

Process Transfer Checks - HRS8400

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This utility is used to record and interface wire (or regular) transactions to Finance. Before interfacing to Finance, print the reports from the Transaction Maintenance tab to verify the amounts. Although actual checks are not issued, the wire transactions are displayed on the check register as checks.

Process transfer transactions:

Field	Description
Post to Accounting Period	Select whether to post to the current or next accounting period. During the final processing, when the check transactions are updated to Finance, the following may occur: 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 you are not allowed to post at this time as both accounting periods are closed. Click **OK** to return to the Process Transfer Checks tab.
Print Check Stock	Select whether to print to Finance or payroll check stock. Actual checks are not printed; however, the selection will determine which bank reconciliation (Finance or Payroll) the transactions are displayed. The system is set to **Payroll**. All transfer transaction checks are displayed on FIN1250 (Check Register).
Check Date	Type the payroll date in the MM-DD-YYYY format. This field is required and represents the date to be printed on the check transactions on the check register. It is recommended to use the wire transfer date.
Sort Vendors by Alpha or Numerical	Click ⌄ to select whether vendors are sorted in name or number order.

❑ Click **Preview**. The Transfer Checks Processing page is displayed. All vendors are selected by default.

From Pay Date and To Pay Date	The from and to pay dates are automatically populated based on the unprocessed transfer transactions and not on selected vendors.
Vendor Nbr and Vendor Name	The vendor number and name are automatically populated based on the transactions.
Check Amt	Displays the check amount to be interfaced to Finance and displayed on the appropriate check register.

Check Nbr	Type the number or characters that will display on the check register. In the **Check Nbr** field, type the six-character check number. The system automatically fills the **Check Nbr** field with leading zeros when a partial numeric check number is entered and you tab out of the field. **Note**: Duplicate check numbers may be entered and processed. The system will not display a warning message if a duplicate check number is entered.

The **Select All** button is used to select all vendors.

The **Unselect All** button is used to clear all check boxes so that all vendors are not selected.

Notes:

If a remittance vendor name is typed on 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 list.

Only those vendors that have been selected and have a check number entered are processed. Vendors that are selected but do not have a check number will not be processed.

❑ Click **Next**. The **From Pay Date** and **To Pay Date** fields are populated based on the unprocessed transfer transactions and not on selected vendors.

❑ Under **Record Checks Printed**, the following fields are selected by default.

Update Transfer Check Transaction Table	This field updates the check number, check date, and check type on the Transaction Maintenance page.
Update Finance Tables	This field updates the Check Transaction table and the general ledger in Finance. You can clear these fields, but at least one of the fields must remain selected.
Print Fund Transfer Summary	This field is optional. If selected, a summary of the fund transfer is printed at the end of the check process. **Note**: You may post to Finance. Vendors that were assigned a check number will not have a check printed.

❑ Click **Update**.

A message is displayed indicating that check records and general ledger accounts were successfully updated. Click **OK**.

The Update Transfer Checks Transaction Table is displayed. Click **Close** to return to the Process Transfer Checks page.