Accounting : Payroll Processing/Posting SOP

**Objective/Purpose/ Why:** *To provide a posting process for the bi-weekly payroll and ensure payroll for all employees is recorded correctly in Deltek Vision and reconciles to ADP.*

**Outcome:** *Bi-weekly payroll is posted to the General Ledger in Vision and reconciles to payroll processed by ADP.*

**Subject Matter Expert:** *Controller, Senior Corporate Accountant, Payroll Accountant*

**Process:**.

The following provides step-by-step procedures for posting the bi-weekly payroll batch in Vision:

1. In Vision – Human Resources – Payroll – Payroll Processing

2. Select Posting Run Box will appear – select/highlight payroll batch/seq to be posted

3. Select Open

Graphical user interface, application

Description automatically generated

4. Payroll Processing screen will appear

Graphical user interface, application

Description automatically generated

5. Select Process – Payroll Payments from drop down on the menu bar at top of screen

Graphical user interface, application, Word

Description automatically generated

6. Deltek Vision warning box will appear. Select “Yes” to proceed with processing. Make sure all has been reviewed and verified before posting.

7. Payroll Payment Processing Run screen will appear with list of employees for payment. 

8. Select Assign Numbers (check numbers) (if greyed out, select preview payments and then assign numbers will appear) Graphical user interface, text

Description automatically generated

9. Enter required information and select Assign:

* 1. Enter the beginning check number using the Pay Date and Sequential Number. For example, 4271801 or 5111801.
  2. Assign to: Remaining Payments
  3. Assignment Order: Ascending

1. Message box – Is this OK? Select “Yes”
2. Screen will be populated with Payment Numbers
3. Select Print File Copy
   1. Deltek Two Part Payroll Check screen will appear.
   2. Select Download Report – Adobe PDF - Open
   3. Pdf copy of checks will appear.
   4. File Save As from Pdf copy
   5. Select location – X HR Confidential Drive\Payroll Journals; select the appropriate folder for the current year (for example, PJ-2018)
   6. File name – Checks Pay Date. For example, CHECKS 5-11-18
   7. Save
4. Select Post from menu bar at top of screen
5. Message box – Are you sure you want to proceed? Select “Yes”
6. Message box – Would you like to print posting log? Select “Yes”
7. Posting Log box will appear. Select print.
8. Pdf of Payroll Posting Log will appear on screen.
   1. File Save As from Pdf copy
   2. Select location – X HR Confidential Drive\Payroll Journals; select the appropriate folder for the current year (for example, PJ-2018)
   3. File name – Payroll Posting Log Pay Date. For example, Payroll Posting Log\_5-11-18
   4. Save
9. Pdf of Payroll Journal will also appear on screen.
   1. File Save As from Pdf copy
   2. Select location – X HR Confidential Drive\Payroll Journals; select the appropriate folder for the current year (for example, PJ-2018)
   3. File name – Payroll Journal Pay Date. For example, Payroll Journal\_5-11-18
   4. Save

**Resources:** *Deltek Vision and ADP*

**Definitions:**

*Payroll Journal – Provides an audit trail of all information processed while posting payroll. The primary purpose of this journal is to provide employee-level detail of the payroll postings and certain W-2 quarter-to-date and year-to-date figures.*

*Payroll Posting Log – Lists the general ledger accounts that were affected by the posting and shows the total amounts debited and credited to each account.*