

Paybase Check Printing

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April 24, 2008

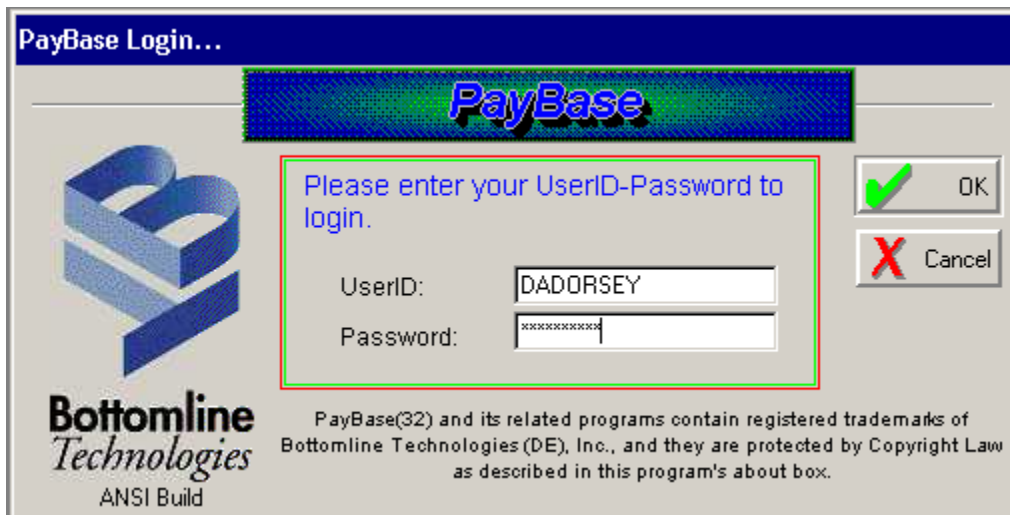
1. Logging into Paybase

To log into Paybase double click on the icon. You will then be asked for your ADS username and password (enter both in lowercase). Once you've entered your information click OK.

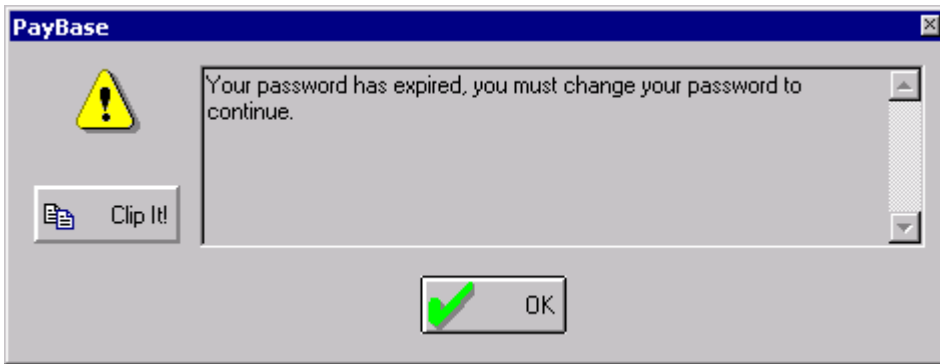


After a short period of time the following screen will appear, followed by a second login screen.

This is the login screen for the Paybase application. For your initial login, your username and password are identical and both are all uppercase.



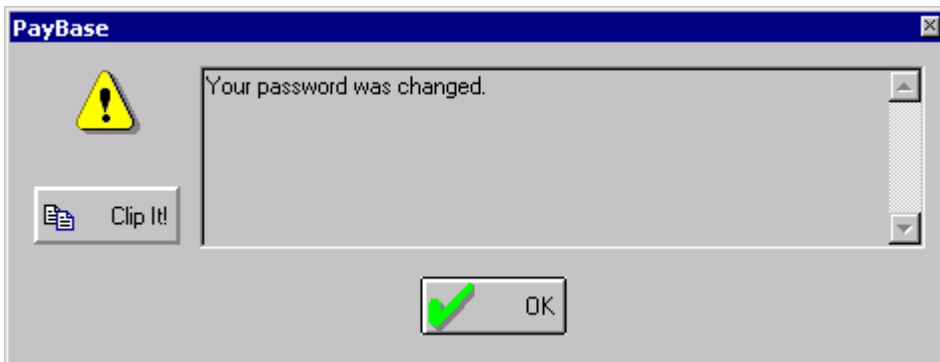
After you enter your Paybase username and password (all uppercase) and click OK you will be asked to change your Paybase password. This step is required as part of your initial logon and will only happen the first time you attempt to login. From this point forward your password for Paybase will be the new password you have just chosen. Click OK on the following screen.



Enter your old password (which is your Paybase username in all uppercase), then enter your new password (which can be upper and/or lowercase and must be at least three characters and/or numbers in length), and confirm your new password. Click OK when you have entered all of your information.



Paybase will verify that your password has been changed. Once you click OK you will be brought to the main application screen.

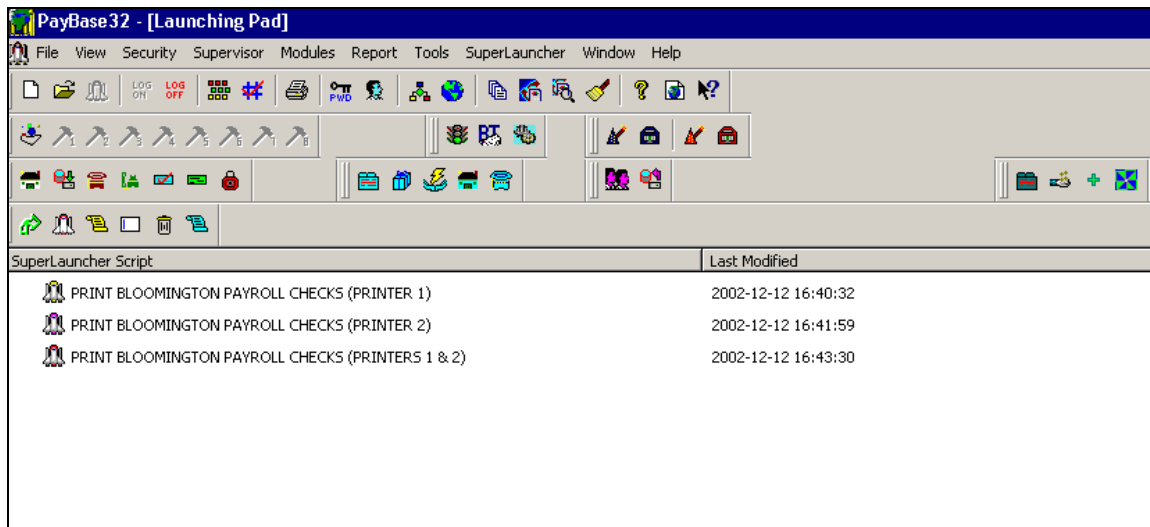


2. Printing Checks from Paybase

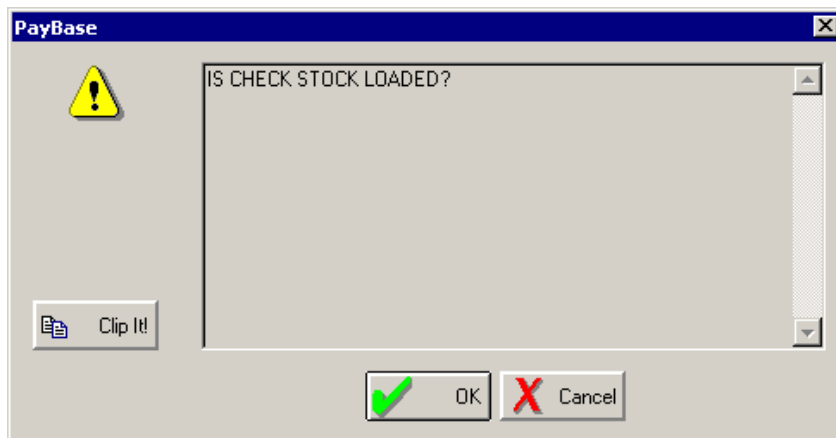
Each Paybase user is assigned access to the application scripts they need to process their work and only those options appear on the main screen. Members of the Bloomington payroll office that have been granted access will see three different script names in the body of the screen:

PRINT BLOOMINGTON PAYROLL CHECKS (PRINTER 1)
PRINT BLOOMINGTON PAYROLL CHECKS (PRINTER 2)
PRINT BLOOMINGTON PAYROLL CHECKS (PRINTERS 1 & 2)

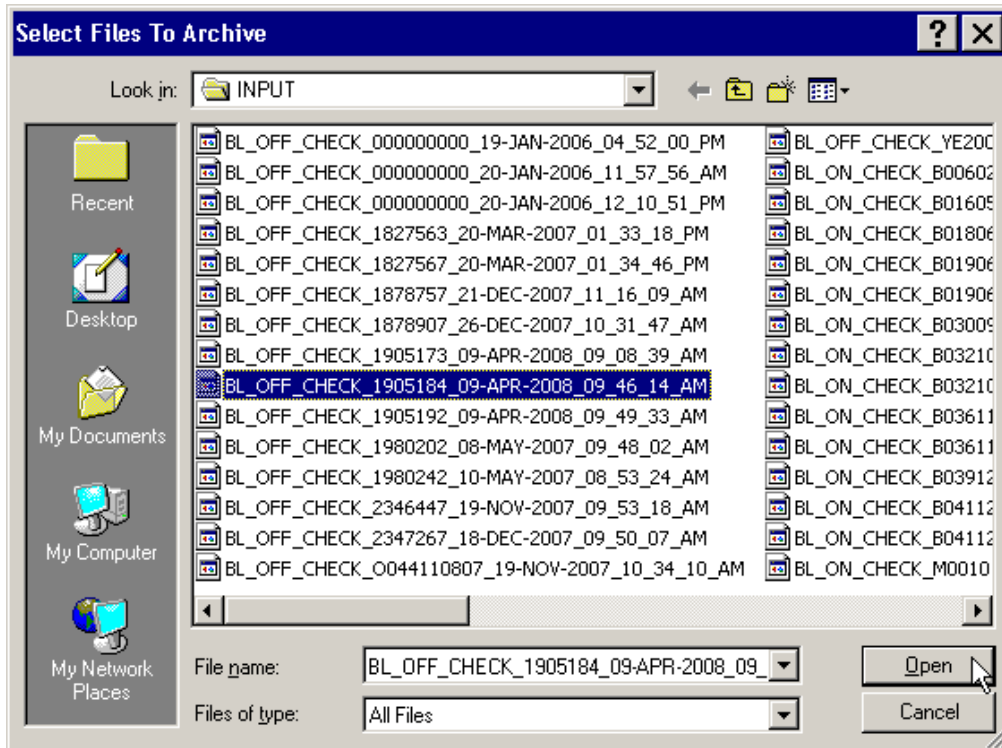
Each script relates to the printer or printers to be used to output checks.



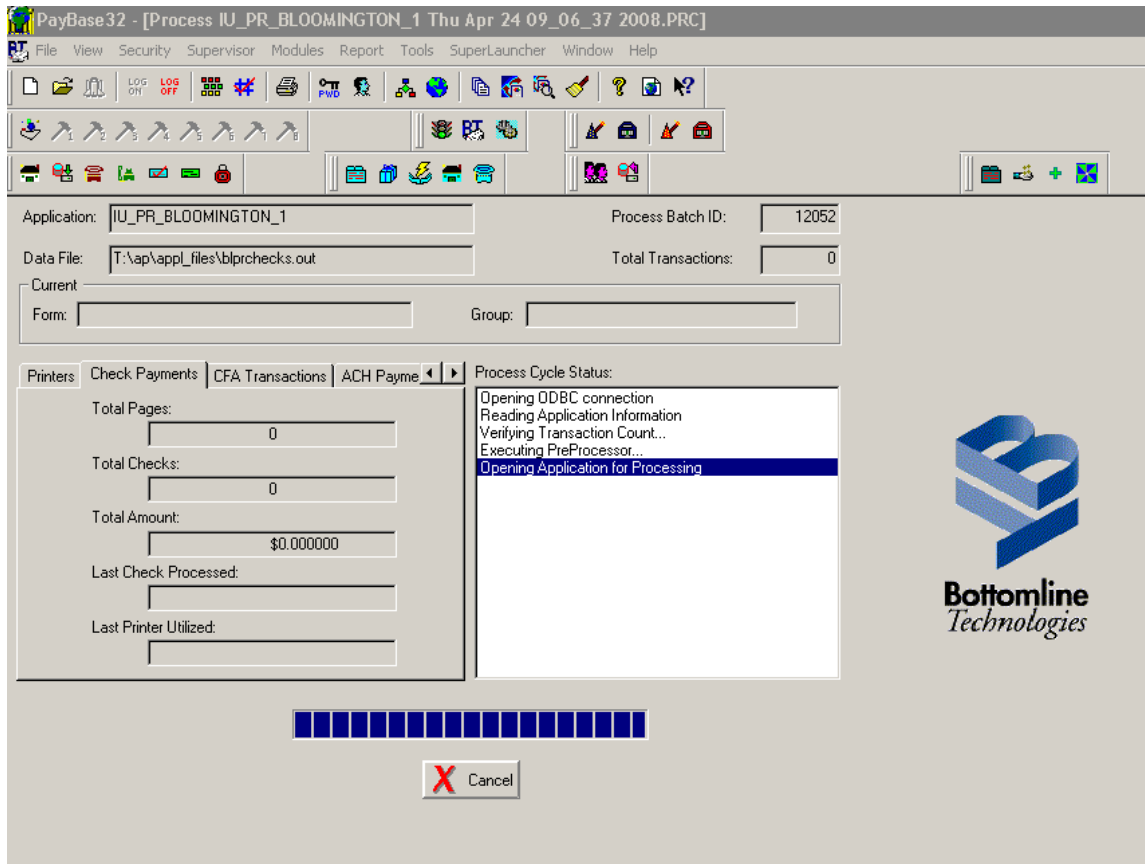
To begin printing the Bloomington payroll checks generated from HRMS Peoplesoft double click on the script PRINT BLOOMINGTON PAYROLL CHECKS (PRINTER 1). A reminder will appear asking if you have loaded your check stock. Once you have loaded your check stock click OK to proceed. Check stock is loaded face down with the check closest to you.



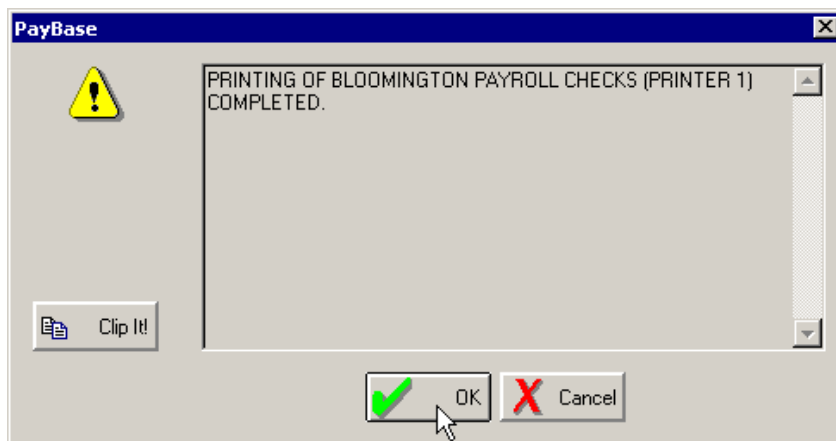
The application will automatically take you to the directory where the Bloomington payroll checks are placed after they are generated from HRMS Peoplesoft (T:\hr\lcp\bl\input\). You should see any unprinted check files for Bloomington. An example of a file in this directory is: BL_OFF_CHECK_1905184_09-APR-2008_09_46_14_AM. This file in particular was for an off-cycle check on the BL campus and was created April 9th at 9:46 in the morning. You may select a single file for printing or you can select multiple files for a single print run by selecting the first file, holding down the shift key, and then selecting the last file you want to print. Once you've selected the files to print hit the "Open" button and printing will begin.



While the application is processing, statistics are generated showing the number of checks printed, the dollar amounts, and how far the application is into the process.

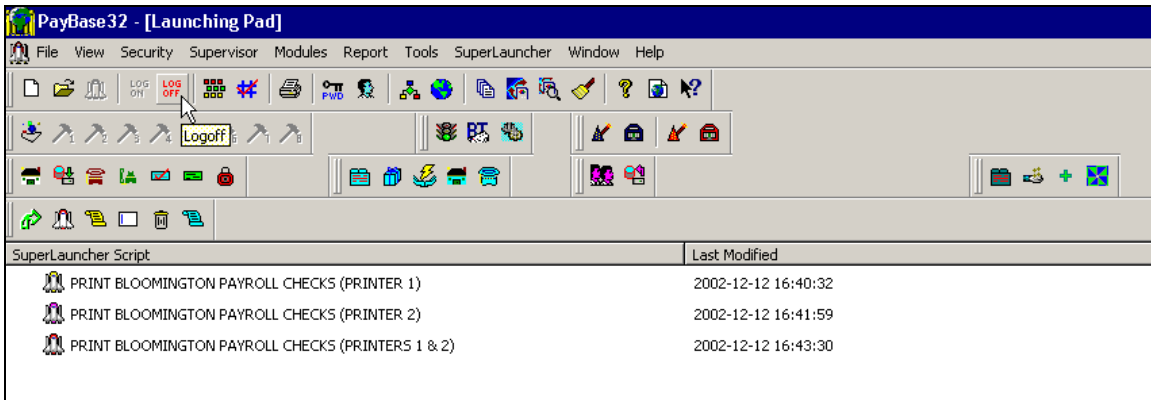


When the process is complete another message box appears. Simply click OK and you are back to the main screen.

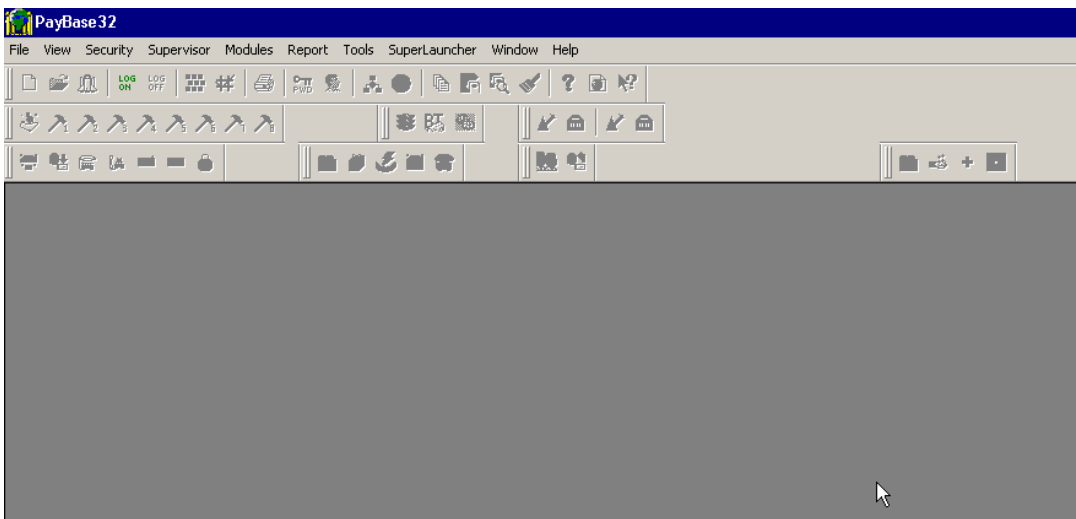


3. Logging Out of Paybase

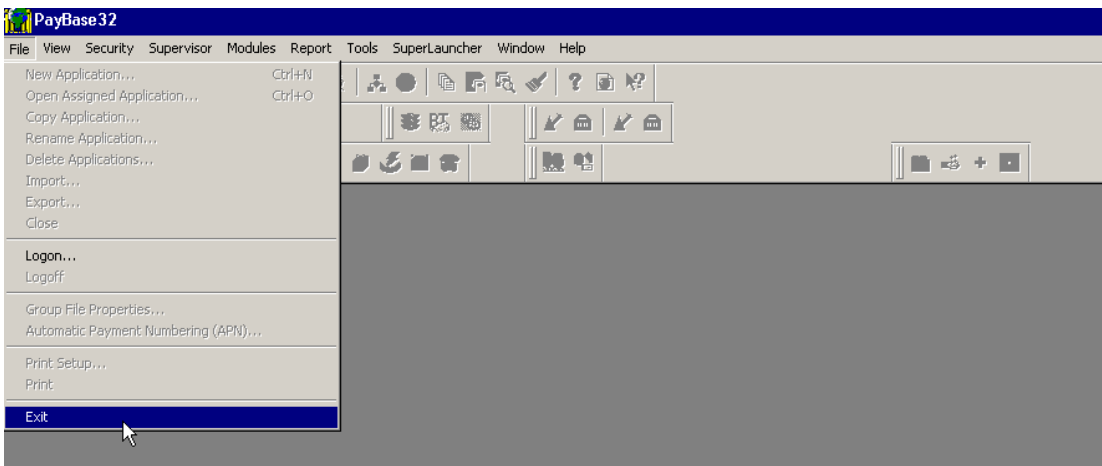
Once back to the main Paybase screen, select the red LOG OFF button near the top menu bar.



After doing so the main screen will turn gray.



To complete the logoff process select “File” from the main menu and then select “Exit”. Your Paybase session has now been closed and you are fully logged out of Paybase.



Our production environment only has four concurrent licenses which may limit the number of individuals that can access the application at any given time. Please remember to log out of the application once you have completed the check printing process.

Important Notes

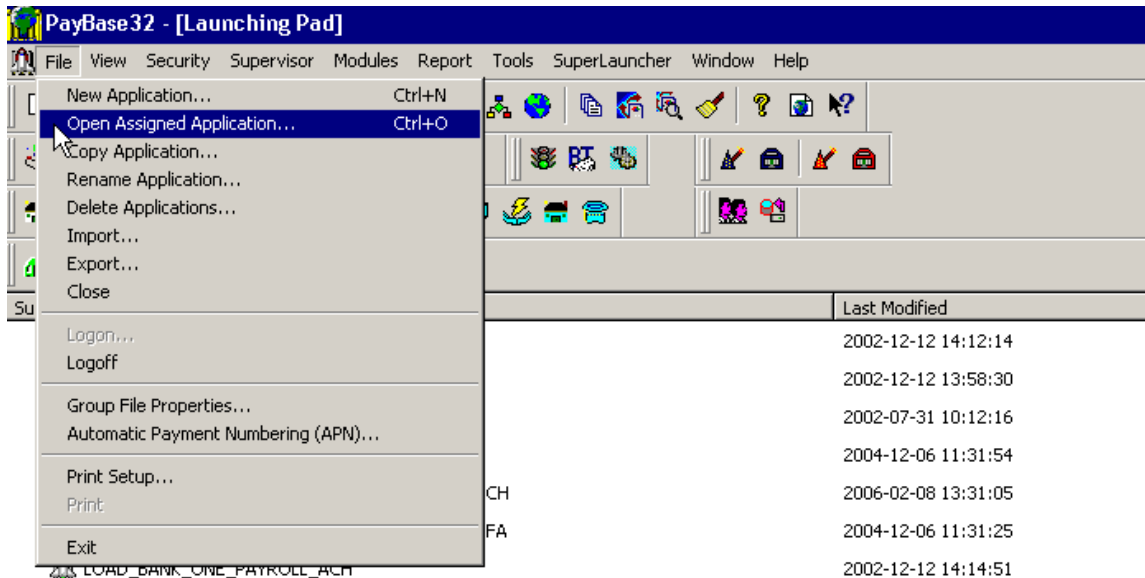
Once a check file is printed the file itself automatically moves from an input directory to an archive directory. Check files will remain in the archive directory for 1 month and can be retrieved if a check needs to be re-printed.

Input Directory Path: T:\hr\lcp\bl\input\
Archive Directory Path: T:\hr\lcp\bl\archive\

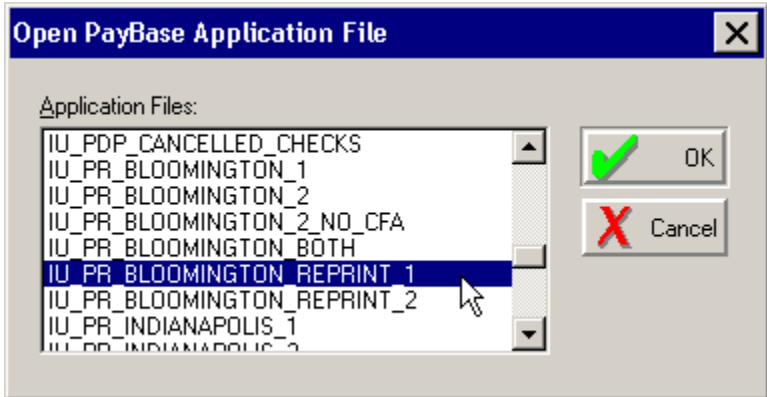
The applications are set up to sort printed checks by campus, then department, then work area, and lastly by name. If you would like the Bloomington REPRINTS to print sorted in check number order the applications can be changed to do so.

4. Reprinting Checks from Paybase

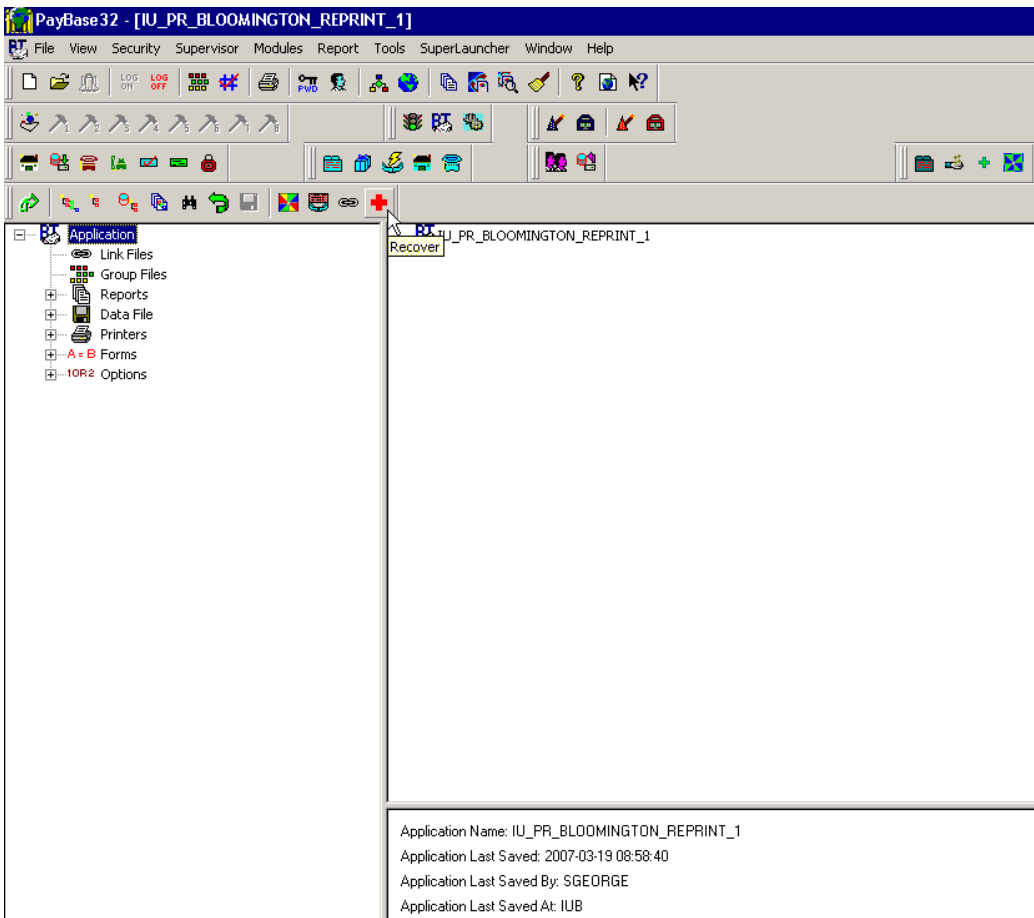
From time to time a check may get destroyed during the printing process (printer jam, etc.). When this occurs you will need to re-print the check from Paybase. To re-print a check, select “File” and then “Open Assigned Application” from the main menu.



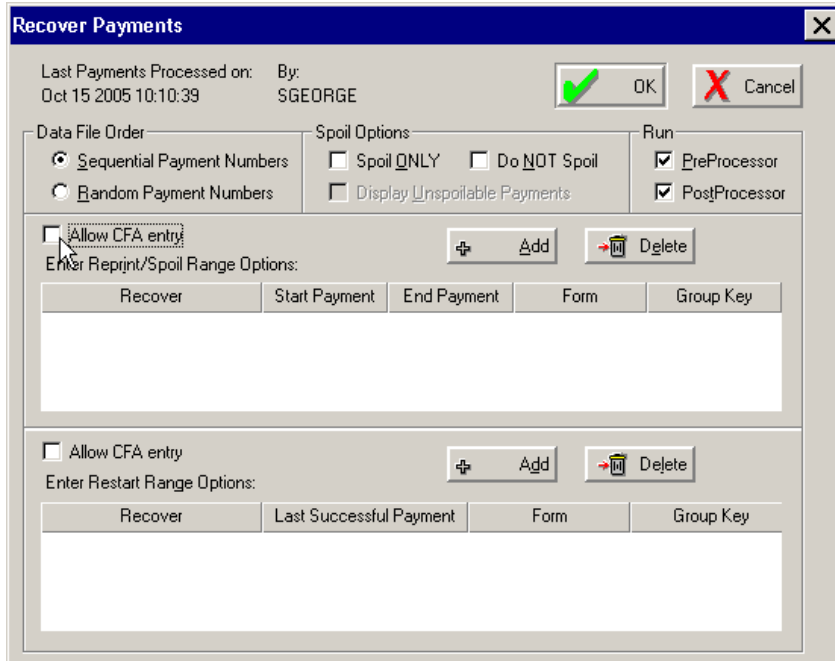
A list of applications will appear. Select either IU_PR_BLOOMINGTON_REPRINT_1 or IU_PR_BLOOMINGTON_REPRINT_2 depending on where you want to re-print the check (make sure you select a Bloomington REPRINT application).



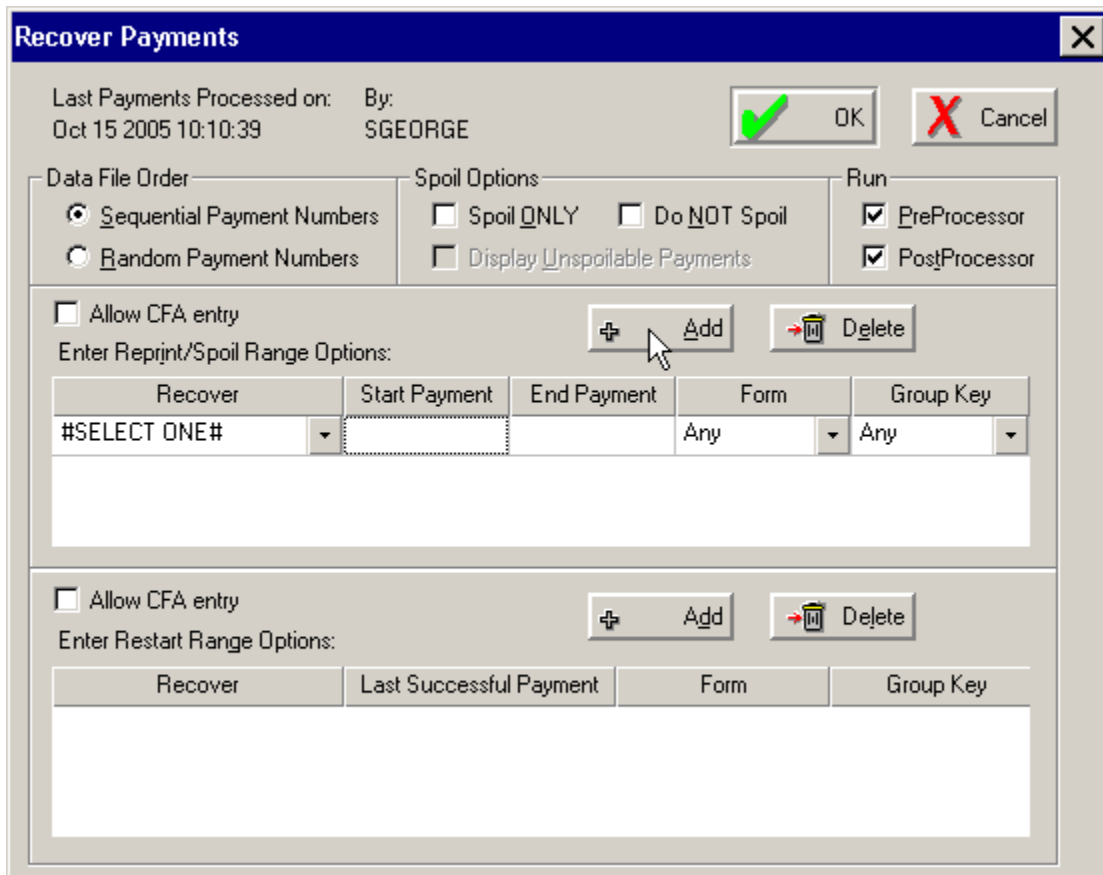
Once the re-print application is open and on the screen, find and press the RED CROSS on the right-hand side of the lowermost menu bar.



Uncheck the Allow CFA Entry checkbox. Failure to do this will create a duplicate record in the positive pay file for the checks being reprinted.



You may now enter the check number(s) you wish to re-print. To add a check number click the first ADD button in the section “Enter Reprint/Spoil Range Options:”



In the Recover field select #ALL TRANSACTIONS#.

Enter the check number you wish to reprint in the “Start Payment” box. Tab over and enter the same check number in the “End Payment” box. The Start and End Payment boxes are used to identify the beginning and ending check number(s) you want to re-print. You can enter a single check number in both or a range of checks. You can also add another row by clicking the ADD button again and entering additional check numbers. Once you are done entering check numbers click the OK button.

Last Payments Processed on: Oct 15 2005 10:10:39 By: SGEORGE

OK Cancel

Data File Order: Sequential Payment Numbers Random Payment Numbers

Spoil Options: Spoil ONLY Do NOT Spoil Display Unspoilable Payments

Run: PreProcessor PostProcessor

Allow CFA entry

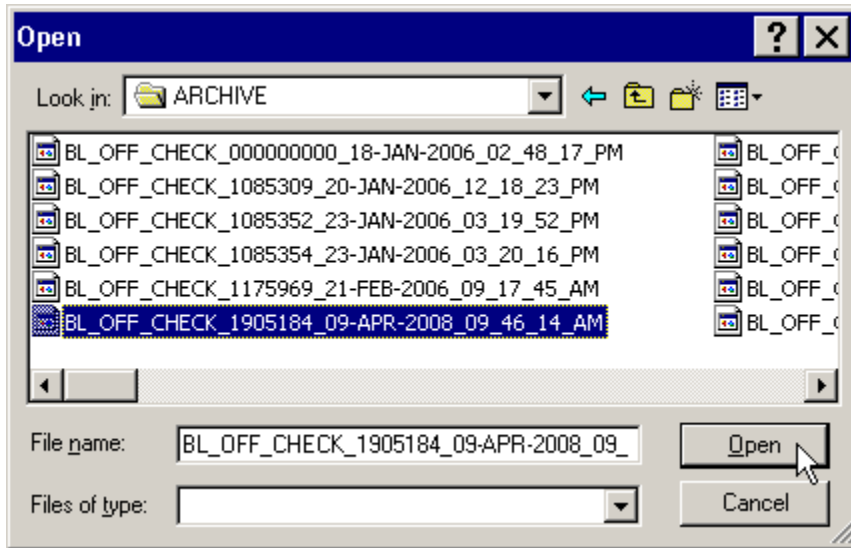
Enter Reprint/Spoil Range Options:

Recover	Start Payment	End Payment	Form	Group Key
#ALL TRANSACTIONS#	1209043	1209043	Any	Any

Enter Restart Range Options:

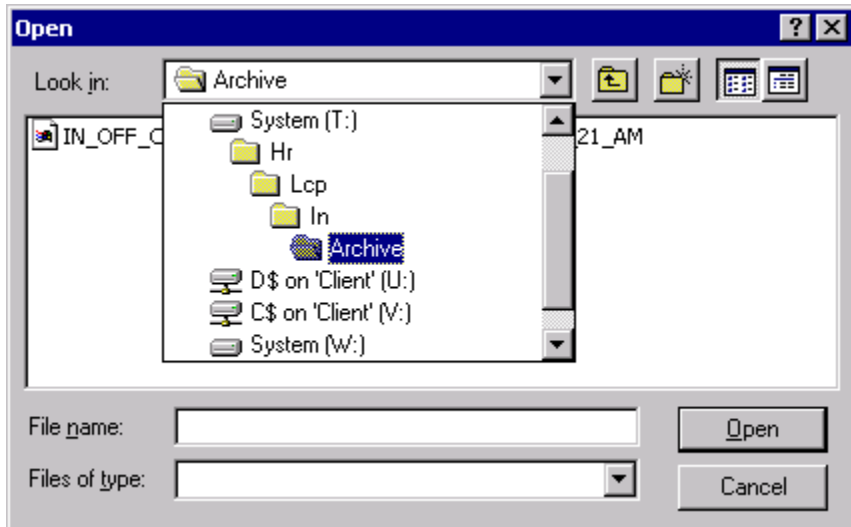
Recover	Last Successful Payment	Form	Group Key
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The application will take you to the archive directory where check files are placed after they are printed. The actual directory path is T:\hr\lcp\bl\archive\ and the directory will contain all of the check files printed within the last 30 days. Select the file containing the check you wish to re-print and click “Open”.

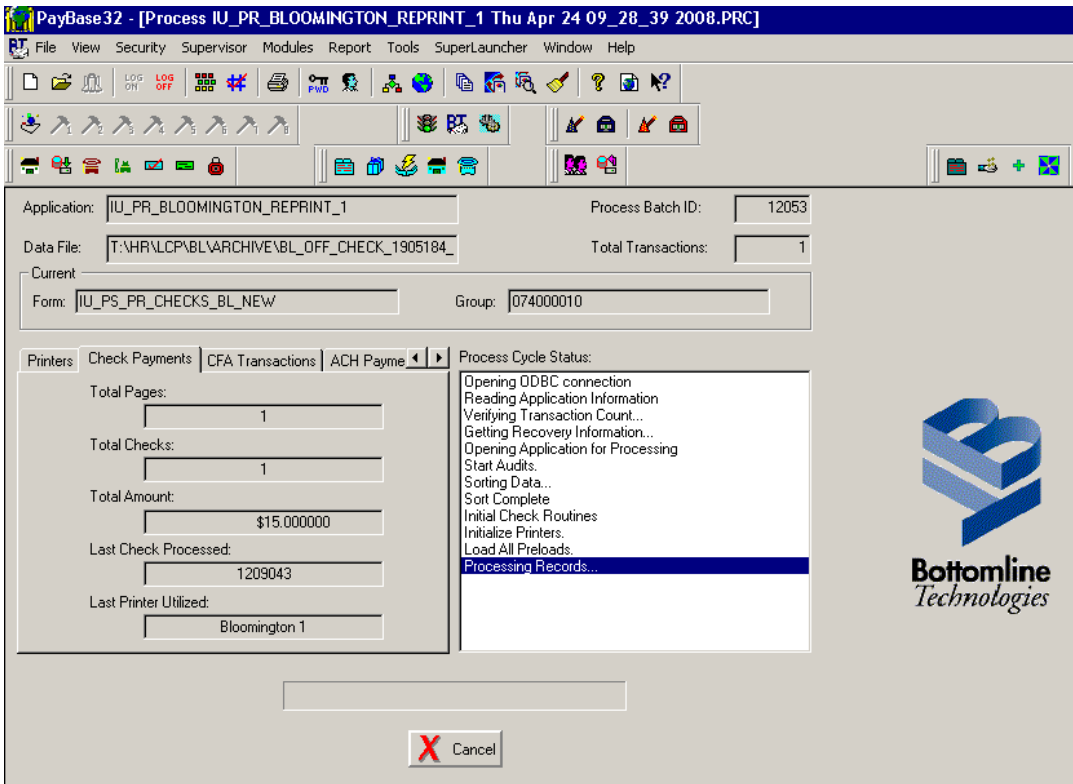


If the application does not take you to the archive directory you can select it manually from the drop down box under “Look In:”.

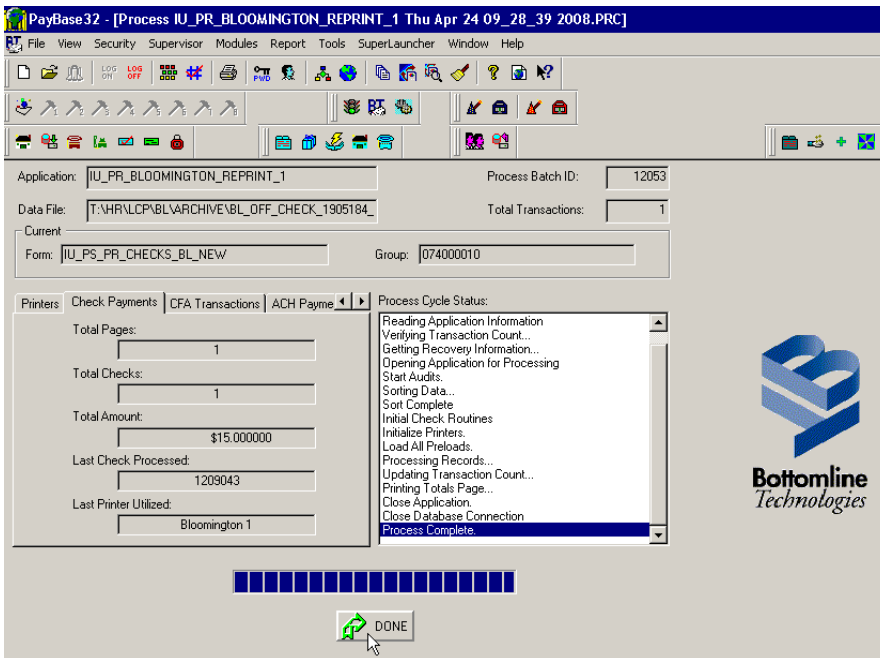
Note: Bloomington payroll office personnel will select T:\hr\lcp\bl\archive\.



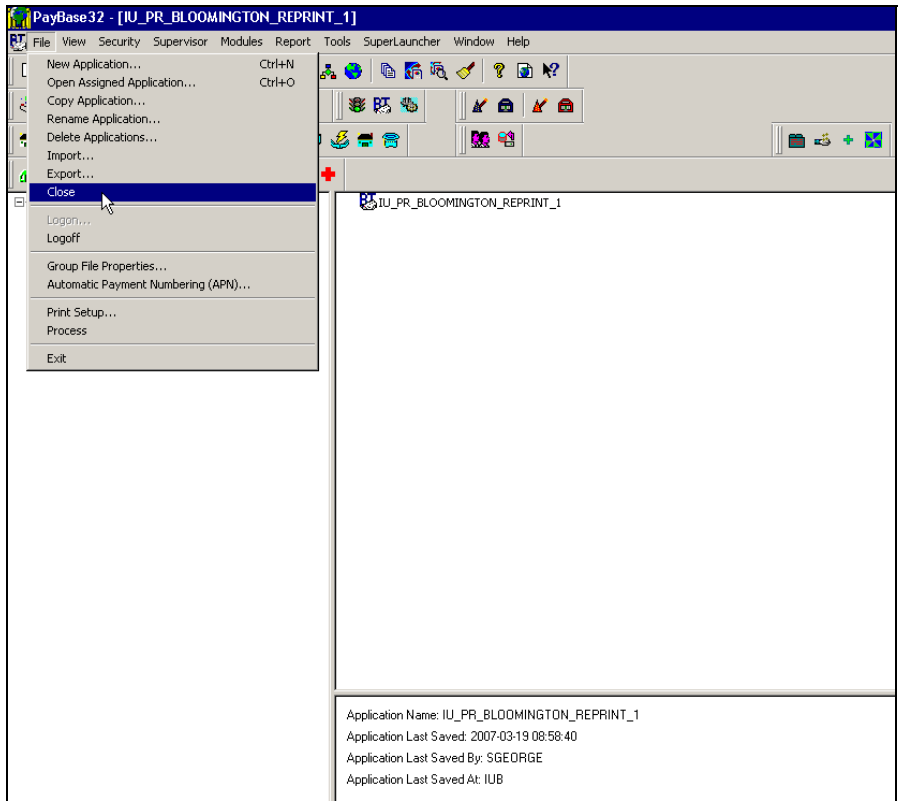
The application will begin searching the file you selected for the check number(s) you identified. As with first time check printing, statistics and processes will be displayed on the screen but no message will be displayed reminding you to load check stock into the printer.



Once the check has been printed click DONE.



You will now be taken back to the re-print application screen. To close out of this and get back to the main screen select "File" and then "Close" from the main menu bar.



At this point you can exit Paybase following the log out step listed in section 3 of this document.