

To create a payroll summary report:

From the QuickBooks menus at the top, click **Reports > Employees & Payroll > Payroll Summary**.

Set a date range.

- From the **Dates** drop-down list, select a date range, or
- In the **From** and **To** fields, enter a date range.

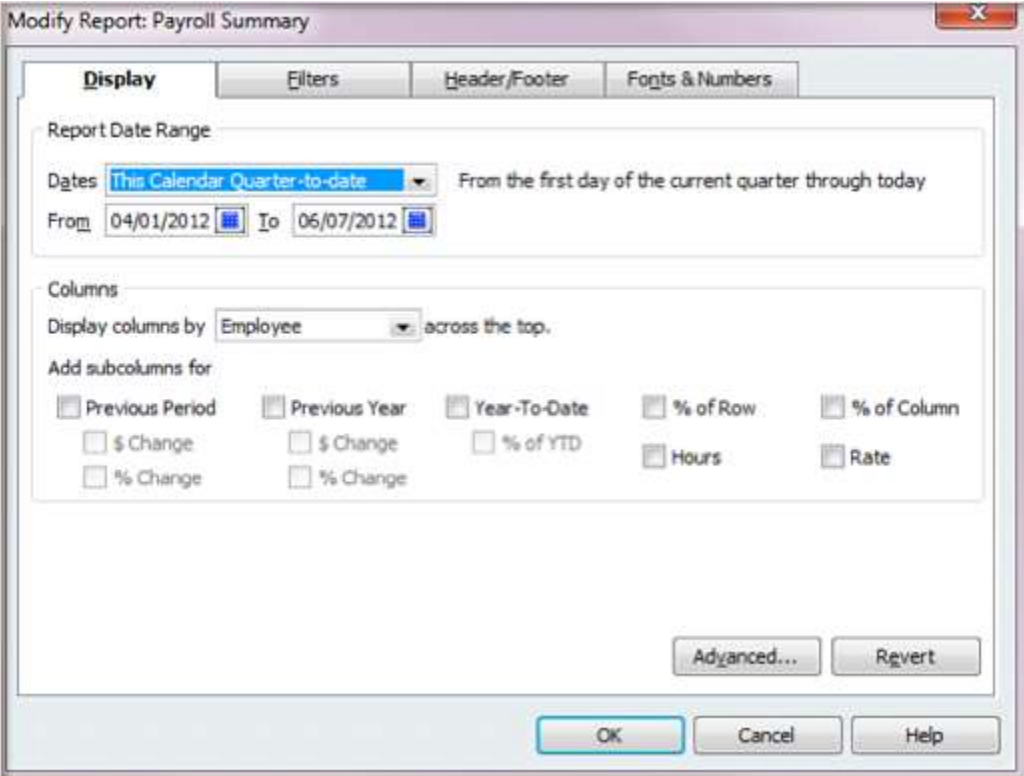


Click **Refresh** or anywhere on the report.

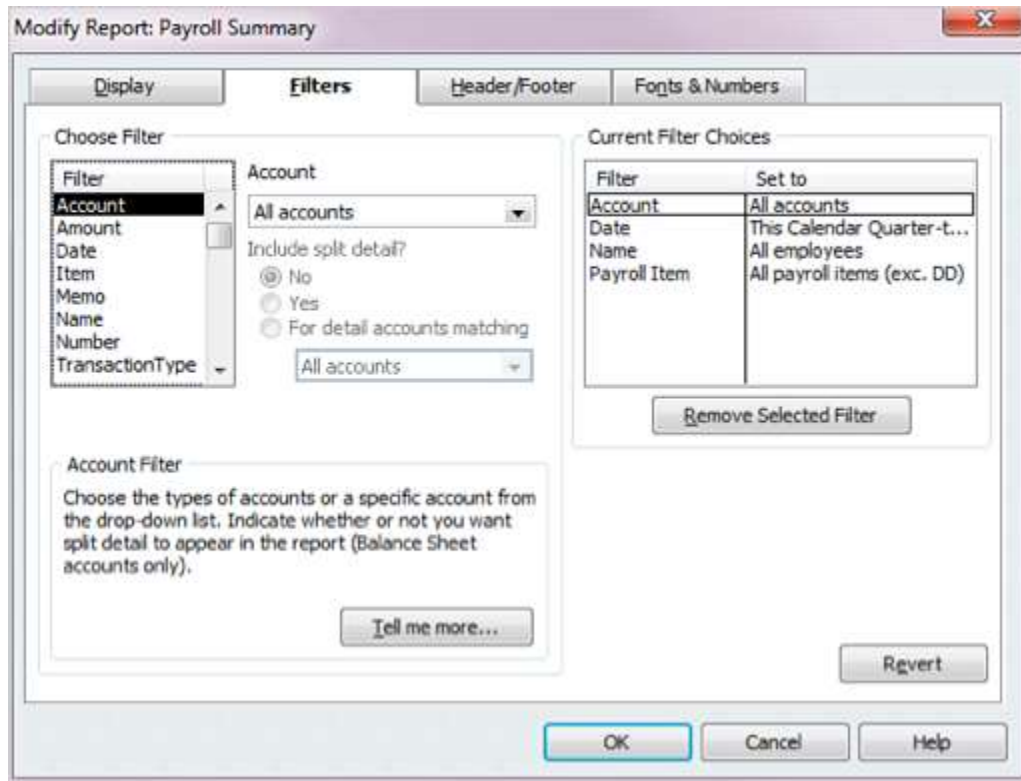
1. Click **Customize (or Modify) Report**.



2. In the **Display** window, click to clear the **Hours** and/or **Rate** checkboxes, and then click **OK**.



You can also add pay periods under the **Filters** tab.



QuickBooks 2013 and higher: To print the Payroll Summary, click **Print > Report**.

QuickBooks 2012: Click **Print**.

QuickBooks 2013 or later:



QuickBooks 2012:



If you want to, change the printer settings, and click **Print**.

To run a report for a specific employee in QuickBooks:

1. From the home page, click **Employee Center**.
2. On the left side, select the employee you want to run the report for.
3. In the upper right corner, select the report you would like to run:
 - QuickReport
 - Payroll Summary
 - Paid Time Off
 - Payroll Transaction Detail
4. Enter the dates you need.
5. Change printer settings, if necessary, then click **Print**.

To export a payroll summary report to Excel in QuickBooks:

1. In the report, click the **Excel** dropdown arrow.
2. Select **Create New Worksheet** or **Update Existing Worksheet**.
3. If you select **Update Existing Worksheet**, click the **Browse** button to choose the workbook.
4. Click the **Advanced** button. The **Advanced Excel Options** window opens.
5. Clear the **Space between columns** checkbox.
6. Click **OK**.
7. Click **Export**.