


How to Print Normal Paychecks

1. Click **Process Paychecks** from **Payroll** module.
2. Select **Bank Account** from the dropdown.

 Banks with posted paychecks only will be displayed in the dropdown.

3. **Checks** radio button is selected
4. Paychecks under the set criteria will automatically populate the grid.

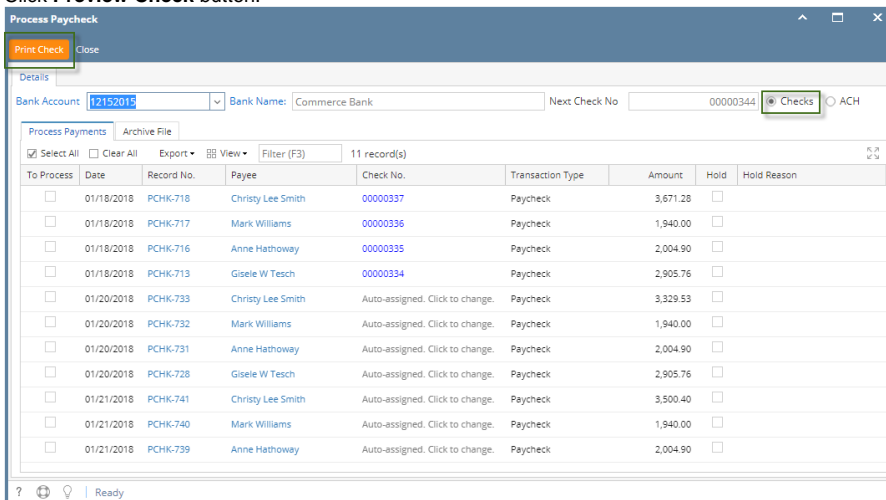
 Displayed records should be checked by default.

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

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

To search for specific criteria, Advance filters can be used.

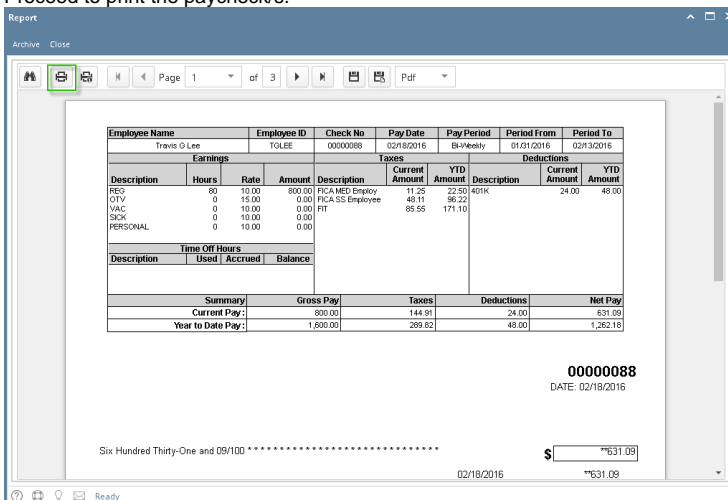
5. Click **Preview Check** button.



6. **Report Preview** screen will be displayed.



7. Click the **Print** icon.
8. Proceed to print the paycheck/s.



Employee Name		Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Travis O Lee		TOLEE	00000088	02/18/2016	Bi-Weekly	01/31/2016	02/13/2016

Earnings			Taxes			Deductions			
Description	Hours	Rate	Amount	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
REG	80	10.00	800.00	FICA-MED-Employ	11.25	22.50	401K	24.00	48.00
OTV	0	15.00	0.00	FICA-SS-Employee	48.11	96.22			
VAC	0	10.00	0.00	RET	85.55	171.10			
SICK	0	10.00	0.00						
PERSONAL	0	10.00	0.00						

Time Off Hours		Balance	
Description	Used	Accrued	Balance

Summary		Gross Pay	Taxes	Deductions	Net Pay
Current Pay:		800.00	144.91	24.00	631.09
Year to Date Pay:		1,600.00	289.82	48.00	1,262.18

00000088
DATE: 02/18/2016

Six Hundred Thirty-One and 09/100 *****
\$ 631.09
02/18/2016 **631.09

9. Paycheck/s are automatically committed and displayed in Archive tab

Process Paycheck
Generate Positive Pay Reprint Check Close

Details
Bank Account: 12152015 Bank Name: Commerce Bank File Format: Checks ACH

Process Payments Archive File
Export View Filter (F3) 336 record(s)

Date	Record No.	Payee	Reconciled?	Date Reconciled	Check No.	Email Sent	Transaction Type	Amount	Notification
Not yet generated									
03/27/2018	PCHK-734	Jacob B Costa	<input type="checkbox"/>		00000342	<input type="checkbox"/>	Paycheck	3,369.85	Print
07/31/2018	PCHK-746	Gisele W Tesch	<input checked="" type="checkbox"/>		00000343	<input type="checkbox"/>	Paycheck	2,905.76	Print
Batch Log ID: 85 - 03/21/2018 - 5_PositiveConfirmation_2018_03_21_092859.csv									
01/19/2018	PCHK-725	Christy Lee Smith	<input type="checkbox"/>		00000341	<input type="checkbox"/>	Paycheck	178.90	Print
01/19/2018	PCHK-724	Mark Williams	<input type="checkbox"/>		00000340	<input type="checkbox"/>	Paycheck	1,440.00	Print
01/19/2018	PCHK-723	Anne Hathaway	<input type="checkbox"/>		00000339	<input type="checkbox"/>	Paycheck	1,973.25	Print
01/19/2018	PCHK-720	Gisele W Tesch	<input type="checkbox"/>		00000338	<input type="checkbox"/>	Paycheck	1,893.47	Print
Batch Log ID: 84 - 03/21/2018 - 5_PositiveConfirmation_2018_03_21_092834.csv									
01/24/2018	PCHK-711	Christy Lee Smith	<input type="checkbox"/>		00000333	<input type="checkbox"/>	Paycheck	3,671.28	Print
Batch Log ID: 83 - 03/21/2018 - 5_PositiveConfirmation_2018_03_21_092754.csv									

? Ready

10. In Archive tab, actions available for the paycheck:

- Generate Positive Pay:
 - Select paychecks under Not yet generated group
 - Click **Generate Positive Pay** button
 - Positive pay file is generated for the selected paychecks
- Reprint Check:
 - Select paychecks to reprint
 - Click **Reprint Check** button
 - Report screen is displayed

11. Committed normal paychecks will reflect their check numbers in the column.

12. **Void** toolbar button will replace the **Post/Unpost** toolbar buttons and other buttons will be disabled.

Paycheck - PCHK-124
New Save Search Order Undo Print Void Bank Info Employee Reconciled Recap Close

Employee No: LJOBRIN Name: Linda J O'Brien Pay Period: Bi-Weekly Paycheck No: PCHK-124
Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: To be printed

Details Summary Timesheet History Attachments (0)

Earnings				Employee Taxes			
Earning ID	Department	Hours	Rate	Amount	Tax ID	Description	Amount
REG		80.00	15.00	1,200.00	FICA MED Employee	FICA Medicare Employee	16.88
					FICA SS Employee	FICA Social Security Employee	72.17
					FIT	Federal Income Tax	143.75
NET: \$531.20				Hours: 80	Gross:	\$1,200.00	Total: \$232.80

Deductions			Company Taxes		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
401K	Percent	36.00	SUTA	State Unemployment Tax	6.17
			FUTA	Federal Unemployment Tax	9.31
			FICA MED Company	FICA Medicare Company	16.88
			FICA SS Company	FICA Social Security Company	72.17
Total: \$36.00			Total: \$104.53		

Posted Page 1 of 1

- Click **Process Paychecks** from **Payroll** module.
- Select **Bank Account** from the dropdown.

Banks with posted paychecks only will be displayed in the dropdown.

- Select **Checks** from the **Process Type** panel.
- Paychecks under the set criteria will automatically populate the grid.

Displayed records should be checked by default.

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

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

To search for specific criteria, Advance filters can be used.

- Click **Preview** button.

Process Payments

Preview Close

Details

Bank Account: 12152015 Bank Name: Commerce Bank Next Check No: 00000088

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

Paycheck Middle

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Transaction is flagged for processing.

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	2/18/2016	PCHK-99	Travis G Lee	Auto-assigned. Click to chan...	Paycheck	631.09
<input checked="" type="checkbox"/>	6/9/2016	PCHK-127	Ramona H Ortiz	Auto-assigned. Click to chan...	Paycheck	1,045.38
<input checked="" type="checkbox"/>	6/9/2016	PCHK-124	Linda J Obrien	Auto-assigned. Click to chan...	Paycheck	931.20

- Report Preview screen will be displayed.



- Click the **Print** icon

- Proceed to print the paycheck/s.

Report

Archive Close

Page 1 of 3 Pdf

Employee Name	Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Travis G Lee	TOLLE	00000088	02/18/2016	Bi-Weekly	01/01/2016	02/13/2016

Earnings			Taxes		Deductions	
Description	Hours	Amount	Current Amount	YTD Amount	Current Amount	YTD Amount
REG	80	10.00	800.00	11.25	22.50	40.00
OTV	0	15.00	0.00	40.11	98.22	24.00
VAC	0	10.00	0.00	85.55	171.10	
SICK	0	10.00	0.00			
PERSONAL	0	10.00	0.00			

Time Off Hours		
Description	Used	Accrued Balance

Summary	Gross Pay	Taxes	Deductions	Net Pay
Current Pay	950.00	144.91	24.00	631.09
Year to Date Pay	1,600.00	289.82	48.00	1,262.18

00000088
DATE: 02/18/2016

Six Hundred Thirty-One and 09/100 *****

\$ 631.09
02/18/2016 *631.09

- Return to **Print Check Verification** screen.
- Click **Commit** toolbar button.

Print Check Verification

Commit Close

Details

Printed Checks

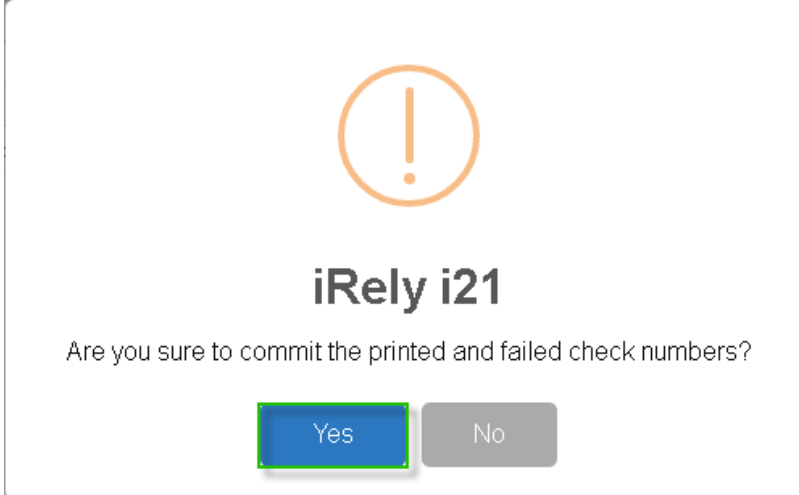
☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-99	2/18/2016	00000088	Travis G Lee	631.09
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-124	6/9/2016	00000089	Linda J Obrien	931.20
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-127	6/9/2016	00000090	Ramona H Ortiz	1,045.38



If the check failed to print, the reason must be entered in the **Reason** column and checked before hitting **Commit** toolbar button.

11. A confirmation message will be displayed.
12. Click **Yes** button.



13. Committed normal paychecks will reflect their check numbers in the column.
14. **Void** toolbar button will replace the **Post/Unpost** toolbar buttons and other buttons will be disabled.

Paycheck - PCHK-124

Employee No: LOBRIEN Name: Linda J O'Brien Pay Period: Bi-Weekly Paycheck No: PCHK-124
 Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: To be printed

Earnings

Earning ID	Department	Hours	Rate	Amount
REG		80.00	15.00	1,200.00

NET: \$931.20 Hours: 80 Gross: \$1,200.00

Deductions

Deduction ID	Calculation Type	Amount
401K	Percent	36.00

Total: \$36.00

Employee Taxes

Tax ID	Description	Amount
FICA MED Employee	FICA Medicare Employee	16.88
FICA SS Employee	FICA Social Security Employee	72.17
FIT	Federal Income Tax	143.75

Total: \$232.80

Company Taxes

Tax ID	Description	Amount
SUTA	State Unemployment Tax	6.17
FUTA	Federal Unemployment Tax	9.31
FICA MED Company	FICA Medicare Company	16.88
FICA SS Company	FICA Social Security Company	72.17

Total: \$104.53

Print Checks feature is very helpful to print multiple paychecks and the system will automatically generates Check Nos.

1. From **Payroll** module, single click the **Print Checks** menu.
2. Select the **Bank Account ID** to display the posted Paychecks that are to be printed under the Print Checks tab.

Print Checks

Bank Account: 06292015 Bank Name: Bank of America Next Check No: 00000011

Electronic Bank Services

☒ None
☐ ACH or NACHA
☐ Positive Pay Format

Check Format

Paycheck Top
 Paycheck Middle
 Paycheck Bottom

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Print Checks

☒ Select All ☐ Clear All Filter: X

To Pr...	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	07/22/2015	PCHK-12	Phyllis C Rodriguez	Auto-assigned. Click to change.	Paycheck	4,821.46
<input type="checkbox"/>	08/15/2015	PCHK-18	Jamie D Barry	Auto-assigned. Click to change.	Paycheck	1,817.09
<input type="checkbox"/>	08/15/2015	PCHK-17	Jamie D Barry	Auto-assigned. Click to change.	Paycheck	6,684.31
<input type="checkbox"/>	08/15/2015	PCHK-16	Marissa J Sharp	Auto-assigned. Click to change.	Paycheck	2,685.03
<input type="checkbox"/>	08/15/2015	PCHK-15	Marissa J Sharp	Auto-assigned. Click to change.	Paycheck	22,132.18
<input type="checkbox"/>	08/15/2015	PCHK-14	Phyllis C Rodriguez	Auto-assigned. Click to change.	Paycheck	1,867.60
<input type="checkbox"/>	08/15/2015	PCHK-13	Phyllis C Rodriguez	Auto-assigned. Click to change.	Paycheck	7,781.67

3. Select the Paycheck transactions you would want to print with the generated Check Nos.
4. Select the Check Format report.
5. Click the Preview toolbar button to preview the paycheck reports.

- Once you've reviewed the paycheck reports, click the **Print the report button** to print ALL the selected paychecks or click the **Print the current page button**.
- After printing, **Print Check Verification** screen will be shown.

Print Check Verification

Commit Close

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-12	07/22/2015	00000011	Phylis C Rodriguez	4,821.46
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-18	08/15/2015	00000012	Jamie D Barry	1,817.09
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-17	08/15/2015	00000013	Jamie D Barry	6,694.31
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-16	08/15/2015	00000014	Marissa J Sharp	2,685.03
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-15	08/15/2015	00000015	Marissa J Sharp	22,132.18
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-14	08/15/2015	00000016	Phylis C Rodriguez	1,867.60
<input type="checkbox"/>	Enter reason why the check failed to print.	PCHK-13	08/15/2015	00000017	Phylis C Rodriguez	7,781.67

Ready

i If any of the Printed paychecks on the list is not successful due to any problem when printing, enter the Reason and click the Fail checkbox.

- Click the **Commit** toolbar button.

i All the assigned Check Nos. on paychecks will be displayed on the Employee paycheck screen. For the Failed printed Checks, Check Nos. will be tagged as '*Wasted*' in Bank Accounts module > Check Number Audit screen but still can re-use and re-print failed printed paychecks by manually entering the Check Nos. in Print Checks screen.

- Open the printed Employee Paychecks from Paycheck Search screen, Paycheck should be marked as Posted and Printed.

Paycheck

New View Refresh Close

Layout Filter Records (73) 16 records

Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes	Net Pay	Posted	Check No.
PCHK-18	JDBarry	Jamie	Barry	08/15/2015	08/01/2015	08/14/2015	2,590.00	75.00	607.91	185.51	1,817.09	<input checked="" type="checkbox"/>	00000012
PCHK-17	JDBarry	Jamie	Barry	08/15/2015	08/01/2015	08/14/2015	10,465.00	313.95	3,466.74	776.56	6,694.31	<input checked="" type="checkbox"/>	00000013
PCHK-16	HJSharp	Marissa	Sharp	08/15/2015	08/01/2015	08/14/2015	3,580.00	185.00	768.97	259.72	2,685.03	<input checked="" type="checkbox"/>	00000014
PCHK-15	HJSharp	Marissa	Sharp	08/15/2015	08/01/2015	08/14/2015	36,000.00	1,080.00	12,787.82	2,671.38	22,132.18	<input checked="" type="checkbox"/>	00000015
PCHK-14	PCRodriguez	Phylis	Rodriguez	08/15/2015	08/01/2015	08/14/2015	2,500.00	0.00	632.40	191.25	1,867.60	<input checked="" type="checkbox"/>	00000016
PCHK-13	PCRodriguez	Phylis	Rodriguez	08/15/2015	08/01/2015	08/14/2015	12,000.00	0.00	4,218.33	918.00	7,781.67	<input checked="" type="checkbox"/>	00000017