

HOW TO ACCESS AND GENERATE REPORTS

Question

PLEASE REFER TO THE STEPS BELOW:

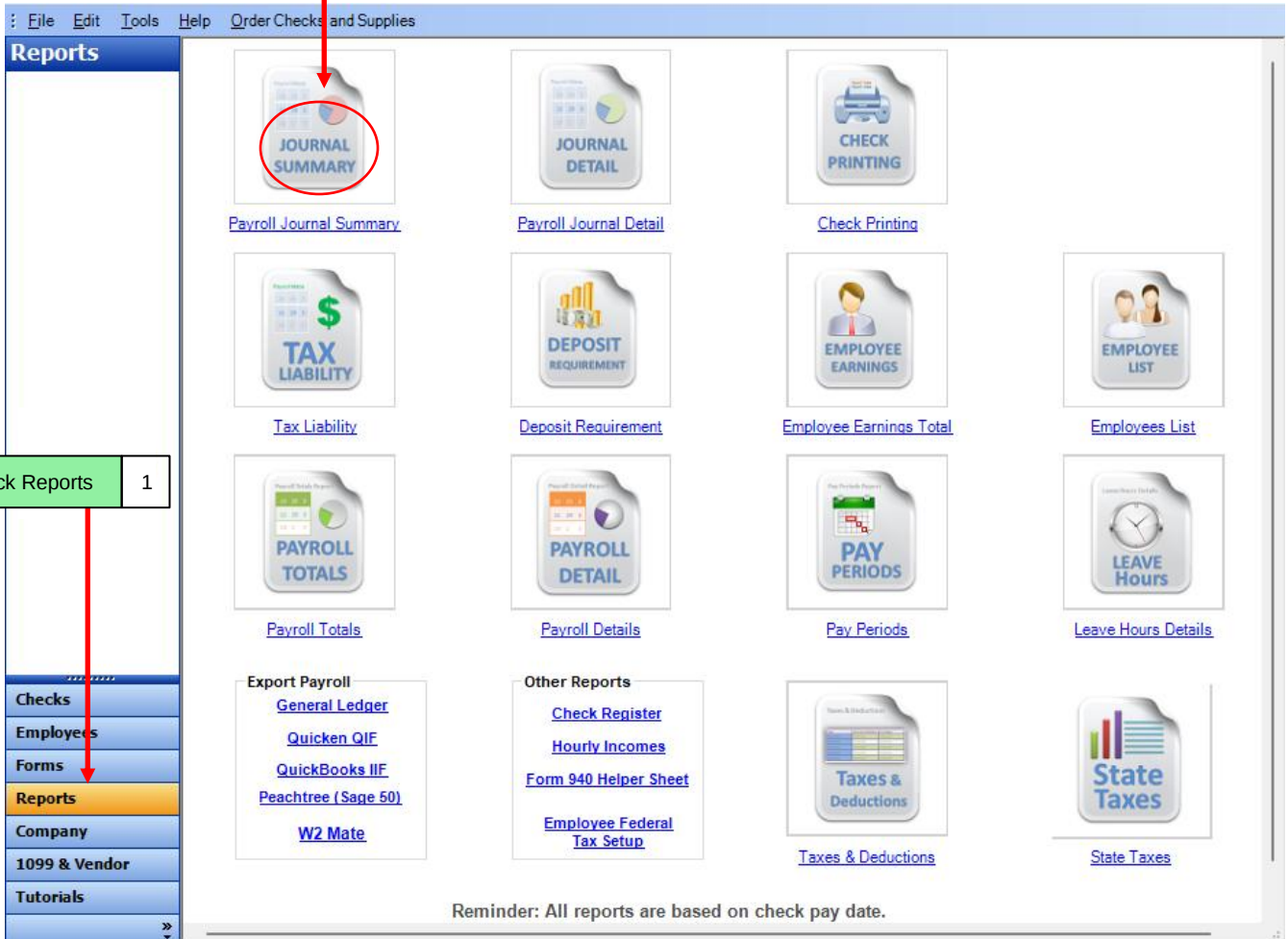
Answer

Payroll Mate reports can be found under the Reports section

1. Click **Reports**
2. Click on the report you want to generate (Example: Payroll Journal Summary)

Click on the report

2



Click Reports

1

File Edit Tools Help Order Checks and Supplies

Reports

JOURNAL SUMMARY
Payroll Journal Summary

JOURNAL DETAIL
Payroll Journal Detail

CHECK PRINTING
Check Printing

TAX LIABILITY
Tax Liability

DEPOSIT REQUIREMENT
Deposit Requirement

EMPLOYEE EARNINGS
Employee Earnings Total

EMPLOYEE LIST
Employees List

PAYROLL TOTALS
Payroll Totals

PAYROLL DETAIL
Payroll Details

PAY PERIODS
Pay Periods

LEAVE HOURS
Leave Hours Details

Export Payroll
General Ledger
Quicken QIF
QuickBooks IIF
Peachtree (Sage 50)
W2 Mate

Other Reports
Check Register
Hourly Incomes
Form 940 Helper Sheet
Employee Federal Tax Setup

Taxes & Deductions
Taxes & Deductions

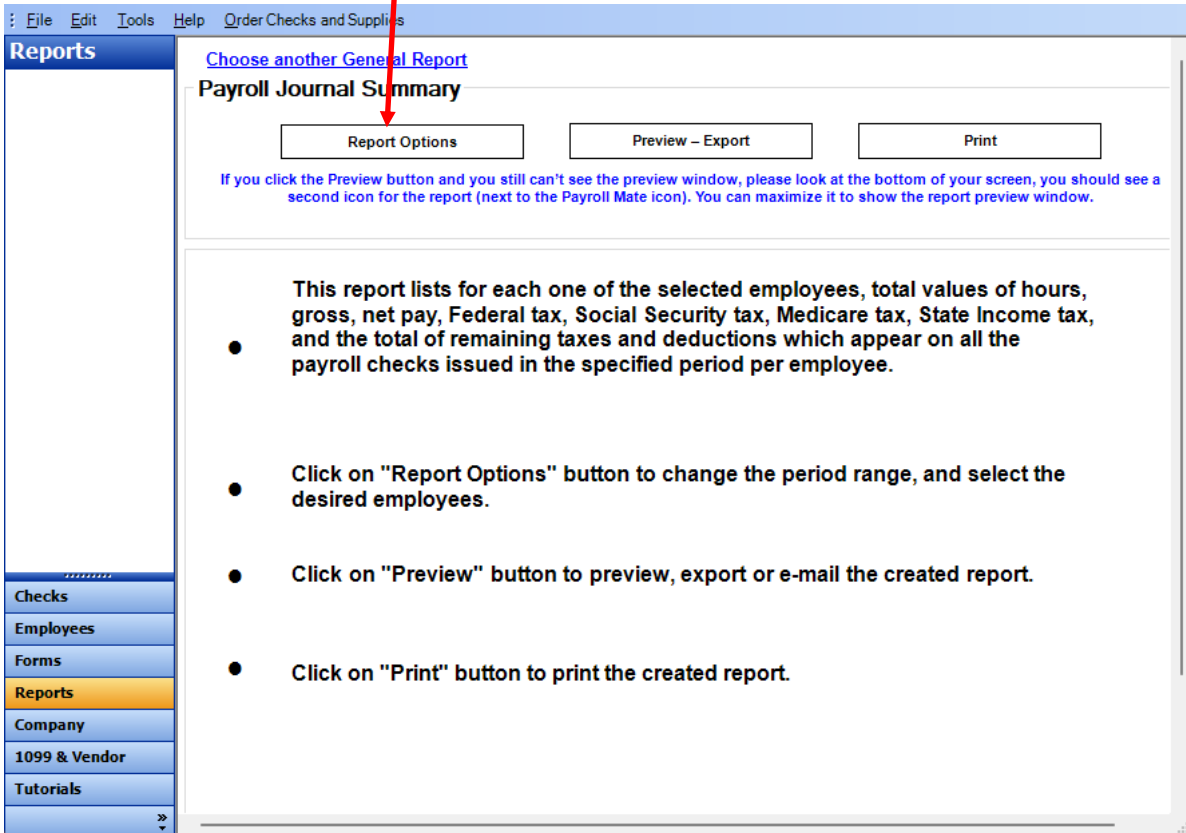
State Taxes
State Taxes

Reminder: All reports are based on check pay date.

3. Click Report Options

Each report will have various Report Options based on that particular report. Leverage the report options accordingly.

Click Report Options
 3



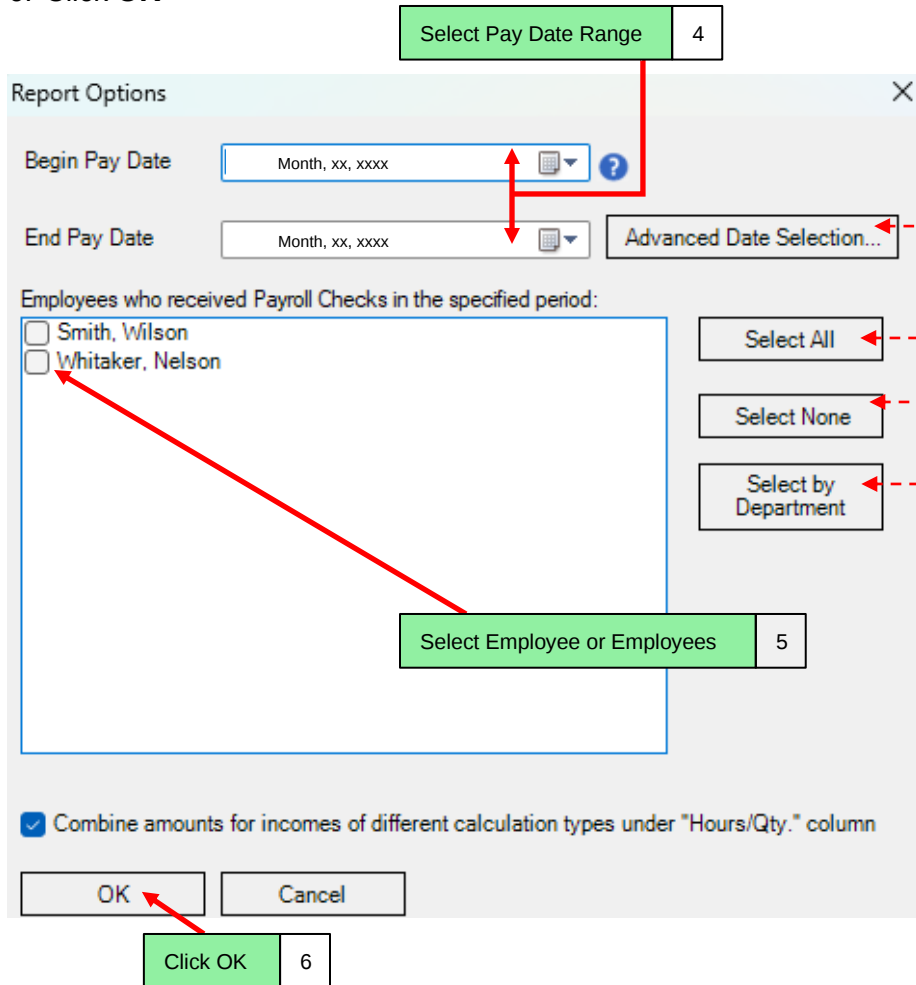
Payroll Journal Summary

Report Options Preview - Export Print

If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to show the report preview window.

- This report lists for each one of the selected employees, total values of hours, gross, net pay, Federal tax, Social Security tax, Medicare tax, State Income tax, and the total of remaining taxes and deductions which appear on all the payroll checks issued in the specified period per employee.
- Click on "Report Options" button to change the period range, and select the desired employees.
- Click on "Preview" button to preview, export or e-mail the created report.
- Click on "Print" button to print the created report.

4. Select **Pay Date Range** you need to run the report
5. **Select the employee or employees** you need
6. Click **OK**



The screenshot shows the 'Report Options' dialog box. A red arrow points from the 'Select Pay Date Range' callout (4) to the 'Begin Pay Date' field. Another red arrow points from the 'Select Employee or Employees' callout (5) to the list of employees. A third red arrow points from the 'Click OK' callout (6) to the 'OK' button.

Report Options

Begin Pay Date: Month, xx, xxxx

End Pay Date: Month, xx, xxxx

Advanced Date Selection...

Employees who received Payroll Checks in the specified period:

- ☐ Smith, Wilson
- ☐ Whitaker, Nelson

Select All

Select None

Select by Department

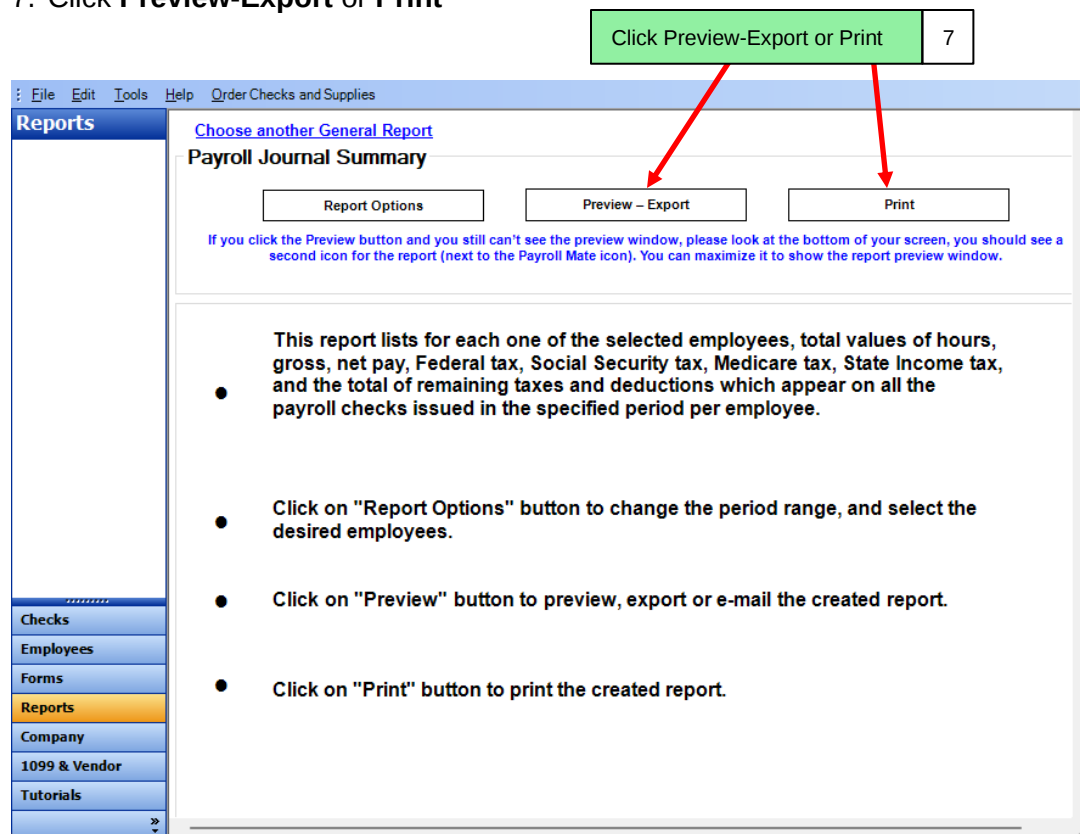
☒ Combine amounts for incomes of different calculation types under "Hours/Qty." column

OK Cancel

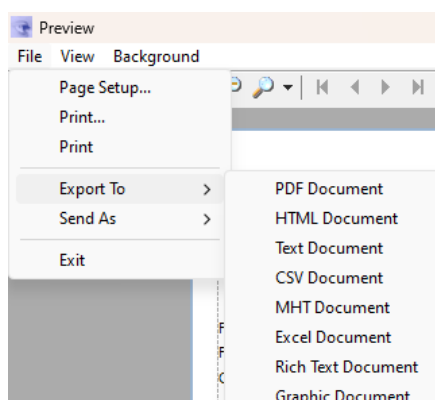
Annotations:

- 4. Select Pay Date Range**: Points to the 'Begin Pay Date' field.
- 5. Select Employee or Employees**: Points to the list of employees.
- 6. Click OK**: Points to the 'OK' button.
- Note**: All reports are based on PAY DATE, not the checks pay periods.
- Advanced Date Selection**: Advanced Date Selection is available if needed.
- Select All**: Select All if need to run for all employees.
- Select None**: Select None to deselect your selections and make changes to your selections.
- Select by Department**: Select by Department if you have departments created and need to run by department.

7. Click **Preview-Export** or **Print**



Preview-Export allows you to preview the report before printing. You can export the report as well.



Print allows you to select your printer and print the report.