



## **Adjustment Reports - HRS5200**



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## **Payroll > Payroll Processing > Payroll Adjustments > Adjustment Reports**

This tab is used to select and generate paycheck calculation and payroll reports for supporting documentation and balancing the general journal for the Finance interface. The employees that are reported are based on the employees selected for the check void or issue process. If multiple pay dates are to be affected, the user needs to complete all voids and/or issues for a pay date, and then print all the necessary reports for that same pay date before leaving the Payroll Adjustments page or selecting a new pay date. If multiple sets of reports are used for the same adjustment number, the user must add the amounts from the reports to balance the general journal.

Check issues and voids for the same pay date that were performed in the same session (the page was not closed) are displayed on the reports together.

### **Create adjustment reports:**

Field	Description
<b>Pay Date</b>	Click  to select a pay date and perform the check void and/or issue process.

Click the Adjustment Reports tab.

Under **Payroll Reports**:

<b>GenRpt</b>	Select <input type="checkbox"/> to select the report(s) from the list, or click <b>Select ALL Reports</b> to select all reports.
<b>Sort Order</b>	Click for each report to see available sort options. If the field is blank, no sort options are available.

Click **Generate Reports**. All selected reports are generated with the new information.

[Review the report.](#)