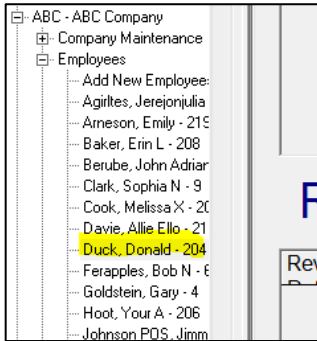


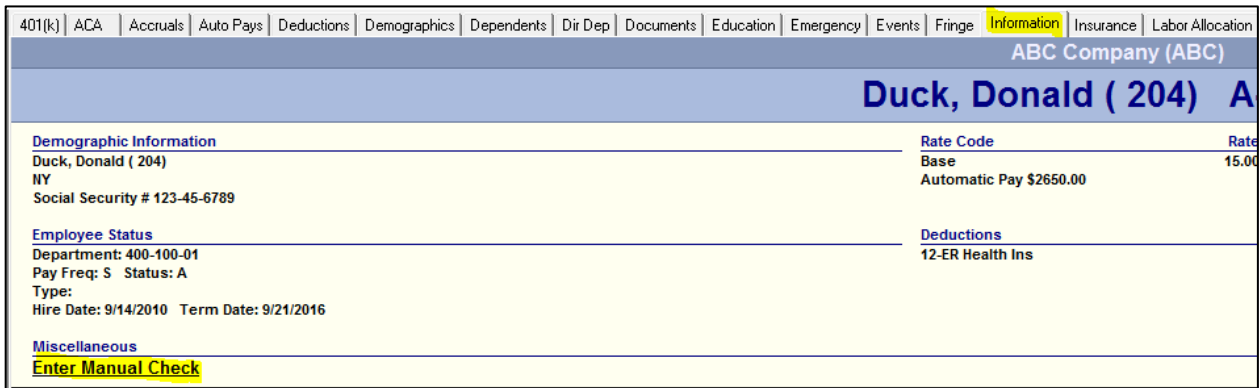
M3 – MANUAL CHECK PROCESSING

Below are the instructions to process a manual check.

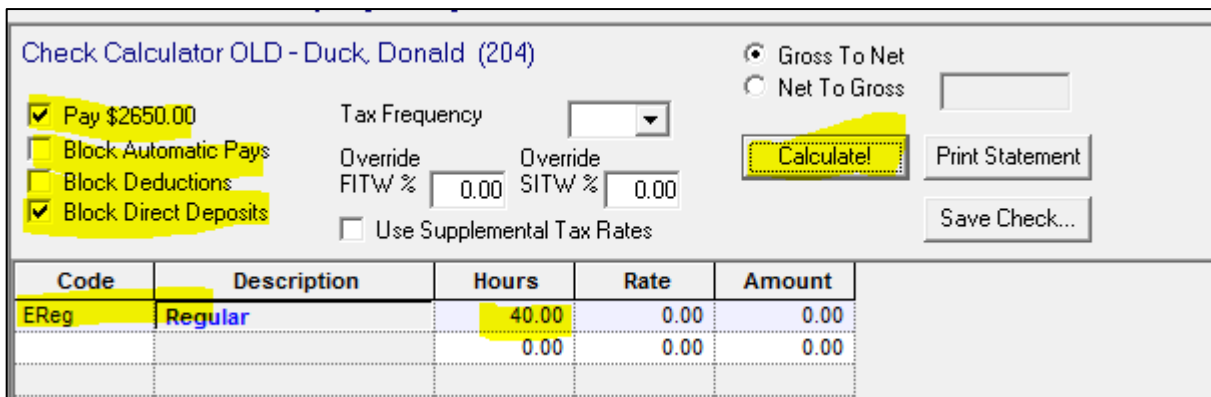
1. Login to M3
2. Click on the Employee’s name on the left hand “tree”



3. Click on the Information Tab & then click “Enter Manual Check”.



4. Depending on what you are wanting to pay:
 - a. Check the “Pay” amount if you are wanting to pay the full normal salary
 - b. Enter a Code/Hours/Amount below if you are wanting to pay a certain hour or special pay (i.e. Bonus/Holiday).
 - c. Uncheck “Block Automatic Pays” if you are wanting set earning to calculate (i.e. Employer Paid Insurance, 401K match, etc.)
 - d. Uncheck “Block Deductions” if you are wanting to include normal deductions (i.e. Child Support, Health Insurance, 401K deduction, etc.)
 - e. Click Calculate.



M3 – MANUAL CHECK PROCESSING

5. Review the information on the bottom of your screen to make sure all detail is calculating and being paid as needed.
 - a. If you need to change anything, please change above and click Calculate again for new figures.
 - b. You can do this as many times as you would like and nothing will be saved in the history until “Save Check” is clicked.

Hours: 80.00		Gross: 3,250.00		Taxes: 863.42		Deductions: 134.99		Net Pay: 2,251.59	
Earnings		Hours	Amount	Deductions		Amount	Taxes	Taxable	Amount
Reg-Regular		40.00	600.00	M-Medical		100.00	MED	3,115.01	46.17
Reg-Regular		40.00	2,650.00	D-Dental		34.99	SS	3,115.01	193.13
ERM-ER Medical - Memo		0.00	100.00	12-ER Health Ins		59.30	FITW	3,115.01	578.12
		80.00	3,250.00			134.99	MA	3,250.00	0.00
							ND	3,115.01	46.00
									863.42

Direct Deposit	Transit	Account	Amount	Employer	Taxable	Capped
(No Direct Deposits)				MED-R	3,115.01	3,115.01
				SS-R	3,115.01	3,115.01
				FUTA	3,115.01	3,115.01
				TXST	3,250.00	3,250.00
				TXET	3,250.00	3,250.00
				TXSU	3,250.00	3,250.00

6. Once the detail is reviewed and looks ok, click “Save Check”, then enter the Period, Select Active Bank Account, and Enter Check #.
 - a. NOTE: If you enter 999, then no check will be printed. This will just save the detail in your VM batch and process the detail for tax purposes.
 - b. NOTE2: Make sure the **Bank Acct** selected says “Client-Active”.

Check Calculator OLD - Duck, Donald (204)

Pay \$2650.00 Tax Frequency

Block Automatic Pays Override

Block Deductions FITW % SITW %

Block Direct Deposits Use Supplemental Tax Rates

Gross To Net Net To Gross

Code	Description	Hours	Rate	Amount
EDep	Director	40.00	0.00	0.00

Save Manual Check

In order to save your manual check, we need to gather a few more pieces of information.

Enter the period dates for which this payment is being made:

Period Begin End

Choose the bank account on which this check was, or should be drawn:

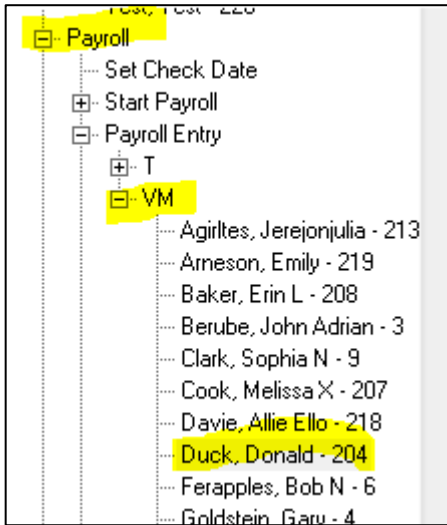
Bank Acct

Lastly, if this check has already been produced, enter the check number.
 WARNING: if the check number field is left blank, and the check is not printed (using print manual checks) a check WILL BE ISSUED during the next payroll processed!

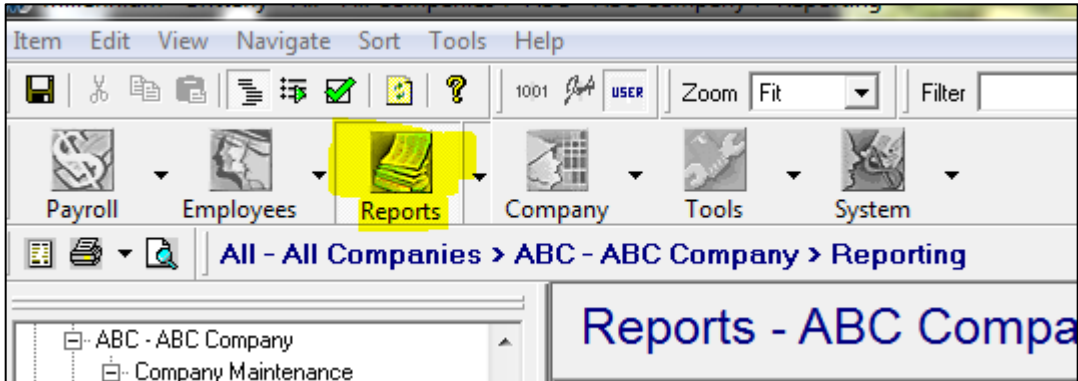
Check #

M3 – MANUAL CHECK PROCESSING

- 7. This check can be viewed by click on Payroll on the left side of your screen, then clicking the “VM” Batch, then clicking the EE’s name.



- 8. To print this check, Click on Reports, then look for the “FPS Print ManualChecks” report in your list of reports available.



- 9. Right click the report “FPS_Print_Manual Checks” and select properties

Reports - ABC Company (ABC)		
ID	Name	Report Type
MPI_0301	Payroll Summary Report	Crystal
MPI_0201	Check Register	Crystal
Labor	Labor Distribution	Hard-Coded
MPI_0001	Payroll Register	Crystal
FPS_Print_ManualChecks	Print Manual Checks	Crystal

M3 – MANUAL CHECK PROCESSING

10. Click on the Additional Formulas tab and enter the following items:
 - a. Check Number for the check that needs to be printed. (i.e. 1234 in our example)
 - i. If you enter 999 and you have 5 checks with that number, all 5 will print
 - ii. If you need to print multiple checks and they are sequential, enter with a “-“ (i.e. 100-110)
 - b. Select to Display the Signature – Check if you want to print a check, Uncheck to handwrite.
 - c. Select to Display MICR line on Check – Check if you want to print check, Uncheck to handwrite.

Report Properties - Print Manual Checks

Report Info	Print Options	Date Selection	Data Selection
Subtotals/Breaks	Additional Formulas		Output
Formula Name	Formula Description	Formula Value	
Check Number	Enter a single check number to print or enter 0 to	1234	
Print Signature	Select to display the Signature	<input checked="" type="checkbox"/>	
Employee Line 1	First Line of Employee Information	Employee Id	
Employee Line 2	Second Line of Employee Information	Employee SSN	
Employee Line 3	Third Line of Employee Information	Clock Number	
Employee Line 4	Fourth Line of Employee Information	Full Department	
Employee Line 5	Fifth Line of Employee Information	Hire Date	
Employee Line 6	Sixth Line of Employee Information	Employee Status	
Employee Line 7	Seventh Line of Employee Information	Period Begin	
Employee Line 8	Eighth Line of Employee Information	Period End	
Employee Line 9	Ninth Line of Employee Information	Check Type	
Employee Line 10	Tenth Line of Employee Information	Net Pay	
Employee Line 11	Eleventh Line of Employee Information	Dir Dep Amount	

Buttons: OK, Cancel, Apply

Time Off Dollars Hea	Heading to use above the time off available dollar	Dollars	
Time Off Hours Hea	Heading to use above the time off available hours	Hours	
Form Up Down	Enter a positive number to move the form down a	0	
Remove Spaces in	True will remove spaces between Transit Numbe	<input type="checkbox"/>	
Suppress display of	Override the display of the SSN in the Employee D	<input checked="" type="checkbox"/>	
Indent Micr Line	Indent Micr Line	190	
Raise/Lower Micr LI	Raise/Lower Micr Line	0	
Check to Show MIC	Select to display MICR Line on Check	<input checked="" type="checkbox"/>	
Non-Negotiable	Check the box to make the check non-negotiable.	<input type="checkbox"/>	

Buttons: OK, Cancel, Apply

11. Right Click on the same report and click **Preview**.

M3 – MANUAL CHECK PROCESSING

12. Once this report opens, you can then **print the check.**

