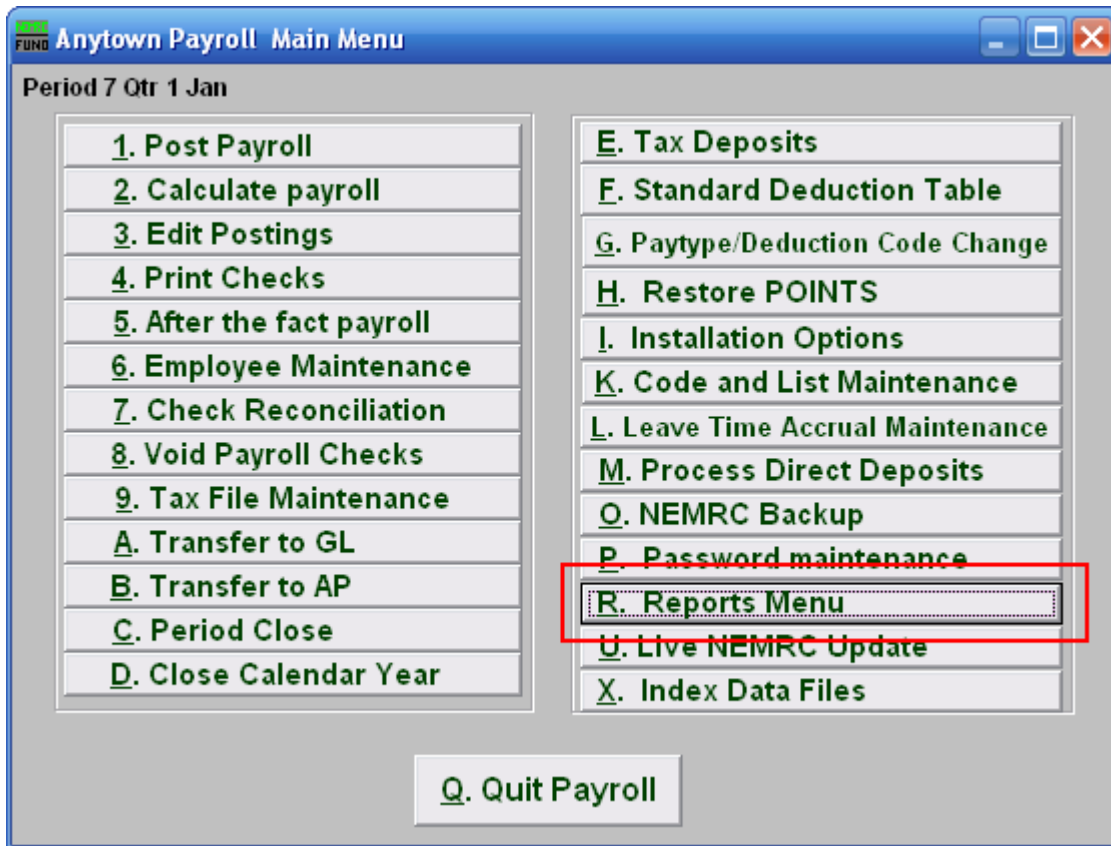


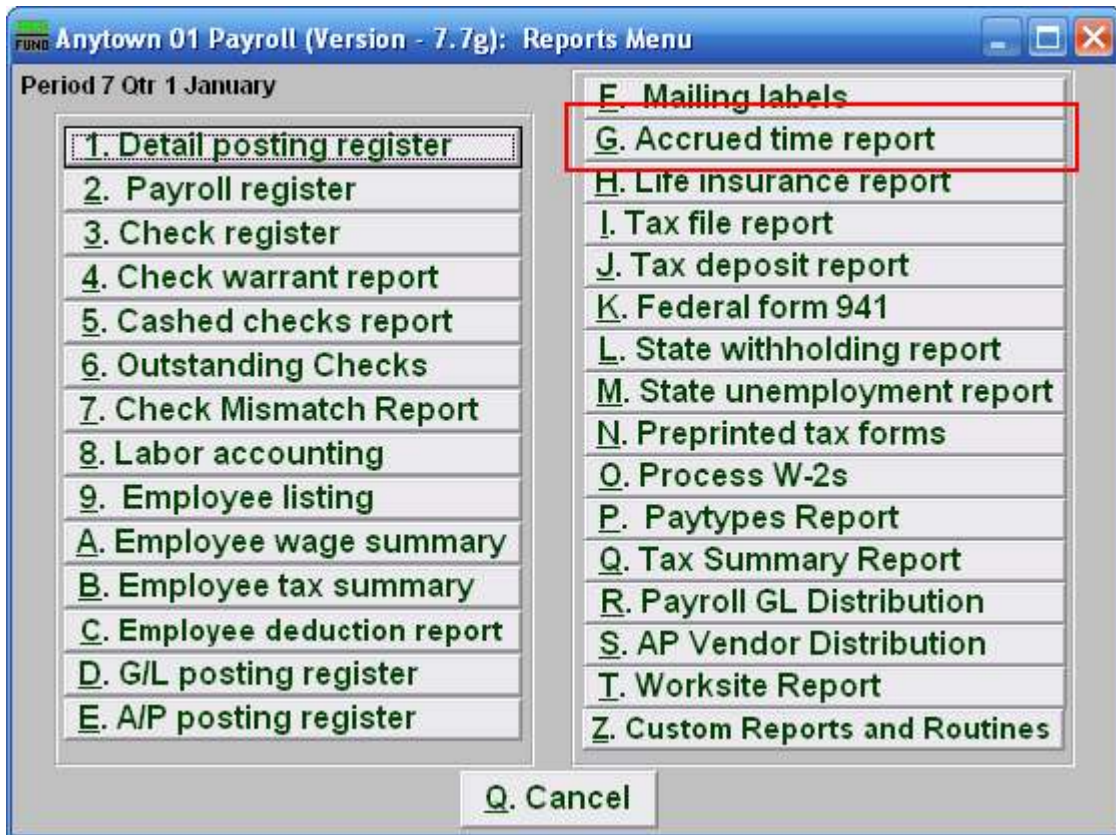
Payroll

R. Reports Menu: G. Accrued Time Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Payroll



Click on “G. Accrued time report” from the Reports Menu and the following window will appear:

Payroll

Accrued Time Report

The screenshot shows a window titled "Accrued Time" with a "FUND" label. It contains the following elements:

- Department:** A text box containing the number "1".
- Order:** A label with the number "2" next to it.
- Employee/Department:** Two radio buttons. "Employee" is unselected, and "Department" is selected.
- Active/Inactive/Terminated:** Three checkboxes. "Active" is checked, "Inactive" is unselected, and "Terminated" is unselected.
- Page Break after each department?:** An unchecked checkbox.
- Page Break after each employee?:** An unchecked checkbox.
- Buttons:** Four buttons at the bottom: "Preview", "Print", "File", and "Cancel".

Red numbers 1 through 11 are placed next to various elements in the window to correspond with the numbered list below.

- 1. Department:** Select the Department you want this report to be for.
- 2. Order: Employee OR Department:** Click to choose whether this report prints in order of Employee number or in order of Department.
- 3. Active:** Check this box to include Active Employees.
- 4. Inactive:** Check this box to include Inactive Employees.
- 5. Terminated:** Check this box to include Terminated Employees.
- 6. Page Break after each department?:** Check this box to start a new page for each department.
- 7. Page Break after each employee?:** Check this box to start a new page for each Employee.
- 8. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 10. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click "Cancel" to cancel and return to the previous screen.