VCU Reporting Center – Monthly Payroll to Finance Reconciliation Report

1. Go to http://www.vcu.edu/ and click on the myVCU link at the top of the page

2. Log in with your eID and your eID password. Click Login.

3. Click on VCU Reporting Center on the left side under General Resources.

4. Be sure Labor Distribution is in the drop down list under Reports. Click on the Labor Distribution folder and then click on Monthly Payroll to Finance Reconciliation Report.

5. Enter the necessary information in the report criteria window

6. Select the Output Type as either HTML or Excel.

7. Click the Run button on the bottom of the page.

8. To return to the main report menu, click Portal Page in the SAS menu bar, or click your browser’s BACK button until you are at the main menu.