

Printing Payroll Checks

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To open the window to print payroll checks, click on the button labeled **'Current Payroll'** under the **'Task Menu'** on the Navigation/Home window.

OR, simply type **'PR'** in the **Index** field on the Navigation/Home window.

Index->

The window shown below will open displaying a list of all active employees. This window is explained in more detail in the Help Document about Preparing Current Payroll.

AFTER preparing the current payroll as described in that Help Document, AND after printing and reviewing the 'Current Payroll Report', use the button on the window labeled **'Print/Post Payroll Checks'**.

Continue to the next page.

Navigation: Add/Edit Employees | Payroll Setup | Checks | Payroll Forms and Reports | Current Period | Go To Payroll Mgt | Filter Records | Remove Filter/Sort

Select Employees to Pay For Current Payroll

Payroll Tables Year: 2009

Buttons: [Home](#) [Print/Post Payroll Checks](#) [Current Payroll Report](#)

Open and create Current Payroll entries for an employee by placing a check mark in the check box for the employee. (Use a mouse click or press the space bar when the box is highlighted.) Edit Current entries for the employee by using the "Edit Curr Pay" button to the left of the employee's name. Delete Current Payroll entries for an employee by removing the check mark in the check box.

Enter a Payroll Date to enable the screen.-----> 2009

PAY?	Emp Code	Employee Name	Pay Type	Pay Period	Department	Wage Expense G/L Number	Tax Expense G/L Number	Exemptions Federal/ State	Add State Exemptions /Head of Household	Adjust Fed WH/ State WH By Amt:	Docs
<input checked="" type="checkbox"/> Edit Curr Pay	FRANCISJ	FRANCIS JONES	SALARY	BS	CH	4010-SALARIES-SUPERINTEN	4110-PAYROLL TAXES-	3	0	\$0.00	Docs
<input type="checkbox"/> Edit Curr Pay	SMITHAPR	APRIL SMITH	SALARY	WM	OH	8050-SALARIES-OFFICE &	8110-PAYROLL TAXES-	1	0	\$0.00	Docs
								3	Head Hshld <input type="checkbox"/>	\$0.00	
								0	Head Hshld <input type="checkbox"/>	\$0.00	

Printing Payroll Checks - continued

SELECT BANK / CASH ACCOUNT

Cash Account: 1020-CASH-CONSTRUCTION CHECKING

The cash accounts available are ones marked as "Yes" for Cash Account? when setting up the Chart of Accounts.

Note: You can set up a "default" cash account on the Company Master so that CHS will supply that cash account automatically on this screen.

Continue-->

The 'Select Bank/Cash Account' window will open after using the 'Print/Post Payroll Checks' button shown on the previous page. Use this window to select the 'Cash Account' (checking account) that the checks should be posted to on your books. After selecting the appropriate Cash Account, click the 'Continue' button.

Enter Starting Check Number and Date for Checks

A Payroll Date Must be Entered Before Starting Check Number Field will be enabled.

Payroll Date On Checks - > 3/15/2007

Starting Check Number - > 12002

Print or Preview Payroll Checks

To preview the checks before they print, use the "Print Payroll Checks" button, then select Print/Preview Checks on the next window to display the checks on screen. After viewing, close the screen and then select NO for posting the checks.

Csh-MD-043001-A	CASHDEDUC	4/30/2006
Csh-MD-010201	CASHDEDUC	1/2/2002
Csh-Cash2481-A	CASHDEDUC	3/30/2002
Csh-Cash1494	CASHDEDUC	2/28/2002
Csh-Cash1480	CASHDEDUC	1/31/2002
5100 IsVoid	AUDIOVID	5/11/2006
13013	AUSBUSJO	3/21/2008
13012	TXDISP	3/21/2008
13011	SMITHAPR	10/31/2008
13010	FRANCISJ	10/31/2008
12005	SMITHAPR	4/30/2007

Payroll Date on Checks - Enter the date that should be printed on the checks AND that will be used to post the checks in your accounting payroll records. Enter the date as six digits. (Ex: for Feb 20, 2007, enter 022007)

Starting Check Number - Enter the FIRST check number of the checks that will be printed. The program will use this number to begin the check run and will mark PAID invoices with consecutive check numbers based on this starting number. Note: It can be helpful to review the list of 'Previous Checks for Cash Account' shown on the window.

Print or Preview Payroll Checks - Use this button to open the window described on the following page.

Printing Payroll Checks - continued

Enter Starting Check Number and Date for Checks

A Payroll Date Must be Entered Before Starting Check Number Field

Payroll Date On Checks - >	3/15/2007
Starting Check Number - >	12002

Print or Preview Payroll Checks

After using the **'Print or Preview Payroll Checks'** button, a window will open that asks **'Are Checks Loaded in Printer?'** to remind you to load the checks.

The window also has a field for selecting the **'Check Style'**. There are 4 check styles available to use. To preview the different styles, try using the **'Preview Checks/Page Setup'** button. That button will display the checks in report style for you. Checks CAN be directly printed from the report window by using the Print button on the report toolbar. Also, top and bottom margins can be adjusted on the report window if the text needs to be set higher or lower for placement on your checks.

If the button labeled **'Yes, Checks are in Printer. Print Payroll Checks.'** is used, the checks will automatically print without a preview.

Continue to the next page.....

NOTE: You can set up a Check Style that will **'default'** into the **'Check Style'** field on the window shown above by opening your **'Company Master'** window from the Home navigation window. See Help documents available on that window.

SETUP COMPANY MASTER INFORMATION

C:\CHS 2006 Programs\Demo Data for CHS 2006\CHS2006DemoData.mdb

COMPANY NAME	Fantastic Builders, Inc.	Default Bank Account	1020-CASH-CONSTRUC
STREET ADD	1000 SOMEWHERE DR.	Select Default Check Style	TOP CHECK 1
CITY	Austin	Check Printing Company:	Dynamic Systems, Inc.
STATE	TX		800-782-2946 (We recommend Top Check 1.)

Checks Loaded In Printer?

ARE CHECKS LOADED IN PRINTER?

Check Printing Company: Dynamic Systems, Inc. 800-782-2946.
Our style recommendation for the order is "Top Check 1".

CHECK STYLE

TOP CHECK 1

IMPORTANT! If you use the 'Yes, Checks are in Printer..' button below, the checks will automatically print to your default printer! If you need to change printers, use the 'Preview Checks..' button and print them from the preview page. Use the 'Print' button on the toolbar to select the correct printer!

Yes, Checks are in Printer. Print Payroll Checks.

Preview Checks/Page Setup

Do Not Print Checks

Total Number of Checks to Be Printed 2

HINT: To preview the checks before they print (OR to post checks that will not be printed), use the "Preview Checks" button to view the checks on the screen. After viewing, you can use the Close button on the report toolbar and then select NO for posting the checks. OR, they can be printed using the Print button on the report toolbar. IF they should be posted, but not printed, use the Close button on the report toolbar and then select YES for the posting the checks. (This can be handy if NO for posting was accidentally selected after printing checks previously.)

Printing Payroll Checks - continued

Below is an example of a Payroll Check Stub. In our example, this is the FIRST pay check for the employee for the year. If there had been previous pay checks issued to the employee during the year, the 'YEAR TO DATE' section would have higher numbers. Continue to the next page.

CURRENT PAY CHECK			YEAR TO DATE	
REGULAR PAY	80	\$673.08	REGULAR PAY	\$673.08
FEDERAL WH	1	(\$15.38)	FEDERAL WH	(\$15.38)
STATE WH	1	(\$9.23)	STATE WH	(\$9.23)
SOCIAL SEC WH	1	(\$41.73)	SOCIAL SEC WH	(\$41.73)
MEDICARE WH	1	(\$9.76)	MEDICARE WH	(\$9.76)
LOCAL WH	1	(\$13.46)	LOCAL WH	(\$13.46)
Insurance	1	(\$56.75)	Insurance	(\$56.75)
Retire/Pension Employee Contri	1	(\$25.00)	Retire/Pension Employee Contri	(\$25.00)
Advances	1	\$90.00	Advances	\$90.00
Child Support	1	(\$150.00)	Child Support	(\$150.00)
Net Pay Check		\$441.77	Net	\$441.77

NOTE! All items paid on this check may not be listed on stub if there were too many to show.

PAID TO: FRANCISJ	FRANCIS JONES	15-Mar-07	\$441.77
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Printing Payroll Checks - continued

POSTING THE CHECKS - After the checks have been processed (either printed or previewed), a pop up window will open to verify that the checks printed properly before posting them. If the button labeled “**Yes, the checks ran OK, so Post them as Paid.**” is used, the program will post the appropriate Cash activity AND Payroll entries to your accounting records AND will attach Check Numbers and a PAID status to the entries that were included on the checks. It will ALSO post all Payroll Tax Liability and Other Amounts Due to the appropriate Vendors as Unpaid Bills in Accounts Payable.

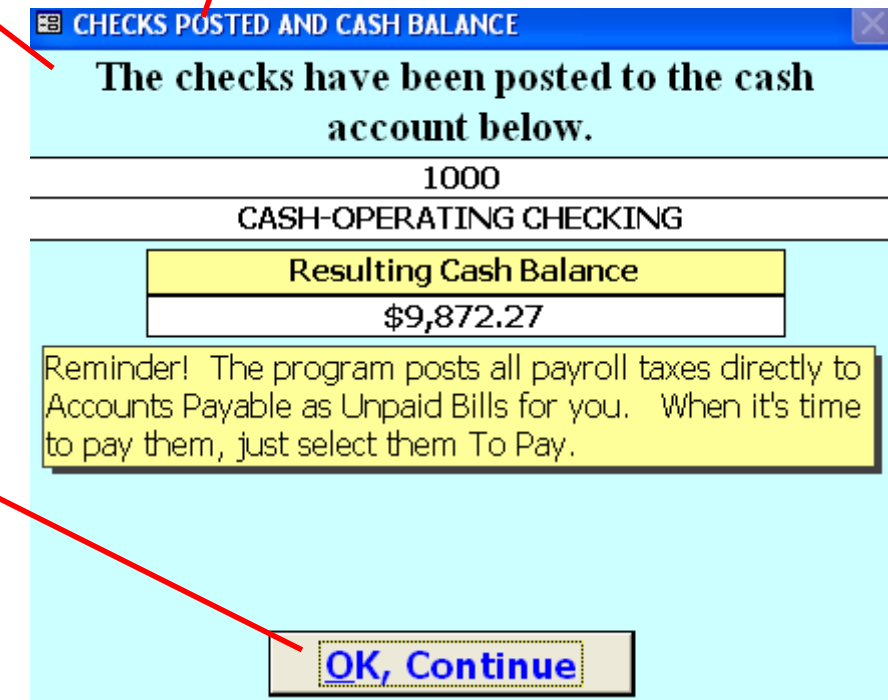
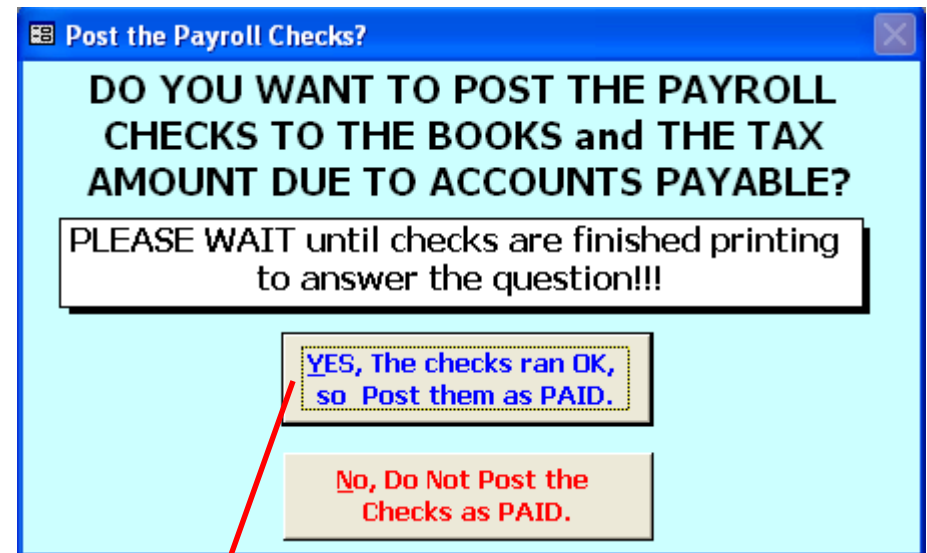
If the button labeled “**No, Do Not Post the Checks As Paid**” is used, the program will NOT post the cash and payroll entries to your books, and will NOT mark them as PAID. The entries will remain as ‘Current Unpaid Payroll’ records.

After the button is used to Post the Checks, the window shown here will open. The program will calculate the **Resulting Cash Balance** in the checking account selected for printing the checks.

Note: After you are finished with the Payroll Posting process, you can print a List of Checks report by typing ‘LC’ for ‘**LC - List of Checks**’ in the Index field on the Navigation/Home window to open a window for reviewing checks. See the separate Help Document about Lists of Checks on that window.

Index-> [LC - List of Checks](#)

After reviewing the Cash Balance as shown on the window to the right, use the ‘**OK, Continue**’ button. Continue to the next page for information on Allocating Employer Tax Burden To Job.



Allocate Employer Tax Burden to Job Costs

After the payroll checks are posted, the program will check to see if any of the wages were posted to jobs. If they were, the screen shown below will open to use for posting the payroll employer tax burden to the jobs as job costs, if desired. The percent rate supplied for the burden is based on the combined Social Security and Medicare rates set up on the Tax Categories screen. To use a different rate (for example, to include some burden for unemployment, etc.), change the rate in the “**Change Rate**” field. Use a decimal number for a percent (Ex: .0765 for 7.65%).

When payroll is posted, the program posts all payroll taxes to the generic “H” job and to the general ledger number selected by you for the Tax Expense on the employee set up window. The Tax Expense G/L number that the program posted the payroll taxes to is shown in brown on the window. The G/L number and Cost Codes that the wages were posted to are shown in blue. If you use the button labeled “**Post the P/R Tax Burden Allocation Entries**”, the program will create an ‘adjusting journal entry’ that takes the Tax Burden amount out of the G/L number in brown and posts the amount to the G/L number and Cost Codes shown in blue. You may change any of these, if needed.

Continue to the next page to review the resulting journal entry.

Allocate P/R Employer Tax Burden to Jobs? (optional) 📄 🗨️ ?

Employer Soc Sec and Medicare amounts have just been posted to the G/L numbers shown in brown below for each employee. If you use the button to Post the Tax Burden, journal entries will be created to take the Tax Burden Amount out of the GL number in brown and post it to the GL number and cost codes in blue. You may change the rate, GL Numbers, and Cost Codes that CHS has supplied if you like. The allocation entry will not affect your payroll records or taxes due. These journal entries are just to charge tax burden costs to jobs at whatever rate you like. Review, edit, or delete the journal entries on the Journal Entries window.

Rate shown is based on SS Plus Medicare rate. You can change the rate to use higher rate to cover unemployment, etc., if needed.	Change Rate 7.65%	Select cost code here, if needed, to post all tax burdens to. 9110-Payroll Taxes		Tax Burden Amount To Post to Job
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EMPLOYEE	JOB	GL #	Cost Code	Gross Wage	Rate	Tax Burden Amount To Post to Job
FRANCISJ	3811VISTAV	4010-SALARIES-SUPERINT	9010-Superintendents	\$336.54	7.65%	\$25.75
Move \$25.75 From GL>	4110-PAYROLL TAX	To> 1430-DIRECT CONSTRL	+ 9110-Payroll Taxes			
FRANCISJ	H11RIVER	4010-SALARIES-SUPERINT	9010-Superintendents	\$336.54	7.65%	\$25.75
Move \$25.75 From GL>	4110-PAYROLL TAX	To> 1430-DIRECT CONSTRL	+ 9110-Payroll Taxes			

Post the P/R Tax Burden Allocation Journal Entries
Do Not Allocate Burden to Jobs

Review the Employer Tax Burden Journal Entry

Index-> **JE - Journal Entries (Adjusting)**

To review or edit the Journal Entry that was created to post the Employer Tax Burden to Job Costs described on the previous page, type 'JE' in the **Index** field on the Navigation/Home window.

Adjusting Journal Entries Selection (JE in index)

[Add New Adj. Journal Entry](#)

OR, Edit/Review previous adjusting journal entries:

TOTAL JE: should be zero if in balance!

Edit/Review	Date	Description	Amount
Edit/Review	03/15/07	PR3/15/2007	\$0.00
Edit/Review	02/28/07	Feb2007Depr	\$0.00
Edit/Review	01/30/07	Tsfr12001	\$0.00
Edit/Review	03/10/06	PR8/10/2006	\$0.00
Edit/Review	12/31/02	PR12/31/02	\$0.00

On the 'Journal Entries Selection' window that opens, the journal entry for the Employer Tax Burden allocation will be easy to spot because the program assigns a Document Number that starts with PR and is followed by the payroll date.

Click the **'Edit/Review'** button to open the **'Add/Edit Journal Entries'** window. See Help Documents about the window behind the Question Mark button.

Edit or review the entry, as needed.

Add/Edit Journal Entries ((JE in index) - Entries Sorted By Entry Number

[Find Another JE Batch](#) [Start a New JE Batch](#) [Delete This JE Batch](#)

[Change Doc ID or Date](#) **Doc ID:** PR3/15/2007 **JE Date:** 03/15/07

Post Credits as a negative (minus) amount and Debits as a positive (plus) amount. The TOTAL should equal zero when the AJE batch is complete.

Ent#		G/L Account Number	Job	Dept.	Description	Cost Code	Type	Markup	Amount		
9489	Edit Line	1430-DIRECT CONSTRUCTION	3811VISTAV	CH	FRANCISJ- Employer Tax Burden	3110-Payroll Taxes	OTHER	25.00%	\$25.75	New Line	Copy Line
9490	Edit Line	1430-DIRECT CONSTRUCTION	H11RIVER	CH	FRANCISJ- Employer Tax Burden	3110-Payroll Taxes	OTHER	25.00%	\$25.75	New Line	Copy Line
9491	Edit Line	4110-PAYROLL TAXES-CONSTR.	H	CH	FRANCISJ- Employer Tax Burden	0-0-NONE	OTHER	0.00%	(\$25.75)	New Line	Copy Line
9492	Edit Line	4110-PAYROLL TAXES-CONSTR.	H	CH	FRANCISJ- Employer Tax Burden	0-0-NONE	OTHER	0.00%	(\$25.75)	New Line	Copy Line
Genl Ledger Bal									\$0.00		
JOB REVENUES: Do not use this Journal Entries window to post Job Revenues that should display on Job Cost and Revenue reports. Use the Add/Edit Deposits window and the Deposit Categories that are needed for the reports. If needed,										TOTAL \$0.00 (should be zero when finished)	

The top 2 entries WILL appear as costs on Job Cost Reports because they have been assigned Job Codes AND Cost Codes.

Payroll Taxes and Voiding Payroll Checks

Please see the separate Help Document about Payroll Tax Liabilities for information on reviewing and paying the liabilities.

Also, please see separate Help Document about 'Voiding Payroll Checks'.