



ASCENDER GUIDES



Submit tax payments and post payments in ASCENDER

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[Payroll > Reports > Payroll Reports > HRS2200 - Payroll Earnings Register](#)

Refer to the payroll general journal fund (863/163) for tax amounts or print the Payroll Earnings Register to obtain the total amount of taxes for Withholding, Social Security (FICA), and Medicare. The total should match the total from the Payroll General Journal.

Following your LEA's tax deposit rules, use the [Electronic Federal Tax Payment \(EFTPS\) Online System](#) to transfer Withholding, FICA, and Medicare taxes.

The tax payment can be posted via a transfer transaction, journal voucher (JV), or purchase authorization (PA). Use one of the following pages to post the payment in ASCENDER:

- [Finance > Maintenance > Postings > Check Processing - PA](#)
- [Finance > Maintenance > Postings > Journal Actual](#)
- [Human Resources > Utilities > Transfer Transaction Processing > Create Transactions](#)



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