

Periodic Variance Report

How to print a Periodic Variance Report

Incident:

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

Solution:

Periodic Variance Report:

1. Click on View...Payroll Reports... Periodic Variance
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.