

Paychex Flex Historical Data Extraction

Pulling the report

1. Select live Reports
2. Click on Pay Items Detail Report
3. Select your custom date range at the upper left
4. At the bottom, select “Columns” and select the following
 - a. Check Date
 - b. Full Name
 - c. All fields listed under “Pay Items” (You can leave out pay rates and informational)
 - d. Download Report

Formatting Using Excel Pivot Table

1. Convert Data to a Pivot Table
 - a. Click anywhere in the table and select CTRL + A
 - b. Insert > Pivot Table
 - c. In the pop up, select “New Worksheet” and click “OK”
2. Create the Pivot Table by putting the following items in the categories listed on the right side
 - a. Rows
 - i. Employee Name
 - ii. Period Start Date
 - iii. Period End Date
 - iv. Payroll Check Date

**Note: You may need to remove some items after adding the headings like “years” or “months”. This can be done by clicking the name and dragging it towards the Excel worksheet*

- b. Values
 - i. Payroll Earning Hours
 - ii. Payroll Earning Amount
 - iii. Payroll Tax Amount
 - iv. Payroll Deduction Amount
- c. Columns
 - i. Payroll Earning Description
 - ii. Payroll Tax Category

iii. Payroll Deduction Description

3. Edit Report Design
 - a. Design>Report Layout>Show in Tabular Format
 - b. Design>Report Layout>Repeat All Label Items
 - c. Design>Grand Totals>Off for Rows & Columns
 - d. Design>Subtotals>Don't Show Subtotals
 - e. Pivot Table Analyze>Click "+/- Buttons" to remove filters
4. Create New File
 - a. Copy new workbook with the following shortcuts: CTRL + A, CTRL + C, CTRL + N
 - b. Paste by right clicking in the new workbook and selecting "values and number formatting"
5. Final Formatting
 - a. Rename any necessary columns and drop down column headings
 - b. Delete any columns with 0 values
 - c. Combine any duplicate columns (401k amount and percentages will need to be grouped together)
 - d. Format any dates to mm/dd/yyyy format (may require use of formulas)
6. Save as a CSV