



Payroll Processing Guide

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Batch Processing – Payroll

PR Batches

Payroll → PR Activities → PR Batches

- To add a new batch, enter the 'Name' and 'Pay Period From' and 'Pay Period To' information and click 'Create Batch'. For easier reference, each batch name should be unique. For example, use the pay period but make sure to include the year since the name will be repeated each year. The user can have multiple batches, but only one can be worked on or approved at any one time. When a batch is in use it locks other users out of it. This is to eliminate issues like paying someone twice in the same batch.

Select a batch from the scroll window or add a new batch

Created By


Name

Pay Period From

Pay Period To

Batch Status

Approval Status



Batch Processing Sequence

- After creating the batch you can follow the 'Batch Processing Sequence' (red outlined in the image above) from the top to the bottom, starting with the 'Batch Entry', then 'Print Edit Report', and finally the 'Approve Edit' buttons. Each of these are required before a paycheck can be printed or processed.
- While the batch data is still in the window, click 'Batch Entry', and you will come to the window that is in Fig. 2 below.

Payroll : PR Activities : PR Batches

? help

Status: Active

Employee: Tracy Chil

Rate Card: Office Assistant

Regular Hours: 40.00 Hourly rate of 15.00

Overtime Hours: 0.00 Overtime rate of 30.00

Gross pay is 600.00

YTD Gross Pay 0.00

| Distribution Accounts | Fixed Amnt | + / - | Percent | Over | Max Amnt | Allowance | YTD | Amount |
|--------------------------------|--|-------|---------|------|----------|-----------|-------|--------|
| FICA Tax Withholding-Employee | Calculation: FICA SS | | | | | | 0.00 | 37.20 |
| Federal Withholding Tax Payabl | Calculation: Federal Income Tax, Other Adjustments = 0, Multiple Jobs = 0, Nonresident Alien = 0 | | | | | | 0.00 | 3.99 |
| FICA Tax Payable-Employer | Calculation: FICA SS employer | | | | | | 0.00 | 34.89 |
| Medicare Tax Withholding-Emplo | Calculation: FICA Med, Without Medicare Additional = 0 | | | | | | 0.00 | 8.16 |
| State Withholding Tax Payable | Calculation: MN, State exemptions = 0 | | | | | | 0.00 | 21.58 |
| Maternity Leave Hours: | | | | | | | 0.00 | |
| Sick Leave Hours: | | | | | | | 0.00 | |
| Employer expenses | | | | | | | 34.89 | |
| Employee deductions | | | | | | | 70.93 | |

↓ Add to Batch ↓

| Employee List in Batch | Rate Card Used | Net Pay |
|------------------------|------------------|---------|
| Tracy Chil | Office Assistant | 600.00 |
| End Of List | | |

Close Batch

- You can then select an employee, rate card, and verify/enter hours the left side of the screen as it fills in with the defaults – for hourly employees. In the image above as outlined in blue with a red arrow, 'William Audette' is the employee, the rate card is 'William:Weekly' and he worked 40 hours regular time and no overtime hours. Additionally you can see his 'Gross Pay', which changes based on input from the user, the hourly rate, and YTD gross pay. To enter a Paid Time Off Adjustment like 'Sick Leave Hours' or 'Vacation Hours', input the hours into the fields below the taxes, as outlined in red. Once you have verified the information is correct, click 'Add to Batch' and repeat the process for any additional rate cards for the same employee or choose a different employee.
- Note:** for entering adjustments for *hourly* employees. When an hourly employee works regular hours and takes PTO, the regular hours must show the total hours that you want to pay them for. For example they worked 32 hours and took 8 hours PTO time. The 'Regular Hours' field must be 40 hours and the PTO (ie Vacation Hours) would be 8. In other words the 'Regular Hours' total needs to reflect both amounts, so the employee would get paid for a total of 40 hours.
- When finished, click 'Close Batch'. This will bring you back to the PR Batches window where you execute the remaining two steps 'Print Edit Report' and 'Approve Edit' discussed earlier in this section. With the batch still selected, click 'Print Edit Report' to verify the batch information. If this is one of your first batches, either from an initial setup or changes to an employee, *review this report* very carefully and ensure all employee taxes, gross and net pay, and employer expenses are correct. It is easier to fix payroll before printing checks than after they are printed and posted. After reviewing the edit report, you can print this if you like to keep a copy in a secure location. If everything is correct, click 'Approve Edit', then 'OK' on the confirmation box.
- When a batch is approved it will have 'Yes' in the approval column on the main PR Batches screen, seen below. The batch below can print checks.

| Batch Name | Created By | In Use By | From | To | Approval |
|--------------------|------------|-----------|------------|------------|----------|
| January 31 Payroll | UserTest | | 01/15/2021 | 01/29/2021 | EDT |
| End Of List | | | | | |

Select a batch from the scroll window or add a new batch

Created By

Name

Pay Period From

Pay Period To

Batch Status

Approval Status

Modify Batch Name

Clear Fields

Delete Batch

Batch Processing Sequence

*Batches always need to be approved before checks can be printed.

PR Checks

Payroll → PR Activities → PR Checks

- This window automatically brings up the batch you just approved as seen below. Remember the system will allow only one batch approval at a time for printing.
- Select the checking account you would like to use regardless of the following scenarios. Because some churches use direct deposit, or issue physical checks to employees; we will cover each of these scenarios.
 - Church uses direct deposit** – In this case the church uses their bank for direct deposit of payroll checks. Input 'EFT' in the check number, check date, and payroll memo fields, and verify the check form. The check date automatically uses the last day in the pay period when printing checks, but can be changed. Then click the 'Post & Print' button and you will get a print out of checks that have the words 'VOID DUE TO DIRECT DEPOSIT' that can be handed out to employees on payday.
 - Church prints the physical checks** – In this case you would input the check number, check date, verify the check form used, and payroll memo. Then click the 'Post & Print' button and you will get a new window with the checks so you send them to your printer. Ensure your printer has the check stock in it, in the correct order.

| | | |
|-------------|---|---|
| Batch name | <input type="text" value="January 31 Payroll"/> | |
| Created by | <input type="text" value="UserTest"/> | |
| Approved by | <input type="text" value="UserTest"/> | |
| Status | <input type="text" value="Open"/> | |
| | From date | To date |
| Pay period | <input type="text" value="01/15/2021"/> | <input type="text" value="01/29/2021"/> |

Checking account

First check no.

Check date

Check form

Payroll memo

PR Pay Taxes

Payroll → PR Activities → PR Pay Taxes

- Select a vendor from the dropdown list. The vendor should be the taxing jurisdiction that you want to pay, for example, the IRS. If you do not see the vendor, you can add more under the under AP → AP Activities → Vendor List.
- Enter a date after 'Show tax liability as of' and click 'Submit'. In the example below the date 04/30/2019 was entered and the FICA, Medicare, and other taxes populated with the amounts owed as of that date.
- Now you can click the 'No' to a 'Yes' for the taxes you want to pay all in one check. In the image below the 'FICA' for the employer and employee are set to a 'Yes' under the 'Mark to Pay' column, for a total payment of \$258.34. To the right is the information for the check. Select the checking account, input the check number or EFT, pay date, and the check memo. EFT should be used if you plan on sending it through your bank or on the taxing entity's website. The payment amount will automatically fill in using the totals under the 'Payroll Tax Accounts' box. Click 'Post & Print Check' and the check will open in a new window. You can now send this to your printer that has the check stock, ensuring the check number matches the one on the screen.

Government Agency To Pay

Pay to the order of

Check Format

IRS

IRS

ICO-2113

Show tax liability as of

01/31/2021

Submit

Payroll Tax Accounts

Mark All Unmark All

| Liability Accounts | Amount Due | Mark To Pay |
|---------------------------------------|------------|-------------|
| Child Support | | No |
| Payroll Withholding & Taxes | | No |
|Federal Unemployment Tax Payable | 0.00 | No |
|Federal Withholding Tax Payable | 168.11 | Yes |
|FICA Tax Payable-Employer | | No |
|FICA Tax Withholding-Employee | 18.13 | Yes |
|Medicare Tax Payable-Employer | | No |
|Medicare Tax Withholding-Employee | | No |
| Totals | 388.00 | |
| Amount to pay | 186.24 | |

Account BB Checking

Check No. 44

Pay Date 01/26/2021

Curr Balance

Payment 186.24 \$223,621.42

Check Memo test

Post & Print Check

Reprint Check