


# How to Process ACH 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. Check **ACH** radio button
4. Paychecks under the set criteria will automatically populate the grid.

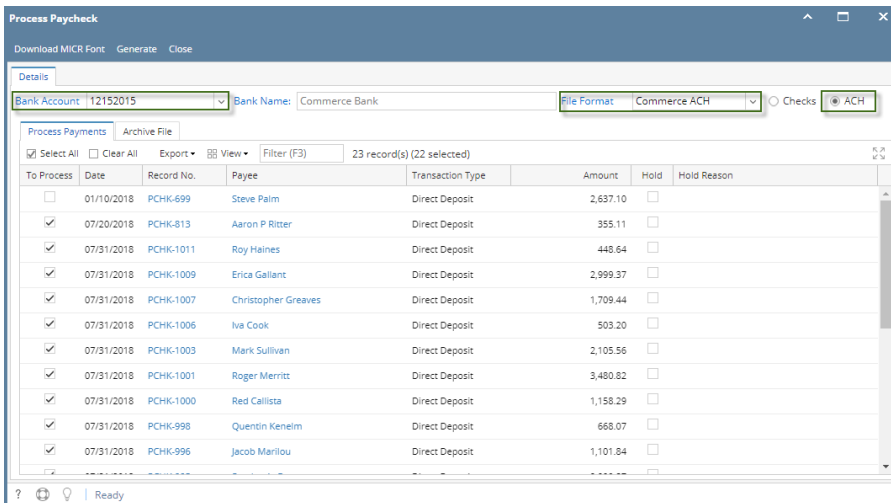
 Displayed records should be checked by default.

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.

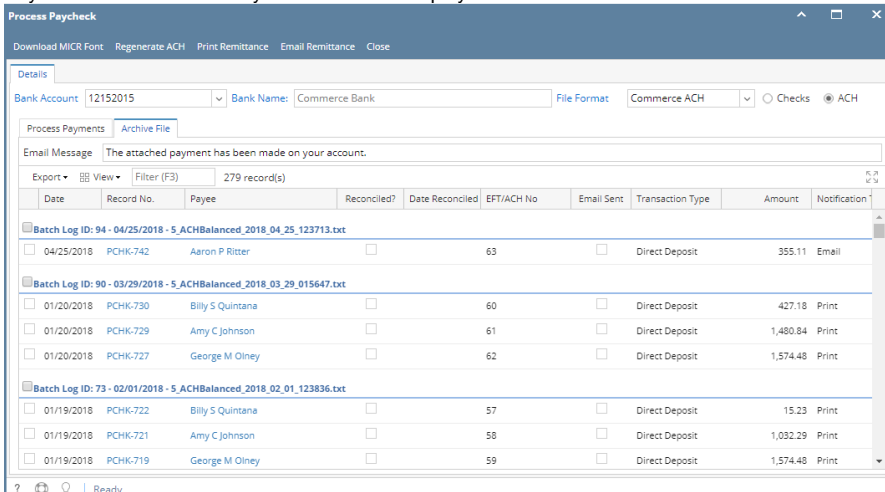
5. Click **Generate** toolbar button.



To Process	Date	Record No.	Payee	Transaction Type	Amount	Hold	Hold Reason
<input type="checkbox"/>	01/10/2018	PCHK-699	Steve Palm	Direct Deposit	2,637.10	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/20/2018	PCHK-813	Aaron P Ritter	Direct Deposit	355.11	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1011	Roy Haines	Direct Deposit	448.64	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1009	Erica Gallant	Direct Deposit	2,999.37	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1007	Christopher Greaves	Direct Deposit	1,709.44	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1006	Iva Cook	Direct Deposit	503.20	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1003	Mark Sullivan	Direct Deposit	2,105.56	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1001	Roger Merritt	Direct Deposit	3,480.82	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-1000	Red Callista	Direct Deposit	1,158.29	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-998	Quentin Kenelm	Direct Deposit	668.07	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	07/31/2018	PCHK-996	Jacob Marilou	Direct Deposit	1,101.84	<input type="checkbox"/>	

 File Format will be required if the bank used by the paycheck has no default ACH file.  
ACH file is downloaded

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



Date	Record No.	Payee	Reconciled?	Date Reconciled	EFT/ACH No.	Email Sent	Transaction Type	Amount	Notification
<b>Batch Log ID: 94 - 04/25/2018 - 5_ACHBalanced_2018_04_25_123713.txt</b>									
<input type="checkbox"/>	04/25/2018	PCHK-742	Aaron P Ritter	<input type="checkbox"/>	63	<input type="checkbox"/>	Direct Deposit	355.11	Email
<b>Batch Log ID: 90 - 03/29/2018 - 5_ACHBalanced_2018_03_29_015647.txt</b>									
<input type="checkbox"/>	01/20/2018	PCHK-730	Billy S Quintana	<input type="checkbox"/>	60	<input type="checkbox"/>	Direct Deposit	427.18	Print
<input type="checkbox"/>	01/20/2018	PCHK-729	Amy C Johnson	<input type="checkbox"/>	61	<input type="checkbox"/>	Direct Deposit	1,480.84	Print
<input type="checkbox"/>	01/20/2018	PCHK-727	George M Olney	<input type="checkbox"/>	62	<input type="checkbox"/>	Direct Deposit	1,574.48	Print
<b>Batch Log ID: 73 - 02/01/2018 - 5_ACHBalanced_2018_02_01_123836.txt</b>									
<input type="checkbox"/>	01/19/2018	PCHK-722	Billy S Quintana	<input type="checkbox"/>	57	<input type="checkbox"/>	Direct Deposit	15.23	Print
<input type="checkbox"/>	01/19/2018	PCHK-721	Amy C Johnson	<input type="checkbox"/>	58	<input type="checkbox"/>	Direct Deposit	1,032.29	Print
<input type="checkbox"/>	01/19/2018	PCHK-719	George M Olney	<input type="checkbox"/>	59	<input type="checkbox"/>	Direct Deposit	1,574.48	Print

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

- a. Regenerate ACH:
  - i. Select committed paycheck/s in Archive tab to include in the bank file
  - ii. Click **Regenerate ACH** button
- b. Print Remittance
  - i. Select committed paycheck/s in Archive tab to print remittance advice
  - ii. Click **Print Remittance** button
- c. Email Remittance
  - i. Select committed paycheck/s in Archive tab to email remittance advice
  - ii. Click **Email Remittance** button

**i** Employee should have email distribution setup to be able to email remittance  
 To setup email distribution, open employee screen.  
 In Contacts tab, select employee and click Open.  
 In Email Remittance field, select **PR Remittance**  
 Save Changes

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

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

3. Select **ACH or NACHA** from the **Process Type** panel.
4. Paychecks under the set criteria will automatically populate the grid.

**i** 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 **Generate** toolbar button.

Process Payments

Generate Close

Details

Bank Account: 12152015 Bank Name: Commerce Bank File Format

Process Type

☐ Checks

☒ ACH or NACHA

☐ Positive Pay

Check Format

Remittance Advice

Check Printing Options

☒ Print Company Name

☒ Print Vendor Name

☒ Print Check No.

☒ Print Memo

Process Payments Remittance Info Archive File

☒ Select All ☐ Clear All ☐ Layout Filter Records (F3)

To Process	Date	Record No.	Payee	Transaction Type	Amount
<input checked="" type="checkbox"/>	2/18/2016	PCHK-80	James B Fowler	Direct Deposit	560.00
<input checked="" type="checkbox"/>	2/18/2016	PCHK-108	Billy S Quintana	Direct Deposit	1,051.25
<input checked="" type="checkbox"/>	2/18/2016	PCHK-106	Carol J Lowe	Direct Deposit	1,075.08
<input checked="" type="checkbox"/>	2/18/2016	PCHK-101	Julie D Patrick	Direct Deposit	991.23
<input checked="" type="checkbox"/>	2/18/2016	PCHK-97	Keisha T Richter	Direct Deposit	691.11
<input checked="" type="checkbox"/>	2/18/2016	PCHK-92	Kendra P Cox	Direct Deposit	991.23
<input checked="" type="checkbox"/>	2/18/2016	PCHK-91	Judy B Flores	Direct Deposit	931.20
<input checked="" type="checkbox"/>	2/18/2016	PCHK-86	James B Fowler	Direct Deposit	388.33
<input checked="" type="checkbox"/>	2/18/2016	PCHK-83	Aaron P Ritter	Direct Deposit	355.74
<input checked="" type="checkbox"/>	6/9/2016	PCHK-130	Carol J Lowe	Direct Deposit	1,045.36
<input checked="" type="checkbox"/>	6/9/2016	PCHK-125	Julie D Patrick	Direct Deposit	991.23

Ready



File Format will be required if the bank used by the paycheck has no default ACH file.

6. **Report Preview** screen will be displayed.
7. A prompt to save ACH Bank file will be displayed.
8. Proceed to save bank file.
9. A confirmation message will be displayed.
10. Click **Yes** button.



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Do you want to commit the transaction generated?

Yes No

11. **Remittance Advice** will be sent in employee's email.



12. Click the **Print** icon.
13. Proceed on printing the paycheck/s.

14. Other buttons will be disabled.

Paycheck - PCHK-80

NewSaveSearchDeleteUndoProcessBank InfoEmployeeRecalculateRecapClose

Employee No: JBFOWLERName: James B FowlerPay Period: WeeklyPaycheck No: PCHK-80

Bank Account: 12152015Pay Date: 2/18/2016Period From: 2/7/2016Period To: 2/13/2016Check No: Direct Deposit

DetailsSummaryTimesheetHistoryAttachments (0)

Earnings

+ Add X Remove

Earning ID	Department	Hours	Rate	Amount
REG		40.00	14.00	\$560.00
NET: \$560.00				
Hours: 40		Gross:		\$560.00

+ Add X Remove

Deduction ID	Calculation Type	Amount
Total: \$0.00		

Employee Taxes

+ Add X Remove

Tax ID	Description	Amount
SDI-CA	State Disability Insurance - CA	0.00
CA State Tax	California State Tax	0.00
Mi-Local	Michigan City Tax	0.00
Mi-State Tax	Michigan State Tax	0.00
FICA MED Employee	FICA Medicare Employee	0.00
Total:		\$0.00

+ Add X Remove

Tax ID	Description	Amount
Total: \$0.00		

Posted

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