



QUICK REFERENCE GUIDE:

Generating Payroll Reports

Background:

The payroll user role can only generate reports for Contracts that they have Contract Authority on.

Roles:

CONTRACTORPAYROLL

Navigation:

You can access reports from anywhere in the system

1. Click the **Global Actions Menu** in the upper right corner of the screen and select **Generate Report**
2. Click on the report that you want to run
3. In the search field press enter to display available information to assist you in selecting the data the report will use (this can vary depending on the report).
4. Select the data you want to run the report on
5. Once this step has been completed you can press **Execute** at any time
OR
6. Click the right **Arrow** to move forward and select additional parameters (is available for select reports) and choose a report output type
7. Click **Execute**

To run a report from the **payroll overview**:

1. Select the **Row** or **Component Actions Menu**
2. Select the report
3. Press **Execute**
4. The report will open in another tab, or may download depending on your browser settings

Reports Available:

- Payroll Exception Rprt – Vendor Notified – a report outlining all payroll exceptions the agency has exposed for correction on the selected payroll along with any agency comments
- Payroll Summary Report – a payroll report using the data input by the contractor in the process of submitting payroll to the agency

If you need further assistance please contact your Module Admin.
Last updated on August 27, 2021