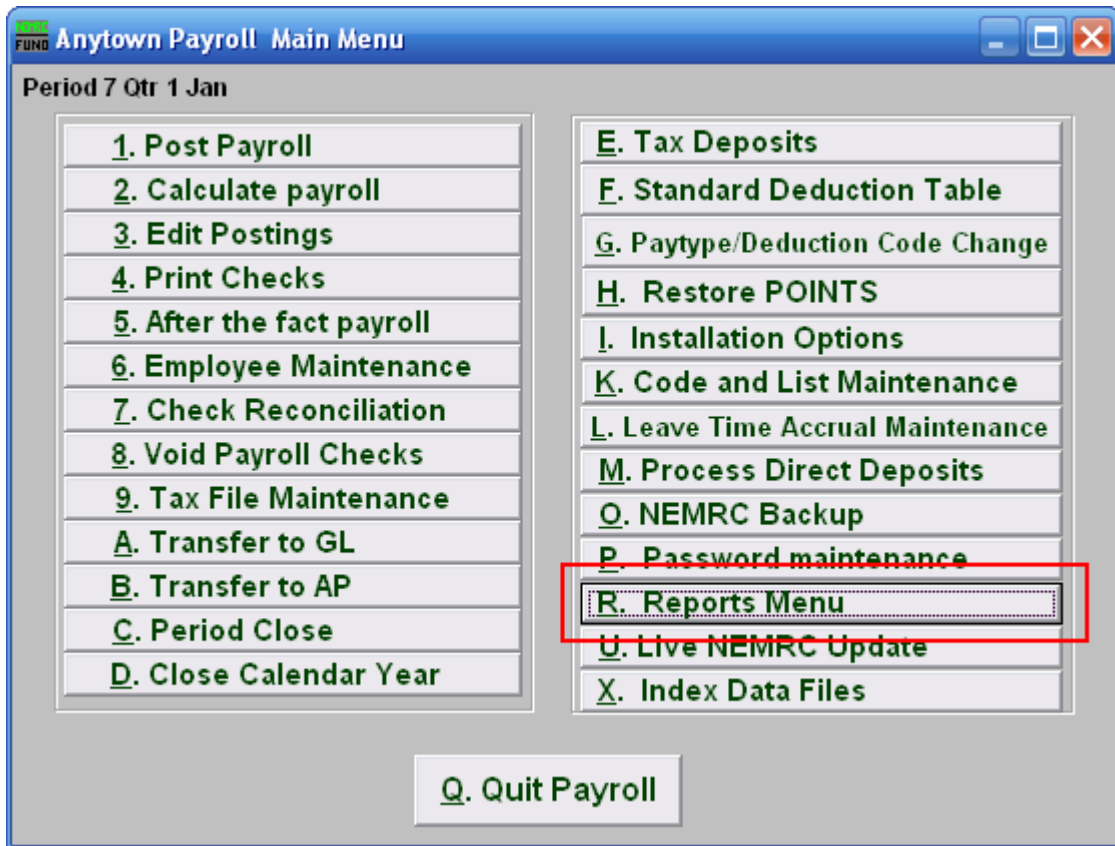


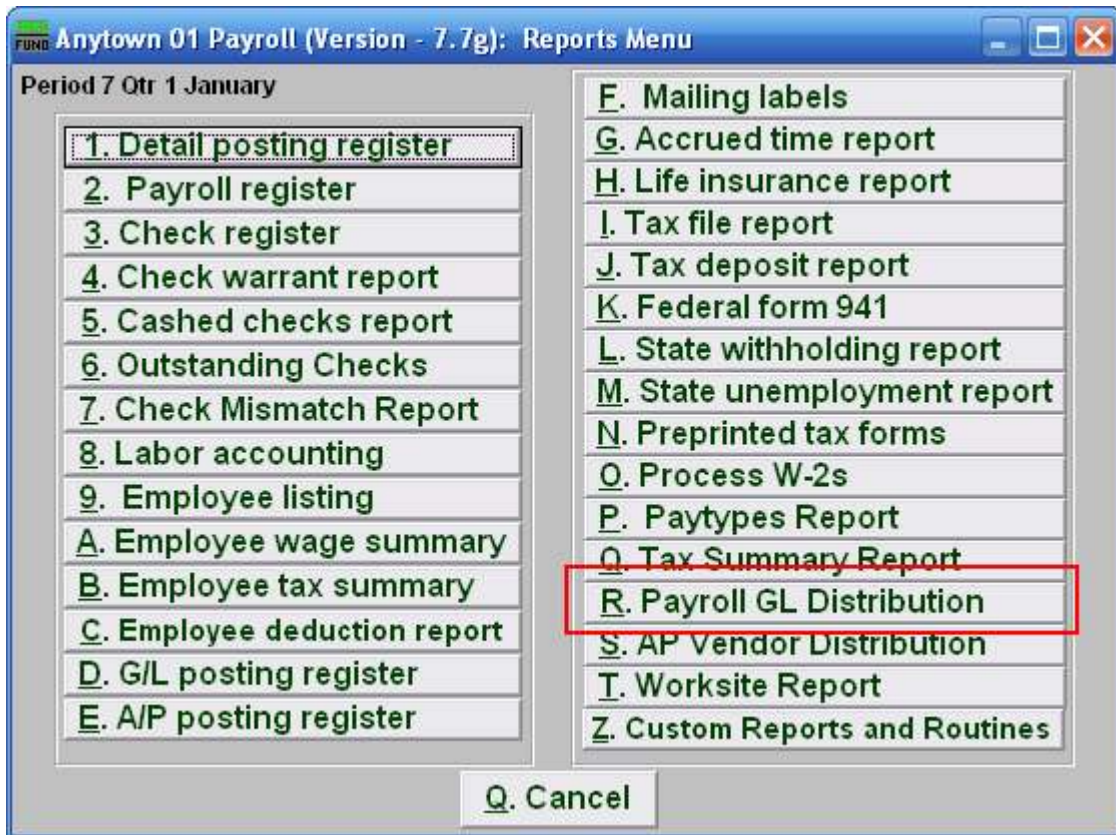
Payroll

R. Reports Menu: R. Payroll GL Distribution



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

Payroll



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

Payroll

Payroll GL Distribution

General Ledger Distribution Report

Status **1** ☐ Current Postings ☒ Paid Postings

Check Dates **2** 10/29/2007 to 11/28/2007

Account » ---. **3** « Find

Selected Accounts

Clear Selection **4**

Employee # **5** Find

☐ Subtotal each account/employee? **6**

7 Preview **8** Print **9** File **10** Cancel

- 1. Status:** Select to report from either current unpaid postings or postings that have been paid.
- 2. Check Dates:** Enter the beginning and ending check issued dates to collect data for reporting.
- 3. Account:** Enter a General Ledger account to collect data for reporting. You can enter up to ten account numbers to report on.
- 4. Selected Accounts:** Click this button to restart entering General Ledger accounts to report on.
- 5. Employee #:** Select the Employee # for the Employee you want this report to be for.
- 6. Subtotal each account/employee?:** Check this box to have the report create sub-totals as defined.
- 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 screen.