



# finalcalcs



# Table of Contents

**finalcalcs** ..... i






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 is displayed.
  - 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 display the 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.

<b>Did the checks print correctly?</b>	The system default is <b>Yes</b> . If the checks did not print correctly, click  to select <b>No</b> to enable the <b>Reprint checks starting from check number</b> and <b>Starting new check number</b> 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).
<b>Reprint checks starting from check number</b>	Type the six-digit check number of the first check that did not print correctly.
<b>Starting new check number</b>	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.

Payroll Processing > Run Payroll

Year: C Frequency

Frequency: School Year: 20  
 Pay Date: 12-25-2021 Adj Nbr: 0

**Create Backup** Was the export successfully run?   
 Would you like to post to master?

Post

Back Next Cancel

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

**Export**

Do you want to create an export?

Creating an export is highly recommended.

Yes No

- 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.

**Export**

Exporting to database tables

This may take several minutes - please wait...

A message is displayed if the export was successful.

<b>Was the export successfully run?</b>	Select if the export was successful.
<b>Would you like to post to master?</b>	This field is enabled. Select to post to the master. <b>Post</b> is enabled.

Click **Post!** A message is displayed indicating that the posting was completed successfully. **Post** is disabled and **Next** 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** check box 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.