ASCENDER GUIDES

createtransactions

Table of Contents

Create Transactions - HRS8400

Human Resources > Utilities > Transfer Transaction Processing > Create Transactions

This tab is used to create a file of the employees' deductions marked as wire in the Deduction table that are created for payroll liability items. The user can process the transfer checks at any time. The best time to do this is after all payrolls for the month including voids and issues have been processed. Once the deduction codes for a pay date have been extracted for the transfer checks, they can be selected for the extract; however, the transactions are not updated again. If the vendor information needs to be changed for a deduction code, the Transaction Maintenance tab should be used. Although actual checks are not issued by the system, the wire transfers are displayed on the Check Register as checks.

Create a transfer transaction:

Field	Description
Frequency	Select the payroll frequencies for which transactions are being created. The users 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.

Click **Reset Pay Dates** to clear the Begin Date and End Date fields when a different pay frequency has been selected.

By default, all wire items are selected. Clear the **Wire** field for any wire items for which you do not want to create a liability transaction.

Click **Execute** to generate the selected report(s).

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When

a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to save the transactions.

- Click **Cancel** to close the displayed listing without saving and return to the original tab.
- Click X to close the Data Preview window.

Notes:

If new account codes are created or if duplicate transfer transactions are encountered, a report listing only those account codes that were added or a report listing the duplicate transfer transactions is displayed.

Click **Continue** to close the displayed listing and return to the original tab.