finalcalcs

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❑ Click **Next** to continue to the Payroll Check Test Pattern page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

The Payroll Check Test Pattern page is used to preview and print the payroll checks. Use the scroll bars to view and verify the alignment of the check. If the local education agency (LEA) is using electronic signatures for checks, click Check Signatures.

❑ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the actual payroll checks are displayed. Only one check is displayed at a time.

Note: Be sure to verify printer settings.

❑ Choose from the following options:

- Click **Previous Check** to view the last check again.
- Click **Next Check** to view the next payroll check.
- Click **Print**. The Printer Selection pop-up window opens.
    - Under **Page Range**, select **All** or **Pages**. If **Pages** is selected, type the page range (e.g., 1-12) to print.
    - Click **Print**. The pop-up window closes.
- Click **Check Signature** to open Check Signature pop-up window and to customize these options for individual checks.

❑ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

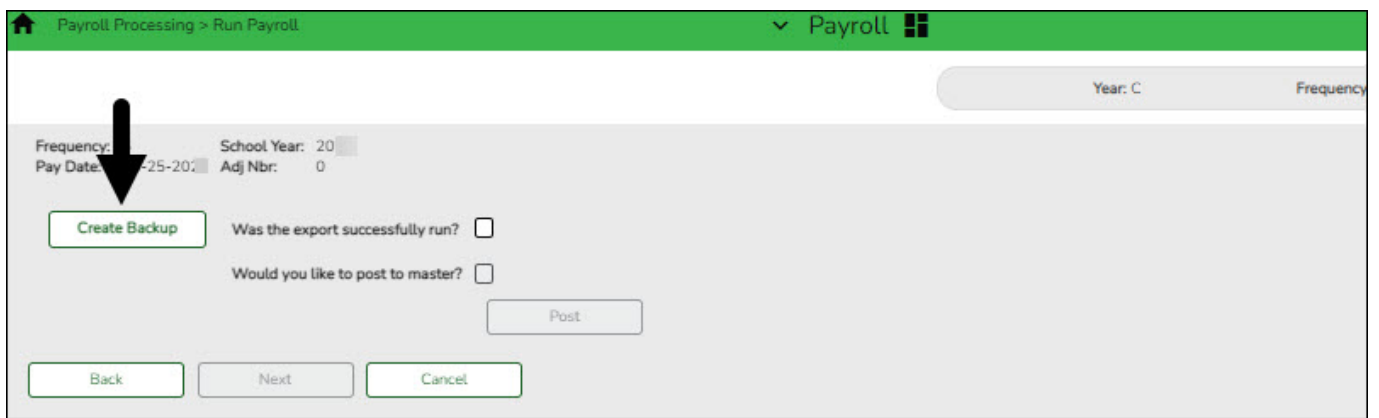| Did the checks print correctly?	The system default is **Yes**. If the checks did not print correctly, click ⌄ to select **No** to enable the **Reprint checks starting from check number** and **Starting new check number** fields. This field is disabled if no physical checks are created for the processed payroll (i.e., all employees included in the payroll have direct deposit/EFT).
Reprint checks starting from check number	Type the six-digit check number of the first check that did not print correctly.
Starting new check number	The system default is the next starting six-digit check number. This field can be changed.

Example

You printed checks 000100 -000120, and check numbers 000115 and 000117 did not print correctly. You cannot reprint only check numbers 000115 and 000117. Therefore, check numbers 000115-000120 must be reprinted. To assign new check numbers for checks 000115-000120, do the following:

- Select **No** in the **Did the checks print correctly?** field.
- Type 000115 in the **Reprint checks starting from check number** field, which indicates on which check the first printing error occurred.
- The **Starting New Check Nbr** field defaults to 000121, which is the next available check number.
- Click **Next**. The Print Checks pages opens for the user to view and reprint the original check numbers 000115-000120 as new checks 000121-000126.

❑ Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the create backup and post page is displayed.

> ⚠️ **IMPORTANT**: **Do not skip this step**. Click **Create Backup**. The export pay tables pop-up window opens allowing you to export the payroll tables.

- If you create an export when processing Regular or Supplemental payroll calculations, the data is exported to database tables, and the external .rsf file is no longer generated. As a result, the table names are no longer displayed during the export. Database tables can be imported using the Import HR Tables From Database Tables utility.
- If an export is run, it will overwrite the previous export database tables created for the pay frequency as only one set of payroll export database tables can exist per pay frequency.
- If you process payroll calculations for a check issue (adjustment cycle greater than zero), the external .rsf file is generated and the table names are displayed during the export.
    - Click **Yes** to create the export. A progress message is displayed.
    - Click **No** to create the export.

A message is displayed if the export was successful.

Was the export successfully run?	Select if the export was successful.
Would you like to post to master?	This field is enabled. Select to post to the master. The **Post** button is enabled.

❑ Click **Post!** A message is displayed indicating that the posting was completed successfully. Click **OK**. The **Post** button is disabled and the **Next** button is enabled.

❑ Click **Next** to continue. If you click **Next** after running the payroll check process, print the Payroll Reports.

Under **Payroll Reports**:

❑ Select the **Gen Rpt** checkbox next to each report you want to generate or click **Select ALL** to select all reports. Review and print the reports as needed.

❑ On each report, under **Sort Order**, type the one-character letter that represents the sort option to be applied. Available sort options are listed under Sort Options. If the field is blank, no sort options are available.

❑ Click **Generate Reports**. The system displays the first report selected. Verify the report data is correct.

❑ Click **Consolidate Rpts** to combine the selected reports into one continuous report. This allows one PDF report to be created (instead of a PDF for each report).

❑ When all totals are verified, click **Finish** to close the Run Payroll page.