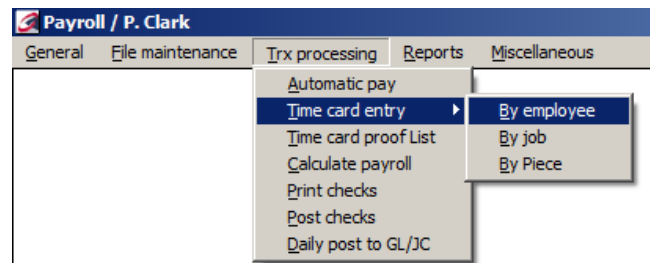


Voiding Payroll Checks

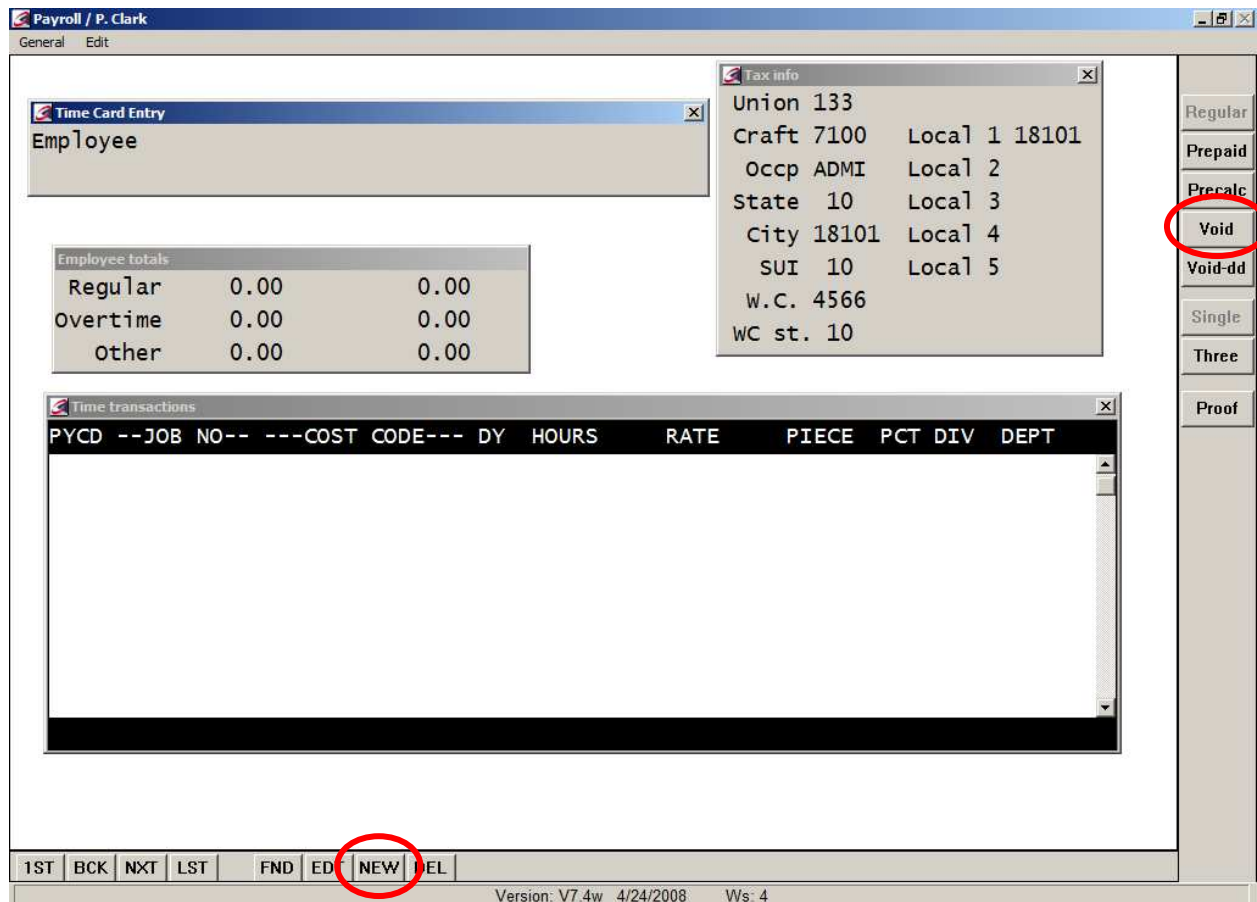
To void a payroll check you will need the following documents from the original payroll.

- The Time Sheet Proof List
- The Payroll Register
- The Deduction Register
- The Check Register

Go into the Payroll Module to the Transaction Processing Menu and chose *Time card entry* and *by employee*



Click on “Void” to the right of your screen then click on “New” at the bottom of your screen.



Enter all the same information from the original time card entry. Do not enter negative values. This information is found on the Time Card Proof List. You should only have to enter the Job and the number of Days/Hours, the rest should default from the employee file. After you click "OK" close out the Time Line Entry Window and the Time Transactions Window by clicking on the "x" in the upper right corner.

Time Sheet Proof List

DATE: 29-APR-08 09:16

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TIME SHEET PROOF LIST (P19066)

FOR THE PERIOD ENDING: 4/26/2008 SORTED BY: EMPLOYEE

TRX TYPE LEGEND: R=REGULAR M=PREPAID (MANUAL) P=PRECALCULATED V=VOID/NON-DIRECT W=VOID/DIRECT

COMPANY: 2 BATCH: 01

-----EMPLOYEE----- TAX CODES----- PAY OCCP -WORK COMP- UNION CRAFT HOURS RATE/\$ DIV DEPT
 TP CO JOB # COST CODE CI DAY STATE CITY LOCAL SUI CODE CODE CODE ST NO CODE PIECES PCT CMP

AN006 ANDERSEN, DALE
 R 10 18/101 18/101 10 REG ADMI 4566 10 133 7100 40.00 25.000 FL CONS

EMPLOYEE TOTALS: REG HOURS: 40.00 SALARY: .00
 OVT HOURS: .00 COMMISSION: .00
 OTHER HOURS: .00 OTHER PAY: .00

TOTALS: REG HOURS: 40.00 SALARY: .00
 OVT HOURS: .00 COMMISSION: .00
 OTHER HOURS: .00 OTHER PAY: .00



After closing the Time Transaction Window, you will get the following window. Follow the letters to determine where to locate your information on your reports.

DEDUCTIONS ---> Code 1 401 ... Amnt 60.00 Emplr

Gross Pay 1000.00 Union ... Craft ...

Code 2 BT ... Amnt 34.00 Emplr **D**

Code 3 CS ... Amnt 150.00 Emplr

Code 4 ... Amnt 0.00 Emplr

Code 5 ... Amnt 0.00 Emplr

Code 6 ... Amnt 0.00 Emplr

Code 7 ... Amnt 0.00 Emplr

Code 8 ... Amnt 0.00 Emplr

Code 9 ... Amnt 0.00 Emplr

Code10 ... Amnt 0.00 Emplr

Union ... Craft ...

B { FICA-HI 14.01
FICA-OASDI 59.89

C { FIT 77.68
EIC 0.00
SIT 19.32
CIT 25.00
SUI 0.00
SDI 0.00
WFD 0.00
LOCAL 0.00

E { Expense 0.00
Net Pay 560.10
Check # 501
Check Date 4/28/2008

OK Cancel

Payroll Register

DATE: 29-APR-08 09:17

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PAYROLL REGISTER (P19068)

FOR THE PERIOD ENDING: 4/26/2008

COMPANY: 2 BATCH: 01

EMPL #	EMPLOYEE NAME	SOC SEC NO	GROSS PAY	FICA	FIT	EIC	SIT	SUI	SDI+WFD	CIT	LOCAL	DEDUCTIONS	REIMBURSE	NET PAY
AN006	ANDERSEN, DALE	534-48-6342	1000.00	73.90	77.68	.00	19.32	.00	.00	25.00	.00	244.00	.00	560.10
**** FINAL TOTALS:			1000.00	73.90	77.68	.00	19.32	.00	.00	25.00	.00	244.00	.00	560.10
FICA TAXABLE GROSS :			966.00											
EMPLOYEE FICA WITHHELD-HI			14.01											
-OASD			59.89											
EMPLOYER FICA WITHHELD-HI			14.01											
-OASD			59.89											
TOTAL FICA WITHHELD-HI			28.02											
-OASDI			119.78											

B { EMPLOYEE FICA WITHHELD-HI
-OASD

C { FIT
EIC
SIT
SUI
SDI+WFD
CIT
LOCAL

Deduction Register

DATE: 29-APR-08 09:18

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DEDUCTION REGISTER (P19069)

FOR THE PERIOD ENDING: 4/26/2008

COMPANY: 2 BATCH: 01

EMPLOYEE			DEDUCTIONS			
NO	NAME	SOC SEC NUMBER	AMOUNT/CD	AMOUNT/CD	AMOUNT/CD	AMOUNT/CD
AN006	ANDERSEN, DALE	534-48-6342	60.00 /401	34.00 /BT	150.00 /CS	
FINAL TOTALS:			60.00 /401	34.00 /BT	150.00 /CS	

D

Check Register

DATE: 29-APR-08 09:20

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CHECK REGISTER (P19072)

FOR THE PERIOD ENDING: 4/26/2008

COMPANY: 2

EMPLOYEE			CHECK		
NO	NAME	SSNO	NO	DATE	AMOUNT
AN006	ANDERSEN, DALE	534-48-6342	000501	4/28/2008	560.10
TOTALS: 00001 CHECKS					560.10

E

After you have entered all the correct information for this check, proof your entries by printing the proof report, then calculate your payroll, print your checks (put blank paper in your printer) and then post.