

How To Create Your Payroll Summary Report in Quickbooks

Step 1

Open Report Menu

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

Step 2

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.
- **For Profit Solver pick the date range that matches your Profit & Loss statement**



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

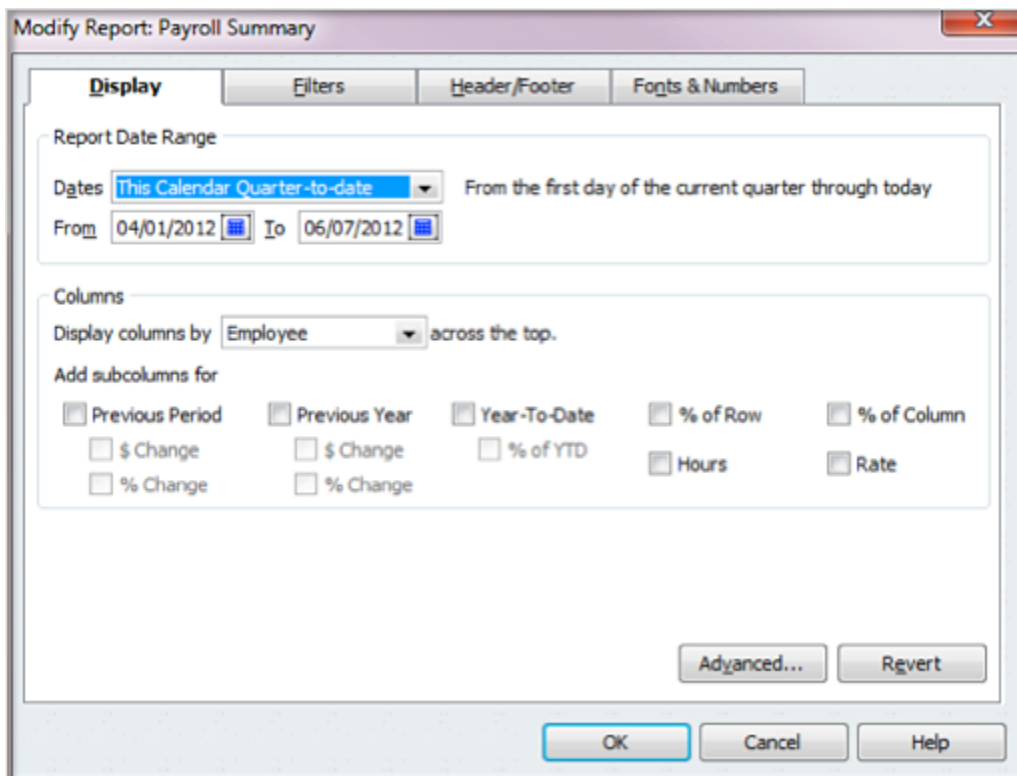
Step 3

Customize and Modify the Report

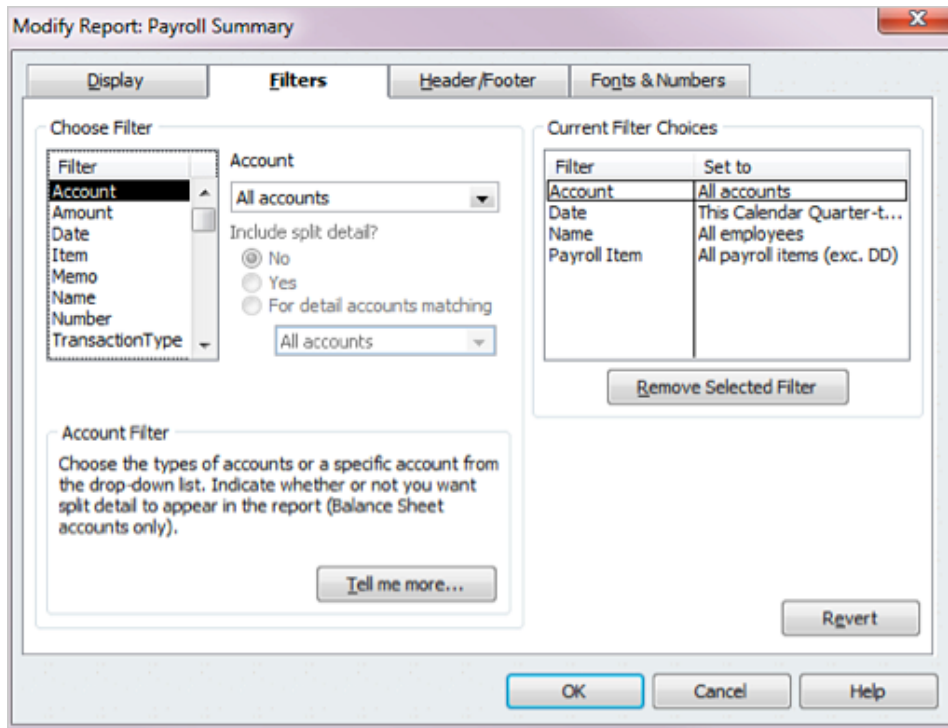
1. Click **Customize** (or **Modify**) **Report**.



2. In the **Display** window, click to clear the **Hours** and/or **Rate** checkboxes, and then click **OK**.
3. **Make sure the date range matches your Profit & Loss statement**



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



Step 4

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

Print Reports

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

QuickBooks 2013 or later:



QuickBooks 2012: Click **Print**.

QuickBooks 2012 and Earlier:



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**.