

Payroll Management Transaction Reports (Detail and Gross Pay Reports)

The quickest way to open the window for **Payroll Management Reports** is to type 'PRR' in the **Index** field on the Navigation/Home window. There are also 'Payroll Reports' buttons on the toolbars of various payroll windows in the program.

Index-> PRR - Payroll Reports

Select the appropriate Paid Dates, Employees, and Payroll Categories in the 'From' and 'To' fields. Then click on the appropriate report.

Continue to the next pages for examples of Detail and Gross Pay Reports.

See other Help Documents for information on 941, W2, Unemployment, Worker's Comp, and Tax Liability Reports.

Payroll Management Reports

Fantastic Builders, Inc.

	From	To	
PAID Dates	03/15/07	03/15/07	Reset
Employee	FRANCISJ	SMITHAPR	Reset
Payroll Category	1 - REGULAR PAY	26 - Child Support	Reset

Detail Reports

- [Grouped by Employee, Check Detail](#)
- [Grouped by Employee, Summed By Category](#)
- [Grouped by Category, Summed By Employee](#)
- [Deductions / Additions Only](#)
- [Columnar Report Sorted by Date, Then Check](#)
- [Columnar Report Grouped by Employee](#)

Gross Pay and Hours Reports

For reports, convert 1 salary hour into-> hours.

- Grouped By Employee**
- [Grouped By Department](#)
- [Grouped By Job](#)
- [Grouped By Cost Code](#)
- [Grouped By Employee, Then Cost Type](#)
- [Worker's Comp Information](#)

Tax Liability/Info Reports (Read notes below!)

- [Federal Tax \(941\) Liability Report](#)
- [Quarterly 941 Information Report](#)
- [State and Local Tax Withholdings Report](#)
- [Unemployment Tax Reports \(Quarterly or Monthly Gross or Taxable Wages\)](#)

Gross Pay Summary Reports

- [Gross Pay Summary by Employee](#)
- [Social Security and Medicare Wages](#)

W2's (READ NOTES BELOW!)

Print W2's	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;">W3 Contact Name</th> </tr> <tr> <td style="padding: 2px;">None</td> </tr> </table>	W3 Contact Name	None	Print W3
W3 Contact Name				
None				

View Updated and Removed Records Info

Setup / Edit Cost Type Categories and Rates

If you use Cost Types, these 2 reports will be handy for Worker's Comp reports.

Review Payroll Entries/ Edit Cost Types Used in PR Entries

For W2's: Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page.

IMPORTANT: Reports on this window are based on processed pay checks only. They will not react to Journal Entries posted in Accounting. To correct pay check reports, void the incorrect pay checks and repost them.

Detail Payroll Reports

- Detail Reports
- Grouped by Employee, Check Detail
- Grouped by Employee, Summed By Category
- Grouped by Category, Summed By Employee
- Deductions / Additions Only
- Columnar Report Sorted by Date, Then
- Columnar Report Grouped by Employee

Detail Reports: Grouped by Employee, Check Detail - Based on Paid Dates, Employee, and Payroll Categories selected. This report shows the detail payroll entries sorted by employee and grouped by check.

DETAIL PAYROLL REPORT

PAID DATES		EMPLOYEES		CATEGORIES	
From:	15-Mar-07	From:	FRANCISJ	From:	1 - REGULAR PAY
To:	15-Mar-07	To:	SMITHAPR	To:	26 - Child Support

FRANCISJ	FRANCIS JONES		222-22-2222
	15-Mar-07	REGULAR PAY	\$336.54 FRANCISJ-REGULAR PAY
	15-Mar-07	REGULAR PAY	\$336.54 FRANCISJ-REGULAR PAY
	15-Mar-07	FEDERAL WH	(\$15.38) FRANCISJ-FED WH-BS Exmpt:3-\$673.08 Df25
	15-Mar-07	STATE WH	(\$9.23) FRANCISJ-STATE WH-BS Exmpt:3-\$673.08
	15-Mar-07	SOCIAL SEC WH	(\$41.73) FRANCISJ-SOCIAL SEC WH Wage:\$673.08
	15-Mar-07	MEDICARE WH	(\$9.76) FRANCISJ-MEDICARE WH Wage:\$673.08
	15-Mar-07	LOCAL WH	(\$13.46) FRANCISJ-LOCAL WH Wage:\$673.08
	15-Mar-07	FED UNEMP EXP	(\$5.38) FRANCISJ-FED UNEMP LIAB Wage:\$673.08
	15-Mar-07	FED UNEMP EXP	\$5.38 FRANCISJ-FED UNEMP Wage:\$673.08
	15-Mar-07	STATE UNEMP EXP	(\$10.10) FRANCISJ-ST UNEMP LIAB Wage:\$673.08
	15-Mar-07	STATE UNEMP EXP	\$10.10 FRANCISJ-STATE UNEMP Wage:\$673.08
	15-Mar-07	Insurance	(\$56.75) FRANCISJ-Insurance
	15-Mar-07	Retire/Pension Employee Contri	(\$25.00) FRANCISJ-Retire/Pension Employee Contri
	15-Mar-07	Retire/Pension Employer Match	\$18.75 FRANCISJ-Retire/Pension Employer Match
	15-Mar-07	Retire/Pension Employer Contri	(\$18.75) FRANCISJ-Retire/Pension Employer Contri
	15-Mar-07	Advances	\$90.00 FRANCISJ-Advances
	15-Mar-07	Child Support	(\$150.00) FRANCISJ-Child Support
		FRANCISJ Net from Check Number 12002	\$441.77
		FRANCIS JONES NET FOR PERIOD	\$441.77

SMITHAPR	APRIL SMITH		111-11-1111
	15-Mar-07	REGULAR PAY	\$400.00 SMITHAPR-REGULAR PAY

Detail Payroll Reports - continued

Detail Reports	
Grouped by Employee, Check Detail	
Grouped by Employee, Summed By Category	
Grouped by Category, Summed By Employee	
Deductions / Additions Only	
Columnar Report Sorted by Date, Then Check	
Columnar Report Grouped by Employee	

Detail Reports: Grouped by Employee, Summed By Category - Based on Paid Dates, Employee, and Payroll Categories selected. This report summarizes the payroll entries for the selected period into totals for the payroll categories and is sorted, grouped, and summed by employee.

PAYROLL BY EMPLOYEE FOR PERIOD					
PAID DATES		EMPLOYEES		CATEGORIES	
From:	15-Mar-07	From:	FRANCISJ	From:	1 - REGULAR PAY
To:	15-Mar-07	To:	SMITHAPR	To:	26 - Child Support
FRANCISJ	FRANCIS JONES	222-22-2222			
	REGULAR PAY				\$673.08
	FEDERAL WH				(\$15.38)
	STATE WH				(\$9.23)
	SOCIAL SEC WH				(\$41.73)
	MEDICARE WH				(\$9.76)
	LOCAL WH				(\$13.46)
	Insurance				(\$56.75)
	Retire/Pension Employee Contri				(\$25.00)
	Retire/Pension Employer Match				\$18.75
	Retire/Pension Employer Contri				(\$18.75)
	Advances				\$90.00
	Child Support				(\$150.00)
	NET FOR PERIOD				\$441.77
SMITHAPR	APRIL SMITH	111-11-1111			
	REGULAR PAY				\$400.00
	FEDERAL WH				(\$18.08)
	STATE WH				(\$12.69)
	SOCIAL SEC WH				(\$24.80)
	MEDICARE WH				(\$5.80)
	Insurance				(\$25.00)
	NET FOR PERIOD				\$313.63
GRAND TOTAL - NET FOR PERIOD					\$755.40

Detail Payroll Reports - continued

Detail Reports	
Grouped by Employee, Check Detail	
Grouped by Employee, Summed By Category	
Grouped by Category, Summed By Employee	
Deductions / Additions Only	
Columnar Report Sorted by Date, Then Check	
Columnar Report Grouped by Employee	

Detail Reports: Grouped by Category, Summed By Employee - Based on Paid Dates, Employee, and Payroll Categories selected. This report summarizes the payroll entries for the selected period into totals for the employees and is sorted, grouped, and summed by payroll category.

PAYROLL BY CATEGORY

PAID DATES		EMPLOYEES		CATEGORIES	
From:	15-Mar-07	From:	FRANCISJ	From:	1 - REGULAR PAY
To:	15-Mar-07	To:	SMITHAPR	To:	26 - Child Support

REGULAR PAY

FRANCISJ	FRANCIS JONES	222-22-2222	\$673.08
SMITHAPR	APRIL SMITH	111-11-1111	\$400.00

REGULAR PAY \$1,073.08

FEDERAL WH

FRANCISJ	FRANCIS JONES	222-22-2222	(\$15.38)
SMITHAPR	APRIL SMITH	111-11-1111	(\$18.08)

FEDERAL WH (\$33.46)

STATE WH

FRANCISJ	FRANCIS JONES	222-22-2222	(\$9.23)
SMITHAPR	APRIL SMITH	111-11-1111	(\$12.69)

STATE WH (\$21.92)

SOCIAL SEC WH

FRANCISJ	FRANCIS JONES	222-22-2222	(\$41.73)
SMITHAPR	APRIL SMITH	111-11-1111	(\$24.80)

SOCIAL SEC WH (\$66.53)

MEDICARE WH

FRANCISJ	FRANCIS JONES	222-22-2222	(\$9.76)
SMITHAPR	APRIL SMITH	111-11-1111	(\$5.80)

MEDICARE WH (\$15.56)

LOCAL WH

FRANCISJ	FRANCIS JONES	222-22-2222	(\$13.46)
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LOCAL WH (\$13.46)

Detail Payroll Reports - continued

Detail Reports	
Grouped by Employee, Check Detail	
Grouped by Employee, Summed By Category	
Grouped by Category, Summed By Employee	
Deductions / Additions Only	
Columnar Report Sorted by Date, Then	
Columnar Report Grouped by Employee	

Detail Reports: Deductions / Additions Only - Based on Paid Dates, Employee, and Payroll Categories selected. This report shows the detail of Deduction/Additions entries only, and totals them by employee.

Employee Deductions/Additions Report

PAID DATES		EMPLOYEES		CATEGORIES	
From:	15-Mar-07	From:	FRANCISJ	From:	1 - REGULAR PAY
To:	15-Mar-07	To:	SMITHAPR	To:	26 - Child Support

FRANCISJ	FRANCIS JONES	222-22-2222		
Advances				
	15-Mar-07	CK # 12002	\$90.00	FRANCISJ-Advances
		ADVANCES	\$90.00	
Child Support				
	15-Mar-07	CK # 12002	(\$150.00)	FRANCISJ-Child Support
		CHILD SUPPORT	(\$150.00)	
Insurance				
	15-Mar-07	CK # 12002	(\$56.75)	FRANCISJ-Insurance
		INSURANCE	(\$56.75)	
Retire/Pension Employee Contri				
	15-Mar-07	CK # 12002	(\$25.00)	FRANCISJ-Retire/Pension Employee Contri
		RETIRE/PEINION EMPLOYEE CONTRI	(\$25.00)	
Retire/Pension Employer Contri				
	15-Mar-07	CK # 12002	(\$18.75)	FRANCISJ-Retire/Pension Employer Contri
		RETIRE/PEINION EMPLOYER CONTRI	(\$18.75)	
Retire/Pension Employer Match				
	15-Mar-07	CK # 12002	\$18.75	FRANCISJ-Retire/Pension Employer Match
		RETIRE/PEINION EMPLOYER MATCH	\$18.75	
FRANCIS JONES TOTAL			(\$141.75)	
<hr style="border: 1px solid black;"/>				
SMITHAPR	APRIL SMITH	111-11-1111		
Insurance				
	15-Mar-07	CK # 12003	(\$25.00)	SMITHAPR-Insurance
		INSURANCE	(\$25.00)	
APRIL SMITH TOTAL			(\$25.00)	
GRAND TOTAL			(\$166.75)	

Detail Payroll Reports - continued

Detail Reports	
Grouped by Employee, Check Detail	
Grouped by Employee, Summed By Category	
Grouped by Category, Summed By Employee	
Deductions / Additions Only	
Columnar Report Sorted by Date, Then Check	
Columnar Report Grouped by Employee	

Detail Reports: Columnar Report Sorted by Date, Then Check - Based on Paid Dates and Employees selected. This report displays the payroll information in payroll category columns. It is sorted by Date and then by Check Number.

Columnar Payroll Report (Use Page Setup to select Landscape style)

PAID DATES		EMPLOYEES	
From:	01-Mar-07	From:	FRANCISJ
To:	31-Mar-07	To:	SMITHAPR

		Date	Check #	Reg. Pay	Other Pay	Fed WH	State WH	Soc Sec	Medicare	St Dis WH	Local WH	No Tax Add/Ded	NET
FRANCISJ	Francis Jones	15-Mar-07	12002	673.08	0.00	-15.38	-9.23	-41.73	-9.76	0.00	-13.46	-141.75	441.77
SMITHAPR	April Smith	15-Mar-07	12003	400.00	0.00	-18.08	-12.69	-24.80	-5.80	0.00	0.00	-25.00	313.63
FRANCISJ	Francis Jones	31-Mar-07	12050	673.08	0.00	-15.38	-9.23	-41.73	-9.76	0.00	-13.46	-231.75	351.77
SMITHAPR	April Smith	31-Mar-07	12051	400.00	0.00	-18.08	-12.69	-24.80	-5.80	0.00	0.00	-25.00	313.63
				2,146.16	0.00	-66.92	-43.84	-133.06	-31.12	0.00	-26.92	-423.50	1,420.80
Total Gross Pay					2,146.16								

Detail Payroll Reports - continued

Detail Reports

[Grouped by Employee, Check Detail](#)

[Grouped by Employee, Summed By Category](#)

[Grouped by Category, Summed By Employee](#)

[Deductions / Additions Only](#)

[Columnar Report Sorted by Date, Then Check](#)

[Columnar Report Grouped by Employee](#)

Detail Reports: Columnar Report Grouped by Employee - Based on Paid Dates and Employees selected. This report displays the payroll information in payroll category columns. It is grouped and totaled by Employee. The records are first sorted by Employee, then by Date and then by Check Number.

Columnar Payroll Report Summed by Employee

PAID DATES		EMPLOYEES	
From:	01-Mar-07	From:	FRANCISJ
To:	31-Mar-07	To:	SMITHAPR

FRANCISJ

Date	Check #	Reg. Pay	Other Pay	Fed WH	State WH	Soc Sec	Medicare	St Dis WH	Local WH	No Tax Add/Ded	NET
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FRANCISJ Francis Jones

15-Mar-07	12002	673.08	0.00	-15.38	-9.23	-41.73	-9.76	0.00	-13.46	-141.75	441.77
31-Mar-07	12050	673.08	0.00	-15.38	-9.23	-41.73	-9.76	0.00	-13.46	-231.75	351.77
FRANCISJ Totals		1,346.16	0.00	-30.76	-18.46	-83.46	-19.52	0.00	-26.92	-373.50	793.54

Gross Pay: 1,346.16

SMITHAPR April Smith

15-Mar-07	12003	400.00	0.00	-18.08	-12.69	-24.80	-5.80	0.00	0.00	-25.00	313.63
31-Mar-07	12051	400.00	0.00	-18.08	-12.69	-24.80	-5.80	0.00	0.00	-25.00	313.63
SMITHAPR Totals		800.00	0.00	-36.16	-25.38	-49.60	-11.60	0.00	0.00	-50.00	627.26

Gross Pay: 800.00

GRAND TOTALS	2,146.16	0.00	-66.92	-43.84	-133.06	-31.12	0.00	-26.92	-423.50	1,420.80
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Total Gross Pay: 2,146.16

Gross Pay and Hours Reports

Gross Pay and Hours Reports

For reports, convert 1 salary hour into-> hours.

Grouped By Employee

Grouped By Department

Grouped By Job

Grouped By Cost Code

To review 'Gross Pay' reports that include totals of hours worked, use the reports listed under 'Gross Pay and Hours Reports'. These reports can be grouped and totaled by Employee, Department, Job, or Cost Code. They are based on the selected range of Paid Dates and Employees.

Examples of the 'Gross Pay and Hours Reports' are on this page and on the next page.

GROSS PAY DETAIL BY EMPLOYEE

PAID DATES			EMPLOYEES		
From:	01-Mar-07	From:	FRANCISJ	To:	SMITHAPR
To:	31-Mar-07	To:	SMITHAPR		

DEPT	JOB CODE	PAID DATE	QTY/HRS	RATE	GROSS PAY
FRANCISJ	FRANCIS JONES				
CH	3811MSTAV	3/15/2007	40	\$8.41	\$336.54
CH	H11RIVER	3/15/2007	40	\$8.41	\$336.54
CH	3811MSTAV	3/31/2007	20	\$8.41	\$168.27
CH	H11RIVER	3/31/2007	60	\$8.41	\$504.81
FRANCISJ TOTALS			160.00		\$1,346.16
SMITHAPR	APRIL SMITH				
OH	H	3/15/2007	40	\$10.00	\$400.00
OH	H	3/31/2007	40	\$10.00	\$400.00
SMITHAPR TOTALS			80.00		\$800.00
GRAND TOTAL FOR PERIOD SELECTED					\$2,146.16

GROSS PAY DETAIL BY DEPARTMENT

PAID DATES			EMPLOYEES		
From:	01-Mar-07	From:	FRANCISJ	To:	SMITHAPR
To:	31-Mar-07	To:	SMITHAPR		

	JOB	PAID DATE	QTY/HRS	RATE	GROSS PAY	
CH						
FRANCISJ	FRANCIS JONES	3811MSTAV	3/15/2007	40	\$8.41	\$336.54
FRANCISJ	FRANCIS JONES	H11RIVER	3/15/2007	40	\$8.41	\$336.54
FRANCISJ	FRANCIS JONES	3811MSTAV	3/31/2007	20	\$8.41	\$168.27
FRANCISJ	FRANCIS JONES	H11RIVER	3/31/2007	60	\$8.41	\$504.81
CH TOTALS			160.00		\$1,346.16	
OH						
SMITHAPR	APRIL SMITH	H	3/15/2007	40	\$10.00	\$400.00
SMITHAPR	APRIL SMITH	H	3/31/2007	40	\$10.00	\$400.00
OH TOTALS			80.00		\$800.00	
GRAND TOTAL FOR PERIOD SELECTED					\$2,146.16	

Gross Pay and Hours Reports - continued

Gross Pay and Hours Reports

For reports, convert 1 salary hour into-> hours.

Grouped By Employee

Grouped By Department

Grouped By Job

Grouped By Cost Code

GROSS PAY DETAIL BY JOB

PAID DATES		EMPLOYEES	
From:	01-Mar-07	From:	FRANCISJ
To:	31-Mar-07	To:	SMITHAPR

DEPT	PAID DATE	QTY/HRS	RATE	GROSS PAY
3811MSTAV				
9010 Superintendents				
FRANCISJ	FRANCIS JONES	CH	3/15/2007	40 \$8.41 \$336.54
FRANCISJ	FRANCIS JONES	CH	3/31/2007	20 \$8.41 \$168.27
			Superintendents	60.00 \$504.81
3811MSTAV TOTALS				60.00 \$504.81

GROSS PAY DETAIL BY SUB COST CODE

PAID DATES		EMPLOYEES	
From:	01-Mar-07	From:	FRANCISJ
To:	31-Mar-07	To:	SMITHAPR

DEPT	PAID DATE	QTY/HRS	RATE	GROSS PAY
0 0-NONE				
JOB H				
SMITHAPR	APRIL SMITH	OH	3/15/2007	40 \$10.00 \$400.00
SMITHAPR	APRIL SMITH	OH	3/31/2007	40 \$10.00 \$400.00
			H TOTALS	80.00 \$800.00
			0 TOTALS	80.00 \$800.00

9010 Superintendents				
JOB 3811VISTAV				
FRANCISJ	FRANCIS JONES	CH	3/15/2007	40 \$8.41 \$336.54
FRANCISJ	FRANCIS JONES	CH	3/31/2007	20 \$8.41 \$168.27
			3811VISTAV TOTALS	60.00 \$504.81
JOB H11RIVER				
FRANCISJ	FRANCIS JONES	CH	3/15/2007	40 \$8.41 \$336.54
FRANCISJ	FRANCIS JONES	CH	3/31/2007	60 \$8.41 \$504.81
			H11RIVER TOTALS	100.00 \$841.35
			9010 TOTALS	160.00 \$1,346.16

3/15/2007	40	\$10.00	\$400.00
3/31/2007	40	\$10.00	\$400.00
		0-NONE	80.00 \$800.00
		TOTALS	80.00 \$800.00
<hr/>			
3/15/2007	40	\$8.41	\$336.54
3/31/2007	60	\$8.41	\$504.81
		Superintendents	100.00 \$841.35
		TOTALS	100.00 \$841.35
TOTAL FOR PERIOD SELECTED			\$2,146.16

GRAND TOTAL FOR PERIOD SELECTED

Gross Pay Summary Reports

Gross Pay Summary Reports	
Gross Pay Summary by Employee	
Social Security and Medicare Wages	

Gross Pay Summary By Employee - Based on Paid Dates and Employees selected. This report totals all Taxable Gross Wages for the selected period and displays the total Gross Pay for each employee.

Social Security and Medicare Wages - Based on Paid Dates selected ONLY. This report displays the Wages paid to each employee during the period selected AND displays the employees' Year-To-Date Wages. The Social Security and Medicare Wages paid during the period are also displayed. The SS and Medicare wages are calculated based on their respective Wage Limits as required by the IRS. (See Payroll Setup Help documents about setting up Tax Categories and Wage Limits.)

GROSS PAY PAYROLL REPORT

PAID DATES		EMPLOYEES	
From:	01-Mar-07	From:	FRANCISJ
To:	31-Mar-07	To:	SMITHAPR

FRANCISJ	FRANCIS JONES	222-22-2222	\$1,346.16
SMITHAPR	APRIL SMITH	111-11-1111	\$800.00
GRAND TOTAL FOR PERIOD SELECTED			\$2,146.16

SOCIAL SECURITY AND MEDICARE WAGES

Only employees paid during the Period Selected will display, so the total for YTD Wages may not equal the total for all Wages Paid during the year.

PAID DATES	
From:	01-Mar-07
To:	31-Mar-07

SOCIAL SEC WAGE LIMIT
\$97,500.00
MEDICARE WAGE LIMIT
\$99,999,999.00

		Period Wages	YTD Wage	SS Wage This Pd	Med Wage This Pd
FRANCISJ	FRANCIS JONES	\$1,346.16	\$1,346.16	\$1,346.16	\$1,346.16
SMITHAPR	APRIL SMITH	\$800.00	\$800.00	\$800.00	\$800.00
GRAND TOTALS FOR PERIOD SELECTED		\$2,146.16	\$2,146.16	\$2,146.16	\$2,146.16