

# Payroll Summary Report

## How to print a Payroll Summary report



### **Incident:**

You require a report to view all income and deductions in MS Excel format.

### **Solution:**

Payroll Summary Report:

1. Click on View...Payroll Reports...Payroll Summary
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. Select the range of transactions required
  - b. Select the period range for monthly, weekly and fortnightly
  - c. Select the required options
4. Click on OK to generate the report.