



CHECKLIST - TEMPORARY PAYBILL PROCESSING CYCLE

SAVE THIS DOCUMENT, WHEN COMPLETED, WITH YOUR OTHER ARCHIVED (PERMANENT) PAYBILL CYCLE REPORTS.

(OPTIONAL) and (REQUIRED) steps: Anything listed as **(OPTIONAL)** may assist in producing a more accurate payroll, but skipping these items will not prevent payroll from being completed. Anything listed as **(REQUIRED)** **must** be processed. *(For example, if you are running a paybill cycle without paychecks to be produced or without invoices to be produced, you must, nevertheless, always process the "Checks" and "Invoices" steps).*

Reports: When a step creates a report, the report is listed below the step and is noted as "Report". Some steps create several or many reports. To the right of "Report" will be the words "view", "use", "print" and/or "**SAVE**".

- view = View it on your screen to "use" (OK to print if it makes "use" easier)
- use = Verify or work with the information on the report before you proceed
- print = Print it to "use" or to "**SAVE**", as required
- SAVE** = **Must be printed and saved** with your other archived (permanent) reports

Preparation and "Begin Cycle - Constant File" information to be used in Step 15a:

1.

Company:	_____
Description:	_____ (i.e., standard, branch, region, customer)
Payroll number:	_____ (i.e., paybill process sequence 1, 2, 3 for this company for this week)
Fiscal period:	____ ____ (Possible "4/4/5" consideration)

2.

Current week ending: ____ ____ ____ (week 0)	2 weeks prior: ____ ____ ____ (week 2)
1 week prior: ____ ____ ____ (week 1)	3 weeks prior: ____ ____ ____ (week 3)

3.

First check number: _____	Check date: ____ ____ ____
<i>(Possible "alignment" consideration for pre-printed check stock)</i>	
Deduction frequency: ()1 ()2 ()3 ()4 ()5 ()6 ()7 ()9	
<i>(4=frequencies 1 and 2; 5=frequencies 1, 2 and 3; 6=frequencies 2 and 3; 7=frequencies 1 and 3; 9=none)</i>	
Non-standard check message 1:	_____
Non-standard check message 2:	_____

4.

First invoice number: _____	Invoice date: ____ ____ ____
Non-standard invoice message:	_____
Late fee %: _____	Late fee date due: ____ ____ ____

5. Recommended timesheet preparation for fastest and most accurate data entry during Step 15b:

___ **Easy entry** timesheets: **Current week without overtime hours and without pay or bill adjustments**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **Thinking entry** timesheets:

___ **Current week (week 0) with overtime hours but without pay or bill adjustments**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **Current week (week 0) with pay or bill adjustments (and any hours)**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **One week ago (week 1) with any hours but without pay or bill adjustments**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **Two weeks ago (week 2) with any hours but without pay or bill adjustments**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **Three weeks ago (week 3) with any hours but without pay or bill adjustments**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

___ **All late weeks with pay or bill adjustments (and any hours)**

___ Put into groups of 10 timesheets per group for balancing

___ Run balance totals, twice, on each group (if no tape, write on attached paper)

6.

___ **(OPTIONAL)** (To identify employees qualifying for holiday, vacation or other bonuses)

Menu: PayBill Employee Bonus Processing (PBBONS) ("Bonus Files" from PBMASST menu)

a. ___ **Item: [Bonus Report]** Print a bonus eligibility report

Run once for each appropriate *BONUSxx bonus code. (VA=vacation; 01=holiday; xx=user defined)

___ Report (view/use) PB475P Bonus Availability Report (one report for each code)

7.

___ **(OPTIONAL)** (To identify employees qualifying for holiday, vacation or other bonuses)

Menu: PayBill Special Reports (PBRPRQ) ("Special Reports" from PBMASST menu)

a. ___ **Item: [Employee List]** Employee list with hours and gross dollars for selected pay dates

Use when eligibility is based on criteria not tracked "automatically" by SkillMatch.

___ Report (view/use) PB632 Total Hours and Dollars Report

8.

___ **(OPTIONAL)** (To enter advance checks not yet entered... but are to be deducted during this paybill cycle)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMASST menu)

a. ___ **Item: [Advances]** Enter advance checks

Enter advances, check edit report for accuracy, then post. Any advances entered but not **posted** will be **deleted** when "Begin Cycle" (Step 15a) is processed.

___ Report (view/use) PB074 Advance Check Edit Listing

___ Report (print/**SAVE**) PB078 Advance Check Register

9.

___ **(OPTIONAL)** (To print a list of employees with outstanding advance dollars)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMASST menu)

a. ___ **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. ___ **Item: [Advances]** List employees with outstanding advance dollars

___ Report (view/use) PB572 Employees With Advance Dollars Report

10.

___ **(OPTIONAL)** (To setup new employee deductions or to make permanent or temporary changes)

Menu: PayBill File Maintenance (PBMANT) ("File Maintenance" from PBMASST menu)

a. ___ **Item: [Employee Deductions]** (Make notes **now** on Step 32 to undo temporary changes)

11.

___ **(OPTIONAL)** (To print a list of all deductions scheduled to be withheld when an employee is paid)

Menu: PayBill File Printing (PBLIST) ("File Printing" from PBMASST menu)

a. ___ **Item: [Employee Deduction File]** (Also produces a Garnishment Vendor Detail report: PB553)

___ Report (view/use) PB553 + PB554 Employee Deduction List (if Full List by SSN)

or ___ Report (view/use) PB553 + PB554A Employee Deduction List (if Active List by SSN)

or ___ Report (view/use) PB553 + PB554B Employee Deduction List (if Full List by Name)

or ___ Report (view/use) PB553 + PB554C Employee Deduction List (if Active List by Name)

12.

___ **(OPTIONAL)** (To print a list of expected timesheets based on start dates, end dates and end date codes)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. ___ **Item: [Expected]** Report of expected timesheets

___ Report (print/use) PB519C Timesheets Expected for Payroll Report

13.

___ **(SKIP) this step if you don't use SkillMatch Direct Deposit processing**

___ **(OPTIONAL)** (To verify all "*D" hold code employees' direct deposit data)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. ___ **Item: [*D Hold Code]** List employees with *D hold code

___ Active: Key current "0" week date ___ | ___ | ___

___ Report (view/print) DD020C Employees with Direct Deposit Hold Code

___ Prenote: Key test run release date ___ | ___ | ___

___ Report (view/print) DD020C Employees with Direct Deposit Hold Code

14.

___ **(SKIP) this step if you don't use SkillMatch Direct Deposit processing**

___ **(OPTIONAL)** (Required to make changes to employee direct deposit data)

From any menu:

a. ___ **Item: [Employee Search]** (Left bottom of all menus; find employee, click on "Data entry" under Actions)

15.

(REQUIRED) (All preliminary steps have been completed and you are ready to begin paybill processing)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Begin Cycle]** Begin the payroll cycle

(Can **only** be processed **once** per paybill cycle. Incorrect data entered can be corrected elsewhere.)

b. ___ **Item: [Timesheets]** Enter and edit timesheets

___ Report (view/use) PB020 Timesheet Edit Report

c. ___ **Item: [Voided Checks]** Enter voided and reissued checks

___ Report (view/use) PB084 Void/Reissue Checks Edit Report

d. ___ **Item: [Select Batches]** Select timesheet batches for merging

(For "edit passed" batches. Can be run again and again to add new batches not previously merged.)

The "merged" file is the processing file for pay and bill and contains "verified correct" timesheets that may have been entered into different batches by various users, by timeclocks, etc.)

___ Report (view/use) PB035 Merge confirmation (one for each timesheet batch merged)

16.

(OPTIONAL) (To print a list of timesheets in the merged file)

Select this step at any time after you merge timesheets. Since timesheet key numbers will change after merging various batches together, this report will provide the new key numbers assigned to timesheets in the merged file. You may need this list for making corrections in steps below. This can be printed multiple times, as needed, whenever more timesheet batches are merged (added).

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. **Item: [Timesheet List]** Print a list of timesheets in process

Report (view/use) PB521 Timesheets in Process Report

17.

(SKIP) this step if you do not use **SkillMatch Direct Deposit processing**

(OPTIONAL) (To print a list of employees with *D hold code in the merged file)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. **Item: [*D Hold Code]** List employees with *D hold code

Active: Key current "0" week date ____ | ____ | _____. Select "Check merged timesheet file only".

Report (view/use) DD020C Employees with Direct Deposit Hold Code

18.

(OPTIONAL) (To expose missing timesheets based on start dates, end dates and end date codes)

(Most valuable when all company timesheets are processed in the same payroll and you think the merged file is complete.)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. **Item: [Missing]** Report of POSSIBLE missing timesheets

Report (view/use) PB518C Possible Missing Timesheets Report

19.

(REQUIRED) (To check for possible timesheet duplicates or hours errors)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. **Item: [Duplicates]** Report of duplicate timesheets and regular hours over 40

Report (view/use) PB394 Duplicate Timesheets Report

Report (view/use) PB398 Hours Greater Than 40 Report

Report (view/use) PB399 Multiple W/E Worked Timesheets Report

20.

___ **(OPTIONAL)** (To fix problems found after reviewing all "Duplicates" reports, above)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [Change In Merged]** Change timesheets in the merged file

You can **ONLY** change: Week date, hold code, available code or deduction frequency.

If other timesheet data requires a change, you must delete the timesheet and re-enter (see below).

If job order data requires a change, you must change the job order (see below).

___ Report (view/use) PB090 Merged Timesheet Changes

___ Report (view/use) PB094 Timesheet Deletions

If you need to change a job order, process the steps immediately below to make the change.

From any menu:

b. ___ **Item: [Employee Search]** (Left bottom of all menus; find employee, click on "Jobs" under Display, select job to change and make changes.)

If you deleted a timesheet, process the steps below to re-enter and re-merge.

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

c. ___ **Item: [Timesheets]** Enter and edit timesheets

___ Report (view/use) PB020 Timesheet Edit Report

d. ___ **Item: [Select Batches]** Select timesheet batches for merging

___ Report (view/use) PB035 (one for each timesheet batch merged)

21.

(REQUIRED) (To calculate taxes, deductions and other financial information)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [Calculations]** Calculate gross pay, taxes and net pay

___ Report (view/use) PB405 Duplicate Voids Report

___ Report (view/use) PB406 Duplicate Prepays Report

___ Report (view/use) PB420S FIT, SS and Medicare Taxes Calculated (only when summarizing taxes)

___ Report (view/use) PB425S (or PB425) Local & State Taxes Calculated

___ Report (view/use) USxxx (for unique state/local tax calculations, if any) (one per tax authority)

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) PB435 Negative Net Pay /Gross Exceeding \$12,000

___ Report (view/use) PB435S Employees Who Exceed SS Tax\$ for Year

___ Report (view/use) PB516A Employees w/Prev Issued Checks For Same W/E Worked

___ Report (view/use) PB438 Allocate Direct Deposits (*D employees with Bank 1/2/3 and amounts)

22.

___ **(OPTIONAL)** (To check gross margin and branch/division/class accuracy)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [GP Report]** Gross Profit from merged timesheets (After calculating taxes)

___ Report (view/use) PB900N Gross Profit Report

23.

___ **(OPTIONAL)** (To fix problems found after reviewing merged Gross Profit report, above)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [Change In Merged]** Change timesheets in the merged file

You can **ONLY** change: Week date, hold code, available code or deduction frequency.

If other timesheet data requires a change, you must delete the timesheet and re-enter (see below).

If job order data requires a change, you must change the job order (see below).

___ Report (view/use) PB090 Merged Timesheet Changes

___ Report (view/use) PB094 Timesheet Deletions

If you need to change a job order, process the steps immediately below to make the change.

From any menu:

b. ___ **Item: [Employee Search]** (Left bottom of all menus; find employee, click on "Jobs" under Display, select job to change and make changes.)

If you deleted a timesheet, process the steps below to re-enter and re-merge.

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

c. ___ **Item: [Timesheets]** Enter and edit timesheets

___ Report (view/use) PB020 Timesheet Edit Report

d. ___ **Item: [Select Batches]** Select timesheet batches for merging

___ Report (view/use) PB035 (one for each timesheet batch merged)

24.

___ **(OPTIONAL)** (To print a preliminary report of hours; a final report is produced later)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [Hours Report]** Print a preliminary hours report

___ Report (view/use) PB504 Weekly Hours Report by Office

___ Report (view/use) PB504A Weekly Hours Report All Offices Combined

25.

___ **(OPTIONAL)** (To print a list of payroll checks issued in hold code order)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ **Item: [Hold List]** Print the payroll check hold list(s)

___ Report (view/use) PB525A Payroll Check Hold List

26.

___ **(OPTIONAL)** (To review gross, taxes, deductions, net; a final report is produced later)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Preliminary Reports] Print payroll check register and journal at any time

___ Report (view/use) PB506A (or PB506) Payroll Check Register (A=all offices combined)

___ Report (view/use) PB508A (or 508) Payroll Journal (A=all offices combined)

___ Report (view/use) PB508A Payroll Journal (Voids/Reissues) (A=all offices combined)

___ Report (view/use) PB508A Payroll Journal (Prepays) (A=all offices combined)

___ Report (view/use) PB715 Payroll Deduction Register

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) "GARN DTL" (PB514P) Garnishments Payable Report (all vendors combined)

___ Report (view/use) "GARN PG VN" (PB514BP) Garnishments Payable Report (page per vendor)

27.

(REQUIRED) (Even if this is a "billing only" paybill cycle)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Checks] Print the payroll checks

You will be able review and verify your check printing information. After you OK the review screen, you will see a screen asking if you wish to post checks to bank reconciliation. **STOP!**

You will post checks to bank reconciliation **ONLY after** checks **(1)** have **printed** successfully **and (2)** have been **verified** for accuracy **and (3)** the other reports, below, have been **verified** as acceptable.

Warning: After posting checks or invoices, DO NOT process additional/new/added timesheets.

___ Report (view/use) PB405 Duplicate Voids Report

___ Report (view/use) PB406 Duplicate Prepays Report

___ Report (view/use) PB420S FIT, SS and Medicare Taxes Calculated (only when summarizing taxes)

___ Report (view/use) PB425S (or PB425) Local & State Taxes Calculated

___ Report (view/use) USxxx (for unique state/local tax calculations, if any) (one per tax authority)

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) PB435 Negative Net Pay /Gross Exceeding \$12,000

___ Report (view/use) PB435S Employees Who Exceed SS Tax\$ for Year

___ Report (view/use) PB516A Employees w/Prev Issued Checks For Same W/E Worked

___ Report (view/use) PB438 Allocate Direct Deposits (*D employees with Bank 1/2/3 and amounts)

___ Report (view/use) DD030 Payroll Direct Deposits (if *D problems exist, check process will **STOP**)

___ Report (print) PB440D Your payroll checks... process "b." or "c.", below

b. ___ If you use Create-A-Check (MICR checks) refer to your Create-A-Check Print Payroll Checks document.

c. ___ If you do not use Create-A-Check for check printing, proceed with standard check printing.

d. ___ Post checks to bank reconciliation ONLY after ALL checks have printed successfully and ONLY if all of the reports, above, have been verified for "no problems" and accuracy.

___ Report (view/use) PB444 Duplicate Checks in Reconciliation File (if not "clear", contact support)

___ Report (print/**SAVE**) DD060 Direct Deposits ACH File (only when using SkilMatch Direct Deposit)

28.

___ (SKIP) this step if you process cumulative billing... and this is not a stand-alone paybill cycle.

(REQUIRED) if this is a stand-alone (not cumulative) paybill cycle, even if this is a "pay only" paybill cycle.

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Invoices] Print the invoices

You will be able review and verify your invoice printing information. After you OK the review screen, and **if** you sort invoices by department, you will see a screen asking if the departments being used are OK. **STOP!** Check your PB451 report, below. If **not** OK, cancel the invoice processing and make department changes on job orders (using Step 23b, above). If departments **are** OK, continue processing. You will see a screen asking if you wish to post invoices. **STOP!**

You will post invoices to accounts receivable **ONLY after (1) the invoice edit**, below, **and (2) the customer department** report, below, have **both** been **verified** for "no errors" and accuracy.

Warning: After posting checks or invoices, DO NOT process additional/new/added timesheets.

- ___ Report (view/use) PB451A Invoices w/Customer Department to Print (cancel if problems)
- ___ REPRINTINV (or PB450) invoices to print... process "b." or "c.", below (PB450: no invoice images)
- ___ PB456 New Jersey vouchers (only for NJ business)
- ___ Report (view/use) AR120 Accts Receivable Invoice Edit Listing

b. ___ If you use Create-A-Check to print invoices, refer to your Create-A-Check Print Invoices document.

c. ___ If you do not use Create-A-Check for invoice printing, proceed with standard invoice printing.

a. ___ Post invoices to accounts receivable ONLY if the Invoice Edit Listing, above, shows "no errors" and ONLY if the customer department report, above, has been verified for accuracy.

- ___ Report (view/use) INVSAV Invoices Not Added To The Invoice Reprint File
- ___ Report (print/**SAVE**) AR130 Accts Receivable Invoice Register

29.

(REQUIRED) (To print your payroll reports)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Payroll Reports] Print the payroll journal, check register and other payroll reports

- ___ Report (print/use) PB504 Weekly Hours Report by Office
- ___ Report (print/use) PB504A Weekly Hours Report All Offices Combined
- ___ Report (print/**SAVE**) PB506A (or PB506) Payroll Check Register (A=all offices combined)
- ___ Report (print/**SAVE**) PB508A (or 508) Payroll Journal (A=all offices combined)
- ___ Report (print/use) PB508A Payroll Journal (Voids/Reissues) (A=all offices combined)
- ___ Report (print/use) PB508A Payroll Journal (Prepays) (A=all offices combined)
- ___ Report (print/use) PB510 Availability Report
- ___ Report (print/use) PB512 Employees Paid Report by Employee Branch
- ___ Report (print/**SAVE**) PB715 Payroll Deduction Register
- ___ Report (print/**SAVE**) PB426R Garnishments Not Fully Deducted
- ___ Report (print/**SAVE**) "GARN DTL" (PB514P) Garnishments Payable Report (all vendors combined)
- ___ Report (print/**SAVE**) "GARN PG VN" (PB514BP) Garnishments Payable Report (page per vendor)

33.

___ (SKIP) this step if you do not use SkillMatch Direct Deposit processing

(REQUIRED) (To download the Direct Deposit file to a PC and transfer to the bank)

The following procedures **must** be processed from your designated direct deposit PC.

Menu: PayBill Payroll Updating (PBUPDT) ("Payroll Updates" from PBMASST menu)

a. ___ Item: **[Go to Direct Deposit Processing]**

Menu: PayBill Direct Deposit Interface Processing (DDPROC)

The following procedures **must** be processed in order at the same sitting.

b. ___ Item: **[Select]** Select a direct deposit payroll file to be downloaded

c. ___ Item: **[Print]** Print the direct deposit file (formatted)

___ Select "ACH download" and "Formatted"

___ Report (print/**SAVE**) DD060 Direct Deposits ACH File

d. ___ Item: **[Print]** Print the direct deposit file (unformatted)

___ Select "ACH download" and "Unformatted"

___ Report (print/**SAVE**) QSYSPRT (left) Direct Deposits ACH File

e. ___ Item: **[Download]** Download the direct deposit file to the PC

f. ___ **Transfer file to your bank using ETU**

g. ___ **After your bank confirms receipt, delete (or rename) the file on your PC**

34.

(REQUIRED) (To balance dollars posted to employee files to dollars posted to your balancing spreadsheet)

Menu: PayBill End-of-Quarter (PBENDQ) ("End-of-Quarter" from PBMASST menu)

a. ___ Item: **[End-of-Quarter Totals]** Print the end-of-quarter totals

___ Report (print/**SAVE**) PB800 Federal Totals

___ Report (print/**SAVE**) PB810 State/Local Totals

b. ___ **Manually post figures from your Payroll Journal to your balancing spreadsheet**

Compare the QTD totals on the SkillMatch reports to the QTD totals on your balancing spreadsheet.

Your spreadsheet should have these headings and quarterly totals:

Week "0"	Payroll	Gross	Social	Medicare	F.I.T.	S.I.T.	Local	S.D.I.
Date	Sequence	Payroll	Security					

35.

___ (SKIP) this step if you do not use SkillMatch Positive Pay processing

(REQUIRED) (To process Positive Pay)

Menu: PayBill Bank Reconciliation (PBBANK) ("Bank Functions" from PBMASST menu)

a. ___ **Item: [Go to the Positive Pay Master Menu]**

Menu: PayBill Positive Pay Interface Processing (PPMASST)

b. ___ **Item: [Select P/R Checks]** Select payroll checks

If you plan to process other paybill cycles before **transmitting** Positive Pay data to your bank, you should only process the, above, "Select P/R Checks" item, then **STOP**. During each subsequent paybill cycle, only process the "Select P/R Checks" item again, which will add those checks to these checks. Only process the additional Positive Pay steps, below, when the paybill cycle is the last paybill cycle immediately before you want to process and download all checks to the bank for all paybill cycles.

c. ___ **Item: [Create]** Create positive pay file **(Don't process if you will add checks from your next paybill cycle.)**

d. ___ **Item: [Print]** Print positive pay file **(Don't process if you will add checks from your next paybill cycle.)**

e. ___ **Item: [Download]** Download positive pay file to a PC **(Don't process if you will add checks from your next paybill cycle.)**

36.

___ (SKIP) this step if you do not process cumulative billing

___ (SKIP) this step if this is not the last cumulative billing paybill cycle being processed

___ (SKIP) this step if this was a stand-alone paybill cycle and you have already printed invoices in Step 28

___ (REQUIRED) if you process cumulative billing and this is the last cumulative billing paybill cycle for the week

Menu: PayBill Payroll Updating (PBUPDT) ("Payroll Updates" from PBMAST menu)

a. ___ Item: [Go to Cumulative Billing]

Menu: PayBill Cumulative Billing Processing (PBCMBL)

You will be able review and verify your invoice printing information. After you OK the review screen, and if you sort invoices by department, you will see a screen asking if the departments being used are OK. **STOP!** Check your PB451 report, below. If **not** OK, cancel the invoice processing and make department changes on job orders (using Step 23b, above). If departments **are** OK, continue processing. You will see a screen asking if you wish to post invoices. **STOP!**

You will post invoices to accounts receivable **ONLY after (1) the invoice edit**, below, **and (2) the customer department** report, below, have **both** been verified for "no errors" and accuracy.

Warning: After posting checks or invoices, DO NOT process additional/new/added timesheets.

___ Report (view/use) PB451A Invoices w/Customer Department to Print (cancel if problems)

___ REPRINTINV (or PB450) invoices to print... process "b." or "c.", below (PB450: no invoice images)

___ PB456 New Jersey vouchers (only for NJ business)

___ Report (view/use) AR120 Accts Receivable Invoice Edit Listing

b. ___ If you use Create-A-Check to print invoices, refer to your Create-A-Check Print Invoices document.

c. ___ If you do not use Create-A-Check for invoice printing, proceed with standard invoice printing.

a. ___ Post invoices to accounts receivable **ONLY if the Invoice Edit Listing**, above, shows "no errors" **and ONLY if the customer department report**, above, has been verified for accuracy.

___ Report (view/use) INVSAV Invoices Not Added To The Invoice Reprint File

___ Report (print/**SAVE**) AR130 Accts Receivable Invoice Register

37.

(SKIP) this step if you do not process cumulative billing

(OPTIONAL) (If you want "total" reports of cumulative billing paybill data)

Menu: PayBill Payroll Updating (PBUPDT) ("Payroll Updates" from PBMAST menu)

a. **Item: [Go to Cumulative Billing]**

Menu: PayBill Cumulative Billing Processing (PBCMBL)

b. **Item: [Reports]** Print all payroll reports for cumulative billing

Report (print/use) PB504 Weekly Hours Report by Office

Report (print/use) PB504A Weekly Hours Report All Offices Combined

Report (print/**SAVE**) PB506A (or PB506) Payroll Check Register (A=all offices combined)

Report (print/**SAVE**) PB508A (or 508) Payroll Journal (A=all offices combined)

Report (print/use) PB508A Payroll Journal (Voids/Reissues) (A=all offices combined)

Report (print/use) PB508A Payroll Journal (Prepays) (A=all offices combined)

Report (print/use) PB510 Availability Report

Report (print/use) PB512 Employees Paid Report by Employee Branch

Report (print/**SAVE**) PB715 Payroll Deduction Register

Report (print/**SAVE**) PB426R Garnishments Not Fully Deducted

Report (print/**SAVE**) "GARN DTL" (PB514P) Garnishments Payable Report (all vendors combined)

Report (print/**SAVE**) "GARN PG VN" (PB514BP) Garnishments Payable Report (page per vendor)

38.

(SKIP) these steps if you don't use any of these SkillMatch interfaces or options

(REQUIRED) (To process one or more of these interfaces and options)

a. **Talx (Frick) unemployment reporting interface** (Refer to specific documentation for this interface)

b. **ADP unemployment reporting interface** (Refer to specific documentation for this interface)

c. **ProBusiness tax reporting interface** (Refer to specific documentation for this interface)

d. **Ceridian tax reporting interface** (Refer to specific documentation for this interface)