

Running a Payroll Batch

Modified on: Mon, 27 Dec, 2021 at 10:50 AM

Creating Hourly Employee Batch

Step 1. Select 'Full Payroll Menu' from Home Screen

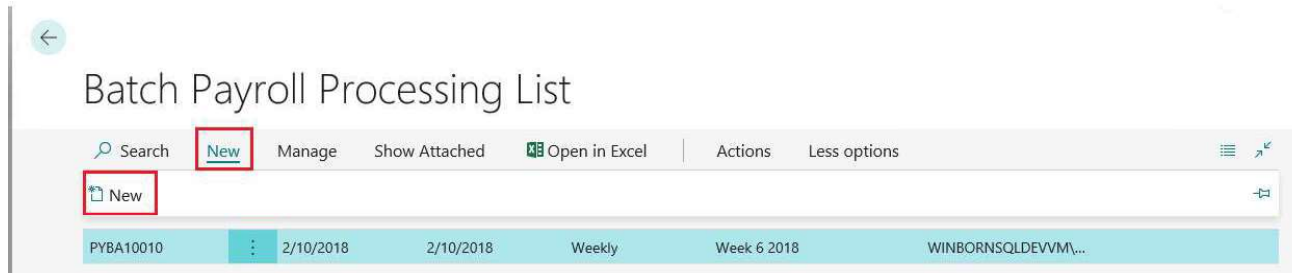
The screenshot displays the Dynamics 365 Business Central Home Screen. At the top, the header shows 'Dynamics 365' and 'Business Central'. Below this, the 'Demo Template' is selected, and a dropdown menu for 'Posted Documents' is visible. The main navigation area includes 'Employees', 'Payroll Processing', and 'Batch Payroll Processing'. The 'ACTIONS' section is highlighted, showing a list of options: '+ Payroll Document', '> Full Payroll Menu..', '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee Accrual Report'. The '> Full Payroll Menu..' option is highlighted with a red box. Below the ACTIONS section, the 'Insights' section is visible, showing 'Activities' and 'PAYROLL DOCUMENTS' with counts for 'ALL DOCUMENTS' (5) and 'OPEN DOCUMENTS' (4). The 'PAYROLL BATCHES' section shows counts for 'ALL BATCHES' (1) and 'MY BATCHES' (1). The 'WAITING FOR APPROVAL' section shows counts for 'HOURS APPROVAL' (2) and 'EMPLOYEE CH... APPROVAL' (0).

Step 2. Select 'Batch Payroll Processing' from menu options

D365 Payroll					
Payroll Processing	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Posted Payroll	Transfer GL Entries to Vendor Ledger	Payroll Setup	Other Setups..	Employee Posting Groups
Payroll Processing	Payroll Ledger Entries	Transfer Payroll Employee to New Company	Payroll Codes	Additional Lists..	Earnings
Batch Payroll Processing	Payroll Statistics	Accrue Payroll Expenses into Financial Period	Process Procedures	Templates..	Withholdings / Deductions
Payroll Applicants	PTO Ledger Entries	Create Employee Deductions	Pay Cycle Periods	HR Setup..	Employer Taxes
Reports..	Hours Detail Entries	Create Employee PTO Setup	Earnings Rates	Update Tax Rates..	Employer Contributions
US Tax Reports..	Piece Rate Entries	Create Employee HR Tracking	Payroll Calculation Formulas	Position and Union Setup..	Reimbursements
PTO Management..	Employee Info Change Approval	EDI Document List	Customer Payroll Tax Setup	Security Group Setup..	Payment Advances
Enter Hours / Quantity..	Arrears Tracking Entries		Copy Payroll Setup to New Company		Payments
Employee Info Change Request	Payroll Commission Ledger				

Step 3.

The 'Batch Payroll Processing List' will appear. Select 'New' and the click 'New' from drop down menu



Step 4. The 'Create Batch Payroll Processing' screen will open. Select 'Weekly' pay cycle.

EDIT - CREATE BATCH PAYROLL PROCESSING

Options

Show more

Pay Cycle: Weekly

Pay Cycle Period: ...

Payment Date:

Posting Date:

Payroll Calc. Formula:

Payroll Employee

Show results:

Where: No. is:

And: Employee Posting Group is:

And: Direct Deposit Employee is:

OK Cancel

Step 5.

Select a 'Pay Cycle Period' by clicking the '...' and then selecting from the available menu options.

EDIT - CREATE BATCH PAYROLL PROCESSING



Options

Show more

Pay Cycle	Weekly	v
Pay Cycle Period		...
Payment Date		Calendar
Posting Date		Calendar
Payroll Calc. Formula		v

Payroll Employee

Show results:

Where:	No.	v	is:		v
And:	Employee Posting Group	v	is:		v
And:	Direct Deposit Employee	v	is:		v

OK

Cancel

Search + New Edit List Delete Process Show Attached Open in Excel

PAY CYCLE PERIODS + New

TYPE ▼	NAME	DESCRIPTION	STARTING DATE	ENDING DATE	PAYMENT DATE	POSTING DATE	DEFAULT CALC. FORMULA	CL...
Weekly	Week 2 2018		1/7/2018	1/13/2018	1/13/2018	1/13/2018		☐
Weekly	Week 3 2018		1/14/2018	1/20/2018	1/20/2018	1/20/2018		☐
Weekly	Week 4 2018		1/21/2018	1/27/2018	1/27/2018	1/27/2018		☐
Weekly	Week 5 2018		1/28/2018	2/3/2018	2/3/2018	2/3/2018		☐
Weekly	Week 6 2018		2/4/2018	2/10/2018	2/10/2018	2/10/2018		☐
Weekly	Week 7 2018		2/11/2018	2/17/2018	2/17/2018	2/17/2018		☐
Weekly	Week 8 2018		2/18/2018	2/24/2018	2/24/2018	2/24/2018		☐
Weekly	Week 9 2018		2/25/2018	3/3/2018	3/3/2018	3/3/2018		☐
Weekly	Week 10 2018		3/4/2018	3/10/2018	3/10/2018	3/10/2018		☐
Weekly	Week 11 2018		3/11/2018	3/17/2018	3/17/2018	3/17/2018		☐
Weekly	Week 12 2018		3/18/2018	3/24/2018	3/24/2018	3/24/2018		☐
Weekly	Week 13 2018		3/25/2018	3/31/2018	3/31/2018	3/31/2018		☐
Weekly	Week 14 2018		4/1/2018	4/7/2018	4/7/2018	4/7/2018		☐

OK Cancel

Note: The 'Payment Date' and 'Posting Date' automatically coincide with the end of the pay cycle period. The user can adjust these dates if needed

EDIT - CREATE BATCH PAYROLL PROCESSING 

Options Show more

Pay Cycle Weekly 

Pay Cycle Period Week 2 2018  

Payment Date 1/13/2018 

Posting Date 1/13/2018 

Payroll Calc. Formula _REGULAR 

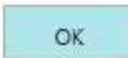
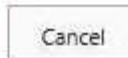
Payroll Employee

Show results:

Where: No.  is: 

And: Employee Posting Group  is: 

And: Direct Deposit Employee  is: 

Step 6. In the 'Payroll Employee' section, set 'Direct Deposit Employee' filter to 'No' then click 'Ok'

EDIT - CREATE BATCH PAYROLL PROCESSING

Options [Show more](#)

Pay Cycle	Weekly	▼
Pay Cycle Period	Week 2 2018	...
Payment Date	1/13/2018	📅
Posting Date	1/13/2018	📅
Payroll Calc. Formula	_REGULAR	▼

Payroll Employee

Show results:

Where:	No.	▼	is:		▼
And:	Employee Posting Group	▼	is:		▼
And:	Direct Deposit Employee	▼	is:	No	▼

OK Cancel

Step 7. The 'Edit-Batch Payroll Processing' screen will open.

Batch Functions Related Information Posting Actions Navigate Less options

EDIT - BATCH PAYROLL PROCESSING 

Batch ID ... <

NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL	C P
PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No	
PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No	

< >

EMPLOYEE	VACATION	SICK LEAVE	AMOUNT
2	0	0	0.00

Close

Step 8.**Select all payroll documents within the Batch.**

Batch Functions Related Information Posting Actions Navigate Less options

EDIT - BATCH PAYROLL PROCESSING

Batch ID: PYBA10012

☒	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No	No
☒	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No	No

EMPLOYEE: 2 VACATION: 0 SICK LEAVE: 0 AMOUNT: 0.00

Close

Step 9.

- Select 'Actions'
- Select 'Check'
- Select 'Print All Checks'

Batch Functions Related Information Posting **Actions** Navigate Less options

Batch ▾ Functions ▾ **Check ▾** Check Stub ▾ Electronic Payments ▾ Posting ▾

Batch ID

Print Check...
Print All Checks...
 Void Check
 Void All Checks
 Print All Checks Override Direct Deposit...

NO.	EMPLOYEE NO.	POSTING DATE	PAYMENT DATE	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒ PRP10043	EMP1000	1/13/2018	1/13/2018	No	No
☒ PRP10044	EMP1001	1/13/2018	1/13/2018	No	No

EMPLOYEE VACATION SICK LEAVE AMOUNT

2 0 0 0.00

Close

Step 10.

The 'Edit- Payroll Check' screen will open. Click 'Send to...PDF' if you wish to review the checks in PDF format

EDIT - PAYROLL CHECK



Options

Bank Account	WWB-OPERATING
Last Check No.	212
Reprint Check	☒
Test Print	☒
Override Direct Deposit	☒

Send to...	Print	Preview	Cancel
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 Choose file type...

☒ PDF Document

☐ Microsoft Word Document

☐ Microsoft Excel Document

Employee					SSN	Status (Fed/State)	Allowances/Extr
Harrison Ford 420 Throckmorton, Fort Worth, TX 76109					ALL 44 0001	Married	Fed-0/3/1X-0/0
Pay Period: 01/07/2018 - 01/13/2018					Pay Date: 01/13/2018		
Earnings and Hours		Qty	Rate	Current	YTD Amount	Current	YTD Amount
Regular		40.00	20.00	800.00	800.00		
Total Earnings				800.00	800.00		
Deductions					Net Pay		
Health Insurance				-20.00	-20.00	600.00	600.00
Total Deductions				20.00	-20.00		
Tax Withholdings							
Federal W/H				-10.00	-10.00		
FICA - Medicare				-11.31	-11.31		
FICA - Social Security				-48.36	-48.36		
Total Tax Withholdings				99.67	99.67		

P/O Summary	Accrued	YTD Used	Available
Personnel Pay	0.00	0.00	0.00

Westminster
Atlanta, tx 31772

213

***SIX THUNDRELL LIGHTLY AND 35/100

01/13/2018 \$*****680.33

Harrison Ford
420 Throckmorton
Fort Worth, TX 76109

- Step 11.
- Select 'Actions'
 - Select '+Posting'
 - Select ' Post'

Batch Functions Related Information Posting **Actions** Navigate Less options

Batch Functions Check Check Stub Electronic Payments **Posting**

Batch ID PYBA10012

Post...
Post and Print...
Transmit and Post...
Post and Print Batch Register...

☒	NO.	EMPLOYEE NO.	FIRST NAME	LAST NAME	ENT	DIRE... DEPOS EMPLO	SEND CHECK BY E-MAIL
☒	PRP10043	EMP10009	Harrison	Ford	1/13/2018	1/13/2018	No No
☒	PRP10044	EMP10010	Britney	Spears	1/13/2018	1/13/2018	No No

EMPLOYEE VACATION SICK LEAVE AMOUNT

2 0 0 0.00

Close

Step 12.

The 'Edit-Batch Post Payroll Processing' screen will appear. You can adjust the posting date if needed. Or just click 'OK'

EDIT - BATCH POST PAYROLL PROCESSING 

Options

Posting Date:  

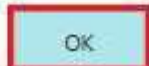
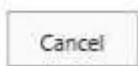
Payment Date: 

Transmit: ☐

Payroll Header

Show results:

Where:	Batch ID 	is:	PYBA10012
And:	No. 	is:	
And:	Employee No. 	is:	
And:	Posting Date 	is:	

Congratulations! You've successfully run a payroll batch and then posted the batch!

