Payroll FAQs

Q. In the Admin Utilities, when selecting employees using the *Accounting / Batch Edit Employees* **utility, why do not all the employees selected display in the grid?**

A. Agvance allows additional, voluntary deductions to be added. If the employee file does not recognize all the deduction fields, the employee will not load into the Batch Edit Employees grid. To resolve this, in Accounting, go to *File / Open / Employees* and edit the employee. There is no need to actually edit any information. Simply **Save** the employee file. This employee should now show when selected at the Batch Edit Employees utility.