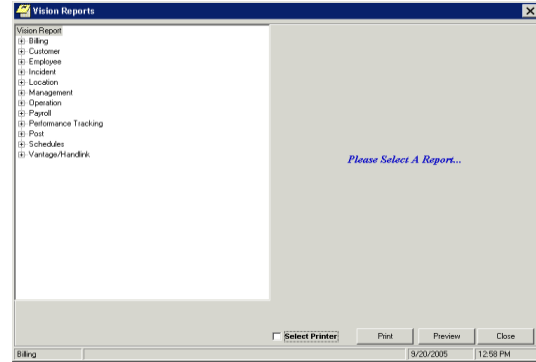


## To Access Reports

1. Select *Reports* from the drop -down menu Tools OR
2. Click on the *Reports* icon.



Report Name	Menu	Purpose/Recommendations
<b><i>Billing Personnel</i></b>		
Billing Adjustments	Billing	Review to verify that all billing adjustments are correct before processing the billing and generating invoices.
Billing Exceptions	Billing	Review to verify that the billing exceptions are correct before processing the billing.
Billing Detail by Customer Billing Summary by Customer	Billing	Review for accuracy prior to processing each billing cycle.
Check Billing Not Finalized	Billing	Run after processing all billing cycles to verify that nothing was missed.
Billing Details with Rates of Zero	Billing	Verifies that billing rates are in all posts.
Customer List	Customer	Run after all customers have been entered to verify that all information is correct.
Rate Matrix by Customer	Customer	If using the Rate Matrix for billing, run to verify that all information is correct.
Holiday List	Customer	If using the Holiday Master, run to verify that all information is correct.
<b><i>Human Resources Personnel</i></b>		
Employee Detail	Employee	Run after all employees are entered to verify that all information is correct.
Rate Matrix by Employee	Employee	If using the Rate Matrix to pay employees, run to verify that all information is correct.
Zero Hours	Operations	Run weekly to see who is not working. Review if their record in the employee master should be updated to "terminated" status.
Workers Compensation Form (C-240)	Operations	Run when applicable.
OSHA Form 300A (Summary)	Employee	Available only with HR Extension. Run when applicable.
OSHA Form 300 (Actual Form)	Employee	Available only with HR Extension. Run when applicable.

Report Name	Menu	Purpose/Recommendations
<b><i>Payroll Personnel</i></b>		
Employee Detail	Employee	Run after employees are entered to verify that the pay and withholding information is correct.
Employee Adjustments	Payroll	Run weekly or as needed to verify that all adjustments are correct. If you have a holiday and use the Generate Adjustments, this needs to be run prior to calculating payroll and running payroll reports.
Payroll Detail (By Customer/ By Employee)	Payroll	Run weekly to verify that hours and paid amounts are correct.
Rate Matrix by Employee	Employee	If using the Rate Matrix to pay employees, run to verify that all information is correct.
Payroll Exceptions	Payroll	Run prior to processing payroll to see if any payroll exception amounts have been entered and to verify that entries are correct.
<b><i>Management Personnel</i></b>		
Customer Analysis-Hourly (Actual Date)	Management	Run weekly to view the Direct Labor, Profit, Billable and Overtime Hours.
Hours Trend and/or Weekly Hours Trend – Summary	Management	Run two or more weeks at a time to review if hours are increasing/decreasing by customer.
Rolling Revenue	Management	Run weekly, monthly, every 3 months or any desired time frame to review the revenue increase/decrease by customer.
Weekly Unbillable Overtime Hours Trend - Summary	Management	Run weekly or any desired time frame to review the unbillable overtime hours trend. Note: The “Calculate Budget” process must be run prior to generating this report.
<b><i>Operations Personnel</i></b>		
Employee License	Employee	Run monthly to view those employees whose licenses will be expiring.
Employees Scheduled Less Than_ Hours	Employee	Run to view employees who are scheduled to work either less than, more than or equal to a specified number of hours. Useful for monitoring and possibly reducing OT hours by finding employees who are available to work and will not go into OT.
Daily Sign In Sheets	Operations	If using manual sign-in sheets, these should be run and distributed prior to the start of the work week.
Schedules (Customer or Employee)	Schedule	Run and distribute prior to the start of the work.
Overtime Reports	Operations	Run at any time to review your OT amounts. May be run for future weeks as long as those weeks have been created.
Open List	Operations	Run and distribute as needed to see schedule openings.
Payroll Detail (By Customer/ By Employee)	Payroll	Run weekly to verify that hours and paid amounts are correct for the week. (Available if permission to view employee pay rates was granted to Operations)
Performance Tracking	Performance Tracking	If Operations is responsible for tracking the performance of employees, the report may be run at anytime.