

L.O.G.I.S. IMPLEMENTATION MANUAL

PAYROLL SYSTEM

1. OUTPUT Reports and enquiries
Balancing of reports
2. FILES Contents of files
Creation and maintenance
3. INPUT 70 Source of input
Posting procedures
Processing sequence
4. END OF MONTH AND END OF YEAR PROCESSING
5. BACKUP AND RECOVERY
6. MANUAL CONTROLS Disc pack register
91. 7. IMPLEMENTATION SCHEDULE

Duties to be performed
Allocation of staff
Time schedule