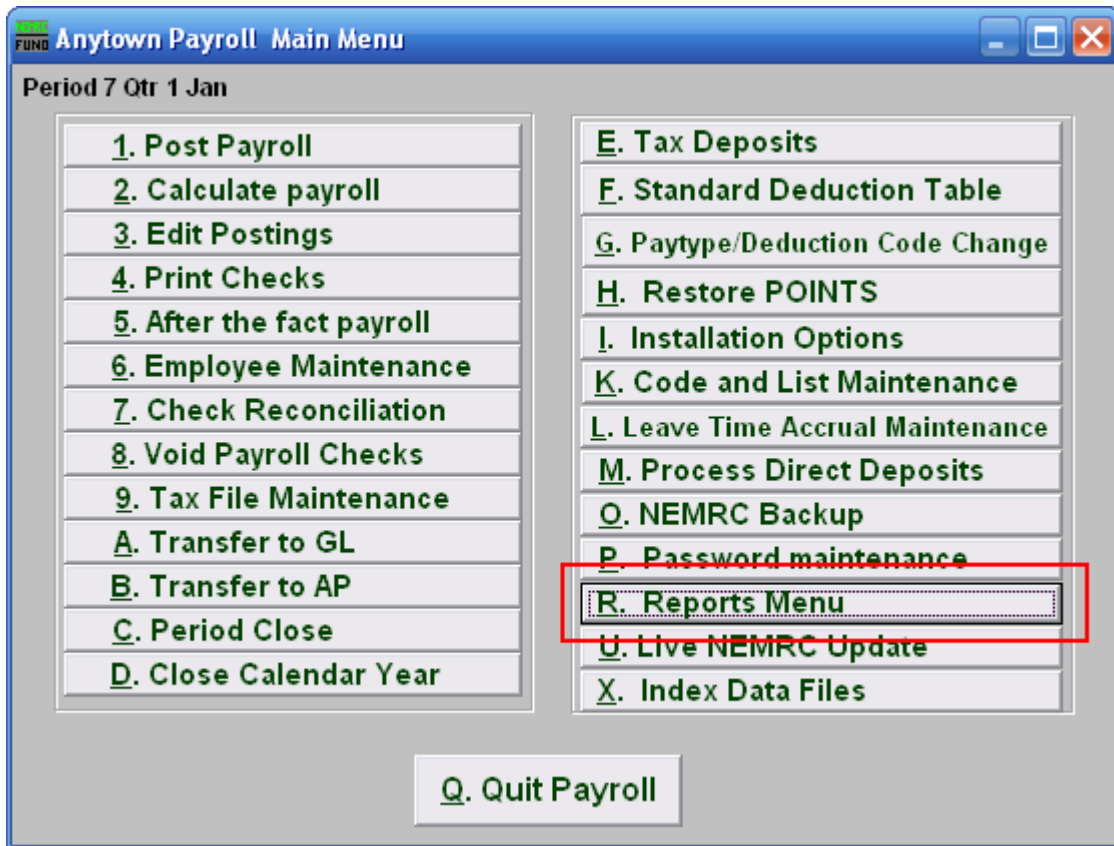


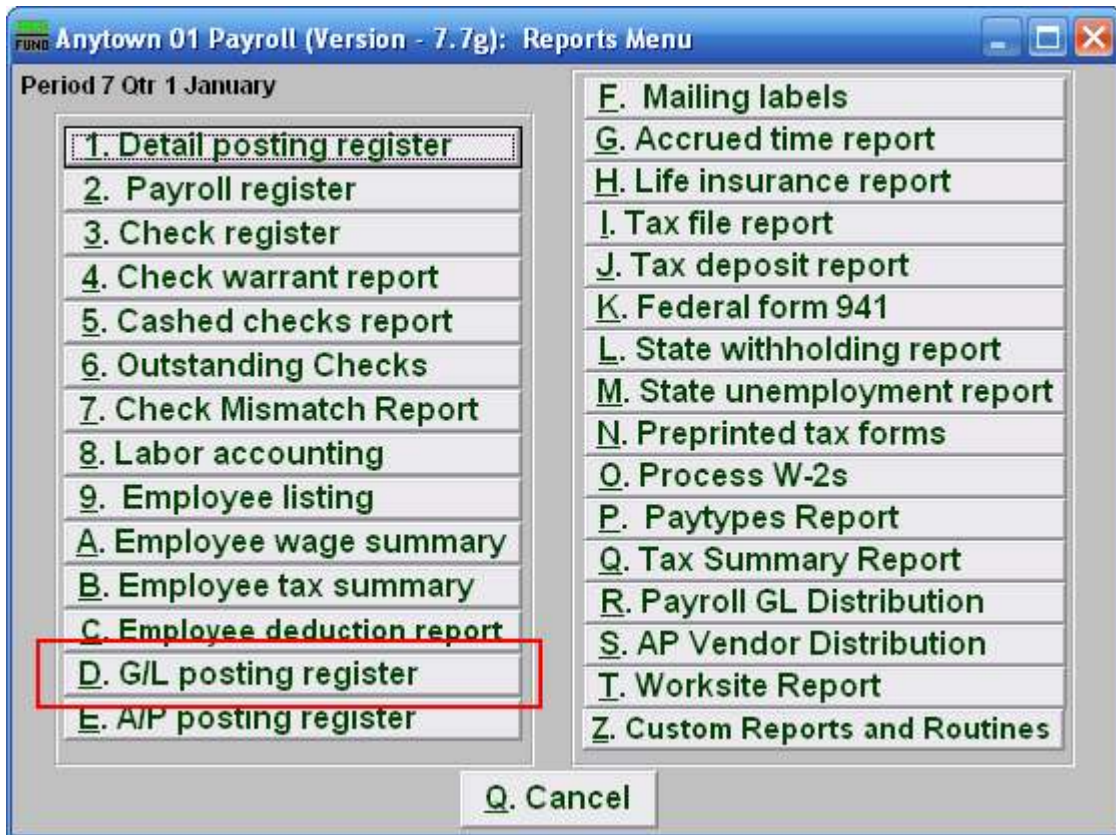
Payroll

R. Reports Menu: D. Posting Register



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

Payroll



Click on “D. G/L posting register” from the Reports Menu and the following window will appear:

Payroll

Posting Register

The screenshot shows a dialog box titled "GL Posting Register". It has a "FUND" label in the top left. The main area contains two radio buttons: "Date" (which is selected) and "Batch". Below these is a "Date Range" section with a "2" next to it, followed by two date input fields: "10/29/2007" and "11/28/2007", with "to" between them. At the bottom of the dialog are four buttons: "Preview 3", "4 Print", "5 File", and "6 Cancel".

- 1. Order: Date OR Batch:** Select the grouping method of reporting.
- 2. Date Range:** Enter the date range to select records for reporting. All transactions are recorded by the check date issued.
- 3. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 5. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 6. Cancel:** Click "Cancel" to cancel and return to the previous screen.