

Payroll Financial Reports

Modified on: Tue, 21 Dec, 2021 at 2:29 PM

Synopsis:

This section provides standard financial reports with payroll filters.

TABLE OF CONTENTS

- [PAYROLL CHECK REGISTER](#)
- [TRIAL BALANCE / INCOME STATEMENT](#)
- [G/L ENTRY DETAIL](#)
- [PRENOTIFICATION PENDING](#)

[PAYROLL CHECK REGISTER](#)

This report will show you everything from the check ledger entry that has a payroll employee number. It gives you a nice subset of all checks / direct deposits that were paid to employees along with additional filters to access the data you need to see.

- Access the Payroll Check Register
 1. Full Payroll Menu
 2. Payroll Financial Reports
 3. Payroll Check Register



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

- Utilize the available 'Options' and 'Filters' to scope the report

PAYROLL CHECK REGISTER



Options

Show Voided Checks ☒Show Direct Deposits ☒

Filter: Check Ledger Entry

× Posting Date 10/10/19

× Check No.

× Payroll Employee No. ✓

× Document No.

+ Filter...

Send to...

Print

Preview

Cancel

PFR-002

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

This is a standard trial balance report with the added feature of being able to filter by payroll division

- Access the 'Payroll Check Register'
 1. Full Payroll Menu
 2. Payroll Financial Reports
 3. Trial Balance / Income Statement



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- Filter report as needed

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...](#)

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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	Expenses Payable		

G/L ENTRY DETAIL

This is a standard G/L Entry Detail report with the added payroll filters

- Access the 'Payroll Check Register'
 1. Full Payroll Menu
 2. Payroll Financial Reports
 3. G/L Entry Detail



Full Payroll Menu

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- Filter the report as need

PAYROLL G/L ENTRY DETAIL



Filter: G/L Entry

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

[+ 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

This report shows all employees that have a 'Prenote Pending' which means the bank has not approved their Direct Deposit information. The report is technically pulling in all employees who have the 'Prenote Pending' checked off in the 'Direct Deposit' Section of the employee card.

Salary Information - Linked to Salary Table >

Direct Deposits		Manage					
Code ↑	Account Type	Bank Account No.	Routing No.	Amount Formula	Amount / Percent	Prenote Pending	
→ DEFAULT DIRECT DEP	Checking	15124132	114000052	% of Net Wages	0.00	☒	

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3. Prenotification Pending

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- Filter the report as needed

PRENOTE PENDING REPORT

Filter: Payroll Employee Deduction

× Employee No.

+ Filter...

Filter totals by:

+ Filter...

Send to... Print Preview Cancel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O								
1											TEST												
3											11/13/2019 11:00:03 AM -06:00												
4																							
5	Employee Prenotes Pending																						
6																							
7																							
8	Employee No	Employee First Name	Employee Last Name	Account Type	Bank Account	Routing	Direct Deposit Code																
9	TEST-EMP-AK	Test	Employee	Checking	15124132	114000052	DEFAULT DIRECT DEP																
10																							
11																							
12																							
13																							
14																							

PFR-013