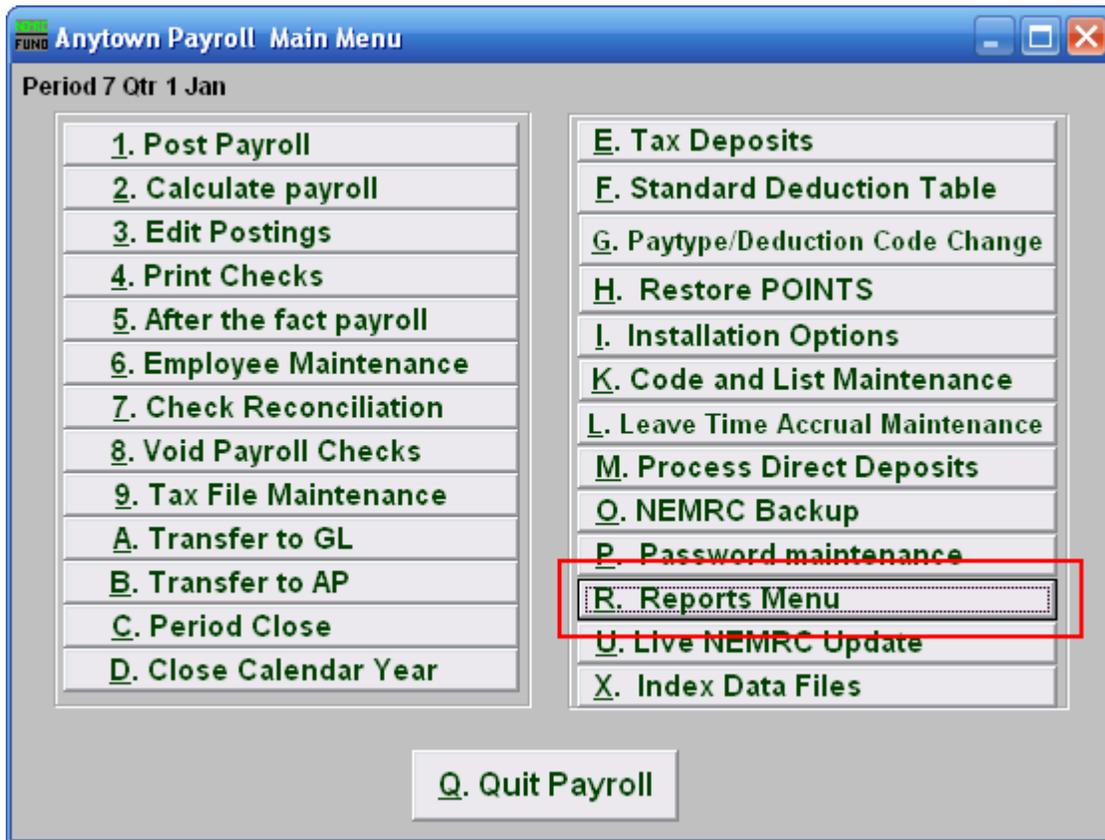


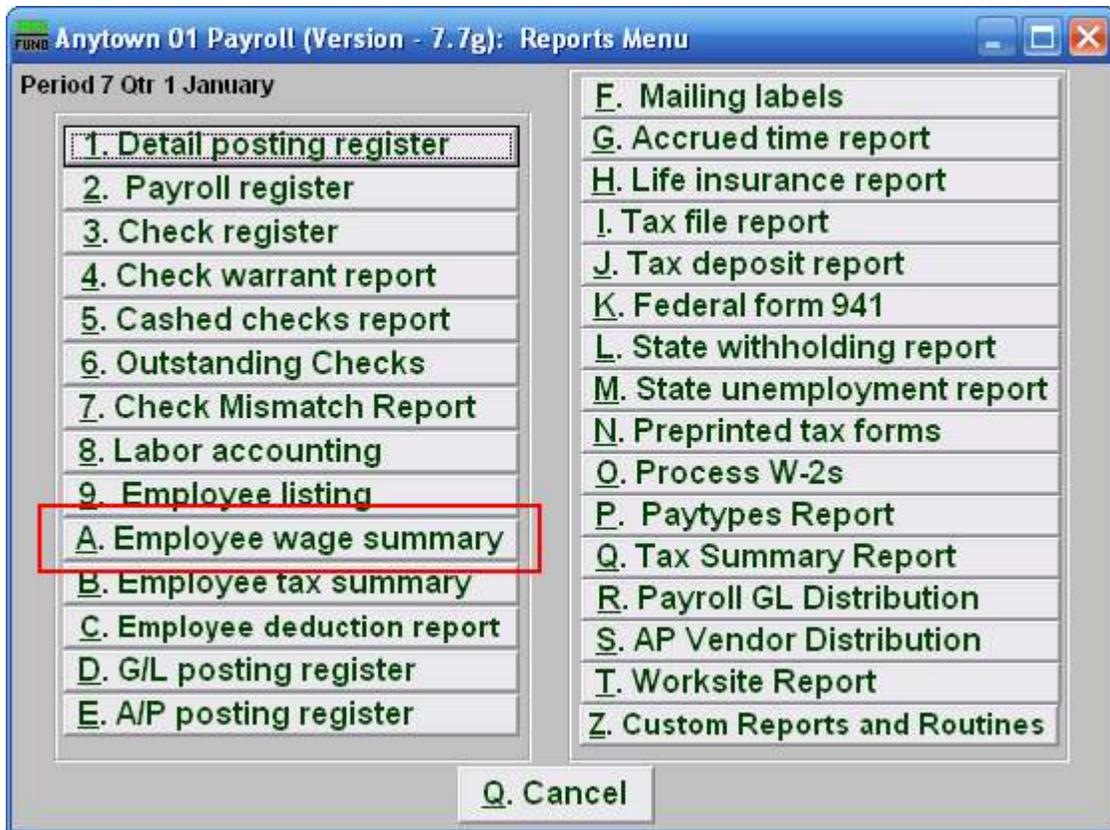
Payroll

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

The screenshot shows a dialog box titled "Wage Summary" with the following fields and controls:

- Range:** Radio buttons for "Individual" (selected) and "All".
- Employee #:** Text box containing "3" and a "Find" button.
- Order:** Radio buttons for "Employee number", "Employee Name", "Code", and "Department".
- Totals Only?:** Radio buttons for "No" (selected) and "Yes".
- Check Dates:** Text boxes for "10/02/2007" and "11/01/2007".
- Buttons:** "Preview", "Print", "File", and "Cancel".

- 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.