

Transaction Listing Report

How to print a Transaction Listing report



Incident:

You have completed your Pay run for the period and would like to see a detailed list of periodic and default transactions per employee.

Solution:

Transactional Listing Report:

1. Click on View...Payroll Reports...Transaction Listing
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 sequence of the report
 - f. Select the run transactions for the report
4. Click on OK to view the report.