



2024

Payroll Admin Guide: Additional Reports



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V1

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Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

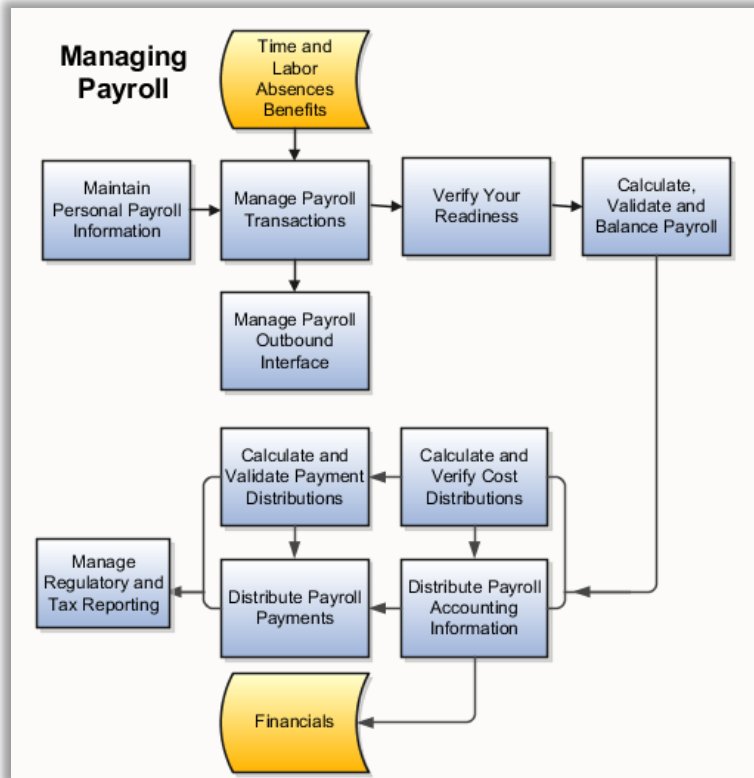
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Payroll module.



Glossary of Terms

Here we've included common terms associated with the Payroll module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Element Entries

- There are 2 types of element entries: recurring and nonrecurring. Element entries are details of compensation or a deduction. For example, medical premiums, garnishments, salary, etc.

Payroll Relationship

- A payroll relationship exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment.

Payment Methods

- A method in which money is transferred to the third-party vendor or employee. For example, direct deposit, check, or EFT.

Tax Reporting Units

- Represents a legal entity for tax and social insurance reporting in global legislation.

Calculation Entries

- Specifies how a value is provided or calculated

Third Party Payment Methods

- A third party is any person or entity outside of your organization and a third-party payment method determines how you pay them.

Object Groups

- Object groups are user-defined sets of elements or people used to restrict which of these items to include in various processes and reports.

Quickpay

- A process executed by the payroll team to pay an employee or group of employees outside of the regular payroll run.

Retro Pay

- Payment owed to an employee or payment due from an employee due to an incorrect amount being withheld from a prior payroll.

Payroll Reconciliation

- ❖ Payroll processes transfer your payment entries to Cash Management for manual or automatic reconciliation with bank statements

Reporting

- ❖ OTBI or BI contains numerous reports used for payroll verifications and processing.

Data Loader

- ❖ HCM Data Loader validates the data and creates valid records in the HCM cloud. The Data Loader is also used to load multiple elements entries for payment for multiple employees.

Effective Date

- ❖ Effective Dates are used to store historical, current, and future information. Effective Dates are the date in which a line of data is active.

Element Classification Components

- ❖ Elements are grouped into primary classifications, such as Earnings and Voluntary Deductions. In a human resources department, you can use the primary classifications to identify groups of elements for information and analysis purposes. In a payroll department, the classifications control processing, including the sequence in which elements are processed and the balances they feed.

Costing

- ❖ If the classification is Costable, you can select any costing option for elements when you define the element links. If the classification is Distributable, you can create a distribution set from elements of this classification over which you can distribute costs. You can also view the cost type for elements in the classification, whether they debit or credit the accounts they feed.

Frequency Rules

- ❖ The payroll run uses a frequency rule to determine in which pay periods it processes a recurring element. You can view which date the payroll run uses, by default, to assess frequency rules in your localization. You can select a different date when you define a frequency rule.

Calculate Absence Duration

- ❖ Calculate the duration of an absence from the start and end dates.

Accrual Start Rule

- 💡 You use an accrual start rule to determine when newly enrolled employees start to accrue time. For example, some accrual plans allow new hires to accrue time from the date of their hire. If the predefined start rules that are available on the Accrual Plan page do not meet your requirements, you can add your own rule directly in the accrual formula.

Tax Card

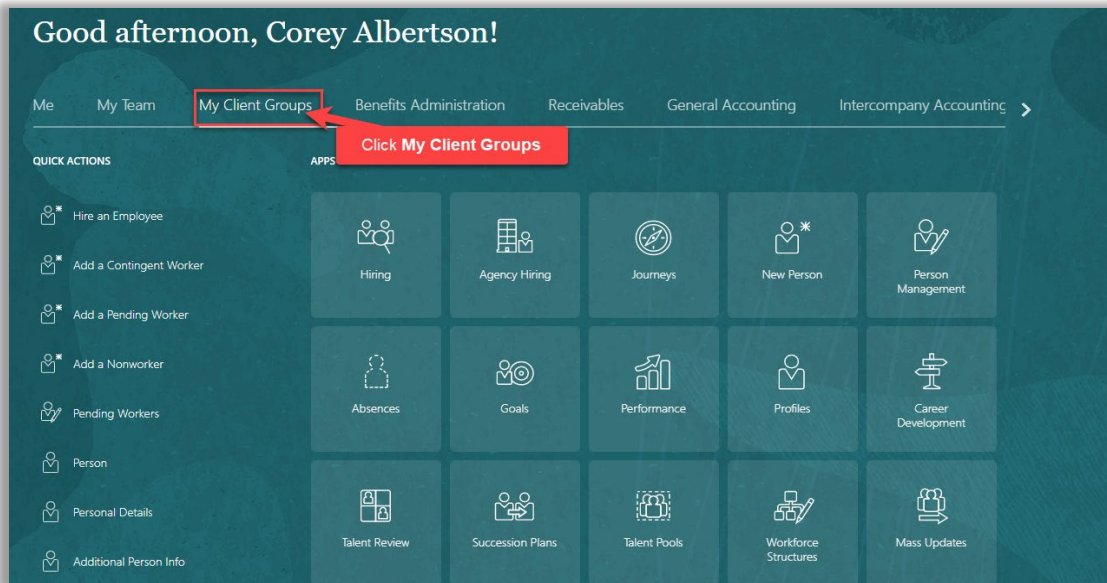
- 💡 Contains the Federal, State, and Local tax withholding information for the employee

Additional Reports

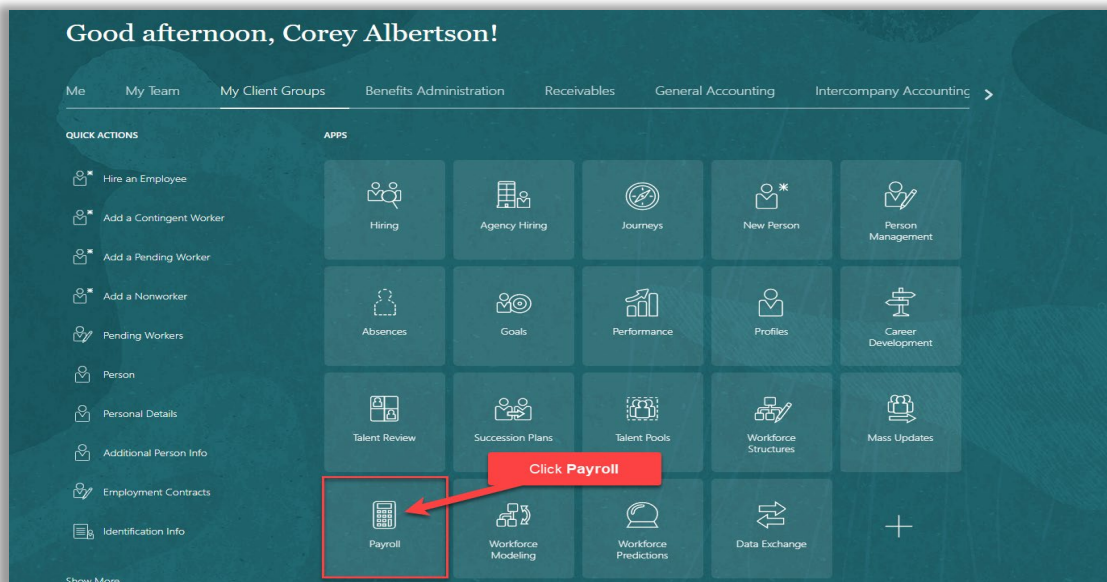
Run Deduction Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

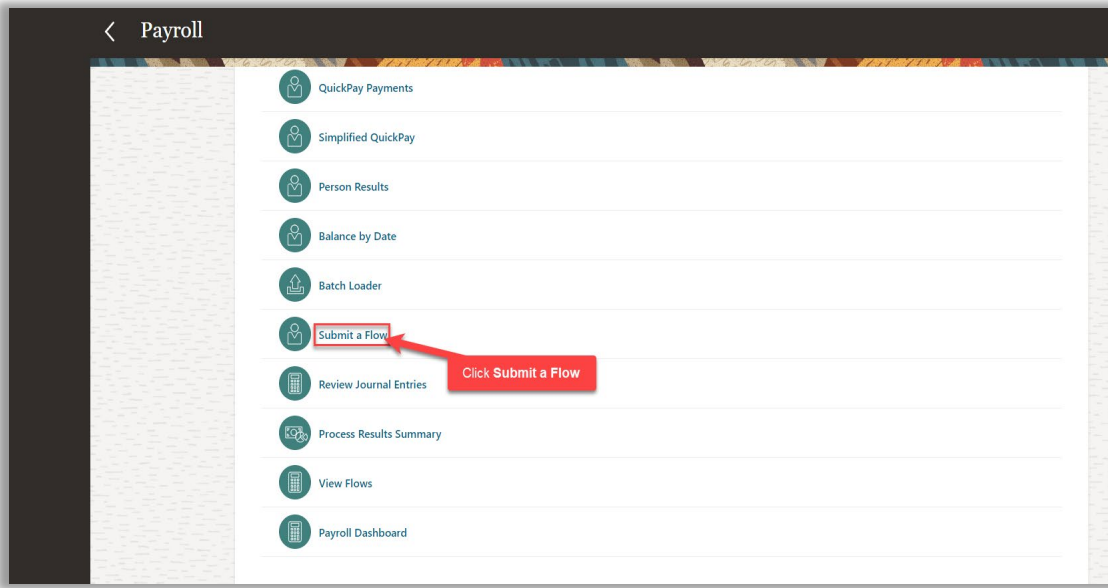
From the home screen, click **My Client Groups**



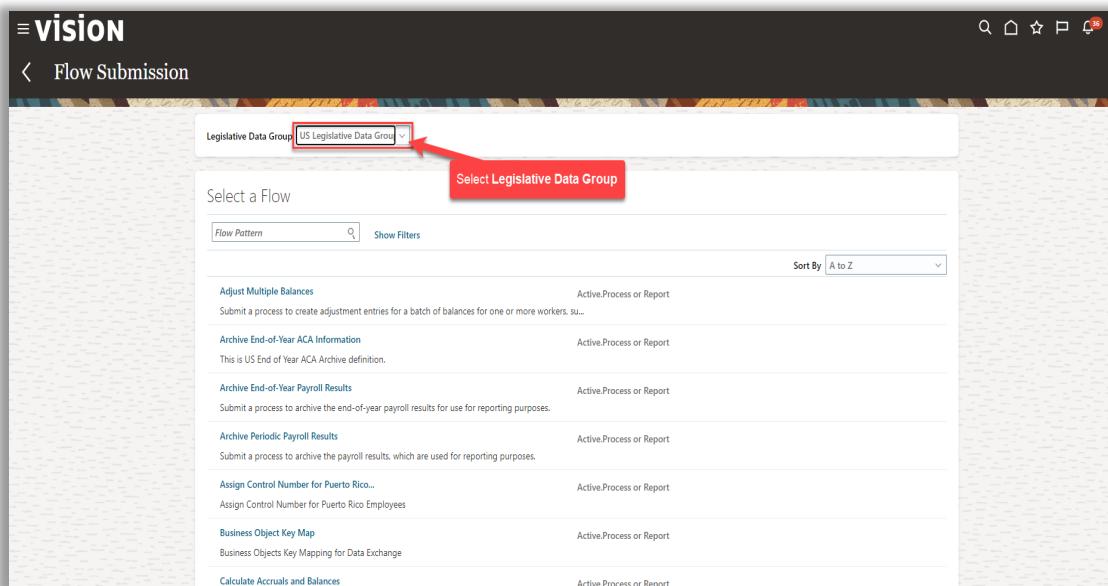
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Deduction Report** and click **Search**. Click **Report Name**

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow

Run Deduction Report X Show Filters

Run Deduction Report

Submit a report to view payroll deduction details such as actual and scheduled deductions, and th...

Active Process or Report

Sort By: A to Z

Click Report Name

Enter Run Deduction Report

Click Search

Enter General Information

Submit a Payroll Flow

Run Deduction Report

Submit Cancel

General Information

*Payroll Flow

Deduction Report_11252022

Enter Payroll Flow Name

Flow Parameters

*Process Start Date: m/d/yy

*Process End Date: m/d/yy

Payroll: Select

Consolidation Group: Select

Payroll Statutory Unit: Select

Tax Reporting Unit: Select

Deduction Category: Select

Deduction: Select

Payroll Relationship Group: Select

Person: Select

Location: Select

Process Configuration Group: Select

Report Category: Select

Run Mode: Normal

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

Submit a Payroll Flow
Run Deduction Report

Payroll Flow
Deduction Report_11252022

Enter the below information

Process Start Date
11/7/22

Process End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Deduction Category
Select

Deduction
Select

Payroll Relationship Group
APO Payroll Group

Person
Select

Location
Select

Process Configuration Group
Select

Report Category
Deduction Report

Run Mode
Normal

Schedule

Click **Submit**

Submit a Payroll Flow
Run Deduction Report

Payroll Flow
Deduction Report_11252022

Enter the below information

Process Start Date
11/7/22

Process End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Deduction Category
Select

Deduction
Select

Payroll Relationship Group
APO Payroll Group

Person
Select

Location
Select

Process Configuration Group
Select

Report Category
Deduction Report

Run Mode
Normal

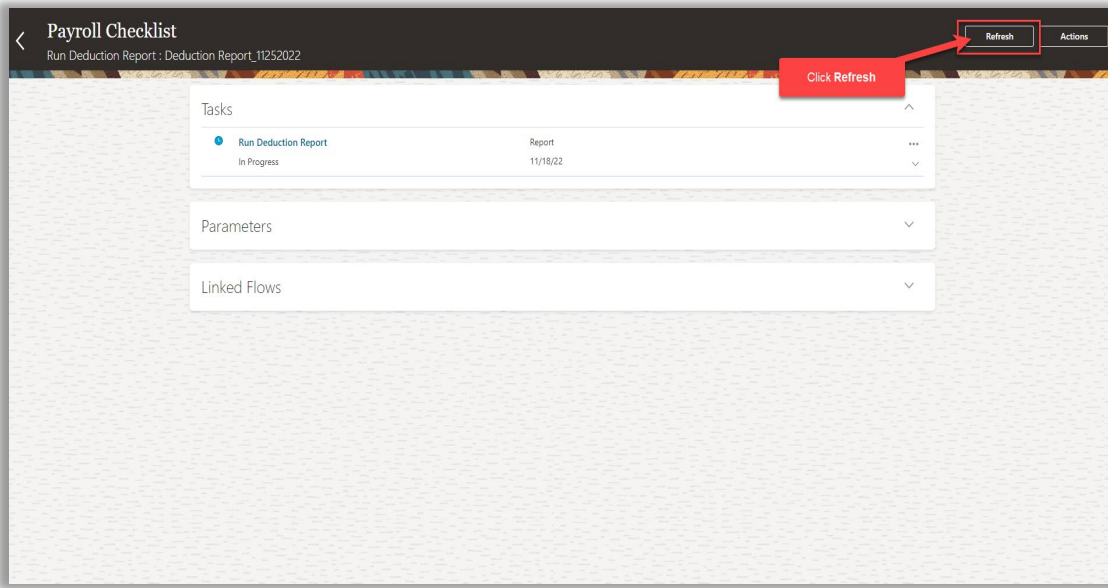
Schedule

Click Submit

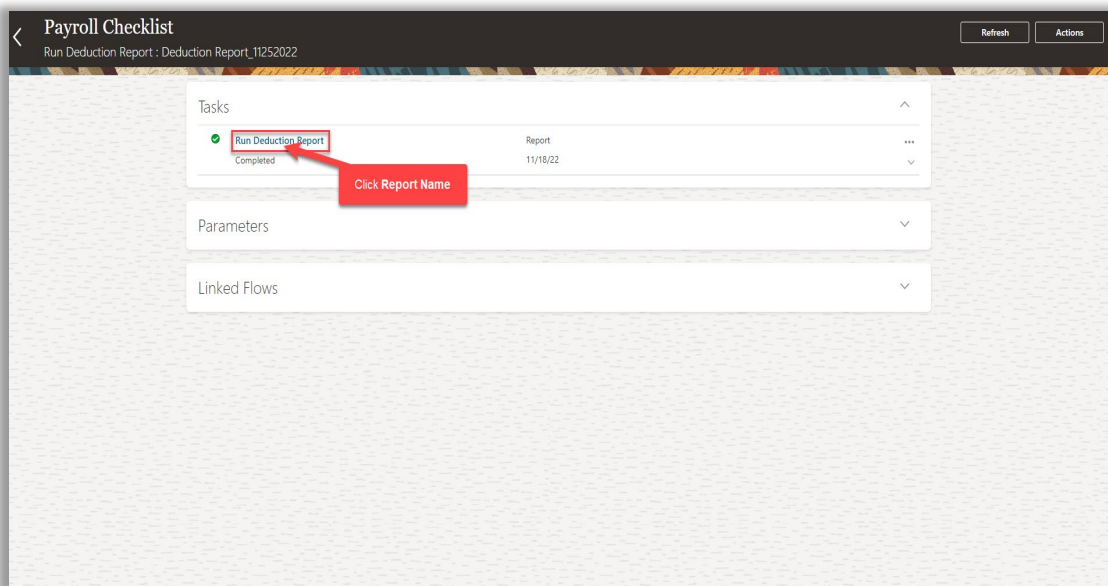
Submit
Cancel

Click **Refresh**

{ 10 }



The **Run Deduction Report** process is complete. Click **Report Name**



To view the **Deduction Report** process results, click **Download**

Run Deduction Report
Deduction Report_11252022 - Report

Refresh Actions

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7239_OP
Deduction Report.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1645270	FlowEssJobDefn	Succeeded	00 00:37	ESS_L_1645270	12/7/22 9:03 PM	12/7/22 9:03 PM
1645271	ElevatedFlowEssJob...	Succeeded	00 00:30	ESS_L_1645271	12/7/22 9:03 PM	12/7/22 9:03 PM
1645272	Archive Information a...	Succeeded	00 00:26	ESS_L_1645272	12/7/22 9:03 PM	12/7/22 9:03 PM
1645273	Generate Output	Succeeded	00 00:15	ESS_L_1645273	12/7/22 9:03 PM	12/7/22 9:03 PM

Parameters

Click Download

Run Gross to Net Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

QUICK ACTIONS APPS

Click My Client Groups

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Personal Details

Additional Person Info

Hiring

Agency Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Career Development

Talent Review

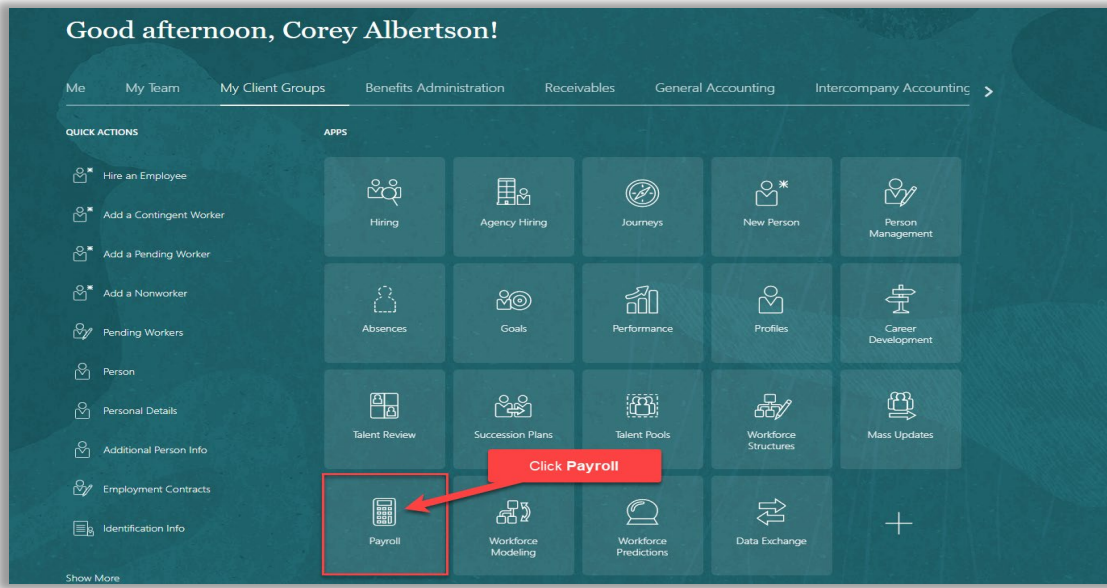
Succession Plans

Talent Pools

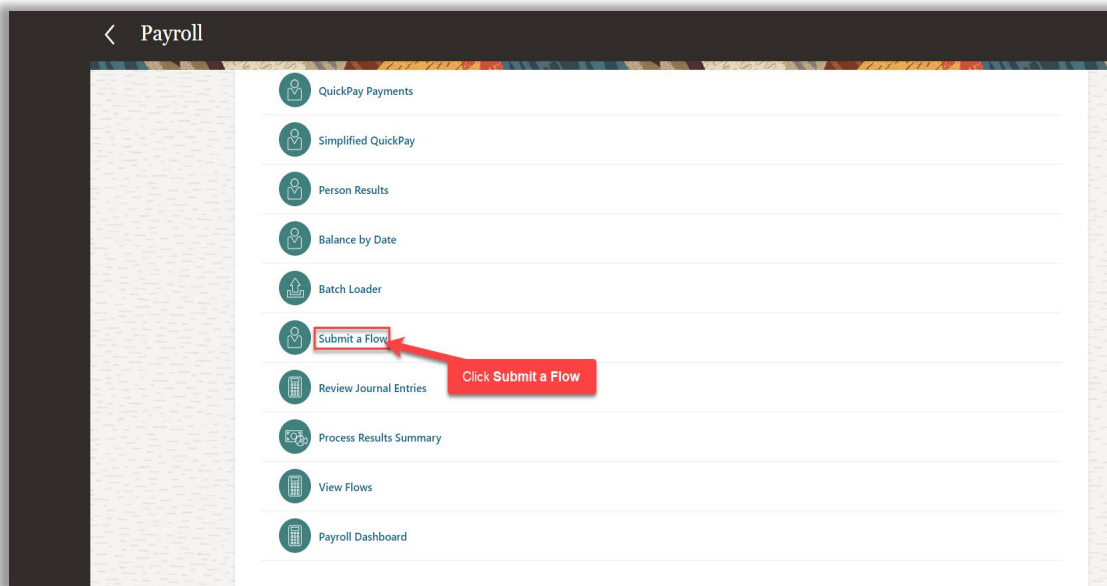
Workforce Structures

Mass Updates

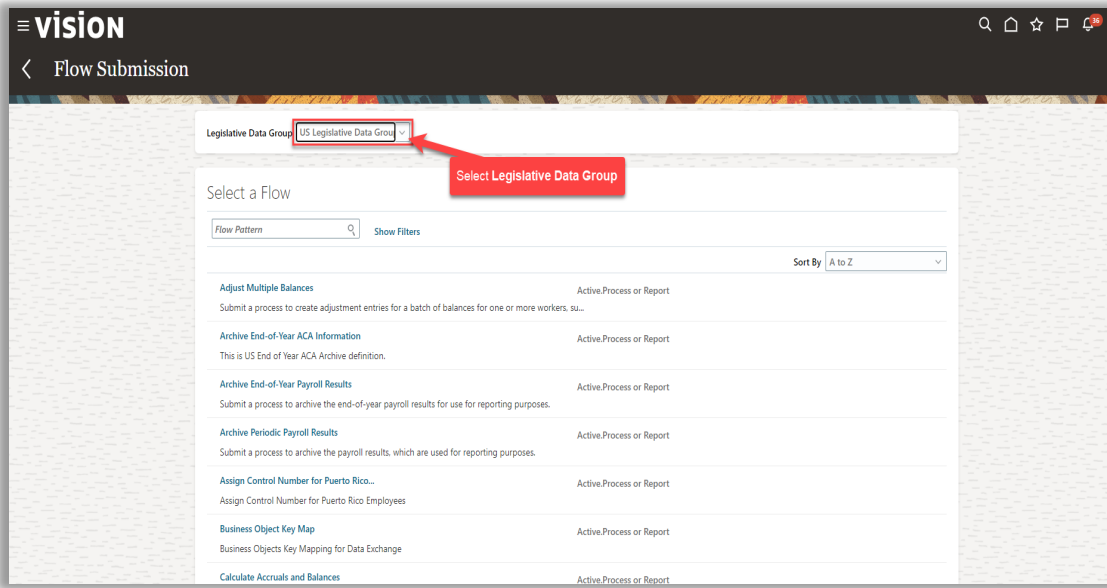
Next, click **Payroll**



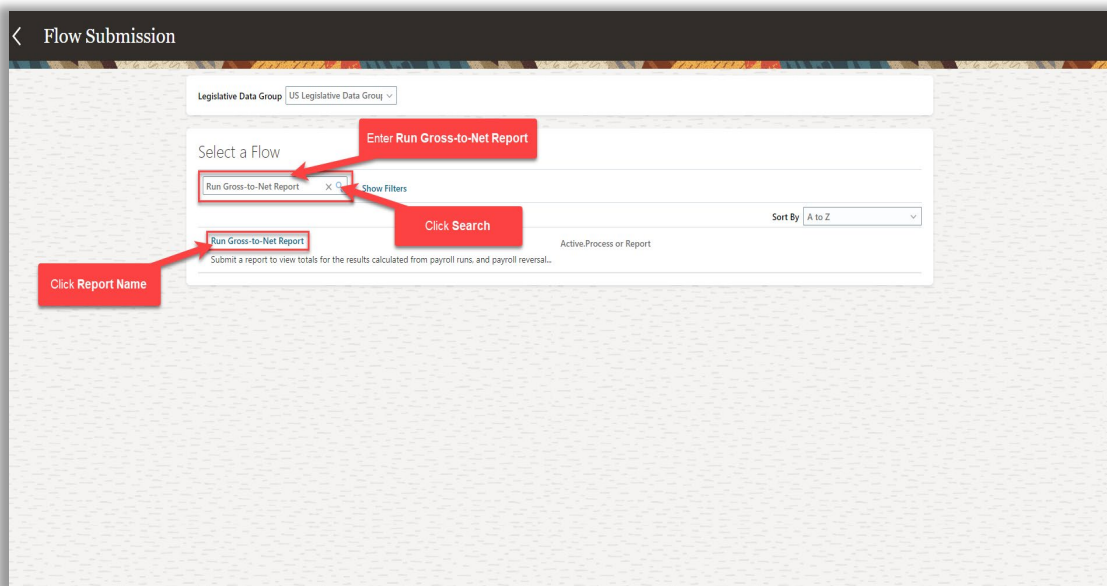
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Gross-to-Net Report** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Run Gross-to-Net Report

Submit Cancel

General Information

*Payroll Flow
Gross-to-Net_11252022

Flow Parameters

Scope
Summary

*Process Start Date
11/7/22

*Process End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Process Configuration Group
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Schedule

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

Submit a Payroll Flow
Run Gross-to-Net Report

Submit Cancel

General Information

*Payroll Flow
Gross-to-Net_11252022

Flow Parameters

Scope
Summary

*Process Start Date
11/7/22

*Process End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Process Configuration Group
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Schedule

Click **Submit**

Submit a Payroll Flow
Run Gross-to-Net Report

Submit **Cancel**

Click Submit

General Information

*Payroll Flow
Gross-to-Net_11252022

Flow Parameters

Scope
Summary

*Process Start Date
11/7/22

*Process End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Process Configuration Group
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Schedule

Click Refresh

Payroll Checklist
Run Gross-to-Net Report : Gross-to-Net_11252022

Refresh **Actions**

Click Refresh

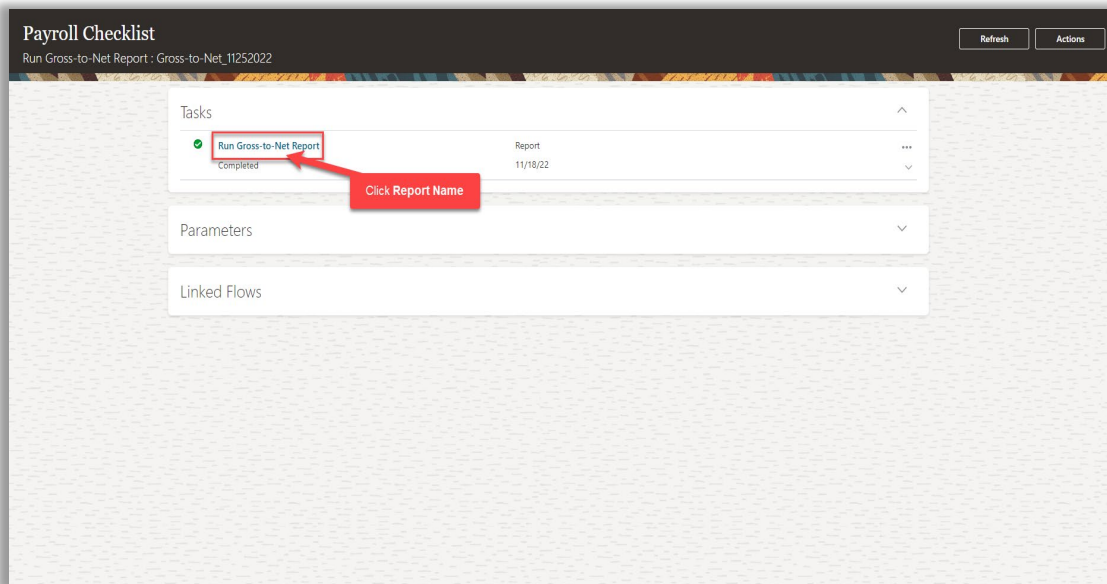
Tasks

Task	Status	Report	...
Run Gross-to-Net Report	In Progress	Report	...
		11/18/22	...

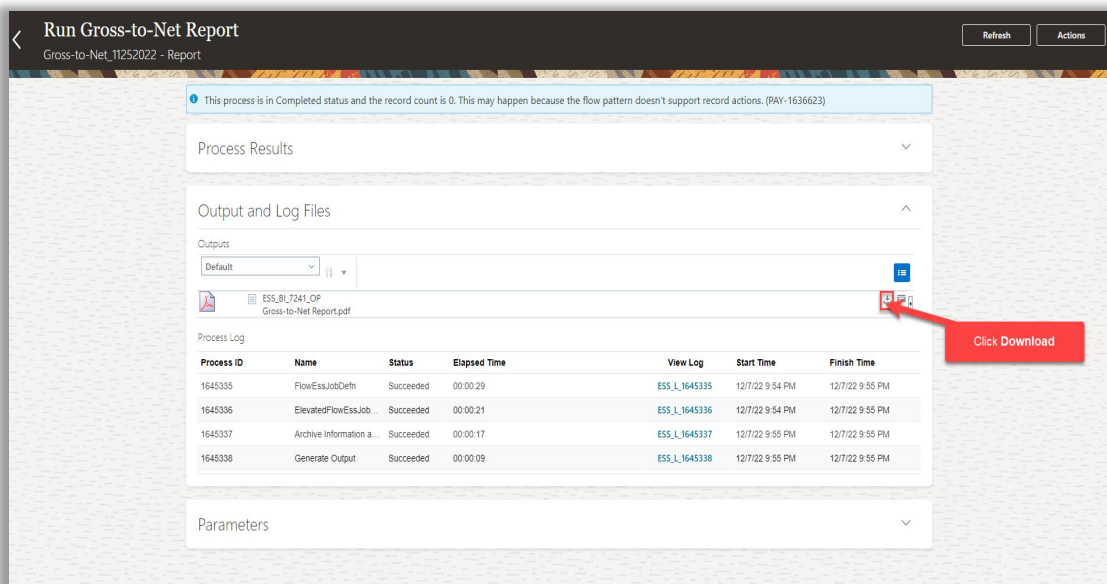
Parameters

Linked Flows

The **Run Gross-to-Net Report** process is complete. Click **Report Name**



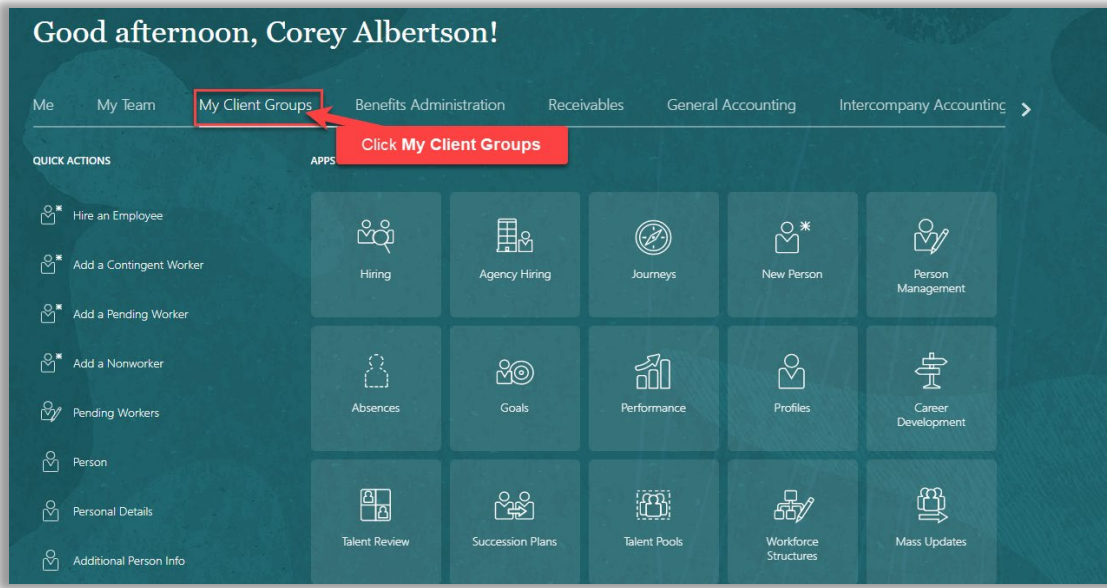
To view the **Gross-to-Net Report** results, click **Download**



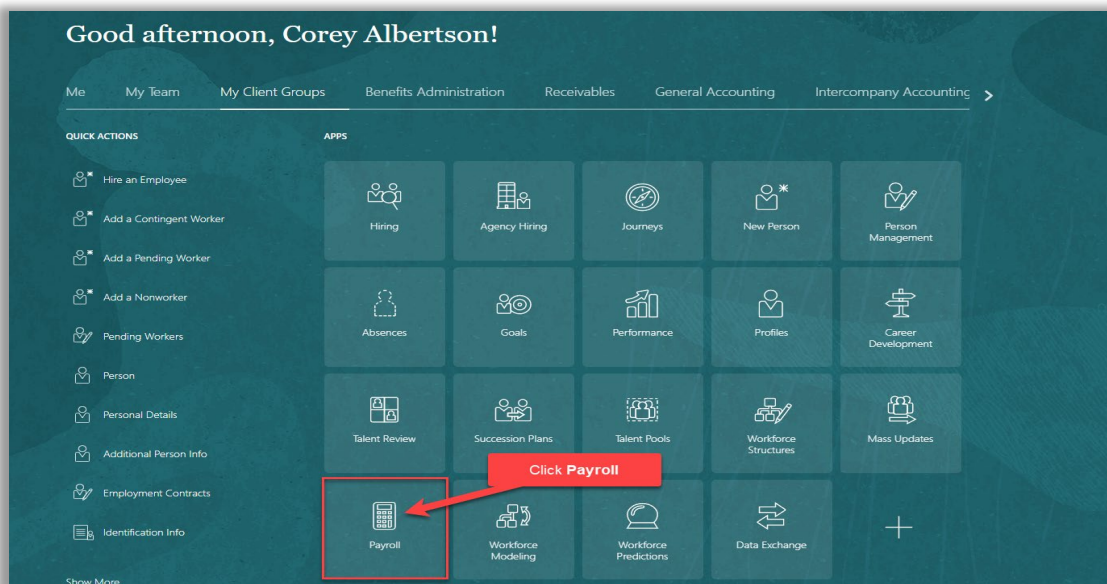
Run Element Results Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

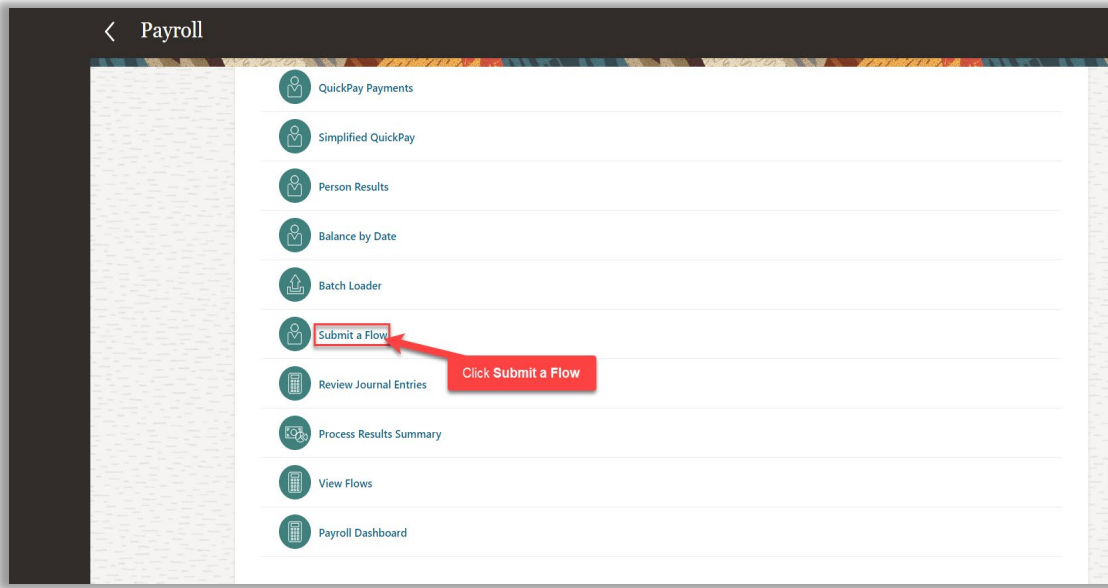
From the home screen, click **My Client Groups**



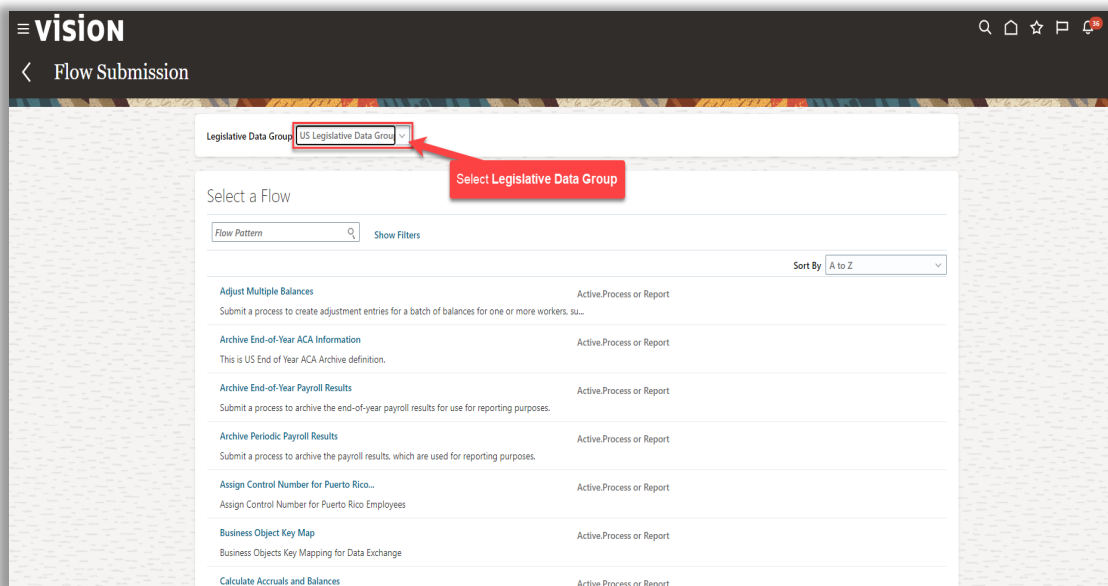
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Element Results Register** and click **Search**. Click **Report Name**

Enter General Information

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Payroll Statutory Unit**, **Tax Reporting Unit**, **Payroll Relationship Group**, **Person** and additional criteria, if applicable

Submit a Payroll Flow

Run Element Results Register

Submit

Cancel

General Information

*Payroll Flow

Element Results Register_11252022

Flow Parameters

Enter the below information

*Process Start Date

11/7/22

Location

Select

*Process End Date

11/18/22

Element Group

Select

Payroll

EWT Biweekly

Element

Select

Consolidation Group

Default Consolidation Group

Payroll Relationship Group

Select

Payroll Statutory Unit

ERPWebTutor USA Inc.

Person Name

Select

Tax Reporting Unit

ERPWebTutor USA Inc.

Process

Select

Schedule

Click **Submit**

Submit a Payroll Flow

Run Element Results Register

Submit

Cancel

General Information

*Payroll Flow

Element Results Register_11252022

Flow Parameters

Enter the below information

*Process Start Date

11/7/22

Location

Select

*Process End Date

11/18/22

Element Group

Select

Payroll

EWT Biweekly

Element

Select

Consolidation Group

Default Consolidation Group

Payroll Relationship Group

Select

Payroll Statutory Unit

ERPWebTutor USA Inc.

Person Name

Select

Tax Reporting Unit

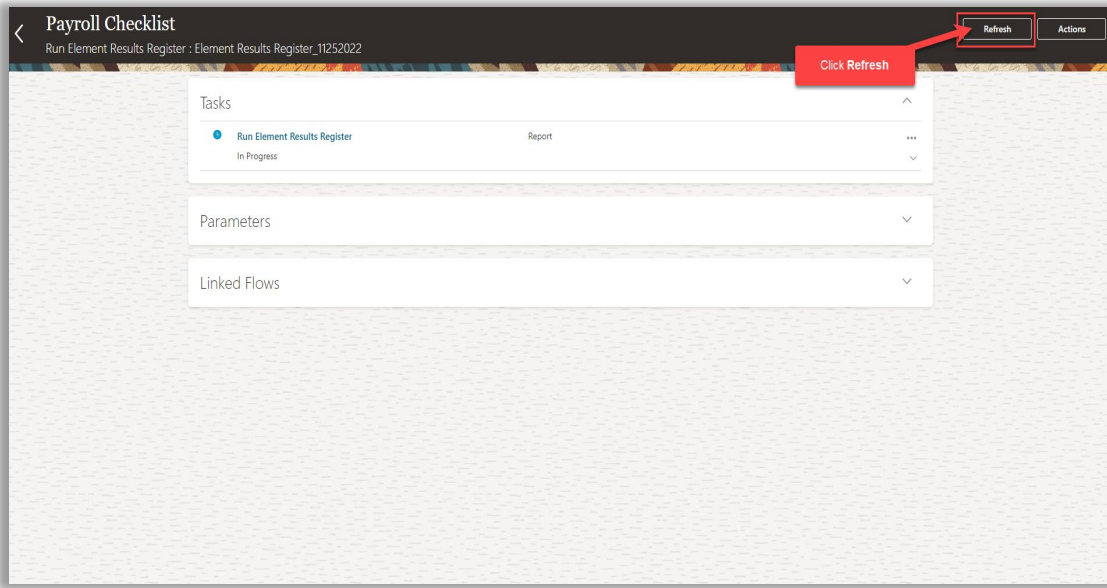
ERPWebTutor USA Inc.

Process

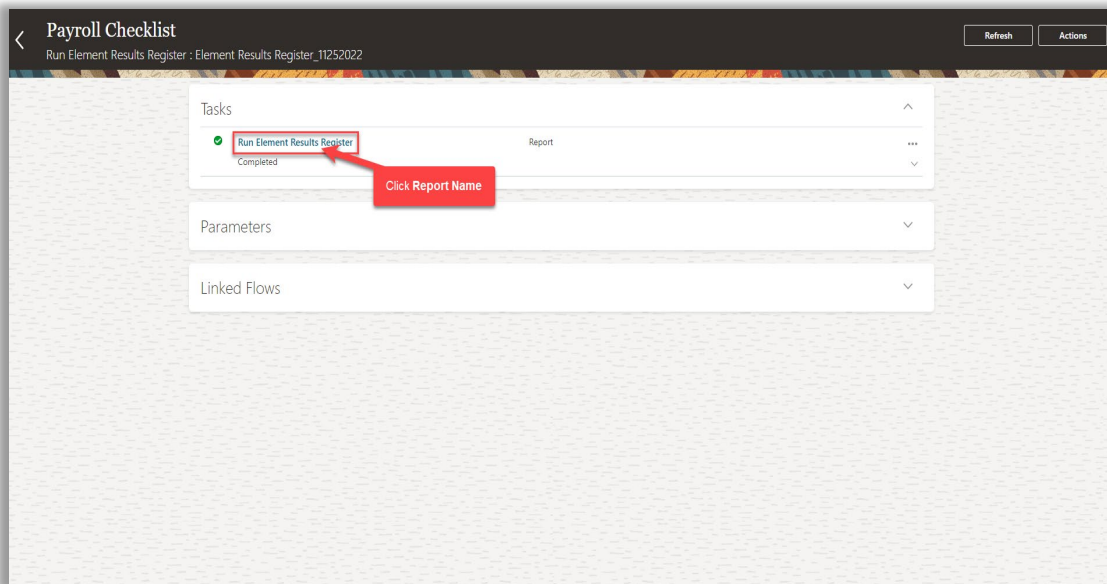
Select

Schedule

Click **Refresh**



The **Run Element Results Register Report** process is complete. Click **Report Name**



To view the **Element Results Register Report** process results, click **Download**

Run Element Results Register
Element Results Register_11252022 - Report

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7243_OP
Element Results Register.xlsx

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1646744	FlowEssJobDefn	Succeeded	00:00:35	ESS_L_1646744	12/8/22 3:37 PM	12/8/22 3:37 PM
1646745	ElevatedFlowEssJob...	Succeeded	00:00:24	ESS_L_1646745	12/8/22 3:37 PM	12/8/22 3:37 PM
1646746	Generate Output	Succeeded	00:00:18	ESS_L_1646746	12/8/22 3:37 PM	12/8/22 3:37 PM

Parameters

Click Download

Run Employee Active Payroll Balance Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

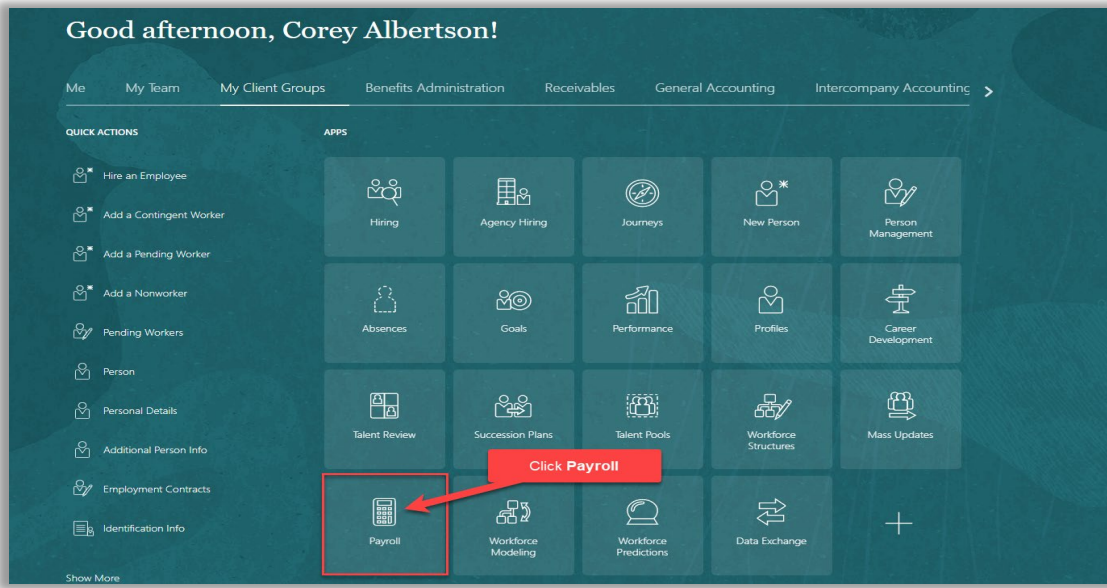
QUICK ACTIONS

Click My Client Groups

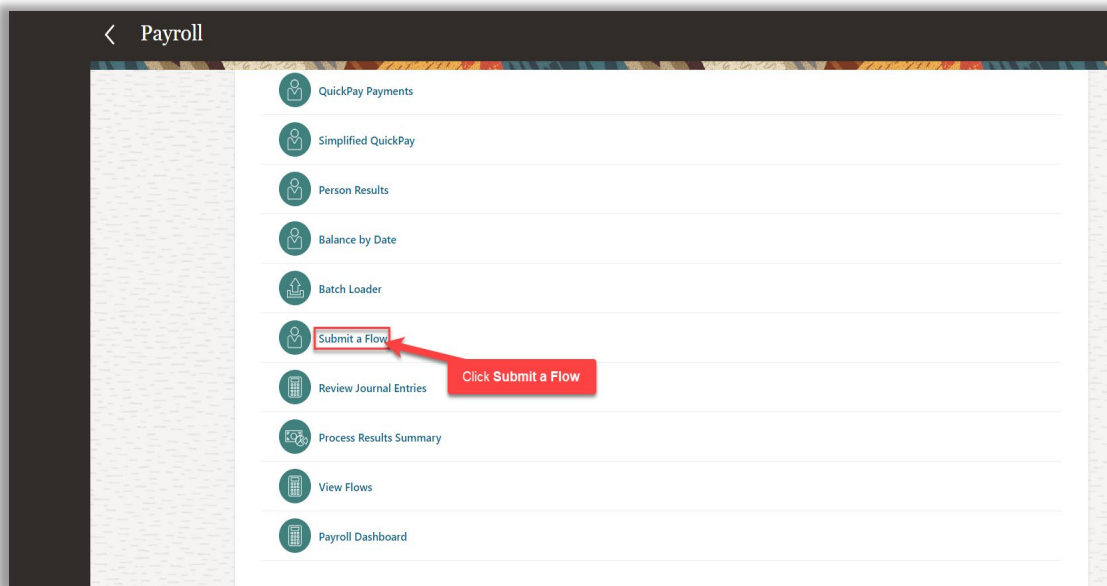
APPS

Hire an Employee	Hiring	Agency Hiring	Journeys	New Person	Person Management
Add a Contingent Worker	Absences	Goals	Performance	Profiles	Career Development
Add a Pending Worker	Talent Review	Succession Plans	Talent Pools	Workforce Structures	Mass Updates
Add a Nonworker					
Pending Workers					
Person					
Personal Details					
Additional Person Info					

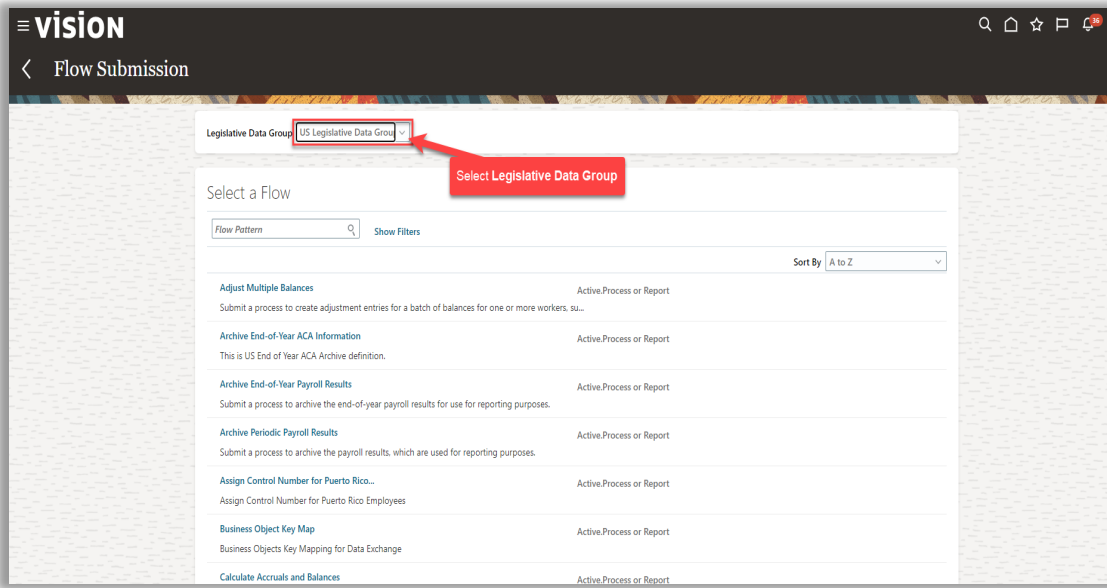
Next, click **Payroll**



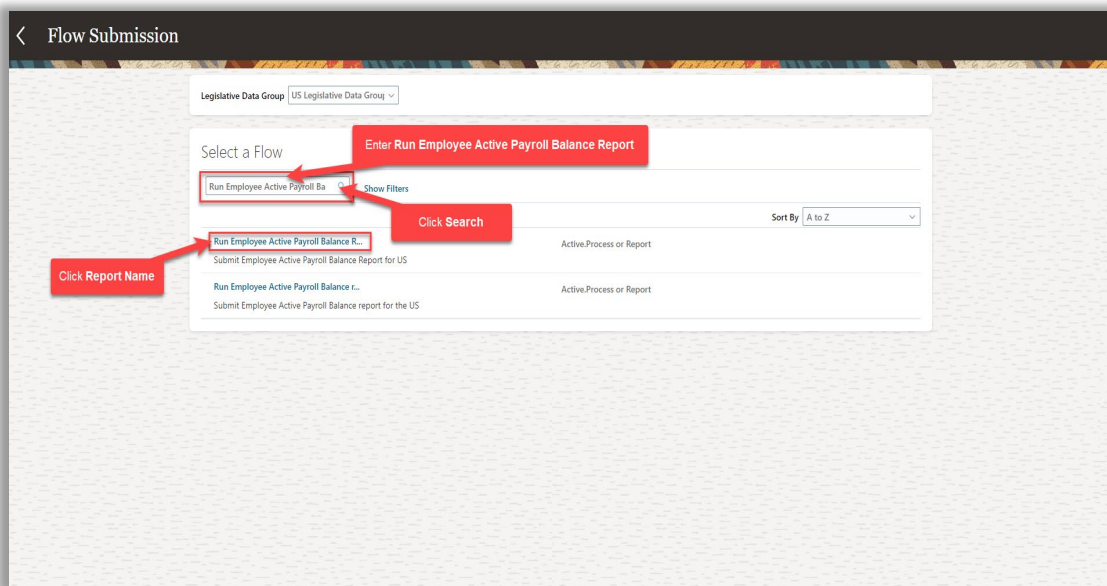
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Employee Active Payroll Balance Report** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Run Employee Active Payroll Balance Report

Submit Cancel

General Information

*Payroll Flow
Employee Active Payroll Balance Report_11252022

Flow Parameters

*Start Date
m/d/yy

*End Date
m/d/yy

Payroll
Select

Consolidation Group
Select

Tax Reporting Unit
Select

Payroll Relationship Group
Select

Employee Name
Select

*Balance Dimension
Select

Quarter
Select

*Balance Group Usages
Select

Hide Records with Zero Values
Select

Process Configuration Group
Select

Schedule

Next, enter the Flow Parameters such as **Start Date** and **End Date**, **Payroll**, and **Consolidation Group**, **Balance Dimension**, and **Balance Group Usages**. For this example, for the Balance Group Usages, we are running this report for City Run Balances but we can run this report for other criteria. If applicable, we can enter **Tax Reporting Unit**, **Payroll Relationship Group**, **Employee Name** and additional criteria, if applicable

Submit a Payroll Flow
Run Employee Active Payroll Balance Report

Submit Cancel

General Information

*Payroll Flow
Employee Active Payroll Balance Report_11252022

Flow Parameters

Enter the below information

*Start Date
11/7/22

*End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Tax Reporting Unit
ERPWebTutor USA Inc.

Payroll Relationship Group
Select

Employee Name
Select

*Balance Dimension
Run

Quarter
Select

*Balance Group Usages
City Run Balances

Hide Records with Zero Values
Select

Process Configuration Group
Select

Schedule

Click **Submit**

Submit a Payroll Flow
Run Employee Active Payroll Balance Report

Click Submit

Submit Cancel

General Information

*Payroll Flow
Employee Active Payroll Balance Report_11252022

Flow Parameters

*Start Date
11/7/22

*End Date
11/18/22

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Tax Reporting Unit
ERPWebTutor USA Inc.

Payroll Relationship Group
Select

Employee Name
Select

*Balance Dimension
Run

Quarter
Select

*Balance Group Usages
City Run Balances

Hide Records with Zero Values
Select

Process Configuration Group
Select

Schedule

Click Refresh

Payroll Checklist
Run Employee Active Payroll Balance Report : Employee Active Payroll Balance Report_11252022

Click Refresh

Refresh Actions

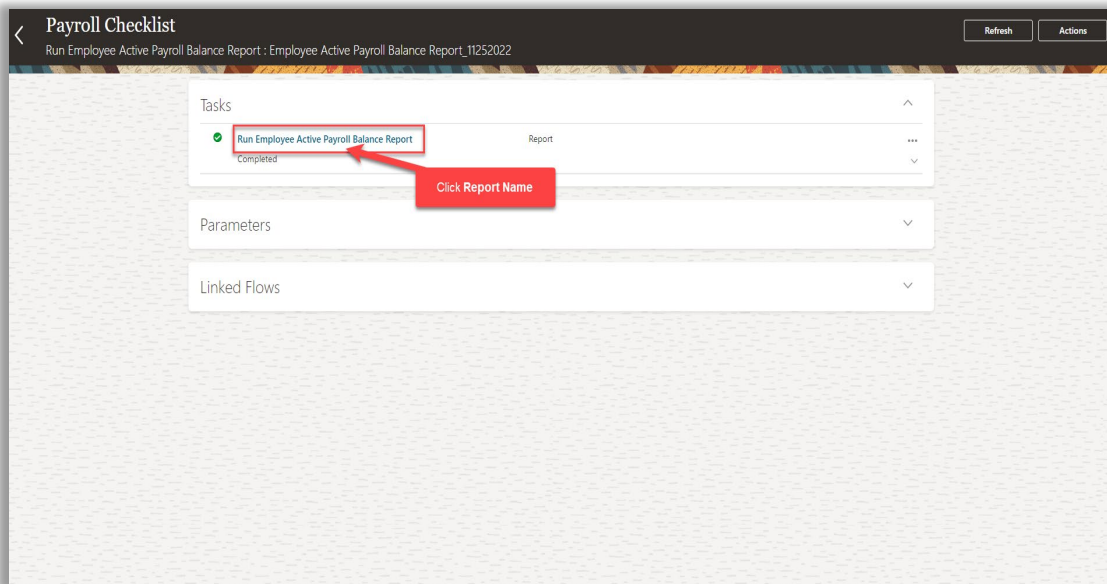
Tasks

Run Employee Active Payroll Balance Report
In Progress Report

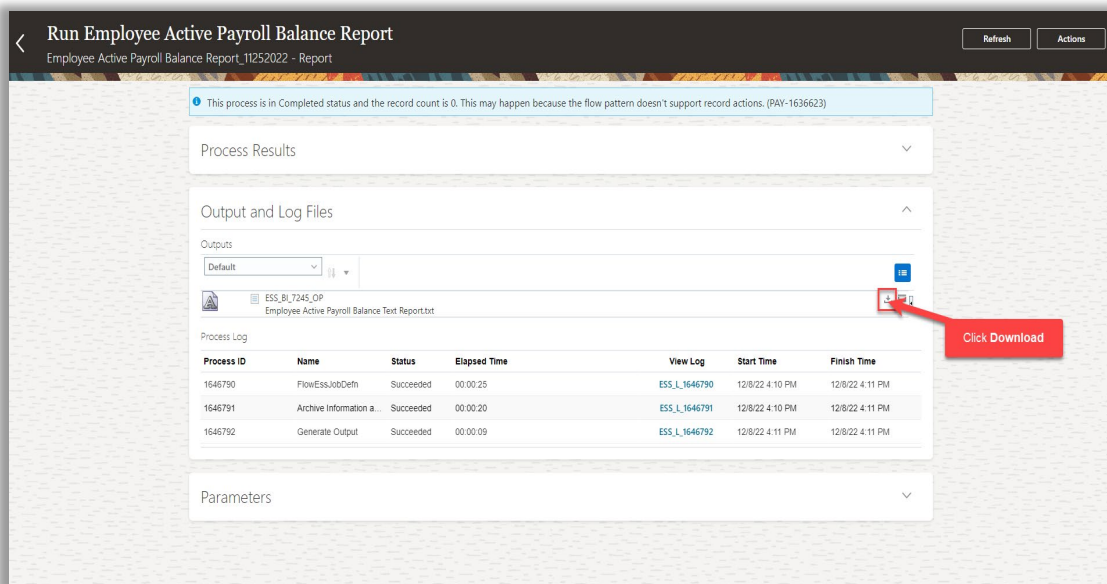
Parameters

Linked Flows

The **Run Employee Active Payroll Balance Report** process is complete. Click **Report Name**



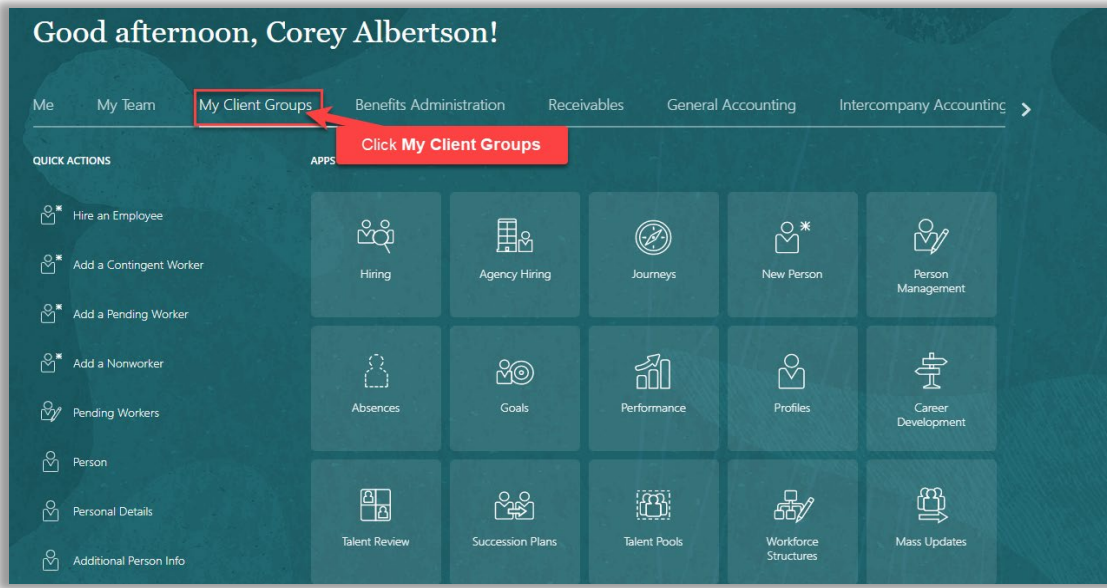
To view the **Employee Active Payroll Balance Report** process results, click **Download**



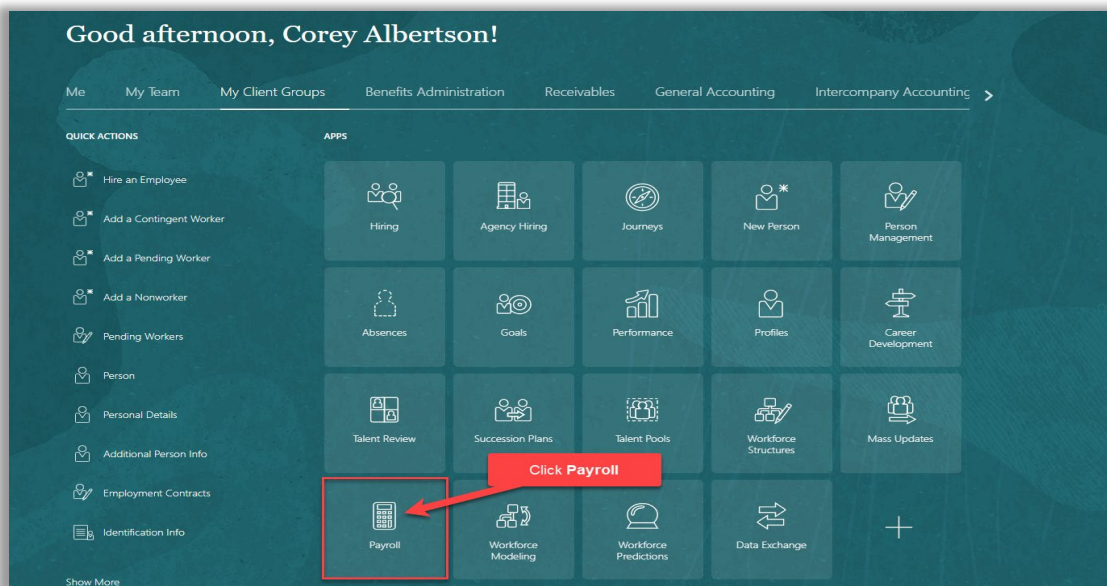
Run Payroll Balance Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

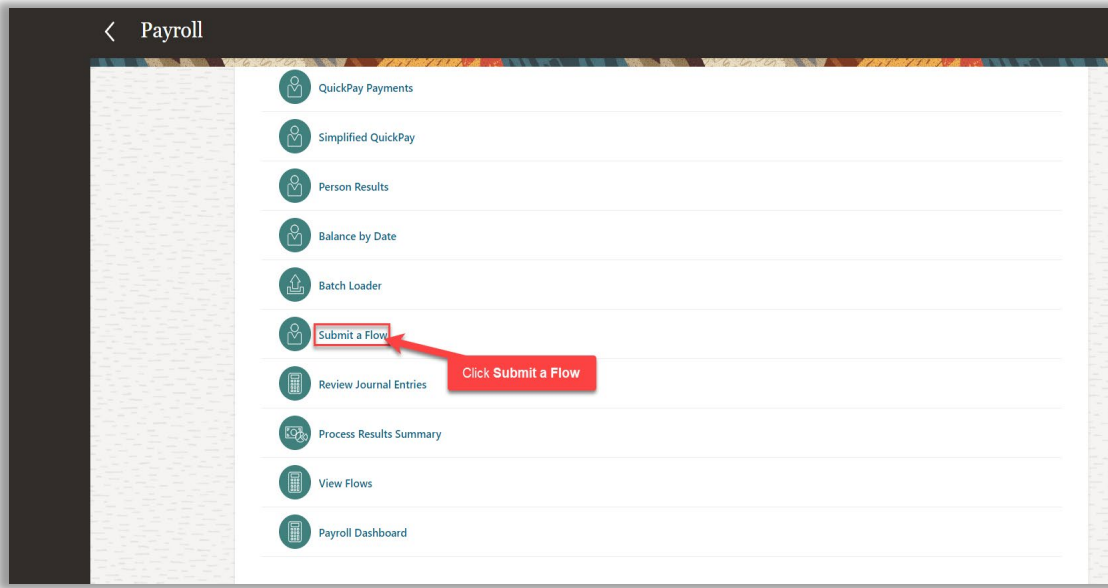
From the home screen, click **My Client Groups**



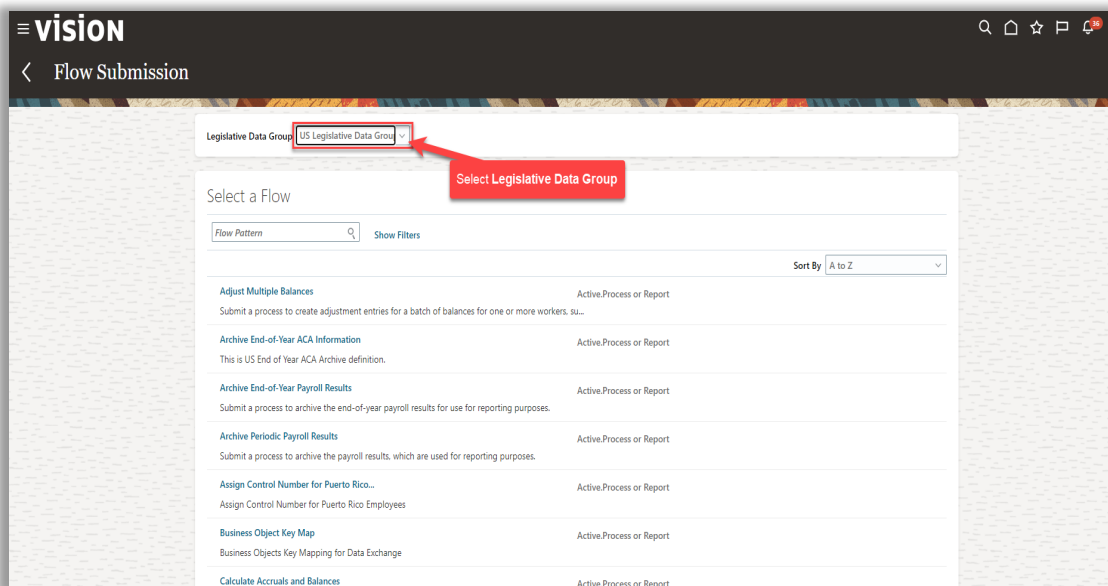
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Payroll Balance Report** and click **Search**. Click **Report Name**

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow

Run Payroll Balance Report

Enter Run Payroll Balance Report

Click Report Name

Click Search

Sort By: A to Z

Run Payroll Balance Report

Submit a report to view the results of the payroll run.

Active Process or Report

Enter General Information

Submit a Payroll Flow

Run Payroll Balance Report

Submit Cancel

General Information

*Payroll Flow

Payroll Balance Report, 11252022

Enter Payroll Flow Name

Flow Parameters

*Process Start Date

m/d/yy

*Process End Date

m/d/yy

Payroll

Select

Consolidation Group

Select

Payroll Statutory Unit

Select

Tax Reporting Unit

Select

Balance Category

Select

Location

Select

Payroll Relationship Group

Select

Person

Select

Process Configuration Group

Select

Report Category

Select

Run Mode

Normal

Display All Hours

No

Next, enter the Flow Parameters such as **Process Start Date** and **Process End Date**, **Payroll**, and **Consolidation Group**. If applicable, we can enter **Tax Reporting Unit**, **Payroll Statutory Unit**, **Balance Category**, and additional criteria, if applicable

Submit a Payroll Flow

Run Payroll Balance Report

SubmitCancel

General Information

* Payroll Flow

Payroll Balance Report_11252022

Flow Parameters

Enter the below information

* Process Start Date

11/7/22

Location

Select

* Process End Date

11/18/22

Payroll Relationship Group

Select

Payroll

EWT Biweekly

Person

Select

Consolidation Group

Select

Process Configuration Group

Select

Payroll Statutory Unit

ERPWebTutor USA Inc.

Report Category

Select

Tax Reporting Unit

ERPWebTutor USA Inc.

Run Mode

Normal

Balance Category

Select

Display All Hours

No

Click **Submit**

Submit a Payroll Flow

Run Payroll Balance Report

SubmitCancel

General Information

* Payroll Flow

Payroll Balance Report_11252022

Flow Parameters

Enter the below information

* Process Start Date

11/7/22

Location

Select

* Process End Date

11/18/22

Payroll Relationship Group

Select

Payroll

EWT Biweekly

Person

Select

Consolidation Group

Select

Process Configuration Group

Select

Payroll Statutory Unit

ERPWebTutor USA Inc.

Report Category

Select

Tax Reporting Unit

ERPWebTutor USA Inc.

Run Mode

Normal

Balance Category

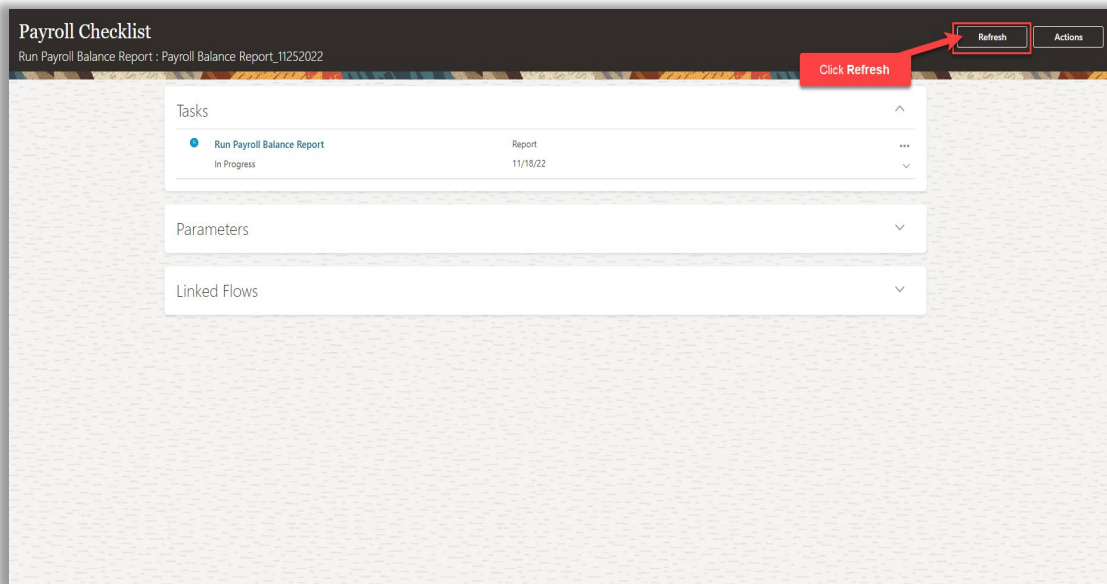
Select

Display All Hours

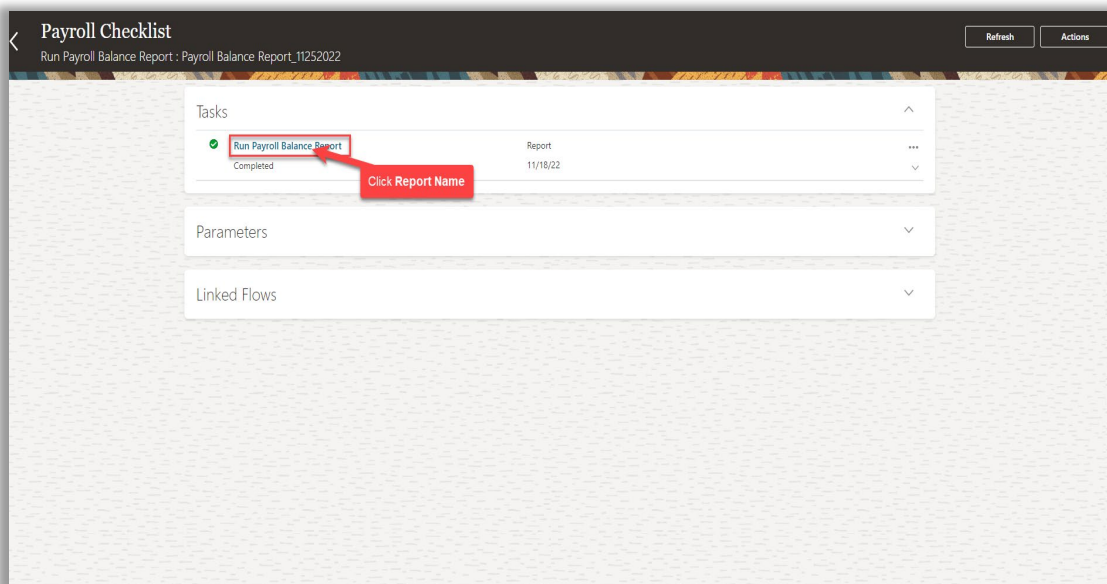
No

Click Submit

Click **Refresh**



The **Run Payroll Balance Report** process is complete. Click **Report Name**



To view the **Payroll Balance Report** process results, click **Download**

Run Payroll Balance Report
Payroll Balance Report_11252022 - Report

This process is in Completed status and the record count is 0. This may happen because the flow pattern doesn't support record actions. (PAY-1636623)

Process Results

Output and Log Files

Outputs

Default

ESS_BI_7247_OP
Payroll Balance Report.pdf

Process Log

Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1647032	FlowEss.JobDefn	Succeeded	00:00:41	ESS_L_1647032	12/8/22 7:25 PM	12/8/22 7:25 PM
1647034	ElevatedFlowEss.Job...	Succeeded	00:00:33	ESS_L_1647034	12/8/22 7:25 PM	12/8/22 7:25 PM
1647036	Archive Information a...	Succeeded	00:00:27	ESS_L_1647036	12/8/22 7:25 PM	12/8/22 7:25 PM
1647038	Generate Output	Succeeded	00:00:15	ESS_L_1647038	12/8/22 7:25 PM	12/8/22 7:25 PM

Parameters

Click Download

Run Payroll Costing Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

Good afternoon, Corey Albertson!

Me My Team **My Client Groups** Benefits Administration Receivables General Accounting Intercompany Accounting >

Click My Client Groups

QUICK ACTIONS

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Personal Details

Additional Person Info

Hiring

Agency Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Career Development

Talent Review

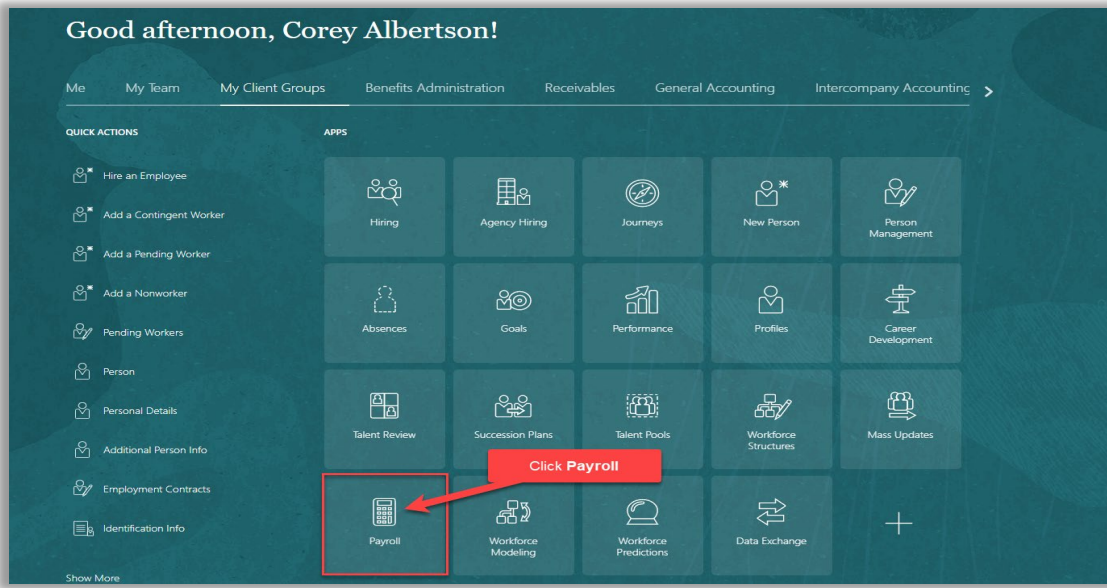
Succession Plans

Talent Pools

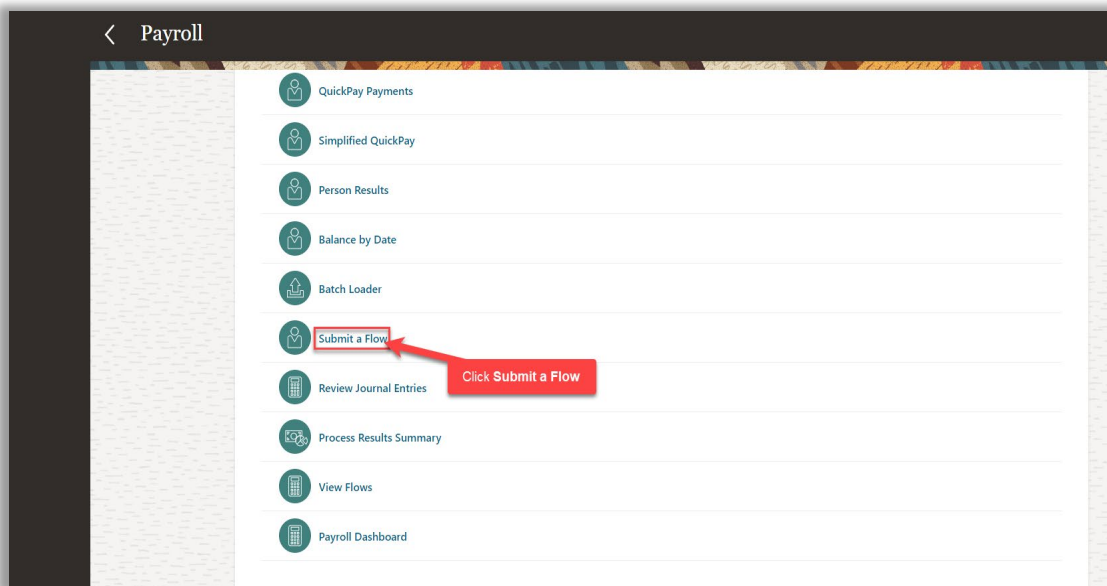
Workforce Structures

Mass Updates

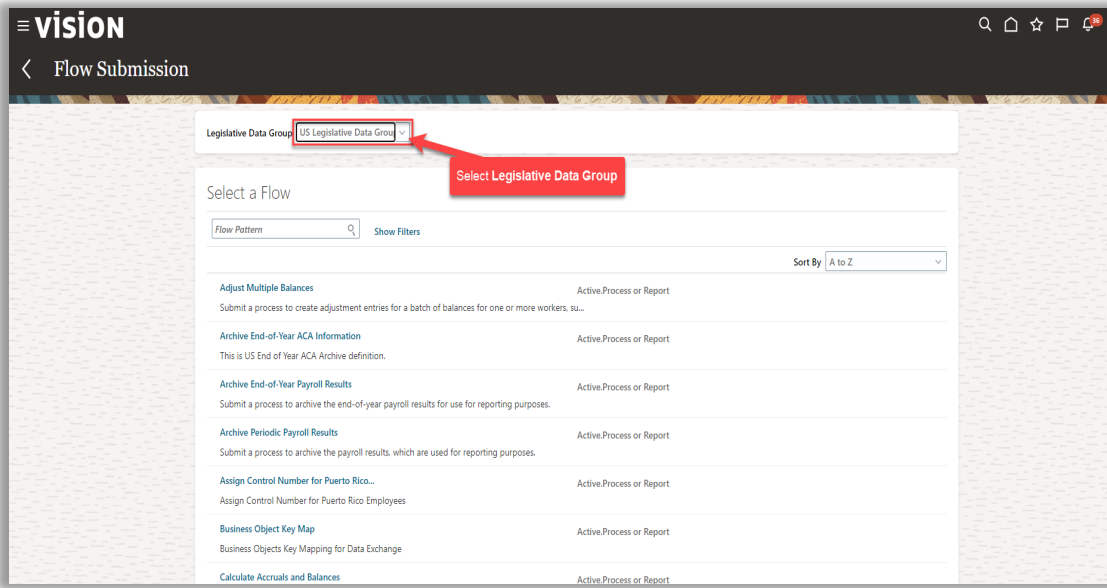
Next, click **Payroll**



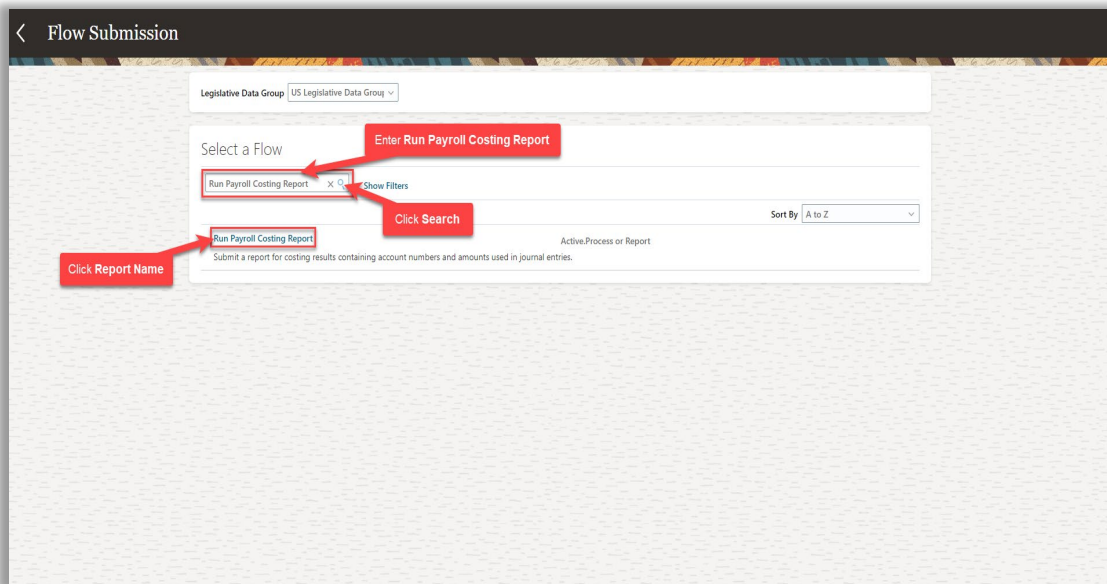
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Payroll Costing Report** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Run Payroll Costing Report

Submit Cancel

General Information

*Payroll Flow
Payroll Costing Report, 11/25/2022

Flow Parameters

*Scope
Select

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Process
Select

Payroll
Select

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Department
Select

Location
Select

Payroll Relationship Group
Select

Person Name
Select

Schedule

Next, enter the **Flow Parameters**. Select the **Process** from the dropdown. If applicable, we can run this report by **Department, Location, Payroll Relationship Group, and Person Name**

Submit a Payroll Flow
Run Payroll Costing Report

Submit Cancel

General Information

*Payroll Flow
Payroll Costing Report, 11/25/2022

Flow Parameters

*Scope
Detail

*Process Start Date
11/14/22

*Process End Date
11/25/22

Process
Estimate costing

Payroll
EWT Biweekly

Consolidation Group
Default Consolidation Group

Payroll Statutory Unit
ERPWebTutor USA Inc.

Tax Reporting Unit
ERPWebTutor USA Inc.

Department
Select

Location
Select

Payroll Relationship Group
Select

Person Name
Select

Schedule

Click **Submit**

Submit a Payroll Flow
Run Payroll Costing Report

Click Submit → **Submit** **Cancel**

General Information

* Payroll Flow
Payroll Costing Report_11252022

Flow Parameters

* Scope Detail	Payroll Statutory Unit ERPWebTutor USA Inc.
* Process Start Date 11/14/22	Tax Reporting Unit ERPWebTutor USA Inc.
* Process End Date 11/25/22	Department Select
Process Estimate costing	Location Select
Payroll EWT Biweekly	Payroll Relationship Group Select
Consolidation Group Default Consolidation Group	Person Name Select

Schedule

Click Refresh

Payroll Checklist
Run Payroll Costing Report : Payroll Costing Report_11252022

Click Refresh → **Refresh** **Actions**

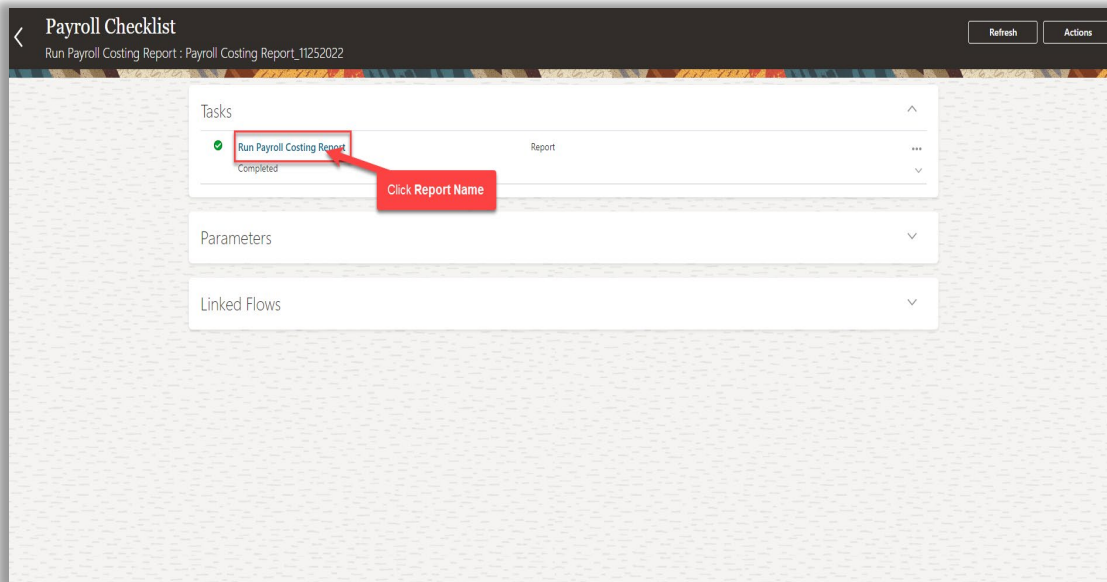
Tasks

Run Payroll Costing Report	Report	...
In Progress		▼

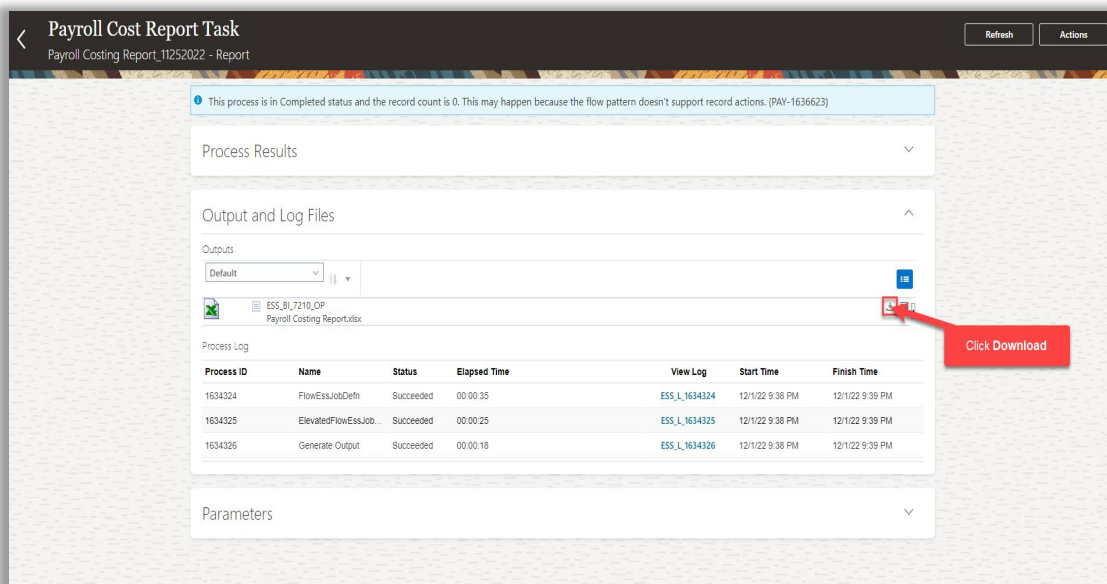
Parameters

Linked Flows

The **Run Payroll Costing Report** process is complete. Click **Report Name**



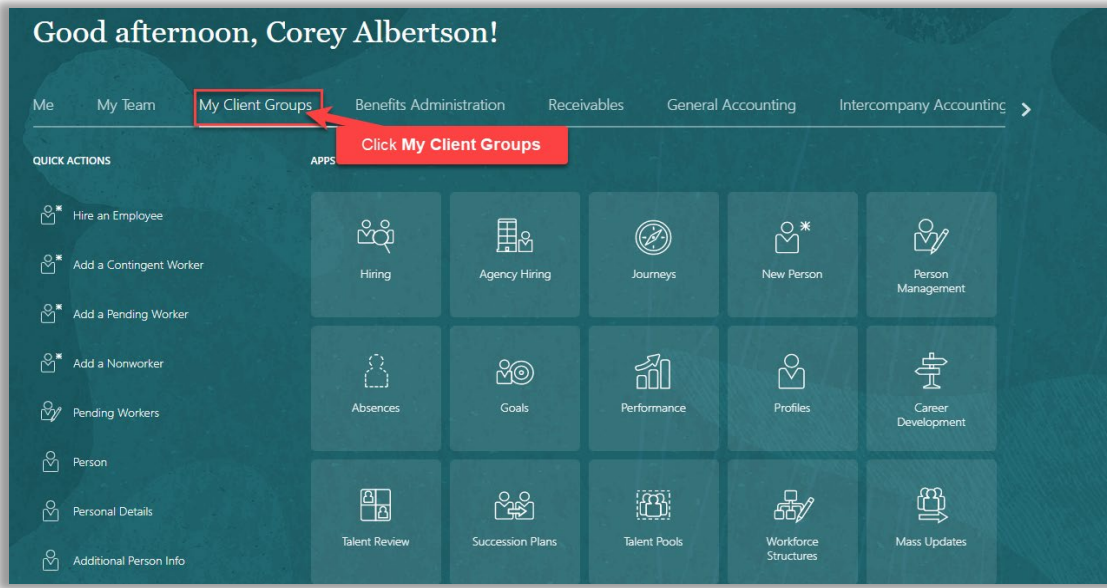
The **Payroll Costing Report** is complete. Click **download** to view the details



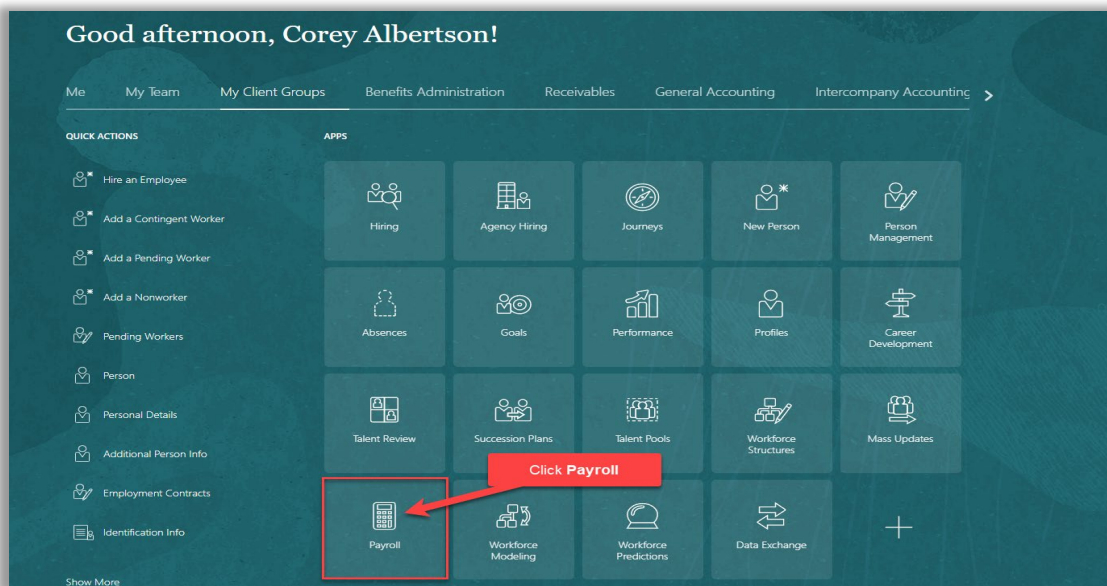
Run Payroll Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

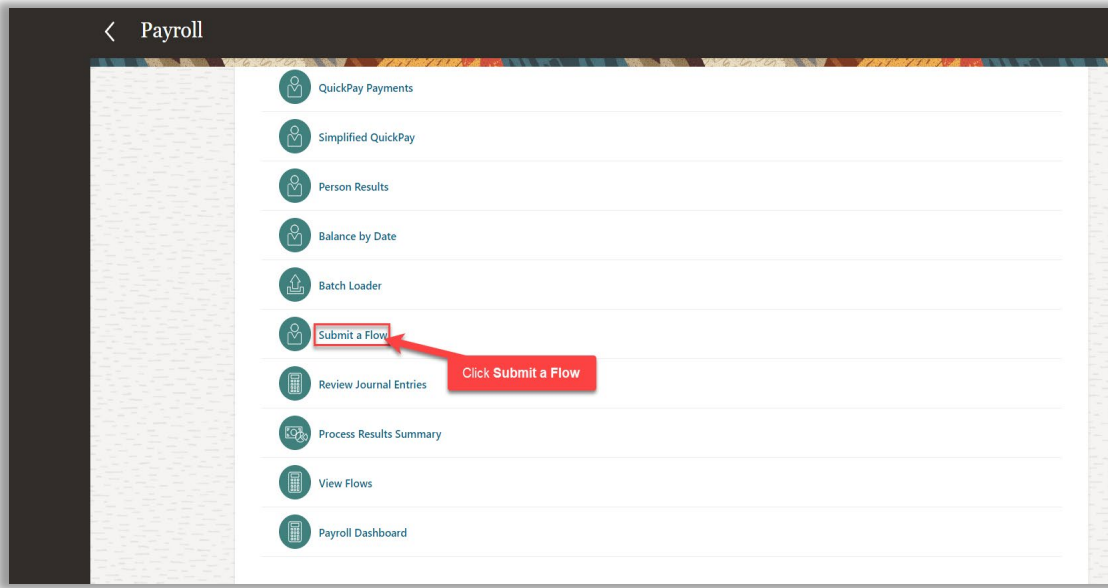
From the home screen, click **My Client Groups**



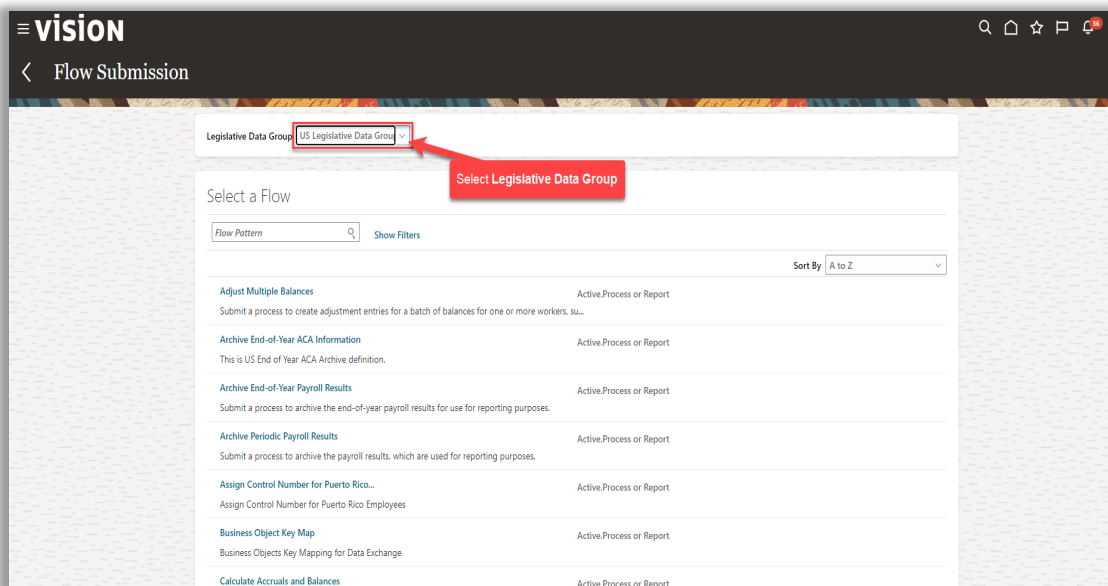
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Payroll Register Report** and click **Search**. Click **Report Name**

The screenshot shows the 'Flow Submission' interface. At the top, there's a 'Legislative Data Group' dropdown set to 'US Legislative Data Group'. Below this is a 'Select a Flow' section. A red box highlights the 'Run Payroll Register' option in the list, with a red arrow and the text 'Enter Run Payroll Register' pointing to it. Another red box highlights the 'Run Payroll Register Report' option, with a red arrow and the text 'Click Report Name' pointing to it. A third red box highlights the search button, with a red arrow and the text 'Click Search' pointing to it. The search results show two entries: 'Run Payroll Register Report' and 'Run Payroll Register Report for the L...'. A 'Sort By' dropdown is set to 'A to Z'.

Enter General Information

The screenshot shows the 'Submit a Payroll Flow' page. The title is 'Submit a Payroll Flow' with a subtitle 'Run Payroll Register Report'. There are 'Submit' and 'Cancel' buttons at the top right. The 'General Information' section is expanded, showing a red box around the 'Payroll Flow' field with the value 'Payroll Register Report_11252022'. A red arrow points from the text 'Enter Payroll Flow Name' to this field. Below this is the 'Flow Parameters' section, which contains various dropdown menus for configuration, including 'Scope', 'Process Start Date', 'Process End Date', 'Payroll', 'Consolidation Group', 'Payroll Statutory Unit', 'Tax Reporting Unit', 'Person', 'Payroll Relationship Group', 'Person Page Break', 'Process Configuration Group', 'Latest Process YTD Total Only', 'Balances Reported', 'Report Category', 'Run Mode', and 'Display All Hours'.

Next, enter the **Flow Parameters**. If applicable, we can run this report by **Consolidation Group, Payroll Statutory Unit, Reporting Unit, and Person**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Payroll Register Report

Submit Cancel

Select or Information

*Payroll Flow
Payroll Register Report_11252022

Flow Parameters Enter the below information

*Scope Detail	Payroll Relationship Group Select
*Process Start Date 11/7/22	Person Page Break Select
*Process End Date 11/20/22	Process Configuration Group Select
Payroll EWT Biweekly	Latest Process YTD Total Only No
Consolidation Group Default Consolidation Group	Balances Reported Select
Payroll Statutory Unit ERPWebTutor USA Inc.	Report Category Select
Tax Reporting Unit ERPWebTutor USA Inc.	Run Mode Normal
Person Select	Display All Hours No

Click **Submit**

Submit a Payroll Flow
Run Payroll Register Report

Submit Cancel

Select or Information

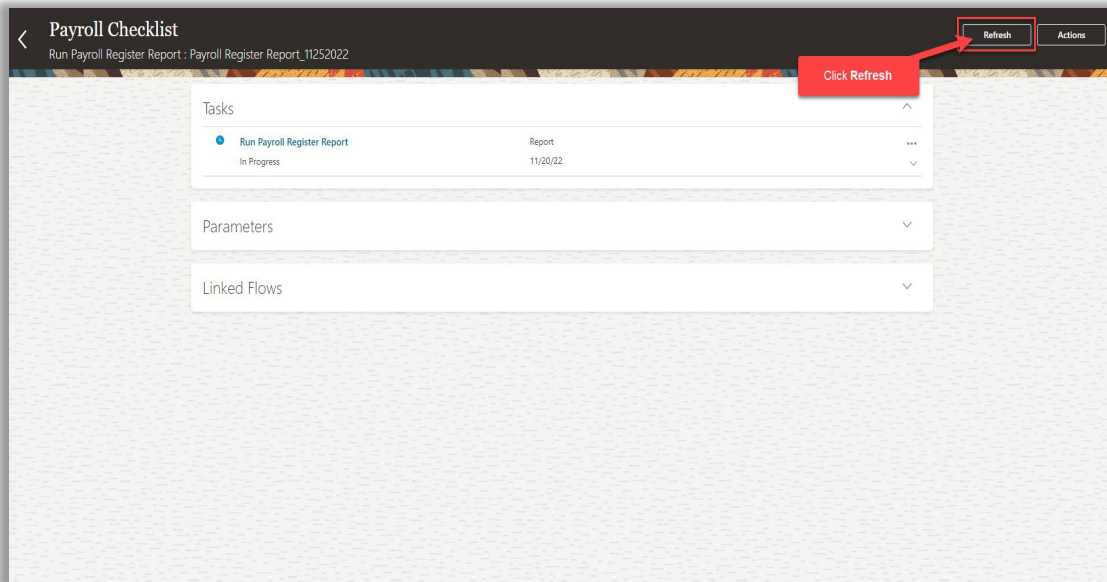
*Payroll Flow
Payroll Register Report_11252022

Flow Parameters

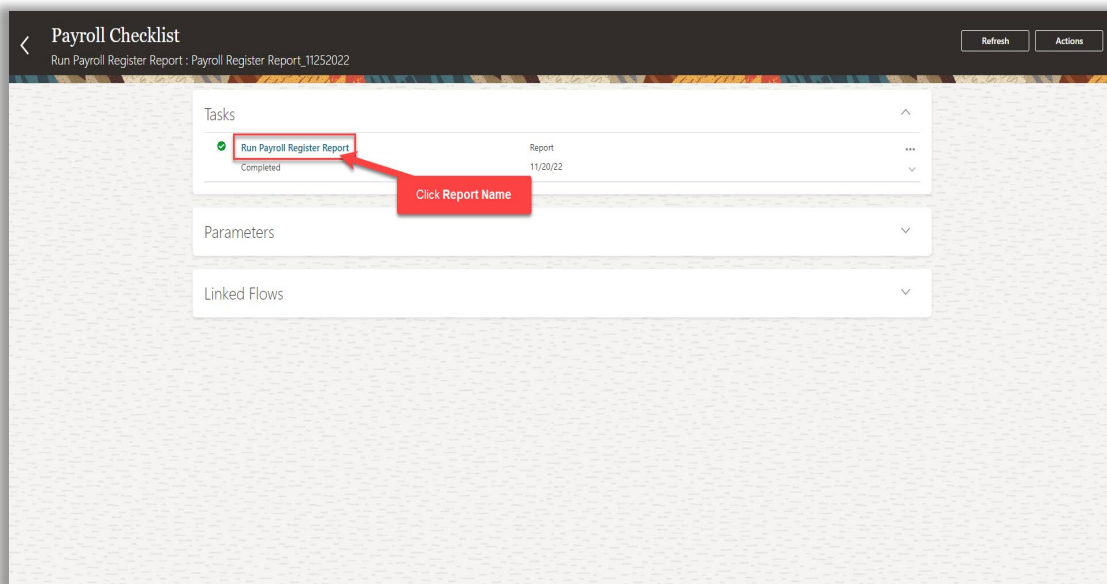
*Scope Detail	Payroll Relationship Group Select
*Process Start Date 11/7/22	Person Page Break Select
*Process End Date 11/20/22	Process Configuration Group Select
Payroll EWT Biweekly	Latest Process YTD Total Only No
Consolidation Group Default Consolidation Group	Balances Reported Select
Payroll Statutory Unit ERPWebTutor USA Inc.	Report Category Select
Tax Reporting Unit ERPWebTutor USA Inc.	Run Mode Normal
Person Select	Display All Hours No

Click Submit

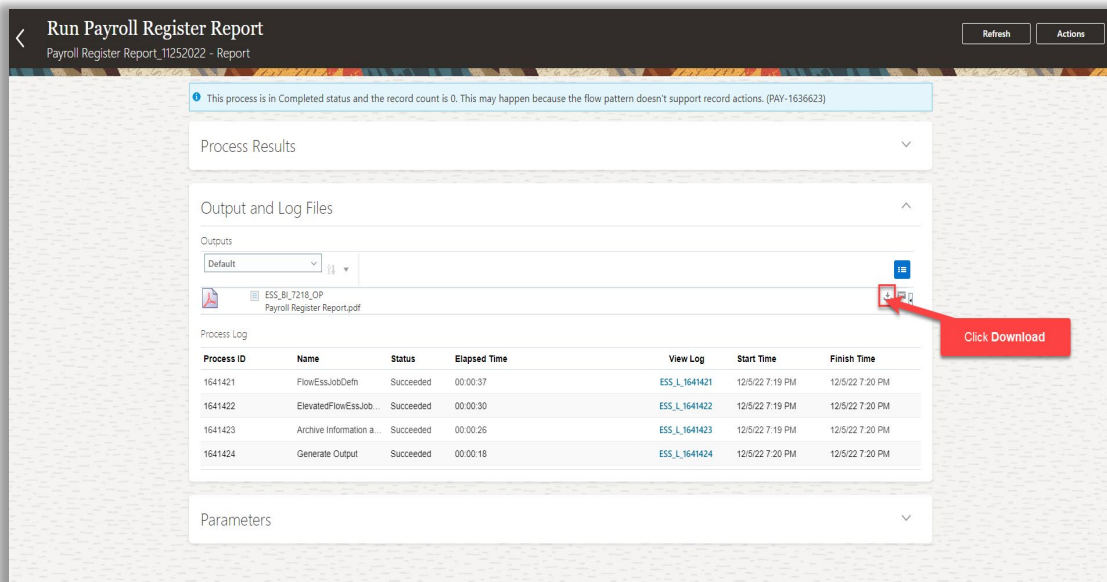
Click **Refresh**



The **Run Payroll Register Report** process is complete. Click **Report Name**



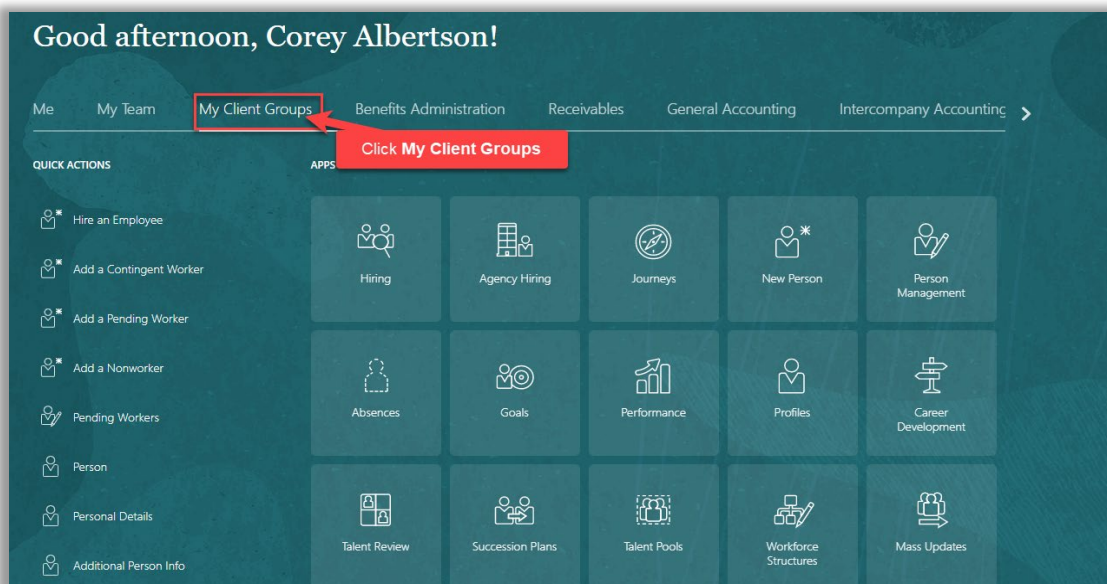
Click **download** to view the report details



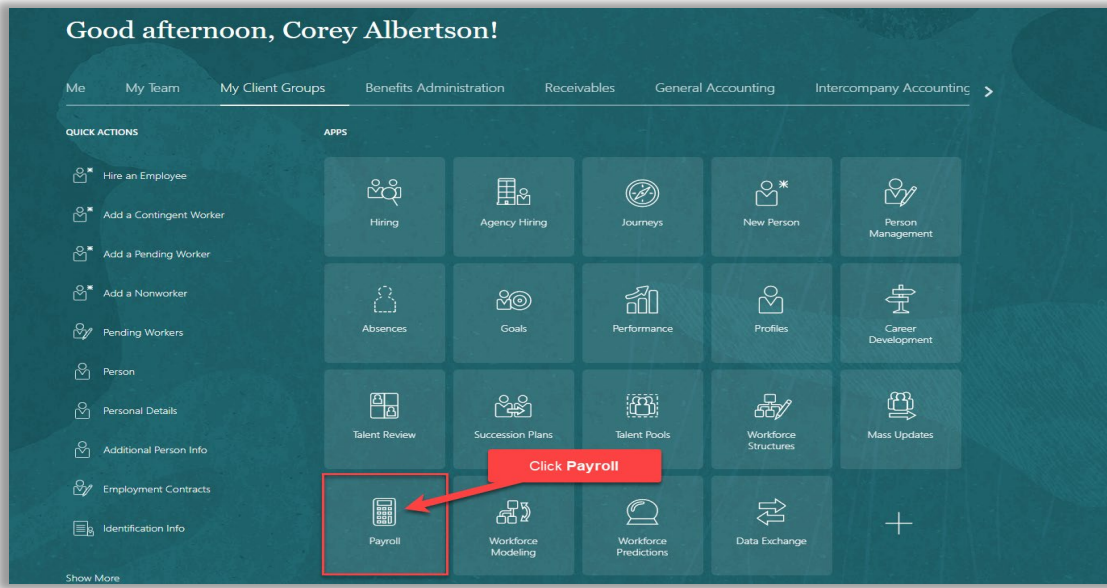
Run Payroll Activity Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

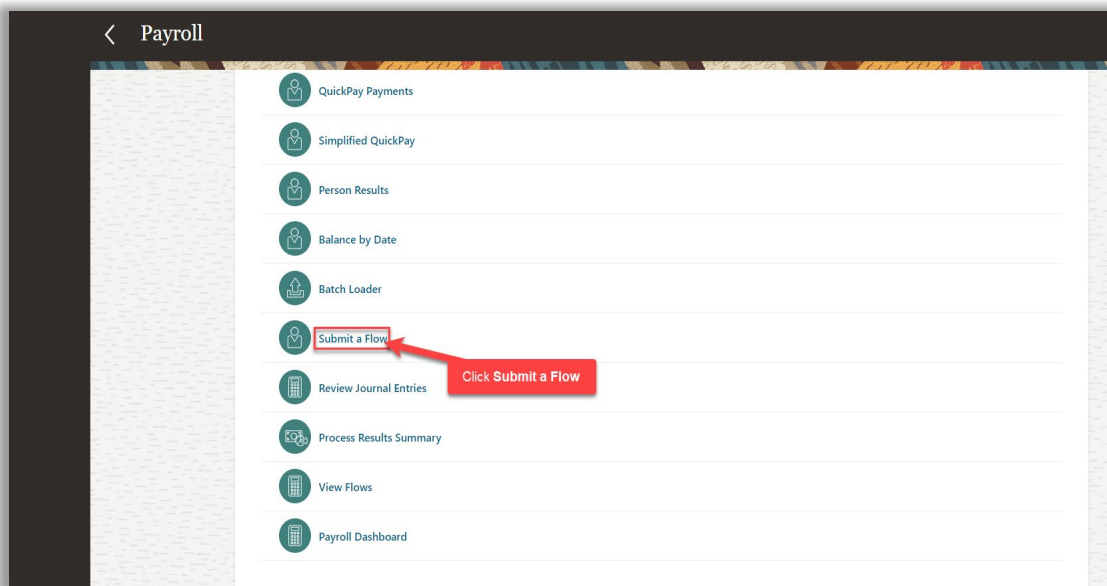
From the home screen, click **My Client Groups**



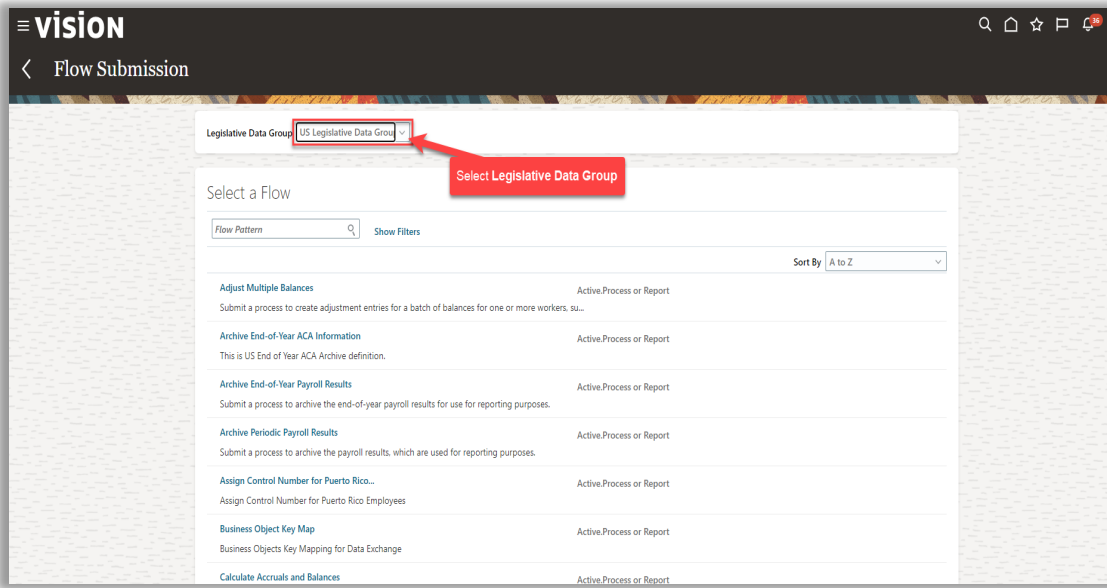
Next, click **Payroll**



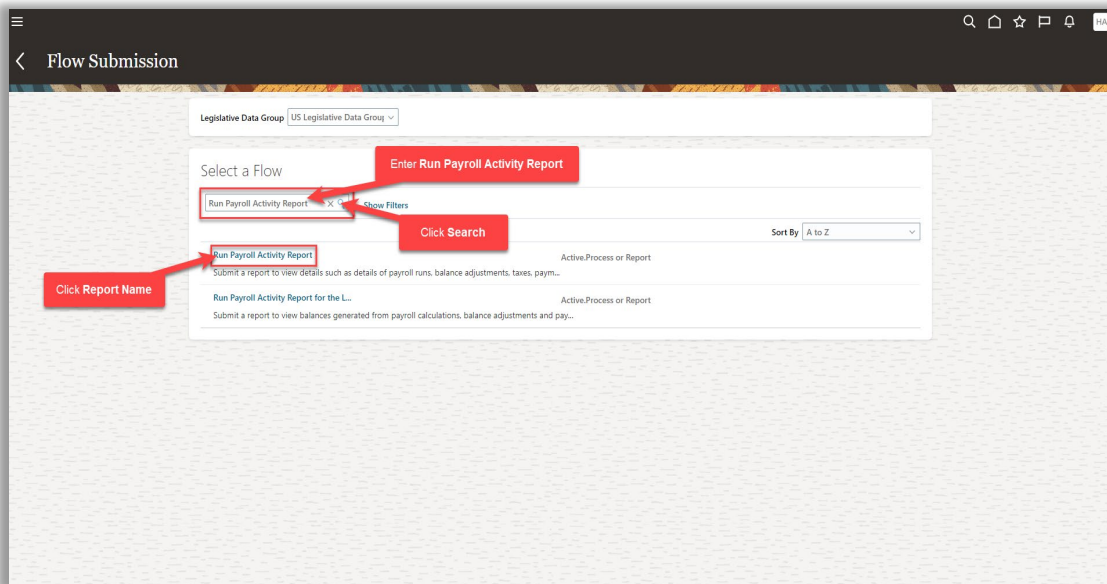
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Payroll Activity Report** and click **Search**. Click **Report Name**



Enter **General Information**

Submit a Payroll Flow
Run Payroll Activity Report

General Information

*Payroll Flow
Payroll Activity Report_11252022

Flow Parameters

*Scope
Summary

*Process Start Date
m/d/yy

*Process End Date
m/d/yy

Payroll
Select

Process Type
Select

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Payroll Relationship Group
Select

Person
Select

Person Page Break
Select

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Next, enter the **Flow Parameters**. Select the **Process Type** from the dropdown. If applicable, we can run this report by **Payroll Statutory Unit**, **Tax Reporting Unit**, **Location**, **Payroll Relationship Group**, and **Person**. We can also enter additional criteria, if applicable

Submit a Payroll Flow
Run Payroll Activity Report

Flow Parameters

*Scope
Summary

*Process Start Date
11/14/22

*Process End Date
11/25/22

Payroll
EWT Biweekly

Process Type
Payroll calculation

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Location
Select

Payroll Relationship Group
Select

Person
Select

Person Page Break
Select

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click **Submit**

Submit a Payroll Flow
Run Payroll Activity Report

Submit Cancel

Click Submit

Flow Parameters

*Scope
Summary

*Process Start Date
11/14/22

*Process End Date
11/25/22

Payroll
EWT Biweekly

Process Type
Payroll calculation

Consolidation Group
Select

Payroll Statutory Unit
Select

Tax Reporting Unit
Select

Location
Select

Payroll Relationship Group
Select

Person
Select

Person Page Break
Select

Hide Records with Zero Values
Yes

Process Configuration Group
Select

Latest Process YTD Total Only
No

Balances Reported
Select

Report Category
Select

Run Mode
Normal

Display All Hours
No

Click Refresh

Payroll Checklist
Run Payroll Activity Report : Payroll Activity Report_11252022

Refresh Actions

Click Refresh

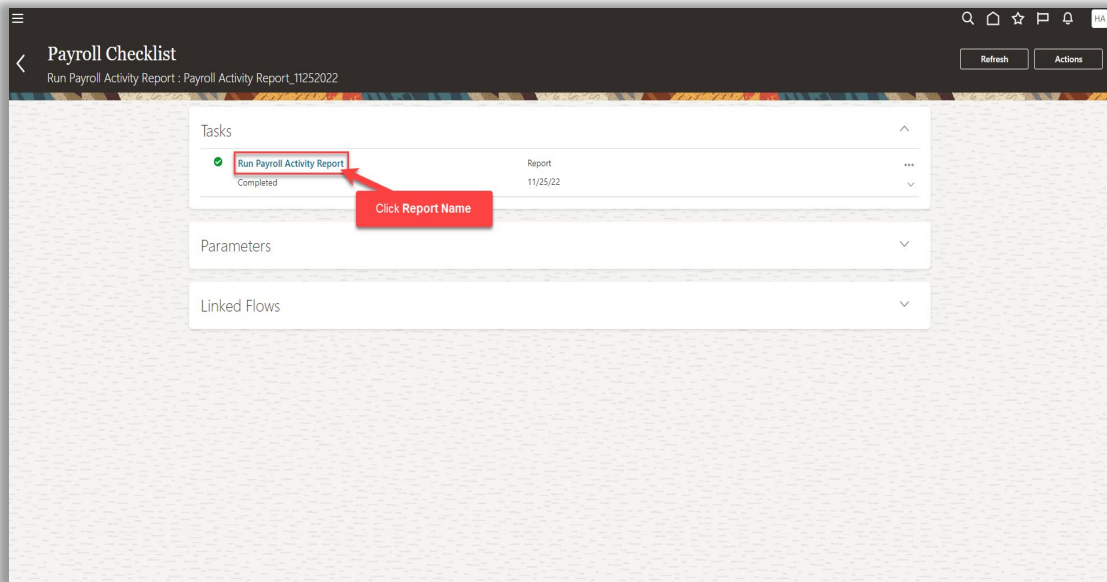
Tasks

Task	Status	Report	Date
Run Payroll Activity Report	In Progress	Report	11/25/22

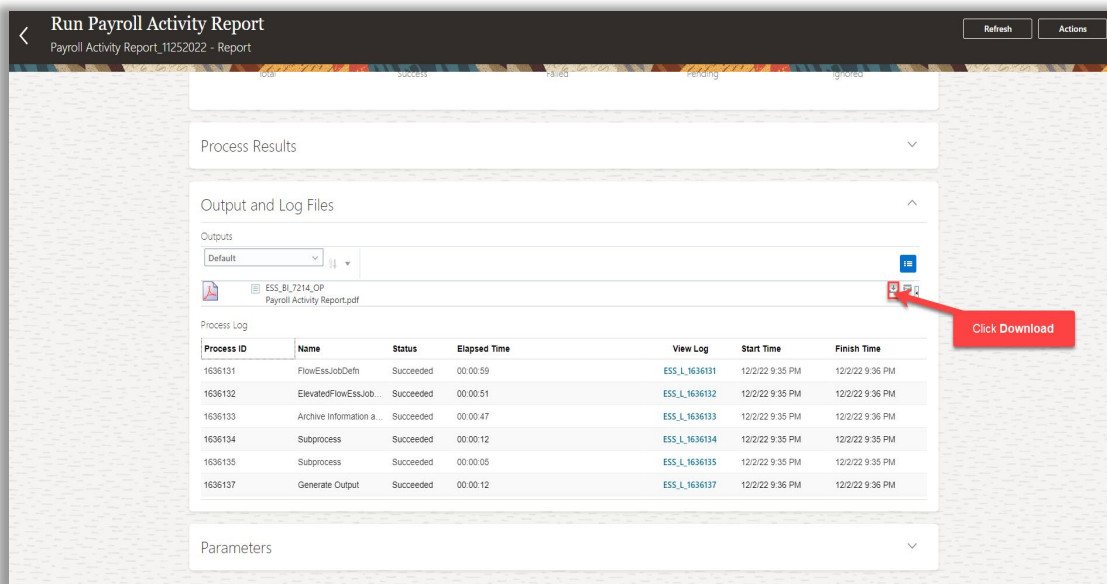
Parameters

Linked Flows

The Run Payroll Activity Report process is complete. Click Report Name



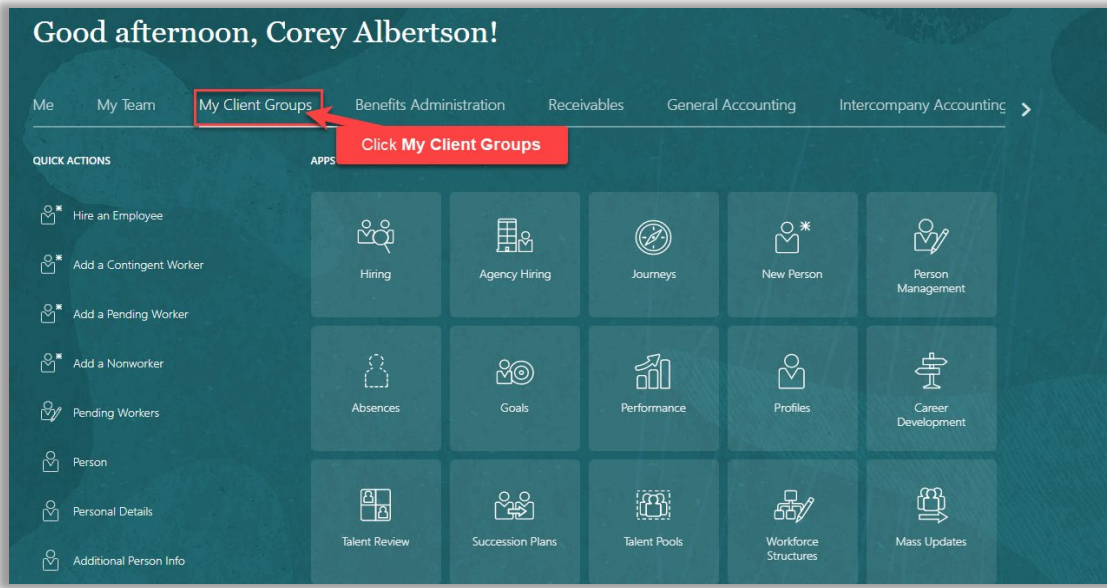
Click **download** to view the report details



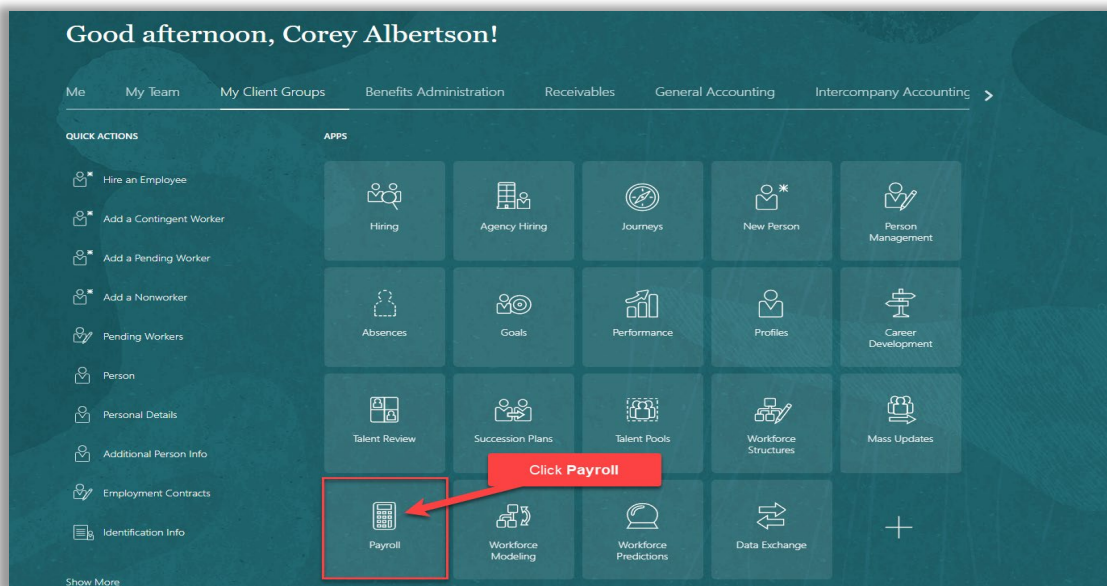
Run Retroactive Notification Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

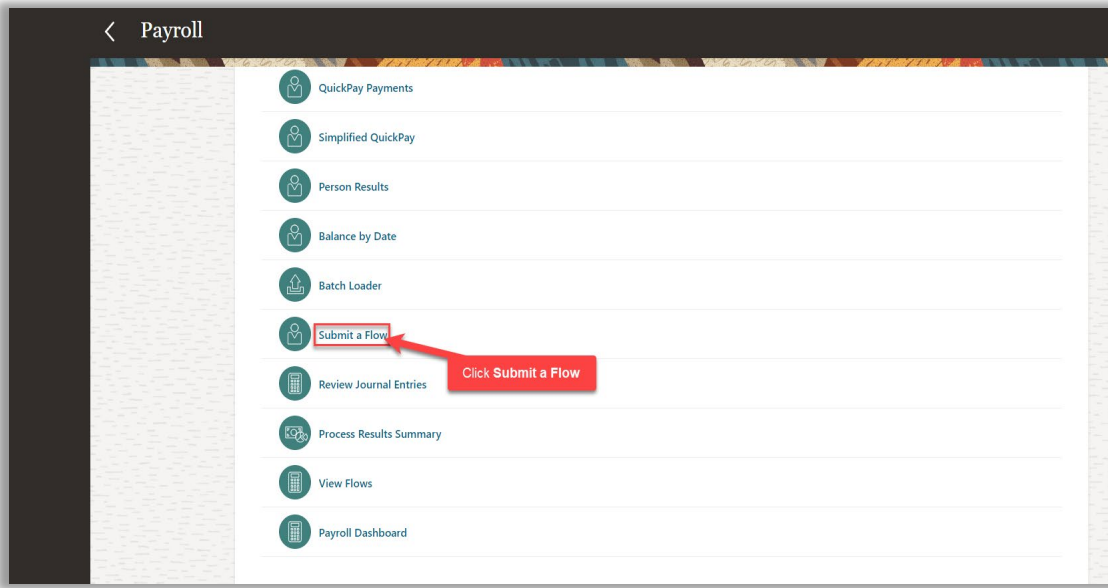
From the home screen, click **My Client Groups**



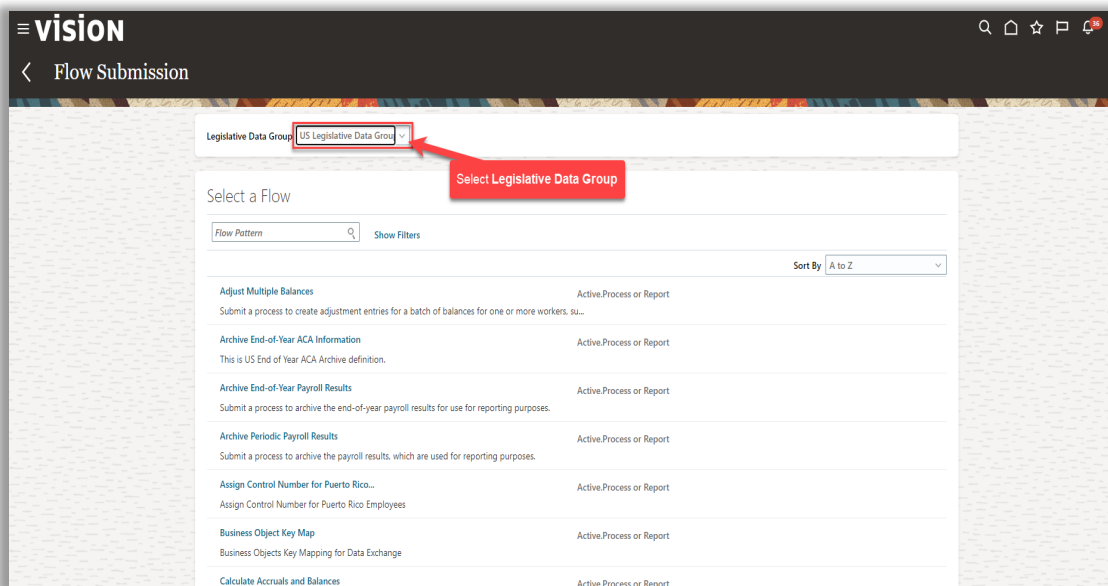
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Retroactive Notification Report** and click **Search**. Click **Report Name**

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow

Run Retroactive Notification Report

Enter Run Retroactive Notification Report

Show Filters

Click Search

Sort By: A to Z

Run Retroactive Notification Report

Click Report Name

Active Process or Report

Submit a report to view notifications of retroactive payroll events and the details of the change...

Enter the General Information

Submit a Payroll Flow

Run Retroactive Notification Report

Submit Cancel

General Information

*Payroll Flow

Retroactive Notification_11182022

Enter Payroll Flow Name

Flow Parameters

*Process Date

m/d/yyyy

Retroactive Notification Status

Both Deferred and Unprocessed

*Payroll

Select

Process Configuration Group

Select

Person

Select

Report Category

Select

Payroll Relationship Group

Select

Run Mode

Normal

Schedule

Linked Flows

Next, enter the **Flow Parameters**. If we are running this process for a specific **Person** or **Payroll Relationship Group**, we can enter that information, if needed

Submit a Payroll Flow
Run Retroactive Notification Report

Submit Cancel

General Information

*Payroll Flow
Retroactive Notification_11182022

Flow Parameters **Enter the below information**

*Process Date 11/18/22	Retroactive Notification Status Both Deferred and Unprocessed
*Payroll EWT Biweekly	Process Configuration Group Select
Person Select	Report Category Retroactive Notification Report in Excel
Payroll Relationship Group Select	Run Mode Normal

Schedule

Linked Flows

Click **Submit**

Submit a Payroll Flow
Run Retroactive Notification Report

Submit Cancel

Click Submit

General Information

*Payroll Flow
Retroactive Notification_11182022

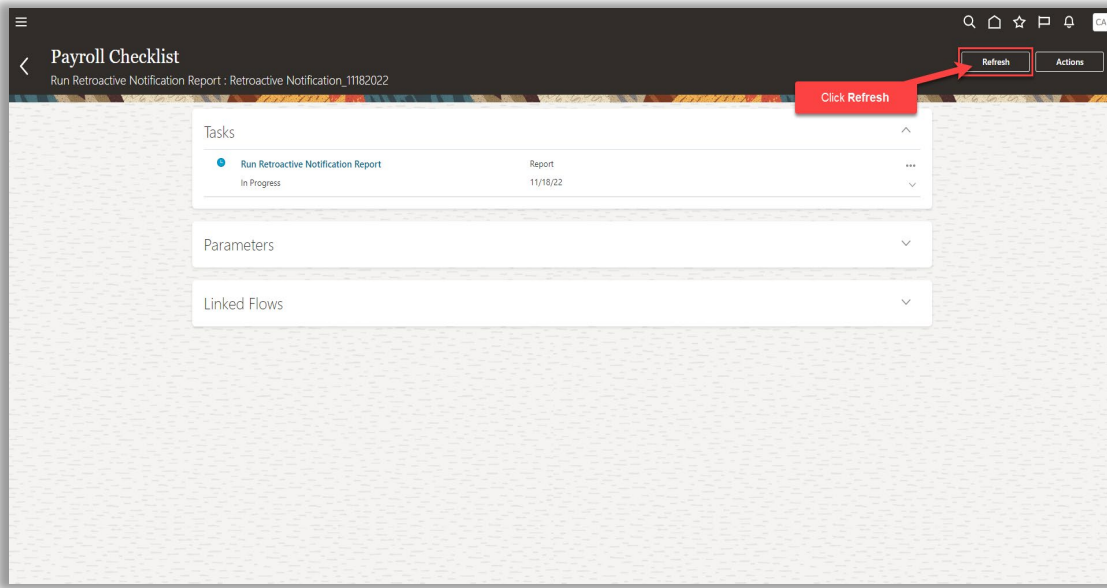
Flow Parameters

*Process Date 11/18/22	Retroactive Notification Status Both Deferred and Unprocessed
*Payroll EWT Biweekly	Process Configuration Group Select
Person Select	Report Category Retroactive Notification Report in Excel
Payroll Relationship Group Select	Run Mode Normal

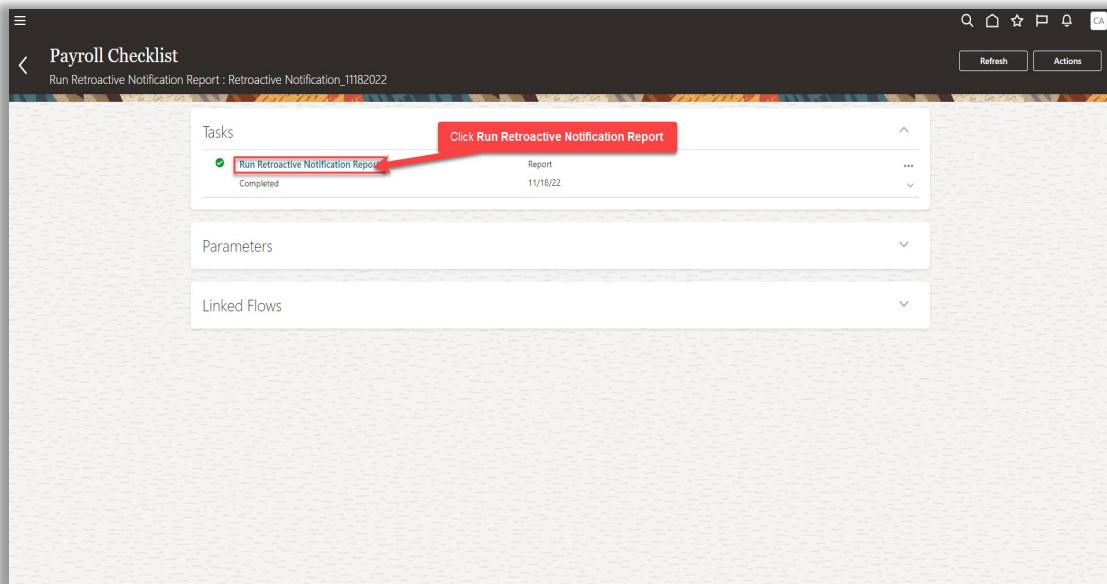
Schedule

Linked Flows

Click **Refresh**



The **Run Retroactive Notification Report** is complete. Click the **Report Name**



Click **Download** to view the report details

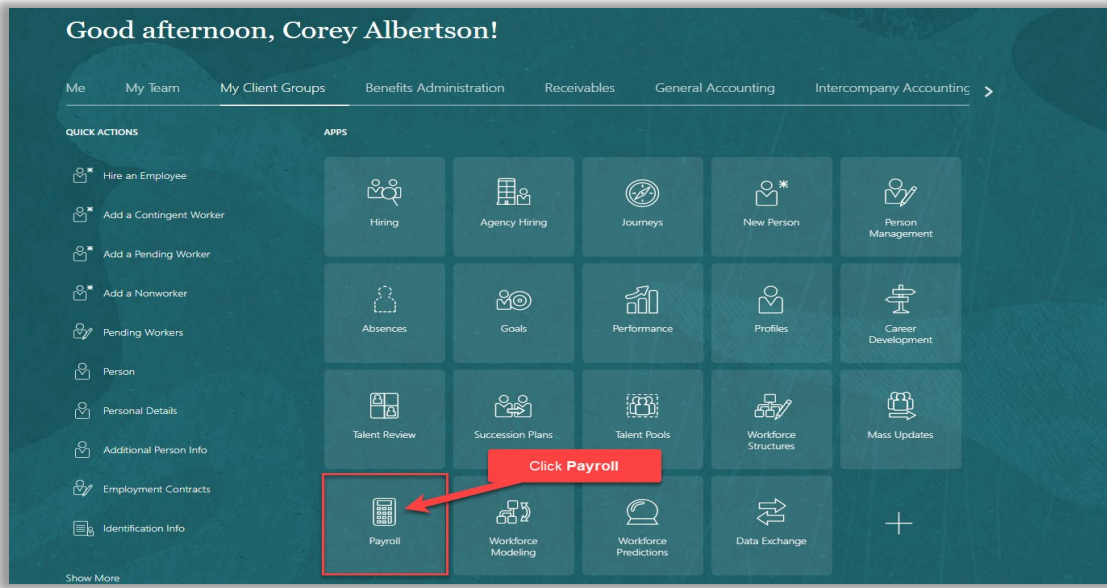
Process ID	Name	Status	Elapsed Time	View Log	Start Time	Finish Time
1617874	FlowEssJobDefn	Succeeded	00:00:41	ESS_L_1617874	11/22/22 8:45 PM	11/22/22 8:45 PM
1617875	ElevatedFlowEssJob...	Succeeded	00:00:33	ESS_L_1617875	11/22/22 8:45 PM	11/22/22 8:45 PM
1617878	Archive Information a...	Succeeded	00:00:29	ESS_L_1617878	11/22/22 8:45 PM	11/22/22 8:45 PM
1617880	Subprocess	Succeeded	00:00:04	ESS_L_1617880	11/22/22 8:45 PM	11/22/22 8:45 PM
1617881	Subprocess	Succeeded	00:00:03	ESS_L_1617881	11/22/22 8:45 PM	11/22/22 8:45 PM

Run Retroactive Entries Report

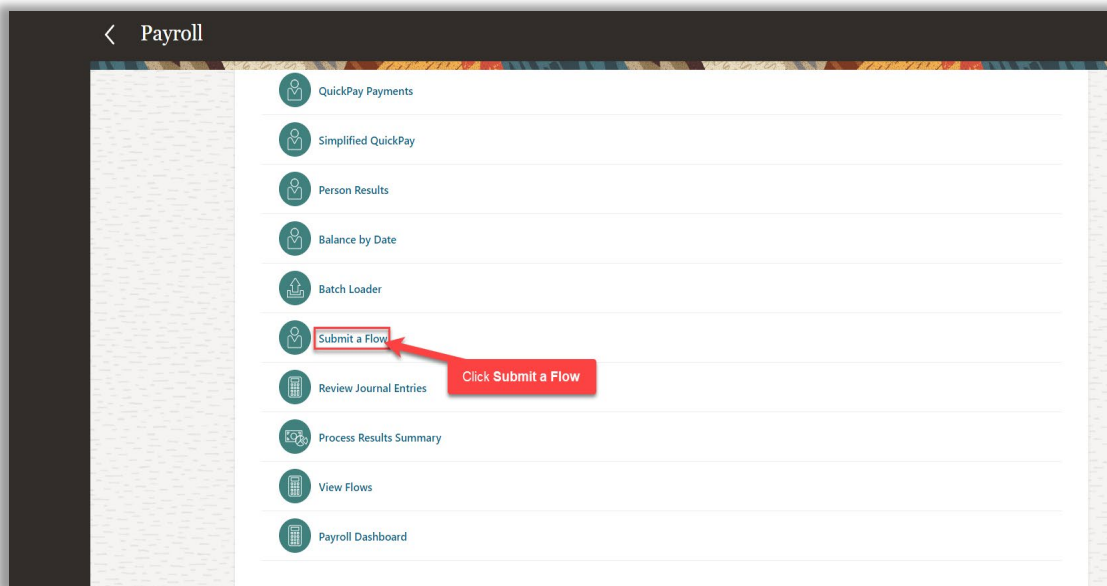
Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

From the home screen, click **My Client Groups**

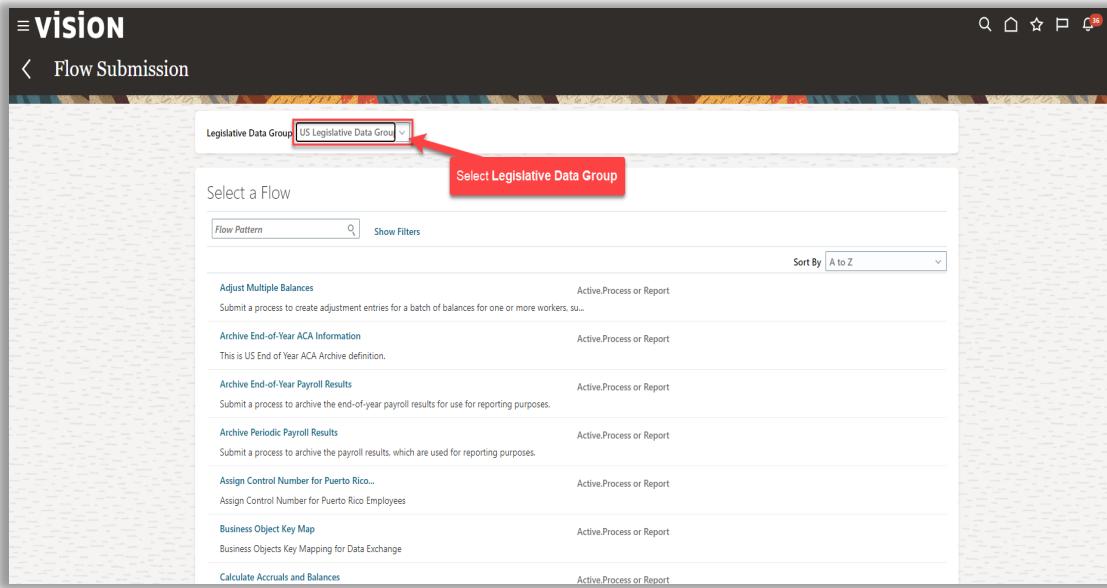
Next, click **Payroll**



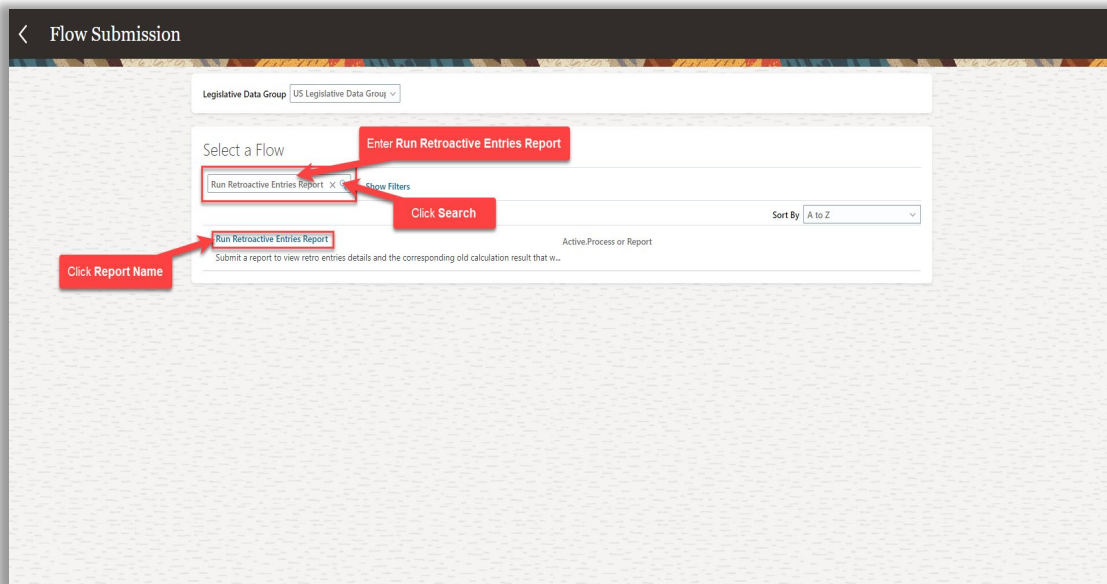
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Retroactive Entries Report** and click **Search**. Click **Report Name**



Enter the **General Information**

Submit a Payroll Flow
Run Retroactive Entries Report

Submit Cancel

General Information

*Payroll Flow
Retroactive Entries Report_11252022

Flow Parameters

*Payroll
Select

*Payroll Period
Select

Person
Select

Process Configuration Group
Select

Payroll Relationship Group
Select

Element Group
Select

Hide Records with Zero Values
Yes

Report Category
Select

Run Mode
Normal

Schedule

Linked Flows

Next, enter the **Flow Parameters**. We can run this report for **Payroll**, **Payroll Period**, and **Report Category**. If we are running this process for a specific **Person**, **Payroll Relationship Group**, and **Element Group** we can enter that criteria. We can also use additional criteria, if needed

Submit a Payroll Flow
Run Retroactive Entries Report

Submit Cancel

General Information

*Payroll Flow
Retroactive Entries Report_11252022

Flow Parameters

*Payroll
EWT Biweekly

*Payroll Period
24 2022 Biweekly | 2022-11-06 | 2022-11-19

Person
Select

Process Configuration Group
Select

Payroll Relationship Group
Select

Element Group
Select

Hide Records with Zero Values
Yes

Report Category
Select

Run Mode
Normal

Schedule

Linked Flows

Enter the below information

Click **Submit**

Submit a Payroll Flow
Run Retroactive Entries Report

Submit **Cancel**

Click Submit

General Information

*Payroll Flow
Retroactive Entries Report_11252022

Flow Parameters

*Payroll
EWT Biweekly

*Payroll Period
24 2022 Biweekly | 2022-11-06 | 2022-11-19

Person
Select

Process Configuration Group
Select

Payroll Relationship Group
Select

Element Group
Select

Hide Records with Zero Values
Yes

Report Category
Select

Run Mode
Normal

Schedule

Linked Flows

Click Refresh

Payroll Checklist
Run Retroactive Entries Report : Retroactive Entries Report_11252022

Refresh **Actions**

Click Refresh

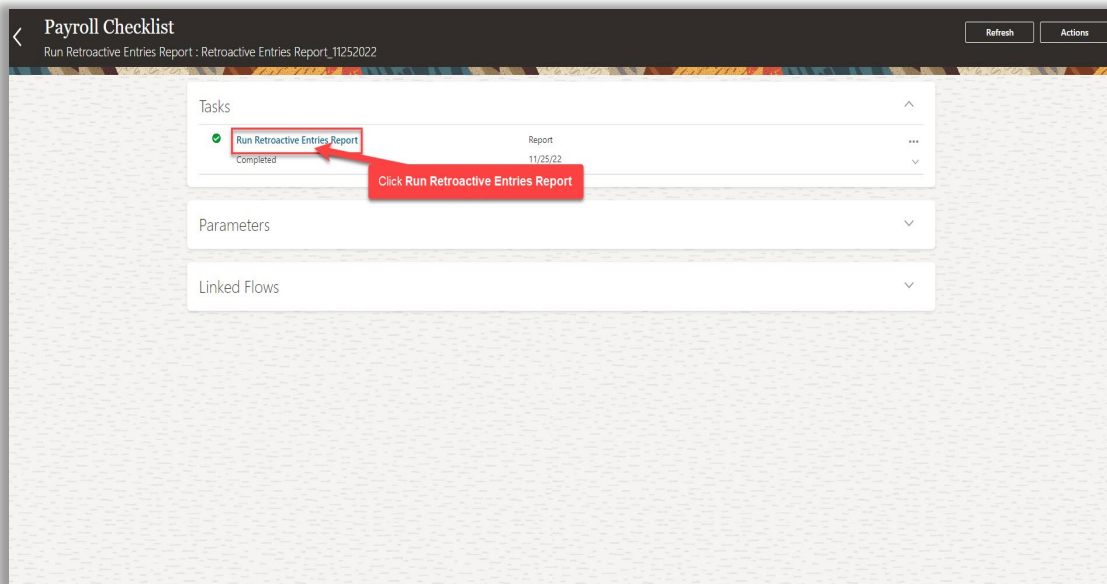
Tasks

Task	Status	Report	...
Run Retroactive Entries Report	In Progress	11/25/22	...

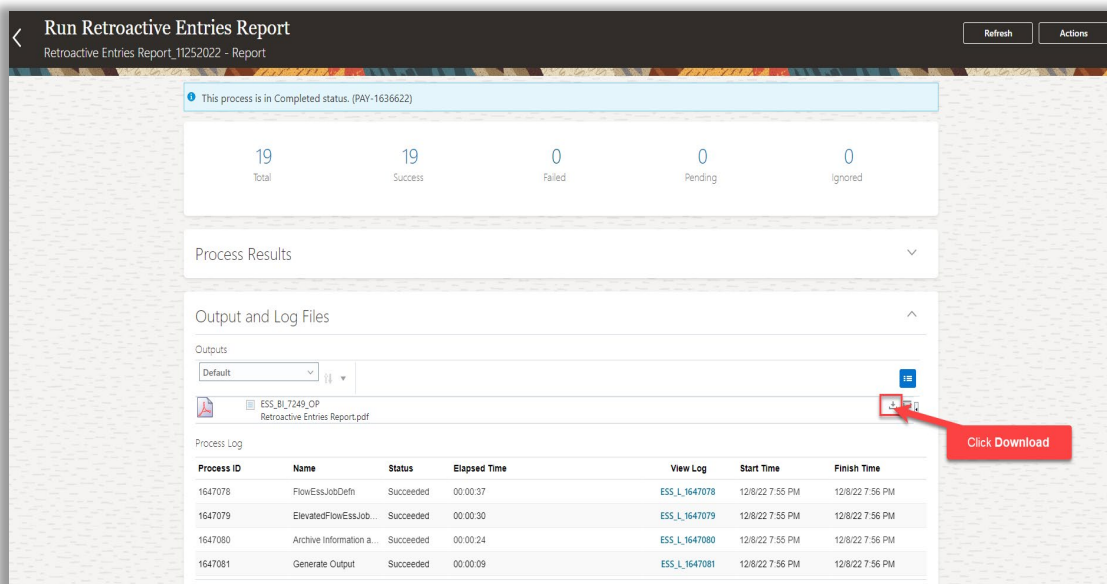
Parameters

Linked Flows

The Run Retroactive Entries Report is complete. Click the Report Name



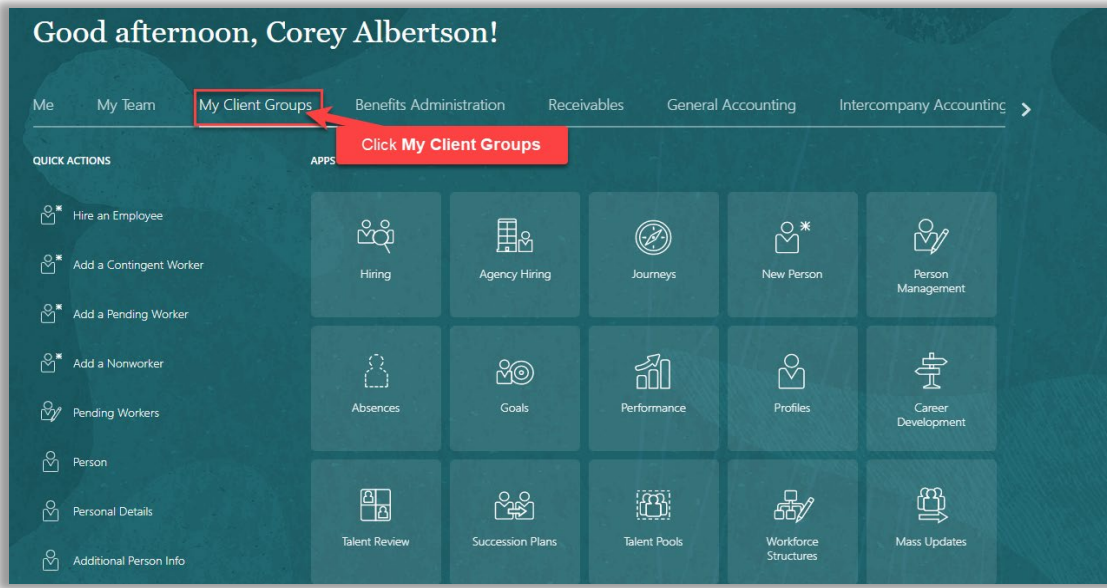
Click **Download** to view the report details



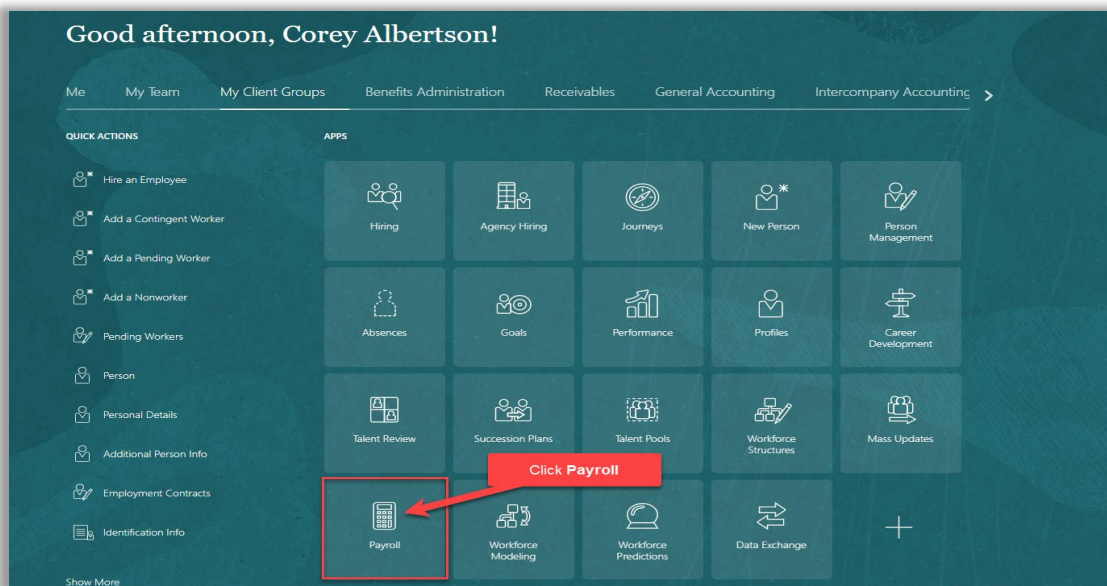
Run Statutory Deduction Register Report

Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit>Download to View Details

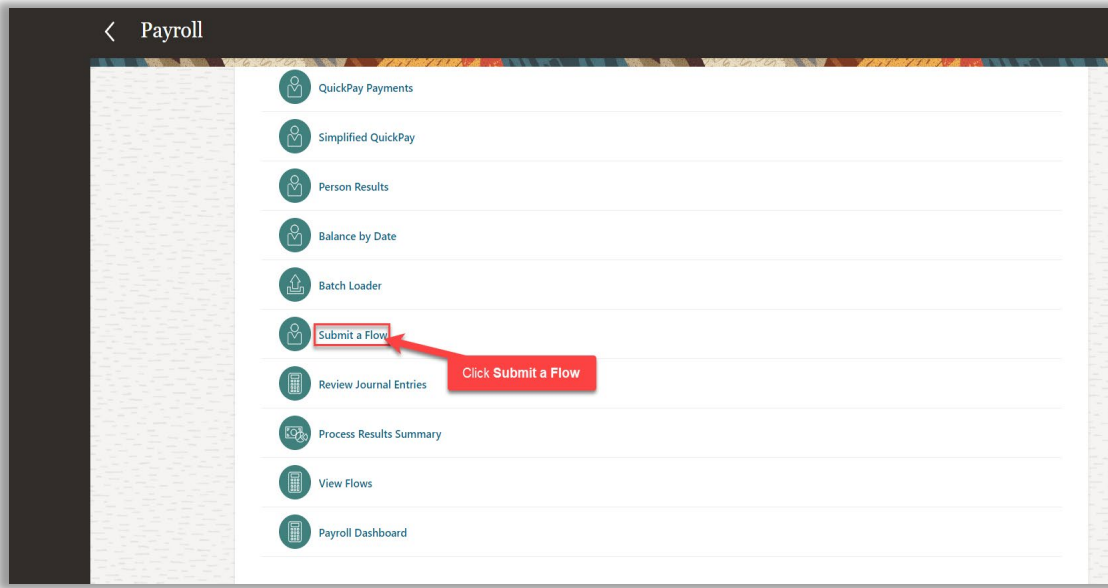
From the home screen, click **My Client Groups**



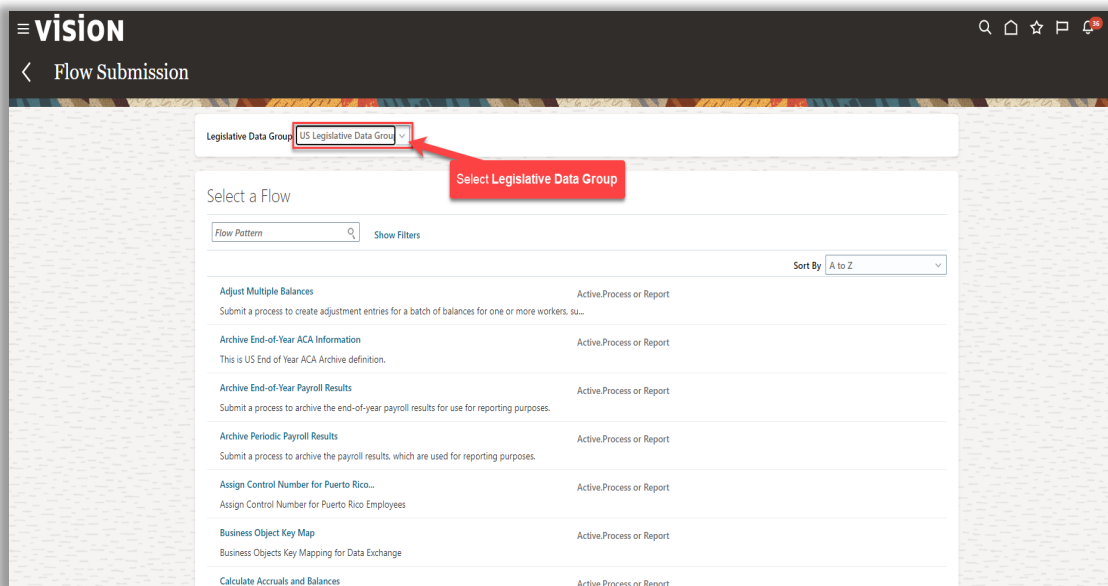
Next, click **Payroll**



From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page



Select the **Legislative Data Group**



Search **Run Statutory Deduction Register** and click **Search**. Click **Report Name**

Flow Submission

Legislative Data Group: US Legislative Data Group

Select a Flow

Run Statutory Deduction Register

Click Search

Click Report Name

Run Statutory Deduction Register

Submit a report to view statutory deduction details such as employee and employer tax liabilities.

Run Statutory Deduction Register for ...

Submit a report to view statutory deduction details such as employee and employer tax liabilities...

Sort By: A to Z

Enter the General Information

Submit a Payroll Flow

Run Statutory Deduction Register

Submit

Cancel

General Information

Payroll Flow

Statutory Deduction Register_11252022

Enter Payroll Flow Name

Flow Parameters

Scope

Process Start Date

Process End Date

Payroll

Consolidation Group

Payroll Statutory Unit

Tax Reporting Unit

Balance Category

Payroll Relationship Group

Person

Hide Records with Zero Values

Location

Latest Process YTD Total Only

Balances Reported

Process Configuration Group

Report Category

Next, enter the **Flow Parameters**. We can run this report for **Process Start Date** and **Process End Date**, and **Payroll**. If we are running this process for a specific **Person**, **Payroll Relationship Group**, and **Balance category**, we can enter that criteria. We can also use additional criteria, if needed

Submit a Payroll Flow
Run Statutory Deduction Register

Submit Cancel

Enter the below information

Flow Parameters

<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Consolidation Group Select</p> <p>Payroll Statutory Unit ERPWebTutor USA Inc.</p> <p>Tax Reporting Unit Select</p> <p>Balance Category Select</p>	<p>Payroll Relationship Group Select</p> <p>Person Select</p> <p>Hide Records with Zero Values Yes</p> <p>Location Select</p> <p>Latest Process YTD Total Only No</p> <p>Balances Reported Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
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Schedule

Click Submit

Submit a Payroll Flow
Run Statutory Deduction Register

Click Submit Submit Cancel

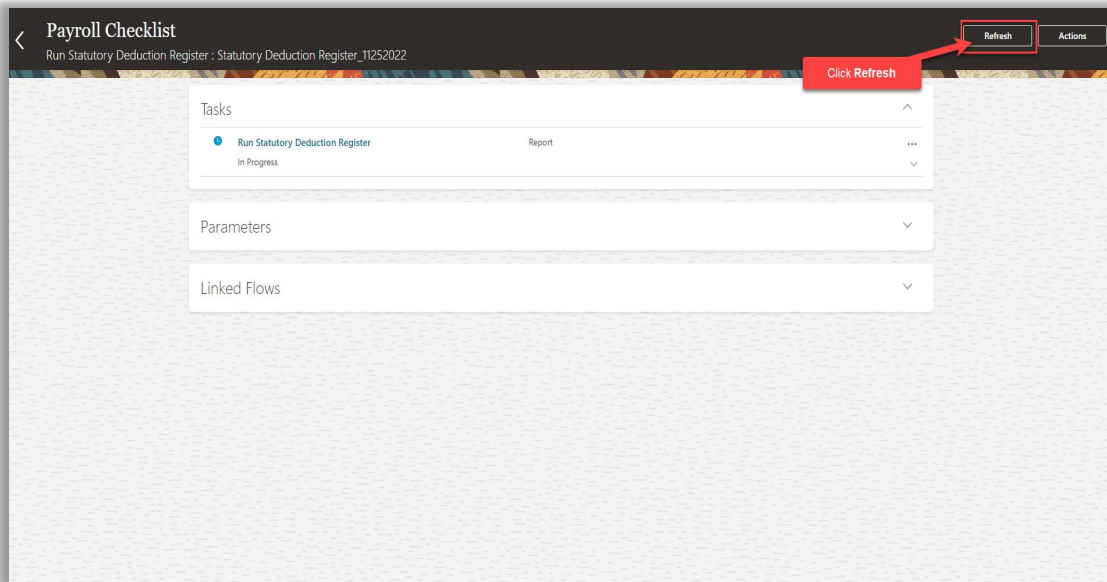
Enter the below information

Flow Parameters

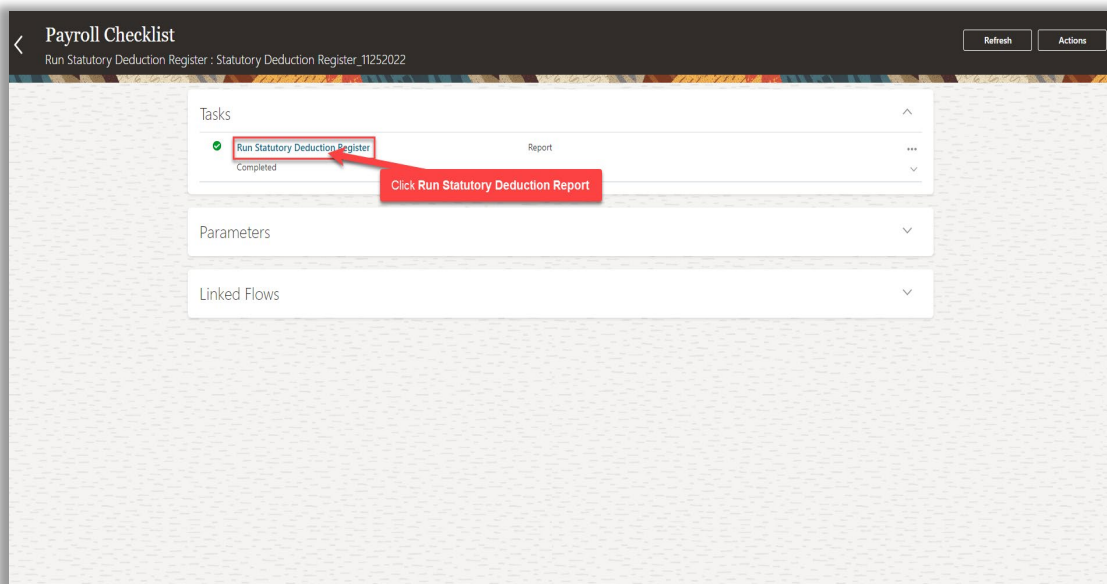
<p>*Scope Summary</p> <p>*Process Start Date 11/7/22</p> <p>*Process End Date 11/18/22</p> <p>Payroll EWT Biweekly</p> <p>Consolidation Group Select</p> <p>Payroll Statutory Unit ERPWebTutor USA Inc.</p> <p>Tax Reporting Unit Select</p> <p>Balance Category Select</p>	<p>Payroll Relationship Group Select</p> <p>Person Select</p> <p>Hide Records with Zero Values Yes</p> <p>Location Select</p> <p>Latest Process YTD Total Only No</p> <p>Balances Reported Select</p> <p>Process Configuration Group Select</p> <p>Report Category Select</p> <p>Run Mode Normal</p>
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Schedule

Click Refresh



The **Run Statutory Deduction Report** is complete. Click the **Report Name**



Click **Download** to view the report details

