How to Batch Post Paychecks

- Click Batch Posting from Payroll module.
 Click Select All grid icon to check all the records for posting.

t Recap Close					
letails					
atch No: BATCH	1-994				
🖉 Select All 🗌	Clear All 🔍 Open 🛛	B Layout 🔍 Filt	ter Records (F3)		
Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
6/9/2016	PCHK-126	MCMORALES	Mary C Morales	1/31/2016	2/13/2016
6/9/2016	PCHK-124	LJOBRIEN	Linda J Obrien	1/31/2016	2/13/2016
6/9/2016	PCHK-123	TGLEE	Travis G Lee	1/31/2016	2/13/2016
6/9/2016	PCHK-122	LDTURMAN	Lucy D Turman	1/31/2016	2/13/2016
6/9/2016	PCHK-120	ACJOHNSON	Amy C Johnson	1/31/2016	2/13/2016
6/9/2016	PCHK-119	WVGONZALES	William V Gonzales	1/31/2016	2/13/2016
6/9/2016	PCHK-118	JMBICKEL	James M Bickel	1/31/2016	2/13/2016
6/9/2016	PCHK-117	TACRUZ	Thomas A Cruz	1/31/2016	2/13/2016
6/9/2016	PCHK-116	KPCOX	Kendra P Cox	1/31/2016	2/13/2016
6/9/2016	PCHK-115	JBFLORES	Judy B Flores	1/31/2016	2/13/2016
6/9/2016	PCHK-114	HDGRIDER	Helen D Grider	1/31/2016	2/13/2016

Click Clear All grid icon to deselect all checked records in the grid. 0

To search for specific criterias, the advanced filter can be used.

3. Click **Post** toolbar button.

Batch Posting					^ □ ×
Post Recap					
Details					
Batch No: B	ATCH-994				
🖉 Select All	🗌 Clear All 🔍 Open	🗄 Layout 🔍 Filte	er Records (F3)		
Pay Date	Paycheck No.	Employee No.	Name	Period From F	Period To
6/9/2016	PCHK-126	MCMORALES	Mary C Morales	1/31/2016	2/13/2016
6/9/2016	PCHK-124	LJOBRIEN	Linda J Obrien	1/31/2016	2/13/2016
6/9/2016	PCHK-123	TGLEE	Travis G Lee	1/31/2016	2/13/2016
6/9/2016	PCHK-122	LDTURMAN	Lucy D Turman	1/31/2016	2/13/2016
6/9/2016	PCHK-120	ACJOHNSON	Amy C Johnson	1/31/2016	2/13/2016
6/9/2016	PCHK-119	WVGONZALES	William V Gonzales	1/31/2016	2/13/2016
6/9/2016	PCHK-118	JMBICKEL	James M Bickel	1/31/2016	2/13/2016
6/9/2016	PCHK-117	TACRUZ	Thomas A Cruz	1/31/2016	2/13/2016
6/9/2016	PCHK-116	KPCOX	Kendra P Cox	1/31/2016	2/13/2016
6/9/2016	PCHK-115	JBFLORES	Judy B Flores	1/31/2016	2/13/2016
6/9/2016	PCHK-114	HDGRIDER	Helen D Grider	1/31/2016	2/13/2016
000	🖂 Ready				

Click Post Preview tab to check the selected paycheck/s post preview transaction details. (i)

4. Batch Posting Details screen will display whether the selected paycheck/s is posted or not and why.

5. Click Close toolbar button.

Batch Posting Details		^ □ ×
Details		
🔍 Open 🔠 Layout 🔍 Filter Re	cords (F3)	
Record No	Description	
РСНК-124	Transaction posted successfully!	
Posted = 1 Failed = 0		
🕐 🗘 💡 Ready		

() Paychecks can be opened by selecting the paycheck/s then clicking **Open** grid icon. Advanced filters can also be used if necessary.

a. Click Batch Posting from Payroll module. b.

atch Posting						□>
Details						
Batch No: BATCH	-994					
🛛 Select All 🗌 🖸	Tear All 🔍 Open	88 Layout 🔍 Fi	ter Records (F3)			
Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To	
6/9/2016	PCHK-126	MCMORALES	Mary C Morales	1/31/2016	2/13/2016	-
6/9/2016	PCHK-124	LJOBRIEN	Linda J Obrien	1/31/2016	2/13/2016	
6/9/2016	PCHK-123	TGLEE	Travis G Lee	1/31/2016	2/13/2016	
6/9/2016	PCHK-122	LDTURMAN	Lucy D Turman	1/31/2016	2/13/2016	
6/9/2016	PCHK-120	ACJOHNSON	Amy C Johnson	1/31/2016	2/13/2016	
6/9/2016	PCHK-119	WVGONZALES	William V Gonzales	1/31/2016	2/13/2016	
6/9/2016	PCHK-118	JMBICKEL	James M Bickel	1/31/2016	2/13/2016	
6/9/2016	PCHK-117	TACRUZ	Thomas A Cruz	1/31/2016	2/13/2016	
6/9/2016	PCHK-116	KPCOX	Kendra P Cox	1/31/2016	2/13/2016	
6/9/2016	PCHK-115	JBFLORES	Judy B Flores	1/31/2016	2/13/2016	
6/9/2016	PCHK-114	HDGRIDER	Helen D Grider	1/31/2016	2/13/2016	
						•

(i) Click Clear All grid icon to deselect all checked records in the grid.

To search for specific criterias, the advanced filter can be used.

c.	Click	Post	toolbar	button.

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ost Recap Close					
letails					
atch No: BATCH-9	194				
🖉 Select All 🗌 Cle	ar All 🔍 Open	🗄 Layout 🔍 🖓	ter Records (F3)		
Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
6/9/2016	PCHK-126	MCMORALES	Mary C Morales	1/31/2016	2/13/2016
6/9/2016	PCHK-124	LJOBRIEN	Linda J Obrien	1/31/2016	2/13/2016
6/9/2016	PCHK-123	TGLEE	Travis G Lee	1/31/2016	2/13/2016
6/9/2016	PCHK-122	LDTURMAN	Lucy D Turman	1/31/2016	2/13/2016
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6/9/2016	PCHK-119	WVGONZALES	William V Gonzales	1/31/2016	2/13/2016
6/9/2016	PCHK-118	JMBICKEL	James M Bickel	1/31/2016	2/13/2016
6/9/2016	PCHK-117	TACRUZ	Thomas A Cruz	1/31/2016	2/13/2016
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6/9/2016	PCHK-115	JBFLORES	Judy B Flores	1/31/2016	2/13/2016
6/9/2016	PCHK-114	HDGRIDER	Helen D Grider	1/31/2016	2/13/2016

Click Recap toolbar button to check the selected paycheck/s recap transaction details.

d. Batch Posting Details screen will display whether the selected paycheck/s is posted or not and why.e. Click Close toolbar button.

Batch Posting Details		^ □	×
Details			
🔍 Open 🔠 Layout 🔍 Filter Re	cords (F3)		
Record No	Description		
PCHK-124	Transaction posted successfully!		
Posted = 1 Failed = 0			
⑦ ① ② Ready			_

() Paychecks can be opened by selecting the paycheck/s then clicking Open grid icon. Advanced filters can also be used if necessary.

a. In Payroll module, single click the Batch Posting menu.

b. Use the Advanced grid filter to filter the Pay Period.

Post	Becan	ر کامید				
Batch	h No: BATCH-	752				
V 9	Select All 🔲 C	lear All 🔍 View 🛱	Lavout • 💡 Filte	er Records (E3)		Clear All Filters
	Devie d Frem	Y Cantains				
	Period From	• Contains	• 08/01/2013			
•	Period To	Contains	♥ 08/14/2015			
	Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
	08/15/2015	PCHK-18	JDBarry	Jamie D Barry	08/01/2015	08/14/2015
	08/15/2015	PCHK-17	JDBarry	Jamie D Barry	08/01/2015	08/14/2015
	08/15/2015	PCHK-16	Misharp	Marissa J Sharp	08/01/2015	08/14/2015
	08/15/2015	PCHK-14	PCRodriguez	Phylic C Rodriguez	08/01/2015	08/14/2015
	08/15/2015	PCHK-13	PCRodriguez	Phylis C Rodriguez	08/01/2015	08/14/2015
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Posted = 6 Failed = 0

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