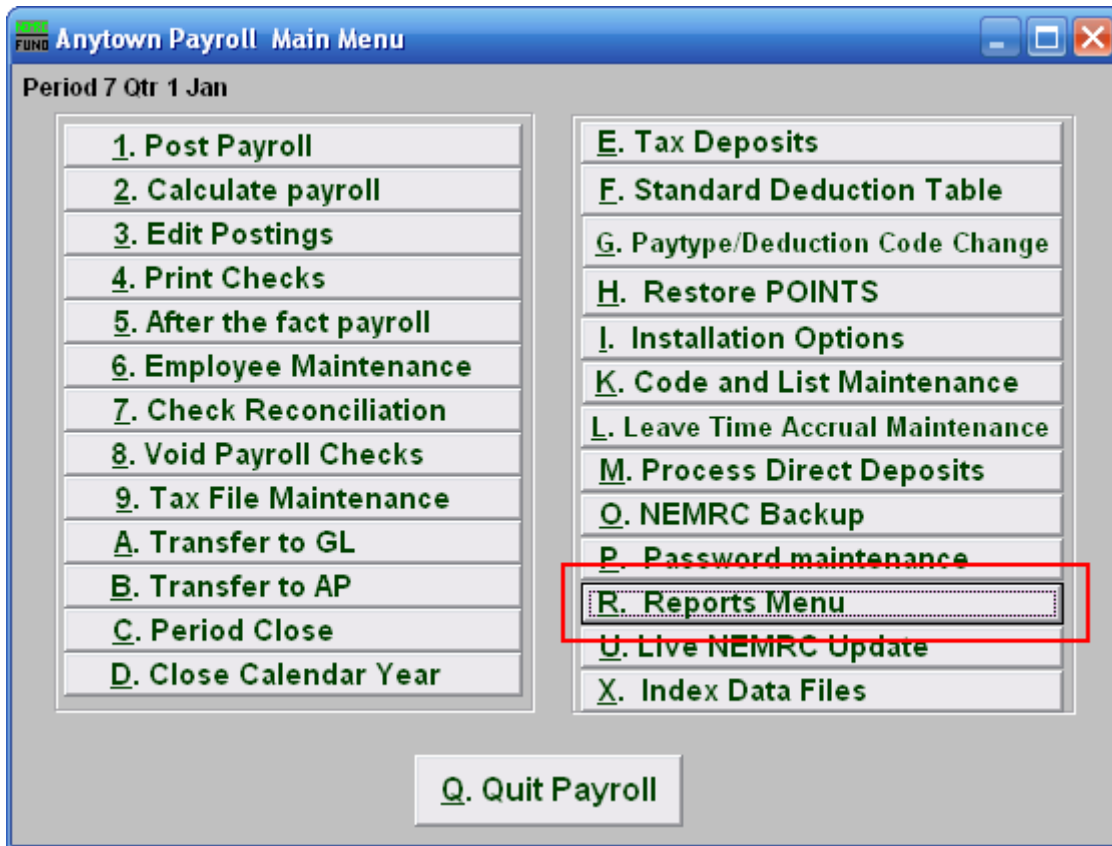


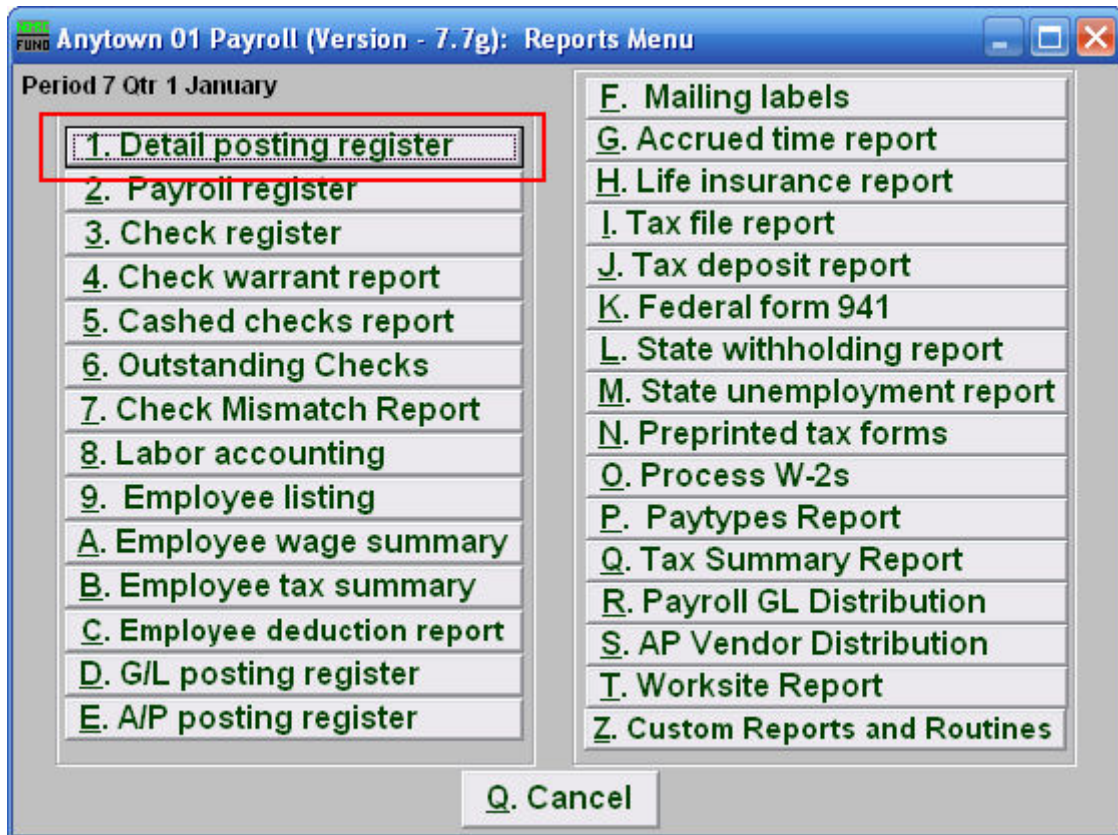
Payroll

R. Reports Menu: 1. Detail Posting Register



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “1. Detail posting register” from the Reports Menu and the following window will appear:

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Detail Posting Register

The screenshot shows a software window titled "Detail Posting Register". It contains various settings for generating a payroll report. Red numbers 1 through 18 are placed next to specific fields and buttons to indicate their functions as described in the accompanying text. The fields include radio buttons for Status, Range, and Order; checkboxes for including taxes, employee details, and G/L accounts; date ranges for Ending and Check Dates; and buttons for Preview, Print, File, and Cancel.

- 1. Status:** The system will default to the status option found in the posting file in the order of occurrence. Calculation is a step in processing Payroll and is run from the Main Menu. It is possible to have posting records of all statuses in the file at the same time.
- 2. Range:** Select the scope of records for reporting.
- 3. Include employer taxes?:** This is only available after calculation. The report can include the expense lines for the employer taxes (this is set as the default option here).
- 4. Employee #:** This option is only available for the “Individual” range. Select the Employee # for the employee you want this report to be for.
- 5. Department:** This option is only available for the “Department” range. Select the Department you want this report to be for.
- 6. Order:** Select the order for this report to print in. **Employee number:** This will report the data by the assigned employee number. **Name:** This will report the data by the employee last name then first name. **Department/Name:** This will report the data by the assigned department number for the employee then last/first name. **Department/EE Number:** This will report the data by the assigned department number for the employee then their assigned employee number.

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- 7. Subtotal after each department?:** When order is set to “Department/Name” or “Department/EE Number,” you may get a sub-total value on the report. Larger organizations use this feature to cross check entries.
- 8. Include employee detail?:** This will report all activity recorded for each employee. The report will provide only sub-totals by department and/or totals when not checked.
- 9. Include G/L accounts?:** The report can show the General Ledger posting accounts for each pay code as an option when employee detail is selected.
- 10. Use Valentines format (More Employees Per Page):** The options reports in a layout with smaller print and more columns so the length of the report can be shorter. It happened to be programmed on Valentines Day and thus the name.
- 11. Ending Dates:** This report can be run using a range of pay period ending dates. Leave these blank to report by check dates.
- 12. Check Dates:** This report can be run using a range of check dates. Leave these blank to report by pay period ending dates.
- 13. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 14. Preview Compressed:** Click this button to preview what the report will look like if you choose “Print Compressed.”
- 15. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 16. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 17. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 18. Cancel:** Click “Cancel” to cancel and return to the previous screen.