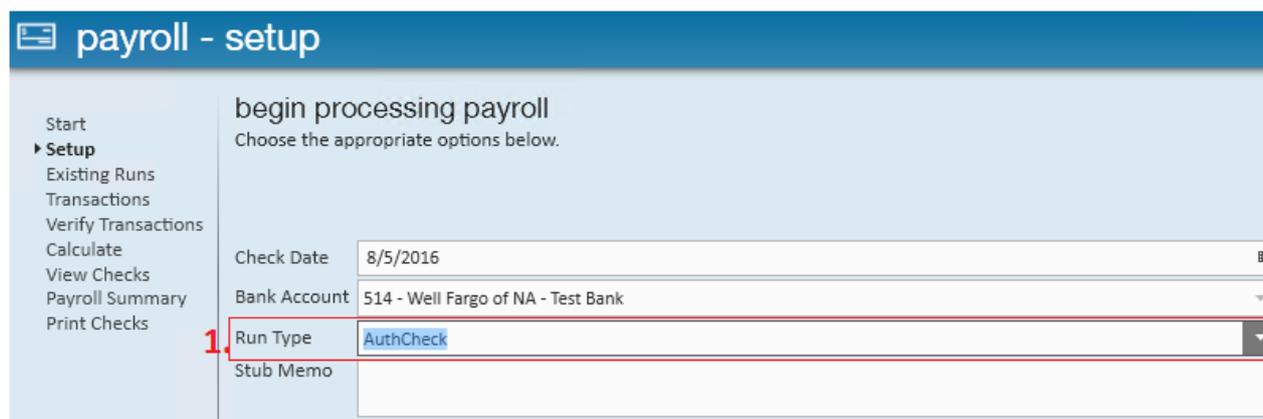


# Enterprise - How to Complete Authority Check Runs

Last Modified on 01/03/2020 9:28 am CST

## Step 1:

From the pay/bill dashboard, select to create a new payroll run. Within the setup page of the new run, verify the check date and bank account. If you are unsure whether or not your company utilizes a separate bank account/bank ID for authority runs, speak with your manager before continuing. Be sure to select a (1.) run type of "AuthCheck" and then select next.



The screenshot shows the 'payroll - setup' interface. On the left is a navigation menu with options: Start, Setup (highlighted), Existing Runs, Transactions, Verify Transactions, Calculate, View Checks, Payroll Summary, and Print Checks. The main area is titled 'begin processing payroll' and contains the instruction 'Choose the appropriate options below.' Below this are several input fields: 'Check Date' with the value '8/5/2016', 'Bank Account' with the value '514 - Well Fargo of NA - Test Bank', 'Run Type' with the value 'AuthCheck' (highlighted by a red box and a red number 1), and 'Stub Memo' which is empty.

## Step 2:

Select the transactions you would like to pay. The (2.) transactions page of the payroll run will display all authorities that have had related employee garnishments processed by payroll and a check to the authority has not yet been created.

By default, both e-pay and non e-pay authorities will be listed in the transactions page. It is common practice for users to post payroll for authorities in two separate runs - one being e-pay and one being live checks.

To filter the transactions listed select (3.) e-pay only or non e-pay only to group accordingly.

payroll - transactions

Start  
Setup  
Existing Runs  
**2. Transactions**  
Verify Transactions  
Calculate  
View Checks  
Payroll Summary  
Print Checks

select transactions to pay

Filter Options

E-Pay Only  Non E-Pay Only

Available Weeks 7/31/2016

Groups Available Transactions + Select All

Authority

- 2 ABC Collectors
- 3 Belvard County
- 2 Benton County Child Support
- 2 Blue Earth County Child Support
- 1 Brevard County
- 92 Carver County Child Support
- 5 Castle County
- 1 Dakota County Child Support Agency
- 1 Fraser Valley Child Support
- 7 Fulton County Child Support

**\*Note\*** Hit the "Select All" button to grab all transactions listed.

### Step 3:

Verify the transactions. The related case number, net amount being paid to the authority, and employee check date and check ID will be listed for review. If after reviewing the transactions amounts appear correct, select "next" to calculate the authority payroll. If one or more transactions are incorrect, select (4.) the x icon to individually remove said transactions from the run and continue with remaining transactions within the run.

payroll - verify transactions

Start  
Setup  
Existing Runs  
Transactions  
**4. Verify Transactions**  
Calculate  
View Checks  
Payroll Summary  
Print Checks

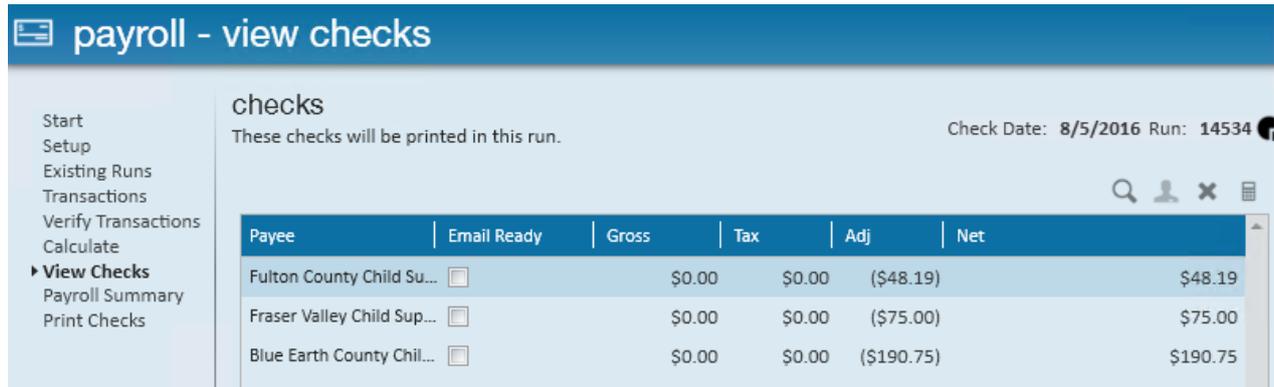
verify transactions

| Case      | Authority                    | Hier Name          | Net Adj  | Check Number | Check Date | Check ID   |
|-----------|------------------------------|--------------------|----------|--------------|------------|------------|
| 123456    | Fulton County Child Supp...  | High Tech Staffing | \$48.19  | 3100060      | 7/18/2016  | 4295017287 |
| 9658484   | Blue Earth County Child S... | High Tech Staffing | \$80.00  | 81202        | 8/5/2016   | 4295017510 |
| 98454954  | Blue Earth County Child S... | High Tech Staffing | \$110.75 | 81202        | 8/5/2016   | 4295017510 |
| 456416513 | Fraser Valley Child Support  | High Tech Staffing | \$75.00  | 81203        | 8/5/2016   | 4295017507 |

### Step 4:

After calculating payroll, users will have another chance to review and remove (if

necessary) authority checks contained in the run. Once checks are confirmed as correct, select next.



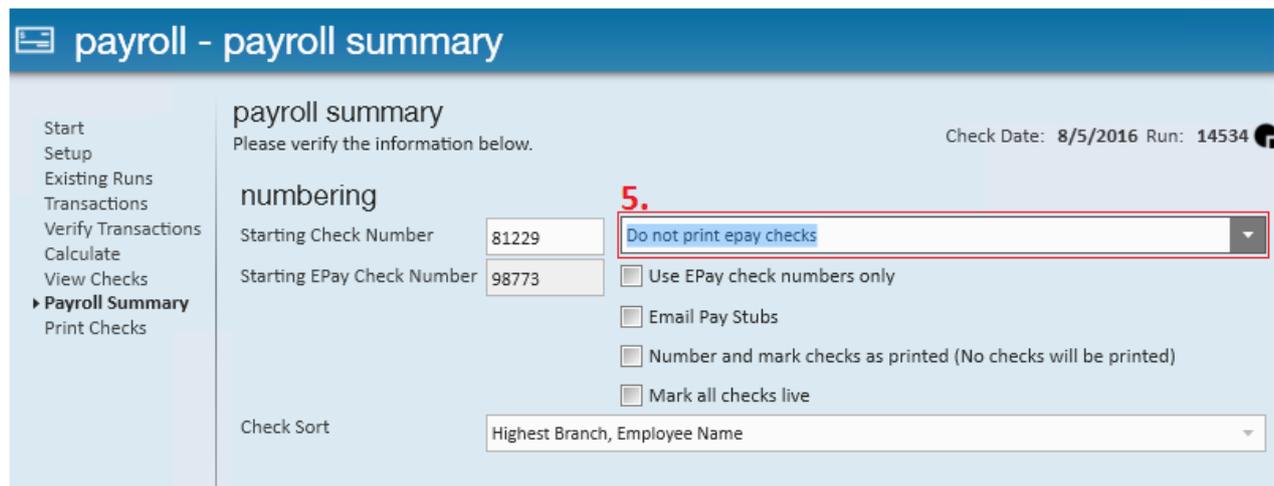
The screenshot shows the 'payroll - view checks' interface. On the left is a navigation menu with options: Start, Setup, Existing Runs, Transactions, Verify Transactions, Calculate, View Checks (selected), Payroll Summary, and Print Checks. The main area is titled 'checks' and includes the text 'These checks will be printed in this run.' and 'Check Date: 8/5/2016 Run: 14534'. Below this is a table with columns: Payee, Email Ready, Gross, Tax, Adj, and Net. The table contains three rows of data.

| Payee                      | Email Ready              | Gross  | Tax    | Adj        | Net      |
|----------------------------|--------------------------|--------|--------|------------|----------|
| Fulton County Child Su...  | <input type="checkbox"/> | \$0.00 | \$0.00 | (\$48.19)  | \$48.19  |
| Fraser Valley Child Sup... | <input type="checkbox"/> | \$0.00 | \$0.00 | (\$75.00)  | \$75.00  |
| Blue Earth County Chil...  | <input type="checkbox"/> | \$0.00 | \$0.00 | (\$190.75) | \$190.75 |

### Step 5:

Print and post payroll.

**\*Note\*** If you are processing e-pay transactions, you may want to select (5.) "do not print e-pay checks" from the print filter dropdown.



The screenshot shows the 'payroll - payroll summary' interface. On the left is a navigation menu with options: Start, Setup, Existing Runs, Transactions, Verify Transactions, Calculate, View Checks, Payroll Summary (selected), and Print Checks. The main area is titled 'payroll summary' and includes the text 'Please verify the information below.' and 'Check Date: 8/5/2016 Run: 14534'. Below this is a section titled 'numbering' with the following fields and options:

- Starting Check Number: 81229
- Starting EPay Check Number: 98773
- Check Sort: Highest Branch, Employee Name
- Print filter dropdown: 5. Do not print epay checks (highlighted with a red box)
- Use EPay check numbers only:
- Email Pay Stubs:
- Number and mark checks as printed (No checks will be printed):
- Mark all checks live:

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