

TITLE: Posted *Payroll Processing in Payroll Now*

LOCATION: *HRP for BC > Payroll NOW User Guide*

SUMMARY: *Payroll now provides users with a convenient method for accessing and managing all posted payroll documents directly within the system. This article serves as a detailed guide, outlining step-by-step instructions for accessing these documents and explaining the various functions available for effective management.*

STEPS & SCREENSHOTS:

Step 1: Access Posted Payroll Processing

To access it, simply click “Posted Payroll” in the ‘History’ column of the Full Payroll menu.

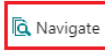
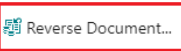
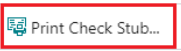
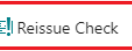
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Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

You can see available actions. Here is a description of their functions.

PRL10003

-  Navigate
-  Card
-  Reverse Document...
-  Print Check Stub...
-  Email Check Stub
-  Reissue Check
- More options

General

Show more

No.	PRL10003	Reversed	☐
Employee No.	EMP10015	Check Stub Emailed	☐
First Name	Jerry	Check No.	10001
Last Name	Gergich	Vacation	0
Pay Cycle Period	Pay Period 8 2019	Sick Leave	0
Posting Date	4/27/2019	Holiday	0
Payment Date	4/27/2019	Personal Day Hours	0

Lines	Manage	More options	

Navigate: This function allows you to review and drill into individual entries related to the posted payroll document across various ledgers, including G/L, Vendor Ledger, Detailed Vendor Ledger, Bank Account Ledger, Check Ledger, Posted Payroll Header, and Payroll Ledger Entry.

Card: Clicking on this option will take you directly to the employee card associated with the selected payroll document.

Reverse Document: Selecting this option opens the 'Reverse Transaction Entries' table, where you can choose specific entries to reverse. After selecting, click 'Process' and then 'Reverse' to execute the reversal.

🔍 Search

📋 Edit List

Process

Show Attached

📄 Open in Excel

Actions

Navigate

...

↶ Reverse

↶ Reverse and Print

🔗

TRANSA... NO.	ENTRYTYPE	ACCOUNT NO.	ENTRYNO.	POSTING DATE	DESCRIPTION	DOCUME... TYPE	DOCUM NO.
208	:	EMP10007	1	1/19/2019			PRL1
208		EMP10007	2	1/19/2019			PRL1
208		EMP10007	3	1/19/2019			PRL1
208		EMP10007	4	1/19/2019			PRL1
208		EMP10007	5	1/19/2019			PRL1
208		EMP10007	6	1/19/2019			PRL1
208		EMP10007	7	1/19/2019			PRL1
208		EMP10007	8	1/19/2019			PRL1
208		EMP10007	9	1/19/2019			PRL1



Your people. Our priority.

Print Check Stub: Use this option to reprint the check stub for the selected posted payroll document.

Email Check Stub: Select this function to email the check stub for the specified posted payroll documents.

Reissue Check: If needed, you can reissue a live check, but ensure that the entries created by the initial check haven't been applied against yet.