

How to Generate Employee Earnings Register

1. From **Payroll** module.
2. Under Reports, click any of the Earnings Register.
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.

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

Earnings				Taxes				Deductions			
Earning	Description	Hours	Amount	Tax	Description	Amount	Deduction	Description	Amount		
BONUS	Bonus Pay	0	3,000.00	FICA MED	FICA Medicare C	84.40	401K	401K Deduction	180.00		
SAL	Salary Pay	0	3,000.00	FICA MED	FICA Medicare E	84.40	IRA	IRA Match	180.00		
				FICA SS C	FICA Social Secu	360.84					
				FICA SS E	FICA Social Secu	360.84					
				FIT	Federal Income Tax	915.75					
				PUTA	Federal UnEmplo	40.56					
				MI-Local	Michigan City Tax	69.84					
				MI-State T	Michigan State Tax	247.36					
				SUTA	State Unemployment	39.84					
Totals:		0	6,000.00			2,200.83			360.00		
						522.64			190.00		
						1,675.19			190.00		
									NET PAY: 4,141.81		



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