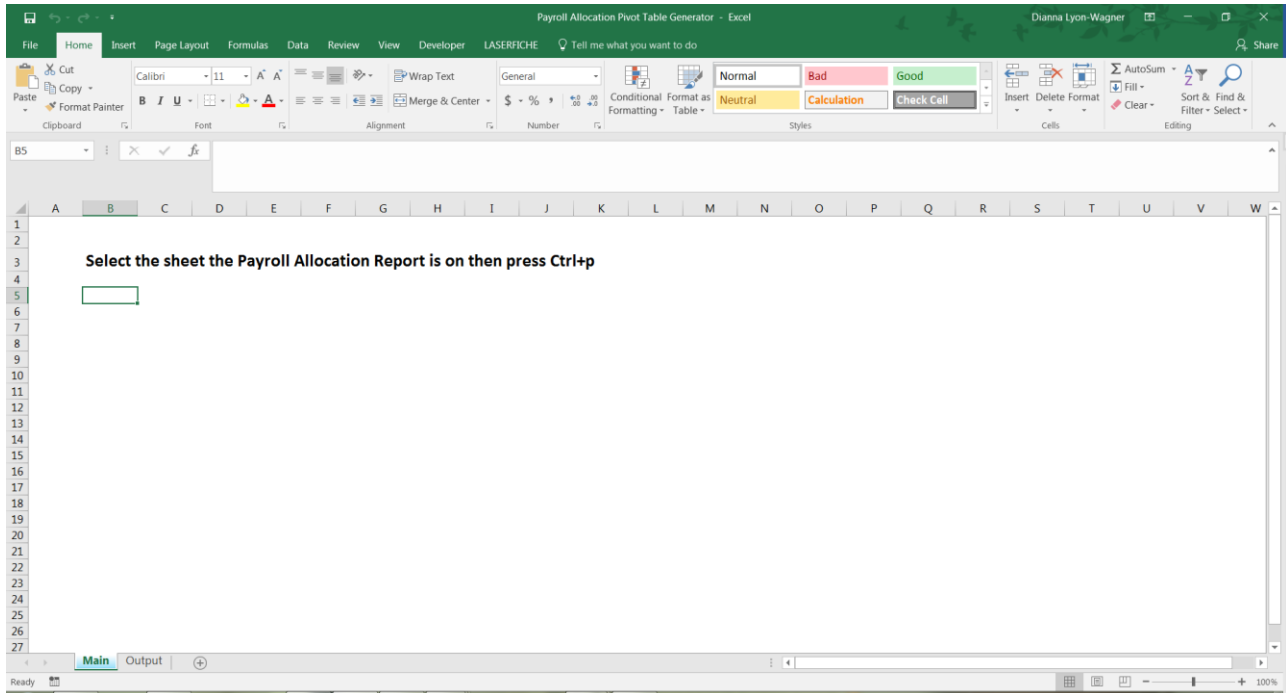

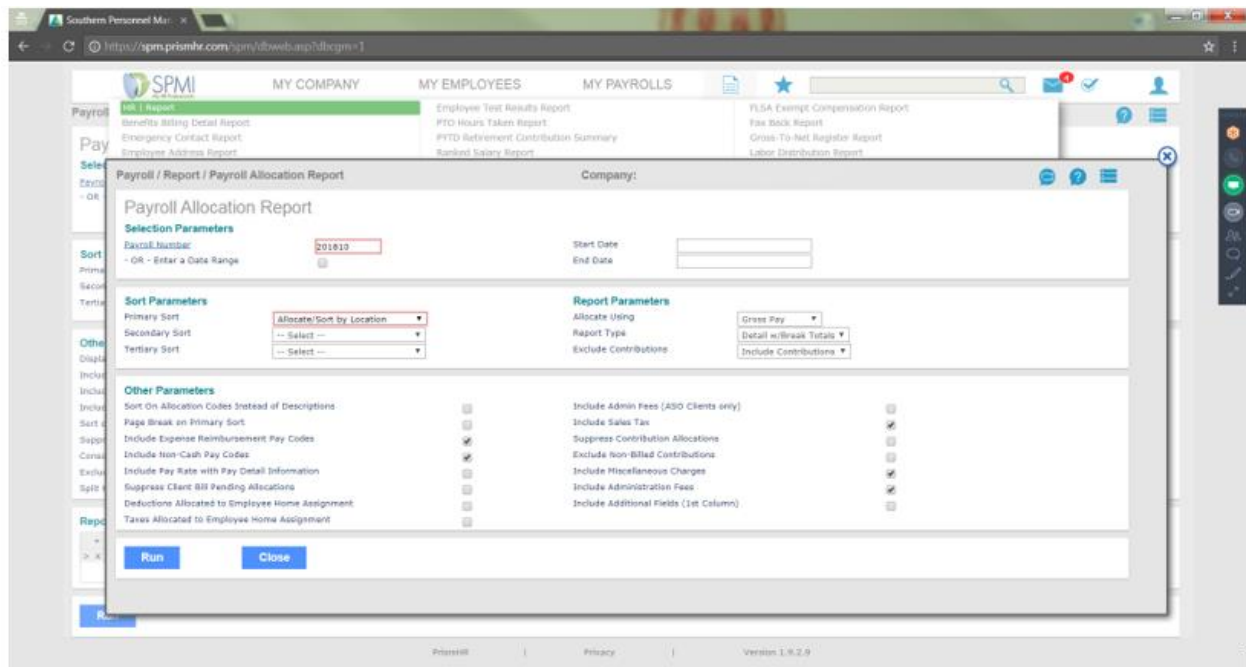


# Payroll Allocation Macro Instructions

1. Open your “Payroll Allocation Pivot Table Generator”

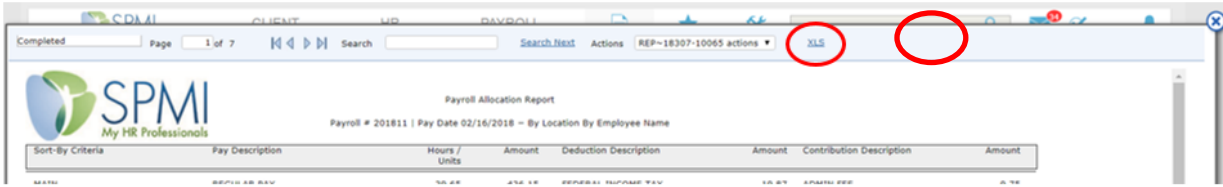


2. Run your “Payroll Allocation Report” under the page icon 
3. Setup parameters based on how you want this report to run. Example:

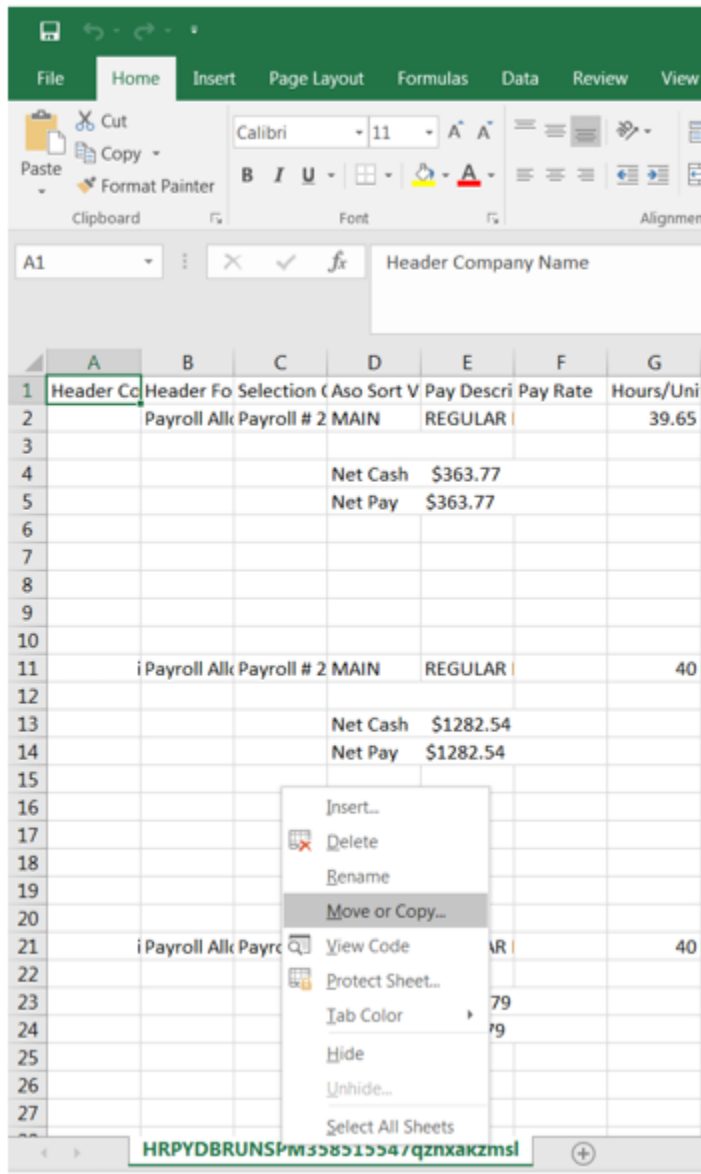


4. Click 'Run' once selected
5. Once download is Completed click the 'XLS' to export the data into Excel.

# Payroll Allocation Macro Instructions

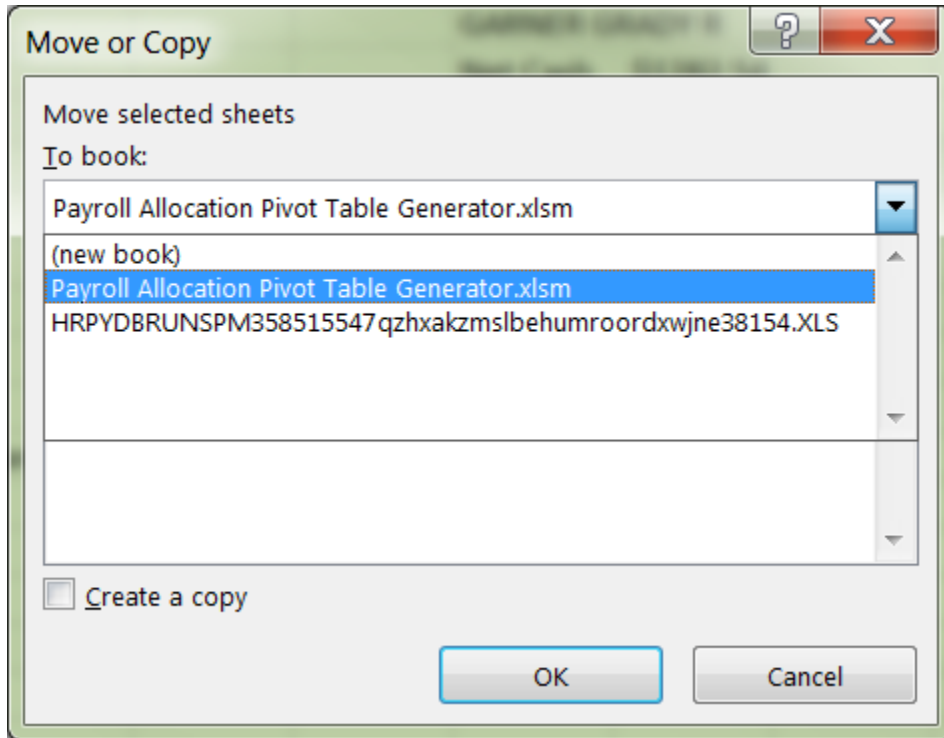


6. Once in Excel you will right click on the tab and select 'Move or Copy'

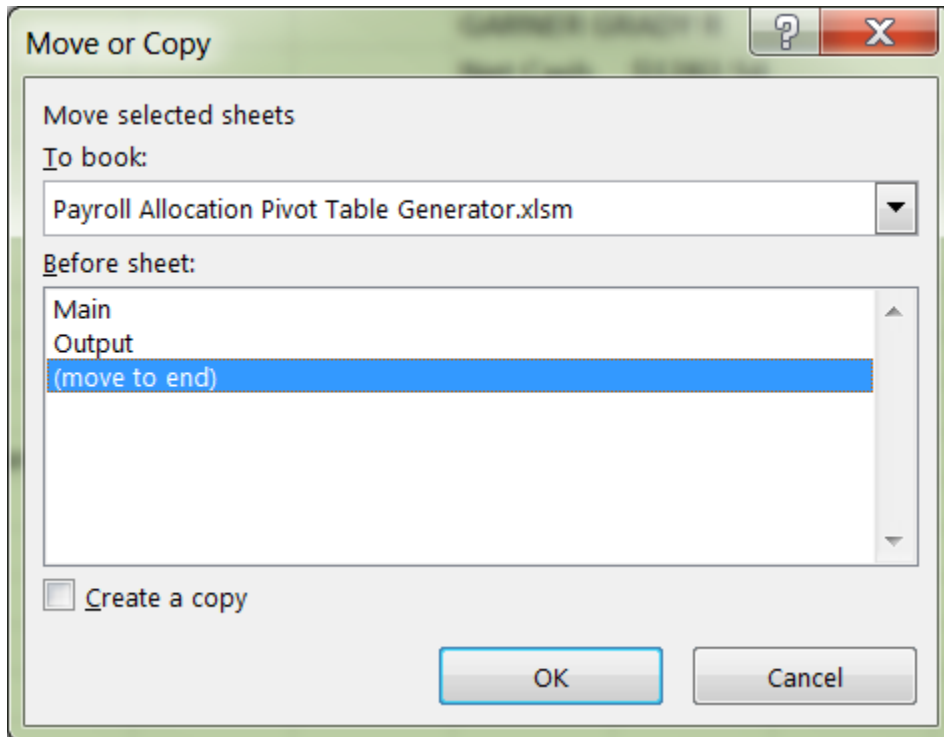


## Payroll Allocation Macro Instructions

7. You will then Move selected sheets 'To book:' dropdown "Payroll Allocation Pivot Table Generator"

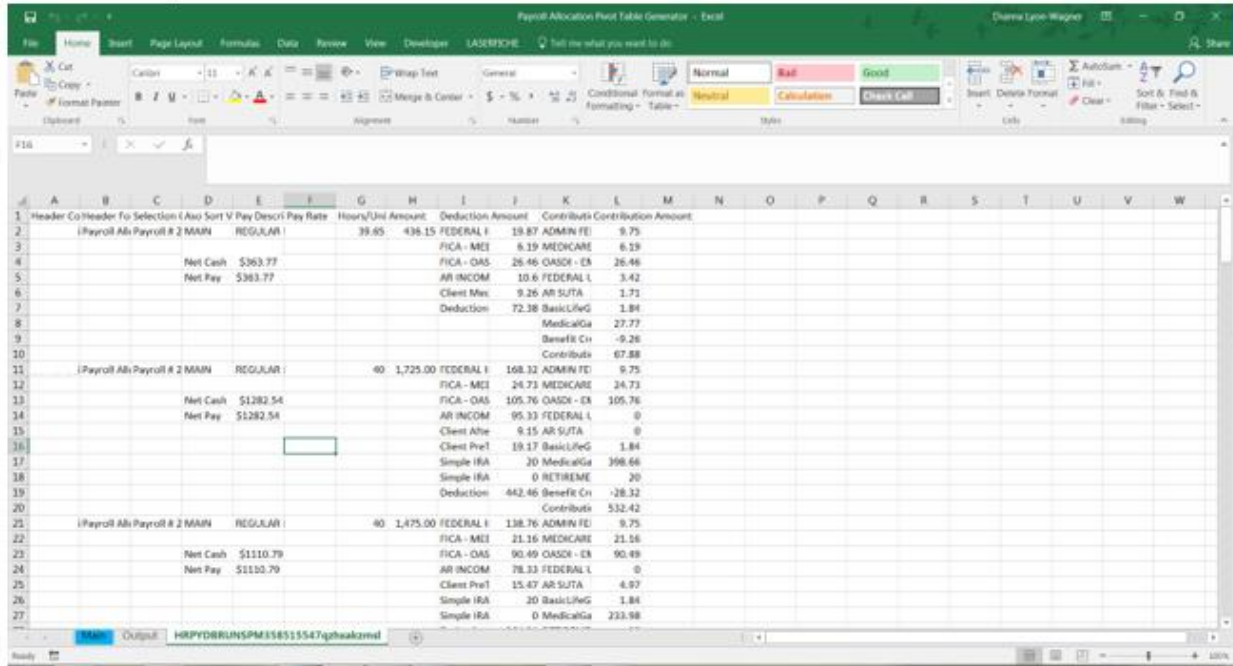


8. And select (move to end) and then 'OK'.

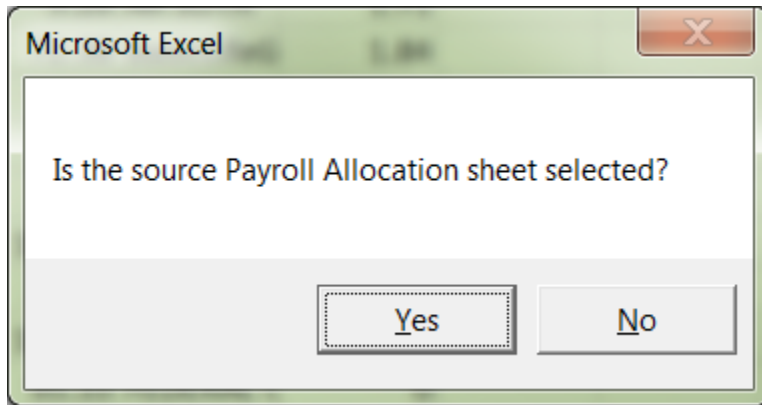


# Payroll Allocation Macro Instructions

- This will move that tab/sheet into the Macro. While on the tab/sheet just moved, click anywhere within that sheet:



- Then click 'Ctrl' and 'P' at same time. Select 'Yes' on pop up below



- This will run the Macro in the background and create your PivotTable and Output

