

Pay Reconciliation Report

How to print a Pay Reconciliation Report

Incident:

You require a report displaying the periodic variance for the period selected with the values of the previous period.

Solution:

Pay Reconciliation Report:

1. Click on View...Payroll Reports... Pay Reconciliation Report
2. On the filter screen, ensure that all employees reflect in the “Employees to Process” column.
3. On the next screen select the following:
 - a. Where to print the report
 - b. The period range to print the report
 - c. The transaction range for the report
 - d. Select the applicable information you would like to see
 - e. Select the run transactions for the report
4. Click on OK to view the report.