

Payroll in Peachtree To Print All Employee Checks (batch print)

Step 1: Calculate the time to be paid for each employee

1. The time clock report should be in the payroll slot by 8:30am on the morning payroll is to be processed. Peachtree uses the decimal representation for hours and minutes worked. This is the second total time shown ... on the right side of the slash.
2. On the report, make notes along the side of each employee's entry to add paid leave time (annual, sick and emergency) to hours worked.
3. This (worked + annual + paid sick + paid emergency) will give the total hours you need to enter as regular time for each employee who works on an hourly basis.
4. Also on the time report, make a note of any holiday time approved for the employee. For hourly employees, holiday time is entered into the holiday pay field in Peachtree. The hours approved per pay period is shown on the general tab on the employee records. Instructions for updating, printing a list, etc, are in the instructions for updating employee records.
5. If there are problems or questions, check with the employee's supervisor if he/she is available. If not, check with whichever supervisor is on duty with responsibility for overseeing payroll. The supervisor will tell you how to handle the situation so that you can proceed with payroll.

Step 2: Access Peachtree

1. Make sure no one else is in Peachtree
2. From any staff computer at DeRidder, login and click the Peachtree desktop icon.
3. Enter the password.
4. When you have an XP desktop window, click the “Peachtree Accounting” icon.
5. If you see setup windows, click to close them.

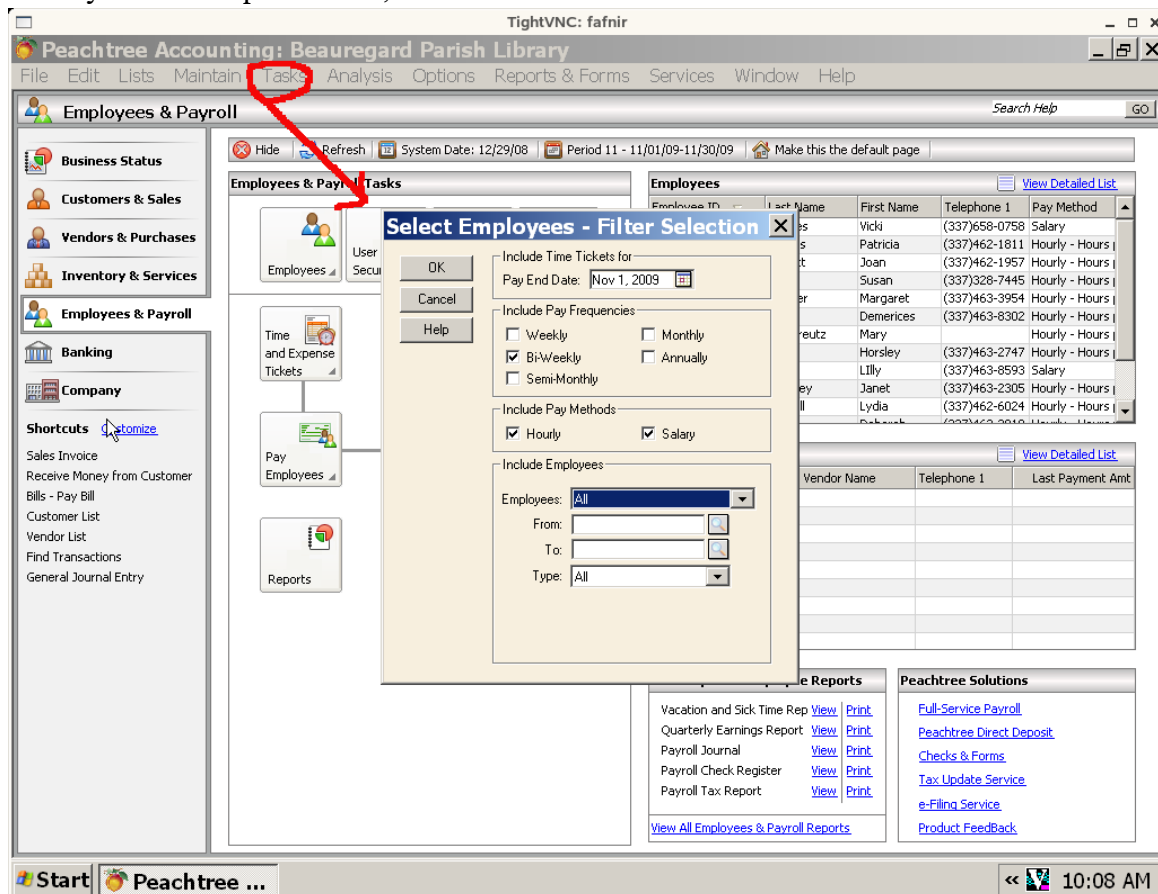


Figure 1 – Selection Filter

Step 3: Select Employees Who Will Be Paid

From the top bar, select “Tasks” and then “Select for payroll entry”

On the Select Employees – Filter Selection:

1. Enter pay end date (BPL time ends on the Sunday before we prepare payroll)
2. Include pay frequencies : Bi-Weekly
3. Include Pay Methods : Check both hourly and salary
4. Include Employees : All with type set to All
5. Click OK
6. Peachtree will select employees according to the filter you setup.

Step 4 : Correct Differences In Hours For Hourly Employees

Peachtree will list all employees who meet the filter criteria you used. Hourly employees will be listed along with the number of hours they are scheduled to work in a usual 2 week pay period or the total from their last pay check. Salaried workers will be listed along with their salary amount per pay period.

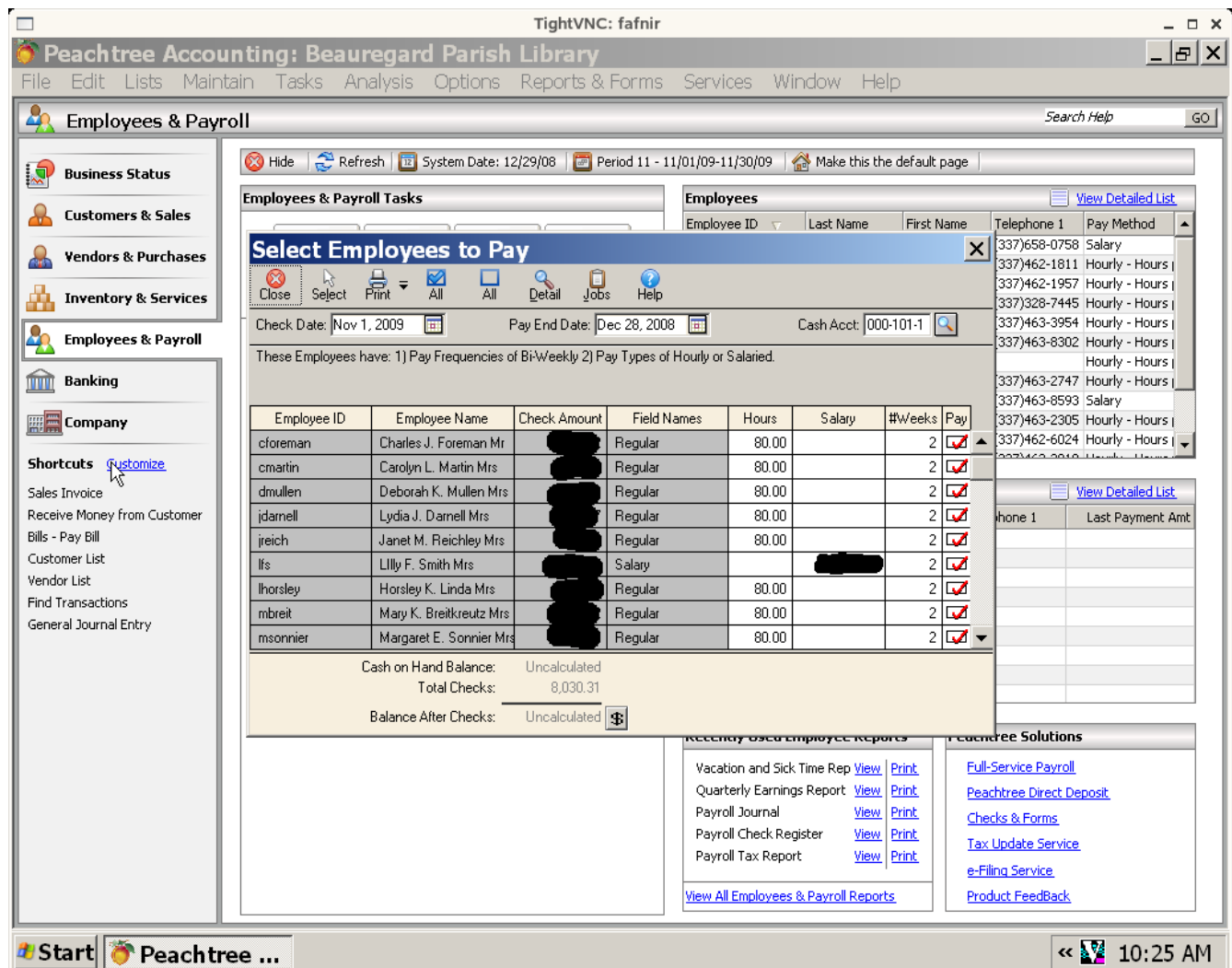


Figure 2 – Select Employees to Pay

Caution: Peachtree expects time to be entered in decimal format. For example, 2 hours and 15 minutes should be entered as 2.25 hours. The time clock report shows the decimal equivalent to the right of the slash. For example, if the time clock shows 11.15 / 11.25, enter 11.25 in Peachtree. Both Peachtree and the time clock show time in military format.

Check date is the Monday on which the checks are prepared.

Pay end date is the Sunday on which the time ended.

Peachtree does not ask for a beginning date for the payroll.

Cash Acct. is the Regular Checking Account 000-101-00

The line that begins: “These employees have” can be used to confirm the selection filter.

Figure 2 shows the screen which lists employees who are setup to receive a check. For hourly employees, the “Check Amount” column shows the gross calculated and the “Hours” column shows the hours (decimal format) in the employee's standard schedule. For salaried employees, the salary amount is shown in the “Salary” column. If there is a red check in the “Pay” column, PT intends to prepare a check for the employee.

Using the printout from the time clock and this screen, adjust the hours worked for hourly employees. On the printout, note time worked, leave pay and total hours for each employee (worked + paid annual + paid sick = total regular hours). If there is holiday pay, note it on the printout but do not include it in the “Regular” time you enter in the computer. See the area “If there is holiday time” below to enter holiday hours for hourly employees. No change is needed for salaried employees. Initial the printout to show that you calculated the time to be credited to the employee.

To change the number of regular hours (worked + paid annual + paid sick), click in the Hours column of the employee's row and change to the correct hours. In the example below, the change is to the employee whose entry is outlined in red.

Caution: *In the illustration above, the dates would not be correct. The check date will always be after the pay date end.*

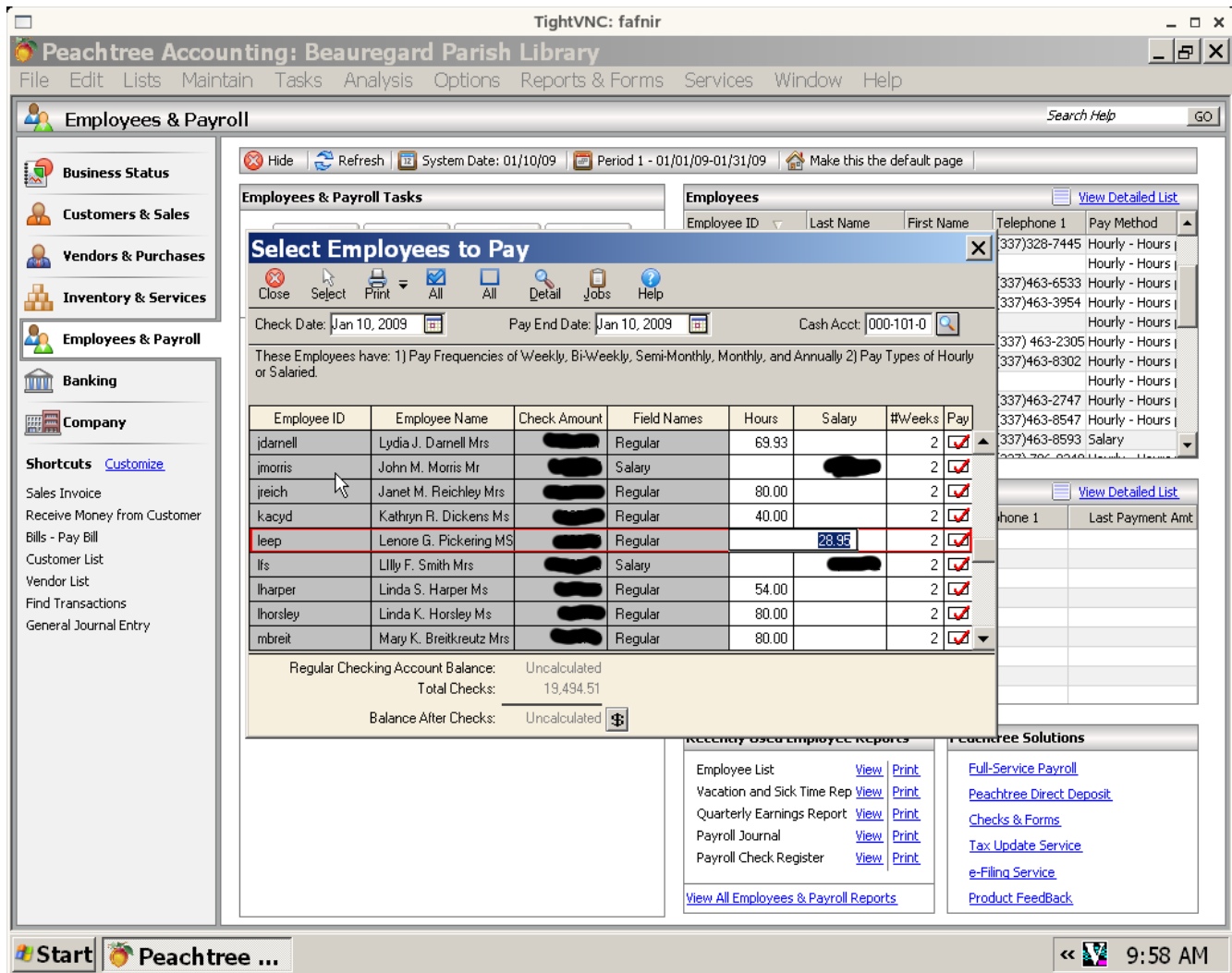


Figure 3 – Changing regular hours to be paid

Caution: In the example above, the check date and the pay end date are the same. In our system, they would be different. The instructions for entering these fields are included in the written part of these instructions.

When you click out of the “Hours” field, PT will automatically recalculate the amount for the employee's check. Please remember to enter the time in decimal format.

IF there is holiday pay: No change will be needed for salaried employees. For hourly employees, enter the regular hours (time worked + paid annual + paid sick) in the “Regular” hours area. Enter the holiday time in the “Holiday” field. For example, an 80 hour employee who should receive credit for 1 holiday will have the number of hours actually worked (probably 72) in the “Regular” salary area and 1/10 of the normal 2 week schedule (8 hours) entered in the “Holiday” field.

IF there is an employee on the list who should not get a check: If an employee should not receive a check, set the hours to zero and remove the red check in the “Pay” column on that employee's row. If the employee should not show on future lists, you can set the record to inactive and change the hours worked to zero on the employee's record after you prepare this payroll.

IF there is an HOURLY employee on the list with more than 80 hours on the time clock report (or an employee's or supervisor's note regarding more than 40 hours in a pay period): This section is being updated. For the time being:

1. Time worked added to holiday time may occasionally result in an employee being paid over 80 hours for a pay period. If this happens, all of the hours are paid at straight time. No overtime is involved.
2. If an employee actually works over 80 hours in a pay period, we pay straight time for a maximum of 80 hours. Time worked over 80 hours will be added to the employee's annual leave at a rate of 1 ½ times the additional time worked. This can be adjusted after payroll.
3. If an employee works 80 hours or less in a pay period but more than 40 hours in a week, we pay for all of the time worked. For the time worked over 40 in a single week, we add ½ the time worked to the employee's annual leave. This can be adjusted after payroll.

IF an employee who should receive a check is missing from the list : we will need to go back to the employee's record to determine why (no hours entered, biweekly not checked, etc). If you have already entered hours for some employees, it will probably be easiest to continue to prepare payroll for the other employees and run the missing check after the others are printed. If you decide to exit the payroll program to fix an employees record, you will need to start at [Step 3: Select Employees To Be Paid](#) and check the hours for all hourly employees.

IF explanatory notes are needed : make the notes on the employee's time card printout. Please note any problems, special circumstances, etc, which relate to the time clock and pay check. For example, if the employee's note shows 5 hours paid leave and the employee has only 4 hours, you would want to note that to show why the check is for less hours than the employee's memo. Refer from the employee's time card to an attachment if additional space is necessary. Please email the employee and his/her supervisor to explain the situation.

IF you need to see detail about how the check was calculated : click on the employee's name and then click the “Detail” icon at the top of the window. . The hours used to calculate the pay will show in the “Hours Worked” box. Withholdings will show in the “Employee/Employer Fields” box. Gross and net pay will show above that box.

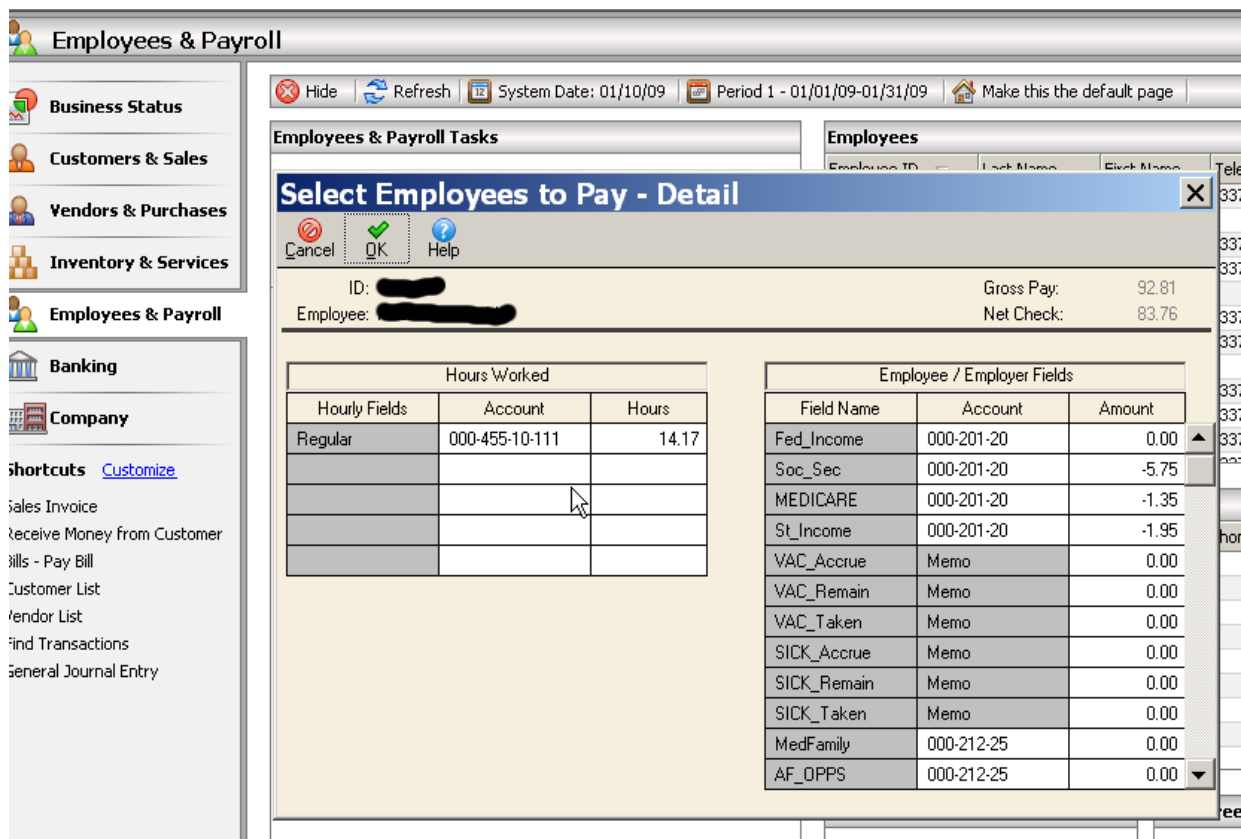


Figure 4 – Detail for an employee who will be paid

IF employee has used or accrued paid leave : access detail for the employee (see above). For vacation accrual, enter a positive number of hours in VAC_Accrue. For sick leave accrued, enter a positive number of hours in SICK_Accrue. Vacation used should be a positive entry in the VAC_taken field. Sick leave used should be a positive entry in SICK_Taken.

IF employee has sick leave to be banked when the new sick leave is added : In Peachtree, enter the amount of sick leave remaining as SICK_Taken to take it out of the system. On the time clock printout note how much sick leave remains so that the banked sick leave total can be adjusted after you run payroll. Instructions for that adjustment are in the Follow-up section.

IF there seems to be a problem with a check and you cannot make an immediate correction : you can run the rest of the paychecks and print that employee's check later:

- remove the red check mark from the “Pay” column for that employee.
- proceed with the payroll printing checks for the other employees
- return to print that employee's check (using instructions for 1 check) later

IF you need to stop the process to make corrections : click to close the “Select Employees to Pay” window, chose not to print the checks, make the corrections and then go back to Step 3: Select Employees Who Will Be Paid.

Step 4 : Print the checks

When you are finished correcting the hours, click “Print” to send the checks to the printer. When sending to a shared printer, be sure to let other employees who might use that printer know before you put the checks in the printer. Also, give an “all clear” when you take out the forms.

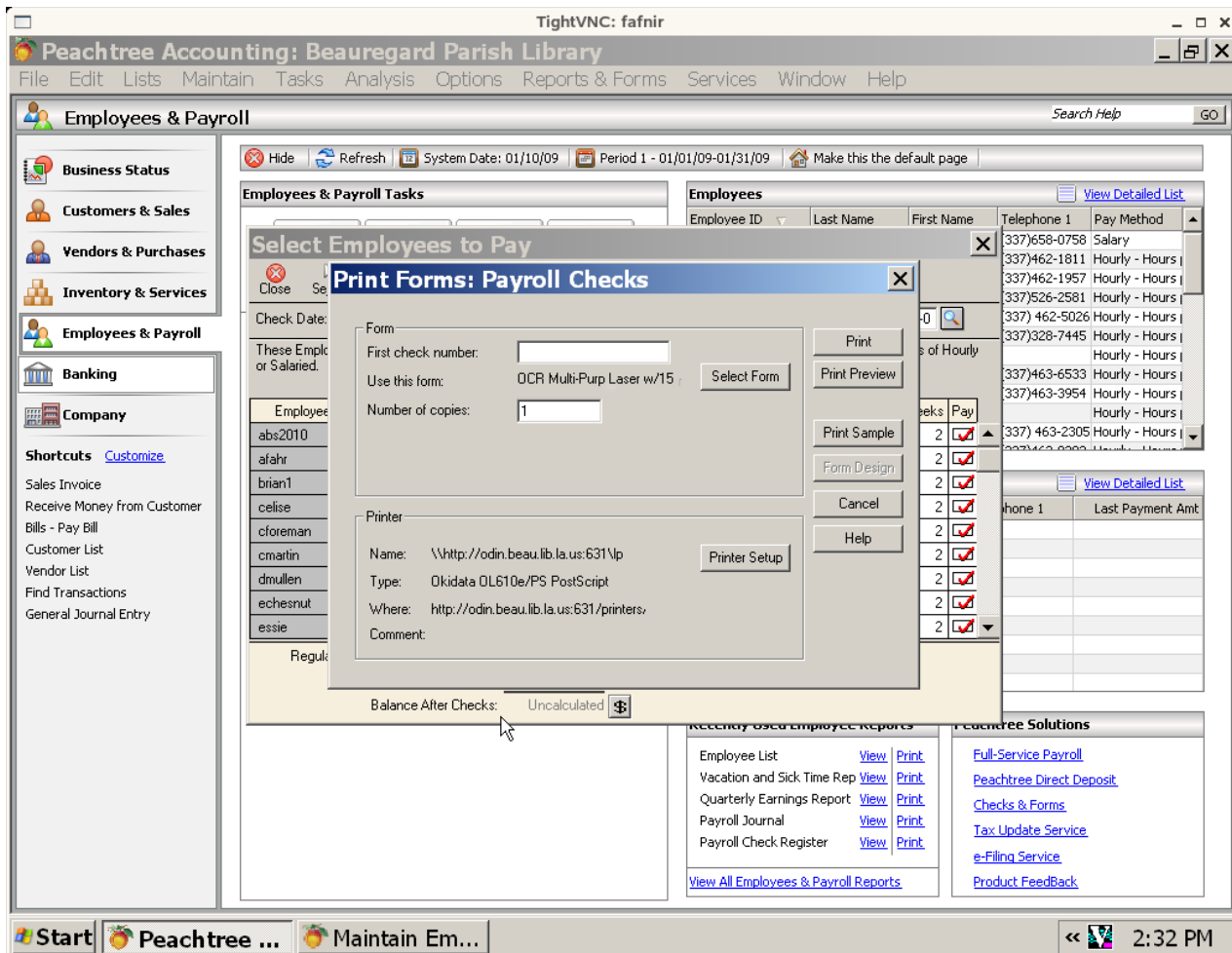


Figure 5 – Printing the checks

1. Enter the number from the first check in the box
2. Click “Select Form” and set to “OCR Multi-Purp Laser w/15 Flds”
3. Set number of copies to 2. **WARNING: The illustration above shows 1 – change it to 2.**
4. If you want to see a preview of the checks, you can select “Preview” and look through the checks on the screen.
5. Let anyone else who might print know that you are putting checks in the printer.
6. Put the checks in the printer (make sure orientation is correct). Orientation depends on the printer and on which tray you are using. See Addendum 1 for printers/trays for which this has been determined..
7. Select “Print”
8. Watch to be sure the checks are printing correctly.

IF you are asked if the checks printed properly and if it is OK to assign the check numbers, look to see if the checks printed properly. If they did, click “yes”. If they did not, click “no” and print checks again. Write “Void” on each check that should not be given to an employee. Void the copy also.

IF you are asked to select a Cash Account at any point in the process : select “Regular Checking Account” and click OK

TO look for errors in pay checks: Reports & Forms > Payroll > Payroll register > Options > In the Dates area, set the date range you want to see > In the 'Select a filter' area, click by employee ID and then place a check mark by the employee's name > Click OK > The report will show earnings, withholding, vacation, etc. It can be used to spot differences in withholdings, to verify entries made for leave accrual and use, etc. For example, if an employee's federal tax withholding changes significantly, it will show on this report.

Payroll in Peachtree To Print One Employee Check

This process may be easier when you need to print a few checks separately. If you need to print multiple checks, using the batch method is much more efficient.

Step 1: Calculate the time to be paid for the employee Do this as you would if you were running checks for all employees. See Step 1 in [Payroll in Peachtree To Print All Employee Checks](#) for instructions.

Step 2: Access Peachtree These instructions are in Step 2 of payroll for all employee checks.

Step 3: Prepare the check

1. Select Tasks
2. Select Payroll Entry – The window will look like a check.

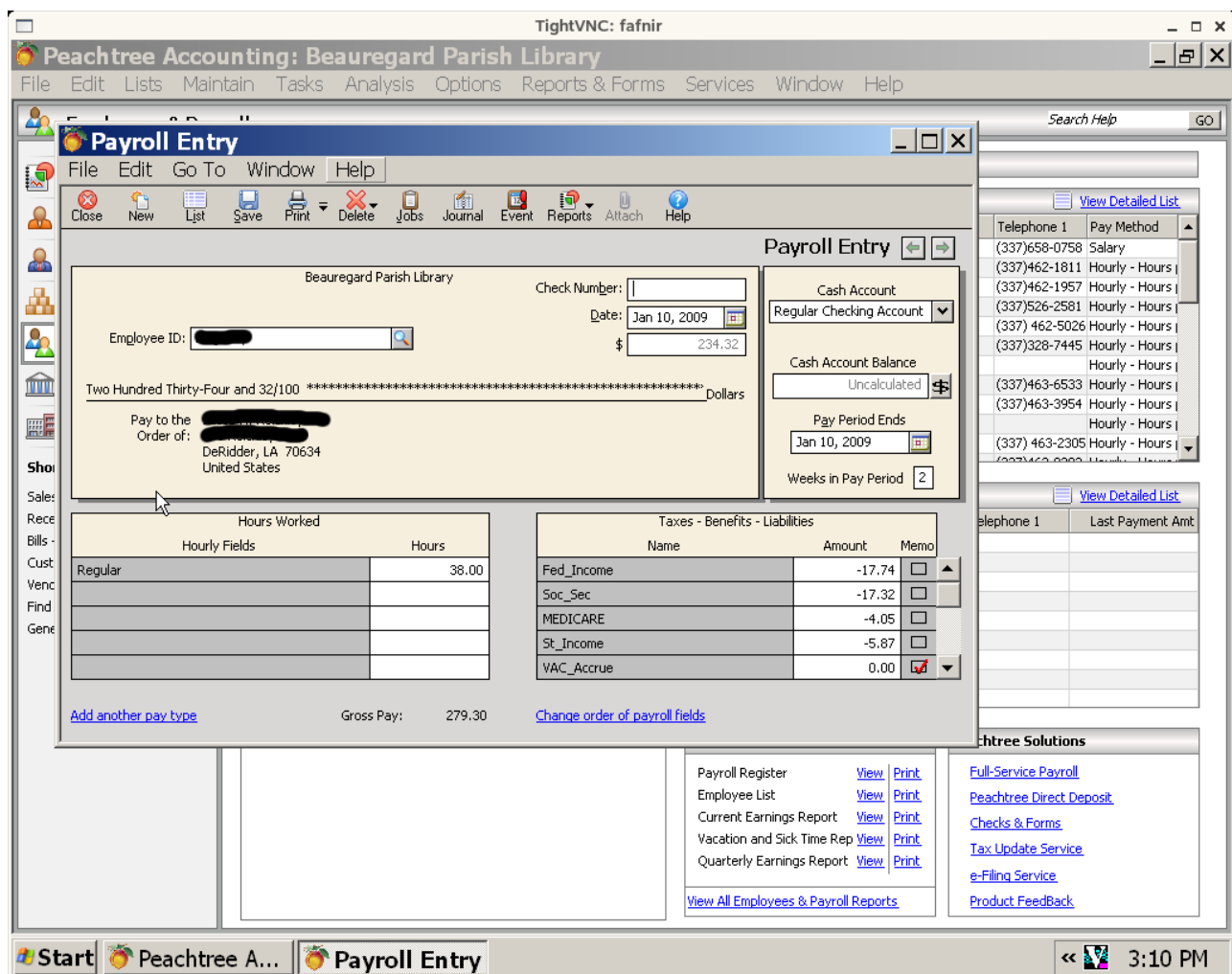


Figure 6 – Entering Information For A Single Check

3. Click the icon to the right of the “Employee ID” field to select the employee.
4. In the “Hours Worked” at “Regular”, adjust hours if necessary.
5. If the employee is an hourly employee who should receive credit for paid holiday time, enter those hours on the Holiday row of the Hours column in “Hours Worked”.
6. If the employee is accruing or using paid annual or sick leave, follow the instructions above.
7. Do not enter a check number unless Peachtree asks for one.

How To Print A Payroll Check Registry – List of Payroll Checks

From Employees and Payroll, select reports.

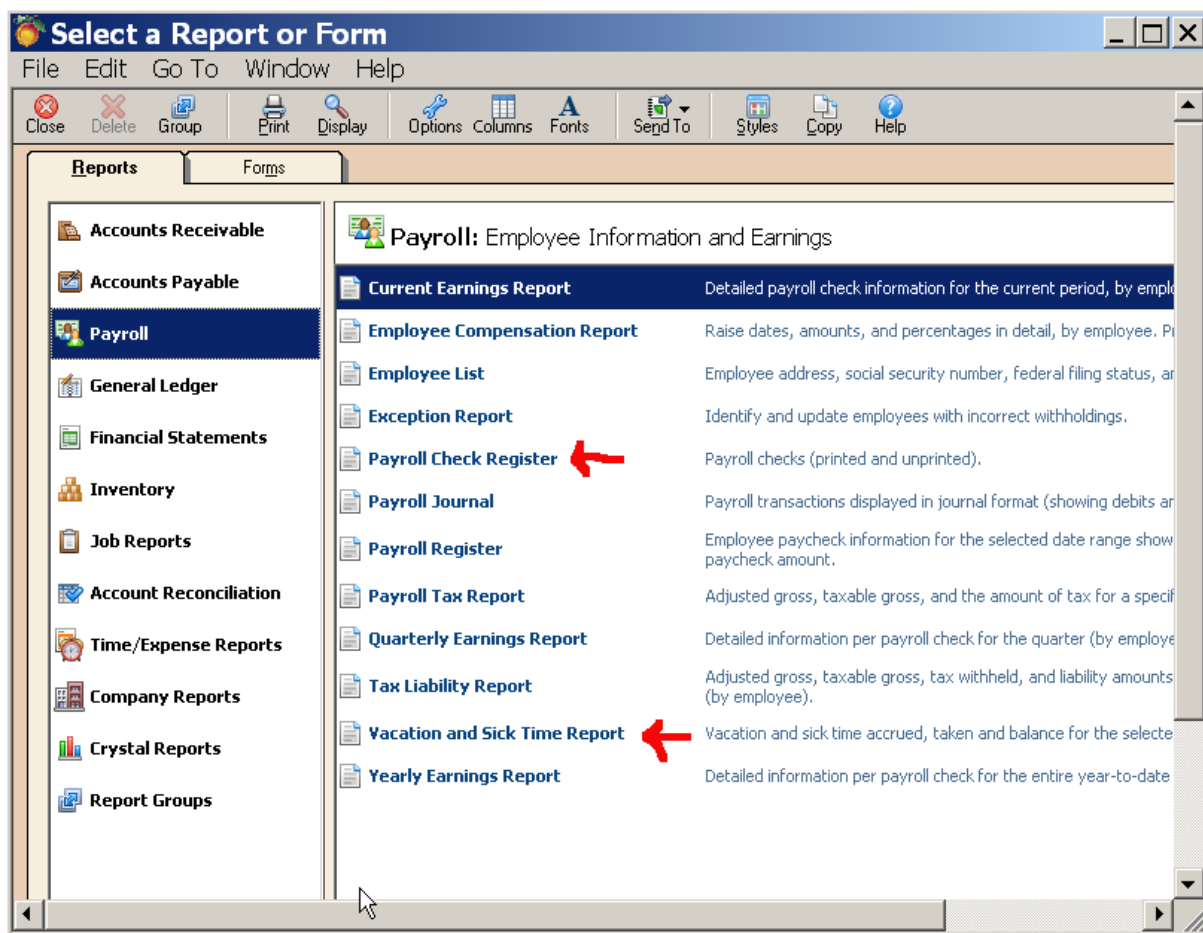
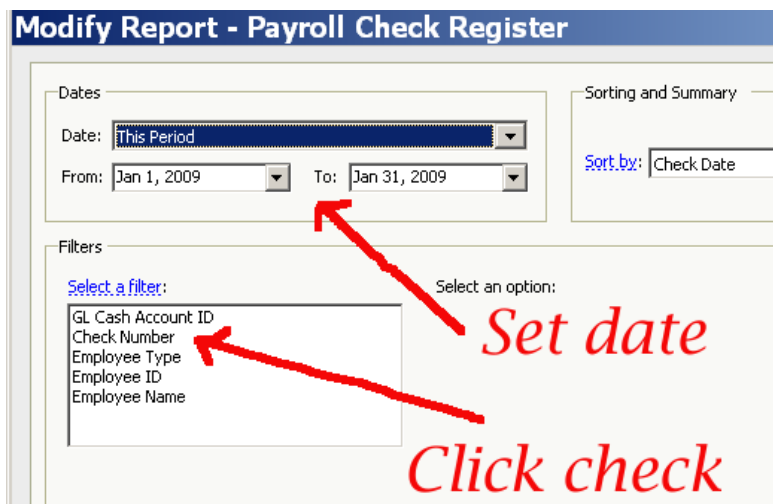


Figure 8 - Selecting The Payroll Reports

If you need to print a copy of the Payroll Check Register for this payperiod.

Select “Payroll Check Register”, select Options

Set the date to include the date printed on the checks (both from and to fields) so that it will exclude other payrolls and checks - OR - Click to highlight “Check Number” in the Filters area & filter by #.



If you filter by date range, PT will automatically change “This Period” to “Range” when you change the dates.

Set date

Click check

Figure 9 - Select By Date -or- Select By Check Numbers

How to filter by check number:

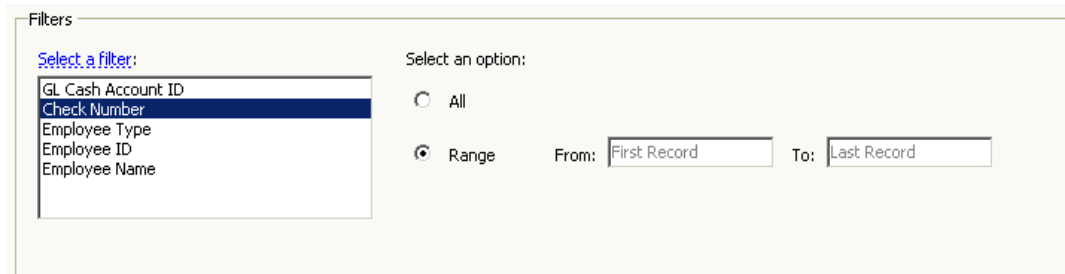


Figure 10 - Selecting By Check Number

In the “Select an option” area, put the dot in “Range”
Put the number of the first payroll check printed in “From”
Put the number of the last payroll check printed in “To”
Click “OK” to prepare the report.

The screenshot shows a software window titled 'Payroll Check Register' for 'Beaugard Parish'. The report is for the period from Jan 1, 2009. The filter criteria are '1) Check Numbers from to'. The report order is by Check Date. The table below shows the following data:

Reference	Date	Employee	Amount
33600	1/12/09	Adam B. Smith Mr	
33601	1/12/09	Andrea H. Fahr Ms	
33602	1/12/09	Brian Gray Mr	
33603	1/12/09	Celise R. Harper Ms	
33604	1/12/09	Charles J. Foreman Mr	
33605	1/12/09	Carolyn L. Martin Ms	
33606	1/12/09	Deborah K. Mullen Ms	

Figure 11 - Payroll Check Register Report

Click the print icon at the top of the report to send it to the printer. .

FOLLOW-UP

This can be done on the Tuesday following payroll Monday.

Prepare the signature packet.

The bills folder will be in the file cabinet in tech services. It will contain a check for each bill that needs to be paid and documentation to show why we are paying it. Check to see that the payments and documentation match. If they do not, check with the supervisor who is overseeing bills and payroll today.

When the bills and payroll are both correct, print the Check Register Report.

- Reports & Forms > Accounts Payable > Check Register
- Click Options
- Set the Date field to 'This year'
- In the 'Select a filter' box, click 'Check Number' – be sure to include voided checks in the range
- Click Range and enter the first and last check printed
- Print the list and check to be sure it is correct.
- Print the list of on-line bill pay transactions:
 - Vendors & Purchases > Reports > Electronic Payment Register
 - Click Options
 - Set the date range
 - Print the list and check to be sure it matches the invoices
- Type or print the signature lines & statements at the end of the list.
- Quick way to add approval/signature area to the reports:
- Print 2 copies of the check register report
- In Open Office, bring up the document named signature.odt
- Check to see if there is room at the bottom of the report for the signature lines. If you are not sure if there is room, print the signature.odt document and hold it and the report together up to the light to see if they overlap.
 - If there is room, put the last page of both copies of the report in the printer. Send the attached file to the printer. Put the last pages back with the reports.
 - If there is not room, print the attached and fasten one of the sheets behind each of the reports.

If you did not update the spreadsheet for leave at the time you ran the payroll, update it now.

Compare the totals on the spreadsheet with the totals showing on the Atrium leave and payroll report. If there are differences, email pay@beau.org with the name of the employee and a description of the problem so that we can check with Peachtree.

If any employee has sick leave that might need banked:

These are the instructions for entering banked leave in Peachtree. You will also need to enter all leave adjustments in the spreadsheet.

When an employee accrues sick leave, check to see how much of the employee's remaining sick leave can be banked without exceeding the employee's maximum banked allowance. If no more can be banked, do not adjust the records.

- Load Peachtree
- From the left column select “Employees & Payroll”
- Click on the Employees Icon
- Select “New Employee” or “View and Edit Employees”
- Employee ID is the staff member's user ID. My user ID is vickir so my Employee ID is vickir.

- Open the tab named “General” and update the field named “Banked Sick Leave” with the **new total – the amount entered here is the total hours for the employee, not the amount banked at the last update**. Date and initial after the hours. For example: if I am entering for an employee who has 27 total hours banked as of Feb 2, 2009, I would enter: 27 hrs, 2/2/2009, VR
- Save the record.
- Click the 'Pay Info' tab
- Click “Raise History”
- In the last column of the last row which contains data, click to open the Notes field.
- If there is information in the notes field, click at the end of it; press ENTER; and add the history information for the sick leave which is banked. Date and initial what you enter. An example entry for an employee who had 10 hours banked prior and is adding 15 hours banked at this payroll might be: 10 2/26/2008, + 5 2/26/2009, 15 total VR
- Email the employee and put a note in the employee's file regarding changes made to banked sick leave. If the employee is at maximum already, send the email and put the note in the file to show that banking was considered.

If you have paperwork for any rate changes to the employee records (pay rate, etc) which have already been approved and will take effect prior to the next pay period you can enter them at this time. This will save time when you run the next payroll.

ADDENDUM 1 – Printer/Forms Orientation

For the Oki 6300 – Bottom Tray

- Checks go in face up
- Top of the check goes toward the back of the printer.
- Bottom of the check goes toward the front of the printer (toward the operator)