PAY EMPLOYEES

OVERVIEW

Several windows are used to process and record payroll: Payroll Transaction Entry, Build Payroll Checks, Calculate Payroll Checks, Print Payroll Checks, and Post Payroll Checks. Because there are several steps involved in the payroll entry process, the windows shown in the examples have sample information entered to help you perform the required steps accurately. After all payroll windows are completed and posted, the employee records are updated. Later, when the transaction is posted to the general ledger, wages and salaries expense and employer's FICA tax expense are debited and cash and payroll withholding liabilities are credited.

QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click <i>HR</i> & <i>Payroll</i> → <i>Transactions</i> → <i>Transaction Entry</i> .
B	Batch ID	Select the Batch ID.
G	Pay Period From and To	Type the beginning and ending pay period dates.
0	Days Worked/Weeks Worked	Type the number of days or weeks worked during the pay period.
(3	Employee ID	Select the Employee ID (hourly employees only).
(3	Code	Select the pay code.
G	Amount	Enter the number of regular or overtime hours worked.
0	Next blank Employee ID box	Move the cursor to the next blank Employee ID box.
0	Various	Repeat steps E through H for the selected employee's overtime hours, if applicable.
•	Various	Repeat steps E through I for all remaining hourly employees.
(3)	Close button	Close the Payroll Transaction Entry window, then click Print and OK.
•	Navigation Pane buttons	Click HR & Payroll → Transactions → Build Checks.
M	Pay Period Date From and To	Type the beginning and ending pay period dates.
0	Include Pay Periods	Click the pay period type to be included in the pay run.
0	Salary check box	Click the Salary check box.
P	Select Batches button	Click the Select Batches button, click the appropriate Status box in the Payroll Check Batches window (<i>not shown</i>), and click OK.
0	Build button	Click the Build button, then click OK in Report Destination window (not shown).

(table continued on the following page)

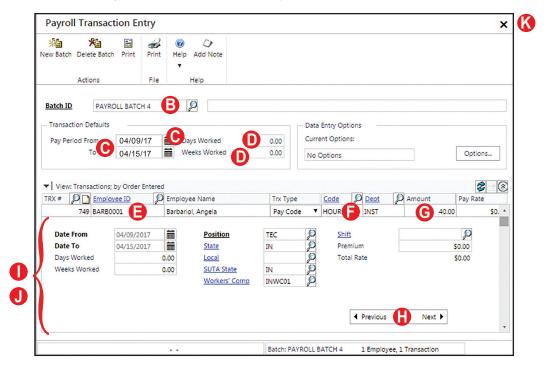
QUICK REFERENCE TABLE (continued)

Step	Box or Other Location	Procedure
R	Navigation Pane buttons	Click HR & Payroll → Transactions → Calculate Checks.
8	OK button	Click the OK button and then click the Cancel button.
•	Navigation Pane buttons	Click HR & Payroll \rightarrow Transactions \rightarrow Print Checks.
0	Print drop-down list box	Select Checks in Print drop-down list box.
V	Starting Check Number	Review the default starting check number and change if necessary.
W	Check Date	Review the check date and change if necessary.
×	Print button	Click the Print button.
V	Report Destination window (not shown)	Print the paychecks to the screen. After all checks are printed on the screen, close the Screen Output window.
2	Process button	Click the Process button.

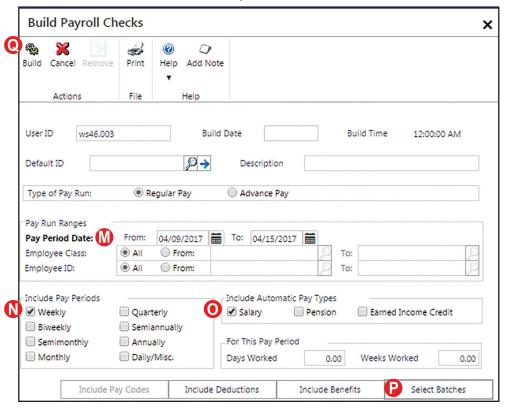
HINTS FOR PROCESSING PAYROLL

- 1. There are several windows used in processing payroll. Close each window after you have completed all requirements for the window.
- 2. Do not enter salaried employees in the Payroll Transaction Entry window. *Microsoft Dynamics GP* automatically processes payroll for salaried employees when you click the Salary check box in the Build Payroll Checks window (step O).
- 3. You may need to delete a transaction line in the Payroll Transaction Entry window before the final processing of a transaction. Do so by placing the cursor on the line you want deleted. Select the Delete Row option from the Edit menu on the top of the screen and click Delete after the screen prompt.
- 4. You will need to add a batch in processing payroll transactions if there is no batch date included in the Payroll Batch IDs window. This might happen if you discover an error and have to delete a batch before starting over again. To add a Batch ID, do the following:
 - \triangleright Click HR & Payroll → Transactions → Batches.
 - Enter the batch date in the Batch ID box. For example, type [123117] for the December 31, 2017, pay date.
 - Select Computer Checks in the Origin drop-down list box.
 - Click Save and close the window.

Payroll Transaction Entry Window A *HR & Payroll → Transactions → Transaction Entry*

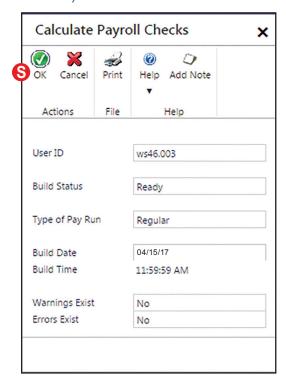


Build Payroll Checks Window ● *HR & Payroll* → *Transactions* → *Build Checks*



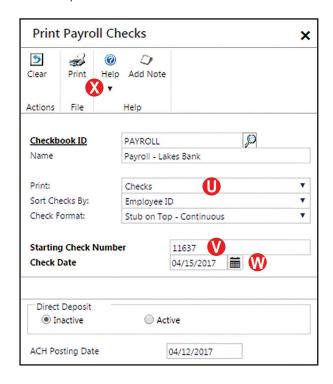
Calculate Payroll Checks Window **Q**

 $HR \& Payroll \rightarrow Transactions \rightarrow Calculate Checks$

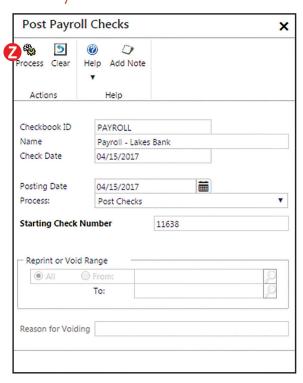


Print Payroll Checks Window

 $HR \& Payroll \rightarrow Transactions \rightarrow Print Checks$



Post Payroll Checks Window



DETAILED INSTRUCTIONS

A. Click HR & Payroll → Transactions → Transaction Entry

Click HR & Payroll → Transactions → Transaction Entry to access the Payroll Transaction Entry window.

B. Select the Batch ID

Payroll transactions are entered in batches rather than on a transaction-by-transaction basis. Many companies create all batches needed for a fiscal year at the beginning of the year to save setup time. For this project, individual batches have already been created for you. All you need to do is to select the appropriate batch.

Use the Batch ID lookup button to select the Batch ID that corresponds to the pay period you are processing. If a Batch ID is not found, you can enter one and create a new batch.

C. Type the beginning and ending pay period dates

The default date in the Pay Period From and To boxes is the user date. You will need to type the proper beginning and ending pay period dates.

Type the beginning and ending pay period dates in the Pay Period From and To boxes.

D. Type the number of days or weeks worked during the pay period

The Days Worked and Weeks Worked boxes are used to enter the total number of days or weeks in the pay period. The choice of which box to use depends on the type of pay period you are entering. The Days Worked box is used to enter the number of days in a semi-monthly or monthly pay period. The Weeks Worked box is used for weekly and bi-weekly pay periods.

Type the number of days or weeks worked in either the Days Worked or Weeks Worked box. Be sure to enter the proper number, considering the decimal point. For example, to enter 11 days in the Days Worked box, type [11.00].

E. Select the Employee ID (hourly employees only)

The Payroll Transaction Entry window is used to enter regular and overtime hours for all hourly employees. Salaried employees are automatically included in the pay run and do not require any information to be entered in this window.

▶ Use the Employee ID lookup button to select an hourly employee.

F. Select the pay code

The Code box is used to select the type of hours being entered: regular or overtime. For each employee, regular hours are entered first and then overtime hours are entered as a separate line in the window.

Use the Code box lookup button to select the pay code for the employee's regular or overtime hours. **Note:** Be sure that you are in the Code box for this step and not the Trx Type box.

G. Enter the number of regular or overtime hours worked

Enter the total number of regular or overtime hours worked, either by accepting the default number or typing the correct number. Be sure to use the decimal point appropriately. For example, type [88.00] for 88 hours worked.

H. Move the cursor to the next blank Employee ID box

Move to the next blank Employee ID box.

I. Repeat steps E through H for the selected employee's overtime hours, if applicable

If the selected employee has overtime hours for the pay period, you need to enter the Employee ID and other information as a separate line item.

If the selected employee has overtime hours for the pay period, repeat steps E through H to enter the overtime information.

J. Repeat steps E through I for all remaining hourly employees

Continue entering regular and overtime information for each hourly employee to be included in the pay run.

K. Close the Payroll Transaction Entry window, then click Print and OK

After the last hourly employee's regular and overtime information is entered, close the Payroll Transaction Entry window.

After closing the window, a message appears asking if you want to print a Payroll Transaction Audit report.

Click Print and then make any necessary adjustments in the Report Destination window to print the report to the screen. Review the information in the report for completeness and accuracy. If you find an error, return to the Payroll Transaction Entry window, select the Batch ID you just entered, and make the necessary corrections.

L. Click HR & Payroll \rightarrow Transactions \rightarrow Build Checks

The next step in the payroll process is to build payroll checks from the information you entered in the Payroll Transaction Entry window.

► Click HR & Payroll → Transactions → Build Checks to access the Build Payroll Checks window.

M. Type the beginning and ending pay period dates

Type the beginning and ending pay period dates in the Pay Period Date From and To boxes.

N. Click the pay period type to be included in the pay run

In the lower-left portion of the Build Payroll Checks window, there are eight check boxes, each corresponding to a specific pay period type. For example, if a company pays employees twice per month, the pay period is "Semimonthly."

Click the check box next to the type of pay period the company uses for its employees.

O. Click the Salary check box

As stated in step E, salaried employees are automatically included in a pay run without your having to enter any information. This is accomplished by checking the Salary box in the Build Payroll Checks window.

Click the Salary check box in the "Include Automatic Pay Types" section of the window.

P. Click the Select Batches button, click the appropriate Status box in the Payroll Check Batches window, and click OK

- Click the Select Batches button in the lower-right portion of the Build Payroll Checks window. This opens the Payroll Check Batches window.
- Click the check box in the Status column for the Batch ID that corresponds to the pay run you are building. After clicking this check box, the selected batch changes from "Available" status to "Marked" status.
- Click the OK button to return to the Build Payroll Checks window.

Q. Click the Build button and then click OK in the Report Destination window

When you are sure that all information in the Build Payroll Checks window is complete and accurate, click the Build button.

After the Build button is clicked, two progress windows flash across the screen and a Report Destination window opens with the Build Check File Report listed at the top.

Make any necessary adjustments in the Report Destination window to review the Build Check File Report on the screen for completeness and accuracy. If there are errors, close the Screen Output window and complete the following steps. If there are no errors, close the window and skip to step R.

- 1. Click HR & Payroll → Transactions → Build Checks to open the Build Payroll Checks window. The window will contain the information you entered when you built the check run.
- 2. Click the Remove button and click Remove again when asked if you are sure you want to remove the build.
- 3. Repeat steps M through Q to build the pay checks again with the correct information.

R. Click HR & Payroll \rightarrow Transactions \rightarrow Calculate Checks

The next step in the payroll process is to calculate the employees' pay checks, including all appropriate withholdings.

Click HR & Payroll \rightarrow Transactions \rightarrow Calculate Checks to open the Calculate Payroll Checks window.

S. Click the OK button and then click the Cancel button

Click the OK button to calculate the pay checks.

After a few progress windows flash across the screen, a Report Destination window appears.

Click the Cancel button to close the Report Destination window.

T. Click HR & Payroll \rightarrow Transactions \rightarrow Print Checks

The next step in the payroll process is to print the pay checks. For this project, you will be printing the checks to the screen.

Click HR & Payroll → Transactions → Print Checks to open the Print Payroll Checks window.

U. Select Checks in the Print drop-down list box

The Print Payroll Checks window includes a default to use the next check number as an alignment test for a hard copy of the pay checks. You will not be printing a hard copy of paychecks for this project so there is no need to test the alignment.

Use the Print drop-down list to select "Checks."

V. Review the default starting check number and change if necessary

If the first check number to be used in the pay run is different from the default check number in the window, type the correct check number.

W. Review the check date and change if necessary

If the check date is different from the default check date on the window, type the correct check date.

X. Click the Print button

- Click the Print button to open the Report Destination window.
- Y. Print the paychecks to the screen. After all checks are printed on the screen, close the Screen Output window
 - Make any necessary adjustments in the Report Destination window to print the checks to the screen. You cannot finish processing the paychecks until the checks are printed to the screen.
 - After the last paycheck is printed to the screen, close the Screen Output window. This will open up the Post Payroll Checks window.

Z. Click the Process button

The final step in the payroll process is to record the paychecks to the payroll module using the Post Payroll Checks window.

Click the Process button to post the paychecks. Do not be concerned that the check number in the Starting Check Number box is different from the starting check number for the pay run you are processing. The check number in this window is the check number that will be used in the next pay run. **Note:** If you receive a message about vacation and sick pay accruals, click the OK button.

TRANSACTION REVIEW

After processing payroll checks, you can determine if the underlying transactions have been posted to the employees' subsidiary records by completing the steps that follow. Recall that the transactions have not yet been posted to the general ledger.

- ► Click HR & Payroll → Inquiry → Check History to open the Payroll Check Inquiry window.
- Use the Employee ID lookup button to select the employee whose payroll check you want to review.
- Click the Show Details button.
- Locate the payroll check you want to review and review the gross pay, withholdings, and net pay amounts. Unlike most other inquiry windows, you cannot zoom to the original transaction window. However, all pertinent information about the payroll check is available in the inquiry window.
- Close the Payroll Check Inquiry window.

ERROR CORRECTION AFTER POSTING THE TRANSACTIONS

If you discover an error after posting a pay run, refer to Appendix A.