How to Unpost Employee Paycheck

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

New Open Refr										
🗄 Løyout 🔍 🛛	Alter 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 Taxes
ᠵ 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
PCHK-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 በፈበ በበ	31.20	197 65	90 ¥
							170,422.50	4,699.28	35,388.62	14,810.29

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

nployee No: CJLOW	E Name:	Carol J Lowe				Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130
ank Account: 12152	Pay Da	te: 6/9/2016	Per	riod From: 1/5	81/2016	Period To:	2/13/2016	Check No:	Direct Deposit
Details Summary	Timesheet History	Attachments (0)							
Earnings					Employee Taxe	15			
+ Add × Remove					+ Add 🗙 Re	move			
Earning ID	Department	Hours	Rate	Amount	D xer		Description		Amou
REG		80.00	16.00	1,280.00	FICA MED E	mployee	FICA Medicare Emplo	oyee	1
							FIFTA Frankel Franciska		
					FICA SS Emp	ployee	PICK social security i	Employee	7
					FICA SS Emp	ployee	Federal Income Tax	Employee	10
NET: \$1,045.38		Hours: 80	Gross:	\$1,280.00	FICA SS Emp FIT Company Taxo	ployee	Federal Income Tax	Employee	10 Total: \$19
NET: \$1,045.38 Deductions + Add X Remove		Hours: 80	Gross:	\$1,280.00	FICA SS Emp	ployee	Federal Income Tax	Employee	7 10 Total: \$19
NET: \$1,045.38 Deductions + Add X Remove Deduction ID	Calculation	Hours: 80	Gross:	\$1,280.00 Amount	Company Taxe + Add X Re Tax ID	15 IS	Federal Income Tax	Employee	7 10 Total: \$15 Amou
NET. \$1,045.38 Deductions + Add X Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross	\$1,280.00 Amount 38.40	FIT FIT Company Taxe + Add × Re Tax ID SUTA	rs move	Pick sound security i Federal Income Tax Description State UnEmploymen	t Tax	7 10 Total: \$19 Amou
NET: 31,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	 FICA SS Emp FIT Company Taxe + Add x Re Tax ID SUTA FUTA 	rs move	Pederal Income Tax Pederal Income Tax Description State UnEmploymen Federal UnEmploymen	mployee t Tax ent Tax	7 10 Total: \$19 Amou
NET: \$1,045.38 Deductions + Add X Remove Deduction ID - 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	FICA SS Emp FIT Company Taxe Add X Re Tax ID SUTA FUTA FICA MED CO	is	PECK Solution Security in Federal Income Tax Description State UnEmploymen Federal UnEmploym RICA Medicare Comp	mployee t Tax ent Tax any	7 10 Total: \$15 Amou
NET: \$1,045.38 Deductions + Add X Remove Deduction ID - 401K	Calculation Percent	Hours: 80 Type	Gross	\$1,280.00 Amount 38.40	FICA SS Emp FIT FIT Company Taxe Add X Re Tax ID SUTA FUTA FICA MED C FICA SS Com	is imove iompany npany	Pecka soluti a reculting in Federal Income Tax Description State UnEmploymen Federal UnEmploym FICA Medicare Comp FICA Social Security It	t Tax ent Tax ent Tax company	7 10 Total: \$15 Amou 1 7

6. Post toolbar button will replace the Unpost toolbar button.

Paycheck - PCHK-130									^ 🗆
New Save Search Delete U		Post Bank Inf	o Employee	Recalculate Re	cap Close				
Employee No: CJLOWE	Name:	Carol J Lowe				Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130
Bank Account: 12152015	Pay Date:	6/9/2016	D P	eriod From: 1/	31/2016	Period To:	2/13/2016	Check No:	Direct Deposit
Details Summary Timeshee	t History A	ttachments (0)							
Earnings					Employee Taxe	5			
+ Add × Remove					$+$ Add \times Re	move			
Earning ID Depar	tment	Hours	Rate	Amount	Tax ID		Description		Amount
REG		80.00	16.00	1,280.00	FICA MED E	mployee	FICA Medicare Employ	yee	18.0
					FICA SS Emp	oloyee	FICA Social Security E	mployee	76.9
					ET ET		Federal Income Tax		101.2
NET: \$1,045.38		Hours: 80	Gross	\$1,280.00					Total: \$196.2
Deductions					Company Taxe	5			
+ Add X Remove	Calculation Tur			Amount	+ Add X Ke	move	Description		Amount
401K	Parcent			38.40			State UpEmployment	Tav	6.5
	renerne			50,40			Saderal UnSeptiment		0.5
							Fife Hediana Server		
					HCA MED C	ompany	HICA Medicare Compa	iny	10.0
					HCA 55 CON	npany	HLA Social Security C	ompany	76.9
				Total: \$38.40					Total: \$111.4
🕐 🕼 🖓 🖂 Ready								< Page	1 of 1 🕨



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

New Open Refr										
B Layout Q	ilter Records (F3)	129 reco	rds (1 selected)							
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxe
ᠵ РСНК-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-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
PCHK-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
PCHK-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
P/HK.114	HDGRIDER	Helen	Grider	6/9/2016	1/31/2016	2/13/2016	1 በፈብ በበ	31.20	197 65	90 ·
							170 422 50	4 600 28	35 388 62	14 810

Selected paycheck's screen will be opened. Click Unpost toolbar button.

mployee No: CJLOWE	Name:	Carol J Lowe				Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130
ank Account: 1215201	15 Pay Date:	6/9/2016	F	Period From:	1/31/2016	Period To:	2/13/2016	Check No:	Direct Deposit
Details Summary	Timesheet History A	ttachments (0)							
Earnings					Employee Tax	es			
+ Add × Remove					+ Add X R	emove			
Earning ID	Department	Hours	Rate	Amount	Tax ID		Description		Amoun
REG		80.00	16.00	1,280.0	IO FICA MED I	Employee	FICA Medicare Employ	yee	18.
					FICA SS Em	inlovee	FICA Social Security Er	molovee	76
							,		
					FIT	,,	Federal Income Tax		101
NET: \$1,045.38		Hours: 80	Gross	s1, 280.1	— FIT		Federal Income Tax		101 Total: \$196
NET: \$1,045.38 Deductions + Add × Remove		Hours: 80	Gross	s1 ,280.1	FIT FIT Company Tax + Add × B	es emove	Federal Income Tax		101 Total: \$196
NET: s1,045.38 Deductions + Add × Remove Deduction ID	Calculation Ty	Hours: 80	Gross	- \$1,280.1 Amount	FIT FIT Company Tax + Add × R Tax ID	es emove	Federal Income Tax		Total: \$196
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Ty Percent	Hours: 80	Gross	: \$1,280. Amount 38.	FIT FIT Company Tax + Add × R Tax ID SUTA	es emove	Federal Income Tax Description State UnEmployment	Тах	Total: \$196. Amoun 6.
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Celculation Ty Percent	Hours: 80	Gross	: \$1,280. Amount 38.	FT FT Company Tax. Add × R Tax ID SUTA FUTA	es emove	Federal Income Tax Federal Income Tax Description State UnEmployment Federal UnEmployment	Tax	101 Total: \$196. Amoun 6. 9.
NET: 11,045.38 Deductions + Add X Remove Deduction ID deduction ID	Calculation Ty Percent	Hours: 80	Gross	- \$1,280. Amount 38.	FIT FIT FIT Company Tax + Add × R Tax ID SUTA FUTA FUTA FICA MED 1	es emove Company	Federal Income Tax Description State UnEmployment Federal UnEmployment FEderal UnEmployment	Tex nt Tex sny	101 Total: \$196 Amoun 6 9 18
NET: 11,045.38 Deductions + Add X Remove Deduction ID Deduction ID	Calculation Ty Percent	Hours: 80	Gross	: \$1,280. Amount 38.	FIT FIT FIT Company Tax Add X R FUTA FICA MED I FICAS CO	es emove Company mpany	Federal Income Tax Description State UnEmployment Federal UnEmployment FICA Medicare Compa FICA Social Security Co	Tax nt Tax any ompany	201 Total: \$196 Amoun 6 9 18 18

6. Post toolbar button will replace the Unpost toolbar button.

	Name:	Carol J Lowe				Pay Period:	Bi-Weekly	Paycheck No:	PCHK-130
ank Account: 121520	15 V Pay Dat	e: 6/9/2016	🗈 Pe	riod From: 1/	31/2016	Period To:	2/13/2016	Check No:	Direct Deposit
Details Summary	Timesheet History	Attachments (0)							
Earnings					Employee Taxes				
+ Add × Remove					+ Add × Ren	nove			
Earning ID	Department	Hours	Rate	Amount	Tax ID		Description		Amour
REG		80.00	16.00	1,280.00	FICA MED Em	ployee	FICA Medicare Employ	ree	1
					FICA SS Empl	oyee	FICA Social Security Er	nployee	7
					EIT		Federal Income Tax		10
NET: \$1,045.38		Hours: 80	Gross:	\$1,280.00					Total: \$15
NET: \$1,045.38 Deductions		Hours: 80	Gross:	\$1,280.00	Company Taxes				Total: \$19
NET: \$1,045.38 Deductions + Add × Remove		Hours: 80	Gross:	\$1,280.00	Company Taxes + Add × Ren	nove			Total: \$19
NET: \$1,045.38 Deductions + Add × Remove Deduction ID	Calculation	Hours: 80 Type	Gross:	\$1,280.00 Amount	Company Taxes + Add X Ren Tax ID	nove	Description		Total: \$19 Amou
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	Company Taxes + Add × Ren Tax ID SUTA	nove	Description State UnEmployment	Твх	Total: \$19 Amou
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	Company Taxes + Add × Ren Tax ID SUTA FUTA	nove	Description State UnEmployment Federal UnEmployment	Tex nt Tex	Total: \$19 Amou
NET: \$1,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	Company Taxes + Add × Ren Tax ID SUTA FUTA FUTA	nove	Description State UnEmployment Federal UnEmployme FICA Medicare Compa	Tex 1t Tex NY	Total: \$19 Amou
NET: 31,045.38 Deductions + Add × Remove Deduction ID 401K	Calculation Percent	Hours: 80 Type	Gross:	\$1,280.00 Amount 38.40	Company Taxes + Add X Ren Tax ID SUTA FUTA FUTA FICA MED Co	nove mpany pany	Description State UnEmployment Federal UnEmployme FICA Medicare Compa FICA Social Security Co	Tax ht Tax ny ompany	Total: \$19 Amou 1 7

Paycheck information can be edited once it is unposted.

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If the Paycheck being unposted is already cleared or reconciled in Bank Reconciliation, this message will be shown:



Open an existing Posted Employee Paycheck. See How to Post Employee Paycheck
 Click the Unpost toolbar button.

Paycheck - PCHK-12						8 🗆
New Save Search	Delete Undo Print	Unpost Bank Info	Employee Recalc	Timesheet Recap	Close	
mployee No:	Pay Date:	Period From:	Period To:	Bank Account:	Check No:	Paycheck No:
DBarry	07/15/2015	07/01/2015	07/14/2015	06292015	To be printed	PCHK-12
Details Summary	History Attachments					
Earnings				Employee Taxes		
🔾 Add 🤤 Remove				🔘 Add 🥥 Rema		
Earning ID	Ho	urs Rate	e Amount	Tax ID		Amount
HOUR	16	0.00 50.	00 8,000.00	FICA MED (E)		124.4
PAIDTIMEOFF		0.00 50.	00 50.00	FICA SS (E)		532.2
HOUR SICK	1	8.00 50.	400.00	FIT FIT		2,173.2
NET: 5,754.56	Hours: 1	76.00	Gross: 8,850.00			Total: 2,829.9
Deductions				Company Taxes		
O Add O Remove				📀 Add 🤤 Remi	ove	
Deduction ID	Calculation Type		Amount	Tax ID		Amount
401K	Percent		265.50	SUTA		42.4
				FUTA		56.0
				FICA MED (C)		124.4
			Total: 265.50			Total: 755.1
a 💿 📀 Posted						4 4 Page 1 of 1 ▶

3. Post toolbar button is available. Status indicator will display 'Ready'.



