Employee Accruals Report

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Employee Accruals

Purpose: This report allows you to view all accruals calculated on an employee's check. This is a great report to see the total amount of accruals outstanding for your company.

Parameters:

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

2. End Date: Ending date of your desired date range.

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

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

   a. Check Date

b. Weekend Bill

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

a. Accrual Type

b. Branch

c. Check Date

d. Check Number

e. Employee Name

6. Accrual Type: A drop down list of all accrual types. It is a multi-value parameter so they can select either all accrual type, just one accrual type, or any combination of different accrual types.

7. Employee Filter: Filters on the employee's name.

8. Check ID: Filters for a specific check id.

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