

## **Generate a user-created report**

## **Table of Contents**

Generate a user-created report .....i

## Generate a user-created report

Payroll > Reports > User Created Report **OR** Payroll > Reports > Payroll Information Reports > Contract Balance Variance Report

Use the following parameters to generate a user-created report:

- Employee Nbr
- First Name
- Last Name
- Pay Status
- Contract Balance
- Remaining Payments
- Pay Rate
- Accrual Code

Save the report in Excel to allow data to be manipulated.

1