

Payroll Re-bank

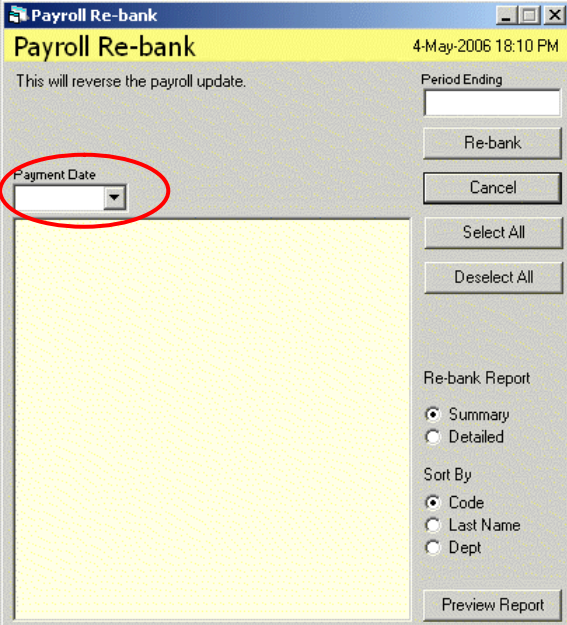
Introduction The Payroll Re-bank is used to record the reversal of an employee's pay in Pay2K.

The payroll re-bank function can be used to reverse one employees pay from a payroll, or to reverse the pay for all employees on the pay run.

The payroll re-bank records a reversal transaction on the employee's pay record.

Before you begin Ensure a re-bank is the appropriate process to correct the problem. Re-banking will not correct the EFT file creation information. Re-banking will overwrite any EFT file details. If you are processing a pay you need to complete the pay run, including running the GL Transfer and creating the EFT file for the payroll, before you do a re-bank.

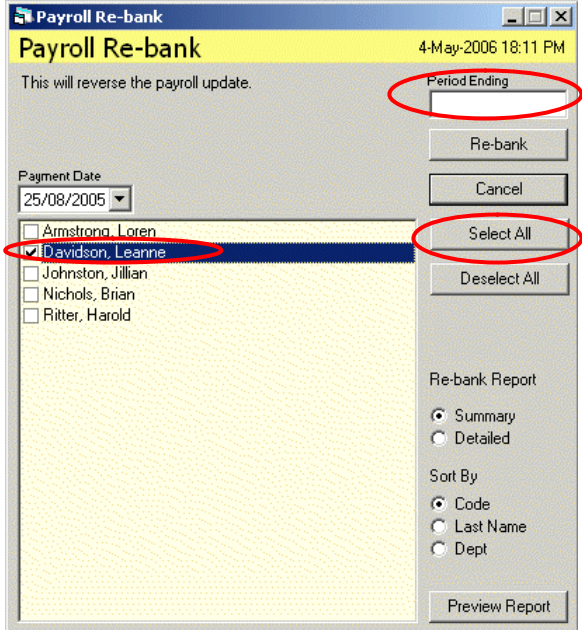
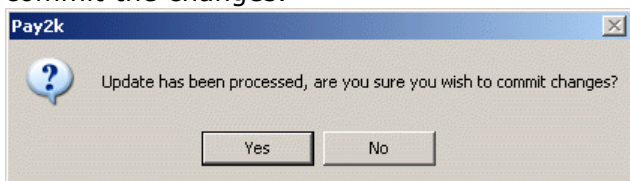
Step by Step Follow the steps in the table below to re-bank a pay.

Step	Action
1.	<p>Select PAYROLL ▶ PAYROLL RE-BANK.</p> <p>Result: The PAYROLL RE-BANK form will open.</p>  <p>The screenshot shows a window titled 'Payroll Re-bank' with a yellow header bar. Below the header, it says 'This will reverse the payroll update.' There is a 'Payment Date' dropdown menu circled in red. To the right, there are buttons for 'Re-bank', 'Cancel', 'Select All', and 'Deselect All'. At the bottom right, there are radio buttons for 'Summary' (selected) and 'Detailed', and radio buttons for 'Sort By' with options 'Code' (selected), 'Last Name', and 'Dept'. A 'Preview Report' button is at the bottom.</p>

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Payroll Re-bank, Continued

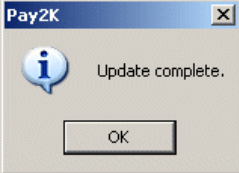
Step by Step (continued)

Step	Action
2.	<p>Select the PAYMENT DATE that is to be re-banked.</p> <p>Result: The employees that are part of that pay will be listed.</p> 
3.	<p>Select the employees to be re-banked by either:</p> <ul style="list-style-type: none"> • Ticking individual employee to be re-banked. • Clicking on the SELECT ALL button if all the employees are to be re-banked.
4.	Set the PERIOD ENDING date to the date the re-bank is to be entered on.
5.	Select if you want a SUMMARY or DETAILED re-bank report.
6.	PREVIEW the report to ensure you are re-banking what you expect.
7.	Close the preview.
8.	<p>Click on the RE-BANK button to process the re-bank. A report on the re-bank information will print as part of the re-bank process.</p> <p>Result: A message will be displayed asking if you want to commit the changes.</p> 

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Payroll Re-bank, Continued

Step by Step (continued)

Step	Action
9.	<p>Select YES to commit.</p> <p>Result: An update complete message will be displayed.</p> 
10.	<p>Click on OK.</p> <p>Result: The PAYROLL RE-BANK form will close.</p>
11.	Select FILE ▶ GL TRANSFER .
12.	Process the GL Transfer for the re-bank information.
13.	The re-bank process is now complete.
