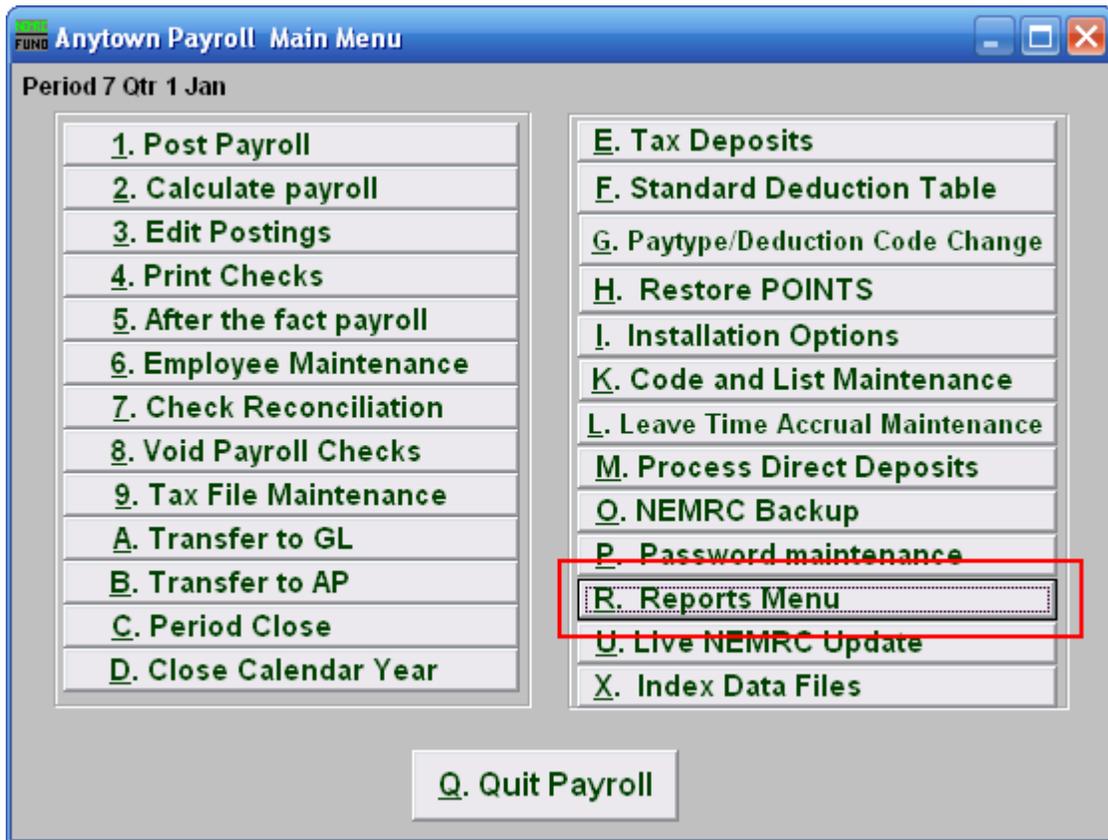


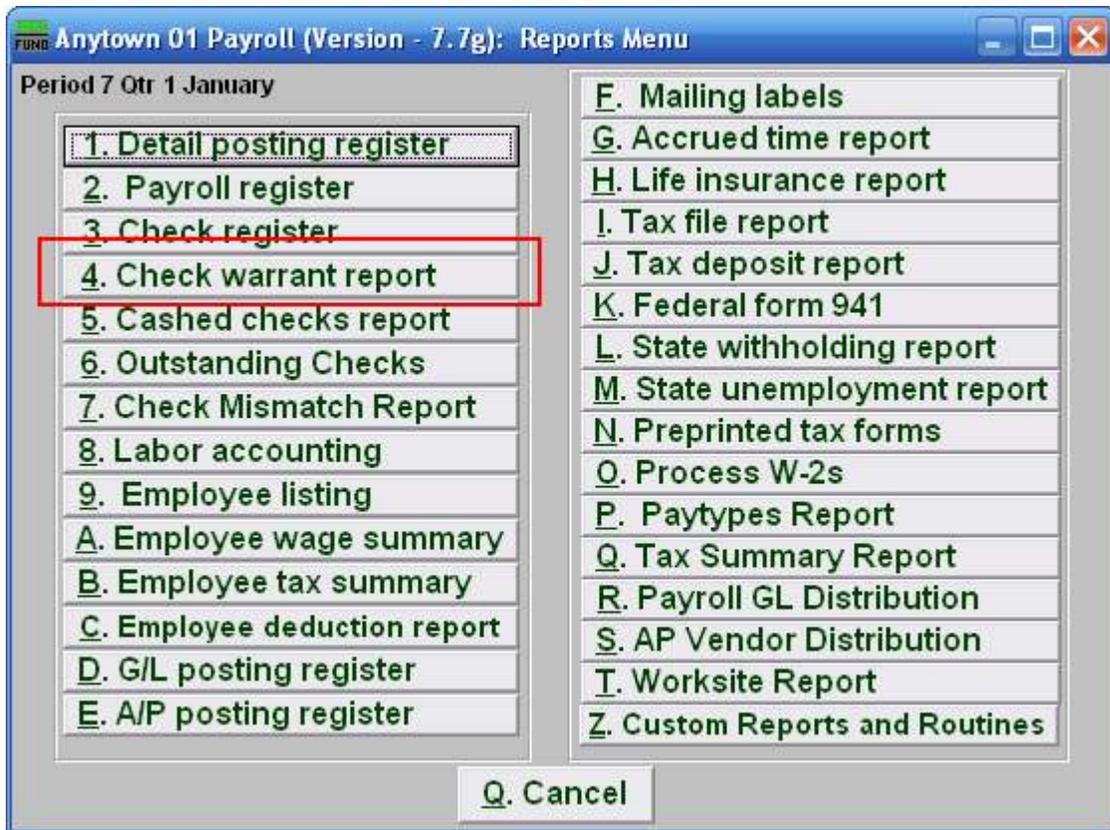
Payroll

R. Reports Menu: 4. Check Warrant Report



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

Payroll



Click on “4. Check Warrant Report” from the Reports Menu and the following window will appear:

Payroll

Check Warrant Report

The screenshot shows a software window titled "FUNO Payroll Warrant". It features several configuration options for generating a payroll warrant report. The "Select By" section has "Ending Date" selected. The "Dates" section shows a range from "06/29/2006" to "06/29/2006". The "Order" section has "Employee number" selected. The "Department" section shows a range from "4" to "4". There are checkboxes for "Group by Department?" (unchecked) and "Edit Authorization Section?" (unchecked). The "Format" section has "Detail" selected. The "Enter Warrant Report Number" field contains the value "8". At the bottom, there are four buttons: "Preview", "Print", "File", and "Cancel".

- 1. Select By:** Determine if your warrant will select checks by the pay period ending dates or check paid date.
- 2. Dates:** Select the beginning and ending date range for collecting data.
- 3. Order: Employee number OR Check Number:** Click to choose whether this report prints in order of Employee number or in order of Check number.
- 4. Department:** Enter the department you wish to begin with in the first field, and the department you wish to end with in the second field.
- 5. Group by Department?:** Check this box if you want the warrant to group and sub-total by the employee department code at the time of check payment.
- 6. Format:** The summary format shows net pay by check and electronic deposit. The detail shows gross pays, deductions, taxes, fringes and net pays for all selected records.
- 7. Edit Authorization Section?:** Check this box if you need to alter the default section of the warrant that is used to collect signatures from the controlling board.
- 8. Enter Warrant Report Number:** This is a user defined value that can be used if your procedures call for a value to be assigned to each payroll warrant.
- 9. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

Payroll

11. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
12. **Cancel:** Click “Cancel” to cancel and return to the previous screen.