
ACCOUNTING CS PAYROLL

Report Options Comparison with Payroll CS

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General information

Accounting CS[®] Payroll includes a number of standard reports that you can use to present firm and client information in a useful and organized manner. You can customize any of these standard reports or create your own reports from scratch using the robust and versatile Report Designer.

Many of the reports you generated in Payroll CS[®] can be duplicated in Accounting CS Payroll using similar reports and report options. The following tables are organized by report name in CSA and report options settings in CSA. The right-hand column displays information about how to obtain equivalent report information from Accounting CS Payroll.

You may be directed to choose options in the Print Reports screen in Accounting CS Payroll, or you may be directed to modify the report using the Report Designer. Use the Print Reports screen to select reports and to specify print options for each report. Use the Report Designer to modify the actual report format and content by editing the text or by adding, deleting, or modifying variables contained in the report.

Print options

Follow these steps to select a report to print in Accounting CS Payroll.

1. Choose File > Print Reports.
2. In the Available Reports list, double-click the report to print.
3. Select the desired print options, and then preview or print the report.

Date, filtering, and sorting print options

The Print Reports screen for most reports includes a Dates section and a Filtering and Sorting section. If the Print Reports screen does not include these sections for the selected report, you may need to enable those sections in the Report Designer. To enable these sections or to specify the date options available for the *Date* field and the tabbed pages available in the Filtering and Sorting section, follow the steps below.

1. Choose File > Report Designer.
2. In the Reports list in the Report Designer, click the + sign next to the Payroll folder to expand the list of payroll reports, and then double-click the report to modify.
3. Choose File > Page Setup, and then click the Report tab.
4. In the Date Options section, select the desired date type, and then mark the checkbox for each date option to include in the drop-down list.

5. In the Filtering and Sorting Options section, mark the checkbox for each tab to display in the Filtering and Sorting section, and then click OK to close the Page Setup dialog.
6. Save the report, and then close the Report Designer.
7. In the Print Reports screen, select the report you just modified. The modified print options are now available for the report.

Regions and sections to include

The Print Reports screen for most reports may include a Regions to Include section and/or a Sections to Include section. If the Print Reports screen does not include these sections for the selected report, the report does not contain optional regions or sections. Use the Report Designer to designate regions and/or sections of a report as optional sections. Those regions and sections will then be listed in the Regions to Include and Sections to Include sections of the Print Reports screen. You can choose to include or omit those regions or sections when printing the report.

To make a region or section optional, follow these steps.

1. Choose File > Report Designer.
2. In the Reports list in the Report Designer, click the + sign next to the Payroll folder to expand the list of payroll reports, and then double-click the report to modify.
3. In the design grid, highlight the region, row, group of rows, column, or group of columns to make optional.
4. In the Region Properties, Row Properties, or Column Properties, mark the *Optional region* or *Optional section* checkbox, and then enter a name for the section in the *Section name* field.

Note: The *Region name* field is disabled for Region Properties; the program automatically enters the region name in that field. To rename a region, click anywhere in the region and choose Edit > Rename Region.

5. In the Region Properties, Row Properties, or Column Properties, mark the *Print by default* checkbox to have the application automatically mark the checkbox for the optional region or section at print time to include it in the report.
6. Save the report, and then close the Report Designer.
7. In the Print Reports screen, select the report you just modified. The Regions to Include and/or Sections to Include sections now include the regions and sections you just modified. Mark or clear the checkboxes for the regions and sections to include or exclude in the report.

Report options

Cash Requirements and Deposits Report

The comparable report in Accounting CS Payroll is **Cash Requirements and Deposits**.

In Payroll CS	In Accounting CS Payroll
Include taxes and EIC payments in EFT section	By default, the EFT section includes taxes. Use the Report Designer to cut and paste the variables to the section below.
Display account and routing numbers	By default, the report includes bank routing numbers and account numbers. Use the Report Designer to delete the applicable columns.
Include billing detail for the latest check date and Include all billing detail	By default, the report includes billing detail, including all outstanding invoice amounts for the date selected.
Display GL accounts	The option to show GL accounts on this report is not currently available.
Include deductions	By default, the report includes deductions. To exclude them, clear the <i>Cash Required for Balance of Payroll</i> checkbox in the Regions to Include section of the Print Reports screen for this report.
Exclude net pay for handwritten checks	The option to exclude net pay for handwritten checks is not currently available.
Deduction Selection tab > Print selected deductions (Allows you to select the specific deductions and/or employer contributions to include.)	Use the Report Designer to enable the Payroll Items filtering and sorting option in the Page Setup dialog. Then, use the <i>Filter by</i> fields in the Payroll Items tab of the Print Reports screen for this report to specify the deductions and/or employer contributions to include.

Check Register

The comparable report in Accounting CS Payroll is **Check List**.

In Payroll CS	In Accounting CS Payroll
Exclude voided checks	By default, the report does not include voided checks. To include voided checks, select the following filter options in the Payroll and/or Vendor Activity tab of the Print Reports screen for this report. <ul style="list-style-type: none">Filter by: StatusMethod: is in the listSelected: Printed, Handwritten, Historical, Historical – Voided, Voided

In Payroll CS	In Accounting CS Payroll
Include TPSP department	Select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> Filter by: Status Method: is in the list Selected: Printed, Handwritten, Historical, Third Party Sick Pay
Show direct deposit information (When marked, the report includes direct deposit information, and the direct deposit checks are grouped together.)	By default, the report includes an optional Direct Deposit Detail section. To exclude this section, clear the <i>Direct Deposit Detail</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Show vendor checks separately	The report displays Payroll and vendor checks separately. The option to display them together is not currently available.

City Voucher Report

The comparable payroll report in Accounting CS Payroll is **Local Payment Form**.

In Payroll CS	In Accounting CS Payroll
Data range (Data range options include Current month; Previous quarter; Current quarter; Current year; Last check date; Selected ranges; and 1st, 2nd, 3rd, and 4th quarters.)	Date options available for this report include Latest check date, Current month, Current quarter, Current year, Prior month, Prior quarter, Prior year, Single, and Range.
Locality Selection (Select one or more localities to print.)	Select the desired localities using the Tax Agent ID or Tax Agent Name filter in the Payroll Taxes tab of the Print Reports screen for this report.
General Employer (Choose to include Address, Federal ID number, and/or Account number.)	The employer address and Federal EIN are included on the report by default. The report does not include the account number because Accounting CS Payroll does not currently allow you to enter an account number for a tax agent that is not provided by the program.
Signature Information (Choose to include Name, Title, Date, and/or Phone number.)	Use the Report Designer to add either Client variables or Staff variables, depending on who signs the return. Or you may add text for labels and lines for the information displayed on the report.

In Payroll CS	In Accounting CS Payroll
<p>Tax Information</p> <p>(Choose to include Period, Due Date, Number of employees, Taxable wages, Adjustment to tax, Locality name, and/or Tax percent.)</p>	<p>By default, the report includes the period. Use the Report Designer to add the following variables.</p> <ul style="list-style-type: none"> Payroll > Check > Taxes > Local > Description for Locality name Payroll > Check > Taxes > Local > Rate for Tax percent <p>Variables for Due date, Number of employees, and Adjustment to tax are not currently available in Accounting CS Payroll.</p>

Client Information Report

The comparable report in Accounting CS Payroll is **Client Information**.

In Payroll CS	In Accounting CS Payroll
<p>General Information tab > Advanced Properties</p> <p>(When marked, the report includes information from the Contact tab of the File > Client Properties > General Information tab > Advanced Properties dialog.)</p>	<p>Use the Report Designer to add applicable Client > Additional Contacts variables to the report.</p> <p>Note: Because the client may have multiple additional contacts, these should be set up as repeating rows.</p>
<p>Payroll tab</p> <p>(When marked, the report displays “Yes” or “No” for Forms 941, 943, 944, and 945.)</p>	<p>By default, the Federal Tax Information section of the report includes the Client > Federal Tax Information > Employer > Type variable, which shows the federal forms that apply to the client.</p>
<p>Payroll tab > Payroll Report Options</p> <p>(When marked, the report honors the settings in the Client Properties > Payroll tab > Payroll Report Options dialog – <i>Use Payroll Name on payroll reports</i> and <i>Number of decimal places to display</i> for hours and rates.)</p>	<p>Use the Report Designer to modify the report as follows.</p> <ul style="list-style-type: none"> To display the Payroll Name on the report, replace the Client > Name variable in the General Information section with the Client > Payroll Name variable. To specify the number of decimals for any number or amount cell, place the cursor in the cell and choose Format > Cells, click the Format tab, select the Number or Amount category, and then enter the desired number in the <i>Decimal places</i> field.
<p>Payroll tab > Payroll Journal Entry</p>	<p>The Report Designer does not currently include variables for payroll journal entry setup.</p>
<p>Payroll tab > SUTA Previous Information</p>	<p>The Report Designer does not currently include variables for previous SUTA information.</p>
<p>Payroll tab > Form Printing Fee</p>	<p>The Report Designer does not currently include variables for client fees.</p>

In Payroll CS	In Accounting CS Payroll
<p>Calculating Payroll tab (When marked, the report includes information from the File > Client Properties > Calculating Payroll tab, including client minimum wage, default frequency, whole dollar rounding, and negative check treatment.)</p>	<ul style="list-style-type: none"> Accounting CS Payroll does not store minimum wage information in the client record. When needed for payroll calculations, the program automatically determines minimum wage on the fly based on the client's work location. Use the Report Designer to modify the report as follows. <ul style="list-style-type: none"> To specify the default frequency, add the Client > Payroll Schedules > Pay Frequency variable. Note: Because the client may have multiple payroll schedules, this should be set up as a repeating row. Mark the <i>Print distinct values</i> checkbox in the Cell Properties to ensure that each frequency is printed only once for clients with multiple schedules with the same frequency. To include the whole-dollar rounding setting, add the Client > Federal Tax Information > Whole Dollar Rounding or Client > State Tax Information > Withholding > Whole Dollar Rounding variables. Accounting CS Payroll does not currently support negative check treatment.
Calculating Payroll tab > Period Details	Use the Report Designer to add applicable Client > Payroll Schedules > Details variables.
Calculating Payroll tab > Check Printing Fee	The Report Designer does not currently include variables for client fees.
Direct Deposit tab	Use the Report Designer to add applicable Bank Account > Direct Deposit or Impound Bank Account > Direct Deposit variables.

Condensed Payroll Journal

The comparable report in Accounting CS Payroll is **Payroll Journal – Condensed**.

In Payroll CS	In Accounting CS Payroll
<p>Optional information (Allows you to select up to 3 Benefits, 2 Special Types, 2 Other Earnings, and 4 Deductions to display.)</p>	<p>The report includes all benefits, special types, other earnings, and deductions.</p> <p>To include only selected pay items, use the Report Designer to enable the Payroll Items filtering and sorting option in the Page Setup dialog. Then, select the following filter options in the Payroll Items tab of the Print Reports screen for this report.</p> <ul style="list-style-type: none"> Filter by: Report Description Method: is or is not (depending on the desired result) Selected: <enter the description for the payroll items to include>

In Payroll CS	In Accounting CS Payroll
Exclude remainder deduction column (When marked, the report excludes the remainder deduction column, which includes deduction totals not included in other deduction columns.)	The report includes all deductions. To exclude selected deductions, use the Report Designer to enable the Payroll Items filtering and sorting option in the Page Setup dialog. Then, select the following filter options in the Payroll Items tab of the Print Reports screen for this report. <ul style="list-style-type: none"> Filter by: Report Description Method: is not Selected: <enter the description for the deductions to exclude>
Include TPSP department	Select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> Filter by: Status Method: is in the list Selected: Printed, Handwritten, Historical, Third Party Sick Pay
Departmental report (When marked, the report information is sorted by department.)	By default, the report groups information by primary work location and department. To group by location/department allocation, the comparable report available in the Accounting CS Library is Payroll Journal – Condensed – Grouped by Location and Department Allocation . For information on importing this or other reports, see the Help & How-To Center .

Data Entry Worksheet

The comparable report in Accounting CS Payroll is **Data Entry Worksheet**.

In Payroll CS	In Accounting CS Payroll
Sort order (Sort order options include Employee ID and Employee Name.)	Sort order options available in the Employee tab of the Print Reports screen for this report include Birth Date, Current Inactive Date, EIN/SSN, Employment Status, First Name, Gender, Hire Date, ID, Inactive Date, Last Name, Last Raise Date, Marital Status, Original Hire Date, Original Inactive Date, Primary Department, Primary Location, Race, and Type.
Format	By default, the report is the same as the detailed version in Payroll CS. To create a report similar to the short-form version, use the Report Designer to insert payroll item variables in each applicable column of the report, mark the <i>Repeat right</i> checkbox in the Cell Properties for each payroll item, and then highlight the row and choose Format > Row > Group into Repeating Level.
Focus employees > All single frequency employees	By default, the report includes all employees.
Focus employees > Selected frequency	The report does not currently include the option to filter based on payroll frequency.

In Payroll CS	In Accounting CS Payroll
Focus employees > Include daily time entry employees	The option for daily time entry is not currently available.
Report dates (Report date options include Period beginning date, Period ending date, Check date, Increment dates by <x> days, Use next detail period dates, and Use current detail period dates.)	Comparable report date options are not currently available.
Optional information (Optional information includes Social Security number, Salaried pay rates, Hourly pay rates, Deductions, Comments, and Extra blank employees.)	<ul style="list-style-type: none"> ▪ By default, the report includes the following items. <ul style="list-style-type: none"> ▪ Social Security number ▪ Salaried and hourly pay rates ▪ Deductions ▪ Fixed amounts ▪ Extra blank employees (includes 2 by default, but more can be added by copying and pasting an existing section of rows for one of the blank employees) <p>By default, the report offers an optional periodic salaried pay rate to use instead of the annual salaried pay rate. To include this section, mark the <i>Periodic Salary Pay Rates</i> checkbox in the Sections to Include section of the Print Reports screen for this report.</p> <p>To exclude the Social Security number, any pay rates, deductions, deduction fixed amounts, or extra blank employees, clear the desired checkboxes in the Sections to Include section of the Print Reports screen for this report.</p> <ul style="list-style-type: none"> ▪ The Setup > Employees screen does not include a <i>Comments</i> field. To add one, choose Setup > Custom Fields > Employees and add a custom <i>Comments</i> field. To include the comments in the report, use the Report Designer to add the Employee > Custom Fields > Comment variable.

In Payroll CS	In Accounting CS Payroll
Detailed report options (Detailed report options include Overtime and double-time hours, Pay amount, Pieces, Department primary sort, Hash total fields, Summary section, Double-space, Extra lines per employee, and Page break between departments.)	<ul style="list-style-type: none"> By default, the report includes overtime hours. To include double time hours, mark the <i>DT Hours</i> checkbox in the Sections to Include section of the Print Reports screen for this report. The Report Designer does not currently include variables for piecework payroll. By default, the report does not group data by department. To group by primary department, the comparable report available in the Accounting CS Library is Data Entry Worksheet – Grouped by Primary Department. For information on importing this or other reports, see the Help & How-To Center. Use the Report Designer to add page breaks inside the Departments repeating region and extra rows within the employee repeating region, if applicable. By default, the report footer includes hash totals. By default, the report includes Company Totals as a summary section. By default, the report is single-spaced. To include double-spacing, mark the <i>Double Space</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

Deductions Register

The comparable report in Accounting CS Payroll is **Deduction Register**.

In Payroll CS	In Accounting CS Payroll
Checkbook (Checkbook options include All or Primary account.)	Select the desired bank accounts using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Sort order (Sort order options include Employee ID and Employee Name.)	Sort order options available in the Payroll tab of the Print Reports screen for this report include Bank Account Description, Check Number, Client EIN/SSN, Client ID, Client Name, Client Payroll Name, Department, Employee EIN/SSN, Employee First Name, Employee ID, Employee Last Name, Frequency, Location, Pay Date, Period Begin Date, Period End Date, and PSD Code.
Data range (Data range options include Current month, Previous quarter, Current quarter, Current year, Latest check date, Selected ranges, 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter.)	Date options available for this report include Latest check date, Current month, Current quarter, Current year, Prior month, Prior quarter, Prior year, Single, and Range.

In Payroll CS	In Accounting CS Payroll
Departmental report	<p>By default, the report displays employee totals across location/department.</p> <p>To group by location/department allocation, the comparable report available in the Accounting CS Library is Deduction Register – Grouped by Location and Department Allocation. For information on importing this or other reports, see the Help & How-To Center.</p>
<p>Report format</p> <p>(Format options include Summary only, Employee detail – Include SS# and Format name Last, First MI, Include company matching, Include remaining balance, Include TPSP department, Group deductions – Group same report names and Group retirement types.)</p>	<ul style="list-style-type: none"> ▪ To include a summary only, use the Report Designer to hide the employee detail rows by setting the row height to zero. ▪ To include the employee's Social Security number, use the Report Designer to add the applicable Payroll > Check > Employee EIN/SSN variable to the report. ▪ The default name format is Last, First MI. Use the Report Designer to select a different Payroll > Check > Employee Full Name variable, if applicable. ▪ By default, the report includes employer contributions. To exclude them, use either of the following methods. <ul style="list-style-type: none"> ▪ Select the following filter options in the Payroll Items tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Type ▪ Method: is not ▪ Selected: Employer contribution ▪ Use the Report Designer to make the Employer Contributions section of the report optional. ▪ By default, the report offers an optional remaining balance section. To include this section, mark the <i>Remaining Balance Details</i> checkbox in the Sections to Include section of the Print Reports screen for this report. ▪ To include TPSP departments, select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Status ▪ Method: is in the list ▪ Selected: Printed, Handwritten, Historical, Third Party Sick Pay ▪ By default, deductions with the same report names are grouped together. To separate them and group by the actual names instead, use the Report Designer to replace the Report Description variables with the appropriate Description variables.

Department Summary Report

The comparable report in Accounting CS Payroll is **Payroll Department Summary**.

In Payroll CS	In Accounting CS Payroll
Checkbook (Checkbook options include All or Primary account.)	Select the desired bank accounts using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Data range (Data range options include Current month and Latest check date.)	Date options available for this report include Latest check date, Current month, Prior month, Single, and Range.
Optional information (Allows you to select up to two Other wages, 3 Benefits, and 4 Deductions to display separately.)	<p>The report includes all benefits and deductions that fit on the page.</p> <p>To include only selected pay items, use the Report Designer to enable the Payroll Items filtering and sorting option in the Page Setup dialog. Then, select the following filter options in the Payroll Items tab of the Print Reports screen for this report.</p> <ul style="list-style-type: none">▪ Filter by: Report Description▪ Method: is or is not (depending on desired result)▪ Selected: <enter the description for the payroll items to include>
Department totals (Allows you to include department totals for earnings, deductions, withholdings, and/or employer expenses.)	By default, the report includes department totals for each department and combined totals for all departments.

Depository Totals

The comparable report in Accounting CS Payroll is **Depository Totals**.

In Payroll CS	In Accounting CS Payroll
Departmental report	<p>By default, the report displays totals across location/department.</p> <p>To group by location/department allocation, the comparable report available in the Accounting CS Library is Depository Totals – Grouped by Location and Department Allocation. For information on importing this or other reports, see the Help & How-To Center.</p>

In Payroll CS	In Accounting CS Payroll
Optional information (Optional information includes Check totals, Include vendor checks, Federal depository totals, State taxes, Subtotals per state, Local withholding, Unemployment taxes, Deductions, Company matching, Group deductions/matching, and Grand Total.)	<p>By default, the report includes check totals, federal depository totals, state taxes, local withholding, unemployment taxes, deductions, employer contributions, and grand total. Use the Report Designer to make an optional section by highlighting the rows that contain the appropriate variables, marking the <i>Optional section</i> checkbox in Row Properties, and entering a section name.</p> <p>By default, subtotals for each state are not included in the report. Use the Report Designer to add a subtotal row for each applicable state with tax components. Add a conditional expression to each row to specify how to print the row.</p>

Earnings Report

The comparable report in Accounting CS Payroll is **Employee Earnings**.

In Payroll CS	In Accounting CS Payroll
Sort order	<p>Sort order options available in the Employee tab of the Print Reports screen for this report include Birth Date, Current Inactive Date, EIN/SSN, Employment Status, First Name, Gender, Hire Date, ID, Inactive Date, Last Name, Last Raise Date, Marital Status, Original Hire Date, Original Inactive Date, Primary Department, Primary Location, Race, and Type.</p> <p>Sort order options available in the Payroll tab of the Print Reports screen for this report include Bank Account Description, Check Number, Client EIN/SSN, Client ID, Client Name, Client Payroll Name, Department, Employee EIN/SSN, Employee First Name, Employee ID, Employee Last Name, Frequency, Location, Pay Date, Period Begin Date, Period End Date, and PSD Code.</p>
Include current column	By default, the report includes current data. Use the Report Designer to make this an optional section.
Print up to month ending	Use the <i>Date</i> fields in the Print Reports screen for this report to specify the desired month.
Format name Last, First MI	The default name format is Last, First MI. Use the Report Designer to select a different Employee > Full Name variable, if applicable.
Departmental report	<p>By default, the report displays employee totals across location/department.</p> <p>To group by location/department allocation, the comparable report available in the Accounting CS Library is Employee Earnings – Grouped by Location and Department Allocation per Employee. For information on importing this or other reports, see the Help & How-To Center.</p>
Date filter (Date filter options include Birth date, Hire date, and Raise date.)	Date filter options available in the Employee tab of the Print Reports screen for this report include Birth Date, Hire Date, Inactive Date, and Last Raise Date.

In Payroll CS	In Accounting CS Payroll
Optional information (Optional information includes Hours, Pieces, Department detail, Include TPSP department, Show components, FICA variance, Missing W-2 info, and Exclude inactive employees.)	<ul style="list-style-type: none"> By default, the report includes total hours only. To include regular, overtime, and double-time hours, use the Report Designer to add applicable Payroll > Check > Pay Items variables. The Report Designer does not currently include variables for piecework payroll. To include TPSP checks, select the following filter options in the Payroll tab of the Print Reports screen. <ul style="list-style-type: none"> Filter by: Status Method: is in the list Selected: Printed, Handwritten, Historical, Third Party Sick Pay Use the Report Designer to add the following, if applicable. <ul style="list-style-type: none"> Payroll > Check > Pay Items variables for regular, overtime, and double-time hours and amounts, and a conditional expression to print the row only if data exists for that row. Optional FICA variance section at the end of the report and a conditional expression that multiplies the Payroll Tax Summary variables for YTD Taxable Wages by the rate, and then compares the result to the YTD tax amount. If the amounts match, do not print the row. To exclude inactive employees, select the following filter options in the Employee tab of the Print Reports screen. <ul style="list-style-type: none"> Filter by: Status Method: is Selected: Active

EFTPS Report

The comparable report in Accounting CS Payroll is **EFTPS Payment Worksheet** or **EFTPS Phone Payment Worksheet**.

In Payroll CS	In Accounting CS Payroll
Checkbook (Checkbook options include All or Primary account.)	<ul style="list-style-type: none"> Use the Report Designer to enable filtering by bank account. Choose File > Page Setup, click the Report tab, and then mark the <i>Bank Account</i> checkbox in the Filtering and Sorting Options section. Select the desired bank accounts using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.

In Payroll CS	In Accounting CS Payroll
Data range (Data range options include Current month, Previous quarter, Current quarter, Current year, Latest check date, Selected ranges, 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter.)	Date options available for this report include Latest check date, Current month, Current quarter, Current year, Prior month, Prior quarter, Prior year, Single, and Range.
Optional information (Optional information includes 941/944 Taxes, 940 Taxes, and Phone Payment Worksheet.)	<ul style="list-style-type: none"> By default, the report includes an optional 941/944 section. To exclude this section, clear the <i>941/944</i> checkbox in the Sections to Include section of the Print Reports screen for this report. By default, the report includes an optional 940 section. To exclude this section, clear the <i>940</i> checkbox in the Sections to Include section of the Print Reports screen for this report. By default, the EFTPS Phone Payment Worksheet report includes instructions and formatting for using the phone-in payment method.

Employee Check Record

The comparable report in Accounting CS Payroll is **Employee Check Record**.

In Payroll CS	In Accounting CS Payroll
Departmental report	By default, the report displays employee totals across location/department. Use the Report Designer to add the Payroll > Check > Location Allocation and/or Payroll > Check > Department Allocation variables to show allocated amounts from location/department distributions.
Summary report	By default, the report includes every check. Use the Report Designer to create a summary report by removing the rows with the Payroll > Check > Check Number variable in the first row.
Detailed wage format (Detailed wage format separates regular hours from premium hours.)	By default, the premium hours are included in the report. If applicable, use the Report Designer to remove the premium hours column.
Show FICA components	By default, the report lists FICA components separately. Use the Report Designer to remove the extra column in the report and change the variable from Payroll > Check > Taxes > Federal > FICA > Social Security > Amount to Payroll > Check > Taxes > Federal > FICA > Amount.
Show state WH components	By default, the report combines state WH components. Use the Report Designer to add columns for each state tax type and the applicable variables from the Payroll > Check > Taxes > State variables.

In Payroll CS	In Accounting CS Payroll
Exclude MTD	By default, the report includes MTD totals. Use the Report Designer to remove the unwanted rows.
Exclude QTD	By default, the report includes QTD totals. Use the Report Designer to remove the unwanted rows.
Exclude YTD	By default, the report includes YTD totals. Use the Report Designer to remove the unwanted row.
Exclude Company Totals	By default, the report includes company totals. To exclude this region, clear the <i>Company Totals</i> checkbox in the Regions to Include section of the Print Reports screen for this report.
Optional Information (Optional Information includes Hours columns – Totals; Regular, O/T; and Regular, O/T, D/T; Pieces; Include TPSP department; and selections for Deduction 1 and Deduction 2.)	<ul style="list-style-type: none"> ▪ Use the Report Designer to add columns for OT and DT. ▪ Piecework payroll functionality is not yet available. ▪ Select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Status ▪ Method: is in the list ▪ Selected: Printed, Handwritten, Historical, Third Party Sick Pay ▪ By default, the report includes all benefits, special types, other earnings, and deductions. ▪ To include only selected pay items, use the Report Designer to enable the Payroll Items filtering and sorting option in the Page Setup dialog. Then, select the following filter options in the Payroll Items tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Report Description ▪ Method: is or is not (depending on the desired result) ▪ Selected: <enter the description for the payroll items to include>

Employee Listing

The comparable report in Accounting CS Payroll is **Employee List – Condensed** or **Employee List – Detailed**.

In Payroll CS	In Accounting CS Payroll
Sort order (Sort order options include Employee ID, Employee Name, Home Department, and Social Security Number.)	Sort order options available in the Employee tab of the Print Reports screen for this report include Birth Date, Current Inactive Date, EIN/SSN, Employment Status, First Name, Gender, Hire Date, ID, Inactive Date, Last Name, Last Raise Date, Marital Status, Original Hire Date, Original Inactive Date, Primary Department, Primary Location, Race, and Type.
Date range (Date range options include Birth date, Hire date, and Raise date.)	Date filter options available in the Employee tab of the Print Reports screen for this report include Birth Date, Hire Date, Inactive Date, and Last Raise Date.

In Payroll CS	In Accounting CS Payroll
Format name Last, First MI	The default name format is Last, First MI. Use the Report Designer to select a different Employee > Full Name variable, if applicable.
Exclude inactive employees	<ul style="list-style-type: none"> Select the following filter options in the Employee tab of the Print Reports screen. <ul style="list-style-type: none"> Filter by: Status Method: is Selected: Active
Include employer information	By default, the report includes an optional Employer Information section. To exclude this section, clear the <i>Employer Information</i> checkbox in the Sections to Include section of the Print Reports screen for this report.
Federal > State exempt employee listing	<p>To include a list of employees who are exempt from federal and/or state taxes, use the Report Designer to create a new region at the bottom of the report that includes the applicable Employee > Full Name variable on repeating rows and include the following conditional expressions on their corresponding rows.</p> <ul style="list-style-type: none"> For federal withholding exempt, print the employee name if Employee.FederalWithholding.TaxExempt = "Yes" For state withholding exempt, print the employee name if Employee.StateWithholding.StateWHLList contains "State tax exempt"
Print W-2 Employees Only	The option to print W-2 employees only is not currently available.

In Payroll CS	In Accounting CS Payroll
Optional information (Optional information includes Social Security number; Address/phone/email; Salary; Personal, W-2, Child support, Federal levy, Federal tax, State tax, Local tax, and SUTA state information; Non-periodic tax %; Comments; and Direct deposit.)	<ul style="list-style-type: none"> ▪ By default, the report includes employee Social Security number, address, phone, email, salary, and some W-2 information (statutory employee, retirement plan, and third-party sick pay). To exclude the Social Security number, clear the <i>Social Security Number</i> checkbox in the Sections to Include section of the Print Reports screen for this report. To remove any of these, use the Report Designer to delete the applicable variables from the report. Department and location information is included for each employee, but not for individual pay items. ▪ By default, the report includes optional Personal Information and Federal Withholding sections. To exclude these sections, clear the checkboxes in the Sections to Include section of the Print Reports screen for this report. ▪ The Report Designer does not currently include variables for other W-2 items and amounts, child support, federal levy information, local tax information, or non-periodic tax. ▪ Use the Report Designer to add the following variables to the report, if applicable. <ul style="list-style-type: none"> ▪ Employee > State Withholding > State WH List ▪ Employee > Taxes > State and Local variables ▪ Employee > Direct Deposit variables ▪ The Setup > Employees screen does not include a <i>Comments</i> field. To add one, choose Setup > Custom Fields > Employees and add a custom <i>Comments</i> field. To include the comments in the report, use the Report Designer to add the Employee > Custom Fields > Comment variable.

Journal Entry Report – Payroll

The comparable report in Accounting CS Payroll is **Payroll Journal Entry**.

In Payroll CS	In Accounting CS Payroll
Check types (Check types includes Both payroll and vendor, Payroll only, and Vendor only.)	By default, the report includes both payroll and vendor checks. To exclude vendor checks from the report, clear the <i>Vendor Checks</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

In Payroll CS	In Accounting CS Payroll
Report format (Report format includes G/L account exceptions, and List G/L accounts once.)	Accounting CS requires all GL accounts used on a check to be in the client's Chart of Accounts; therefore, GL account exceptions are not necessary. By default, the report summarizes entries per GL account by pay date. To include all detail, clear the <i>Summarize payroll journal entries by pay date</i> checkbox in the Journal Entry Format section of the Print Reports screen for this report. To summarize entries per GL account for the entire date range of the report, mark the <i>Summarize payroll journal entries</i> checkbox in the Journal Entry Format section of the Print Reports screen for this report.

Local Withholding Worksheet

The comparable report in Accounting CS Payroll is **Local Tax Worksheet**.

In Payroll CS	In Accounting CS Payroll
Exclude inactive employees	The Report Designer does not currently allow for filtering by inactive date.
Include TPSP department	To include TPSP checks, select the following filter options in the Payroll tab of the Print Reports screen. <ul style="list-style-type: none"> Filter by: Status Method: is in the list Selected: Printed, Handwritten, Historical, Third Party Sick Pay
Optional information (Optional information includes Inactive date, Units, Include employer expense, and Include employee address.)	<ul style="list-style-type: none"> By default, the report does not include inactive dates. Use the Report Designer to add a new column for the Employee > Employment Information > Inactive Date variable. The Report Designer does not currently include a variable for units or employer expense. By default the employee address is not included on the report. It can be added via the Report Designer using the Employee > Addresses > Home variables.
State selection (Options include All states or a Selected state.)	Select the desired state using the State filter in the Payroll Taxes tab of the Print Reports screen for this report. Note: You could use the Tax Agent ID or Tax Agent Name filter instead.
Locality selection (Options include All localities or a Selected locality.)	Select the desired localities using the Tax Agent ID or Tax Agent Name filter in the Payroll Taxes tab of the Print Reports screen for this report.

New Hire Report

The comparable report in Accounting CS Payroll is **New Hire List**.

In Payroll CS	In Accounting CS Payroll
Sort order (Sort order options include Employee name, Hire date, and Social Security number.)	Sort order options available in the Employee tab of the Print Reports screen for this report include Birth Date, Current Inactive Date, EIN/SSN, Employment Status, First Name, Gender, Hire Date, ID, Inactive Date, Last Name, Last Raise Date, Marital Status, Original Hire Date, Original Inactive Date, Primary Department, Primary Location, Race, and Type.
Report dates (Date options include Starting hire date, Ending hire date, and Automatically increment dates after printing.)	<ul style="list-style-type: none"> To specify a range of hire dates, use the fields in the Dates section of the Print Reports screen. The option to automatically increment dates after printing is not currently available.
Departmental reporting	Use the Report Designer to add Employee > Locations and Departments variables to group employees by primary location/department.
Optional employer information (Optional information includes DBA, Address, Contact name and number, Fax number, Email address, and ID number – SUTA ID and State W/H ID.)	<ul style="list-style-type: none"> Use the Report Designer to add the following variables to the report, if applicable. <ul style="list-style-type: none"> Client > DBA Name Client > Additional Contacts variables Client > Additional Contacts > Phone and Fax Numbers > Fax variables Client > Additional Contacts > Email and Web Addresses > Email Client > State Tax Information variables By default, the report includes the employer's complete address. Use the Report Designer to make this an optional section.
Optional employee information (Optional information includes Date of hire, Date of birth, Salary, Independent contractor, New hire > Recalled, Medical ins. availability date, Occupation, and State of hire.)	<ul style="list-style-type: none"> By default, the report includes hire date. To remove it, use the Report Designer to remove the Employee > Employment Information > Hire Date variable. Use the Report Designer to add the following variables to the report, if applicable. <ul style="list-style-type: none"> Employee > Personal Information > Birth Date Employee > Pay Items > Rate Employee > Type The Report Designer does not currently include variables for New hire > Recalled status, Medical Ins. availability date, Occupation, or State of hire.

Payroll Journal

The comparable report in Accounting CS Payroll is **Payroll Journal – Detailed** or **Payroll Journal with Detailed Hours**.

In Payroll CS	In Accounting CS Payroll
Checkbook (Checkbook options include All or Primary account.)	Select the desired bank accounts using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Sort order	Sort order options available in the Payroll tab of the Print Reports screen for this report include Bank Account Description, Check Number, Client EIN/SSN, Client ID, Client Name, Client Payroll Name, Department, Employee EIN/SSN, Employee First Name, Employee ID, Employee Last Name, Frequency, Location, Pay Date, Period Begin Date, Period End Date, and PSD Code.
Data range (Data range options include Current month, Previous quarter, Current quarter, Current year, Last check date, Selected ranges, and 1st, 2nd, 3rd, and 4th quarters.)	Date options available for this report include Latest check date, Current month, Current quarter, Current year, Prior month, Prior quarter, Prior year, Single, and Range.
Do not print zero departments	Use the Report Designer to create a conditional expression in the report that prints the work location and department rows only if there is data in row 6.
Departmental report	By default, the report groups information by primary work location and department. To group by location/department allocation, the comparable report available in the Accounting CS Library is Payroll Journal – Detailed – Grouped by Location and Department Allocation – Landscape or Payroll Journal – Detailed – Grouped by Location and Department Allocation – Portrait . For information on importing this or other reports, see the Help & How-To Center .
Employee totals	By default, the report includes an optional Employee Totals region. To exclude this region, clear the <i>Employee Totals</i> checkbox in the Regions to Include section of the Print Reports screen for this report.
Summary report	Use the Report Designer to make the Main region of the report optional.

In Payroll CS	In Accounting CS Payroll
<p>Optional information (Optional information includes Rate, Effective rate, Show components, Hours, Pieces, Net accruable benefits, Company expenses, Sales/Units/Periods, Department detail, Do not print zero amounts, Include TPSP department, and Direct deposit.)</p>	<ul style="list-style-type: none"> ▪ By default, the report includes rate information. To remove it, use the Report Designer to delete the rate variable. ▪ By default, the Payroll Journal with Detailed Hours report includes components for regular, overtime, double-time, and accruable benefit hours. To show additional components, use the Report Designer to add variables for regular, overtime, double-time, and accruable benefit amounts. ▪ By default, the Payroll Journal – Detailed report includes total hours only, and the Payroll Journal with Detailed Hours report includes regular, overtime, double-time, and accruable benefit hours. ▪ By default, the report includes sales information. To remove it, clear the <i>Sales</i> checkbox in the Sections to Include section of the Print Reports screen for this report. ▪ The Report Designer does not currently include variables for piecework payroll, units, or periods. ▪ By default, the report includes accruable benefit information. To remove it, clear the <i>Accruable Benefits</i> checkbox in the Sections to Include section of the Print Reports screen for this report. ▪ By default, the report includes company expenses. To remove it, clear the <i>Company Totals</i> checkbox in the Regions to Include section of the Print Reports screen for this report. ▪ To exclude items with zero amounts, use the Report Designer to create a conditional expression on the cell that prints a payroll item only if there is an amount to print. ▪ To include TPSP departments, select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Status ▪ Method: is in the list ▪ Selected: Printed, Handwritten, Historical, Third Party Sick Pay ▪ By default, the report includes direct deposit information. To remove it, clear the <i>Direct Deposit Distributions</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

Payroll Tax Summary

The comparable report in Accounting CS Payroll is **Payroll Tax Summary – Condensed** or **Payroll Tax Summary – Detailed**.

In Payroll CS	In Accounting CS Payroll
Period to process (Period options include Previous quarter, Current quarter, and 1st, 2nd, 3rd, and 4th quarters.)	Date options available for this report include Current quarter, Current year, Prior quarter, Prior year, and Range.
Optional information (Optional information includes Employee detail – Format name (Last, First MI) and Exclude employees with no wages, Include current column, Include quarter-to-date column, and Include year-to-date column.)	<ul style="list-style-type: none"> ▪ By default, the detailed version of this report contains employee detail; the condensed version does not. <ul style="list-style-type: none"> ▪ The default name format is Last, First MI. Use the Report Designer to select a different Employee > Full Name variable, if applicable. ▪ By default, the report does not include employees with no wages. To include them, use the Report Designer to mark the <i>Print zeros</i> checkbox for the amount rows. ▪ To add a current column, use the Report Designer to copy and paste the Quarter-to-date columns, and then modify the Cell Properties by replacing the QTD periods with Custom periods. Choose File > Page Setup, click the Report tab, and then mark the <i>Latest check date</i> checkbox in the Date Options section. ▪ The Report Designer does not currently include variables for offset days. ▪ By default, Quarter-to-date and Year-to-date columns are included. Use the Report Designer to make these columns optional sections.
Taxes to report	By default, the report includes FICA, Federal WH, EIC, FUTA, State taxes, and Local taxes. Use the Report Designer to make any taxes optional.

State Withholding Worksheet

The comparable report in Accounting CS Payroll is **State Tax Worksheet**.

In Payroll CS	In Accounting CS Payroll
Exclude inactive employees	The Report Designer does not currently allow for filtering by inactive date.
Include TPSP department	<p>To include TPSP checks, select the following filter options in the Payroll tab of the Print Reports screen.</p> <ul style="list-style-type: none"> ▪ Filter by: Status ▪ Method: is in the list ▪ Selected: Printed, Handwritten, Historical, Third Party Sick Pay

In Payroll CS	In Accounting CS Payroll
Optional information (Optional information includes Inactive date, Units, and Daily liabilities.)	<ul style="list-style-type: none"> By default, the report does not include inactive dates. Use the Report Designer to add a new column for the Employee > Employment Information > Inactive Date variable. The Report Designer does not currently include a variable for units. By default, the report does not include daily liabilities. Use the Report Designer to format the detail row to output per distinct pay date rather than per distinct employee.
State selection (Options include All states or a Selected state.)	<p>Select the desired state using the State filter in the Payroll Taxes tab of the Print Reports screen for this report.</p> <p>Note: You could use the Tax Agent ID or Tax Agent Name filter instead.</p>

SUTA Worksheet

The comparable report in Accounting CS Payroll is **State Employer Tax Worksheet**.

In Payroll CS	In Accounting CS
Include non-taxable wages as exempt	By default, the report calculates excess wages (gross taxable wages minus taxable wages), so exempt wages are not applicable.
Exclude employees with no wages	By default, the report does not include employees with no wages.
Optional information (Optional information includes Inactive date and Units.)	<ul style="list-style-type: none"> By default, the report does not include inactive dates. Use the Report Designer to add a new column for the Employee > Employment Information > Inactive Date variable. The Report Designer does not currently include a variable for units.

Unprinted Checks Report

The comparable report in Accounting CS Payroll is **Unprinted Payroll Checks**.

In Payroll CS	In Accounting CS Payroll
Do no print zero departments	Use the Report Designer to create a conditional expression in the report that prints the work location and department rows only if there is data in row 6.

In Payroll CS	In Accounting CS Payroll
Departmental report	<p>By default, the report groups information by primary work location and department.</p> <p>To group by location/department allocation, the comparable report available in the Accounting CS Library is Unprinted Payroll Checks – Grouped by Location and Department Allocation – Landscape or Unprinted Payroll Checks – Grouped by Location and Department Allocation – Portrait. For information on importing this or other reports, see the Help & How-To Center.</p>
Employee totals	<p>By default, the report includes an optional Employee Totals region. To exclude this region, clear the <i>Employee Totals</i> checkbox in the Regions to Include section of the Print Reports screen for this report.</p>
Summary report	<p>Use the Report Designer to make the Main region of the report optional.</p>
<p>Optional information</p> <p>(Optional information includes Rate, Effective rate, Show components, Hours, Pieces, Net accruable benefits, Company expenses, Sales/Units/Periods, Departmental detail, Do not print zero amounts, and Direct deposit.)</p>	<ul style="list-style-type: none"> ▪ By default, the report includes rate information. To remove it, use the Report Designer to delete the rate variable. ▪ To show components, use the Report Designer to add variables for regular, overtime, and double-time hours and amounts from the Payroll > Check > Pay Items variables, and then add a conditional expression to print the row only if data exists for that row. ▪ By default, the report includes total hours only. Use the Report Designer to add applicable Payroll > Check > Pay Items variables. ▪ By default, the report includes sales information. To remove it, clear the <i>Sales</i> checkbox in the Sections to Include section of the Print reports screen for this report. ▪ The Report Designer does not currently include variables for piecework payroll, units, or periods. ▪ By default, the report includes accruable benefit information. To remove it, clear the <i>Accruable Benefits</i> checkbox in the Sections to Include section of the Print Reports screen for this report. ▪ By default, the report includes company expenses. To remove it, clear the <i>Company Totals</i> checkbox in the Regions to Include section of the Print Reports screen for this report. ▪ To exclude items with zero amounts, use the Report Designer to create a conditional expression on the cell that prints a payroll item only if there is an amount to print. ▪ By default, the report includes direct deposit information. To remove it, clear the <i>Direct Deposit Distributions</i> checkbox in the Sections to Include section of the Print Reports screen for this report.

Wage Register

The comparable report in Accounting CS Payroll is **Wage Register**.

In Payroll CS	In Accounting CS Payroll
Checkbook (Checkbook options include All or Primary account.)	Select the desired bank accounts using the <i>Bank Account</i> fields in the Bank Account tab of the Print Reports screen for this report.
Sort order (Sort order options include Employee ID and Employee Name.)	Sort order options available in the Payroll tab of the Print Reports screen for this report include Bank Account Description, Check Number, Client EIN/SSN, Client ID, Client Name, Client Payroll Name, Department, Employee EIN/SSN, Employee First Name, Employee ID, Employee Last Name, Frequency, Location, Pay Date, Period Begin Date, Period End Date, and PSD Code.
Data range (Data range options include Current month, Previous quarter, Current quarter, Current year, Latest check date, Selected ranges, 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter.)	Date options available for this report include Latest check date, Current month, Current quarter, Current year, Prior month, Prior quarter, Prior year, Single, and Range.
Departmental report	By default, the report displays employee totals across location/department. To group by location/department allocation, the comparable report available in the Accounting CS Library is Wage Register – Grouped by Location and Department Allocation . For information on importing this or other reports, see the Help & How-To Center .

In Payroll CS	In Accounting CS Payroll
<p>Report format</p> <p>(Format options include Summary only, Employee detail – Include SS# and Format name Last, First MI, Hours, Amounts, Hours and Amounts, Show components, Pieces, Include TPSP department.)</p>	<ul style="list-style-type: none"> ▪ To include a summary only, use the Report Designer to make the employee detail sections of the report optional. ▪ To include the employee's Social Security number use the Report Designer to add the applicable Payroll > Check > Employee EIN/SSN variable to the report. ▪ The default name format is Last, First MI. Use the Report Designer to select a different Payroll > Check > Employee Full Name variable, if applicable. ▪ By default, the report includes hours and amounts. To remove hours or amounts, use the Report Designer to delete the necessary columns. ▪ By default, the report includes components for regular, overtime, double-time, and accruable benefit hours and amounts. To remove any of the components, use the Report Designer to delete the necessary columns. ▪ The Report Designer does not currently include variables for piecework payroll. ▪ To include TPSP departments, select the following filter options in the Payroll tab of the Print Reports screen for this report. <ul style="list-style-type: none"> ▪ Filter by: Status ▪ Method: is in the list ▪ Selected: Printed, Handwritten, Historical, Third Party Sick Pay

Workers Compensation Report

The comparable report in Accounting CS Payroll is **Workers' Compensation – Condensed** or **Workers' Compensation – Detailed**.

In Payroll CS	In Accounting CS Payroll
Departmental report	<p>By default, the report displays information across location/department.</p> <p>To group by location/department allocation, the comparable report available in the Accounting CS Library is Workers' Compensation – Condensed – Grouped by Location and Department Allocation per State or Workers' Compensation – Detailed – Grouped by Location and Department Allocation per State. For information on importing this or other reports, see the Help & How-To Center.</p>
Exclude indicated deductions	<p>The report excludes deductions based on the Workers' Compensation exclusion setting in Main tab of the Setup > Payroll Items screen.</p>

In Payroll CS	In Accounting CS Payroll
Class (Class selection includes all or one selected class.)	The Report Designer does not currently allow filtering by workers' compensation class.
State (State selection includes all or one selected state.)	The Report Designer does not currently allow filtering by state.
Optional information (Optional information includes Employee ID, Social Security Number, Hours, Show components, Total wages, Excess wages, Taxable wages, and Rate.)	<ul style="list-style-type: none"> ▪ By default, the report includes Employee ID. ▪ By default, the report does not include Social Security Number. Use the Report Designer to add the Payroll > Check > Employee EIN/SSN variable. ▪ By default, the report does not include hours. Use the Report Designer to add applicable Payroll > Check > Workers' Compensation variables to display total subject hours or hours components. ▪ By default, the Workers' Compensation – Detailed report contains Total wages, Excess wages, and Rate. The Workers' Compensation – Condensed report does not contain this additional information.