processtransferchecks

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Process Transfer Checks - HRS8400

Human Resources > Utilities > Transfer Transaction Processing > Process Transfer Checks

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

Process transfer transactions to Finance:

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 displays 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 Transfer Checks tab. If the current accounting period is closed, a message displays 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 Transfer Checks tab. You can select the next accounting period for posting, if desired.
Print Check Stock	Select whether to print to finance or payroll check stock. Actual checks are not printed; however, the selection will determine on 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	The user must type the payroll date in the MMDDYYYY format. This field is required and represents the date to be printed on the check transactions on the check register.
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.

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

From Pay Date and To Pay Date	The system populates these fields. These dates are based on the unprocessed transfer transactions and not on selected vendors.
the Vendor Nbr and Vendor Name	The system populates these fields.

Check Amt	Displays the amount that will be interfaced to Finance for the transaction and displayed on the appropriate check register.
Check Nbr	The user must 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 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.

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

Click **Next** to advance to the next page.

The system populates the **From Pay Date** and **To Pay Date** fields. These dates are based on the unprocessed transfer transactions and not on selected vendors.

Under **Record Checks Printed**, the following fields default to selected.

Update Transfer Check Transaction Table	This field will update the check number, check date, and check type on the Transaction Maintenance page.
Update Finance Tables	This field 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.
Print Fund Transfer Summary	This 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. **Note**: The user may post to Finance. Vendors that were assigned a check number by the user will not have a check printed.

Click **Update**. A message displays suggesting a backup be created before continuing.

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to

enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

Message boxes display that indicate check records and general ledger accounts were successfully updated. Click **OK** to close.

The system returns to the Update Transfer Checks Transaction Table. Click **Close** and the system returns to the Process Transfer Checks page.

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