The review is stored separately. It does not edit finalized payroll or verify tax/contribution inputs, and source changes invalidate it. Do not assume saved Basic Pay excludes premiums. Missing payroll periods are never inferred. To record an actual payout, use Payroll → 2. Pay & Deductions → 13th-month pay paid this payroll, then review, save and finalize.

Employee Records lets you choose an employee and Year/All Years to view personal details, the attendance summary, contributions and the payroll record. You can then Print Employee Record or Export Record (CSV). Verify the employee before distributing the document. Include only the information the recipient needs, and restrict payroll exports.

Payroll Register is the normal summary. Allowance Summary lists taxable/non-taxable components; Deduction Summary lists recorded deductions; Loan / Advance Balance helps track remaining balances; Department Payroll Cost and Employer Cost Summary help with budgeting. Contributions offers monthly or period output and the remittance ledger. These summaries do not certify payment or statutory eligibility. If a report unexpectedly shows no rows, check the finalization status, employee filter, dates and year before reimporting or creating another payroll.

20. Print, save PDF and export CSV

1. Display the report or payslip and confirm the dates, employee, page content and warning fields.
2. Click Print / Save PDF or the relevant Print button. On a Mac, choose the PDF menu in the system print panel and Save as PDF. On Windows, choose a system PDF printer such as Microsoft Print to PDF, when available.
3. Set a suitable orientation and paper size, and inspect every page. Payslips always print portrait, and wide documents such as the Employee Record print landscape. On Windows, Microsoft Print to PDF follows this. If another PDF printer (for example Adobe PDF) still turns the page sideways, its own default orientation is set to landscape: change it in Windows Settings → Bluetooth & devices → Printers & scanners → (the printer) → Printing preferences → Layout → Portrait, or use Microsoft Print to PDF. Save the file to your payroll folder with the employee, period and report in the filename. A saved PDF is a copy, not a finalized payroll or a government submission.
4. Open the saved PDF and check the final page, totals and small numeric columns. Compact alphalist cells may wrap; keep the CSV for unambiguous numerical reconciliation.
5. For CSV, display the correct report and click Export CSV. Save the file and inspect it in a trusted spreadsheet application. Treat employee identifiers as text so leading zeroes are retained. Text that a spreadsheet would treat as a formula (starting with =, +, - or @) is exported with a leading apostrophe so that it opens as plain text. Do not overwrite the original export when adding spreadsheet formulas.
6. If printing is cancelled, no PDF has been saved. Verify that a file exists and opens before marking a task complete. Avoid printing payroll to a shared, unattended printer.

If text is clipped or missing, keep the preview and report selection, try a suitable orientation/scale and notify the owner. Do not infer a total from truncated digits. Printing cannot fill missing REVIEW fields with legally correct facts.