

# Reports for Payroll & Billing

Last Modified on 02/01/2021 11:55 am CST

## Overview

This article will walk through report suggestions for back office payroll and billing related information. For a full list of report options we have available, check out [Full Reports Manual](#).

**\*Note\*** You will need the correct Security Role in Enterprise or Security Group permissions in Beyond in order to view these reports. For more information check out [Reports & Administrators](#).

*This article includes:*

1. Time & Pay Reporting
2. Profit Analysis
3. Tax Reports
4. Invoice Related Reporting
5. Balancing your AR

---

## Time & Pay Reporting

We recommend the following reports to help keep track of time entered and checks processed in your system.

- Throughout the week, pull the Missing Timecard Report to see what timecards we were expecting to pay this week but have no time entered on them yet
- Check out an overview of all your checks with the [Check Register Report](#)
- To balance your ACH file and review your electronic deposits, check out [Direct Deposit Register Report](#)
- Double check all electronic payments have been pulled into your ACH files with the [ACH Verification Report](#)
- Use the [Check Sign Off Report](#) to keep track of which employees have picked up their checks from onsite locations

Branch:  Date Filter On:   
 Start Date:  End Date:   
 Sort By:  Group By:

1 of 1 | 100% | Find | Next

## Check Register

High Tech Staffing

Entity Level (Hierid 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
<b>Eagan</b>									
Smith, John	xxx-xx-3743		42950314 78	52377	2/28/2018	\$240.00	\$21.16	\$0.00	\$218.84
<b>Eagan Totals</b>			<b>1 check</b>			<b>\$240.00</b>	<b>\$21.16</b>	<b>\$0.00</b>	<b>\$218.84</b>
<b>Memphis NE</b>									
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
<b>Memphis NE Totals</b>			<b>5 checks</b>			<b>\$1,960.00</b>	<b>\$479.16</b>	<b>\$130.33</b>	<b>\$1,350.51</b>

## Profit Analysis

Looking to double check your numbers? Looking to see how sales is doing? Check out the following reports to help keep track of your earnings.

- For an overview of the important numbers, check out the [Management Report](#)
- Utilize the [Gross Profit Summary Report](#) & [Gross Profit Detail Report](#) to review your gross profit amounts
- Check out the [Scorecard Report](#) to look at detailed gross profit transactions per sales team or rep
- To see the sales growth over the last 4 weeks, check out the [Sales Analysis Four Week Comparison Report](#)

End Date: 12/19/2017 Branch: Canada Test, CardiffUK, Eag  
 Group By: Branch

1 of 2 100% Find | Next

### Sales Analysis Four Week

High Tech Staffing

Entity Level (Hierd 2)



Sales for weekend bills between 12/19/2017 and 11/21/2017, from the following selected branches: '(All Branches Selected)'.

Customer	12/24/2017			12/17/2017			12/10/2017			12/3/2017		
	Sales	Margin	Hours	Sales	Margin	Hours	Sales	Margin	Hours	Sales	Margin	Hours
<b>Branch: Eagan</b>												
Pete's Pizza and Plumbing							\$3,487.50	-29.07%	209.50			
Shifty Sushi							\$920.00	7.03%	40.00			
<b>Branch: Eagan Totals:</b>		<b>0.00%</b>			<b>0.00%</b>		<b>\$4,407.50</b>	<b>-21.54%</b>	<b>249.50</b>		<b>0.00%</b>	
<b>Branch: Memphis NE</b>												
123 Nursing				\$331.24	43.51%	13.00						
Aardvark Industries Inc	\$800.00	31.64%	32.00									
ABC Manufacturing	\$192.00	28.36%	8.00									
Vandy Enterprises				\$7,499.42	9.93%	217.20				\$6,977.75	20.46%	195.70
<b>Branch: Memphis NE Totals:</b>	<b>\$992.00</b>	<b>31.01%</b>	<b>40.00</b>	<b>\$7,830.66</b>	<b>11.36%</b>	<b>230.20</b>		<b>0.00%</b>		<b>\$6,977.75</b>	<b>20.46%</b>	<b>195.70</b>
<b>Branch: Memphis SE</b>												
123 Nursing	\$0.00	0.00%	(40.00)									
Aloha Cookies							\$1,026.00	31.87%	40.00			
Alpaca Heaven										\$104.00	12.01%	8.00
Alpha Electric	\$616.25	18.82%	25.00	\$11,977.50	8.61%	529.00	\$7,062.00	18.36%	265.00	\$493.00	100.00%	20.00
Beta Electric							\$3,768.96	24.89%	156.00			
Blyss Cosmetics	\$928.00	20.80%	40.00	\$1,484.80	19.90%	64.00	\$1,585.60	29.36%	70.00			
Cook Personnel	\$1,249.60	20.34%	40.00									
Cowles Center Inc.				\$210.00	24.39%	14.00						
ECWTestDiscount	\$281.60	-88.20%	32.00									
Handyman LLC	\$1,020.00	24.04%	34.00									

## Tax Reports

The following reports are all related to keeping tabs on tax amounts throughout the year. Keep in mind, we recommend always running tax reporting by check date.

- Use the [Tax Deposit Report](#) to take a look at an overview of employee and employer paid taxes
- Check out the [Federal Tax Deposit Report & State - Local Tax Deposit](#) for specific tax deposit amounts
- If you live somewhere where sales tax is applicable and have set up sales tax in the system, check out the [Sales Tax Deposit](#)

Start Date: 1/1/2016 End Date: 3/31/2016  
 Employer: High Tech Staffing L Date Filter: Check Date  
 Branch: Canada 2, Canada Te

1 of 1 150% Find | Next

### Federal Tax Deposit

High Tech Staffing

Entity Level (Hierd 2)



Federal taxes withheld from checks with a Check Date between 1/1/2016 and 3/31/2016, from the following selected branches: '(All Branches Selected)'.

Branch Name	EFica	CFica	EMed	EMed Sup	CMed	Fed Inc Tax	Total
<b>High Tech Staffing L FEIN: 021212212 EINC: 0</b>							
CardiffJK	\$24.63	\$24.63	\$5.76	\$0.00	\$5.76	\$44.17	\$104.95
Memphis NE	\$1,432.72	\$1,432.72	\$335.08	\$0.00	\$335.08	\$2,897.13	\$6,432.73
Memphis NW	\$325.69	\$325.69	\$76.18	\$0.00	\$76.18	\$447.30	\$1,251.04
Memphis SE	\$12,089.79	\$12,089.79	\$2,827.54	\$0.00	\$2,827.54	\$22,223.08	\$52,057.74
Memphis SW	\$7,626.41	\$7,626.41	\$22,685.34	\$12,240.00	\$22,685.34	\$617,167.67	\$690,031.17
<b>High Tech Staffing L Total:</b>	<b>\$21,499.24</b>	<b>\$21,499.24</b>	<b>\$25,929.90</b>	<b>\$12,240.00</b>	<b>\$25,929.90</b>	<b>\$642,779.35</b>	<b>\$749,877.63</b>
<b>Report Total:</b>	<b>\$21,499.24</b>	<b>\$21,499.24</b>	<b>\$25,929.90</b>	<b>\$12,240.00</b>	<b>\$25,929.90</b>	<b>\$642,779.35</b>	<b>\$749,877.63</b>

# Invoicing Related Reports

Utilize the following reports to keep track of the invoices being processed in your system.

- Check out the [Invoice Register Report](#) for an overview of the invoices processed
- Use the [Invoice Aging Report](#) to check out invoices that still have a balance or credit

Branch: Canada Test, CardiffUK, Eag | Date Filter: Weekend Bill Date

Start Date: 1/1/2018 | End Date: 1/30/2018

Customer Filter:  | Group By: Customer - Department

---

1 of 2 | 100% | Find | Next

### Invoice Register

High Tech Staffing Entity Level (Hierd 2)

Activity from 1/1/2018 through 1/30/2018 by Weekend Bill Date, grouped by Customer - Department, from the following selected branches: '(All Branches Selected)'.

Invoice Number	Customer	Customer ID	Weekend Bill	Due Date	Amount	Paid	Balance	Past Due	DSO
<b>ABC Broom co - Primary ID: 4295010910</b>									
47887	ABC Broom co	4295010910	1/21/2018	2/14/2018	\$2,540.00	\$0.00	\$2,540.00		4 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$2,540.00</b>	<b>\$0.00</b>	<b>\$2,540.00</b>		
<b>AIG - Primary ID: 4295013327</b>									
47883	AIG	4295013327	1/21/2018	2/3/2018	\$544.00	\$0.00	\$544.00		10 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$544.00</b>	<b>\$0.00</b>	<b>\$544.00</b>		
<b>Alpha Electric - Primary ID: 4295012462</b>									
681	Alpha Electric	4295012462	1/14/2018	3/17/2018	\$1,103.60	\$0.00	\$1,103.60		13 days
<b>Group Totals:</b>			<b>1 invoice</b>		<b>\$1,103.60</b>	<b>\$0.00</b>	<b>\$1,103.60</b>		
<b>Alpha Electric - Shipping ID: 4295012473</b>									
675	Alpha Electric	4295012473	1/14/2018	3/16/2018	\$1,080.00	\$0.00	\$1,080.00		14 days
682	Alpha Electric	4295012473	1/14/2018	3/17/2018	\$1,944.00	\$0.00	\$1,944.00		13 days
<b>Group Totals:</b>			<b>2 invoices</b>		<b>\$3,024.00</b>	<b>\$0.00</b>	<b>\$3,024.00</b>		

# Balancing Your AR

Balancing your accounts receivable can be difficult. Below is an example way to double check your AR balance. Keep in mind that your reports might be customized and work differently than the default example here.

1. Run the [Invoice Aging Report](#) as of 1/31 and take the ending balance

Sabre	1/24/2020	48666	\$8,567.48	\$0.00	\$8,567.48	\$0.00	\$0.00	\$0.00	\$8,567.48	7	
Sabre	1/24/2020	48667	\$2,554.34	\$0.00	\$2,554.34	\$0.00	\$0.00	\$0.00	\$2,554.34	7	
Sharla's Sandals	1/24/2020	48668	\$1,440.18	\$0.00	\$1,440.18	\$0.00	\$0.00	\$0.00	\$1,440.18	7	
Charlie's Canvas	1/31/2020	1563516	\$933.75	\$0.00	\$933.75	\$0.00	\$0.00	\$0.00	\$933.75	0	
Cascades											
<b>Group Totals:</b>			<b>\$766,204.85</b>	<b>(\$1,800.00)</b>	<b>\$66,297.36</b>	<b>\$33,178.00</b>	<b>\$346,776.33</b>	<b>\$321,753.16</b>	<b>\$768,004.85</b>	<b>\$3,320,000.00</b>	<b>288.95</b>
<b>Percentage of Total Balance:</b>					<b>8.63%</b>	<b>4.32%</b>	<b>45.15%</b>	<b>41.89%</b>			

2. Add the total amount from the [Invoice Register Report](#) run for 2/1 - 2/29

Branch	Eagan	Date Filter	Weekend Bill Date
Start Date	2/1/2020	End Date	2/29/2020
Customer Filter		Group By	Branch

  

Invoice Number	Customer	Customer ID	Weekend Bill	Due Date	Amount	Paid	Balance
156354	Sharla's Sandals	4295014752	2/23/2020	3/29/2020	\$10,718.88	\$0.00	\$10,718.88
48673	Welder Association	4295014764	2/2/2020	2/19/2020	\$830.00	\$830.00	\$0.00
1563576	Welder Association	4295014764	2/16/2020	3/5/2020	\$5,060.00	\$0.00	\$5,060.00
1563635	Welder Association	4295014764	2/23/2020	3/13/2020	\$5,018.50	\$0.00	\$5,018.50
<b>Group Totals:</b>			<b>36 invoices</b>		<b>\$56,814.26</b>	<b>\$9,403.95</b>	<b>\$47,440.31</b>
<b>Report Totals</b>			<b>36 invoices</b>		<b>\$56,814.26</b>	<b>\$9,403.95</b>	<b>\$47,440.31</b>

Page 1 of 1  
generated 9/4/2020 10:31:40 AM by TEL

3. Subtract the total amount from the [Invoice Payments Report](#) run 2/1 - 2/29

Branch	Eagan	Date Filter	Payment Date
Action	Adjustment, Clearing, Creat	Reason	(none), Bank Fees, CashInAc
Show	Invoices by Merged Invoice	Group By	Customer
Start Date	2/1/2020	End Date	2/29/2020
Customer Name		Invoice Number	

  

Date	Customer	Customer ID	Invoice Number	Amount	Reason	Type	Balance
2/12/2020	Sharla's Sandals	4295014752	48668	\$1,470.18	(none)	Adjustment	\$30.00
2/20/2020	Sharla's Sandals	4295014752	48668	\$1,470.18	5555	Payment	\$1,410.18
2/12/2020	Sharla's Sandals	4295014752	48668-1	(\$30.00)	(none)	Adjustment	(\$30.00)
2/12/2020	Sharla's Sandals	4295014752	48668-1	(\$30.00)	(none)	Adjustment	(\$30.00)
2/17/2020	Sharla's Sandals	4295014752	zz1234	\$0.00	1324	CashInAdvance	\$800.00
2/25/2020	Sharla's Sandals	4295014752	ZZ1234	\$0.00	13453	(none)	\$2,000.00
2/25/2020	Sharla's Sandals	4295014752	ZZ1234	\$0.00	ZeroBalAdj	Adjustment	(\$800.00)
<b>Sharla's Sandals Totals:</b>		<b>19 payments</b>					<b>\$5,800.00</b>
<b>Eagan Totals:</b>		<b>39 payments</b>					<b>\$21,383.75</b>
<b>Report Totals</b>		<b>39 payments</b>					<b>\$21,383.75</b>

4. This number should match the final balance on the [Invoice Aging Report](#) as of 2/29

## Related Articles