

How to Process ACH Paycheck

1. Click **Paychecks** from **Payroll** module.
2. Select **paycheck** from the grid.
3. Click **Open** toolbar button.

Paycheck

New **Open** Refresh Export Close

Filter Records (F3) 129 records (1 selected)

Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input type="checkbox"/> PCHK-130	CLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/> PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	231.15	104
<input type="checkbox"/> PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/> PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/> PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-125	JDPATRICK	Julie	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/> PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/> PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input checked="" type="checkbox"/> PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-120	AQJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/> PCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/> PCHK-115	JBLDRES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-114	HYGDINFO	Helen	Griffin	6/9/2016	1/31/2016	2/13/2016	1,040.00	31.20	167.65	68
							170,422.50	4,699.28	35,386.97	14,810.29

4. Selected paycheck's screen will be opened.
5. Click **Process** toolbar button.

Paycheck - PCHK-745

New Save Search Delete Undo **Process** Post Recalculate Convert to Check Close

Employee No. APRITTER Name Aaron P Ritter Pay Period Weekly Paycheck No. PCHK-745

Bank Account 12152015 Pay Date 07/31/2018 Period From 07/24/2018 Period To 07/31/2018 Reference No. To be processed

Details Summary Timesheet History Post Preview Audit Log Attachments

Earnings						Employee Taxes			
+	Add	X	Remove			+	Add	X	Remove
Earning ID	Department	WC Code	Hours	Rate	Amount	Tax ID	Description	Amount	
<input type="checkbox"/> REG	Warehouse	8006	40.00	11.00	440.00	<input type="checkbox"/> FIT	Federal Income Tax	39.04	
						<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	26.46	
						<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	6.19	
						<input type="checkbox"/> MI-State Tax	Michigan State Tax	0.00	
						<input type="checkbox"/> IL Income Tax	Indiana Income Tax	0.00	
NET: \$355.11					Hours: 40	Gross: \$440.00	Total: \$71.69		

Deductions						Company Taxes			
+	Add	X	Remove			+	Add	X	Remove
Deduction ID	Feld By	Deduct From	Rate	Rate Type	Amount	Tax ID	Description	Amount	
<input type="checkbox"/> 401K	Employee	Gross Pay	3.00	Percent	13.20	<input type="checkbox"/> FICA SS Company	FICA Social Security Company	26.46	
<input type="checkbox"/> IRA	Company	Gross Pay	3.00	Percent	13.20	<input type="checkbox"/> FICA MED Company	FICA Medicare Company	6.19	
						<input type="checkbox"/> FUTA	Federal Unemployment Tax	3.41	
						<input type="checkbox"/> SUTA	State Unemployment Tax	2.26	
Pre-Tax: \$13.20					Post-Tax: \$0.00	Total: \$26...	Total: \$38.32		

Ready 1 of 1 Refresh



Unposted paychecks will automatically be posted when **Process** toolbar button is clicked before proceeding into printing it.

6. **Process Payments** screen will be displayed.
7. Select File Format and click **Generate** toolbar button.

Process Paycheck

Generate Close

Details

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

Process Payments Archive File

☒ Select All ☐ Clear All Export View Filter (F3) 1 record(s) (1 selected)

To Process	Date	Record No.	Payee	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	07/31/2018	PCHK-745	Aaron P Ritter	Direct Deposit	355.11	<input type="checkbox"/>	

? Ready



The record displayed in the screen should be the selected paycheck only.

The checkbox of the selected paycheck is automatically checked.

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

- Bank file is generated and commit paycheck
- Paychecks are displayed in Archive tab

Process Paycheck

Regenerate ACH Print Remittance Email Remittance Close

Details

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

Process Payments Archive File

Email Message: The attached payment has been made on your account.

Export View Filter (F3) 280 record(s)

Date	Record No.	Payee	Reconciled?	Date Reconciled	EFT/ACH No	Email Sent	Transaction Type	Amount	Notification
Batch Log ID: 120 - 07/31/2018 - 5, CommerceACH_2018_07_31_063230.csv									
<input type="checkbox"/>	07/31/2018	PCHK-745	Aaron P Ritter	<input type="checkbox"/>	64	<input type="checkbox"/>	Direct Deposit	355.11	Email
Batch Log ID: 94 - 04/25/2018 - 5, ACHBalanced_2018_04_25_123713.txt									
<input type="checkbox"/>	04/25/2018	PCHK-742	Aaron P Ritter	<input type="checkbox"/>	63	<input type="checkbox"/>	Direct Deposit	355.11	Email
Batch Log ID: 90 - 03/29/2018 - 5, ACHBalanced_2018_03_29_015647.txt									
<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
Batch Log ID: 73 - 02/01/2018 - 5, ACHBalanced_2018_02_01_123836.txt									
<input type="checkbox"/>	01/19/2018	PCHK-722	Billy S Quintana	<input type="checkbox"/>	57	<input type="checkbox"/>	Direct Deposit	15.23	Print

? Ready

- Click **Paychecks** from **Payroll** module.
- Select **paycheck** from the grid.

3. Click **Open** toolbar button.

Paycheck

New **Open** Refresh Export Close

Layout Filter Records (F3) 129 records (1 selected)

Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input type="checkbox"/> PCHK-130	CLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/> PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	231.15	104
<input type="checkbox"/> PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/> PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/> PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-125	JDPATRICK	Julie	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/> PCHK-124	LJOBRIN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/> PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input checked="" type="checkbox"/> PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-120	AQJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/> PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/> PCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/> PCHK-115	JBFLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/> PCHK-114	HWYGINO	Helen	Griter	6/9/2016	1/31/2016	2/13/2016	1,040.00	31.20	167.65	69
							170,422.50	4,699.28	35,386.97	14,810.29

4. Selected paycheck's screen will be opened.

5. Click **Process** toolbar button.

Paycheck - PCHK-121

New Save Search Delete Undo **Process** Post Bank Info Employee Recalculate Recap Close

Employee No: KTRICHTER Name: Keisha T Richter Pay Period: Bi Weekly Paycheck No: PCHK-121

Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: Direct Deposit

Details Summary Timesheet History Attachments (0)

Earnings				Employee Taxes	
Earning ID	Department	Hours	Rate	Amount	
REG		80.00	11.00	\$880.00	
NET: \$691.11				Hours: 80	Gross: \$880.00

Deductions			Company Taxes		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
401K	Percent	26.40	SUTA	State Unemployment Tax	4.52
Total: \$26.40			FUTA	Federal Unemployment Tax	6.83
			RICA MED Company	RICA Medicare Company	12.38
			RICA SS Company	RICA Social Security Company	52.92
			Total: \$76.65		

Ready



Unposted paychecks will automatically be posted when **Process** toolbar button is clicked before proceeding into printing it.

6. **Process Payments** screen will be displayed.

7. Click **Generate** toolbar button.

Process Payments

Generate Close

Bank Account: 12152015 Bank Name: Commerce Bank File Format: [v]

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"/>	6/9/2016	PCHK-121	Keisha T Richter	Direct Deposit	691.11

Ready



The record displayed in the screen should be the selected paycheck only.

The checkbox of the selected paycheck is automatically checked.

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

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



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Do you want to commit the transaction generated?

Yes

No

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



14. Click the **Print** icon.
15. Proceed on printing the paycheck/s.
16. Other buttons will be disabled.

Paycheck - PCHK-121

New Save Search Print Undo Process Bank Info Employee Recalculate Recap Close

Employee No: KTRICHTER Name: Keisha T. Richter Pay Period: Bi-Weekly Paycheck No: PCHK-121
Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: Direct Deposit

Details Summary Timesheet History Attachments (0)

Earnings				
Earning ID	Department	Hours	Rate	Amount
REG		80.00	11.00	\$880.00
NET: \$691.11			Hours: 80	Gross: \$880.00

Employee Taxes		
Tax ID	Description	Amount
RICA MED Employee	RICA Medicare Employee	12.38
RICA SS Employee	RICA Social Security Employee	52.92
FTT	Federal Income Tax	97.19
		Total: \$162.49

Deductions		
Deduction ID	Calculation Type	Amount
401K	Percent	26.40
		Total: \$26.40

Company Taxes		
Tax ID	Description	Amount
SUTA	State Unemployment Tax	4.52
FUTA	Federal Unemployment Tax	6.83
RICA MED Company	RICA Medicare Company	12.38
RICA SS Company	RICA Social Security Company	52.92
		Total: \$76.65

Posted 1 of 1

1. From the **Employee Paycheck** screen which is not yet posted, click the Print toolbar button.

- Print Checks screen will be shown.

Bank Account: 18 Bank Name: Bank of America Next Check No: 00000007

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 Reprint Checks

☒ Select All ☐ Clear All Filter: X

To Print	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	07/15/2015	PCHK-12	Jamie D Barry	Auto-assigned. Click to cha...	Paycheck	5,754.56

- Select the Paycheck transaction to be printed
 - Select the report from the Check format section
 - The Paycheck Check No. to be generated should be coming from the Next Check No field.
- Click the Preview toolbar button to preview the paycheck report
 - The paycheck report will be displayed in the Report Viewer screen showing the Paycheck Details.

Five Thousand Seven Hundred Fifty-Four and 56/100 ***** 07/15/2015 **5,754.56

Jamie D Barry
1020 Washington Boulevard/Detroit, MI 48226

Employee Name	Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Jamie D Barry	JDBarry		07/15/2015	Bi-Weekly	07/12/2015	07/14/2015
Earnings						
Description	Hours	Rate	Amount	Description	Current Amount	YTD Amount
REGULAR	160	50.00	8,000.00	FICA MED (E)	124.48	124.48
PAIDTIMEOFF	0	50.00	50.00	FICA SS (E)	532.24	532.24
HOUR SICK	8	50.00	400.00	FTT	2,173.22	2,173.22
HOUR VAC	8	50.00	400.00			
Taxes						
Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount	
	265.50					
Deductions						
Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount	
	265.50					
Summary						
Gross Pay	8,850.00		Taxes	2,829.94		
Current Pay	8,850.00		Deductions	265.50		
Year to Date Pay	8,850.00			265.50		
						5,754.56

- Click the Print the report or Print the current page button to print the paycheck report.
- Once it printed, the 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	07/15/2015	00000007	Jamie D Barry	5,754.56

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Are you sure to commit the printed and failed check numbers?

Yes No

7. Click the Yes button to commit the printed paycheck. In the paycheck screen, it showed the generated Check No. and it will automatically posted.

Paycheck - PCHK-12

New Save Search Delete Undo Print Unpost Bank Info Employee Remarks Timesheet Recap Close

Employee No: JDBarry Pay Date: 07/15/2015 Period From: 07/01/2015 Period To: 07/14/2015 Bank Account: 06292015 Check No: 00000007 Paycheck No: PCHK-12

Details Summary History Attachments

Earnings				Employee Taxes	
Earning ID	Hours	Rate	Amount	Tax ID	Amount
HOUR	160.00	50.00	8,000.00	FICA MED (E)	124.48
PAIDTIMEOFF	0.00	50.00	50.00	FICA SS (E)	532.24
HOUR SICK	8.00	50.00	400.00	FIT	2,173.22
HOUR VAC	8.00	50.00	400.00		
NET: 5,754.56			Hours: 176.00	Gross: 8,850.00	Total: 2,829.94

Deductions			Company Taxes	
Deduction ID	Calculation Type	Amount	Tax ID	Amount
401K	Percent	265.50	SUTA	42.40
			FUTA	56.00
			FICA MED (C)	124.48
			FICA SS (C)	532.24
Total: 265.50			Total: 755.12	

Posted

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