



Reverso de Nómina con Pago por Depósito Directo a Cheques

SAGE SYSTEM KNOWLEDGE BASE



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1. Luego de haber cargado la nómina con pago por depósito directo, se desea cambiar para generar cheques.

1 EAST - WAREHOUSEMEN											
IAME	CODE	DESCRIPTION	ST	LOC	W/C	DP L.	ABOR ODE	RATE	HOURS	AMOUNT	
HOMAS, JERRY A.								CHECI	K AMOUNT: 🗸	.00	
	E 01	Regular	WI			11 00	000001	13.850	40.00	554.00	
					EARN	INGS TO	OTAL:		40.00	554.00	
	D 03 D 04 D 06	Health Insur Credit Union 401k Plan	WI					5.000%	554.00	60.00 100.00 27.70	
					DEDUCT	TION T	OTAL:		_	187.70	
	FED FED WI	FEDERAL WITH F.I.C.A. MEDICARE W/H STATE WITHHO	HOLDI	ING						13.01 32.63 7.63 18.03	
						TAX T	OTAL:		-	71.30	
	ACCT	45454545454		Ban	k of Ame	rica				295.00	
				DIR	ECT DEP	OSIT T	OTAL:			295.00	
ENKINS, ALLEN								CHECI	K AMOUNT:	.00	
	E 01	Regular	WI			11 00	000001	13.850	40.00	554.00	
					EARN	INGS TO	OTAL:	_	40.00	554.00	
- 2000004	D 02	TT 1.1 T								60.00	

2. Para reversar a cheques todos aquellos empleados cargados a depósito directo, acceda por

PAYROLL\MAIN\PRINTED DIRECT DEPOSIT MAINTENANCE.



3. El sistema levanta una pantalla para imprimir el reporte e indicar aquellos empleados que están cargados a pago por depósito directo.



4. El sistema levanta el reporte.

	Printed Dir	ct Deposit Maintenance –						
-								
PRINTED DIRE	ECT DEPOSIT MAINTENANCE		A	BC Distribution	and			
		\sim						
EMPLOYEE		CURRENT	NEW	CURRENT	N			
NUMBER	NAME	PRINT CK	PRINT CK	DIR DEP	D			
110000100	THOMAS, JERRY A.	PRINTED	YES	YES				
110000105	JENKINS, ALLEN	PRINTED	YES	YES				
110000130	SHAW, ARTHUR	PRINTED	YES	YES				

5. Al terminar de imprimir el reporte, el sistema pregunta si desea actualizar el cambio a pago de cheques.



6. Vuelva a calclular los taxes, por PAYROLL\MAIN\PAYROLL TAX CALCULAITON.



7. Vuelva a imprimir el PAYROLL DATA AUDIT REPORT

		Sage 10	DO ERP		>							
?	Doj	you want to print the	Data Entry A	udit report?	2							
~		<u>Yes</u>	<u>N</u> o									
			Payroll	Data Entry A	udit R	eport						
												_
PAYROLI	DATA	ENTRY AUDIT REPORT								ABC Dis	tribution ar	nd
TAINOLL	DAIA	Entre Abbit her old										
EMPLOYEE	NT NO:	11 EAST - WAREHOUSEN	IEN									
	ENI		CODE	DESCRIPTION	ST	LOC	W/C	DP	LABOR	RATE	HOURS	
NUMBER	NO.	NAME	CODE	DESCRIPTION	ST	LOC	W/C	DP	LABOR CODE	RATE	HOURS	
NUMBER 0000100	NO.	NAME THOMAS, JERRY A.	CODE	DESCRIPTION	ST	LOC	W/C	DP	LABOR CODE	RATE CHEC	HOURS K AMOUNT:	
NUMBER 0000100	INI NO.	NAME THOMAS, JERRY A.	CODE E 01	DESCRIPTION Regular	ST WI	LOC	W/C	DP 11	LABOR CODE 0000001	RATE CHEC 13.850	HOURS K AMOUNT: 40.00	
NUMBER 0000100	INI NO.	NAME THOMAS, JERRY A.	E 01	DESCRIPTION Regular	ST WI	LOC	W/C EAR	DP 11 NINGS	LABOR CODE 0000001 TOTAL:	RATE CHEC 13.850 -	HOURS K AMOUNT: 40.00 40.00	
NUMBER 0000100	INI NO.	NAME THOMAS, JERRY A.	E 01	DESCRIPTION Regular Health Insur Credit Union	ST WI	LOC	W/C EAR	DP 11 NINGS	LABOR CODE 0000001 TOTAL:	RATE CHEC 13.850 -	HOURS K AMOUNT: 40.00 40.00	
NUMBER 0000100	I	NAME THOMAS, JERRY A.	CODE E 01 D 03 D 04 D 06	DESCRIPTION Regular Health Insur Credit Union 401k Plan	ST WI WI	LOC	W/C EAR	DP 11 NINGS	LABOR CODE 0000001 TOTAL:	RATE CHEC 13.850 - 5.000%	HOURS K AMOUNT: 40.00 40.00	
NUMBER 0000100	I I	NAME THOMAS, JERRY A.	CODE E 01 D 03 D 04 D 06	DESCRIPTION Regular Health Insur Credit Union 401k Plan	st wi wi	LOC	W/C EARI DEDUC	DP 11 NINGS	LABOR CODE 0000001 TOTAL: TOTAL:	RATE CHEC 13.850 - 5.000%	HOURS K AMOUNT: 40.00 40.00 554.00	
NUMBER 0000100	INO.	NAME THOMAS, JERRY A.	E 01 D 03 D 04 D 06 FED FED FED WI	DESCRIPTION Regular Haalth Insur Credit Union 401k Plan FEDERAL WITH FI.C.A. MEDICARE W/H STATE WITHHO	ST WI WI HOLDE I DLDENG	LOC IG	W/C EAR2 DEDUC	DP 11 NINGS	LABOR CODE 0000001 TOTAL: TOTAL:	RATE CHEC 13.850 – 5.000%	HOURS K AMOUNT: 40.00 40.00 554.00	
NUMBER 0000100	INO.	NAME THOMAS, JERRY A.	E 01 D 03 D 04 D 06 FED FED WI	DESCRIPTION Regular Health Insur Credit Union 401k Plan FEDERAL WITH FLC.A MEDICARE W/H STATE WITHHO	ST WI WI HOLDING	LOC IG	W/C EARI DEDUC	DP 11 NINGS TION	LABOR CODE 0000001 TOTAL: TOTAL: TOTAL:	RATE CHEC 13.850 - 5.000%	HOURS K.AMOUNT: 40.00 40.00 554.00 -	

8. Imprima los cheques y complete el proceso de actualización de la nómina.

EM	PLOYEE		SOCIAL SEC	C. NO.	PAY RATE	PERIOD END	CHE	CK NO.
11-0000100	THOMAS.	J	986-53-12	239	13.850 HW	8/31/2015	00	2025
E	ARNINGS	HOURS	AMOUNT	YTD	DEDU	CTION	AMOUNT	YTD
Regular		40.00	554.00	12,077.20	Federal W/H		13.01	1,122.48
Overtime		0.00	0.00	290.85	FICA		32.63	684.60
Holiday		0.00	0.00	271.60	E.I.C.		0.00	3.05
Sick Pay		0.00	0.00	110.80	Medicare		7.63	186.48
Bonus		0.00	0.00	249.32	WI State W/H		18.03	635.67
Vacation Pay		0.00	0.00	110.80	Health Insur		60.00	960.00
					Credit Union		100.00	2,300.00
					401k Plan		27.70	249.30
GR(OSS EARNING	GS: GS:	554.00 295.00	13,110.57	TOTAL I	DEDUCE	259.00	6,141.58
GRO MBC Distri	OSS EARNING NET EARNING	GS: GS: ervice Corp.	554.00 295.00	13,110.57 THIRD	TOTAL 1	DEDUCE	259.00	6,141.58 0 2025
GRO ABC Distri	OSS EARNING NET EARNING ibution and Se	GS: GS: ervice Corp.	554.00 295.00	13,110.57 THIRD	TOTAL 1	DEDUCT:	259.00 0	6,141.58 02025
GRI ABC Distri	OSS EARNING NET EARNING	GS: GS: ervice Corp.	554.00 295.00	13,110.57 THIRD	TOTAL I NATIONAL BANK OF NOV P.O. Box 1213	DEDUCT:	259.00	6,141.58 02025
GR(MBC Distri	OSS EARNING NET EARNING	GS: GS: ervice Corp.	554.00 295.00	13,110.57 THIRD	TOTAL 1 NATIONAL BANK OF NOW P.O. Box 1213	DEDUCT	259.00 C No 002	6,141.53 0 02025 2025
GR(MBC Distri	OSS EARNING NET EARNING ibution and Se	GS: GS: ervice Corp. DRED NINI	554.00 295.00	13,110.57 THIRD ND XX / 100	TOTAL 1 NATIONAL BANK OF NOW P.O. Box 1213	DEDUCT	259.00 0 No 002	6,141.53 0 02025
GRI ABC Distri *T	OSS EARNING NET EARNING ibution and Se I'WO HUNI	GS: GS: ervice Corp. DRED NINI	554.00 295.00	13,110.57 THIRD ND XX / 100	TOTAL 1 NATIONAL BANK OF NOW P.O. Box 1213	DEDUCE	259.00 No 002	6,141.55 0 02025 2025
GRI ABC Distri *T Pay to the	OSS EARNING NET EARNING ibution and Se FWO HUNI JERRY A. T	GS: CS: ervice Corp. DRED NINI HOMAS	554.00 295.00	13,110.57 THIRD ND XX / 100	TOTAL I NATIONAL BANK OF NOW P.O. Box 1213	DEDUCTE /HERE DATE 11/2020 *	259.00 No 002 AMG ******>295.0	6,141.5 02025 2025 DUNT 0*

9. Imprima el check register, revisar y actualizar si todo está bien.

M	Sag	e ERI	P MAS	90	×						
2 Do ye	ou wai Ye:	nt to pi	int a che	eck registe	17						
CHECK REGISTER		-							REGISTE	PY DE AB1 R NO: PR-0003	
CHECK CHECK END NUMBER DATE NU	PLOYEE	NAME	CHECK AMOUNT	GROSS EARNINGS	FED W/H	FICA WH	MEDICARE W/H	STATE W/H	OTHER TAX	OTHER DED	
004043 01/01/11 11-00	00100 1	THOMAS	JERRY A. 349.13	554.00	_						
BANK CODE B TOTAL - M	ANUAL	0	.00 349.13	00 554.00	Mi		Sag	ge ERP	MAS	90	
PI DIRECT D	EPOSIT	0	.00								
PI DIRECT D	EPOSIT.	1	349.13	554.00	2	D	o you wani	t to updat	e the Che	eck Register	?
PI DIRECT D REPORT TOTAL - M PS DIRECT D	EPOSIT TOTAL ANUAL RINTED EPOSIT	0	.00 349.13 .00 349.13 .00	554.00 00 554.00	2	D	o you wani	t to updat	e the Che	eck Register	?