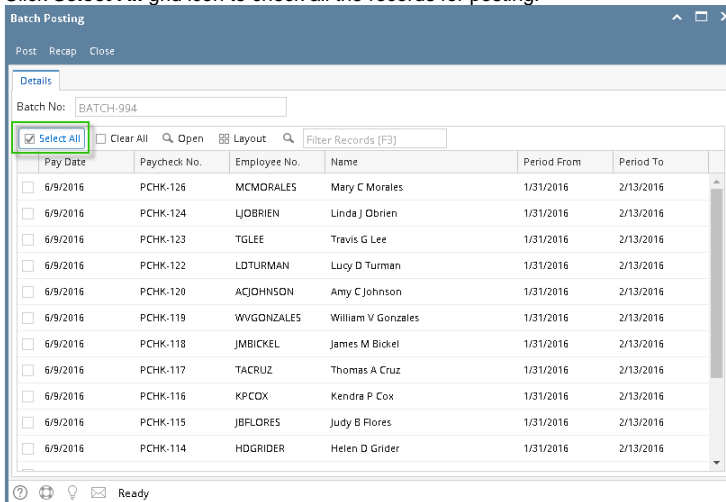


How to Batch Post Paychecks

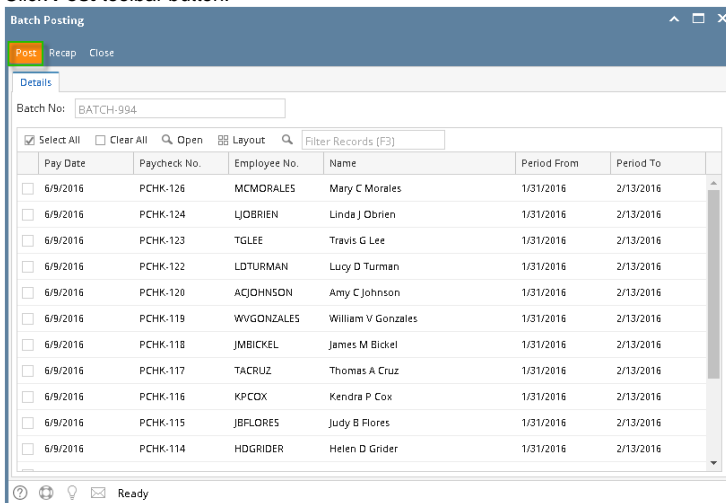
1. Click **Batch Posting** from **Payroll** module.
2. Click **Select All** grid icon to check all the records for posting.



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

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

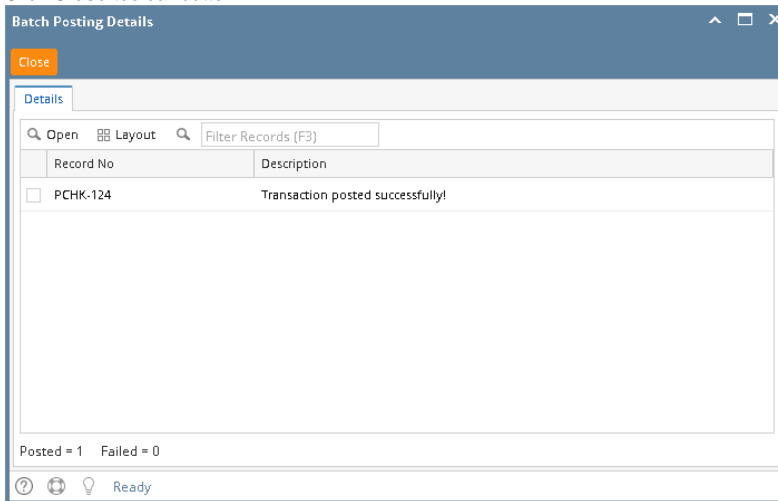
3. Click **Post** toolbar button.



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

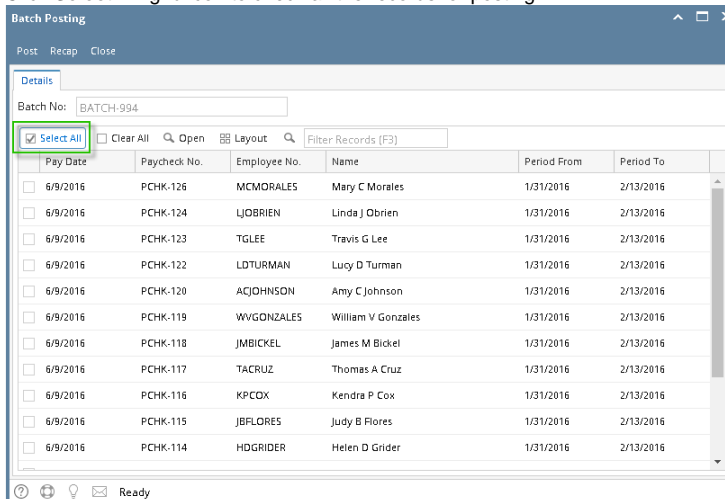
4. **Batch Posting Details** screen will display whether the selected paycheck/s is posted or not and why.

5. Click **Close** toolbar button.



 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. Click **Select All** grid icon to check all the records for posting.



 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.

The screenshot shows the 'Batch Posting' window with the 'Post' button highlighted in orange. The window displays a table of paychecks for batch BATCH-994. The table has columns for Pay Date, Paycheck No., Employee No., Name, Period From, and Period To. The status bar at the bottom indicates 'Ready'.

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 **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.

The screenshot shows the 'Batch Posting Details' window with the 'Close' button highlighted in orange. The window displays a table with columns for Record No. and Description. The status bar at the bottom indicates 'Posted = 1' and 'Failed = 0'.

Record No.	Description
PCHK-124	Transaction posted successfully!

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.

Batch Posting window showing a list of paychecks. The window has a toolbar with 'Post', 'Recap', and 'Close' buttons. Below the toolbar, there is a 'Batch No:' field with the value 'BATCH-752'. A filter bar shows 'Period From' and 'Period To' both set to 'Contains' and '08/01/2015' and '08/14/2015' respectively. The main area displays a table of paychecks.

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	MDSharp	Marissa J Sharp	08/01/2015	08/14/2015
08/15/2015	PCHK-15	MDSharp	Marissa J Sharp	08/01/2015	08/14/2015
08/15/2015	PCHK-14	PCRodriguez	Phylis C Rodriguez	08/01/2015	08/14/2015
08/15/2015	PCHK-13	PCRodriguez	Phylis C Rodriguez	08/01/2015	08/14/2015

- c. Check the Paychecks on the list to Batch Post them.
d. Click the **Post** toolbar button.
e. This confirmation message will be shown:

Batch Posting Details window showing a confirmation message. The window has a toolbar with 'Close' button. Below the toolbar, there is a 'Batch No:' field with the value 'BATCH-752'. A filter bar shows 'Period From' and 'Period To' both set to 'Contains' and '08/01/2015' and '08/14/2015' respectively. The main area displays a table of paychecks.

Record No	Description
PCHK-18	Transaction posted successfully!
PCHK-17	Transaction posted successfully!
PCHK-16	Transaction posted successfully!
PCHK-15	Transaction posted successfully!
PCHK-14	Transaction posted successfully!
PCHK-13	Transaction posted successfully!

Posted = 6 Failed = 0