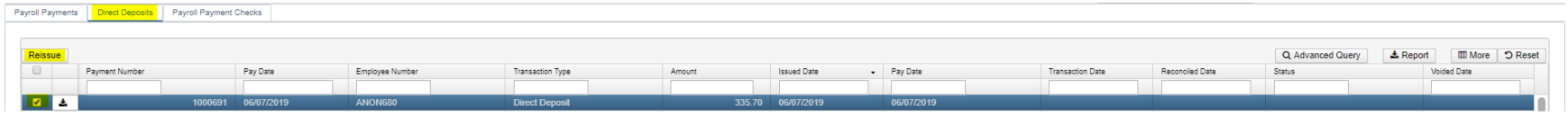
Void Direct Deposit & Reissue as Check OR Direct Deposit & Reprint Check and Direct Deposit

To Void Direct Deposit and Reissue as a check:

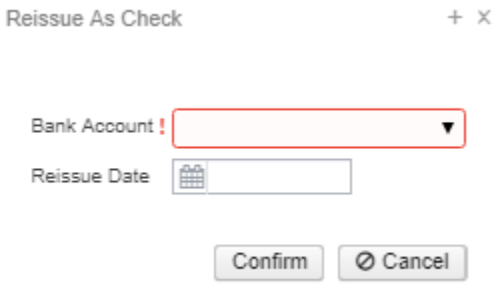
Payments -> Payroll

Click on the **Direct Deposits** Tab

To Reissue a Direct Deposit as a check, select the employee and click on Reissue



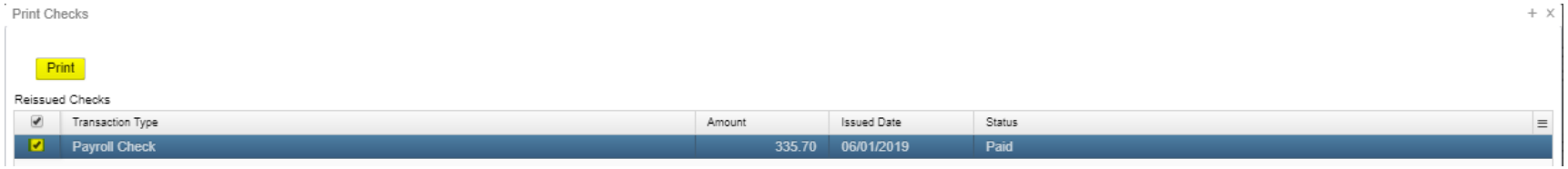
Select the Bank Account and enter the Reissue Date. Click on Confirm or Cancel to Exit



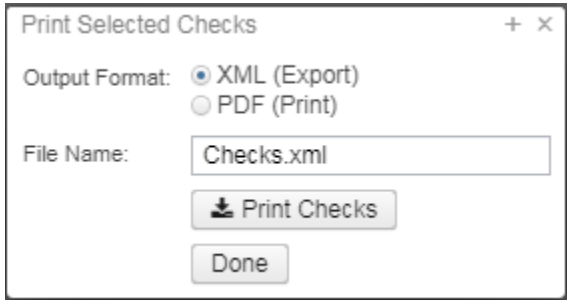
A Print checks option will be created:



Select the employee and click on Print **:**



Enter in the Printing selections:



Print Selected Checks options:

Output Format: .XML (Export) (Use when printing with Edge)

.PDF (Print)

File Name: Checks.xml

Checks.pdf

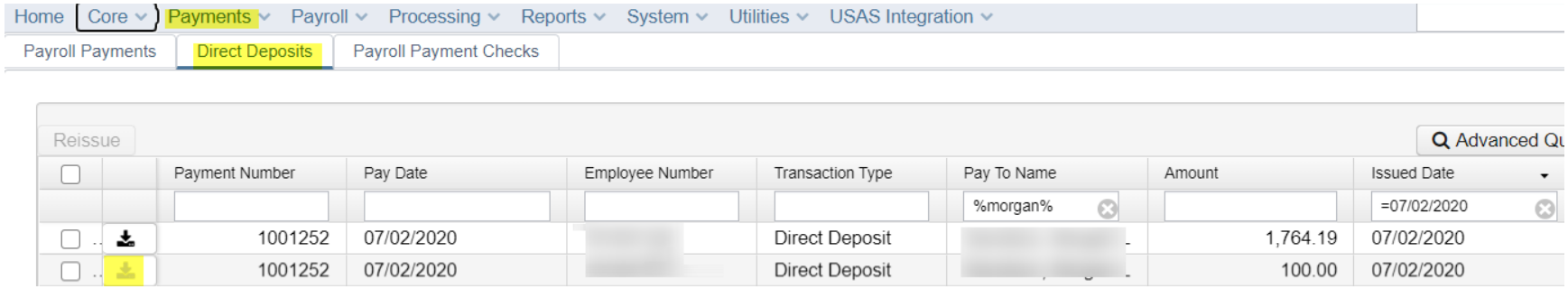
Form: Select from drop down what form file to use to print the check (Only for **PDF** Output Format)

Click on Print Checks to create printing file or **Done** to exit out.

To reissue as a direct deposit:

Go to Payments -> Payroll, then select the "Direct Deposits" tab, filter for the employee and Issue Date (pay date). It should show the breakdown for all their direct deposits. Select the one that needs to be reissued and enter in the correct Account number and Routing Number for this employee that they want it to go to. Generate the file.

This will create an ACH re-submission for this employee. This will need to be processed using your standard ACH process.



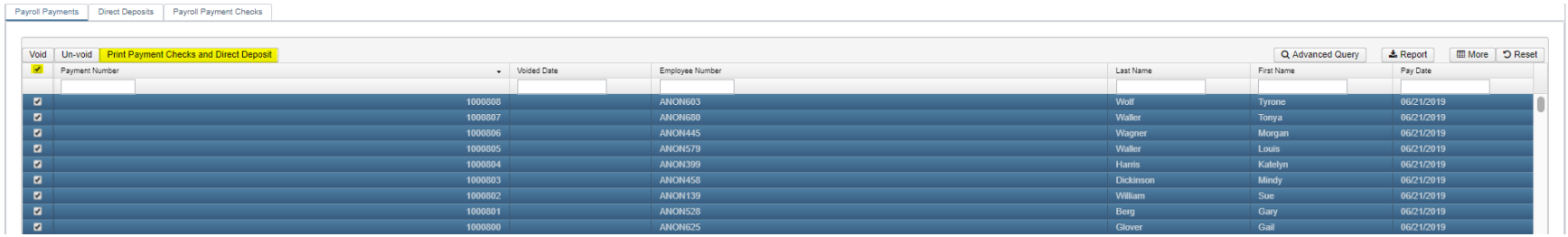
Reprinting Checks and Direct Deposits

Under **Payments -> Payroll** you can reprint unreconciled checks and direct deposits.

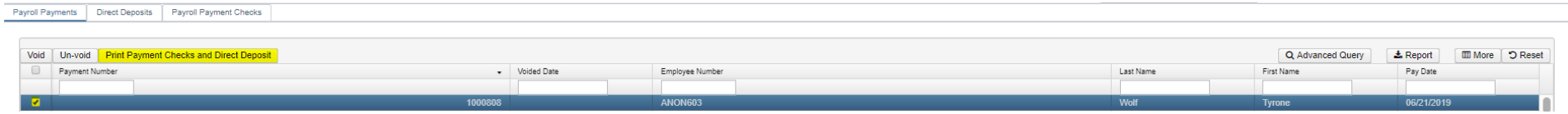
For ***Reconciled Checks***, you need to ***Unreconcile*** it, then ***reprint***, then ***re-reconcile*** it.

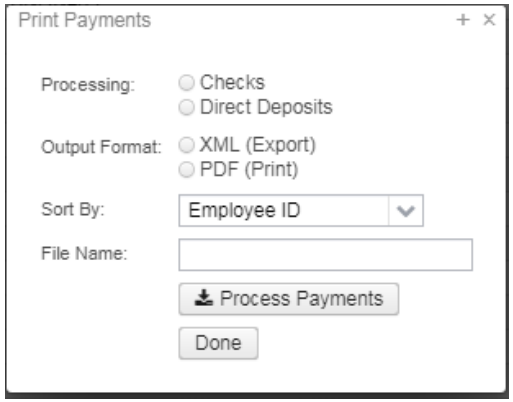
Select all Checks/Direct Deposits to print and click on Print Payment Checks and Direct Deposit .

****NOTE** Reprinting checks here will show the Pay Stub detail****



or if wanting to reprint a single Check or Direct Deposit notice, check next to the employee and click on Print Payment Checks and Direct Deposit .





Processing: Checks

Direct Deposits

Output Format: XML (Export)

PDF (Print)

Sort By: Use the Dropdown option to select your sorting option (usually Employee Name)

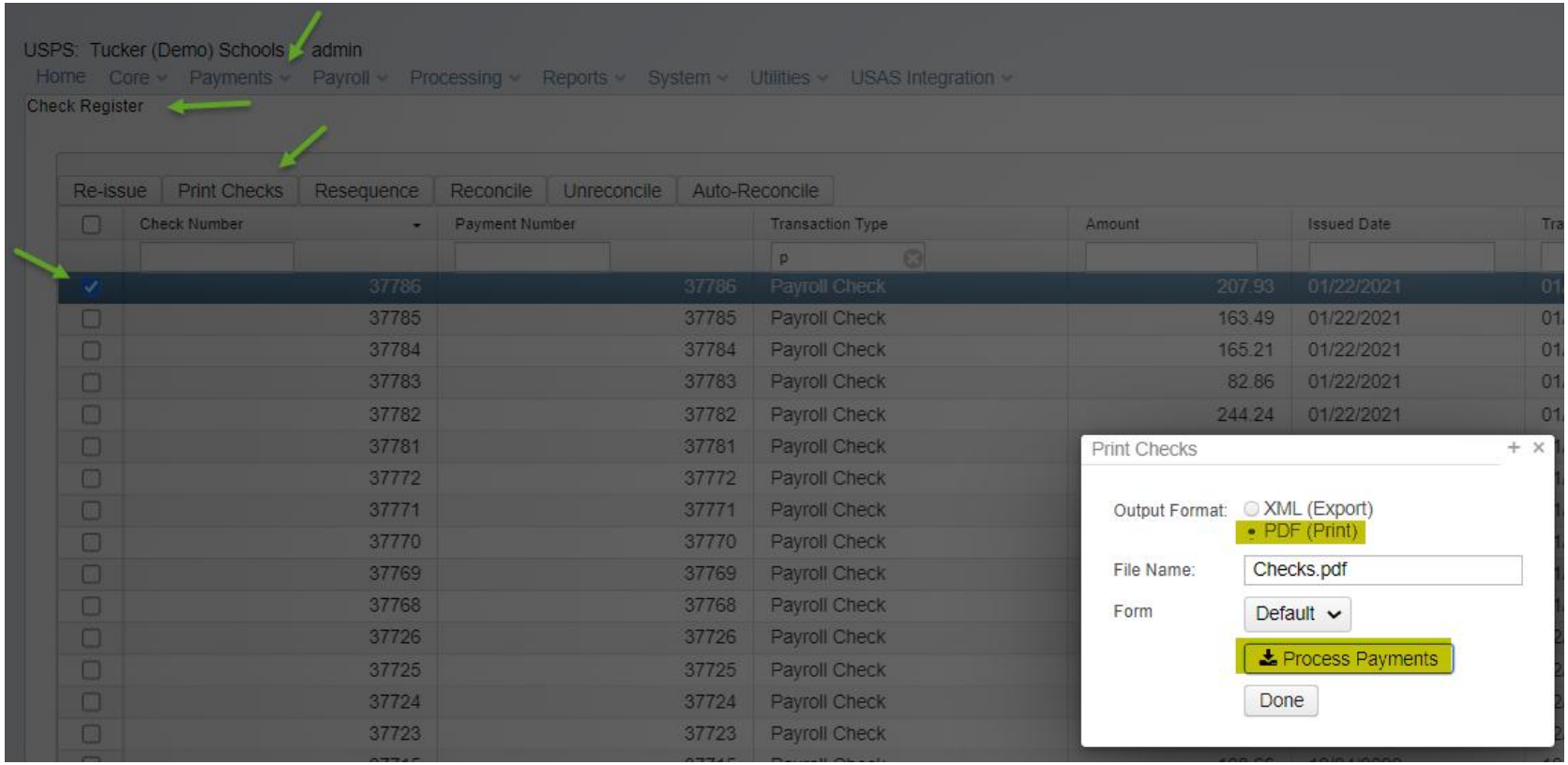
File Name: XML (Checks.xml) or (DirectDeposits.xml)

PDF (Checks.pdf) or (DirectDeposits.pdf)

Check Form: Only is an option for PDF format (different check formats can be used with this option).

Once all selections have been made, click on Process Payments or to cancel select Done.

You can also reprint checks under Payments -> Check Register:



You can also use the Employee Dashboard and selecting Payments:

