# How to Post Employee Paycheck

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

New Open Refr										
🗄 Layout 🔍 🛛	Alter Records (F3)	129 reco	ords (1 selected)							
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
🗸 РСНК-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111 ^
РСНК-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
РСНК-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
РСНК-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
PCHK-115	JBFLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
	HDGRIDER	Helen	Grider	6/9/2016	1/31/2016	2/13/2016	1 040 00	31 20	197 65	<u>₽</u> ∩ ▼ ▶
							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.

nployee No: CILOWE	Name:	Carol J Lowe				Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130	
ank Account: 1215201	15 v Pay Date:	6/9/2016	🗉 Pe	riod From: 1/	31/2016	Period To:	2/13/2016	🔲 Check No:	Direct Deposit	
Details Summary 1	Timesheet History	Attachments (0)								
Earnings					Employee Taxes	5				
+ Add × Remove					+ Add × Rer	move				
Earning ID	Department	Hours	Rate	Amount	Tax ID		Description		Amoun	
REG		80.00	16.00	1,280.00	FICA MED En	nployee	FICA Medicare Emp	ployee	18.	
					FICA SS Employee FICA Social Security Em			ty Employee	nployee 7	
					nex as emp			· · · · · · · · · · · · · · · · · · ·		
NET: 51 045 38		Hours: 80	Gross:	\$1 280 00	FIT		Federal Income Ta	18	101 Total: 5196	
NET: 31,045.38 Deductions		Hours: 80	Gross:	\$1,280.00	FIT		Federal Income Ta	IK	101 Total: \$196	
NET: \$1,045.38 Deductions + Add × Remove		Hours: 80	Gross:	\$1,280.00	Company Taxes	s	Federal Income Ta	ак 18	101 Total: \$196	
NET: \$1,045.38 Deductions + Add × Remove Deduction ID	Calculation Ty	Hours: 80	Gross:	\$1,280.00 Amount	Company Taxes + Add × Res Tax ID	s	Federal Income Ta	DX	Total: \$196	
NET: s1,045.38 Deductions + Add × Remove Deduction ID 401K	Celculation Ty Percent	Hours: 80 'pe	Gross:	\$1,280.00 Amount 38.40	FIT Company Taxes + Add × Rer Tax ID SUTA	s	Federal Income Ta	ient Tex	Total: \$196 Amour 6	
NET: s1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Ty Percent	Hours: 80 rpe	Gross:	\$1,280.00 Amount 38.40	FIT Company Taxes + Add × Ret Tax ID SUTA FUTA	s	Federal Income Ta	ient Tax ment Tax	101 Total: \$196 Amoun 6 9	
NET: \$1,045.38 Deductions + Add x Remove Deduction ID deduction ID	Celculation Ty Percent	Hours: 80 /pe	Gross:	\$1,280.00 Amount 38.40	FIT     FIT     Company Taxes     + Add X Ret     Tax ID     SUTA     FUTA     FUTA	s move ompany	Federal Income Ta Description State UnEmploym Federal UnEmploym FEGA Medicare Cor	ient Tax mint Tax mint Tax	Total: 5196 Amoun 6 9	
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Ty Percent	Hours: 80	Gross	\$1,280.00 Amount 38.40	FIT     F	s move ompany pany	Federal Income Ta Description State UnEmploym Federal UnEmploym FICA Medicare Cor FICA Social Securit	ient Tax ment Tax mpany ty Company	Total: \$196 Amoun 6 9 18 76	

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

mployee No: CJLOWE	Name:	Carol J Lowe			Pay	/ Period:	Bi-Weekly	Paycheck No:	PCHK-130
ank Account: 121520	15 Pay Dat	6/9/2016	Per	riod From: 1/	81/2016 Per	riod To:	2/13/2016	Check No:	Direct Deposit
Details Summary	Timesheet History	Attachments (0)							
Earnings					Employee Taxes				
+ Add X Remove					+ Add × Remov	e			
Earning ID	Department	Hours	Rate	Amount	Tax ID		Description		Amou
REG		80.00	16.00	1,280.00	FICA MED Emplo	yee	FICA Medicare Employ	/ee	1
					FICA SS Employee FICA Social Se			ecurity Employee	
					- HCA SS Employe	e .	These accounts accounts an	nproyee	
NET #1 045 30		Marrier BO		71 380 00	FIT	e	Federal Income Tax	nproyee	]: Tatal: 51
NET: \$1,045.38 Deductions		Hours: 80	Gross:	\$1,280.00	Company Taxes	c	Federal Income Tax	проусс	10 Total: \$19
NET: \$1,045.38 Deductions + Add × Remove		Hours: 80	Gross:	\$1,280.00	FIT  Company Taxes  + Add X Remove	e	Federal Income Tax	прюусе	10 Total: \$15
NET: \$1,045.38 Deductions + Add × Remove Deduction ID	Calculation	Hours: 80 Fype	Gross:	\$1,280.00 Amount	FIT  Company Taxes  + Add × Remove Tax ID	e	Federal Income Tax	приуее	Total: \$19
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation	Hours: 80 Type	Gross:	31,280.00 Amount 38.40	Company Taxes Add × Remove Tax ID SUTA	e e	Federal Income Tax Description State UnEmployment	Тах	Total: 519
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Yype	Gross:	\$1,280.00 Amount 38.40	Company Taxes  + Add × Removi Tax ID  SUTA FUTA	e	Federal Income Tax Description State UnEmployment	Tax	Total: \$19
NET: 51,045.38 Deductions + Add X Remove Deduction ID deduction ID	Celculation Percent	Hours: 80 Yype	Gross:	\$1,280.00 Amount 38.40	FICA 35 employe     FIT     FIT     Company Taxes     + Add × Remov     Tax ID     SUTA     FUTA     FICA MED Compil	e e eny	Pederal Income Tax Description State UnEmployment Federal UnEmployment	Tax nt Tax nny	Total: \$19
NET: \$1,045.38 Deductions + Add X Renove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	FICA 35 Employe     FIT     Company Taxes     + Ad3 X Remov     Tax ID     SUTA     FUTA     FICA MED Company     FICA SS Company	e any y	Pederal Income Tax Description State UnEmployment Federal UnEmployment FICA Medicare Compa FICA Social Security Co	Tax nt Tax my ompany	Total: 11



- Click Paychecks from Payroll module.
   Select created paycheck from the grid.
   Click Open toolbar button.

New Open Refre	ish Export Clos	se								
B Layout 🔍 Fi	Iter Records (F3)	129 rec	ords (1 selected)							
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Tax
PCHK-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	11
PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	10
PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	9
PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	11
PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	7
PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	11
PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	1
PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	
PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	
PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	
PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	10
PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	
PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	
PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	
PCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	1
PCHK-115	JBFLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	1
PCHK.114	HOGRIDER	Helen	Grider	6/9/2016	1/31/2016	2/13/2016	1 040 00	31.20	197.65	
							170 433 50	4 600 32	75 799 63	14.9

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

alaura Nec	Con constr		Neme	a			Davi Davia	David Li	Developed: Nex		
pioyee No:	CILOWE		ivame:	Carol J Lowe			Pay Period	Bi-Weekly	Рауспеск No:	PCHK-130	
ik Account: stails Sum	12152015 nmary Tim	nesheet	Pay Date:	6/9/2016 Attachments (0)	Per	iod From: 1/3	11/2016 🔲 Period To:	2/13/2016	Check No:	Direct Deposit	
arnings							Employee Taxes				
- Add 🛛 🗙	Remove						+ Add × Remove				
Earning I	D	Departm	ent	Hours	Rate	Amount	Tax ID	Description		Amount	
REG				80.00	16.00	1,280.00	FICA MED Employee	FICA Medicare Employ	ee	18.	
							FICA SS Employee	FICA Social Security En	FICA Social Security Employee		
							EIT	Federal Income Tax		101.	
NET: \$1,0	145.38			Hours: 80	Gross:	\$1,280.00	Company Taxes	Federal Income Tax		101. Total: \$196.	
NET: \$1,0 Peductions I- Add X	145.38 Remove			Hours: 80	Gross	\$1,280.00	Company Taxes	Federal Income Tax		101.: Total: \$196.:	
NET: \$1,0 Peductions F Add X Deductio	145.38 Remove In ID		aculation Ty	Hours: 80	Gross:	\$1,280.00 Amount	Company Taxes + Add X Remove Tax ID	Federal Income Tax		Total: \$196.	
NET: \$1,0 Peductions F Add X Deductio 401K	Remove In ID	C	aculation Ty	Hours: 80 pe	Gross:	\$1,280.00 Amount 38.40	Company Taxes + Add × Remove Tax ID SUTA	Federal Income Tax Description State UnEmployment	Tex	101.: Total: \$196.: Amount 6.:	
NET: \$1,0 Deductions F Add X Deductio 401K	I45.38 Remove In ID	C F	alculation Ty recent	Hours: 80	Gross:	\$1,280.00 Amount 38.40	FIT Company Taxes Add × Remove Tax ID SUTA FUTA	Federal Income Tax Description State UnEmployment Federal UnEmployment	Tex It Tex	101 Total: \$196 Amount 6.1 9.1	
NET: \$1,0 Deductions + Add X Deductio 401K	145.38 Remove In ID	C F	alculation Ty	Hours: 80	Gross:	\$1,280.00 Amount 38.40	FIT Company Taxes Add X Remove Tax ID SUTA FUTA FLTA FLTA FLTA FLTA FLTA FLTA FLTA FL	Federal Income Tax Description State UnEmployment Federal UnEmployment FRCA Medicare Company	Tex It Tex Ny	101 Total: \$196 Amount 6.: 9.1 18.4	
NET: \$1,0 Peductions F Add X Deductio 401K	N45.38 Remove In ID	C F	alculation Ty	Hours: 80	Gross:	\$1,280.00 Amount 38.40	FIT Company Taxes Add × Remove Tax ID SUTA FICA MED Company FICA SS Company	Federal Income Tas Pederal Income Tas Description State UnEmployment Federal UnEmployment FICA Medicare Compat FICA Social Security Com	Tex It Tax Iny Impany	101.2 Total: \$196.4 Amount 6.4 9.9 18.4 76.5	

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.

mployee No: CJLOWE	Name:	Carol J Lowe			Pay Per	od: Bi-Weekly	Paycheck No:	PCHK-130
ank Account: 1215201	5 Pay Date	6/9/2016	Pe	riod From: 17	1/2016 Period 1	2/13/2016	Check No:	Direct Deposit
Details Summary	Timesheet History	Attachments (0)						
Earnings					Employee Taxes			
+ Add 🗙 Remove					+ Add × Remove			
Earning ID	Department	Hours	Rate	Amount	Tax ID	Description		Amount
REG		80.00	16.00	1,280.00	FICA MED Employee	FICA Medicare Employ	/ee	18.0
					FICA SS Employee	HCA Social Security En	mployee	76.9
NET: \$1,045.38		Hours: 80	Gross:	\$1,280.00	FICA SS Employee	HCA Social Security En	nployee	76. 101. Total: \$196.
NET: \$1,045.38 Deductions		Hours: 80	Gross:	\$1,280.00	FICA SS Employee     FIT     Company Taxes	Federal Income Tax	mployee	76. 101. Total: \$196.
NET: \$1,045.38 Deductions + Add × Remove		Hours: 80	Gross:	\$1,280.00	FICX SS Employee     FIT     Company Taxes     + Add X Remove	HLA social security en	nployee	76. 101. Total: \$196.
NET: \$1,045.38 Deductions + Add × Remove Deduction ID	Calculation	Hours: 80 Fype	Gross:	\$1,280.00 Amount	FICA SS Employee FIT Company Taxes + Add × Remove Tax ID	HLA social security on Federal Income Tax	nployee	76. 101. Total: \$196. Amount
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation * Percent	Hours: 80 Fype	Gross:	\$1,280.00 Amount 38.40	FICA SS Employee     FIT     FIT     Company Taxes     + Add	HLA Sodal Security En Federal Income Tax Description State UnEmployment	nployee Tax	76.1 101.: Total: \$196.2 Amount 6.5
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation * Percent	Hours: 80 Yype	Gross:	\$1,280.00 Amount 38.40	FICA SS Employee FIT FIT Company Taxes Had X Remove Tax ID SUTA FUTA	HLA social security of Federal Income Tax Description State UnEmployment Federal UnEmployment	mployee Tax nt Tax	76.1 101.: Total: \$196.2 Amount 6.5 9.5
NET: \$1,045.38           Deductions           + Add         X Remove           Deduction ID	Calculation	Hours: 80 Yype	Gross:	\$1,280.00 Amount 38.40	FICA SS Employee           FIT           Company Taxes           + Add × Remove           Tax ID           SUTA           FUTA           FICA MED Company	HCA Social Security Er Federal Income Tax Description State UnEmployment Federal UnEmployment FICA Medicare Compa	Tax Tax nt Tax	76. 101. Total: \$196. Amount 6. 9. 18.
NET: 31,045.38 Deductions + Add × Remove Deduction ID 401K	Celculation * Percent	Hours: 80 Type	Gross	\$1,280.00 Amount 38.40	FICA 35 Employee           FIT           Company Taxes           + Add         X Benove           Tax (D)           5 SUTA           FUTA           FICA SE Company           PICA SE Company	HLA Social Security Ef Federal Income Tax Description State UnEmployment Federal UnEmployment FEGA Medicare Compa FICA Social Security Co	Tax Tax nt Tax mpy mpany	76. 101. Total: \$196. Amount 6. 9. 18. 76.

() Once posted, the paycheck can't be edited anymore unless it will be unposted. If the Paycheck Pay Date does not exists or not in an Open Fiscal Year, this message will be shown. iRely i21 Unable to find an open fiscal year period to match the transaction date.

- 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.

Paycheck - PCHK-12						× 0
lew Save Search Delete	Undo Print Post Bi	ink Info Employee Rec	alc 1	Timesheet Recap Cl	2 lose	
nployee No: Pi	ay Date: Period Fro	n: Period To:	E	Bank Account:	Check No:	Paycheck No:
DBarry 0	07/15/2015 🖪 07/01/20	15 🔲 07/14/2015		06292015	Y To be printed	PCHK-12
Details Summary History	Attachments					
Earnings				Employee Taxes		
🔾 Add 🤤 Remove				🔾 Add 🤤 Remove		
Earning ID	Hours	Rate Amo	unt	Tax ID		Amount
HOUR	160.00	50.00 8,00	00.00	FICA MED (E)		124.4
PAIDTIMEOFF	0.00	50.00	50.00	FICA SS (E)		532.2
HOUR SICK	8.00	50.00 40	00.00	FIT FIT		2,173.2
NET: 5,754.56	Hours: 176.00	Gross: 8,85	50.00			Total: 2,829.9
Deductions				Company Taxes		
🔾 Add 🤤 Remove				🔾 Add 🤤 Remove		
Deduction ID	Calculation Type	Amo	unt	Tax ID		Amount
401K	Percent	26	65.50	SUTA		42.4
				FUTA		56.0
				FICA MED (C)		124.4
				FICA SS (C)		532.
		Total: 26	65.50			Total: 755.1
😧 💡 Ready						4 4 Page 1 of 1 ≯

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

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6	PIC		5		5	<b>M</b>	- 🍒 -		•	5					
w	Save Sear	h Delete		Print	Unpost	Bank Info	Employee		Times	heet	Recap	Close			
ployee	No:	F	Pay Date:		Period F	rom:	Period T		Bank	Accou	nt:		Check No:	Paycheck N	0:
Barry			07/15/20	015	07/01/	2015	07/14/2	015	0629	2015			To be printed	PCHK-12	
etails	Summary	History	Attach	ments											
arnings									Emp	ployee	Taxes				
Add	Remov									Add	C Remi				
Ear	ning ID			16	ours	Kat	e 00	Amount 8 000 00		Tax I	MED (E)				Amoun 124
PA1	IDTIMEOFF			10	0.00	50.	.00	50.00	m	FICA	SS (E)				532
] HO	UR SICK				8.00	50.	.00	400.00		FIT					2,173
HO	UR VAC				8.00	50.	.00	400.00							
NET	T: 5,754.56			Hours: 1	176.00		Gro	is: 8,850.00							Total: 2,829
eductio	ons								Cor	npany	Taxes				
Add 🌔	C Remov								0		🖨 Remi				
Dec	duction ID		Calculat	tion Type	e			Amount		Tax I	D				Amoun
40:	1K		Percent					265.50		SUTA	4				42
										FUTA	4				56
										FICA	MED (C)				124
										FICA	SS (C)				532
							т	otal: 265.50							Total: 755
	Posted													4 4 Page	1 of 1 👂
۵ 🕄															

- b. **Unpost** toolbar button is available
- c. Status bar displayed **Posted**.

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

