#### Print

# Employee Management - History Payslip - Print History payslips

## **Summary**

Print History payslips on Sage 300 People

### **Description**

Printing a History Payslip for one employees

#### Resolution

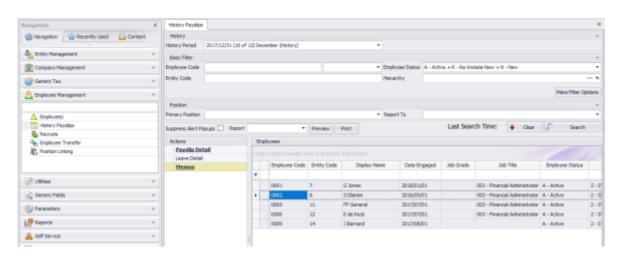
Expand Employee Management
Double-click History Payslips

Select **History Period** for the relevant Company Rule

Click Search

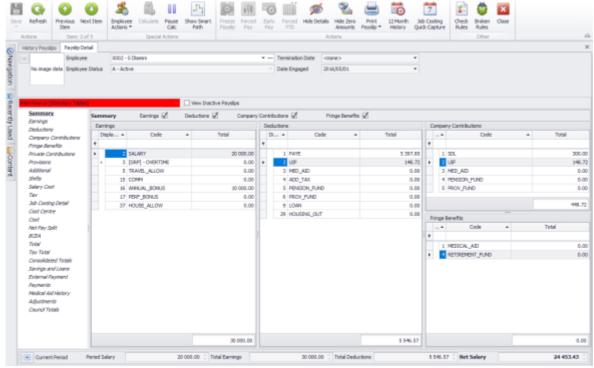
Click on the employee

Click Payslip Detail



To print the payslip for the specific employee for the selected period

Click Print Payslip button



Printing a History Payslip all employees

Expand **Reports** 

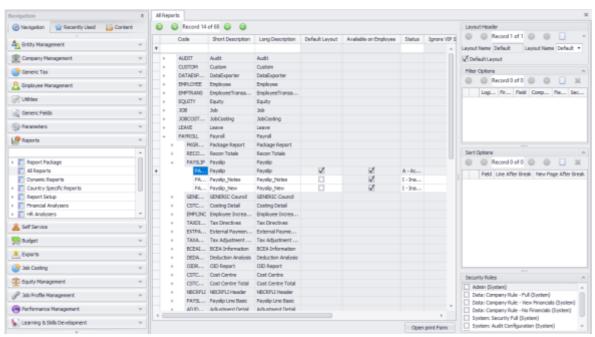
Double-click All Reports

Expand Payroll

Expand Payslip

Select Payslip

Click **Open Print Form** 



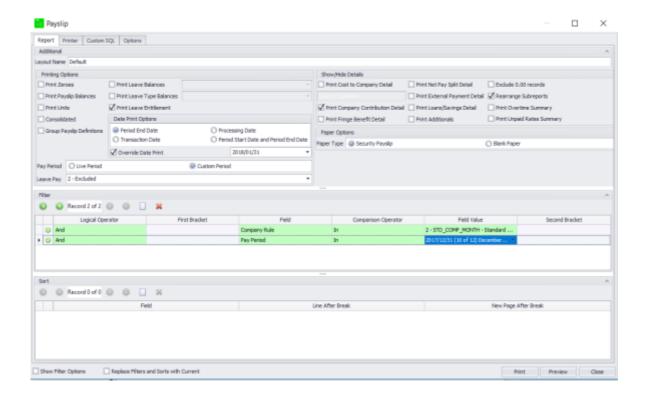
On the Report Selection screen

Click Custom Period

#### Add Filter on the Company Rule if needed

# Add Filter on Pay Period and select the relevant Pay Period for the selected Company Rule

#### Click Preview



# **Solution Properties**

Solution ID 200610124040873

Last Modified Date
Wed Mar 23 14:29:07 UTC 2022

Views

576