


# Process Deduction Checks - HRS5600

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***Payroll > Payroll Processing > Deduction Checks > Process Deduction Checks***

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 |
|---|---|
| **Current:XX** | Select to post to the current accounting period. |
| **Next:XX** | 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 applicable.

❑ Under **Print Check Stock**:

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

❑ Click **Preview**. The Vendor Checks Processing page is displayed.

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.

❑ 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 you click **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. You 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.

❑ Click **Execute** to start the 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.
- Click **No** to individually select checks to be updated. 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.
    - Message boxes are displayed indicating check records and general ledger accounts were updated successfully. Click **OK**.
    - The program returns to the Vendor Selection page to continue the check process.

The Fund Transfer Summary report is displayed. Review the report.

❑ Click **Close** to return to the first Deduction Checks Processing page.


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