

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.