

## Payroll Deduction Report

This article explains how to use the **Processed Payroll Deduction Report**. This report provides OPSCOM administrators with a comprehensive list of all permit payments processed using the payroll deduction method. Its primary purpose is to generate a file that can be submitted to an organization's finance or payroll department.

### Setup & Configuration

No specific configuration is required to access this report. However, the [Payroll Deduction](#) payment option must be enabled and configured within your system for transactions to appear in this list.

For more information on enabling payment options, please refer to the [Payment Methods Configuration](#) wiki article.

### Using this Report

Go to the **Payments** menu, and click **Processed Payroll Deduction**.

The page will refresh and display a list of all processed payroll deduction transactions.

### Key Information Displayed

The report table includes the following key details for each transaction:

- **Transaction Number:** The unique identifier for the payment.

- **User Information:** The name and identifier of the user who made the purchase.
- **Permit Details:** Information about the associated parking permit.
- **Transaction Amount:** The total cost of the permit to be deducted.
- **Date Processed:** The date the transaction was recorded in OPSCOM.

## Flex Dollars

If your organization has **flex dollars** enabled, a separate column for this will be added to the report. It displays the portion of the transaction, if any, that was paid for using a user's flex dollar balance. [See this article](#) to learn more about flex dollars and whether or not it may be useful for you.

## Available Actions

- **Transaction Number:** Click a specific **transaction number** in the list to navigate directly to the full *Transaction Details* screen for that payment record.
- **Generate Excel Report:** Click the **Generate Excel Report** button located at the top of the report. This action downloads the complete list of processed deductions in an Excel (.xlsx) file, formatted for easy submission to a payroll department.

**Warning:** It is crucial to establish a clear and consistent schedule for generating and submitting this report to your organization's finance or payroll department. Aligning on a submission deadline (e.g., two days before the payroll cutoff) ensures that all deductions are processed in the correct pay cycle and helps avoid payment discrepancies.

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## Best Practices & Considerations

- **Mind the Flex Dollars Column:** When flex dollars are in use, the amount in the `Transaction Amount` column represents the final value to be deducted *after* the flex dollar payment has been applied. **Ensure your payroll department understands this distinction** to avoid incorrect deductions.
- **Establish a Communication Protocol:** Designate a clear point of contact within your team for the finance or payroll department to reach out to if they have questions or find discrepancies in the report. This ensures issues are resolved efficiently.

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