

Check Register Report

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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 (Hierd 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		42950314 78	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		42950314 69	52361	2/26/2018	\$1,750.00	\$438.82	\$134.33	\$1,176.85
Acosta, Davis	xxx-xx-4598		42950315 27	-52378	2/28/2018	(\$360.00)	(\$76.53)	\$0.00	(\$283.47)
Acosta, Davis	xxx-xx-4598		42950314 77	52378	2/28/2018	\$360.00	\$76.53	\$0.00	\$283.47
Dell, Charlie	xxx-xx-2123		42950314 66	52357	2/26/2018	\$210.00	\$40.34	\$0.00	\$169.66
Pint, Anders	xxx-xx-7364	E	42950314 67	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.

My Favorites

- All
- Affordable Care Act
- Commissions
- Customer
- Employee Info
- Employee Reporting
- Exports
- Financial
- Forecast
- Log Information
- Order & Assignment
- Productivity
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- Tax Administration
- Time & Pay**
- User Security Setup

Search...

pay based upon an entered holiday date.

Certified Payroll
Displays a certified payroll report that is prefilled with all of the hours and wages broken out. Is designed to be exported to excel and have the extra fields filled in and then printed from excel.

Check Register
Displays a list of employee checks within a specified date range. You can choose to restrict the results by either the check date or the weekend bill date.

Check Sign Off
Displays a list of employee checks for a given date range that can be printed and an area that the employee can sign off on when they pick up their check.

View Report

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

Reports

- Check Register** (Time & Pay) ☆
Displays a list of employee checks within a specified date range. You can choose to restrict the results by either the check date or the weekend bill date.
- Check Sign Off** (Time & Pay) ☆
Displays a list of employee checks for a given date range that can be printed and an area that the employee can sign off on when they pick up their check.
- Current Timecards** (Time & Pay) ☆
Lists out all timecards for the current week that are in the timecard entry screen.

Parameters

Branch	Canada Test, CardiffUK, Eag	Date Filter On	Check Date
Start Date		End Date	
Sort By	Employee Name	Group By	Branch

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

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