

Authority Check Detail Report

Last Modified on 03/15/2018 2:56 pm CDT

Authority Check Detail

Purpose: This report allows you to view the details that went into each check sent to each authority. The report will print off each authority on a separate page so it can be used to be sent into the authority along with the check in case you do not print off the detail with the check during the payroll run. This report is also very useful for going back and seeing how much was withheld from the employees check and from which check it came from in the case where an authority sends payment back to you or is questioning a payment. **This report acts as a check register for authority checks.**

Start Date	<input type="text" value="9/1/2017"/>	End Date	<input type="text" value="3/4/2018"/>
Payroll Run Id	<input type="text"/>	Date Filter	<input type="text" value="Check Date"/>
Authority Name	<input type="text" value="brevard"/>	Authority Check Number	<input type="text"/>

1 of 3 | 100% | Find | Next

Authority Check Detail

High Tech Staffing

Entity Level (Hierd 2)



Authority check detail for authority checks with a Check Date between 9/1/2017 and 3/4/2018.

Authority Name like "brevard%"

Employee	SSN	Case #	Employee Check #	Employee Check Date	Amount
Brevard County					
123 Main Street Ithaca, NY 14850					
High Tech Staffing FEIN: 154645165					
Authority Check Number: 209292		Check Date 10/20/2017			
Carley, Monica	xxx-xx-6132	656565	877769	8/9/2017	\$42.97
Zipper, Jessica	xxx-xx-4882	456456	81541	11/1/2016	\$118.13
Zipper, Jessica	xxx-xx-4882	456456	9698	12/21/2016	\$168.00
Zipper, Jessica	xxx-xx-4882	456456	9761	1/10/2017	\$133.04
Zipper, Jessica	xxx-xx-4882	456456		4/18/2017	(\$133.04)
Zipper, Jessica	xxx-xx-4882	456456		4/18/2017	\$133.04
Zipper, Jessica	xxx-xx-4882	152346545	786089	6/12/2017	\$96.01
Total for check number: 209292					\$558.15
Total for High Tech Staffing					\$558.15
Total for Brevard County					\$558.15

Parameters:

1. Start Date: Starting date of your desired date range.

2. End Date: Ending date of your desired date range.
3. Payroll Run Id: Filters for the payroll run that the authority check was processed in.
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the authority check
 - b. Weekend Bill of the authority check
5. Authority Name: Filters for checks with the specified authority name.
6. Authority Check Number: Filters for a specific authority check number.

Related Articles