


How to Generate Earning Reports

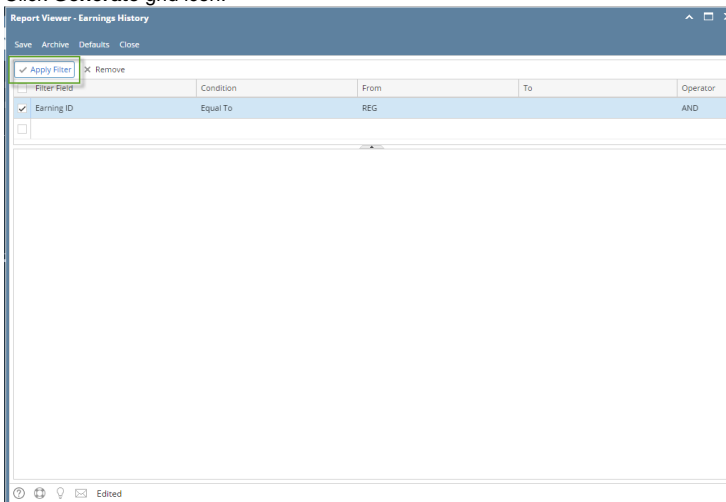
1. From **Payroll** module.
2. Under Reports, click any of the Earning History reports.

 Earning History reports are **Earnings History**, **Earnings History by Department**, and **Employee Earnings History**

3. Set the value for the following fields:
 - a. Filter Field
 - b. Condition
 - c. From
 - d. To
 - e. Operator

 This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Generate** grid icon.






Report Viewer - Earnings History

Save Archive Defaults Close

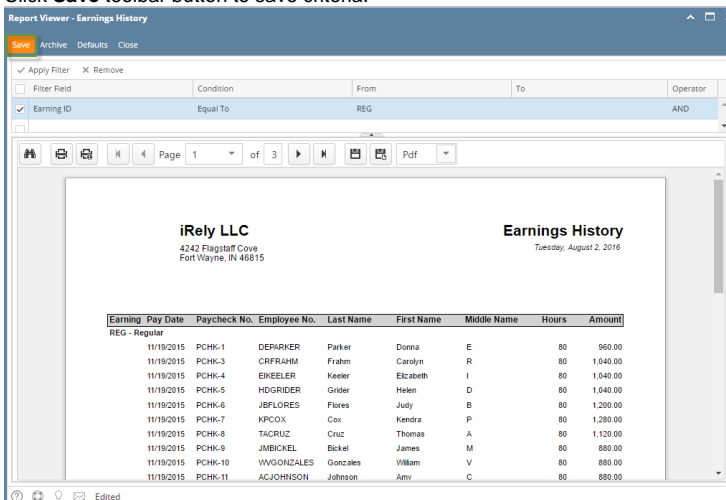
☒ Apply Filter ☐ Remove

Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Earning ID	Equal To	REG		AND

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5. Report preview satisfying the set criteria will be displayed.
6. Click **Save** toolbar button to save criteria.








Report Viewer - Earnings History

Save Archive Defaults Close

☒ Apply Filter ☐ Remove




Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Earning ID	Equal To	REG		AND

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iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815


Earnings History
Tuesday, August 2, 2016

Earning	Pay Date	Paycheck No.	Employee No.	Last Name	First Name	Middle Name	Hours	Amount
REG - Regular								
	11/19/2015	PCHK-1	DEPARIKER	Parker	Donna	E	80	960.00
	11/19/2015	PCHK-3	CRFRAHM	Frahm	Carolyn	R	80	1,040.00
	11/19/2015	PCHK-4	EKEELER	Keeler	Elizabeth	I	80	1,040.00
	11/19/2015	PCHK-5	HDFRIDER	Grider	Helen	D	80	1,040.00
	11/19/2015	PCHK-6	JBFLORES	Flores	Judy	B	80	1,200.00
	11/19/2015	PCHK-7	KPCOX	Cox	Kendra	P	80	1,280.00
	11/19/2015	PCHK-8	TACRUZ	Cruz	Thomas	A	80	1,120.00
	11/19/2015	PCHK-9	JMBICKEL	Bickel	James	M	80	880.00
	11/19/2015	PCHK-10	WHGONZALES	Gonzales	William	V	80	880.00
	11/19/2015	PCHK-11	ACJOHNSON	Johnson	Ann	C	80	880.00

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 Saved criteria will be treated as the default criteria. Clicking **Defaults** toolbar button will display those saved criteria.

1. Click **Reports** from **Payroll** module.
2. Click any of the Earning reports.

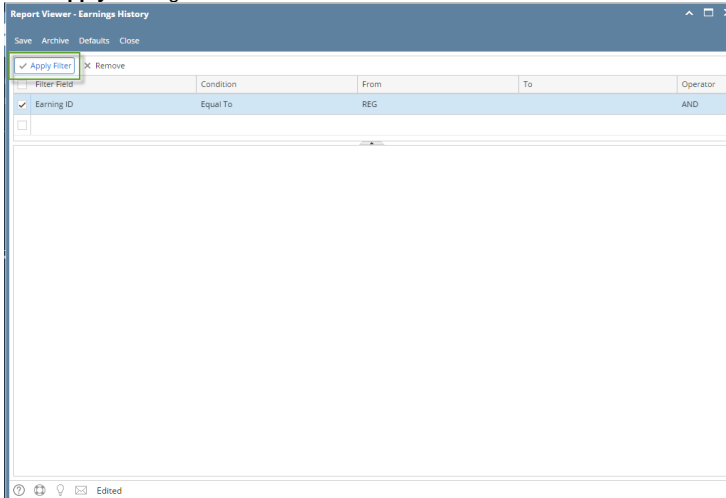
 Earning reports are Earnings History, Earnings History by Department, and Employee Earnings History

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- Filter Field
- Condition
- From
- To
- Operator

 This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Apply Filter** grid icon.





Report Viewer - Earnings History

Save Archive Defaults Close

☒ Apply Filter ☐ Remove

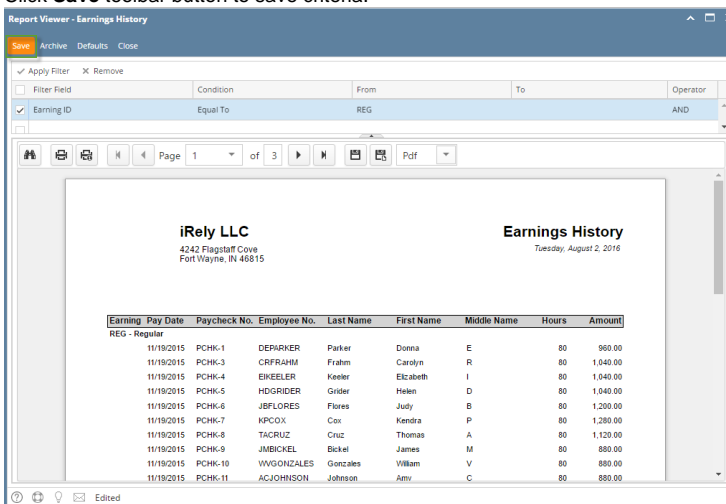
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Filter Field	Condition	From	To	Operator
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   Page 1 of 3  Pdf

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