Payroll Exports Needed when Moving to New Payroll System

If Custom Export is not available for the reports where it is mentioned below, please contact Support.
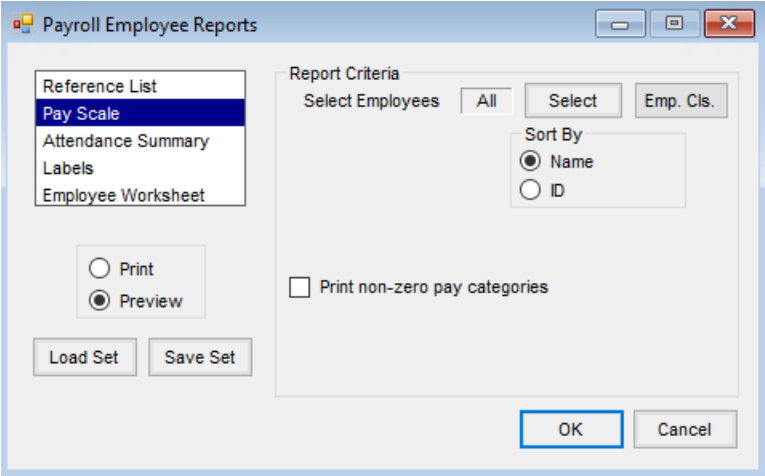
Reference List

Navigate to *Accounting Reports / Payroll / Employee / Reference List*. Choose *General Info* under *Select Style*. Make sure *Preview* is selected then choose **OK**. From here, use the *Custom Export* option.
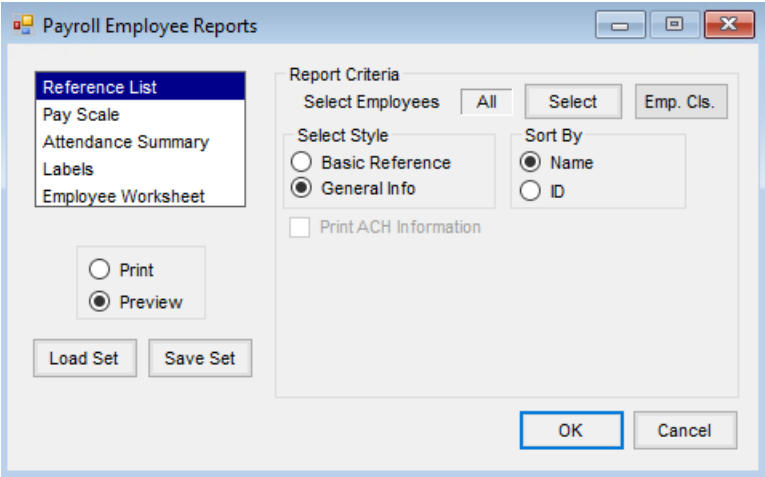
Pay Scale

Navigate to *Accounting Reports / Payroll / Employee / Pay Scale*. Make sure *Preview* is selected then choose **OK**. From here, use the *Custom Export* option.

Employee Ledger Card

Navigate to *Accounting Reports / Payroll / Payroll Status / Employee Ledger Card*. Three styles will need to be run for this report under *Select Style - Tax Withholding, Deduction Summary*, and *Gross Pay/Wages*. Use the Export option to export to Excel.

The *Tax Withholding* and *Deduction Summary* styles will show totals for the time period specified under *Select Range*.

Gross Pay/Wages will show wage category totals for the time period specified.