

Alloc8 User Guide Improved Payroll Reporting

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Improved Payroll Reporting

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Overview

This feature allows you to report on payroll data prior to exporting (and finalising) payroll, including downloading preview Timesheet Summary PDFs for employees and running various reports that previously relied on exporting payroll.

Timesheet Summary PDF: Preview version

The Timesheet Summary PDF will allow you to view the weekly timesheet summary for a worker. You can interpret the payroll for the week then download a preview of the Timesheet Summary PDF to make any necessary adjustments prior to exporting the payroll.

Follow the step by step process for downloading the Timesheet Summary using interpreted data:

- 1. Click on Run Payroll.
- 2. Enter all the details on the screen, then click Interpret.



3. The payroll will be interpreted on the same screen.

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4. Once you have successfully interpreted the payroll, you can download a Timesheet Summary PDFs for employees in that payrun. Click on Timesheet, then enter the details and select **'Use interpreted data'** from the options in this filter. The timesheet will be interpreted based on the pay run that you just interpreted. Then hit "Export timesheet".

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5. The Timesheet Summary PDF will be downloaded. Note that there will be a 'Preview' watermark on Timesheets that use interpreted data.

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- 6. You can edit timesheets and re-interpret payroll as often as you like. Each time selecting 'Use Interpreted Data' will download the latest version of the Timesheet Summary PDF based on your most recent payroll interpretation.
- 7. Once you have finalised all Timesheets, you can go ahead and export payroll as you usually would. **This stage is final**. Timesheets that are edited *after* payroll has been exported will not be updated in the Timesheet PDF Summary, or in reports (see next).

Report on Payroll using interpreted (unexported) data

You can now generate the following reports without having the need to export payroll

- Income vs Cost
- Income vs Cost (Preview Invoices)
- Income vs Cost (With Pay Detail)
- Hours Worked By Paycode
- Exported Timesheets
- Finance Margin

Follow these steps once you have interpreted payroll to generate a report using unexported data:

- 1. Go to Reporting and select View Reports
- 2. Click Show Filters and select the Report Type that you wish to generate
- 3. Select 'Use interpreted data' from the Select Data dropdown
- 4. Populate any required fields and build your report

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The generated report will then use the data from your latest Payroll interpretation.

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