



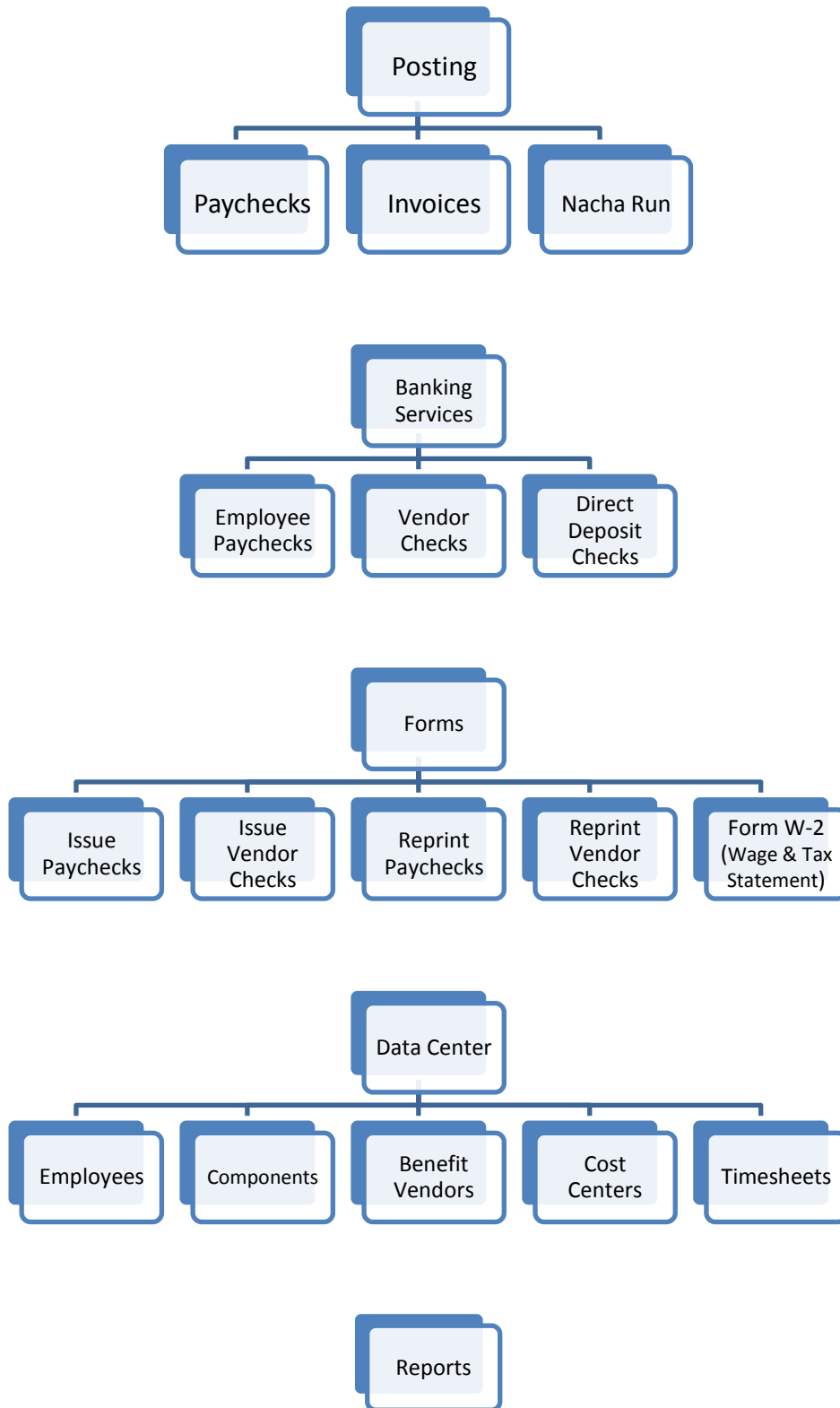
Vision Municipal Solutions

How To Guide

Payroll

Shane O'Neill
12/7/2010

Organizational Groups



Button Glossary



Add New



Open



Delete



Copy



Refresh



Print



NACHA Run



Help



Drop Down



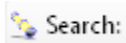
Auditing



Move Right

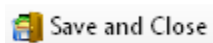


Move Left



Search:

Search



Save and Close

Save and Close



Save

Save



Paging (First, Next, Back, Last, Select)

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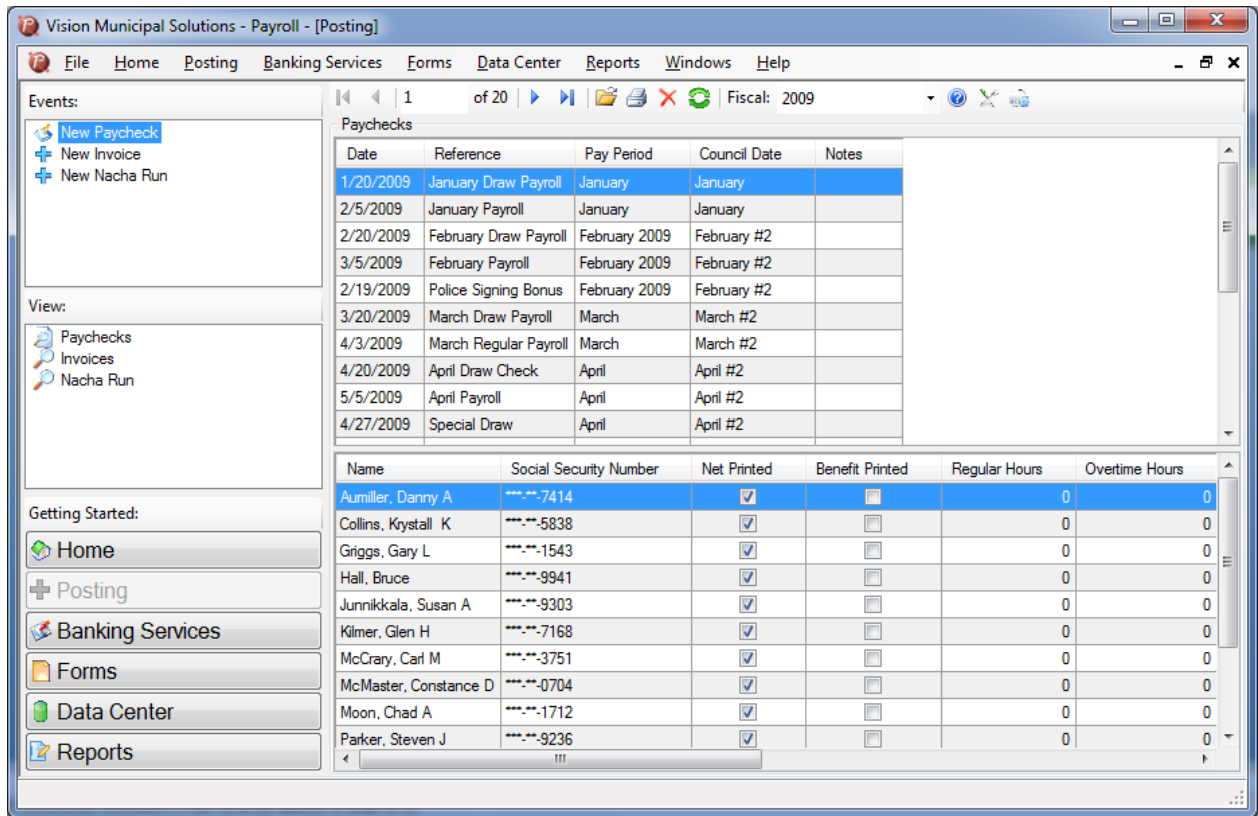
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NACHA Run 555

Posting:

How To: - Post New Paycheck

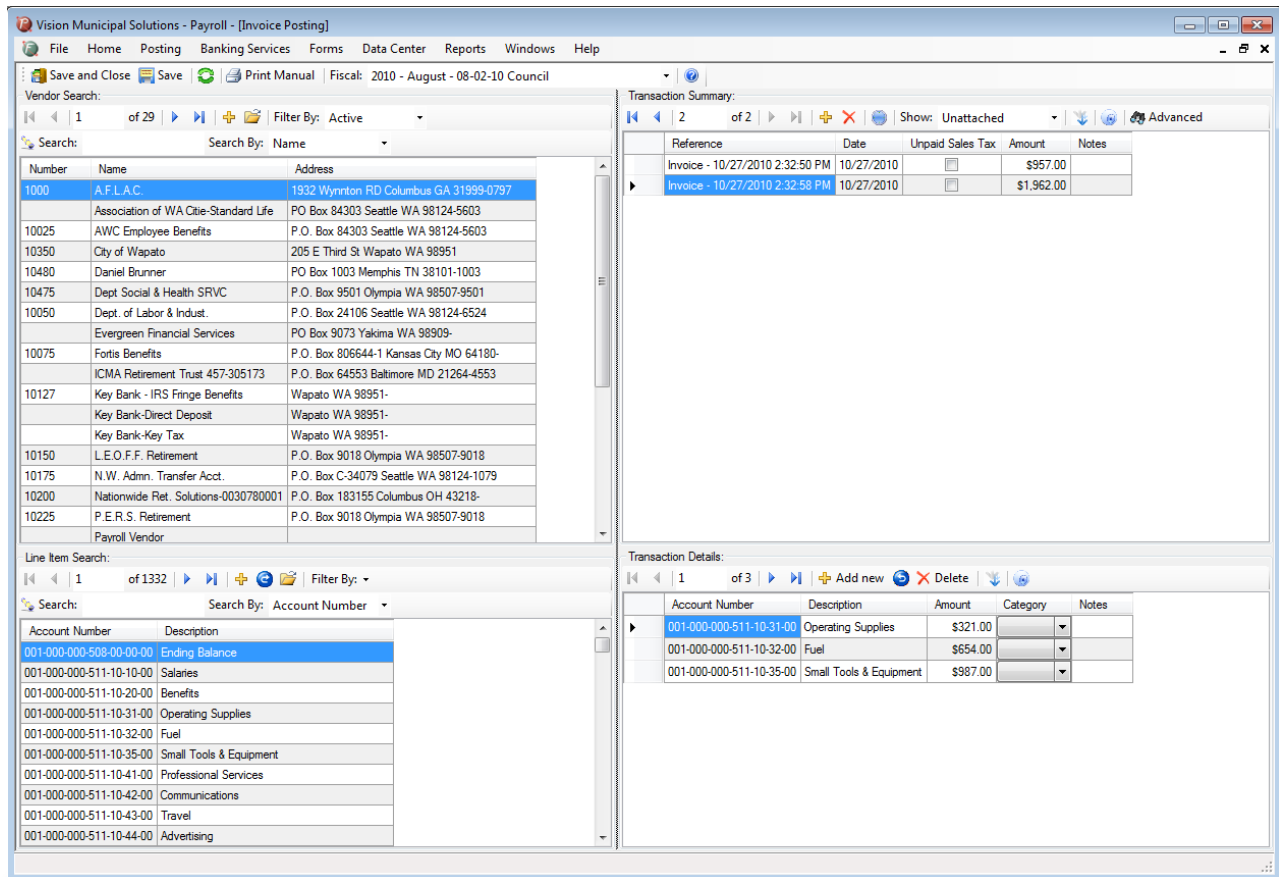


(New Paycheck launches Paycheck Assistant Wizard. Please see page 44 – 55 for Paycheck Assistant Help)

Notes:

Posting:

How To: - Post Invoices

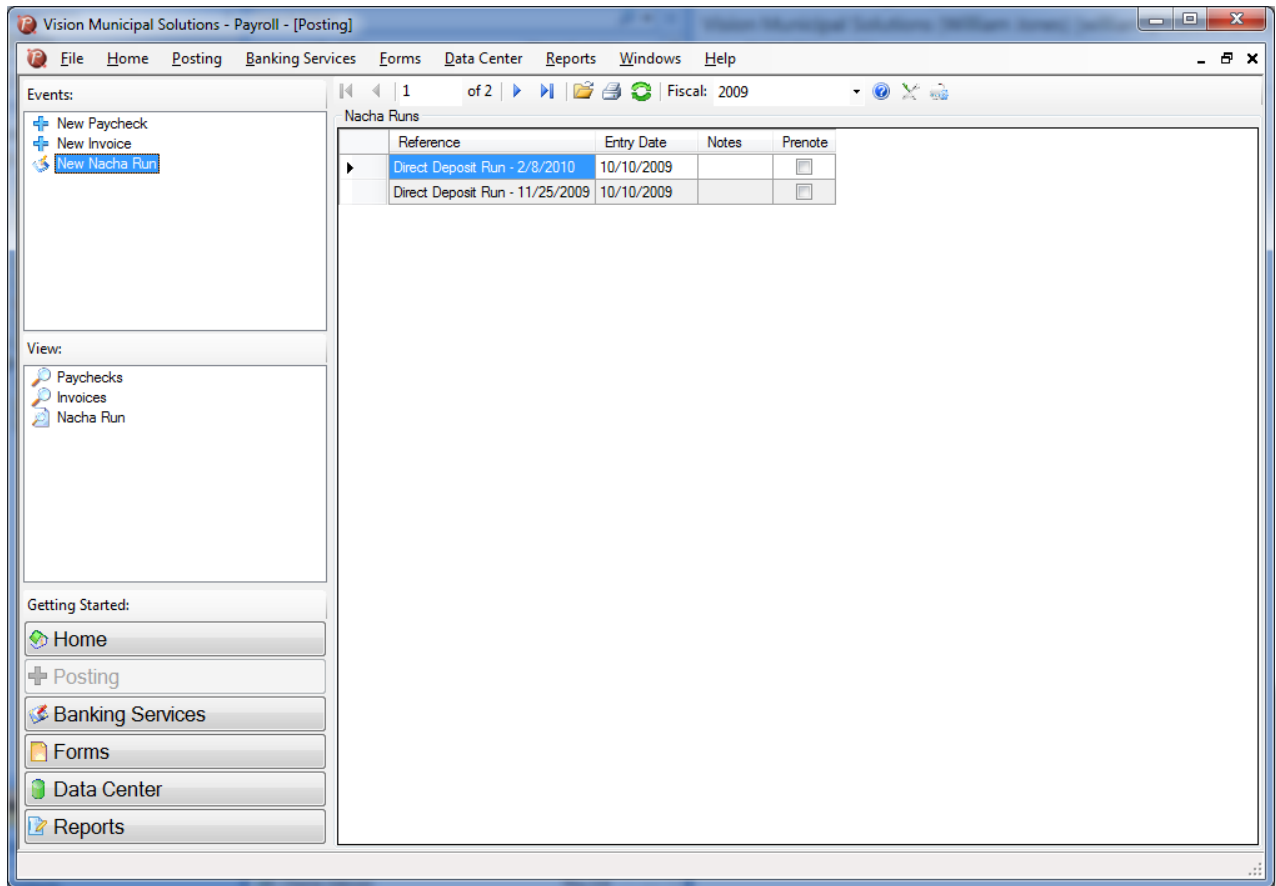


- 1) Begin by selecting the appropriate Benefit Vendor on the top left.
- 2) Continue by pressing the **Add New** button in the Transaction Summary group box to create a new Invoice transaction.
- 3) Enter a Transaction **Reference (Invoice Number)**, **Date**, **Unpaid Sales Tax** and any relevant **Notes**.
(Note: The amount column will automatically calculate as Transaction Detail records are added)
- 4) Continue by clicking the **Add New** button in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).
- 5) Enter the **Amount**, **Category**, and any relevant **Notes**.
- 6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Posting:

How To: - Post New NACHA Run

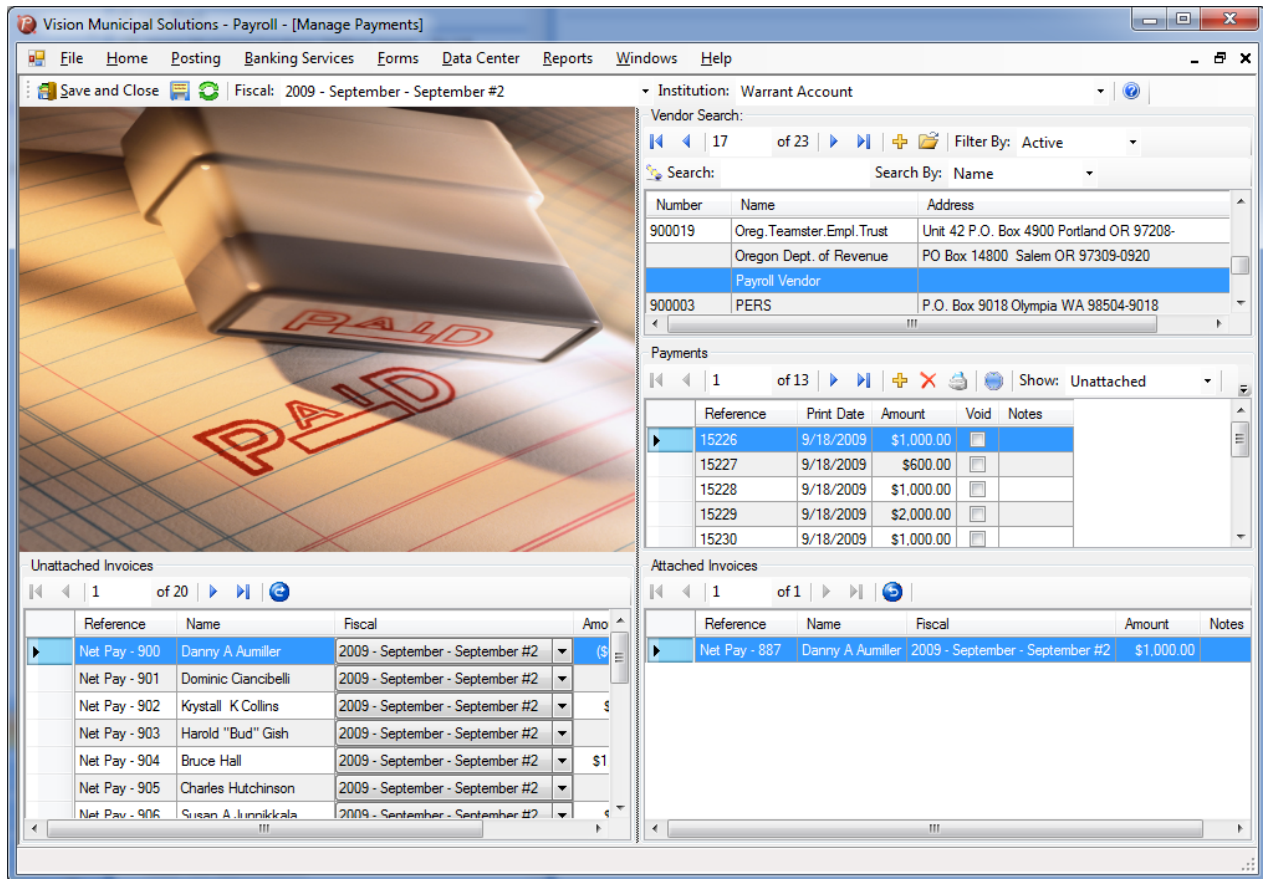


(New NACHA Run is covered in **Paycheck Assistant Wizard**. Please see page 44 – 55 for Paycheck Assistant Help)

Notes:

Banking Services:

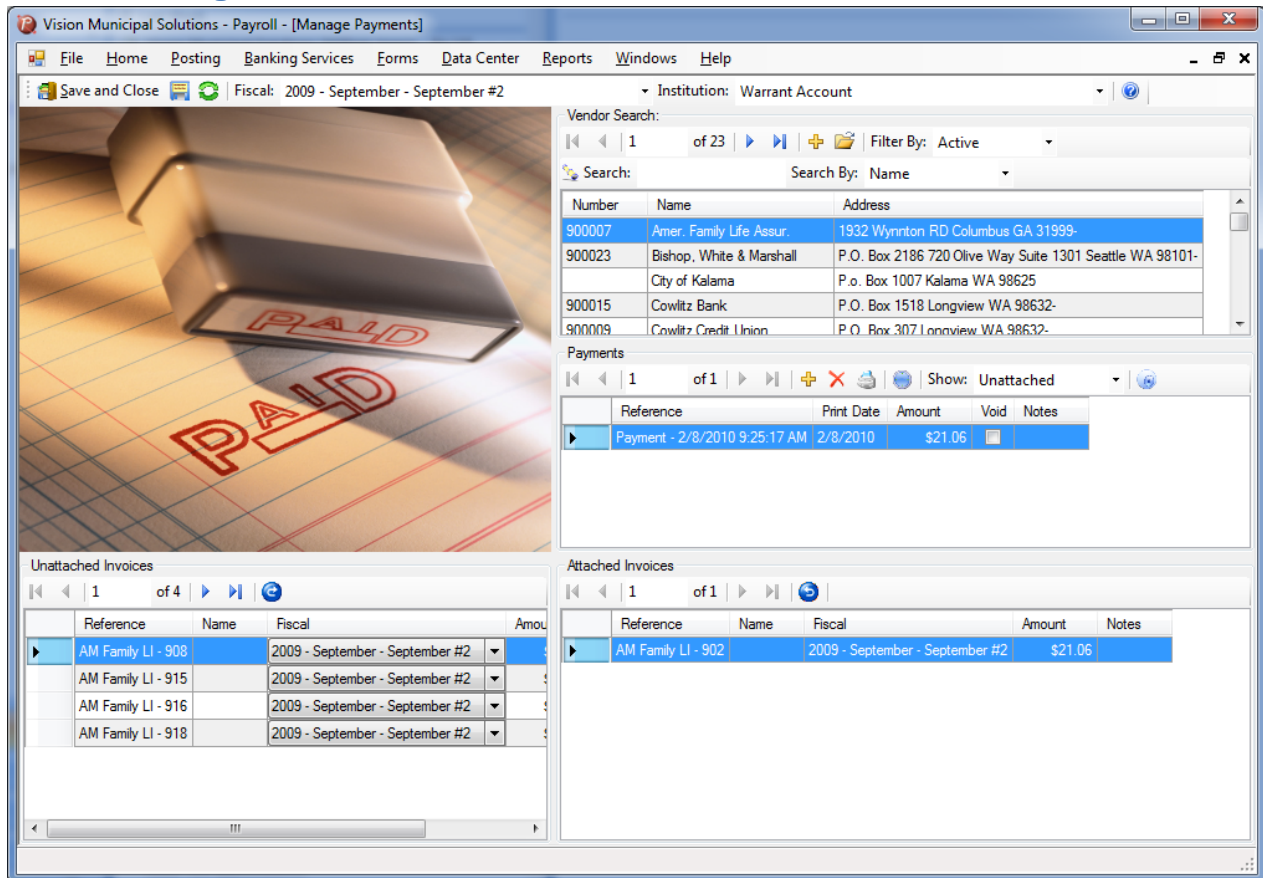
How To: - Manage Employee Paychecks



- 1) Begin by Selecting the desired **Fiscal** and **Institution**
- 2) Continue by choosing the appropriate Vendor on the top right.
- 3) Next press the **Add New** button in the Payments group box to create a new Payment.
- 4) Enter Payment Account **Reference**, **Date**, and any relevant **Notes**.
Note: (The amount column will automatically calculate as Transaction Detail records are added)
- 5) Continue by Attaching the **Unattached Invoices** by double clicking the Invoice or simply select the Invoice and use the blue **Attach Items** button to attach the Invoice to the Payment.
- 6) Enter the **Amount**, **Category** and any relevant **Notes**.
- 7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Manage Vendor Checks

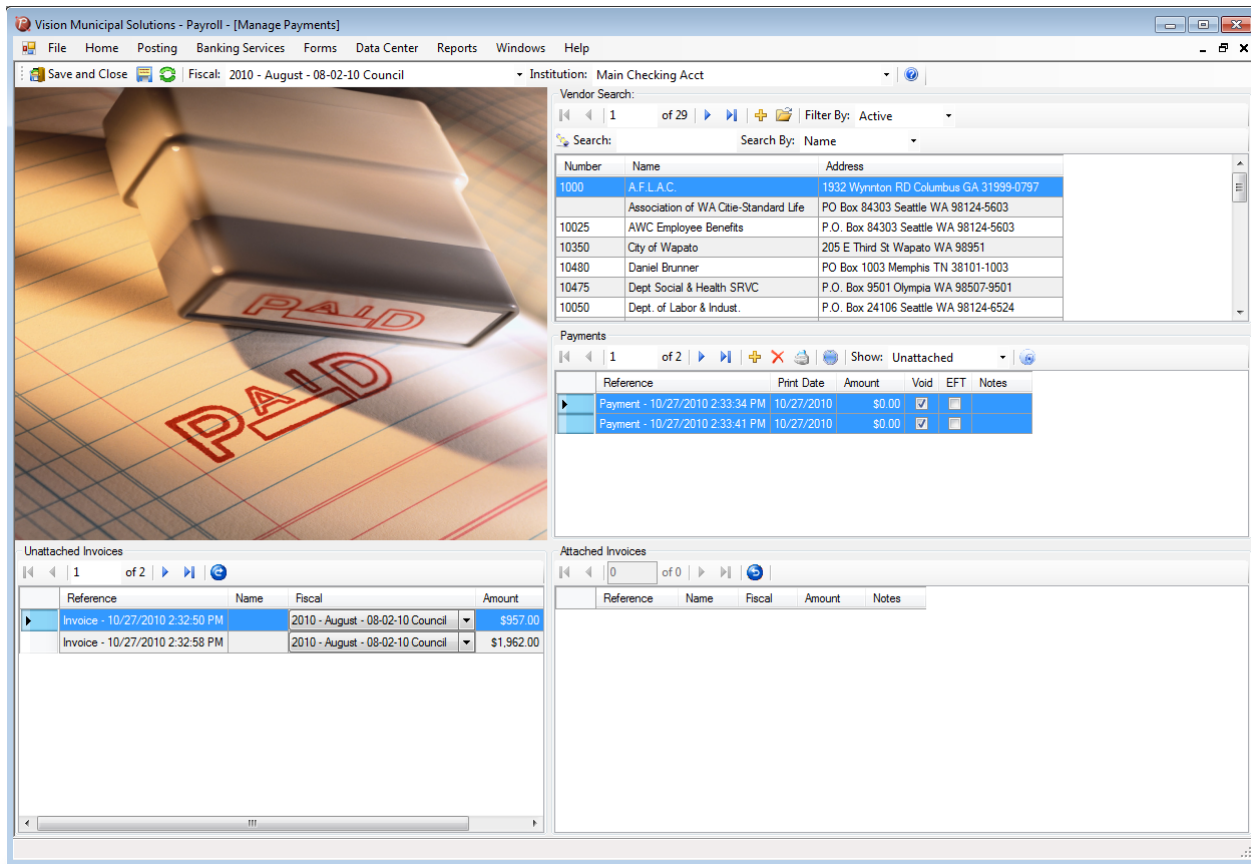


- 1) Begin by Selecting the desired Fiscal and Institution
- 2) Continue by choosing the appropriate Vendor on the top right.
- 3) Next press the **Add New** button in the Payments group box to create a new Payment.
- 4) Enter Payment Account **Reference, Date**, and any relevant **Notes**.
Note: (The amount column will automatically calculate as Transaction Detail records are added)
- 5) Continue by Attaching the **Unattached Invoices** by double clicking the Invoice or simply select the Invoice and use the blue **Attach Items** button to attach the Invoice to the Payment.
- 6) Enter the **Amount, Category** and any relevant **Notes**.
- 7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Banking Services:

How To: - Manage Direct Deposit Checks

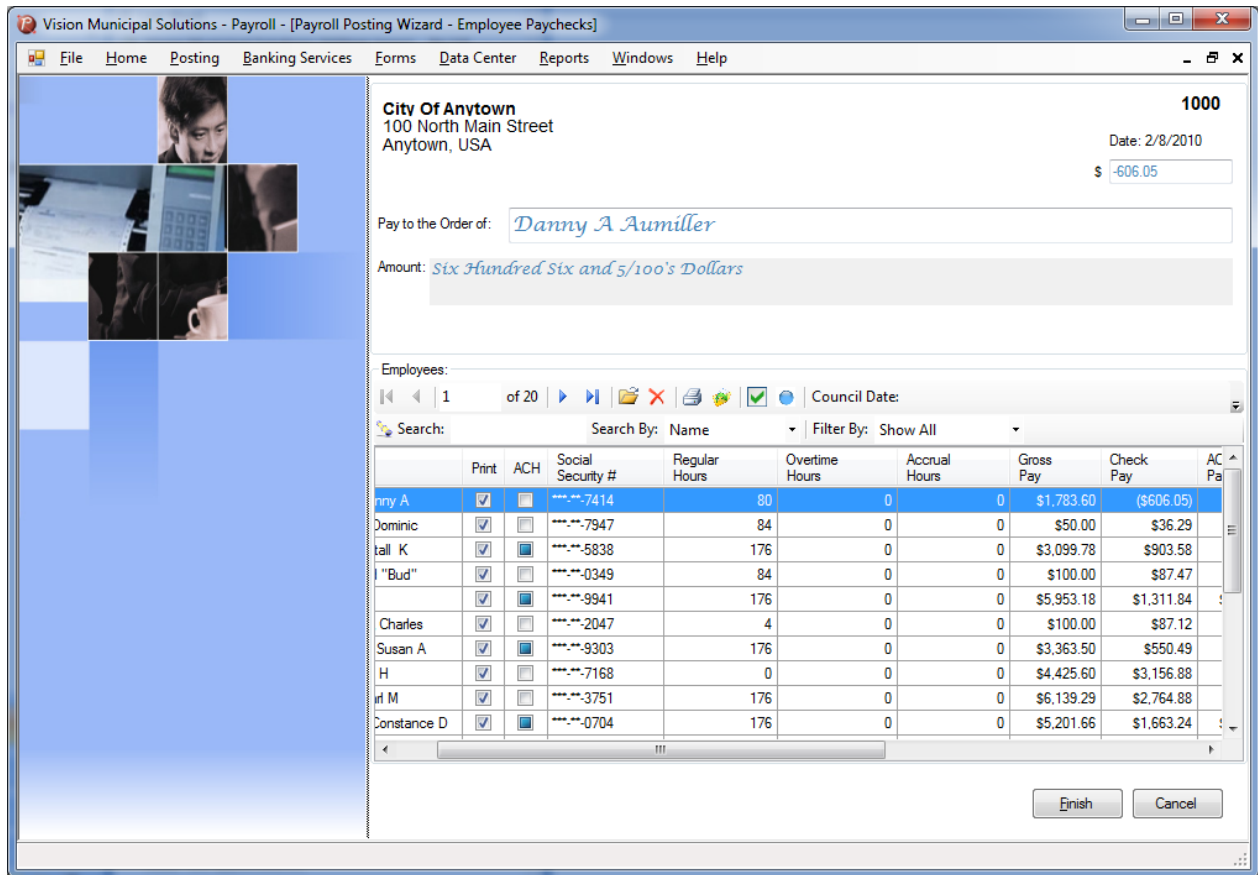


- 1) Begin by Selecting the desired Fiscal and Institution
- 2) Continue by choosing the appropriate Vendor on the top right.
- 3) Next press the **Add New** button in the Payments group box to create a new Payment.
- 4) Enter Payment Account **Reference**, **Date**, and any relevant **Notes**.
Note: (The amount column will automatically calculate as Transaction Detail records are added)
- 5) Continue by Attaching the **Unattached Invoices** by double clicking the Invoice or simply select the Invoice and use the blue **Attach Items** button to attach the Invoice to the Payment.
- 6) Enter the **Amount**, **Category** and any relevant **Notes**.
- 7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Forms:

How To: - Issue Paychecks

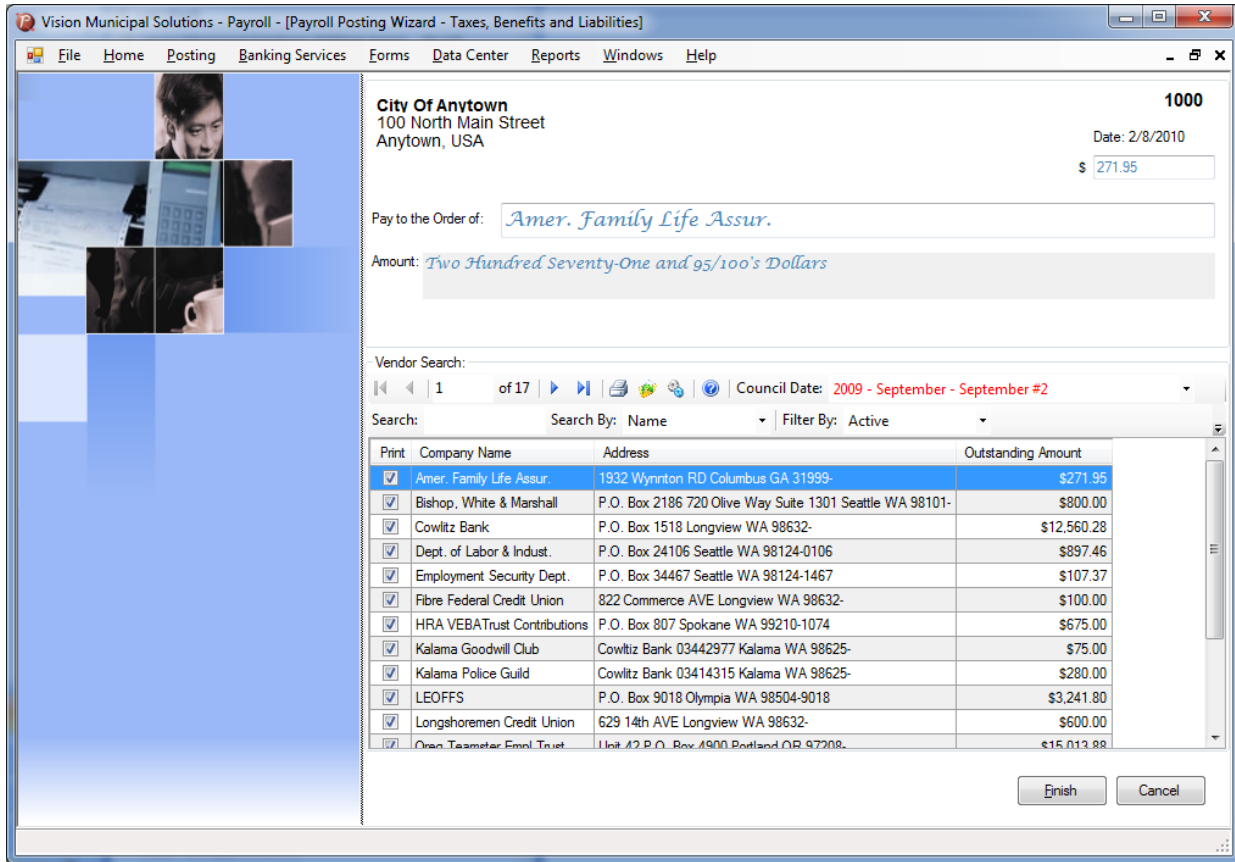


(Issue Paychecks will open up to the third page of the Paycheck Assistant. It is a fast way to move directly to the Paycheck screen. Please refer to Paycheck Assistant Wizard for Printing Paychecks. Please see pages 44 – 55 for Paycheck Assistant Help)

Notes:

Forms:

How To: - Issue Vendor Checks

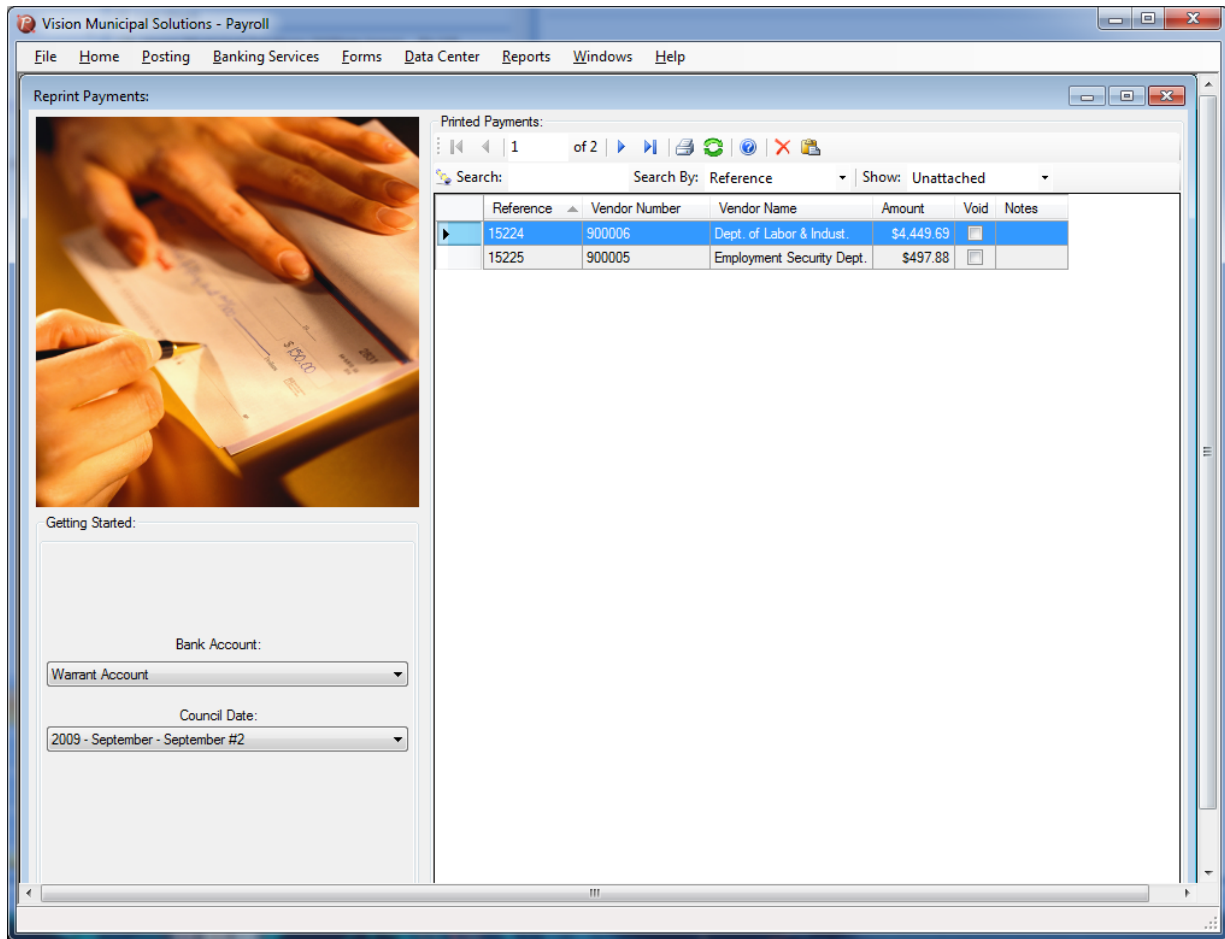


(Issue Vendor Checks will open up to the fourth page of the Paycheck Assistant. It is a fast way to move directly to the Vendor Checks screen. Please refer to Paycheck Assistant Wizard for Printing Vendor Checks. Please see pages 44 – 55 for Paycheck Assistant Help)

Notes:

Forms:

How To: - Reprint Paychecks

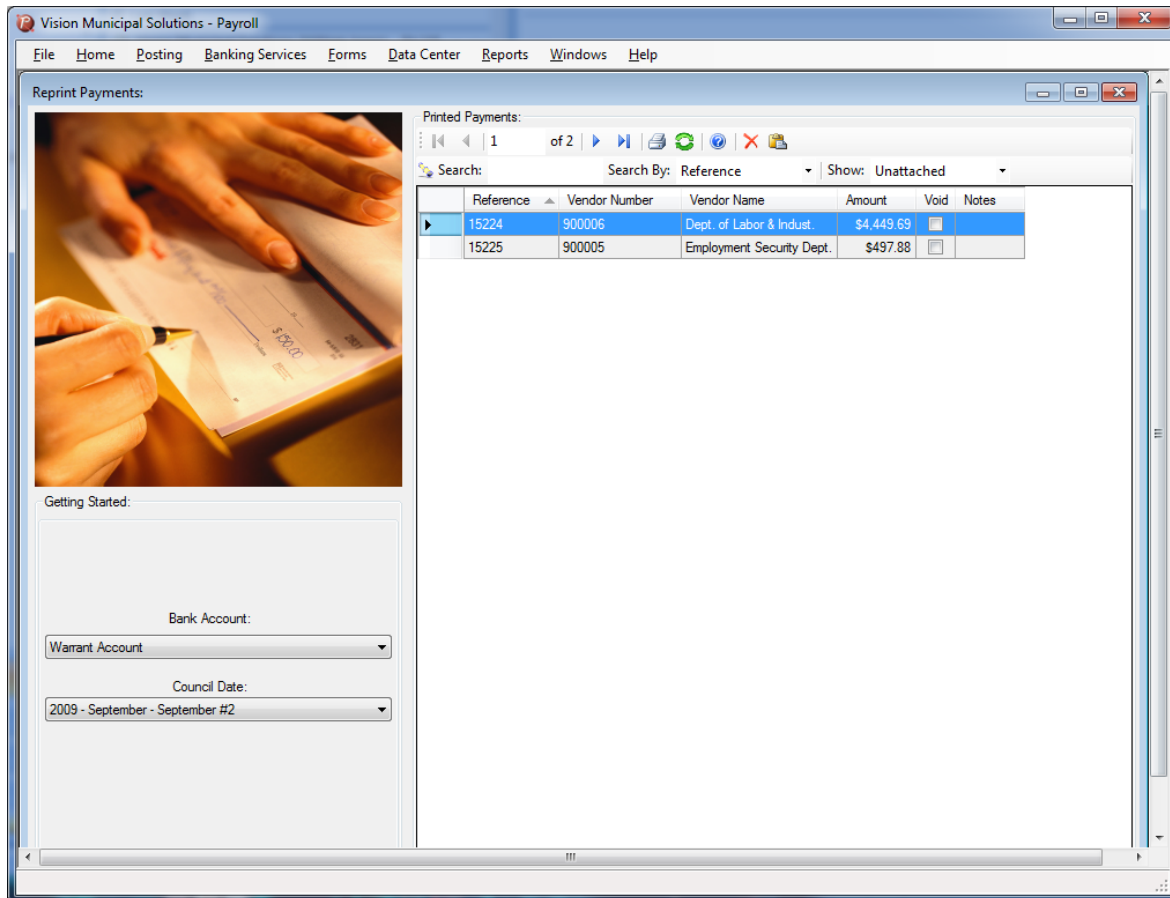


- 1) Begin by Selecting the Correct **Bank Account** and **Council Date** in the left panel.
- 2) Search for Vendor by Reference, Vendor Number, Vendor Name or Amount.
- 3) You can also narrow the Search by Viewing Attached, Unattached or Show All.
- 4) When you have selected the desired item to print, select it and click the **Print** button. *(From this screen you may also select one or multiple payments and then delete or void your selection.)*
- 5) The Check Viewer will open, click **Print** button from the top of the screen to select and send to printer.

Notes:

Forms:

How To: - Reprint Vendor Checks



- 1) Begin by Selecting the Correct **Bank Account** and **Council Date** in the left panel.
- 2) Search for Vendor by Reference, Vendor Number, Vendor Name or Amount.
- 3) You can also narrow the Search by Viewing Attached, Unattached or Show All.
- 4) When you have selected the desired item to print, select it and click the **Print** button *(From this screen you may also select one or multiple payments and then delete or void your selection.)*
- 5) The Check Viewer will open, and from here click **Print** button from the top of the screen to select and send to printer.

Notes:

Data Center:

How To: - New Employee

Employee Information

Employee

Gender: Male Inactive Photo:

First Name: Danny

Middle Name: A

Last Name: Aumiller

Date Of Birth: Saturday, December 22, 1945

Date Employed: Tuesday, September 05, 1989

Last Review Date: Monday, February 08, 2010

Date Released: Monday, February 08, 2010

Employee Number: 13

Employee Group:

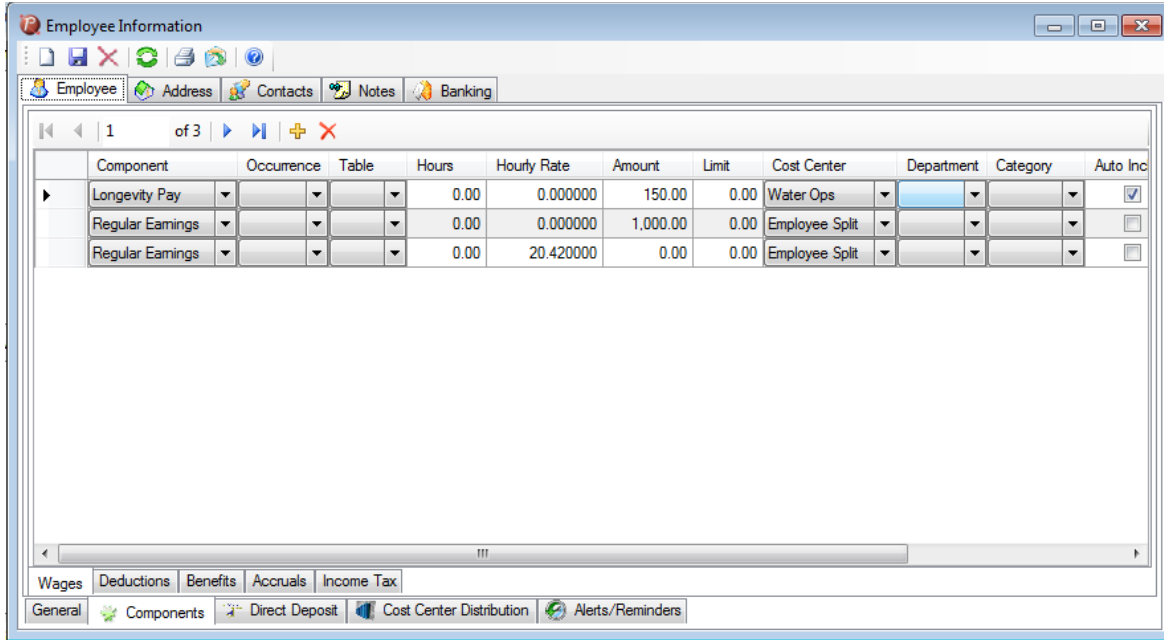
Social Security #: 999-99-9999 [Link To Verify](#)

ID Number (EIN): [Link To Form W-9](#)

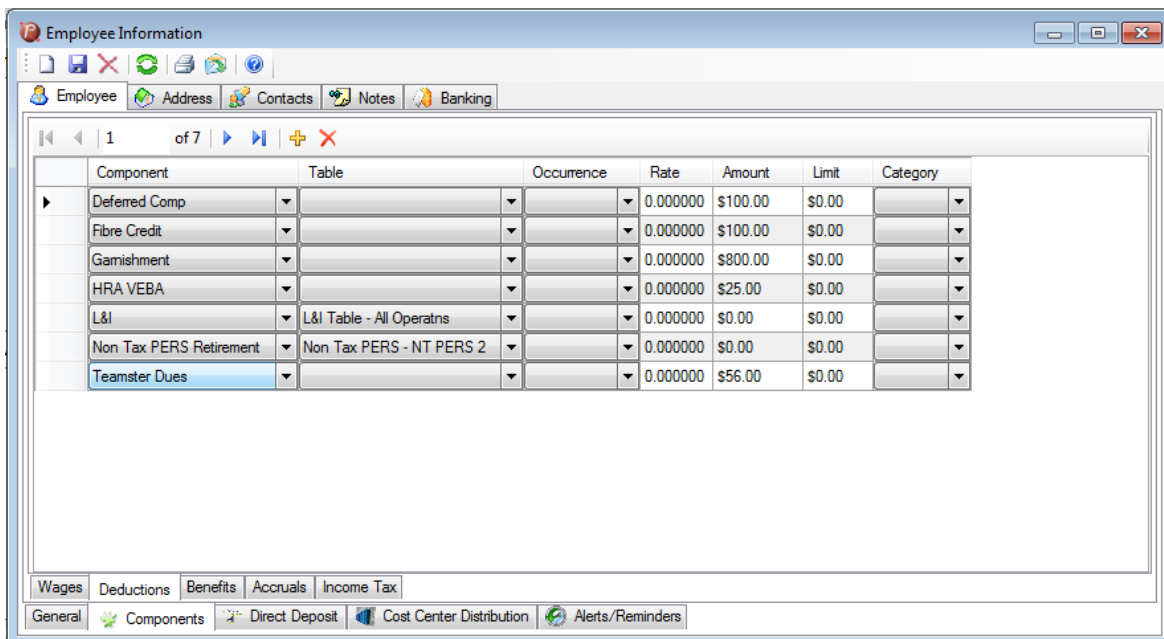
General Components Direct Deposit Cost Center Distribution Alerts/Reminders

- 1) Begin by double clicking **New Employee** to add a new Employee and enter Employee Information.
- 2) At the next screen you have the option to double click any **Employee** to edit information within an existing record, otherwise click **Create New Person** button.
- 3) Enter the employee information including **Address** and any **Banking** information you wish to associate.

Notes:

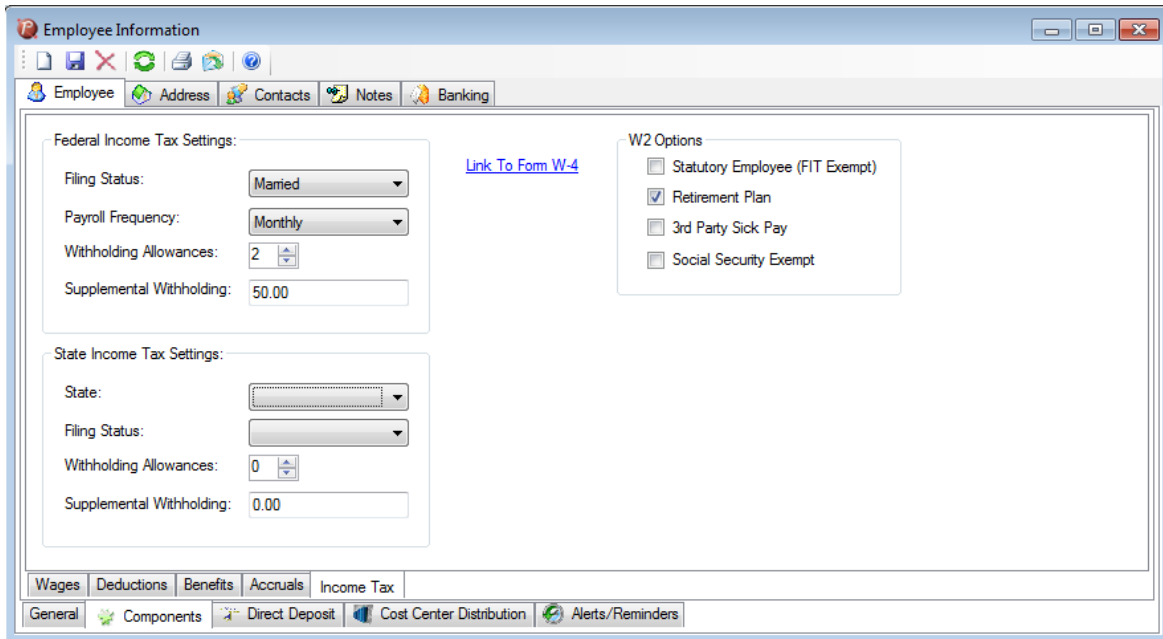


- 4) Next click on **Components** and the **Wages** tab at the bottom of the screen to add any Wage lines.
- 5) Click the **Add New** button to add a line and choose the correct earnings type under **Component**.
- 6) Change the properties of **Occurrence** (if other than default), **Hourly Rate**, **Amount**, and **Cost Center** (if different from the Employee split under the Cost Center Distribution tab).



- 7) Next click on **Deductions** tab at the bottom of the screen to add any Deductions lines.
- 8) Click the **Add New** button to add a line and choose the correct deduction type under **Component**.

- 9) If the Deduction is part of a table select the correct Table in the next column.
- 10) Change the properties of **Occurrence** (if other than default), **Rate**, and **Amount** (if not set by the component by default.)
- 11) Continue steps 7 through 10 for the **Benefits** and **Accrual** tabs.

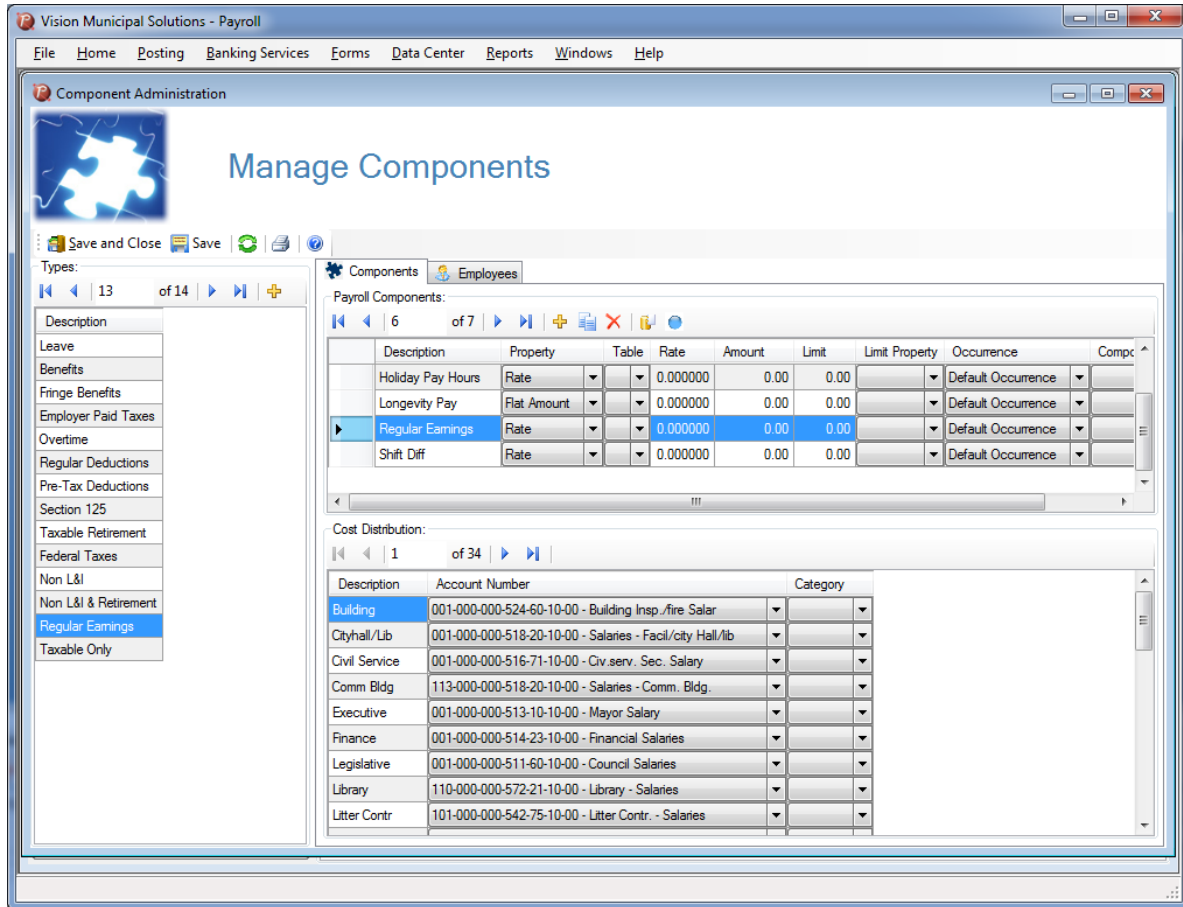


- 12) Click on the **Income Tax** tab to set up Payroll Frequency and Withholding.
- 13) You may select the number of Withholding Allowances for both Federal and State Income Tax, and choose any exceptions for W-2s in the **W2 Options** section.
- 14) If a Bank Account has been set up in the Banking tab, you may choose **Direct Deposit** through ACH if your Banking institution allows for it. To do so click on the **Direct Deposit** tab at the bottom and click **Add New** button to add the bank account and select a flat amount or percentage for the ACH. You may have more than one Direct Deposit setup.
- 15) Last, click on the **Cost Center Distribution** tab to set up which Cost Centers the employee wages are distributed to by default.
- 16) Be sure to press the **Save** button to complete the process.

Notes:

Data Center:

How To: - New Component



- 1) Begin by selecting the Component type to add a New Component and enter information. If you would like to set up a new component type, you may do so by clicking on the **Add New** button in the menu above the existing Component types.
- 2) You may choose to add a new component or copy an existing one from the menu on the right. Copying a component is useful when there are many Cost Distributions to maintain. If you choose new it will give you an option to distribute to cost centers.

Notes:

How To Guide

Description	Property	Table	Rate	Amount	Limit	Limit Property	Occurrence	Vendor	Component Group
Holiday	Flat Amount		0.000000	0.00	0.00		Default Occurrence	Default Vendor	
Sick	Table	Sick Table	0.000000	0.00	1,200.00	Hourly Limit	Default Occurrence	Default Vendor	
Vacation - Non Bargaining	Table	Vacation - Non Bargaining Table	0.000000	0.00	240.00	Hourly Limit	Default Occurrence	Default Vendor	
Vacation - Police Department	Table	Vacation - Police Table	0.000000	0.00	0.00		Default Occurrence	Default Vendor	
Vacation - Public Works/Finance	Table	Vacation - Public Works/Finance Table	0.000000	0.00	0.00		Default Occurrence	Default Vendor	
New Component	Flat Amount		0.000000	0.00	0.00		Default Occurrence	Default Vendor	

- 3) Enter the Component name, the type under property, choose a table if you wish to associate it to one you have created (*covered under Table Wizard, pages 33*), the rate if you wish to set a default, the amount if you wish to set a default, limit, and limit property if you choose to have a cap on hours or amounts.
- 4) Set Occurrence if different from Default, and choose a Vendor for Deductions and Benefits.

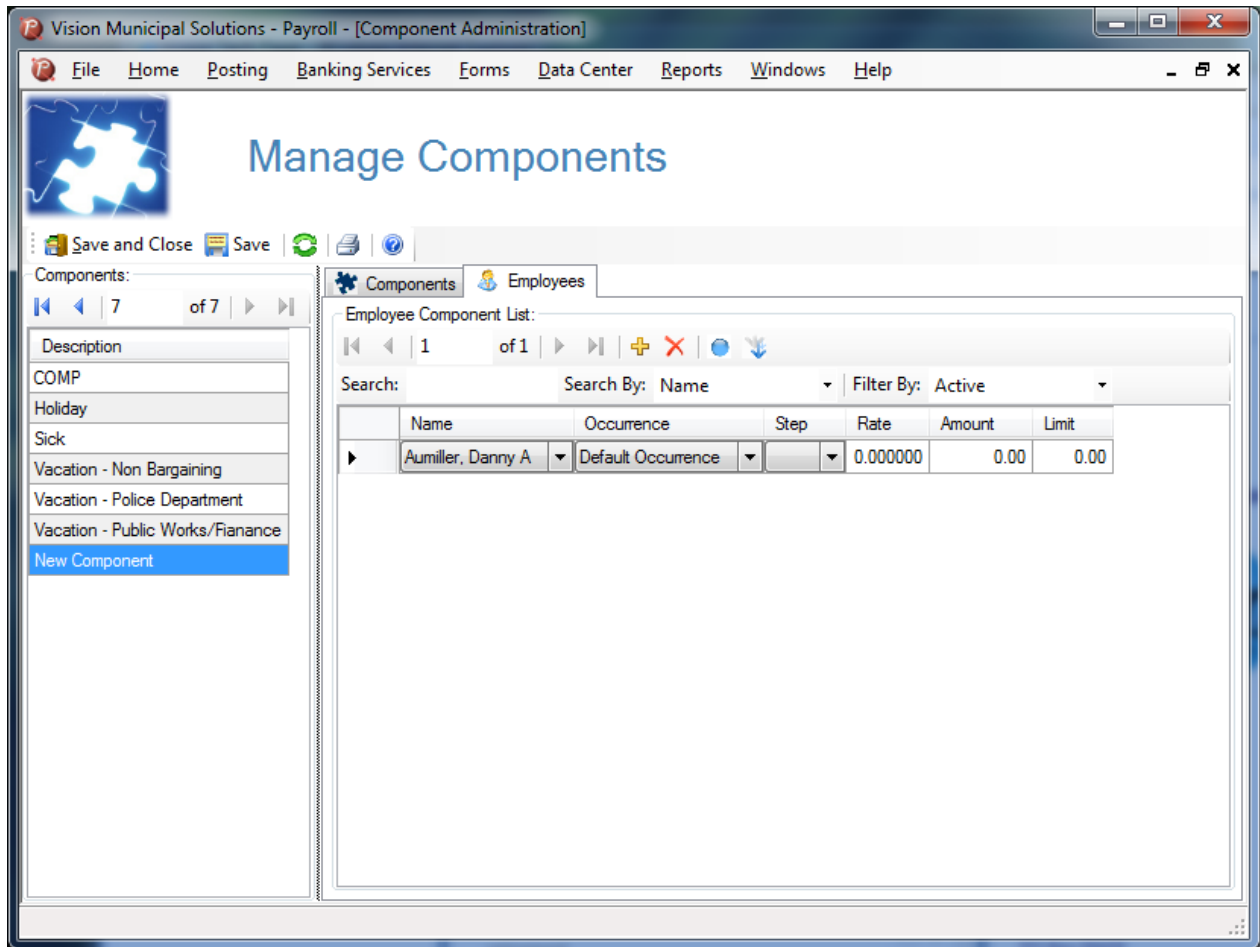
Cost Distribution:

1 of 34

Description	Account Number	Category
Building		
Cityhall/Lib		
Civil Service		
Comm Bldg		
Executive		
Finance		
Legislative		
Library		
Litter Contr		
Parks		
PD/Court		

- 5) After choosing your options for the component and you chose to have it distributed to cost centers, then you must select an Account number for each cost center. (*Note: Every cost center must have an account chosen in order to save.*)

Notes:

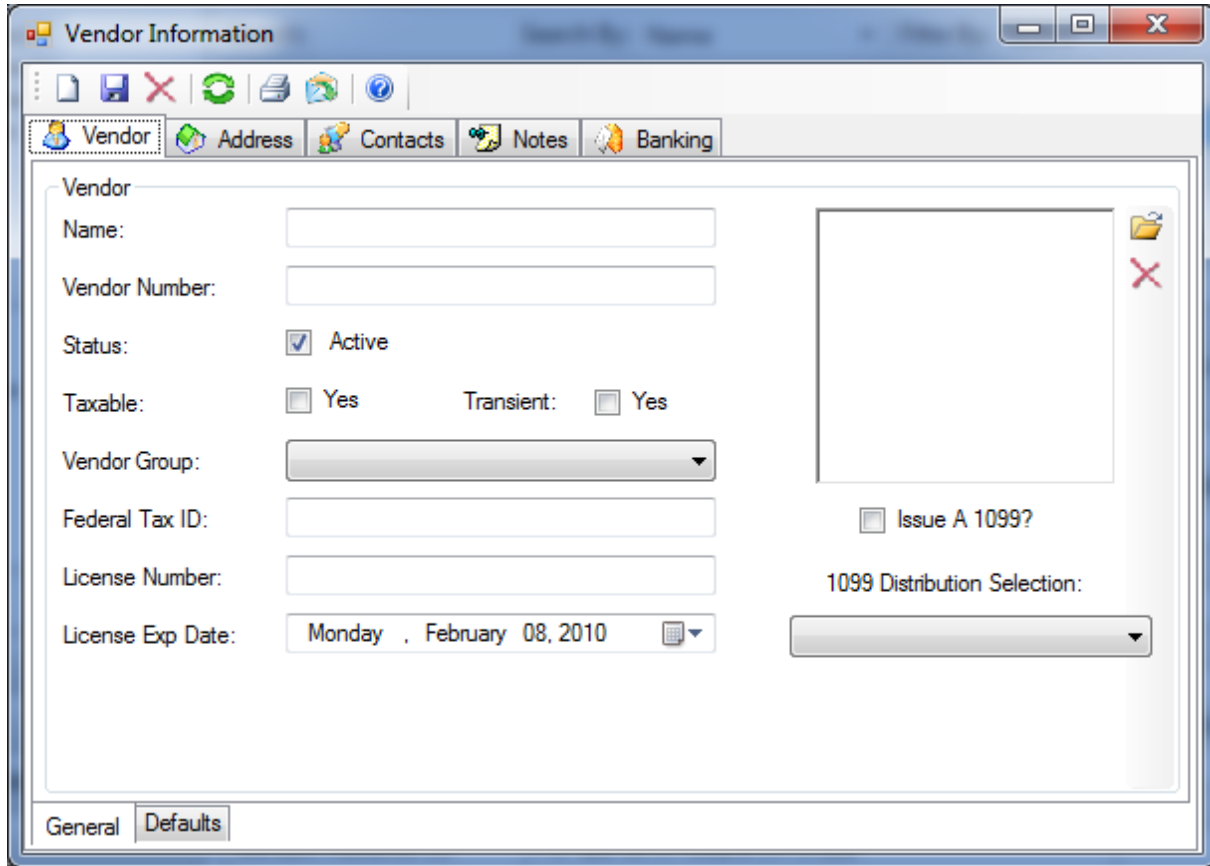


- 6) At this point you may choose the Employees tab with the component highlighted and set up each employee to be associated with the component from this screen instead of opening up each individual employee record.
- 7) Click the **Add New** button to add an employee and select it from the drop down list. Continue by choosing all the options for the component.
- 8) Click **Save** or **Save and Close**.

Notes:

Data Center:

How To: - New Benefit Vendor

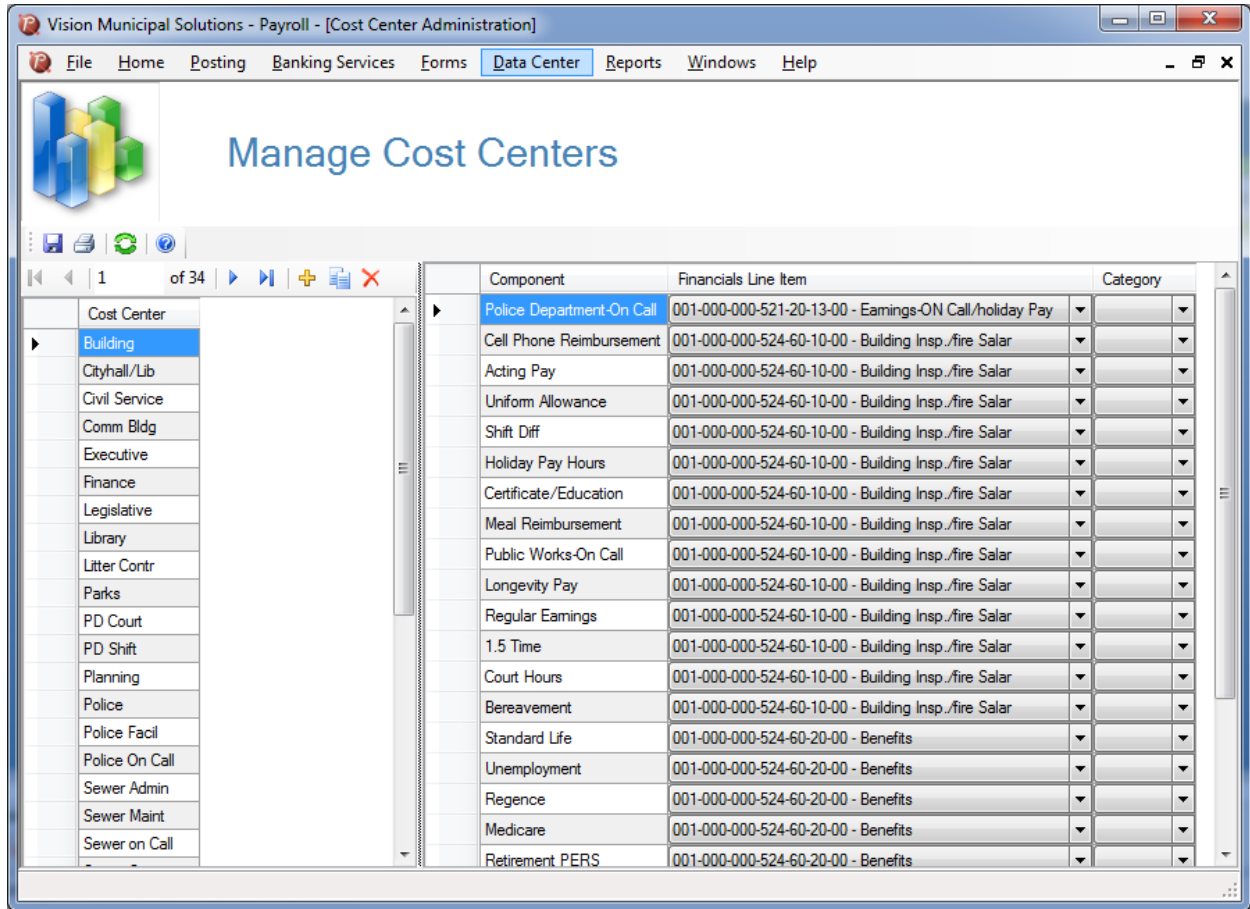


- 1) Begin by pressing the **Create New Company** button to add a New Benefit Vendor and enter Vendor Information.
- 2) You can also double click any Benefit Vendor or select and click the **Open Company** button to edit information within an existing record.
- 3) After Entering the Benefit Vendor information be sure to press the **Save** button to complete the process.

Notes:

Data Center:

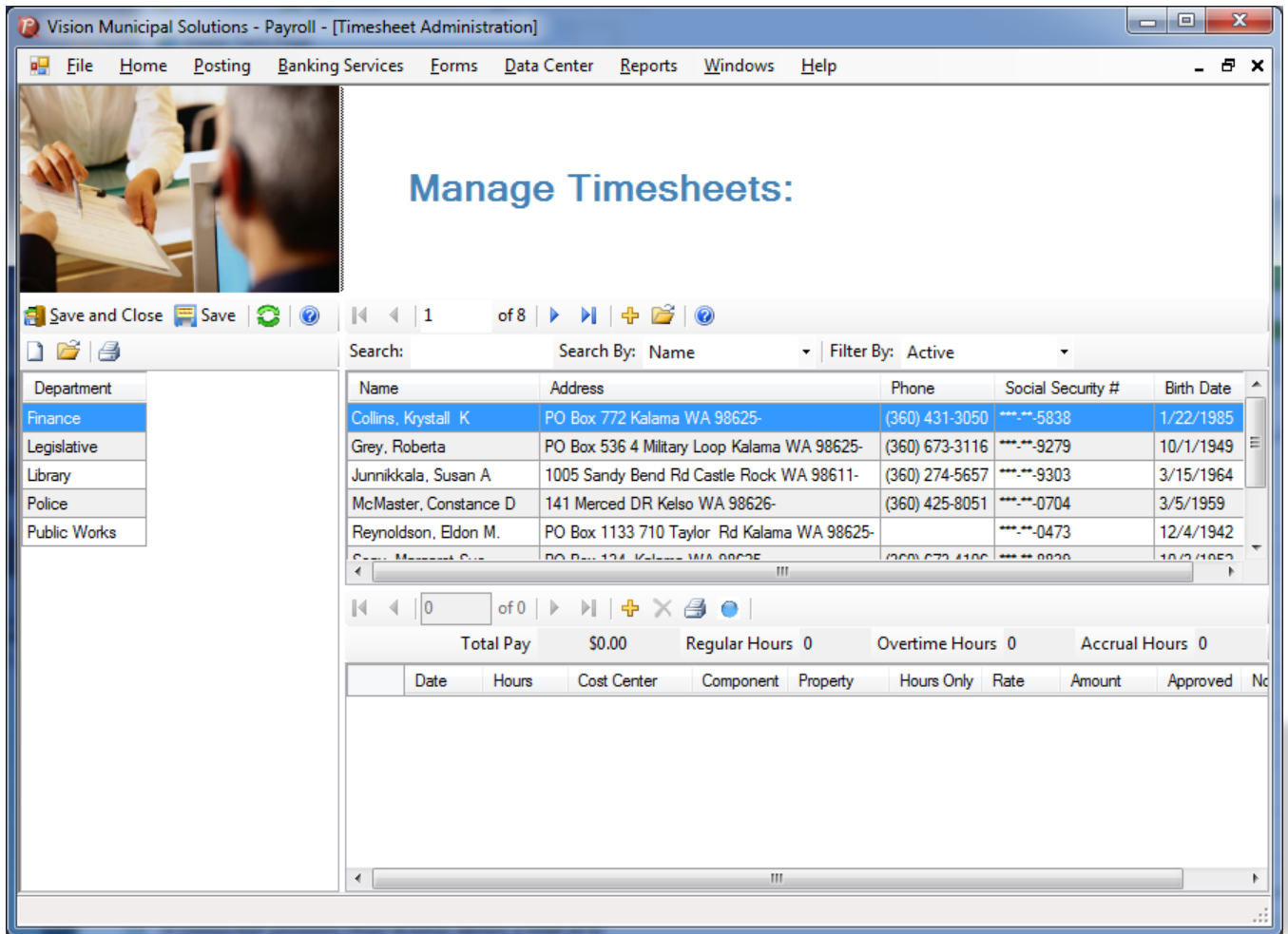
How To: - New Cost Center



(New Cost Center is covered in the **Cost Center Wizard**. Please refer to **Cost Center Wizard** on pages 28 – 29 for Cost Center Help.)

Notes:

How To: - New Timesheet

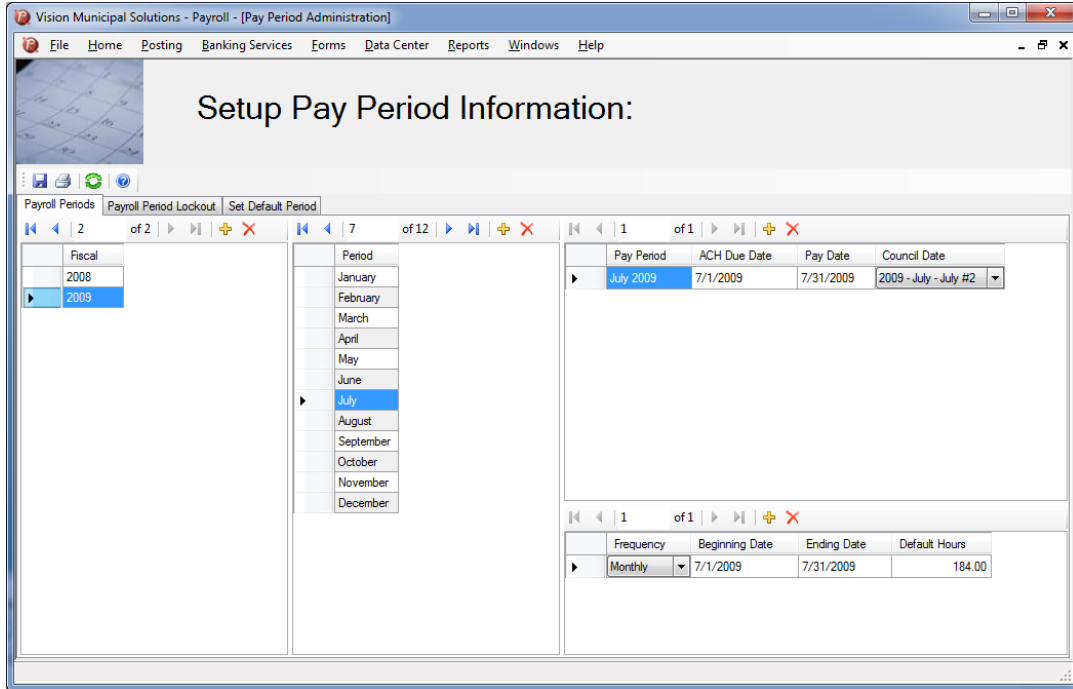


(New Timesheet is covered in the [Payroll Workflow](#). Please refer to [Payroll Workflow](#) on pages 44 – 55 for Timesheets Help.)

Notes:

Wizards:

How To: - Setup Pay Periods

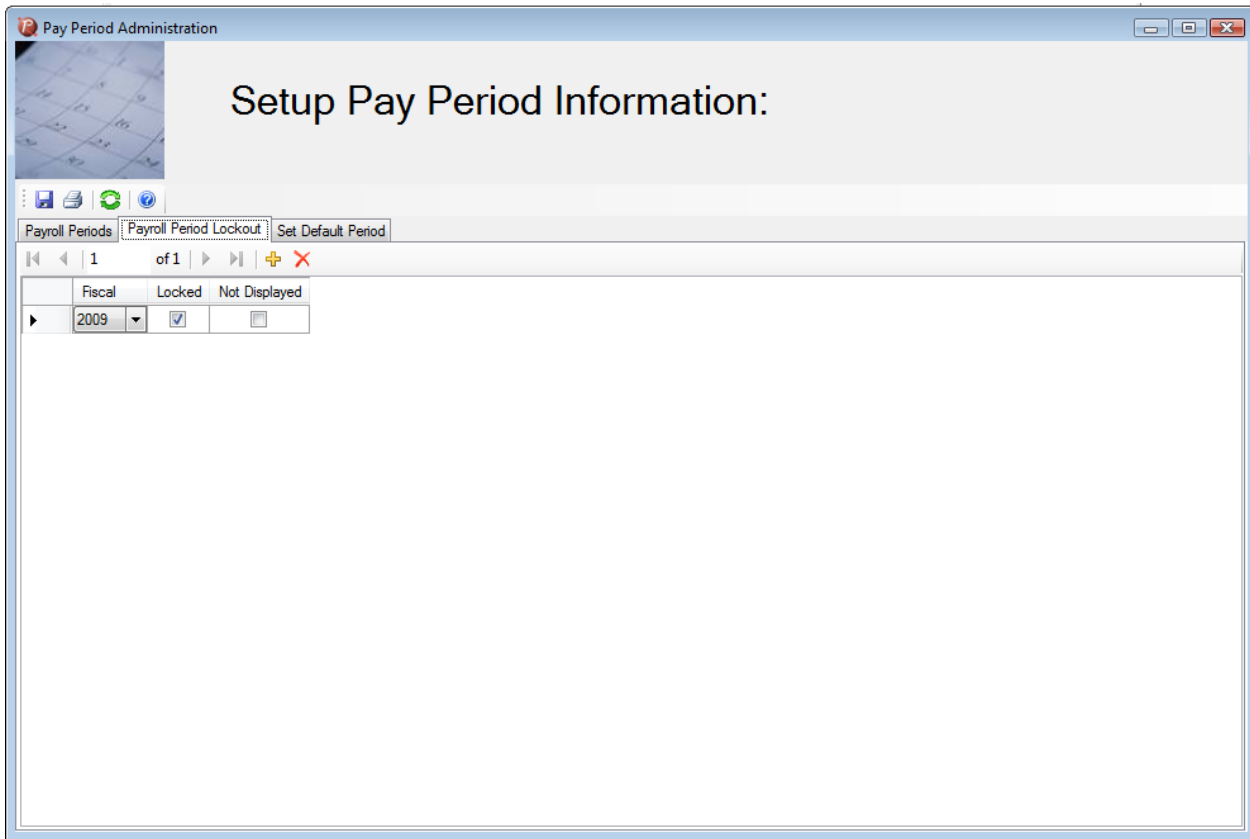


- 1) Start by selecting the fiscal you wish to work with. If the desired fiscal is not present click the **Add New** button directly above the fiscals and then change the name to fit your needs.
- 2) Next click on the appropriate Period you wish to work with in the selected fiscal. If the desired Period is not there Click the **Add New** button directly above the Period and change the name to fit your needs.
- 3) Continue by clicking the **Add New** button in the Pay Period area and renaming your new Pay Period to whatever you need. (Also choose the correct ACH date, Pay Date, and Council Date for association.)
- 4) Last click **Add New** button at the bottom right above the Frequency section to add a frequency. Select the type of frequency, beginning and ending dates of the period, and the default hours of the period. (Note: You may choose more than one frequency per period.)
- 5) Choose **Save** and then close.

Notes:

Wizards:

How To: - Setup Pay Periods (Period Lockout)

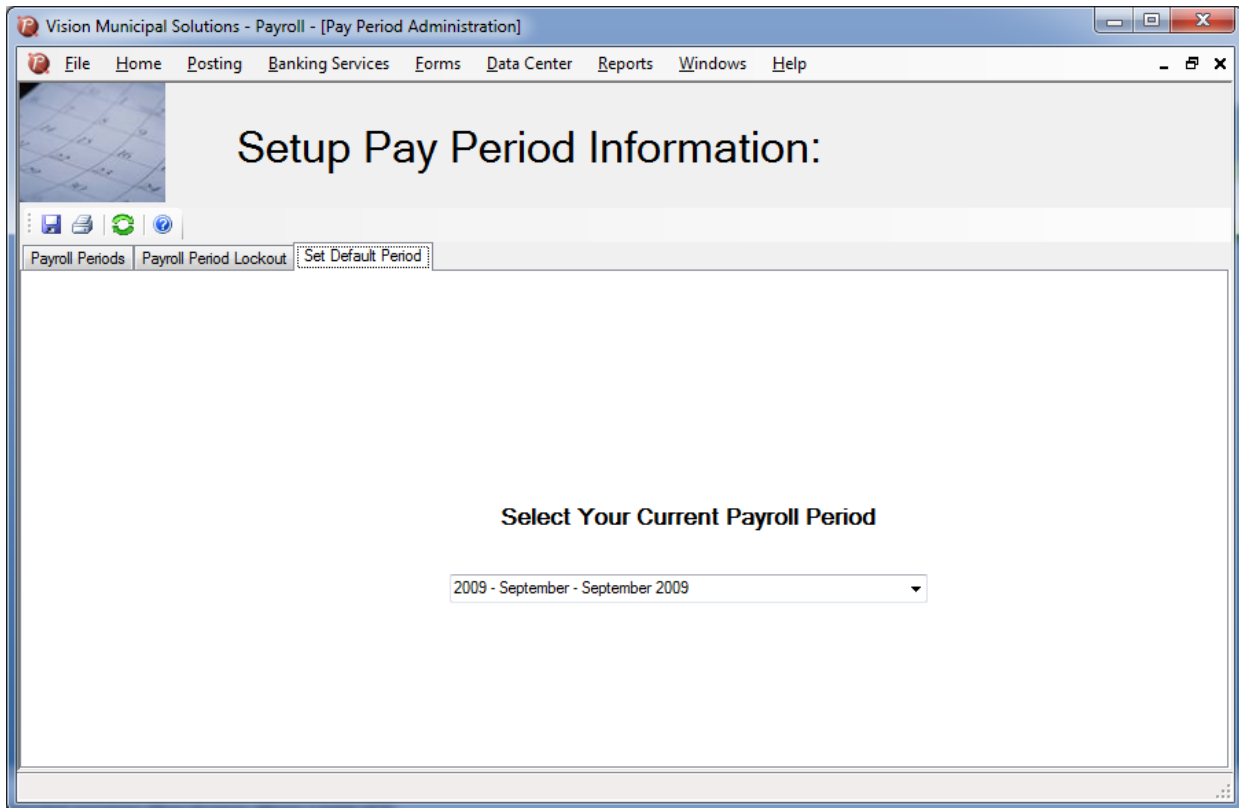


- 1) First Click on the Period Lockout tab.
- 2) Start by entering selecting the **Add New** button to add a period lockout.
- 3) Next click on the drop down menu to choose a fiscal period you wish to lock.
- 4) Continue by choosing the check mark box under Locked and if you don't wish to view the period any longer, click on the check mark box under Not Viewed.
- 5) Repeat Steps 1 – 3 to lock additional periods.
- 6) Choose **Save** and then close.

Notes:

Wizards:

How To: - Setup Pay Periods (Default Period)

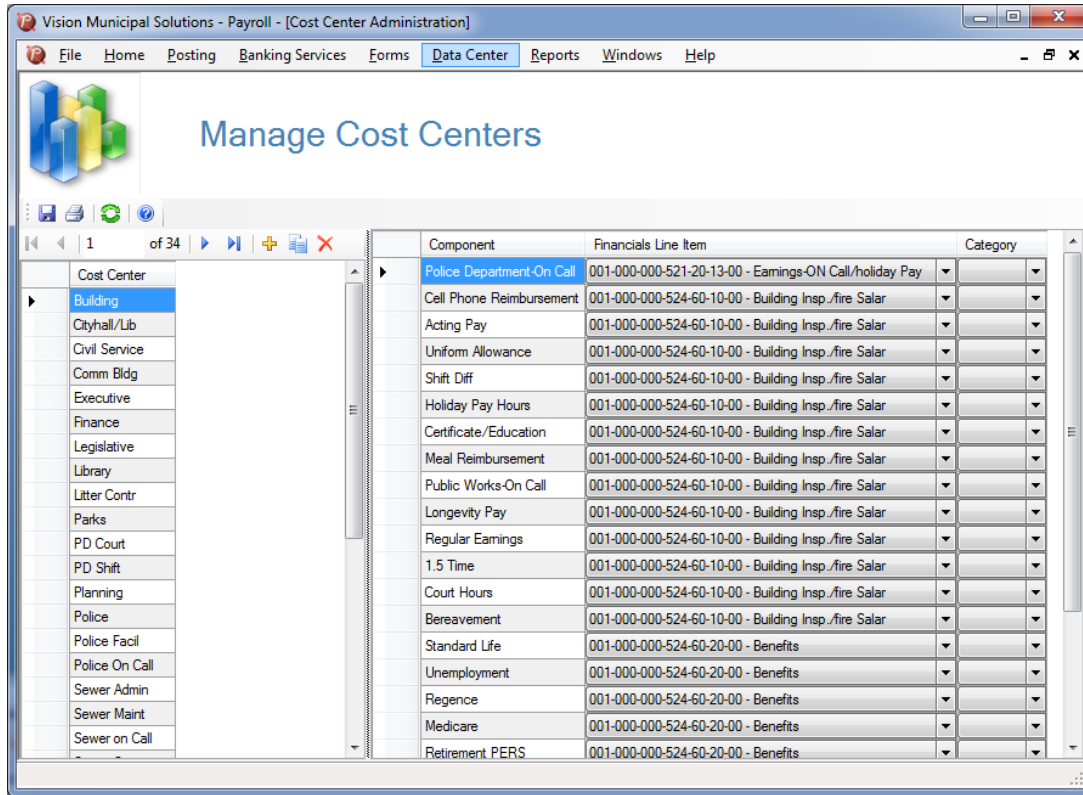


- 1) Select the Default Period tab.
- 2) Next click on the drop down menu to choose a Pay period you wish to set as default.
- 3) Choose **Save** and then close.

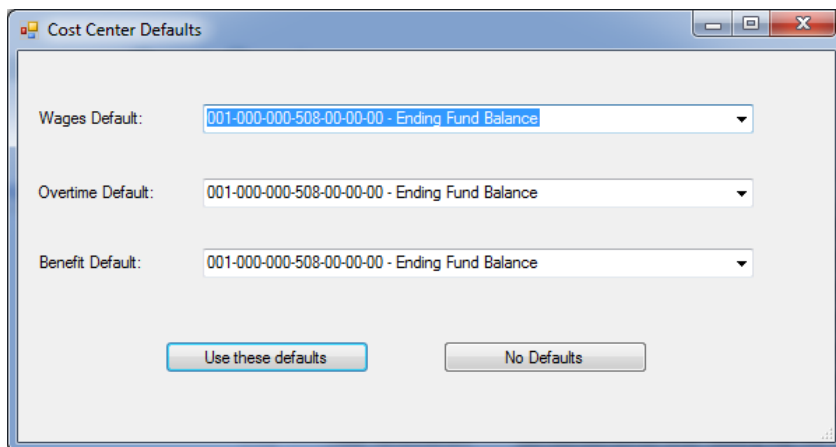
Notes:

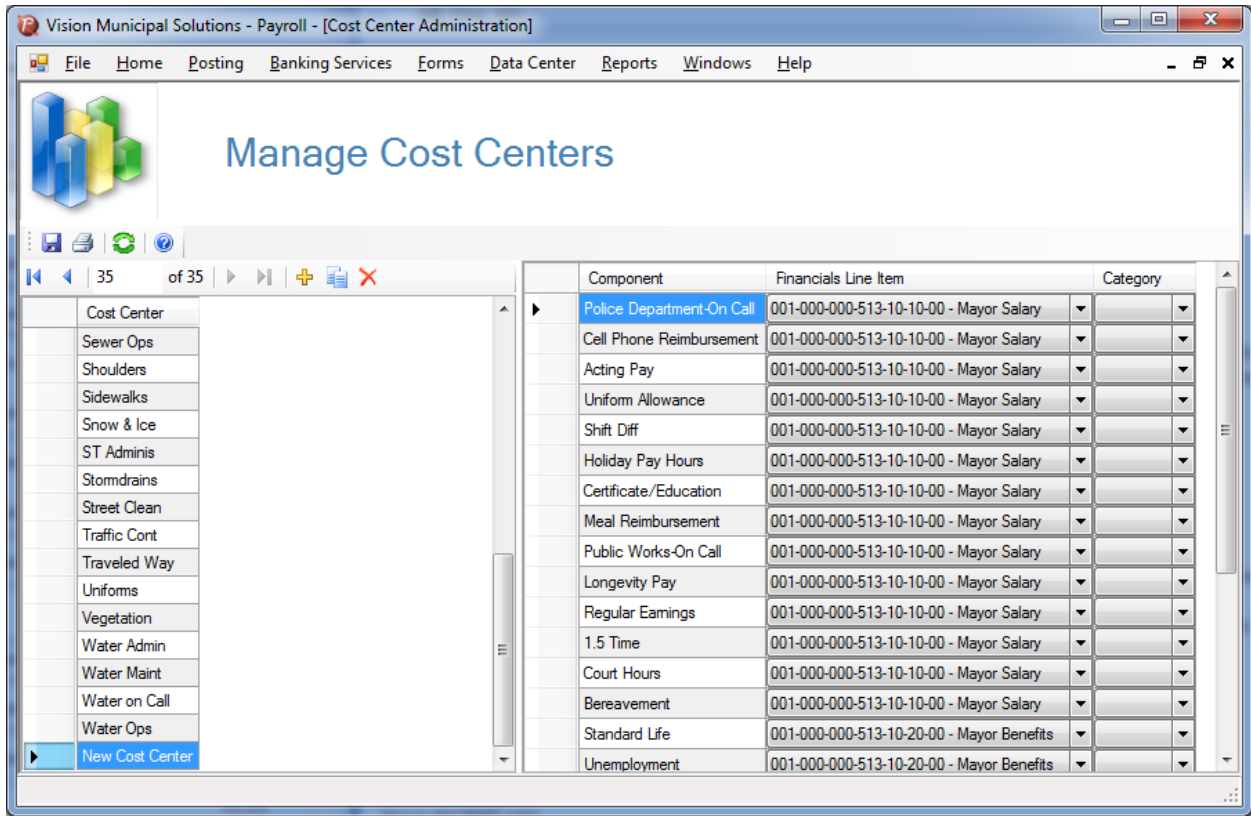
Wizards:

How To: - Cost Center



- 1) Begin by selecting the appropriate Cost Center in the left hand panel. If you would like to add a new cost center, you may either **Copy** an existing one or choose the **Add New** button to create it.
- 2) If you choose to create a new Cost Center, you may choose a default account for Wages, Overtime, and Benefits.



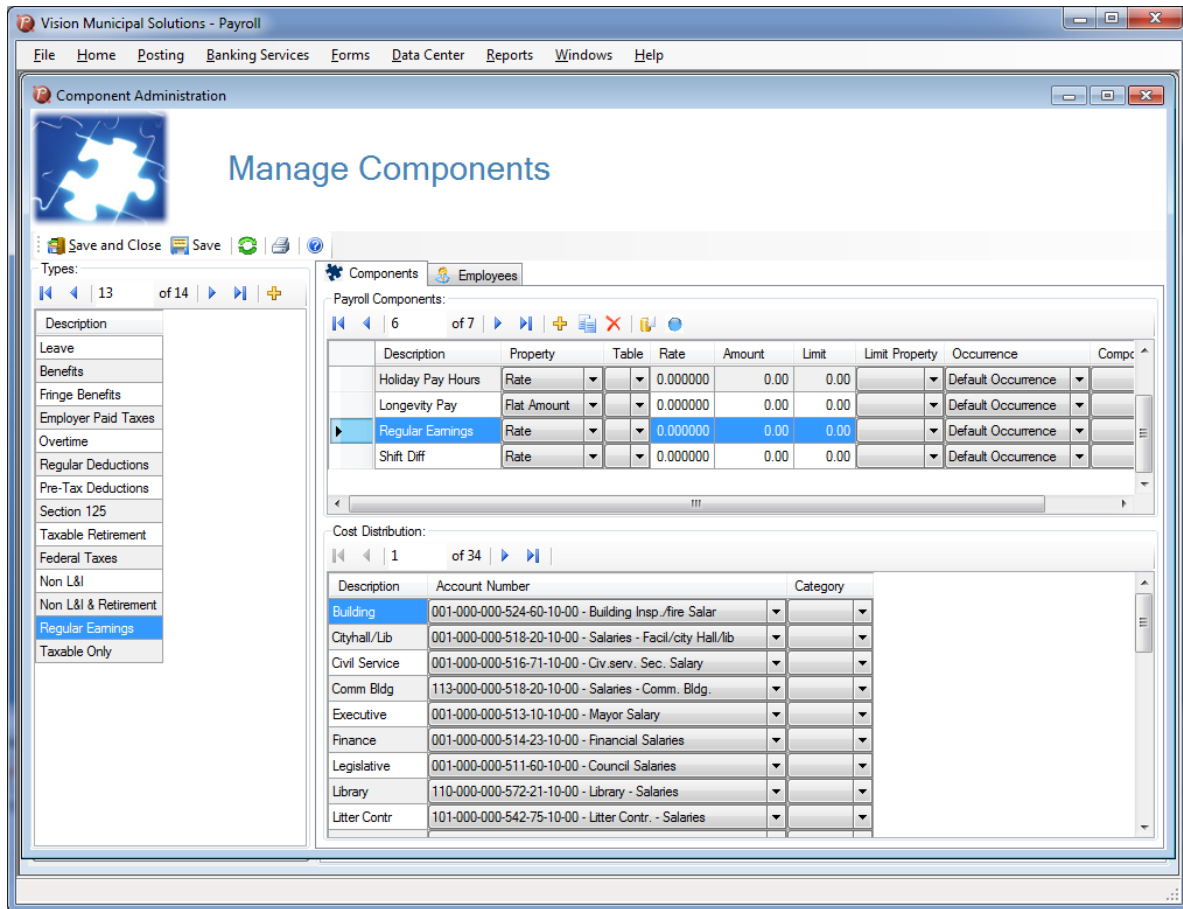


- 3) After the new Cost Center is created, now you may choose your Financial Line Item that each distributed component needs to be charged to. (**Note: You must choose an account for every component whether or not the cost center will use it.**)
- 4) Click **Save** and then close.

Notes:

Wizards:

How To: - Component

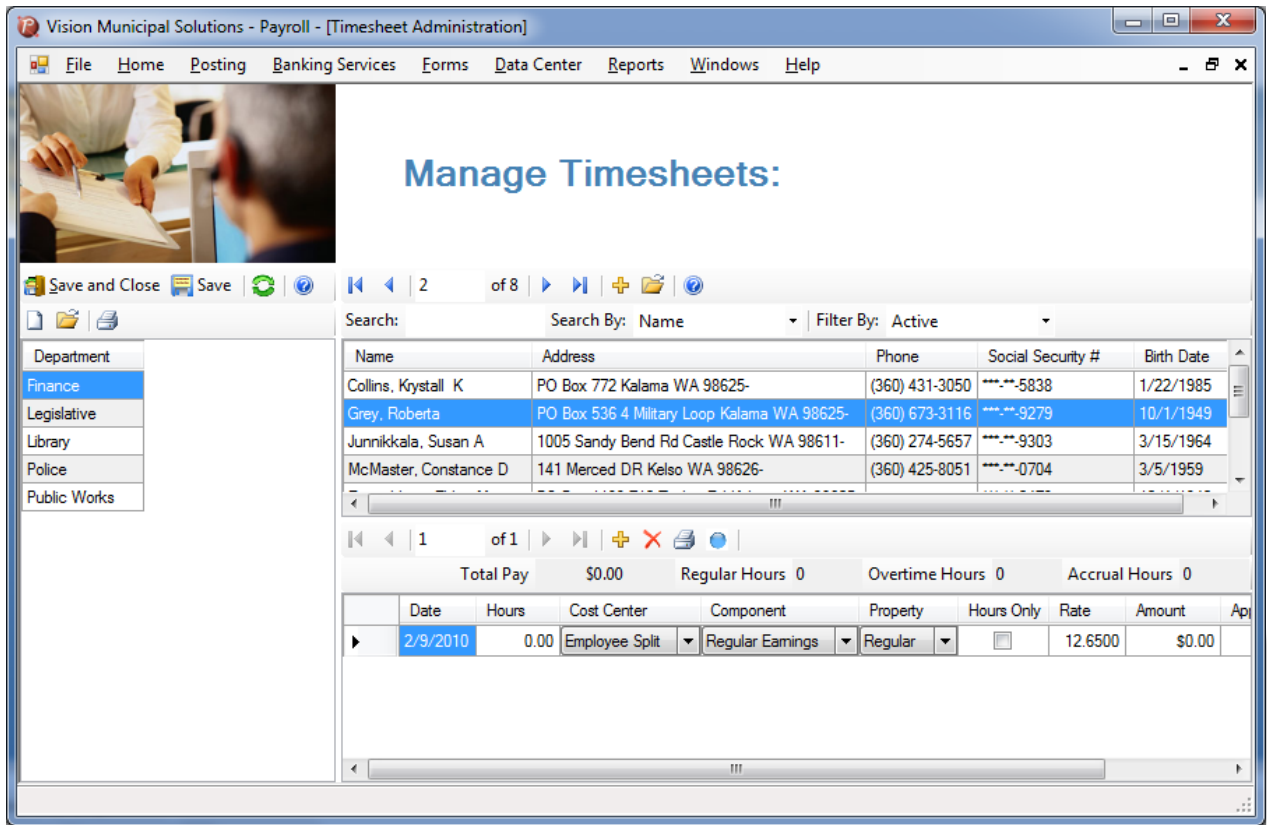


(Component Wizard is covered in the **New Component** instructions. Please refer to **New Component** on pages 19 – 21 for Timesheets Help.)

Notes:

Wizards:

How To: - Timesheets

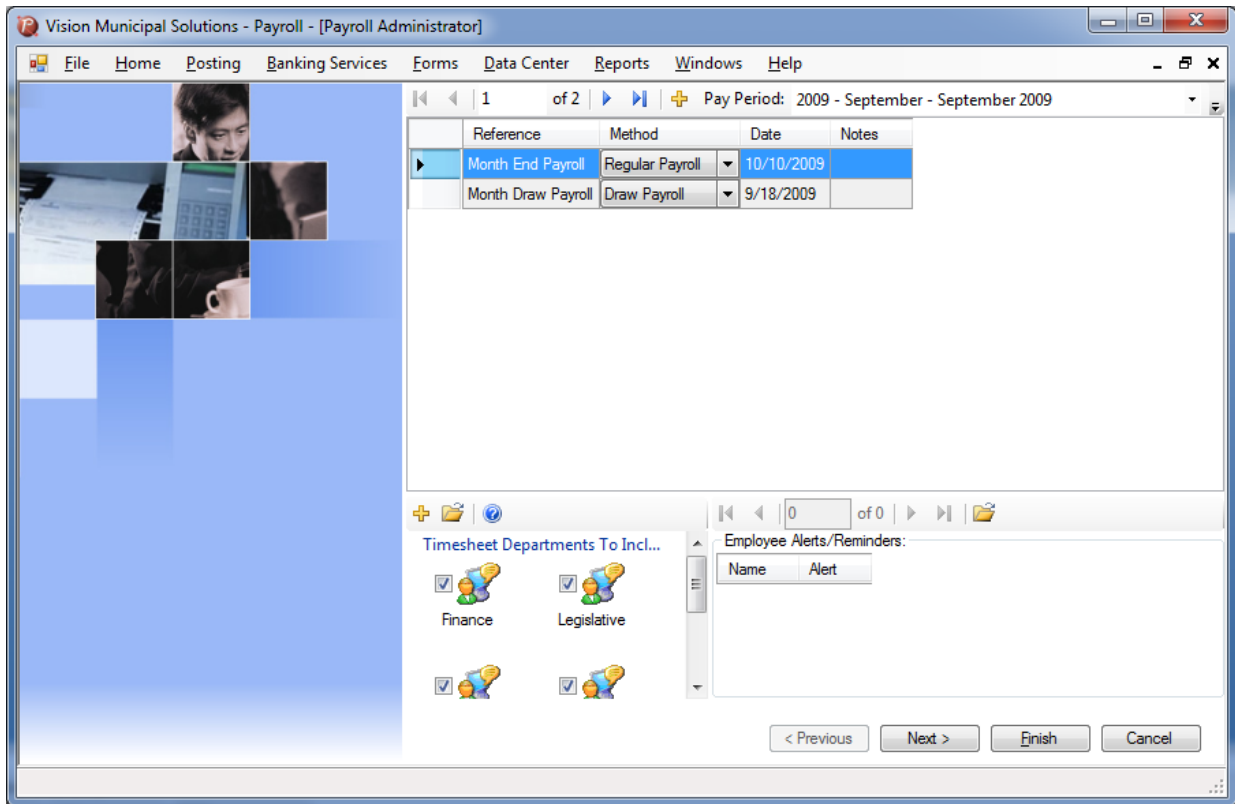


(Timesheets Wizard is covered in the **Payroll Workflow** instructions. Please refer to **Payroll Workflow** on pages 44 – 55 for Timesheets Help.)

Notes:

Wizards:

How To: - Paycheck Assistant

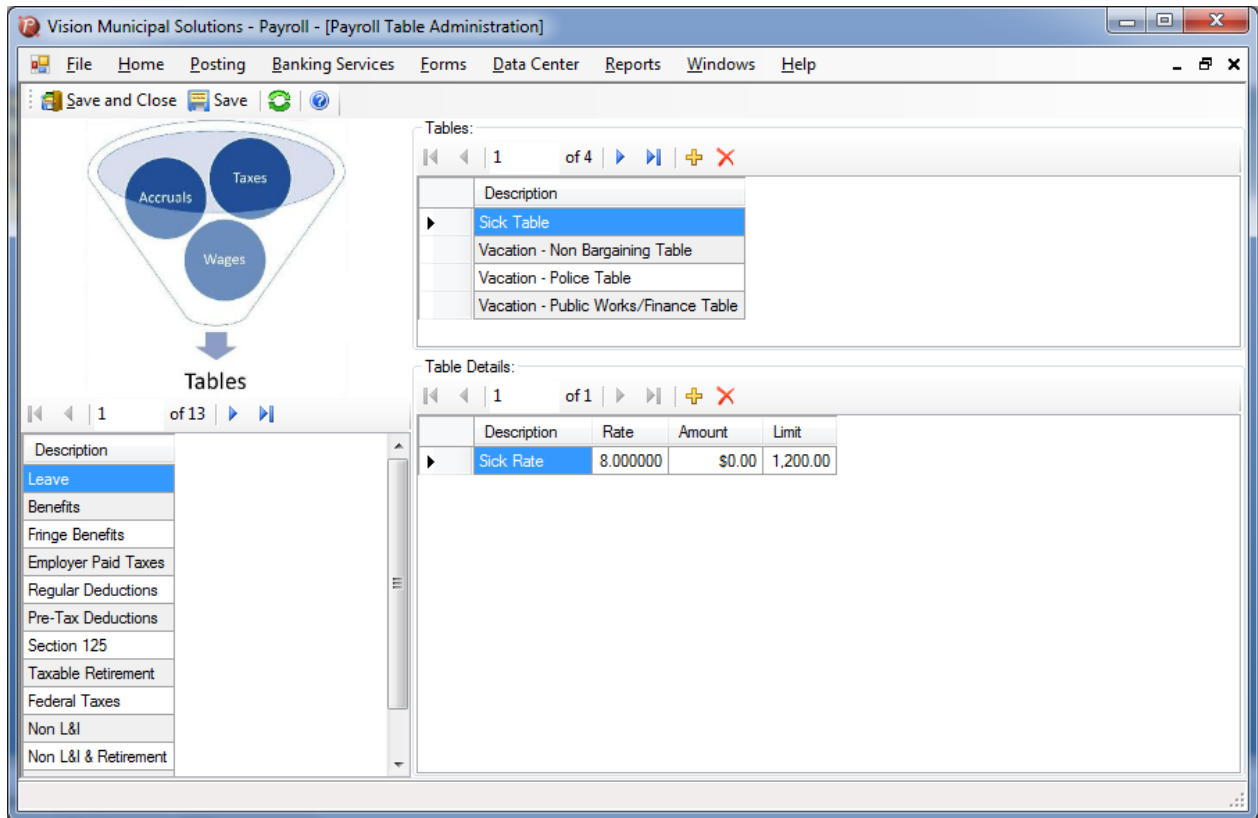


(**Paycheck Assistant** is covered in the **Payroll Workflow** instructions. Please refer to **Payroll Workflow** on pages **44 – 55** for Paycheck Assistant Help.)

Notes:

Wizards:

How To: - Tables

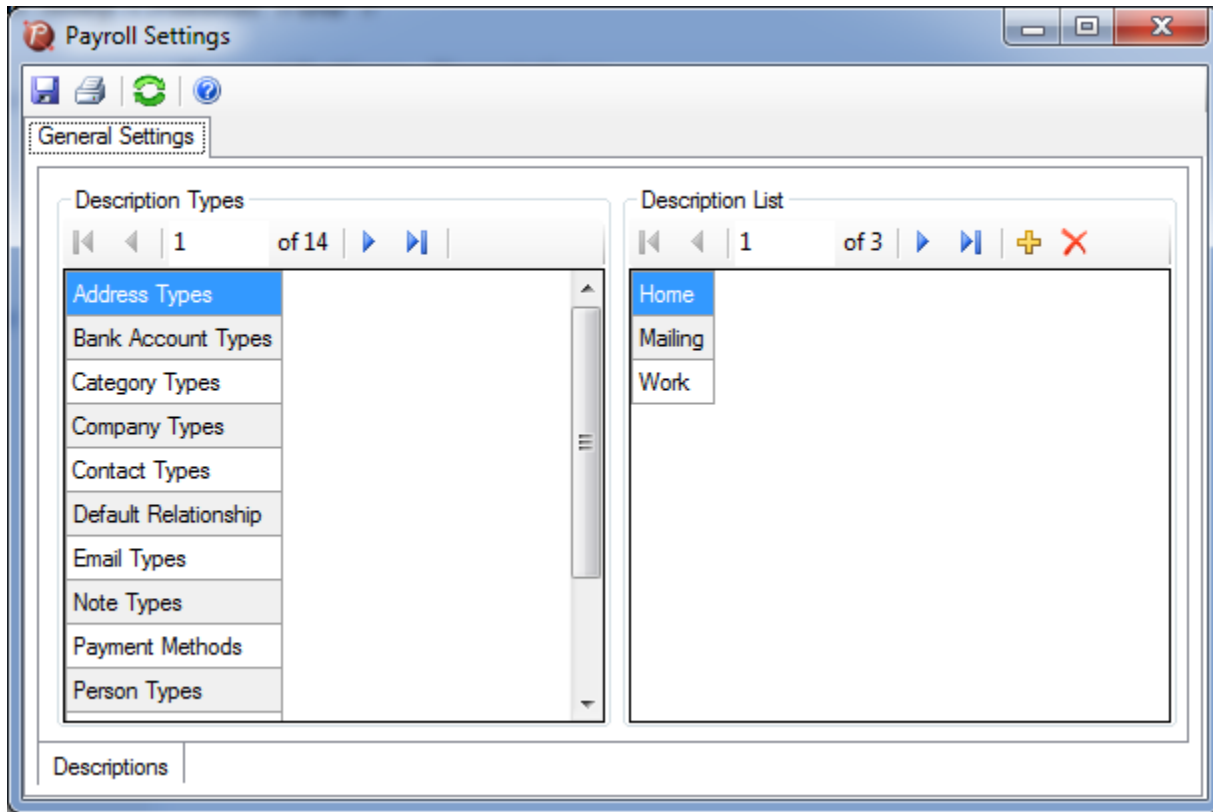


- 1) First select the Component type in the left hand panel.
- 2) Continue by selecting **Add New** button at the top right of the screen to add a new table to the section.
Rename the table to suit the component it will be used with.
- 3) Now click the **Add New** button under table details to add a step to the table.
- 4) Change your **Description**, the **Rate** or **Amount** as needed, and any **Limit** if applicable.
- 5) Repeat steps 3 and 4 to add additional steps to your table as needed.
- 6) Choose **Save and Close**.

Notes:

Payroll Settings Wizard – General Settings:

How To: - Descriptions

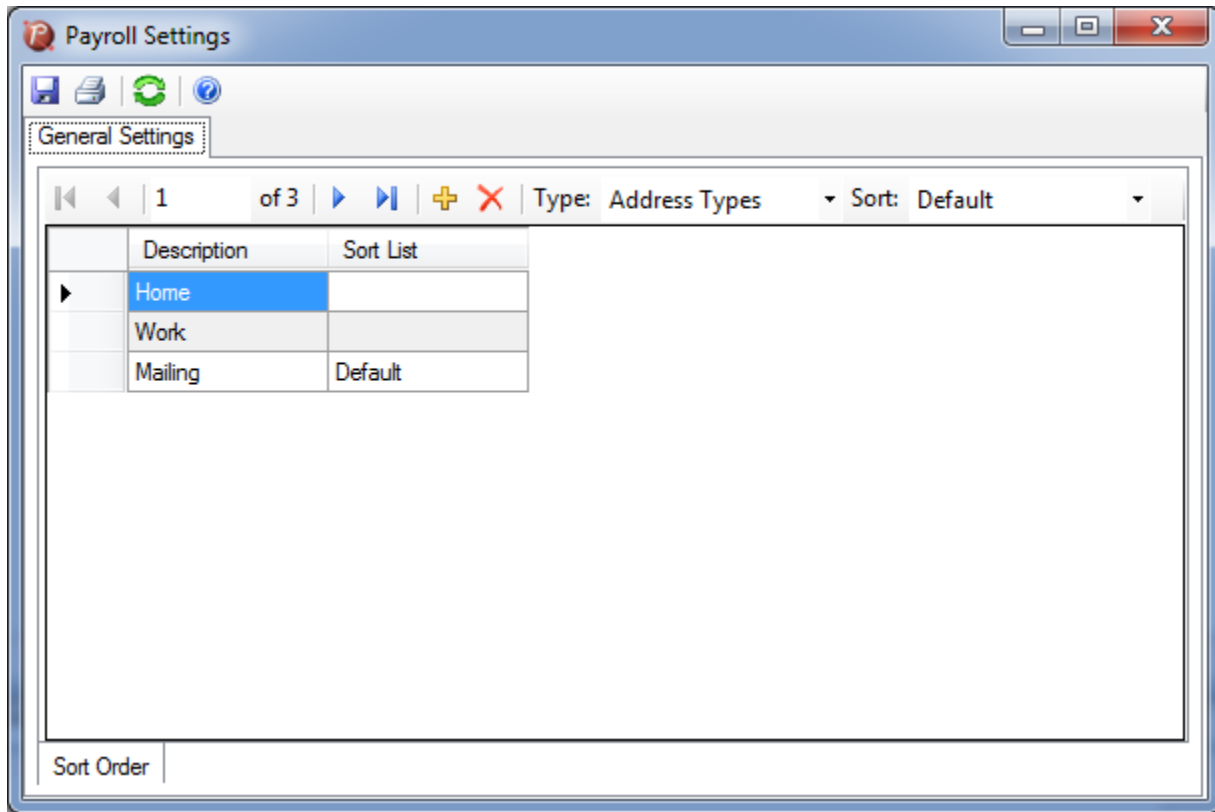


- 1) Begin by selecting the Description Type in the left Panel you wish to work with.
- 2) Choose from the Description List to change an existing name or choose the **Add New** button to add a description.
- 3) Continue by typing in your preferred Description.
- 4) Choose **Save** and close.

Notes:

Payroll Settings Wizard – General Settings:

How To: - Sort Order

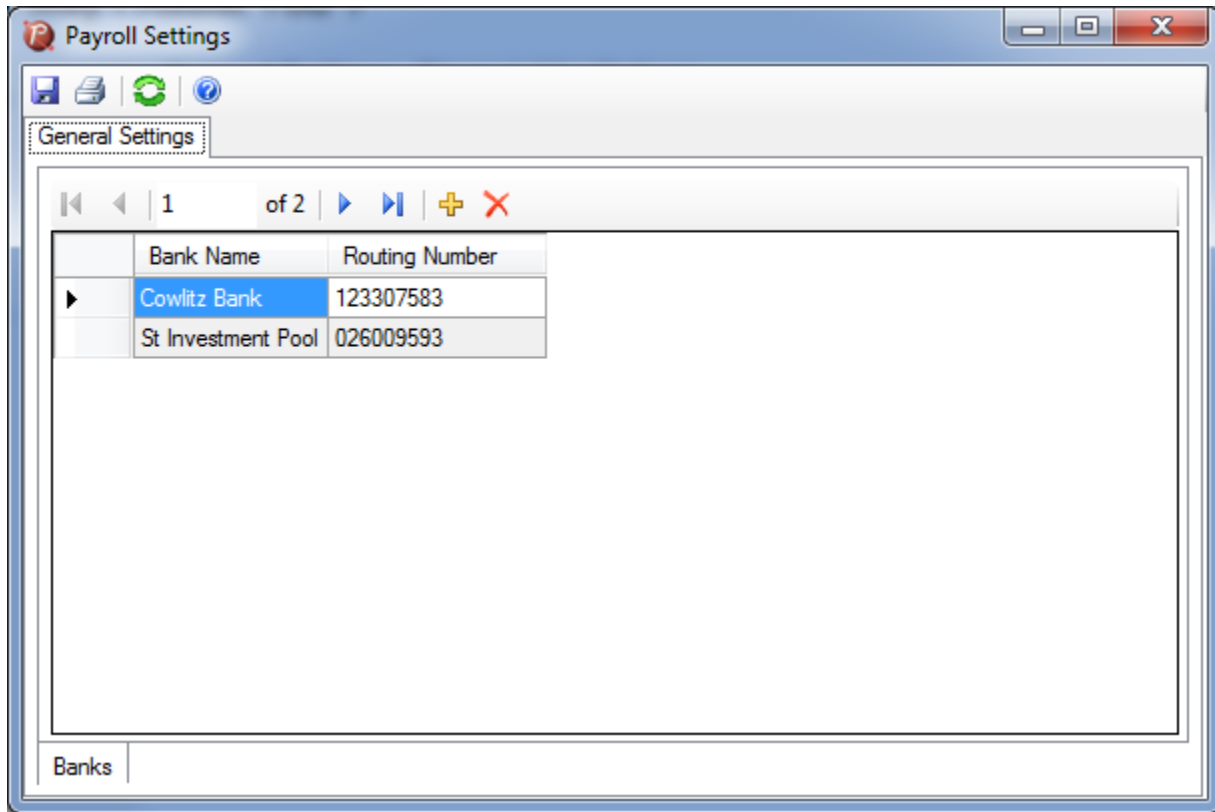


- 1) Begin by selecting the Sort Order Type in Type Drop Down box you wish to work with at the top of the screen.
- 2) Choose which Description you would like to set as default by selecting the gray square to the left of the name.
- 3) Click **Apply Sort** button to set as default.
- 4) Next select the previous default description and click the **Remove Sort** button to remove its default status.
Note: You can only have one default set.
- 5) Choose **Save** and Close.

Notes:

Payroll Settings Wizard – General Settings:

How To: - Setup Financial Institutions

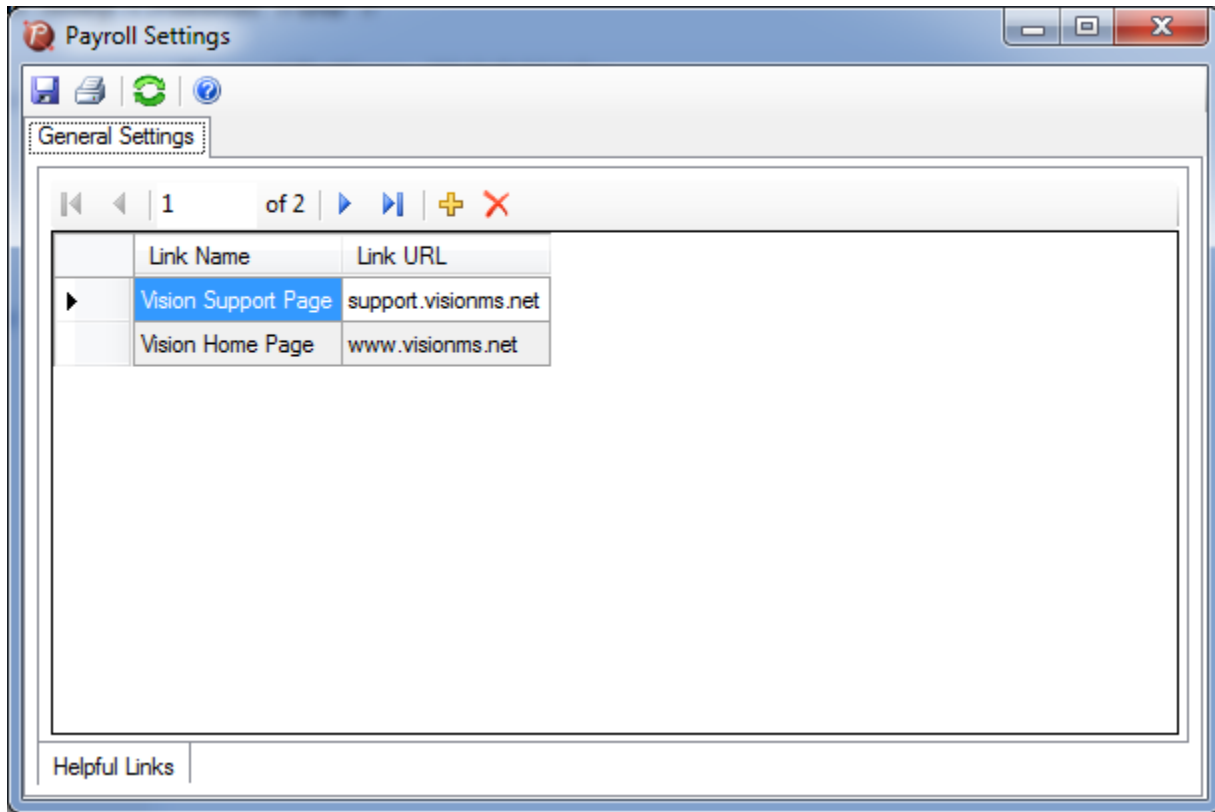


(Setup Financial Institutions is covered in page 49-51 of the Financials How To Document)

Notes:

Payroll Settings Wizard – General Settings:

How To: - Helpful Links

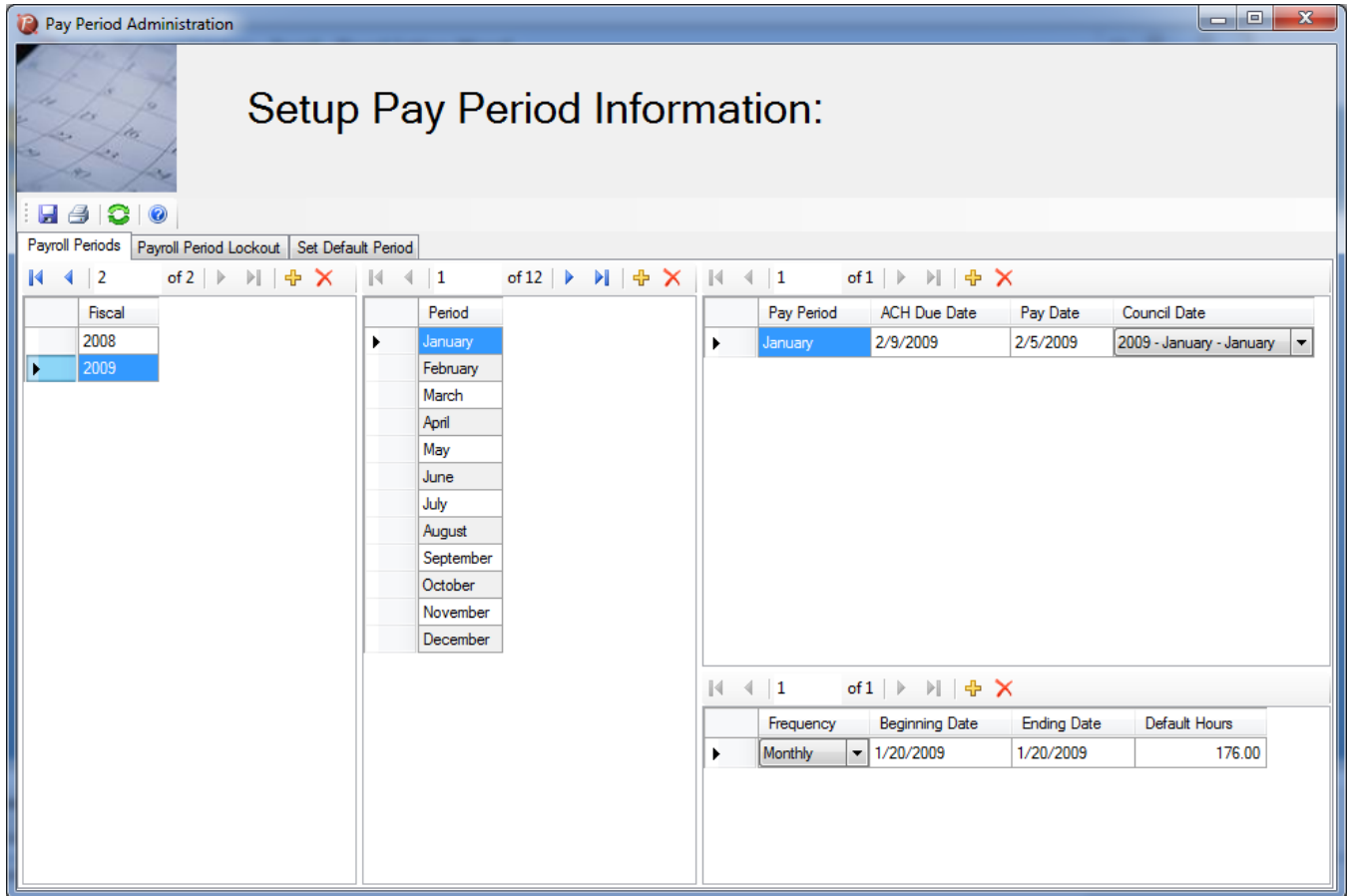


- 1) Begin by selecting the **Add New** button on the menu at the top of this screen.
- 2) Enter the Link **Name** and **Link URL** of your new website for Helpful Links.
- 3) If you wish to delete a Helpful Link, select it from the list and choose the **Delete** button.
- 4) Choose **Save** and Close.

Notes:

Payroll Settings Wizard – Payroll Settings:

How To: - Pay Period Setup

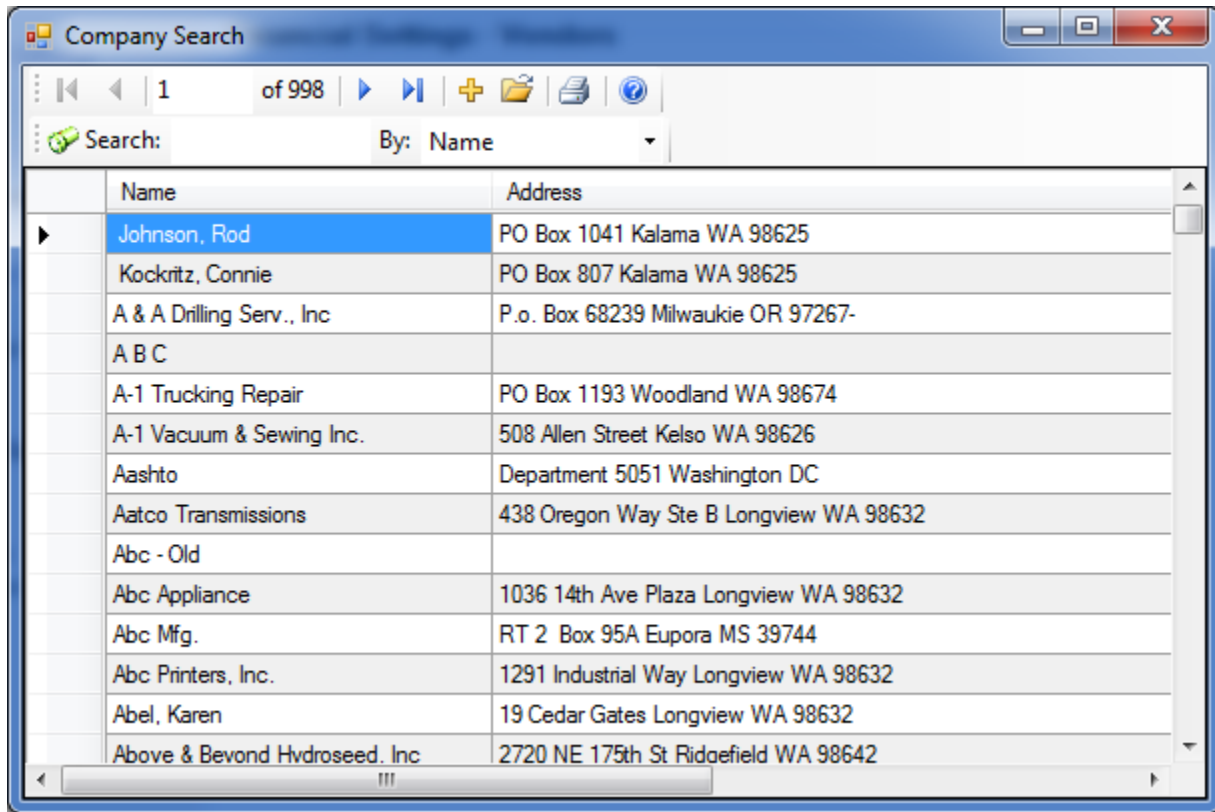


(Pay Period Setup is covered in pages 25 – 27)

Notes:

Payroll Settings Wizard – Payroll Settings:

How To: - Benefit Vendors Setup

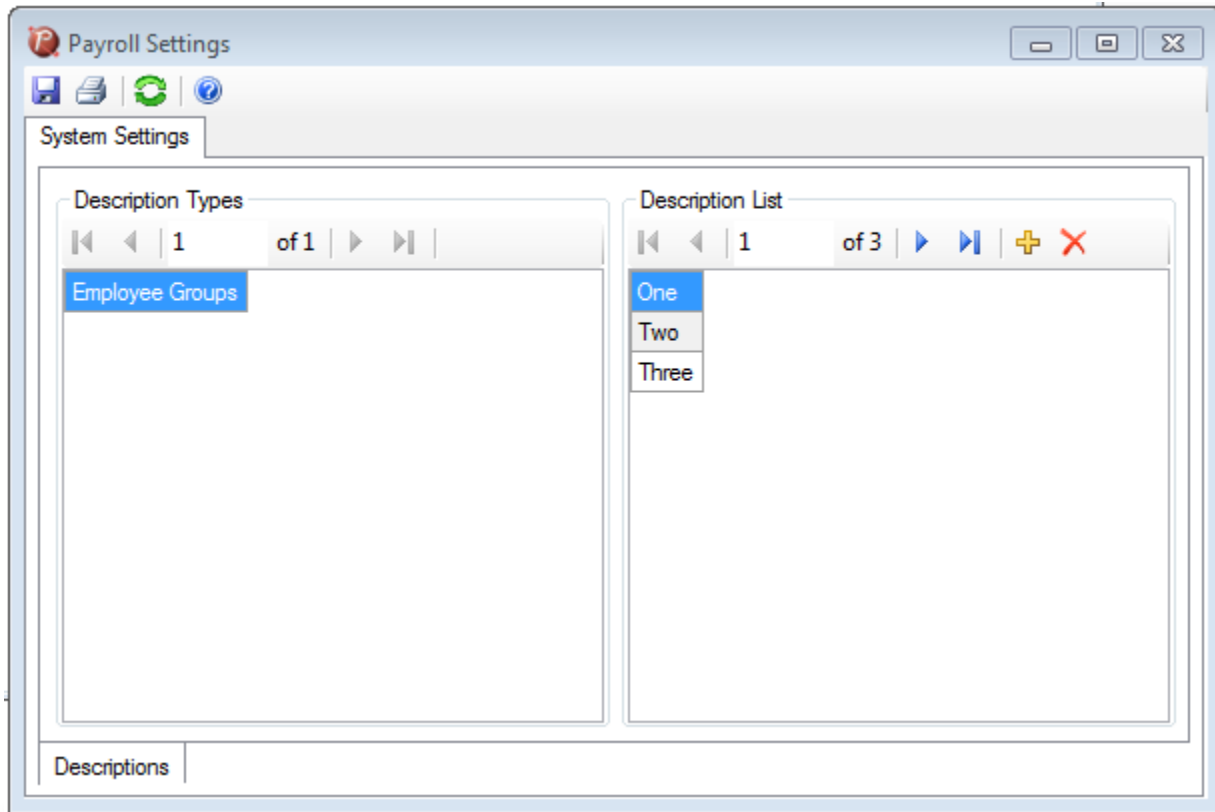


(Benefit Vendors is covered on page 22)

Notes:

Payroll Settings Wizard – Payroll Settings:

How To: - Descriptions

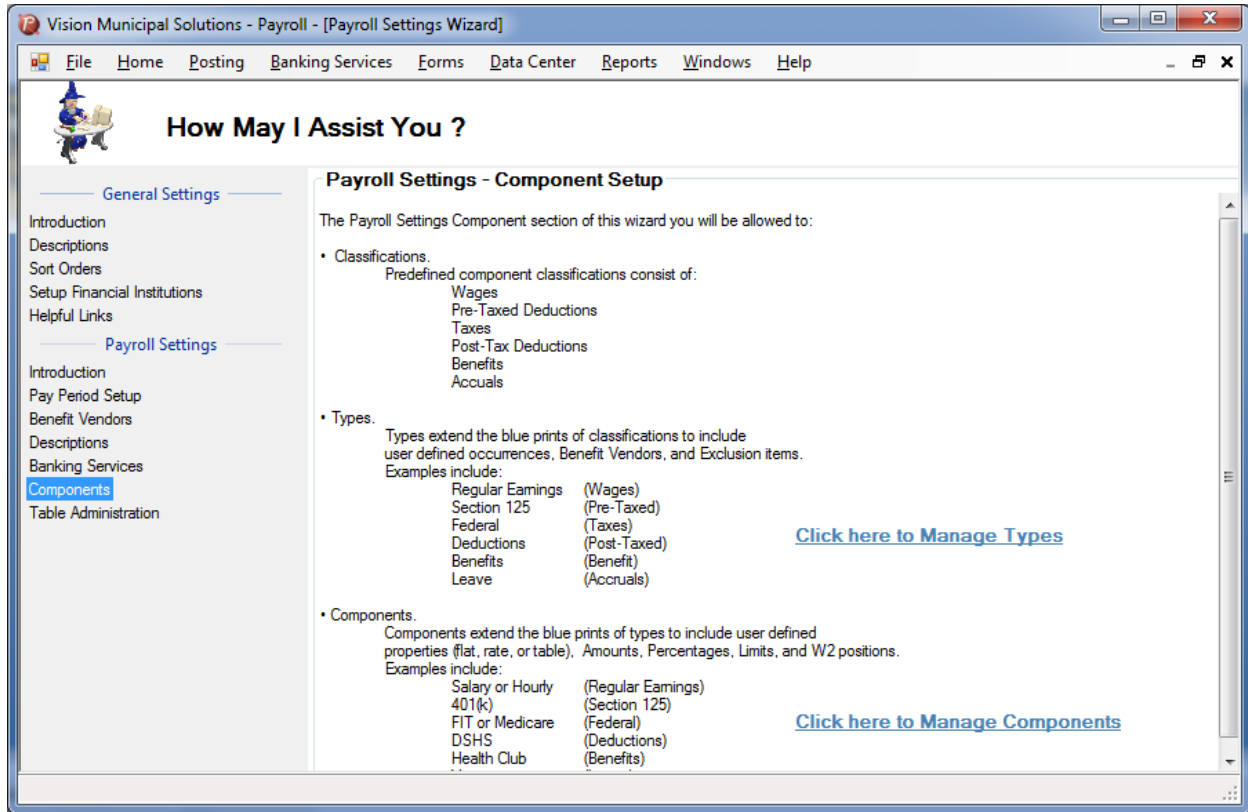


- 1) Begin by selecting the Description Type in the left Panel you wish to work with.
- 2) Click the **Add New** button to Add a description.
- 3) Continue by typing in your preferred Description.
- 4) Choose **Save** and close.

Notes:

Payroll Settings Wizard – Payroll Settings:

How To: - Components

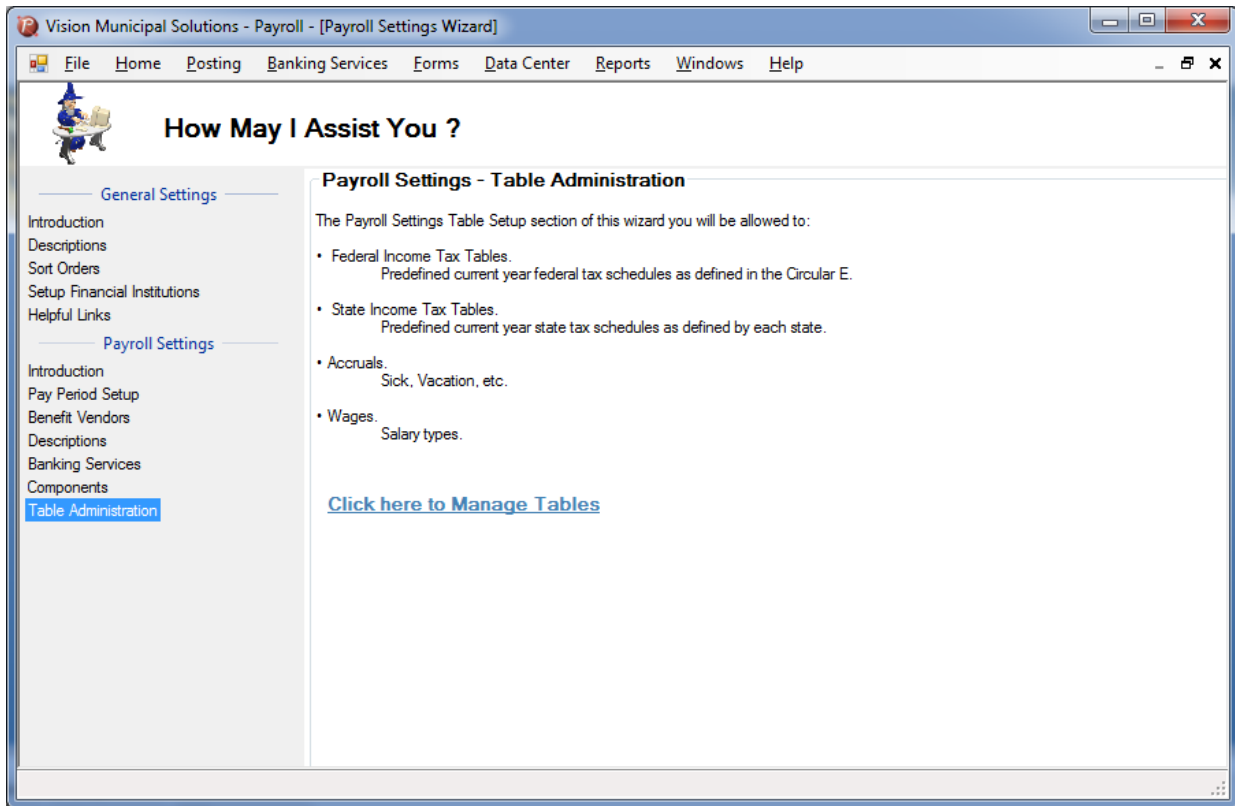


(Components are covered on page 19 – 21)

Notes:

Payroll Settings Wizard – Payroll Settings:

How To: - Table Administration



(Tables is covered on page 33)

Notes:

Vision Payroll

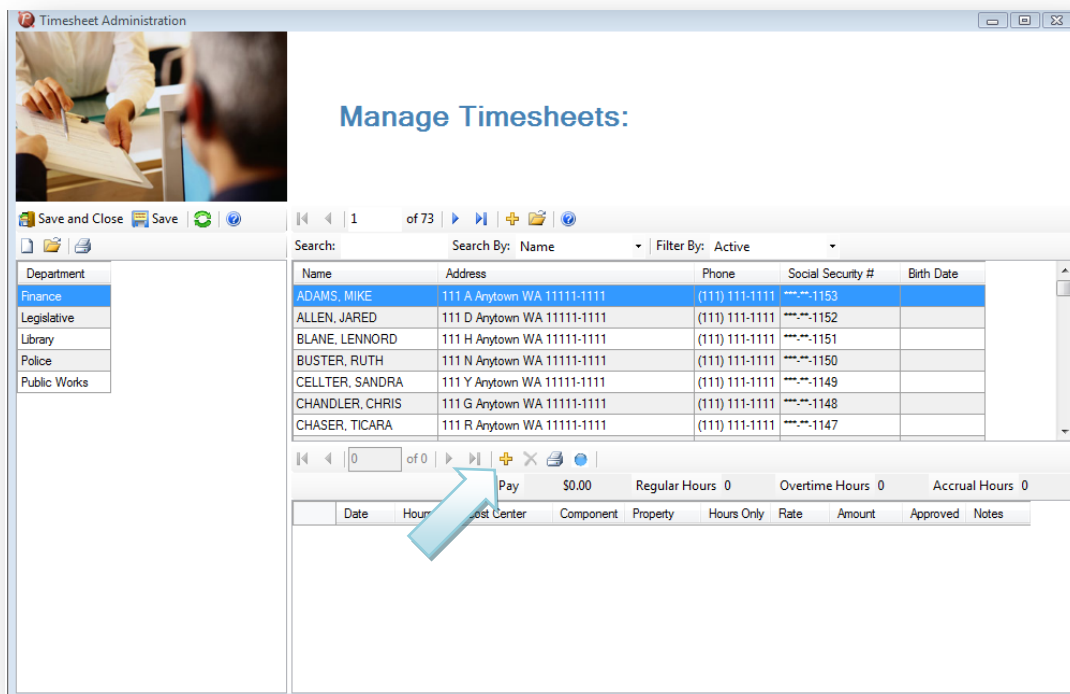
Introduction

The Payroll System was designed to be run through a Paycheck Assistant. The Paycheck Assistant takes the operator through four screens. The Paycheck may be stopped and restarted as many times as necessary. There will be times when the operator will want to suspend the Paycheck Assistant in order to run certain Reports for verification of hours and totals. The Paycheck Assistant can be stopped at any point by selecting the Cancel Button in the lower right corner of the screen. The Paycheck Assistant can be restarted by selecting the Paycheck Assistant from the Home Menu.

Payroll Workflow: Enter Time Sheets

Time Sheets

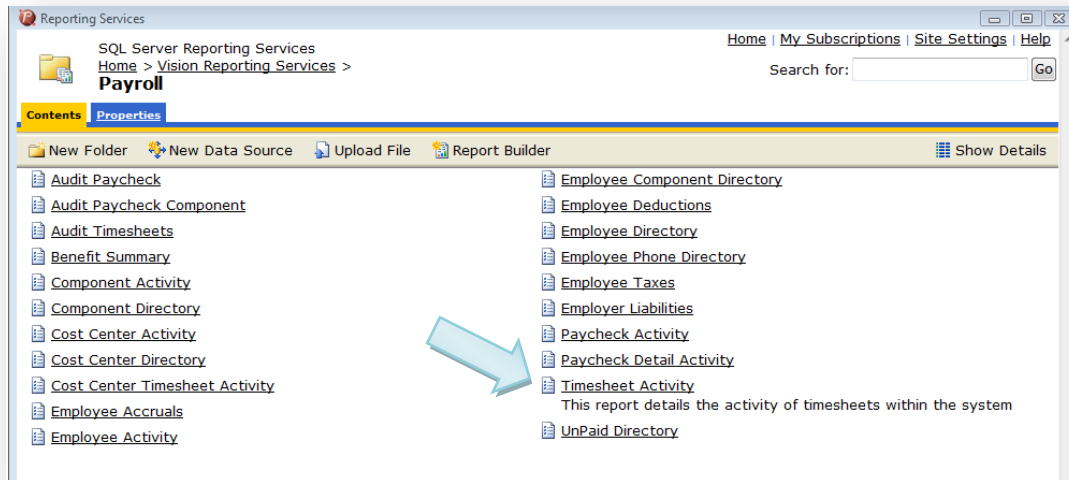
1. Select Manage Time Sheets from the Home Menu.



2. Select Employee for Time Sheet Entry by highlighting the Employee.
3. Click the **Add New** button (+) to add a new Time Sheet record.
4. For Auto Include Employees, add only exception Time Sheet activity such as: Overtime, Sick Hours, Vacation Hours, etc. Do not include regular hours.
5. For Employees not on Auto Include, add Time Sheet activity for all hours.
6. When Finished click the **Save** or **Save and Close** button to Save.

Payroll Workflow: Enter Time Sheets

- After all Time Sheets are entered, select the **Reports Button** from the Home Menu.



- Run the Time Sheet Activity Report to verify that all Time Sheets are entered correctly
- Any Time Sheets that need to be corrected or deleted may be done so in Manage Time Sheets.

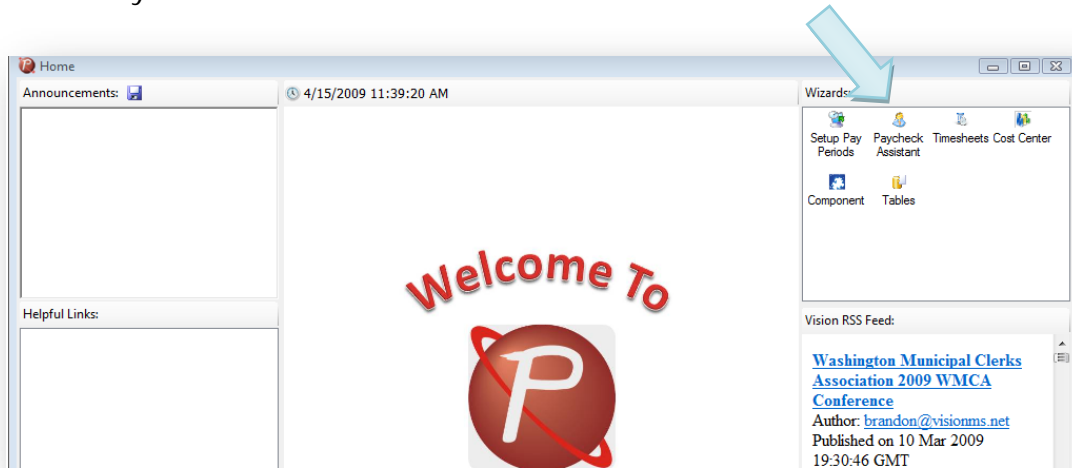
The screenshot shows the 'Timesheet Activity' report for the Finance department. The report is filtered for the period '2009 - December, 2009 - November' and employee 'BRADEY, SUSAN A, COLLINS, JESSICA K'. The table below shows the details of the payroll entries.

Date	Hours	Cost Center	Component	Property	Hours Only	Rate	Amount	Approved
Finance								
BRADEY, SUSAN A								
January Payroll								
1/31/2009	0.50	Employee Split	Regular Earnings	COMP	True	0.000000		
1/31/2009	2.50	Employee Split	COMP	1.5 Time	True	0.000000		
1/31/2009	0.00	Employee Split	Acting Pay	Regular		0.580000	\$4.64	
1/31/2009	12.00	Employee Split	Regular Earnings	Sick	True	0.000000		
1/31/2009	12.50	Employee Split	Regular Earnings	Vacation - Public Works/Finance	True	0.000000		
1/31/2009	16.00	Employee Split	Regular Earnings	Holiday	True	0.000000		
1/31/2009	135.00	Employee Split	Regular Earnings	Regular		0.000000	\$3,174.46	
Total January Payroll						178.50	\$3,179.10	
Total BRADEY, SUSAN A						178.50	\$3,179.10	
COLLINS, JESSICA K								

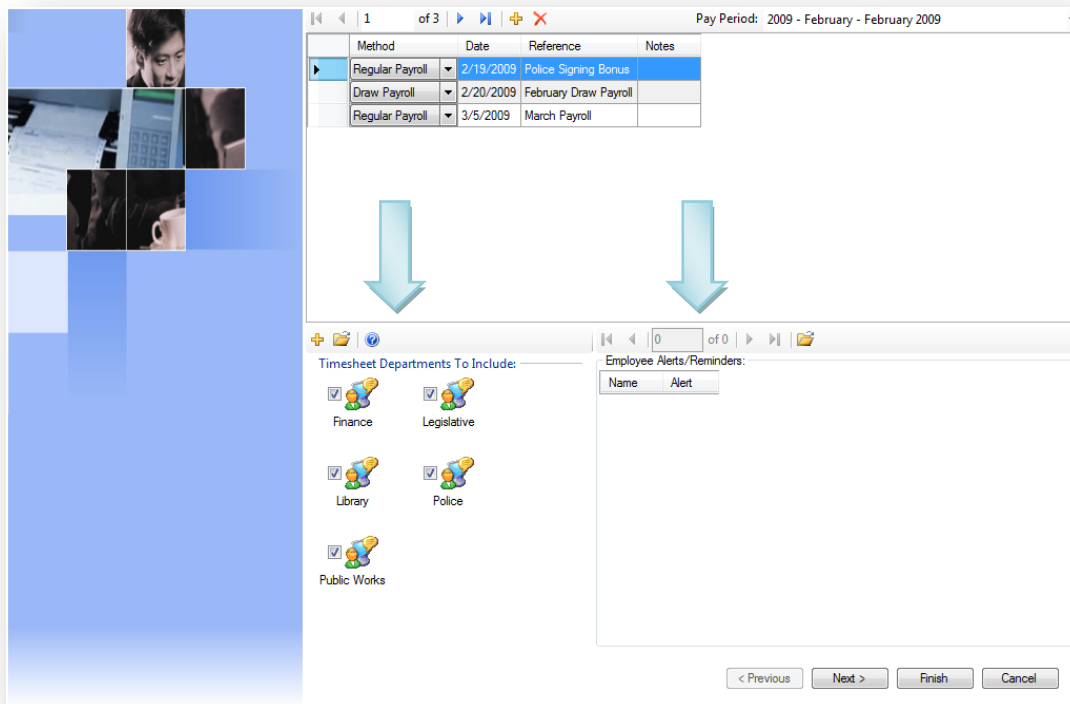
Payroll Workflow: Run the Paycheck Assistant

Paycheck Assistant

1. Select Paycheck Assistant from the Home Menu.

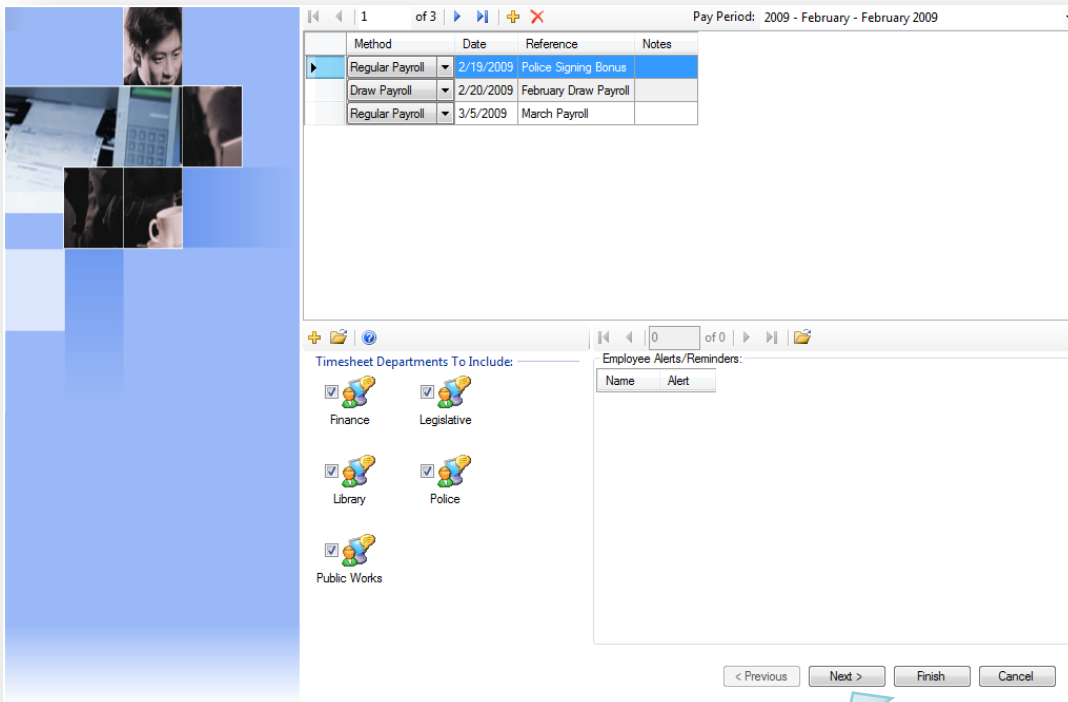


2. Select the **Pay Period** from list in upper right hand corner.
3. Select desired Timesheet Departments and Review Employee Alerts and Reminders.

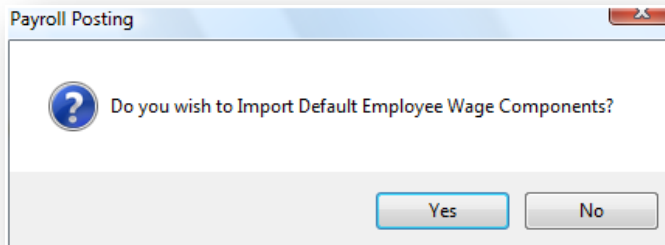


Payroll Workflow: Run the Paycheck Assistant

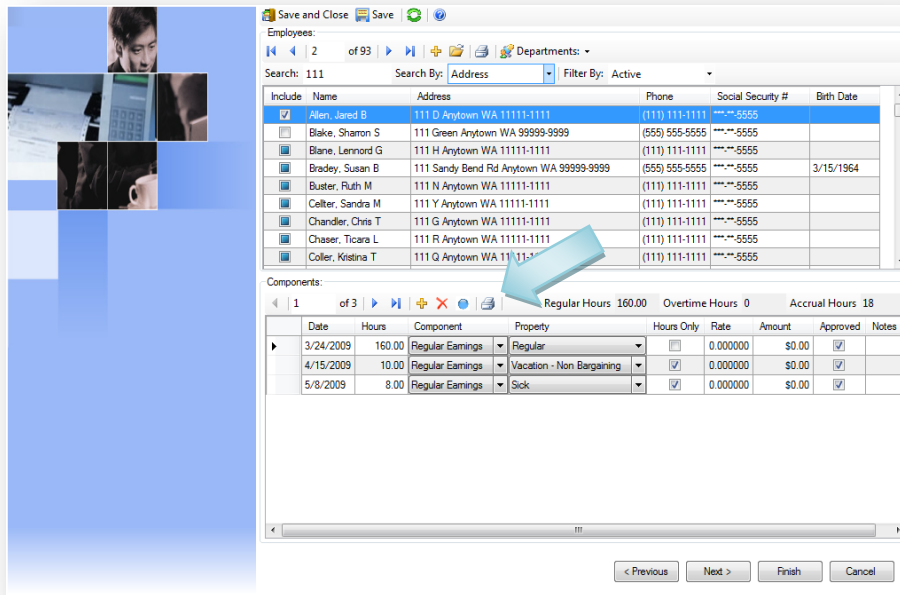
4. Click the **Add New** button (+) to add a New Payroll.
5. Select the desired Payroll Method (Regular, Manual or Draw) and enter a **Reference**, correct **date**, and any required **notes**.



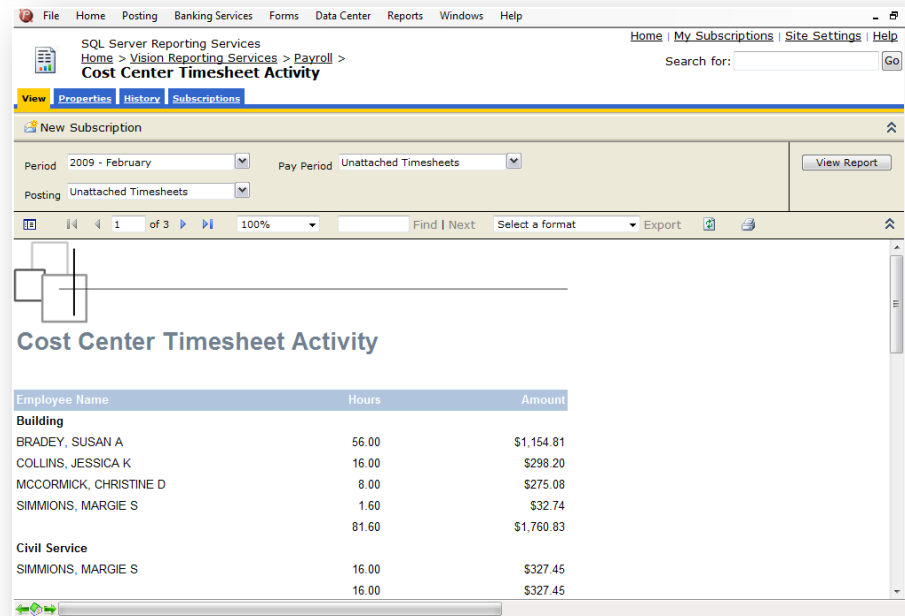
6. Click in the lower right corner.
7. Click **Yes** to Import Default Employee Wage Components.



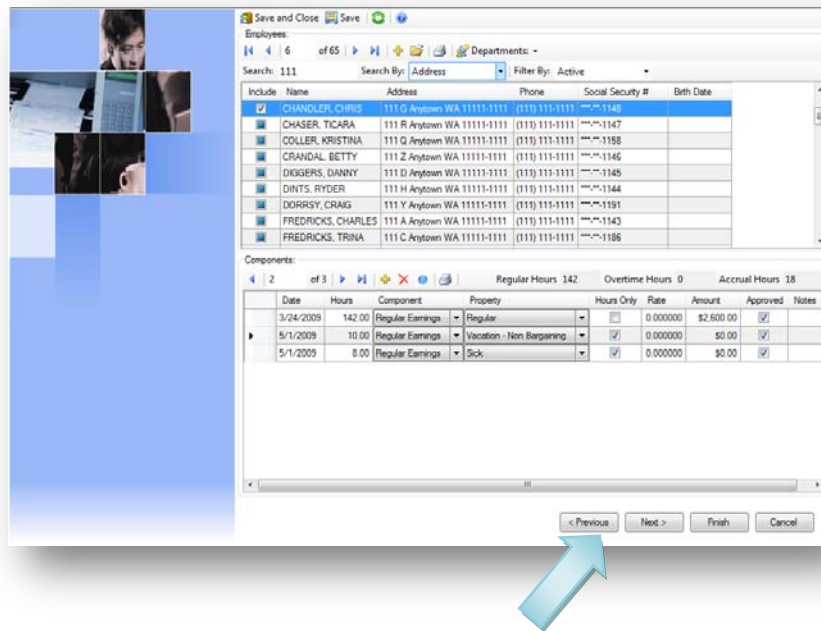
Payroll Workflow: Run the Paycheck Assistant

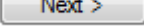


- Print the Cost Center Timesheet Activity Report from the Printer Drop Down Selection to verify all hours are being charged to the correct Cost Centers.



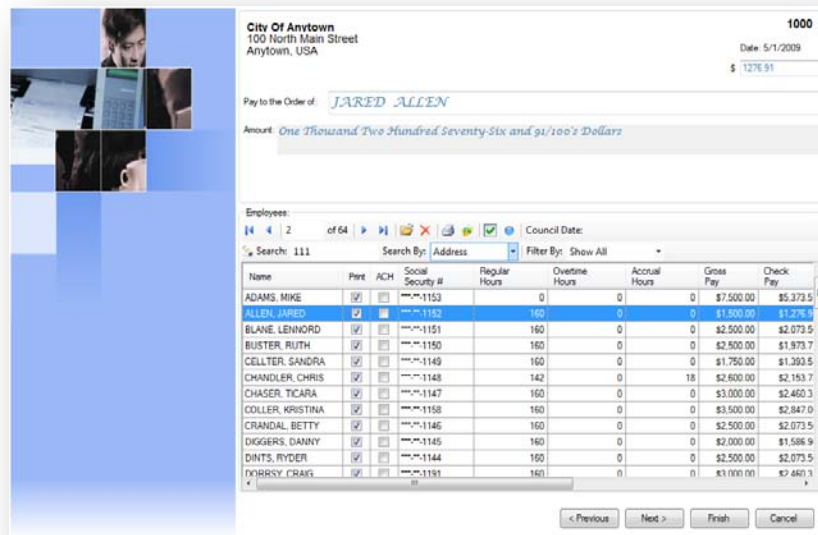
Payroll Workflow: Run the Paycheck Assistant



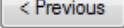
9. Click  in the lower right corner.

10. Employee Paychecks and Employer Benefit checks are now being processed.

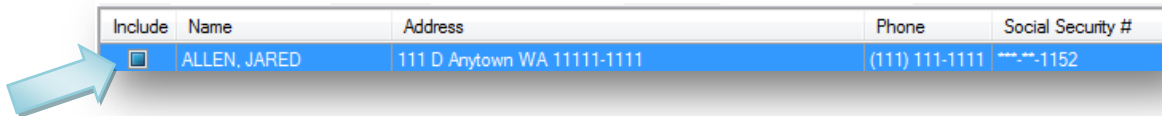
11. From the Employee Paychecks Screen of the Assistant, verify that all employees have the correct Gross Pay.



Payroll Workflow: Run the Paycheck Assistant

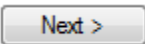
12. If an employee has an incorrect Gross Pay, select the  button in the lower right hand corner to navigate back to Employee Timesheets in the Assistant.

13. Click on the Include Box next to the employee with incorrect pay.

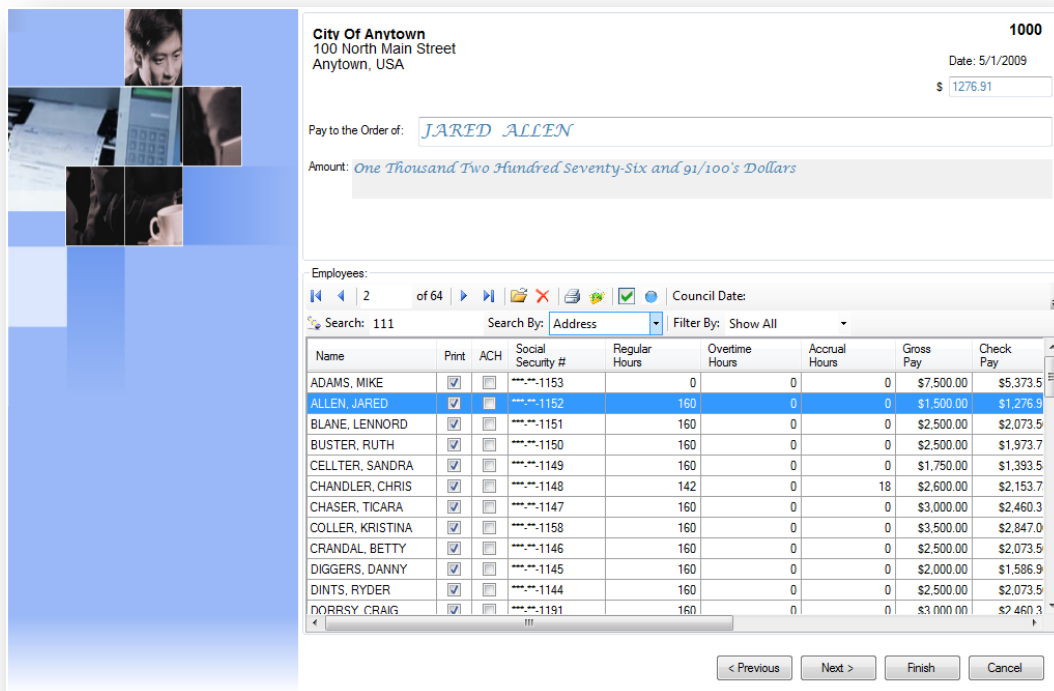


14. Select YES when prompted Do you wish to Delete Posting for This Employee?

15. Timesheets may now be added, deleted, or changed to correct the pay.

16. Click  in the lower right corner.

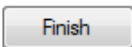
17. Here at the Employee Paychecks Screen of the Assistant, changes can be made to effect deductions, benefits, accruals or taxes.

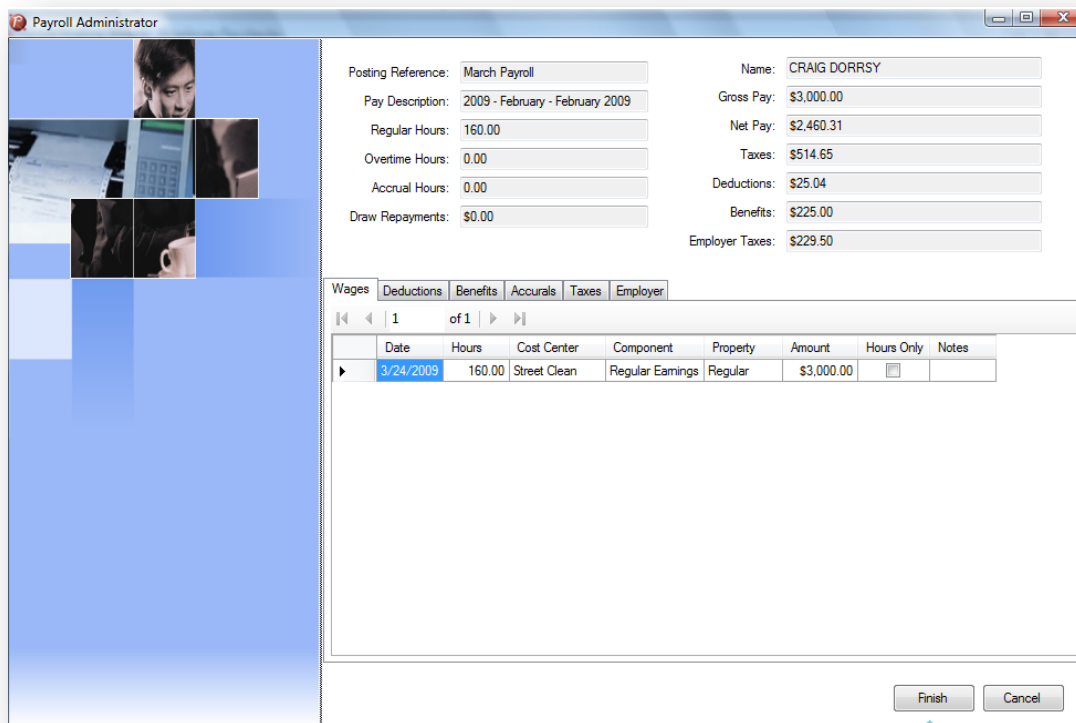


Payroll Workflow: Run the Paycheck Assistant

18. To make any changes, click on the employee name and select the **Open** button (📁).

19. Any Items may be added, changed, or deleted to correct the employee payroll posting.

20. Click the  Button in the lower right hand corner.

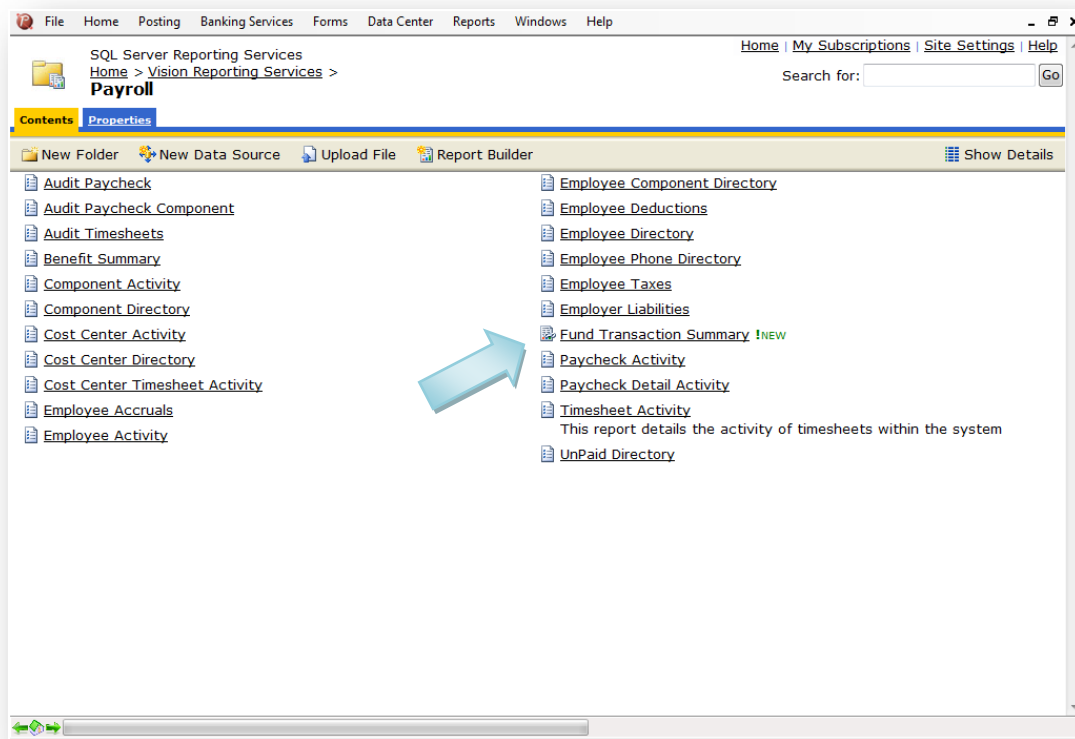


Payroll Workflow: Run the Paycheck Assistant

Fund Transaction Summary Report

21. Select Reports from Home Menu.

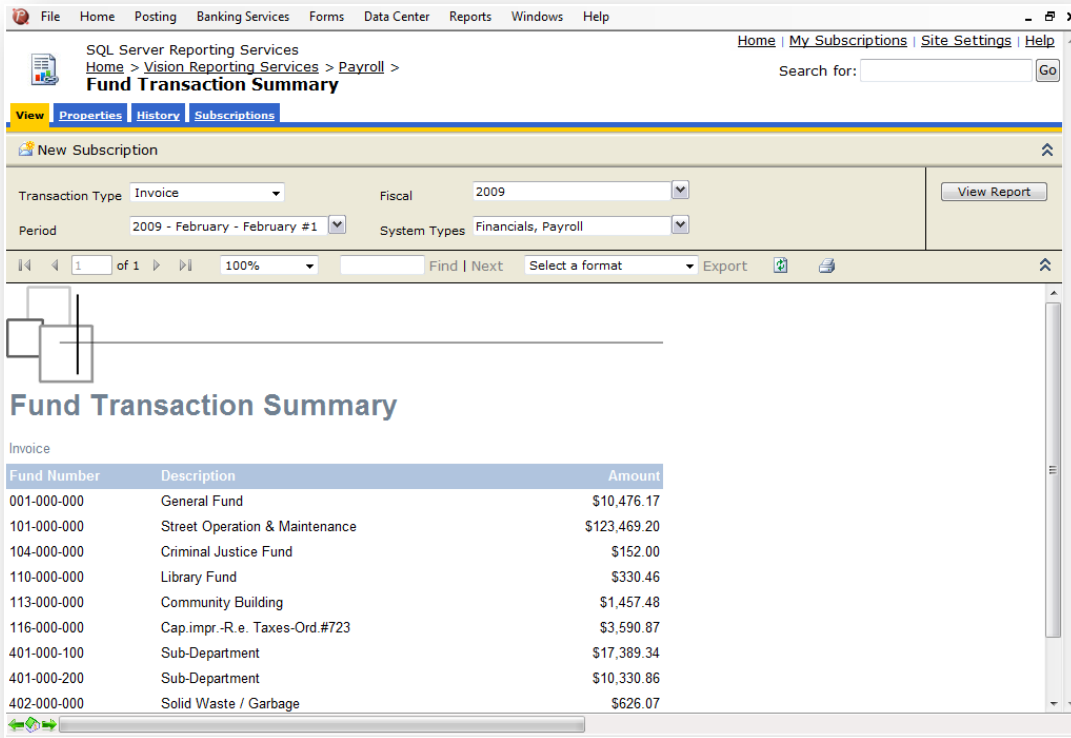
22. Select the Fund Transaction Summary Report.



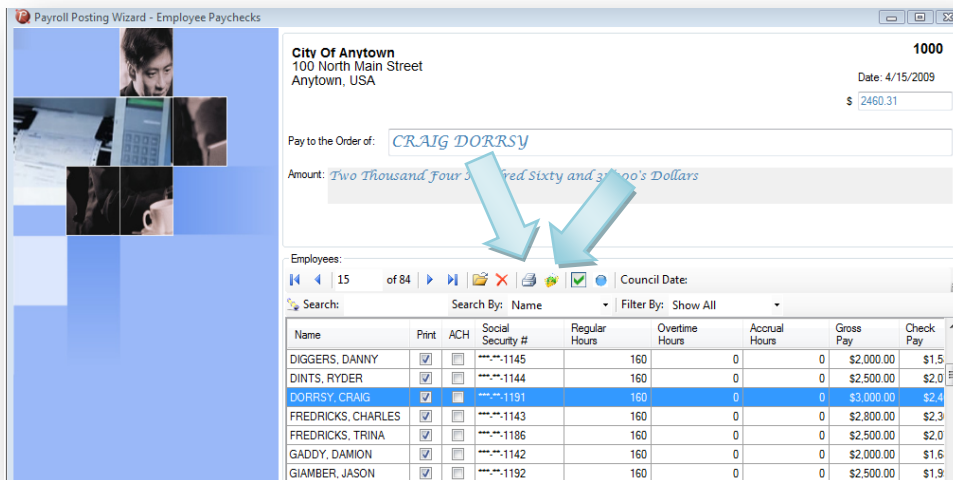
23. Select Transaction Type Invoice, Select System Type Payroll, and Select specific Pay Period in Fiscal.

Payroll Workflow: Run the Paycheck Assistant

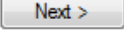
24. This Report will show the amount each fund will be updated from this Payroll.



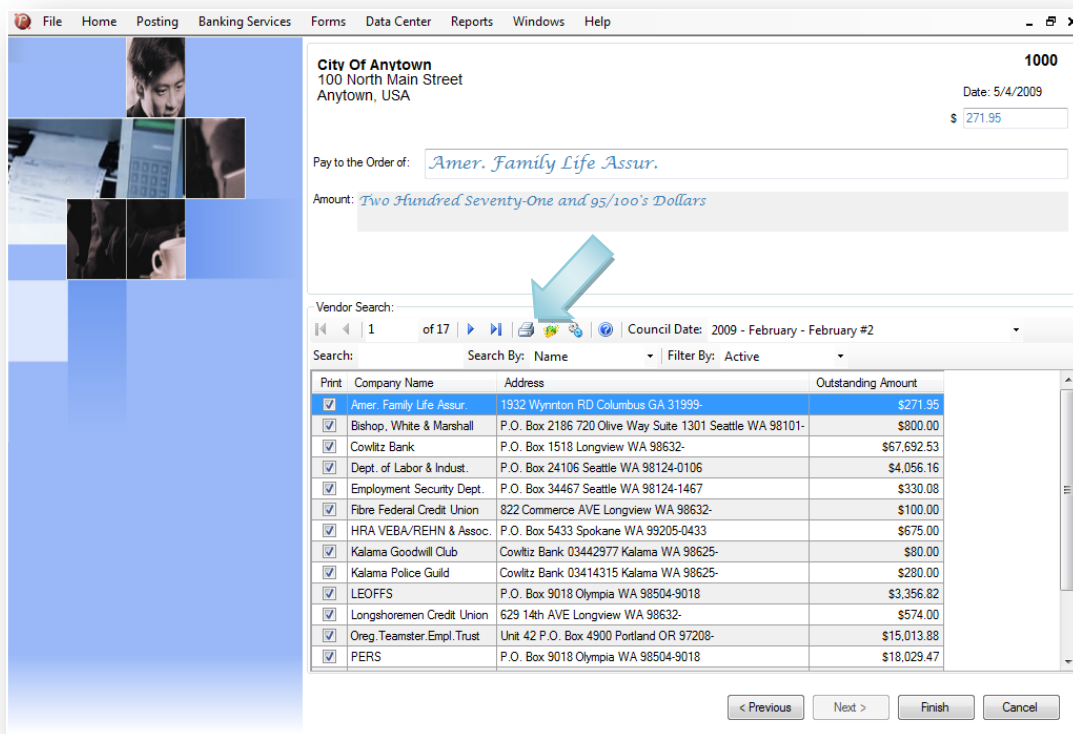
25. Paychecks may now be printed by selecting the printer Icon or Initiate a Direct Deposit run by selecting the **Direct Deposit** button. (Please refer to pages 56 through 58 for Direct Deposit help.)



Payroll Workflow: Run the Paycheck Assistant

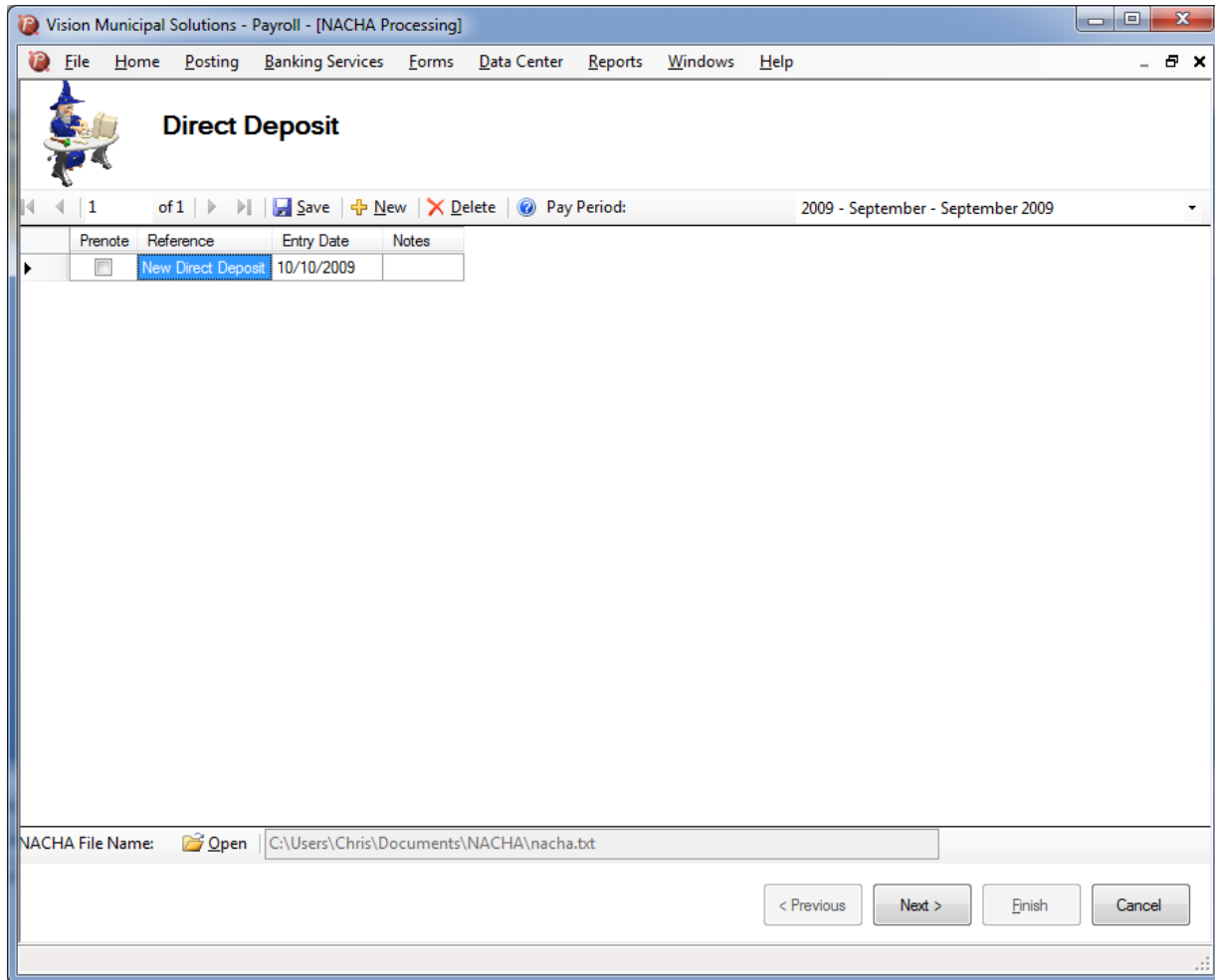
26. Click  in the lower right hand corner to advance to the Taxes, Benefits and Liabilities screen of the Assistant.

27. Select the Benefit Checks to be printed and select the Printer Icon from the Toolbar.

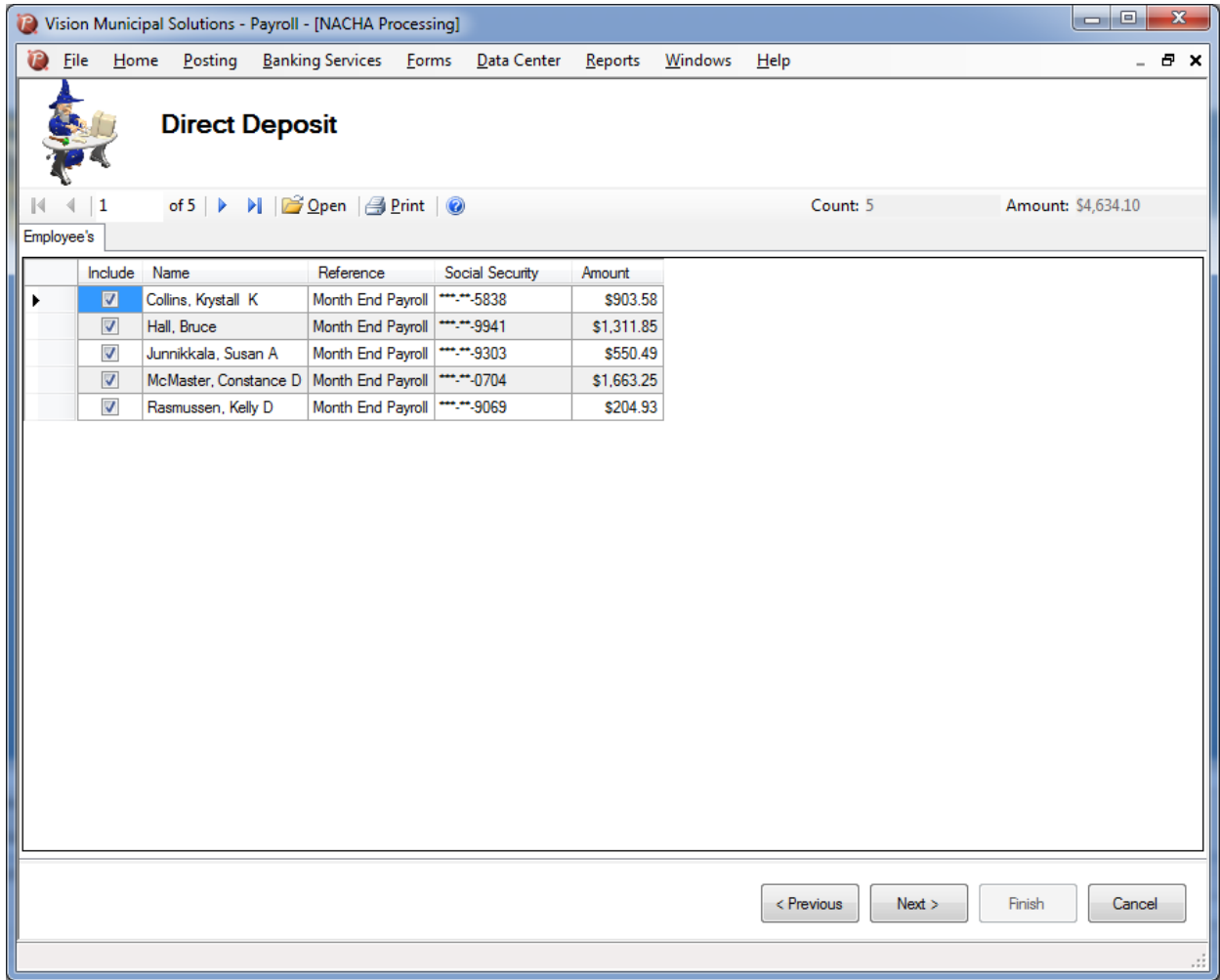


Payroll Workflow: NACHA Run

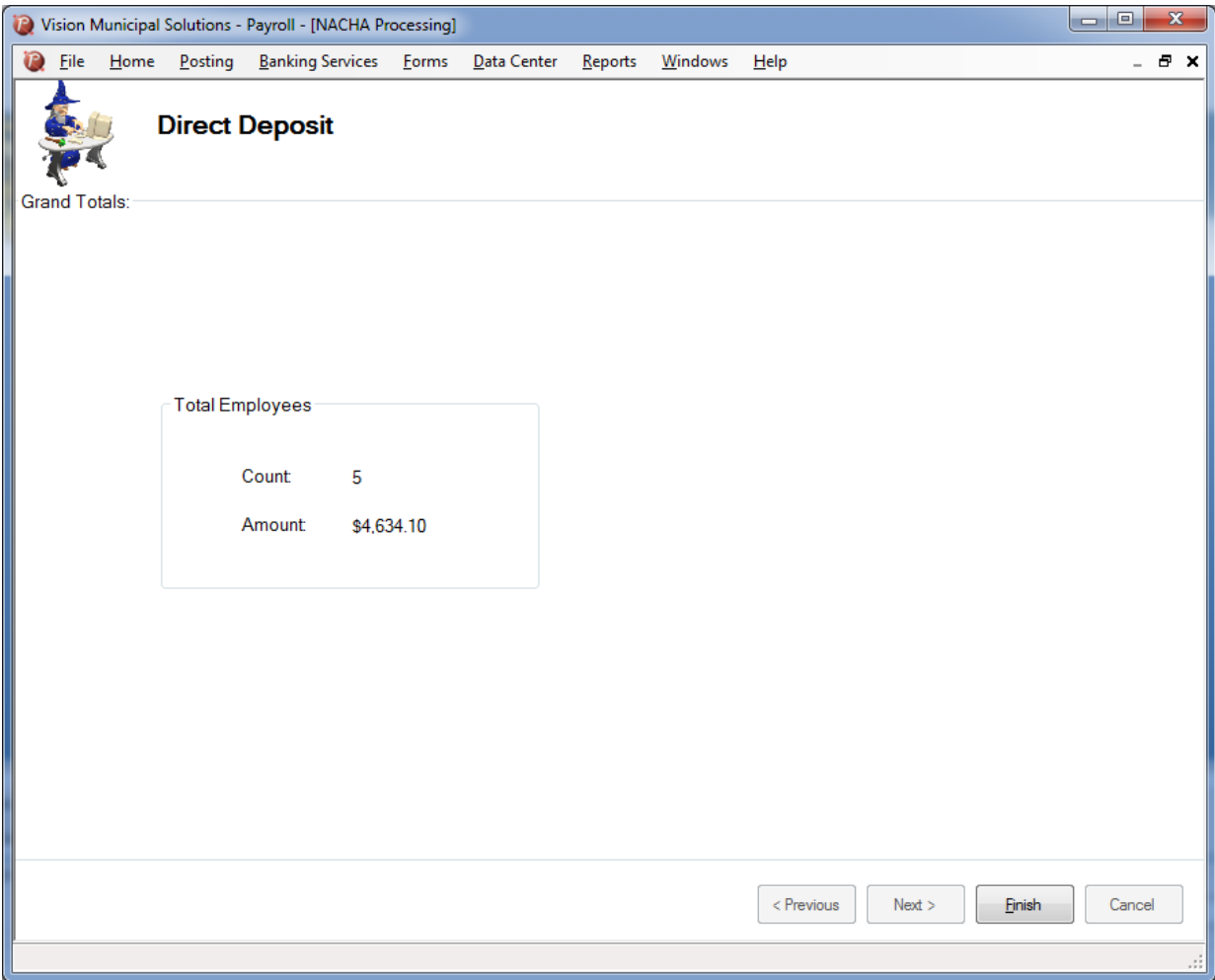
NACHA Run

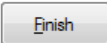


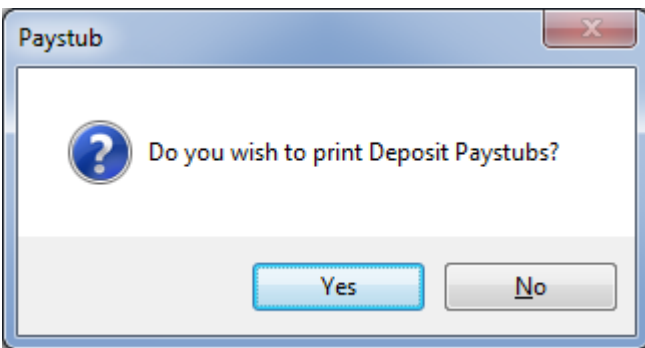
1. Begin by selecting the correct Pay Period at the top right of your screen.
2. Continue by selecting **Add New** button to add a new direct deposit run. Change the Reference to match your records, and change the Entry Date to match your records. Add Notes as needed.
3. You may also change the NACHA file location and name from its default using the open button at the bottom of the screen.
4. Choose



5. Verify that all of recipients are selected and that their amounts are correct.
6. Click to proceed.



7. Verify the count and the total and then Click  to complete the NACHA Run.



8. You will be prompted to print Deposit Paystubs. Choose **Yes** if you wish to hand verification to the recipients, and then click print to choose your printer when the check viewer appears.