How to View a Report in Excel

General Tab -> Report

Employee Transactions and Totals (Excel)

Displays pay code transaction data by employee. Pay codes, their respective time or money amount, and wages are included in the display. Combined pay codes display separately. Format is optimized for Excel export.
Select a report that ends with (Excel). Only reports that are Excel compatible can be opened in Excel.

Change the Show and Time Period if necessary.

*Show – Who?

*Time Period – When?
Click E-mail

Type the name of the recipient(s)

Click Ok.

An excel report will be emailed.