

TITLE: Payroll Financial Reports in Payroll Now

LOCATION: *HRP for BC > Payroll NOW User Guide*

SUMMARY: *The following provides information to build payroll reports*

- *Payroll Check Register*
- *Trial Balance / Income Statement*
- *G/L Entry Detail*
- *Prenotification Pending*

STEPS & SCREENSHOTS:

Payroll Check Register

Navigate to the 'Full Payroll Menu' and locate the 'Reports' column. Click on 'Payroll Financial Reports' then 'Payroll Check Register' to access.

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Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Check Register	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	Trial Balance / Income Statement	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	G/L Entry Detail	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Prenotification Pending	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

Make use of the provided 'Options' and 'Filters' to define the parameters of the report.

PAYROLL CHECK REGISTER



Options

Show Voided Checks ☒

Show Direct Deposits ☒

Filter: Check Ledger Entry

× Posting Date

× Check No.

× Payroll Employee No.

× Document No.

+ Filter...

Send to...

Print

Preview

Cancel

Payroll Check Register

Emp No	First Name	Last Name	Check No	Date	Type	Entry Status	Amount	Amount Issued
TEST-EMP-AK	Test	Employee		10/10/2019	Check	Posted	74,408.67	74,408.67
					Checks		74,408.67	74,408.67
Grand Total:							74,408.67	74,408.67

TRIAL BALANCE / INCOME STATEMENT

Navigate to the 'Full Payroll Menu' and locate the 'Reports' column. Click on 'Payroll Financial Reports' then 'Trial Balance / Income Statement' to access.

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
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Enter Hours / Quantity..	Prenotification Pending	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

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PAYROLL TRIAL BALANCE / INCOME STATEMENT **Options**Income Statement ☒As Of Date 11/13/2019 Income Statement Start Date Income Statement End Date Hide Zero Balance Accounts ☒Payroll Employee Filter Payroll Division Filter ADMIN Payroll Posting Group Filter ALL **Filter: G/L Account**× No. × Blocked  [Filter...](#)

Filter totals by:

 [Filter...](#)

Send to...

Print

Preview

Cancel



Trial Balance as of 11/13/2019

Account	Account Name	Debit Amount	Credit Amount
22530	Inv. Adjmt. (Interim), Raw Mat		
22550	Inv. Adjmt. (Interim), Retail		
22700	Sales Tax Payable		
22750	Purchase Tax		
22960	Prepaid Hardware Contracts		
22970	Prepaid Software Contracts		
23050	Accrued Salaries & Wages		
23100	Federal Withholding Payable		
23200	State Withholding Payable		
23300	Payroll Taxes Payable		2,813.36
23400	FICA Payable		
23500	Medicare Payable		
23600	FUTA Payable		
23700	SUTA Payable		
23750	Employee Benefits Payable		35.00
23775	Garnishment Payable		
23800	Vacation Compensation Payable		
23850	Employee Payable		

G/L Entry Detail

Navigate to the 'Full Payroll Menu' and locate the 'Reports' column. Click on 'Payroll Financial Reports' then 'G/L entry Detail' to access.

Full Payroll Menu

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PAYROLL G/L ENTRY DETAIL

**Filter: G/L Entry**

× Posting Date	
× G/L Account No.	▼
× Payroll Employee No.	▼
× Payroll Division	
× Payroll Employee Postin...	
× Pay Cycle	▼
× Pay Cycle Period	▼
× Payroll Type	▼
× Payroll Code	▼

[+ Filter...](#)[Send to...](#)[Print](#)[Preview](#)[Cancel](#)

	Account	Account Name	Debit Amount	Credit Amount	Amount
EMP10009	23300	Payroll Taxes Payable		42.31	-42.31
EMP10009	23300	Payroll Taxes Payable		11.54	-11.54
EMP10009	23300	Payroll Taxes Payable		150.00	-150.00
EMP10009	23300	Payroll Taxes Payable		(150.00)	150.00
EMP10009	23300	Payroll Taxes Payable		(11.54)	11.54
EMP10009	23300	Payroll Taxes Payable		63.46	-63.46
EMP10009	23300	Payroll Taxes Payable		42.31	-42.31
EMP10009	23300	Payroll Taxes Payable		11.54	-11.54
EMP10009	23300	Payroll Taxes Payable		50.00	-50.00
EMP10010	23300	Payroll Taxes Payable		10.00	-10.00
EMP10010	23300	Payroll Taxes Payable		10.00	-10.00
EMP10010	23300	Payroll Taxes Payable		10.00	-10.00
EMP10010	23300	Payroll Taxes Payable		10.00	-10.00
EMP10010	23300	Payroll Taxes Payable		(10.00)	10.00
EMP10011	23300	Payroll Taxes Payable		10.00	-10.00
EMP10011	23300	Payroll Taxes Payable		10.00	-10.00
EMP10011	23300	Payroll Taxes Payable		10.00	-10.00
EMP10011	23300	Payroll Taxes Payable		10.00	-10.00

Prenotification Pending

Navigate to the 'Full Payroll Menu' and locate the 'Reports' column. Click on 'Payroll Financial Reports' then 'Prenotification Pending' to access.

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Make use of the provided 'Options' and 'Filters' to define the parameters of the report.

PRENOTE PENDING REPORT



Filter: Payroll Employee Deduction

× Employee No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

	A	B	C	E	F	G	H	I	J	L	M	N	O
1													
3													
4													
5													
6													
8													
9													
10													
11													
12													
13													
14													

cronus

TEST
11/13/2019 11:00:03 AM -06:00

Employee Prenotes Pending

Employee No	Employee First Name	Employee Last Name	Account Type	Bank Account	Routing	Direct Deposit Code
TEST-EMP-AK	Test	Employee	Checking	15124132	114000052	DEFAULT DIRECT DEP