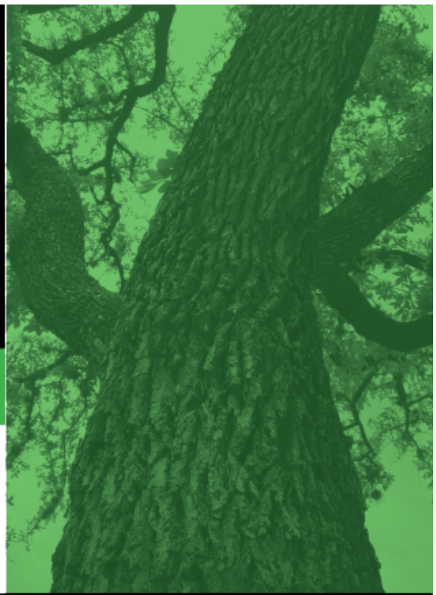
ASCENDER GUIDES



Process deduction checks

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Human Resources > Payroll Processing > Deduction Checks > Create Transactions

Create the required deduction checks and interface the transactions to Finance. Before printing the deduction checks, print the reports from the Transaction Maintenance tab to verify that the amounts are correct.

Field	Description
Frequency	Select the payroll frequencies for which transactions are being created. The user can select multiple payroll frequencies, if authorized in the security application.
Begin Date	Click to select the beginning pay date. All pay dates for the selected payroll frequencies are displayed.
End Date	Click to select the ending pay date. All pay dates for the selected payroll frequencies are displayed.
Reset Pay Dates	Click to clear the **Begin Date** and **End Date** fields when a different pay frequency has been selected.
Page Break by Ded Cd / Vendor	Select to set a page break after each deduction code and vendor, or leave blank to ignore page breaks and print a continuous listing.

By default, all deduction codes are selected.

- You can clear the **Deduct** check box for any deduction code(s) for which you do not want to create a liability transaction.
- Highlight the range of deduction codes, click **Unselect All** to clear all the highlighted deduction codes.

❑ Click **Execute**. The progress of the transaction creation process is displayed. When processing is complete, the system indicates that the creation of deduction check transactions is complete, the number of transactions that were added, and the number of duplicate transactions that were found. Click **OK** to close.

- If duplicate deduction code transactions were encountered, the Duplicate Deduction Check Transactions report is displayed.
- If new account codes are created, the Detail Deduction Checks report is displayed.

Review the report.

Human Resources > Payroll Processing > Deduction Checks > Process Deduction Checks

Under Post to Accounting Period field, select Current to post to the current accounting period. During the final processing, when the check transactions are updated to Finance, the following may occur: zz If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.

If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed, and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Process Deduction Checks tab. zz If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click OK to return to the Process Deduction Checks tab. You can select the next accounting period for posting, if desired. 2. Under Print Check Stock field, select Payroll. zz Payroll is selected by default and populates the Beginning Check Number field with a payroll check number, which can be modified. zz If you select Finance, the Beginning Check Number field is populated with a finance check number. 3. In the Check Date field, type the payroll date in the MMDDYYYY format. This field represents the date to be printed on the checks. 4. In the Sort Vendors by Alpha or Numerical field, select Alpha to sort by vendor name. If changes are needed, return to the Transaction Maintenance tab prior to printing the checks. 5. Click Preview. The Vendor Checks Processing page is displayed. 6. On the Deduction Checks Processing page, all vendors are selected by default. The Unselect All button is used to clear all check boxes. 7. The From Pay Date and To Pay Date fields are automatically populated. These dates are based on the unprocessed deduction transactions and not on selected vendors. 8. The Vendor Nbr and Vendor Name fields are automatically populated. 9. The Check Amt field displays the amount to be printed on the check.Note: If a remittance vendor name was typed in the Finance > Maintenance > Vendor Information > Vendor Name/Address tab, the remittance vendor name (not the original vendor name) is displayed in the Vendor Name field on the checklist. 10. Click Next. The Deduction Checks Processing page displays a sample alignment check in a new window. 11. Click Check Signatures to select the required signature.Signatures are managed in District Administration. 12. Click OK to accept the selected signatures. 13. Click Print to print a copy of the sample check. If the sample check is acceptable, click Next. The Vendor Checks Processing page displays the actual check that is ready for printing. Notes: zz Always update the Transaction and Finance tables. zz If the deduction checks are printed on payroll check stock, then you do not have to transfer funds. The money for deduction checks would have already been transferred to payroll clearing 863 or 163 with the payroll transfer. 14. Click Update. A dialog box is displayed prompting you to verify that the checks have been printed. zz Click Yes to update the records. Create a system backup of the Finance and Payroll tables. zz The Fund Transfer Summary report is displayed, as well as a message indicating that the checks were successfully updated.