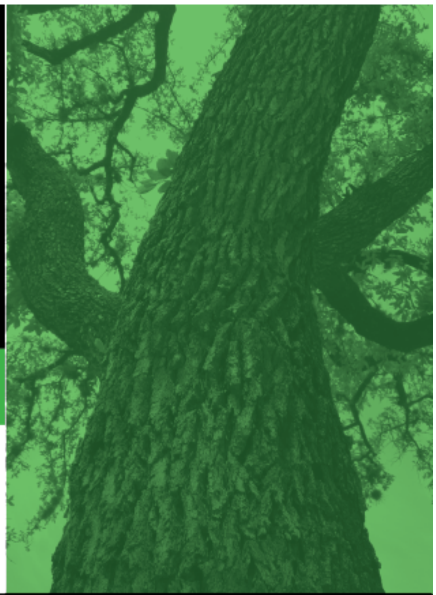
ASCENDER GUIDES



Create Transactions - HRS5600

Table of Contents

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Human Resources > Payroll Processing > Deduction Checks > Create Transactions

This tab is used to create a file of the employees' deductions that are created for payroll liability items. You can process the deduction 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 liability 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, use the Transaction Maintenance tab.

The system displays a table of deduction codes, abbreviations, descriptions, and deduction flags.

Create a deduction check transaction:

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.