



Report Blueprints ACCOUNTING

How to Create Popular HR Pyramid
Tax Reports in Report Center



Create Your Favorite HRPyramid Reports in Report Center with Step-by-Step Blueprints

Following the sunset of HRPyramid on June 30, 2023, it's important to us that you have access to the reports you need in Report Center. Our Report Center experts put together a series of do-it-yourself *Report Blueprints* to make it easy for you to create your favorite and most-used HRPyramid reports in Report Center.

In this guide you'll find *Blueprints* for the top Accounting reports in HRPyramid:

- Cash Posting Report
- Check Register by Check Number Report
- Check Register (Open) by Check Number Report
- Check Register (Void) by Check Number Report
- ACH History Report

Find more Report Blueprints in the HRP Sunset section of the Customer Resource Center.

Need help creating these reports? PrismHR Professional Services can do it for you!

Sometimes it's easier (and faster) to let the pros do it for you. Whether you need one report or many—our team of experts is here to help.

Reach out to your Customer Success Manager to learn more about our Report Building options which can be tailored to exactly what you need.



Cash Posting Report

HRP Menu Path: Accounts Receivable > Report > Cash Posting Report

Starting Report in Report Center: AR Cash Posted

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Bank	Bank Code
DepID	Post Deposit ID
DepDate	Deposit Date
Cust Name	Customer Name
Type	Deposit Type
Cash Ref	Deposit Reference
Invoice Number	Invoice Number
Inv Pay Amt	Invoice Payment Amount
Misc GI Acct	Misc GL Account



Aggregations

- Invoice Payment Amount (sum)



Groupings

- None



Filters

- None



Summary Mode

- None

Check Register by Check Number Report

HRP Menu Path: Operations Management > Reports > Accounting Reports > Accounting Check Register Reports > Check Register by Check Number Report

Process ID: CHECK.REGISTER.RPT

To replicate, run the Payroll Check Register report and ensure the default settings of this report match HRP exactly.

Check Register (Open) by Check Number Report

HRP Menu Path: Operations Management > Reports > Accounting Reports > Accounting Check Register Reports > Check Register (Open) by Check Number Report

Starting Report in Report Center: Payroll Check Register

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
HRP Columns	Report Center Columns
Bank ACCT	Bank Account Code
Check Number	Check Number
Check Date	Check Date
Paid To	Payee
Check Amount	Check Amount



Aggregations

- None



Groupings

- None



Filters

- Check Status = Open



Summary Mode

- None



Check Register (Void) by Check Number Report

HRP Menu Path: Operations Management > Reports > Accounting Reports > Accounting Check Register Reports > Check Register by Check Number Report

Starting Report in Report Center: Payroll Check Register

Columns

HRP COLUMNS	REPORT CENTER COLUMNS
Bank Acct	Bank Account Code
Bank Account Code	Check Number
Check Number	Check Date
Check Number	Date Processed
Check Date	Not in Report Center (May Deliverable)
Check Date	EE ID
Void Processed	Payee



Aggregations

- None



Groupings

- None



Filters

- Check Status = Void



Summary Mode

- No

ACH History Report

HRP Menu Path: Operations Management > Report > Accounting Reports > Accounting ACH Reports > ACH History Report

Process ID: B:EXEC.ACH.HISTORY.RPT

Starting Report in Report Center: ACH History Report