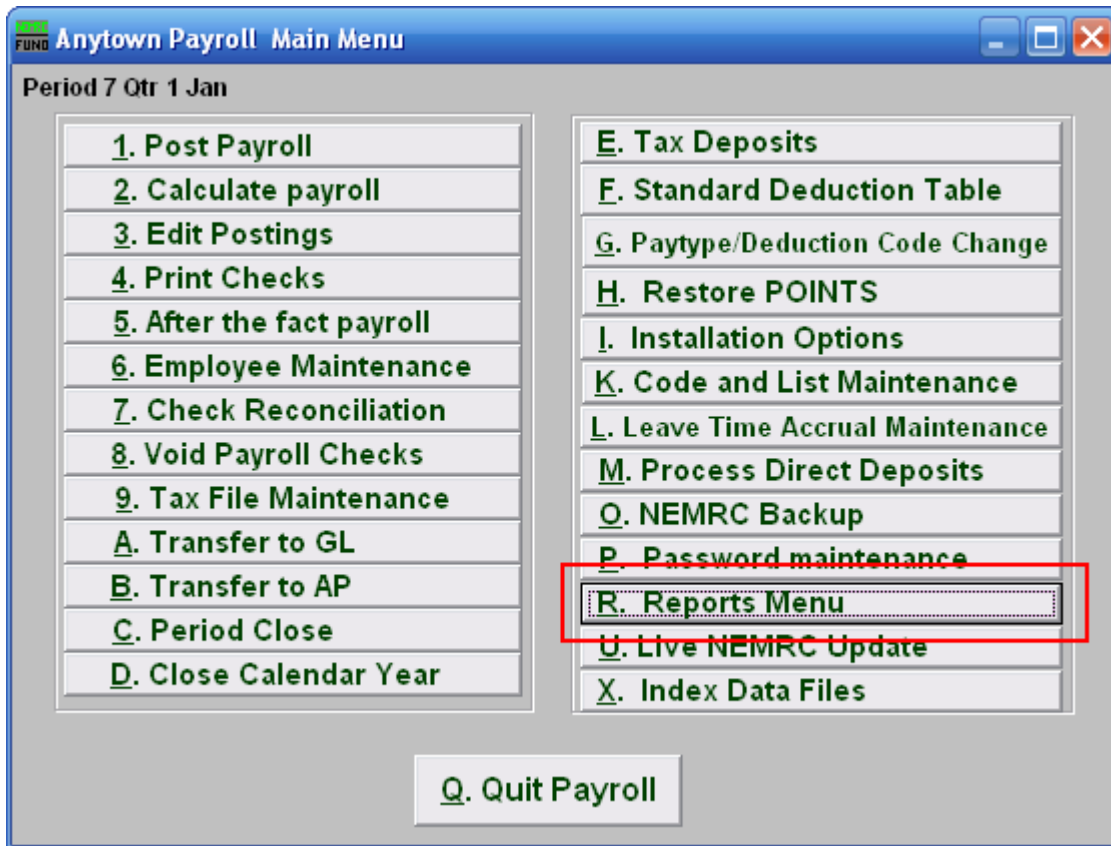


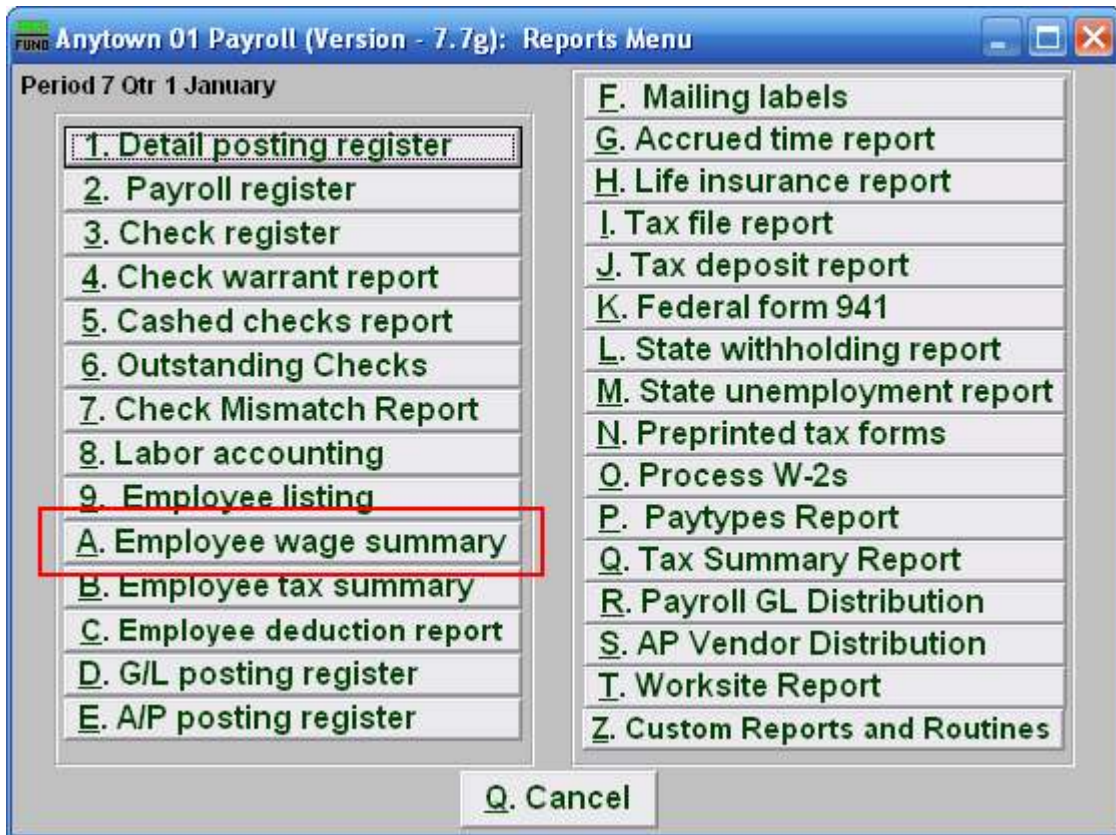
Payroll

R. Reports Menu: A. Employee Wage Summary



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

Payroll



Click on “A. Employee wage summary” on the Reports Menu and the following window will appear:

Payroll

Employee Wage Summary

Wage Summary

Range 1 ☒ Individual 2 ☐ All

Employee # 3

Order 4 ☒ Employee number 4 ☐ Employee Name 4 ☐ Code 4 ☐ Department

Totals Only? 5 ☒ No 5 ☐ Yes

Check Dates 6 10/02/2007 to 6 11/01/2007

7 8 9 10

1. **Range: Individual:** Click on this option to have this report be for an Individual Employee.
2. **Range: All:** Click on this option to have this report be for All Employees.
3. **Employee #:** This option is only available for an “Individual” range. Select the Employee that you want this report to be for.
4. **Order:** This option is only available for the “All” range. Click on the order you want this report to appear in: “Employee number” to have this report order by the Employee number; “Employee Name” to have this report order alphabetically by the Employees’ last names; “Code” to have this report order by Employees’ code value; “Department” to have this report order by Employees’ Department value.
5. **Totals Only?:** This option is only available for the “All” range. A summary report excludes the listing of each employee check issued for the date range provided.
6. **Check Dates:** 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.