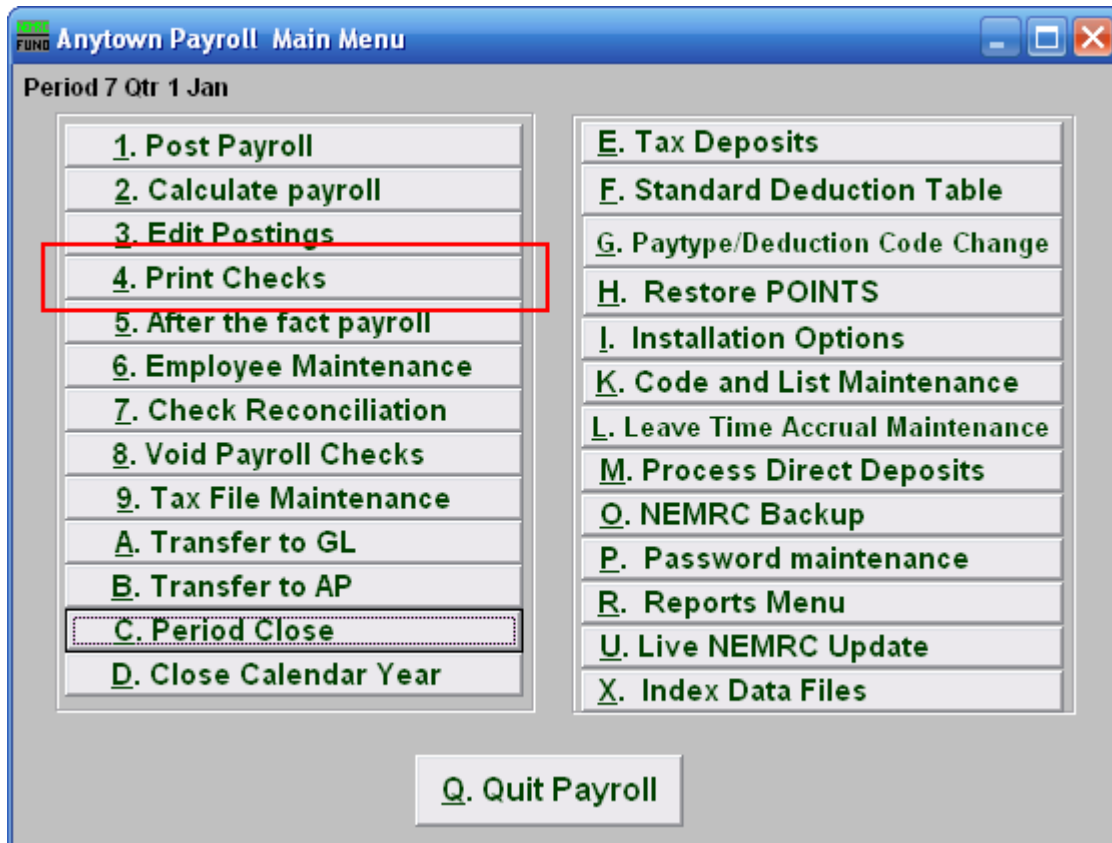


Payroll

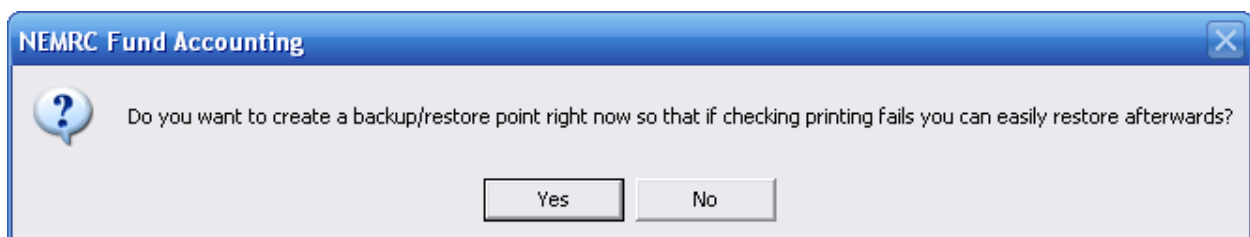
4. Print Checks

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Click on “4. Print Checks” from the Main Menu and the following window will appear:



The best practice is to create a restore point just before all major Payroll check printing.

Payroll

Print Checks

FUNO Payroll Checks

Print Single Posting **3** Department **2** All **1**

Order Name Department/Name

Check Date 12/10/2007

Starting Check Number 30731

Starting Electronic Check Number E 1

Print Cancel

- 1. All:** Click to print checks for All Employees.
- 2. Department:** Click to print checks for a single Department.
- 3. Print Single Posting:** Click to print checks for a Single Employee.

Refer to the section below that relates to your choice.

Payroll

All

The screenshot shows a 'Payroll Checks' dialog box. At the top, there are three radio buttons: 'Print Single Posting', 'Department', and 'All' (which is selected). Below these, there are two radio buttons for 'Order 1': 'Name' (selected) and 'Department/Name'. There are four input fields: 'Check Date 2' with the value '12/10/2007', 'Starting Check Number 3' with the value '30731', 'Starting Electronic Check Number 4' with the value 'E' and '1', and two buttons at the bottom: 'Print 5' and '6 Cancel'.

- 1. Order:** Click to choose whether these checks print in order of Name or Department then Name.
- 2. Check Date:** Enter the effective check date to appear on the checks.
- 3. Starting Check Number:** Enter the check number to start with. This system will default to the next check number after the last known payroll check run. If Payroll and Accounts Payable use the same checks you will need to confirm/change this value before continuing.
- 4. Starting Electronic Check Number:** If using electronic checks, enter the check number to start with.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Payroll

Department

Payroll Checks

Print Single Posting Department All

Department 1

Check Date 2

Starting Check Number 3

Starting Electronic Check Number 4 E

Print 5 6 Cancel

- 1. Department:** Enter the Department as found in Employee Maintenance for the group of Employee's to print checks for.
- 2. Check Date:** Enter the effective check date to appear on the checks.
- 3. Starting Check Number:** Enter the check number to start with. This system will default to the next check number after the last known Payroll check run. If Payroll and Accounts Payable use the same checks you will need to confirm/change this value before continuing
- 4. Starting Electronic Check Number:** If using electronic checks, enter the check number to start with.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. Cancel:** Click "Cancel" to cancel and return to Main Menu.

Payroll

Print Single Posting

The screenshot shows a software window titled "FUND Payroll Checks". At the top, there are three radio buttons: "Print Single Posting" (which is selected), "Department", and "All". Below this, there is a "Sequence" dropdown menu with the value "1". An "OR" separator follows. Then, there is an "Employee #" text box with "2" and a "Find" button. Below that is a "Check Date" text box with "12/10/2007". Next is a "Starting Check Number" text box with "30731". Finally, there is a "Starting Electronic Check Number" text box with "1" and a small "E" label. At the bottom of the window are two buttons: "Print" and "Cancel".

- 1. Sequence:** Select the sequence number assigned by the system for which to print a check.
- 2. Employee #:** Enter the Employee number for which to print a check.
- 3. Check Date:** Enter the effective check date to appear on the checks.
- 4. Starting Check Number:** Enter the check number to start with. This system will default to the next check number after the last known Payroll check run. If Payroll and Accounts Payable use the same checks you will need to confirm/change this value before continuing.
- 5. Starting Electronic Check Number:** If using electronic checks, enter the check number to start with.
- 6. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 7. Cancel:** Click "Cancel" to cancel and return to Main Menu.

Payroll

After Printing: Checks

The screenshot shows a dialog box titled "After printing checks....." with a "FUNG" logo in the top left corner. The dialog contains four radio button options, with the third option selected. The options are: "All the checks printed OK. Update the files." (labeled 1), "No checks printed OK. I will reprint later.", "Some checks need to be reprinted. Fill in below:" (selected), and "All the checks need to be re-printed right now.". Below the options are two rows of input fields: "Reprint Checks" with a field containing "2" and "65060" followed by "to" and a field containing "3" and "65061"; and "Enter number on next available check form" with a field containing "4" and "65062". At the bottom is an "OK" button with a "5" next to it.

Best practice dictates that after printing checks, you check the first check number and the last check number to ensure that all checks printed. When this screen first appears, items **2** and **3** will default to the first check printed, and the last check printed.

- 1.** Select the option that applies.
- 2. Check number to start reprinting at:** Enter the first check that did not print OK.
- 3. Check number to stop reprinting at:** Enter the last check that did not print OK.
- 4. Enter number on next available check form:** Enter the number that is on the next available check form.
- 5. OK:** Click "OK" to perform the option selected from item **1**. If you chose to reprint any checks, you will return to this screen after printing.

Payroll

After Printing: Direct Debit

After printing checks.....

Checks 7015 - 7015 were printed

All the checks printed OK. Update the files. **1**

No checks printed OK. I will reprint later.

Some checks need to be reprinted. Fill in below.

All the checks need to be re-printed right now.

Reprint Checks 7015 **to** 7015

Enter number on next available check form 7016

5

- 1.** Select the option that applies.
- 2. Check number to start reprinting at:** Enter the first check that did not print OK.
- 3. Check number to stop reprinting at:** Enter the last check that did not print OK.
- 4. Enter number on next available check form:** Enter the number that is on the next available check form.
- 5. OK:** Click “OK” to perform the option selected from item **1**. If you chose to reprint any checks, you will return to this screen after printing.