

## Client instructions for entering a Manual Check at their office

Time: 4 minutes

Close Company Action Chec	pany Information loyees d Pay Wizard oll Transactions oll Journal ual/History Payroll Wizard k Register	CTRL+I CTRL+R CTRL+T CTRL+P CTRL+H	FT Global Global d Pay try Process Process Process Payroll View		
Chec	k Writer	CTRL+M			
Dashboard New Reprint Vo Check	oid\Unvoid Exit	Card Rapid View Report	Find Calc	Check Register Filter Filter Choos View Fields	ie
Actio	re to add filter criteria		eract	Personalize	
J Manual Check Writer					×
Cal One Financi	al, Inc 01858025 ain	5	Descriptio	n - WILL show on check	
Type: Payroll Bank: WF-7330		•	Comments	- WILL NOT show on check	
Bank: WF-7330 Stub: Normal V Charge?		•			
Cal One Financial, Ir PO Box 910303 San Diego, CA 92191				DATE CHECI 12/16/2010 **PEND**	
RE:	ERO and 00/100			AMOUNT 0.00	
ORDER OF	0000008 - Brown Sarah				
	025 Bistro St. an Diego, CA 92101				
				AUTHORIZED SIGNATUR Void after 90 Days	Constraints of the second s
			30#		
Check Calculator	Create Payroll Record for Ne	ext Paydate	Show Only Active P	ayees Cancel C	Create Check



	nation					10.00							
Company: 0	1858025 -	Cal One Fi	nancial, In	с.		- Ac	tive Only	Sort by Co	mpany ID Year,	/State: 2010	▼ CA	•	
Employee: 0	000008 -	Sarah, Bro	wn		~		tive Only lc WC	Sort by Employee ID Calc Accruals		Freq: Bi-We	eq: Bi-Weekly		
mployee Wages	5									-			
Calc Type: G	iross to Net			•	-	Net Pay				Rate:	10.0000		
🗿 Wage	Туре 🔺	Hours	Pieces	Rate	Amount	Departr	nent ID	Location ID	Division ID	Job Numbe	r WCJo	b Class ID	
011 - Regul	lar Hours	72:00	0	\$10.00	\$720.00	0000000	1 - M	00000001	0000001				
Totals:		00:00			\$0.00	1			1				
٢	Blo Marital Sta	ock: tus: Singl	e	•	[		• Nor	IC Status	•	Exempt Fro	ral		
Number o	Marital Sta of Exemptio	tus: Singl	the second se	•]	[  0		Nor		•	Fede	icare		
Number o	Marital Sta of Exemption of Depender	tus: Singl ons: 1 nts:	e	•	0		• Nor	ne	_	Fede	icare A		
Number o Number o Additiona	Marital Sta of Exemptio	tus: Singlons: 1 nts: ing: 0.000	e 00	•	100	· · · · · · · · · · · · · · · · · · ·	• Nor	ne	_	Fede FICA Med FUTA State	icare A		
Number o Number o Additiona	Marital Sta of Exemptio of Depender al Withholdi ernative Tax	tus: Singlons: 1 nts: ing: 0.000	e 00		0		• Nor	ne	_	Fede FICA Med FUTA State	icare A		

0.000



heck Calcul	ator								×
mployee Sun	nmary								
Gross Pa		0.00		Tax Year: 20	10	00000008 - Sarah.	Brown		
Tax Amour	8 <u>-</u>			Tax State: CA					
Deduction		4.49.449		Frequency: Bi-	Weekly				
	av: \$61		10000 0000		100000 100 000 00 000 000				
			When it loo	oks "good", tran	sfer to the check				
ax Details									
-	-		up by that column	10	1	1		1	
Tax Na		Employee A	Company Am	Employee Ad		Division Name	Location Name	Department	
EIC		\$0.00	\$0.00	\$720.00	\$0.00	Main	Main	Main	=
Federal		\$43.63	\$0.00	\$720.00	\$0.00	Main	Main	Main	
FICA		\$44.64	\$44.64	\$720.00	\$720.00	Main Main	Main Main	Main	
Medicare FUTA		\$10.44 \$0.00	\$10.44 \$5.76	\$720.00 \$0.00	\$720.00 \$720.00	Main	Main	Main Main	
CAETT		\$0.00 \$0.00	\$0.00	\$0.00	\$720.00	Main	Main	Main	
CA SDI		\$7.92	\$0.00	\$720.00	\$0.00	Main	Main	Main	*
ecord: 🚺	Commissed Income	1 Of 9 🕨							
Commences and	iss Name	W/C Calc ID	<ul> <li>Division</li> </ul>	Location	Departmen	t Insurance Ty	/pe State	Emp Rate	Comp
Σ									
Record:	arai	o of o			ш	1			,
-			JEN L						•
Accruals	ial .	Hours Used	Hours Earne	a					
Manual C			Inc 018	58025		Desc	cription - WIL	L show on chec	
		001 - Main			.00 Net P			CA: 44.64 Medic	
Type:	Payrol	I			•	Comm	nents - WILL N	IOT show on ch	neck
Bank:	NF-73	30			Gross: 72 CA SDI: 7.	CONTRACTOR OF A CONTRACTOR	613.37 Federa	I: 43.63 FICA: 44	4.64 Medicare:
Stub:	lorma				•	You may cop	y the deducti	ons up here to	show on a ch
	Chai	rge?							
		ncial, Inc.	_	_	_	_			
PO Box			12					DATE	CHECK NO.
San Die	ego, C	A 92191-030	ado	d any comme	ents you want	to print on th	ne 🛄	12/16/2010	**PEND**
RE: Fi	nal Pa	u 🔹							
					400			2012	NOUNT
	P. TO TI		UNDRED THIR		/100			613.3	7
0	RDER (	000000	)08 - Brown Sarah	1			×.		
U			Bistro St.						
		San Di	iego, CA 92101						
			and the second second				A	UTHORIZED SI	GNATURE(S)
								Void after 9	
					Choose "Crea	ate Check".	The check wi	ll be included i	
								enerate again.	
			utut (11)			30		~	
						101	•	-	
		7 -							
Check Cal	culator	Creat	te Payroll Reco	rd for Next Pa	aydate 🔽	Show Only Ac	tive Payees	Cancel	Create C

Pink Payroll PO Bex 910303		PINK PA	YROLL				
		Walls Farge Back Na Milossagala MDS	DATE	CHECKNO			
			12/16/2010	0075007			
San Diego, CA S RE: Final Pay	92191-0303			/1220			
			AMO				
		THIRTEEN and 37 / 100	613	3.37			
TO THE ORDER OF		You may print this check on ch	neck stock at your offi	ce.			
P	an Proch	Non MICR ink may cause a bar	nk to have to hand en	ter			
	Brown Sarah 2025 Bistro St .	the check to cash it.					
San	Diego, CA921	101					
oss:720.00 NetPay	: 613.37 Federal: 4	43.63 FICA: 44.64 Medicare: 1044 CA 8Dt 792	AUTHORIZED SIGNA				
Pink Payro PO Bex 91030							
San Diego, C	A 07101 0303						
	A 72171-0303						
	A 72171-4303	You have a nice paystub to	give the employee.				
Pad To:	Brown Sara	h	give the employee.				
Pad To:	Brown Sara 2025 Bistro	h St.	give the employee.				
Pad To:	Brown Sara	h St.	give the employee.				
Pad To: RE: Final P	Brown Sara 2025 Bistro San Diego,	h St.	give the employee.				
	Brown Sara 2025 Bistro San Diego, 27 Check I	h St. CA 92101 Date: 12/16/2010	give the employee.				
	Brown Sara 2025 Bistro San Diego, 2v Check I Check Ame	h St. CA 92101 Date: 12/16/2010 ount: 613.37	give the employee.				
	Brown Sara 2025 Bistro San Diego, 2v Check I Check Amo Check Amo	h St. CA 92101 Date: 12/16/2010	give the employee.				