

# Payroll Summary Report

Last Modified on 11/05/2019 11:25 am CST

## Purpose

This report give you a summary of all payroll data for a given date range. This is great for double checking total gross wages, employee taxes, adjustments and more!

Start Date  End Date

Date Filter

[View Report](#)

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**Payroll Summary**  
High Tech Staffing

Tax summary for checks with a Check Date between 10/27/2019 and 11/5/2019.

**High Tech Staffing, EINC = 0**

**Gross Wages:**

PayCode	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount
Contractor Cost	\$100.00	Hol	\$220.00	Contractor Cost	\$4,200.00	Reg	\$40,166.38	Contractor Cost	\$687.50	Reg2	\$1,910.00
Contractor Cost	\$80.00	Vac1	\$316.00	Reg	\$720.00						
<b>Total:</b>	<b>\$180.00</b>		<b>\$536.00</b>		<b>\$4,920.00</b>		<b>\$40,166.38</b>		<b>\$687.50</b>		<b>\$1,910.00</b>
<b>Gross WageTotals:</b>										<b>\$48,399.88</b>	

Entity Level (HierId 2)

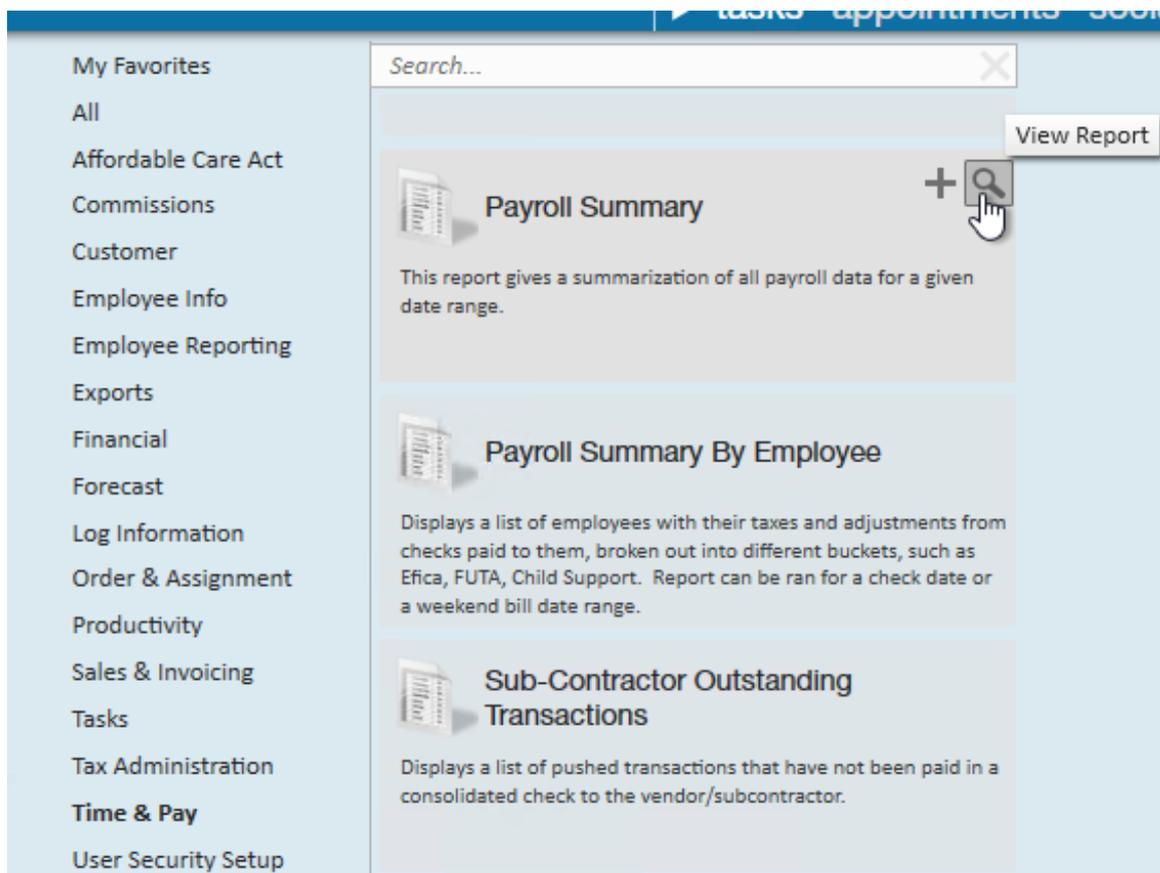
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**Employee Taxes:**

Federal Withholding	Amount	Taxable Wages	State Withholding	Amount	Taxable Wages	Other Withholding	Amount	Taxable Wages	Local Withholding	Amount	Taxable Wages
EFica	\$2,679.78	\$43,222.38	AZincTax	\$36.51	\$2,808.48	CASDI	\$41.24	\$4,124.00	IN County Tax	\$6.29	\$350.00
EMed	\$626.70	\$43,222.38	CAincTax	\$83.15	\$5,544.00	ORSTT	\$1.60	\$1,600.00		\$0.00	\$0.00
EmedSup	\$0.00	\$0.00	CTincTax	\$47.63	\$3,524.00		\$0.00	\$0.00		\$0.00	\$0.00
FedincTax	\$3,871.58	\$42,956.38	INincTax	\$0.00	\$1,600.00		\$0.00	\$0.00		\$0.00	\$0.00
	\$0.00	\$0.00	LAincTax	\$2.35	\$112.00		\$0.00	\$0.00		\$0.00	\$0.00
	\$0.00	\$0.00	MNincTax	\$1,643.71	\$36,181.65		\$0.00	\$0.00		\$0.00	\$0.00
	\$0.00	\$0.00	NJincTax	\$0.00	\$900.00		\$0.00	\$0.00		\$0.00	\$0.00

## How to Run This Report

This report can be run in Enterprise under All Options > Reports. Select the Time & Pay category on the left.



You can also run this report in Beyond under the B menu > Reports. Select All Reports and search by the report name or select the Time & Pay report group.

	<b>Payroll Journal Detail</b> Is a detail of the Payroll Journal report and the Payroll Summary report. Will show the sums of each different adjustment, pay code and taxes for each employee in a given date range. Can run by either weekend bill or check date.	Time & Pay	☆
	<b>Payroll Summary</b> This report gives a summarization of all payroll data for a given date range.	Time & Pay	☆
	<b>Payroll Summary By Employee</b> Displays a list of employees with their taxes and adjustments from checks paid to them, broken out into different buckets, such as Efica, FUTA, Child Support. Report can be ran for a check date or a weekend bill date range.	Time & Pay	☆
	<b>Sub-Contractor Outstanding Transactions</b> Displays a list of pushed transactions that have not been paid in a consolidated check to the vendor/subcontractor.	Time & Pay	☆

## Parameters

Start Date	<input type="text" value="10/27/2019"/>		End Date	<input type="text" value="11/5/2019"/>	
Date Filter	<input type="text" value="Check Date"/>				

1. **Start Date:** The starting date range this report will look at to pull transactions
2. **End Date:** The ending date this report will look at to pull transactions
3. **Date Filter:** A drop down determining what field your date range filters on:
  - **Check Date:** Date written on check
  - **Weekend Bill:** The processing weekend date (always a Sunday) See [Time Entry Part 1: The Basics](#) for more information

## Related Articles

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