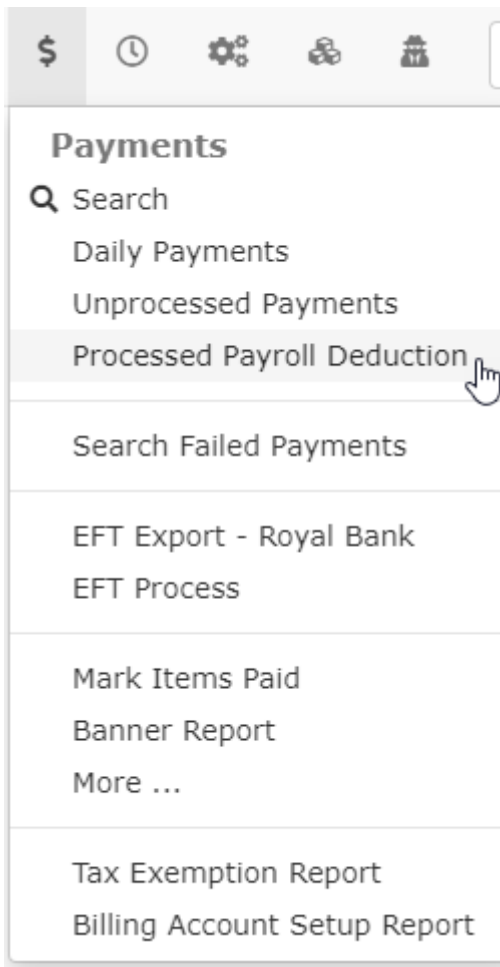


Payroll Deduction Report

The Payroll Deduction Report

To access the report: Go to the Payments Menu and select **Processed Payroll Deduction**.



The screen will refresh with a listing of processed Payroll Deductions.

Payroll Deduction Report

[Generate Excel Report](#)

Staff Name	Staff ID	User Type	Dept Name	Parking Lot	Process Date	(w/tax)	Confirm Code
Birch, Patricia	00900125	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103n3747593
Doe, John	00900575	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	2310373772853
Thomas, Chester	00900153	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103R3762026

Viewing the Transaction Details

From this screen you can select to look at the actual transaction record if you wish. Click on the **transaction number** to access the detailed information.

Payroll Deduction Report

[Generate Excel Report](#)

Staff Name	Staff ID	User Type	Dept Name	Parking Lot	Process Date	(w/tax)	Confirm Code
Birch, Patricia	00900125	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103n3747593
Doe, John	00900575	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	2310373772853
Thomas, Chester	00900153	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103R3762026

This will bring you to the **Transaction Details** Screen.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

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Confirmation Number: 23103n3747593

User: Patricia Birch [pbirch]

Amount: \$395.50

Submit Date: Apr. 13, 2020 @ 10:24am [View Snapshot](#) ?

Comment: Online Payment

Payment Method: Payroll Deduction [Change](#)

Processed: Apr. 13, 2020 @ 10:24am

Processed By: john.tomahawk

[Refund Payment](#)

Permits:		Submit Date	Permit No.	Amount
	[ADJUST]	Test Annual [Apr. 13, 2020]	0003	\$350.00
			Taxes:	\$45.50
	View User Info		Total:	\$395.50

Total: \$395.50

Export to Excel

Typically the admin would export the list to excel to supply to the financial department to collect these permit fees through the user's Payroll Deduction.

Simply click on the **Generate Excel Report** button to download the report as an Excel file format.

Payroll Deduction Report

[Generate Excel Report](#)

Staff Name	Staff ID	User Type	Dept Name	Parking Lot	Process Date	(w/tax)	Confirm Code
Birch, Patricia	00900125	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103n3747593
Doe, John	00900575	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	2310373772853
Thomas, Chester	00900153	Full Time Staff		Red Staff Lot West	2020-04-13	\$395.50	23103R3762026

In Excel the report will look like the following:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Staff ID	Staff Name	User Type	Dept Name	Parking Lot	Process Date	(w/tax)	Confirm Code	Archive				
2	00900125	Birch,Patricia	Full Time Staff		Red Staff Lot West	Apr 13, 2020	395.5	23103n3747593					
3	00900575	Doe,John	Full Time Staff		Red Staff Lot West	Apr 13, 2020	395.5	2310373772853					
4	00900153	Thomas,Chester	Full Time Staff		Red Staff Lot West	Apr 13, 2020	395.5	23103R3762026					
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