

## Payroll Batch History

The payroll system maintains a history of all payroll batch runs performed. This list can be viewed and printed.

In some circumstances a particular batch may be reversed.

Batch runs stored are:

- ◆ Close Payroll Run (Finalised Payroll)
- ◆ Reverse Employee (Rollback)
- ◆ Close payroll Year

### Accessing Payroll Batch History

Payroll Batch History is accessed via the payroll Administration menu

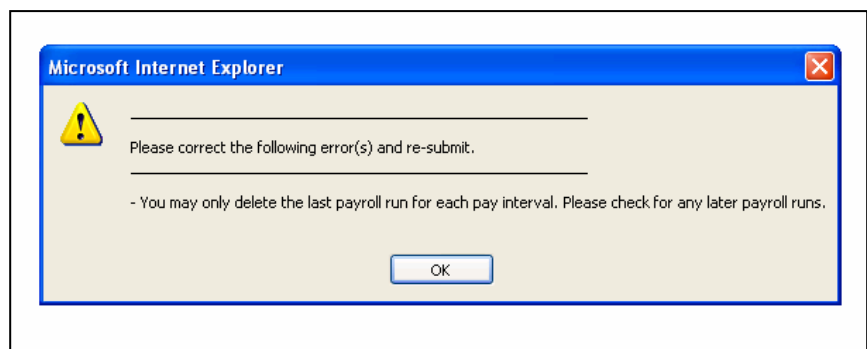
**PAYROLL → ADMINISTRATION → PAYROLL BATCH HISTORY**

A screen is presented showing the batch runs.

- ◆ The display can be filtered by **batch run type**. Select from the dropdown list.
- ◆ Specify a date range by entering a **From date** and a **To date**.
- ◆ **Go** will redraw the report.

Batch Run Type	From Date	To Date				
All	01/05/2004	30/04/2005	Go			
Close Payroll Run						
Close Payroll Year						
Reverse Employee						
	Pay Interval	As At Date	Run At	Run By		
Close Payroll Run	Regular Weekly	09/04/2004	11:48:59 on 02/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	16/04/2004	12:12:56 on 02/07/2004	paul	DEL	
Close Payroll Run	Regular Monthly	31/05/2004	13:34:05 on 02/07/2004	paul	DEL	
Close Payroll Run	Regular Monthly	30/06/2004	17:47:57 on 02/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	23/04/2004	13:01:37 on 04/07/2004	paul	DEL	
Reverse Employee - Taylor, Joe		23/04/2004	13:24:18 on 04/07/2004	paul	🔒	
Close Payroll Run	Regular Weekly	23/04/2004	13:49:44 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	30/04/2004	13:51:19 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	07/05/2004	14:49:29 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	14/05/2004	14:51:53 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	21/05/2004	15:00:37 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	28/05/2004	15:06:34 on 04/07/2004	paul	DEL	
Close Payroll Run	Regular Weekly	04/06/2004	07:20:01 on 05/07/2004	paul	DEL	
Reverse Employee - Taylor, Joe		21/05/2004	09:19:56 on 07/07/2004	paul	🔒	

The last batch in a pay interval series may be deleted by clicking on the **DEL** button. This will totally delete all transactions associated with this payroll run for all employees in the run and reset records to the prior payroll run. Use this facility with discretion. Note that you cannot delete a payroll run which is not the last in the series, a message will confirm if attempted.



A batch cannot be deleted if it has the **🔒** icon showing in the far right column.