

Check Sign Off Report

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

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.

Branch Name: Date Filter:

Start Date: End Date:

Customer Name:

2 of 3 | 100% | Find | Next

Emp ID	Employee Name	Check Date	Check Number	Check Delivery	Weekend Bill	Signature Line
Branch Name: Memphis NE						
42950143 47	Aasen, Robert	2/26/2018	52360	T #Mail#	2/18/2018	_____
42949726 69	Abinteh, Mary	2/26/2018	52359	T #Mail#	2/18/2018	_____
5021	Abootorabi, Deborah J	2/26/2018	52361	T #Mail#	2/18/2018	_____
42949716 92	Accrue, Jackie L	3/2/2018	208218	T ca#Mail#	2/25/2018	_____
5450	Bristoc, Barry Bernard	3/2/2018	208220	T #Mail#	2/25/2018	_____
42950797 69	Figgis, Cyril	2/28/2018	52371	T #Mail#	2/25/2018	_____
42949728 83	Pint, Anders	2/26/2018	52358	T !EPay! #Mail#	2/18/2018	_____

Page 2 of 3

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.

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.

Related Articles