

1. From the **File List**, click the **Contribution File** you want to print.
NOTE: You can only print a Contribution File with the status of **Processed**.
2. The the **Contribution File** selected will highlight in green.
3. Click the **Print** button at the bottom right hand side of the **File Details Region**.

File Details	
Approved On	20-Aug-2019 15:00:45
Approved By	
Processed On	20-Aug-2019 15:00:52
Processed By	
Pay Cycle	BW07
Pay Period Start Date	22-Sep-2019
Pay Period End Date	05-Oct-2019
Records Sum	133
Contribution Sum	79,574.72
Salary Sum	382,974.15
<hr/>	
Status	Count
Valid	133
<hr/>	
Edit File Headers View Audit Log Print	

4. The **Contribution File Summary** page will appear.
5. Right click on the mouse and click **Print** to print the **Contribution File Summary** page.