

Transaction Cycle History Report

How to print a Transaction Cycle History Report

Incident: You need to see all transactions that were processed in a cycle.

Solution:

Transaction Cycle History Report:

1. Click on View...Payroll Reports... Transaction Cycle History
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 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.