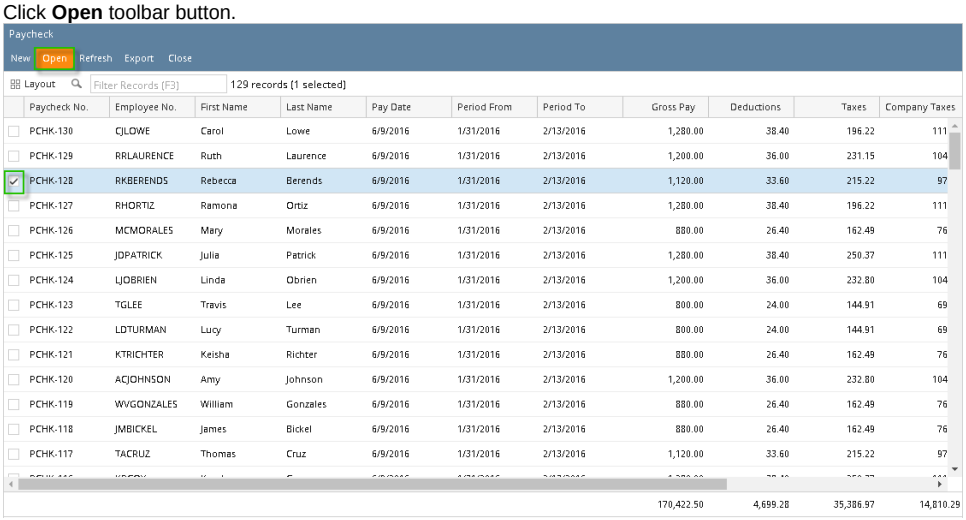
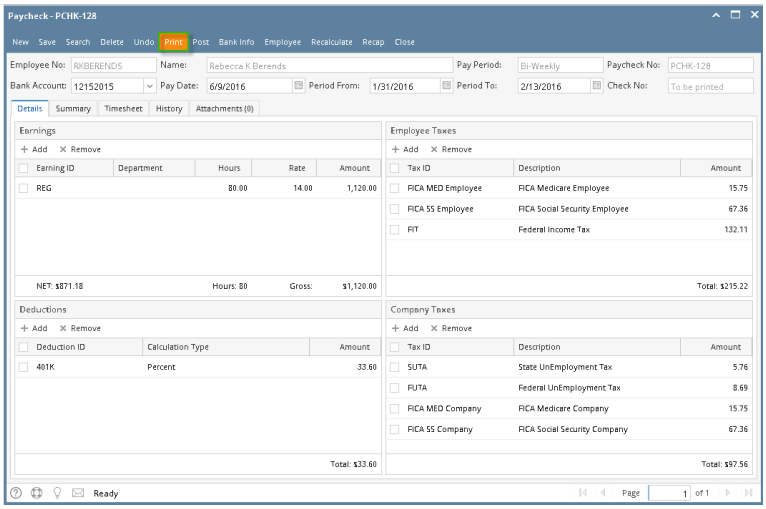
How to Print Normal Paycheck

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

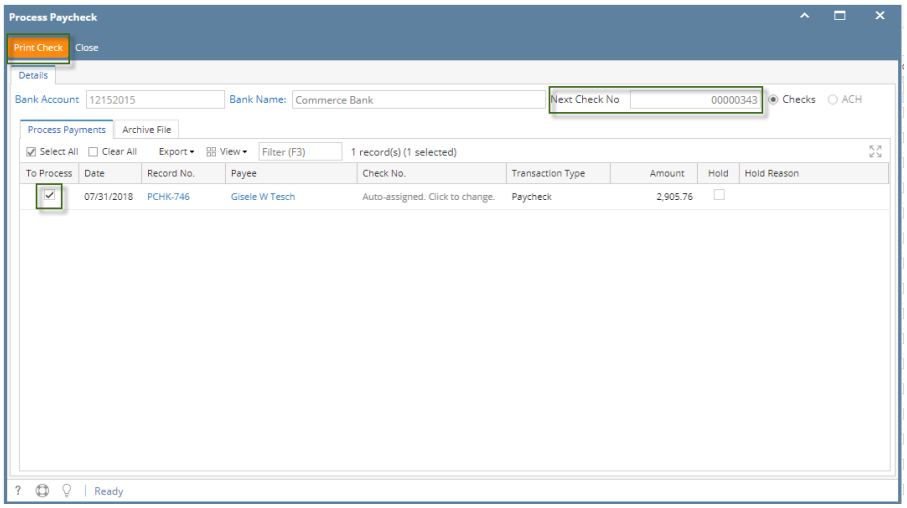


4. Selected paycheck's screen will be opened.
5. Click **Print** toolbar button.



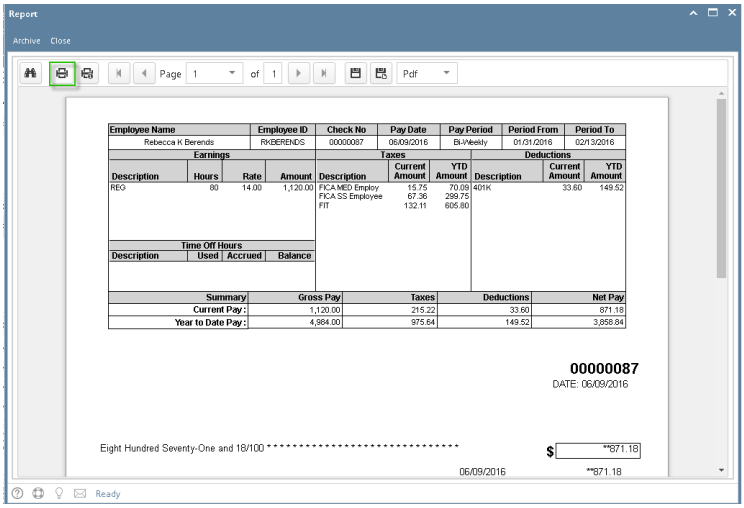
> Unposted paychecks will automatically be posted when **Print** toolbar button is clicked before proceeding into printing it.

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



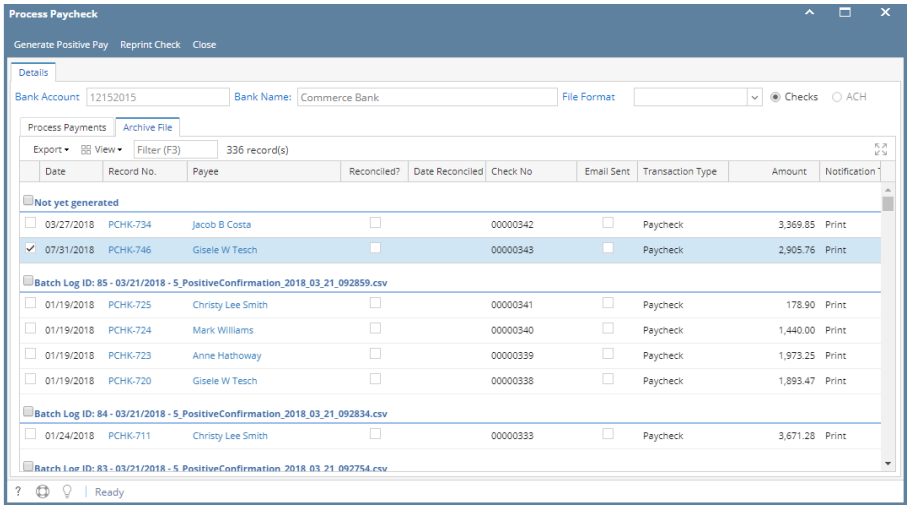
> The record displayed in the screen should be the selected paycheck only.
>
> The checkbox of the selected paycheck is automatically checked.
>
> The **Next Check No** is also automatically generated and cannot be edited.

8. **Report Preview** screen will be displayed.
9. Click the **Print** icon .

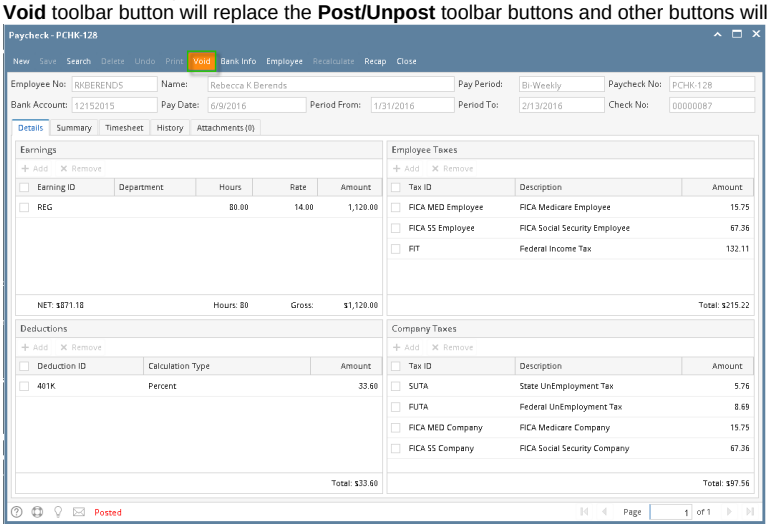


10. Proceed to print and commit the paycheck/s.

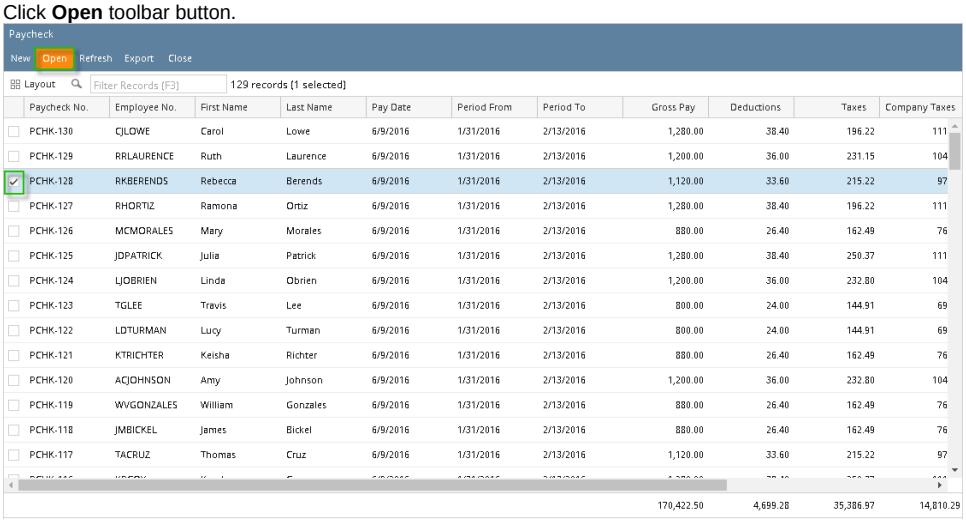
11. Paychecks are displayed in Archive tab.



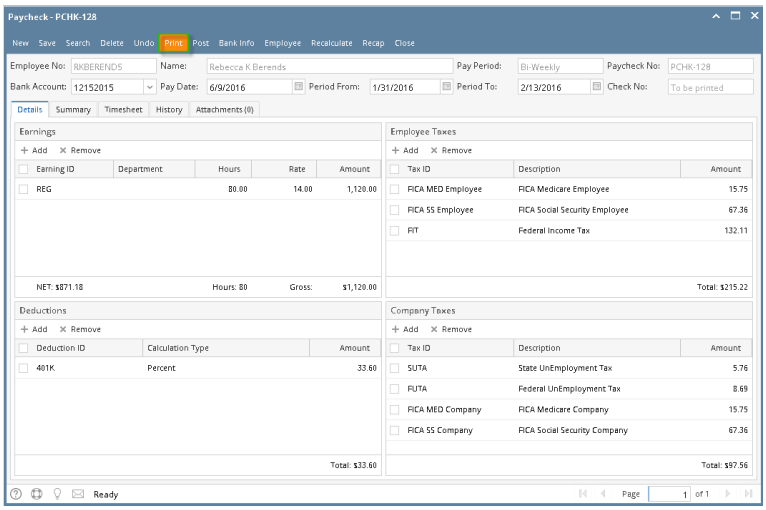
12. Committed normal paychecks will reflect their check numbers in the column.
13. **Void** toolbar button will replace the **Post/Unpost** toolbar buttons and other buttons will be disabled.



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

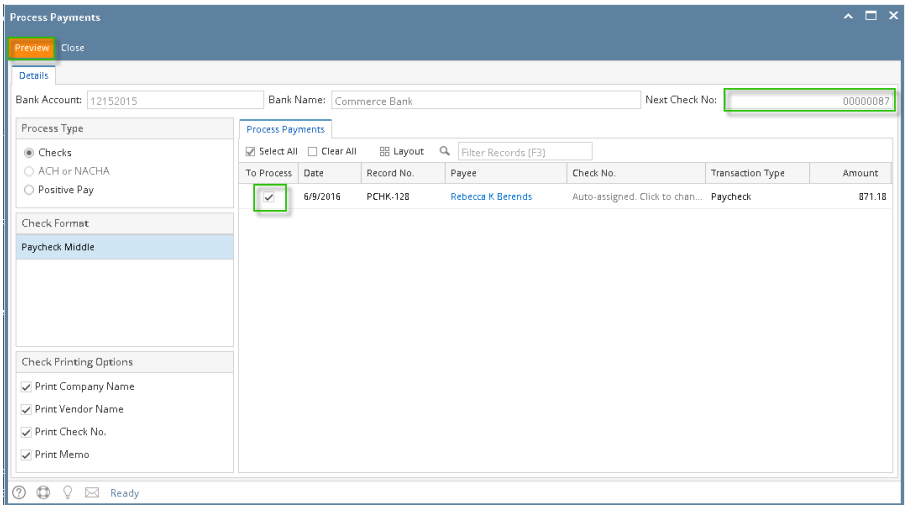


4. Selected paycheck's screen will be opened.
5. Click **Print** toolbar button.



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.



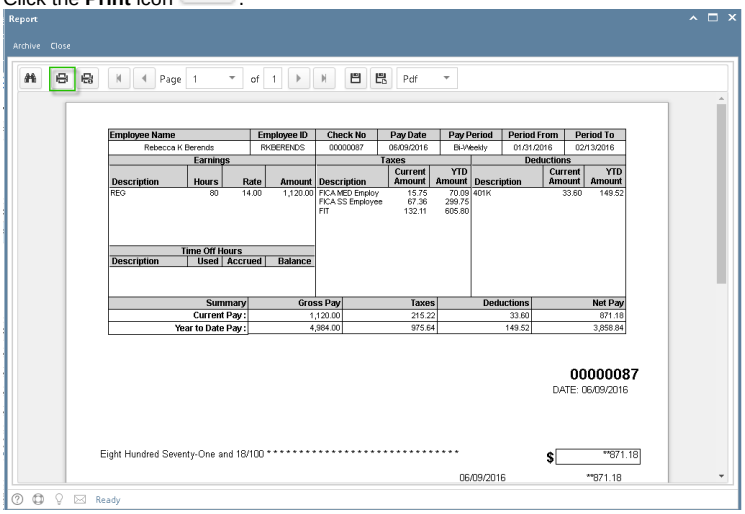
The record displayed in the screen should be the selected paycheck only.

The checkbox of the selected paycheck is automatically checked.

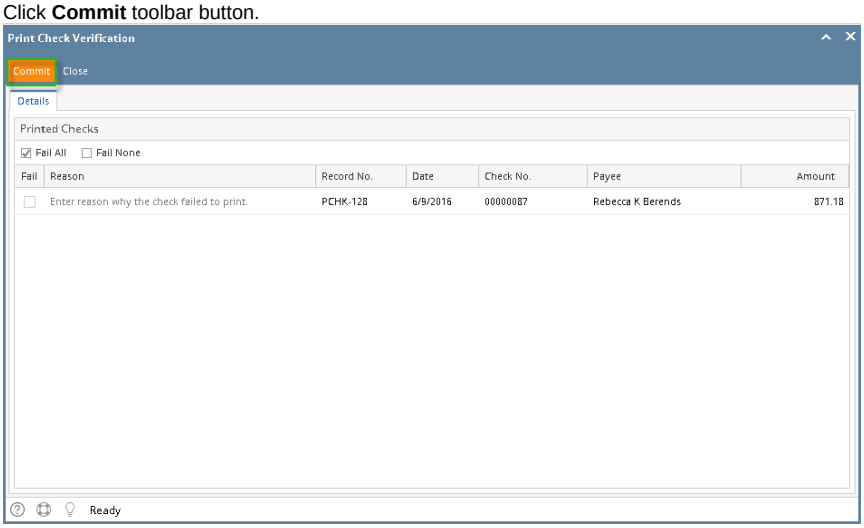
The **Next Check No** is also automatically generated and cannot be edited.

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

9. Click the **Print** icon .

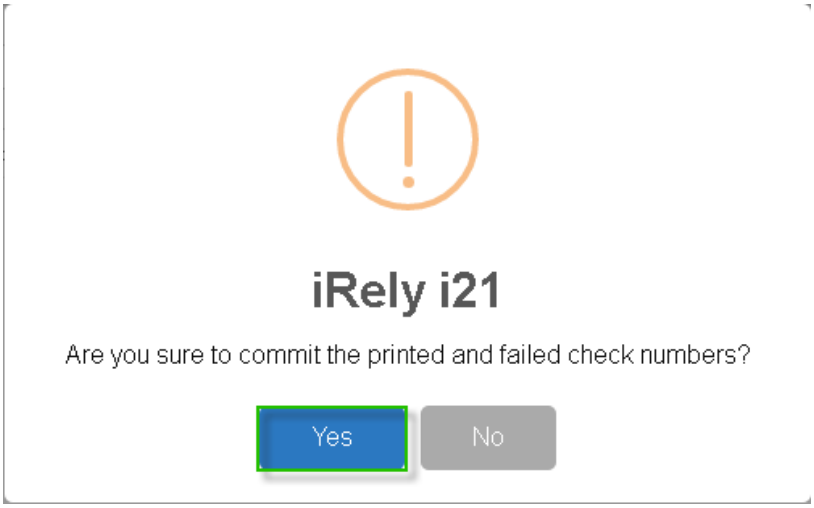


10. Proceed to print the paycheck/s.
11. Return to **Print Check Verification** screen.
12. Click **Commit** toolbar button.



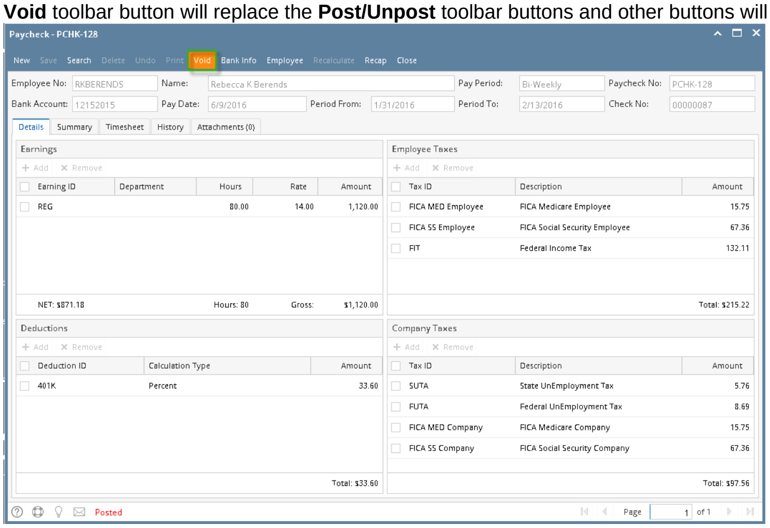
> If the check failed to print, the reason must be entered in the **Reason** column and checked before hitting **Commit** toolbar button.

13. A confirmation message will be displayed.
14. Click **Yes** button.

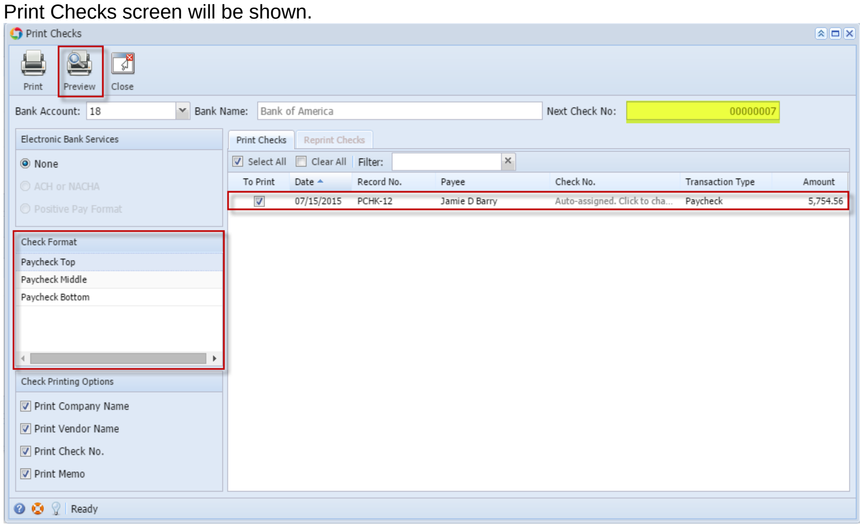


15. Committed normal paychecks will reflect their check numbers in the column.

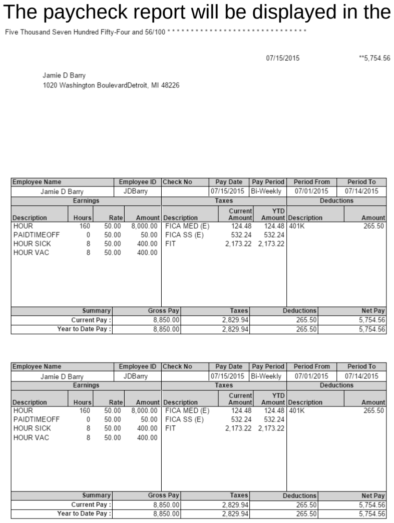
16. **Void** toolbar button will replace the **Post/Unpost** toolbar buttons and other buttons will be disabled.



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



   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 BoulevardDetroit, 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	Amount	Description	Current Amount	YTD Amount	Description	Amount
HOUR	160	50.00	8,000.00	FICA MED (E)	124.48	124.48	401K	265.50
PAIDTIMEOFF	0	50.00	50.00	FICA SS (E)	532.24	532.24		
HOUR SICK	8	50.00	400.00	FIT	2,173.22	2,173.22		
HOUR VAC	8	50.00	400.00					

Summary	Gross Pay	Taxes	Deductions	Net Pay
Current Pay :	8,850.00	2,829.94	265.50	5,754.56
Year to Date Pay :	8,850.00	2,829.94	265.50	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	Amount	Description	Current Amount	YTD Amount	Description	Amount
HOUR	160	50.00	8,000.00	FICA MED (E)	124.48	124.48	401K	265.50
PAIDTIMEOFF	0	50.00	50.00	FICA SS (E)	532.24	532.24		
HOUR SICK	8	50.00	400.00	FIT	2,173.22	2,173.22		
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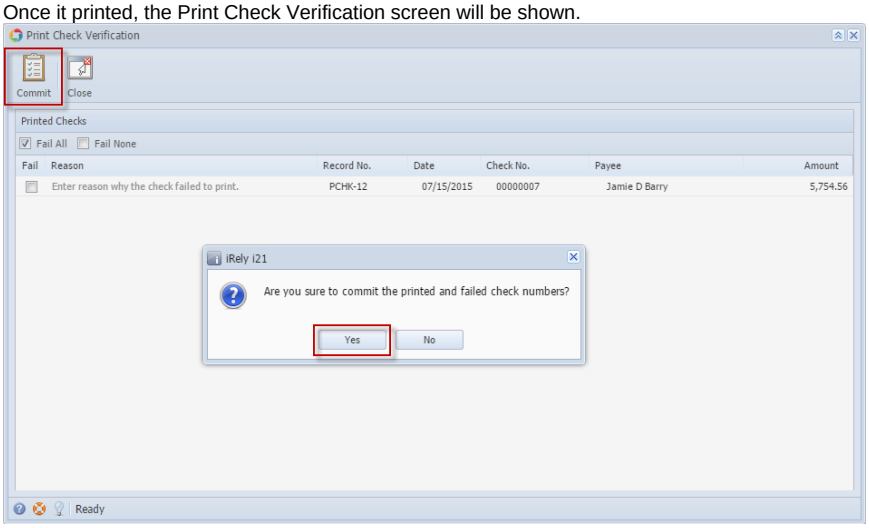
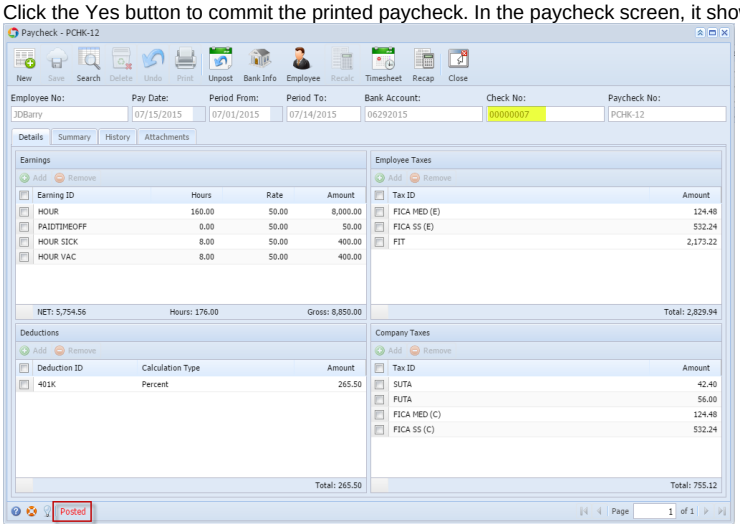
Summary	Gross Pay	Taxes	Deductions	Net Pay
Current Pay :	8,850.00	2,829.94	265.50	5,754.56
Year to Date Pay :	8,850.00	2,829.94	265.50	5,754.56

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.