



# **processdeductionchecks**



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# Process Deduction Checks - HRS5600

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This tab is used to print the required deduction checks and interface the transactions with Finance. Before printing the deduction checks, print the reports from the Transaction Maintenance tab to verify the amounts.

## Process deduction checks to finance:


Under **Post to Accounting Period:**

Field	Description
<b>Current:XX</b>	Select to post to the current accounting period.
<b>Next:XX</b>	Select to post to the 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 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.
- 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.

Under Print Check Stock|:

<b>Finance</b>	Select to print to finance check stock. If is selected, the <b>Beginning Check Number</b> field is populated with a finance check number.
<b>Payroll</b>	Select to print to payroll check stock. elect whether to print to finance or payroll check stock. Selected by default, and the <b>Beginning Check Number</b> field is populated with a payroll check number.
<b>Beginning Check Number</b>	Populated based on the <b>Print Check Stock</b> field selection, but can be modified.
<b>Check Date</b>	Type the payroll date in the MMDDYYYY format. This field represents the date to be printed on the checks.
<b>Sort Vendors by Alpha or Numerical</b>	Click  to select whether vendors are sorted in name or number order.

Click Preview. The Vendor Checks Processing page is displayed.

7. On the Deduction Checks Processing page, all vendors are selected by default.

- The system populates the From Pay Date and To Pay Date fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- The system populates the Vendor Nbr and Vendor Name fields.
- The Check Amt field displays the amount that will be printed on the check.
- 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.

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.

8. Click Next. The Deduction Checks Processing page now displays a sample alignment check.

- The system populates the From Pay Date and To Pay Date fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- Use the scroll bars to view and verify the alignment of the check. If the local education agency (LEA) is using electronic signatures for checks, click Check Signatures.
- Click Print to print a copy of the sample check.

[Review the report.](#)

If the sample check is acceptable, click Next. The Vendor Checks Processing page now displays the actual check that is ready for printing.

- The system populates the From Pay Date and To Pay Date fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.
- Use the scroll bars to view the actual check.
- The Click Signatures button allows you to verify the check signatures.
- The Previous button allows you to go to the previous page.
- The Next button allows you to go to the next page.
- The Cancel button allows you to cancel the process.
- The Previous Check and Next Check buttons allow you to view each check one at a time.

When the user clicks Next, the system populates the From Pay Date and To Pay Date fields. These dates are based on the unprocessed deduction transactions and not on selected vendors.

The following fields display under Record Checks Printed:

- The Check number last printed field displays the check number of the last check printed in this process.

- The Update Payroll Deduction Check Transaction Table field is set to selected. This table updates the Check Number, Check Date, and Check Type fields on the Transaction Maintenance page.
- The Update Finance Tables field is set to selected and will update the Check Transaction table and the general ledger in Finance. The user can clear these fields, but at least one of the fields must remain selected.
- The Print Fund Transfer Summary field is set to selected and is optional. If selected, a summary of the fund transfer will be printed at the end of the check process.

Click Update. A message box is displayed asking the user to verify that the checks have been printed.

- Click Yes to update the records. A message is displayed suggesting a backup be created before continuing.

Click OK. The export pay tables dialog box is displayed.

The File ID field is display only and reflects the current file ID with which the user is logged on.

In the Function Type field, the Export option is preset and cannot be changed.

In the Export Path field, perform one of the following functions:

o Type the drive and file name of where to export a copy of the tables.

o Click Browse, then select the folder into which to export a copy of the tables. Click OK to select the folder or Cancel to close the page without selecting a folder.

Click Execute to start the export function or Cancel to close the page without updating the check transactions and the general ledger. If Cancel is selected, then a confirmation message is displayed. Click Yes to continue or No to stop the cancellation process.

o If the user clicks Execute, verify the path of the export, and click Yes to continue the export, or click No to return to the export pay tables dialog box.

o In the archive password dialog box, type a required password for the exported file, and then click OK.

o An export progress bar dialog box is displayed to indicate the progress of the export process.

o A message is displayed indicating the export process was completed successfully. Click OK.

The export pay tables dialog box is displayed with Cancel highlighted. Click Cancel to close the export pay tables dialog box.

Message boxes are displayed indicating check records and general ledger accounts were successfully updated. Click OK to close.

- Click No to individually select checks for update. On the Vendor Checks Processing page, clear the Post field for any check that did not print properly. For those checks that printed properly, click Update to update check records and general ledger accounts. A message is displayed suggesting a backup be created before continuing.





Click OK. The export pay tables dialog box is displayed.

- The File ID field is display only and reflects the current file ID with which the user is logged on.
- In the Function Type field, the Export option is preset and cannot be changed.
- In the Export Path field, perform one of the following functions:
  - o Type the drive and file name of where to export a copy of the tables.
  - o Click Browse, then select the folder into which to export a copy of the tables. Click OK to select the folder or Cancel to close the page without selecting a folder.
- Click Execute to start the export function or Cancel to close the page without completing the task.
  - o In the application dialog box, verify the path of the export and click Yes to continue the export or No to return to the export pay tables dialog box.
  - o In the archive password dialog box, type a required password for the exported file, and then click OK.
  - o An export progress bar dialog box is displayed indicating the progress of the export process.
  - o A message is displayed indicating the export process was completed successfully. Click OK.
- The export pay tables dialog box is displayed with Cancel highlighted. Click Cancel to close the export pay tables dialog box.
- Message boxes are displayed indicating check records and general ledger accounts were successfully updated. Click OK.
- The program returns to the Vendor Selection page to continue the check process.



12. The Fund Transfer Summary report is displayed.

[Review the report.](#)

### Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.



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