

Bank Transfer Listing

How to print a Bank Transfer Listing report



Incident:

You have completed your Pay run for the period. You have created your Bank Transfer file to be imported to the bank, and now you would like to view the list of payments made.

Solution:

Print a Bank Transfer Listing:

1. Click on View...Payroll Reports...Bank Transfer Listing
2. On the filter screen, ensure that all employees reflect in the "Employees to Process" column.
3. Ensure that your "Action Date" is the same date actioned in your Bank Transfer File
4. Select your Sequence and click "Ok"