

# Working With Payroll Reports

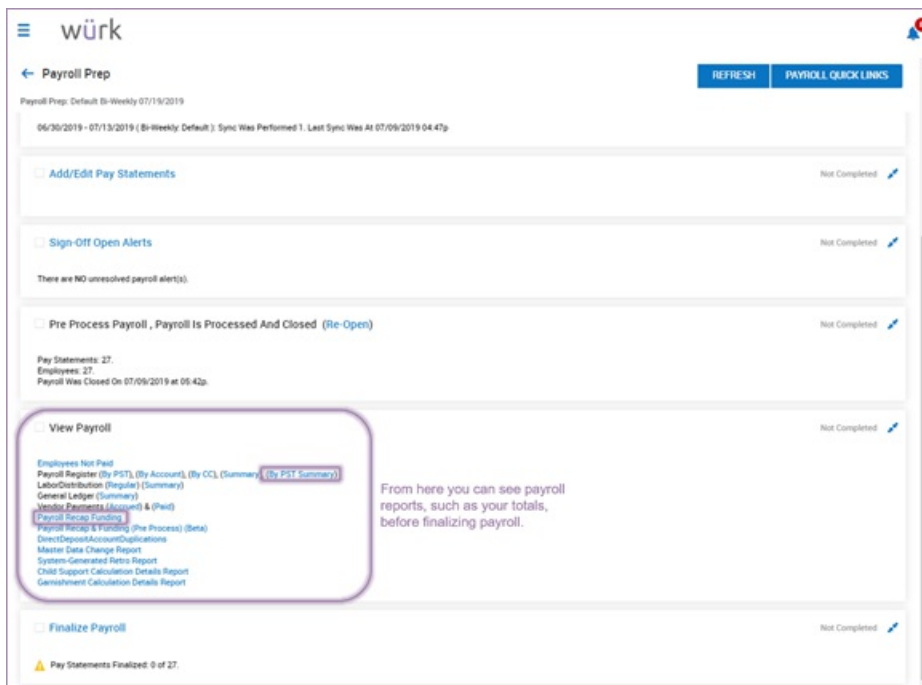
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In addition to the general ways you can work with reports (see [Customizing List Views or Reports](#)), you can use the following techniques to work with, save, share, and export reports especially for payroll.

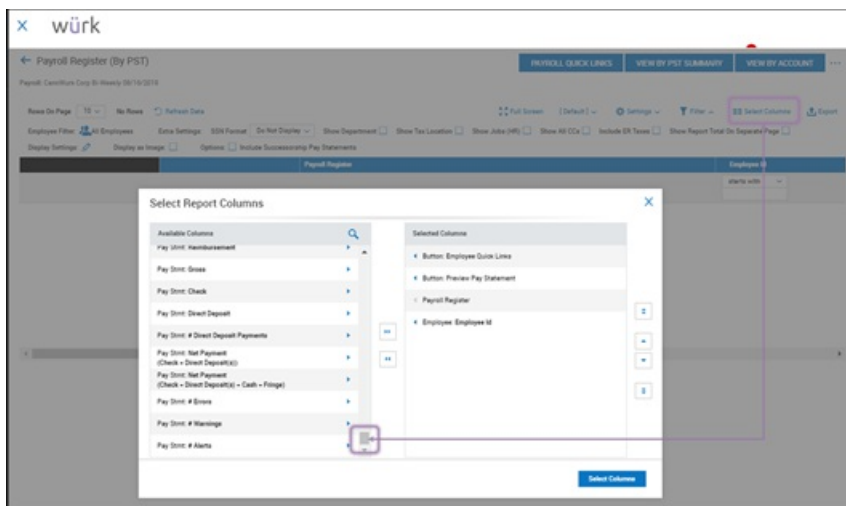
## START HERE

### View Payroll Reports

1. The View Payroll option is used for **auditing payroll** before finalization to ensure accuracy and prevent **errors in live checks**.



If you modify the columns for a report, you can find all columns related to payroll at the bottom of the list as shown below.



## Filtering Your Payroll Reports

2. From the top of a payroll report, click the Filter icon. The Global tab lets you apply high-level filters to the report. For example, you might want to control the number of rows shown and filter by employees or employee groups. Filtering by Salaried employees, for example, would produce a report on statements only for Salary employees. You could further filter by pay dates; filtering by Expression enables you to filter by specific From and To date "expressions" for more precision; you can use the Specific Payroll option to see a report of pay changes for a particular payroll.

Open the Filters menu

Counter Date: 04/21/2019 - 05/04/2019

Regular Hours Daily Overtime Hours Weekly Overtime Hours 1099 Hours Bereavement

Click this carat at the top of any column to filter, group by, or remove columns in the report.

The **Global** tab lets you filter by Employees, Dates.

The **Column** tab lets you filter the report much like you would an Excel spreadsheet, using cell values to filter and control the data. For example, on a Labor Distribution report, you might want to filter out data in columns.

Filters

Global Column

Counter Date  
Type  
Pay Period

Profile  
My Profile: Bi-Weekly (Delete)

Pay Period  
Current

Filters

Column

Clear Filters

Department Full Path  
starts with

Default Department Abbrev.  
=

Regular Hours  
=

Daily Overtime Hours  
=

Weekly Overtime Hours  
=

## Exporting Your Reports

- Under the More Actions (ellipses) menu (shown above), explore the **Export** and Export Settings options, where you can set up the report to export to a particular file type.
- Under Export Settings, the **Advanced Settings** tab lets you set up the visual appearance of the report for export, such as margins, font size, etc.

Export Settings

Advanced Settings Columns To Export

Layout  
Landscape

Margins  
Top Right Bottom Left

Font Size  
7

Page Break  
No Page Break

Display Header/Footer

Display Column Names

Export Dash As

Default

Empty

Custom

Display Totals

