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## Finding Paychecks

### Action

Go to Financials > Employees and click on [Find Paycheck] Try using Payment ID of "DEMOPAYCHECK1", Pay to Party of "DemoEmployee", or Payment Method of "Primary Checking Account" and click on [Find Paycheck]

### Result

You should see a list of paychecks which includes DEMOPAYCHECK1

### Action

Click on [Find Paycheck] without any conditions set

### Result

You should see a list of all paychecks in the system be able to paginate through the list. Payments that are not paychecks should not show up.

## Create Paycheck

### Action

Go to Financials > Employees. Click on [Create Paycheck]. On the next screen, alternately try "DemoSalesManager", "DemoEmployee1", or blank in the employee partyId field.

### Result

When the employee partyId field is blank or DemoEmployee1, only "California Paycheck" should show in the dropdown of paycheck types. When the employee partyId is DemoSalesManager, "California Paycheck" and "California Paycheck - Full Time" should show up.

### Action

## Paycheck\_Tests

Leave the employee partyId as "DemoSalesManager" in the employee partyId field. Select "California Paycheck - Full Time". Enter an amount of 5000 and currency of USD. Click on [Create Paycheck]

### Result

A paycheck in the "Not Paid" status is created for DemoSalesManager in the amount of \$5,000. Below the paycheck and the gross amount will show the following line items:

Deductions		
Item	Party	Amount
Federal Income Tax Withholding	USA_IRS	
California Income Tax Withholding	CA_FTB	
....		
Expenses		
FICA Social Security Expense	USA_IRS	
....		

The deductions and expenses should match those of hot-deploy/financials/data/DemoOrgPayroll.xml for this type of paycheck. All amounts should be empty. All the partyIds should be set by default.

## Edit a Paycheck

### Action

Create a paycheck as above and do not set it to Sent yet.

### Result

You should be able to use the lookup to change partyIds of each line item. You should not be able to change the line items themselves or add/remove line items.

### Action

Change the amount of expenses and deductions.

### Result

Changing the amount of a deduction would cause the net amount shown to change. If the sum of all deductions is greater than the gross amount, you will get an error and the change will not be allowed. Changing the amounts of expenses will not change the net amount to change.

## View a Paycheck

### Action

Click on DEMOPAYCHECK1 after finding it

### Result

Create Paycheck

## Paycheck\_Tests

You should see the paycheck of type "California Paycheck" which mirrors the items, due to parties, and amounts set up in hot-deploy/financials/data/DemoPaycheck.xml

### Print Paycheck

#### Action

Click on [Print as Check] from the view DEMOPAYCHECK1 screen.

#### Result

You should see a PDF of a three-part check show up. The amount of the check should be the net amount of \$2,510. The check should be made out to "Demo Employee" and show the address of the Demo Employee. The two lower parts of the check should repeat the following:

- Gross amount of \$5,000
- Line by line listing of the withholdings as shown in DemoPaycheck.xml
- Net amount of \$2,510.

### Posting a Paycheck to Ledger

#### Action

Click on [Mark as Sent] from the view DEMOPAYCHECK1 screen (or any other paycheck)

#### Result

...boy a lot happens!...

### Voiding a Paycheck

#### Action

Click on [Void] from viewing a sent paycheck screen.

#### Result

A new accounting transaction is created and can be viewed from Financials > Transactions >> Find Transaction. It should reverse all the entries of the previous transaction. The trial balance should be reverted back to the way it was before the original paycheck was posted.