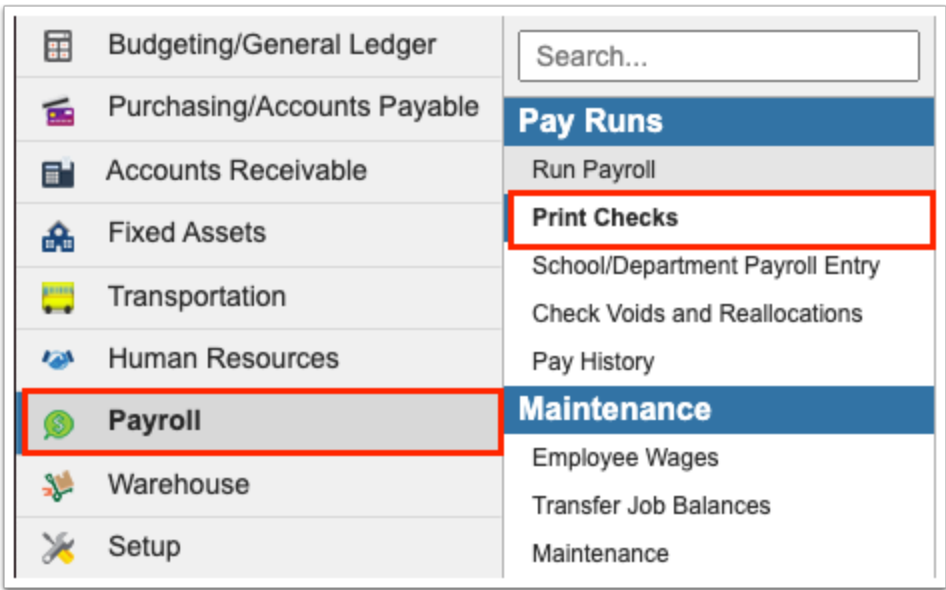


# Print Checks

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.

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.

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										
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	View	Files &
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	View	Files &
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	View	Files &
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	View	Files &
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	View	Files &
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	View	Files &
11/19/2021	2021-11-19 PR Net Pay for run: 1098	1117	PAYROLL SUNT	19826	1117	1 Check (20000472)		\$0.00	View	Files &

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 SUN	019826	1117	18 ACH Check (20000486)		\$580.92	<div>ViewFiles &amp; Comments</div>
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	<div>ViewFiles &amp; Comments</div>
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUN	019826	1117	3 ACH		\$973.38	<div>ViewFiles &amp; Comments</div>
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUN	019826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	<div>ViewFiles &amp; Comments</div>
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUN	019826	1117	623 ACH		\$848,811.03	<div>ViewFiles &amp; Comments</div>

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		<div>Print</div> <div>View</div>	
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		<div>Print</div> <div>View</div>	
						Grand Total:	\$2,716.53			
						Selected Total:	\$2,716.53			

Open Check Report

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



**COUNTY SCHOOLS**  
MILTON, FL

**PAYROLL SUNTRUST**  
E3 215  
631

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

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

AMY  
475 Central Ave  
MILTON, FL 32570

**COUNTY SCHOOLS**  
5086  
MILTON, FL 32570

HA  
475 Central Ave  
MILTON, FL 32570

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)
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](#)

- 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.

2021-12-13\_73492162\_positive\_pay.txt

RECONCILIATION: 01651650198261 002  
 01651650198260020000484000027026820211215 HAGLER  
 0165165019826002000048500000138520211215

Select All Deselect All

Files

Post

Open Check Report

Open Invoice Report

Check Range: 20000484 - 20000485  
 Check Form: Santa Rosa PR

Positive Pay Print Selected View Selected Void Selected

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

Checks

Select All Deselect All

Export Filter: OFF

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	RUSSE	475 CENTRAL AVE MILTON, FL 32570	\$13.85		Print View	Issue
						Grand Total:	\$2,716.53			
						Selected Total:	\$13.85			

Select All Deselect All

Open Check Report

Open Invoice 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.

Select All Deselect All

Files and Comments

Files (Drag files to upload) Select

W DOCX

Invoices

Comments

Post

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

Select All Deselect All

Files and Comments

Files (Drag files to upload) Select

Invoices.docx (0.03mb)

Comments

Voiced check 441386 to make change

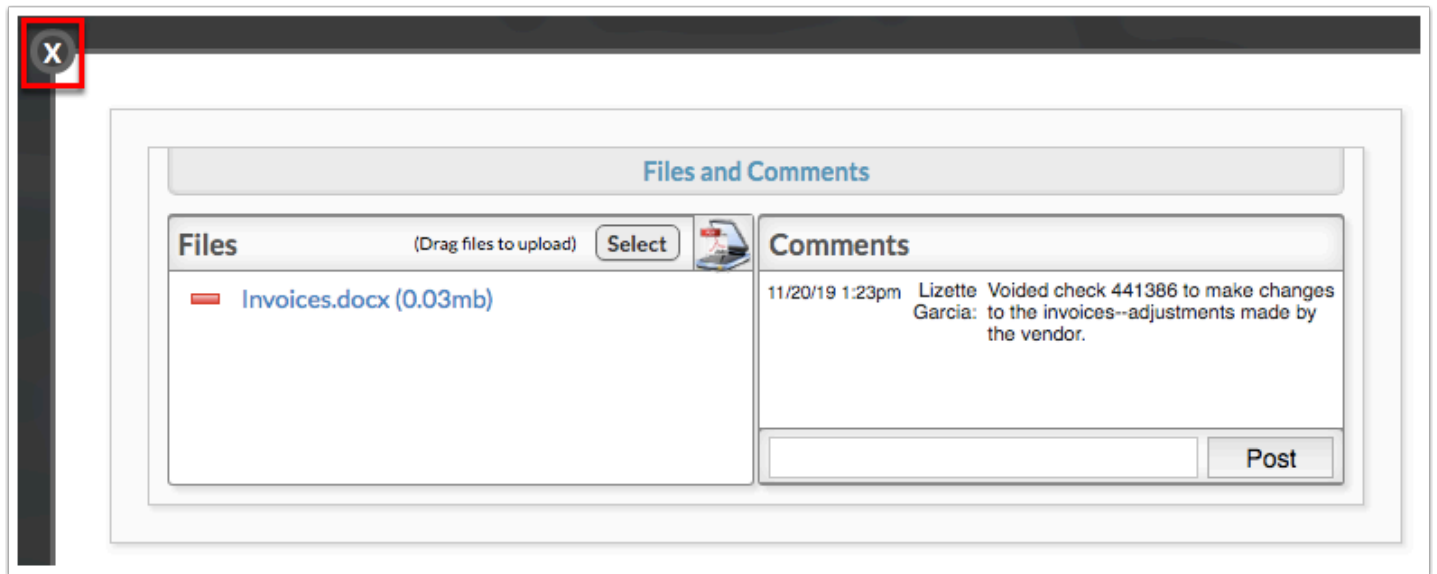
Post

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 # for bank								
Fiscal Year 2021-2022								
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	19826	1117	18 ACH Check (20000486)		\$580.92	View Files & Comments
2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	1117	PAYROLL SUNT	019826	1117	367 ACH Check (20000484 - 20000485) 1 Voiced (\$13.85)		\$61,167.51	View Files & Comments
2021-12-10 PR Net Pay for run: Manual - 12/10	1117	PAYROLL SUNT	19826	1117	3 ACH		\$973.38	View Files & Comments
2021-12-15 PR Net Pay for run: 018	1117	PAYROLL SUNT	19826	1117	2177 ACH Check (20000476 - 20000483)		\$6,407,743.83	View Files & Comments
2021-12-10 PR Net Pay for run: 017	1117	PAYROLL SUNT	19826	1117	623 ACH Check (20000474 - 20000475)		\$848,811.03	View Files & 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

Purchasing/Accounts Payable

Accounts Receivable

Fixed Assets

Transportation

Human Resources

**Payroll**

Warehouse

Setup

Search...

**Pay Runs**

Run Payroll

**Print Checks**

School/Department Payroll Entry

Check Voids and Reallocations

Pay History

**Maintenance**

Employee Wages

Transfer Job Balances

Maintenance

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

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	PAYROL 55165019826

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

Print Checks

Page 10

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 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		<a href="#">Print</a>	<a href="#">View</a>
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSEL	475 CENTRAL AVE MILTON, FL 32570	\$13.85		<a href="#">Print</a>	<a href="#">View</a>
							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		<a href="#">Print</a>	<a href="#">View</a>
<input checked="" type="checkbox"/>	20000485	1117	12/15/2021	10009741	RUSSEL	475 CENTRAL AVE MILTON, FL 32570	\$13.85		<a href="#">Print</a>	<a href="#">View</a>
							Grand Total:	\$2,716.53		
							Selected Total:	\$13.85		

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

Select All
Deselect All

Files and Comments

Files

(Drag files to upload)

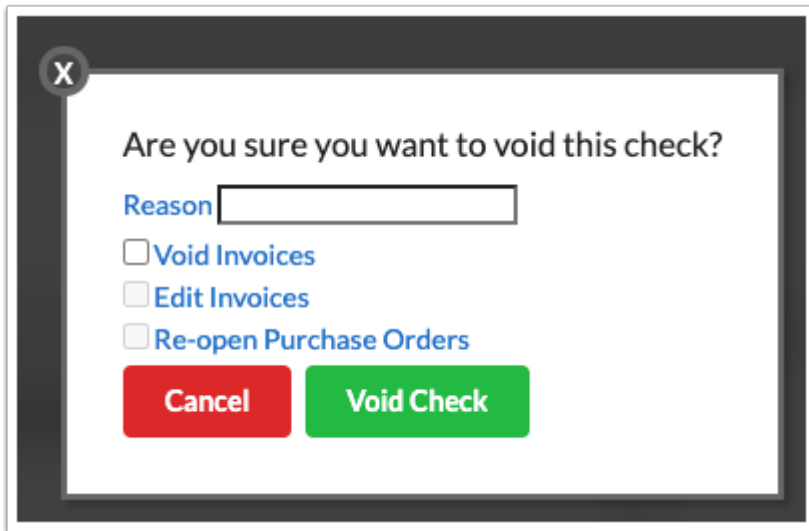
Select

Post

Check Range: 20000484 - 20000485  
Check Form: PR

Positive Pay
Print Selected
View Selected
Void Selected

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

Purchasing/Accounts Payable

Accounts Receivable

Fixed Assets

Transportation

Human Resources

**Payroll**

Warehouse

Setup

Search...

**Pay Runs**

Run Payroll

**Print Checks**

School/Department Payroll Entry

Check Voids and Reallocations

Pay History

**Maintenance**

Employee Wages

Transfer Job Balances

Maintenance

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

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	PAYROL 55165019826

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

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 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 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		\$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									
◀ Prev		Page: 1 / 108	Next ▶		Export	Filter: OFF			
ACH #	Account	Date	EIN	Employee	Employee Address	Amount	E-Pay	Notes	
-70513629	1117	11/15/2021	10-034	MART	475 CENTRAL AVE NAVARRE, FL 32566	\$2,105.85			
-70513627	1117	11/15/2021	10-002	MCCUI	475 CENTRAL AVE GULF BREEZE, FL 32563	\$925.97			
-70513625	1117	11/15/2021	10-046	MCKEEV	475 CENTRAL AVE GULF BREEZE, FL 32563	\$705.63			
-70513623	1117	11/15/2021	10-059	MCLELLA	475 CENTRAL AVE PENSACOLA, FL 32526	\$2,532.40			
-70513621	1117	11/15/2021	10-022	NORT	475 CENTRAL AVE NAVARRE, FL 32566	\$1,229.25			
-70513619	1117	11/15/2021	10-006	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.

Print Checks

Check Runs
View Check Run
**ACH**

Check Run Summary

## 2021-11-15 PR Net Pay for I

Bank: 1117 : PAYROLL SUNTRUST 0165165019826
Total: \$6,499,965.02
Created

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

Print Checks

Check Runs
**ACH**

Fiscal Year 2021-2022

ACH

◀ Prev
Page: 1 / 3
Next ▶
Export
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

Prev

Page: 1 / 3

Next

Export

Filter: OFF

Date	Check Run	Bank	Bank Code	Account Code	Total	
12/14/2021	2021-12-15 PR Net Pay for run: December Ins Refunds	PAYROLL SUNT019826	1117	1117	\$396.22	<div>Download</div> <div>Email Vendors</div>
12/13/2021	2021-12-15 PR Net Pay for run: Pay Run 019 - E/C	PAYROLL SUNT019826	1117	1117	\$58,464.83	<div>Download</div> <div>Email Vendors</div>
12/10/2021	2021-12-10 PR Net Pay for run: Manual - 12/10	PAYROLL SUNT019826	1117	1117	\$973.38	<div>Download</div> <div>Email Vendors</div>
12/08/2021	2021-12-15 PR Net Pay for run: 018	PAYROLL SUNT019826	1117	1117	\$6,390,543.71	<div>Download</div> <div>Email Vendors</div>
12/07/2021	2021-12-10 PR Net Pay for run: 017	PAYROLL SUNT019826	1117	1117	\$846,548.28	<div>Download</div> <div>Email Vendors</div>

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.

X

Please enter an effective date

Cancel

OK

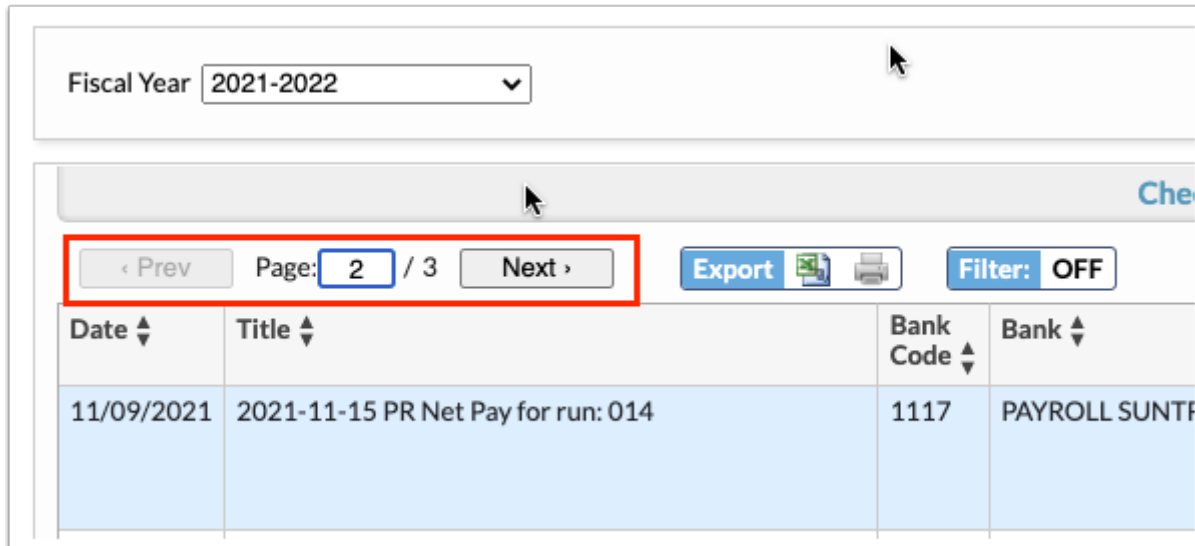
8. Click **Email Vendors** to send an email to all applicable vendors informing them that the direct deposit is selected to be sent on the entered date.

Bank Code	Account Code	Total		
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

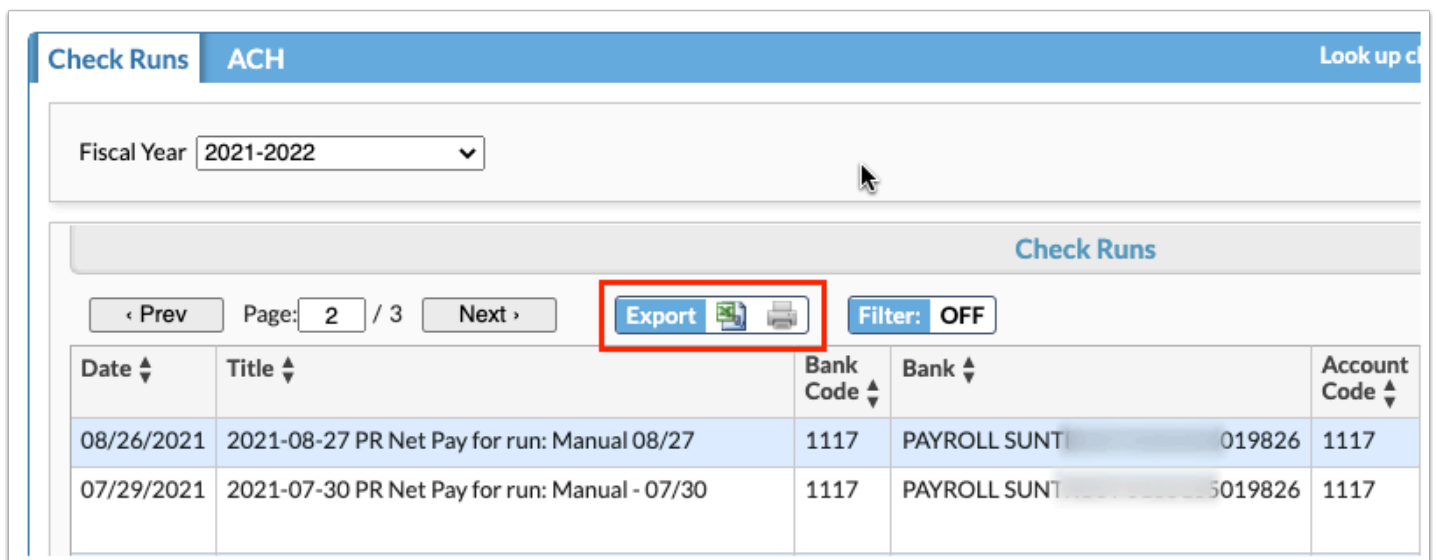
If there are multiple pages of data, click the **Prev** and **Next** buttons to sift through pages. You can also enter a number in the **Page** text box to jump to a page.



The screenshot shows the 'Check Runs' interface. At the top, there is a 'Fiscal Year' dropdown menu set to '2021-2022'. Below this, a navigation bar includes a '< Prev' button, a 'Page: 2 / 3' indicator, and a 'Next >' button. To the right of these are 'Export' and 'Filter: OFF' buttons. The 'Export' button has icons for Excel, PDF, and Print. Below the navigation bar is a table with the following data:

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.



The screenshot shows the 'Check Runs' interface with the 'ACH' tab selected. The 'Fiscal Year' dropdown is set to '2021-2022'. The navigation bar shows 'Page: 2 / 3'. The 'Export' button is highlighted with a red box. The table below contains the following data:


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	Contains	Not	Account Code	Payment Count	Document Types	E-Pay	
10/11/2021	2021-10-15 PR Net Pay for run: 010	1117	Starts with	Not	165019826	1117	2181 ACH	Check (20000438 - 20000448)	
09/10/2021	2021-09-15 PR Net Pay for run: 006	1117	Ends with	Not	165019826	1117	2174 ACH	1 Voided (\$787.67)	
09/10/2021	2021-09-10 PR Net Pay for run: Manual - 09/10	1117	Has value	Not	5019826	1117	1 ACH	Check (20000411 - 20000423)	
09/10/2021	2021-09-10 PR Net Pay for run: Manual - 09/10 (2)	1117	Greater	Not	5019826	1117	1 ACH	3 Voided (\$6,800.93)	
			Greater or equal	Not					
			Less	Not					
			Less or equal	Not					
			Between	Not					

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- 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	PAYROLL SUNT 5019826	1117	1117	\$175,782.49	Download	Email Vendors
07/15/2021	2021-07-20 PR Net Pay for run: 065	PAYROLL SUNT 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	PAYROLL SUNT 5019826	1117	1117	\$153,871.09	Download	Email Vendors
07/23/2021	2021-07-23 PR Net Pay for run: July Travel	PAYROLL SUNT 5019826	1117	1117	\$4,927.11	Download	Email Vendors
07/28/2021	2021-07-30 PR Net Pay for run: 002	PAYROLL SUNT 5019826	1117	1117	\$1,274,265.77	Download	Email Vendors
07/29/2021	2021-07-30 PR Net Pay for run: Manual - 07/30	PAYROLL SUNT 5019826	1117	1117	\$25,636.11	Download	Email Vendors
08/11/2021	2021-08-13 PR Net Pay for run: 066	PAYROLL SUNT 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.

FOCUS Dev

Print Checks

☆

Lizette Garcia

SIS ERP

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	ELLIO	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	