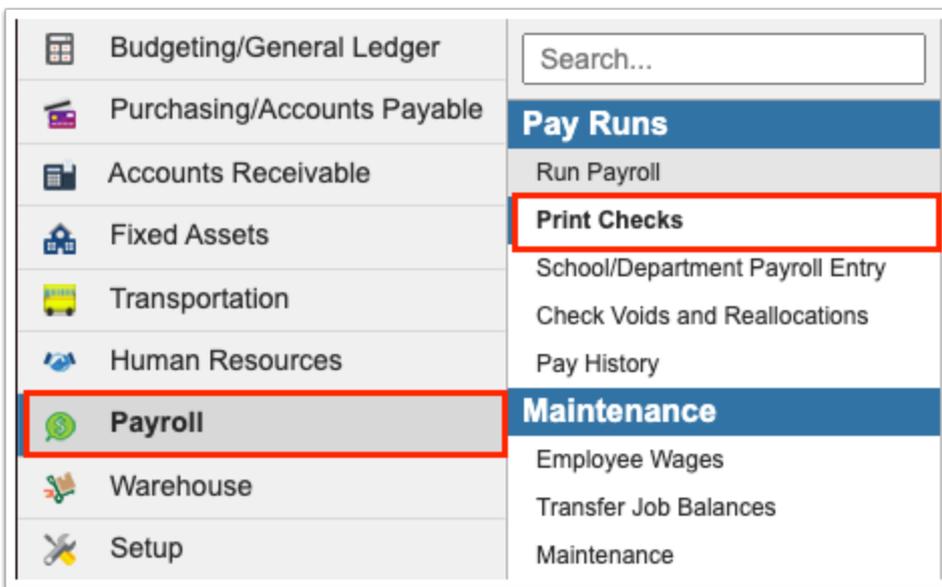


# Print Checks

The Print Checks screen displays details of check runs once payroll has been posted where users can view and print checks as well as void checks when needed. ACH files can be viewed and files downloaded.

## Viewing and Printing Checks

1. From the **Payroll** menu, click **Print Checks**.



2. The Print Checks screen defaults to the **Check Runs** tab.

**Focu Dev** Print Checks ☆

**Check Runs** ACH

Fiscal Year 2021-2022 ▼

Check Runs

◀ Prev Page: 1 / 3 Next ▶ Export Filter: OFF

Date ▲▼	Title ▲▼	Bank Code ▲▼	Bank ▲▼
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLI 55165019826

3. Select the applicable **Fiscal Year** from the pull-down.

**Focu Dev** Print Checks ☆

**Check Runs** ACH

Fiscal Year 2021-2022 ▼

Check Runs

◀ Prev Page: 1 / 3 Next ▶ Export Filter: OFF

Date ▲▼	Title ▲▼	Bank Code ▲▼	Bank ▲▼
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLI 55165019826

Review the check run information including Date, Title, Bank Code, Bank name, Account Code, Payment Count, Document Types, E-Pay, and the Total.

Check Runs										
<span>Prev</span> Page: <span>1</span> / <span>3</span> <span>Next</span> <span>Export</span> <span>Filter: OFF</span>										
Date	Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total		
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUN	019826	1117	18 ACH Check (20000486)		\$580.92	<a href="#">View</a>	<a href="#">Files &amp;</a>
12/13/2021	2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUN	019826	1117	367 ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a>	<a href="#">Files &amp;</a>
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	<a href="#">View</a>	<a href="#">Files &amp;</a>
12/08/2021	2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUNT	19826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a>	<a href="#">Files &amp;</a>
12/07/2021	2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUNT	19826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a>	<a href="#">Files &amp;</a>
11/30/2021	2021-11-30 PR Net Pay for run: Manual - 11/30	1117	PAYROLL SUNT	19826	1117	1 Check (20000473)		\$2,570.93	<a href="#">View</a>	<a href="#">Files &amp;</a>
11/19/2021	2021-11-19 PR Net Pay for run: 1098	1117	PAYROLL SUNT	19826	1117	1 Check (20000472)		\$0.00	<a href="#">View</a>	<a href="#">Files &amp;</a>

4. Click **View** to open two reports with created printed checks and created ACH records.

Check Runs										
<span>Prev</span> Page: <span>1</span> / <span>3</span> <span>Next</span> <span>Export</span> <span>Filter: OFF</span>										
Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total			
2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUN	019826	1117	18 ACH Check (20000486)		\$580.92	<a href="#">View</a>	<a href="#">Files &amp; Comments</a>	
2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUNT	019826	1117	367 ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a>	<a href="#">Files &amp; Comments</a>	
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	<a href="#">View</a>	<a href="#">Files &amp; Comments</a>	
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUN	019826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a>	<a href="#">Files &amp; Comments</a>	
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUN	019826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a>	<a href="#">Files &amp; Comments</a>	

Review check information including Check #, Account, Date, EIN, Employee, Employee Address, Amount, E-Pay, and Notes.

Check Run Summary										
<b>2021-12-15 PR Net Pay for run: Pay Run 019 - E/C</b> Bank: 1117 : PAYROLL SUNTR 19826 Total: \$61,181.36 Created By: (Focus) Cron, Jobs Created Date: 12/13/2021										
Checks										
<span>Select All</span> <span>Deselect All</span> <span>Export</span> <span>Filter: OFF</span>										
Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		<a href="#">Print</a> <a href="#">View</a>	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		<a href="#">Print</a> <a href="#">View</a>	
<b>Grand Total:</b>							\$2,716.53			
<b>Selected Total:</b>							\$2,716.53			

[Open Check Report](#)

5. Click **Print** to print the applicable check.

Check Runs View Check Run ACH Look up check # for bank

### Check Run Summary

## 2021-12-15 PR Net Pay for run: Pay Run 019 - E/C

Bank: 1117 : PAYROLL SUNTRUST 19826 Total: \$61,181.36 Created By: (Focus) Cron, Jobs Created Date: 12/13/2021

### Checks

Select All Deselect All

Export Filter: OFF

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		<b>Print</b> <b>View</b>	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		<b>Print</b> <b>View</b>	
Grand Total:							\$2,716.53			
Selected Total:							\$2,716.53			

[Open Check Report](#)

a. Click the **Printer** icon to print the check.

Modules.php 1 / 1 100%

**COUNTY SCHOOLS**      **PAYROLL SUNTRUST**      CHECK NO. 20000484  
 DATE 12/15/2021  
 AMOUNT \$\*2,702.68\*

Pay TWO THOUSAND, SEVEN HUNDRED TWO DOLLARS AND SIXTY-EIGHT CENTS\*\*\*\*\*

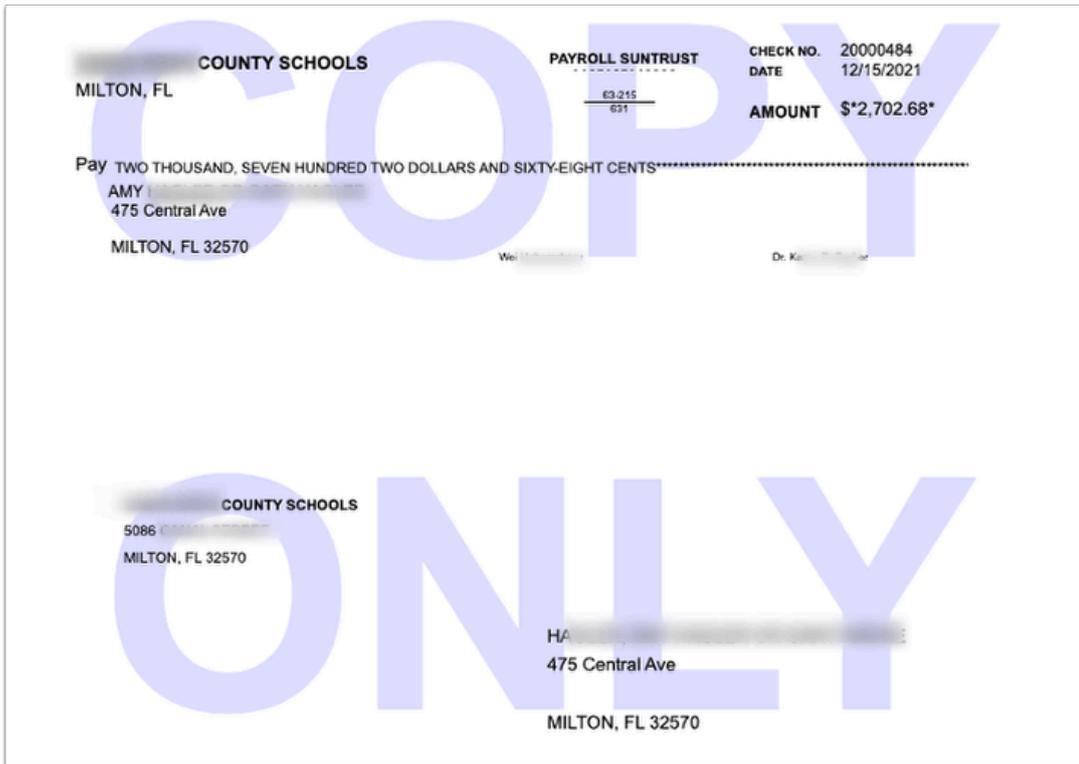
AMY HAGLER, DR. KAREN HAGLER  
 475 Central Ave  
 MILTON, FL 32570

#0 20000 152165165019826\*

**SANTA ROSA COUNTY SCHOOLS**  
 5086  
 MILTON, FL 32570

HAGLER,  
 475 Central Ave  
 MILTON, FL 32570

6. Click **View** to view check details.



7. To print or view multiple checks at once, select the checks by selecting the check boxes next to the checks.

Select All Deselect All

Export Filter: OFF

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLEI	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
							Grand Total:	\$2,716.53		
							Selected Total:	\$2,716.53		

[Open Check Report](#)  
[Open Invoice Report](#)

Select All Deselect All

Files and Comments

Files (Drag files to upload)

Comments

Check Range: 20000484 - 20000485  
Check Form: PR

To quickly select all check boxes at once or clear the selections, click **Select All** or **Deselect All**.

Checks										
Select All		Deselect All								
Export		Filter: OFF								
Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSEL	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
Grand Total:							\$2,716.53			
Selected Total:							\$2,716.53			

[Open Check Report](#)

- a. Select the type of **Check Form** that should be used in printing checks set up via **Setup > Check Form Setup** from the corresponding pull-down.
- b. The **Check Range** number(s) are listed.

Check Range: 20000484 - 20000485

Check Form: PR

Positive Pay   Print Selected   View Selected   Void Selected

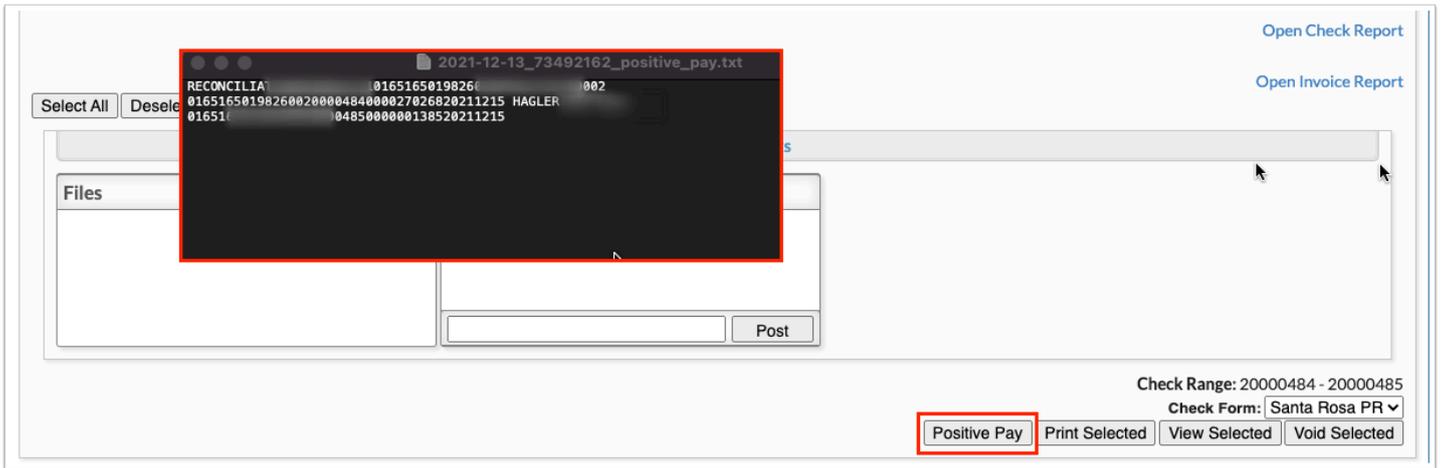
- c. Click **Printed Selected** or **View Selected**.

Check Range: 20000484 - 20000485

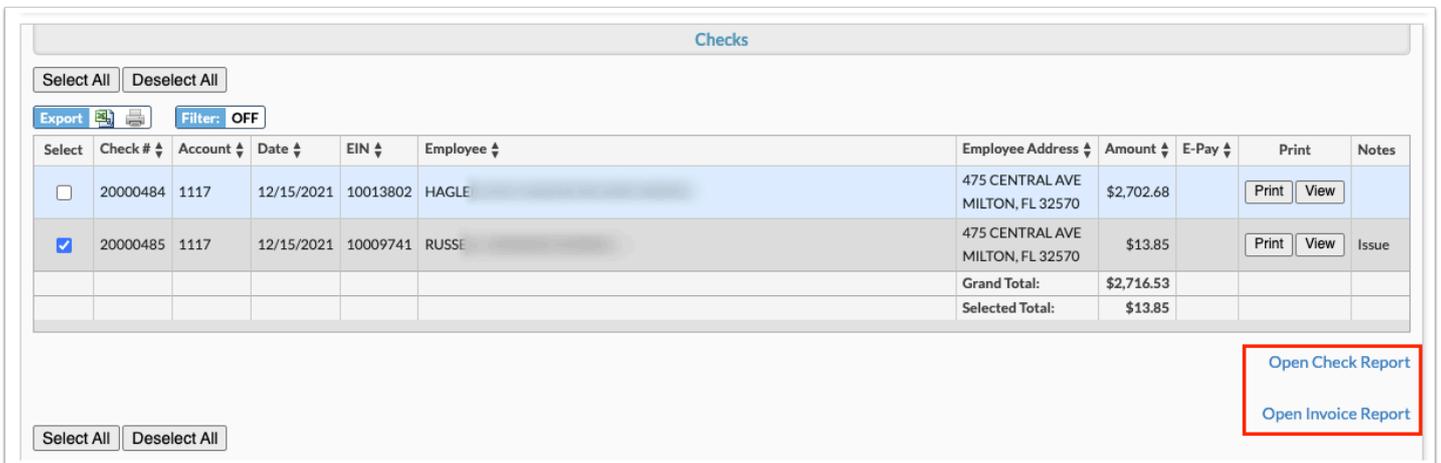
Check Form: PR

Positive Pay   Print Selected   View Selected   Void Selected

- 8. Click **Positive Pay** to prepare a text file which is sent to the bank informing them of incoming check information; this feature helps prevent check fraud.



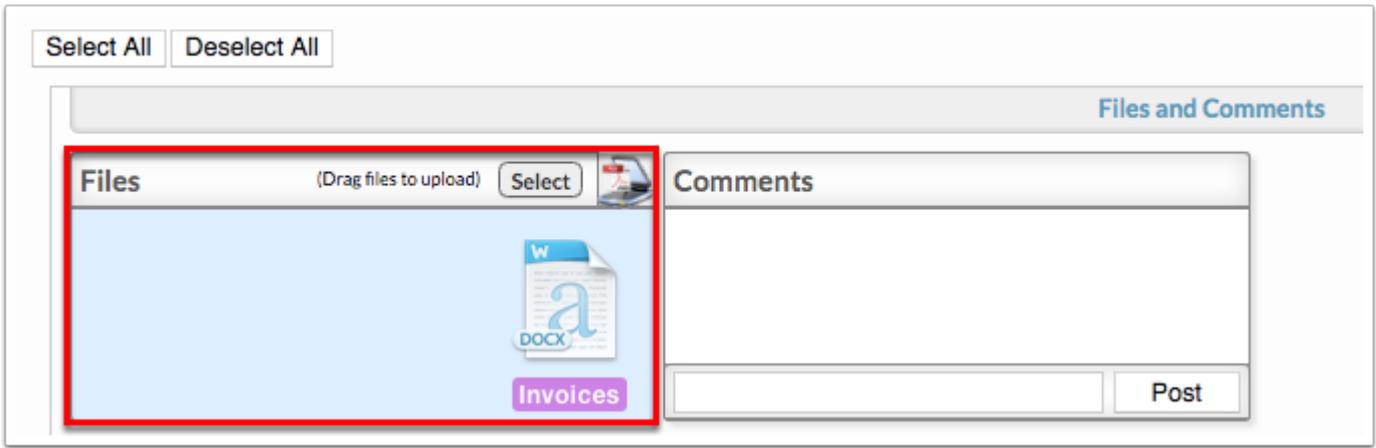
9. Click the **Open Check Report** link to open Purchasing / Accounts Payable > [Check Report](#).



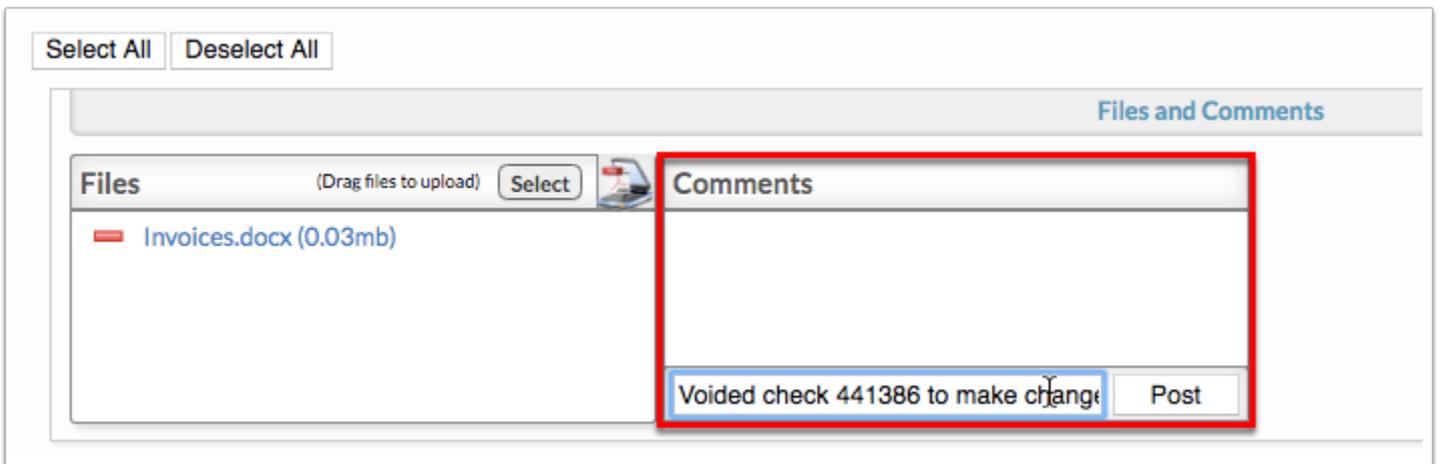
10. Click the **Open Invoice Report** link to open Purchasing / Accounts Payable > [Invoice Report](#).

11. As indicated in the Files section, drag files directly into the box to attach documents or click the **Select** button to browse for files.

Click the **Scan File** button to download Dynamsoft. This is a one-time download that allows you to attach files directly from your scanner. In doing so, you will bypass saving the file to your computer first.



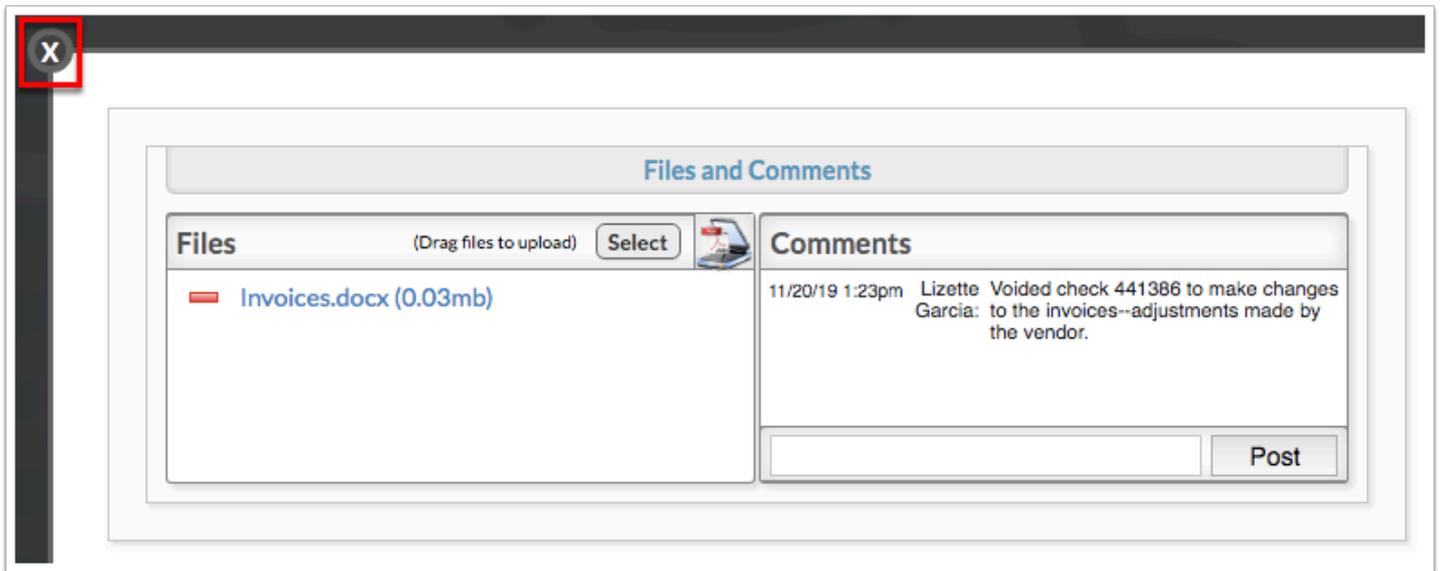
12. To add a comment, type the comment in the provided text box. Then, click the **Post** button.



Files and comments can also be added and viewed from the Check Runs tab by clicking the **Files & Comments** button next to the applicable check run.

Check Runs									ACH		Look up check # <input type="text"/> for bank <input type="text"/>	
Fiscal Year <input type="text" value="2021-2022"/>												
Check Runs												
<input type="button" value="Prev"/> Page: <input type="text" value="1"/> / 3 <input type="button" value="Next"/> <input type="button" value="Export"/> <input type="button" value="Filter: OFF"/>												
Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total					
2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUNT	19826	1117	18 ACH Check (20000486)		\$580.92	<input type="button" value="View"/>	<input type="button" value="Files &amp; Comments"/>			
2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUNT	19826	1117	367 ACH Check (20000484 - 20000485) 1 Voided (\$13.85)		\$61,167.51	<input type="button" value="View"/>	<input type="button" value="Files &amp; Comments"/>			
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUNT	19826	1117	3 ACH		\$973.38	<input type="button" value="View"/>	<input type="button" value="Files &amp; Comments"/>			
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUNT	19826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<input type="button" value="View"/>	<input type="button" value="Files &amp; Comments"/>			
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUNT	19826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	<input type="button" value="View"/>	<input type="button" value="Files &amp; Comments"/>			

Clicking the Files & Comments buttons open a pop-up window where you can view and add additional files and comments. When finished, click the white X to close the window and return to the Check Runs tab.



If payment have been made manually, they will display as Manual Payment in the E-Pay column; this column also displays whether the payment was Standard ACH.

Check Runs					
Account Code	Payment Count	Document Types	E-Pay	Total	
1111-0921	1	Manual	Manual Payment (1)	\$220.15	View Files & Comments
1111-0921	1	Manual	Manual Payment (1)	\$613,697.77	View Files & Comments
1111-0921	1	Check (600982)		\$11,741.38	View Files & Comments
1111-0921	1	Manual	Manual Payment (1)	\$198,782.38	View Files & Comments
1111-0921	6	ACH	Standard ACH (6)	\$4,057.63	View Files & Comments
1111-0921	1	Manual 1 Voided (\$1,026,000.00)	Manual Payment (1)	\$0.00	View Files & Comments

## Voiding Checks

1. From the **Payroll** menu, click **Print Checks**.

Budgeting/General Ledger	Search...
Purchasing/Accounts Payable	<b>Pay Runs</b>
Accounts Receivable	Run Payroll
Fixed Assets	<b>Print Checks</b>
Transportation	School/Department Payroll Entry
Human Resources	Check Voids and Reallocations
<b>Payroll</b>	Pay History
Warehouse	<b>Maintenance</b>
Setup	Employee Wages
	Transfer Job Balances
	Maintenance

2. The Print Checks screen defaults to the **Check Runs** tab.

The screenshot shows the 'Print Checks' interface. At the top, there's a blue header with the 'FOCUS Dev' logo and the title 'Print Checks'. Below the header, a sidebar on the left contains navigation icons. The main content area has a blue bar with 'Check Runs' (highlighted with a red box) and 'ACH' tabs. Below this is a 'Fiscal Year' dropdown menu set to '2021-2022'. A 'Check Runs' section contains a table with the following data:

Date	Title	Bank Code	Bank
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLI 55165019826

Navigation and utility buttons include '< Prev', 'Page: 1 / 3', 'Next >', 'Export', and 'Filter: OFF'.

3. Select the applicable **Fiscal Year** from the pull-down.

**FocuDev** Print Checks

**Check Runs** ACH

Fiscal Year **2021-2022**

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Date	Title	Bank Code	Bank
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUNT 65165019826

Review the check run information including Date, Title, Bank Code, Bank name, Account Code, Payment Count, Document Types, E-Pay, and the Total.

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Date	Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total	
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUNT 019826	1117	18	ACH Check (20000486)		\$580.92	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/13/2021	2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUNT 019826	1117	367	ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUNT 019826	1117	3	ACH		\$973.38	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/08/2021	2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUNT 19826	1117	2177	ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/07/2021	2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUNT 19826	1117	623	ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
11/30/2021	2021-11-30 PR Net Pay for run: Manual - 11/30	1117	PAYROLL SUNT 19826	1117	1	Check (20000473)		\$2,570.93	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
11/19/2021	2021-11-19 PR Net Pay for run: 1098	1117	PAYROLL SUNT 19826	1117	1	Check (20000472)		\$0.00	<a href="#">View</a> <a href="#">Files &amp; Comments</a>

4. Click **View** to open two reports with created printed checks and created ACH records.

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total	
2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUNT 019826	1117	18	ACH Check (20000486)		\$580.92	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUNT 019826	1117	367	ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUNT 019826	1117	3	ACH		\$973.38	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUNT 019826	1117	2177	ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUNT 019826	1117	623	ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a> <a href="#">Files &amp; Comments</a>

Review check information including Check #, Account, Date, EIN, Employee, Employee Address, Amount, E-Pay, and Notes.

Check Runs View Check Run ACH Look up check # \_\_\_\_\_ for bank \_\_\_\_\_

Check Run Summary

## 2021-12-15 PR Net Pay for run: Pay Run 019 - E/C

Bank: 1117 : PAYROLL SUNTR 19826 Total: \$61,181.36 Created By: (Focus) Cron, Jobs Created Date: 12/13/2021

Checks

Select All Deselect All

Export Filter: OFF

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
Grand Total:							\$2,716.53			
Selected Total:							\$2,716.53			

[Open Check Report](#)

5. Select the check(s) to be voided.

Select All Deselect All

Export Filter: OFF

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
Grand Total:							\$2,716.53			
Selected Total:							\$2,716.53			

[Open Check Report](#)  
[Open Invoice Report](#)

Select All Deselect All

Files and Comments

Files (Drag files to upload) Select

Comments

Post

Check Range: 20000484 - 20000485  
Check Form: PR

Positive Pay Print Selected View Selected Void Selected

To quickly select all check boxes at once or clear the selections, click **Select All** or **Deselect All**.

Checks										
Select All		Deselect All								
Export		Filter: OFF								
Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSEL	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
Grand Total:							\$2,716.53			
Selected Total:							\$2,716.53			

[Open Check Report](#)

6. Click **Void Selected** to void the selected checks.

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input type="checkbox"/>	20000484	1117	12/15/2021	10013802	HAGLE	475 CENTRAL AVE MILTON, FL 32570	\$2,702.68		Print View	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSEL	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	
Grand Total:							\$2,716.53			
Selected Total:							\$13.85			

[Open Check Report](#)  
[Open Invoice Report](#)

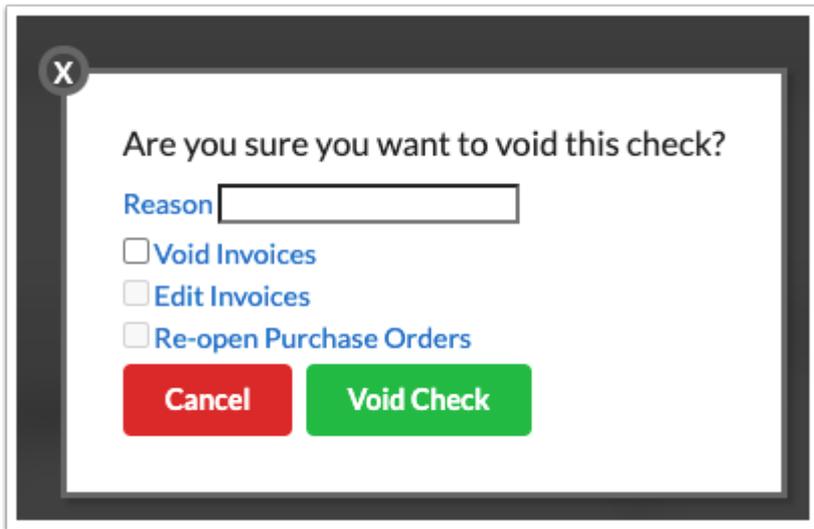
Select All   Deselect All

**Files and Comments**

<p>Files (Drag files to upload)   Select</p> <div style="border: 1px solid #ccc; height: 100px;"></div>	<p>Comments</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p style="text-align: right;">Post</p>
---	---

Check Range: 20000484 - 20000485  
Check Form: PR

7. To void the selected checks, complete the displayed pop-up window by entering the **Reason** for the void(s).



8. Select the **Void Invoices** check box to void the invoices as well as the check(s).
9. If you select Void Invoices, you can also select the **Edit Invoices** check box to void the check, then edit the invoices.
10. If you select Void Invoices, you can also make changes to the original purchase order by selecting the **Re-open Purchase Orders** check box.
11. If you are voiding a check from previous fiscal years, you have the option to **Create reversal journal entries** by selecting the corresponding check box. Note: When Create reversal journal entries is selected, an "AP Void Check Encumbered" journal entry is not created. Select the applicable **Debit Account** and **Credit Account** from the corresponding pull-downs.
12. Click **Void Check** to apply changes or click **Cancel** to return to the View Check Run tab with no changes made.

**!** You are required to **Create reverse journal entries** prior to voiding a check for a previous fiscal year.

## ACH

The ACH tab allows users to review and run an ACH file for direct deposits. This tab displays payments for employees that have been designated for direct deposit; it also shows current and previous ACH deposits.

1. From the **Payroll** menu, click **Print Checks**.

Budgeting/General Ledger	Search...
Purchasing/Accounts Payable	<b>Pay Runs</b>
Accounts Receivable	Run Payroll
Fixed Assets	<b>Print Checks</b>
Transportation	School/Department Payroll Entry
Human Resources	Check Voids and Reallocations
<b>Payroll</b>	Pay History
Warehouse	<b>Maintenance</b>
Setup	Employee Wages
	Transfer Job Balances
	Maintenance

2. The Print Checks screen defaults to the **Check Runs** tab.

The screenshot shows the 'Print Checks' interface. At the top, there's a blue header with the 'FOCUS Dev' logo and the title 'Print Checks'. Below the header, a sidebar on the left contains navigation icons. The main content area has a blue bar with 'Check Runs' (highlighted with a red box) and 'ACH' tabs. Below this is a 'Fiscal Year' dropdown menu set to '2021-2022'. A 'Check Runs' section contains a table with the following data:

Date	Title	Bank Code	Bank
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLI 55165019826

Navigation and utility buttons include '< Prev', 'Page: 1 / 3', 'Next >', 'Export', and 'Filter: OFF'.

3. Select the applicable **Fiscal Year** from the pull-down.

**FOCUS Dev** Print Checks

**Check Runs** ACH

Fiscal Year **2021-2022**

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Date	Title	Bank Code	Bank
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUN 65165019826

Review the check run information including Date, Title, Bank Code, Bank name, Account Code, Payment Count, Document Types, E-Pay, and the Total.

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Date	Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total	
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUN	019826	1117	18 ACH Check (20000486)		\$580.92	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/13/2021	2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUN	019826	1117	367 ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/08/2021	2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUN	019826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
12/07/2021	2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUN	019826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
11/30/2021	2021-11-30 PR Net Pay for run: Manual - 11/30	1117	PAYROLL SUN	019826	1117	1 Check (20000473)		\$2,570.93	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
11/19/2021	2021-11-19 PR Net Pay for run: 1098	1117	PAYROLL SUN	019826	1117	1 Check (20000472)		\$0.00	<a href="#">View</a> <a href="#">Files &amp; Comments</a>

4. Click **View** to view created ACH records.

Check Runs

« Prev Page: 1 / 3 Next » **Export** **Filter: OFF**

Title	Bank Code	Bank	Account Code	Payment Count	Document Types	E-Pay	Total	
2021-12-15 PR Net Pay for run: December Ins Refunds	1117	PAYROLL SUN	019826	1117	18 ACH Check (20000486)		\$580.92	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUN	019826	1117	367 ACH Check (20000484 - 20000485)		\$61,181.36	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUN	019826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<a href="#">View</a> <a href="#">Files &amp; Comments</a>
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUN	019826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	<a href="#">View</a> <a href="#">Files &amp; Comments</a>

The ACH section displays payments for employees that have been designated for direct deposit as well as current and previous ACH deposits.

ACH									
ACH #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Notes	
-70513629	1117	11/15/2021	10 34	MART	475 CENTRAL AVE NAVARRE, FL 32566	\$2,105.85			
-70513627	1117	11/15/2021	10 02	MCCUI	475 CENTRAL AVE GULF BREEZE, FL 32563	\$925.97			
-70513625	1117	11/15/2021	10 46	MCKEEV	475 CENTRAL AVE GULF BREEZE, FL 32563	\$705.63			
-70513623	1117	11/15/2021	10 59	MCLELLA	475 CENTRAL AVE PENSACOLA, FL 32526	\$2,532.40			
-70513621	1117	11/15/2021	10 22	NORT	475 CENTRAL AVE NAVARRE, FL 32566	\$1,229.25			
-70513619	1117	11/15/2021	10 06	PALMER	475 CENTRAL AVE NAVARRE, FL 32566	\$1,610.05			

5. To view additional details and download the ACH file for the check run, click the **ACH** tab.

The screenshot shows the FOCUS Dev interface. At the top, there is a navigation bar with 'Print Checks' and a star icon. Below this, a secondary navigation bar contains 'Check Runs', 'View Check Run', and 'ACH' (highlighted with a red box). The main content area displays a 'Check Run Summary' for '2021-11-15 PR Net Pay for I'. Below the summary, it shows 'Bank: 1117 : PAYROLL SUNTRUST 0165165019826', 'Total: \$6,499,965.02', and 'Created'.

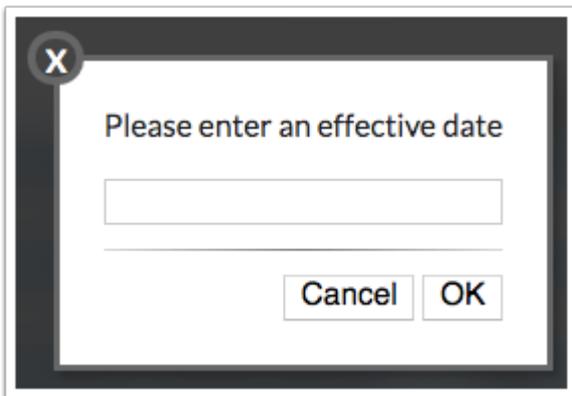
6. Select the applicable **Fiscal Year** from the pull-down.

The screenshot shows the FOCUS Dev interface with the 'ACH' tab selected. A red box highlights the 'Fiscal Year' dropdown menu, which is currently set to '2021-2022'. Below the dropdown, there is a table header for 'ACH' and a navigation bar with 'Prev', 'Page: 1 / 3', 'Next', 'Export', and 'Filter: OFF'.

7. Click the **Download** button to save the ACH file that will be sent to the bank. Send the ACH PDF file to the bank either via fax, email, or methods agreed upon with the bank.

Check Runs		ACH		Look up check #		for bank		
Fiscal Year: 2021-2022								
ACH								
Page: 1 / 3    Export    Filter: OFF								
Date	Check Run	Bank	Bank Code	Account Code	Total	Download	Email Vendors	
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	PAYROLL SUNT	019826	1117	1117	\$396.22	Download	Email Vendors
12/13/2021	2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	PAYROLL SUNT	019826	1117	1117	\$58,464.83	Download	Email Vendors
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	PAYROLL SUNT	019826	1117	1117	\$973.38	Download	Email Vendors
12/08/2021	2021-12-15 PR Net Pay for run: 018	PAYROLL SUNT	019826	1117	1117	\$6,390,543.71	Download	Email Vendors
12/07/2021	2021-12-10 PR Net Pay for run: 017	PAYROLL SUNT	019826	1117	1117	\$846,548.28	Download	Email Vendors

a. Upon clicking the Download button, a pop-up window displays. Enter the effective date and click **OK** to download the file. You can also click **Cancel** to cancel the download and return to the ACH tab. The bank will then initiate the direct deposit on the arranged date.



8. Click **Email Vendors** to send an email to all applicable vendors informing them that the direct deposit is selected to be sent on the entered date.

Bank Code	Account Code	Total	Download	Email Vendors
0921	1111-0921	\$15,564.77	Download	Email Vendors
0921	1111-0921	\$12,862.74	Download	Email Vendors
0921	1111-0921	\$115,487.53	Download	Email Vendors
0921	1111-0921	\$977.16	Download	Email Vendors
0921	1111-0921	\$4,057.63	Download	Email Vendors
0921	1111-0921	\$992,853.76	Download	Email Vendors

a. The Send ACH Email to Vendors pop-up window displays. Review the default message and make any necessary edits. The **Available variables** are listed at the bottom of the screen. Once the message has been reviewed and/or edited, click **Send** to send the email. You can also click the white **X** to close the pop-up window without sending emails.

# Additional Features

If there are multiple pages of data, click the **Prev** and **Next** buttons to sift through pages. You can also enter a number in the **Page** text box to jump to a page.

Fiscal Year 2021-2022

< Prev Page: 2 / 3 Next > Export Filter: OFF

Date	Title	Bank Code	Bank
11/09/2021	2021-11-15 PR Net Pay for run: 014	1117	PAYROLL SUNTF

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

Check Runs ACH Look up c

Fiscal Year 2021-2022

Check Runs

< Prev Page: 2 / 3 Next > Export Filter: OFF

Date	Title	Bank Code	Bank	Account Code
08/26/2021	2021-08-27 PR Net Pay for run: Manual 08/27	1117	PAYROLL SUNT	019826 1117
07/29/2021	2021-07-30 PR Net Pay for run: Manual - 07/30	1117	PAYROLL SUNT	5019826 1117

Click the **Printer** icon to print the table of data.

Click the **Filters** button to filter data and apply filter rules.

Check Runs

Export Filter: ON

10/1 09/1

Date	Title	Bank Code	Account Code	Payment Count	Document Types	E-Pay
10/11/2021	2021-10-15 PR Net Pay for run: 010	1117	165019826 1117	2181	ACH Check (20000438 - 20000448) 1 Voided (\$787.67)	
09/10/2021	2021-09-15 PR Net Pay for run: 006	1117	165019826 1117	2174	ACH Check (20000411 - 20000423) 3 Voided (\$6,800.93)	
09/10/2021	2021-09-10 PR Net Pay for run: Manual - 09/10	1117	PAYROLL SUN 65019826 1117	1	ACH	
09/10/2021	2021-09-10 PR Net Pay for run: Manual - 09/10 (2)	1117	PAYROLL SUN 5019826 1117	1	ACH	

- a. To add more than one filter to a column, click on the **green plus sign**.
- b. To delete an added filter, click on the **red minus sign**.
- c. Select the **gray arrow** for additional filtering rules.

For more information on how to use the Filters feature, see the [Filters](#) document.

Click on any of the headers to sort data. Click once for ascending results; click twice for descending results.

ACH

< Prev Page: 1 / 3 Next > Export Filter: OFF

Date	Check Run	Bank	Bank Code	Account Code	Total		
07/14/2021	2021-07-15 PR Net Pay for run: 064	PAYROLLSUNT	5019826 1117	1117	\$175,782.49	Download	Email Vendors
07/15/2021	2021-07-20 PR Net Pay for run: 065	PAYROLLSUNT	5019826 1117	1117	\$570,934.87	Download	Email Vendors
07/20/2021	2021-07-22 PR Net Pay for run: Pay Run 001 - E/C	PAYROLLSUNT	5019826 1117	1117	\$153,871.09	Download	Email Vendors
07/23/2021	2021-07-23 PR Net Pay for run: July Travel	PAYROLL SUN	5019826 1117	1117	\$4,927.11	Download	Email Vendors
07/28/2021	2021-07-30 PR Net Pay for run: 002	PAYROLLSUNT	5019826 1117	1117	\$1,274,265.77	Download	Email Vendors
07/29/2021	2021-07-30 PR Net Pay for run: Manual - 07/30	PAYROLLSUNT	5019826 1117	1117	\$25,636.11	Download	Email Vendors
08/11/2021	2021-08-13 PR Net Pay for run: 066	PAYROLL SUN	5019826 1117	1117	\$915,443.07	Download	Email Vendors

At any point while on the Checks screen, you have the ability to search for checks by typing the check number in the **Look up check #** text box and pressing the **Enter** key. You can add the applicable bank as an additional filter from the **for bank** pull-down.

Check Runs View Check Run ACH

Look up check # 20000438 for bank 1117 : PAYROLL SUNTRU...

Check Run Summary

### 2021-10-15 PR Net Pay for run: 010

Bank: 1117 : PAYROLL SUNTRU 5019826 Total: \$6,470,807.60 Created By: (Focus) Cron, Jobs Created Date: 10/11/2021

Checks

Select All Deselect All

Export Filter: OFF

Select	Check #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Print	Notes
<input checked="" type="checkbox"/>	20000438	1117	10/15/2021	10017332	ELLIOT	475 CENTRAL AVE PENSACOLA, FL 32506	\$1,038.33		Print View	
<input checked="" type="checkbox"/>	20000439	1117	10/15/2021	10017072	LIKEL	475 CENTRAL AVE MILTON, FL 32583	\$766.19		Print View	