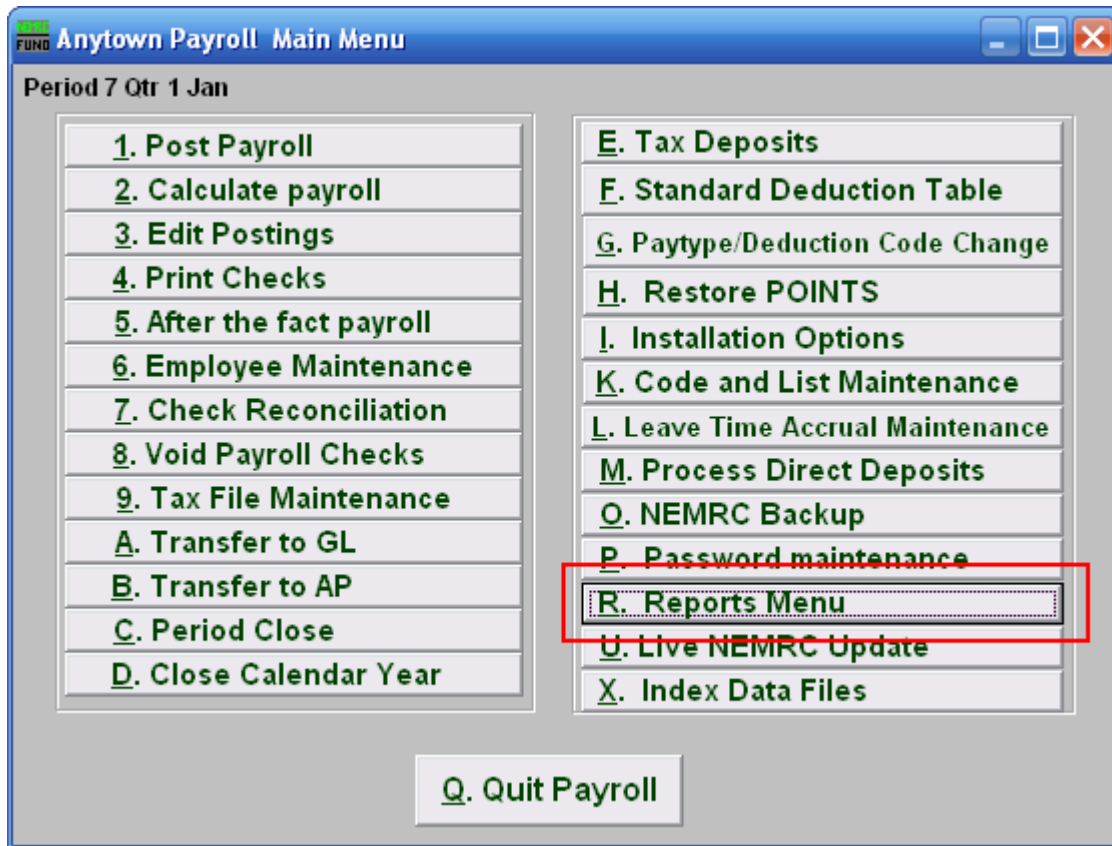


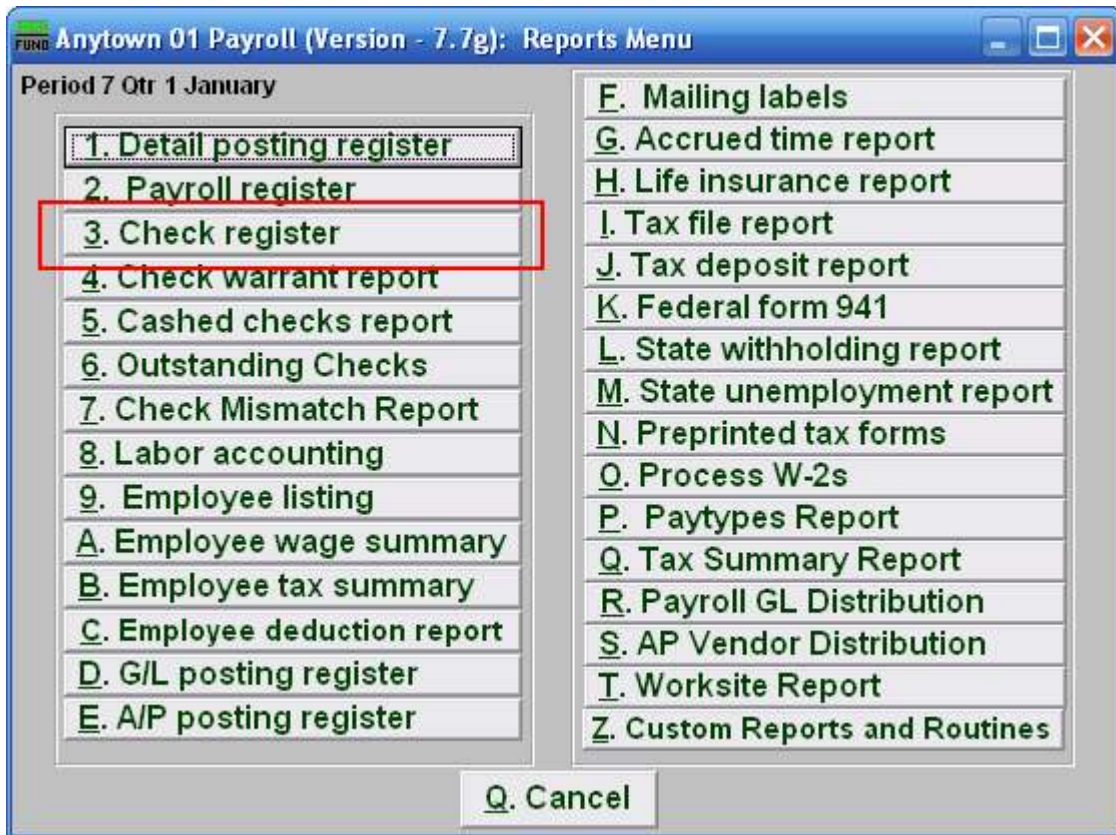
Payroll

R. Reports Menu: 3. Check Register



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

Payroll



Click on “3. Check register” on the Reports Menu and the following window will appear:

Payroll

Check Register

Check Register

Range 1 ☒ Individual 2 ☐ All 3 ☐ Voids Only

Employee # 4 Find

Order 5 ☒ Employee number 6 ☐ Check Number

Check Dates // 6 to // 6

Preview 7 Print 8 File 9 Cancel 10

1. **Individual:** Click on this option to have this report be for one employee.
2. **All:** Click on this option to have this report be for all employees.
3. **Voids Only:** Click on this option to have this report be for voided checks.
4. **Employee #:** This option is only available if you choose “Individual” for the Range. Select the Employee # that you want this to report.
5. **Order: Employee number:** This option is only available for “All” or “Voids Only” ranges. Click on the order you want to have the report list the checks by: “Employee Number” to list by the Employee number; “Check Number” to list by the Check Number.
6. **Check Dates:** Enter the beginning and ending date range for the checks to report.
7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
8. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
10. **Cancel:** Click “Cancel” to cancel and return to the previous menu.