








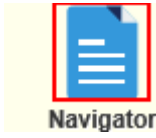

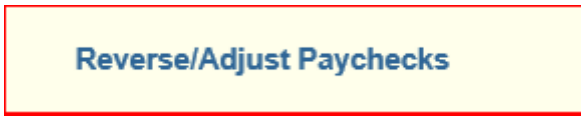








## PY006.02: Reversing a Paycheck

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Processing USA</b> menu. 
5.	Click the <b>Produce Payroll</b> menu. 
6.	Click the <b>Review Paycheck</b> menu. 
7.	Populate the <b>Company</b> field. Company <input type="text" value="begins with"/> <input type="text"/>
8.	Populate the <b>Pay Group</b> field. Pay Group <input type="text" value="begins with"/> <input type="text"/>
9.	Populate the <b>Empl ID</b> field. Empl ID <input type="text" value="begins with"/> <input type="text"/>



Step	Action
10.	Click the <b>Search</b> button. 
11.	Click the <b>Pay Period End Date</b> link. 
12.	Make note of the <b>Paycheck Number</b> . 213895
13.	Make note of the <b>Issue Date</b> . 05/12/2017
14.	Make note of the <b>Net Pay Amount</b> . 730.39
15.	Click the <b>NavBar</b> button. 
16.	Click the <b>Navigator</b> button. 
17.	Click the <b>Back: Payroll Processing USA</b> button. 
18.	Click the <b>Reverse/Adjust Paychecks</b> menu. 
19.	Click the <b>Add a New Value</b> tab. 
20.	Populate the <b>Run Control ID</b> field. NOTE: Use the following naming convention for the <b>Run Control ID</b> : <b>[Empl ID]_[Paycheck Number]</b> . Run Control ID <input data-bbox="527 1743 974 1785" type="text"/>
21.	Click the <b>Add</b> button. 



Step	Action
22.	Populate the <b>Company</b> field. Company <input type="text"/>
23.	Populate the <b>Pay Group</b> field. Pay Group <input type="text"/>
24.	Click the <b>Look up</b> icon associated with the <b>Pay Period End Date</b> field. 
25.	Click the link associated with the <b>Pay Run ID</b> for the reversal. <input type="text" value="76B1"/>
26.	Populate the <b>Paycheck Number</b> field. Paycheck Number <input type="text"/>
27.	Click the <b>Look up</b> icon associated with the <b>Paycheck Issue Date</b> field. 
28.	Click the <b>Paycheck Number</b> link. <input type="text" value="213895"/>
29.	Click the <b>Reversal</b> radio button. <input checked="" type="radio"/> <b>Reversa</b>
30.	Click the <b>Original Accounting Period</b> radio button. <input checked="" type="radio"/> <b>Original Accounting Period</b>
31.	Click the <b>Look Up</b> icon associated with the <b>Payable Time Reversal Type</b> field. <input type="text" value="v"/>
32.	Select the <b>Reverse Only</b> list item. <input type="text" value="Reverse Only"/>
33.	Click the <b>Save</b> button. <input type="button" value="Save"/>
34.	Click the <b>Run</b> button. <input type="button" value="Run"/>
35.	Click the <b>OK</b> button. <input type="button" value="OK"/>



Step	Action
36.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. <b>Process Monitor</b>
37.	You have successfully completed the <b>Reversing a Paycheck</b> topic. <b>End of Procedure.</b>