

Payroll Report Layout & Options

- Within the Full Payroll Menu
- Under History Column, select Payroll Ledger Entries

Full Payroll Menu	
History	Periodic Activities
Posted Payroll	Periodic Processing..
Payroll Ledger Entries	Financial Periodic Activities..
Payroll Statistics	ACA Compliance..
Posted Batch List	Web Portal Documents..
PTO Ledger Entries	Create Emp. Info. from Template..
Hours Detail Entries	Time Transfer Reports..
Approved PTO Hours	Labor Cost Updates..
Other Ledgers..	Automatic Data Migration..

- Select Reports at the top to open the ribbon
 - Choose “Payroll Report”

Payroll Ledger Entries

  		Home	Reports	More options		
	Payroll Report		941 Reconcile		SUTA Report	 Er
<		Hours by Earnings Code		State Income Tax Report		FUTA Report
		Payroll Check Register		Local Income Tax Report		Additional State Tax Report
Entry No. ↓	Payroll Date Code	Document No.	Employee No.	Payroll Type	Payroll Code	Description

From the new screen that opens, you will:

- Click the “Source” dropdown and select “Ledger Entries”
- You will then use the scroll bar on the far right to select all other options according to your desired outcome.

Payroll Report

Printer (Handled by the browser) ▾

Report Layout 07_Reports/Layouts/USPY Payroll Report... ▸

Options

Source Ledger Entries ▾

Level Employee ▾

Group By Payroll Code ▾

Subtotal By ▾

Custom Layout ▾

Group Earnings ☒

Print Details ☒

Official Use ☒

Once you are at the “Filter: Filters” section, you have many options.

- AS SHOWN IN THE IMAGE BELOW you can filter, per your desired outcome, by:
 - Employee No.
 - Payroll Code
 - Payroll Type
 - Payment Date
 - Posting Date
 - Document No.
 - State

Filter: Filters

× Reversed	No	▼
× Employee No.		▼
× Payroll Code		▼
× Payroll Type		▼
× Payment Date	Enter payroll date OR date range (i.e. 0101..0331 & enter)	
× Posting Date		
× Document No.		
× State		

+ Filter...

Advanced >

Send to...

Print

Preview & Close

Cancel

Once you have set up your options for the desired outcome:

- Select “Send to...” at the bottom of the report setup page

Advanced >

Send to...

Print

Preview & Close

Cancel

- Select " Microsoft Excel Document (data and layout)"

Filter



Choose file type...

- ☒ PDF Document
- ☐ XML Document
- ☐ Microsoft Word Document
- ☐ Microsoft Excel Document (data and layout)
- ☐ Microsoft Excel Document (data only)
- ☐ Schedule...

OK

Cancel