

WSIPC Guide to Payroll: Check Adjustments

FINANCE SERVICES

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Contents

Introduction.....	1
Overview of Payroll Check Adjustments.....	2
Quick Void	2
Void Check.....	2
Manual Check	2
Processing a Quick Void.....	3
Selecting Checks to Quick Void	4
Processing Quick Void Checks	5
Creating a Manual Check or Void Check	6
Selecting Employee Pay Records.....	7
Modifying Ded/Ben on a Check	8
Running Pre-Verify Reports.....	9
Running the Calculate Process	10
Processing Gross Adjustment Records	11
Completing the Check Adjustment Process	13
Running Post-Verification Reports	13
Running the Check Register Process	14
Running the Update Process	15
Appendix A Creating a Direct Deposit File.....	16
Appendix B Process Flow Diagrams	18
Quick Void Process	18
Manual Check and Void Check Process	19

Introduction

This Guide explains the Check Adjustment processes in the WESPaC Payroll module.

Who This Guide is For

This Guide is intended for anyone who creates payroll check adjustments. The primary audience is district staff who process payroll. Typically, this includes the Business Manager, Payroll Manager, and Payroll Clerks. The secondary audience includes Business Office personnel and Administrators, or anyone else involved in setting up or supporting Payroll.

What This Guide Contains

In this Guide, you'll learn general information about the Check Adjustments processes in the Payroll module. You'll also learn how to create a Quick Void, a Void Check, and a Manual Check. The Guide also discusses error and warning messages and provides payroll data flow diagrams.

What You Should Know Before You Read This Guide

You'll find that the Guide is much more helpful if you have some experience running current payroll. This Guide is intended to be read while you are working in Payroll, so be sure you are logged on.

What You Need to Get Started

This Guide refers to *WSIPC Guide to Retirement Transaction Processing*, so you may find it helpful if you have access to that Guide.

Overview of Payroll Check Adjustments

The Payroll module provides three ways to create a payroll check adjustment transaction: Quick Void, Manual Check, and Void Check.

Quick Void

Quick Void reverses checks by creating new checks with negative amounts that offset the original checks. The resulting accounting is the reverse of the original check and has the same Payroll Posting Date as the original check. The “[Quick Void Process](#)” section of Appendix B explains the Quick Void process flow.

Void Check

Like a Quick Void, Void Check reverses checks by creating new checks with negative amounts that offset the original checks. Unlike Quick Void, Void Check allows you to change the Payroll Posting Date, and Void Check does not reverse retirement Ded/Ben. You can also use Void Check to create a check to make negative adjustments to year-to-date deductions, benefits and gross dollar amounts for W2.

Manual Check

Manual Check is not used to reverse a check, but—like Void Check—it is used to make adjustments and it does not process retirement Ded/Ben. You can use it to create a check to make positive adjustments to year-to-date deductions, benefits and gross dollar amounts for W2. You can also use it to record paychecks made outside the Payroll application.

The “[Manual Check and Void Check Process](#)” section of Appendix B shows the process flow for Void Check and Manual Check.

This Guide explains how to perform each of these check adjustment processes.

Processing a Quick Void

A Quick Void creates a negative check that offsets checks and all associated transactions. It restores year-to-date balances to what they were before the original check was created. Washington Retirement transactions, including related adjustments, are also reversed.

You might create a Quick Void when you create a paycheck or direct deposit in error, but you haven't yet distributed it to the employee or bank.

Before using Quick Void, consider the following:

- Create a Void Check instead of a Quick Void in either of the following cases:
 - You don't need to reverse the entire amount of the original check.
 - You need to change the Payroll posting date, such as when state and federal reports have already been filed.
- Although you cannot change the Payroll Posting Date on a Quick Void, you can override the Budgetary Posting Date.
- When you reissue a check after a Quick Void, Time Off approvals can impact it. For example, if you use Quick Void to reverse an entire Payroll and then reissue those checks in a new Payroll, the second Payroll includes any new Time Off transactions approved after the first Payroll. If any new Time Off transactions are approved after the first Payroll and before the second Payroll, the total amounts of the two Payrolls will not be the same.
- A Quick Void does not restore worksheets that were paid with the original check, to their unpaid state. However, you can re-import them into a new or replacement check.
- You do not need to create and send a retirement transmittal file for DRS because the retirement transactions from this process are included in the retirement transmittal file sent to DRS after your next regular payroll. If you do want to create a separate DRS transmittal, detailed instructions are available in the *WSIPC Guide to Retirement Transaction Processing*.

The Quick Void process consists of the following steps:

- [Selecting Checks to Quick Void](#)
- [Processing Quick Void Checks](#)

NOTE

Once you finish the “[Processing Quick Void Checks](#)” section, you’re instructed to go to the “[Completing the Check Adjustment Process](#)” section (page 13). This Guide has only one section for completion processes because the completion processes are the same for Quick Void, Manual Check and Void Check.

Selecting Checks to Quick Void

The first Quick Void process is the Select process. In this step, you select the original payroll checks to reverse.

To select checks to Quick Void:

1. Go to HR\PA\QV\SE.
2. From the Payrolls Available for Quick Void list, highlight the payroll that contains the checks you want to void.
3. Click Select.
4. Use any of the following methods to select one or more checks:
 - To void one check, select the check in the Checks Available for Selected Payroll list and click Add.
 - To void several checks, select a check in the Checks Available for Selected Payroll list, press the Ctrl key, click on any other checks you want to void, and click Add.
 - To void all of the checks in the payroll run, click Add All.

CAUTION

Do not select the Include Quick Voided checks check box. Doing so shows checks that have been Quick Voided. Never void a previously voided check. It doesn’t reverse the Quick Void—it only creates another Quick Void, resulting in a double negative.

5. Click Close.

Processing Quick Void Checks

The second Quick Void step is the Process step. It creates reversal transactions for the selected checks.

CAUTION	If you process a Quick Void several months after you issue the original check, or after tax reporting (such as W2, 941, UC, or WC), the amounts on your reports may differ from the amounts on file. In this situation, you must issue a corrected report.
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To process Quick Void checks:

1. Go to HR\PA\QV\PR.
2. Click OK.
3. If you do not want to create NACHA records, click the Override NACHA arrow and select Yes to override the value of Yes in the Create NACHA File? box. When Create NACHA File? is Yes and Override NACHA is Yes, NACHA records are not created.

BEST PRACTICE	Create a NACHA record after a Quick Void. Otherwise, the record gets included in the next ACH file, which can cause problems. However, depending on your district's procedures you may decide not to transmit the file to the bank. Often a manual process is used to void the ACH. For detailed instructions regarding the ACH file, see "Appendix A - Creating the Direct Deposit File."
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4. If you want to change the Budgetary Posting Date, click the Override Posting Date arrow, select Yes, and type a date in the Override Posting Date box.

NOTE	The only date you can adjust on a Quick Void is the Budgetary Posting Date. The other dates default from the original check. If you need to override other dates, you must use the Void Check process.
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5. Click OK. The following message appears:

"Quick Void transactions created successfully. To complete the Quick Void Process, you must run the Check Register and Update Processes."

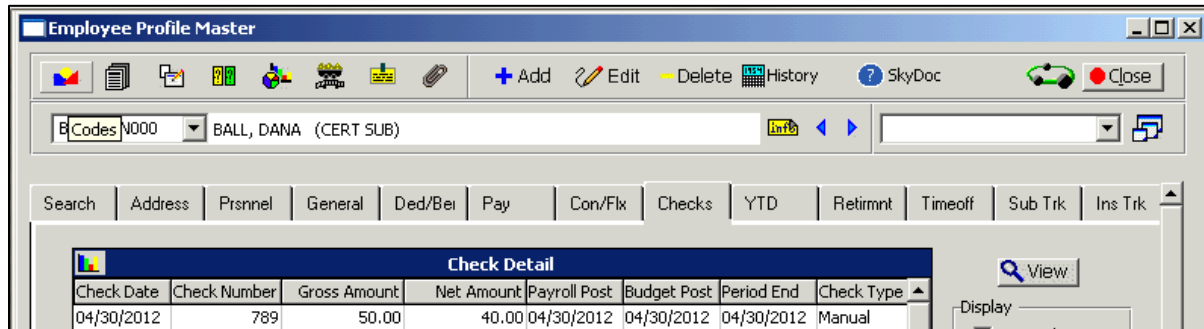
6. Click OK.
7. Go to "[Completing the Check Adjustment Process](#)" (page 13) to finish processing the Quick Void.

Creating a Manual Check or Void Check

Unlike a Quick Void, with a Manual Check or Void Check you don't start with an existing check. Instead, you select specific employee Pay and Ded/Ben records and create a check.

The only difference between the Manual Check and Void Check processes is that when you use a Void Check to make an adjustment, the amounts process as negatives.

Figure 1 shows that a Manual Check has been made for the amount of \$50.

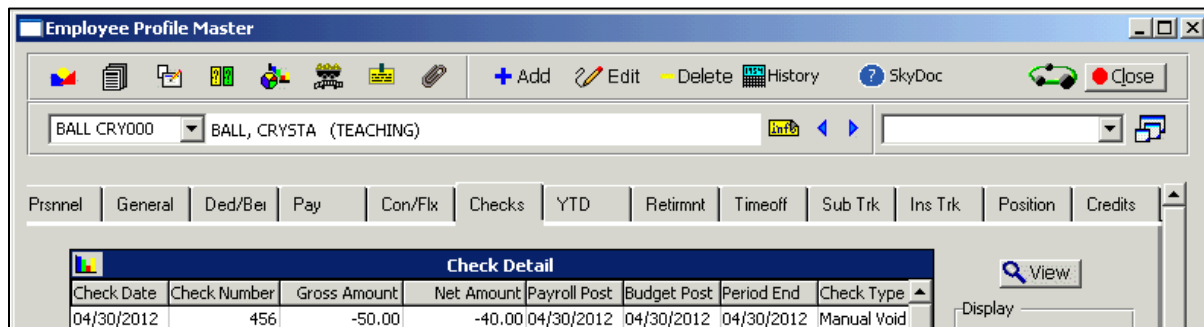


The screenshot shows the 'Employee Profile Master' window for employee BALL, DANA (CERT SUB). The 'Checks' tab is active, displaying a table with the following data:

Check Date	Check Number	Gross Amount	Net Amount	Payroll Post	Budget Post	Period End	Check Type
04/30/2012	789	50.00	40.00	04/30/2012	04/30/2012	04/30/2012	Manual

Figure 1 - Profile Checks tab showing a Manual Check with positive amounts

Figure 2 shows that a Void check has been made for the amount of \$50. Notice that the amounts are negative.



The screenshot shows the 'Employee Profile Master' window for employee BALL, CRYSTA (TEACHING). The 'Checks' tab is active, displaying a table with the following data:

Check Date	Check Number	Gross Amount	Net Amount	Payroll Post	Budget Post	Period End	Check Type
04/30/2012	456	-50.00	-40.00	04/30/2012	04/30/2012	04/30/2012	Manual Void

Figure 2 - Profile Checks tab showing a Void Check (Manual Void Check Type) with negative amounts

These processes are most commonly used to adjust deduction, benefit and gross amounts for reporting purposes, such as to correct W2s. However, retirement Ded/Ben cannot be adjusted on a Manual Check or Void Check. You can also use Manual Check to record transactions made outside the Payroll application such as a manually written check.

Manual Checks and Void Checks create adjustments for record-keeping purposes only. They do not produce an employee paycheck or direct deposit.

Both processes consist of the following steps:

- [Selecting Employee Pay Records](#)
- [Running the Calculate Process](#)

NOTE Once you complete the last step of “[Running the Calculate Process](#),” you’re instructed to go to “[Completing the Check Adjustment Process](#)” (page 13). This Guide has only one section for completion processes because the completion processes are the same for Quick Void, Manual Check and Void Check.

Selecting Employee Pay Records

In the first step of the Manual Check and Void Check processes, you define the Payroll Selection Parameters and select the individual employee Pay Records.

To select employee Pay Records:

1. Do one of the following:
 - To select Pay Records for a Manual Check, go to HR\PA\MC\SE.
 - To select Pay Records for a Void Check, go to HR\PA\VC\SE.
2. On the Current Payroll Selection Parameters screen, type a date in the Period End Date and Check Date boxes and select any other parameters.
3. Click OK. A message appears explaining that Ded/Bens are not calculated during this process, so you must manually enter any percent and calculate types of Ded/Bens. Read this message carefully.
4. Click OK.
5. Click the Indiv Select button.

NOTE Since you must enter all items manually, the Mass Select process is not available. You must select individual employee pay records on the Select for Payroll Run Number screen.

6. Select an employee by clicking Name or Lookup or by using the blue and pink arrows to scroll through the employee list.
7. Select one of the records in the Active Pay Records area and click Chg/Sel.
8. On the Change/Select Pay Record screen, enter hours in the Work Hours and/or Workers’ Compensation Hours boxes if needed.

NOTE You might want to adjust Workers’ Compensation Hours if you are adjusting a Worker’s Compensation Ded/Ben amount.

9. Modify the data in the Rate/Amount box if needed.

10. Modify Deductions and Benefits in the Update area if needed. For more information about modifying Ded/Ben on a check, see [“Modifying Ded/Ben on a Check”](#) after this procedure.
11. Click OK on the Change/Select Pay Record screen.
12. Enter a number in the Check Number box.

BEST PRACTICE	To keep Manual Check and Void Check numbers separate from Regular Payroll Check numbers, use a lower check number sequence than that of your regular payroll check stock.
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13. Click OK.
14. Repeat steps 6 through 13 until you have selected and updated all the Pay records for the Check.
15. Click Close. The Check Selection Information screen appears showing the total number of records processed.
16. Click OK.

CAUTION	Although you can click the Time Off button to record time off for the selected employee, the Manual Check and Void Check processes do not calculate Sick Pay and won't automatically adjust Unemployment.
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Modifying Ded/Ben on a Check

In step 10 of the previous procedure ([“Selecting Employee Pay Records”](#)), you were told to modify Ded/Bens in the Update area if needed. This section explains more about that process.

Adjusting Retirement

Manual Check and Void Check processes do not create retirement transactions. Therefore, if you need to adjust retirement on a Manual Check or Void Check, you must do one of the following:

- Create a Retirement Adjustment. To learn how to create a Retirement Adjustment, see [“Adding a Retirement Adjustment”](#) in the *WSIPC Guide to Retirement Transaction Processing*.
- Use an Adjustment Retirement Ded/Ben on the Manual Check or Void Check, then reverse it and put a real Retirement Ded/Ben on the next regular Payroll check. The retirement transaction is created during the regular Payroll process.

Modifying Other Ded/Ben

If you're using a Manual Check or Void Check to adjust an Actual Gross amount and don't need to adjust the related Tax Ded/Ben, you must add the Tax Ded/Ben with a zero amount. This causes the Gross Adjustment screen to appear, allowing you to update the Actual Gross. If you don't add the Ded/Ben, the Gross Adjustment screen doesn't appear and you can't update the employee's Actual Gross.

For example, if you need to adjust an employee's Unemployment Actual Gross but don't need to adjust the UC Benefit amount, you must add a 1UC Ben with a zero amount so that the Gross Adjustments screen appears and lets you update the UC Gross.

The Manual Check and Void Check Calculation processes do not calculate Ded/Bens whose amounts calculate based on a Percent or Rate, such as Taxes and Workers' Compensation. It also does not calculate Sick Pay, which would normally affect Unemployment. You must calculate and manually enter all of these amounts.

Running Pre-Verify Reports

The Pre-Verify step is optional, but you might want to run one or more of the pre-verify reports to verify your Manual Check or Void Check information before running the Calculate step.

To run Pre-Verify Reports:

1. Do one of the following:
 - To run pre-verify reports for a Manual Check, go to HR\PA\MC\PV.
 - To run pre-verify reports for a Void Check, go to HR\PA\VC\PV.
2. To run a pre-verify report, select the check box next to any report. You can only select one report at a time. A dialog box offering more parameter options for that report may appear.
3. Configure the dialog box and click Run.
4. Click OK on the Output Destination screen.

Running the Calculate Process

The Calculate step processes the selected transactions for Manual Checks and Void Checks. It calculates pay values and allows you to adjust deductions, benefits and gross amounts.

To run the Calculate process:

1. Do one of the following:
 - To run the Calculate process for a Manual Check, go to HR\PA\MC\CA.
 - To run the Calculate process for a Void Check, go to HR\PA\VC\CA.
2. If you want to see which accounts the process uses, click the Verify Accts button and view the accounts on the New Account Process Tracking Report.
3. Click OK on the Calculate for Run Number dialog box.
4. Verify that all Posting Dates are correct. If any Posting Dates are incorrect, make the necessary changes.
5. Click OK.
6. If there are exceptions, a warning message appears and the Excepts button becomes active. Click Excepts to view the Exception Report. Fix exceptions as needed and re-run the Calculate process until there are no fatal exceptions.

NOTE	Washington State Retirement, Workers' Compensation, and Unemployment deductions and benefits included on Manual Check or Void Check are not processed the same way they are in the regular Payroll Calculation process. Therefore, warning messages were added. Table 1 describes each of these messages.
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7. Do one of the following:
 - If tax deductions or benefits impact Gross amounts, a message states that Gross Adjustment Records exist and that Payroll cannot continue until these adjustments are processed. To process the Gross Adjustments, go to the "[Processing Gross Adjustment Records](#)" section (page 11) that appears below Table 1.
 - If no Gross Adjustment records exist, click OK and go to "[Completing the Check Adjustment Process](#)" (page 13).

Message	Cause
WC Ded/Ben exists and there are no WC hours, or there are WC hours and no WC Ded/Ben.	Workers' compensation hours or Ded/Ben exist without the other. Normally, both hours and Ded/Ben are expected whenever one or the other exists.
WC Hours & Amounts are included in WC reporting & contract balancing.	Either Workers' Compensation Hours and/or Ded/Ben exist. This Warning indicates that any WC Hours or Amounts entered are included on the Workers' Compensation Report and in contract balancing.
Retirement Amounts will not be included in the DRS Transmittal.	Either Retirement Hours or Ded/Ben exist. This Warning indicates that no Washington Retirement Transaction records are created and these Transactions are not included on any DRS Transmittal.
WC Deduction does not exist on Payroll Transaction.	A pay item does not have a Workers' Compensation Ded/Ben on it but the Pay Code has a Workers' Comp Code.

Table 1 - Manual check warning messages with notes, best practices and cautions

Processing Gross Adjustment Records

In step 7 of the Running the Calculate Process, you can't continue if the Manual Check or Void Check has a Tax Deduction or Benefit that impacts Gross Amounts. In that case, you must manually verify the Gross Amounts and process the Gross Adjustment Records to complete the Calculation step.

To process Gross Adjustment Records:

1. Continuing from step 7 in the "[Running the Calculate Process](#)" (page 10), click OK on the Payroll Can Not Continue dialog box.
2. Click the Gross Adj. button on the Calculate Exceptions and Adjustments dialog box.
3. For each record on the Gross Adjustments screen, select a record and click Edit in the Gross Adjustments dialog box.

NOTE Blue text means that gross adjustments for a record have not yet been verified. When gross adjustments have been made and verified, the blue text becomes black.

4. Make any needed adjustments in the Federal, FICA, Medicare, and Unemployment Actual Gross and Assoc Ben boxes by clicking the data fields and entering the new values.

5. Verify that the amounts for this employee are correct and select the Actual Amounts Verified check box.

<p>NOTE For an explanation of the Gross Adjustments process, click the Help button. After reading the information, click Close to return to the Gross Adjustments screen.</p>

6. Click Close on the Gross Adjustments screen.
7. When the Actual Amounts Verified check box is selected for all of the Gross Adjustment Records, click Process on the Gross Adjustments dialog box.
8. Click OK in the Processing Gross Adjustments dialog box. This process updates the current Payroll records with the Actual Gross Adjustment.
9. Click OK in the Processing Complete dialog box.
10. If there are exceptions, a warning message appears and the Excepts button becomes active. Click Excepts. If necessary, fix the exceptions and re-run the Calculate Process until there are no fatal exceptions.
11. Click Close.
12. Go to “[Completing the Check Adjustment Process](#)” (page 13).

Completing the Check Adjustment Process

Once you process or calculate the Quick Void, Manual Check, or Void Check, you complete the process by performing the following steps:

- [Running Post-Verification Reports](#)
- [Running the Check Register Process](#)
- [Running the Update Process](#)

This section explains each step.

Running Post-Verification Reports

You can run optional Post-Verification Reports to verify that the information on the check records is correct.

To run Post-Verification Reports:

1. Do one of the following:
 - To run Post-Verification Reports for a Quick Void, go to HR\PA\QV\PE.
 - To run Post-Verification Reports for a Manual Check, go to HR\PA\MC\PE.
 - To run Post-Verification Reports for a Void Check, go to HR\PA\VC\PE.
2. Select the check box next to any report you want to run. A dialog box offering more parameter options for that report may appear. If so, configure the dialog box and click Run or OK.
3. Select an Output Destination and click OK.
4. Repeat this process for each Post-Verification Report that you want to run.
5. To create a Customized Report of Pay, Deduction or Benefit Totals, click the Run Individual Reports check box. To add a Board Certification statement to the top of the report, click the Board Certification check box and enter a Board Date before selecting the Run Individual Reports check box.

Running the Check Register Process

You must run the Check Register step. It runs a set of reports, including the Check Register Report.

To run the Check Register process:

1. Do one of the following:
 - To run the Check Register process for a Quick Void, go to HR\PA\QV\CR.
 - To run the Check Register process for a Manual Check, go to HR\PA\MC\CR.
 - To run the Check Register process for a Void Check, go to HR\PA\VC\CR.
2. Verify that all dates are correct and click OK.
3. On the Process Check Register screen, select the Print Social Security Number and/or Page Break by Employee check box as needed.
4. Click Run. The Output Destination screen appears.

TIP	To save time, select Save report in the Output box. That way, you don't have to wait for each report in the report set to run and specify an Output option for each report. Later, you can go to HR\RE to view the saved reports.
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5. Click OK.
6. Click OK again. The following reports run sequentially:
 - Check Register
 - Accounting Register
 - Payroll Data for Accounts Payable Invoices with Vendors
 - Payroll Data for Accounts Payable Invoices without Vendors
 - Workers' Compensation Payroll Report
 - Retirement Activity Report
 - Payroll Vendor Register (Post Calculation)
 - Object Summary Report
 - Detail Report of Current Pay Codes
 - Detail Report of Current Deduction Codes
 - Detail Report of Current Benefit Codes

NOTE	The Accounts Payables Invoice reports show the resulting Payables transactions and the Accounting Register report shows the journal entries that are created.
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7. Click OK.
8. Click Close.

Running the Update Process

You must run the Update step to complete the check adjustment process. This step saves the changes made to the Payroll related records.

To run the Update process:

1. Do one of the of the following:
 - To run the Update process for a Quick Void, go to HR\PA\QV\UP.
 - To run the Update process for a Manual Check, go to HR\PA\MC\UP.
 - To run the Update process for a Void Check, go to HR\PA\VC\UP.
2. A message briefly describes the Update process. Read the message and click Run.
3. The following processes run sequentially:
 - Updating Accounting History Records
 - Updating Payroll Accounts Payable Invoices
 - Updating Detail History – Pay/Ded/Bens
 - Updating YTD/FTD and Check History
 - Updating WA Retirement
 - Updating Direct Deposit Table
 - Updating Insurance Tracking
 - Processing ‘Update’ Clean-up Procedures
4. The following message appears:

“Payroll update is complete. Don’t forget to generate the ‘PWNACHA’ file and transmit it to the bank.”

NOTE	ACH records are only created for Quick Voids when the original check is a direct deposit. Manual Check and Void Check processes do not create ACH records. To learn how to generate the PWNACHA file, see Appendix A .
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5. Click OK.
6. Click Close.

Appendix A

Creating a Direct Deposit File

If you create a Quick Void for a paycheck that was direct-deposited, create a direct deposit file after you complete the Quick Void Update process. Otherwise, ACH transactions resulting from a Quick Void combine with the next regular payroll's direct deposit file, which can cause confusion.

After you create the file, you can decide whether to send it to the bank. You would send the file to the bank if you want the bank to remove the payment from the employee's account. You would not send the file to the bank if you already notified the bank and they already adjusted the employee's account.

To create a direct deposit file:

1. Go to HR\PA\CP\AC.
2. If a NACHA file was created, select the Direct Deposit Verification Report check box.
3. Click OK.
4. Verify that the data on the Direct Deposit Verification Report is accurate.
5. Click Close to return to the ACH Process Direct Deposit Options screen.
6. Select the Create Direct Deposit Download File check box.
7. Verify that the bank information on the Process ACH Direct Deposit screen is accurate.
8. Click OK.

<p>CAUTION Make changes on the Process ACH Direct Deposit screen only at the direction of your bank, WSIPC, or your ISC.</p>

9. Verify that the Directory for Text Files is accurate.
10. Click OK.

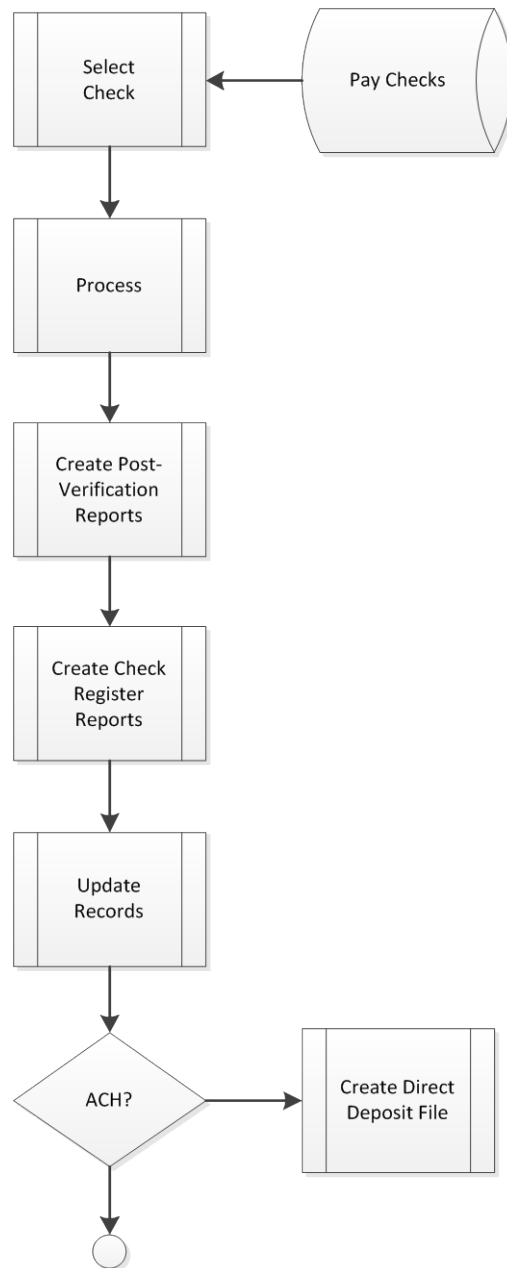
<p>CAUTION If an NACHA file already exists, a message warns you that if you click OK you overwrite the previously created file.</p>

11. In the Date of Deposit Settlement box, type a date and click OK. The bank processes this transaction on this date. This box defaults to the check date on the most recent payroll run.
12. Verify that the amounts in the Process Totals dialog box are correct.
13. Click Close.
14. Tell your Service Center that the NACHA file is ready to transmit. Your Service Center transmits the direct deposit file.

Appendix B

Process Flow Diagrams

Quick Void Process



Manual Check and Void Check Process

