

RUN CERTIFIED PAYROLL REPORT



This guide provides step-by-step instructions on how to run a certified payroll report. It includes detailed information on accessing the payroll system, selecting the appropriate report parameters, and generating the required data. The guide also highlights key fields and compliance requirements to ensure accuracy and adherence to regulations.



If any data is missing from the header of the Certified Payroll Report pages, check your JOBS setup:

Job Card

006774 - Bldg 171 NNSY Window Repairs

Home | Print/Save | Prices & Discounts | WEP | Job | Report | More options

Copy Job Tasks from... | Copy Job Tasks to... | Create Inventory Pick | Create Warehouse Pick

General

Job No.: 006774

Description: Bldg 171 NNSY Window Repairs

Customer No.: BUILDTEC CORP

Customer Name: BUILDTEC CORPORATION

Set-Up

Address: Suite A

Address 2:

City: Chesapeake

State: VA

ZIP Code: 23325

Country/Region Code:

Contact No.:

Phone No.:

Mobile Phone No.:

Email:

Contact: Accounts Payable

Subcontract Description: 006774

Subcontract Description: PORTSMOUTH, VA

Hour Reference: 14400832100023/14400832100023

Person Responsible:

Blocked:

Last Date Modified: 8/15/2023

Project Manager:

Payroll Ledger Entries

1

In the Advanced Settings section of the Payroll Setup window, ensure the highlighted options are turned on.

2

- Full Payroll Menu
- History
- Payroll Ledger Entries

Advanced Settings

[Show more](#)

Check Balance Payrol...	☐	Verify OT Hours on A...	☐
Suppress Arrears Trac...	☐	Use Pay Cycle SubTyp...	☐
Advanced Deduction ...	☒	Auto-Sync Expense A...	☐
Use Actual Salary Mo...	☒	Journal Transfer Acco...	10400
Use Position Effective...	☐	Show Workers Comp....	☐
Overwrite Dimension...	☐	Payroll Calc. Excluso...	☒
Position by Effective ...	Pay Cycle Ending Date	Activate MEM	☐
Split Employer Tax / ...	☒	MEM Dimension Co...	
Split Payroll Ledger E...	☒	Agricultural Employees	☐
Use Job/Job Task	☒		

3

Click on Reports > Certified Payroll Report

Payroll Ledger Entries

Search Home **Reports** More options

☒ Certified Payroll Report
 ☐ Hours by Earnings Code
 ☐ 941 Reconcile
 ☐ Local Income Tax Report
 ☐ FUTA Report

☐ Payroll Report
 ☐ Payroll Check Register
 ☐ State Income Tax Report
 ☐ SUTA Report
 ☐ Additional State Tax

Views

All

Filter list by:

Reversed

No

+ Filter...

Entry No.	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Certified Payroll Report
7415	2023Q2M06	PRL10085	MWEST	Direct Dep...	NET PAY DIBE...	NET PA
7414	2023Q2M06	PRL10085	MWEST	Employer Tax	MED-R	
7413	2023Q2M06	PRL10085	MWEST	Employer Tax	MED-R	
7412	2023Q2M06	PRL10085	MWEST	Employer Tax	SS-R	

- 4 Enter the Pay Cycle Ending Date, then select **SEND TO**.

The screenshot shows the 'Certified Payroll Report' dialog box. It has a title bar with a maximize, checkmark, and close button. Below the title bar, there are fields for 'Printer' (set to '(Handled by the browser)') and 'Report Layout' (set to 'src/report/layout/Rep71579:DPNCertified...'). Under the 'Options' section, the 'Week Day Ending' is set to '6/6/2023'. There is a 'Filter: Job' field with a dropdown arrow. Below it is a 'Filter totals by:' section with a 'Filter...' button. At the bottom, there are four buttons: 'Send to...', 'Print', 'Preview & Close', and 'Cancel'.

- 5 Chose File Type

The screenshot shows the 'Choose file type...' dialog box. It has a title bar with an information icon and the text 'Choose file type...'. Below the title bar, there are several radio button options: 'PDF Document' (selected), 'XML Document', 'Microsoft Word Document', 'Microsoft Excel Document (data and layout)', 'Microsoft Excel Document (data only)', and 'Schedule...'. The 'PDF Document' and 'Microsoft Excel Document (data and layout)' options are highlighted with red boxes. Red arrows point from the 'OK' button to these two options. At the bottom, there are two buttons: 'OK' and 'Cancel'.

- i**
- Sending to Excel places each job on a separate tab.
 - Sending to PDF breaks pages at each job number change.