Custom Payroll Summary Report

If a customer would like more information to print on the Payroll Summary Report

SETUP
PAYROLL
CUSTOM ITEM PAYROLL SELECTION

Under "Custom Group Names" / "PR Summary" Enter a custom name for your report
and then under "Hide PR Items Options" click "Hide (Not Used)" to show what items have value and choose what you want to print on the report

When you print the Payroll Summary Report, choose your custom report name in the bottom right hand corner.

Help and Support

Help Desk

Homepage

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