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!

//2019 k Date	~	End Date	11/5/2019							View F
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ing, EINC =	0									
Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount
\$100.00	Hol	\$220.00	Contractor Cost	\$4,200.00	Reg	\$40,166.38	Contractor Cost	\$687.50	Reg2	\$1,910.00
\$80.00	Vac1	\$316.00	Reg	\$720.00						
\$180.00		\$536.00		\$4,920.00		\$40,166.38		\$687.50		\$1,910.00
							Gross	WageTotals:		\$48,399.88
es:				~						~
Amount	Taxable Wages	State Withholdin	g Amount	laxable Wages	Other Withholding	Amount	laxable Wages	Local Withholding	Amount	laxable Wages
\$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
\$626.70	\$43,222.38	CAIncTax	\$83.15	\$5,544.00	ORSTT	\$1.60	\$1,600.00		\$0.00	\$0.00
\$0.00	\$0.00	CTIncTax	\$47.63	\$3,524.00		\$0.00	\$0.00		\$0.00	\$0.00
\$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
			£1 642 71	\$36 181 69		\$0.00	\$0.00		\$0.00	\$0.00
\$0.00	\$0.00	MNINCIAX	\$1,045.71	000,101.00						
	/2019 k Date 1 ▶ ▶ mary cks with a Chering, EINC = Amount \$100.00 \$80.00 \$180.00 \$180.00 \$2,679.78 \$626.70 \$0.00 \$3,871.58 \$0.00	/2019 Image: Control of the second seco	/2019 End Date k Date ✓ 1 ▶ ▶ ▶ ♦ ♦ ● ● ● ● 1 ▶ ▶ ♦ ♦ ● ● ● ● ● ● 1 ▶ ▶ ♦ ♦ ● ●	Amount Pay Code Amount Pay Code Amount Pay Code Amount Pay Code Amount Pay Code Contractor Cost \$80.00 Vac1 \$316.00 Reg \$160.00 \$180.00 Vac1 \$336.00 \$3536.00 \$2,679.78 \$43,222.38 AZIncTax \$33.65.11 \$3,871.58 \$42,956.38 NincTax \$3.00 \$3,000 \$30.00 \$30.00 \$30.00 \$3.05	Amount Pay Code Amount State Color State State	Amount Pay Code State <	Amount Pay Code Amount Pay Code Amount Pay Code Amount \$100.00 Hol \$220.00 Contractor Cost \$4,200.00 Reg \$40,166.38 \$100.00 Hol \$220.00 Contractor Cost \$4,200.00 Reg \$40,166.38 \$100.00 Hol \$220.00 Contractor Cost \$4,200.00 Reg \$40,166.38 \$100.00 Hol \$220.00 State \$720.00 \$40,166.38 \$100.00 Sta0.00 \$536.00 \$4,920.00 \$40,166.38 \$2,679.78 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$626.70 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$626.70 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$626.70 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$60.00 \$0.00 CTincTax \$47.63 \$3,524.00 ORSTT \$1.80 \$0.00 \$0.00 \$0.00 \$0.00 <t< td=""><td>Z019 End Date 11/5/2019 k Date ✓ 1 M M M 100% Find Next 1 M M M 100% Find Next 1 M M M 100% Find Next mary Entity Level (Hierid 2) Entity Level (Hierid 2) ✓ ing, EINC = 0 Mount Pay Code Amount Pay Code Amount Pay Code \$100.00 Hol \$220.00 Contractor Cost \$4,200.00 Reg \$40,166.38 Contractor Cost \$180.00 Vac1 \$316.00 Reg \$720.00 \$40,166.38 Gross Gross Gross es: Amount Taxable Wages X41.24 \$4,124.00 \$2,679.78 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$4,124.00 \$26,670 \$43,222.38 AZIncTax \$33.651 \$2,808.48 CASDI \$41.24 \$4,124.00 \$26,670 \$43,222</td><td>Z019 End Date 11/5/2019 k Date ✓ 1 ▶ ▶ ♦ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td><td>Z019 End Date 11/5/2019 k Date ✓ 1 ▶ ▶ ♦ ♦ ⊗ ⊗ ⊕ □ □ ↓ 100% Find Next mary Image: Second Secon</td></t<>	Z019 End Date 11/5/2019 k Date ✓ 1 M M M 100% Find Next 1 M M M 100% Find Next 1 M M M 100% Find Next mary Entity Level (Hierid 2) Entity Level (Hierid 2) ✓ ing, EINC = 0 Mount Pay Code Amount Pay Code Amount Pay Code \$100.00 Hol \$220.00 Contractor Cost \$4,200.00 Reg \$40,166.38 Contractor Cost \$180.00 Vac1 \$316.00 Reg \$720.00 \$40,166.38 Gross Gross Gross es: Amount Taxable Wages X41.24 \$4,124.00 \$2,679.78 \$43,222.38 AZIncTax \$36.51 \$2,808.48 CASDI \$41.24 \$4,124.00 \$26,670 \$43,222.38 AZIncTax \$33.651 \$2,808.48 CASDI \$41.24 \$4,124.00 \$26,670 \$43,222	Z019 End Date 11/5/2019 k Date ✓ 1 ▶ ▶ ♦ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ♦ ■ ■ ■ ↓ 100% ► 1 ▶ ▶ ♦ ♦ ♦ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Z019 End Date 11/5/2019 k Date ✓ 1 ▶ ▶ ♦ ♦ ⊗ ⊗ ⊕ □ □ ↓ 100% Find Next mary Image: Second Secon

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.

Payroll Journal DetailTime & PayIs 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 This report gives a summarization of all payroll data for a given date range. الس	☆
Payroll Summary By Employee Time & Pay 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.	☆
Sub-Contractor Outstanding TransactionsTime & PayDisplays a list of pushed transactions that have not been paid in a consolidated check to the vendor/subcontractor.	☆

Parameters



- 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