

Enterprise - How to Convert an Epay Transaction to a Live Check

Last Modified on 08/02/2023 2:02 pm CDT

BO - How to convert a direct deposit to live check from TempWorks Training on Vimeo.

Within the check register users now have the option to convert E-pay transactions to live checks. This is beneficial if employees give incorrect direct deposit credentials, you missed ACH deadlines, or the bank is closed and an e-pay transaction has not been processed.

Navigate to the check register within the employee record by clicking on (1) employee and navigating to (2) pay history. Once in the pay history section select (3) check register. This will allow for users to view all checks associated with the employee. Within this section users will have the ability to search checks by a variety of filters as seen under the search for checks area.

ID	Num	Check	Status	Employee	Gross	Adj	Tax	Net
840				Noble, Jacki	\$600.00	\$150.00	\$89.67	\$360.33

Users may also locate the check register from the pay/bill dashboard. Make your way here by selecting (1) pay/bill from the navigation tree (2) and check register:

payroll and invoicing
time entry 2.
check register
check summary
staged check summary
incomplete transactions
invoice register
other

employee
customer
order
assignment
contact 1.
pay / bill

Checks Detailed View

Drag a column header here to group by that column.

ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
-12830		Clauson, Larry	Reversing		Gross: (\$324.00)	Adj: (\$286.67)	Tax: (\$37.33)	Net: \$0.00
-12819		Kirby, Wyatt	Voiding		Gross: (\$540.00)	Adj: (\$147.13)	Tax: (\$43.07)	Net: (\$349.80)
-12788		Zipper, Jessica	StopPestr		Gross: \$0.00	Adj: \$106.33	Tax: \$0.00	Net: (\$106.33)
30006		Zipper, Jessica	Reissue		Gross: \$0.00	Adj: (\$106.33)	Tax: \$0.00	Net: \$106.33
		Andrette, Chris			Gross: \$496.00	Adj: \$0.00	Tax: \$37.94	Net: \$458.06
		Andrews, Greg			Gross: \$640.00	Adj: \$243.45	Tax: \$153.10	Net: \$243.45
-30000		Cheney, Gizmo	Voiding		Gross: (\$425.00)	Adj: \$0.00	Tax: (\$36.93)	Net: (\$388.07)
-12824		Chaplain, Hilary	Reversing		Gross: (\$560.00)	Adj: (\$420.49)	Tax: (\$139.51)	Net: \$0.00

search for checks

Posted Staged

Accounts AP Bank Account

Check Dates
From 11/15/2014
To 2/17/2015

Employee Id
Employee
Check Date

Payroll Run ID
Check #
Check ID

Gross
Net

Search

Employees who have been setup with direct deposit may have situations where they request a live check to be printed in place of their usual deposit. To cut a "live" check, find the necessary check representing E-pay.

376 Check ID: 4295002942	Peach, Jim Dated 10/6/2014 CG Bank of America (E-Pay)	Gross: \$238.00 Adj: \$40.01 Tax: \$17.90 Net: \$180.09
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Right-click on the check, select the convert to live check option. In doing so, this will no longer pull the transaction

into an ACH run.

376 Check ID: 4295002942	Peach, Jim Dated 10/6/2014 CG Bank of America (E-Pay)	Gross: \$238.00
226 Check ID: 4295002678	Peach, Jim Dated 8/22/2014 CG Bank of America	Gross: \$238.00

- View Check Summary
- Void or Reverse Check
- Reissue Check
- Undo Check Correction
- Convert To Live Check**

Once you have selected this option, a confirmation window will appear, asking if you want to continue with the converting of the check:

TempWorks Enterprise

WARNING

Are you sure you want to convert this EPay Check to a Live Check?

→ Yes

→ Cancel

To confirm, click Yes. Enterprise alerts you that the check has been converted to a live check:

TempWorks Enterprise

 Check converted to live check

[→ Continue working](#)

Take note that the check you have converted to a live check no longer has the E-pay status:

376	Peach, Jim	Gross: \$238.00
Check ID: 4295002942	Dated 10/6/2014	Adj: \$40.01
	CG Bank of America	Tax: \$17.90
		Net: \$180.09

Note: Converting an e-pay transaction to a live check removes that transaction from electronic payment files that have not yet been pulled (ACH, pre-note).

Right-Click the check you have converted to a live check to print the paycheck for the employee:

-  View Check Summary
-  Void or Reverse Check
-  Reissue Check
-  Undo Check Correction
-  Convert To Live Check
-  Reprint Paycheck
-  E-Mail Paystub
-  View Employee

Users may also double-click the check, bringing you into the check summary. Utilize the actions icon as another option to reprint the paycheck as shown here. Check numbers will remain the same:

Payroll / Invoicing

Current Weekend Bill ● 357 Unused Timesheets
 2/15/2015 ● 10 Timesheets Not Paid

Record Actions	✘ Void or Reverse Check  Reissue Check  Reprint Check
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- check register
- check summary
- staged check summary
- incomplete transactions
- invoice register
- other

P.O. Box 32
Locken, KY 44210

Wages
Reg: Regular Hours

Once you have finished the convert to a live check process a message will automatically be logged on the employee visifile as shown:

Date	Action	Message	Rep	Contact
3/17/2015	Message	Electronic Check converted to Live Check		lindsey.schneider

Double-click on the message for a more detailed break out of check information including check number and check

message

Action Message

Electronic Check converted to Live Check
Check Number: 376
Check Id: 4295002942

Details Attachments

Date/Time	3/17/2015 1:56:00 PM
Rep Name	lindsey.schneider
Link Employee	Peach, Jim

follow-up
There are currently no follow-up items for this message.

- create a task
- schedule an appointment

id related to the conversion:

Related Articles