

Reports after Payroll – Bruce

Log in to Nethris website under Client Login at <https://nethris.com>

#1

- Click on Reports
- Payroll Results
- Payroll Reports
- Click on Agencies Remittances- SPD615
- Click on Refresh
- Scroll down to the Payroll report list and click on box next to current period processed
- Click on Download
- Click on the file at the bottom
- Double click on the PDF
- Save report in shared folder (Z) and label as **Agency Remittance Pay Date.....**

#2

- Click on Reports
- Payroll Results
- Payroll Reports
- Click on Payroll Record – SPD603
- Click on Refresh
- Scroll down to the Payroll report list and click on box next to current period processed
- Click on Download
- Click on the file at the bottom
- Double click on the PDF
- Look summary page for each division and last page for the total summary
- Save report in shared folder (Z) and label as **Dept Allocation Pay Date.....**

3

- Click on Reports
- Report generator
- Report List
- Click on Breakdown of employee distribution codes
- Click on Produce
- Choose company from drop down menu
- Enter the period dates in the Accounting Date To and From boxes
- Under EE status- check all boxes
- Under Earnings – click on box in upper left for all
- Under Deductions – click on box in upper left for all
- Click on drop down menu under Employee sort order and choose Company, Administrative Structure and Employee no.
- Click on drop down menu under Totals and choose Totals Only
- Click on Execute
- Click on report and save in shared folder (Z), label as **Earnings And Deduction Code Pay Date...**

Report After Payroll – Barbara

- Click on Reports
- Report generator
- Report List
- Click on Breakdown of employee distribution codes
- Click on Produce
- Choose company from drop down menu
- Enter the period dates in the Accounting Date To and From boxes
- Under EE Status- check all boxes
- Under Deductions – click on D262 Garnishment, D210 Alimony, D212, D213, D352, D350, D351 (any additional codes you have set up)
- Click on the drop down menu under Employee sort order and choose Company, Administrative Structure and Employee Name
- Click on drop down menu Totals and choose Breakdown without subtotal
- **Click on Export** and save as **Garnish, Child Support PayDate.....**
- Email to Irina at ap@acadiamarjam.ca