PAYROLL PROCESS

01 Payroll recording process begins

02 Exported file or printed reports created from payroll provider or in-house process

03 DOES THE PAYROLL PROVIDER CREATE AN INTERFACE FILE?

NO

04 Payroll reports are faxed, emailed or scanned to FOCUS

05 Payroll entered by FOCUS

YES

04 FOCUS accesses payroll provider server to retrieve files

05 Payroll provider files are mapped to FOCUS GL

06 Payroll journal audit produced and reviewed

07 Journal entry updated to FOCUS GL

08 Payroll process ends

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DEVELOPMENT GROUP