

Payroll Register Report

How to print a Payroll Register report



Incident:

You need to see all transactions that were on an employee's payslip for a specific period.

Solution:

Payroll Register Listing Report:

1. Click on View...Payroll Reports... Payroll Register
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. Select the applicable information you would like to see
 - d. Select the run transactions for the report
4. Click on OK to view the report.