

Print Checks

This menu creates the payroll checks or deposits the money into an employee's bank account(s) and updates the employee's earnings and check history.

Help Files

Click the information icon to access step-by-step instructions for this particular menu.

Process Method and Pay Group

1) Select **Check** as the **Process Method**, and choose a **Pay Group**.

Expand

2) Click this icon to view the check details.

Select and Process

3) Check these boxes to select checks to print, then click **Process**.

Accept

4) Click **Accept** when all checks printed correctly.

Print Checks / Create ACH ⓘ

Process Method: Check ACH

Pay Group: Test

Pay Group	Start Date	End Date	Check #	Expand
Test	09/01/2019	09/30/2019	09/30/2019	⏏

Pay Group	Start Date	End Date	Check Date	Cutoff Date	Select
Test	09/01/2019	09/30/2019	09/30/2019	09/30/2019	<input type="checkbox"/>

Bank 1 of 1

Bank Code	Bank Name	Type	Process Status
BB&T 0347	BRANCH BANKING		Completed ✓

Have Check(s) printed successfully for Bank "BB&T 0347"?

All checks for Bank "BB&T 0347" printed successfully. (click Accept) **ACCEPT**

I wish to cancel printing Checks for Bank "BB&T 0347". (click Cancel) **CANCEL**

Create ACH

If your unit uses more than one bank for operational/payroll processing, please contact **LINQ Support** at 800.541.8999 for assistance with setting up the ACH Debit/Credit account masks.

Process Method

1) Select **ACH** as the **Process Method**.

Process ACH

4) Click this icon to display the checks selected. Then click the **Process ACH** button.

Print Checks / Create ACH

Process Method

Check **ACH**

ACH Check Date (Selected) (2)

01/05/2016

PROCESS ACH

By Pay Group: ▼

General Pay Group ▼

ACH entries will be created for the following...

Employee #	Employee Name ▲	Bank #	Account #	Type	Amount
100023	ATKINS, KEISHA S	124071889	79049117	Checking	778.50
188824	BECKLES, TAYLOR S	031309123	297052120	Checking	1,055.41
4061	SANDINE, DANIELLE S	314074269	17205605	Checking	1,959.24
990762	SANGER, JANET S	053000219	9733861471	Checking	12.00
100025	Test, Test		3178	Checking	0.00
TOTAL :					3,805.15

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ACH Last Created

08/31/2017	+ Add
03/16/2017	+ Add
01/05/2016	Remove
12/04/2015	Remove
11/17/2014	+ Add

Refund

5) Click this button to create the ACH.

Create ACH Print Pay Stubs

CREATE ACH

CANCEL

GENERATE ACH REPORT