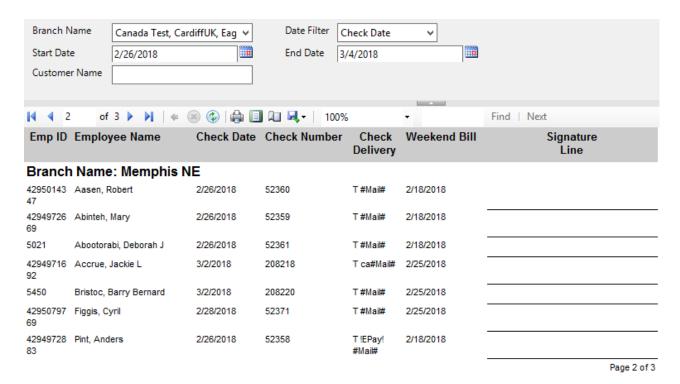
Check Sign Off Report

Last Modified on 03/22/2018 8:46 am CD7

Check Sign Off

Purpose: This report is used for when employees come in and pick up their checks in the branch offices. The report has a page break between each branch.



Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. It is a multivalue 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.

- a. Check Date of the check
- b. 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. Customer Filter: The customer name on the check.

Note Since one check can have multiple timecards/transactions associated with it, the customer on this report that the check is associated to is only one of the possible multiple customers from the timecards.

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