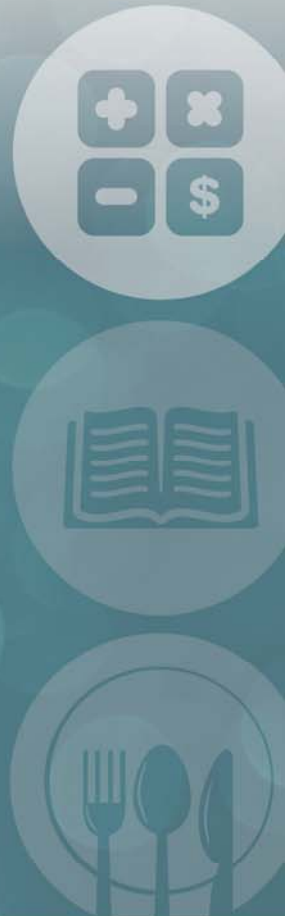


# Offline Checks

- *February 9, 2015*



# Offline Checks Uses & Facts:

There are three types of Offline Checks. The type is defined on the offline check's Run ID. Each type has a specific use.

- **Employee Offline Check** is used to record or produce a manual check for an employee. This can be done by using the test compute feature or manually entering gross salary and deductions.
- **Deduction Refund** is used to refund deduction amounts withheld from employees.
- **Deduction Payment** is used to record deduction payments made directly from the employee to the central office.

All types of offline checks must have a run id. The run id identifies what type of offline checks are being recorded.

# Entering Offline Checks

The screenshot displays a payroll software interface with a navigation tree on the left and a main menu on the right. The navigation tree shows the following structure:

- Human Resources
- Payroll
  - PR Setup
  - Employee Maintenance
  - PR Check Processing
  - Monthly Procedures
  - Quarterly Procedures
  - Calendar YE Procedures
  - Fiscal YE Procedures
  - Miscellaneous Procedures
  - Payroll Site Specific
  - Remote PR
- MCAI
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
    - PR Check Processing
      - Regular Checks
      - Supplemental Checks
      - Vendor Deduction Checks
      - Offline Checks
      - Void Checks
      - Miscellaneous PR Procedures
      - PR Check Reports
      - Salary Transfer

The main menu on the right is titled 'Application or Transaction Na...' and contains the following items:

Application or Transaction Na...	Ap	Tran
Regular Checks		
Supplemental Checks		
Vendor Deduction Checks		
Offline Checks		
Void Checks		
Miscellaneous PR Procedures		
Test Compute for An Employ...	PR	TCIE
Check Distribution Transfer	PR	SALT
Check Renumber & Spoil	PR	CMNT
Remove Employee From Co...	PR	REFC
Reverse Payroll Posting	PR	RPRP
PR Check Reports		
Salary Transfer		

The 'Offline Checks' menu item is highlighted with a red box. Below the main menu, there is a sub-menu titled 'Application or Transaction Na...' with the following items:

Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

The 'Record Off-Line PR Checks' item is highlighted with a red box.

# Enter Employee Offline Check – Step 1. Setup Run ID

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID:  Owner/ Group:

Run Id Type: ☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description:

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAC
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

**1. Check/DDP Elements**    **2. Selection Elements**    **3. Leave Elements**    **4. GL Elements**

☐ Generate ACH Direct Deposits     Check Date

☐ Print Checks In Zip Code Order     Pay Period Ending Date

☒ Print Offline Checks     Quarter

☐ Combine Checks by Vendor     Bank Code

☐ Stop Remote Input

Offline Check Type: ☒ Employee Check ☐ Deduction Refund ☐ Deduction Payment

Click on *Add* button for Add mode.

Select *Offline* under the *Run Id Type*. This will open the *Offline Check Type* field below (step 4).

Select option if employee check will be printed. Unselect option if check will not be printed.

Select *Employee Check* option. This section will only be available if *Offline* was selected on step 2.

Select the date to print the checks. This date is required even if checks are not printed.

Select the pay period's ending date. This date is required. The date will default to current date.

*Bank Code* will default from current payroll bank code parameter.

# Enter Employee Offline Check – Step 1. Setup Run ID

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID:  Owner/Group:

Run Id Type: ☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description:

1. Check/DDP Elements

2. Selection Elements

3. Leave Elements

4. GL Elements

Pay Period: ☒ Monthly ☐ Semi-Monthly ☐ Bi-Weekly ☐ Weekly

Ded Cycle:

Job Location:

- ☒ 0100 - NEXTGEN 6 HIGH SCHOOL
- ☒ 0110 - NEXTGEN 7 HIGH SCHOOL
- ☒ 3000 - SUBSTITUTE TEACHERS
- ☒ 4000 - INACTIVE EMPLOYEES
- ☒ 6000 - NEXTGEN CAREER/TECH
- ☒ 8320 - MAINTENANCE SHOP
- ☒ 8350 - BUS SHOP
- ☒ 8620 - NEXTGEN BD OF EDUCATION
- ☒ 8621 - C.C.D.L.C.
- ☒ 9300 - ADULT/CONTINUING EDUCATION

Summer Flag:

- ☐ A - Prt Jul/Aug Chks in Jul/Aug
- ☐ C - Print Jul/Aug Checks Early
- ☐ N - No Summer Pay Flag

*Pay Period* and *Ded Cycle* will default with all fields selected. This can be changed to certain pay periods and deduction cycles but is not required.

*Job Location* will default with all fields selected. This can be changed to select certain job locations, but is not required.

*Summer Flags* will default based on parameters settings for the school district. If the salary expenses need to be posted to the general ledger in one month and the cash disbursement in another month, select the appropriate summer pay flag. Checks may be processed only for employees whose summer-pay-flag parameter matches one of the summer pay flags that are checked on the payroll run id.

Select *GL Elements* – Tab 4

# Enter Employee Offline Check – Step 1. Setup Run ID

3.

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID: offline Owner/ Group: None

Run Id Type:  
☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description: offline

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAC
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements 2. Selection Elements 3. Leave Elements 4. GL Elements

G/L Posting Dates  
Expense Journal Entry  
Cash Disbursement Journal Entry  
Cash Disbursement Date: 08/28/2007  
Expense Date: 08/28/2007

1.  
2.

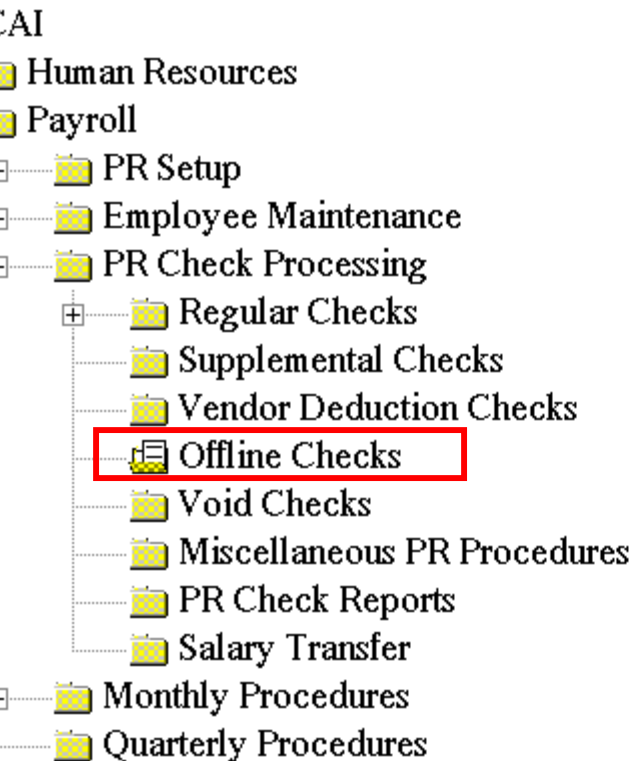
date defaults from the check date on Tab 1 of the Run Id (see page 4, step 5). This date can be changed. This date will be used as the posting date for the cash distribution journal entries to the general ledger.

This date also defaults from the check date on Tab 1 of the Run Id. This date can be changed. This date will be used as the posting date for the payroll expenditure journal entries to the general ledger.

Press **SAVE** button on the toolbar. Answer **OK** on message identifying how many employee are eligible for the Run Id that will then display on the screen.




## Employee Offline Check – Step 2. Enter Check Information



Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
<b>Record Off-Line PR Checks</b>	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

## With Test Compute



the Payroll Run Id that was setup in step 1.

the employee number of the employee receiving the manual check and tab out of the field. The *Search* button on the toolbar can be used to find the employee number. An employee can have only one check in a Run Id. If the employee has multiple manual checks that need to be recorded, a separate Run Id will need to be setup for each check.

rough the fringe benefit field. If the employee has a fringe benefit amount on the fringe benefit screen in yee maintenance, the amount will automatically populate the field. If the amount is incorrect or should o for this check, it will have to be changed after the test compute (see page 19 for instructions).

er **YES** to the *Test Compute* message that will appear on the screen



## Employee Offline Check – Step 2. Enter Check Information With Test Compute

Select the test compute salary options. The gross salary for the manual check will be determined by these selected options.

Enter Add Change Delete Calculate Update Next Back Clear Search PrtScr Exit

PR/ROLC: Record Offline Employee Check (v3.04) Net Check Amount: \$0.00

Test Compute Salary Options

☒ Include Pay Period Salary

1. ☐ Do Not Include Input Pay

2. ☐ Include All Input Pay (Assigned and Unassigned)

3. ☒ Include Input Pay for One Payroll Run Id

Payroll Run Id testoff

Close

If *Include Pay Period Salary* is selected, the employee's pay period salary for all active jobs will be included in the gross. You may include the employee's pay-period salary and some, all, or none of the employee's input-pay records. When this option is not checked, only input-pay records are used.

Only one of these options can be selected.

If this option is selected, all input pay will be excluded from the gross salary on the manual check.

If this option is selected, ALL input pay records with or without a Run Id will be included in the gross salary for the manual check.

If this option is selected, a Run Id must be entered. The input pay records from the Run Id selected will be included in the gross salary for the manual check.

## Employee Offline Check – Step 2. Enter Check Information With Test Compute

PR/ROL: Record Offline Employee Check (v3.04) Net Check Amount: \$0.00

Payroll Run ID:  offline Check Date: 7/30/2007 Bank: PLES Print

Employee No:  Check #:  CLYDE MASON TEST1026

Fringe Ben:  Ded #  JN  Employee Amt:  Board Amt:  Wage Amt:  Add

	Gross	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
Federal W/H	0.00						
Advanced EIC	0.00						
State W/H	0.00						
Social Sec W/H	0.00						
Medicare W/H	0.00						
City W/H	0.00	JN		GL Num			
County W/H	0.00	JN		Fd-C-Func-Obj-CContr-SFnd-Y-Prog-Spec			
Other W/H	0.00						
Check Amount	\$0.00						

Enter a Valid Payroll Run ID

**Additional Tax Amount**

Include Additional Federal Amount?

6.

If the employee has additional taxes withheld from their salary (see Employee Maintenance - Tax Data Screen), a message box will appear to allow the additional taxes to be included in the check by answering Yes. If the employee has additional taxes for both federal and state withholdings a separate message box will appear for each tax.

**NOTE:** If employee does not have additional taxes withheld this message will NOT be displayed.

## Employee Offline Check – Step 2. Enter Check Information With Test Compute

PR/ROLL: Record Offline Employee Check (v3.04) Net Check Amount: \$726.94

Payroll Run ID: offline offline Check Date 7/30/2007 Bank PLES Print

Employee No: 1459 Check #             
CLYDE MASON TEST1026

Fringe Ben: 2.85 Ded # JN Employee Amt: 0.00 Board Amt: 0.00 Wage Amt: 0.00 Add

	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
Gross						1,003.00
Federal W/H	3	1	FED TAX	93.81	0.00	93.81
Advanced EIC	4	1	ST W/H	31.75	0.00	1,003.00
State W/H	5	1	MATCH SUI	0.00	0.20	1,003.00
Social Sec W/H	7	1	SOC SEC	62.24	62.24	1,003.00
Medicare W/H	8	1	MEDICARE	14.56	14.56	1,003.00
City W/H	9	1	MATCH INS	0.00	717.00	1,003.00
County W/H						
Other W/H						73.70
Check Amount						\$726.94

JN            GL Num            Amt            Add

JN	Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	1,003.00

Compute Has Been Run Successfully  
Click Delete(F4) If You Wish to Delete The Offline Check

Employee's check calculations will appear on the screen. The gross salary should include all pay period increases and/or input pay increases and/or decreases (adjustments, regular hours, overtime hours, etc.) based on the criteria selected on the previous screen. It should also include all the employee's deductions in employee maintenance. If the employee's deductions are greater than the gross salary computed (may include docking from input pay), a yellow message will display saying the net amount of the employee's check is less than zero. This error will have to be corrected by either increasing the employee's deductions in employee maintenance or by increase the calculated gross salary.

Example of message:

Bypassed - Net Amount is less than 0 (-\$36.00)

If employee's check information is correct, press Exit and proceed to Step 3 Print the Payroll

## Manual Entry

**5.**

the Payroll Run Id that was setup in step 1.

the employee number of the employee receiving the manual check and tab out of the field. The *Search* button on the toolbar can be used to find the employee number. An employee can have only one check in a Run Id. If the employee has multiple manual checks that need to be recorded, a separate Run Id will need to be setup for each check.

rough the fringe benefit field. If the employee has a fringe benefit amount on the fringe benefit screen in yee maintenance, the amount will automatically populate the field. If the amount is incorrect or should o for this check, it will have to be changed after the test compute (see page 19 for instructions).

er *No* to the *Test Compute* message that will appear on the screen.

run id is set to not print checks, the manual check number will need to be entered (see

## Employee Offline Check – Step 2. Enter Check Information Manual Entry

**PR/ROL: Record Offline Employee Check (v3.04)** Net Check Amount: \$509.75

Payroll Run ID: offline offline Check Date 7/30/2007 Bank PLES Print

Employee No: 1459 Check #

CLYDE MASON TEST 1026

Fringe Ben: 2.85

Gross: 550.00

Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
11	1	RET	30.25	49.50	550.00
33	1	AEA-NEA(E)	10.00	0.00	0.00

JN GL Num Amt 0.00 Add

JN	Fd-C-Func-Obj-CCTr-SFnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	200.00
1	11-5-2310-141-0068-1110-0-8230-0000	350.00

Check Amount: \$509.75

the gross amount for the offline check.

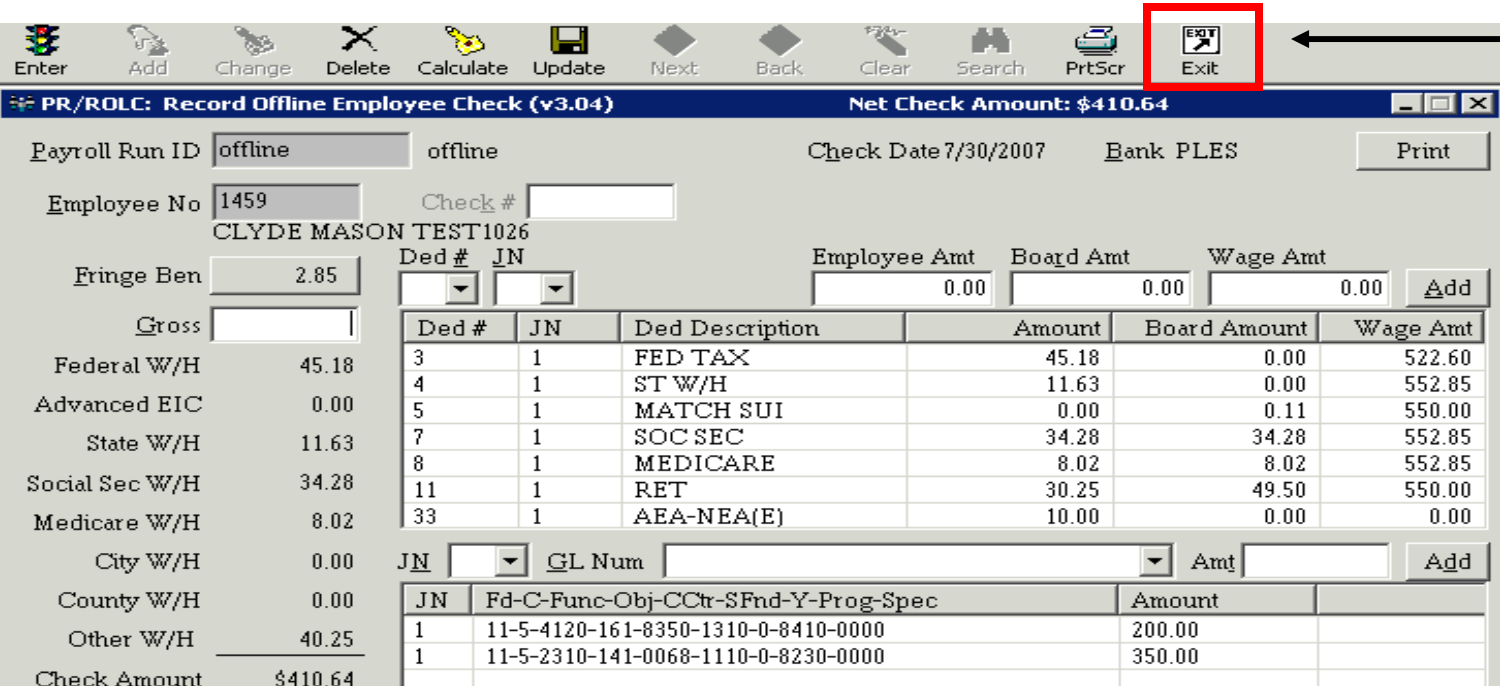
non-mandatory deductions are to be deducted from the check, enter them in these fields. Press the button after each one to add them to the list view below. If the deductions are at the job level, enter the appropriate job number. If the deductions are at the employee level, select the first active job number. The amount will be distributed over all jobs when the calculate is done (step 9).

the GL distribution for the gross amount. The gross can be distributed over multiple jobs with multiple deductions. Only GL distributions that are setup in Employee Maintenance on the employee's GL distribution screen will be available for selection in the drop down box. The total distributed amount on the screen must equal the Gross amount entered on step 6.

the *Calculate* button to calculate the mandatory deductions and the net check amount

## Employee Offline Check – Step 2. Enter Check Information Manual Entry

10.



**PR/ROLC: Record Offline Employee Check (v3.04)** Net Check Amount: \$410.64

Payroll Run ID: offline offline Check Date 7/30/2007 Bank PLES Print

Employee No: 1459 Check #: CLYDE MASON TEST1026

Fringe Ben: 2.85 Ded # JN Employee Amt: 0.00 Board Amt: 0.00 Wage Amt: 0.00 Add

	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt	
Federal W/H	45.18	3	1	FED TAX	45.18	0.00	522.60
Advanced EIC	0.00	4	1	ST W/H	11.63	0.00	552.85
State W/H	11.63	5	1	MATCH SUI	0.00	0.11	550.00
Social Sec W/H	34.28	7	1	SOC SEC	34.28	34.28	552.85
Medicare W/H	8.02	8	1	MEDICARE	8.02	8.02	552.85
City W/H	0.00	11	1	RET	30.25	49.50	550.00
County W/H	0.00	33	1	AEA-NEA(E)	10.00	0.00	0.00
Other W/H	40.25						
Check Amount	\$410.64						

JN GL Num Amt Add

JN	Fd-C-Func-Obj-CCTr-SFnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	200.00
1	11-5-2310-141-0068-1110-0-8230-0000	350.00

Once the check has been calculated, all the check information will be loaded on the screen as above. If all information is correct, press the Exit button and proceed to Step 3 Print Payroll Register on page 20. If information needs to be modified or deleted, see pages 15 through 19 for instructions.

# Employee Offline Check Entry

## Modify Deductions After Calculated

1. After single click on deduction

2. 3.

PR/ROLC: Record Offline Employee Check (v3.04) Net Check Amount: \$726.94

Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
7	1	SOC SEC	62.24	62.24	
8	1	MEDICARE	14.56	14.56	
9	1	MATCH INS	0.00	717.00	
11	1	RET	50.15	93.88	
33	1	AEA-NEA(E)	21.55	0.00	
40	1	ST INS (S)	2.00	0.00	

JN	Fd-C-Func-Obj-CChr-SFnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	1,003.00

To modify deductions after the calculate from Test Compute or the *Calculate* button on the toolbar, click on the deduction in the list view. The deduction information will then load in the fields above the list view. Change the data in these fields and press the *Add* button to add the changed data back to the list view below.

Once all changes have been made, press the *Calculate* button again to recalculate mandatory deductions and net pay. This is very important if sheltered deductions have been changed, because the taxes could change also. However, deduction changes can be saved without recalculating by skipping this step and moving to step 3. However, this could cause balancing errors with the quarterly tax reporting.

Press the *Update* button to save changes without recalculating mandatory deductions and net pay. This step is not necessary if step 2 is performed. **WARNING: Changing deductions and updating without**

# Employee Offline Check Entry

## Modify Distributions After Calculated

The screenshot displays the 'Employee Offline Check Entry' software interface. The top menu bar includes options: Delete, Calculate, Update, Next, Back, Clear, Search, PRTScr, and Exit. The main window shows a 'Net Check Amount: \$726.94' and a 'Check Date 7/30/2007'. Below this, there's a table of deductions with columns: Ded #, JN, Ded Description, Amount, Board Amount, and Wage Amt. The table lists deductions such as FED TAX, ST W/H, MATCH SUI, SOC SEC, MEDICARE, and MATCH INS.

Arrows indicate the steps to modify distributions:

- 1. After single click on deduction**: An arrow points to the 'Ded # 1' in the first row of the deduction table.
- 2.**: An arrow points to the 'Calculate' button in the top menu bar.
- 3.**: An arrow points to the 'Update' button in the top menu bar.

Below the main window, there's a section for 'PR/ROL: Record Offline Employee Check (v3.04)' with a 'Net Check Amount: \$818.42'. This section includes fields for 'Payroll Run ID', 'Employee No', 'Check #', and 'Check Date'. It also has a table of deductions similar to the one above, but with a different set of values. The 'Add' button is visible next to the 'Wage Amt' column.

General ledger distributions can be modified after the calculate by clicking on the distribution in the list. The distribution will then load in the fields above the list view. Change the data in these fields and then press the *Add* button to add the changed data back to the list view by selecting another distribution from the drop down box. Only distributions that are setup on the employee's GL distribution screen in Employee Maintenance will be available in the drop down box. The total distributed amount of the check must equal the net check amount entered.

After all changes have been made press the *Calculate* button again to recalculate distributions of the gross pay and deductions. If redistribution of the deductions is not desired, then skip this step and go to step 3.



# Employee Offline Check Entry

## Delete Deductions After Calculate

**1. After double click.**

**2. Click Calculate.**

**3. Click Update.**

Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
5	1	MATCH SUI	0.00	0.20	
7	1	SOC SEC	62.24	62.24	
8	1	MEDICARE	14.56	14.56	
9	1	MATCH INS	0.00	717.00	
11	1	RET	50.15	93.88	
33	1	AEA-NEA(E)	21.55	0.00	

JN	Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	1,003.00

Payroll Run ID	offline	offline	Check Date 7/30/2007	Bank PLES	Print
Employee No	1459	Check #			
CLYDE MASON TEST1026					
Fringe Ben	2.85	Gross	1,003.00		
Federal W/H	93.81	Advanced EIC	0.00		
State W/H	31.75	Social Sec W/H	62.24		
Medicare W/H	14.56	City W/H	0.00		
County W/H	0.00	Other W/H	52.15		
Check Amount	\$748.49				

delete a non-mandatory deduction, double click the deduction in the list view. This will remove the deduction from the list view and place it in the deduction fields above. Note: Mandatory deduction can not be deleted. These deductions can be changed to zero. However, this could cause balancing problems with the quarterly tax reporting. If a mandatory deduction is changed to zero, step 2 below should be skipped.

Click the *Calculate* button again. This will recalculate the mandatory deductions and the net check amount without the deleted deduction. This step may be skipped if recalculating is not desired. **Warning: This may cause**

# Employee Offline Check Entry Delete Distributions After Calculate

**Before double click**

**1. After double click**

**2.**

**3.**

**Record Offline Employee Check (v3.04)**

Net Check Amount: \$726.94

offline

Check Date 7/30/2007 Bank PLES

Print

Enter Add Change Delete Calculate Update Next Back Clear Search PrtScr Exit

Employee No 1459 Check #

CLYDE MASON TEST1026

Fringe Ben 2.85

Gross 1,003.00

Ded #	JN	Ded Description	Amount	Board
5	1	MATCH SUI	0.00	
7	1	SOC SEC	62.24	
8	1	MEDICARE	14.56	
9	1	MATCH INS	0.00	
11	1	RET	50.15	
40	1	ST INS (S)	2.00	

JN GL Num

JN	Fd-C-Func-Obj-C-Ctr-S-Fnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	900.00
2	11-5-2215-180-0080-1110-0-8220-0004	103.00

\$726.94

**Record Offline Employee Check (v3.04)**

Net Check Amount: \$726.94

Payroll Run ID offline offline

Check Date 7/30/2007 Bank PLES

Print

Employee No 1459 Check #

CLYDE MASON TEST1026

Fringe Ben 2.85

Gross 1,003.00

Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
5	1	MATCH SUI	0.00	0.20	1,003.00
7	1	SOC SEC	62.24	62.24	1,003.00
8	1	MEDICARE	14.56	14.56	1,003.00
9	1	MATCH INS	0.00	717.00	1,003.00
11	1	RET	50.15	93.88	1,003.00
40	1	ST INS (S)	2.00	0.00	0.00

JN 2 GL Num 11-5-2215-180-0080-1110-0-8220-0004 Amt 103.00 Add

JN	Fd-C-Func-Obj-C-Ctr-S-Fnd-Y-Prog-Spec	Amount
1	11-5-4120-161-8350-1310-0-8410-0000	900.00

City W/H 0.00

County W/H 0.00

Other W/H 73.70

Check Amount \$726.94

Before double click, delete a GL distributions, double click the distribution in the list view. This will remove the distribution from the list view and move it to the fields above the list view. Remember that if a distribution is deleted, another distribution(s) must be added to equal the gross salary amount.

After double click, click the *Calculate* button again. This step will redistribute the deductions and the gross amount. If redistribution is not desired, skip this step and proceed to step 3.

# Employee Offline Check – Modify Fringe Benefits after Calculated

Employee Check (v3.04) Net Check Amount: \$726.94

offline Check Date 7/30/2007 Bank PLES Print

Check #

PR/ROL: Record Offline Employee Check (v3.04) Net Check Amount: \$726.94

Payroll Run ID offline offline Check Date 7/30/2007 Bank PLES Print

Employee No 1459 Check #

CLYDE MASON TEST1026

Fringe Ben 2.85

Gross 1,003.00

Federal W/H 93.81

Advanced EIC 0.00

State W/H 31.75

Social Sec W/H 62.24

Medicare W/H 14.56

City W/H 0.00

County W/H 0.00

Other W/H 73.70

Check Amount \$726.94

Fringe Benefits

JN 1 FB Code L Amt 2.85 Add

Job No Fringe Ben Code

1 L

Close

JN GL Num Amt 0.00 Add

JN Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec Amount

1 11-5-4120-161-8350-1310-0-8410-0000 1,003.00

Click on the *Fringe Benefit* button.

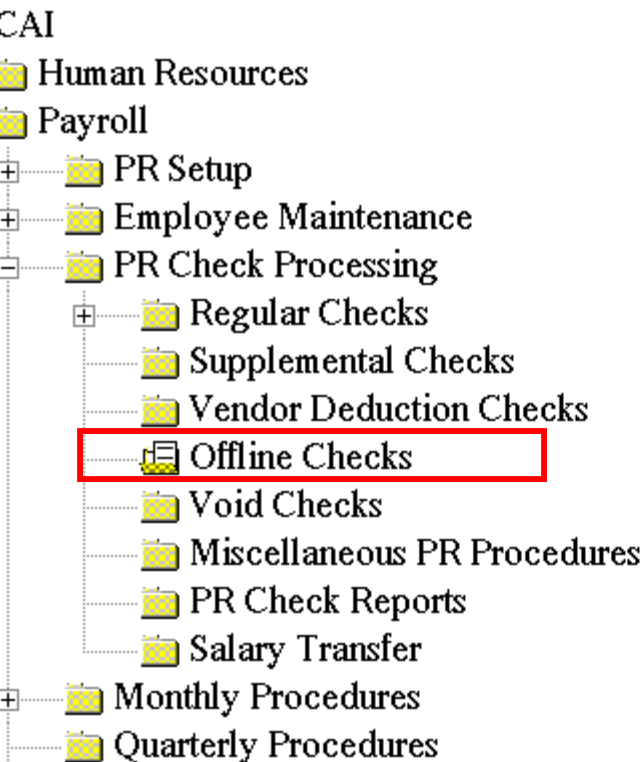
The Fringe Benefit box will appear.

Single click on the fringe benefit in the list view.

The fringe benefit amount will then load in the fields above list view. Change the amount of the fringe benefit and press the *Add* button to add it back to the list view.

Exit the fringe benefit box by pressing the *Close* button.

## Employee Offline Check – Step 3. Print Payroll Register



Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

## Employee Offline Check – Step 3. Print Payroll Register

The screenshot shows the 'PR/PREG: Payroll Register (v3.03)' window. A toolbar at the top includes icons for Enter, Default, Last, Delete, Save, Inquire, Next, Back, Clear, Search, PrtScr, and Exit. The 'Enter' icon is highlighted with a red box. The main form contains the following fields and options:

- Payroll Run ID:** A text field containing 'offline'.
- Grand Totals Only:** An unchecked checkbox.
- Print Order:** A section with two radio buttons: 'Employee Name' (selected) and 'Report Location'.
- Report Location Range:** A section with 'From' and 'Thru' dropdown menus, both set to '0000' and '9998' respectively.
- Include Totals Grouped by GL Component:** A checked checkbox.
- Print Totals w/GL Overlays:** A checked checkbox.
- Include Report Location Totals:** An unchecked checkbox.
- Print Vendor Register:** An unchecked checkbox, with an arrow pointing to it labeled '6.'.
- Include Voided Checks:** An unchecked checkbox.
- Separate Column for Matching Insurance:** An unchecked checkbox, with an arrow pointing to it labeled '7.'.
- Matching Ins Report Type:** A dropdown menu set to 'All'.
- SfundAY:** A dropdown menu at the bottom.

Enter the *Payroll Run ID* for the offline checks.

Leave this field unchecked to receive an employee detail report.

Select the sort order for the payroll register in the *Print Order* box.

The Report Location Range will default with all locations selected. It is not necessary to change these fields.

The totals for the payroll register can be grouped based on a GL component with or without GL overlay expense accounts. These fields are not required.

This field is not valid with offline checks because no vendor checks are produced with the offline check programs.

When matching insurance is calculated on the employee offline check, select this option to display the amount on the payroll register.

## Employee Offline Check – Step 4. Print Checks

If the **Print Checks** flag on tab 1 of the Payroll Run ID is not selected, this step can be skipped.

The screenshot displays the Payroll application interface. On the left, a tree view shows the navigation structure. The 'Offline Checks' option is highlighted with a red box. On the right, a table lists various payroll transactions. The 'Print Payroll Checks' entry is highlighted with a red box.

Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
<b>Print Payroll Checks</b>	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

## Employee Offline Check – Step 4. Print Checks

PR/PCKS: Print Payroll Checks (v3.03)

PR Run Id  offline

Quarter Number: 3    Check Date: 7/30/2007    Bank Code: PLES

Pay Period Ending Date: 7/28/2007    Standard Work Days For Period: 17

Effective Leave Date: 8/11/2007    Thru 8/28/2007

Check Message:

Next Check Number

Enter Payroll Run Id for the employee offline checks.

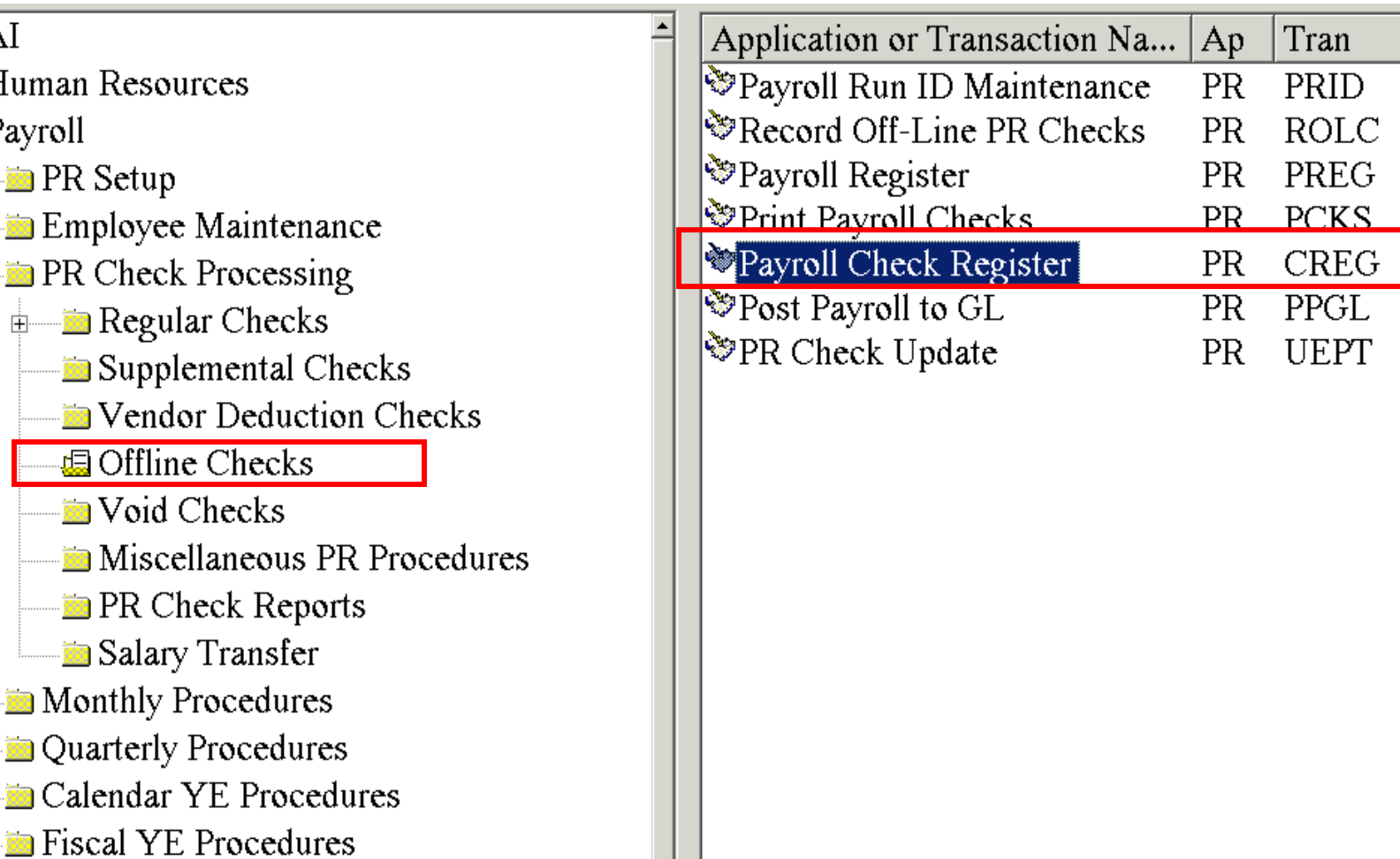
Enter the next check number to print.

Press the *Enter* button to print the checks.

**E:** If the *Print Checks* flag on tab 1 of the Payroll Run ID is not selected, this step can be skipped.

## Employee Offline Check – Step 5. Print Check Register

If the *Print Checks* flag on tab 1 of the Payroll Run ID is not selected, this step can be skipped.



The screenshot displays a payroll software interface. On the left is a tree view of the application menu, and on the right is a table of transactions.

**Left Panel (Menu Tree):**

- Human Resources
- Payroll
  - PR Setup
  - Employee Maintenance
  - PR Check Processing
    - Regular Checks
    - Supplemental Checks
    - Vendor Deduction Checks
    - Offline Checks** (highlighted with a red box)
    - Void Checks
    - Miscellaneous PR Procedures
    - PR Check Reports
    - Salary Transfer
  - Monthly Procedures
  - Quarterly Procedures
  - Calendar YE Procedures
  - Fiscal YE Procedures

**Right Panel (Table):**

Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
<b>Payroll Check Register</b> (highlighted with a red box)	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT



## Employee Offline Check – Step 5. Print Check Register

PR/CREG: Payroll Check Register (v3.00)

Payroll Run ID: offline

Print Direct Deposit In:

- ☒ Net Pay
- ☐ Other Deductions

Order By:

- ☒ Checks/Statements
- ☐ Report Location
- ☐ Check Location

Payroll End Date: 7/28/2007 ☐ SubTotal by Location

Check Date: 7/30/2007 ☐ Double Space Report

the offline *Payroll Run ID*.

ay will default selected. Direct deposit options are not available for offline checks. However, one option  
be selected.

the sort order that the checks will print on the check register.

Check/Statements – Checks will print in numeric check order

Report Location – Checks will print based on the report location number located on the Employee  
Maintenance/Employee Data screen.

Check Location – Checks will print based on the check location number located on the Employee  
Maintenance/Employee Data screen.

*Enter* button to run the report.

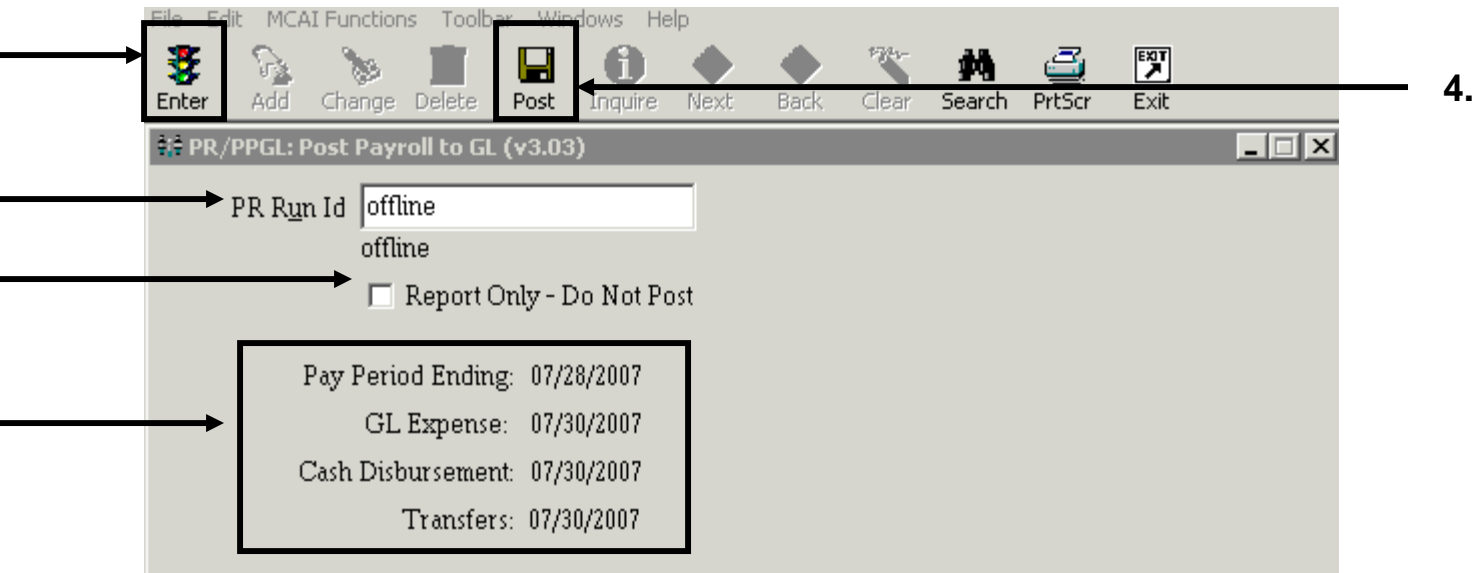
ne **Print Checks** flag on tab 1 of the Payroll Run ID is **not** selected, this step can be skipped.

## Employee Offline Check – Step 6. Post Journal Entries

AI	
Human Resources	
Payroll	
PR Setup	
Employee Maintenance	
PR Check Processing	
Regular Checks	
Supplemental Checks	
Vendor Deduction Checks	
Offline Checks	
Void Checks	
Miscellaneous PR Procedures	
PR Check Reports	
Salary Transfer	
Monthly Procedures	
Quarterly Procedures	
Calendar YE Procedures	

Application or Transaction Na...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

## Employee Offline Check – Step 6. Post Journal Entries



Enter the *Payroll Run Id* for the offline checks.

If you would like to view the entries without posting, select *Report Only* option.

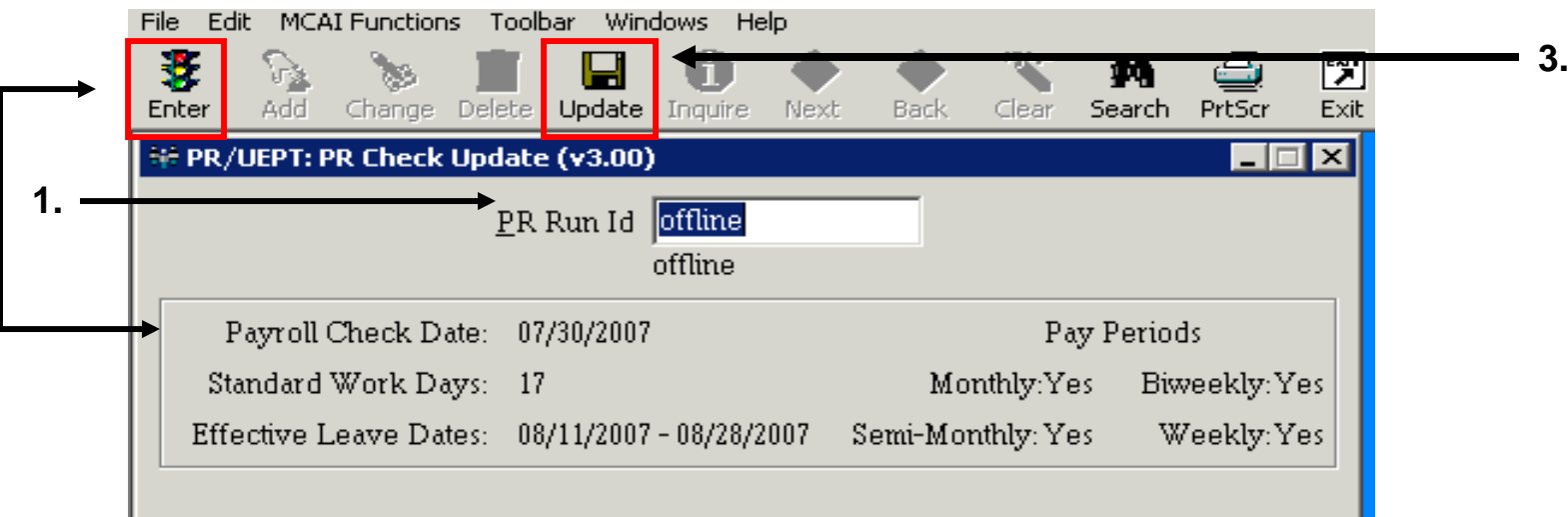
Press the *Enter* button. The posting dates will populate from the payroll run id.

Press the *Post* button. If *Report Only* option was selected the journal entries will load on the screen and the journal entries will not post. If the *Report Only* option is not selected the journal entries will print and then post to the general ledger.

## Employee Offline Check – Step 7. Update Payroll Check

AI	Application or Transaction Na...	Ap	Tran
Human Resources	Payroll Run ID Maintenance	PR	PRID
Payroll	Record Off-Line PR Checks	PR	ROLC
PR Setup	Payroll Register	PR	PREG
Employee Maintenance	Print Payroll Checks	PR	PCKS
PR Check Processing	Payroll Check Register	PR	CREG
Regular Checks	Post Payroll to GL	PR	PPGI
Supplemental Checks	PR Check Update	PR	UEPT
Vendor Deduction Checks			
Offline Checks			
Void Checks			
Miscellaneous PR Procedures			
PR Check Reports			
Salary Transfer			
Monthly Procedures			
Quarterly Procedures			
Calendar YE Procedures			
Fiscal YE Procedures			

## Employee Offline Check – Step 7. Update Payroll Check



Enter the *Payroll Run Id* for the offline checks.

Press the *Enter* button and the posting data for the offline checks will loaded below.

Press the *Update* button to update the offline check data to the payroll data screens.

## Vendor Deduction Refund Offline Check – Step 1. Setup Run ID

Human Resources Payroll PR Setup Employee Maintenance PR Check Processing Regular Checks Supplemental Checks Vendor Deduction Checks Offline Checks Void Checks Miscellaneous PR Procedures PR Check Reports Salary Transfer Monthly Procedures Quarterly Procedures Calendar YE Procedures Fiscal YE Procedures	Application or Transaction Name	Ap	Tran
	Payroll Run ID Maintenance	PR	PRID
	Record Off-Line PR Checks	PR	ROLC
	Payroll Register	PR	PREG
	Print Payroll Checks	PR	PCKS
	Payroll Check Register	PR	CREG
	Post Payroll to GL	PR	PPGL
	PR Check Update	PR	UEPT

## Payroll Deduction Refund Offline Check – Step 1. Setup Run ID

File Edit MSAI Functions Toolbar Windows Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID: dedref Owner/Group: None

Run Id Type: Regular Supplemental **Offline** Vendor Deduction

Description: dedref

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAC
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements 2. Selection Elements 3. Leave Elements 4. GL Elements

☐ Generate ACH Direct Deposits

☐ Print Checks In Zip Code Order

☒ Print Offline Checks

☐ Combine Checks by Vendor

☐ Stop Remote Input

Offline Check Type: Employee Check **Deduction Refund** Deduction Payment

Check Date: 08/31/2007

Pay Period Ending Date: 08/31/2007

Quarter: 3 (Sept 30)

Bank Code: PLES

Click on the *Add* button for Add mode.

Select *Offline* under the *Run Id Type*. This will open up the *Offline Check Type* field below (step 4).

Select this option if a check will be printed. Unselect the option if no checks will be printed.

Select *Deduction Refund* option. This section will only be available if *Offline* was selected on step 2.

Select the date to print on the check. This date is required even if checks are not printed.

Select the pay period's ending date. This date is required. The date will default to current date.

*Bank Code* will default from current payroll bank code parameter.

# Payroll Deduction Refund Offline Check – Step 1. Setup Run ID

File Edit MCAI Functions Toolbar Windows Help

Enter Add Change Delete Save Inquire Next Back Clear Search PrtScr Exit

**PR/PRID: Payroll Run ID Maintenance (v3.02)**

Payroll Run ID:  Owner/Group:

Run Id Type: ☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description:

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAC
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

**1. Check/DDP Elements** **2. Selection Elements** **3. Leave Elements** **4. GL Elements**

**1. Check/DDP Elements**

Pay Period: ☒ Monthly ☐ Semi-Monthly ☐ Bi-Weekly ☐ Weekly

Ded Cycle:

**2. Selection Elements**

Job Location:

- ☒ 0100 - NEXTGEN 6 HIGH SCHOOL
- ☒ 0110 - NEXTGEN 7 HIGH SCHOOL
- ☒ 3000 - SUBSTITUTE TEACHERS
- ☒ 4000 - INACTIVE EMPLOYEES
- ☒ 6000 - NEXTGEN CAREER/TECH
- ☒ 8320 - MAINTENANCE SHOP
- ☒ 8350 - BUS SHOP
- ☒ 8620 - NEXTGEN BD OF EDUCAT
- ☒ 8621 - C.C.D.L.C.
- ☒ 9300 - ADULT/CONTINUING EDU

**3. Leave Elements**

Summer Flag:

- ☐ A - Prt Jul/Aug Chks in Jul/Aug
- ☐ C - Print Jul/Aug Checks Early
- ☐ N - No Summer Pay Flag

4.

3.

*Pay Period* and *Ded Cycle* will default with all fields selected. This can be changed to certain pay periods and deduction cycles but is not required.

*Job Location* will default with all selected. This can be changed to select certain job locations, but is not required.

*Summer Flags* will default based on parameters settings for the school district.

Select *GL Elements* – Tab 4

E: There is normally no change to the defaults on the this screen.



## Payroll Deduction Refund Offline Check – Step 1. Setup Run ID

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID: dedref      Owner/Group: None

Run Id Type: ☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description: dedref

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAG
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements      2. Selection Elements      3. Leave Elements      4. GL Elements

G/L Posting Dates

Expense Journal Entry

Cash Disbursement Journal Entry

Cash Disbursement Date: 08/31/2007

Expense Date: 08/31/2007

3.

1.

2.

This date defaults from the check date on Tab 1 of the Run Id (see page 31, step 5). This date can be changed. This date will be used as the posting date for the cash distribution journal entries to the general ledger.

This date also defaults from the check date on Tab 1 of the Run Id. This date can be changed. This date will be used as the posting date for the payroll expenditure journal entries to the general ledger.

Press **SAVE** button on the toolbar. A message identifying how many employee are eligible for the Run Id will then display on the screen.

## Deduction Refund Offline Check - Step 2. Enter Refund Data

PR/ROLC: Record Offline Deduction Refund (v3.04)

Payroll Run ID: dedref      dedref      Check Date: 8/31/2007      Bank: PLES

Employee No: 1459      Orig Bank: PLES      Orig Chk #: 114334      Check #:

CLYDE MASON TEST 11/11/26

Ded #: 11      JN: 1      RET: RET      Employee Amt: -50.15      Board Amt: -93.88      Wage Amt: -1,003.00      Add

Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
Federal W/H			0.00		
Advanced EIC			0.00		
State W/H			0.00		
Social Sec W/H			0.00		
Medicare W/H			0.00		
City W/H			0.00		
County W/H			0.00		
Other W/H			0.00		
Check Amount			0.00		

Payroll Run Id for the deduction refund check.

The employee number for the employee receiving the deduction refund.

The Bank Code and the check number for the original check that the employee's deduction is being refunded

The manual check number if applicable. This field will only be available if the *print check* field on the payroll is unchecked (see page 31, step 3).

The Deduction number and Job Number for the deduction that will be refunded.

Amount of the job number field and the employee amount, board amount (if applicable), and the wage amount, and automatically from the original check in the appropriate fields. The amounts can be change to less than original amount deducted but not more than.

## Deduction Refund Offline Check - Step 2. Enter Refund Data

File Edit MCAI Functions Toolbar Windows Help

Enter Add Change Delete Calculate Update Next Back Clear Search PrtScr Exit

PR/ROLC: Record Offline Deduction Refund (v3.05) Net Check Amount: \$42.63

Payroll Run ID dedref dedref Check Date 8/31/2007 Bank PLES

Employee No 1459 Orig Bank PLES Orig Chk # 114334 Check #

CLYDE MASON TEST1026

Ded # JN Employee Amt Board Amt Wage Amt

0.00 0.00 0.00 Add

	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt	
Federal W/H	7.52	3	1	FED TAX	7.52	0.00	50.15
Advanced EIC	0.00	11	1	RET	-50.15	-93.88	-1,003.00
State W/H	0.00						
Social Sec W/H	0.00						
Medicare W/H	0.00						
City W/H	0.00						
County W/H	0.00						
Other W/H	-50.15						
Check Amount	\$42.63						

10.

After all deductions to be refunded have been added to the list view, press the *Calculate* button.

If the deduction was sheltered from any taxes, the taxes will load in the list view. These taxes will be deducted from the employee's deduction refund check amount.

If the deduction is not sheltered, the *Update* button can be used to save the record. This is not necessary, if step 8 was completed.

To modify a deduction in the list view see page 15. To delete a deduction in the list view see page 17.

## Enter Deduction Refund Offline Check

AI			
Budget Work			
Human Resources			
Payroll			
PR Setup			
Employee Maintenance			
PR Check Processing			
Regular Checks			
Supplemental Checks			
Vendor Deduction Checks			
Offline Checks			
Void Checks			

Application or Transaction ...	Ap	Tran	
Payroll Run ID Maintenance	PR	PRID	
Record Off-Line PR Checks	PR	ROLC	
Payroll Register	PR	PREG	← Step 3.
Print Payroll Checks	PR	PCKS	← Step 4.
Payroll Check Register	PR	CREG	← Step 5.
Post Payroll to GL	PR	PPGL	← Step 6.
PR Check Update	PR	UEPT	← Step 7.

Remaining steps 3 through 7 are the same as employee offline check procedures (see pages 28 through 29).

## Vendor Deduction Payment Offline Check – Step 1. Setup Run ID

The screenshot displays a software interface with a tree view on the left and a table on the right.

**Tree View (Left):**

- Budget Work
- Human Resources
- Payroll
  - PR Setup
  - Employee Maintenance
  - PR Check Processing**
    - Regular Checks
    - Supplemental Checks
    - Vendor Deduction Checks
    - Offline Checks**
    - Void Checks
    - Miscellaneous PR Procedures
    - PR Check Reports
    - Salary Transfer
  - Monthly Procedures

**Table (Right):**

Application or Transaction ...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

## Payroll Deduction Payment Offline Check – Step 1. Setup Run ID

File Edit MCAI Functions Toolbar Windows Help

Enter Add Change Delete Save Inquire Next Back Clear Search PRTScr Exit

PR/PRID: Payroll Run ID Maintenance (v3.03)

Payroll Run ID: dedpyt Owner/Group: None

Run Id Type: ☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description: dedpyt

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAG
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements 2. Selection Elements 3. Leave Elements 4. GL Elements

☐ Generate ACH Direct Deposits ☐ Print Checks In Zip Code Order ☐ Print Offline Checks ☐ Combine Checks by Vendor ☐ Stop Remote Input

Offline Check Type: ☐ Employee Check ☐ Deduction Refund ☒ Deduction Payment

Check Date: 08/31/2007

Pay Period Ending Date: 08/31/2007

Quarter: 3 (Sept 30)

Bank Code: PLES

7.

4.

5.

6.

Click on the *Add* button for Add mode.

Select *Offline* under the *Run Id Type*. This will open up the *Offline Check Type* field below (step 4).

Select the *Deduction Payment* option. This section will be available only if *Offline* was selected on item 2.

Select the date to print on the checks. This date is required even if checks are not printed.

Select the pay period's ending date. This date is required. The date will default to current date.

*Bank Code* will default from current payroll bank code parameter.

## Payroll Deduction Payment Offline Check – Step 1. Setup Run ID

PR/PRID: Payroll Run ID Maintenance (v3.03)

Payroll Run ID:  Owner/Group:

Run ID Type:  
☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description:

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAG
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements    2. Selection Elements    3. Leave Elements    4. GL Elements

**1. Check/DDP Elements**

Pay Period: ☒ Monthly ☐ Semi-Monthly ☐ Bi-Weekly ☐ Weekly  
Ded Cycle:

**2. Selection Elements**

Job Location

- ☒ 0100 - NEXTGEN 6 HIGH SCHOOL
- ☒ 0110 - NEXTGEN 7 HIGH SCHOOL
- ☒ 3000 - SUBSTITUTE TEACHERS
- ☒ 4000 - INACTIVE EMPLOYEES
- ☒ 6000 - NEXTGEN CAREER/TECH
- ☒ 8320 - MAINTENANCE SHOP
- ☒ 8350 - BUS SHOP
- ☒ 8620 - NEXTGEN BD OF EDUCAT
- ☒ 8621 - C.C.D.L.C.
- ☒ 9300 - ADULT/CONTINUING EDU

**3. Leave Elements**

Summer Flag

- ☐ A - Prt Jul/Aug Chks in Jul/Aug
- ☐ C - Print Jul/Aug Checks Early
- ☐ N - No Summer Pay Flag

**4. GL Elements**

*Pay Period* and *Ded Cycle* will default with all fields selected. This can be changed to certain pay periods and deduction cycles but is not required.

*Job Location* will default as with all selected. This can be changed to select certain job locations, but is not required.

*Summer Flags* will default based on parameters settings for the school district.

Select *GL Elements* – Tab 4

**E:** There is normally no change to the defaults on this screen.

## Payroll Deduction Payment Offline Check – Step 1. Setup Run ID

PR/PRID: Payroll Run ID Maintenance (v3.02)

Payroll Run ID:  Owner/Group:

Run Id Type:  
☐ Regular ☐ Supplemental ☒ Offline ☐ Vendor Deduction

Description:

Task	Done	Procedure	Flag
Input Pay Edit	No	PR IPAY	IP_FLAC
Pre-Compute	No	PR PCOM	PRE_CO
Payroll Compute	No	PR COMP	COMPU
Payroll Register	No	PR PREG	PR_REG
Print Checks	No	PR PCKS	PRT CK

1. Check/DDP Elements    2. Selection Elements    3. Leave Elements    4. GL Elements

G/L Posting Dates

Expense Journal Entry

Cash Disbursement Journal Entry

Cash Disbursement Date:

Expense Date:

3.

1.

2.

This date defaults from the check date on Tab 1 of the Run Id (see page 38, step 4). This date can be changed. This date will be used as the posting date for the cash distribution journal entries to the general ledger.

This date also defaults from the check date on Tab 1 of the Run Id. This date can be changed. This date will be used as the posting date for the payroll expenditure journal entries to the general ledger.

Press **SAVE** button on the toolbar. A message identifying how many employee are eligible for the Run Id will then display on the screen.



## Deduction Payment Offline Check - Step 2. Payment Data

PR/ROL: Record Offline Deduction Payment (v3.04)

Payroll Run ID: dedpyt    dedpyt    Check Date: 8/31/2007    Bank: PLES

Employee No: 1459    CLYDE MASON TEST1026    Orig Bank:    Orig Chk #:    Receipt #: 743456

Ded #: 40    JN: 1    Ded Description: ST INS (S)    Employee Amt: 25.00    Board Amt: 0.00    Wage Amt: 0.00    Add

	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
Federal W/H						
Advanced EIC						
State W/H						
Social Sec W/H						
Medicare W/H						
City W/H						
County W/H						
Other W/H						
Check Amount						

Enter *Payroll Run Id* for the deduction payment check.

Enter the employee number for the employee paying the deduction payment. The *Search* button can be used to find the employee number.

Bank Code and original check number are not required for deduction payments.

Enter the receipt number for the employee's deduction payment. The employee's manual check number can be referenced in this field also.

Enter the Deduction number and Job Number for the deduction that the employee is paying.

Enter the amount of the employee's deduction payment. A board amount can be entered also but no checks will be written with these transactions. A wage amount is not necessary for deduction payments.

## PR/ROLC: Record Offline Deduction Payment - Step 2. Payment Data

File Edit MCAI Functions Toolbar Windows Help

Enter Add Change Delete Calculate Update Next Back Clear Search PrtScr Exit

PR/ROLC: Record Offline Deduction Payment (-25.00) Net Check Amount: -\$25.00

Payroll Run ID: dedpyt dedpyt Check Date: 8/31/2007 Bank: PLES

Employee No: 1459 CLYDE MASON TEST1026 Orig Bank: Orig Chk #: Receipt #: 743456

Ded # JN Employee Amt Board Amt Wage Amt

0.00 0.00 0.00 Add

	Ded #	JN	Ded Description	Amount	Board Amount	Wage Amt
Federal W/H	40	1	ST INS (S)	25.00	0.00	0.00
Advanced EIC						
State W/H						
Social Sec W/H						
Medicare W/H						
City W/H						
County W/H						
Other W/H						
Check Amount						

Deduction Payment Updated Successfully

8.

After all deductions being paid by the employee have been added to the list view, press the *Update* button.

## Enter Deduction Payment Offline Check

Application or Transaction ...	Ap	Tran
Payroll Run ID Maintenance	PR	PRID
Record Off-Line PR Checks	PR	ROLC
Payroll Register	PR	PREG
Print Payroll Checks	PR	PCKS
Payroll Check Register	PR	CREG
Post Payroll to GL	PR	PPGL
PR Check Update	PR	UEPT

Step 3.

Step 4.

Step 5.

remaining steps 3 though 5 are the same as employee offline check procedures ( see pages 28 through 29), except there are no checks or check register to print. Therefore, skip these two