

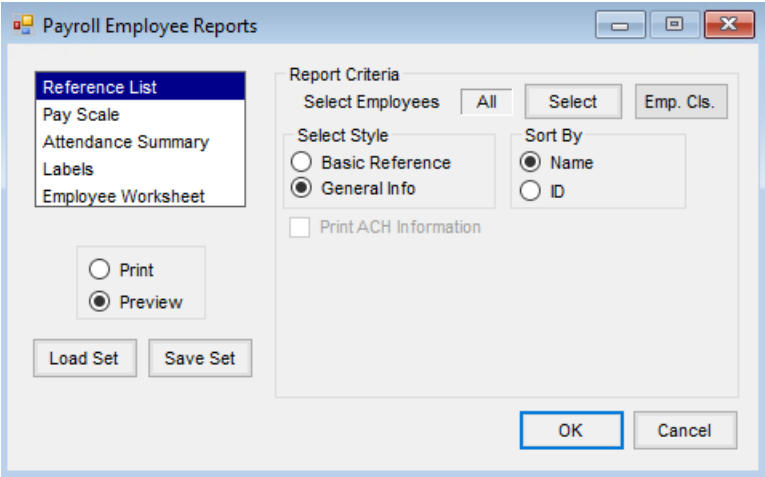
Payroll Exports Needed when Moving to New Payroll System

Last Modified on 10/18/2023 10:15 am CDT

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

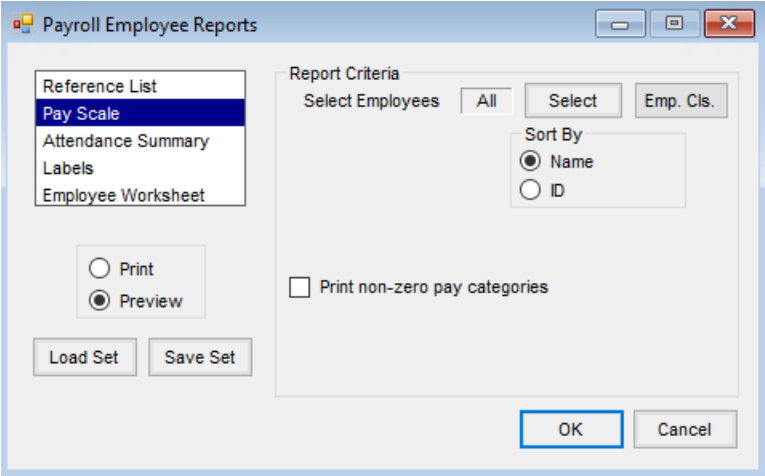
Reference List

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.

The screenshot shows the 'Payroll Status Reports' dialog box. On the left, a list of report types includes 'Employee Ledger Card' which is selected. In the 'Report Criteria' section, 'Select Employees' is set to 'All' and 'Select Deductions' is also 'All'. Under 'Select Style', 'Tax Withholding' is selected with a radio button. The 'Select Range' section has 'Date' selected, with a start date of '01/01/2023' and an end date of '10/16/2023'. Other options like 'Include SSN', 'Include Subtotals', and 'Show Detail' are unchecked. The 'Include Additional Dataset' dropdown is set to '(None)'. At the bottom, there are 'Print' and 'Preview' buttons, with 'Preview' being selected. 'Load Set' and 'Save Set' buttons are at the bottom left, and 'OK' and 'Cancel' are at the bottom right.

This screenshot is similar to the first one, but 'Deduction Summary' is selected under the 'Select Style' section. The 'Employee Ledger Card' report type and the date range '01/01/2023' to '10/16/2023' remain the same. The 'Include Additional Dataset' dropdown is still '(None)'. The 'Preview' button is selected at the bottom.

This screenshot shows 'Gross Pay/Wages' selected under the 'Select Style' section. The 'Employee Ledger Card' report type and the date range '01/01/2023' to '10/17/2023' are consistent with the previous screenshots. The 'Include Additional Dataset' dropdown is '(None)'. The 'Preview' button is selected at the bottom.