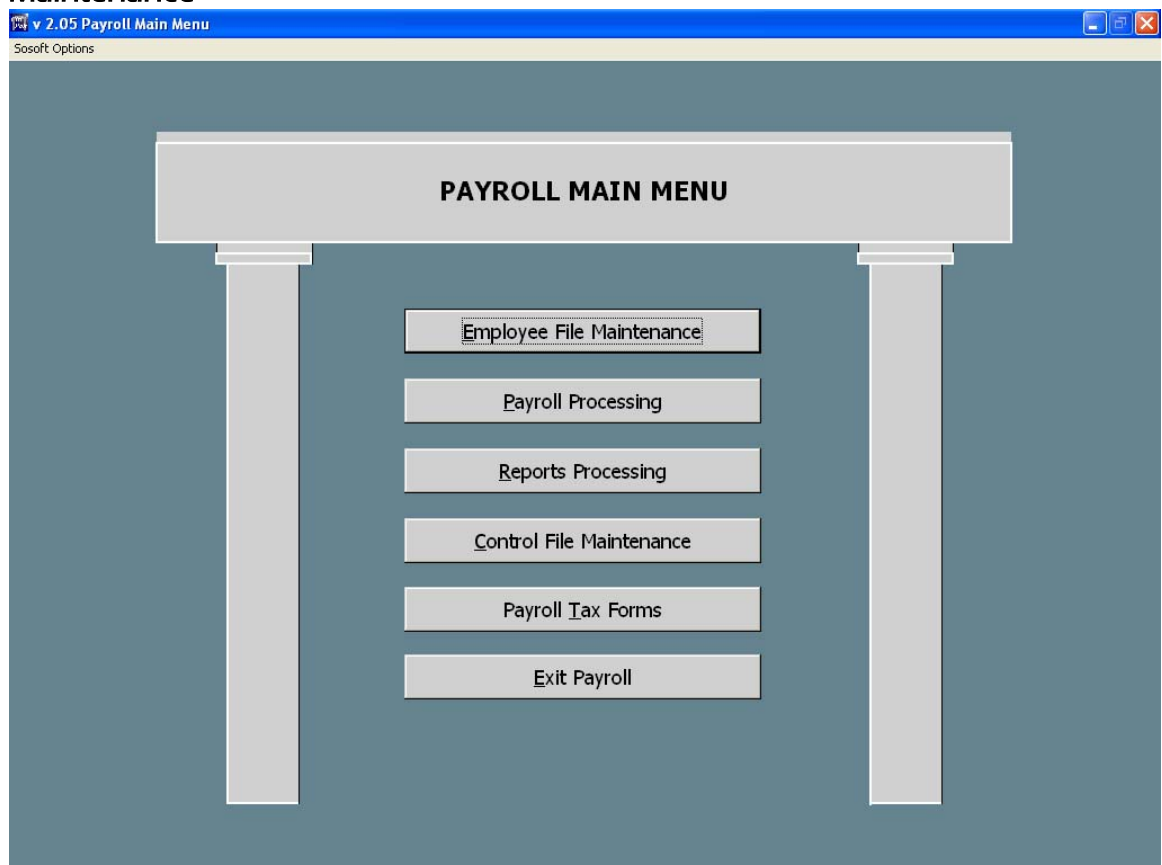


Southern Software, Inc.

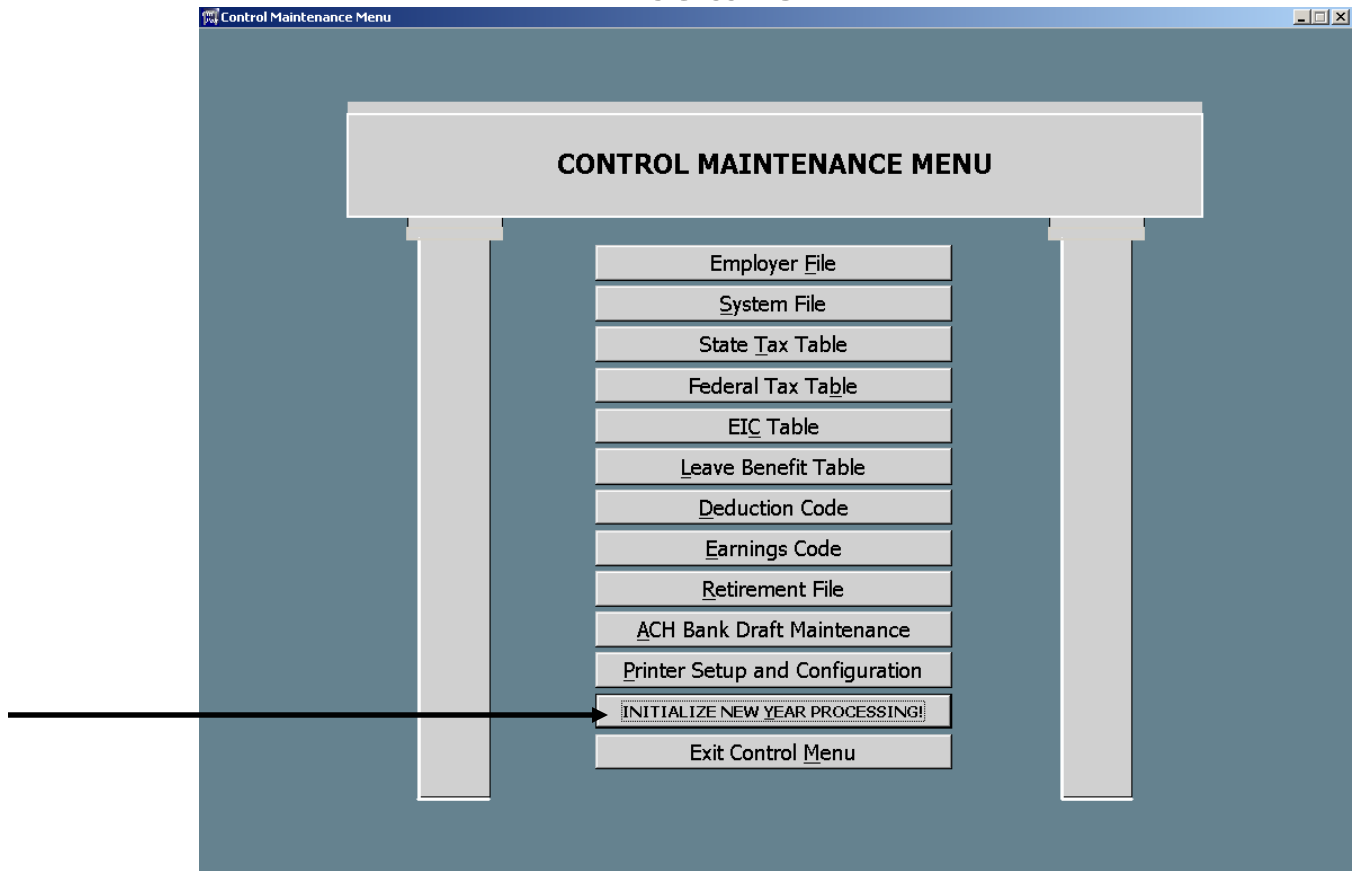
How to Initialize a New Payroll Year

NOTE: This process needs to be run before issuing a payroll in the New Year. This will set the year-to-date totals to zero.

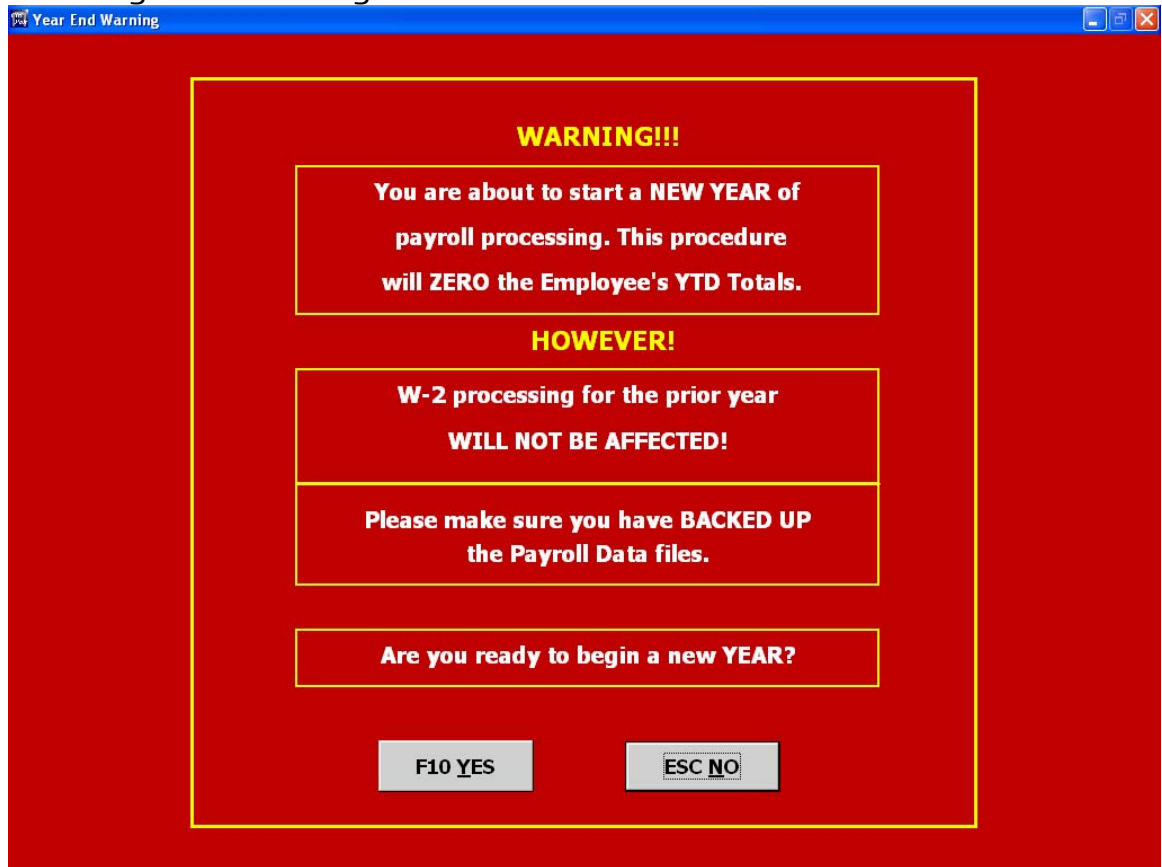
1. Back up payroll data before proceeding.
2. From **Payroll Main Menu**, select **Control File Maintenance**



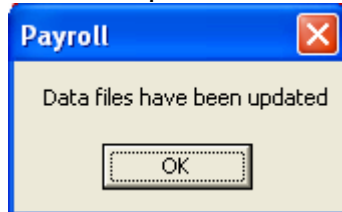
3. Select **INITIALIZE NEW YEAR PROCESSING!**



4. You will get the following screen:



5. Select **YES** if you are sure.
6. Once the process is finished you will get the following dialogue box:



7. Click **OK** and you are done.