

Payroll Monthly Operations-2

Print Payroll Checks

Print Options: Bank ID: **OPERR** Payroll Check Form: **Payroll Deposit Advice**

Check Number: **100000011** Check Date: **3/17/2014** Sort By: **Name**

Checks to Print: Print Checks Frequency: **Bi-Weekly Direct Depos** 5/13/2013 Thru 5/26/2013 Check Type: **All**

Field	Relation	Value 1	Value 2
Employee ID	All		
Department ID	All		
Location ID	All		
Client ID	All		

EFT Direct Deposit: File Path: File Name:

PROCESS/PRINT CHECKS

- Make sure the 'Bank Id' and 'Payroll Check Form' is correct.
- The Check Date will determine what month this batch will end up showing on the General Ledger! You can choose an option to post on check date.
- You will notice that you have the flexibility of not only Reprinting Checks, but also to Assign new Check Numbers (if a previous print-job went bad).
- If you are using Direct Deposit, this is where you can assign where the file will be saved and what the File Name will be.

Post Checks to GL

Frequency: **Bi-Weekly Direct Depo**

Proof Listing Destination: Screen Printer File

PDFCreator on PDFCreator:

PROCESS/POST CHECKS TO GL

The GL will not be updated until you first 'Post Checks to GL'. We recommend printing the proof reports during the posting process.

Close Current Payroll Period

Options: Select the Frequency to Close: **Bi-Weekly Direct Deposit**

Current Period Start: **5/13/2013** End: **5/26/2013**

New Period Start: **5/27/2013** End: **6/9/2013**

Close Current Payroll Period

Prerequisites	Completed?	Date Printed
Have all entered and calculated data been processed?	No	
Have checks been printed?	Yes	5/29/2013

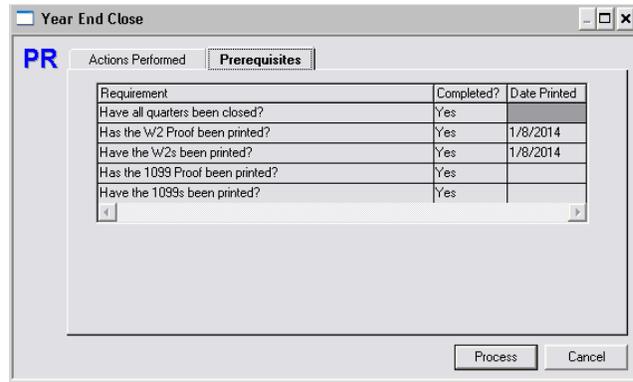
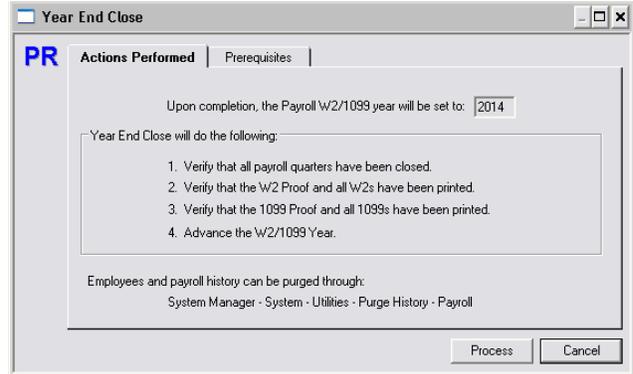
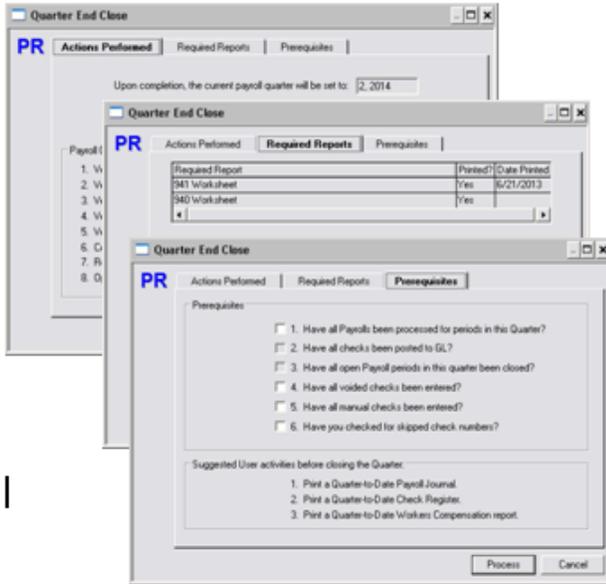
Report List: Payroll

- Entity Reports
 - Current Period Reports
 - Entry Verification Report (PStandardPEntVt.rpt)
 - Current Payroll Journal (PFlaggedPjnlb.rpt)
 - Current Payroll Journal (Landscape) (PFlaggedPjnlc.rpt)
 - Current Payroll Journal (Summary) (PFlaggedPjnl2.rpt)
 - Current Check Register (PFlaggedPjnlReg.rpt)
 - Current Tax Summary (PFlaggedPjnlTaxSum.rpt)
 - Current Deduction Register (PStandardPDedReg.rpt)
 - Current Garnishment Worksheet (PStandardPjnlGarn.rpt)
 - Current Payroll Journal (Summary - Entered) (PStandardPjnl2Ent.rpt)
 - Current Tax Summary (Entered / Unprinted) (PStandardPjnlTaxSumEnt.rpt)
 - Current Deduction Register (Entered/Unprinted) (PStandardPDedRegEnt.rpt)
 - Quarterly Reports
 - 3M1 Reconciliation Report (P3M1RptP3M1.rpt)
 - 3M1 Schedule B Reconciliation Report (PStandardP3M1Tows.rpt)
 - Quarterly Earnings Report (PStandardPQGen.rpt)

PROCESS/CLOSE THE CURRENT PAYROLL PERIOD

A Period End Close must be performed after each period! Pay special attention to the dates on the Actions Performed Tab. If the dates do not match your actual dates then a previous period was probably not closed. This can be fixed by adjusting the 'New Period Start and End' date fields. The Prerequisite Tab will make sure that nothing has been overlooked, including the running of the Current Period Reports.

Payroll Monthly Operations-3



PROCESS/QUARTER END CLOSE

Immediately after you have closed your last period for the quarter you will want to perform your Quarter End Close. If time is an issue and the first payroll for a new quarter needs to be processed you may go under **MAINTAIN/CONFIGURATION** and change the quarter manually. **You must then remember to switch it back and perform your quarter close as normal!** It is recommended to never select the 'Transfer Checks to History' box as this will move your data to a historical data file and make running reports such as a check register more complicated. The Prerequisites Tab here is really just a 'help you remember' check-off system.

PROCESS/YEAR END CLOSE

The year should be closed as soon as possible after your W-2 and annual reports have been processed. If you need to run a payroll in the new year and have not closed the old year you will need to go to **MAINTAIN/CONFIGURATION** and change to the correct year and quarter. Make sure to change back manually before performing your Year End Close. The **SYSTEM MANAGER/SYSTEM/UTILITES/RECALC. PAYROLL BALANCES** function should be performed first. Note: payroll defaults to purging employees inactive. For audit purposes it is best to not purge them.