

# How to Post Employee Paycheck

1. Click **Paychecks** from **Payroll** module.
2. Select **created paycheck** from the grid.
3. Click **Open** toolbar button.

Paycheck											
<div> New Open Refresh Export Close </div>											
<div> Layout Filter Records (F3) 129 records (1 selected) </div>											
	Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input checked="" type="checkbox"/>	PCBK-130	CLLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PCBK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCBK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PCBK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PCBK-126	MMORALES	Mery	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCBK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PCBK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCBK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PCBK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PCBK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCBK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCBK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCBK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCBK-117	TACKRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PCBK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PCBK-115	JBFLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCBK-114	HNGOINER	Helen	Grider	6/9/2016	1/31/2016	2/13/2016	1,040.00	31.20	167.65	80
								170,422.50	4,699.28	35,388.62	14,810.29

4. Selected paycheck's screen will be opened.
5. Click **Post** toolbar button.

Paycheck - PCHK-130

New Save Search Delete Undo Process **Post** Bank Info Employee Recalculate Recap Close

Employee No: CLOWE Name: Carol Lowe Pay Period: Bi-Weekly Paycheck No: PCHK-130

Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: Direct Deposit

Details Summary Timesheet History Attachments (0)

Earnings

+ Add X Remove

Earning ID	Department	Hours	Rate	Amount
REG		80.00	16.00	1,280.00
NET: \$1,045.38		Hours: 80	Gross:	\$1,280.00

Employee Taxes

+ Add X Remove

Tax ID	Description	Amount
FICA MED Employee	FICA Medicare Employee	18.00
FICA SS Employee	FICA Social Security Employee	76.98
FIT	Federal Income Tax	101.24
		Total: \$196.22

Deductions

+ Add X Remove

Deduction ID	Calculation Type	Amount
401K	Percent	38.40
		Total: \$38.40

Company Taxes

+ Add X Remove

Tax ID	Description	Amount
SUTA	State Unemployment Tax	6.58
FUTA	Federal Unemployment Tax	9.93
FICA MED Company	FICA Medicare Company	18.00
FICA SS Company	FICA Social Security Company	76.98
		Total: \$111.49

Ready

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6. **Unpost** toolbar button will replace the **Post** toolbar button.
7. Posted paychecks will distribute to the associated GL Accounts.
8. Status Bar should indicate the paycheck is **Posted**.

**Check - PCHK-130**

New	Save	Search	Delete	Undo	Process	<b>Unpost</b>	Bank Info	Employee	Recalculate	Recap	Close
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Employee No:	CLOWE	Name:	Carol Lowe	Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130
Bank Account:	12152015	Pay Date:	6/9/2016	Period From:	1/31/2016	Period To:	2/13/2016
						Check No:	Direct Deposit

<b>Details</b>	Summary	Timesheet	History	Attachments (0)
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Earnings				
+ Add   ✕ Remove				
Earning ID	Department	Hours	Rate	Amount
<input type="checkbox"/> REG		80.00	16.00	1,280.00
<b>NET \$1,645.38</b>				<b>Gross: \$1,280.00</b>

Employee Taxes		
+ Add   ✕ Remove		
Tax ID	Description	Amount
<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	18.00
<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	76.98
<input type="checkbox"/> FIT	Federal Income Tax	101.24
		<b>Total: \$196.22</b>

Deductions		
+ Add   ✕ Remove		
Deduction ID	Calculation Type	Amount
<input type="checkbox"/> 401K	Percent	38.40
		<b>Total: \$38.40</b>

Company Taxes		
+ Add   ✕ Remove		
Tax ID	Description	Amount
<input type="checkbox"/> SUTA	State Unemployment Tax	6.58
<input type="checkbox"/> FLTA	Federal UnEmployment Tax	9.93
<input type="checkbox"/> FICA MED Company	FICA Medicare Company	18.00
<input type="checkbox"/> FICA SS Company	FICA Social Security Company	76.98
		<b>Total: \$111.49</b>

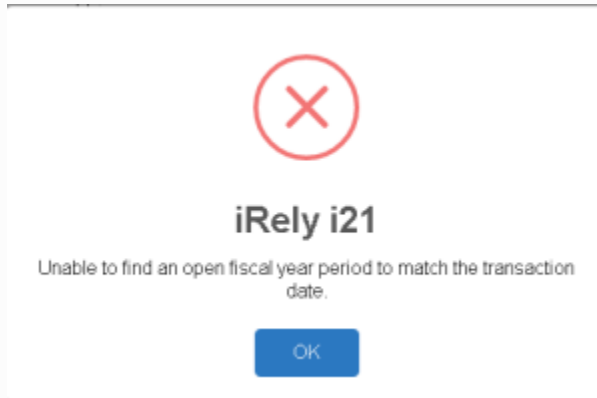
  

☐ Print   
 ☐ Email   
 ☒ Post   
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Once posted, the paycheck can't be edited anymore unless it will be unposted.

If the Paycheck Pay Date does not exist or is not in an Open Fiscal Year, this message will be shown.



1. Click **Paychecks** from **Payroll** module.
2. Select **created paycheck** from the grid.
3. Click **Open** toolbar button.

Paycheck											
New <span>Open</span> Refresh Export Close											
Layout <input type="text"/> Filter Records (F3) 129 records (1 selected)											
	Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input checked="" type="checkbox"/>	PCHK-130	CLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PCHK-126	MCMORALES	Mery	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCHK-125	JDPATRICK	Julia	PATRICK	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PCHK-124	LJOBIEN	Linda	O'Brien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PCHK-115	JBLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PCHK-114	HNGINDER	Helen	Grueter	6/9/2016	1/31/2016	2/13/2016	1,040.00	31.20	197.66	90
								170,422.50	4,699.28	35,388.62	14,810.29

4. Selected paycheck's screen will be opened.
5. Click **Post** toolbar button.

Paycheck - PCHK-130																	
New Save Search Delete Undo Process Post Bank Info Employee Recalculate Recap Close																	
Employee No: CLOWE		Name: Carol J Lowe		Pay Period: Bi-Weekly		Paycheck No: PCHK-130											
Bank Account: 12152015		Pay Date: 6/9/2016		Period From: 1/31/2016		Period To: 2/13/2016		Check No: Direct Deposit									
Details Summary Timesheet History Attachments (0)																	
<b>Earnings</b>						<b>Employee Taxes</b>											
+ Add X Remove						+ Add X Remove											
<input type="checkbox"/>	Earning ID	Department	Hours	Rate	Amount	<input type="checkbox"/>	Tax ID	Description	Amount								
<input type="checkbox"/>	REG		80.00	16.00	1,280.00	<input type="checkbox"/>	FICA MED Employee	FICA Medicare Employee	18.00								
<input type="checkbox"/>						<input type="checkbox"/>	FICA SS Employee	FICA Social Security Employee	76.98								
<input type="checkbox"/>						<input type="checkbox"/>	FIT	Federal Income Tax	101.24								
NET: \$1,045.38					Hours: 80	Gross:		\$1,280.00	Total: \$196.22								
<b>Deductions</b>						<b>Company Taxes</b>											
+ Add X Remove						+ Add X Remove											
<input type="checkbox"/>	Deduction ID	Calculation Type	Amount			<input type="checkbox"/>	Tax ID	Description	Amount								
<input type="checkbox"/>	401K	Percent	38.40			<input type="checkbox"/>	SUTA	State Unemployment Tax	6.58								
<input type="checkbox"/>						<input type="checkbox"/>	FUTA	Federal Unemployment Tax	9.93								
<input type="checkbox"/>						<input type="checkbox"/>	FICA MED Company	FICA Medicare Company	18.00								
<input type="checkbox"/>						<input type="checkbox"/>	FICA SS Company	FICA Social Security Company	76.98								
					Total:			\$38.40	Total: \$111.49								

6. **Unpost** toolbar button will replace the **Post** toolbar button.
7. Posted paychecks will distribute to the associated GL Accounts.

8. Status Bar should indicate the paycheck is **Posted**.

The screenshot shows the 'Paycheck - PCHK-130' window. The status bar at the bottom indicates the paycheck is 'Posted'.

Earning ID	Department	Hours	Rate	Amount
REG		80.00	16.00	1,280.00

NET: \$1,045.38 Hours: 80 Gross: \$1,280.00

Deduction ID	Calculation Type	Amount
401K	Percent	38.40

Total: \$38.40

Tax ID	Description	Amount
FICA MED Employee	FICA Medicare Employee	18.00
FICA SS Employee	FICA Social Security Employee	76.98
FIT	Federal Income Tax	101.24

Total: \$196.22

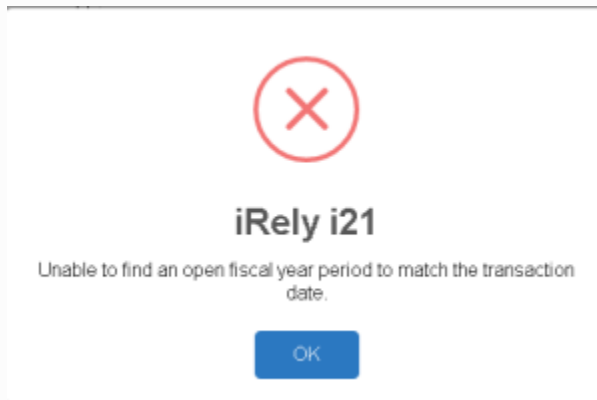
Tax ID	Description	Amount
SUTA	State Unemployment Tax	6.58
FUTA	Federal Unemployment Tax	9.93
FICA MED Company	FICA Medicare Company	18.00
FICA SS Company	FICA Social Security Company	76.98

Total: \$111.49



Once posted, the paycheck can't be edited anymore unless it will be unposted.

If the Paycheck Pay Date does not exist or not in an Open Fiscal Year, this message will be shown.



- Once you have created [Employee Paycheck](#), make sure to check the Earnings and the Taxes withheld.
- Click the **Post** toolbar button to post the Paycheck.

The screenshot shows the 'Paycheck - PCHK-12' window. The 'Post' button in the toolbar is highlighted with a red box.

Earning ID	Hours	Rate	Amount
HOUR	160.00	50.00	8,000.00
PAIDTIMEOFF	0.00	50.00	50.00
HOUR SICK	8.00	50.00	400.00
HOUR VAC	8.00	50.00	400.00

NET: 5,754.56 Hours: 176.00 Gross: 8,850.00

Deduction ID	Calculation Type	Amount
401K	Percent	265.50

Total: 265.50

Tax ID	Description	Amount
FICA MED (E)		124.48
FICA SS (E)		532.24
FIT		2,173.22

Total: 2,829.94

Tax ID	Description	Amount
SUTA		42.40
FUTA		56.00
FICA MED (C)		124.48
FICA SS (C)		532.24

Total: 755.12

3. This will be the Employee Paycheck once posted and it will directly hit to your GL Accounts.

The screenshot shows the 'Paycheck - PCHK-12' window. The 'Unpost' button in the toolbar is highlighted with a red box. The status bar at the bottom left shows 'Posted' with a red box around it. The window contains several tables for Earnings, Deductions, Employee Taxes, and Company Taxes.

Earning ID	Hours	Rate	Amount
HOUR	160.00	50.00	8,000.00
PAIDTIMEOFF	0.00	50.00	50.00
HOUR SICK	8.00	50.00	400.00
HOUR VAC	8.00	50.00	400.00

Deduction ID	Calculation Type	Amount
401K	Percent	265.50

Tax ID	Amount
FICA MED (E)	124.48
FICA SS (E)	532.24
FIT	2,173.22

Tax ID	Amount
SUTA	42.40
FUTA	56.00
FICA MED (C)	124.48
FICA SS (C)	532.24

NET: 5,754.56    Hours: 176.00    Gross: 8,850.00    Total: 2,829.94    Total: 265.50    Total: 755.12

- The Employee Paycheck screen is disabled.
- Unpost** toolbar button is available
- Status bar displayed **Posted**.

If the Paycheck Pay Date does not exist or is not in an Open Fiscal Year, this message will be shown.

