



## Set Deduction YTD Cumulatives

The screenshot shows a software interface with a menu on the left and a data table on the right. The menu is open to 'Payroll Routines', and 'Set Deduction YTD Cumulatives' is highlighted. The data table shows employee names and their corresponding values.

Employee Name	Value
TULLY	417.73
KATKUVIENE	0.00
ABROMAVICIE	0.00
GUDENIENE	0.00
SERSNOVA	0.00
ARMENEAN	0.00

1. Go to Processing -> Payroll Routines -> Set Deduction YTD Cumulatives

The screenshot shows a dialog box titled 'Set Cumulative Figures'. It contains a dropdown menu with the following options: Rent, Cappagh Hosp, Loans, Misc Ded, Pension, Rent (highlighted), Union ATGWU, and Union SIPTU. There are 'Next >' and 'Cancel' buttons at the bottom right.

2. Select the Deduction from the List



### 3. Click Next

Please Select the Employees you wish to Reset the Total for

Selected	Emp Num	Forenames	Surname	YTD	Cumulative
<input checked="" type="checkbox"/>	468	OLEKSANDR	KRAVCHUK	1650	1650

4. Select the employee(s) to Adjust
5. Click Next



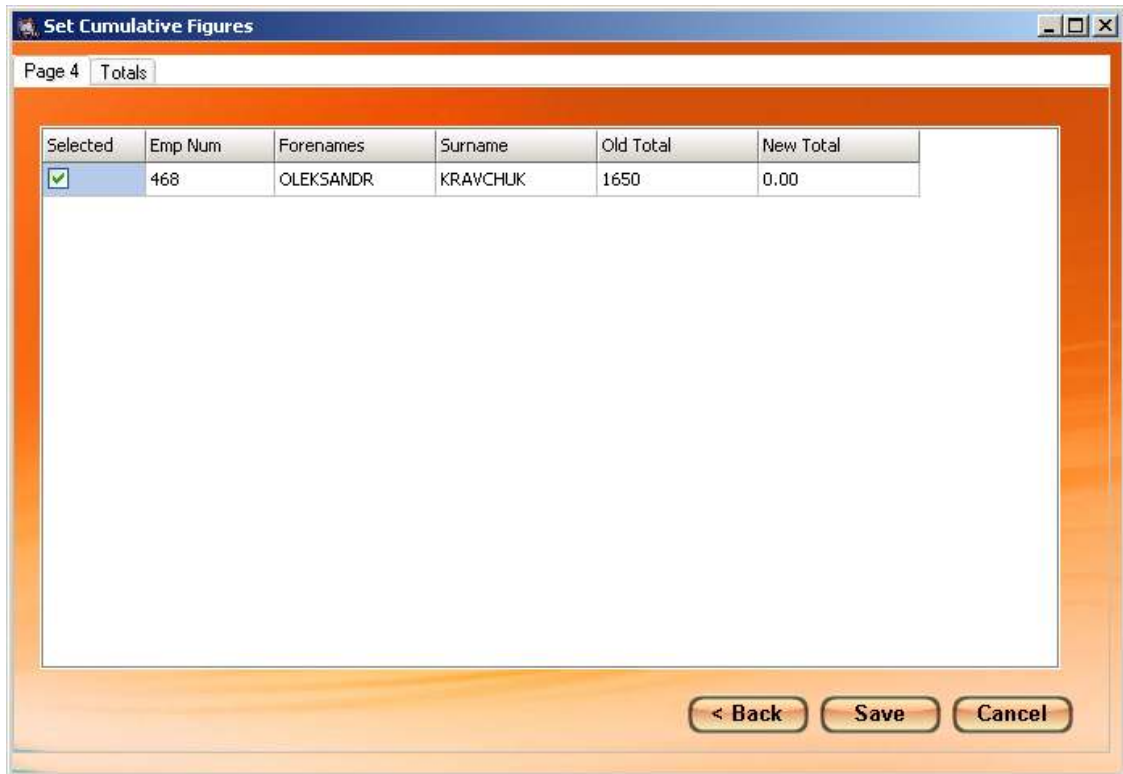
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A screenshot of a software dialog box titled "Set Cumulative Figures". The dialog has a blue title bar and a white background with a light blue gradient. At the top left, it says "Page 3". The main content area contains two radio button options. The first option is selected and is labeled "Please Select the Period you wish to start from". Below this are two dropdown menus: "Tax Year" and "Period". The second radio button option is labeled "Set Figures to Zero". Below this is a white rectangular box with the text "Please Select the Figure you wish to Update" and two radio button options: "Year to Date Figure" (which is selected) and "Cumulative Figure". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

6. There are now 2 options
  - a. Select a period to reset the amounts from. You will be required to enter the tax period and year to total from
  - b. Set the figure to Zero, you can chose to set the Year to date or Cumulative Figure



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7. A list will be displayed showing the new figure, Click Save to adjust the figures