

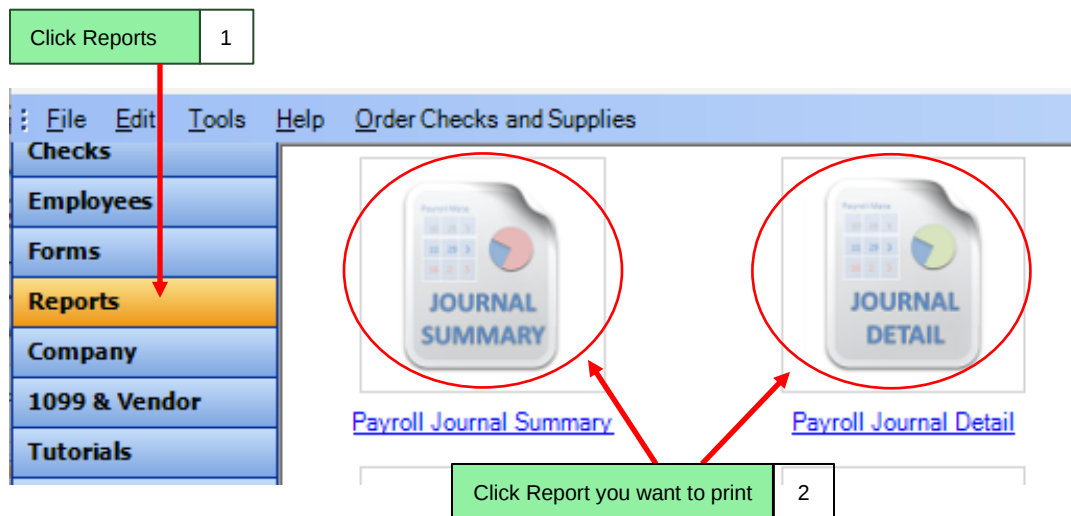
HOW TO PRINT A PAYROLL JOURNAL REPORT

Question

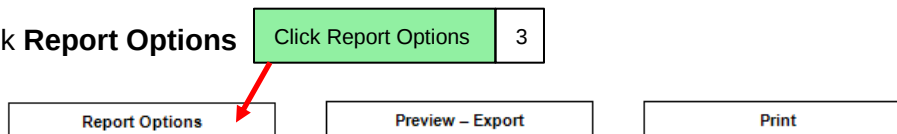
PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click **Reports** from the shortcut menu
2. Click the icon which **Payroll Journal report** you would like to print:
Payroll Journal Summary or **Payroll Journal Detail**



3. Click **Report Options**



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.

4. Select the **Begin Pay Date** and **End Pay Date** for the report from the calendar
5. Select the **Employee(s)** from the employee list or click **Select All**
6. Click **OK**

Select Begin Pay Date and End Pay Date
 4

Report Options ✕

Begin Pay Date 📅 ?

End Pay Date 📅 Advanced Date Selection...

Employees who received Payroll Checks in the specified period:

☐ Lewis, Rachel
☐ Smith, Jim
☐ Whitaker, Nelson
☐ Witt, Thomas

Select Employee(s) or Select All
 5

Select All

Select None

Select by Department

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

OK

Cancel

Click OK
 6

Use the Advanced Date Selection if needed.

If you have departments created, you can use the Select by Department feature to run reports by department.

Combine accounts for incomes of different calculation types under "Hours/Qty" column is selected by default. Uncheck the option if needed.

7. Select desired printer, click **OK**

