

Reversing a Manual Cheque/Direct Deposit Manually to Update Year-to-Date Totals in PCPW

Updating a previous payment reversal refers to reversing values from a cancelled or corrected payment that was either not given to or cashed by an employee. This ensures that the year-to-date totals are accurate.

Reasons

Cancelled payments need to be reversed for tax form reporting purposes.

A previous payment reversal may need to be updated for the following reasons:

- Incorrect payments issued
- Corrections to year to date figures overstated
- Over payment and/or over deduction amounts need to be corrected

Process

To reverse a manual cheque, follow the process.

When entering a reversal all tab amounts (explained below) are to be entered with negatives, this includes taxes, deductions and Net Pay. Except in situations where **negatives** were on original payment then the opposite would be entered.

Example: -10 hours vacation on original payment would be +10 hours vacation on reversal.

Step	Action						
1.	Select Paydata>Manual Cheques>New . Note: If no manual cheques exist for your company, the New Transactions window displays automatically.						
2.	Type an Employee File Number or click Select to choose an employee.						
3.	Select Transaction Type> Reversal of Existing Cheque>OK .						
4.	Select Hours and Earnings tab, 1. Enter or select Tax Frequency that applies to manual cheque, refer to table for reference. <table border="1"><thead><tr><th>IF</th><th>Then Enter</th></tr></thead><tbody><tr><td>Missed a complete pay period</td><td>Tax Frequency appropriate to your payroll frequency. 2 = Bi-weekly S = Semi monthly M = Monthly 1 = Weekly Note: Refer to drop down menu for other choices if required.</td></tr><tr><td>Missed few hours that were paid in a previous pay period or topping up a previous pay period</td><td>Tax Frequency zero (0)</td></tr></tbody></table> 2. Enter or select Temp Department if applicable. 3. Enter or select EI assessment week . 4. Enter Regular Hours, Regular Earnings, OT Hours, OT Earnings and other hours and earnings in field 3,4,5 if applicable. Note: Remember to enter using negative amounts.	IF	Then Enter	Missed a complete pay period	Tax Frequency appropriate to your payroll frequency. 2 = Bi-weekly S = Semi monthly M = Monthly 1 = Weekly Note: Refer to drop down menu for other choices if required.	Missed few hours that were paid in a previous pay period or topping up a previous pay period	Tax Frequency zero (0)
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Step	Action
5.	<p>Select Taxes tab,</p> <ol style="list-style-type: none"> 1. Enter Federal tax amounts (Non Quebec employees, add Provincial tax amounts to Federal Tax amounts). 2. Enter Provincial tax amounts (Quebec Employees only). 3. Enter CPP/QPP amounts. 4. Enter EI amounts. <p>Note: QPIP if required is entered through Deductions Tab using deduction code 78.</p>
6.	<p>Select the Deduction tab,</p> <ol style="list-style-type: none"> 1. Enter or select applicable deduction code. 2. Enter amount associated with deduction code. 3. Repeat for further Deductions. <p>Note: Do not use deduction X, Y or Z when they relate to direct deposit code. Use Net Pay instead as in Step 9</p>
7.	<p>Select the Taxable Benefit tab,</p> <ol style="list-style-type: none"> 1. Enter or select applicable taxable benefit code. 2. Enter amount associated with taxable benefit code. 3. Repeat for further taxable benefits.
8.	<p>Enter memos if applicable.</p> <ol style="list-style-type: none"> 1. Select Memo tab. 2. Enter or select applicable Memo Code. 3. Enter amount associated with Memo Code. 4. Repeat for further Memo Codes, if applicable.
9.	<p>Enter Net Pay Amount</p> <p>Note: It is very important to note that when reversing out a direct deposit that deposit codes are not reversed, use Net Pay amounts instead. ADP does not reverse funds out of bank accounts.</p> <p>Once saved, you can run/print a Manual Cheque Full Report for reference.</p>