

PAYROLL REPORTS CROSSWALK 17.0 TO 2013.1

Below is a list of payroll reports from the old software and where to find them in the new software.

Path in Old Software Payroll → Reports	Report Name in Old Software	Path in New Software: Unless otherwise indicated, the below reports follow the path: Payroll → Reports & Statements →	Report Name in New Software
General Payroll Reports →	Appropriation Account Summary	Exact format not available in new software. Suggested reports to review: Accounting → Reports & Statements → Appropriation Reports →	Appropriation Ledger or Appropriation Status Filter Type Payroll Set Options to Include Batch Items
General Payroll Reports → Batch →	Earnings + Credits	Batch Reports –Wages	Batch Wage Earnings and Credits
	Withholdings	Batch Reports - Wages	Batch Withholding Detail Batch Withholding Summary
	Leave	Batch Reports -Wages	Batch Employee Leave
	Employer’s Share	Batch Reports -Wages	Batch Withholding Detail Batch Withholding Summary
	Appropriation Account Balances	Accounting → Reports & Statements → Appropriation Reports →	Appropriation Status Set Filter Type to Payroll Set Option to Include Batch Items
	Detail Wages	Batch Reports -Wages	Batch Wage Detail
	Summary Wages	Batch Reports -Wages	Batch Wage Summary
	Withholding Payments	Batch Reports – Withholdings	Batch Withholding Payment Detail
General Payroll Reports→	Leave	Leave Reports	Leave Detail Leave Summary Report Leave Adjustment

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Path in Old Software Payroll → Reports	Report Name in Old Software	Path in New Software: Unless otherwise indicated, the below reports follow the path: Payroll → Reports & Statements →	Report Name in New Software
General Payroll Reports→	Memo Charges	Accounting → Reports & Statements → Payment Reports	Payroll Posting Detail
General Payroll Reports→ Payee →	Payee Detail	General → Reports & Statements → Vendor/Payee Reports	Vendor/Payee Payment Register Filter by Type: Payroll Withholding
	Payee Information	General → Reports & Statements →Vendors/Payees	Vendor/Payee Detail with Locations Filter by Type: Payroll Withholding
General Payroll Reports→ Payroll Utilities → Adjust →	Current Year Withholdings	Withholding Reports	Withholding Detail Set Filter to Cleared
	Prior Year Withholdings	Withholding Reports	Withholding Cleared Detail
	Reallocate Payments	Payroll payment reallocation not available in current release of New Software	
General Payroll Reports→	Transaction Log	General → Reports & Statements →	Transaction Log
General Payroll Reports → Wages →	Employee Detail Adjustment	Wage Reports	Wage Detail
General Payroll Reports → Wages → Payroll Register →	Detail	Wage Reports	Wage Earning Detail
	Summary	Wage Reports	Wage Earning Summary
General Payroll Reports → Wages →	Summary by Income	This format is not available in new software. Suggested report to review: Wage Reports	Wage Earning Detail or Wage Earning Summary
General Payroll Reports → Wages → Wages and Overtime →	Wages and Overtime - Detailed	Wage Reports	Wages and Overtime Detail

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General Payroll Reports → Wages → Wages and Overtime →	Wages and Overtime - Summary	Wage Reports	Wages and Overtime Summary
General Payroll Reports → Withholding →	Withholding Fund Allocation	Withholding Reports	Withholding Fund Allocation
	Withholding History	Withholding Reports	Withholding History
	Withholding Information Listing	Withholding Reports	Withholding Information Listing
	Withholding Summary by Department	Withholding Payments →	Wage Withholding Summary or Wage Withholding Detail Filter: Status All, Posted or Batch Sorting: Group and subtotal by Department Options: Select items to show Departments: Select Departments
	Withholding Summary by Employee	This format is not available in new software. Suggested reports to review: Withholding Payment Reports → or Batch Reports – Withholdings →	Withholding Payment Detail or Batch Withholding Payment Detail
General Payroll Reports → Withholding → Unpaid →	Withholding Monthly	Withholding Reports	Withholding Summary Set Filter to Unpaid
	Withholding Detail	Withholding Reports	Withholding Detail Set Filter to Unpaid
General Payroll Reports → Withholding → Paid →	Withholding Monthly	Withholding Reports	Withholding Summary Set Filter to Paid

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	Withholding Detail	Withholding Reports	Withholding Detail Set Filter to Paid
General Payroll Reports→ Withholding → Over/Under Payments →	Over Payments	Withholding Reports	Withholding Overpayments
	Refunds	Withholding Reports	Withholding Overpayments
General Payroll Reports→ Withholding →	Payments → Child Support/Garnishments/Misc.	Withholding Payment Reports	Child Support, Garnishment and Misc.
	Payments → Withholding Payments by Withholding ID	Withholding Payment Reports	Withholding Payment by Withholding ID
	Payments → Withholding Payments by Employee	Withholding Payment Reports	Withholding Payment Detail
	Payments → Withholding Payments Detail	Withholding Payment Reports	Withholding Payment Detail
Information & Status Reports → Entity →	Department Listing	General → Reports & Statements	Department Listing
	Earning Information Listing	Entity Reports → Earning Report	Earning Listing
Information & Status Reports→ Employee → Additional Information →	Employee Additional Information	Entity Reports → Additional Information Report	Additional Information Listing

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Information & Status Reports → Employee →	General Information	Employee Reports	Employee General Information
	Information Sheets	Employee Reports	Employee Information Sheets
	Listing	Employee Reports	Employee Listing
	Mailing Labels	Not available in New Software	
	Probation	Employee Reports	Employee Probation
	Revision Due Date	Employee Reports	Employee Revision Due Date
	Skip Deduction	Employee Reports	Employee Skip Withholding
	Information & Status Reports → Tax Reports →	Federal Tax	Tax Reports - Federal
Tax Reports → Ohio State Tax		Tax Reports - Other	Ohio Tax Report
Tax Reports → School Tax		Tax Reports – Other	School Tax Report
Tax Reports → Local Tax		Tax Reports - Other	Local Tax Report
Tax Reports → 941 Schedule B		Tax Reports – Federal	941 Schedule B Report
Information & Status Reports → Monthly Reports → OPERS →	OPERS-G Gov't OPERS-L Law Enforcement	External Forms	OPERS Contributions
	OPERS Non-Contributing	External Forms	OPERS Non-Contributing
	OPERS Remittance Advice	External Forms	OPERS Remittance

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Information & Status Reports → Monthly Reports → OP&FPF →	OP&FPF	External Forms	OP&FPF Contributions
	OP&FPF Summary of Payment	External Forms	OP&FPF Remittance
Information & Status Reports → Quarterly Reports →	941	External Forms	941 Federal Quarterly
	Quarterly Reports → EIC	No Longer Necessary after 2012	
	Quarterly Reports → ODJFS → Forms	External Forms	ODJFS Wage Detail
	Quarterly Reports → ODJFS → New Hire	External Forms	ODJFS New Hire
Information & Status Reports → Yearly Reports →	W-2 Report	External Forms	Will be available for 2013 wages
	Print W-2 and W-3 Forms	External Forms	W-2 and W-3 Forms Will be available for 2013 wages
	944	External Forms	944 Federal Annual