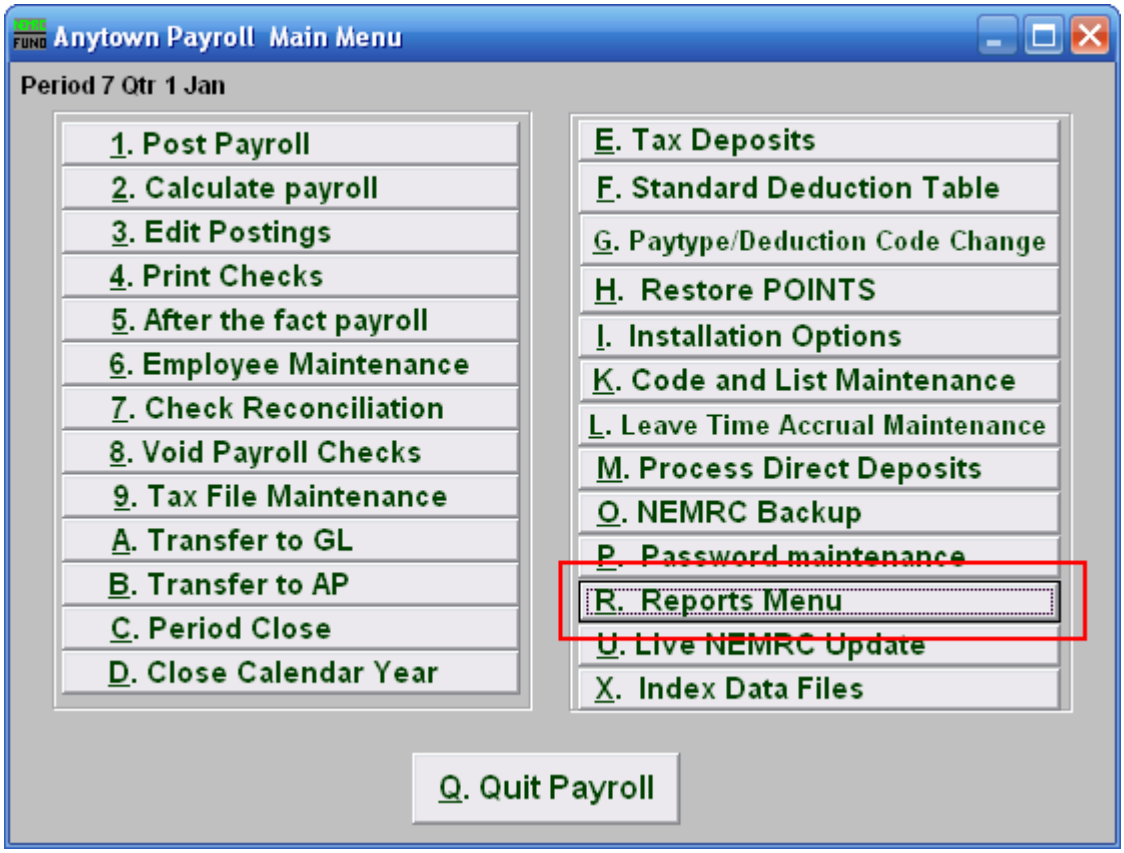
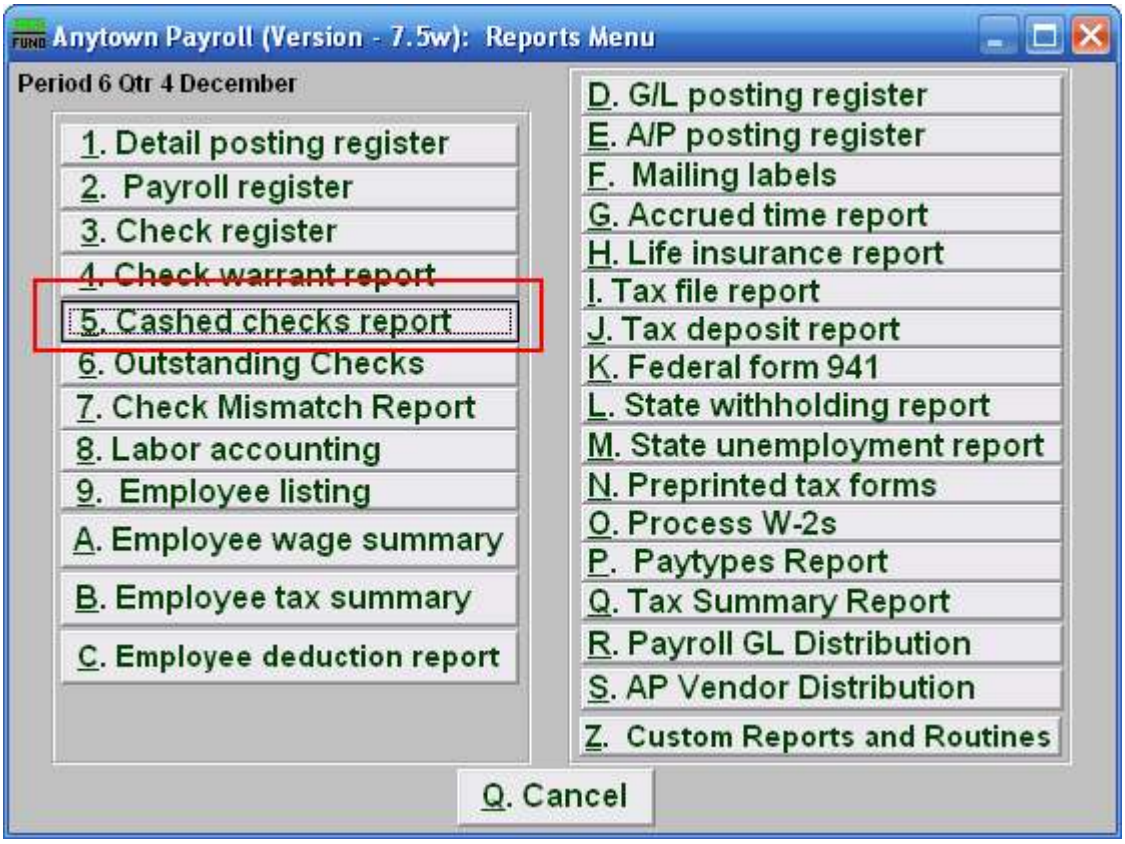
R. Reports Menu: 5. Cashed Checks Report



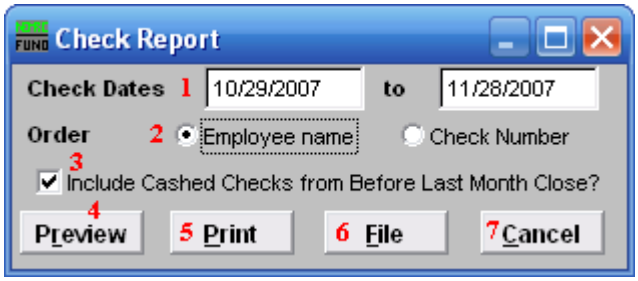
Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on "5. Cashed checks report" from the Reports Menu and the following window will appear:

Payroll

Cashed Checks Report



1. **Check Dates:** Enter the beginning and ending check date range to collect records to report. Leave the beginning date empty to see all possible checks in the system.

2. **Order:** Click to choose whether this report prints in order of Employee name or in order of Check number.

3. **Include Cashed Checks from Before Last Month Close?:** Check this box if you want to report on checks that had been reconciled prior to the last period close. During period close these items are moved to a history check file. This option allows reporting checks that were just reconciled and not yet moved to history.

4. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

5. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

6. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.