



2024

Payroll Admin Guide: Standard Payroll Processing



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V1

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Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

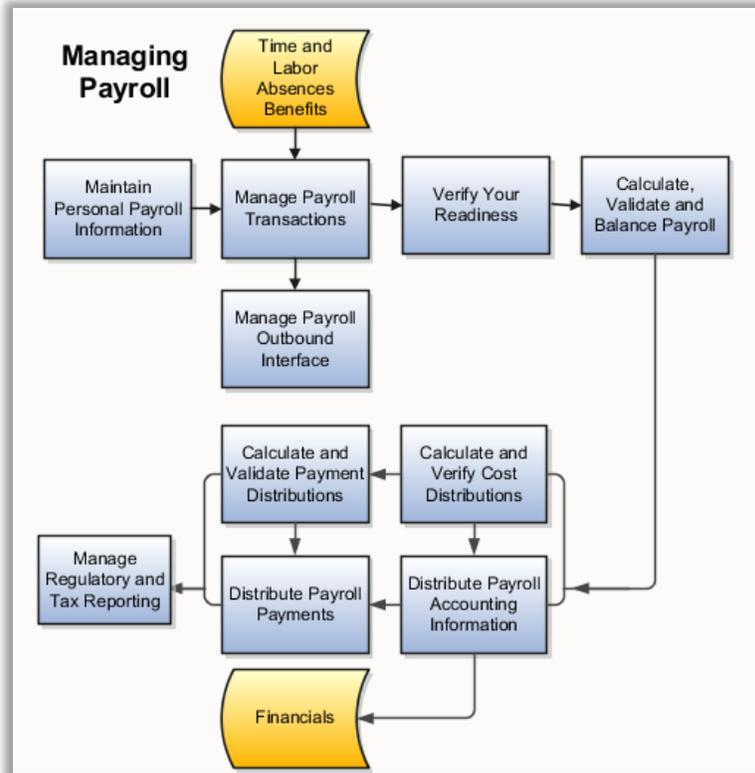
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Payroll module.



Glossary of Terms

Here we've included common terms associated with the Payroll module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Element Entries

- ✦ There are 2 types of element entries: recurring and nonrecurring. Element entries are details of compensation or a deduction. For example, medical premiums, garnishments, salary, etc.

Payroll Relationship

- ✦ A payroll relationship exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment.

Payment Methods

- ✦ A method in which money is transferred to the third-party vendor or employee. For example, direct deposit, check, or EFT.

Tax Reporting Units

- ✦ Represents a legal entity for tax and social insurance reporting in global legislation.

Calculation Entries

- ✦ Specifies how a value is provided or calculated

Third Party Payment Methods

- ✦ A third party is any person or entity outside of your organization and a third-party payment method determines how you pay them.

Object Groups

- ✦ Object groups are user-defined sets of elements or people used to restrict which of these items to include in various processes and reports.

Quickpay

- ✦ A process executed by the payroll team to pay an employee or group of employees outside of the regular payroll run.

Retro Pay

- ✦ Payment owed to an employee or payment due from an employee due to an incorrect amount being withheld from a prior payroll.

Payroll Reconciliation

- ❖ Payroll processes transfer your payment entries to Cash Management for manual or automatic reconciliation with bank statements

Reporting

- ❖ OTBI or BI contains numerous reports used for payroll verifications and processing.

Data Loader

- ❖ HCM Data Loader validates the data and creates valid records in the HCM cloud. The Data Loader is also used to load multiple elements entries for payment for multiple employees.

Effective Date

- ❖ Effective Dates are used to store historical, current, and future information. Effective Dates are the date in which a line of data is active.

Element Classification Components

- ❖ Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions. In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Costing

- ❖ If the classification is Costable, you can select any costing option for elements when you define the element links. If the classification is Distributable, you can create a distribution set from elements of this classification over which you can distribute costs. You can also view the cost type for elements in the classification, whether they debit or credit the accounts they feed.

Frequency Rules

- ❖ The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. You can view which date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

Calculate Absence Duration

- ❖ Calculate the duration of an absence from the start and end dates.

Accrual Start Rule

- ◆ You use an accrual start rule to determine when newly enrolled employees start to accrue time. For example, some accrual plans allow new hires to accrue time from the date of their hire. If the predefined start rules that are available on the Accrual Plan page do not meet your requirements, you can add your own rule directly in the accrual formula.

Tax Card

- ◆ Contains the Federal, State, and Local tax withholding information for the employee

Standard Payroll Processing

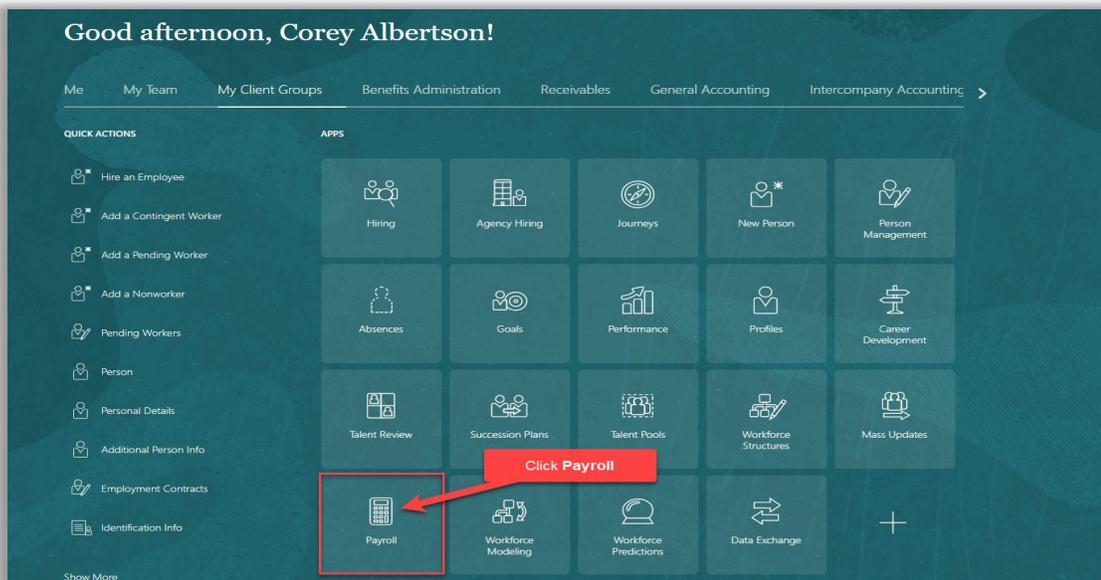
Run Data Validation Report for Payroll

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

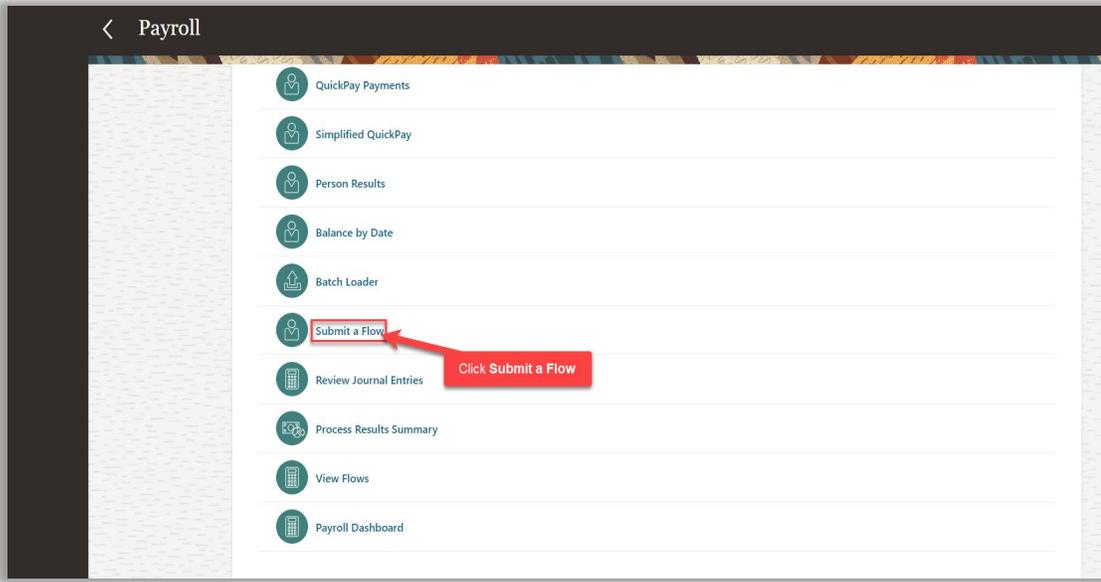
From the home screen, click **My Client Groups**



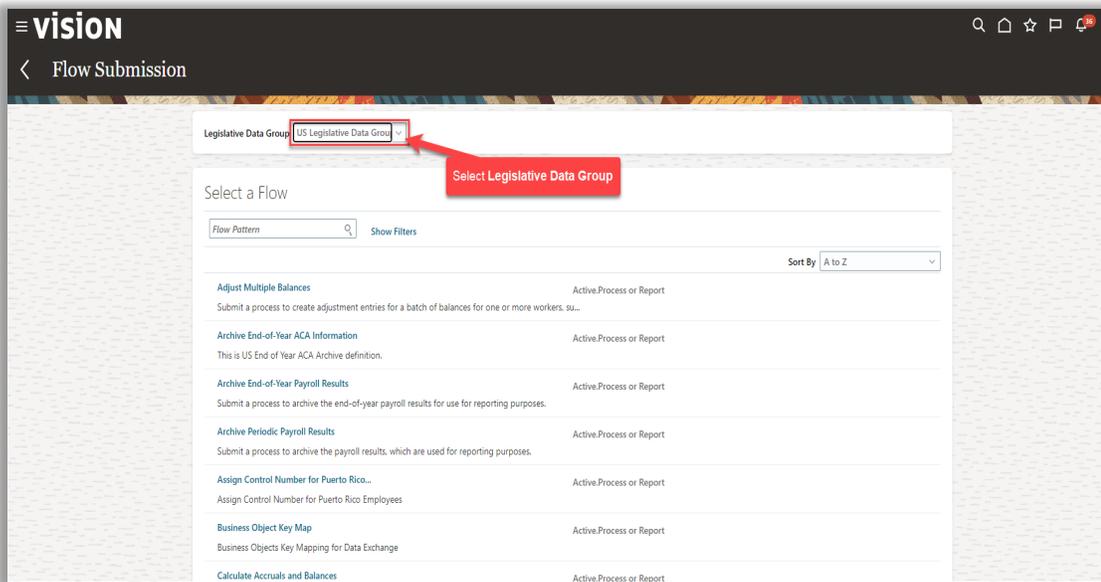
Next, click **Payroll**



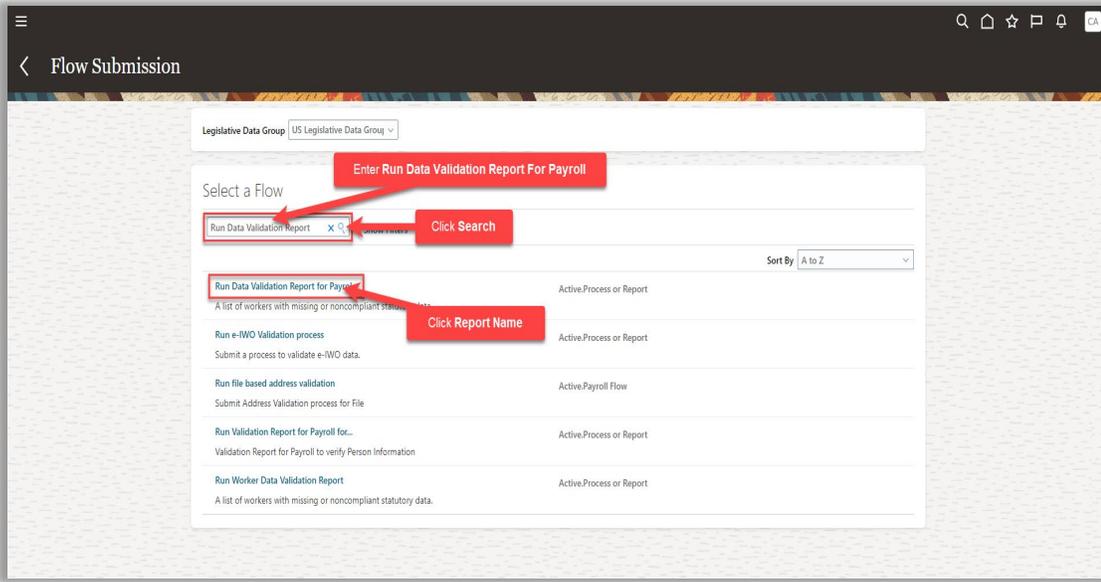
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



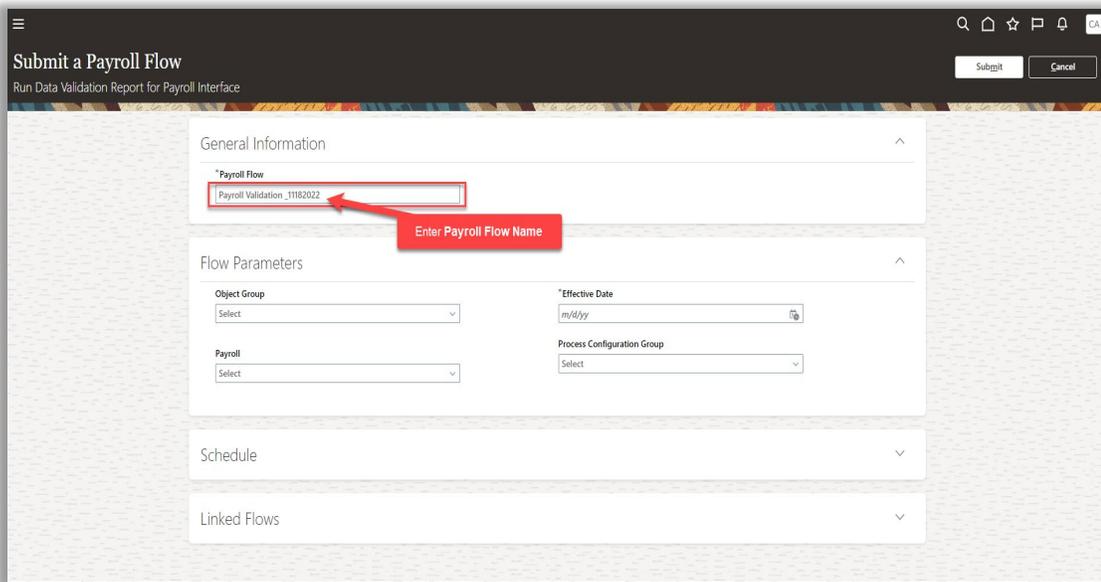
Select the Legislative Data Group



Search Run Data Validation Report For Payroll and click Search. Click Report Name



Enter the Payroll Flow Name



Enter the Flow Parameters

Submit a Payroll Flow
Run Data Validation Report for Payroll Interface

Submit Cancel

General Information

* Payroll Flow
Payroll Validation_11182022

Flow Parameters **Enter the below information**

Object Group Select	Effective Date 11/18/22
Payroll EWT Biweekly	Process Configuration Group Select

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Run Data Validation Report for Payroll Interface

Submit Cancel

Click Submit

General Information

* Payroll Flow
Payroll Validation_11182022

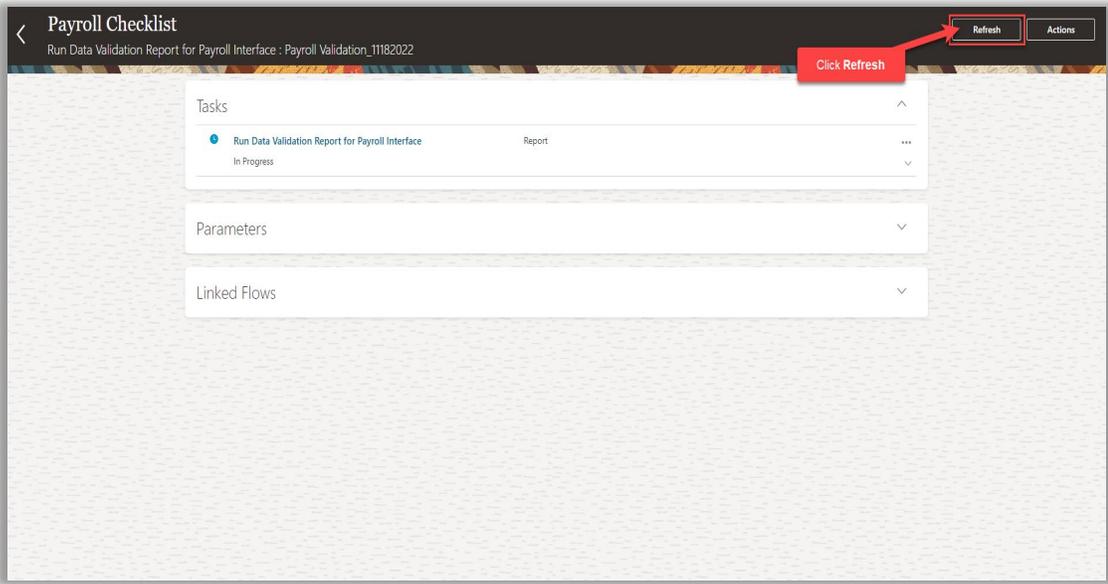
Flow Parameters

Object Group Select	Effective Date 11/18/22
Payroll EWT Biweekly	Process Configuration Group Select

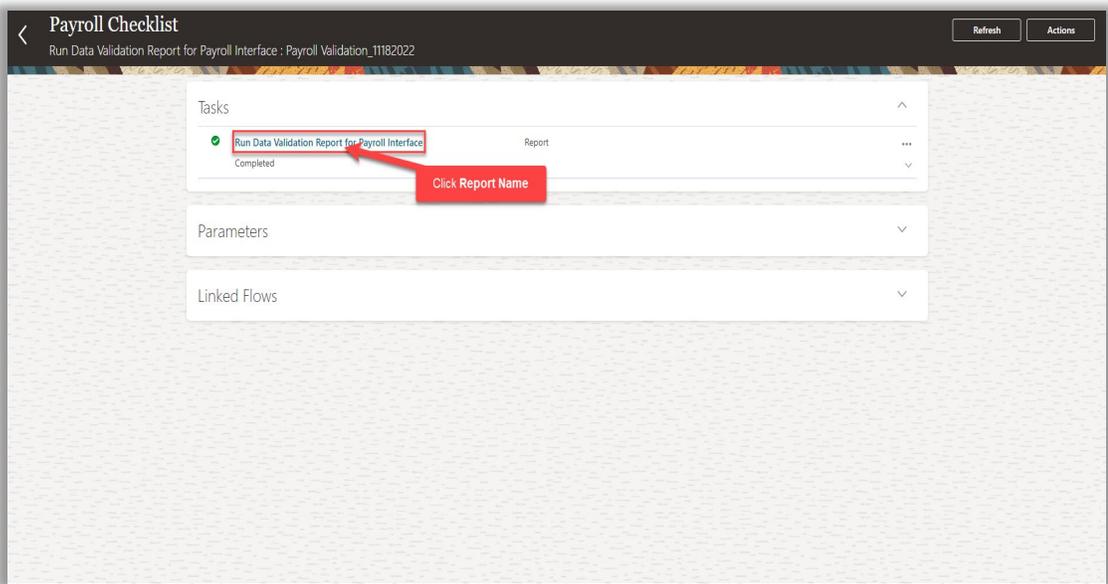
Schedule

Linked Flows

Click Refresh



The **Run Data Validation Report for Payroll Interface** is complete. Click the Report Name



Click **Download** to view the report details

Run Data Validation Report for ADP
Payroll Validation_11182022 - Report

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7196_OP Global Data Validation Report.pdf
ESS_BI_7196_OP Global Data Validation Report.xlsx

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1617495	FlowEssJobDefn	Succeeded	00:01:04	ESS_L_1617495	11/22/22 3:47 PM	11/22/22 3:48 PM
1617496	ElevatedFlowEssJob...	Succeeded	00:00:55	ESS_L_1617496	11/22/22 3:47 PM	11/22/22 3:48 PM
1617497	Archive Information a...	Succeeded	00:00:48	ESS_L_1617497	11/22/22 3:47 PM	11/22/22 3:48 PM
1617498	Subprocess	Succeeded	00:00:20	ESS_L_1617498	11/22/22 3:47 PM	11/22/22 3:48 PM
1617499	Subprocess	Succeeded	00:00:17	ESS_L_1617499	11/22/22 3:47 PM	11/22/22 3:48 PM
1617500	Generate Output	Succeeded	00:00:09	ESS_L_1617500	11/22/22 3:48 PM	11/22/22 3:48 PM
1617501	Generate Output	Succeeded	00:00:09	ESS_L_1617501	11/22/22 3:48 PM	11/22/22 3:48 PM

Parameters

Click Download

Run Retroactive Notification Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

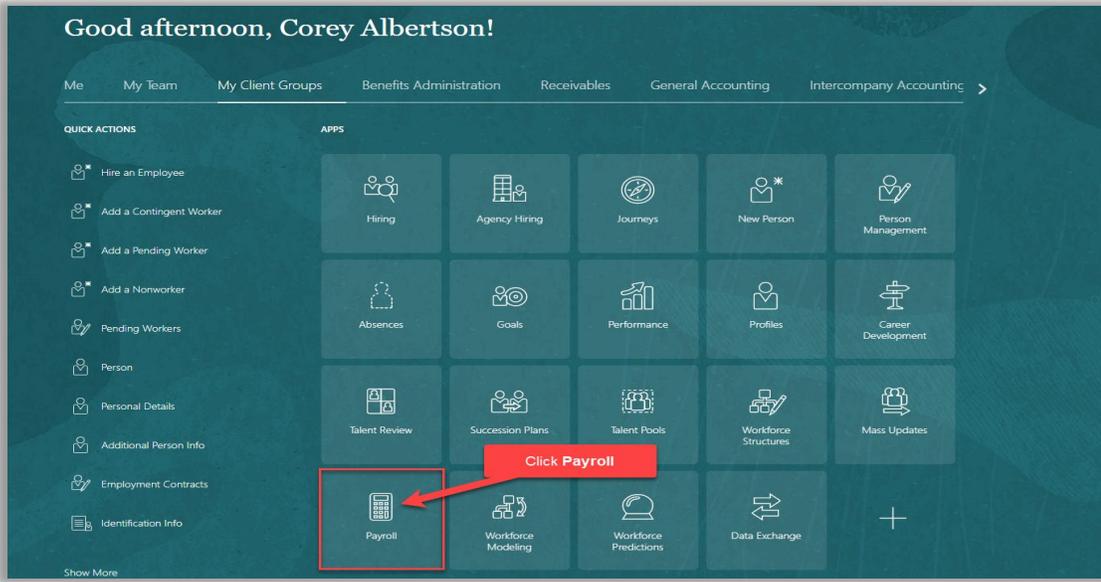
Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

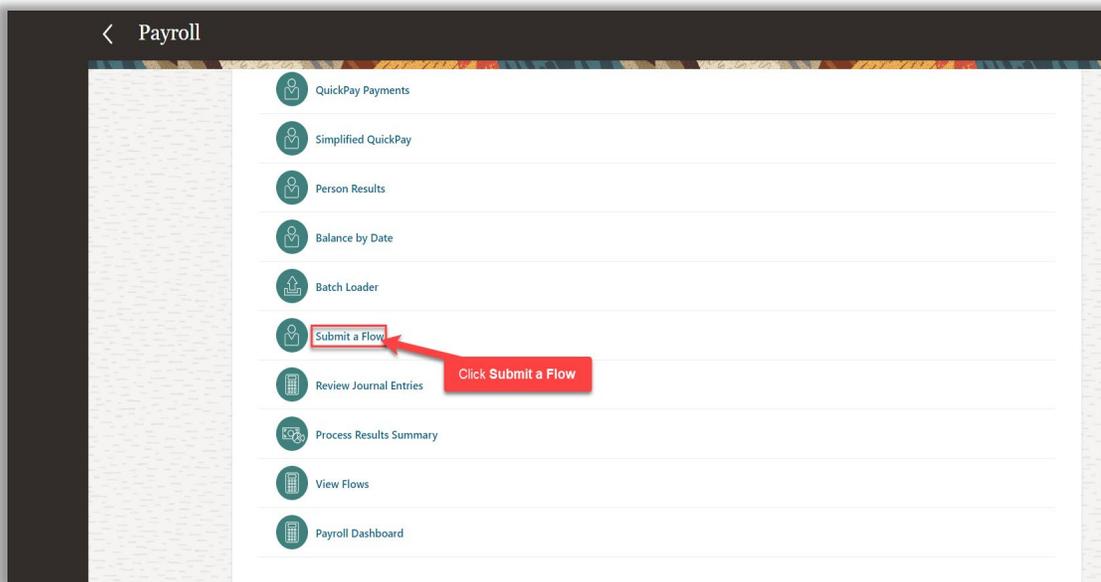
QUICK ACTIONS APPS

Hire an Employee	Hiring	Agency Hiring	Journeys	New Person	Person Management
Add a Contingent Worker	Absences	Goals	Performance	Profiles	Career Development
Add a Pending Worker	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates
Add a Nonworker					
Pending Workers					
Person					
Personal Details					
Additional Person Info					

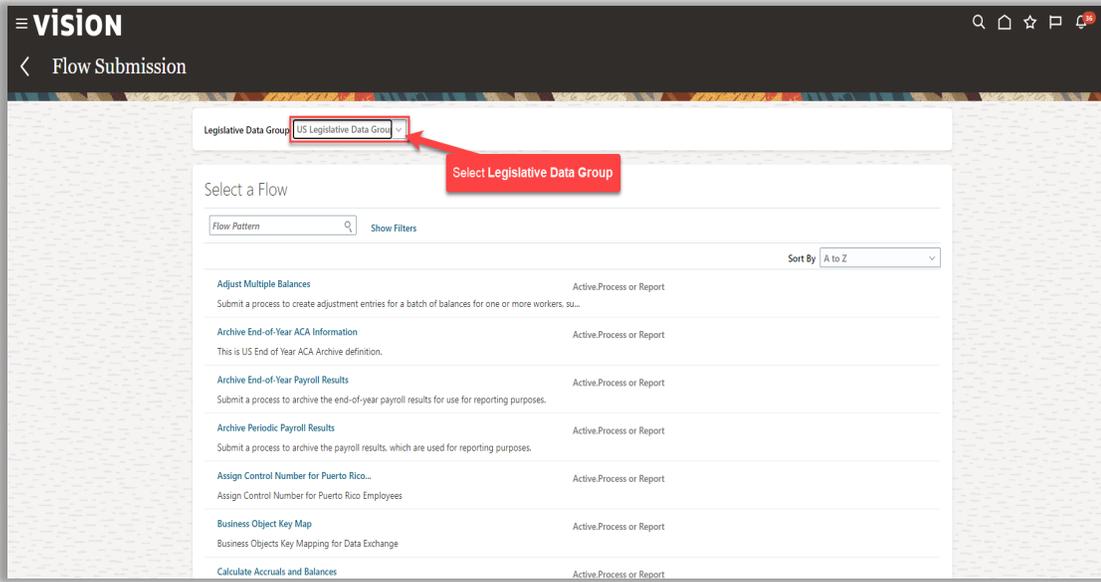
Next, click **Payroll**



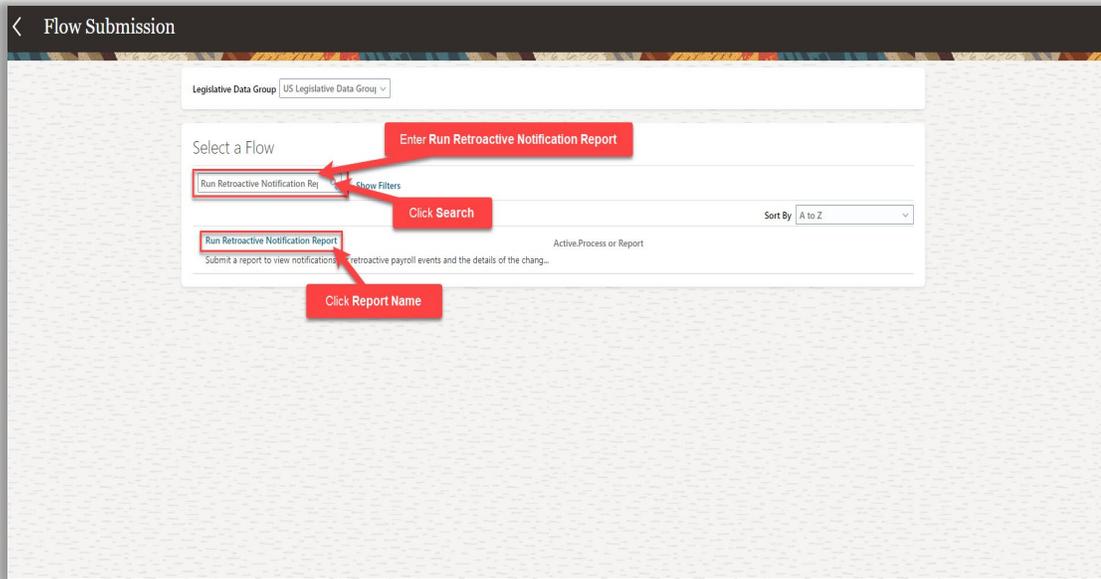
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search Run Retroactive Notification Report and click Search. Click Report Name



Enter the General Information

Submit a Payroll Flow
Run Retroactive Notification Report

Submit Cancel

General Information

*Payroll Flow
Retroactive Notification, 11/18/2022

Enter Payroll Flow Name

Flow Parameters

*Process Date
m/d/yy

*Payroll
Select

Person
Select

Payroll Relationship Group
Select

Retroactive Notification Status
Both Deferred and Unprocessed

Process Configuration Group
Select

Report Category
Select

Run Mode
Normal

Schedule

Linked Flows

Next, enter the **Flow Parameters**. If we are running this process for a specific **Person** or **Payroll Relationship Group**, we can enter that information, if needed

Submit a Payroll Flow
Run Retroactive Notification Report

Submit Cancel

General Information

*Payroll Flow
Retroactive Notification, 11/18/2022

Enter the below information

*Process Date
11/18/22

*Payroll
EWT Biweekly

Person
Select

Payroll Relationship Group
Select

Retroactive Notification Status
Both Deferred and Unprocessed

Process Configuration Group
Select

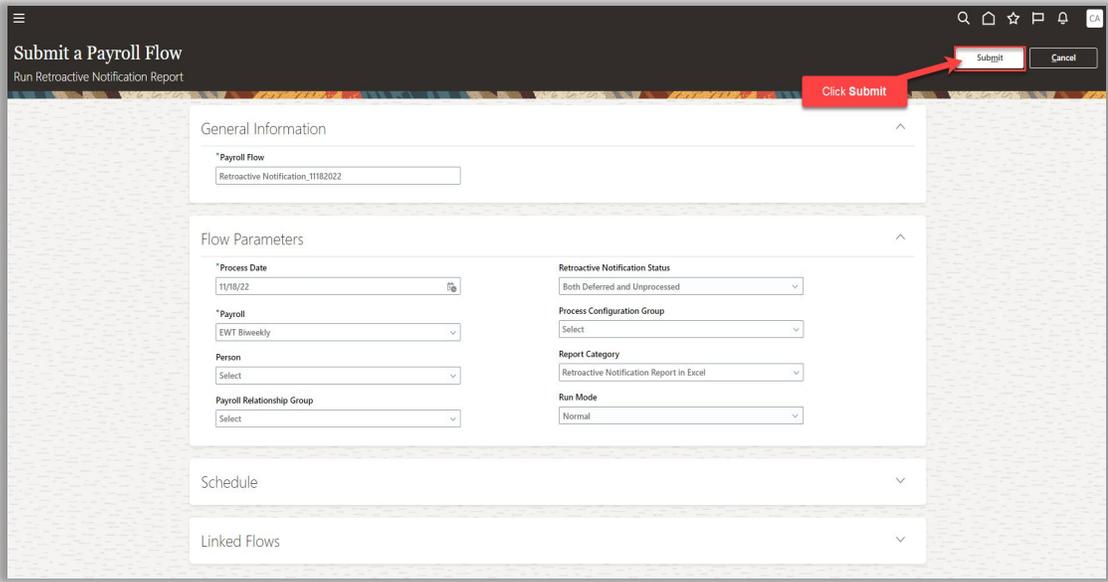
Report Category
Retroactive Notification Report in Excel

Run Mode
Normal

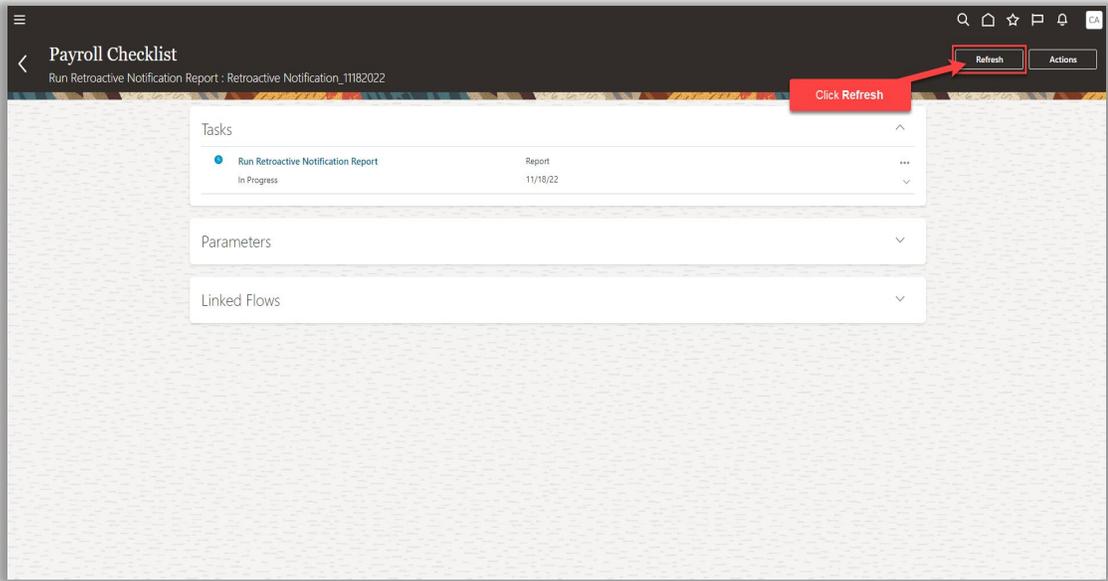
Schedule

Linked Flows

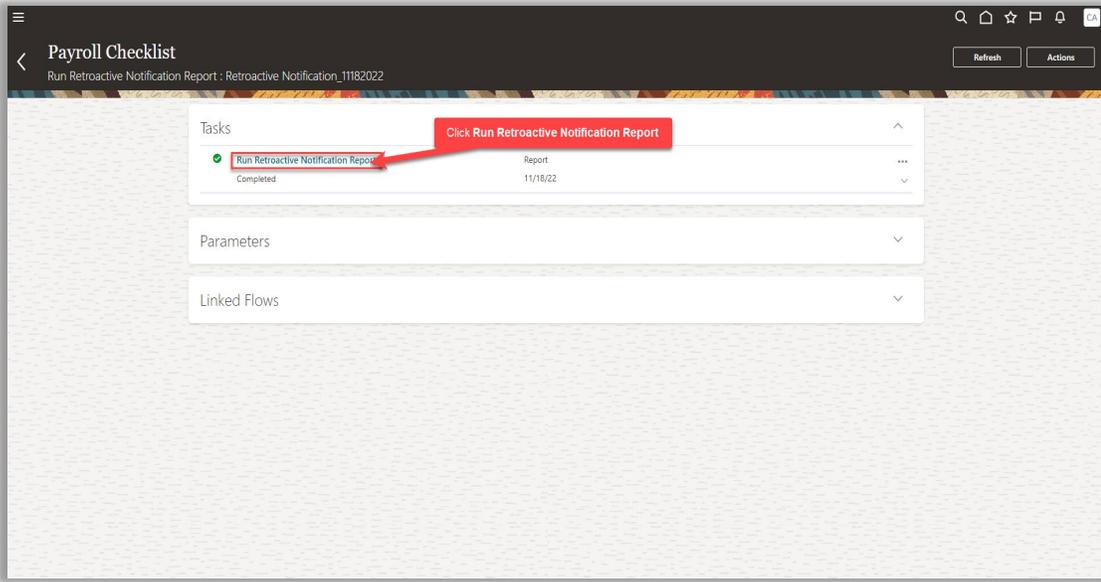
Click **Submit**



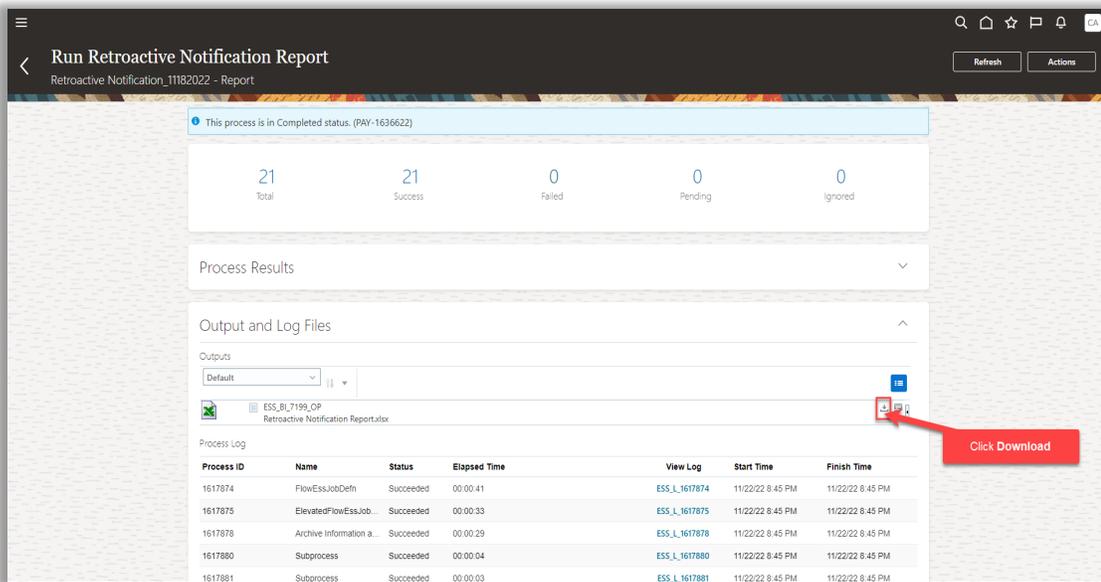
Click Refresh



The Run Retroactive Notification Report is complete. Click the Report Name



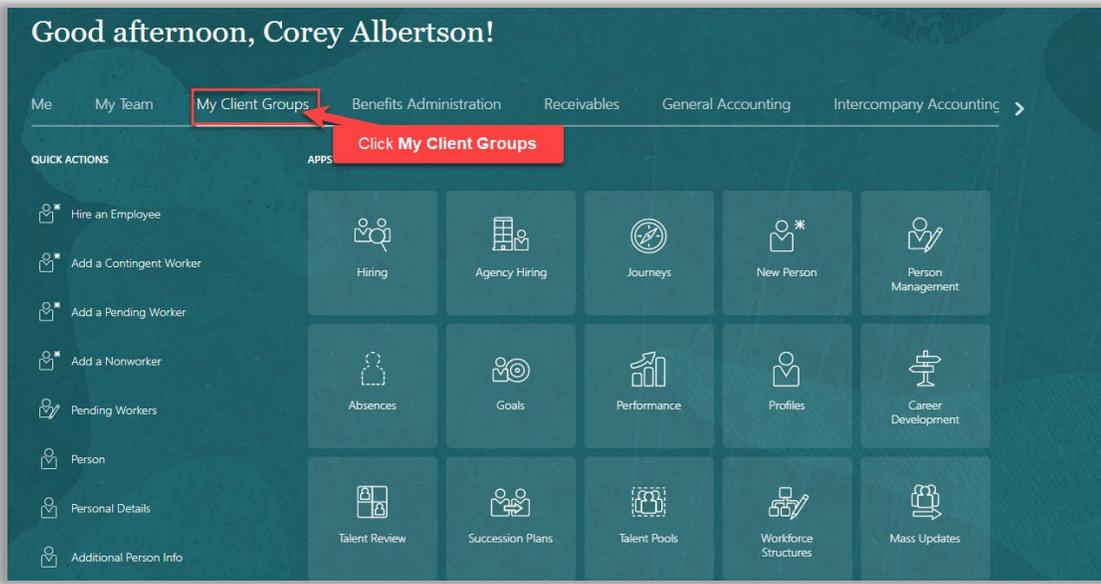
Click **Download** to view the report details



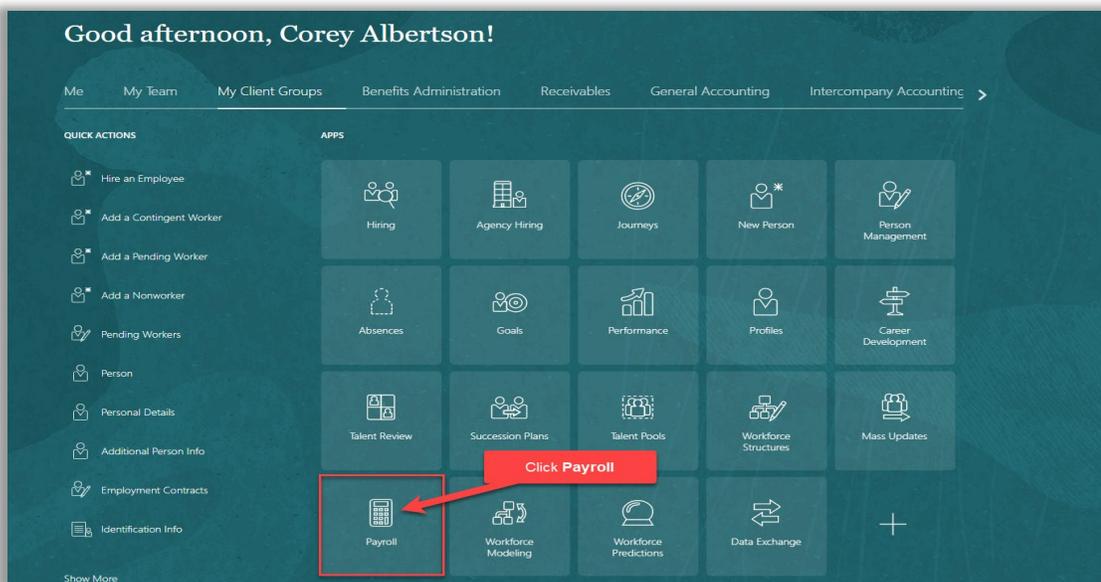
Run Recalculate Payroll for Retroactive Changes

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

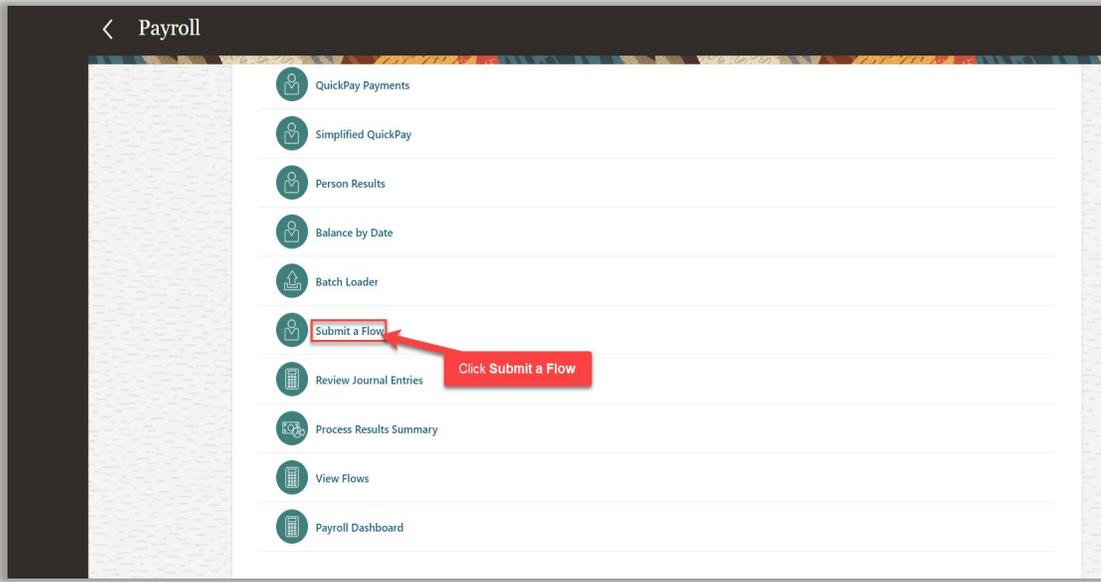
From the home screen, click **My Client Groups**



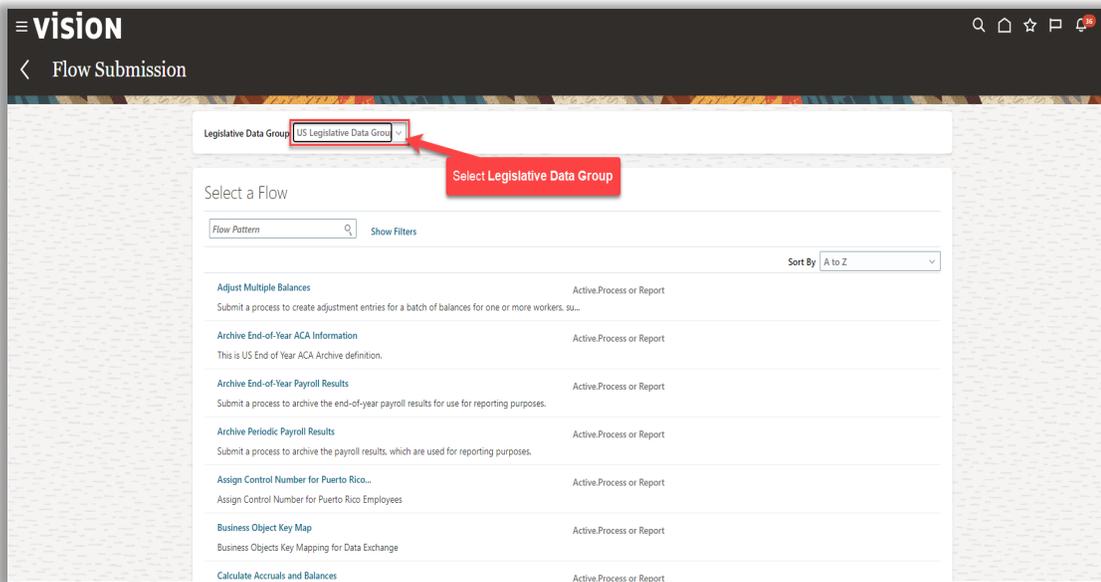
Next, click **Payroll**



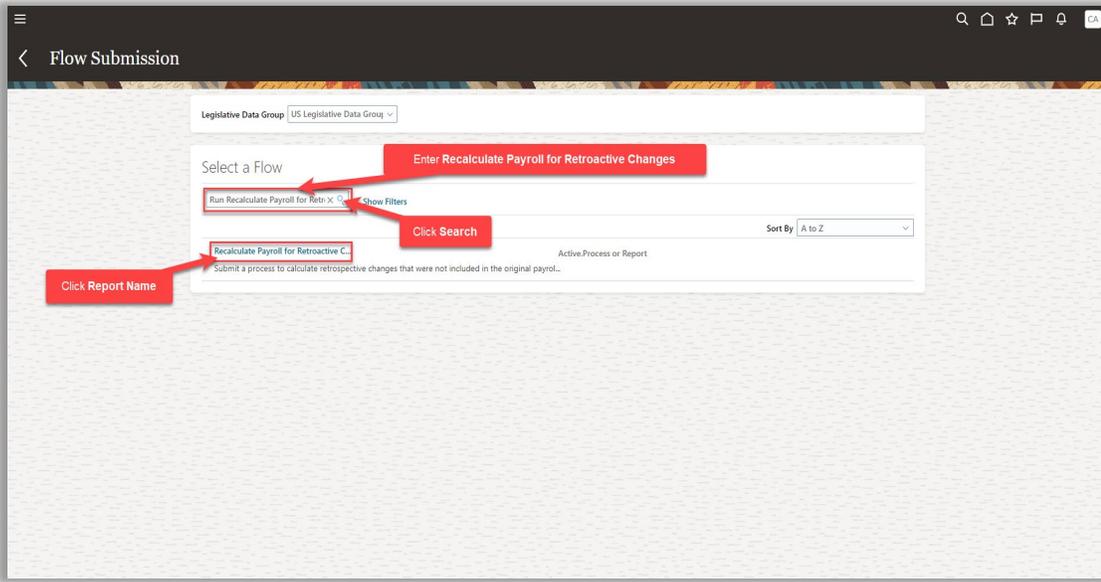
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



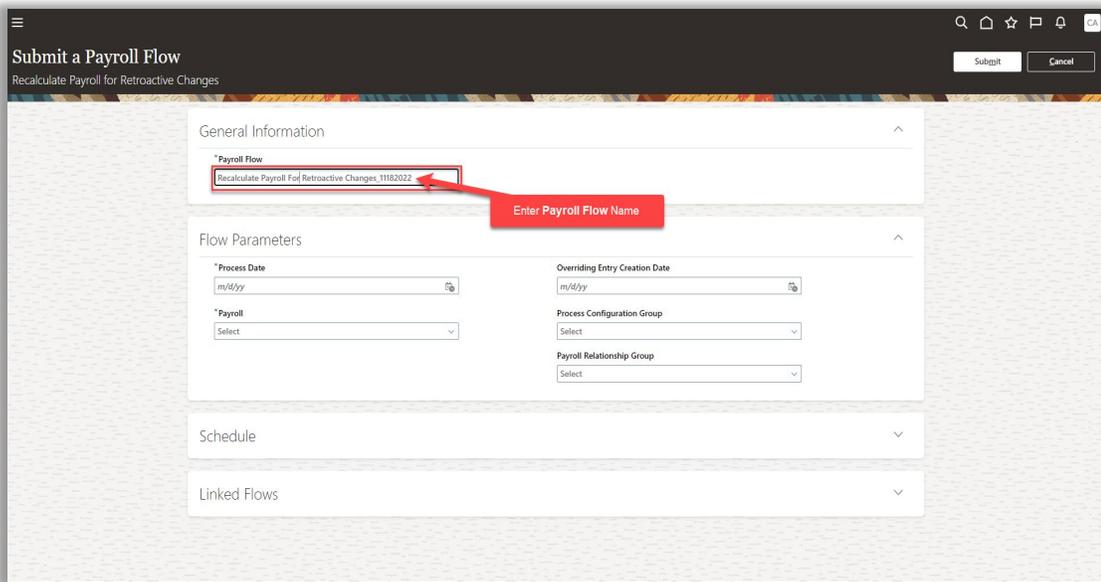
Select the Legislative Data Group



Search Recalculate Payroll for Retroactive Changes and click Search. Click Report Name



Enter General Information



Next, enter the **Flow Parameters**. We can run this flow for a **Payroll Relationship Group**, if applicable

Submit a Payroll Flow
Recalculate Payroll for Retroactive Changes

Submit Cancel

General Information

* Payroll Flow
Recalculate Payroll For Retroactive Changes_11/18/2022

Flow Parameters **Enter the below information**

* Process Date 11/18/22	Overriding Entry Creation Date 11/18/22
* Payroll EWT Biweekly	Process Configuration Group Select
	Payroll Relationship Group Select

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Recalculate Payroll for Retroactive Changes

Submit Cancel

Click Submit

General Information

* Payroll Flow
Recalculate Payroll For Retroactive Changes_11/18/2022

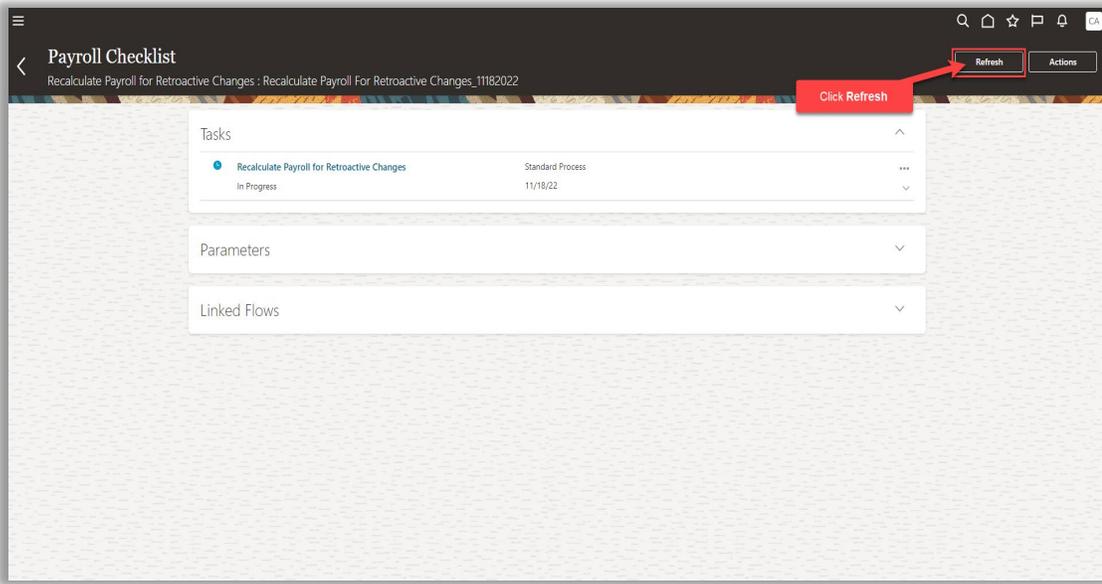
Flow Parameters

* Process Date 11/18/22	Overriding Entry Creation Date 11/18/22
* Payroll EWT Biweekly	Process Configuration Group Select
	Payroll Relationship Group Select

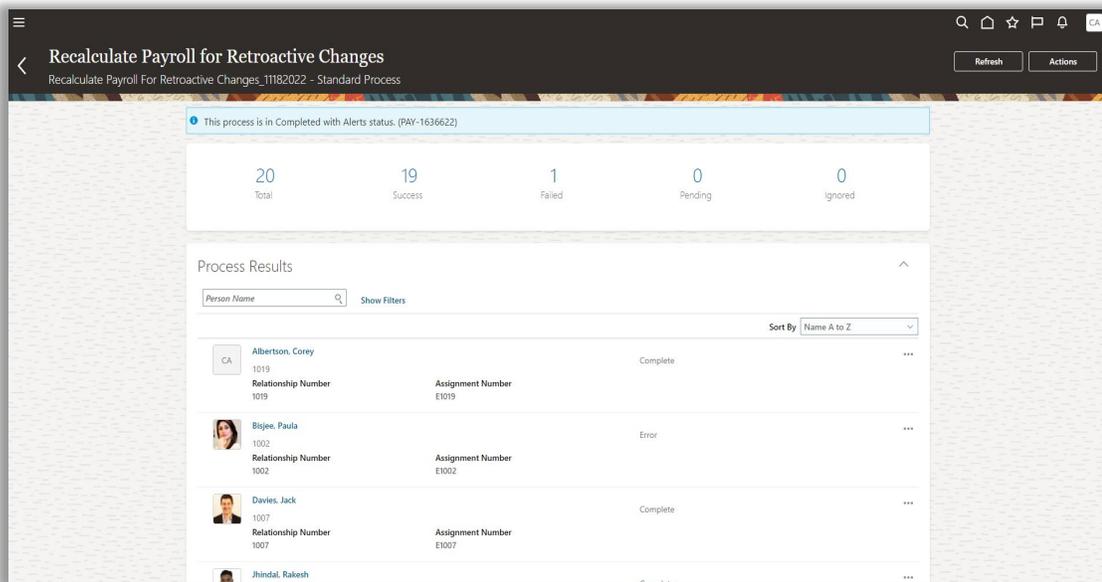
Schedule

Linked Flows

Click Refresh



The **Recalculate Payroll for Retroactive Changes** is complete. Click the report name to view the process results and click the number for **Total, Success, and Failed** to review the individuals' results.



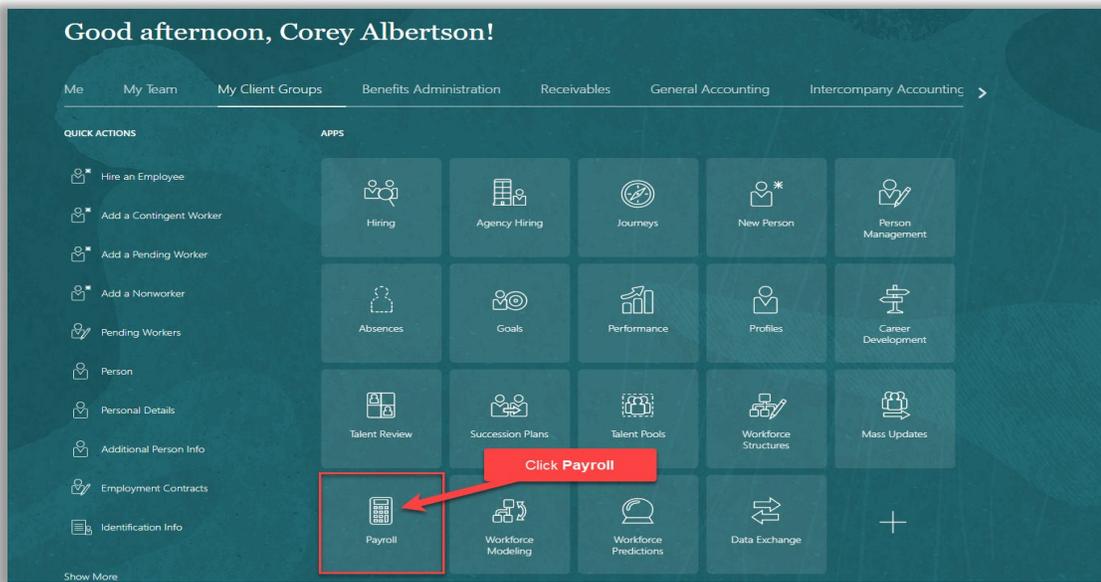
Run Retroactive Entries Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

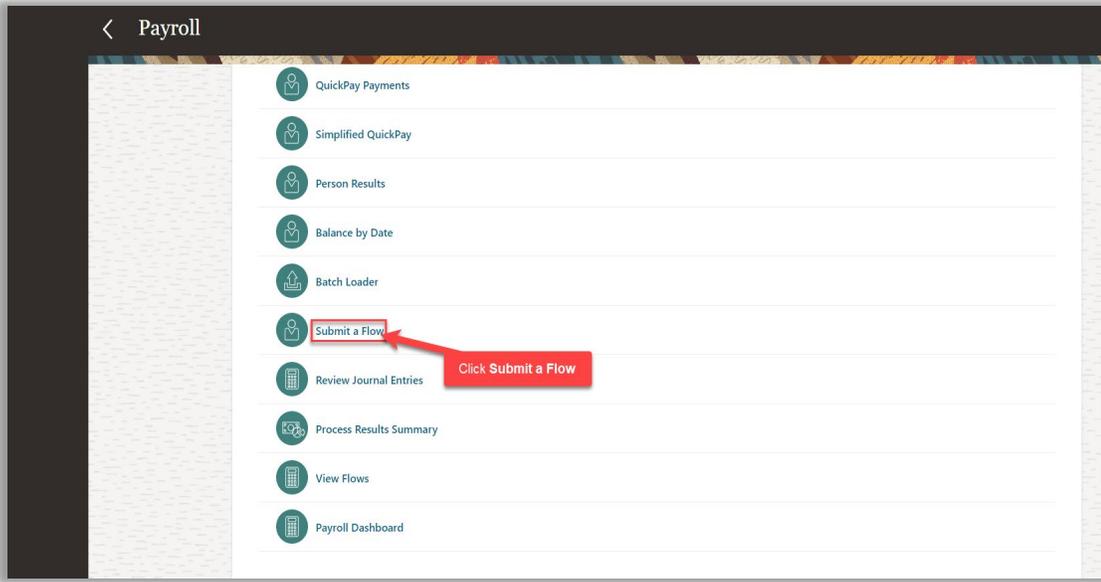
From the home screen, click **My Client Groups**



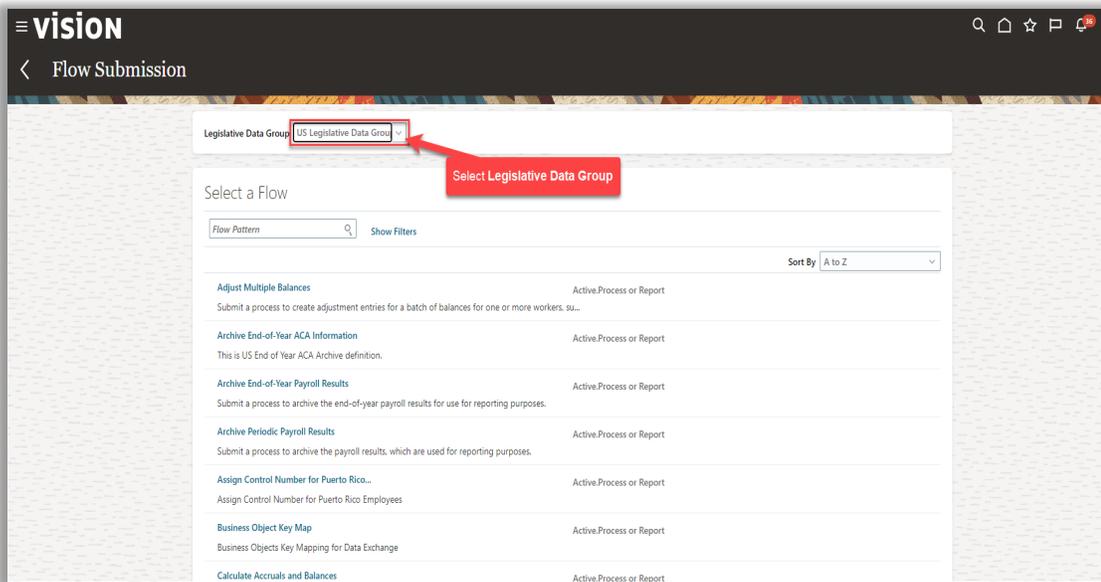
Next, click **Payroll**



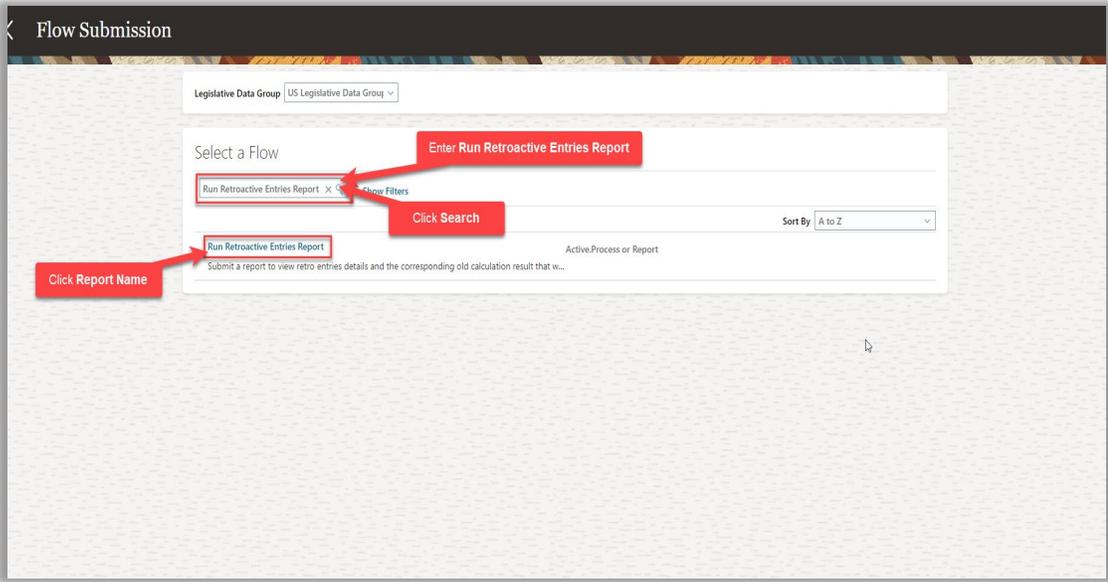
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



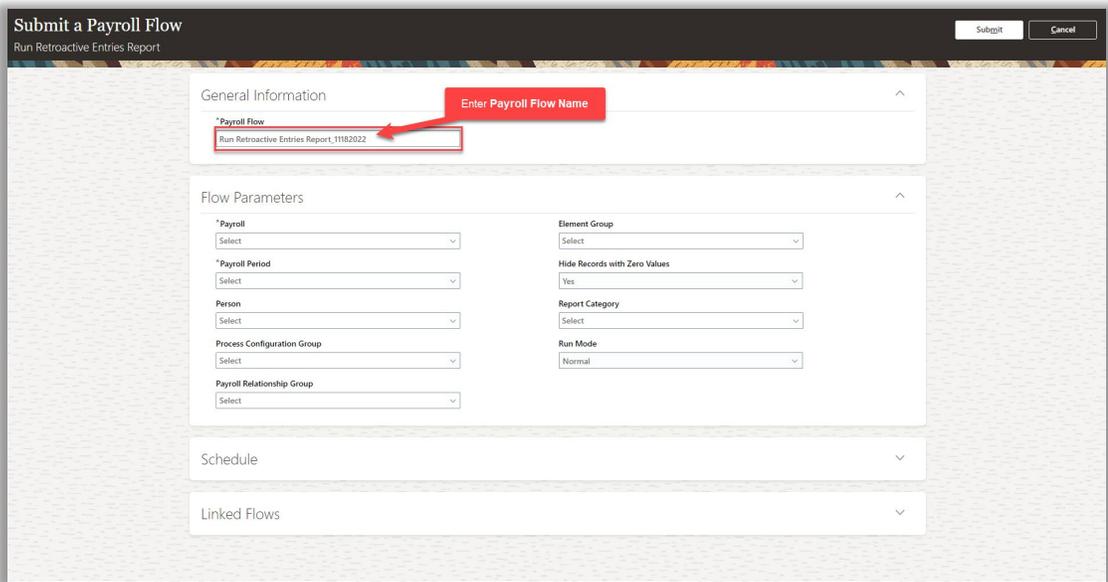
Select the Legislative Data Group



Search Run Retroactive Entries Report and click Search. Click Report Name



Enter General Information



Next, enter the **Flow Parameters**. We can run this flow for a **Person**, **Payroll Relationship Group** and **Element Group**, if applicable

Submit a Payroll Flow
Run Retroactive Entries Report

Submit Cancel

General Information

* Payroll Flow
Run Retroactive Entries Report_11182022

Flow Parameters **Enter the below information**

* Payroll EWT Biweekly	Element Group Select
* Payroll Period 25 2022 Biweekly 2022-11-20 2022-12-03	Hide Records with Zero Values Yes
Person Select	Report Category Retroactive Entries Report in Excel
Process Configuration Group Select	Run Mode Normal
Payroll Relationship Group Select	

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Run Retroactive Entries Report

Submit Cancel

Click Submit

General Information

* Payroll Flow
Run Retroactive Entries Report_11182022

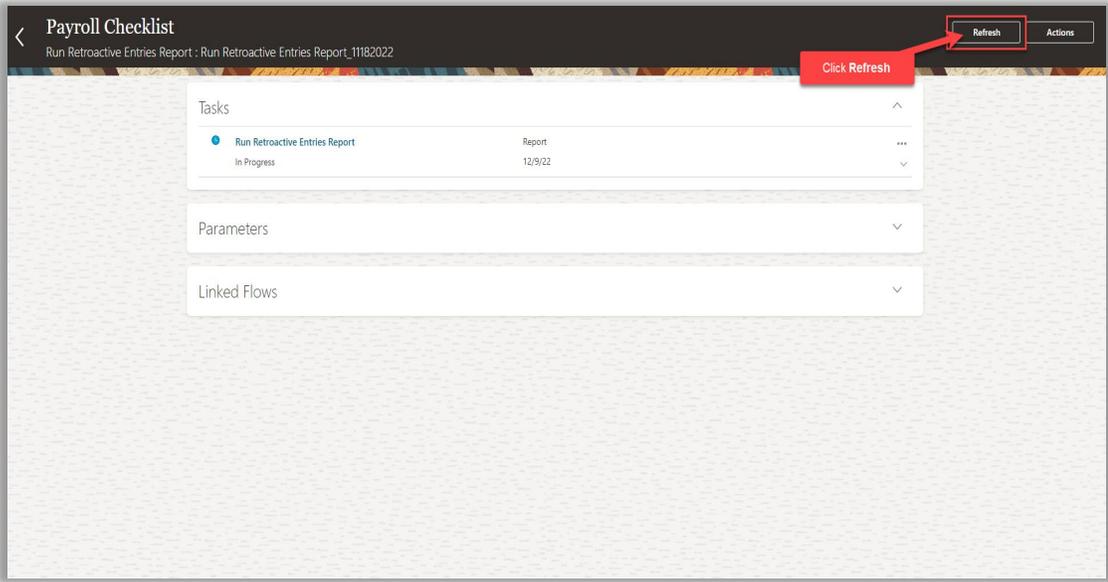
Flow Parameters

* Payroll EWT Biweekly	Element Group Select
* Payroll Period 25 2022 Biweekly 2022-11-20 2022-12-03	Hide Records with Zero Values Yes
Person Select	Report Category Retroactive Entries Report in Excel
Process Configuration Group Select	Run Mode Normal
Payroll Relationship Group Select	

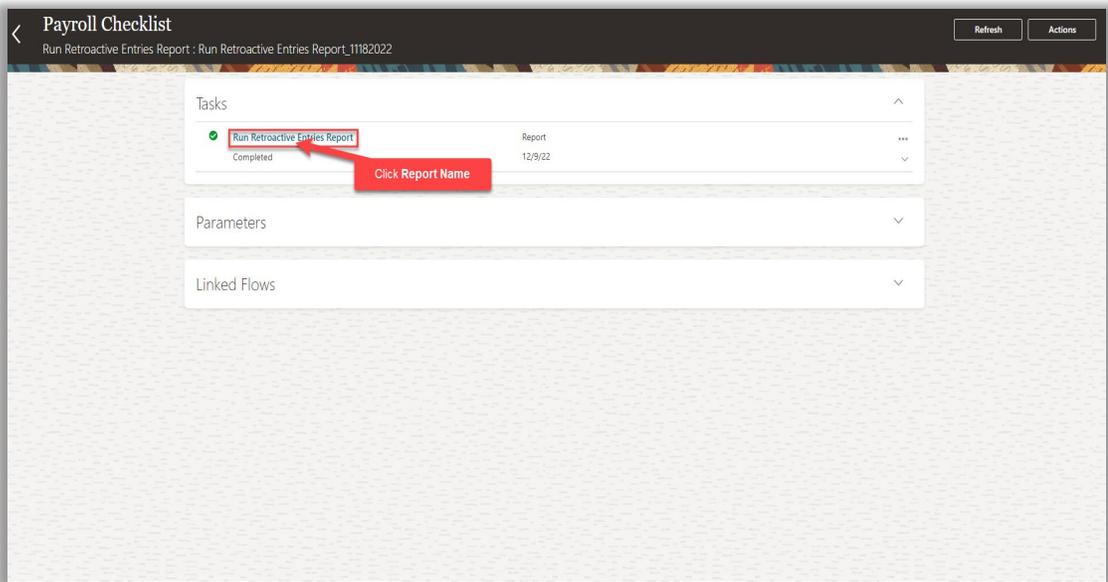
Schedule

Linked Flows

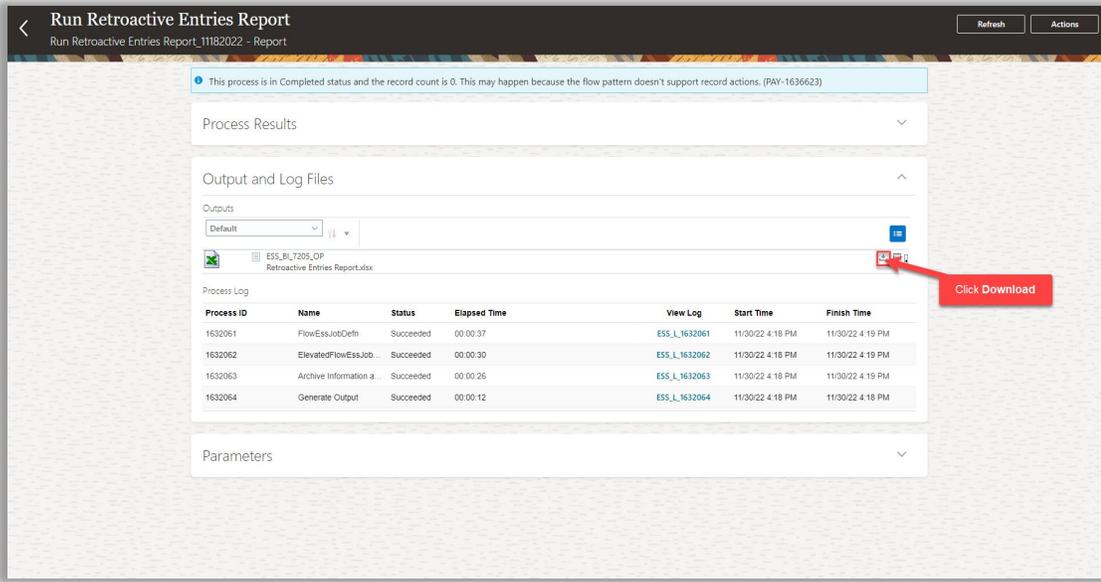
Click Refresh



The **Run Retroactive Entries Report** is complete. Click **Report Name**



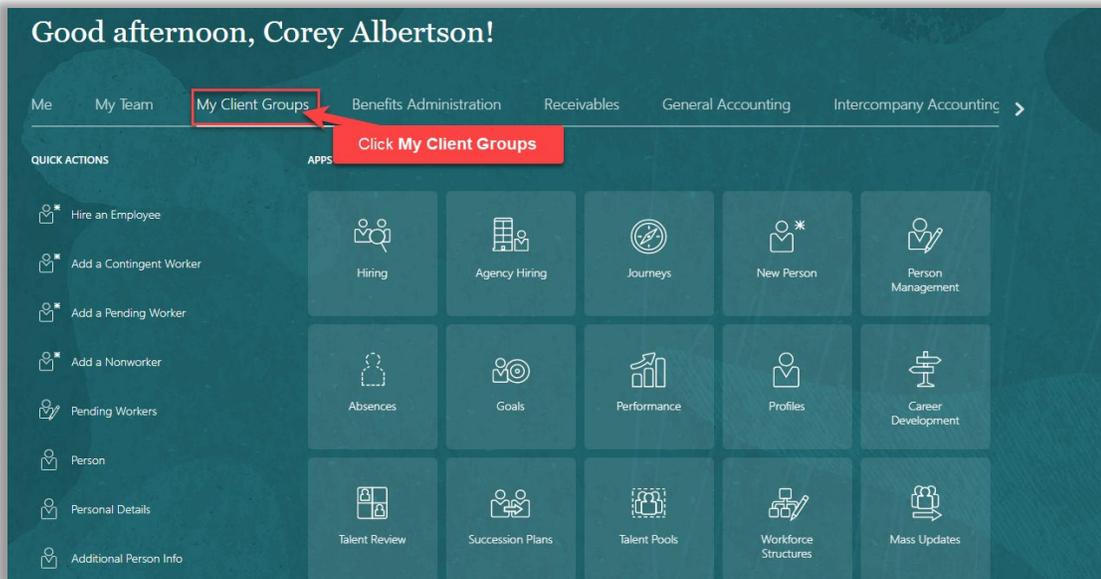
Click **Download** to view the report details



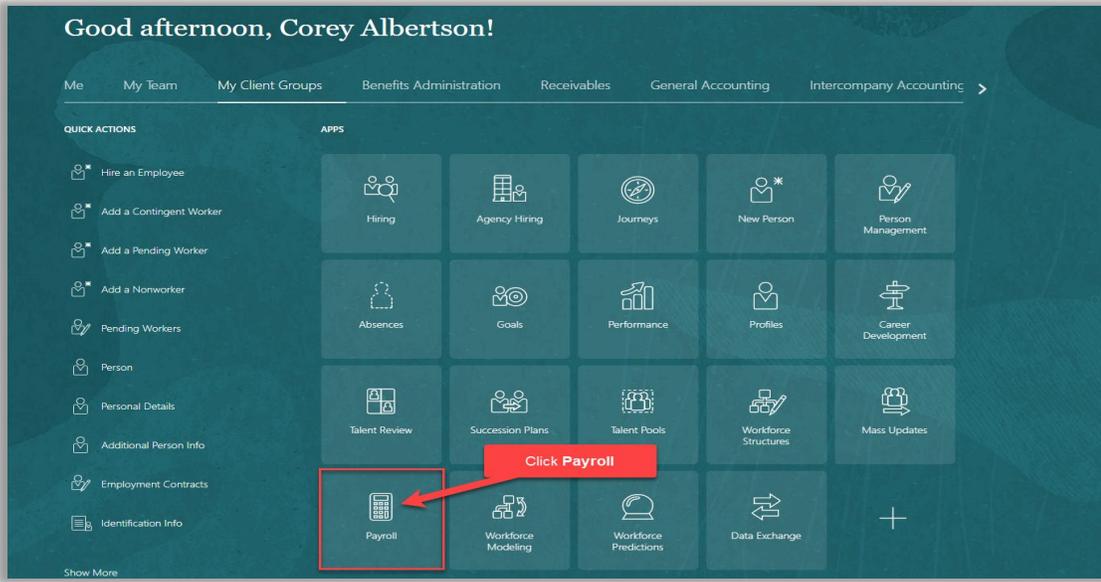
Run Calculate Payroll

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

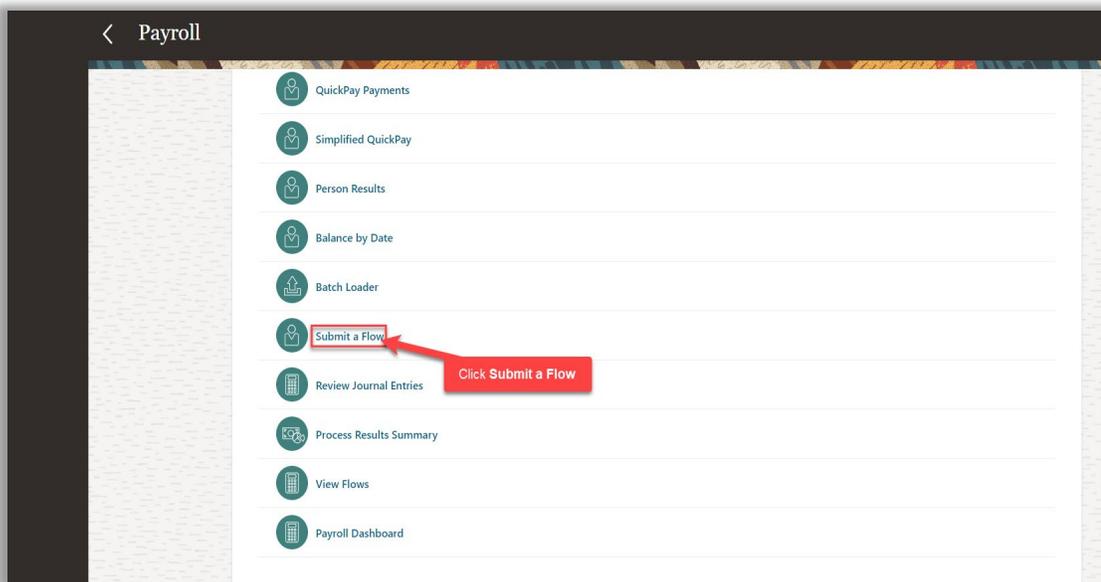
From the home screen, click **My Client Groups**



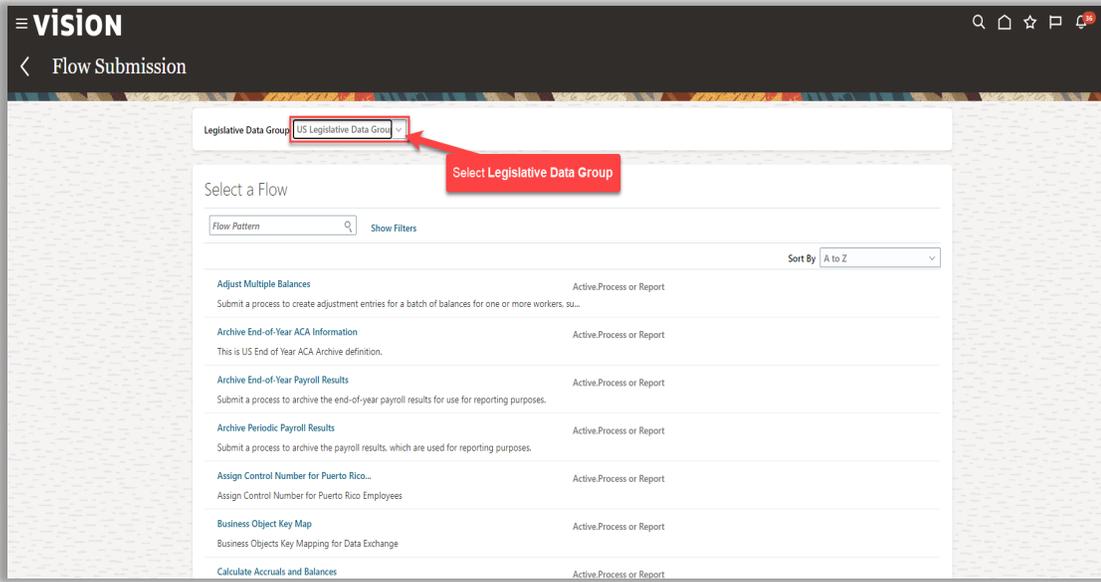
Next, click **Payroll**



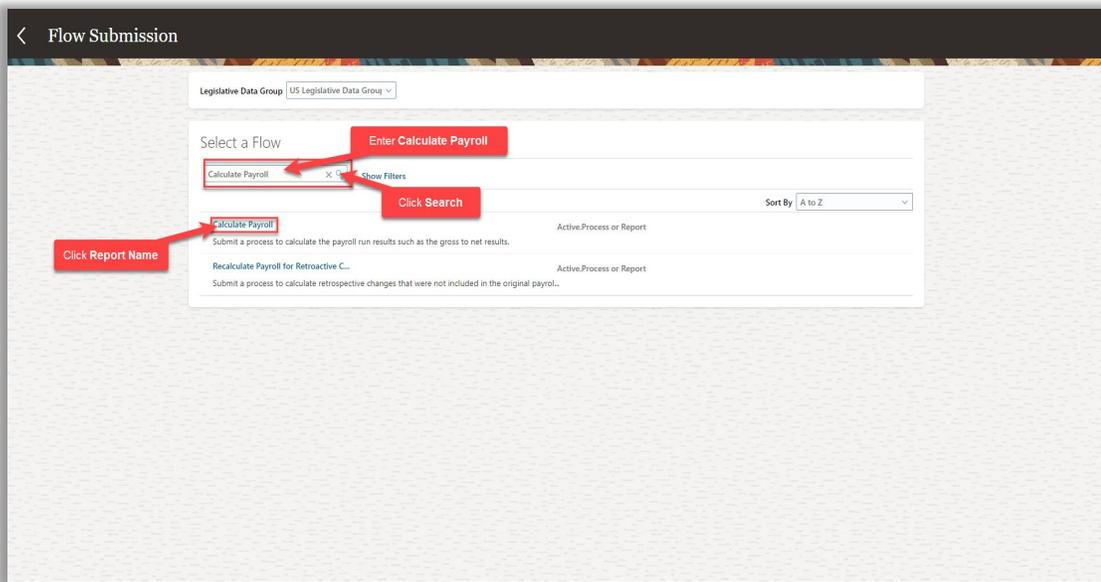
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search Calculate Payroll and click Search. Click Report Name



Enter General Information

Submit a Payroll Flow
Calculate Payroll

Submit Cancel

General Information

* Payroll Flow
Calculate Payroll_11182022

Enter Payroll Flow Name

Flow Parameters

* Payroll
Select

* Payroll Period
Select

Process Date
m/d/yy

Date Earned
m/d/yy

Consolidation Group
Select

* Run Type
Select

Payroll Relationship Group
Select

Element Group
Select

Process Configuration Group
Select

Expedite Payroll

Schedule

Linked Flows

Next, enter the **Flow Parameters**. We can run this flow for a **Payroll Relationship Group** or **Element Group**, if applicable

Submit a Payroll Flow
Calculate Payroll

Submit Cancel

General Information

* Payroll Flow
Calculate Payroll_11252022

Flow Parameters

Enter the below information

* Payroll
EWT Biweekly

* Payroll Period
24 2022 Biweekly | 2022-11-06 | 2022-11-19

Process Date
11/25/22

Date Earned
11/25/22

Consolidation Group
Default: Consideration Group

* Run Type
Regular

Payroll Relationship Group
Select

Element Group
Select

Process Configuration Group
Select

Expedite Payroll

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow
Calculate Payroll

Click Submit → Submit Cancel

General Information ^

*Payroll Flow
Calculate Payroll_11252022

Flow Parameters ^

*Payroll EWT Biweekly	*Run Type Regular
*Payroll Period 24 2022 Biweekly 2022-11-06 2022-11-19	Payroll Relationship Group Select
Process Date 11/25/22	Element Group Select
Date Earned 11/25/22	Process Configuration Group Select
Consolidation Group Default Consolidation Group	Expedite Payroll Select

Schedule ^

Linked Flows ^

Click Refresh

Payroll Checklist
Calculate Payroll : Calculate Payroll_11252022

Click Refresh → Refresh Actions

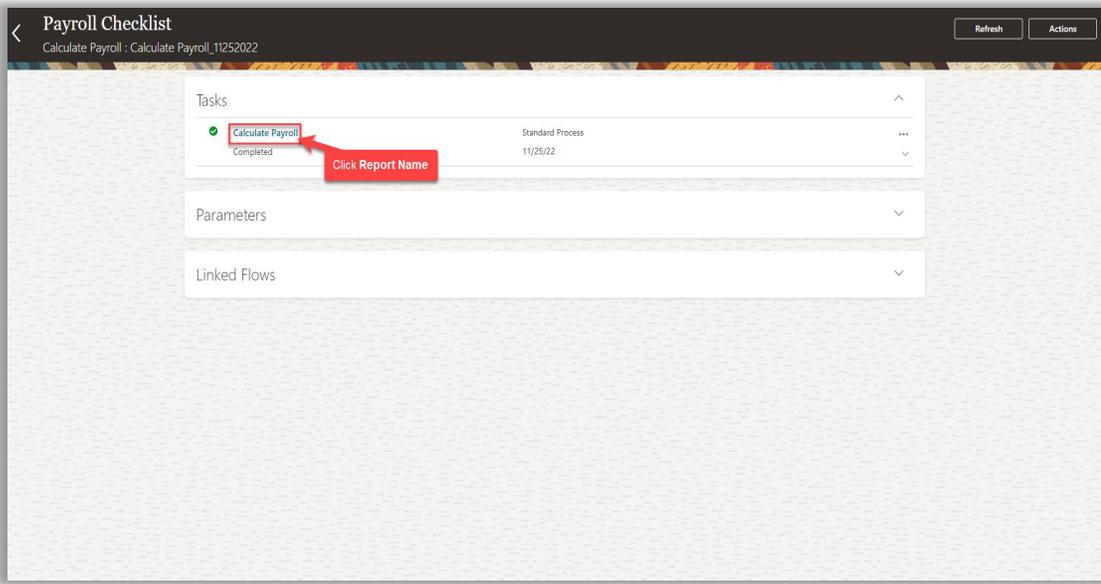
Tasks ^

● Calculate Payroll	Standard Process	...
In Progress	11/25/22	^

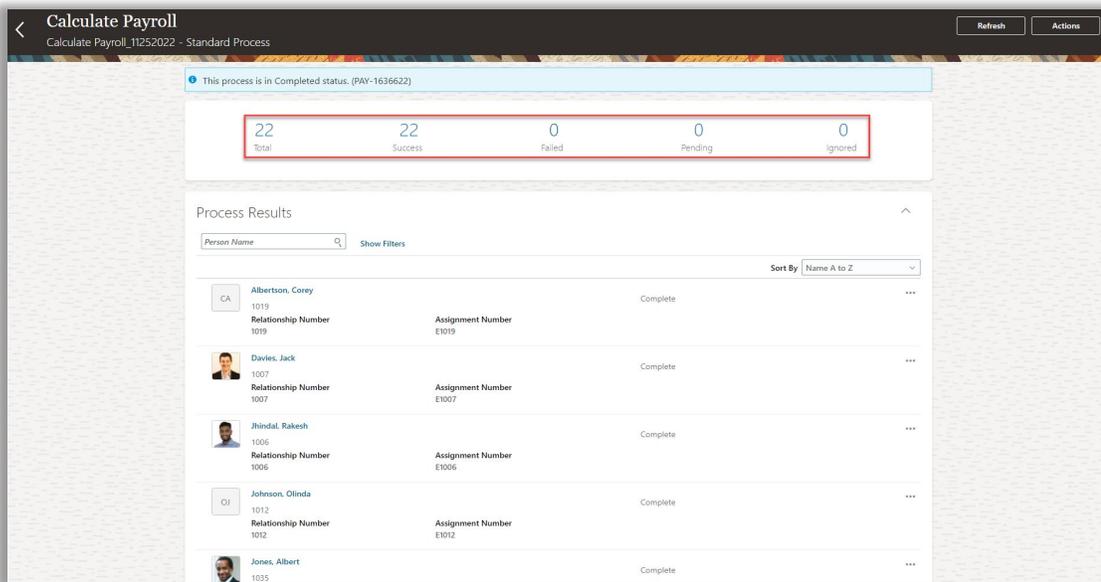
Parameters ^

Linked Flows ^

The Calculate Payroll process is complete. Click Report Name



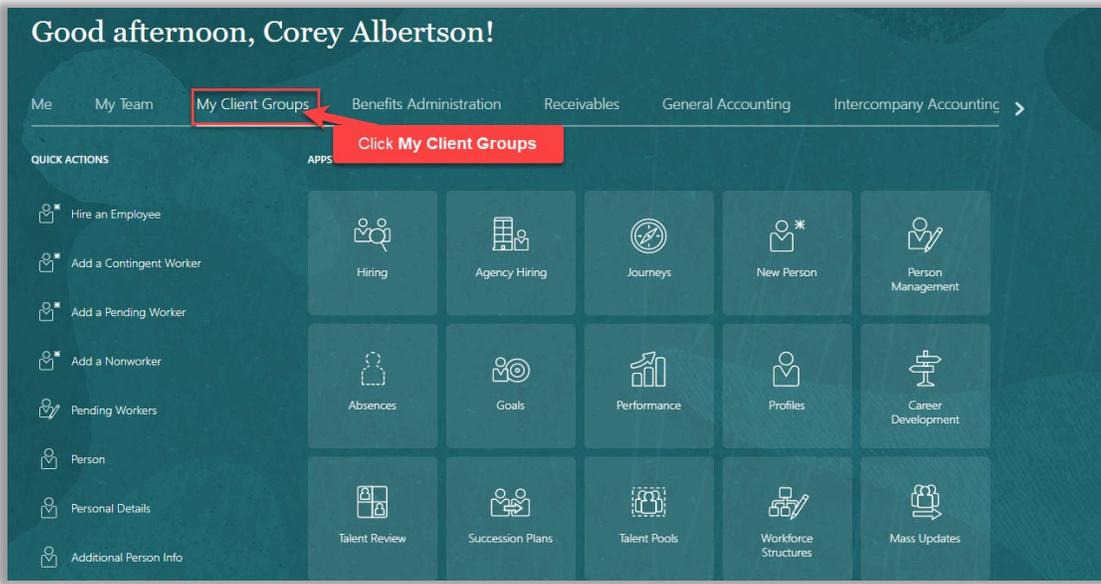
The **Calculate Payroll** process is complete. Here we can view the process results and click the number for **Total, Success, and Failed** to review the individuals' results.



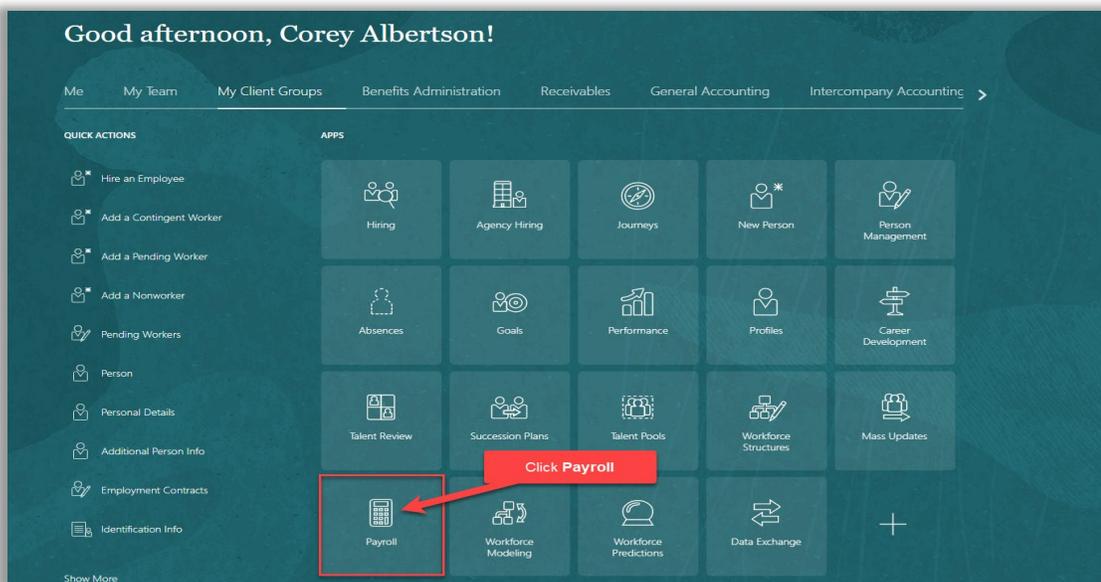
Rollback Few Employees Or Exclude Few Employees

Navigation: Home>My Client Groups>Payroll>View Flows>Select Flow>Search Employee>Actions>Rollback

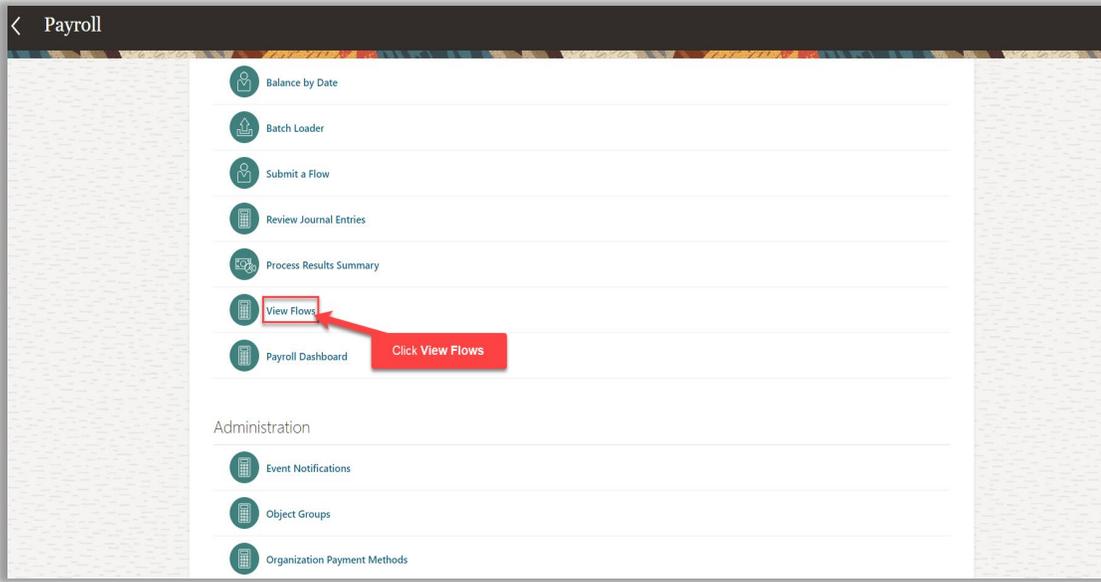
From the home screen, click **My Client Groups**



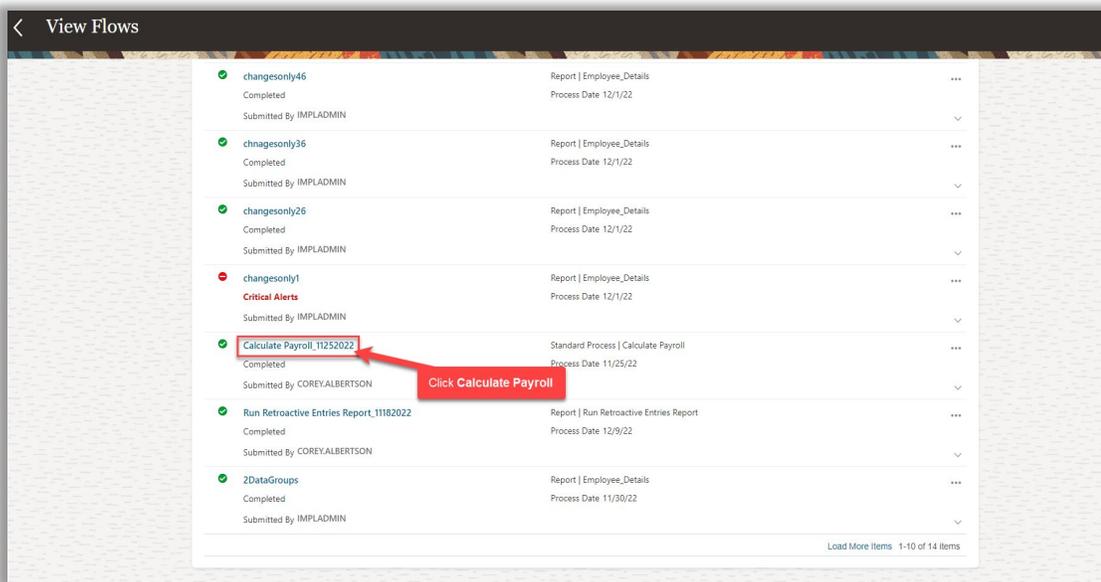
Next, click **Payroll**



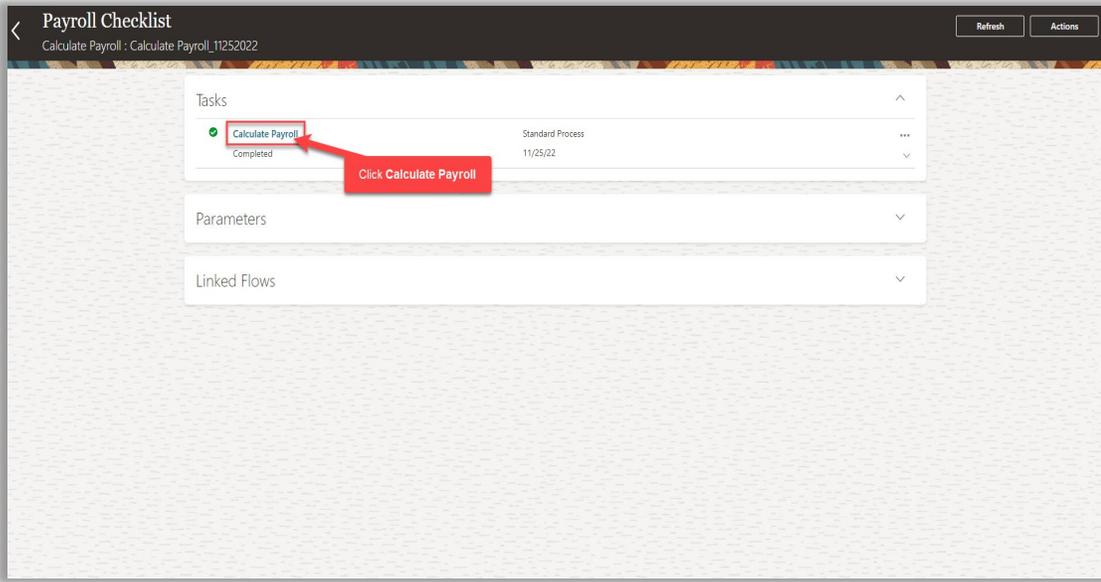
From the Payroll menu, scroll down and click **View Flows**. We can also search for **View Flows** in the search box at the top of the page



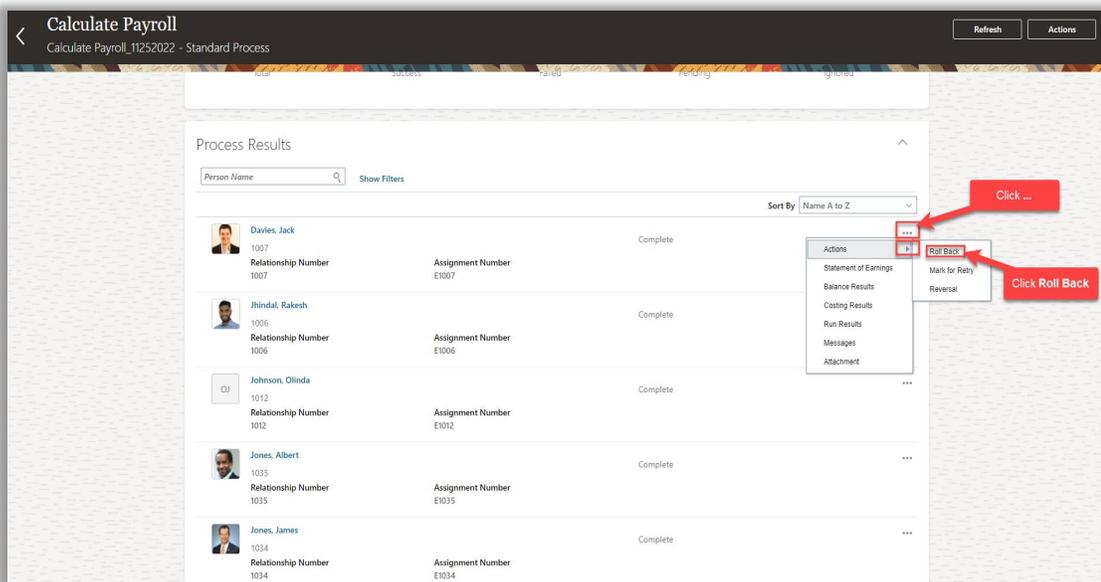
Scroll down and select the **Payroll Flow** that includes the employee(s) in which we wish to Roll Back their payroll



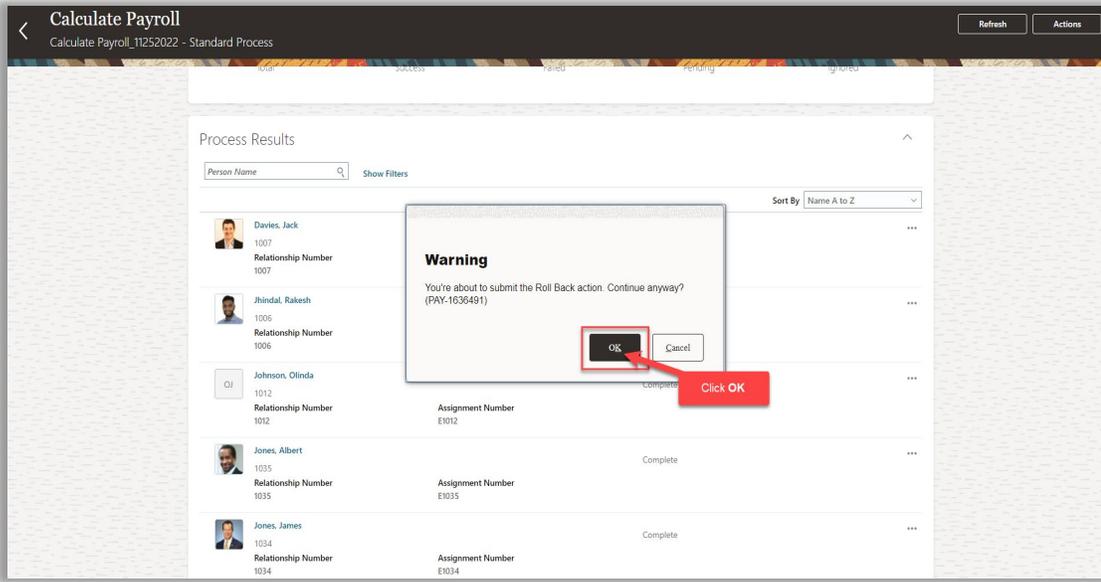
Click **Calculate Payroll**



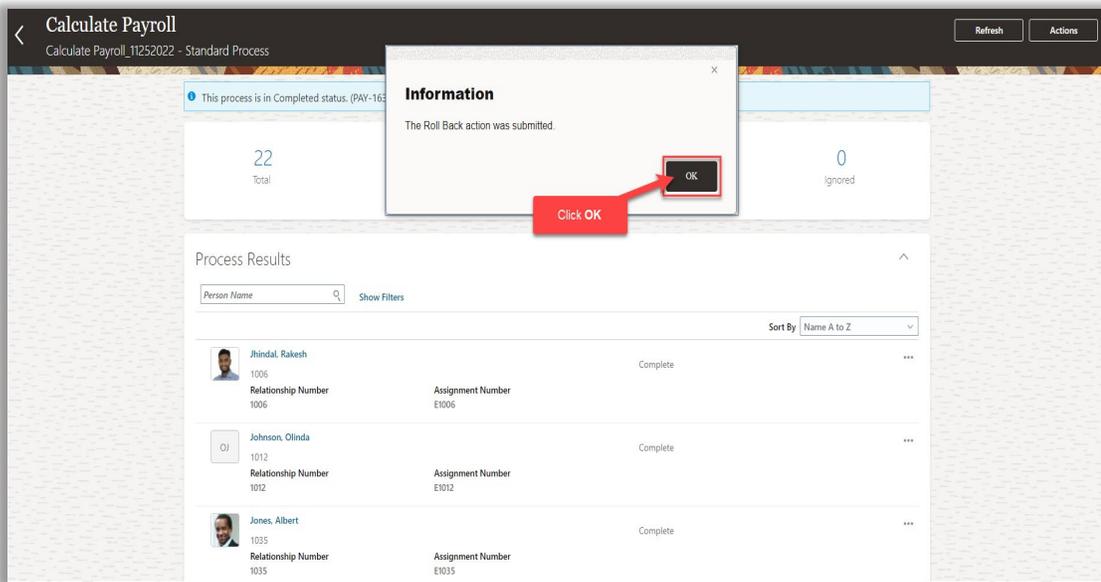
Across from the **Employee's Name**, click the three dots (...) and then **Actions**, then **Roll Back**



Click **OK**



Click OK



Follow this same process to **Roll Back** the payroll for additional employees. Once the applicable adjustments have been made, we can rerun the payroll by following the Quickpay process or if processing for multiple employees, we can run the Calculate Payroll Process and use a Payroll Relationship Group.

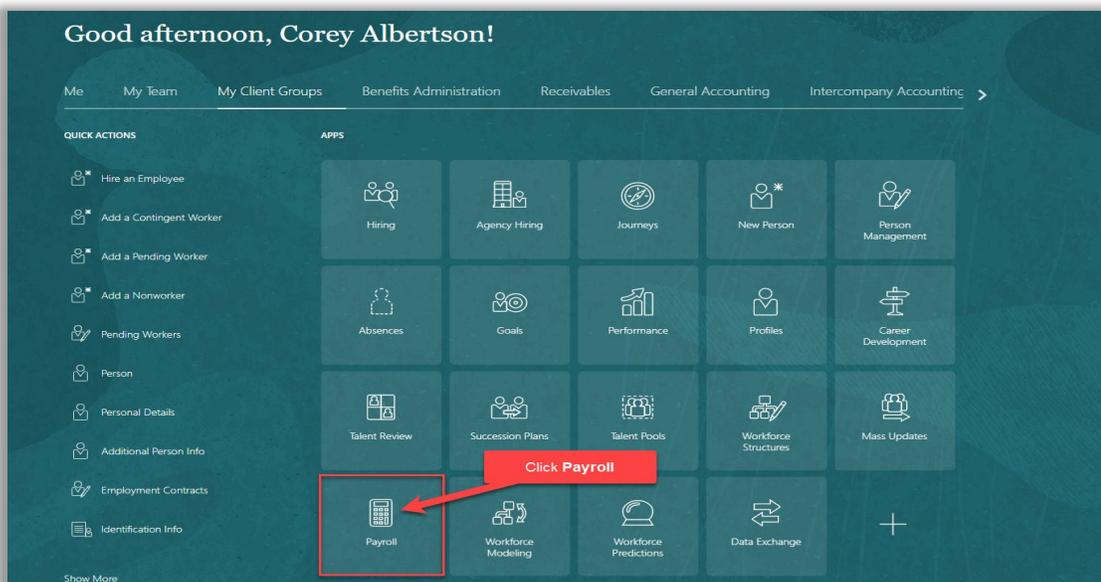
Retry Payroll

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

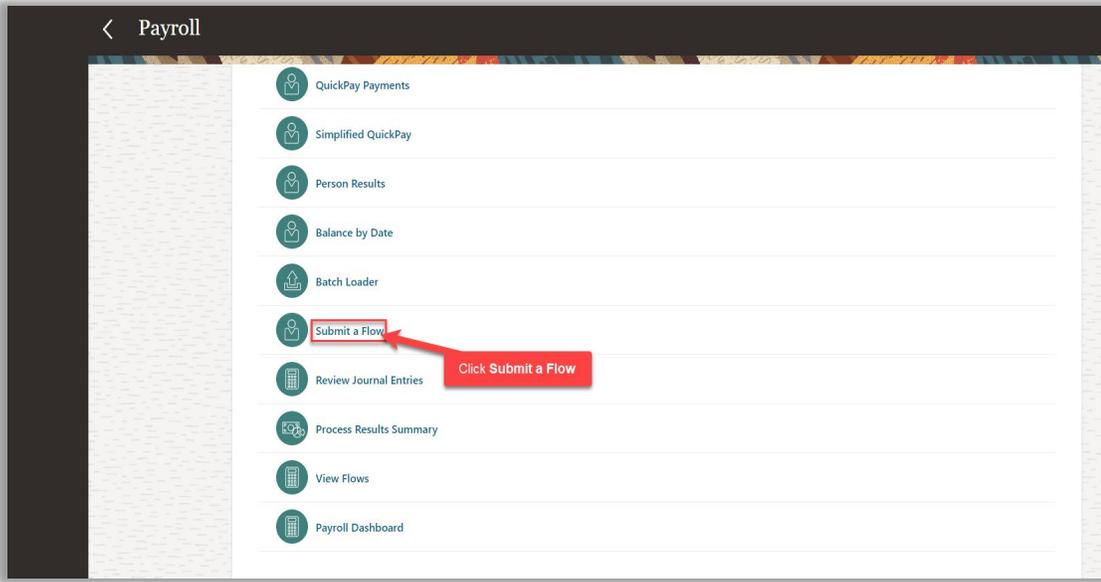
From the home screen, click **My Client Groups**



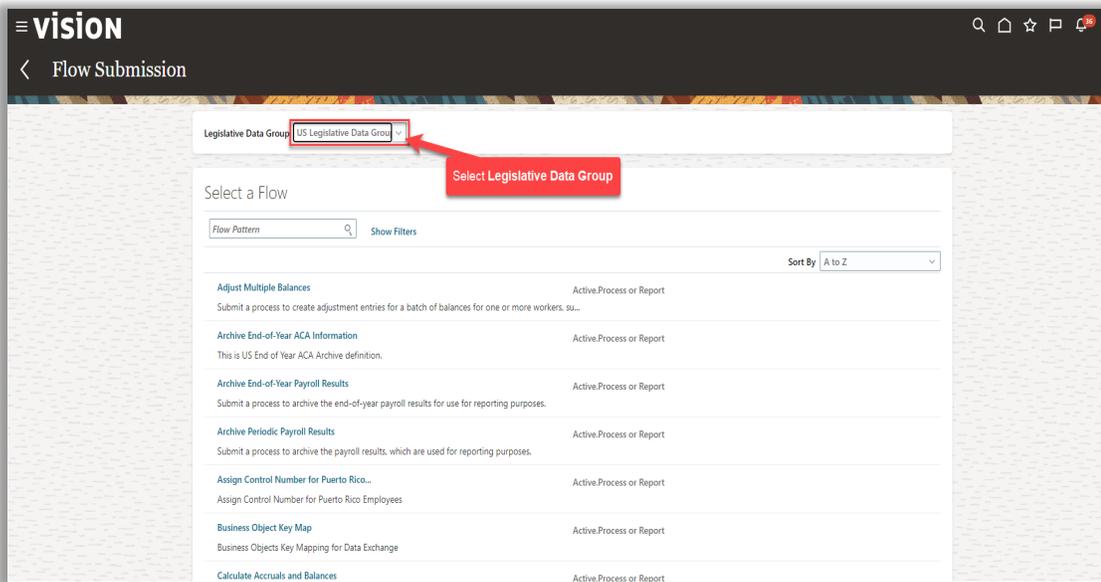
Next, click **Payroll**



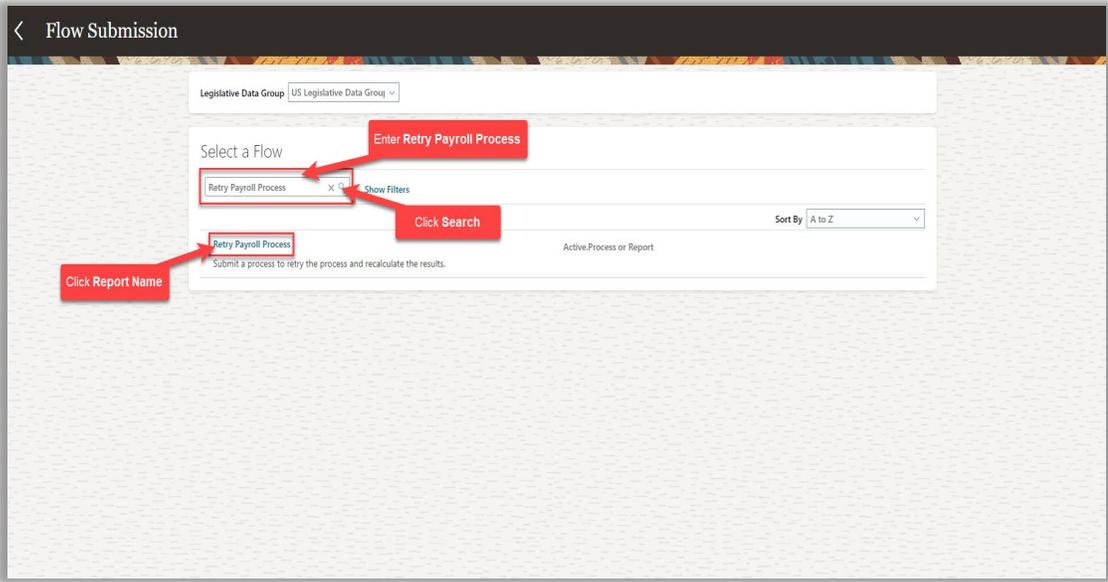
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



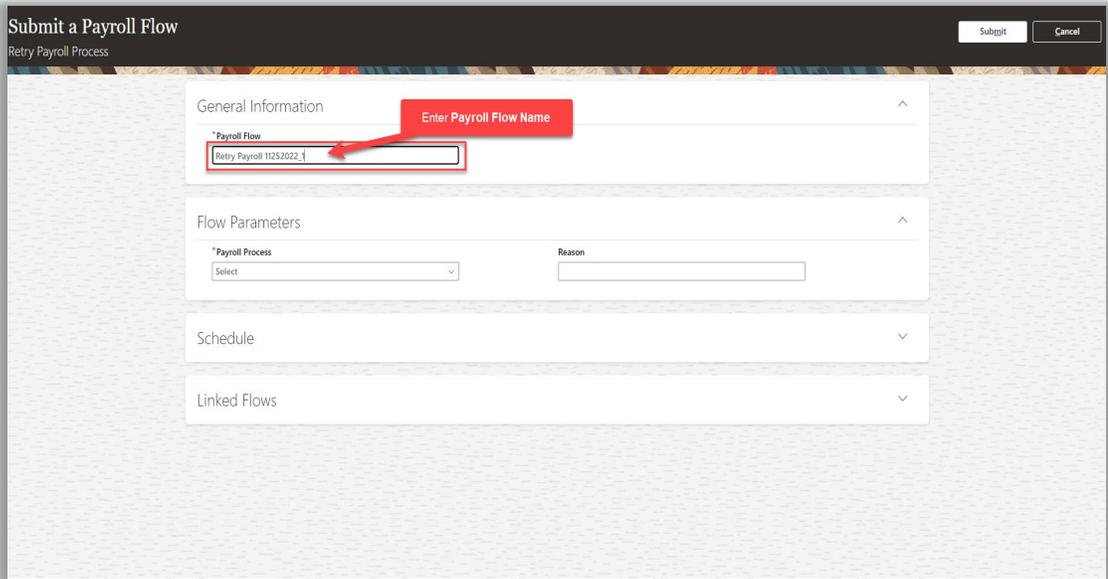
Select the Legislative Data Group



Search Retry Payroll Process and click Search. Click Report Name



Enter General Information



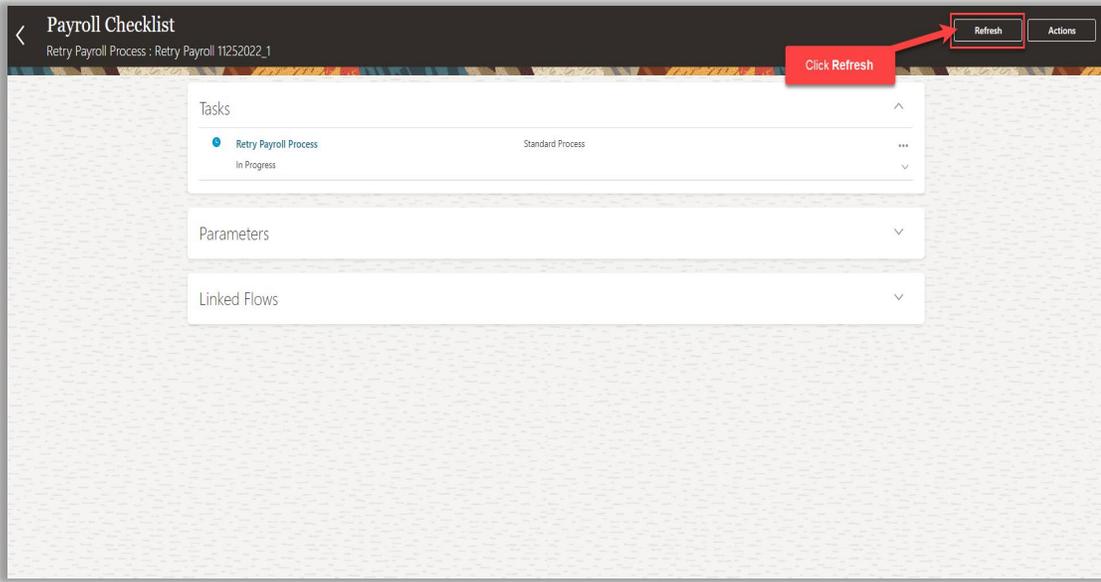
Next, enter the **Flow Parameters**

The screenshot shows a web application interface for submitting a payroll flow. The title is "Submit a Payroll Flow" with a subtitle "Retry Payroll Process". In the top right corner, there are "Submit" and "Cancel" buttons. The form is divided into four sections: "General Information", "Flow Parameters", "Schedule", and "Linked Flows". The "Flow Parameters" section is highlighted with a red box and contains a red text overlay that says "Enter the below information". Inside this section, there are two input fields: "Payroll Process" with the value "SK Pay Slip EE 1050 | Generate Payslips | 2022-12-10 | Error" and "Reason" with the value "Payslip Error for Employee 1050".

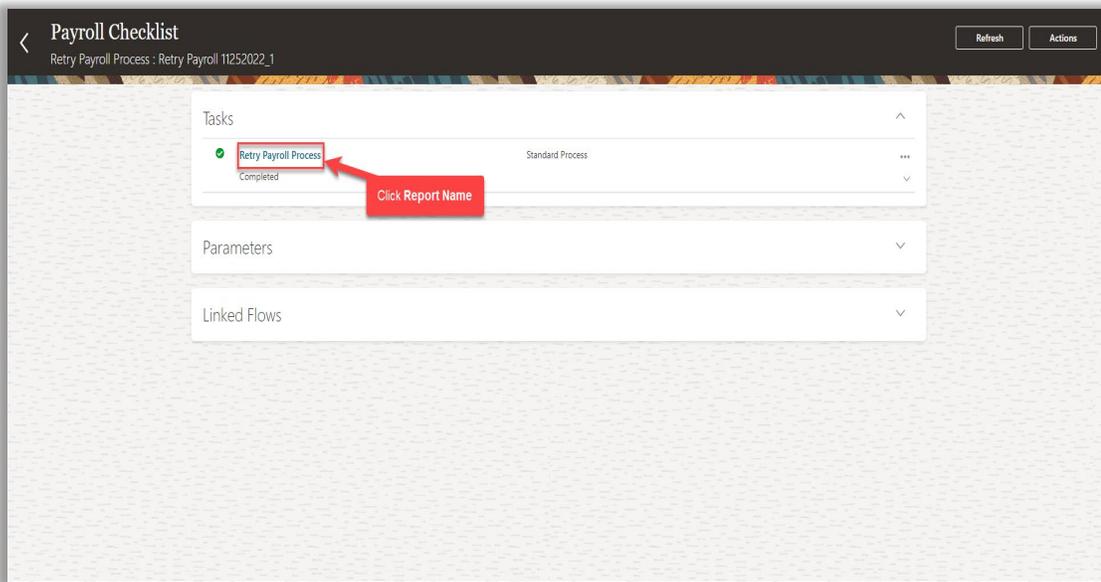
Click Submit

This screenshot is identical to the one above, showing the "Submit a Payroll Flow" form. A red arrow points from the text "Click Submit" to the "Submit" button in the top right corner of the form.

Click Refresh



The **Retry Payroll Process** is complete. Click **Report Name**

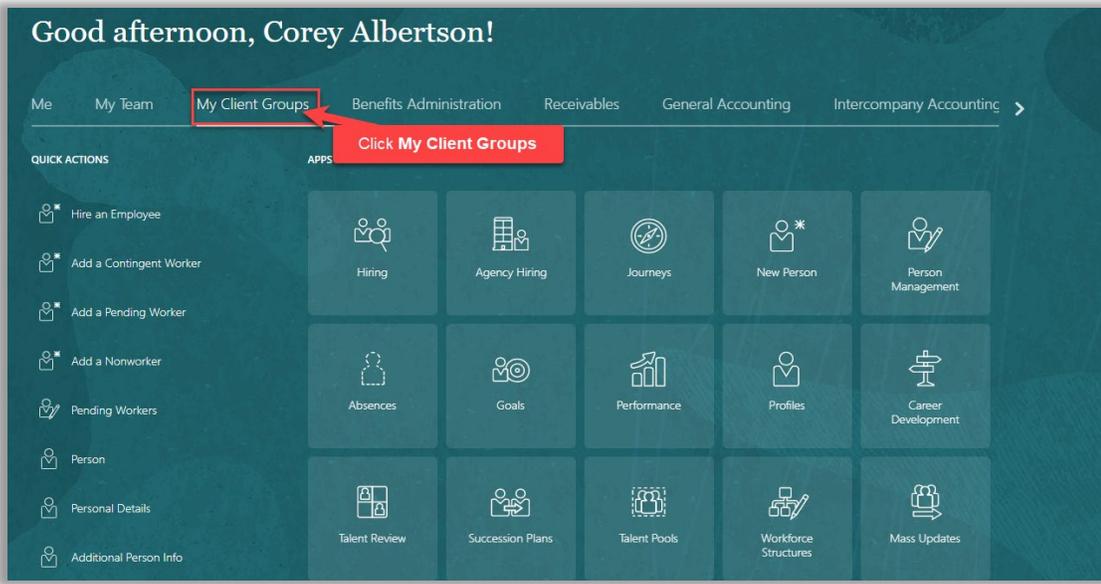


The **Retry Payroll** process is complete. Here we can view the process results and click the number for **Total**, **Success**, and **Failed** to review the individuals' results.

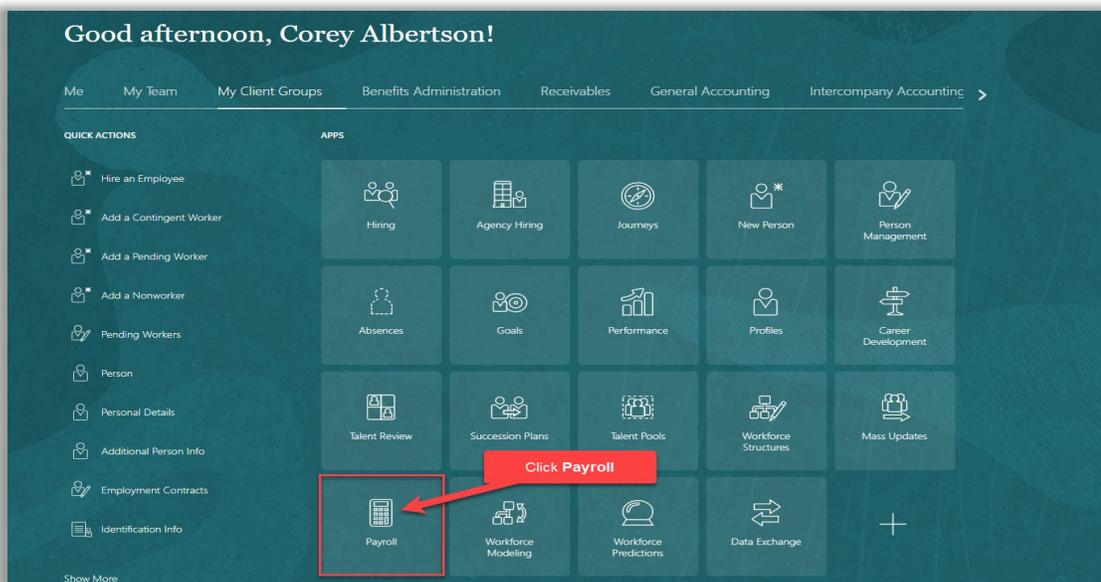
Run Payroll Costing Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

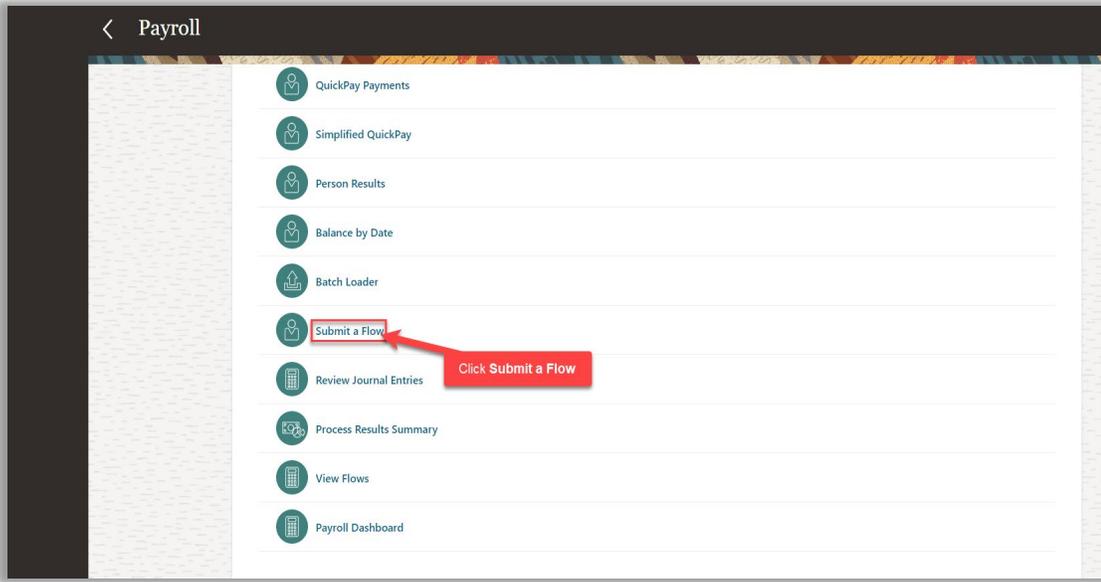
From the home screen, click **My Client Groups**



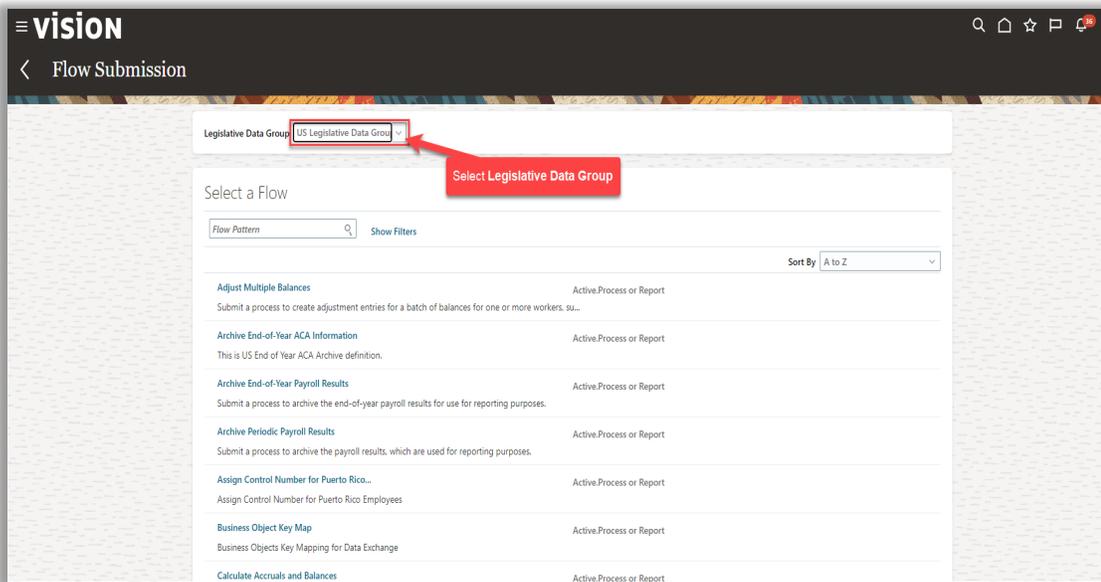
Next, click **Payroll**



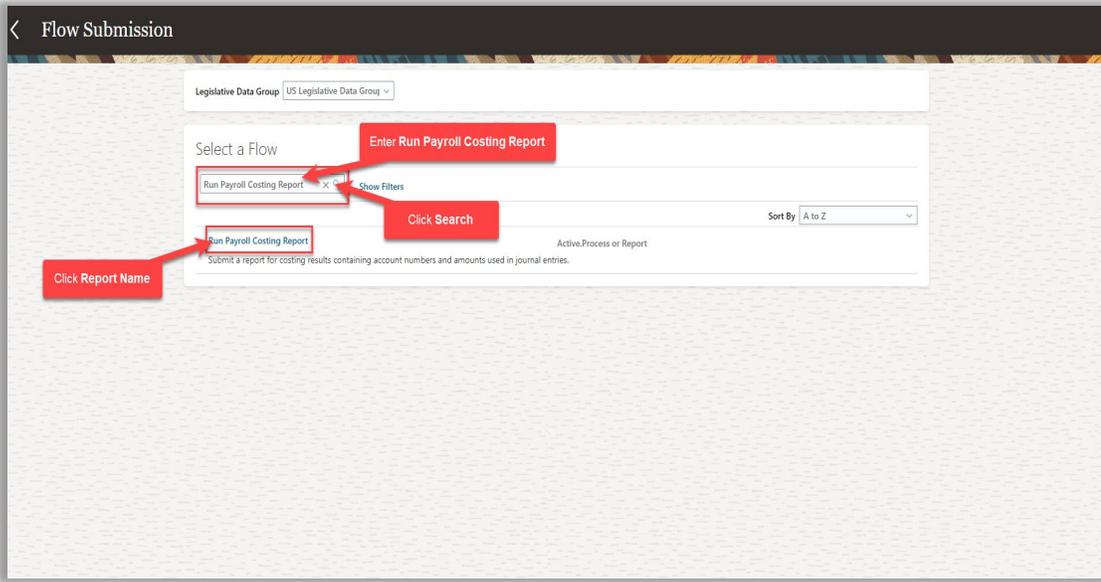
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



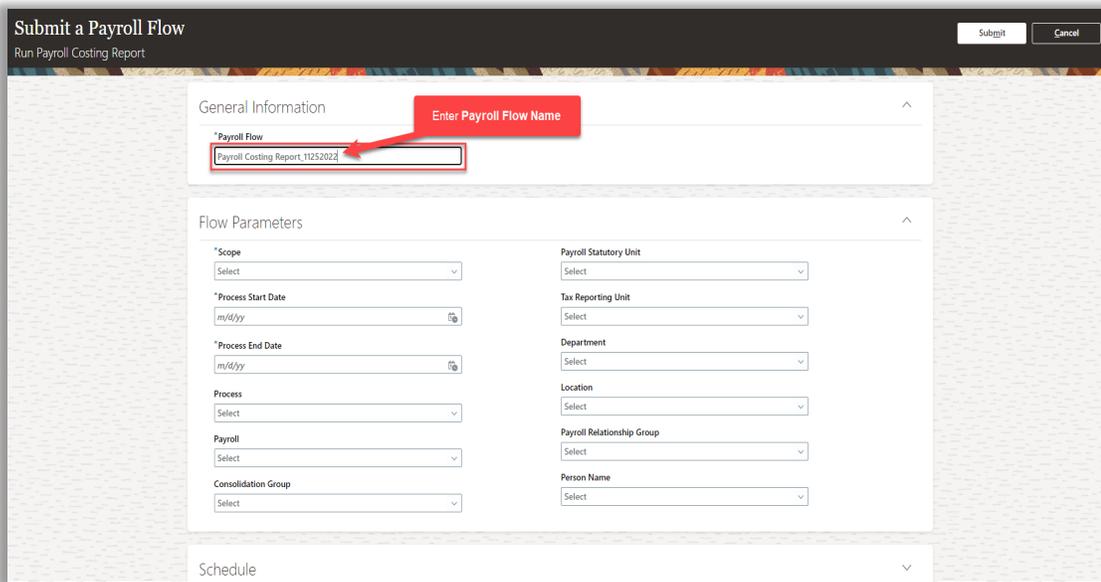
Select the Legislative Data Group



Search Run Payroll Costing Report and click Search. Click Report Name



Enter General Information



Next, enter the **Flow Parameters**. Select the **Process** from the dropdown. If applicable, we can run this report by **Department, Location, Payroll Relationship Group, and Person Name**

Submit a Payroll Flow
Run Payroll Costing Report

Submit Cancel

General Information

*Payroll Flow
Payroll Costing Report_11252022

Flow Parameters **Enter the below information**

*Scope Detail	Payroll Statutory Unit ERPWebTutor USA Inc.
*Process Start Date 11/14/22	Tax Reporting Unit ERPWebTutor USA Inc.
*Process End Date 11/25/22	Department Select
Process Estimate costing	Location Select
Payroll EWT Biweekly	Payroll Relationship Group Select
Consolidation Group Default Consideration Group	Person Name Select

Schedule

Click Submit

Submit a Payroll Flow
Run Payroll Costing Report

Submit Cancel

Click Submit

General Information

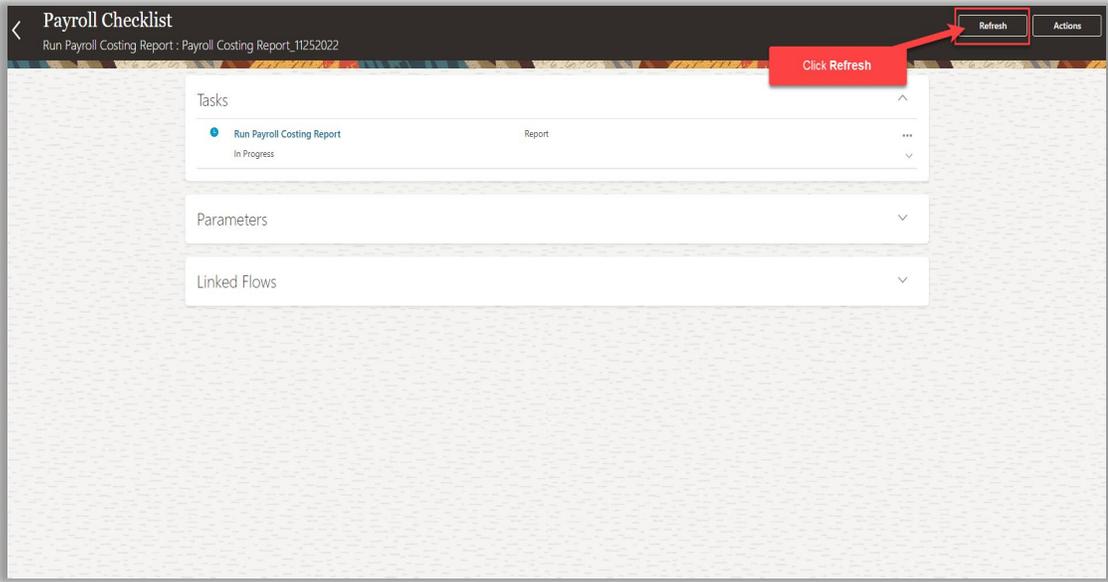
*Payroll Flow
Payroll Costing Report_11252022

Flow Parameters

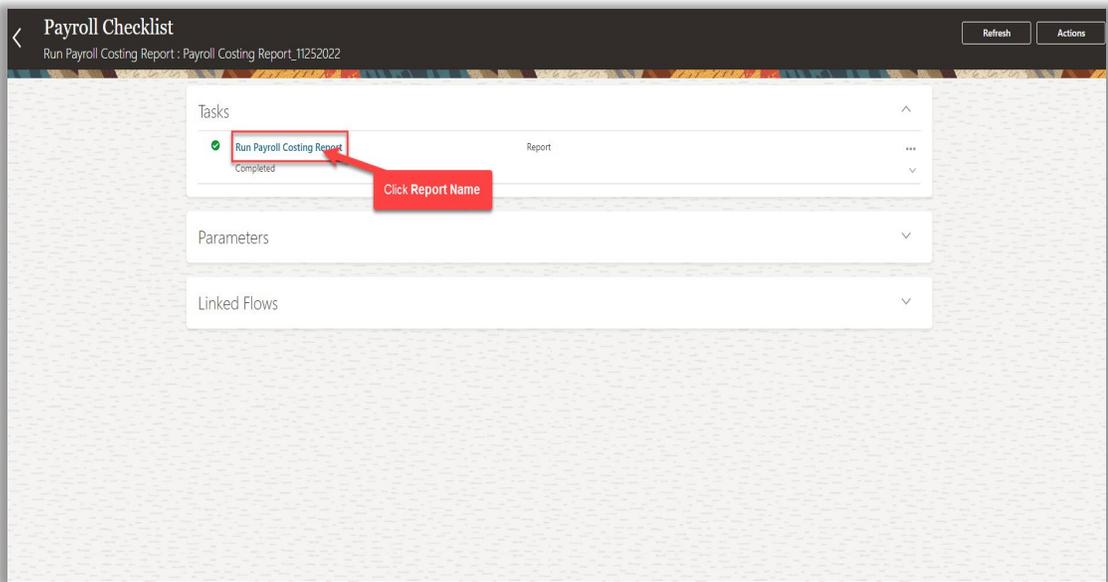
*Scope Detail	Payroll Statutory Unit ERPWebTutor USA Inc.
*Process Start Date 11/14/22	Tax Reporting Unit ERPWebTutor USA Inc.
*Process End Date 11/25/22	Department Select
Process Estimate costing	Location Select
Payroll EWT Biweekly	Payroll Relationship Group Select
Consolidation Group Default Consideration Group	Person Name Select

Schedule

Click Refresh



The **Run Payroll Costing Report** process is complete. Click **Report Name**



The **Payroll Costing Report** is complete. Click **download** to view the details

Payroll Cost Report Task
Payroll Costing Report_11252022 - Report

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PW-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7210_OP
Payroll Costing Report.xlsx

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1634324	FlowEssJobDefn	Succeeded	00:00:35	ESS_L_1634324	12/1/22 9:38 PM	12/1/22 9:39 PM
1634325	ElevatedFlowEssJob...	Succeeded	00:00:25	ESS_L_1634325	12/1/22 9:38 PM	12/1/22 9:39 PM
1634326	Generate Output	Succeeded	00:00:18	ESS_L_1634326	12/1/22 9:38 PM	12/1/22 9:39 PM

Parameters

Click Download

Run Payroll Activity Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

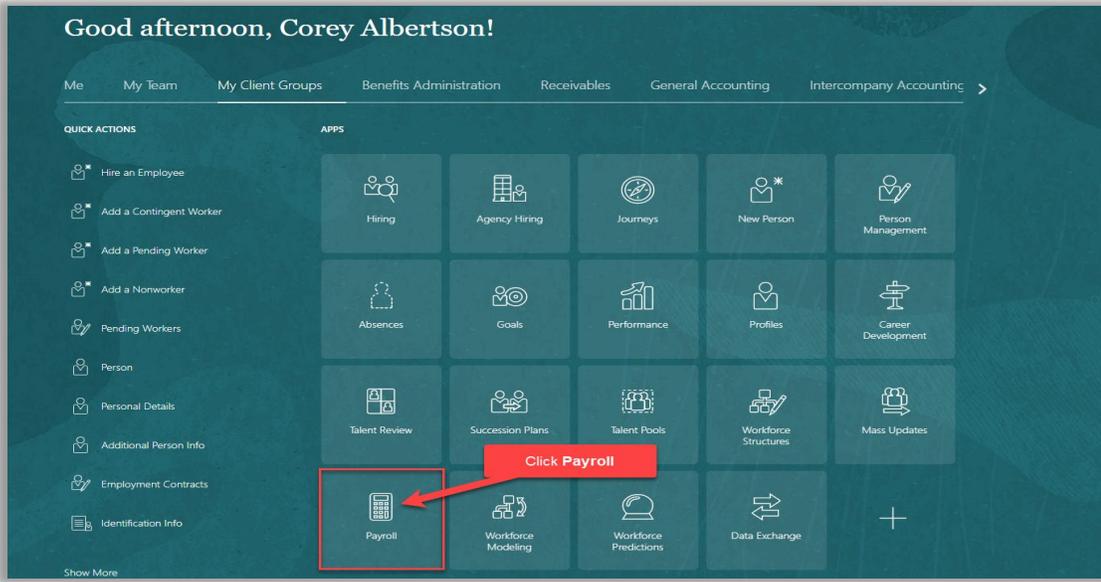
QUICK ACTIONS

APPS

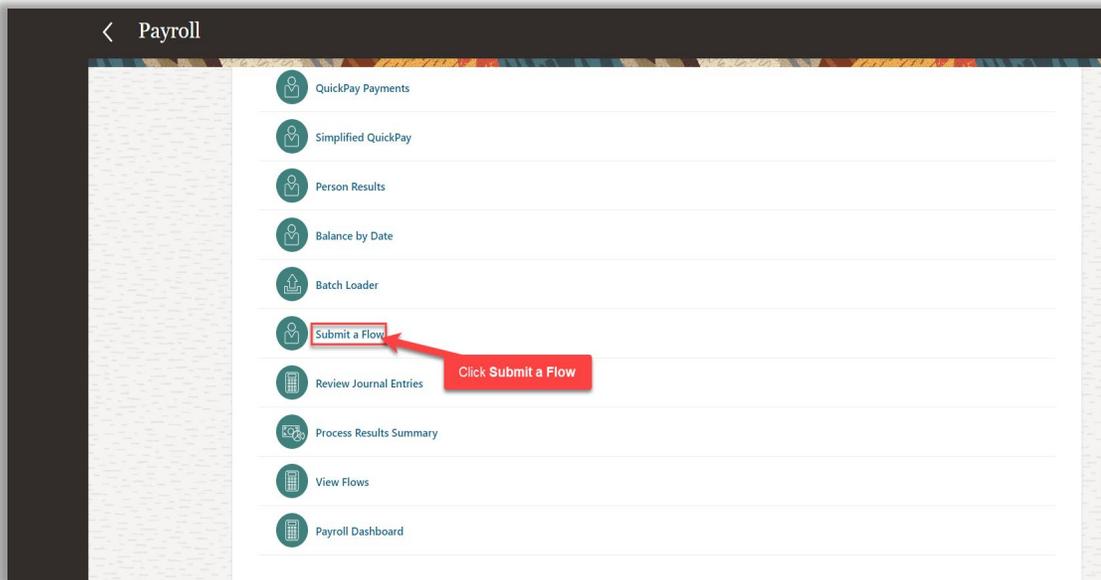
- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Person
- Personal Details
- Additional Person Info

Hiring Agency Hiring Journeys New Person Person Management Absences Goals Performance Profiles Career Development Talent Review Succession Plans Talent Pools Workforce Structures Mass Updates

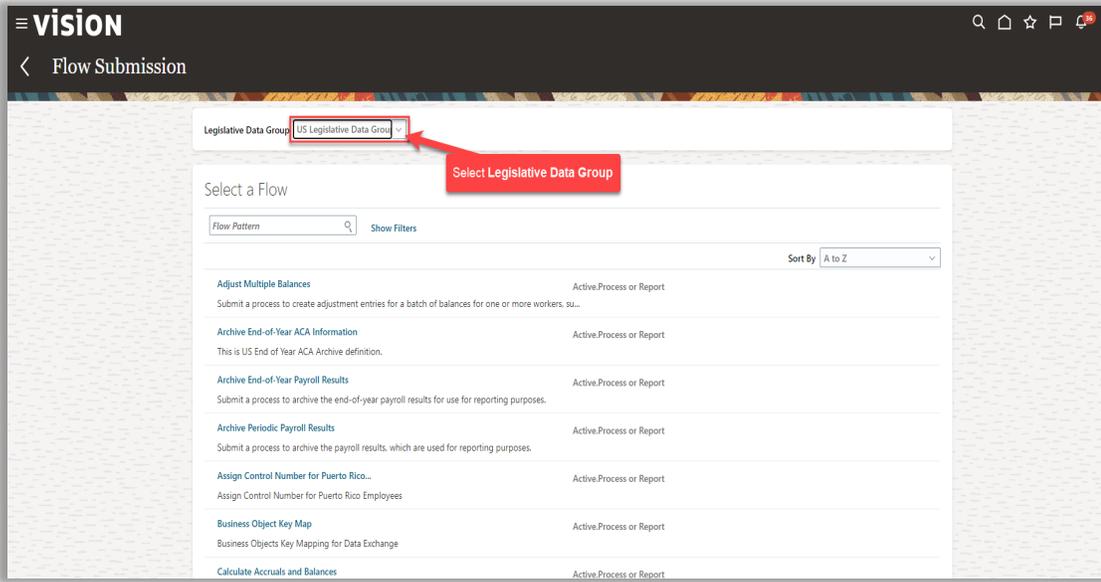
Next, click **Payroll**



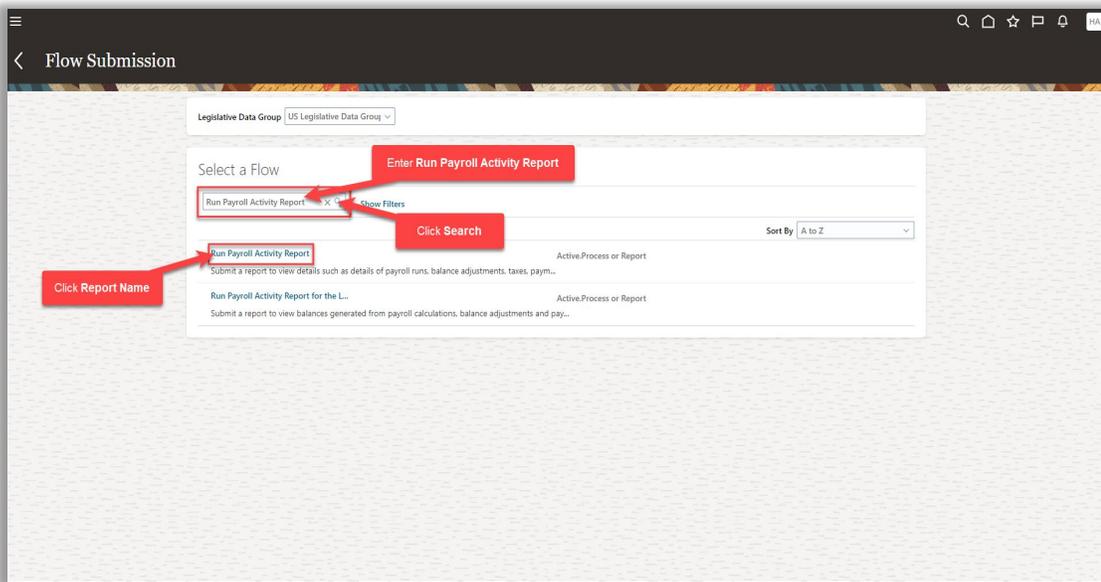
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Payroll Activity Report** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Run Payroll Activity Report

General Information

Payroll Flow
Payroll Activity Report_11252022

Flow Parameters

*Scope
Summary

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Payroll
Select

Process Type
Select

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit

Payroll Relationship Group
Select

Person
Select

Person Page Break

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category

Next, enter the **Flow Parameters**. Select the **Process Type** from the dropdown. If applicable, we can run this report by **Payroll Statutory Unit, Tax Reporting Unit, Location, Payroll Relationship Group, and Person**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Payroll Activity Report

Flow Parameters

Enter the below information

*Scope
Summary

*Process Start Date
11/14/22

*Process End Date
11/25/22

Payroll
EWT Biweekly

Process Type
Payroll calculation

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Location
Select

Payroll Relationship Group
Select

Person
Select

Person Page Break

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click **Submit**

Submit a Payroll Flow
Run Payroll Activity Report

Submit Cancel

Click Submit

Flow Parameters

*Scope
Summary

*Process Start Date
11/14/22

*Process End Date
11/25/22

Payroll
EWT Biweekly

Process Type
Payroll calculation

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Location
Select

Payroll Relationship Group
Select

Person
Select

Person Page Break
Select

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click Refresh

Payroll Checklist
Run Payroll Activity Report : Payroll Activity Report_11252022

Refresh Actions

Click Refresh

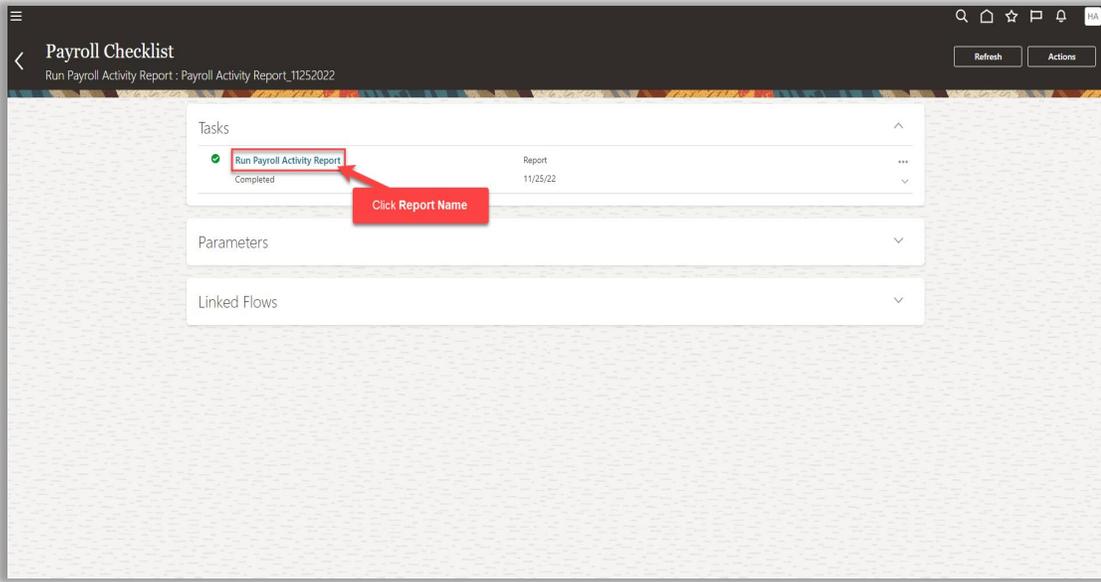
Tasks

Task Name	Status	Report	Date
Run Payroll Activity Report	In Progress	Report	11/25/22

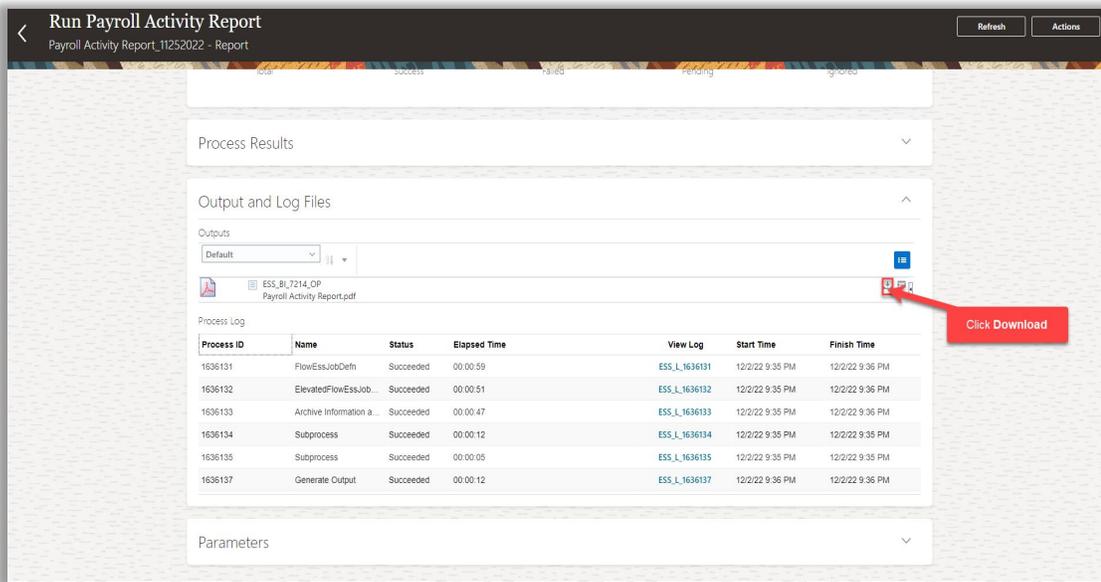
Parameters

Linked Flows

The Run Payroll Activity Report process is complete. Click Report Name



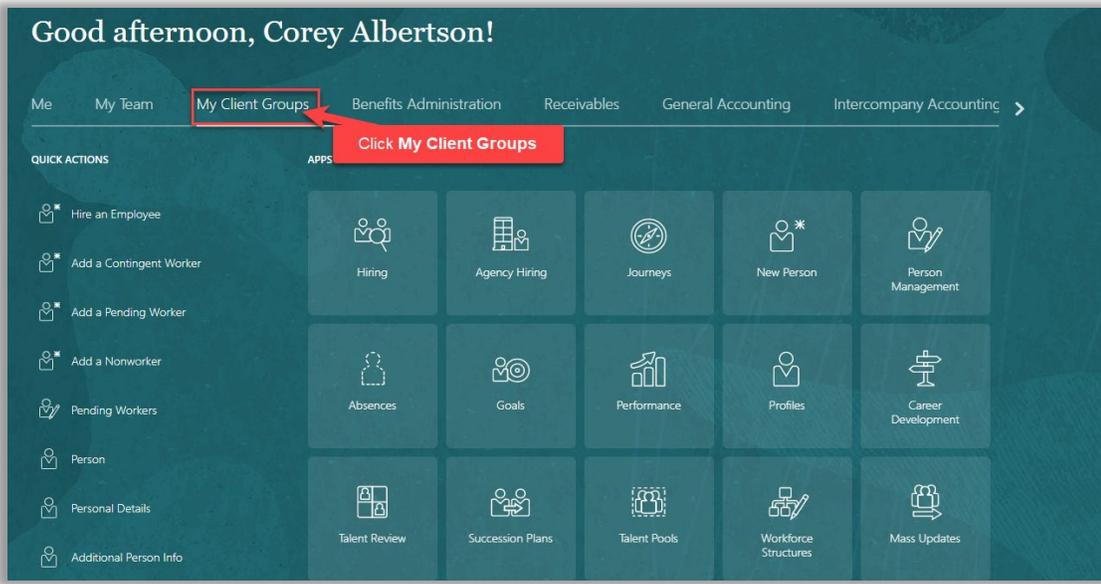
Click download to view the report details



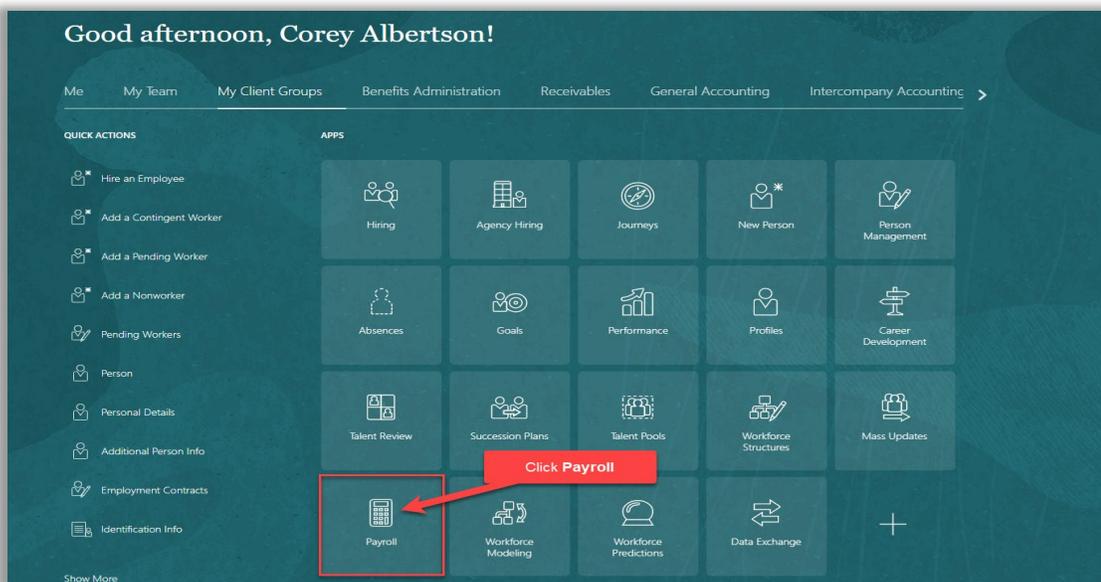
Run Payroll Gross To Net Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

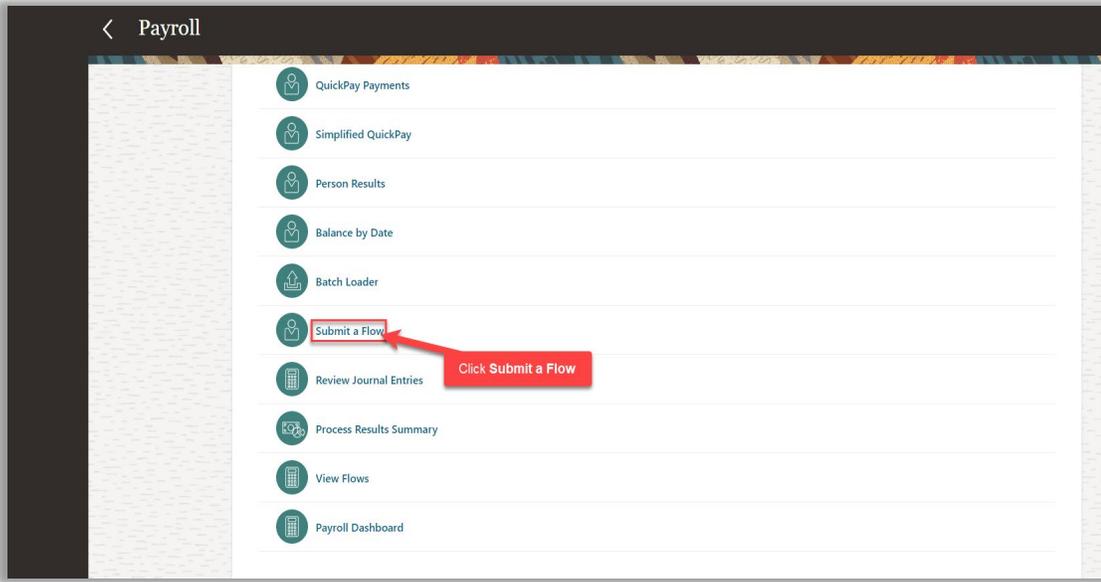
From the home screen, click **My Client Groups**



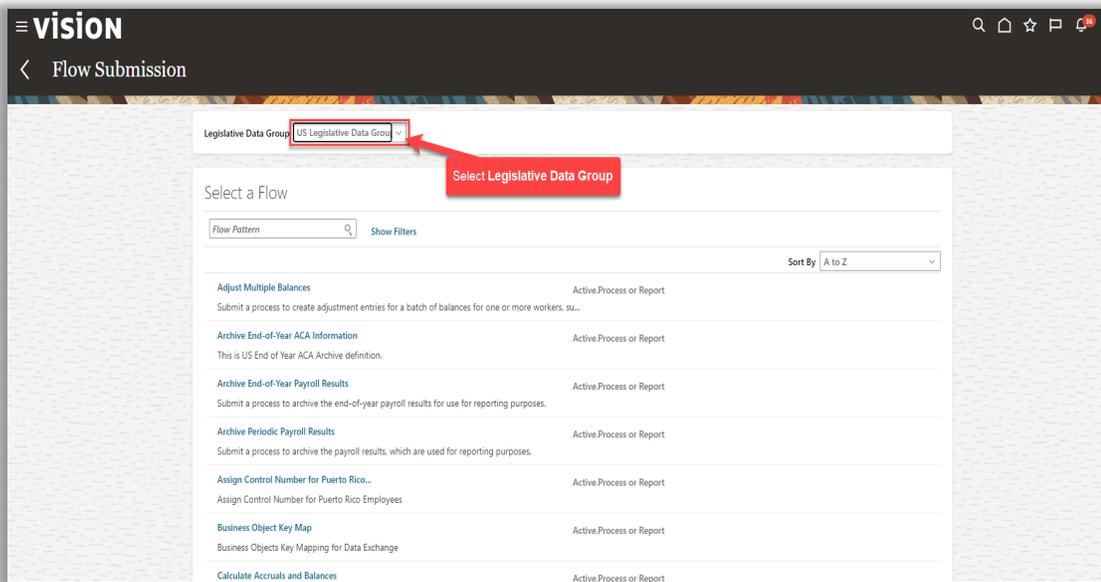
Next, click **Payroll**



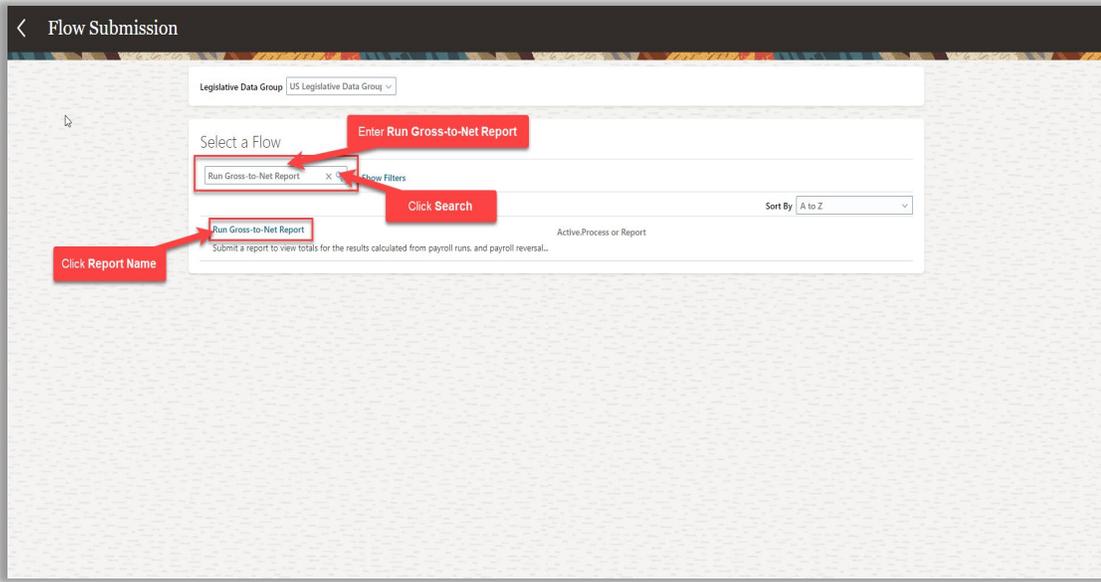
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



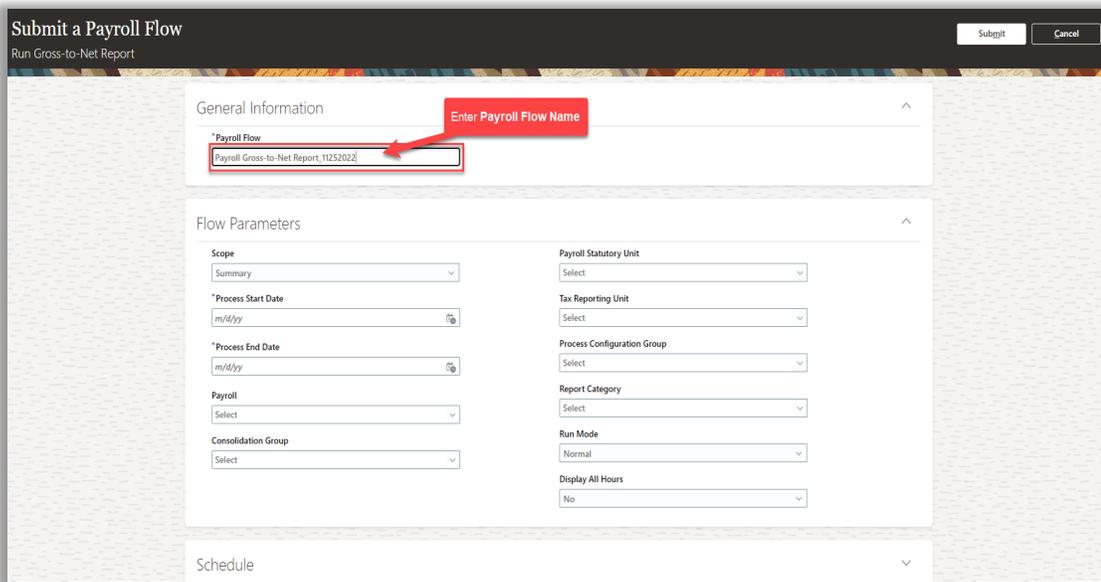
Select the Legislative Data Group



Search Run Gross-to-Net Report and click Search. Click Report Name



Enter General Information



Next, enter the **Flow Parameters**. If applicable, we can run this report by **Consolidation Group, Payroll Statutory Unit, Tax Reporting Unit, Process Configuration Group, and Report Category**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Gross-to-Net Report

Submit Cancel

General Information

*Payroll Flow
Payroll Gross-to-Net Report_11252022

Flow Parameters **Enter the below information**

Scope Detail	Payroll Statutory Unit Select
*Process Start Date 11/7/22	Tax Reporting Unit Select
*Process End Date 11/18/22	Process Configuration Group Select
Payroll EWT Biweekly	Report Category Select
Consolidation Group Select	Run Mode Normal
	Display All Hours No

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Run Gross-to-Net Report

Submit Cancel

Click Submit

General Information

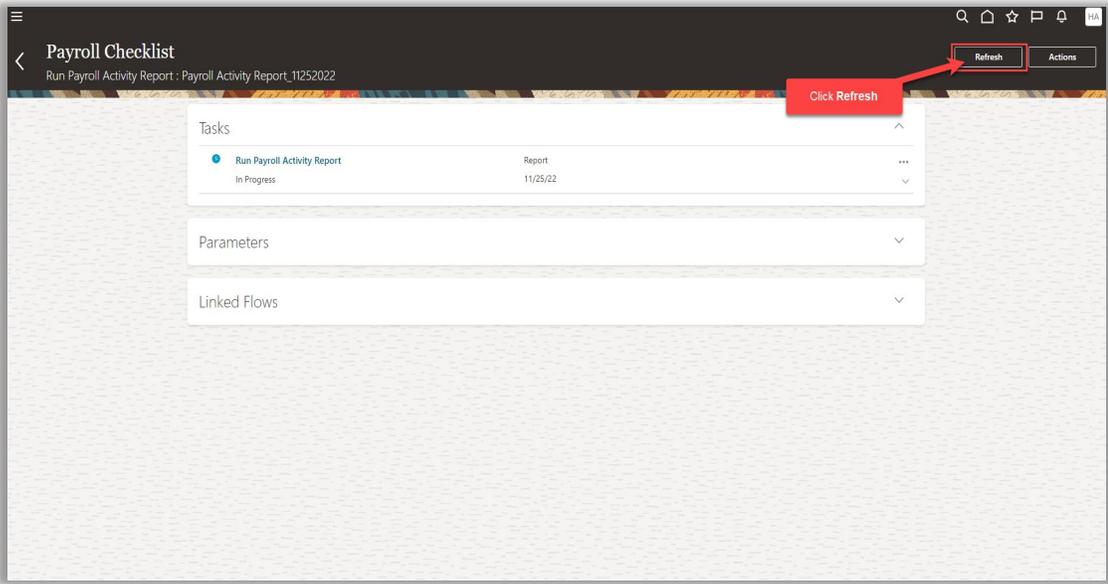
*Payroll Flow
Payroll Gross-to-Net Report_11252022

Flow Parameters

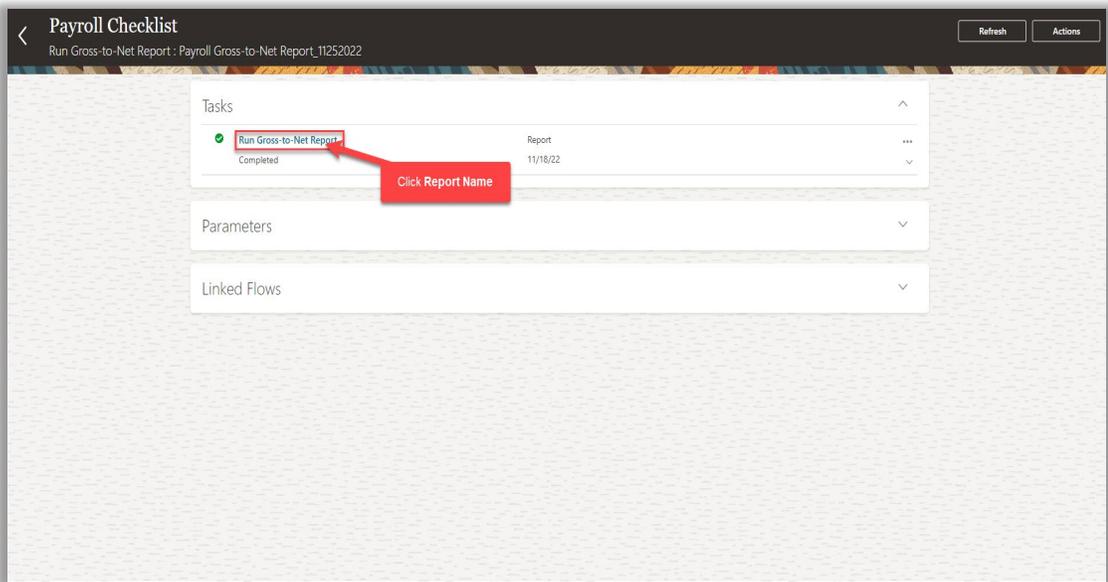
Scope Detail	Payroll Statutory Unit Select
*Process Start Date 11/7/22	Tax Reporting Unit Select
*Process End Date 11/18/22	Process Configuration Group Select
Payroll EWT Biweekly	Report Category Select
Consolidation Group Select	Run Mode Normal
	Display All Hours No

Schedule

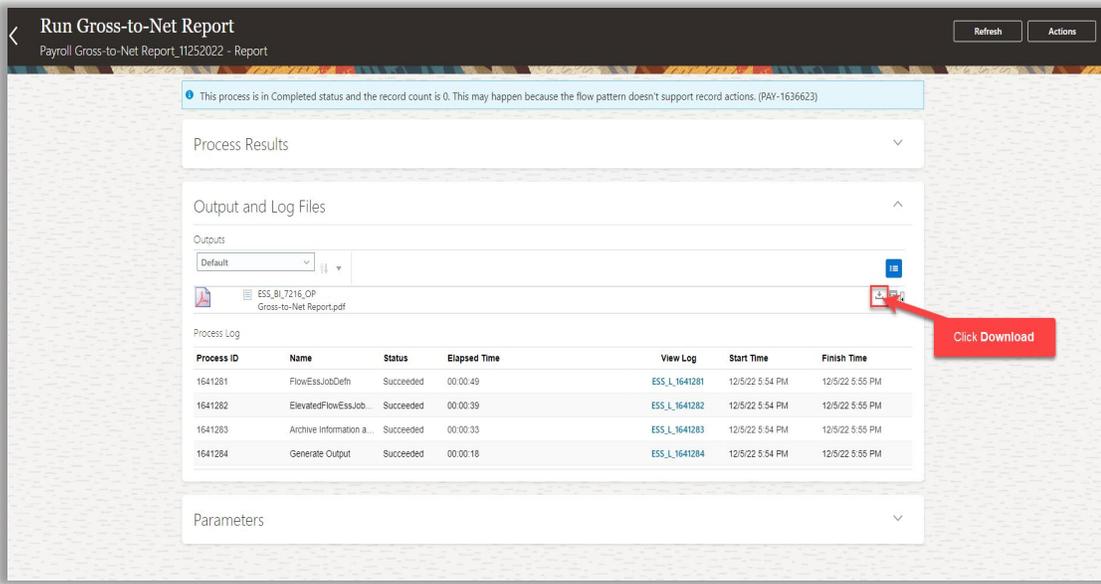
Click Refresh



The Run Payroll Activity Report process is complete. Click Report Name



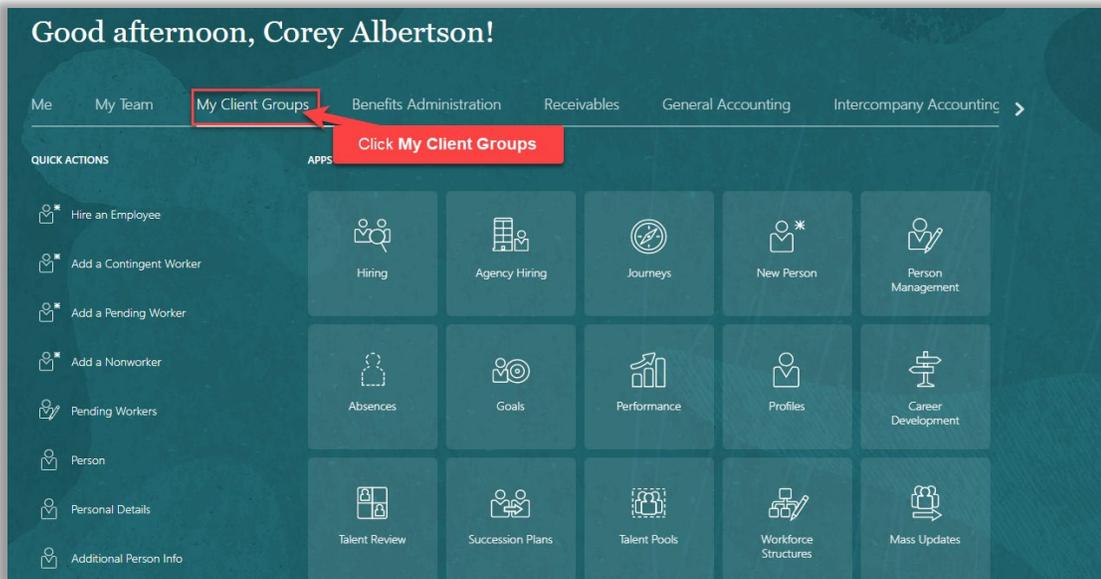
Click **download** to view the report details



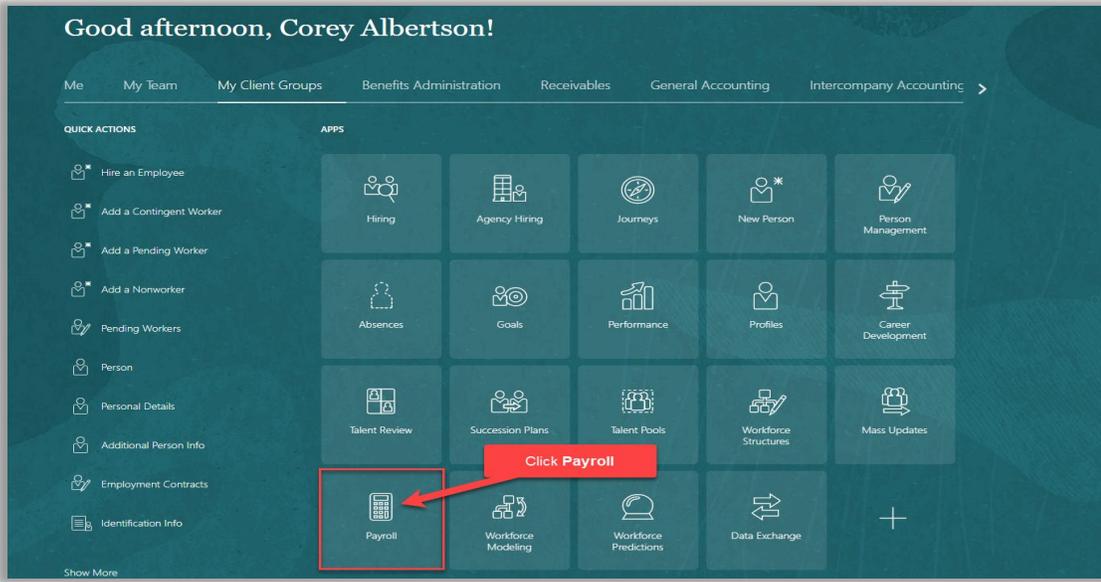
Run Calculate Prepayments

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

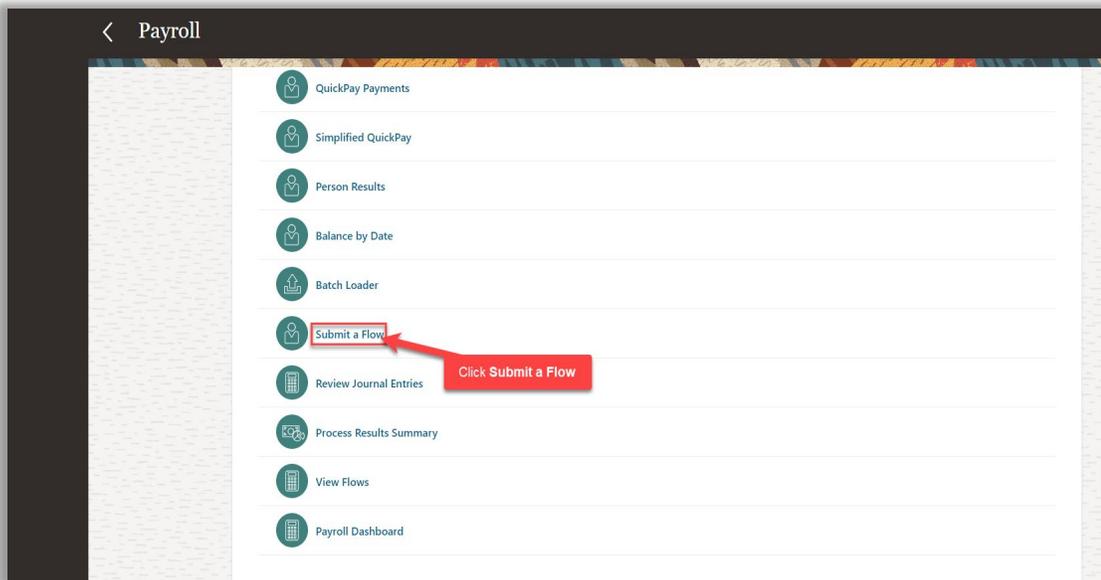
From the home screen, click **My Client Groups**



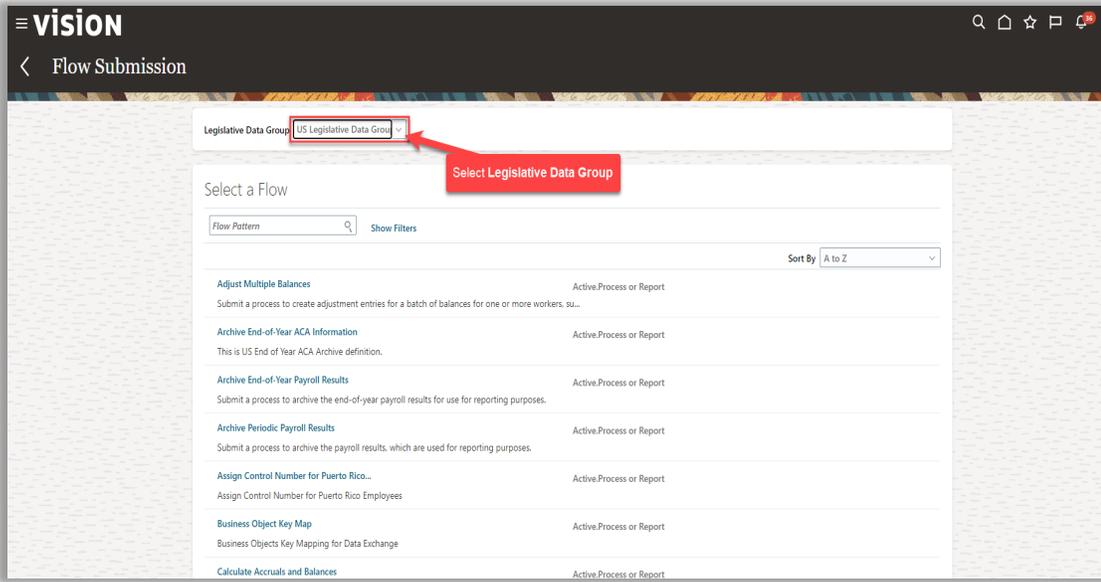
Next, click **Payroll**



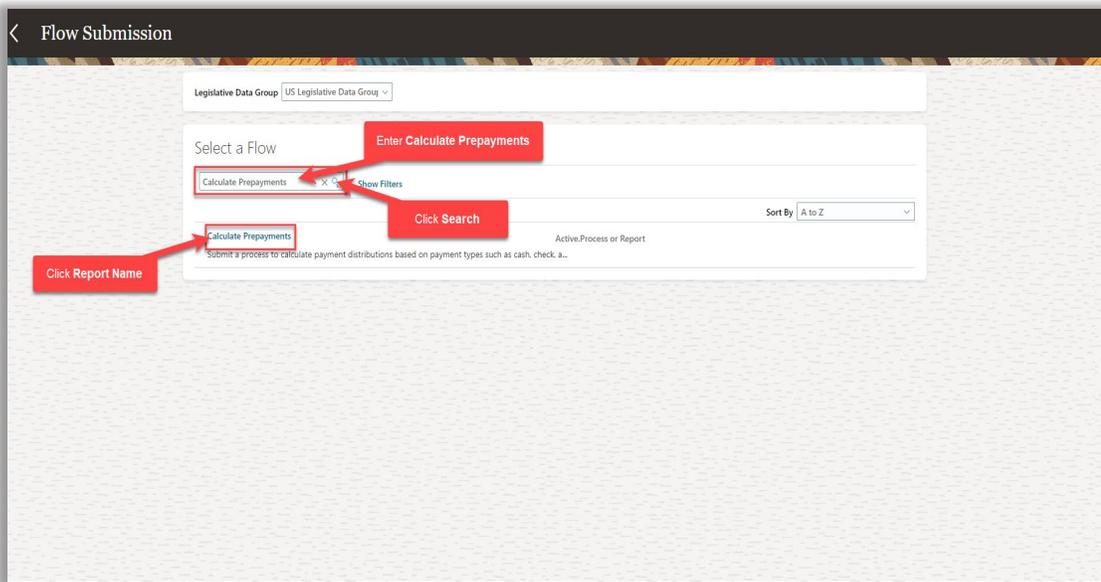
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search Calculate Prepayments and click Search. Click Report Name



Enter General Information

Submit a Payroll Flow
Calculate Prepayments

Submit Cancel

General Information

Enter Payroll Flow Name

*Payroll Flow
Calculate Prepayment_11252022

Flow Parameters

*Payroll
Select

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Consolidation Group
Select

Organization Payment Method
Select

Payment Source
Select

Process Configuration Group
Select

Schedule

Linked Flows

Next, enter the **Flow Parameters**. If applicable, we can run this report by **Consolidation Group, Organization Payment Method** and **Payment Source**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Calculate Prepayments

Submit Cancel

General Information

*Payroll Flow
Calculate Prepayment_11252022

Flow Parameters

Enter the below information

*Payroll
EWT Biweekly

*Process Start Date
11/7/22

*Process End Date
11/18/22

Consolidation Group
Select

Organization Payment Method
Select

Payment Source
Select

Process Configuration Group
Select

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow
Calculate Prepayments

Submit **Cancel**

Click Submit

General Information

*Payroll Flow
Payroll Gross-to-Net Report_11252022

Flow Parameters

*Payroll
EWT Biweekly

*Process Start Date
11/7/22

*Process End Date
11/18/22

Consolidation Group
Select

Organization Payment Method
Select

Payment Source
Select

Process Configuration Group
Select

Schedule

Linked Flows

Click Refresh

Payroll Checklist
Calculate Prepayments : Calculate Prepayment_11252022

Refresh **Actions**

Click Refresh

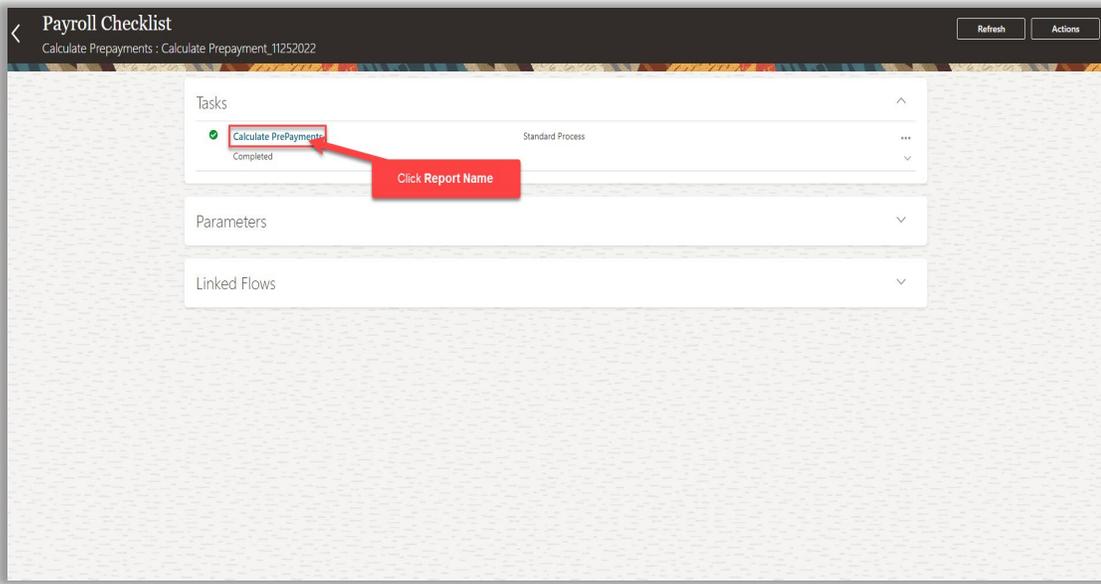
Tasks

<p>Calculate PrePayments Completed</p>	Standard Process	...
--	------------------	-----

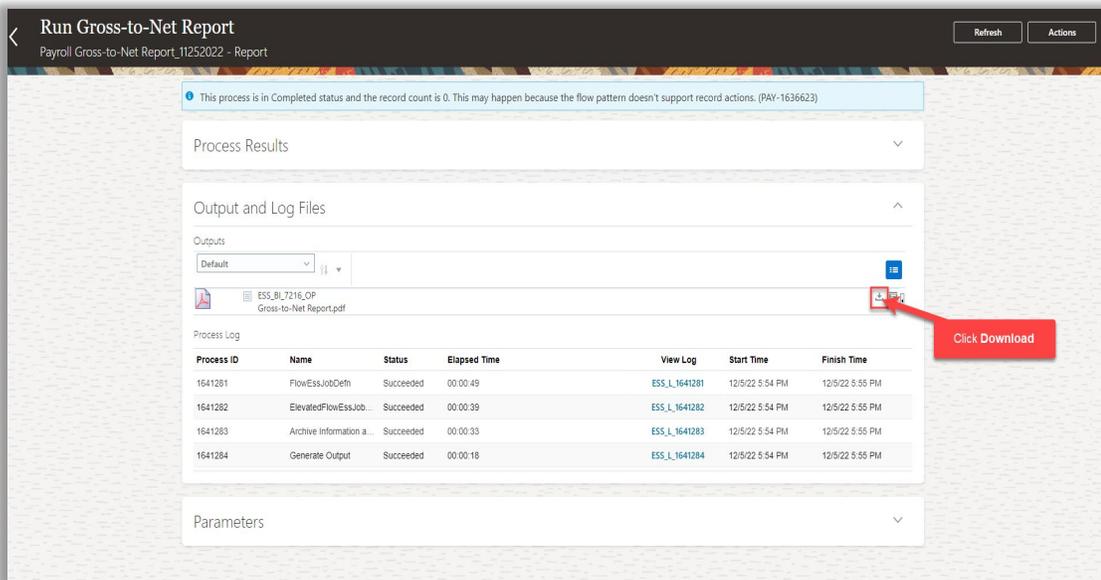
Parameters

Linked Flows

The Run Payroll Activity Report process is complete. Click Report Name



Click **download** to view the report details



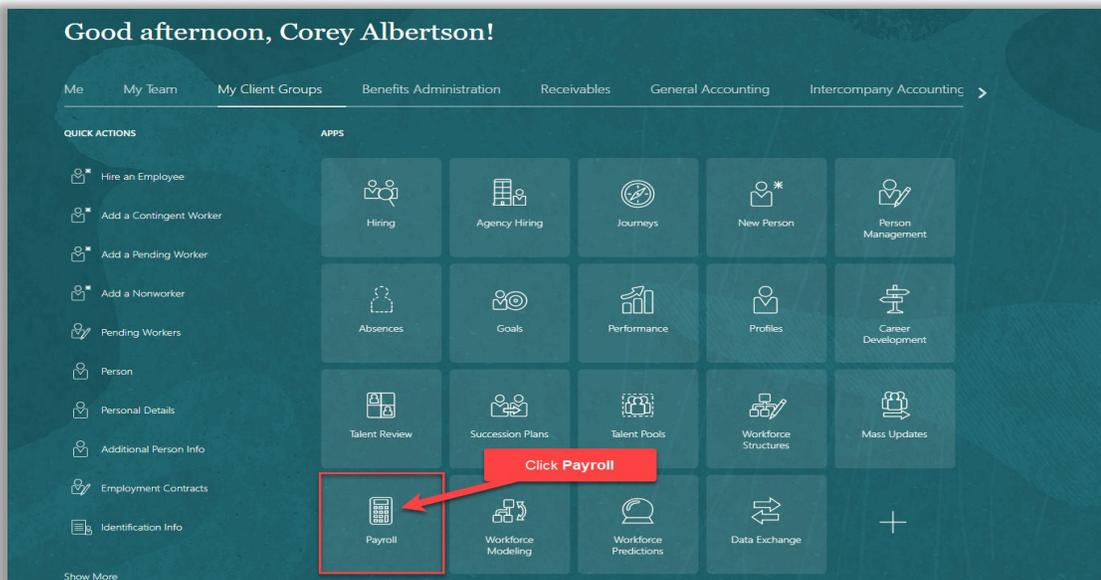
Run Archive Periodic Payroll Results

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

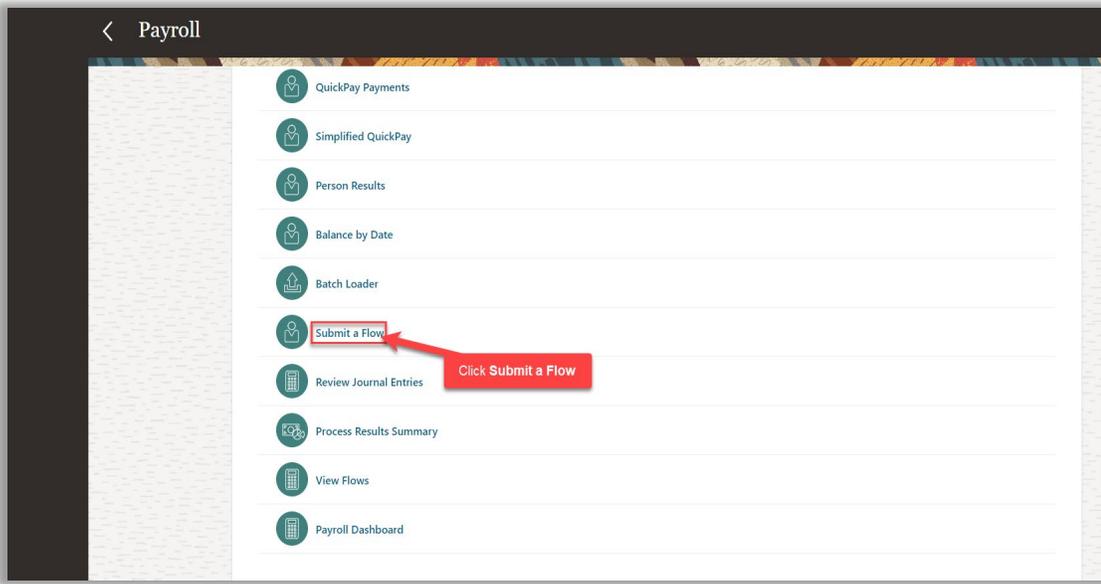
From the home screen, click **My Client Groups**



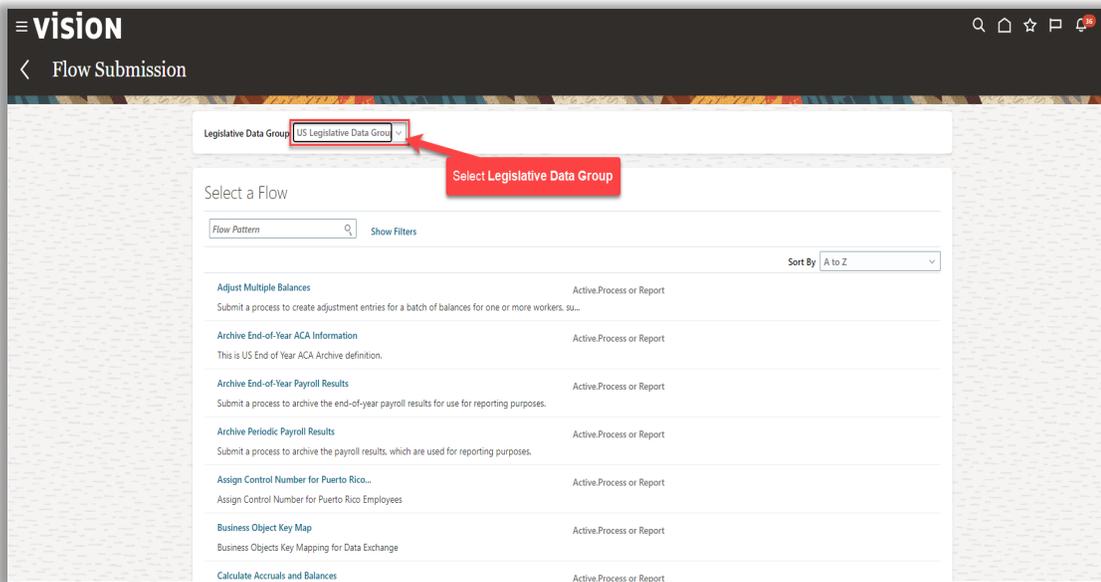
Next, click **Payroll**



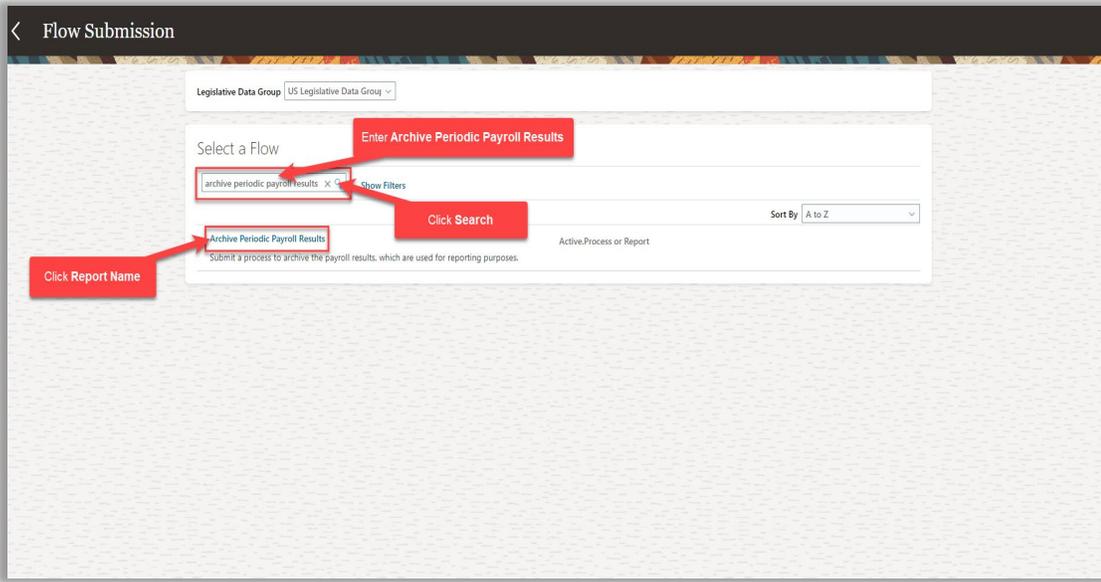
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



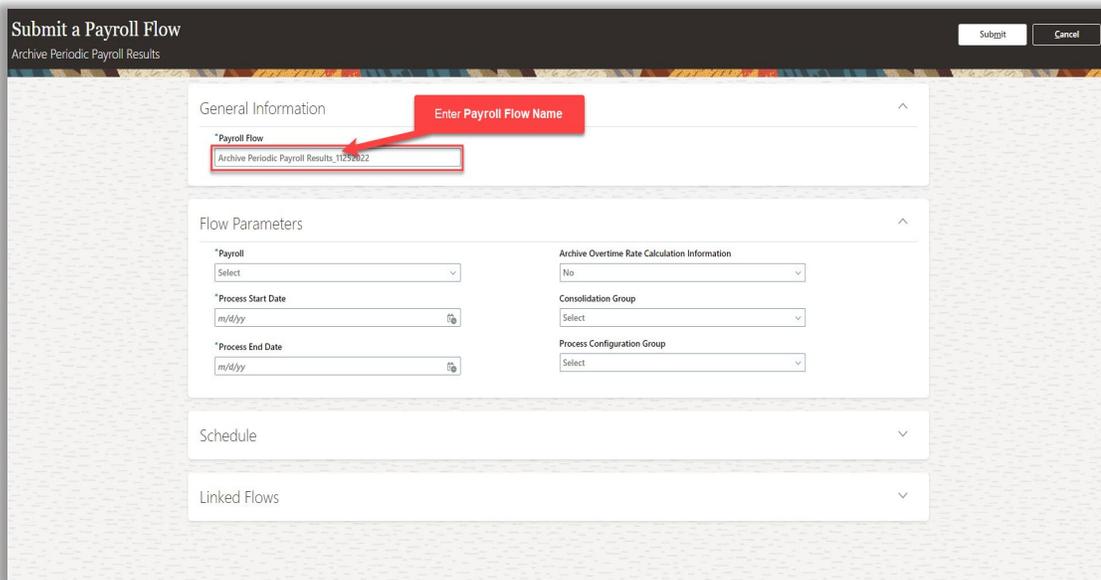
Select the Legislative Data Group



Search Archive Periodic Payroll Results and click Search. Click Report Name



Enter General Information



Next, enter the **Flow Parameters**. If applicable, we can run this report by **Archive Overtime Rate Calculation Information**, and **Consolidation Group**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Archive Periodic Payroll Results

Submit Cancel

General Information

*Payroll Flow
Archive Periodic Payroll Results_11252022

Flow Parameters **Enter the below information**

*Payroll EWT Biweekly	Archive Overtime Rate Calculation Information No
*Process Start Date 11/7/22	Consolidation Group Select
*Process End Date 11/18/22	Process Configuration Group Select

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Archive Periodic Payroll Results

Submit Cancel

Click Submit

General Information

*Payroll Flow
Archive Periodic Payroll Results_11252022

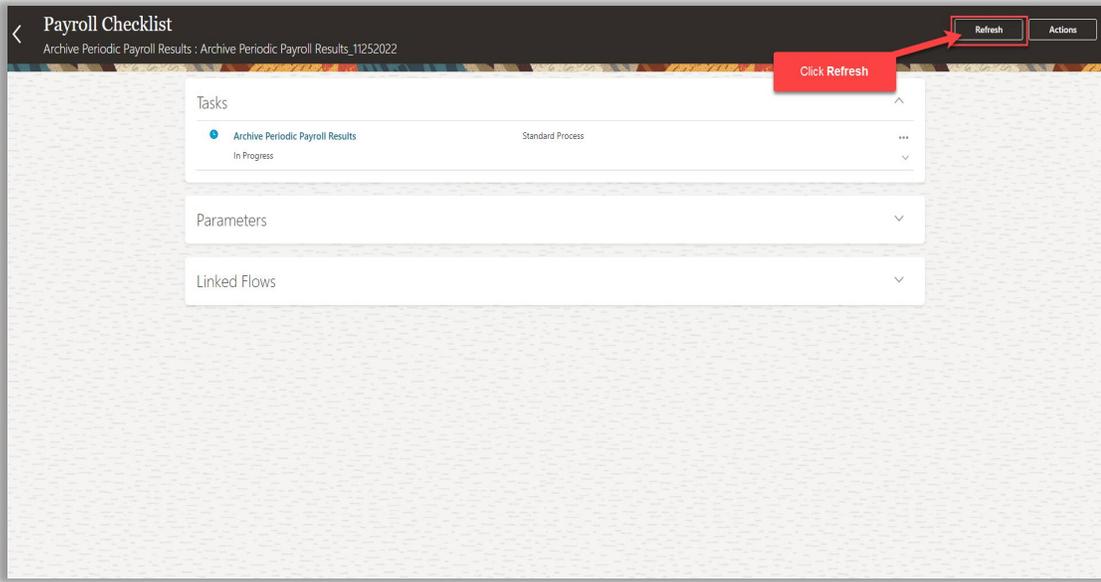
Flow Parameters

*Payroll EWT Biweekly	Archive Overtime Rate Calculation Information No
*Process Start Date 11/7/22	Consolidation Group Select
*Process End Date 11/18/22	Process Configuration Group Select

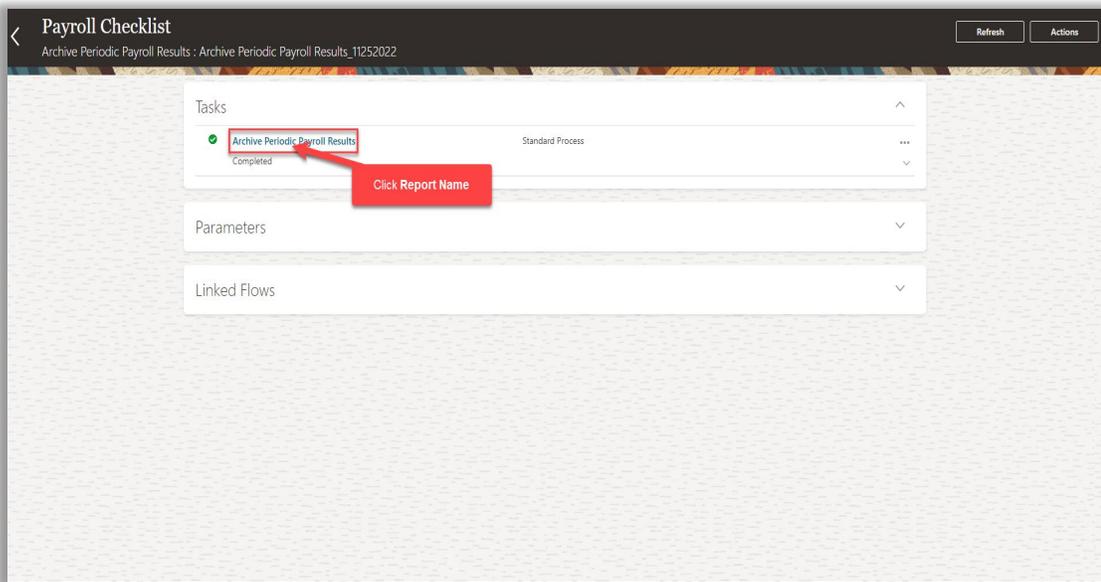
Schedule

Linked Flows

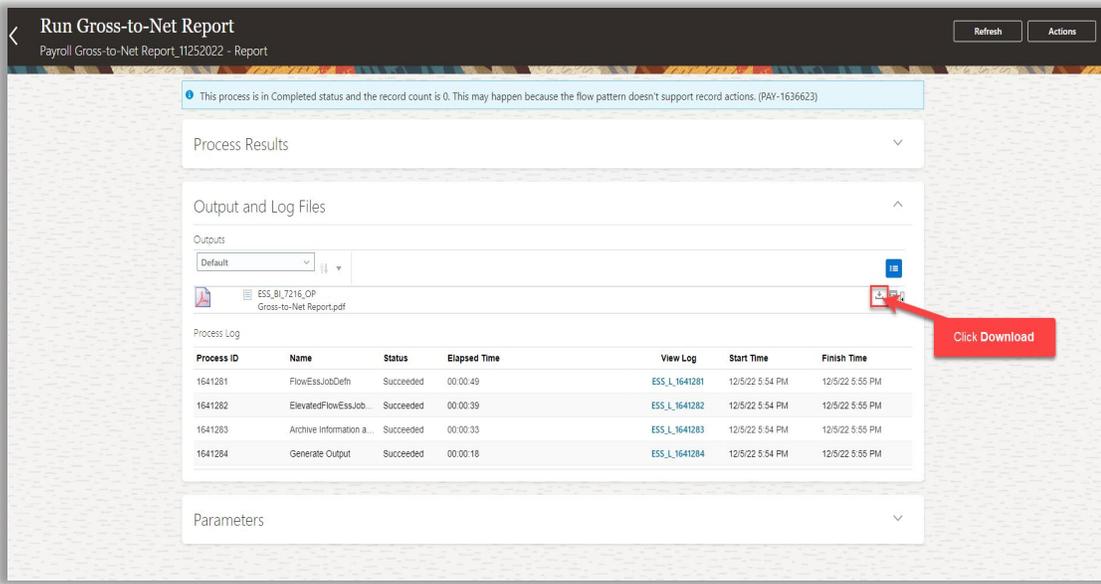
Click Refresh



The **Archive Periodic Payroll Results** process is complete. Click **Report Name**



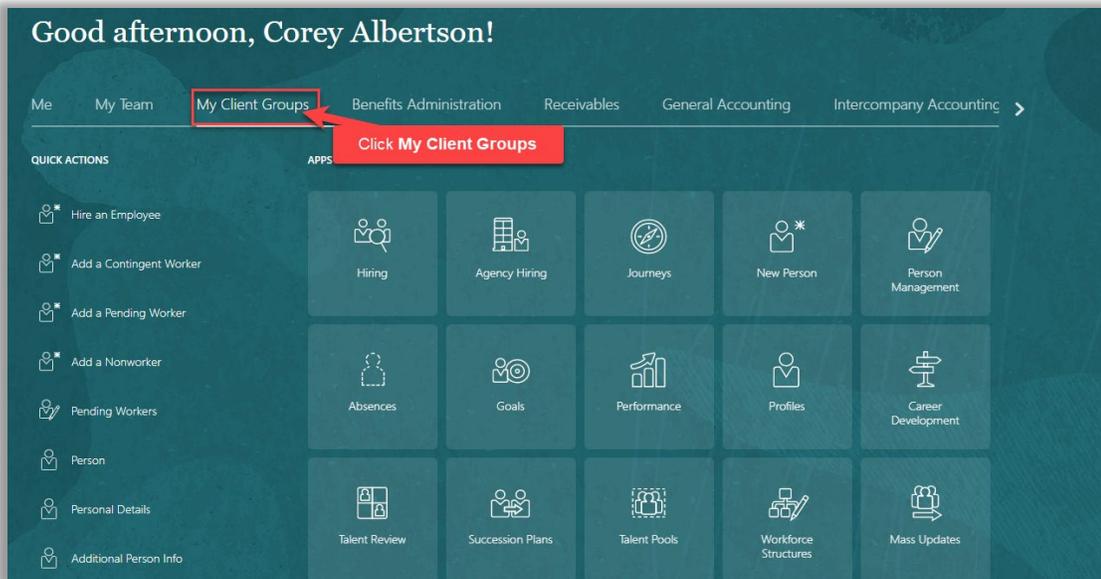
Click **download** to view the report details



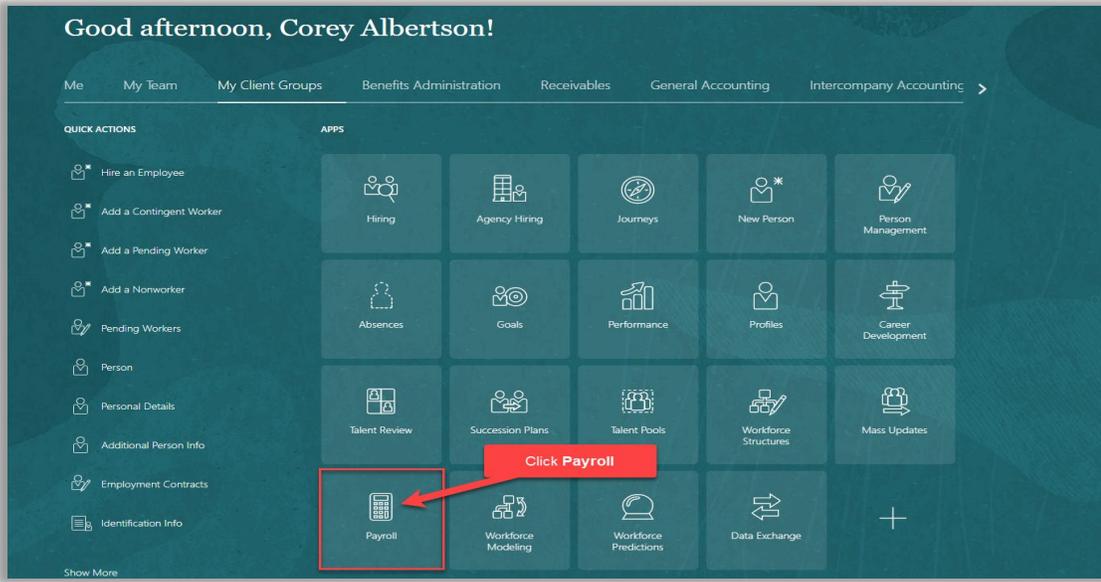
Run Payroll Register

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

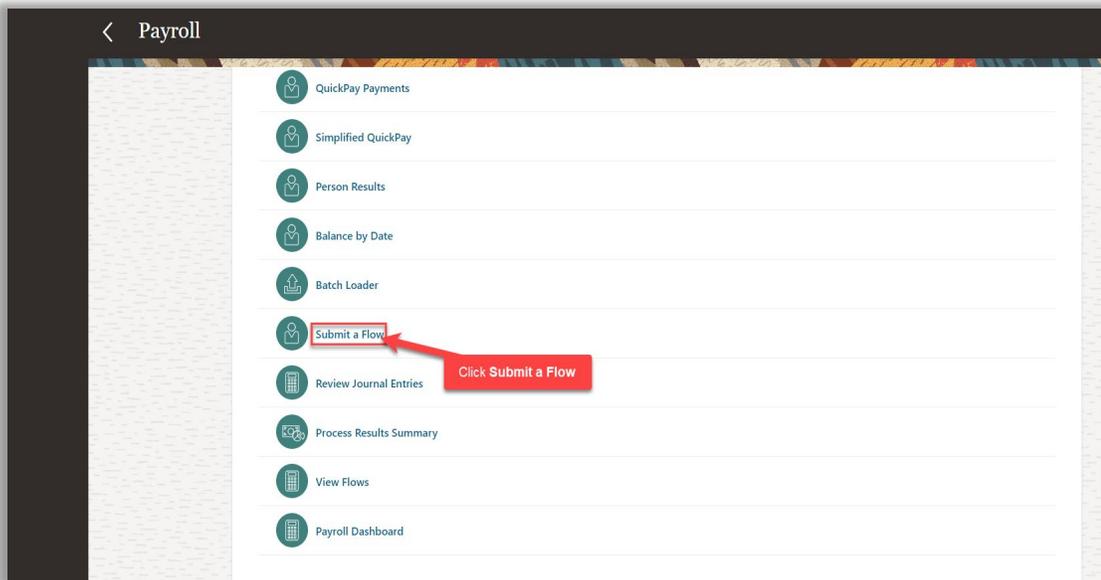
From the home screen, click **My Client Groups**



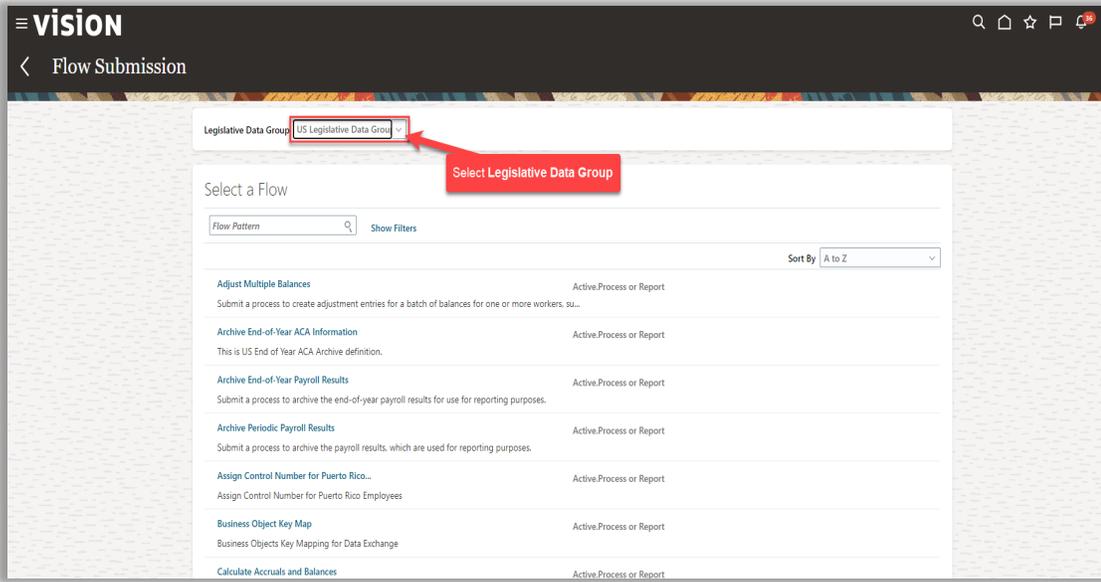
Next, click **Payroll**



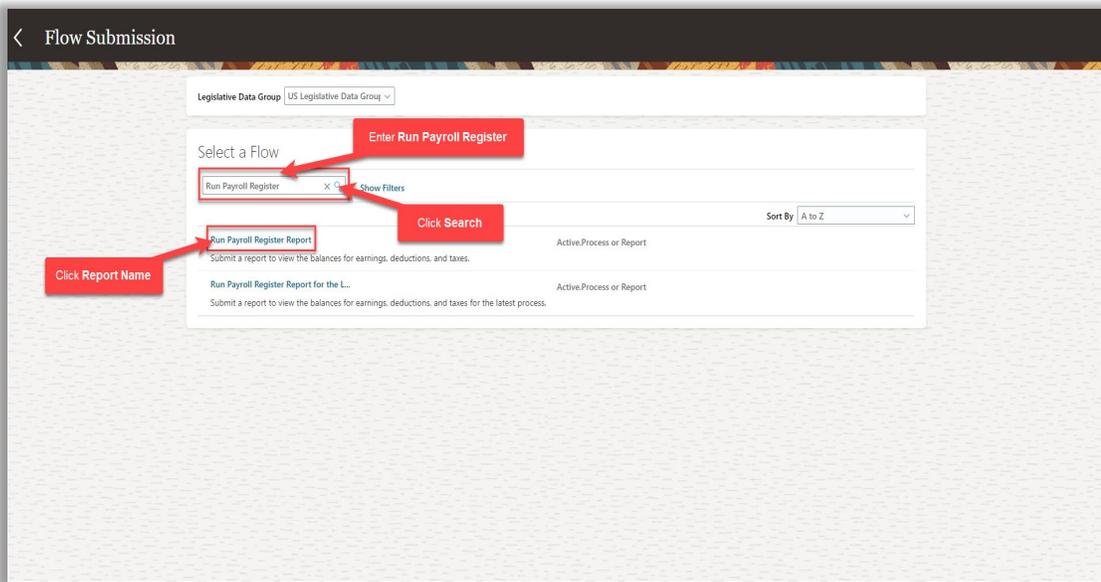
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search Run Payroll Register Report and click Search. Click Report Name



Enter General Information

Submit a Payroll Flow
Run Payroll Register Report

Submit Cancel

General Information

Enter Payroll Flow Name

*Payroll Flow
Payroll Register Report_11252022

Flow Parameters

*Scope
Select

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Payroll
Select

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Person
Select

Payroll Relationship Group
Select

Person Page Break
Select

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
Select

Next, enter the **Flow Parameters**. If applicable, we can run this report by **Consolidation Group, Payroll Statutory Unit, Reporting Unit, and Person**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Payroll Register Report

Submit Cancel

General Information

*Payroll Flow
Payroll Register Report_11252022

Flow Parameters

Enter the below information

*Scope
Detail

*Process Start Date
11/7/22

*Process End Date
11/20/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Person
Select

Payroll Relationship Group
Select

Person Page Break
Select

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click **Submit**

Submit a Payroll Flow
Run Payroll Register Report

Submit Cancel

Select Information

*Payroll Flow
Payroll Register Report_11252022

Click Submit

Flow Parameters

*Scope
Detail

*Process Start Date
11/7/22

*Process End Date
11/20/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Person
Select

Payroll Relationship Group
Select

Person Page Break
Select

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click Refresh

Payroll Checklist
Run Payroll Register Report : Payroll Register Report_11252022

Refresh Actions

Click Refresh

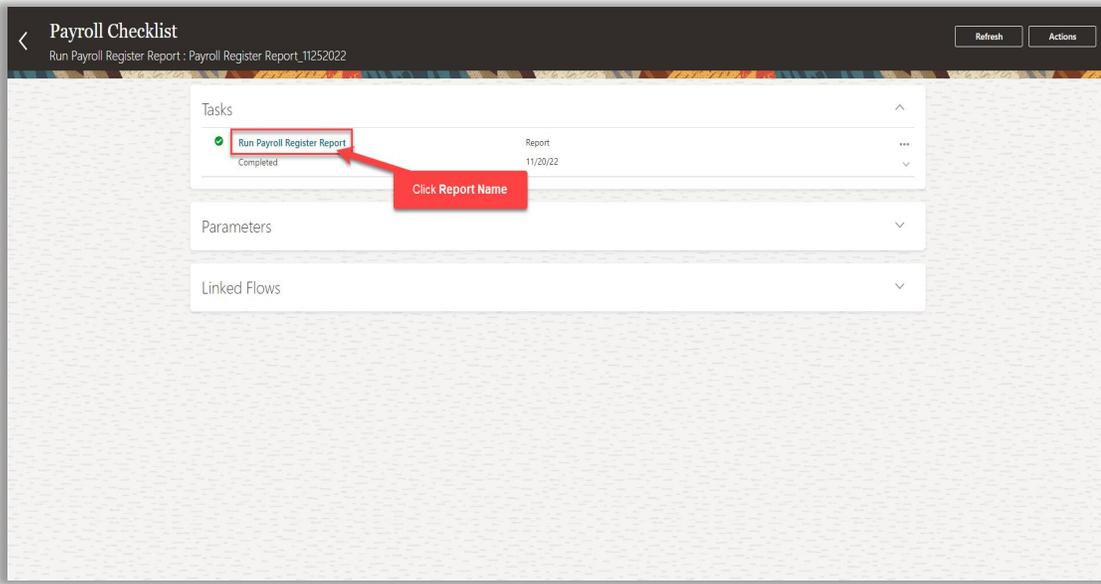
Tasks

Task Name	Type	Status	Date	Actions
Run Payroll Register Report	Report	In Progress	11/20/22	...

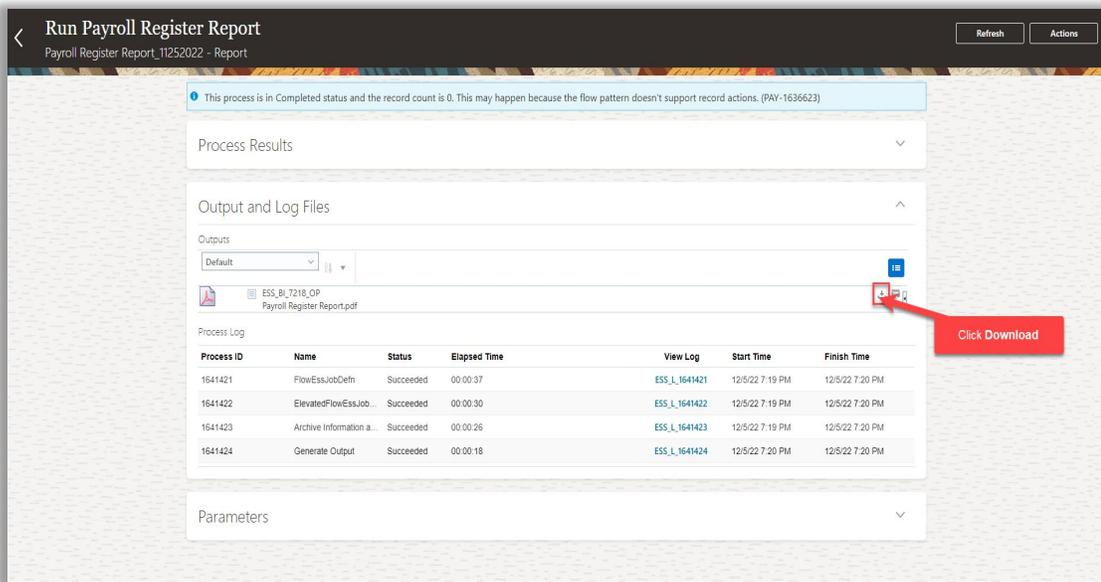
Parameters

Linked Flows

The Run Payroll Register Report process is complete. Click Report Name



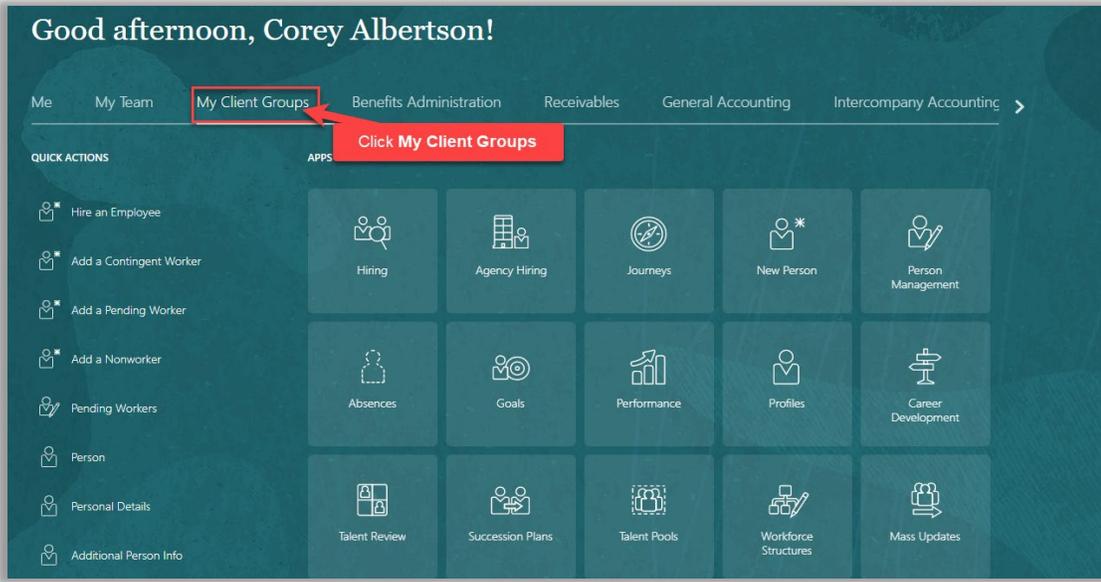
Click download to view the report details



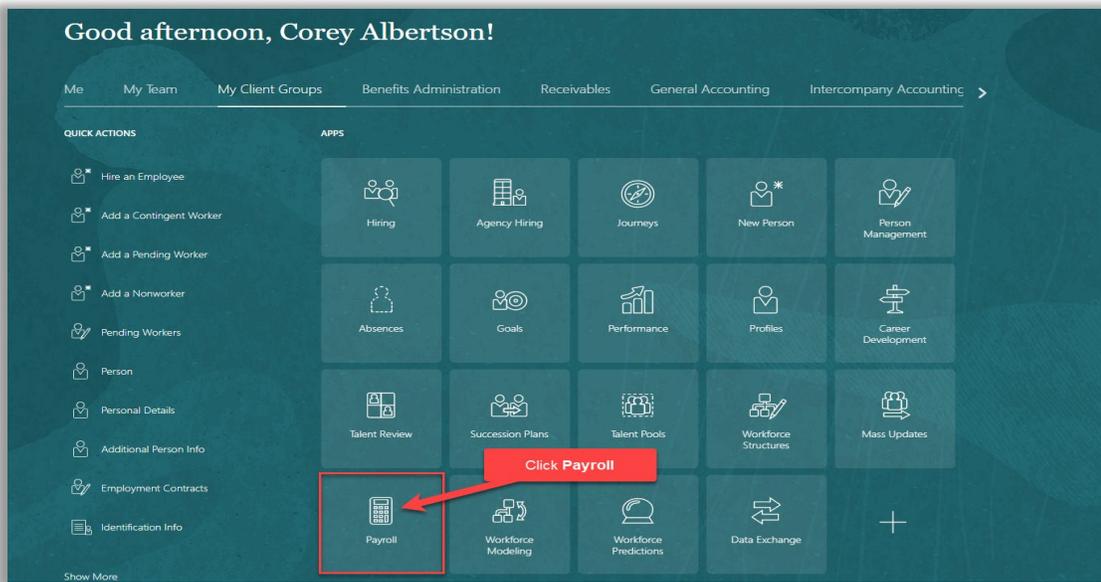
Generate NACHA (EFT) File For Bank

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

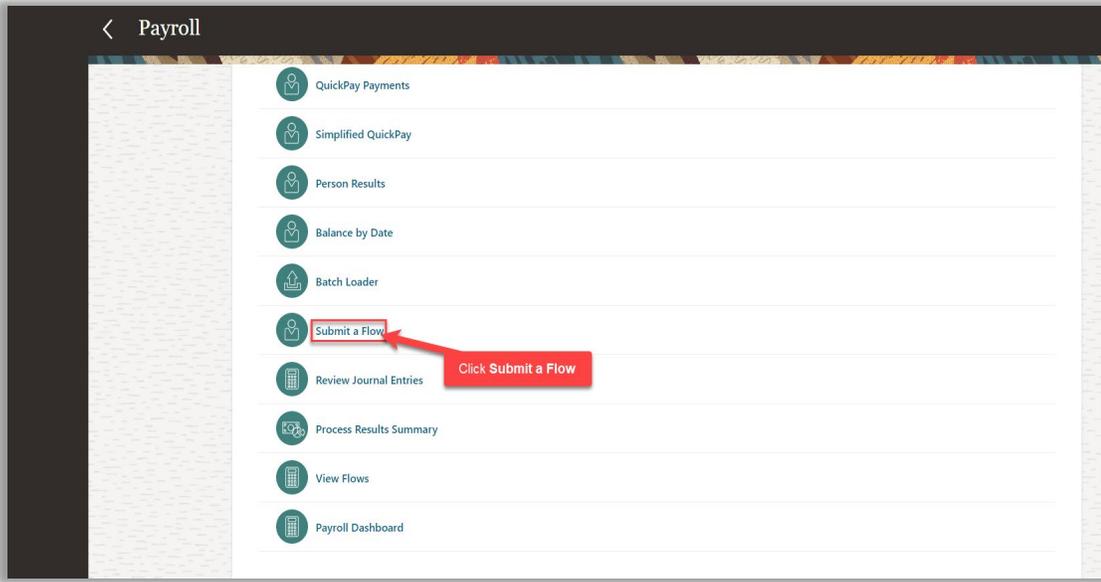
From the home screen, click **My Client Groups**



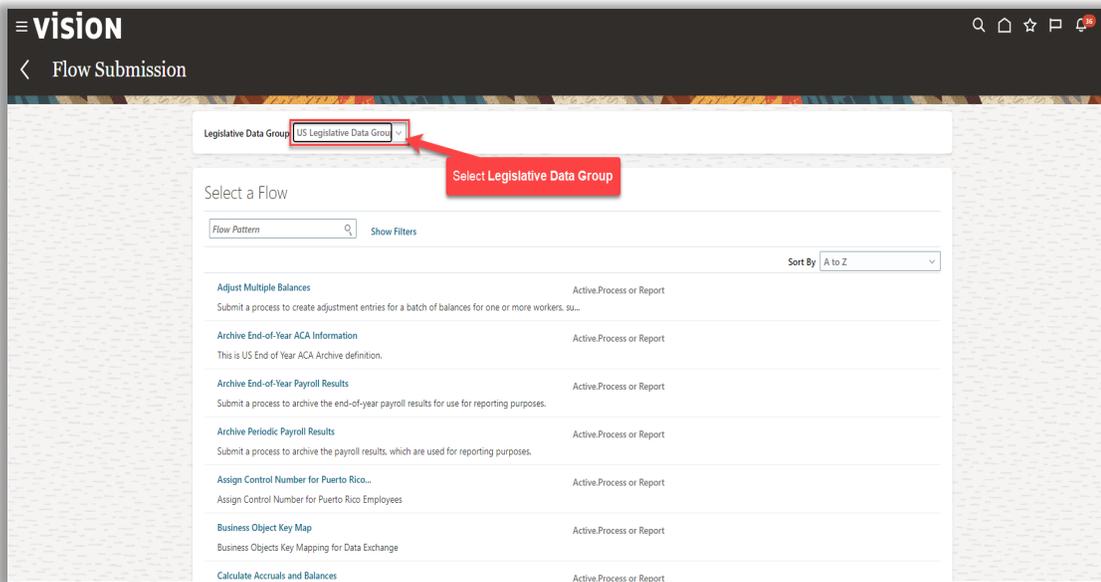
Next, click **Payroll**



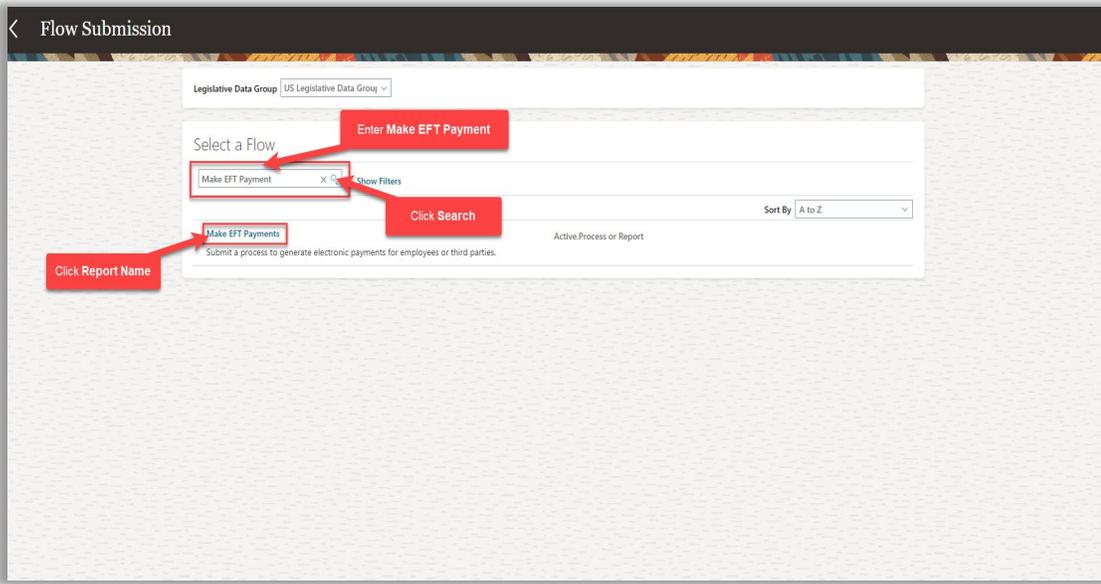
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



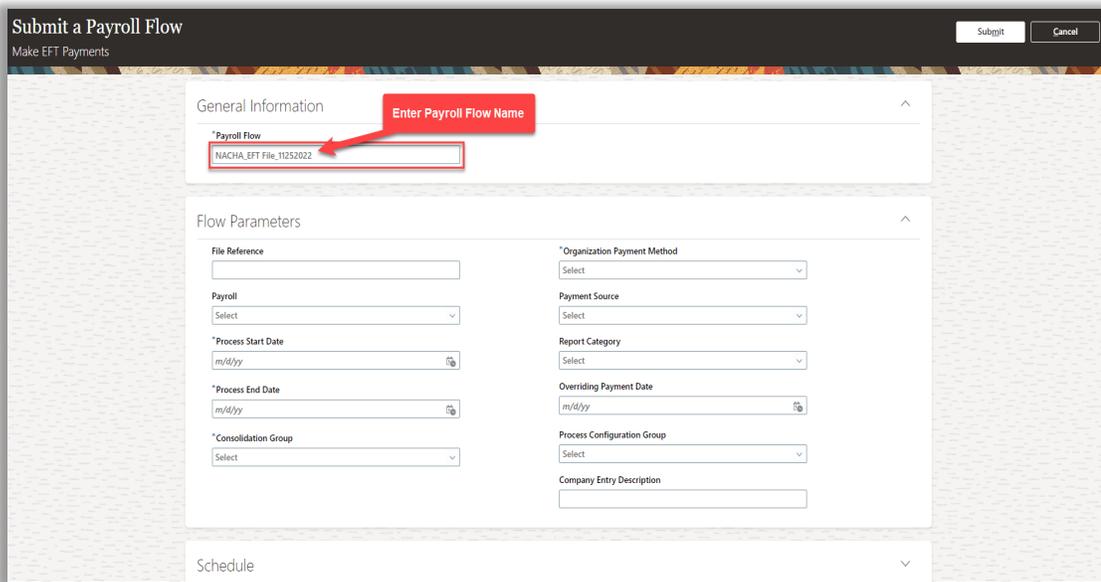
Select the Legislative Data Group



Search Make EFT Payment and click Search. Click Report Name



Enter General Information



Next, enter the **File Reference** and additional information. If applicable, we can run this file by **Report Category** and **Overriding Payment Date**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Make EFT Payments

Submit Cancel

General Information

*Payroll Flow
NACHA_EFT_File_11252022

Flow Parameters **Enter the below information**

File Reference
Camptra_EFT_11252022_1

Payroll
EWT Biweekly

*Process Start Date
11/7/22

*Process End Date
11/25/22

*Consolidation Group
Default Consideration Group

*Organization Payment Method
Direct Deposit

Payment Source
Direct Deposit

Report Category
Select

Overriding Payment Date
m/d/yy

Process Configuration Group
Select

Company Entry Description

Schedule

Click Submit

Submit a Payroll Flow
Make EFT Payments

Submit Cancel

Click Submit

General Information

*Payroll Flow
NACHA_EFT_File_11252022

Flow Parameters

File Reference
Camptra_EFT_11252022_1

Payroll
EWT Biweekly

*Process Start Date
11/7/22

*Process End Date
11/25/22

*Consolidation Group
Default Consideration Group

*Organization Payment Method
Direct Deposit

Payment Source
Direct Deposit

Report Category
Select

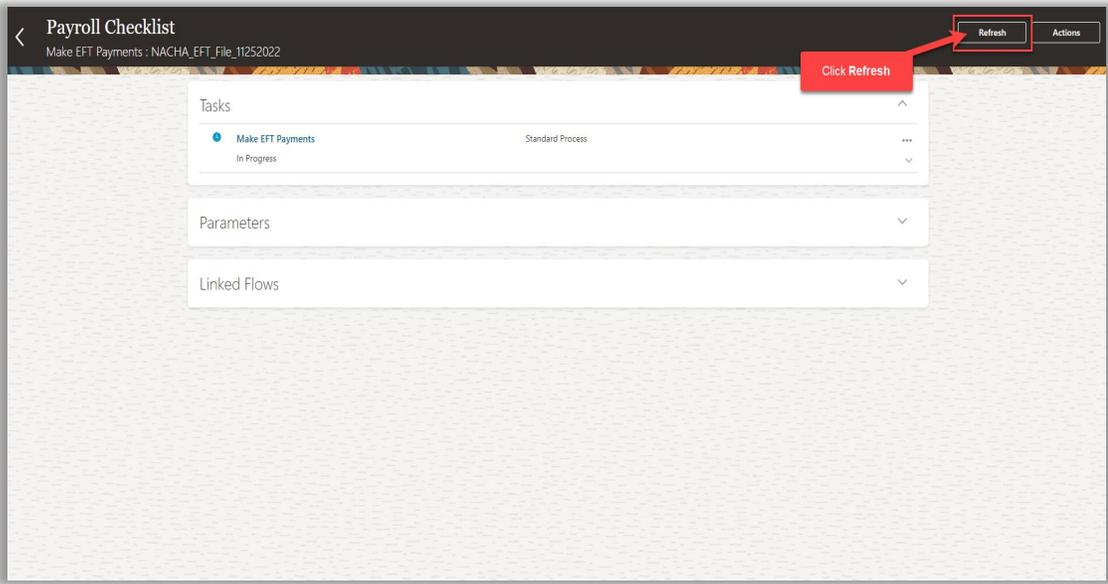
Overriding Payment Date
m/d/yy

Process Configuration Group
Select

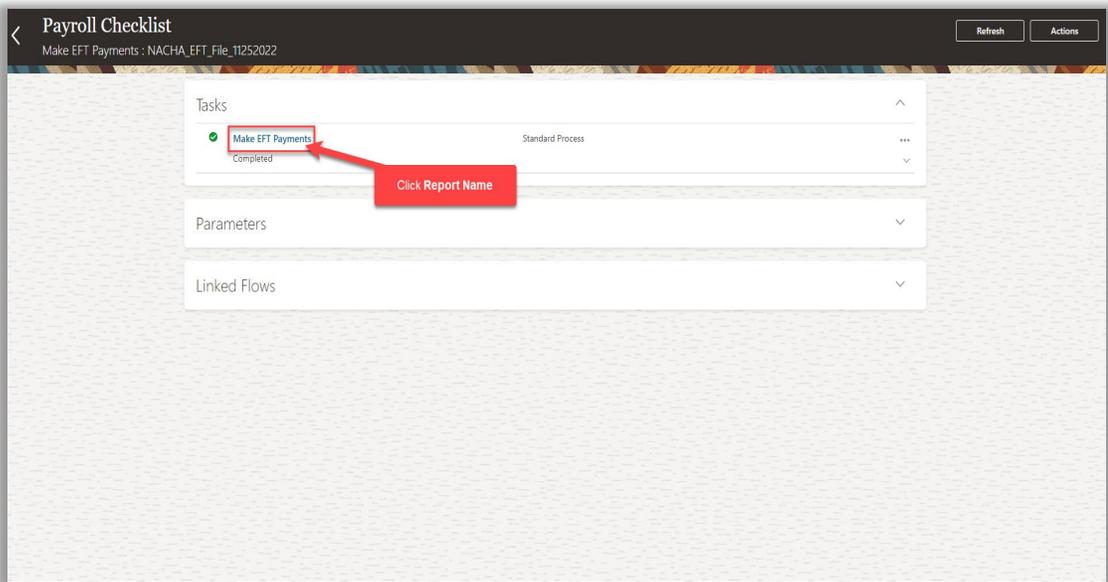
Company Entry Description

Schedule

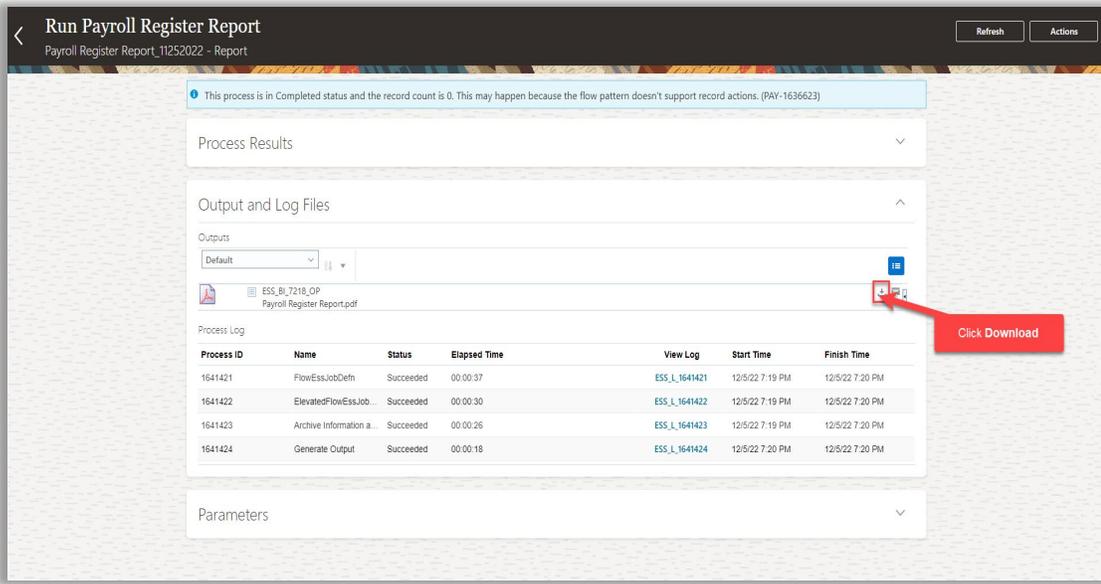
Click Refresh



The **Make EFT Payments** process is complete. Click **Report Name**



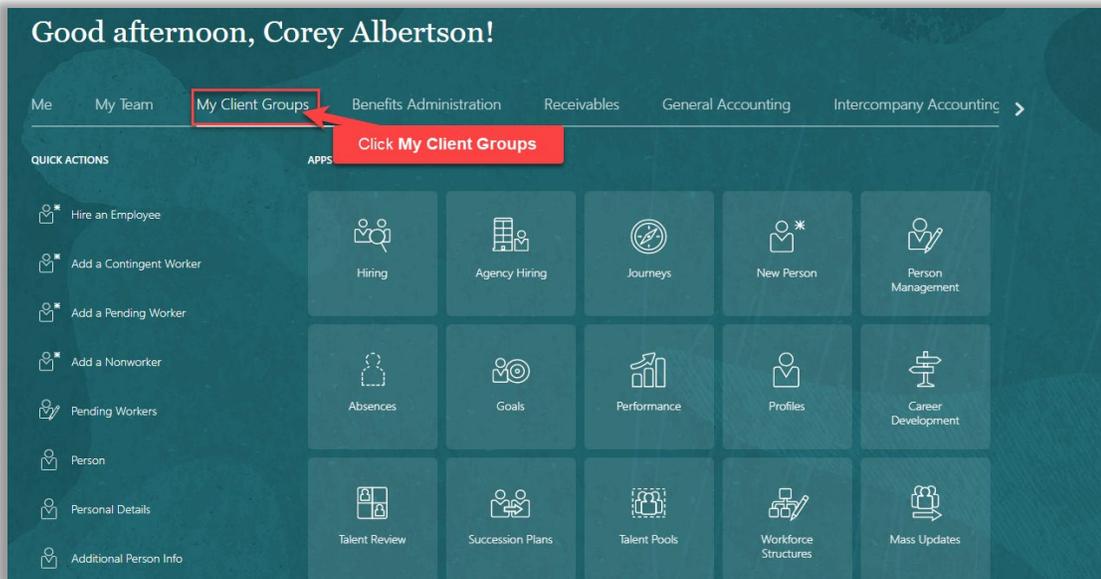
Click **download** to view the report details



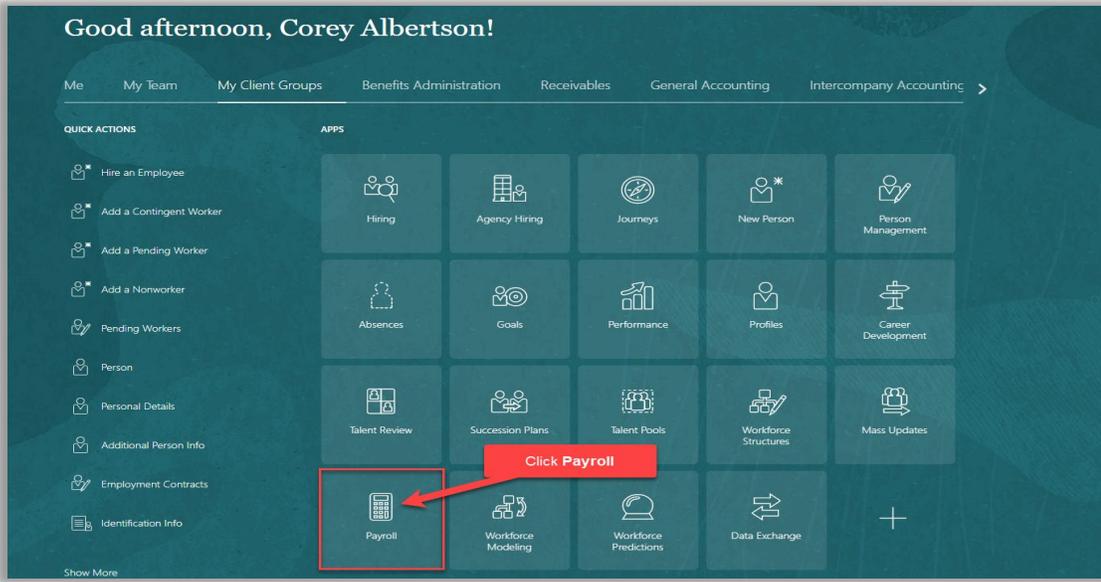
Generate Check Payments For Employees Or Third Parties

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

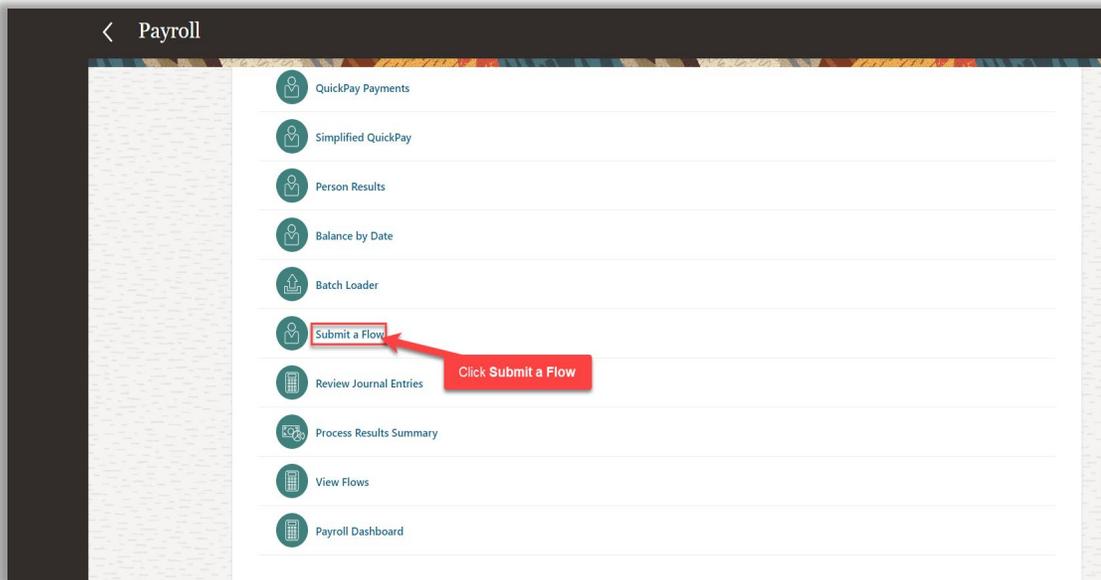
From the home screen, click **My Client Groups**



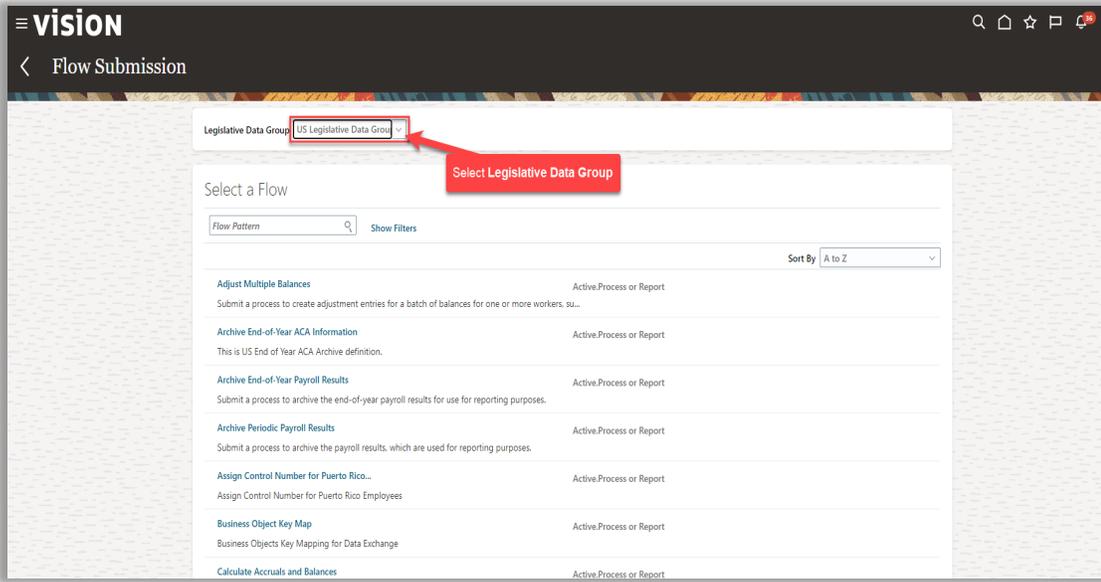
Next, click **Payroll**



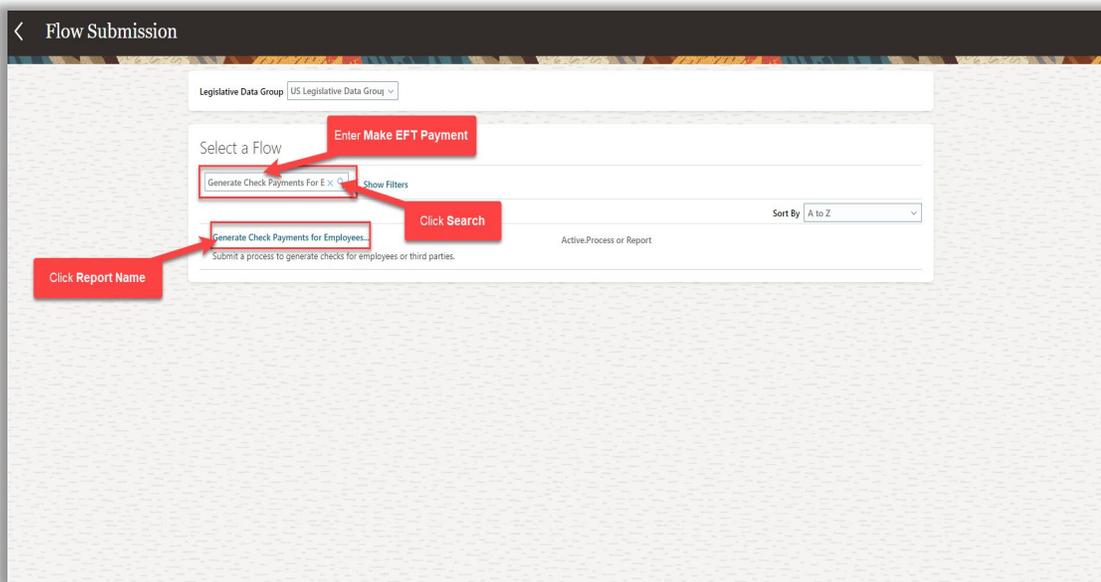
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search Generate Check Payments For Employees and Third Parties and click Search. Click Report Name



Enter General Information

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

*Payroll Flow
Check Payment For Employees_11252022

Enter Payroll Flow Name

Flow Parameters

*Payroll
Select

*Organization Payment Method
Select

*Payee Type
Select

Payment Source
Select

*Process Start Date
m/d/yyyy

Overriding Payment Date
m/d/yyyy

*Process End Date
m/d/yyyy

*Start Check Number
End Check Number

Consolidation Group
Select

Process Configuration Group
Select

Schedule

Next, enter the **Payroll**, **Payee Type**, and **Organization Payment Method**, and additional information. If applicable, we can run this file by **Consolidation Group** and **Payment Source**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

*Payroll Flow
Check Payment For Employees_11252022

Flow Parameters

Enter the below information

*Payroll
EWT Biweekly

*Organization Payment Method
Check

*Payee Type
Employee

Payment Source
Check

*Process Start Date
11/7/22

Overriding Payment Date
m/d/yyyy

*Process End Date
11/18/22

*Start Check Number
1001

End Check Number

Consolidation Group
Default Consolidation Group

Process Configuration Group
Select

Schedule

Click **Submit**

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Submit **Cancel**

Click Submit

General Information

*Payroll Flow
Check Payment For Employees_11252022

Flow Parameters

*Payroll EWT Biweekly	*Organization Payment Method Check
*Payee Type Employee	Payment Source Check
*Process Start Date 11/7/22	Overriding Payment Date m/d/yyyy
*Process End Date 11/18/22	*Start Check Number 1001
Consolidation Group Default Consideration Group	End Check Number
	Process Configuration Group Select

Schedule

Click Refresh

Payroll Checklist
Generate Check Payments for Employees and Third Parties : Check Payment For Employees_11252022

Refresh **Actions**

Click Refresh

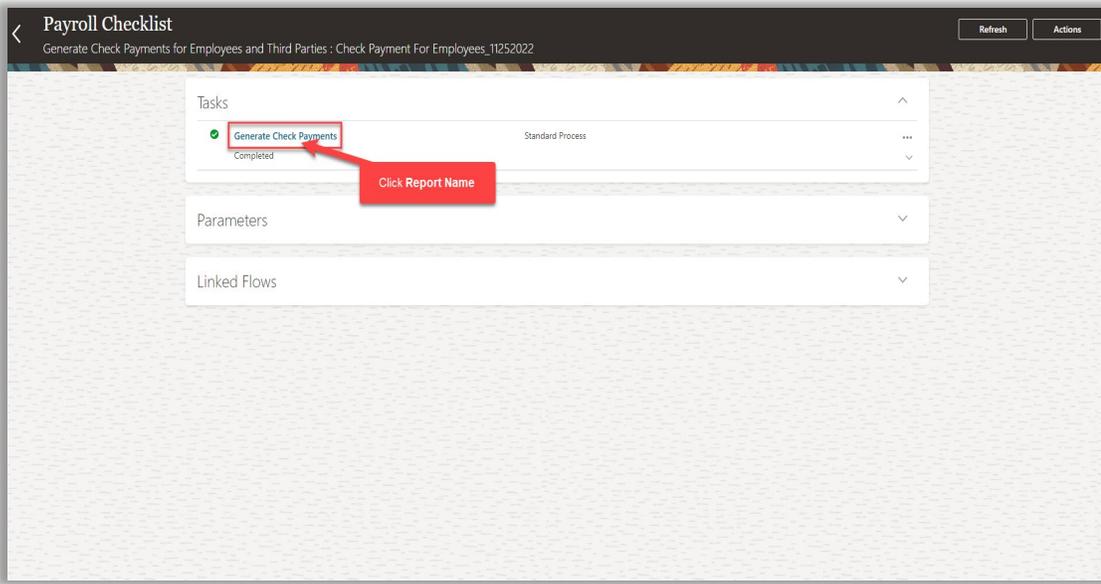
Tasks

<ul style="list-style-type: none"> Generate Check Payments In Progress 	Standard Process	...
---	------------------	-----

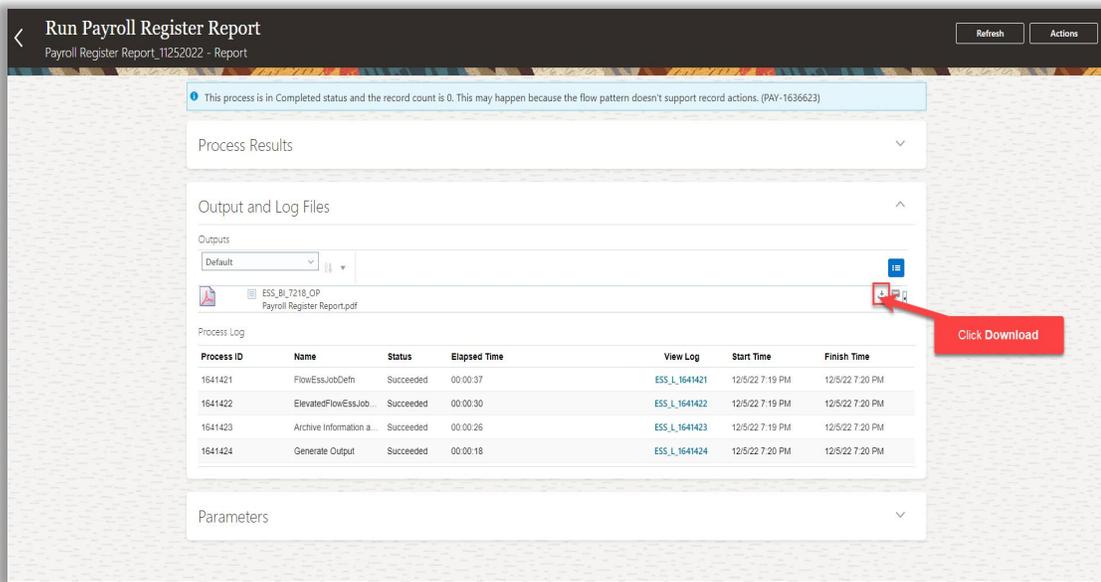
Parameters

Linked Flows

The Generate Check Payments process is complete. Click Report Name



Click **download** to view the report details



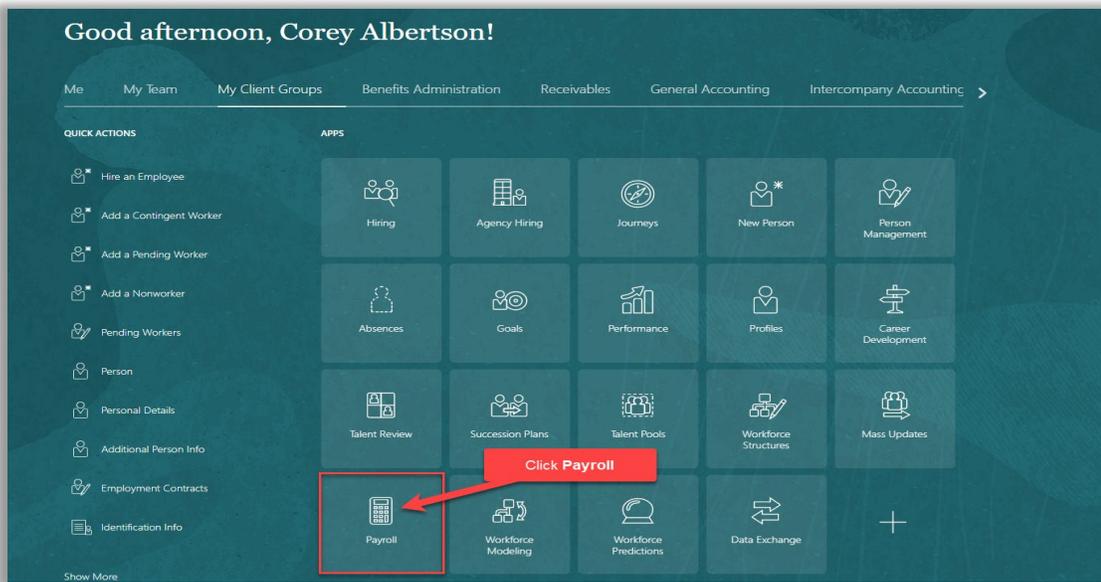
Run Payment Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

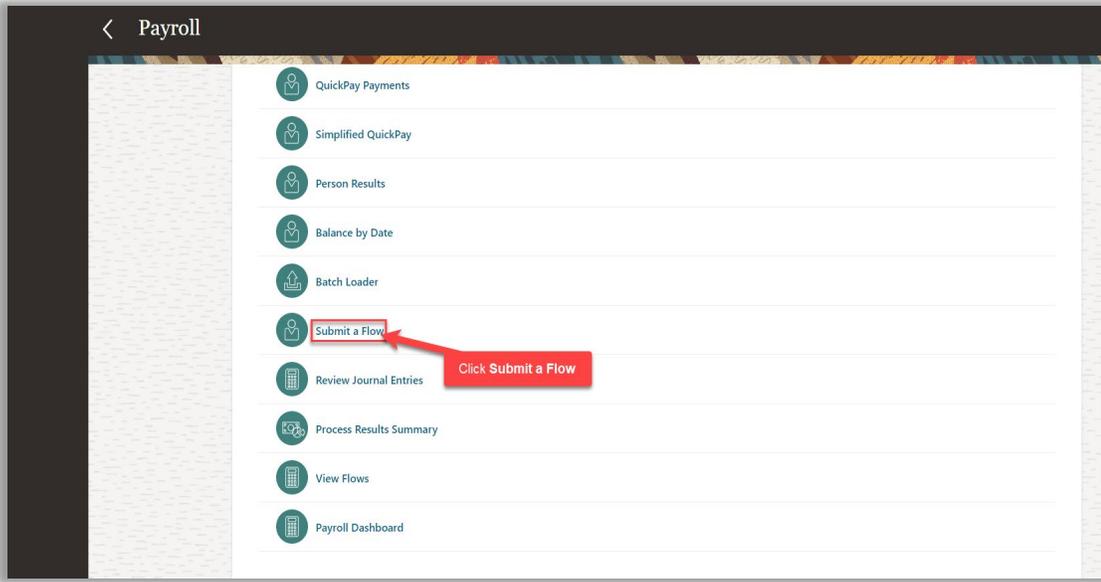
From the home screen, click **My Client Groups**



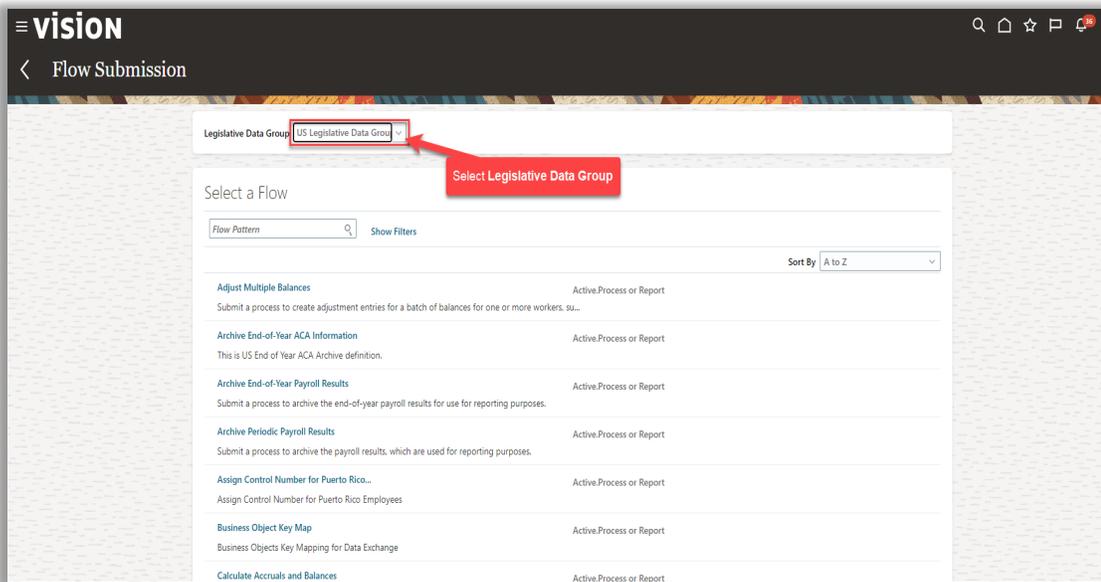
Next, click **Payroll**



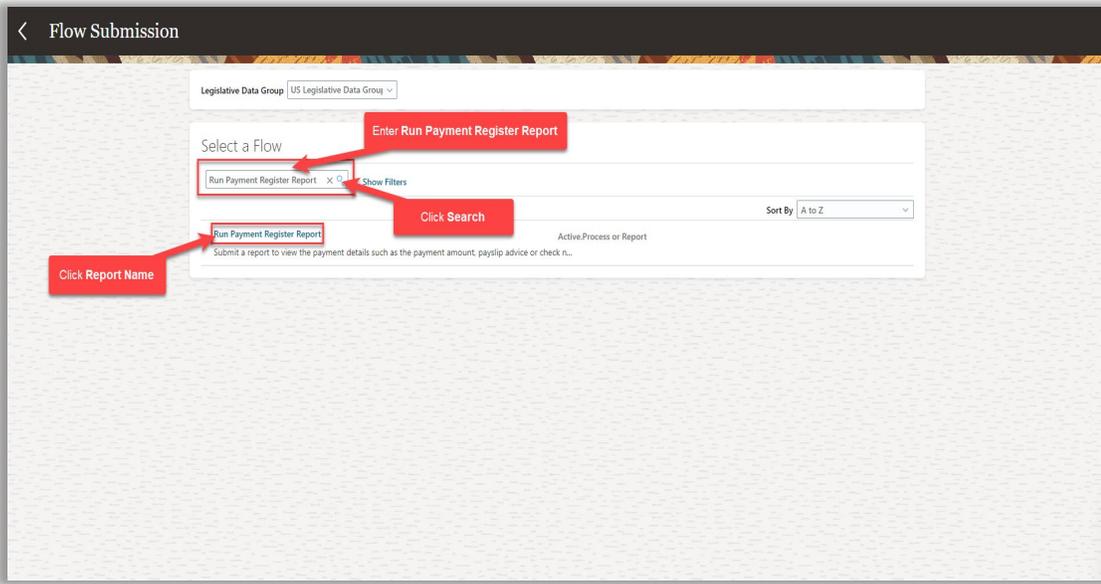
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



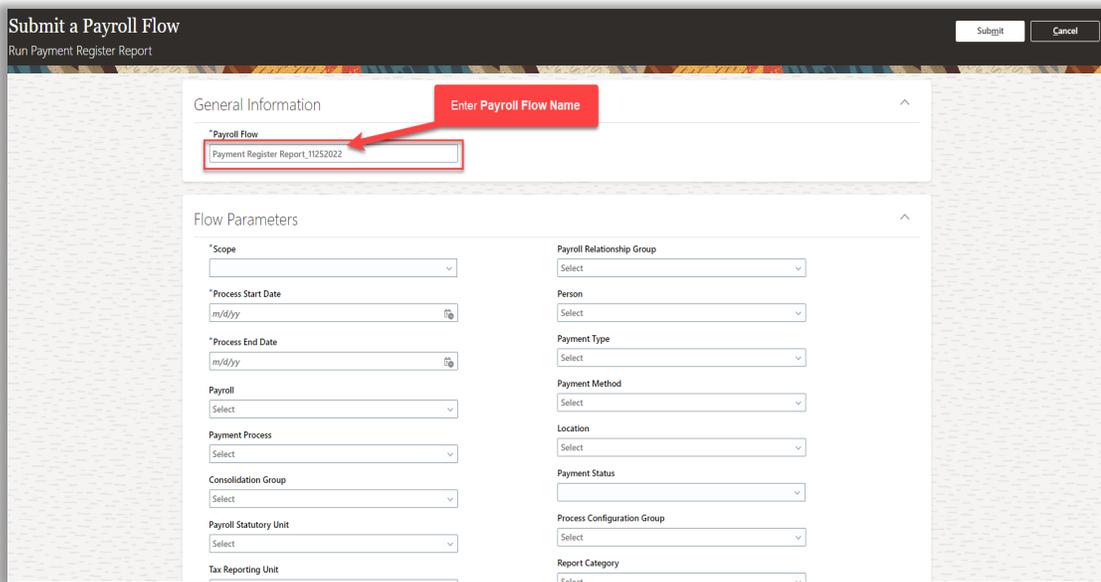
Select the Legislative Data Group



Search Run Payment Register Report and click Search. Click Report Name



Enter General Information



Next, enter the **Scope**, **Payroll**, and **Payment Process**, and additional information. If applicable, we can run this file by **Consolidation Group**, **Payroll Statutory Unit**, **Payroll Relationship Group**, and **Tax Reporting Unit**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Payment Register Report

Submit Cancel

Enter the below information

<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Payment Process 2022-11-18[EWT Biweekly(Default Consideration Group)(Check)Ch</p> <p>Consolidation Group Default Consideration Group</p> <p>Payroll Statutory Unit Select</p> <p>Tax Reporting Unit Select</p>	<p>Payroll Relationship Group Select</p> <p>Person Select</p> <p>Payment Type Select</p> <p>Payment Method Select</p> <p>Location Select</p> <p>Payment Status Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
--	---

Schedule

Click Submit

Submit a Payroll Flow
Run Payment Register Report

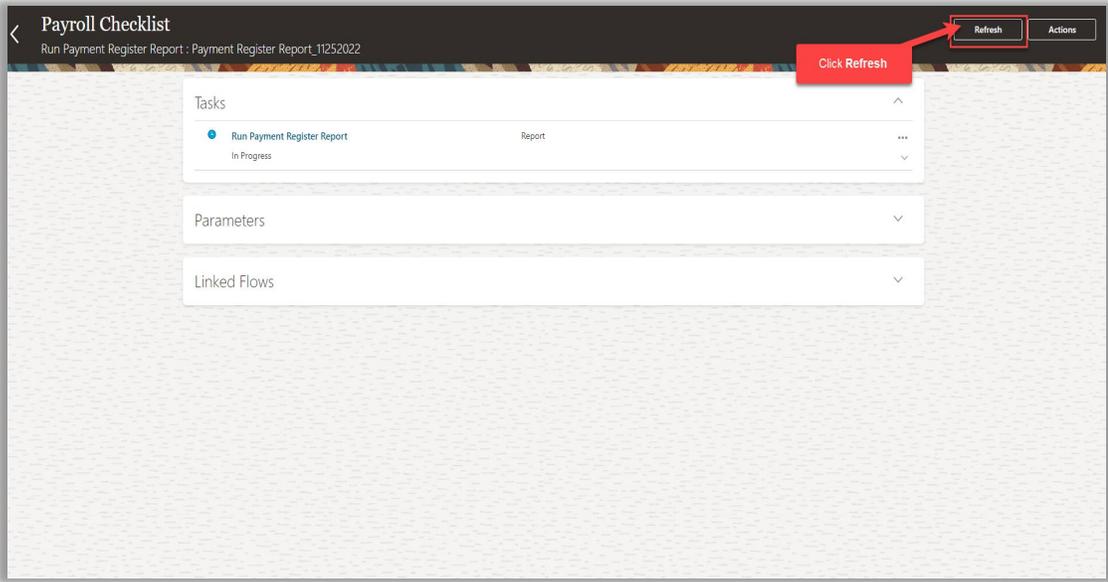
Submit Cancel

Click Submit

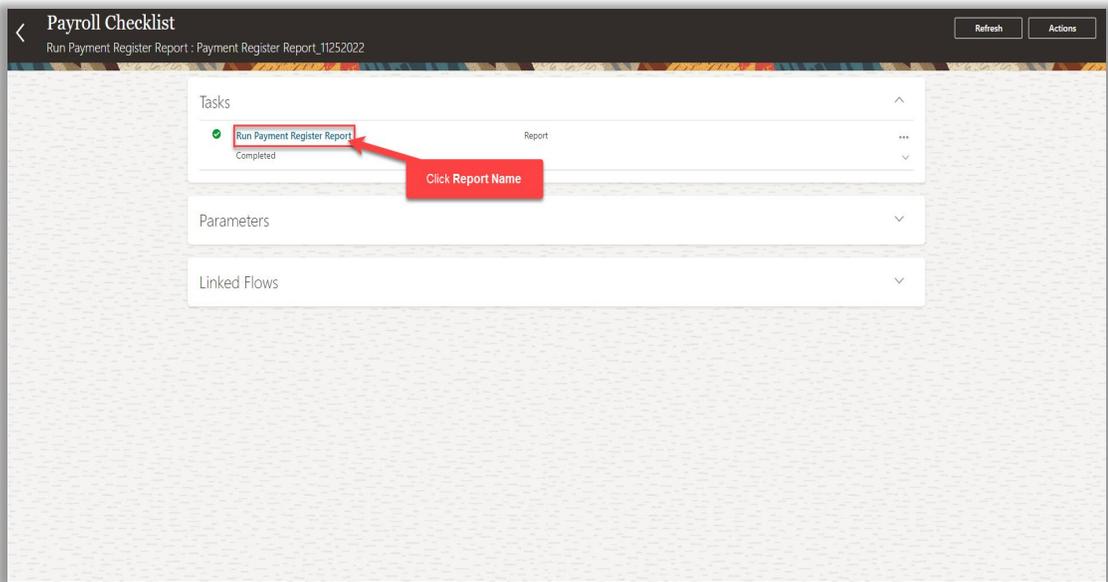
<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Payment Process 2022-11-18[EWT Biweekly(Default Consideration Group)(Check)Ch</p> <p>Consolidation Group Default Consideration Group</p> <p>Payroll Statutory Unit Select</p> <p>Tax Reporting Unit Select</p>	<p>Payroll Relationship Group Select</p> <p>Person Select</p> <p>Payment Type Select</p> <p>Payment Method Select</p> <p>Location Select</p> <p>Payment Status Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
--	---

Schedule

Click Refresh



The Run Payment Register Report process is complete. Click Report Name



Click **download** to view the report details

Run Payment Register Report
Payment Register Report_11252022 - Report

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7228_OP
Payment Register Report.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1641615	FlowEss.JobDefn	Succeeded	00:00:31	ESS_L_1641615	12/5/22 9:33 PM	12/5/22 9:33 PM
1641616	ElevatedFlowEss.Job...	Succeeded	00:00:24	ESS_L_1641616	12/5/22 9:33 PM	12/5/22 9:33 PM
1641617	Archive Information a...	Succeeded	00:00:18	ESS_L_1641617	12/5/22 9:33 PM	12/5/22 9:33 PM
1641618	Generate Output	Succeeded	00:00:09	ESS_L_1641618	12/5/22 9:33 PM	12/5/22 9:33 PM

Parameters

Click Download

Generate Payslips

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

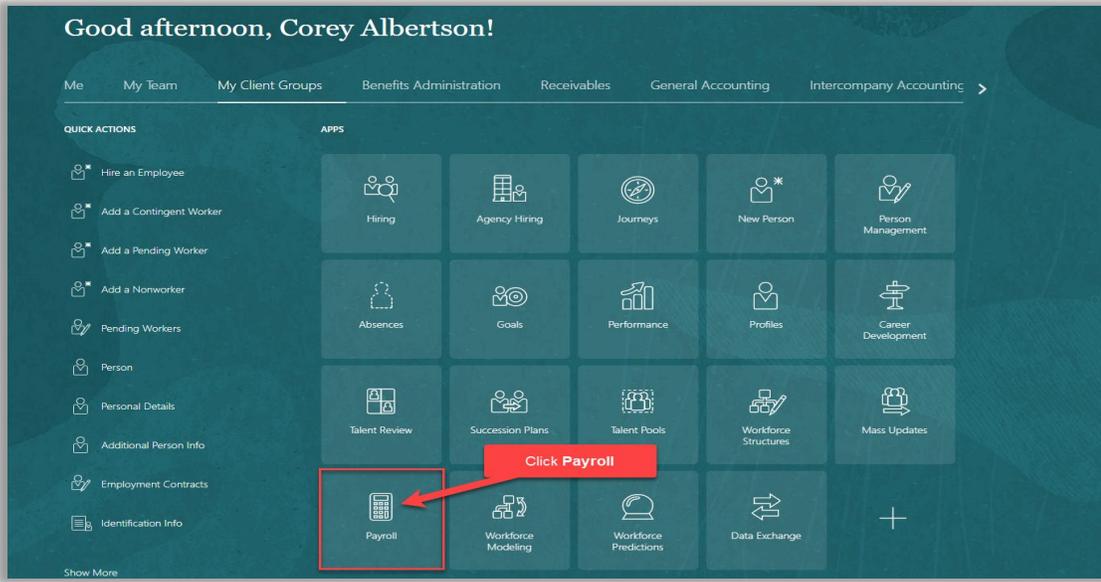
Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

QUICK ACTIONS APPS

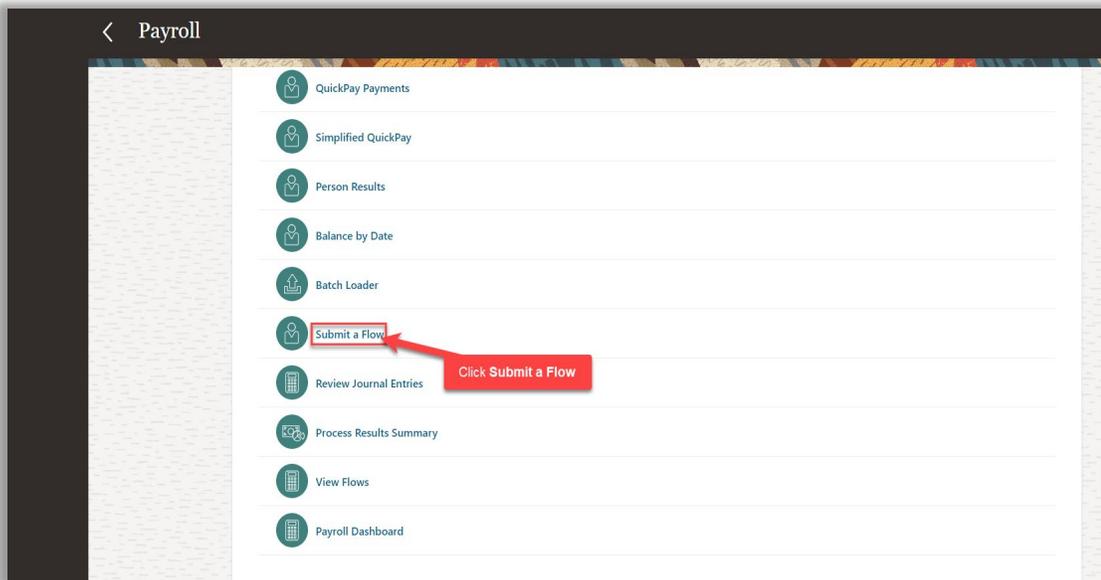
Click My Client Groups

Hire an Employee	Hiring	Agency Hiring	Journeys	New Person	Person Management
Add a Contingent Worker	Absences	Goals	Performance	Profiles	Career Development
Add a Pending Worker	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates
Add a Nonworker					
Pending Workers					
Person					
Personal Details					
Additional Person Info					

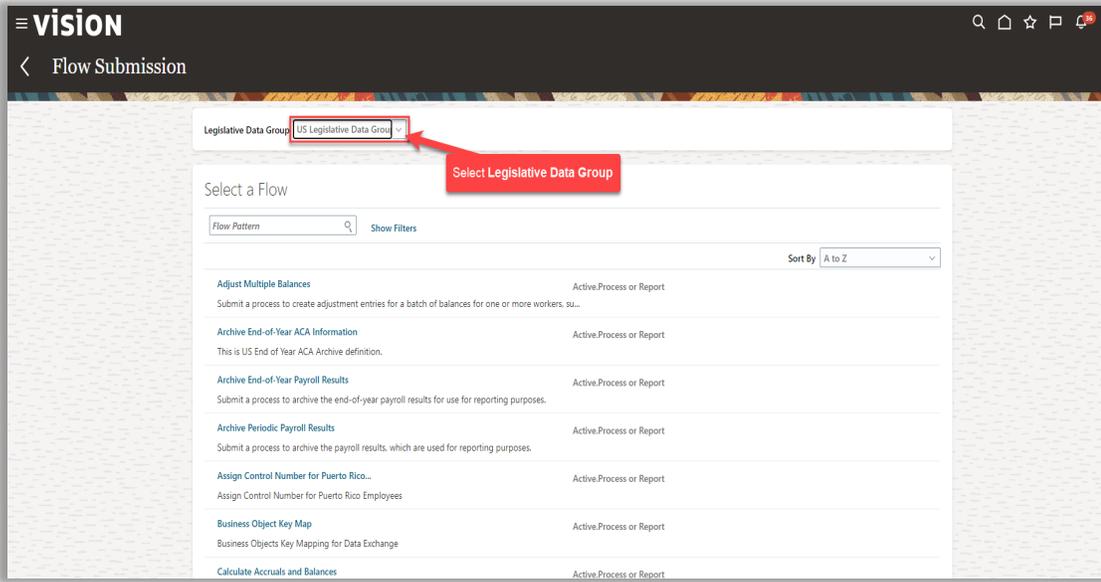
Next, click **Payroll**



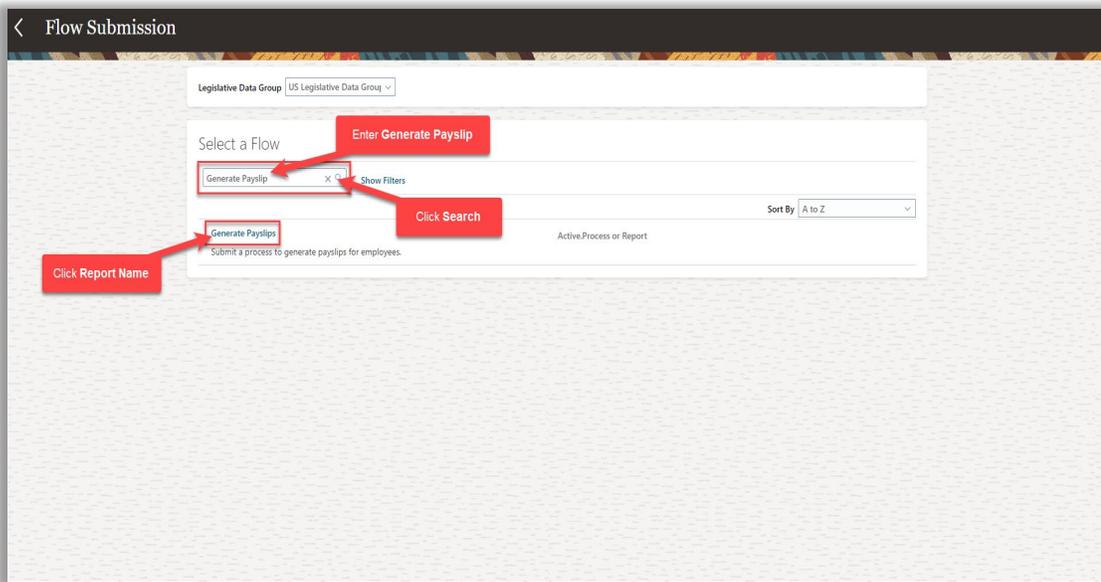
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Generate Payslips** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Generate Payslips

Submit Cancel

General Information Enter Payroll Flow Name

*Payroll Flow
Generate Payslips_11252022

Flow Parameters

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Payroll
Select

Payroll Relationship Group
Select

Process Configuration Group
Select

Overriding Payslip Availability Date
m/d/yy

Schedule

Linked Flows

Next, enter the Flow Parameters such as the **Payroll** and **Payroll Relationship Group**. If applicable, we can run this file by **Payroll Configuration Group** and additional criteria, if applicable

Submit a Payroll Flow
Generate Payslips

Submit Cancel

General Information

*Payroll Flow
Generate Payslips_11252022

Flow Parameters Enter the below information

*Process Start Date
11/7/22

*Process End Date
11/18/22

Payroll
EWT Biweekly

Payroll Relationship Group
Select

Process Configuration Group
Select

Overriding Payslip Availability Date
m/d/yy

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow
Generate Payslips

Submit Cancel

Click Submit

General Information

*Payroll Flow
Generate Payslips_11252022

Flow Parameters

*Process Start Date
11/7/22

*Process End Date
11/18/22

Payroll
EWT Biweekly

Payroll Relationship Group
Select

Process Configuration Group
Select

Overriding Payslip Availability Date
m/d/yy

Schedule

Linked Flows

Click Refresh

Payroll Checklist
Generate Payslips : Generate Payslips_11252022

Refresh Actions

Click Refresh

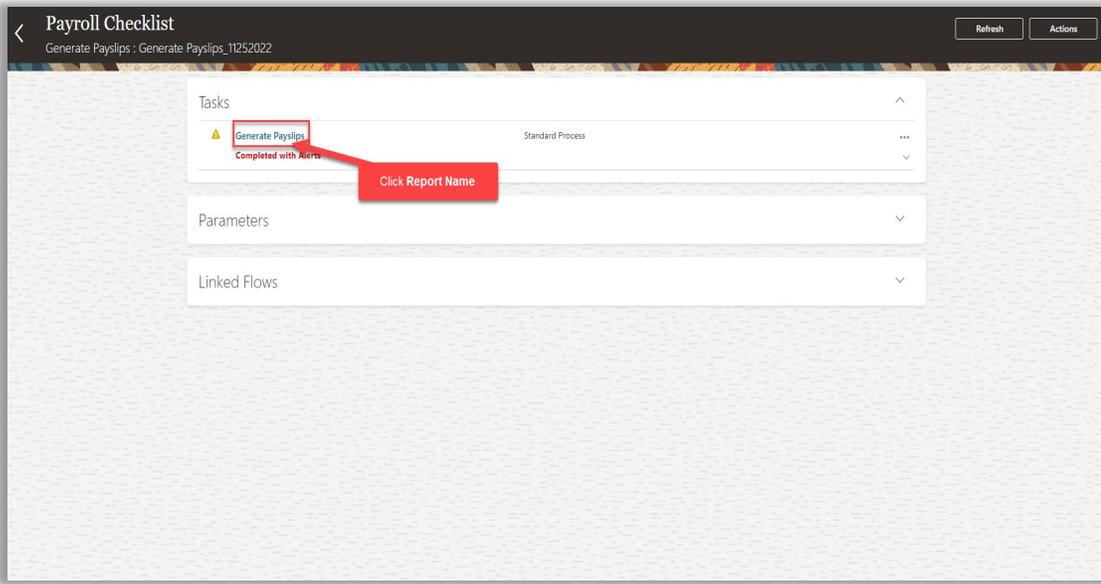
Tasks

- Generate Payslips
In Progress Standard Process

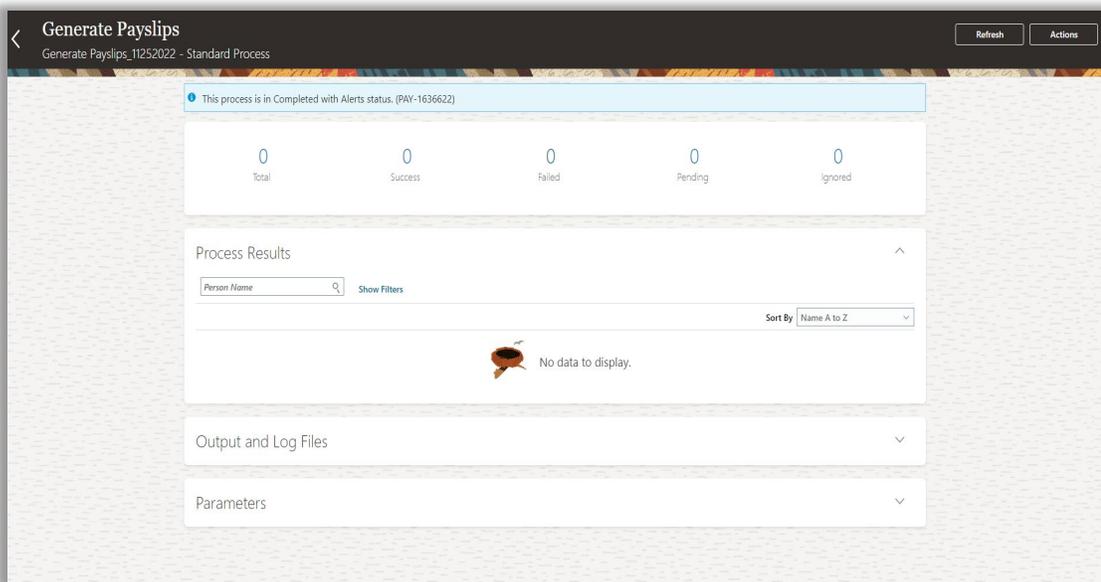
Parameters

Linked Flows

The Run Payment Register Report process is complete. Click Report Name



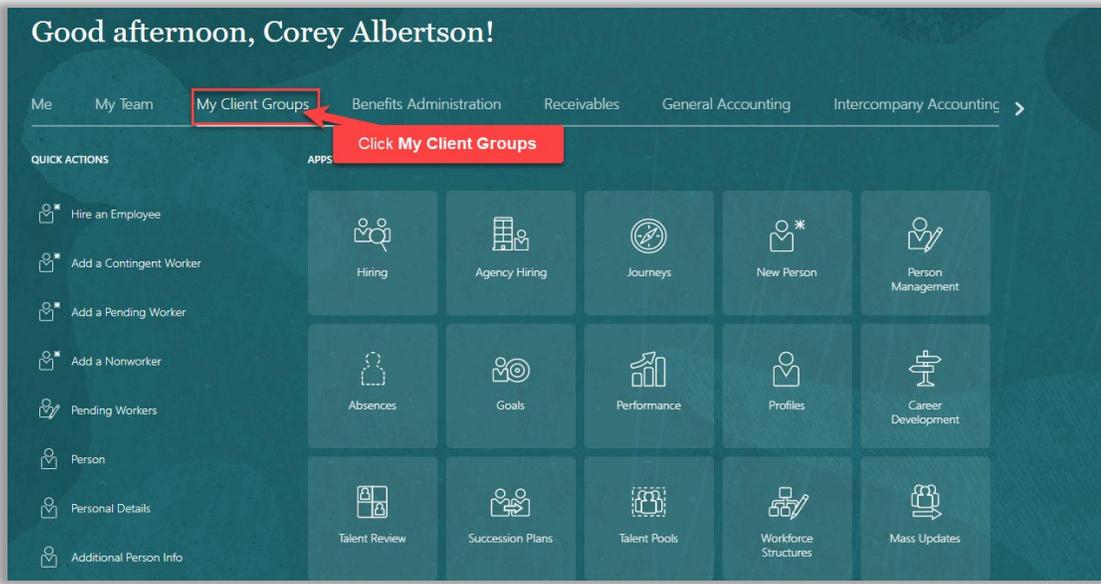
To view the **Payslip Data**, click the number above **Total, Success, Failed, Pending, and Ignored**



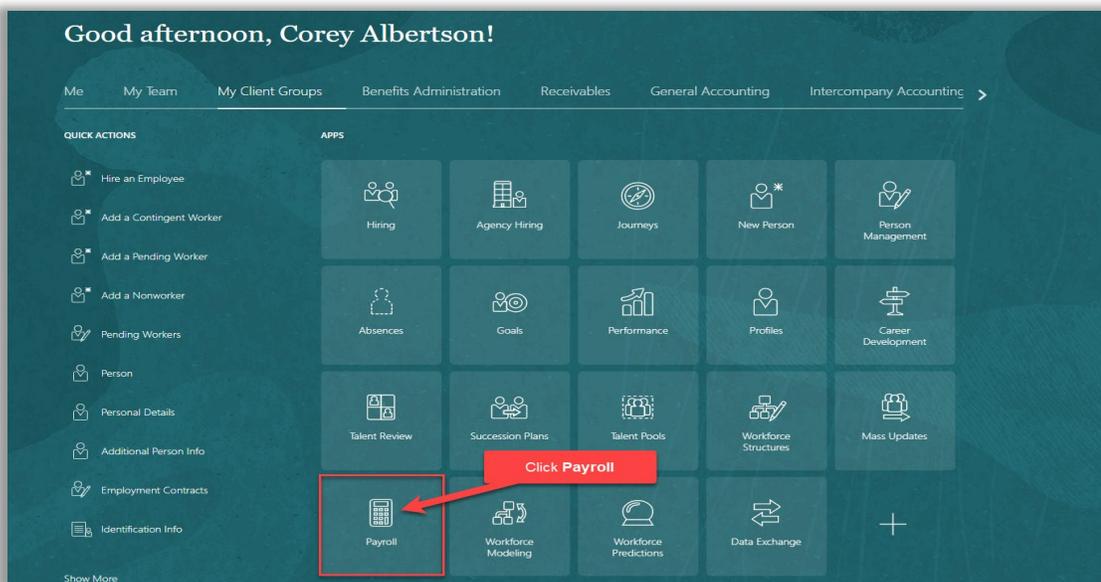
Transfer to Subledger Accounting (ERP Customers Only)

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

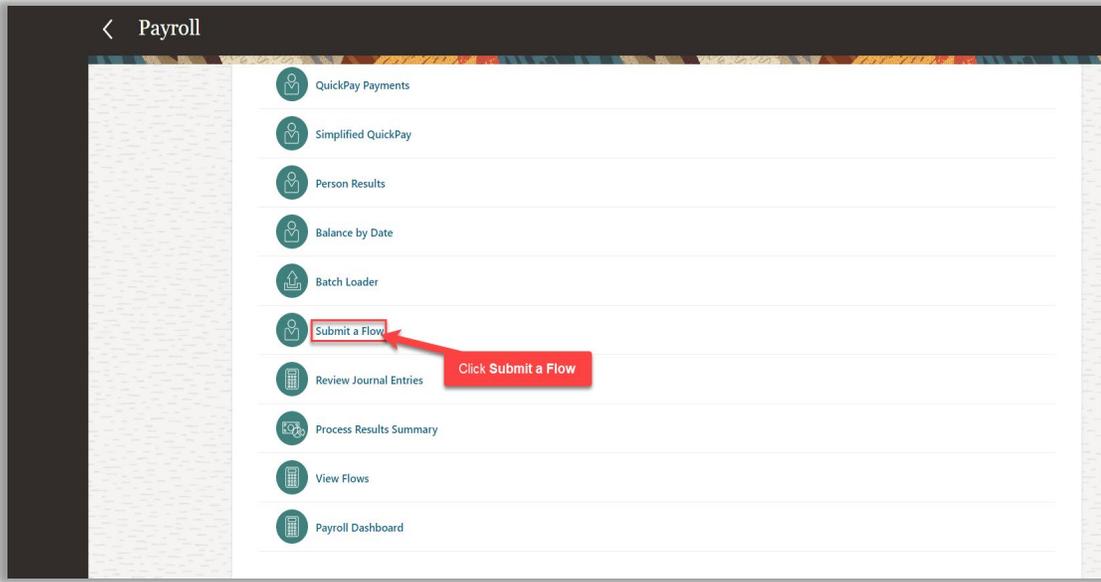
From the home screen, click **My Client Groups**



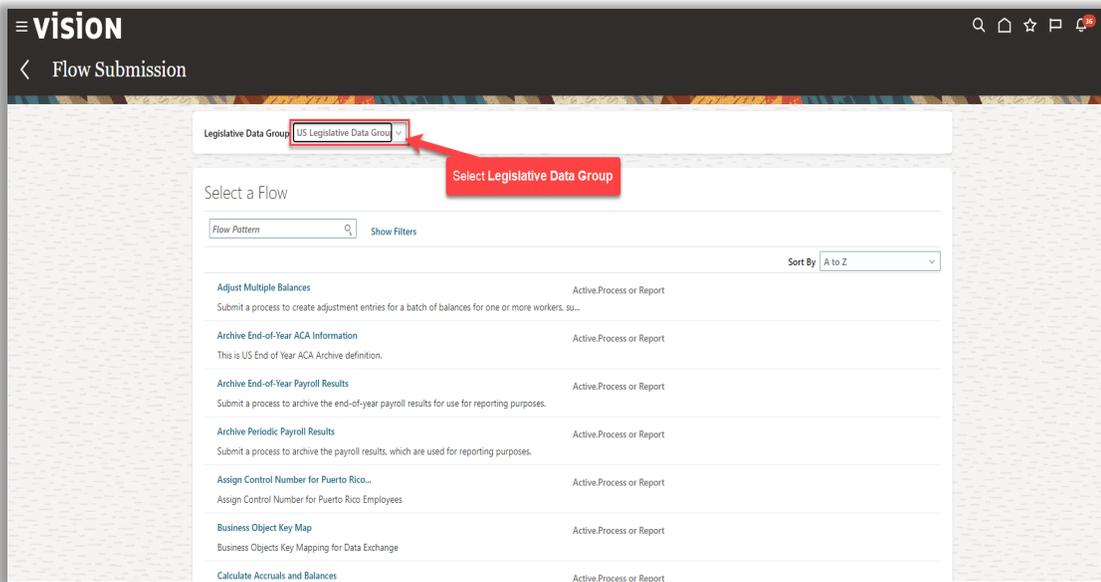
Next, click **Payroll**



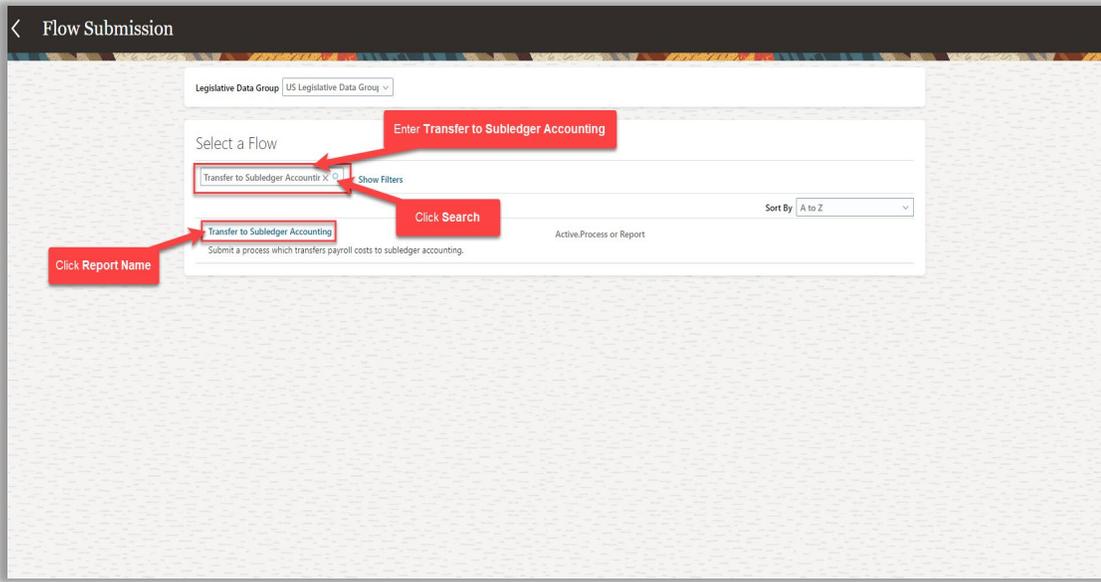
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



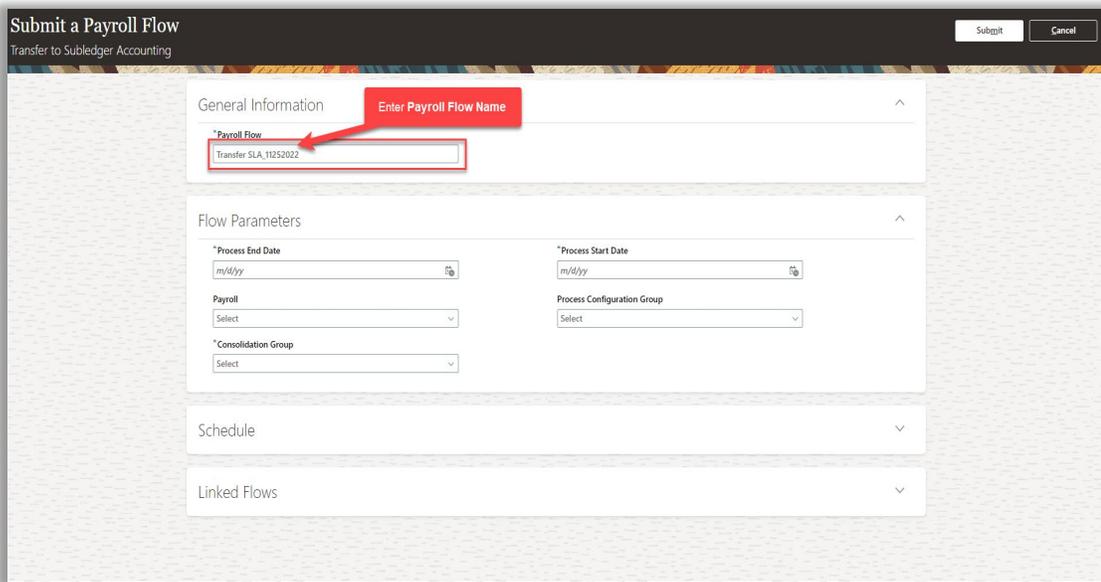
Select the Legislative Data Group



Search Transfer to Subledger Accounting and click Search. Click Report Name



Enter General Information



Next, enter the Flow Parameters such as the **Process Start** and **End Date**. If applicable, we can run this file by **Consolidation group** and **Process Configuration Group**, if applicable

Submit a Payroll Flow
Transfer to Subledger Accounting

Submit Cancel

General Information

*Payroll Flow
Transfer SLA_11252022

Flow Parameters **Enter the below information**

*Process End Date
11/18/22

*Process Start Date
11/7/22

Payroll
EWT Biweekly

Process Configuration Group
Select

*Consolidation Group
Default Consolidation Group

Schedule

Linked Flows

Click Submit

Submit a Payroll Flow
Transfer to Subledger Accounting

Submit Cancel

Click Submit

General Information

*Payroll Flow
Transfer SLA_11252022

Flow Parameters

*Process End Date
11/18/22

*Process Start Date
11/7/22

Payroll
EWT Biweekly

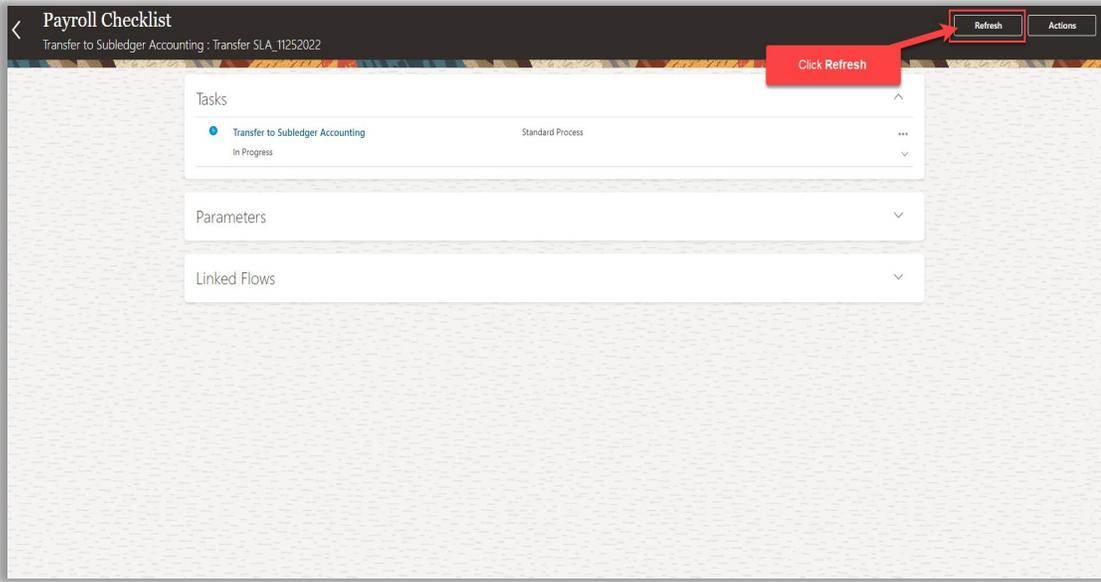
Process Configuration Group
Select

*Consolidation Group
Default Consolidation Group

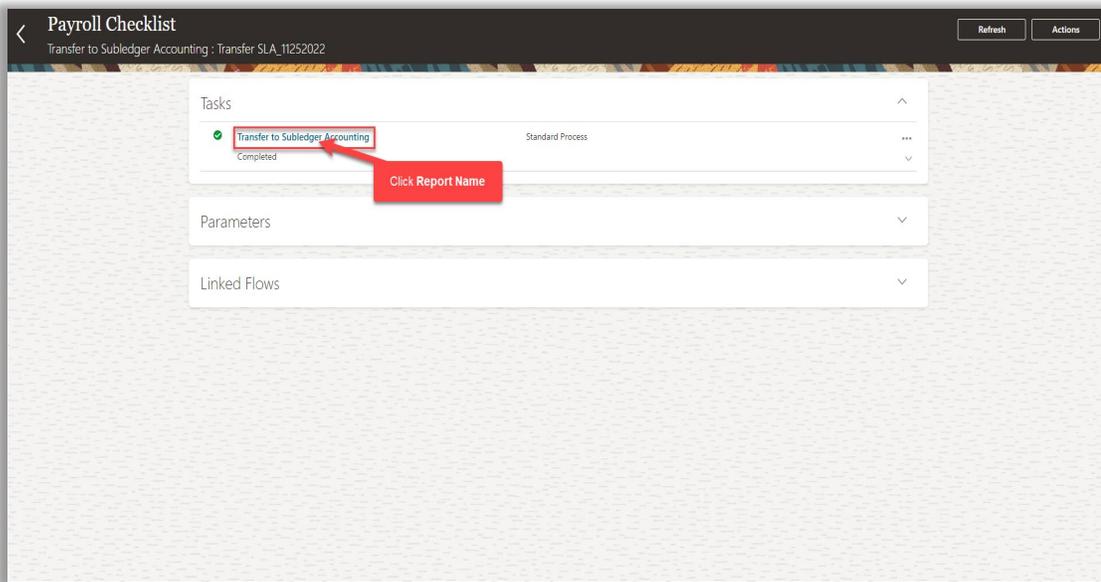
Schedule

Linked Flows

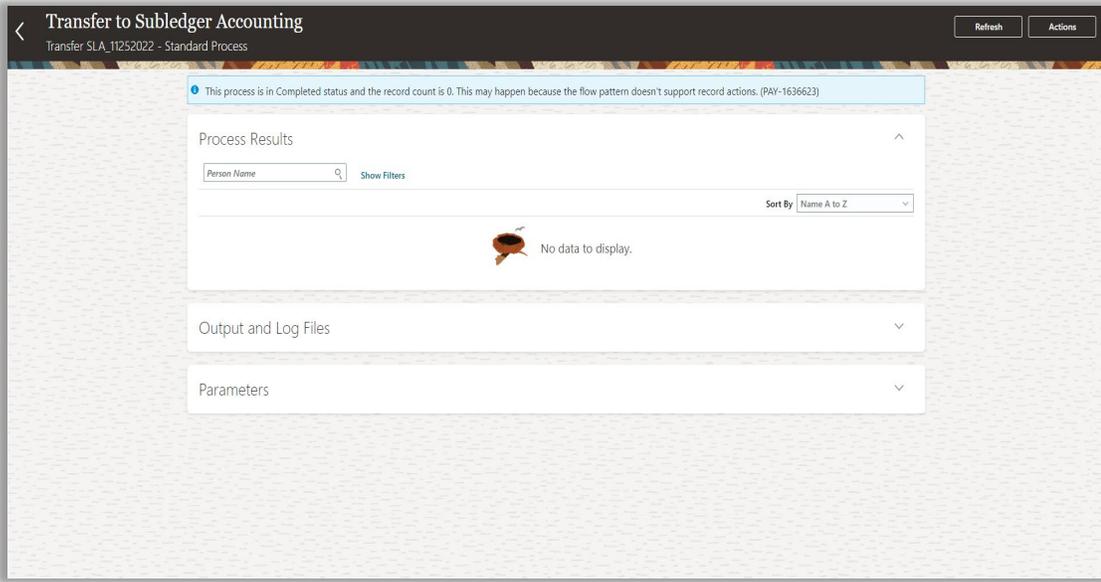
Click Refresh



The **Transfer to Subledger Accounting** process is complete. Click **Report Name**



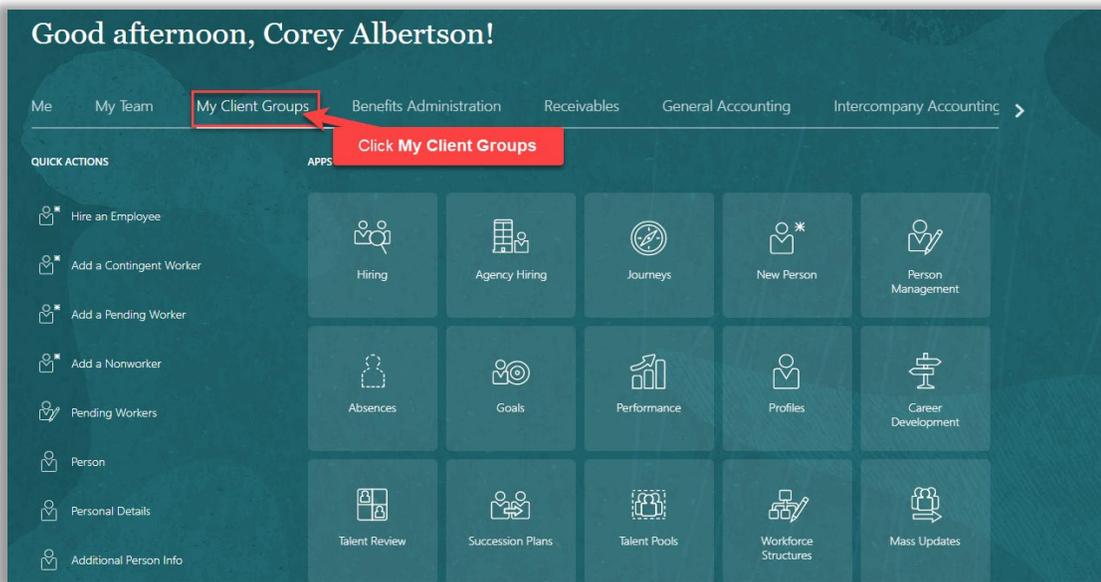
To view the **Transfer To Subledger Accounting**, click the number above **Total, Success, Failed, Pending, and Ignored**



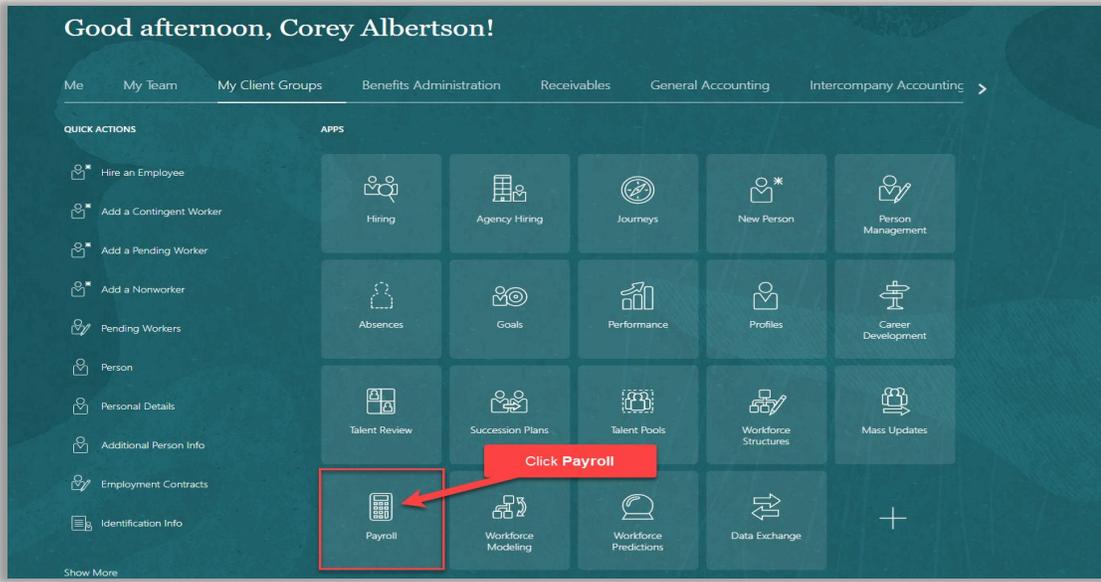
Generate Third-Party Checks

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

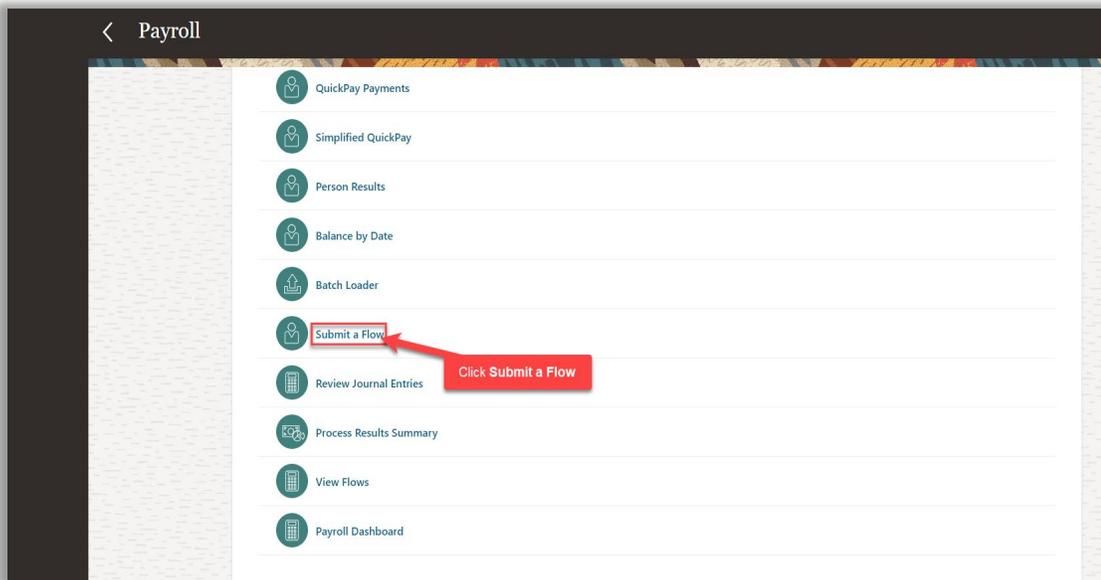
From the home screen, click **My Client Groups**



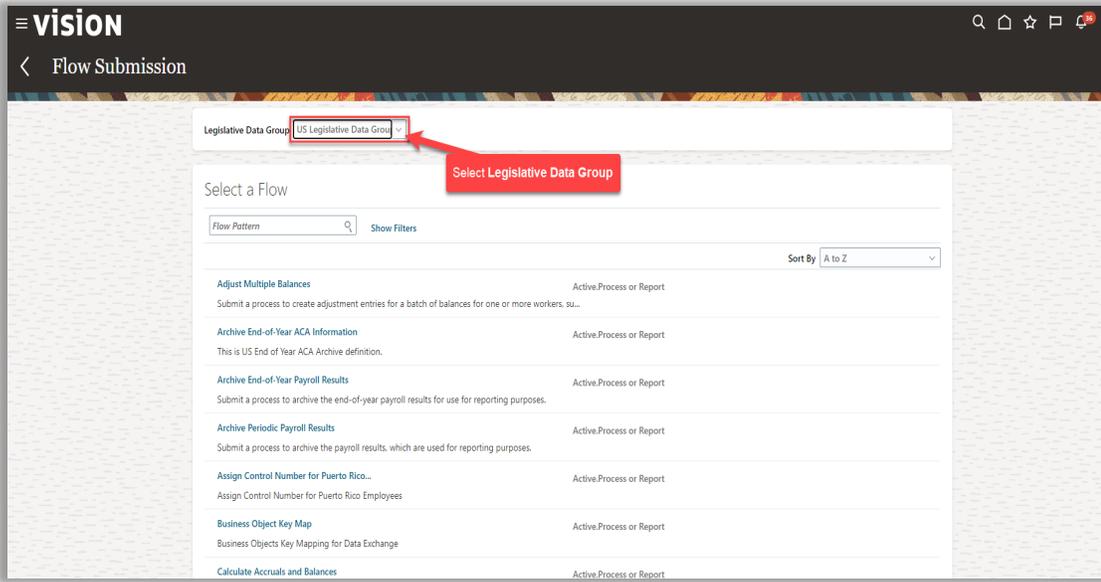
Next, click **Payroll**



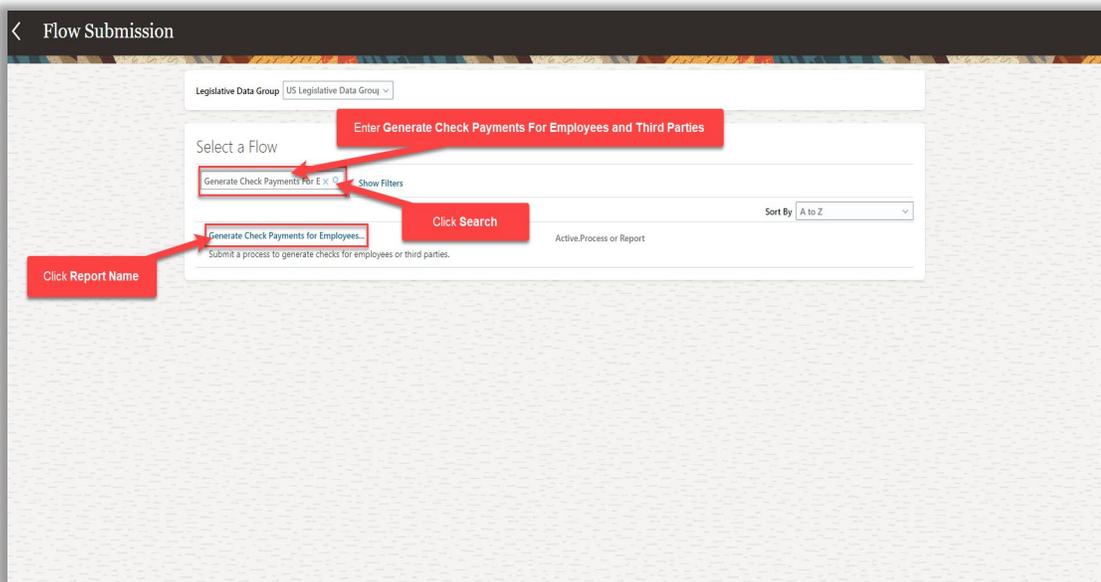
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Generate Check Payments For Employees and Third-Parties** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

*Payroll Flow
Generate Check Payments, Third Parties, 11/25/2022

Enter Payroll Flow Name

Flow Parameters

*Payroll
Select

*Payee Type
Select

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Consolidation Group
Select

*Organization Payment Method
Select

Payment Source
Select

Overriding Payment Date
m/d/yy

*Start Check Number
[]

End Check Number
[]

Process Configuration Group
Select

Schedule

Next, enter the Flow Parameters such as the **Payroll**, **Payee Type**, **Organization Payment Method**, and **Start Check Number**. If applicable, we can run this file by **Consolidation Group** and additional criteria, if applicable

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Submit Cancel

General Information

*Payroll Flow
Generate Check Payments, Third Parties, 11/25/2022

Enter the below information

Flow Parameters

*Payroll
EWT Biweekly

*Payee Type
Third Party

*Process Start Date
11/7/22

*Process End Date
11/18/22

Consolidation Group
Default Consolidation Group

*Organization Payment Method
Third Party Checks

Payment Source
Third Party Check

Overriding Payment Date
m/d/yy

*Start Check Number
1001

End Check Number
[]

Process Configuration Group
Select

Schedule

Click **Submit**

Submit a Payroll Flow
Generate Check Payments for Employees and Third Parties

Click Submit

General Information

*Payroll Flow
Generate Check Payments_Third Parties_11252022

Flow Parameters

*Payroll EWT Biweekly	*Organization Payment Method Third Party Checks
*Payee Type Third Party	Payment Source Third Party Check
*Process Start Date 11/7/22	Overriding Payment Date m/d/yyyy
*Process End Date 11/18/22	*Start Check Number 1001
Consolidation Group Default Consolidation Group	End Check Number
	Process Configuration Group Select

Schedule

Click Refresh

Payroll Checklist
Generate Check Payments for Employees and Third Parties - Generate Check Payments_Third Parties_112520...

Click Refresh

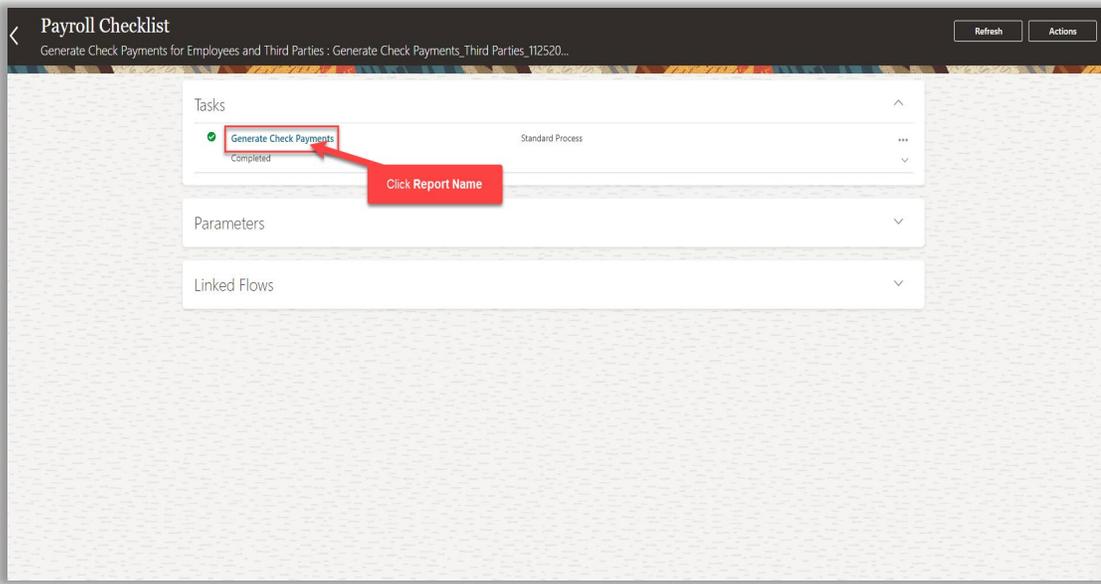
Tasks

- Generate Check Payments
In Progress Standard Process

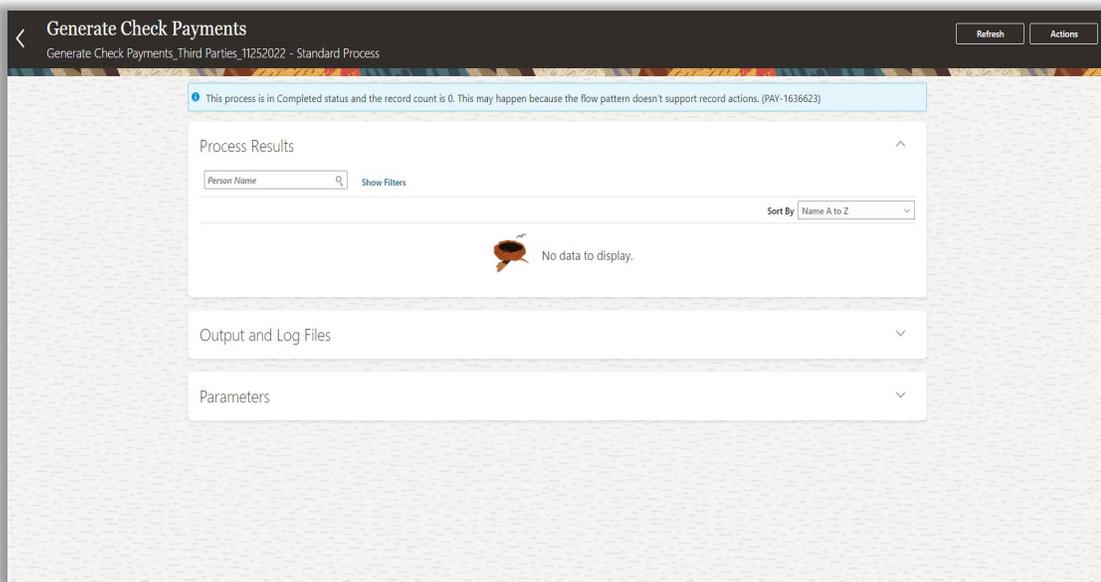
Parameters

Linked Flows

The Generate Check Payments process is complete. Click Report Name



To view the **Generate Check Payment** process results, click the number above **Total, Success, Failed, Pending, and Ignored**



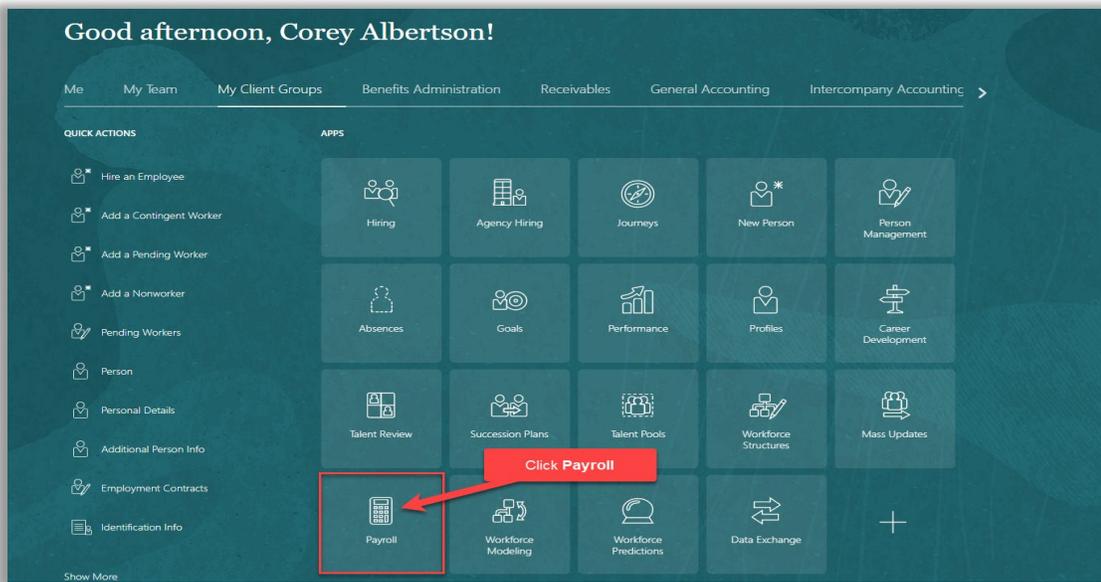
Run Third-Party Payment Register

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

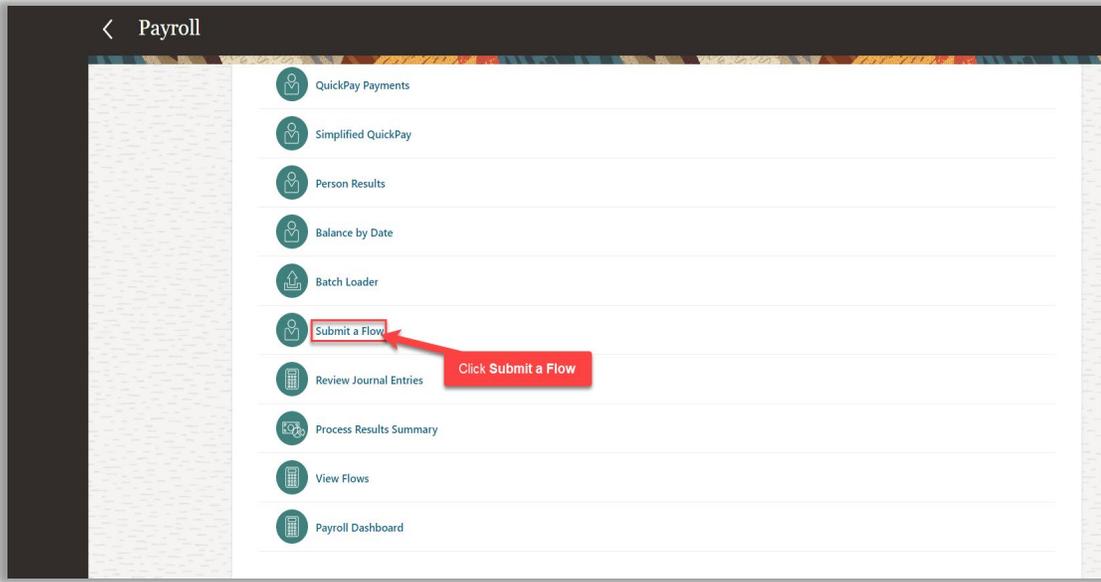
From the home screen, click **My Client Groups**



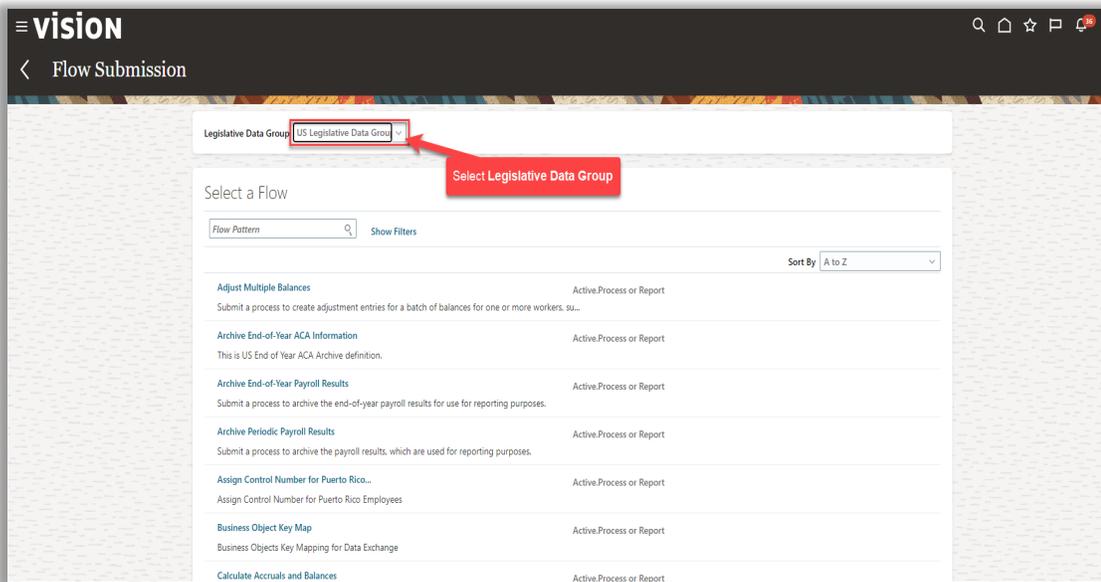
Next, click **Payroll**



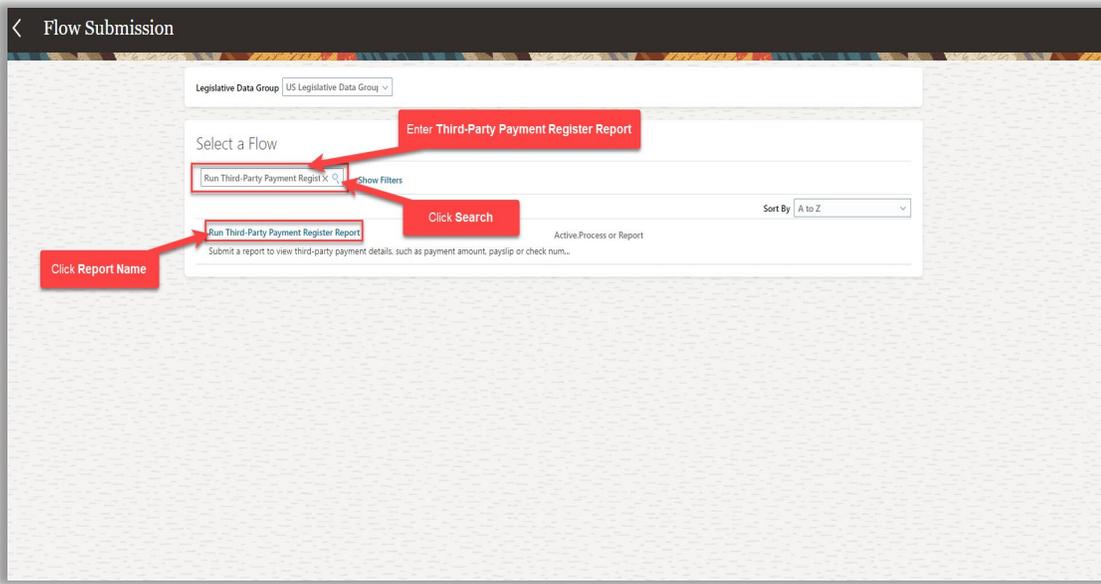
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



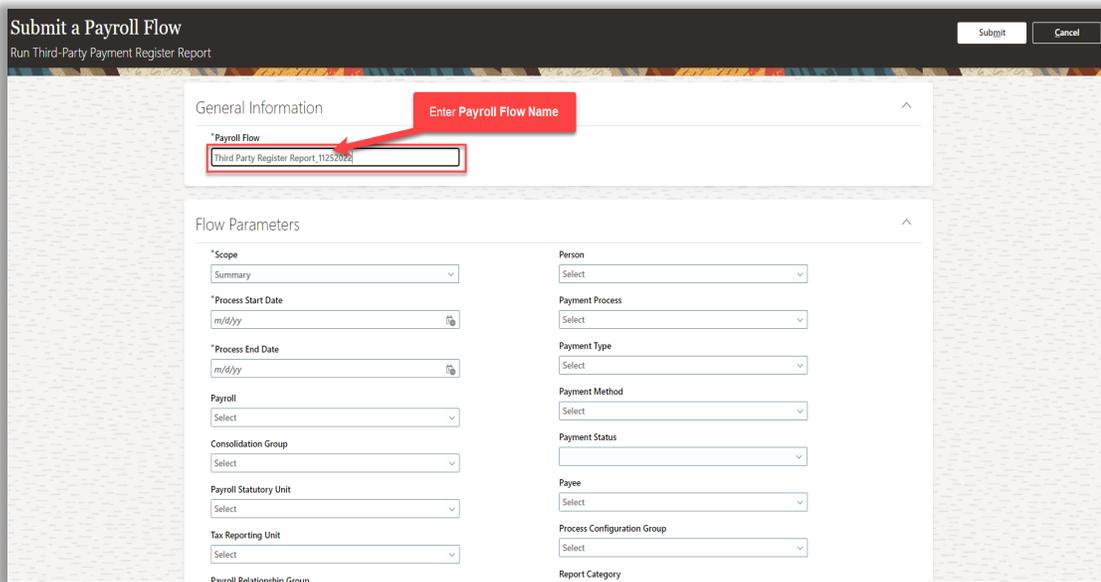
Select the Legislative Data Group



Search Run Third-Party Payment Register Report and click Search. Click Report Name



Enter General Information



Next, enter the Flow Parameters such as the **Scope**, **Payroll**, and **Consolidation Group**. If applicable, we can run this file by **Payroll Statutory Unit**, **Tax Reporting Unit**, **Payroll Relationship Group** and additional criteria, if applicable

Submit a Payroll Flow
Run Third-Party Payment Register Report

Submit Cancel

Enter the below information

Flow Parameters

<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Consolidation Group Default Consideration Group</p> <p>Payroll Statutory Unit ERPWebTutor USA Inc.</p> <p>Tax Reporting Unit ERPWebTutor USA Inc.</p> <p>Payroll Relationship Group Select</p>	<p>Person Select</p> <p>Payment Process Select</p> <p>Payment Type Select</p> <p>Payment Method Direct Deposit</p> <p>Payment Status Select</p> <p>Payee Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
--	---

Schedule

Click Submit

Submit a Payroll Flow
Run Third-Party Payment Register Report

Submit Cancel

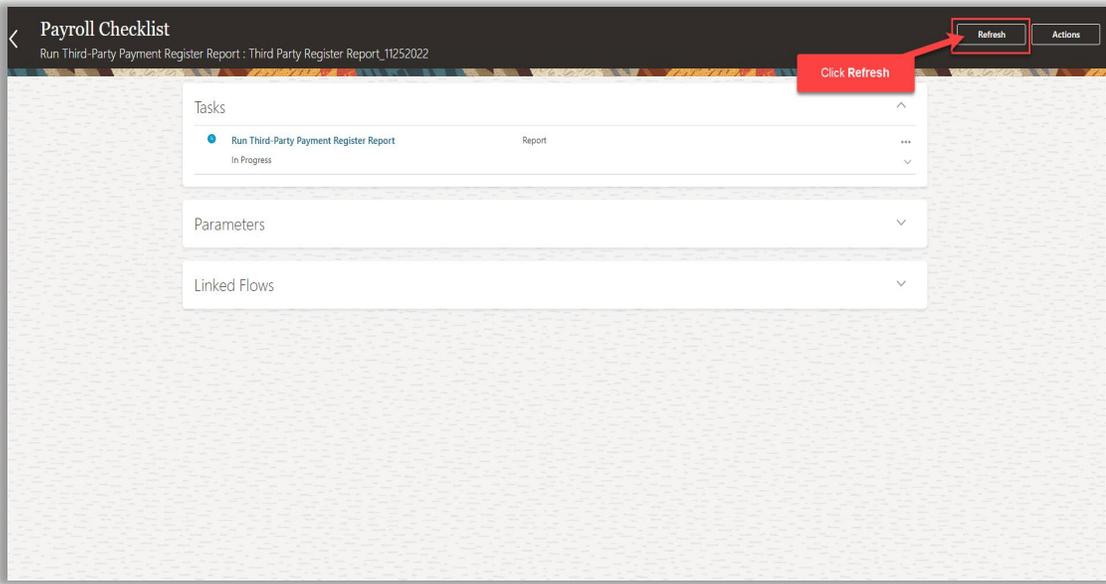
Click Submit

Flow Parameters

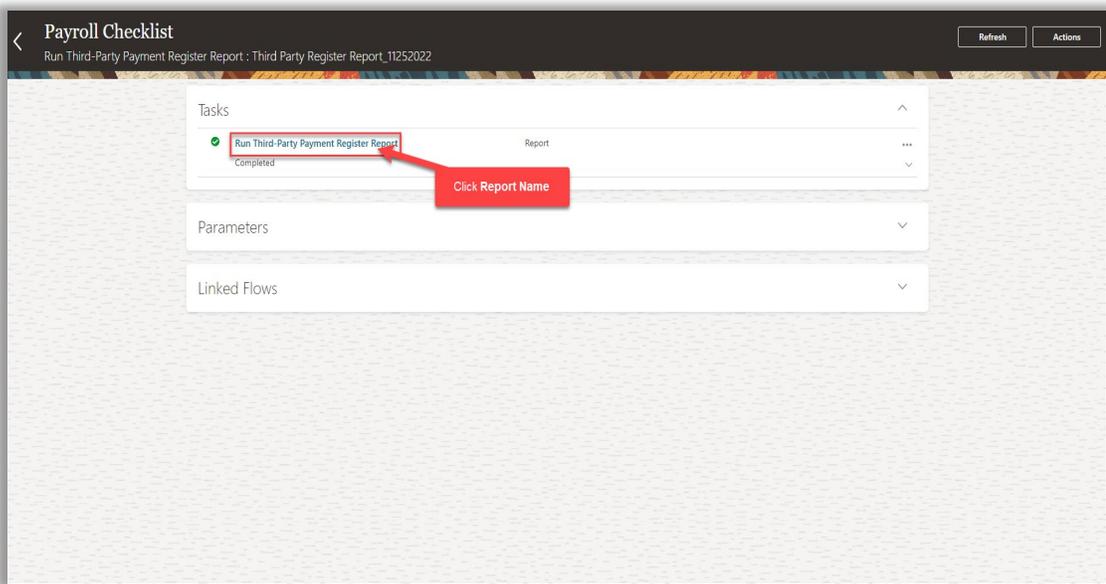
<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Consolidation Group Default Consideration Group</p> <p>Payroll Statutory Unit ERPWebTutor USA Inc.</p> <p>Tax Reporting Unit ERPWebTutor USA Inc.</p> <p>Payroll Relationship Group Select</p>	<p>Person Select</p> <p>Payment Process Select</p> <p>Payment Type Select</p> <p>Payment Method Direct Deposit</p> <p>Payment Status Select</p> <p>Payee Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
--	---

Schedule

Click Refresh



The **Run Third-Party Payment Register Report** process is complete. Click **Report Name**



To view the **Third-Party Payment Register Report** process results, click **Download**

Run Third-Party Payment Register Report
 Third Party Register Report_11252022 - Report

Refresh Actions

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7236_OP
Third-Party Payment Register.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1643136	FlowEss.JobDefn	Succeeded	00:00:28	ESS_L_1643136	12/6/22 4:50 PM	12/6/22 4:50 PM
1643140	ElevatedFlowEss.Job...	Succeeded	00:00:21	ESS_L_1643140	12/6/22 4:50 PM	12/6/22 4:50 PM
1643141	Archive Information a...	Succeeded	00:00:17	ESS_L_1643141	12/6/22 4:50 PM	12/6/22 4:50 PM
1643142	Generate Output	Succeeded	00:00:09	ESS_L_1643142	12/6/22 4:50 PM	12/6/22 4:50 PM

Parameters

Click Download

Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@campratech.com