## Overview

This QRG is designed to walk users through pulling a report that will show them all payroll journal lines that hit the "suspense account" set up for their cost center. By the end of this QRG, users will be able to run the Payroll Journal Line Details report with the appropriate filters.

NOTE	This Quick Reference Guide assumes that Cost Centers set up the worktags using a unique worktag that identifies it as "suspense." If you do not know which worktags your cost center uses for this purpose, refer to the "Labor Suspense Worktags by Cost Center" report in workday. If your Cost Center did not utilize this function, this guide will not apply to you.

Running the Payroll Journal Line Details Report Procedure

On the Workday **Home** screen:

1. Type **Payroll Journal Line Details Report** in the search field.

2. Select the **Payroll Journal Line Details Report** from the **Search Results**.
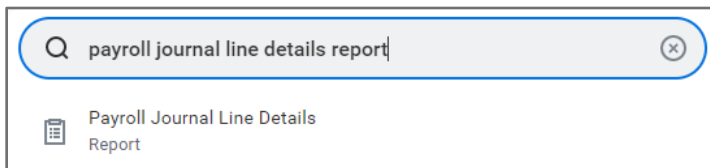
In the **Prompt Window** for the report:

3. Enter the required fields:
   - Company
   - Amount Type: leave as default – "Activity"
   - Ledger: leave as default – "Actuals"
   - Journal Source: leave as default
   - Period
   - Time Period

4. Enter the following worktags in the Worktags field:
   - Cost Center, Employee, etc. – Enter the worktags that will help you narrow the report results
   - (Required) Unique worktag(s) used by the Cost Center for suspense
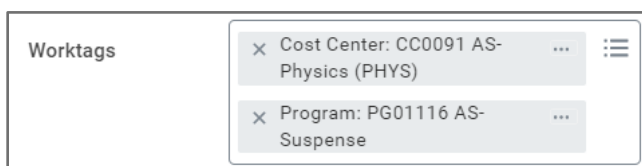
   For example:

5. Click OK

The resulting report will only show you payroll journal lines that hit the worktags associated with Suspense. You can further filter the report, if desired. For example, you may want to filter on a specific employee or by Pay Period.

NOTE	Salaries/Wage and Fringe Benefits show on their own Journal Lines in this report.

You have successfully completed this task.