

How to Print Normal Paycheck

1. Click **Paychecks** from **Payroll** module.
2. 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	CJLOWE	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 checked="" 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	Julia	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 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	ACJOHNSON	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	
							170,422.50	4,699.28	35,386.97	14,810.29	

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

Paycheck - PCHK-128

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

Employee No: RKBERENDS Name: Rebecca K Berends Pay Period: Bi-Weekly Paycheck No: PCHK-128

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

+ Add X Remove

Earning ID	Department	Hours	Rate	Amount
REG		80.00	14.00	1,120.00

NET: \$871.18 Hours: 80 Gross: \$1,120.00

Employee Taxes

+ Add X Remove

Tax ID	Description	Amount
RICA MED Employee	RICA Medicare Employee	15.75
RICA SS Employee	RICA Social Security Employee	67.36
FIT	Federal Income Tax	132.11

Total: \$215.22

Deductions

+ Add X Remove

Deduction ID	Calculation Type	Amount
401K	Percent	33.60

Total: \$33.60

Company Taxes

+ Add X Remove

Tax ID	Description	Amount
SUTA	State Unemployment Tax	5.76
FUTA	Federal Unemployment Tax	8.69
RICA MED Company	RICA Medicare Company	15.75
RICA SS Company	RICA Social Security Company	67.36

Total: \$97.56

Ready Page 1 of 1



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

6. **Process Payments** screen will be displayed.
7. Click **Print Check** toolbar button.

Process Paycheck

Print Check Close

Details

Bank Account: 12152015 Bank Name: Commerce Bank Next Check No: 00000343 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	Check No.	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	07/31/2018	PCHK-746	Gisele W Tesh	Auto-assigned. Click to change.	Paycheck	2,905.76		

? Ready



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

The checkbox of the selected paycheck is automatically checked.

The **Next Check No** is also automatically generated and cannot be edited.

8. Report Preview screen will be displayed.



9. Click the **Print** icon

Report

Archive Close

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Employee Name	Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Rebecca K Berends	RKBERENDS	00000087	06/09/2016	Bi-Weekly	01/01/2016	02/13/2016

Earnings			Taxes		Deductions	
Description	Hours	Rate	Current Amount	YTD Amount	Description	Current Amount
REG	80	14.00	1,120.00	15.75	401K	33.60
				70.00		
				289.75		
				605.80		

Time Off Hours		
Description	Used	Accrued

Summary	Gross Pay	Taxes	Deductions	Net Pay
Current Pay:	1,120.00	215.22	33.60	871.18
Year to Date Pay:	4,984.00	975.64	149.52	3,858.84

00000087
DATE: 06/09/2016

Eight Hundred Seventy-One and 18/100 *****

\$ **871.18

06/09/2016 **871.18

? Ready

10. Proceed to print and commit the paycheck/s.

11. Paychecks are 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			00000342		Paycheck	3,369.85	Print
07/31/2018	PCHK-746	Gisele W Tesch			00000343		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			00000341		Paycheck	178.90	Print
01/19/2018	PCHK-724	Mark Williams			00000340		Paycheck	1,440.00	Print
01/19/2018	PCHK-723	Anne Hathoway			00000339		Paycheck	1,973.25	Print
01/19/2018	PCHK-720	Gisele W Tesch			00000338		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			00000333		Paycheck	3,671.28	Print
Batch Log ID: 83 - 03/21/2018 - 5_PositiveConfirmation_2018_03_21_092754.csv									

Ready

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

Paycheck - PCHK-128

New Save Search Delete Undo Print Void Bank Info Employee Reconcile Recap Close

Employee No: RKBERENDS Name: Rebecca K Berends Pay Period: Bi-Weekly Paycheck No: PCHK-128

Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: 00000087

Details Summary Timesheet History Attachments (0)

Earnings ID	Department	Hours	Rate	Amount
REG		80.00	14.00	1,120.00

NET: \$871.18 Hours: 80 Gross: \$1,120.00

Deduction ID	Calculation Type	Amount
401K	Percent	33.60

Total: \$33.60

Tax ID	Description	Amount
FICA MED Employee	FICA Medicare Employee	15.75
FICA SS Employee	FICA Social Security Employee	67.36
FIT	Federal Income Tax	132.11

Total: \$215.22

Tax ID	Description	Amount
SUTA	State Unemployment Tax	5.76
FUTA	Federal Unemployment Tax	8.69
FICA MED Company	FICA Medicare Company	15.75
FICA SS Company	FICA Social Security Company	67.36

Total: \$97.56

Posted

1. Click **Paychecks** from **Payroll** module.
2. 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
PCHK-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	231.15	104
PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
							170,422.50	4,659.28	35,386.97	14,810.29

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

Paycheck - PCHK-128

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

Employee No: RYBERENDS Name: Rebecca K Berends Pay Period: Bi-Weekly Paycheck No: PCHK-128

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	
REG		80.00	14.00	1,120.00	
NET: \$871.18				Hours: 80	Gross: \$1,120.00

Deductions			Company Taxes		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
401K	Percent	33.60	SUTA	State Unemployment Tax	5.76
Total: \$33.60			FUTA	Federal Unemployment Tax	8.69
			PICA MED Company	PICA Medicare Company	15.75
			PICA SS Company	PICA Social Security Company	67.36
			Total: \$97.56		

NET: \$871.18 Hours: 80 Gross: \$1,120.00 Total: \$215.22

Ready Page 1 of 1



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

6. **Process Payments** screen will be displayed.
7. Click **Preview** toolbar button.

Process Payments

Preview Close

Bank Account: 12152015 Bank Name: Commerce Bank Next Check No: 00000087

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

Process Payments

☒ Select All ☐ Clear All ☐ Layout

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	6/9/2016	PCHK-128	Rebecca K Berends	Auto-assigned. Click to chan...	Paycheck	871.18

Ready



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

The checkbox of the selected paycheck is automatically checked.

The **Next Check No** is also automatically generated and cannot be edited.

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

- Click the **Print** icon



Report

Archive Close

Page 1 of 1 Pdf

Employee Name			Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Rebecca K Berends			RKBERENDS	00000087	06/09/2016	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	14.00	1,120.00	FICA-MED Employ	15.75	70.00	401K	33.60	149.52
				FICA-SO Employees	67.36	289.75			
				FIT	132.11	605.80			

Time Off Hours			
Description	Used	Accrued	Balance

Summary	Gross Pay	Taxes	Deductions	Net Pay
Current Pay	1,120.00	215.22	33.60	871.18
Year to Date Pay	4,984.00	975.64	149.52	3,858.84

00000087
DATE: 06/09/2016

Eight Hundred Seventy-One and 18/100 *****
\$ 871.18
06/09/2016 **871.18

Ready

- Proceed to print the paycheck/s.
- 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-128	6/9/2016	00000087	Rebecca K Berends	871.18

Ready

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

- A confirmation message will be displayed.
- Click **Yes** button.

iRely i21

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

Yes **No**

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

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

Paycheck - PCHK-128

Employee No: RBERENDS Name: Rebecca K Berends Pay Period: Bi-Weekly Paycheck No: PCHK-128
 Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: 00000087

Earnings

Earning ID	Department	Hours	Rate	Amount
REG		80.00	14.00	1,120.00
NET: \$871.18				Hours: 80 Gross: \$1,120.00

Deductions

Deduction ID	Calculation Type	Amount
401K	Percent	33.60
Total: \$33.60		

Employee Taxes

Tax ID	Description	Amount
FICA MED Employee	FICA Medicare Employee	15.75
FICA SS Employee	FICA Social Security Employee	67.36
FIT	Federal Income Tax	132.11
Total: \$215.22		

Company Taxes

Tax ID	Description	Amount
SUTA	State Unemployment Tax	5.76
FUTA	Federal Unemployment Tax	8.69
FICA MED Company	FICA Medicare Company	15.75
FICA SS Company	FICA Social Security Company	67.36
Total: \$97.56		

1. From the **Employee Paycheck** screen which is not yet posted, click the Print toolbar button.
2. Print Checks screen will be shown.

Print Checks

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

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

- a. Select the Paycheck transaction to be printed
 - b. Select the report from the Check format section
 - c. The Paycheck Check No. to be generated should be coming from the Next Check No field.
3. Click the Preview toolbar button to preview the paycheck report
 4. 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	07/01/2015	07/14/2015

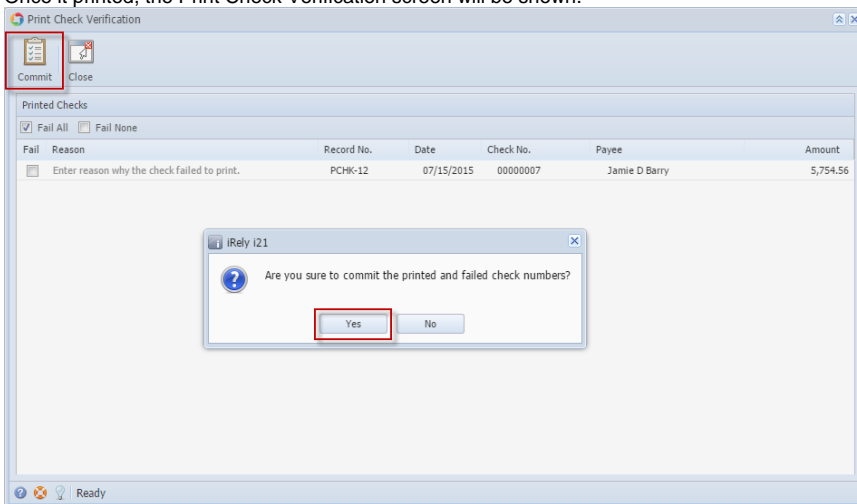
Earnings			Taxes			Deductions		
Description	Hours	Rate	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
HOUR	80	8,000.00	FICA MED (E)	124.48	124.48	401K		205.50
PAIDTIMEOFF	0	50.00	FICA SS (E)	532.24	532.24			
HOUR SICK	8	50.00	FIT	2,173.22	2,173.22			
HOUR VAC	8	50.00						
Summary			Gross Pay	Taxes	Deductions	Net Pay		
Current Pay			8,850.00	2,829.94	205.50	5,754.56		
Year to Date Pay			8,850.00	2,829.94	205.50	5,754.56		

Employee Name	Employee ID	Check No	Pay Date	Pay Period	Period From	Period To
Jamie D Barry	JDBarry		07/15/2015	Bi-Weekly	07/01/2015	07/14/2015

Earnings			Taxes			Deductions		
Description	Hours	Rate	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
HOUR	80	50.00	FICA MED (E)	124.48	124.48	401K		205.50
PAIDTIMEOFF	0	50.00	FICA SS (E)	532.24	532.24			
HOUR SICK	8	50.00	FIT	2,173.22	2,173.22			
HOUR VAC	8	50.00						
Summary			Gross Pay	Taxes	Deductions	Net Pay		
Current Pay			8,850.00	2,829.94	205.50	5,754.56		
Year to Date Pay			8,850.00	2,829.94	205.50	5,754.56		

5. Click the Print the report or Print the current page button to print the paycheck report.

6. Once it printed, the Print Check Verification screen will be shown.



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.

