Payroll

Creating a PR Warrant

Before you begin, make sure to organize all of your paperwork for each Employee (hours and account numbers). Add any new Employees through "6. Employee Maintenance" off the Main Menu.

1. Open the Payroll Accounting Module.

2. Backup your data, creating a restore point from "H. Restore Points" off the Main Menu. You should also backup your data to NEMRC through "O. NEMRC Backup" off the Main Menu.

3. Enter Payroll for each Employee using "1. Post Payroll" off the Main Menu.

4. Go to "R. Reports Menu" off the Main Menu.

5. Choose "1. Detail Posting Register" off the Reports Menu.
   a. **Status:** "Before Calculation"
   b. **Range:** "All"
   c. **Order:** "Employee number"
   d. **Print:** Click "Print" to print this report.

7. <u>Proof</u> this report to be sure that all Employees to be paid this week are on the list, and that all hours and Paytypes are correct.

   To modify or void a posting, use "3. Edit Postings" off the Main Menu.

8. Choose "2. Calculate Payroll" off the Main Menu.
   a. Choose "All" unless you are doing a "Single" Posting
   b. Check the box next to "Recalculate any unpaid postings?"
   c. Click "OK" to Calculate Payroll.
   d. Any additional Custom Calculation is run from "Z. Custom Reports and Routines" from the "R. Reports Menu."

10. Go to "R. Reports Menu" off the Main Menu.

11. Choose "1. Detail Posting Register" off the Reports Menu.
    a. **Status:** "After Calculation"
    b. **Range:** "All"
    c. **Order:** "Employee number"
    d. **Print:** Click "Print" to print this report.

13. <u>Proof</u> this report to be sure that all Employees to be paid this week are on the list, and that all hours and Paytypes are correct.

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To modify or void a posting, use "3. Edit Postings" off the Main Menu. Recalculate <u>ONLY</u> if you change the pay that withholdings were based upon.

14. The Detail Postings Register from <u>Before</u> Calculations may be discarded.
The Detail Postings Register from <u>After</u> Calculations should be filed.

15. Create another Restore Point from "H. Restore Points" off the Main Menu.

16. Put the blank checks into the printer.

17. Select "4. Print Checks" from the Main Menu.

18. When finished printing checks, take the checks out and put the normal paper back into the printer.

19. Go to "R. Reports Menu" off the Main Menu.

20. Print the "4. Check Warrant report."

21. Go to "A. Transfer to GL" off the Payroll Main Menu. Transfer based on the date of the checks. When prompted, save the report.

22. Go to "B. Transfer to AP" off the Main Menu. Transfer based on the date of the checks. Change any Due Dates as desired for Accounts Payable payment. When prompted, save the report.

23. Create a final Restore Point using "H. Restore Points" off the Main Menu.

If you have any questions, please call NEMRC support at 800-387-1110