

Payroll Manual Transactions

There are times you may have written a manual check. These types of transactions can be entered into Quantum. Therefore, allowing the tracking of check numbers, and the employees salary information.

You will need to go into the Manual Transactions Entry screens;

Accounting.....,
Payroll.....,
Processing.....,
Enter Manual Transactions.....,

The screenshot shows the 'Enter Manual Transactions' window for 'Geneva Mental Health'. The window has a menu bar (File, View, Options, Help, Okay, Cancel) and a toolbar with navigation and action icons. The main form area is titled 'Add' and contains the following fields and sections:

- Employee:** 1676 Richardson, Senora (Salary)
- Bank Code:** 991
- Check Number:** [Empty]
- Check Date:** 12/18/03
- Pay Prd Date:** [Empty]
- Gross Pay:** [Empty]
- Weeks Worked:** [Empty]
- Void?** [Checkbox]
- Void Date:** [Empty]
- Void Number:** [Empty]
- Pay Hours:** A table with columns for Regular, Overtime, Vacation, Holiday, Sick, and Special.
- Federal:** FICA, Medicare, FWT, EIC [Empty]
- State:** Tax Code GA, SWT, SUI, OST [Empty]
- City:** Tax Code [Empty], CWT [Empty]
- Employer:** FICA, Medicare, FUI, SUI [Empty]
- Net Pay:** [Empty]
- Buttons:** Multi-State, Deductions, Distributions

Once you have selected the appropriate employee;

From the manual check you will enter the following information:

- A) Enter the correct bank code, check number, check date, Pay Period Date, Gross Pay, Weeks Worked.
- B) Enter the appropriate Pay and Hours that apply, Regular, Overtime, Vacation, Holiday, Sick, Special

Enter the appropriate Tax Withholding Items (Employee and Employer);

Employee;

Federal: FICA, Medicare, FWT, EIC

State: SWT, SUI, OST, (if any apply)

City: CWT (if any apply)

Employer;

Federal: FICA, Medicare, FUI, SUI

- C) Net Pay; Note: The Net Pay field will prompt you with the correct amount to this point. It will not include amount less deductions.



D) Select the Deductions button on the lower screen.

This will take you in to the *Deduction Entry Screen*.
You will be able to select and enter the deduction/earnings that apply,
and their correct amounts.

Ded/Earning Code	Ded/Earning Desc	Hours	Amount
4010	ERS OLD	.00	14.25
CIGS	CIGNA SIN	.00	25.00

After entering all the deductions, Pf-key (F11),
This will take you back to the Enter Manual Transactions screen.
This will also prompt you with the correct Net Pay Amount, including the
deduction/earnings amounts entered. Enter the correct Net Pay Amount.
Pf-key (F11).

Once completed the Enter Manual Transactions screen will look as below.

Change

Employee

Bank Code

Check Number Void? Void Date Void Number

Check Date

Pay Prd Date

Gross Pay Weeks Worked

	Regular	Overtime	Vacation	Holiday	Sick	Special
Pay	<input type="text" value="950.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours	<input type="text" value="86.80"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Federal: FICA Medicare FWT EIC

State: Tax Code SWT SUI OST

City: Tax Code CWT

Employer: FICA Medicare FUI SUI

Net Pay

You will next print a *Manual Transaction Edit List*;

Accounting.....,
 Payroll.....,
 Processing.....,
 Manual Transactions Edit List.....,

You will spool to the print spooler. Print if needed. This will be in the spooler under Reporting. Proof the report; make sure all entries are correct. If not go back into *Enter Manual Transactions* correct the fields as needed. Reprint *Manual Transactions Edit List*, proof report.

If all items are correct you will then post.

**Accounting.....,
Payroll.....,
Processing.....,
Post Manual Transactions.....,**

You will need to go to the Spooler under Reporting, for the Check Register.
Make sure all checks have posted. If not; resolve any problems; go through the
Post Manual Transactions again. Look at the Check Register make sure all are posted.
Print your Check Registers. You have completed the Manual Payroll Transactions.