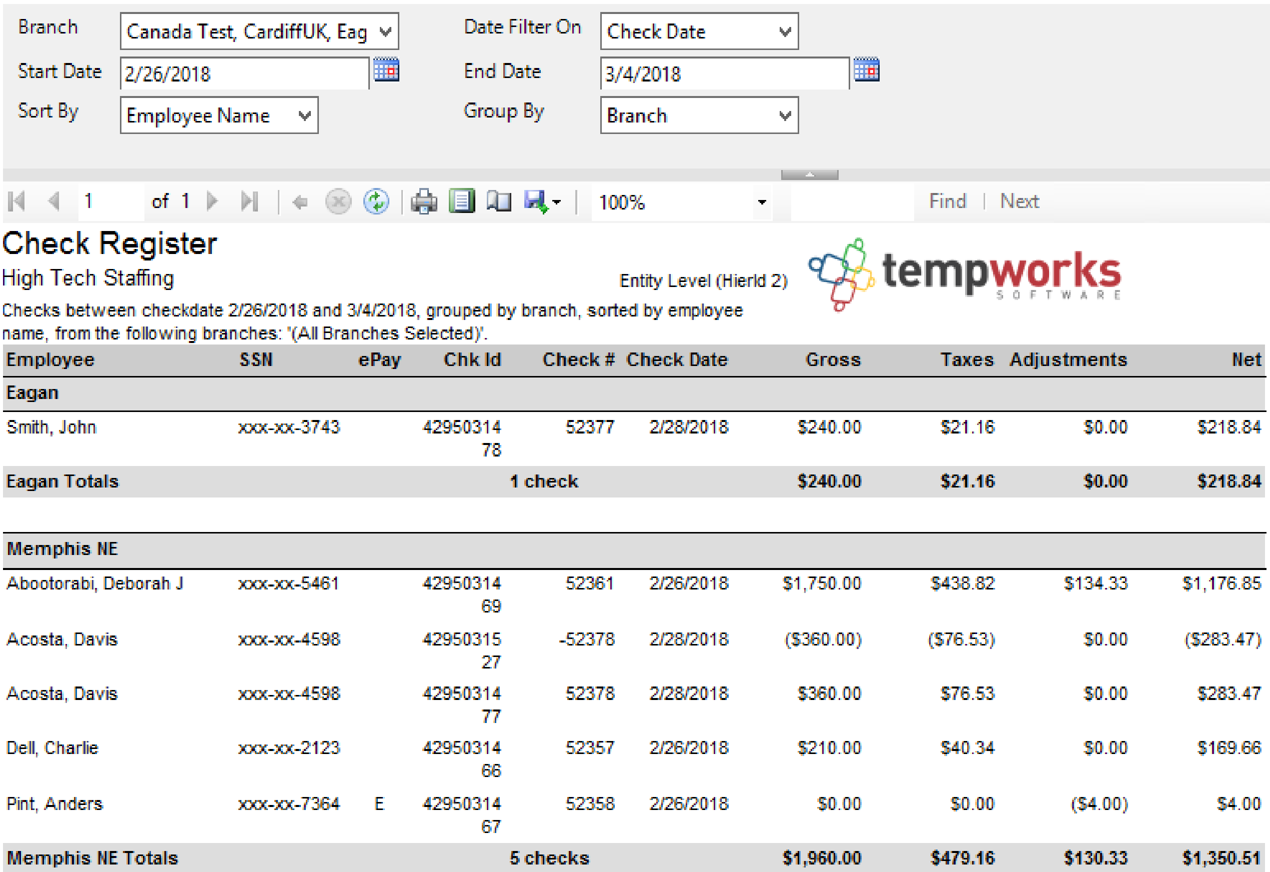
Check Register Report

Last Modified on 11/05/2019 8:04 am CST

Purpose

This allows you to view a list of employees', vendors', and contractors' checks processed in the system. If there is an 'E' in the ePay column, this indicates that this check is flagged to be deposited via direct deposit.



Branch: Canada Test, CardiffUK, Eag
Date Filter On: Check Date
Start Date: 2/26/2018
End Date: 3/4/2018
Sort By: Employee Name
Group By: Branch

1 of 1 — 100% — Find | Next

Check Register

High Tech Staffing

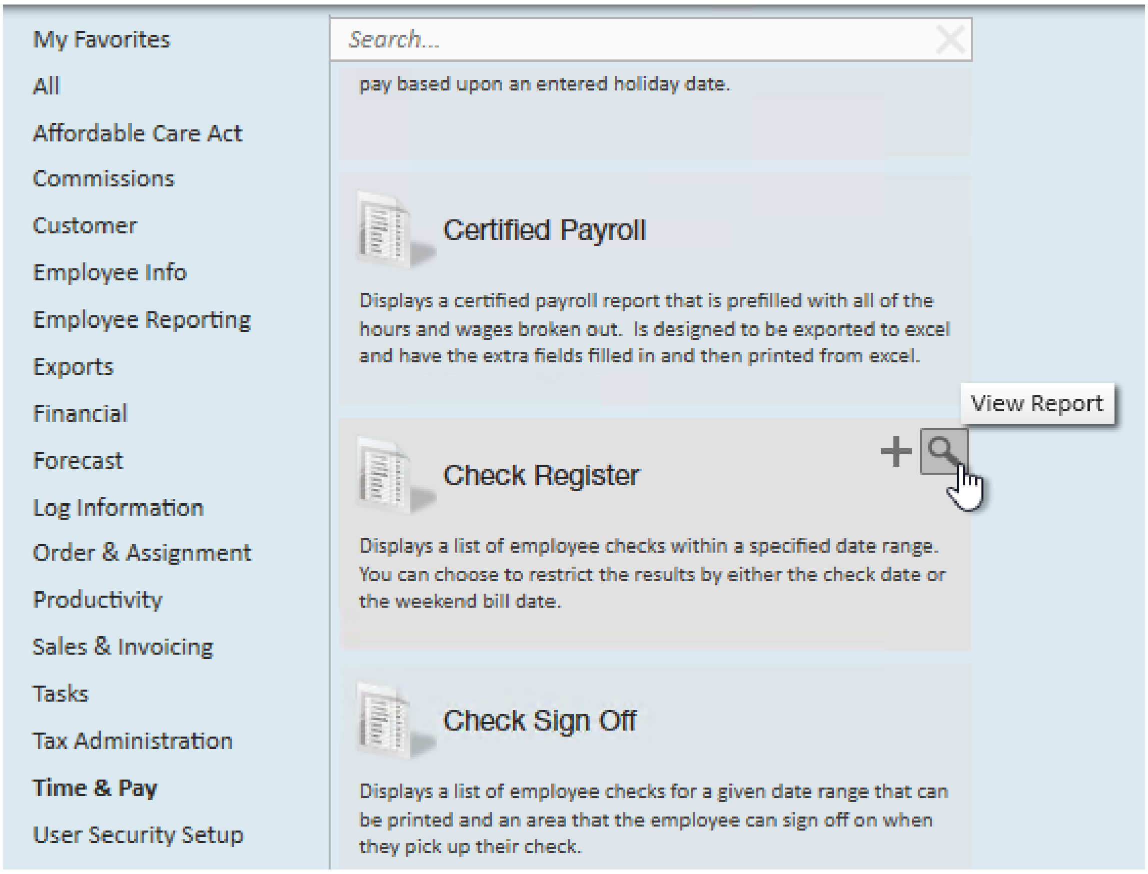
Entity Level (Hierld 2)

Checks between checkdate 2/26/2018 and 3/4/2018, grouped by branch, sorted by employee name, from the following branches: '(All Branches Selected)'.

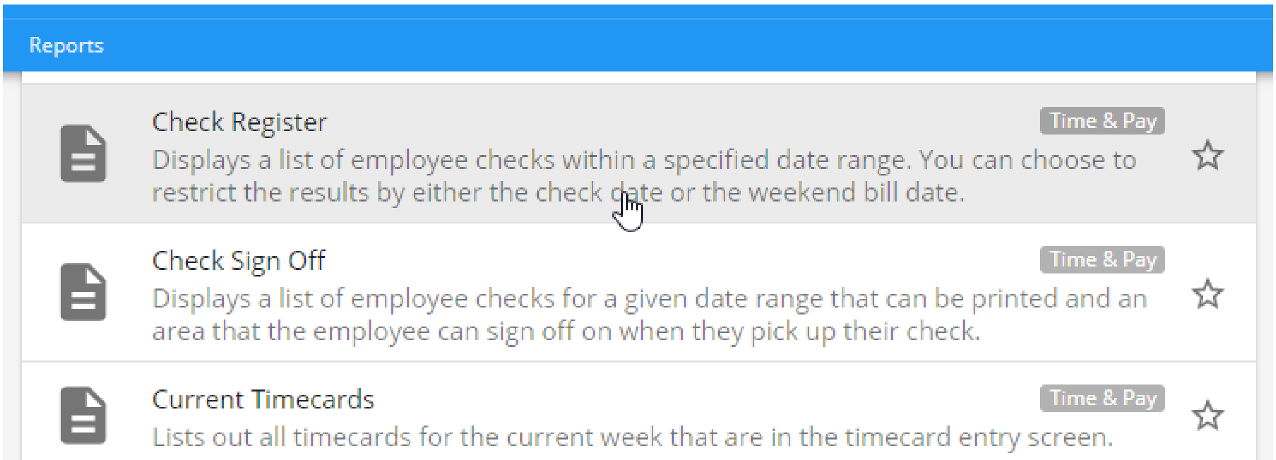
Employee	SSN	ePay	Chk Id	Check #	Check Date	Gross	Taxes	Adjustments	Net
Eagan									
Smith, John	xxx-xx-3743		4295031478	52377	2/28/2018	$240.00	$21.16	$0.00	$218.84
Eagan Totals				**1 check**		**$240.00**	**$21.16**	**$0.00**	**$218.84**
Memphis NE									
Abootorabi, Deborah J	xxx-xx-5461		4295031469	52361	2/26/2018	$1,750.00	$438.82	$134.33	$1,176.85
Acosta, Davis	xxx-xx-4598		4295031527	-52378	2/28/2018	($360.00)	($76.53)	$0.00	($283.47)
Acosta, Davis	xxx-xx-4598		4295031477	52378	2/28/2018	$360.00	$76.53	$0.00	$283.47
Dell, Charlie	xxx-xx-2123		4295031466	52357	2/26/2018	$210.00	$40.34	$0.00	$169.66
Pint, Anders	xxx-xx-7364	E	4295031467	52358	2/26/2018	$0.00	$0.00	($4.00)	$4.00
Memphis NE Totals				**5 checks**		**$1,960.00**	**$479.16**	**$130.33**	**$1,350.51**

Where You Can Run This Report

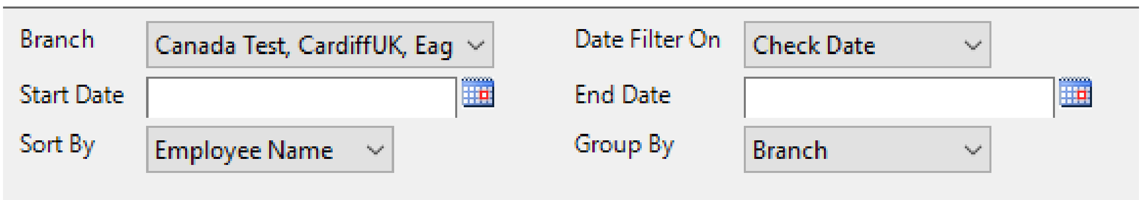
This report can be run in Enterprise under All Options > Reports. Select the Time & Pay category on the left.



You can also run this report in Beyond under the B menu > Reports. Select All Reports and search by the report name or select the Time & Pay report group



Parameters



1. **Branch:** A drop down list of all branches in the user's current hierarchy. It is a multi-value parameter so they can select either all branches, just one specific branch, or any combination of different branches in the list.

> ***Note*** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transaction reports such as the Employee Transaction and Management reports.

2. **Date Filter:** A drop down determining what field your date range filters on.

- Check Date of the check
- Weekend Bill of the check

3. **Start Date:** Starting date of your desired date range

4. **End Date:** Ending date of your desired date range

5. **Sort By:** A list of different fields to sort the data within the specified group. It has the following options:

- Employee Name
- Check ID
- Check Number
- Check Date of the check
- Gross of the check
- Taxes of the check
- Adjustments of the check
- Net of the check

6. **Group By:** A list of different fields to group the data into on the report. It has the following options:

- Branch

- Check Date of the check
- Electronic Pay
- Payroll Run

Related Articles