

STRAIGHT VOID EFFECT ON BRDDIS PROCESSING

(Employee should not have been paid)

BRDDIS PROCESSING: TIMING IS EVERYTHING

- LOOKS AT CHECK HISTORY FILE FOR DATE RANGE SELECTED

- **IF BRDDIS HAS NOT BEEN PROCESSED FOR THE PAYDATE OF THE CHECK BEING VOIDED,**
 - THE BOARD AMOUNT WILL PROCESS CORRECTLY AND THE VOIDED CHECK WILL NOT BE INCLUDED ON BRDDIS

- **IF BRDDIS HAS ALREADY BEEN PROCESSED FOR THE PAYDATE OF THE CHECK BEING VOIDED,**
 - THE BOARD AMOUNT WILL HAVE TO BE MANUALLY CORRECTED ON THE USAS SIDE

ALWAYS COMPARE THE BRDDIS TOTAL TO THE DEDRPT TOTAL TO SEE IF MANUAL ADJUSTMENTS ARE NEEDED TO THE USAS SIDE WHEN CHECKS ARE VOIDED

Below are some examples of how the payroll system handles a voided paycheck. You will notice the Board Requisitions created by BRDDIS do not contain the void. The DEDRPT and DEDSUM report do show the correct amounts. The Board Requisitions will need to be hand modified after they are created and before they are converted to Purchase Orders and posted into USAS:

						DEDRPT BD			
First pay - Oct 2017	DEDTOT EE	DEDTOT BD	VOID EE	VOID BD	PAYDED EE	DEDSUM BD		Board REQ's created during payroll	
Medicare	14283.14	14357.22	-596.55	-596.55	13686.59	13760.67		11139.68	Req #JRH00121
Medicare pickup		74.08			Correct	74.08		3291.62	Req #JRH00122
		14431.30				13834.75		14431.30	
						Correct			
								-596.55	
								difference	
Workers Comp		3148.96		-120.76		3028.2		3148.96	Req #JRH00125
						Correct			Incorrect
								-120.76	
								difference	