



Adjustment Reports - HRS5200

Table of Contents

Adjustment Reports - HRS5200 1


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Human Resources > 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 print all the desired 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 |
|----------|--|
| Pay Date | Click  to select a pay date, and perform the check void and/or issue process. |

Click the Adjustment Reports tab.


Under **Payroll Reports**:


| | |
|------------|--|
| GenRpt | Select to select the report(s) from the list, or click Select ALL Reports to select all reports. |
| Sort Order | 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.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button

instead.

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Back Cover