


Printing the Time Sheet Journal Report

The Time Sheet Journal report displays a detailed account of each [unposted time sheet that you entered](#). Use the journal to verify your time sheet entries. Your financial advisor or CPA may recommend that you print and file the time sheet journal as an audit trail.

Employee records display on the journal in the order based on the **Order By** selection in the Enter Time Sheets window. You can select a different order using the **Load All** option in the Enter Time Sheets window.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Payroll Checks** and click **Go** .
3. Click **Enter Time Sheets**.
4. Enter employees in the time sheet. For more information on entering employees in the time sheet, see [Entering Payroll Time Sheets](#).
5. When all employees are entered, click **Print Time**.
6. Click **Preview** or **Print**.

After printing this report and verifying the entries, you can [process and print the Payroll Journal](#).