

Chapter 9

Verifying and Transmitting Pay Files

Objectives:

By the end of this chapter, you will be able to:

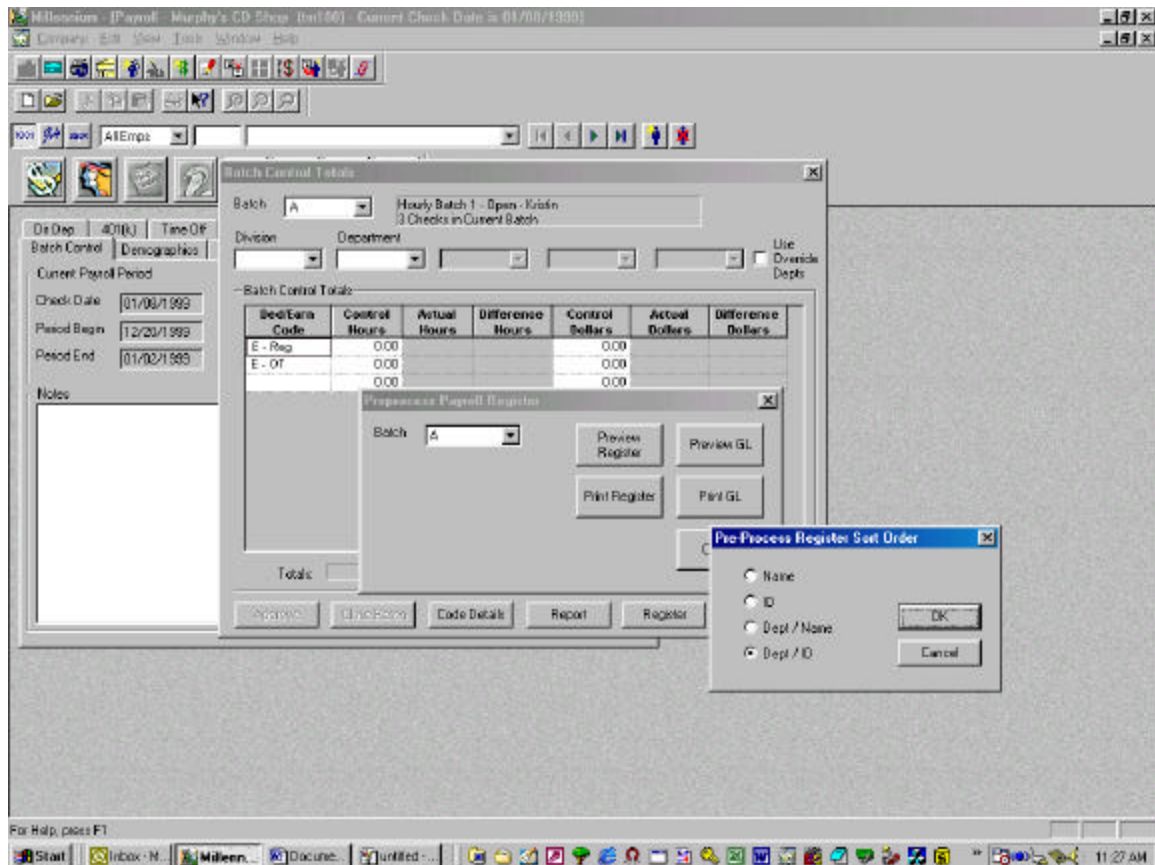
- Print and verify the Pre-Process Register
- Transmit a pay file
- Receive a pay file

Printing the Pre-Process Register

Now that you have entered your hours and one-time adjustments, you need to verify that your pay file is correct. One of Millennium's most helpful features is that it allows you to print a payroll register before you transmit the payroll, thus allowing you to catch errors that might otherwise have gone unnoticed.

To print the Pre-Process Register:

1. Click the **Payroll** button.
2. Click the **Batch Control** tab.
3. Click the **Batch Totals** button.
4. Click the **Register** button.
5. Choose the batch(es) you want to print.
6. Click the **Print Register** button.
7. Choose the way you would like to **sort the report**.
8. Click **OK**.



When reviewing the printed register, keep in mind that it is a pre-process report. It will be close to your actual totals, but not exact. The main function of the Pre-Process Register is to let you see who is being paid and what their earnings and deductions are. (Taxes could vary depending on the differences between your tax tables and Precise Pay's.)

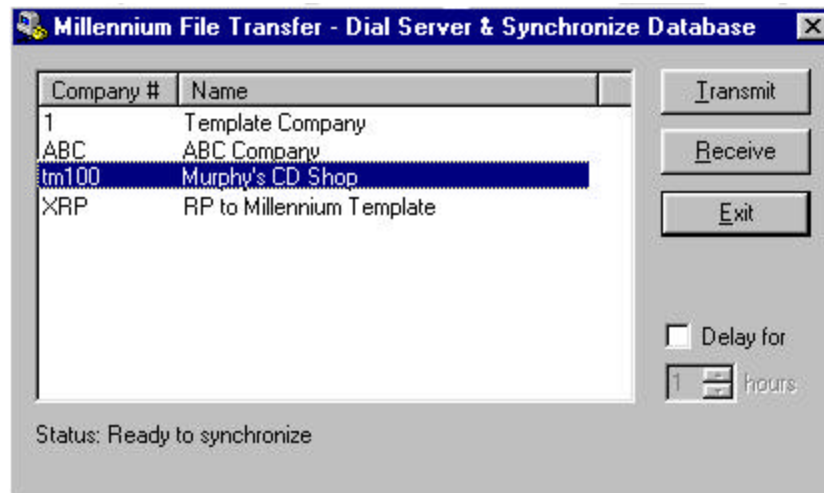
Transmitting Your Pay File

After you've confirmed that your payroll is correct, you need to transmit it to Precise Pay for processing.

Once you are sure that you have notified your Client Service Representative of any changes to the Company Set-up button, you can transmit your payroll file. (If your company information differs from what Precise Pay has on record, your payroll may be incorrect.)

To transmit your pay file:

1. Be sure that everyone is out of Millennium.
2. From the Main Menu, click the Transmit/Receive Files button.
3. Highlight the company whose files you want to transmit.
4. Click Transmit.



When the process is complete, you will receive a message that your files were successfully transmitted. If you do not receive this message, try transmitting again. If you have not received a "successful" message after three tries, contact your Client Service Representative for assistance.

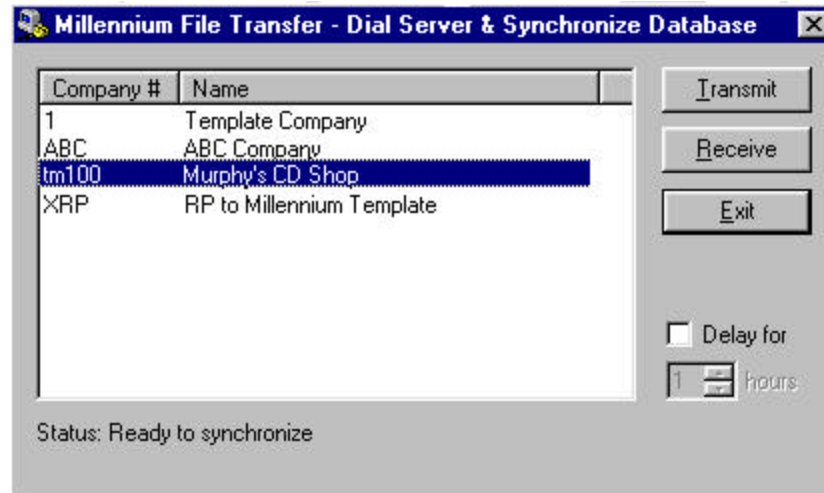
After your payroll has been successfully transmitted, you **MUST NOT** make any changes in the payroll system. If you make changes, they will be overridden when you receive your files back.

Receiving Your Pay File

The day after you transmit your payroll to Precise Pay, you will receive your checks, direct deposit advices and reports. Once you receive them, you must go back into the system and electronically receive your files.

To receive your pay file:

1. Be sure that everyone is out of Millennium.
2. From the Main Menu, click Transmit/Receive Files button.
3. Highlight the company whose files you want to receive.
4. Click Receive.



When the process is complete, you will receive a message that your files were successfully received. If you do not receive this message, try receiving again. If you have not received a “successful” message after three tries, contact your Client Service Representative for assistance.

Tips & Reminders

- Before transmitting your payroll, you **MUST** contact your Client Service Representative if you need to make any changes to your Company Set-Up button (except for the Users tab).
- When transmitting and receiving files, **NO ONE** should be in Millennium.
- After transmitting the payroll, **DO NOT** make any changes to the files in your system. They will be overridden when you receive your files back.
- If you have a problem transmitting or receiving your files, make a note of what the system is doing and the error messages you received, then contact your Client Service Representative.

Activity

1. Now that we have entered the payroll for Murphy's CD Shop, click on the Transmit/Receive Files button to familiarize yourself with the way the system prompts you to transmit and receive your files.