



# Creating an INICAL Balancing Sheet

Created August 2011

1. Select the JOBS view
2. Fields
  - a. EMPLOYEE\_ID
  - b. FULL\_NAME
  - c. JOB\_NO
  - d. JOB\_STATUS
  - e. PAY\_PER\_PERIOD
  - f. PAY\_GROUP
  - g. LAST\_PAID\_DATE
3. Filter
  - a. JOB\_STATUS = 1
  - b. LAST\_PAID\_DATE = XX/XX/XXXX
4. Sort
  - a. PAY\_GROUP
  - b. FULL\_NAME
5. Delete Columns
  - a. JOB\_STATUS
  - b. LAST\_PAID\_DATE
6. Re-format as NOT a table
  - a. Click on any active cell
  - b. Right Click
  - c. Click on Table
  - d. Click on Convert to Range
  - e. Click OK



7. Insert blank lines between pay groups
8. Subtotal each pay group
9. Subtotals should equal the Total Active Job Gross on you INICAL
10. You can add, delete and modify employees as needed throughout the year
11. You can “refresh” this after each purge to keep current