

ELIZABETH HUDSPETH & STEVE SIKES

Tips & Tricks to Help Troubleshoot your Payroll



1

Disclaimer

A FEW THINGS FIRST

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Evaluate risks before acting based on ideas from this presentation.

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2



**Elizabeth
Hudspeth**

IMPLEMENTATION TEAM



**Steve
Sikes**

SUPPORT TEAM



3



**TIPS
AND
TRICKS**



Ever wonder why **payroll checks won't calculate** or why **taxes are \$0?**

Learn some **quick troubleshooting tips and tricks** to help make your payroll run smoothly.



4

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- Received errors when processing checks
- Why are no taxes calculating?
- Should I void or delete checks?
- Where did my check lines go when I posted them to AP?



5

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- **Received errors when processing checks**
- Why are no taxes calculating?
- Should I void or delete checks?
- Where did my check lines go when I posted them to AP?



6

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- Received errors when processing checks

Scenario 1

- Employee Barnfield just signed up for 401k contributions starting with this paycheck
- The check gets errors during processing
- What do I do?



7

WHO SAID THE QUOTE?

“If knowledge is good, then more knowledge must be more good.”



8

WHO SAID THE QUOTE?

“If knowledge is good, then more knowledge must be more ~~good~~ better.”

Steve Sikes
4/25/2023



9

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- Received errors when processing checks

Scenario 1

- Employee Barnfield just signed up for 401k contributions starting with this paycheck
- The check gets errors during processing
- What do I do?



10

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

Process Payroll Dashboard

backstage

Demo Casa Blanca LJJ

Steve Sikes
Sunday, April 16, 2023 11:35:49 AM

Action Lists ▼

- AR - Aged
- Receivables
- AR - Analysis
- Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll

close close others

Import Time Proof Time **Process Time** Proof Checks Merge Checks Process Leave Print Checks Direct D

- 4 unprocessed Time Sheets
- **Process Time Sheets**
- 0 new Payroll Checks

SCENARIO 1 - NEW 401K?

Check Errors

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11

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Answers: Unprocessed Time Sheets

Selection Process

Fields:

Filters:

- Time Sheet
 - Check Date
 - Check Status
 - Correction
 - Created Date
 - Created User
 - Detail Lines
 - Employee...
 - Memo
 - Modified Date
 - Modified User
 - Payroll Run...
 - Position (Primary)
 - Separation
 - Time Sheet
 - Time Sheet Lines..
 - Total Source Amou
- Attributes

Conditions:

Time Sheet Check Status is NULL

<< Back Next >> Finish Cancel

SCENARIO 1 - NEW 401K?

Check Errors

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12

Check Errors

SCENARIO 1 - NEW 401K?

TIP: All ActivityHD processes have steps.
The current step is underlined.

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13

Check Errors

Are you sure you want to Process these 4 Time Sheets?

Yes No

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14

Check Errors

SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca L.J.L. - Steve Sikes

Steps
 Specify Options
 Create Checks
 View Checks

Progress: Processed 4 Time Sheets
 Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCODE - Ded.401kPct A Result amount is required on Check line #3: PRCODE - Tax.MedEE A Result amount is required on Check line #4: PRCODE - Tax.MedER A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE A Result amount is required on Check line #6: PRCODE - Tax.SocSecER A Result amount is required on Check line #7: PRCODE - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000 A Result amount is required on Check line #1: PRCODE - Pay.Sick A Result amount is required on Check line #2: PRCODE - Pay.U.Ovt.Rest3BO A Result amount is required on Check line #3: PRCODE - Pay.U.Reg.Rest3BO A Result amount is required on Check line #4: PRCODE - Pay.U.Reg.Rest4BO A Result amount is required on Check line #5: PRCODE - Tax.FUTA A Result amount is required on Check line #6: PRCODE - Tax.USA A Result amount is required on Check line #7: PRCODE - Tax.MedEE A Result amount is required on Check line #8: PRCODE - Tax.MedER A Result amount is required on Check line #9: PRCODE - Tax.SocSecEE A Result amount is required on Check line #10: PRCODE - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

<< Back Next >> Finish Cancel

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15

Check Errors

SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca L.J.L. - Steve Sikes

Steps
 Specify Options
 Create Checks
 View Checks

Progress: Pro
 Status: Pro

TIP: Use Copy/Paste to view messages in Excel
Ctrl+A to select all (highlighted),
Right-click > Copy to Clipboard

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCODE - Ded.401kPct A Result amount is required on Check line #3: PRCODE - Tax.MedEE A Result amount is required on Check line #4: PRCODE - Tax.MedER A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE A Result amount is required on Check line #6: PRCODE - Tax.SocSecER A Result amount is required on Check line #7: PRCODE - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000 A Result amount is required on Check line #1: PRCODE - Pay.Sick A Result amount is required on Check line #2: PRCODE - Pay.U.Ovt.Rest3BO A Result amount is required on Check line #3: PRCODE - Pay.U.Reg.Rest3BO A Result amount is required on Check line #4: PRCODE - Pay.U.Reg.Rest4BO A Result amount is required on Check line #5: PRCODE - Tax.FUTA A Result amount is required on Check line #6: PRCODE - Tax.USA A Result amount is required on Check line #7: PRCODE - Tax.MedEE

Copy to Clipboard Ctrl+C
 Select All Ctrl+A

<< Back Next >> Finish Cancel

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16

SCENARIO 1 - NEW 401K?

Check Errors

Process Time Sheets for Demo Casa Blanca L.J.L. - Steve Sikes

Steps: Specify Options, **Create Checks**, View Checks

Progress: Processed 4 Time Sheets
Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5,0000 A Result amount is required on Check line #1: PRCode - Pay.Sick A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3B0 A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3B0 A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4B0 A Result amount is required on Check line #5: PRCode - Tax.FUTA A Result amount is required on Check line #6: PRCode - Tax.USA A Result amount is required on Check line #7: PRCode - Tax.MedEE A Result amount is required on Check line #8: PRCode - Tax.MedER A Result amount is required on Check line #9: PRCode - Tax.SocSecEE A Result amount is required on Check line #10: PRCode - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

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17

Process Time Sheets for Demo Casa Blanca L.J.L. - Steve Sikes

Steps: Specify Options, **Create Checks**, View Checks

Progress: Processed 4 Time Sheets
Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5,0000 A Result amount is required on Check line #1: PRCode - Pay.Sick A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3B0 A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3B0 A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4B0 A Result amount is required on Check line #5: PRCode - Tax.FUTA A Result amount is required on Check line #6: PRCode - Tax.USA A Result amount is required on Check line #7: PRCode - Tax.MedEE A Result amount is required on Check line #8: PRCode - Tax.MedER A Result amount is required on Check line #9: PRCode - Tax.SocSecEE A Result amount is required on Check line #10: PRCode - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

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18

Check Errors

SCENARIO 1 - NEW 401K?

TIP: When evaluating check errors, evaluate from the top down

Item	Message
BR - 2023-04-15 - Barnfield	<p>A Result amount is required on Check line #2: PRCODE - Ded.401kPct</p> <p>A Result amount is required on Check line #3: PRCODE - Tax.MedEE</p> <p>A Result amount is required on Check line #4: PRCODE - Tax.MedER</p> <p>A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE</p> <p>A Result amount is required on Check line #6: PRCODE - Tax.SocSecER</p> <p>A Result amount is required on Check line #7: PRCODE - Tax.USA</p>

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19

Check Errors

SCENARIO 1 - NEW 401K?

Item	Message
BR - 2023-04-15 - Barnfield	<p>A Result amount is required on Check line #2: PRCODE - Ded.401kPct</p> <p>A Result amount is required on Check line #3: PRCODE - Tax.MedEE</p> <p>A Result amount is required on Check line #4: PRCODE - Tax.MedER</p> <p>A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE</p> <p>A Result amount is required on Check line #6: PRCODE - Tax.SocSecER</p> <p>A Result amount is required on Check line #7: PRCODE - Tax.USA</p>

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20

Check Errors
SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca L.JL - Steve Sikes

Steps: Specify Options, Create Checks, View Checks

Progress: Processed 4 Time Sheets
Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000 A Result amount is required on Check line #1: PRCode - Pay.Sick A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3BO A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3BO A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4BO A Result amount is required on Check line #5: PRCode - Tax.FUTA A Result amount is required on Check line #6: PRCode - Tax.USA A Result amount is required on Check line #7: PRCode - Tax.MedEE A Result amount is required on Check line #8: PRCode - Tax.MedER A Result amount is required on Check line #9: PRCode - Tax.SocSecEE A Result amount is required on Check line #10: PRCode - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

<< Back Next >> Finish Cancel



21

Check Errors
SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca L.JL - Steve Sikes

Steps: Specify Options, Create Checks, View Checks

Checks for Demo Casa Blanca L.JL

Options: Personal

Filters: Lookup:

Batch - #	Employee	Employee Name	Check Date	Net Pay	Merge #	Created	Created By
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 11:55:25 AM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 11:55:24 AM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 11:55:23 AM	ssikes
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 11:55:23 AM	ssikes

Total: 4 Selected: 1 Net Pay: 797.90 Order: *Created

<< Back Next >> Finish Cancel



22

Check Errors
SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Steps: Specify Options, Create Checks, View Checks

Options: Personal

Filters: Lookup:

Batch - #	Employee	Employee Name	Check Date	Net Pay	Merge #	Created	Created By
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 11:55:25 AM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 11:55:24 AM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 11:55:23 AM	ssikes
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 11:55:23 AM	ssikes

Total: 4 Selected: 1 Net Pay: 797.90 Order: Created

Buttons: << Back, Next >>, Finish, Cancel



23

Check Errors
SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Steps: Specify Options, Create Checks, View Checks

Options: Personal

Filters: Lookup:

Batch - #	Employee	Employee Name	Chec...	Net Pay	Merge #	Created	Created By
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 12:15:06 PM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 12:15:07 PM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 12:15:08 PM	ssikes
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 12:15:09 PM	ssikes

Total: 4 Selected: 4 Net Pay: 1,670.37 Order: Check Date

Buttons: << Back, Next >>, Finish, Cancel

TIP: To start over,
Press Ctrl+A to select all
Click Delete



24

Check Errors
 SCENARIO 1 - NEW 401K?

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Steps: Specify Options, Create Checks, View Checks

Checks for Demo Casa Blanca LJJ

Options: Personal

Filters: Lookup:

Batch - #	Employee	Employee Name	Check Date	Net Pay	Merge #	Created	Created By
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 11:55:25 AM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 11:55:24 AM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 11:55:23 AM	ssikes
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 11:55:23 AM	ssikes

Total: 4 Selected: 1 Net Pay: 797.90 Order: Created

Buttons: << Back, Next >>, **Finish**, Cancel



25

Check Errors
 SCENARIO 1 - NEW 401K?

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

Disconnect

Demo Casa Blanca LJJ Steve Sikes Sunday, April 16, 2023 12:25:12 PM

backstage

Action Lists

- AR - Aged Receivables
- AR - Analysis Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links

Process Payroll

Process Payroll

close close others

Import Time Proof Time Process Time **Proof Checks** Merge Checks Process Leave Print Checks Direc

- 4 new Payroll Checks
 - 2 New Checks with Zero, Negative, or Null Net Pay
 - 1 New Checks with Medicare Wage problems
 - 0 New Checks with Medicare Additional Withholding problems
 - 1 New Checks with Social Security Wage problems
 - 2 New Checks with USA Taxable Wage problems
 - 0 New Checks with CA Taxable Wage problems
 - 0 New Checks with CA SDI Wage problems
 - 0 New Checks with IA Taxable Wage problems
 - 0 New Checks with KS Taxable Wage problems
 - 0 New Checks with LA Taxable Wage problems



26

Check Errors

SCENARIO 1 - NEW 401K?



Process Payroll

Enter Time Proof-Process Time Proof Checks Merge Checks Process Leave

Review New Checks

- 31 New Payroll Checks

Brief Detour

Proof New Checks

- Preview Proof Checks Report
- 5 New Checks with Zero, Negative, or Null Net Pay

Tax Review

- 0 New Checks with Medicare Wage problems (employee)
- 0 New Checks with Medicare Wage problems (employer)
- 0 New Checks with Medicare Additional Withholding problems
- 0 New Checks with Social Security Wage problems (employee)
- 0 New Checks with Social Security Wage problems (employer)
- 0 New Checks with USA Taxable Wage problems
- 0 New Checks with CA State Taxable Wage problems
- 0 New Checks with CA SDI Taxable Wage problems

27

Check Errors

SCENARIO 1 - NEW 401K?



Dashboard for Demo Casa Blanca LJJ - Steve Sikes

Disconnect

Demo Casa Blanca LJJ Steve Sikes
Sunday, April 16, 2023 12:25:12 PM

backstage ←

Action Lists ▼

- AR - Aged
- Receivables
- AR - Analysis
- Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll close close others

Import Time Proof Time Process Time **Proof Checks** Merge Checks Process Leave Print Checks Direc

- 4 new Payroll Checks
 - 2 New Checks with Zero, Negative, or Null Net Pay
 - 1 New Checks with Medicare Wage problems
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 - 1 New Checks with Social Security Wage problems
 - 2 New Checks with USA Taxable Wage problems
 - 0 New Checks with CA Taxable Wage problems
 - 0 New Checks with CA SDI Wage problems
 - 0 New Checks with IA Taxable Wage problems
 - 0 New Checks with KS Taxable Wage problems
 - 0 New Checks with LA Taxable Wage problems

28

SCENARIO 1 - NEW 401K?

Check Errors

Checks for Demo Casa Blanca LJJ

Options: Personal

Filters: New Checks

Batch - #	Employee	Employee Name	Check Date	Net Pay	Merge #	Created	Created By
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 12:15:06 PM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 12:15:07 PM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 12:15:08 PM	ssikes
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 12:15:09 PM	ssikes

Total: 4 Selected: 1 Net Pay: 0.00 Order: *Batch - #



29

SCENARIO 1 - NEW 401K?

Check Errors

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Sikes

Batch: STEVE Employee: Barnfield Mollie K. Barnfield Check Date: 4/15/2023

Entry #: 1 Description: Net Pay:

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unem	114.00	0.0060	0.68	



30

Check Errors
SCENARIO 1 - NEW 401K?

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCODE - Ded.401kPct A Result amount is required on Check line #3: PRCODE - Tax.MedEE A Result amount is required on Check line #4: PRCODE - Tax.MedER A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE A Result amount is required on Check line #6: PRCODE - Tax.SocSecER A Result amount is required on Check line #7: PRCODE - Tax.USA



31

Check Errors
SCENARIO 1 - NEW 401K?

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Silves

Check for Demo Casa Blanca

Batch: STEVE Employee: Barnfield 5/2023

Entry #: 1 Description: Net Pay:

Type: All

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unem;	114.00	0.0060	0.68	

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

Edit

Every check line requires a Work Date, PRCODE, and Result.

The Source and Rate fields house numbers used in the Result calculation.



32

Check Errors
SCENARIO 1 - NEW 401K?

The screenshot shows a payroll check window for 'STEVE - 1' for Demo Casa Blanca LJJ. The interface includes a menu bar with options like New, Read, Save, Report, Previous, Next, Proof, Merge, Print, Deposit, Void, and Bots. Below the menu, the check details are displayed: Batch: STEVE, Employee: Barnfield, Mollie K. Barnfield, and Check Date: 4/15/2023. A red box highlights the 'Ded.401kPct' line item, with a red arrow pointing to the 'Rate' column which is empty. A red banner at the top of the table reads 'CLUE 1: Null Rate'. The table below shows the following data:

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	0.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unem	114.00	0.0060	0.68	



33

The screenshot shows the same payroll check window as above. A red box highlights the 'Tax.MedEE' line item, with a red arrow pointing to the 'Source' column which is empty. A red banner at the top of the table reads 'CLUE 2: Null Source'. The table below shows the following data:

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	0.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unem	114.00	0.0060	0.68	



34

Check Errors

SCENARIO 1 - NEW 401K?

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TIP: Fields with a triangle are "portals"

35

Check Errors

SCENARIO 1 - NEW 401K?

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36

SCENARIO 1 - NEW 401K?

Check Errors

Segment Item - "Deduction:401kPct" for Demo Casa Blanca LJI - Steve Sikes

Segment: Deduction | Deductions Segment (built-in)

Item Code: 40 1kPct | Description: 40 1k Percent

Line	Name	Description	Data Type	Scale	Date Source	Obsolete
1	CkAmount	Check Amount	Number	2	Check	<input type="checkbox"/>
2	MaxOver50	Maximum Over 50yrs	Number	2	Check	<input type="checkbox"/>
3	MaxUnder50	Maximum Under 50yrs	Number	2	Check	<input type="checkbox"/>
4	Percent	Percent of Compensat	Number	4	Check	<input type="checkbox"/>

Line	Parameter	Description	Data Type	Current Value
1	Deduction:40 1kPct:CkAmou	Check Amount	Number	
2	Deduction:40 1kPct:MaxOve	Maximum Over 50yrs	Number	22,000.00
3	Deduction:40 1kPct:MaxUnd	Maximum Under 50yr	Number	16,500.00
4	Deduction:40 1kPct:Percent	Percent of Compensa	Number	5.0000

Source Expression:
SumCheck('401kCalc Result')

Rate Expression:
Type:Ded:401kPct

Result Expression:
Min (If (BirthDate <= Date(CheckDate, 'End of Year - 50 years'), Type:Ded:401kMaxOver50, Type:Ded:401kMaxUnder50) - SumHistory ('401k Result', Date(CheckDate, 'Begin of Year'), CheckDate) - SumHistory ('Roth401k Result', Date(CheckDate, 'Begin of Year'), CheckDate), Source * Rate /100)

Item Calculations Segments PRCodes Check Lines Notes Other Developer

Edit



37

SCENARIO 1 - NEW 401K?

Check Errors

Rate Expression:
1 | Type:Ded:401kPct

Parameter: Type:Ded:401kPct



38

Check Errors

SCENARIO 1 - NEW 401K?

Rate Expression:

1|Type:Ded:401kPct

Parameter: **Type:Ded:401kPct**

Value stored on **Employee**



39

Check Errors

SCENARIO 1 - NEW 401K?

Rate Expression:

1|Type:Ded:401kPct

Parameter: **Type:Ded:401kPct**

Value stored on **Employee**

Default Value stored on **Segment Item**



40

SCENARIO 1 - NEW 401K?

Check Errors



41

SCENARIO 1 - NEW 401K?

Check Errors



42

Check Errors
SCENARIO 1 - NEW 401K?

Employee - "Barnfield" for Demo Casa Blanca LJI - Steve Sikes

Employee for Demo Casa Blanca LJI

Code: Barnfield Full Name: Mollie K. Barnfield SSN:

Type:Ded:401kPct value effective date is in future

Line	PRCode	Description	Begin Date	End Date	Origin
1	Ded.401kPct	401k Percent	4/1/2023		
2	Ded.G.Civil	Civil Garnish	1/20/2014	6/25/2014	Garnishment (28)
3	Tax.MedEE	Medicare EE	1/5/2014		
4	Tax.MedER	Medicare ER	1/5/2014		
5	Tax.SocSecEE	Social Security EE	1/5/2014		
6	Tax.SocSecER	Social Security ER	1/5/2014		
7	Tax.USA	USA W/H	1/5/2014		
8	Tax.FUTA	Federal Unemployment	1/5/2014		
9	SUTA_SUTA_Old	SUTA		1/1/2023	

Line	Parameter	Description	Data Type	Current Value
1	Deduction:401kPct:ChkAmount	Check Amount	Number	45.23
2	Pay:CommPct:Percent	Percent	Number	0.0075
3	Tax:USACK:W#Received	Received W-4 This Yr Date		1/2/2015
4	Type:Ded:401kPct	401k Percent	Number	3.00
5	Type:Pay:Salary	Yearly Salary Amount	Number	46,500.00

Value (Type:Ded:401kPct)

Line	Date	Value	Description
1	5/1/2023	3.00	3% beginning 4/1 work date

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer

InterActiv CONFERENCE

43

Check Errors
SCENARIO 1 - NEW 401K?

Employee - "Barnfield" for Demo Casa Blanca LJI - Steve Sikes

Employee for Demo Casa Blanca LJI

Code: Barnfield Full Name: Mollie K. Barnfield SSN:

TIP: The Parameter "Effective Date" applies to the check line "Work Date"

Line	PRCode	Description	Begin Date	End Date	Origin
1	Ded.401kPct	401k Percent	4/1/2023		
2	Ded.G.Civil	Civil Garnish	1/20/2014	6/25/2014	Garnishment (28)
3	Tax.MedEE	Medicare EE	1/5/2014		
4	Tax.MedER	Medicare ER	1/5/2014		
5	Tax.SocSecEE	Social Security EE	1/5/2014		
6	Tax.SocSecER	Social Security ER	1/5/2014		
7	Tax.USA	USA W/H	1/5/2014		
8	Tax.FUTA	Federal Unemployment	1/5/2014		
9	SUTA_SUTA_Old	SUTA		1/1/2023	

Line	Parameter	Description	Data Type	Current Value
1	Deduction:401kPct:ChkAmount	Check Amount	Number	45.23
2	Pay:CommPct:Percent	Percent	Number	0.0075
3	Tax:USACK:W#Received	Received W-4 This Yr Date		1/2/2015
4	Type:Ded:401kPct	401k Percent	Number	3.00
5	Type:Pay:YrSalary	Yearly Salary Amount	Number	46,500.00

Value (Type:Ded:401kPct)

Line	Date	Value	Description
1	4/1/2023	3.00	3% beginning 4/1 work date

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer

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44

Check Errors
SCENARIO 1 - NEW 401K?

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Sikes

Batch: STEVE Employee: Barnfield Mollie K. Barnfield Check Date: 4/15/2023

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		

Result: 114.00



45

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Sikes

Batch: STEVE Employee: Barnfield Mollie K. Barnfield Check Date: 4/15/2023

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		

Result: 114.00

Recalculate F9



46

Check Errors

SCENARIO 1 - NEW 401K?

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Sikes

Check for Demo Casa Blanca LJJ

Batch: STEVE Employee: Barnfield Mollie K. Barnfield Check Date: 4/15/2023

Entry #: 1 Description: Net Pay: 102.12

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00	3.0000	3.42	
3	4/15/2023	Tax.MedEE	Medicare EE	110.58	1.4500	1.60	
4	4/15/2023	Tax.MedER	Medicare ER	110.58	1.4500	1.60	
5	4/15/2023	Tax.SocSecEE	Social Security	110.58	6.2000	6.86	
6	4/15/2023	Tax.SocSecER	Social Security	110.58	6.2000	6.86	
7	4/15/2023	Tax.USA	USA W/H	110.58		0.00	

Distributions Method: []

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

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47

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- Received errors when processing checks

Scenario 2

- Employee Chase logged 8-hours of sick pay on their TimeWorksPlus timecard - and the supervisor approved
- My Pay.Sick calculation on the check errored out because Chase only has 5 sick hours available in their Sick Ledger balance
- What do I do?

48

Check Errors

SCENARIO 2 - SICK LEAVE

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.40%Pct	40% Percent	114.00	3.0000	3.42	
3	4/15/2023	Tax.MedEE	Medicare EE	110.58	1.4500	1.60	
4	4/15/2023	Tax.MedER	Medicare ER	110.58	1.4500	1.60	
5	4/15/2023	Tax.SocSecEE	Social Security	110.58	6.2000	6.86	
6	4/15/2023	Tax.SocSecER	Social Security	110.58	6.2000	6.86	
7	4/15/2023	Tax.USA	USA W/H	110.58		0.00	
8	4/15/2023	Tax.FUTA	Federal Unemp	114.00	0.0060	0.68	

49

Check Errors

SCENARIO 2 - SICK LEAVE

BR - 2023-04-15 - Chase

Line #1 Result: Sick usage exceeds available balance of 5.0000
 A Result amount is required on Check line #1: PRCode - Pay.Sick

A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3BO
 A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3BO
 A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4BO
 A Result amount is required on Check line #5: PRCode - Tax.FUTA
 A Result amount is required on Check line #6: PRCode - Tax.USA
 A Result amount is required on Check line #7: PRCode - Tax.MedEE
 A Result amount is required on Check line #8: PRCode - Tax.MedER
 A Result amount is required on Check line #9: PRCode - Tax.SocSecEE
 A Result amount is required on Check line #10: PRCode - Tax.SocSecER

50



Check Errors

SCENARIO 2 - SICK LEAVE

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51

TIP: Add Warnings and Errors to your calculations

BR - 2023-04-15 - Chase

Line #1 Result: Sick usage exceeds available balance of 5.0000
 A Result amount is required on Check line #1: PRCode - Pay.Sick
 A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3BO
 A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3BO
 A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4BO
 A Result amount is required on Check line #5: PRCode - Tax.FUTA
 A Result amount is required on Check line #6: PRCode - Tax.USA
 A Result amount is required on Check line #7: PRCode - Tax.MedEE
 A Result amount is required on Check line #8: PRCode - Tax.MedER
 A Result amount is required on Check line #9: PRCode - Tax.SocSecEE
 A Result amount is required on Check line #10: PRCode - Tax.SocSecER

Check Errors

SCENARIO 2 - SICK LEAVE

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52

TIP: Add Warnings and Errors to your calculations

Examples

Sick usage exceeds available hours
Effective pay rate is below minimum wage
Social Security deduction found on Ded.PST check
etc.



53

Check - "STEVE - 2" for Demo Casa Blanca LJL - Steve Sikes

Check for Demo Casa Blanca LJL

Batch: STEVE Employee: Chase Samantha D. Chase Check Date: 4/15/2023

Entry #: 2 Description: Net Pay:

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00			
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtin	2.00			
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00			
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00			
5	4/15/2023	Tax.FUTA	Federal Unemp		0.0060		
6	4/15/2023	Tax.USA	USA W/H				
7	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
8	4/15/2023	Tax.MedER	Medicare ER		1.4500		
9	4/15/2023	Tax.SocSecEE	Social Security		6.2000		

Distributions Method: By Source

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

Edit



54

Check Errors

SCENARIO 2 - SICK LEAVE

```
Rate Expression:
1 Position('Hr')
```



55

Check Errors

SCENARIO 2 - SICK LEAVE

Check - "STEVE - 2" for Demo Casa Blanca LJI - Steve Sikes

Check for Demo Casa Blanca LJI

Batch: STEVE Employee: Chase Find F3 Check Date: 4/15/2023
 Entry #: 2 Description: Open F4 Net Pay:

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00			
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtim	2.00			
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00			
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00			
5	4/15/2023	Tax.FUTA	Federal Unemp		0.0060		
6	4/15/2023	Tax.USA	USA W/H				
7	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
8	4/15/2023	Tax.MedER	Medicare ER		1.4500		
9	4/15/2023	Tax.SocSecEE	Social Security		6.2000		

Distributions Method: By Source

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

Edit



56

Check Errors
SCENARIO 2 - SICK LEAVE

Employee - "Chase" for Demo Casa Blanca LJI - Steve Sikes

Code: Chase Full Name: Samantha D. Chase SSN:

Positions Include Historical

Start Date	End Date	Position	Description	Primary?
1/1/2023		Rest#BO	Restaurant 4/Box Office	<input checked="" type="checkbox"/>
10/22/2014	12/31/2022	Rest#BO	Restaurant 4/Box Office	<input type="checkbox"/>

Date	Unit of Pay	Description	Amount
5/1/2023	Hourly	Hourly	15.00
5/1/2023	Hr	Hourly Rate	25.00
5/1/2023	Perf	Performance	50.00

Employee Calculations Disbursement **Positions** Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer



57

Check Errors
SCENARIO 2 - SICK LEAVE

Employee - "Chase" for Demo Casa Blanca LJI - Steve Sikes

TIP: Position Pay Rates apply to Work Date

Code: Chase Full Name: Samantha D. Chase SSN:

Positions Include Historical

Start Date	End Date	Position	Description	Primary?
1/1/2023		Rest#BO	Restaurant 4/Box Office	<input checked="" type="checkbox"/>
10/22/2014	12/31/2022	Rest#BO	Restaurant 4/Box Office	<input type="checkbox"/>

Date	Unit of Pay	Description	Amount
4/1/2023	Hourly	Hourly	15.00
4/1/2023	Hr	Hourly Rate	25.00
4/1/2023	Perf	Performance	50.00

Employee Calculations Disbursement **Positions** Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer



58

Places to store a rate

SCENARIO 2 - SICK LEAVE

Check Errors

Position
Unit of Pay

Example: Hr

Start Date	End Date	Position	Description	Primary
1/1/2023	12/31/2022	Rest-B0	Restaurant 4/Box Office	<input checked="" type="checkbox"/>
10/22/2014	12/31/2022	Rest-B0	Restaurant 4/Box Office	<input type="checkbox"/>

Date	Unit of Pay	Description	Amount
4/1/2023	Hourly	Hourly	15.00
4/1/2023	Hr	Hourly Rate	25.00
4/1/2023	Perf	Performance	50.00

Parameter

Examples:
Type:Ded:40kPct
Type:Pay:YrSalary

Line	Parameter	Description	Data Type	Current Value
1	Deduction:40kPct:ClAmount	Check Amount	Number	45.23
2	Pay:CommPct:Percent	Percent	Number	0.0075
3	Tax:USACK:W4Received	Received W-4 This Yr Date	1/2/2015	
4	Type:Ded:40kPct	40k Percent	Number	3.00
5	Type:Pay:YrSalary	Yearly Salary Amount	Number	46,500.00

Line	Date	Value	Description
1	4/1/2023	3.00	3% beginning 4/1 work date



SCENARIO 2 - SICK LEAVE

Check Errors

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00	15.00		
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtim	2.00	37.5000	75.00	
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00	25.0000	1,000.00	
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00	25.0000	1,000.00	
5	4/15/2023	Tax.FUTA	Federal Unemp		0.0060		
6	4/15/2023	Tax.USA	USA W/H				
7	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
8	4/15/2023	Tax.MedER	Medicare ER		1.4500		
9	4/15/2023	Tax.SocSecEE	Social Security		6.2000		



Check Errors

SCENARIO 2 - SICK LEAVE

Check - "STEVE - 2" for Demo Casa Blanca L.J.L. - Steve Sikes

Batch: STEVE Employee: Chase Samantha D. Chase Check Date: 4/15/2023

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00	15.00		
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtim	2.00	37.5000	75.00	
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00	25.0000	1,000.00	
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00	25.0000	1,000.00	
5	4/15/2023	Tax.FUTA	Federal Unemp		0.0060		
6	4/15/2023	Tax.USA	USA W/H				
7	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
8	4/15/2023	Tax.MedER	Medicare ER		1.4500		
9	4/15/2023	Tax.SocSecEE	Social Security		6.2000		

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61

Check - "STEVE - 2" for Demo Casa Blanca L.J.L. - Steve Sikes

Employee: Chase Samantha D. Chase Check Date: 4/15/2023

TIP: Ctrl+Alt+U to "unlock"

- File
- Edit
- View
- Tools
 - Unlock Result Ctrl+Alt+U
 - Distribute Result Ctrl+B
 - Export...
 - Import...
 - Reset Form
 - Developer Tab Ctrl+F12
 - Always Show Developer Tab
- Help

Line	Work Date	Source	Rate	Result	Memo
1	4/15/2023	8.00	15.00		
2	4/5/2023	2.00	37.5000	75.00	
3	4/3/2023	40.00	25.0000	1,000.00	
4	4/4/2023	40.00	25.0000	1,000.00	
5	4/15/2023		0.0060		
6	4/15/2023				
7	4/15/2023		1.4500		
8	4/15/2023		1.4500		
9	4/15/2023		6.2000		

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62

SCENARIO 2 - SICK LEAVE

Check Errors

Check - "STEVE - 2" for Demo Casa Blanca LJJ - Steve Sikes

Hallelujah!

Batch: STEVE Employee: Chase Samantha D. Chase Check Date: 4/15/2023

Entry #: 2 Description: Net Pay: 1,769.08

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00	15.00	120.00	
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtim	2.00	37.5000	75.00	
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00	25.0000	1,000.00	
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00	25.0000	1,000.00	
5	4/15/2023	Tax.FUTA	Federal Unemp	2,195.00	0.0060	13.17	
6	4/15/2023	Tax.USA	USA W/H	2,195.00		258.00	
7	4/15/2023	Tax.MedEE	Medicare EE	2,195.00	1.4500	31.83	
8	4/15/2023	Tax.MedER	Medicare ER	2,195.00	1.4500	31.83	
9	4/15/2023	Tax.SocSecEE	Social Security	2,195.00	6.2000	136.09	

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63

SCENARIO 2 - SICK LEAVE

Check Errors

Check - "STEVE - 2" for Demo Casa Blanca LJJ - Steve Sikes

Tip: White areas are not calculated

Batch: STEVE Employee: Chase Samantha D. Chase Check Date: 4/15/2023

Entry #: 2 Description: Net Pay: 1,769.08

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick	8.00	15.00	120.00	
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtim	2.00	37.5000	75.00	
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular	40.00	25.0000	1,000.00	
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular	40.00	25.0000	1,000.00	
5	4/15/2023	Tax.FUTA	Federal Unemp	2,195.00	0.0060	13.17	
6	4/15/2023	Tax.USA	USA W/H	2,195.00		258.00	
7	4/15/2023	Tax.MedEE	Medicare EE	2,195.00	1.4500	31.83	
8	4/15/2023	Tax.MedER	Medicare ER	2,195.00	1.4500	31.83	
9	4/15/2023	Tax.SocSecEE	Social Security	2,195.00	6.2000	136.09	

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64

Check Errors
SCENARIO 2 - SICK LEAVE

Employee - "Chase" for Demo Casa Blanca LJJ - Steve Sikes

Employee for Demo Casa Blanca LJJ

Code: Chase Full Name: Samantha D. Chase SSN: [REDACTED]

Seniority & Leave Plans

Leave Entries

Ledger	Employee	Employee Name	Date	Accrual	Usage	Plan	Description
Sick	Chase	Chase, Samantha D.	4/15/2023		8.00		
Sick	Chase	Chase, Samantha D.	1/1/2023	5.00			

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer

Edit Total: 2 Selected: 1 Accrual: 0.00 Usage: 8.00 Order: *Date



65

Check Errors
SCENARIO 2 - SICK LEAVE

Employee - "Chase" for Demo Casa Blanca LJJ - Steve Sikes

Employee for Demo Casa Blanca LJJ

Code: Chase Full Name: Samantha D. Chase SSN: [REDACTED]

Seniority & Leave Plans

Leave Ledger Balances

Ledger	Employee	Begin Bal	Accrual	Usage	End Bal	End Val
Sick	Chase	0.00	5.00	8.00	-3.00	

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations Records Notes Contacts Checks Time Sheets Other Developer

Edit Total: 1 Selected: 1 Begin Bal: 0.00 Accrual: 5.00 Usage: 8.00 End Bal: -3.00 End Val: 0.00 Order: *Ledger



66

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- Received errors when processing checks

Scenario 3

- Employee Edwards' check calculated with a Warning
- The Warning says "W4 Not Found"
- It's only a Warning. Do I need to correct the check?



67

Check Errors

SCENARIO 3 - MISSING W-4

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/15/2023	Pay.Sick	Sick		8.00	15.00	120.00
2	4/5/2023	Pay.U.Ovt.Rest3BO	Union, Overtn		2.00	37.5000	75.00
3	4/3/2023	Pay.U.Reg.Rest3BO	Union, Regular		40.00	25.0000	1,000.00
4	4/4/2023	Pay.U.Reg.Rest4BO	Union, Regular		40.00	25.0000	1,000.00
5	4/15/2023	Tax.FUTA	Federal Unemp		2,195.00	0.0060	13.17
6	4/15/2023	Tax.USA	USA W/H		2,195.00		258.00
7	4/15/2023	Tax.MedEE	Medicare EE		2,195.00	1.4500	31.83
8	4/15/2023	Tax.MedER	Medicare ER		2,195.00	1.4500	31.83
9	4/15/2023	Tax.SocSecEE	Social Security		2,195.00	6.2000	136.09

68

Check Errors

SCENARIO 3 - MISSING W-4

BR - 2023-04-15 - Edwards

Line #15 Result: W-4 not found



69

Check Errors

SCENARIO 3 - MISSING W-4

Employee - "Edwards" for Demo Casa Blanca LJI - Steve Sikes

Employee for Demo Casa Blanca LJI

Code: Edwards Full Name: Frank Edwards SSN: [REDACTED]

Records 1095-Cs ACA Garnishments I-9s Insurance Coverage W-2s **W-4s** State W-4s

Options: Personal

Record Number	Employee	Employee Name	Date	Description	Memo
The W-4 record is missing					

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Location **Records** Contacts Checks Time Sheets Other



70

SCENARIO 3 - MISSING W-4

Check Errors

Employee - "Edwards" for Demo Casa Blanca LJJ - Steve Sikes

Employee for Demo Casa Blanca LJJ

Code: Edwards Full Name: Frank Edwards SSN: [REDACTED]

Records 1095-Cs ACA Garnishments I-9s Insurance Coverage W-2s W-4s State W-4s

W-4s Options: Personal Filters: Lookup: [REDACTED] Include Obsolete

Record Number	Employee	Employee Name	Date	Description	Memo
574	Edwards	Edwards, Frank	1/1/2023		

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations Records Notes Contacts

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71

SCENARIO 3 - MISSING W-4

Check Errors

Check - "STEVE - 3" for Demo Casa Blanca LJJ - Steve Sikes

Recalculate check (F9) to resolve

Check for Demo Casa Blanca LJJ

Batch: STEVE Employee: Edwards Frank Edwards Check Date: 4/15/2023

Entry #: 3 Description: Net Pay: 872.47

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
2	4/4/2023	Pay.U.Cont.33	Union, Contin	1.00	37.5000	37.50	
3	4/5/2023	Pav.U.Cont.33	Union, Contin	1.00	37.5000	37.50	
4	4/6/2023					37.50	
5	4/3/2023					100.00	
6	4/4/2023					200.00	
7	4/5/2023					200.00	
8	4/6/2023					400.00	
9	4/15/2023					80.00	
10	4/15/2023	Ded.G.TXCS	TX Child Sup	1,030.55	50.0000	158.08	

Problems: Check STEVE - 3 for employee Edwards was saved with problems: Line #15 Result: W-4 not found

Distributions Method: By Source

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

InterActiv CONFERENCE

72

Check Errors

SCENARIO 3 - MISSING W-4

Check - "STEVE - 3" for Demo Casa Blanca L.L. - Steve Sikes

Check for Demo Casa Blanca L.L. - Steve Sikes

Batch: STEVE Entry #: 3

Progress: Valid for Merge 1 Check
Status: Process Complete

Item	Message
STEVE - 3	Warning: Incomplete distribution account (70250-2-24-____-A) Check Line: 9 Distribution Line: 1
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 12 Distribution Line: 5
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 14 Distribution Line: 5
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 16 Distribution Line: 5



73

Check Errors

SCENARIO 3 - MISSING W-4

Progress: Valid for Merge 1 Check
Status: Process Complete

Item	Message
STEVE - 3	Warning: Incomplete distribution account (70250-2-24-____-A) Check Line: 9 Distribution Line: 1
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 12 Distribution Line: 5
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 14 Distribution Line: 5
	Warning: Incomplete distribution account (51400-2-24-____-A) Check Line: 16 Distribution Line: 5

Leave GL account distribution problems for Accounting -- We have a payroll to get out!



74

Check Errors

SCENARIO 3 - MISSING W-4

Dashboard for Demo Casa Blanca LJI - Steve Sikes

Disconnect

Sunday, April 16, 2023 2:05:20 PM

Action Lists ▼

- AR - Aged
- Receivables
- AR - Analysis
- Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll

close close others

Import Time Proof Time Process Time **Proof Checks** Merge Checks Process Leave Print Checks Direct D

- 4 new Payroll Checks
 - 0 New Checks with Zero, Negative, or Null Net Pay
 - 0 New Checks with Medicare Wage problems
 - 0 New Checks with Medicare Additional Withholding problems
 - 0 New Checks with Social Security Wage problems
 - 0 New Checks with USA Taxable Wage problems
 - 0 New Checks with CA Taxable Wage problems
 - 0 New Checks with CA SDI Wage problems
 - 0 New Checks with IA Taxable Wage problems
 - 0 New Checks with KS Taxable Wage problems
 - 0 New Checks with LA Taxable Wage problems
 - 0 New Checks with NM Taxable Wage problems



75

Check Errors

SCENARIO 3 - MISSING W-4

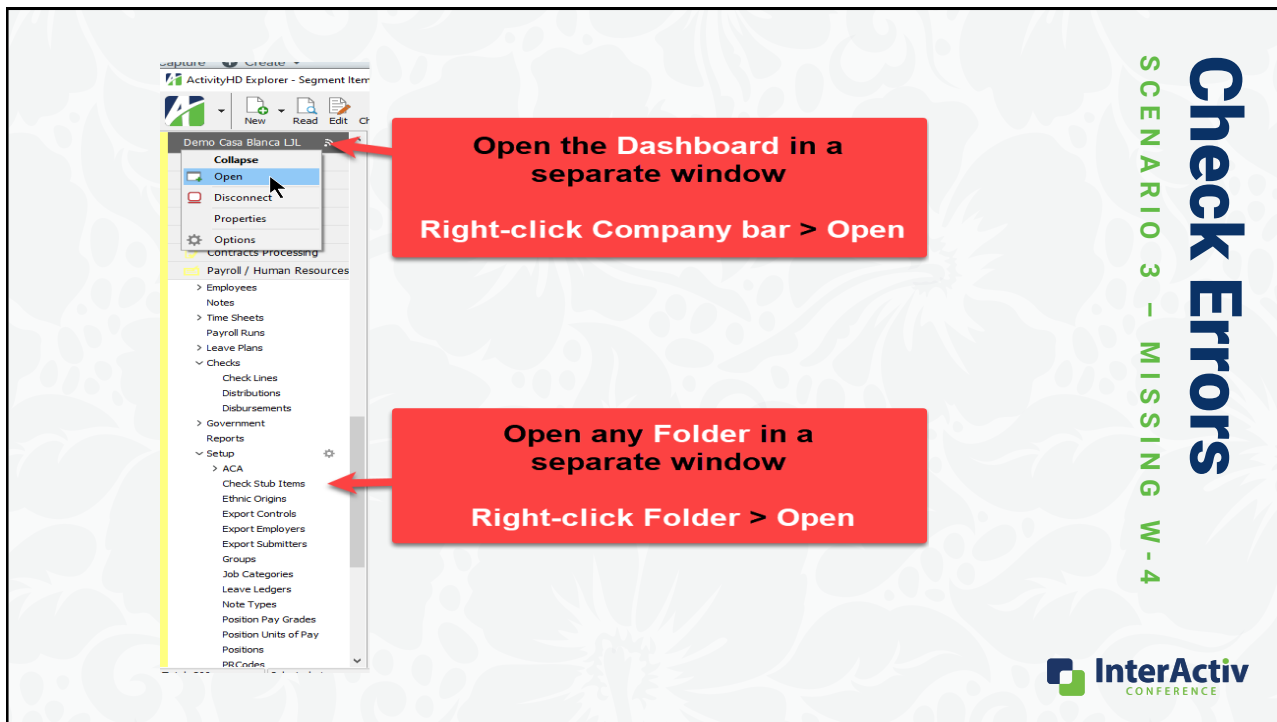
TRICK



76

Check Errors

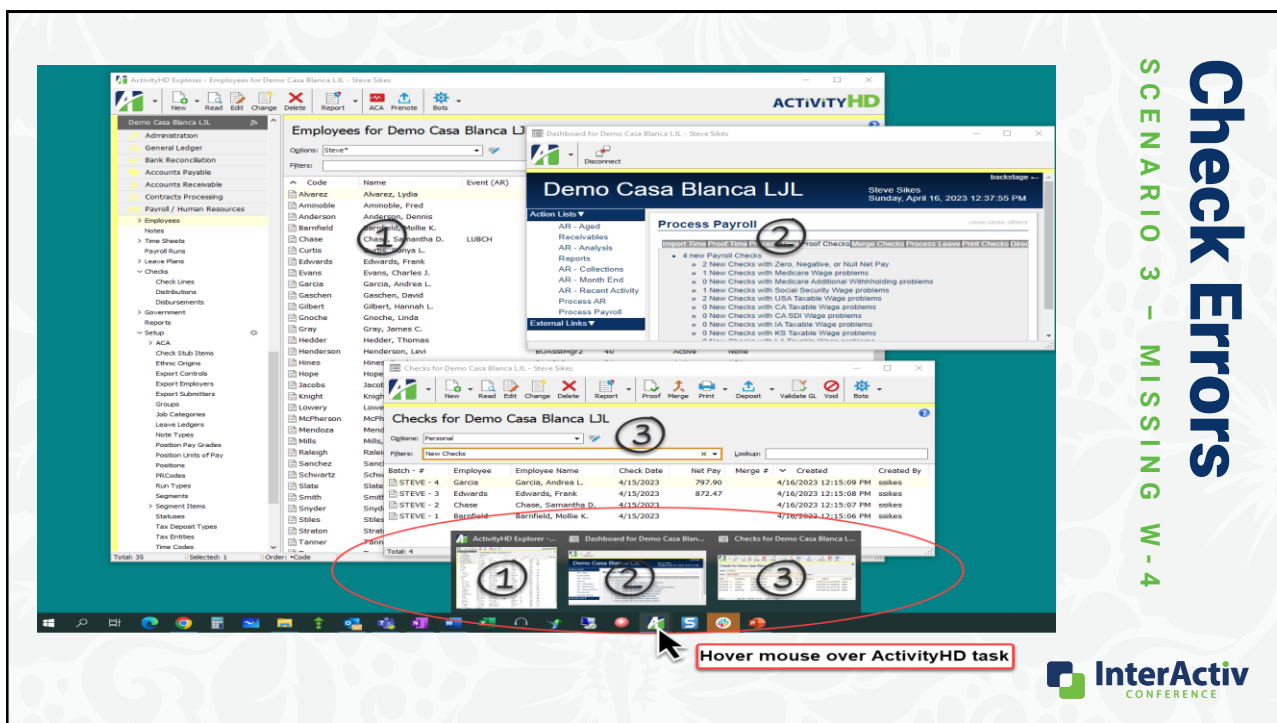
SCENARIO 3 - MISSING W-4



77

Check Errors

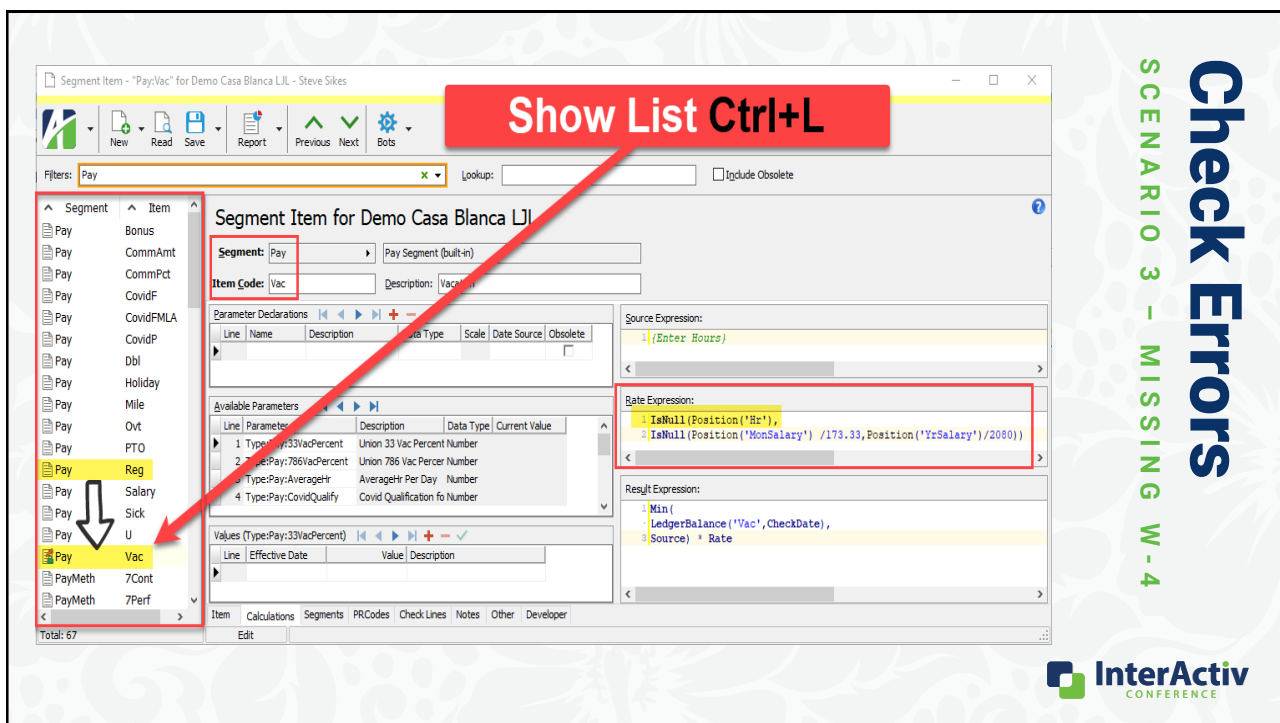
SCENARIO 3 - MISSING W-4



78



79



80

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- ✓ Received errors when processing checks
- **Why are no taxes calculating?**
- Should I void or delete checks?
- Where did my check lines go when I posted them to AP?



81

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- ✓ Received errors when processing checks
- **Why are no taxes calculating?**
Which taxes are you talking about?



82

Tax Problems

Payroll Tips and Tricks

Income Taxes are calculated from W-4 records

The screenshot shows a software interface for managing payroll records. At the top, a red-bordered box contains the text "Income Taxes are calculated from W-4 records". Below this is a menu bar with options like New, Read, Save, Report, Previous, Next, ACA, Prenote, and Bots. The main area is titled "Employee for Demo Casa Blanca LJJ". It includes fields for Code (Chase), Full Name (Samantha D. Chase), and SSN (masked). Below these are tabs for Records, 1095-Cs, ACA, Garnishments, I-9s, Insurance Coverage, W-2s, W-4s, and State W-4s. The "W-4s" tab is active, showing a table with columns: Record Number, Employee, Employee Name, Date, Description, and Memo. A table with one row is visible: Record Number 53, Employee Chase, Employee Name Chase, Samantha D., Date 10/22/2014, Description W-4. A red arrow points to the "Records" tab in the bottom navigation bar.



83

Tax Problems

Payroll Tips and Tricks

The screenshot shows a detailed view of a W-4 form for "W-4 - '53' for Demo Casa Blanca LJJ - Steve Sikes". The form includes fields for Record # (53), Employee (Chase), and Samantha D. Chase. The Description is "W-4" and the Date is "10/22/2014", both highlighted with red boxes. There are radio buttons for Filing Status: Single or Married filing separately (selected), Married filing jointly, and Head of Household. Below this are sections for "Before 2020" (with Allowances set to 0, highlighted with a red box) and "Beginning 2020" (with fields for Two Jobs, Dependents Total, Other Income, Deductions, and Extra withholding set to 0.00).



84

Tax Problems
Payroll Tips and Tricks

The image shows a 'New W-4 for Demo Casa Blanca LJJ - Steve Sikes' window. The W-4 form is titled 'Employee's Withholding Certificate' for the year 2023. It includes fields for personal information (Name: Samantha D. Chase, Date: 1/1/2023) and a 'Multiple Jobs or Spouse Works' section. A red box highlights the 'Multiple Jobs or Spouse Works' section, which includes a 'Two Jobs' checkbox and fields for 'Dependents Total', 'Other Income', 'Deductions', and 'Extra withholding'. Red arrows point from the 'Two Jobs' checkbox to the 'Dependents Total' field, and from the 'Dependents Total' field to the 'Other Income' field.



85

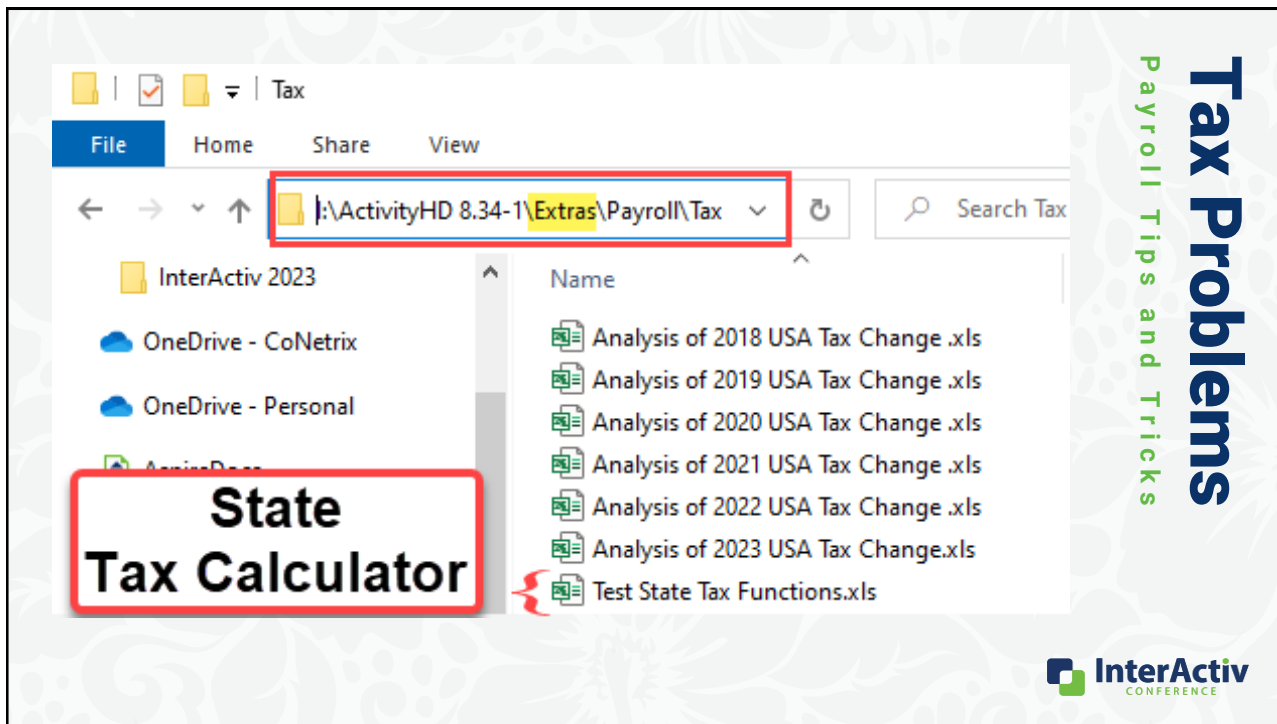
Tax Problems
Payroll Tips and Tricks

The image shows a file explorer window with the address bar displaying 'ActivityHD 8.34-1\Extras\Payroll\Tax'. A red box highlights the folder name 'Tax'. Below the folder name, a list of files is shown, including 'Analysis of 2018 USA Tax Change .xls', 'Analysis of 2019 USA Tax Change .xls', 'Analysis of 2020 USA Tax Change .xls', 'Analysis of 2021 USA Tax Change .xls', 'Analysis of 2022 USA Tax Change .xls', 'Analysis of 2023 USA Tax Change.xls', and 'Test State Tax Functions.xls'. A red box highlights the text 'Federal Tax Calculator by Year' with a large red bracket pointing to the list of files.



86

Tax Problems
Payroll Tips and Tricks



87

USA Analysis of tax changes 2023

Taxable Wages	1,000.00
Periods per Year	52
Filing Status	5
Other Income (W-4)	0.00
Excess Deductions (W-4)	0.00
Step 2 Marked (W-4)	F
Step 3 Tax Credit Amt	0.00

Plug in values here

2022

	Single or Married Filing Separately				Married				Head of Household			
	Over	But Not Over	Amount	Plus % Of Excess Over	Over	But Not Over	Amount	Plus % Of Excess Over	Over	But Not Over	Amount	Plus % Of Excess Over
Annual	0.00	6,475.00	0.00	0.00	0.00	0.00	12,950.00	0.00	0.00	0.00	0.00	0.00
Other Income (W-4)	0.00	11,613.00	0.00	0.00	0.00	0.00	23,225.00	0.00	0.00	0.00	0.00	0.00
Total Income	6,475.00	11,613.00	0.00	0.00	6,475.00	0.00	12,950.00	0.00	0.00	12,950.00	0.00	0.00
Excess Deductions (W-4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Step 2 Marked (W-4)	F	11,613.00	27,363.00	513.75	0.120	11,613.00	23,225.00	54,725.00	1,027.50	0.120	23,225.00	17,025.00
Standard Deduction	8,600.00	27,363.00	51,015.00	2,403.75	0.220	27,363.00	54,725.00	102,025.00	4,807.50	0.220	54,725.00	37,650.00
Step 3 Tax Credit Amt	0.00	51,015.00	91,500.00	7,606.75	0.240	51,015.00	102,025.00	163,000.00	6,213.50	0.240	102,025.00	54,225.00
Total Deductions	8,600.00	91,500.00	116,450.00	17,323.75	0.320	91,500.00	228,300.00	338,875.00	11,675.00	0.320	228,300.00	117,675.00
Adj Annual	43,400.00	*****	276,425.00	*****	0.350	114,450.00	*****	336,875.00	*****	0.350	228,300.00	117,675.00
Over	14,625.00	*****	81,353.00	0.370	276,425.00	*****	87,126.75	0.370	336,875.00	*****	80,609.25	0.370
Amt	1,027.50											
Pct	0.12											
Tentative Annual W/H	4,480.50											
Tentative Period W/H	86.35											
Period Credit	0.00											
Period W/H	86.35											

* The values used in the calculations when Ch"1" come from the corresponding table on the "PRE-2020 W-4" worksheet.

2023

	Single or Married Filing Separately				Married				Head of Household			
	Over	But Not Over	Amount	Plus % Of Excess Over	Over	But Not Over	Amount	Plus % Of Excess Over	Over	But Not Over	Amount	Plus % Of Excess Over
Annual	0.00	6,925.00	0.00	0.00	0.00	0.00	13,850.00	0.00	0.00	0.00	0.00	0.00
Other Income (W-4)	0.00	12,425.00	0.00	0.00	0.00	0.00	24,850.00	0.00	0.00	0.00	0.00	0.00
Total Income	6,925.00	12,425.00	0.00	0.00	6,925.00	0.00	13,850.00	0.00	0.00	13,850.00	0.00	0.00
Excess Deductions (W-4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Step 2 Marked (W-4)	F	12,425.00	29,288.00	550.00	0.120	12,425.00	24,850.00	58,575.00	1,100.00	0.120	24,850.00	18,250.00
Standard Deduction	8,600.00	29,288.00	54,613.00	2,573.50	0.220	29,288.00	58,575.00	109,225.00	5,147.00	0.220	58,575.00	40,325.00
Step 3 Tax Credit Amt	0.00	54,613.00	97,375.00	8,145.00	0.240	54,613.00	109,225.00	195,950.00	16,230.00	0.240	109,225.00	58,075.00
Total Deductions	8,600.00	97,375.00	122,550.00	18,552.00	0.320	97,375.00	*****	245,100.00	57,194.00	0.320	185,350.00	101,450.00
Adj Annual	43,400.00	*****	295,368.00	26,416.00	0.350	122,550.00	*****	360,725.00	*****	0.350	245,100.00	126,025.00
Over	16,250.00	*****	87,113.13	0.370	295,368.00	*****	*****	0.370	360,725.00	*****	86,311.75	0.370
Amt	1,100.00											
Pct	0.12											
Tentative Annual W/H	4,358.00											
Tentative Period W/H	83.81											
Period Credit	0.00											
Period W/H	83.81											

* The values used in the calculations when Ch"1" come from the corresponding table on the "PRE-2020 W-4" worksheet.

Annual Difference	-122.20
Pay Check Difference	-2.35

Compare Years here



88

Tax Problems
Payroll Tips and Tricks

New W-4 for Demo Casa Blanca LJJ - Steve Sikes

W-4 for Demo Casa Blanca LJJ

Record #: Employee: Chase Samantha D. Chase

Description: Date: 1/1/2023 Exempt

Expires:

Filing Status

Single or Married filing separately
 Married filing jointly
 Head of Household

Before 2020: Allowances:

Beginning 2020: Dependents Total:
 Other Income:
 Deductions:
 Extra withholding:

W-4 Other Developer



89

Don't forget to add Tax.USAx

New W-4 for Demo Casa Blanca LJJ - Steve Sikes

W-4 for Demo Casa Blanca LJJ

Employee - "Chase" for Demo Casa Blanca LJJ - Steve Sikes Samantha D. Chase

Code: Chase Full Name: Samantha D. Chase
 Goes By: Pronouns:

Automatics: All Include Historical

Line	PRCode	Description	Begin Date	End Date	Origin
1	Pay.Salary	Salary		1/1/2023	
2	Tax.FUTA	Federal Unemployment	10/20/2014		
3	Tax.SUTA_Old	SUTA	10/20/2014	1/1/2023	
4	Tax.USA	USA W/H	10/20/2014		
5	Tax.MedEE	Medicare EE	10/20/2014		
6	Tax.MedER	Medicare ER	10/20/2014		
7	Tax.SocSecEE	Social Security EE	10/20/2014		
8	Tax.SocSecER	Social Security ER	10/20/2014		
9	Tax.USAx	USA Extra W/H	1/1/2023		

Beginning 2020: Dependents Total:
 Other Income:
 Deductions:
 Extra withholding:

Employee Calculations Disbursement Positions Seniority & Leave Custom Data Links Locations



Tax Problems
Payroll Tips and Tricks

90

Is Employee Exempt from Social Security?

Line	Parameter	Description	Data Type	Current Value
1	Tax:USACK:W4Received	Received W-4 This Year	Date	1/2/2015
2	Type:Pay:Rate	Hourly Pay Rate	Number	10.15
3	Type:Pay:YrSalary	Yearly Salary Amount	Number	50,000.00
4	Type:Tax:SocSecExempt	Social Employee is Exempt	True/False	True

Line	Date	Value	Description
1	4/1/2023	True	

91

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- ✓ Received errors when processing checks
- ✓ Why are no taxes calculating?
- **Should I void or delete checks?**
- Where did my check lines go when I posted them to AP?

92

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- ✓ Received errors when processing checks
- ✓ Why are no taxes calculating?
- **Should I void or delete? ANSWER: Delete**
- Where did my check lines go when I posted them to AP?



93

Void or Delete?

PAYROLL TIPS AND TRICKS

94

Void or Delete?
PAYROLL TIPS AND TRICKS

Payroll Checks can be deleted up until disbursement (no Disbursement Reference)

Batch - #	Employee	Employee Name	Check Date	Net Pay	Entry #	Merge #	Reference(s)
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023	102.12	1	2382	
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023	1,769.08	2	2383	
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47	3	2384	
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	946.30	4	2385	



Void or Delete?
PAYROLL TIPS AND TRICKS

Direct Deposit Process

The screenshot shows a software window titled "Direct Deposit for Demo Casa Blanca LJI - Steve Sikes". It features a "Steps" pane on the left with options: "Specify Options", "Generate File", and "Mark Checks". The main area shows "Answers: STEVE" and "Bank Account: WF PR Acct" (Wells Fargo Payroll Account). A "Direct Deposit Reference" field contains "BR2301415". A second window below shows a message: "Choose Finish to mark checks totaling 2,817.50 as direct deposited." with a "Finish" button highlighted by a red box and arrow.



Void or Delete?
PAYROLL TIPS AND TRICKS

Print Checks Process

Print Checks for Demo Casa Blanca LJJ - Steve Sikes

Steps: Specify Options, Validate Checks, Print Checks, Mark Checks

Answers: Defaults

Check #	Employee	Name	Date	Merge #	Amount
1352	Edwards	Frank Edwards	4/15/2023	2384	872.47

1 of 1 check for 872.47 is ready to mark as printed.

<< Back Next >> **Finish** Cancel



97

Void or Delete?
PAYROLL TIPS AND TRICKS

**Disbursed Checks can only be Voided
Cannot DELETE**

Batch - #	Employee	Employee Name	Chec...	Net Pay	Merge #	Reference(s)
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023	102.12	2382	BR2301415
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023	1,769.08	2382	BR2301415
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47	2384	1352
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	946.30	2385	BR2301415



98

Void or Delete?

PAYROLL TIPS AND TRICKS

Void Checks
 voids the check
 and disbursement
 auto-creates a
 reversal check

InterActiv
CONFERENCE

99

Void or Delete?

PAYROLL TIPS AND TRICKS

**VOID the Disbursement,
not the Check!**

Batch - #	Employee	Employee Name	Check Date	Net Pay	Entry #	Merge #	Reference(s)
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023	102.12	1	2382	BR2301415
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023	1,769.08	2	2383	BR2301415
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47	3	2384	1352
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	946.30	4	2385	BR2301415

InterActiv
CONFERENCE

100

Void or Delete?

PAYROLL TIPS AND TRICKS

Check for Demo Casa Blanca LJJ

Batch #: STEVE - 3 Employee: Edwards Frank Edwards Check Date: 4/15/2023

Net Pay: 872.47

Line	Void?	Method	Reference	Amount	Direct Deposit Account	Nickname	Type	Date	Source	GL Ba
		Printed Check	1352	872.47				4/15/2023	Net Pay	10300
		Reversal	1352	872.47-				4/18/2023	Net Pay	10300
*		Printed Check		872.47				4/20/2023	Net Pay	10300

Disbursement Totals:

Check Payroll Run Lines

Edit

InterActiv CONFERENCE

101

Check Errors

Payroll Tips and Tricks

TRICK

InterActiv CONFERENCE

102

Void or Delete?
PAYROLL TIPS AND TRICKS

**TIP: Add a field to your view
HD Pane > Right-click > Options**

Options: Personal Answers: Personal

Filters: New Checks

Batch - #	Employee	Employee Name
STEVE - 1	Barnfield	Barnfield, Mollie K
STEVE - 2	Chase	Chase, Samantha
STEVE - 3	Edwards	Edwards, Frank
STEVE - 4	Garcia	Garcia, Andrea L.

Total: 4 Selected: 1 Net Pay: 102.12

Hidden Columns:

- Direct Deposit? (New/Ready/Deposited)
- Disbursement References (Check, Direct
- Employee Name (First Name First)
- Employee Name (Preferred)
- Event (AR)
- Event (AR) (Attribute)
- Event (AR) Description (Attribute)
- Event (PO) (Attribute)
- Event (PO) Date (Attribute)
- Event (PO) Description (Attribute)
- First Hired Date
- First Hired Day
- First Hired Month
- GL Accrual Entries (Batch/Entry)
- GL Batch
- GL Cash Entries (Batch/Entry)
- GL Liability Entries (Batch/Entry)
- Goes By
- Gross Pay
- Gross Pay YTD
- Has Invalid Accrual Accounts? (Yes/)

Visible Columns:

- Batch - Entry #*
- Employee
- Employee Name (Last Name First)
- Check Date
- Net Pay
- Merge #
- Created (DateTime)
- Created By

OK Cancel



103

Void or Delete?
PAYROLL TIPS AND TRICKS

Options: Personal Answers: Personal

Filters: New Checks

Batch - #	Employee	Employee Name
STEVE - 1	Barnfield	Barnfield, Mollie K
STEVE - 2	Chase	Chase, Samantha
STEVE - 3	Edwards	Edwards, Frank
STEVE - 4	Garcia	Garcia, Andrea L.

Total: 4 Selected: 1 Net Pay: 102.12

Hidden Columns:

- Deduction Disbursements
- Deductions (Employee)
- Deductions and Taxes (Employee)
- Deductions and Taxes YTD (Employee)
- Deductions YTD (Employee)
- Deposit Total (Direct Deposit)
- Description
- Direct Deposit Reference (Last)
- Direct Deposit? (New/Ready/Deposited)
- Disbursement References (Check, Direct
- Employee Name (First Name First)
- Employee Name (Preferred)
- Event (AR) (Attribute)
- Event (AR) Date (Attribute)
- Event (AR) Description (Attribute)
- Event (PO) (Attribute)
- Event (PO) Date (Attribute)
- Event (PO) Description (Attribute)
- First Hired Date
- First Hired Day
- First Hired Month
- GL Accrual Entries (Batch/Entry)

Visible Columns:

- Batch - Entry #*
- Employee
- Employee Name (Last Name First)
- Check Date
- Net Pay
- Entry #
- Merge #
- Created (DateTime)
- Created By

OK Cancel



104

Void or Delete?

PAYROLL TIPS AND TRICKS

Batch - #	Employee	Employee Name	Check Date	Net Pay	Entry #	Merge #	Reference(s)
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023	102.12	1	2382	
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023	1,769.08	2	2383	
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47	3	2384	
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	946.30	4	2385	



105

Void or Delete?

PAYROLL TIPS AND TRICKS

TIP: "Entry #" appears here on New checks in Check Form

Check - "STEVE - 5" for Demo Casa Blanca LJJ - Steve Sikes

Check for Demo Casa Blanca LJJ

Batch: STEVE Employee: Gray James C. Gray

Entry #: 5 Description:



106

**TIP: "Merge #" replaces
"Entry #
on merged checks in
Check Form**

Check - "STEVE - 1" for Demo Casa Blanca LJJ - Steve Sikes

Batch #: STEVE - 1 Employee: Barnfield Mollie K. Barnfield

Merge #: 2382 Description:

107

Common Questions and Problems

PAYROLL TIPS AND TRICKS

- ✓ Received errors when processing checks
- ✓ Why are no taxes calculating?
- ✓ Should I void or delete checks?
- **Where did my check lines go when I posted them to AP?**

108

Check Lines
Payroll Tips and Tricks

Check Line View Options

Answers: Personal

Columns Selection

Hidden Columns	Visible Columns
401K Enrollment (Attribute)	Check*
401K Enrollment Date (Attribute)	Line Number*
401K Enrollment Description (Attribute)	Employee Code
Affect Check	Employee Name (Last Name First)
AP Control Calendar	PRCode
AP Control Calendar Description	Check Date
	Work Date
	Source Amount
	Rate Amount
	Result Amount
	AP Control
	AP Invoice #

OK Cancel

Add to Visible



109

Check Lines
Payroll Tips and Tricks

Check Lines for Demo Aspire

Options: Personal

Filters: ? Check Date Range (1/1/2023, 12/31/2023) Lookup:

Check	Line	Employee	Employee Name	PRCode	Che...	Work Date	Source	Rate	Result	AP Control	AP Invoice #
LB - 1	1	Alvarez	Alvarez, Lydia Katherine	Pay.Reg		3/24/2023	3/13/2023	31.09	14.5000	450.81	
LB - 1	2	Alvarez	Alvarez, Lydia Katherine	Pay.Reg		3/24/2023	3/17/2023	8.58	14.5000	124.41	
LB - 1	3	Alvarez	Alvarez, Lydia Katherine	Ded.401K		3/24/2023	3/19/2023		0.0000	0.00	401K
LB - 1	4	Alvarez	Alvarez, Lydia Katherine	Tax.USA		3/24/2023	3/19/2023	575.22		52.68	941Taxes 3/24/2023
LB - 1	5	Alvarez	Alvarez, Lydia Katherine	Tax.MedERPercent		3/24/2023	3/19/2023	575.22	1.45	8.34	941Taxes 3/24/2023
LB - 1	6	Alvarez	Alvarez, Lydia Katherine	Tax.MedERPercent		3/24/2023	3/19/2023	575.22	1.45	8.34	941Taxes 3/24/2023
LB - 1	7	Alvarez	Alvarez, Lydia Katherine	Tax.SocSecEE		3/24/2023	3/19/2023	575.22	4.2000	24.16	941Taxes 3/24/2023
LB - 1	8	Alvarez	Alvarez, Lydia Katherine	Tax.SocSecER		3/24/2023	3/19/2023	575.22	6.2000	35.66	941Taxes 3/24/2023
LB - 1	9	Alvarez	Alvarez, Lydia Katherine	Tax.FUTA		3/24/2023	3/19/2023	575.22	0.0060	3.45	940
LB - 1	10	Alvarez	Alvarez, Lydia Katherine	Tax.SUTA.TX		3/24/2023	3/19/2023	575.22	2.7000	15.53	



110

Check Lines
The Bible of Payroll

Check Lines
Payroll Tips and Tricks

ActivityHD Explorer - Check Lines for Demo Aspire

Options: Personal

Filters: ? Check Date Range (3/24/2023, 3/24/2023) ? Group (Compensation) x Lookup:

Check	Line	Employee	Employee Name	PRCode	Check Date	Work Date	Source	Rate	Result
LB - 1	1	Alvarez	Alvarez, Lydia Katherine	Pay.Reg	3/24/2023	3/13/2023	31.09	14.5000	450.81
LB - 1	2	Alvarez	Alvarez, Lydia Katherine	Pay.Reg	3/24/2023	3/17/2023	8.58	14.5000	124.41
LB - 2	1	Jacobs	Jacobs, Marley Sarah	Pay.Reg	3/24/2023	3/13/2023	12.50	10.0000	125.00
LB - 2	2	Jacobs	Jacobs, Marley Sarah	Pay.Reg	3/24/2023	3/14/2023	12.67	10.0000	126.70
LB - 2	3	Jacobs	Jacobs, Marley Sarah	Pay.Reg	3/24/2023	3/17/2023	9.84	10.0000	98.40
test - 2	1	Barnfield	Barnfield, Mollie Kay	Pay.Salary	3/24/2023	3/19/2023	40.00	22.3558	894.23

Total: 6 Selected: 6 Source: 114.68 Result: 1,819.55 Order: *Check Date

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CONFERENCE

111

WHO SAID THE QUOTE?

“Knowledge is Power.”

Francis Bacon
1597

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112



THANKS FOR JOINING!

Tips & Tricks to Help Troubleshoot Your Payroll

Elizabeth Hudspeth & Steve Sikes

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<https://accountingware.com/help>