III.5 Procedure for Running Payroll Deduction Report

The Payroll Deduction Report allows each MAU Development Office to periodically/regularly view gifts from employee donors to their campus projects.

The reports are found within Raiser’s Edge.

Go to “Reports”
Next, choose “Financial Reports” (you can select it in either place):
Go to “Gift Detail & Summary Reports”:

Next, choose the Payroll Deduction Report for your campus. Open the report by double-clicking on it.
Once in the report, change the dates to use to the day of the payroll batch (or, to a particular month, or to whatever your needs are).

Next, choose **Preview**.

![SW Payroll Deduction Report](image_url)
The report should look like the one below. You are most likely going to be able to glean the information you require by browsing the report in preview mode. If you want to print it, just choose the print icon. If you want to export it (to send to someone else via email, to keep as a file on your computer, etc), choose the export icon (looks like an envelope) and then choose the format and path you’d like to export to (print screen not available).