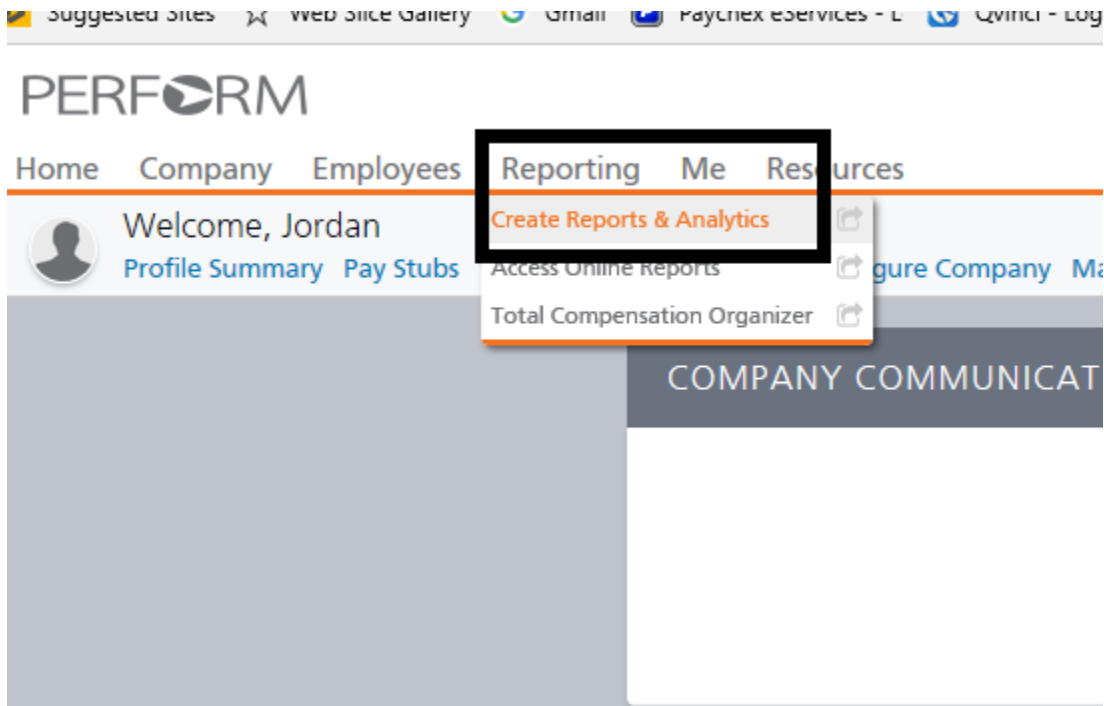
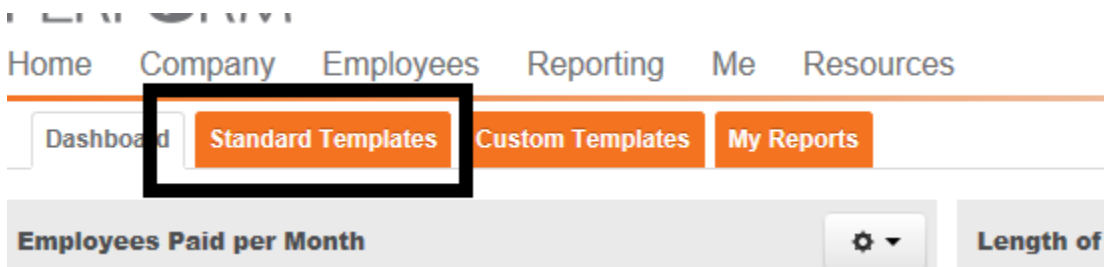


PAYCOR REPORTS

To print detail reports for payroll posting from Paycor after logging into paycor.com, go to REPORTING - CREATE REPORTS & RUN ANALYTICS



Select Standard Templates



Scroll down the list to find General Ledger. Click on General Ledger.

★ Time	Employee Time Profile	The report provides a list of all employees and assignments.
★ HR	Employment Periods	Displays all status history changes for the given individual employment periods across employ
★ Payroll	General Ledger	Shows General Ledger credits and debits for
★ HR	Headcount by Department	Shows active employee counts grouped by de

Next - Click the filters tab. Check Selections in the payroll filter list and the Paygroup will automatically check and link the selection

PERFORM

Home Company Employees Reporting Me Resources [Get Help](#) [Give Feedback](#)

Dashboard Standard Templates Custom Templates My Reports New Template Search Reports

★ **General Ledger**
Shows General Ledger credits and debits for the specified time period

Click on Filters Tab

Standard Template List Run Report

Setup Columns **Filters** Formatting Output

You can use this Standard Template as a starting point for a Custom Template. [Create a copy?](#)

Client: 100474 - Roman Catholic Diocese of Lexington Prompt to change filters

Client Filters

Payroll (Client ID - Payroll Name)

- 100474 - 1 Central Pay
- 100474 - 10 STS PETER & PAUL SCHOOL
- 100474 - 107ST FRANCIS OF ASSISI CHURCH
- 100474 - 108CTK SCHOOL-
- Select All**

Paygroup (Client ID - Paygroup Name)

- 100474 - ANNUNCIATION PARISH
- 100474 - BEITING APPL MISSION
- 100474 - CALVERY CEMETERY
- 100474 - CAMPTON CATHOLIC CTR
- Select All**

Check selections in the payroll filter list and the Paygroup will automatically check and link the selection

Date Filters

Scroll down and select date

▼ Date Filters

Check Date Last Check Date ▼

Scroll down and select check date

Scroll to bottom of screen and select Run Reports.

Save & Close Save & Continue Run Report Cancel

**Scroll to bottom and select one of the options.
Report will be saved in My Reports**

From My Reports Tab, click to view and print. Note other actions available.

Home Company Employees Reporting **My Reports** Resources

Dashboard Standard Templates Custom Templates My Reports New Template Search Reports

My Reports

! We have updated your My Reports page. Report output files will be available in My Reports for 14 days from run date.

Search From Date To Date

Enter Report Name **Apply** **Clear** **Delete**

Report Name	Created (EST)	Type	Size (KB)	Author	Status	Expires	Actions
▶ General Ledger	08/17/2018 10:17 AM	Excel 2007 (with totals)	3.80	Paycor	Saved	08/31/2018	<input type="checkbox"/>

Number of items per page: 20

« 1 »

Click here to view report and print

Click here to download to excel or desktop, refresh, or trash report

Delete

After clicking Report title, click Open Report

My Reports

• We have updated your My Reports page. Report output files will be available in My Reports for 14 days from run date.

Search: From Date: To Date:

Report Name	Created (EST)	Type	Size (KB)	Author	Status	Expires	Actions
General Ledger	08/17/2018 10:17 AM	Excel 2007 (with totals)	3.80	Paycor	Saved	08/31/2018	

Report Details

Default Report Name: General Ledger

Custom Report Name:

Client Filters:

Date Filters:

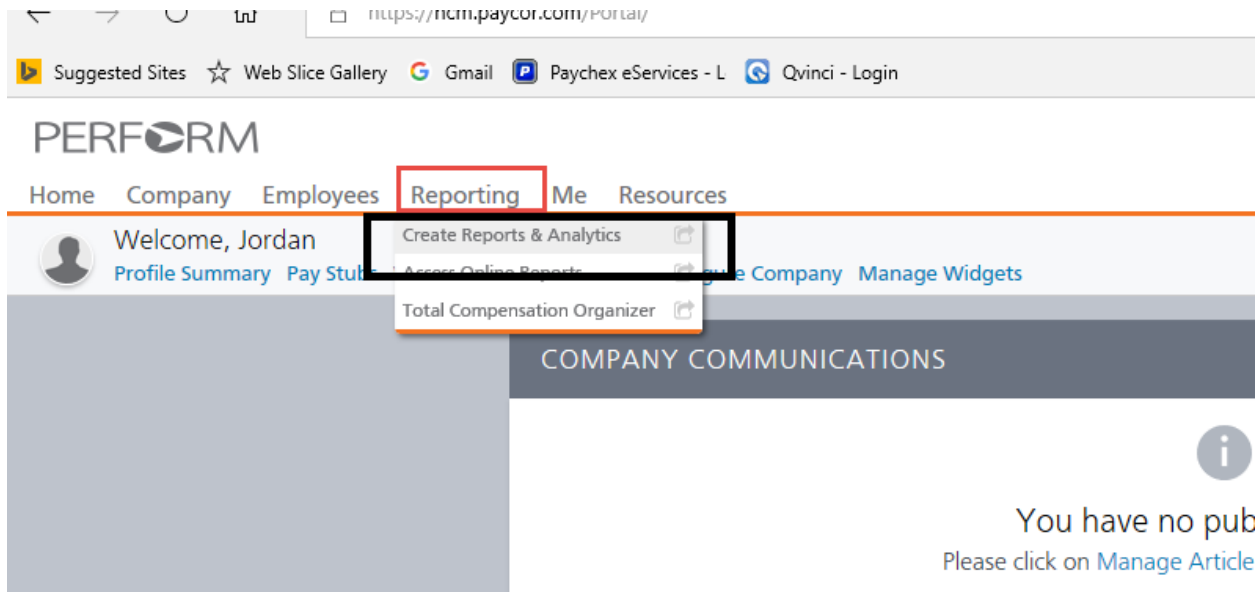
Advanced Filters:

Number of items per page: 20

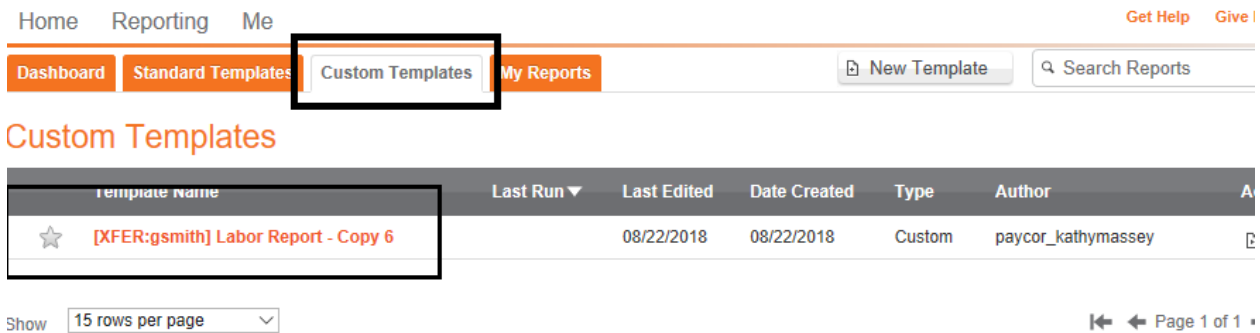
After clicking General Ledger, click Open Report

This report will give you the totals and account coding for your journal entry.

If you are using classes in QuickBooks - Go to Reporting - Create Reports & Analytics



Go to Custom Templates Tab - Select the (XFER:gsmith) Labor Report



Once you click on the Template, if you are processing for more than 1 location you will need to filter the location. Once you select the location - scroll down to select the Check Date. (date is actual pay date).

[XFER:gsmith] Labor Report - Copy 6 ← Custom Template List Run Report

Setup > Columns > **Filters** > Formatting > Output > Sharing

Client: 100474 - Roman Catholic Diocese of Lexington ☑ Prompt to change filters

▼ Client Filters

Payroll (Client ID - Payroll Name)	Paygroup (Client ID - Paygroup Name)
<input checked="" type="checkbox"/> 100474 - 102 ST BONIFACE	<input checked="" type="checkbox"/> 100474 - ST ANTHONY
<input checked="" type="checkbox"/> 100474 - 103 ST ANTHONY	<input checked="" type="checkbox"/> 100474 - ST BONIFACE
<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All

Check selections in payroll filer list and the Paygroup will automatically check and link the selection

▼ Date Filters

Check Date: ▼ Select Pay Check Date

Scroll down and Click Run Report

—

Save & Close Save & Continue **Run Report** Cancel

The Report will automatically be saved in MY REPORTS

The screenshot shows the 'My Reports' page with a navigation bar containing 'Dashboard', 'Standard Templates', 'Custom Templates', and 'My Reports' (highlighted with a black box). A search bar and 'New Template' button are also present. A light blue notification banner states: 'We have updated your My Reports page. Report output files will be available in My Reports for 14 days from run date.' Below this is a search section with 'Search', 'From Date', and 'To Date' fields, and 'Apply', 'Clear', and 'Delete' buttons. A table lists reports with columns: Report Name, Created (EST), Type, Size (KB), Author, Status, Expires, and Actions. The first row is '[XFER:gsmith] Labor Report - Copy...' (highlighted with a black box), created on 08/22/2018 02:57 PM, Excel 2007 (with totals), 3.58 KB, by paycor_kathymassey, Status: Saved, Expires: 09/05/2018. Below the table is a 'Number of items per page' dropdown set to 20 and a 'Delete' button. At the bottom is a pagination control showing '1'.

If you need to run for multiple locations, you can click on the name and a filter will appear. In the Custom Report Name you can rename your report by location. Click Open Report to view.

This screenshot shows the 'My Reports' page with the report details modal open for the selected report. The navigation bar is the same as in the previous screenshot. The table row for '[XFER:gsmith] Labor Report - Copy...' is highlighted with a black box. The modal, titled 'Report Details', contains: 'Default Report Name' [XFER:gsmith] Labor Report - Copy 6; 'Custom Report Name' St. Boniface CLD (highlighted with a black box); and an 'Open Report' button (highlighted with a black box). To the right of the modal are sections for 'Client Filters', 'Date Filters', and 'Advanced Filters'. Below the modal is the 'Number of items per page' dropdown set to 20 and a 'Delete' button. The pagination control at the bottom shows '1'.