HOW TO ACCESS AND GENERATE REPORTS

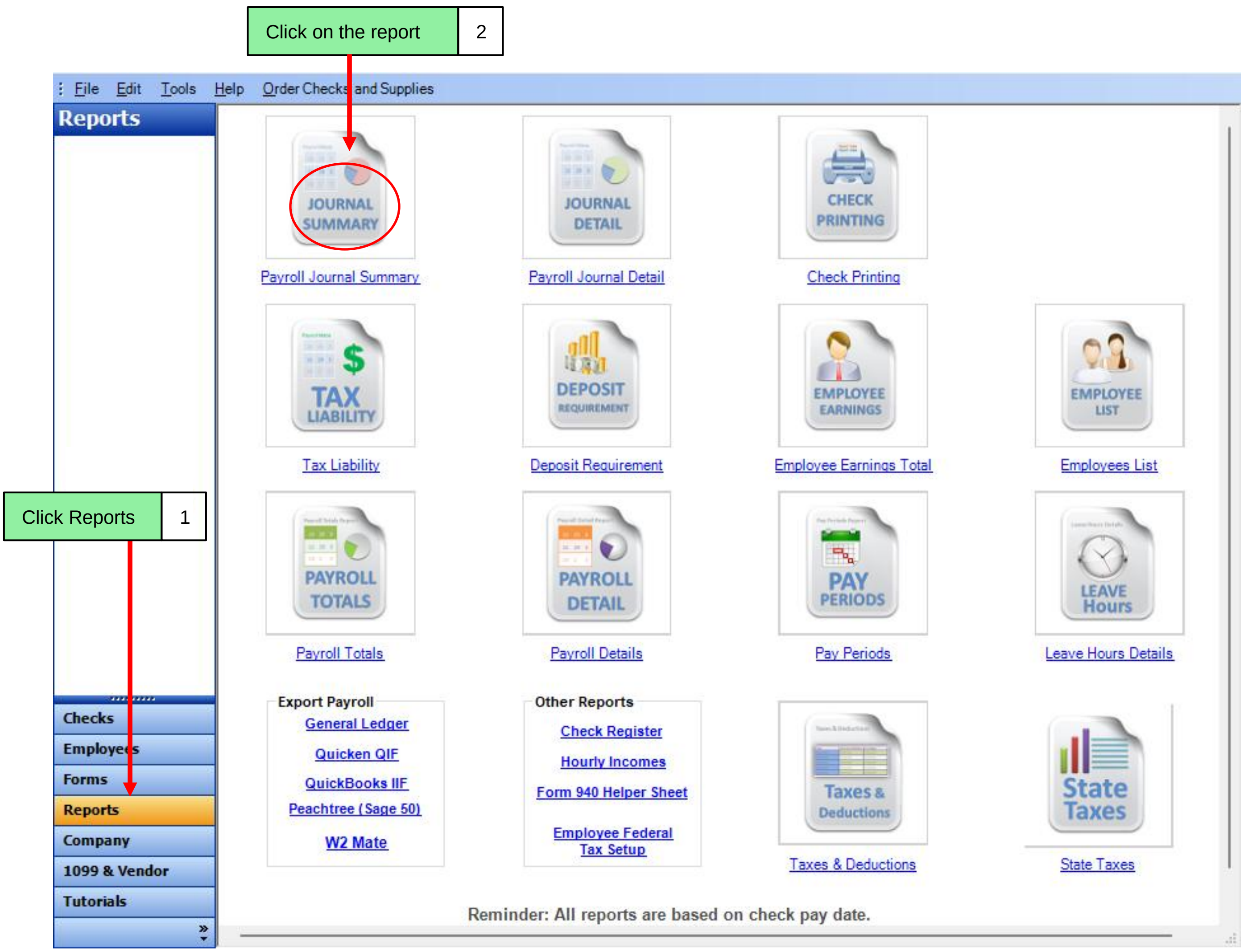
Question

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)



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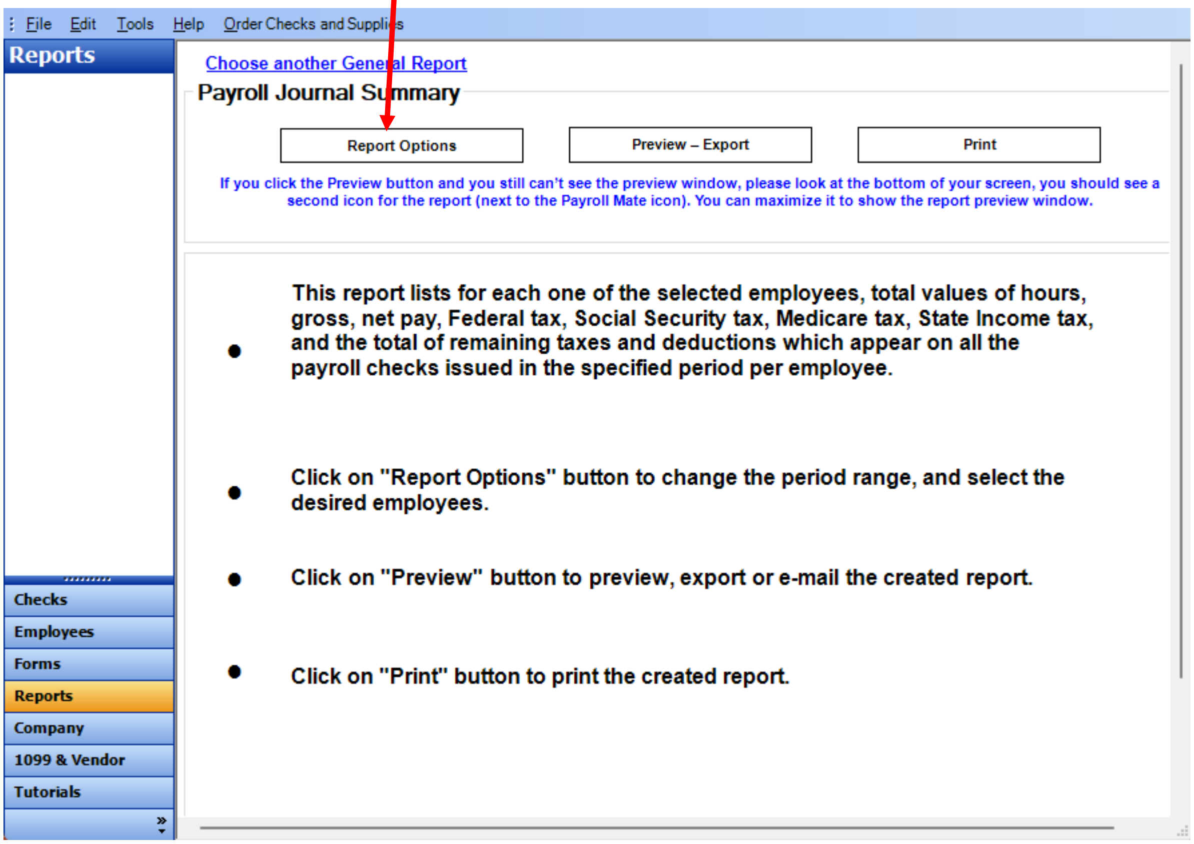
3. Click **Report Options**

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

Click Report Options | 3



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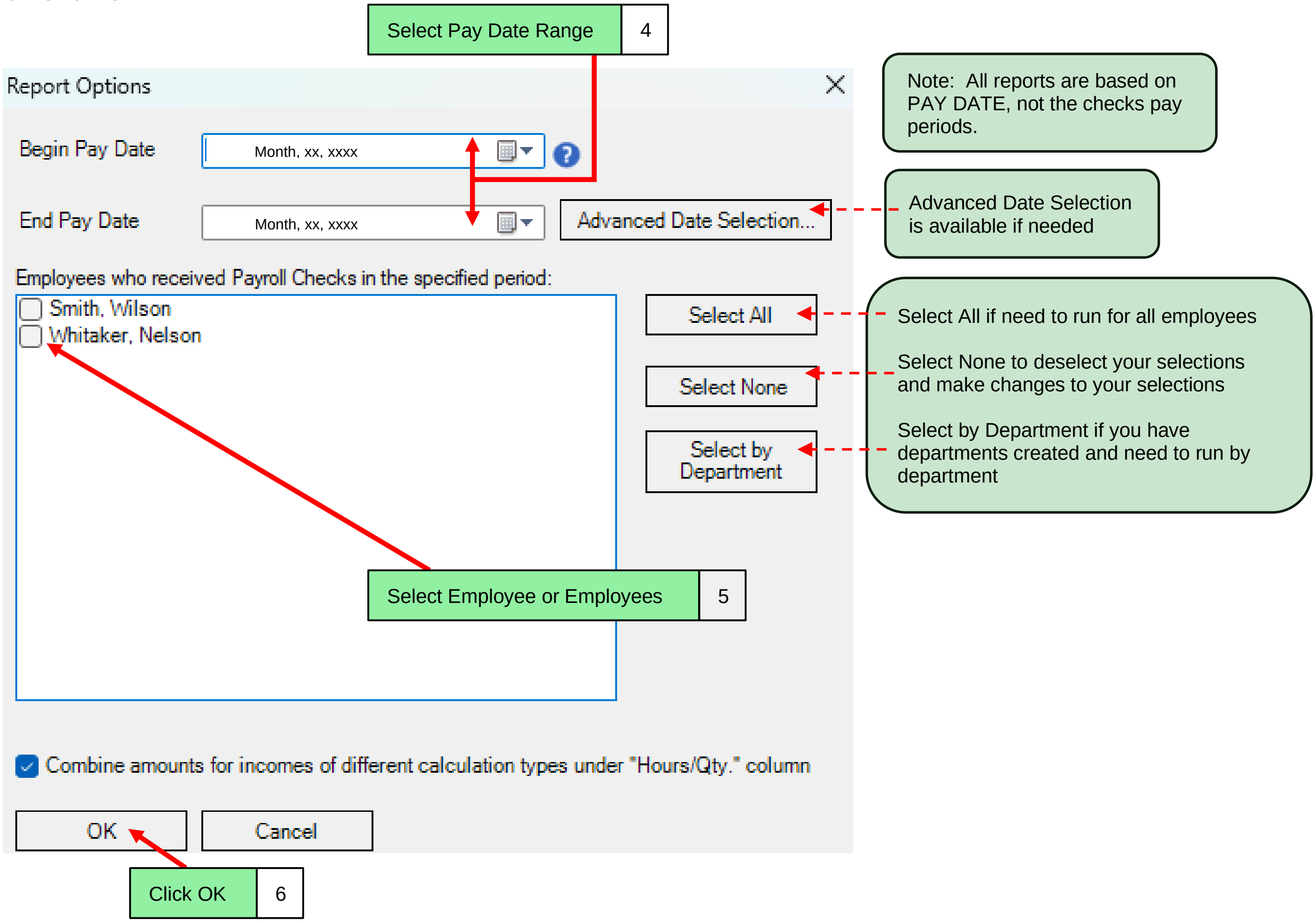
4. Select **Pay Date Range** you need to run the report
5. **Select the employee or employees** you need
6. Click **OK**



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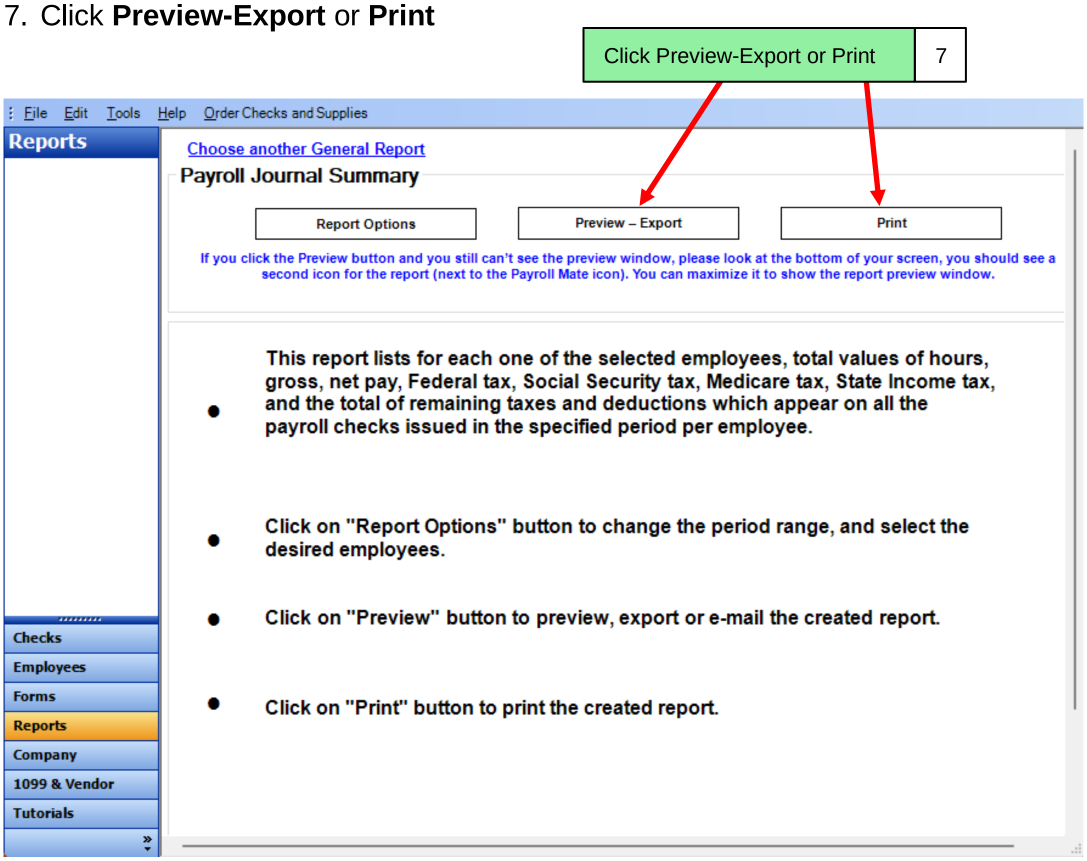
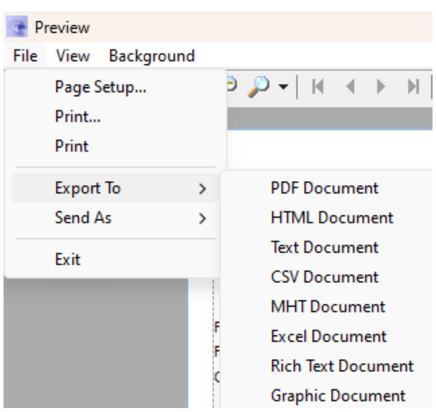
7. Click **Preview-Export** or **Print**



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.

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