

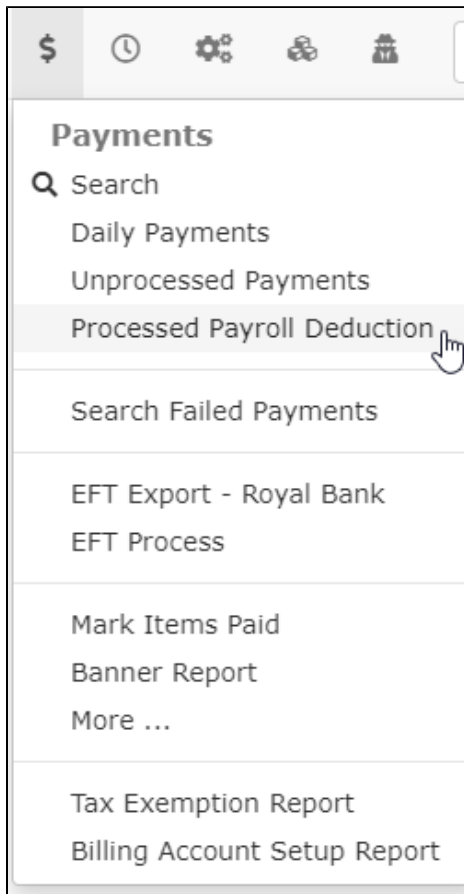
Payroll Deduction Report

The Payroll Deduction Report pulls information on staff or public users who have opted to purchase permits using the Payroll Deduction payment method. This report can also facilitate collection of items purchased through payroll deduction.

- [The Payroll Deduction Report](#)
- [Viewing the Transaction Details](#)
- [Export to Excel](#)
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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 tableHST #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
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
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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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Related Pages

- [Payroll Deduction Report](#)
- [Payroll Deduction Workflow](#)