

ZENOPLE REPORT MANUAL



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Report Management System (RMS)

Report Management System (RMS) that manages all reports for reporting purposes and data analysis. It allows users to preview, subscribe and create the reports. All the reports listed under RMS are standard, client-specific, and reports created by the clients. These reports provide records information of all other applications.

Report Type

1. Paginated Report

A Paginated report is a type of report that is designed to fit well on a page and can be shared. They can be perfectly printed on multiple pages. They display all data in a table, even when the table spans many pages. Depending on the reports, the design of the reports will vary.

2. Tabular Report

A Tabular report is a type of report that displays records in columns and rows with headers forming a grid pattern. Users can preview the records in a table grid arrangement. All the reports pattern under this type are similar.

The tabular reports are categorized into two different types.

1) Spreadsheet Report

Tabular reports that are created by Aqore users like a standard report or a client-specific custom report falls under the Spreadsheet Report. Users can preview the records in a table grid arrangement. All the records are arranged in rows and columns. All the fields are sized according to the records present in them.

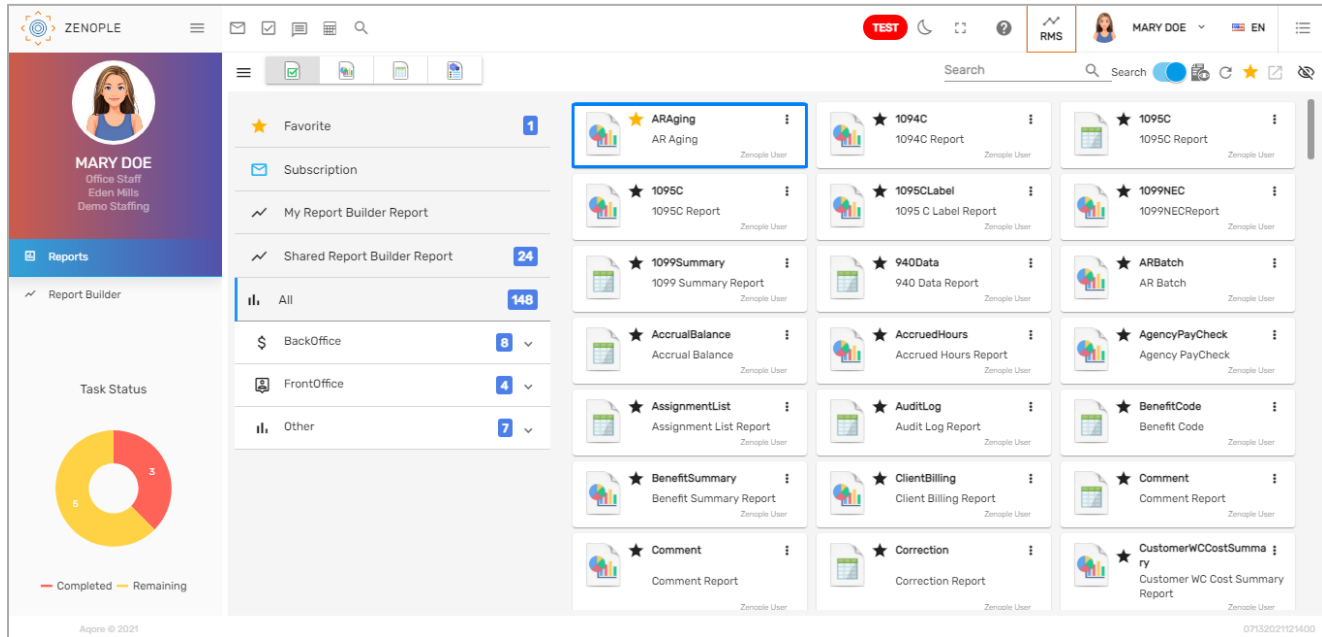
2) Report Builder Report

The tabular reports that are created using the report templates are categorized as Report Builder Report. Users can create their reports using multiple templates.

Report Functionality

1. Preview Report

Users can open the report and preview it with selected filter/parameter data.



➤ To view a paginated report, double-click on the report you want to preview.

- Enter the filter/parameter data to preview the report
- Click on the **Preview** icon
- The report will be displayed as below:

Reports

ARaging x

ZENOPLE **AR Aging Report**

Company: AAA-3

| Customer # | Customer | Department | PaymentTerms | Phone Number | Credits | Last Payment Date |
|-----------------------------|---------------|------------|--------------------|-------------------|---------------|-------------------|
| 592287 | CHEHALIS Corp | Primary | Net20Days | (257) 092 - 9444 | \$0.00 | 04/30/2021 |
| 3002170 | 12/24/2020 | 01/13/2021 | \$3,554.71 | \$3,565.14 | \$0.00 | |
| 3002699 | 03/05/2021 | 03/25/2021 | \$1,588.12 | \$1,617.33 | \$0.00 | |
| 3002964c1 | 04/08/2021 | 04/28/2021 | \$302.40 | \$0.00 | \$0.00 | |
| 3002964 | 04/09/2021 | 04/29/2021 | \$806.40 | \$1,108.80 | \$0.00 | |
| 3003014 | 04/16/2021 | 05/06/2021 | \$995.40 | \$0.00 | \$0.00 | |
| 3003065 | 04/23/2021 | 05/13/2021 | \$882.00 | \$0.00 | \$0.00 | |
| 3003114 | 04/30/2021 | 05/20/2021 | \$1,113.84 | \$0.00 | \$0.00 | |
| 3003168 | 05/07/2021 | 05/27/2021 | \$1,592.64 | \$0.00 | \$0.00 | |
| CHEHALIS Corp Total: | | | \$10,835.51 | \$6,291.27 | \$0.00 | |
| 593827 | Kent LLC | Primary | Net10Days | (708) 841 - 0829 | \$0.00 | 04/23/2021 |
| 3003069 | 04/23/2021 | 05/03/2021 | \$3,531.68 | \$0.00 | \$0.00 | |
| 3003119 | 04/30/2021 | 05/10/2021 | \$4,311.26 | \$0.00 | \$0.00 | |
| 3003172 | 05/07/2021 | 05/17/2021 | \$4,060.95 | \$0.00 | \$0.00 | |

Filters:

Date Type: DueDate

As Of Date: 6/2/2021

Company: AAA-3

Office: Cambridge

Group By: None

Customer: %

Show Summary: False

Preview

➤ To view a tabular report, double-click on the report you want to preview.

ZENOPLE

TEST

MARY DOE

Office Staff
Eden Mills
Demo Staffing

Reports

Report Builder

Task Status

Completed 5 Remaining 3

Favorite 1

Subscription

My Report Builder Report

Shared Report Builder Report 24

All 148

BackOffice 8

FrontOffice 4

Other 7

ARaging AR Aging

1094C 1094C Report

1095C 1095C Report

1095CLabel 1095 C Label Report

1099NEC 1099NECReport

1099Summary 1099 Summary Report

940Data 940 Data Report

ARBatch AR Batch

AccrualBalance Accrual Balance

AccruedHours Accrued Hours Report

AgencyPayCheck Agency PayCheck

AssignmentList Assignment List Report

AuditLog Audit Log Report

BenefitCode Benefit Code

BenefitSummary Benefit Summary Report

ClientBilling Client Billing Report

Comment Comment Report


Correction Correction Report

CustomerWC Cost Summary Report

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07132021121400

- Enter the filter/parameter records to preview the report
- Click on the Run report icon
- The report will be displayed as below

| Reports | | | | | | | | | | | |
|---|------------|----------|-----------------------------------|----------------|-------------------|------------|------------|--------|--------|------------|------------|
| AccrualBalance x | | | | | | | | | | | |
|  | | | | | | | | | | | |
| AccrualPlan | | | | EmployeeStatus | | | | | | | |
| AZ Paid Sick Time | | | | Active | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Demo | Hindsville | 15554376 | ABRAM, MIQUALL | 4734 | AZ Paid Sick Time | 1.2987 | 1.2987 | Active | Active | 04/02/2020 | 04/09/2020 |
| Demo | Hindsville | 15633330 | ABRIL, ANTHONY JOSEPH | 6654 | AZ Paid Sick Time | 17.4431 | 17.4431 | Active | Active | 07/02/2020 | 10/22/2020 |
| Demo | Hindsville | 15177040 | ACOSTA, LIZBETH | 2214 | AZ Paid Sick Time | 40.0000 | 40.0000 | Active | Active | 04/02/2020 | 09/17/2020 |
| Demo | Hindsville | 15601446 | ADAME JAIMES, JEIDY A | 4548 | AZ Paid Sick Time | 9.2895 | 9.2895 | Active | Active | 06/08/2020 | 08/20/2020 |
| Demo | Hindsville | 15631639 | ADAME, VANESA | 2448 | AZ Paid Sick Time | 8.0289 | 8.0289 | Active | Active | 06/08/2020 | 08/13/2020 |
| Demo | Hindsville | 15686301 | ADAME, VANESA | 8704 | AZ Paid Sick Time | 2.2071 | 2.2071 | Active | Active | 12/17/2020 | 12/31/2020 |
| Demo | Hindsville | 15669807 | AQUAYO, AMERICA | 9483 | AZ Paid Sick Time | 20.4543 | 20.4543 | Active | Active | 09/24/2020 | 01/14/2021 |
| Demo | Hindsville | 15597317 | AQUILAR, MAYRA RUBY | 7488 | AZ Paid Sick Time | 4.3433 | 4.3433 | Active | Active | 05/01/2020 | 05/14/2020 |
| Demo | Hindsville | 15661839 | AQUILERA, ISABEL | 7591 | AZ Paid Sick Time | 0.2664 | 0.2664 | Active | Active | 09/03/2020 | 09/03/2020 |
| Demo | Hindsville | 15690029 | AGUST HERNANDEZ, IRISNEL GRACIELA | 6646 | AZ Paid Sick Time | 4.9784 | 4.9784 | Active | Active | 02/11/2021 | 03/04/2021 |
| Demo | Hindsville | 13058232 | AKINS, LISA | 8584 | AZ Paid Sick Time | 0.5378 | 0.5378 | Active | Active | 08/06/2020 | 08/06/2020 |
| Demo | Hindsville | 13012896 | ALARCON, DEMETRIO | 8844 | AZ Paid Sick Time | 33.7082 | 33.7082 | Active | Active | 04/02/2020 | 09/17/2020 |
| Demo | Hindsville | 15637654 | ALCANTAR, MONICA | 8016 | AZ Paid Sick Time | 0.2331 | 0.2331 | Active | Active | 08/06/2020 | 08/06/2020 |
| Demo | Hindsville | 657266 | ALCARAZ, VERONICA | 7164 | AZ Paid Sick Time | 6.0313 | 6.0313 | Active | Active | 11/05/2020 | 12/03/2020 |
| Demo | Hindsville | 15601943 | ALLEN, BREAUNNA | 4940 | AZ Paid Sick Time | 1.4592 | 1.4592 | Active | Active | 11/05/2020 | 11/19/2020 |
| Grand Total | | | | | | 13,655.266 | 13,655.266 | | | | |
| Total Rows: 1588 | | | | | | | | | | | |

Note: An asterisk '*' in the report parameter refers to a required field.

Report Option

1. Shareable

The report that is only available in RMS is categorized under the shareable report option.

2. Application

The report that is available in other applications except RMS is categorized under the application report option.

3. Application and Shareable

The report that is available in both RMS and other applications is categorized under the application and shareable report option.

Report Category

RMS reports are categorized depending on the report details. It has three main report categories. They are:

1. Front Office Reports
2. Back Office Reports
3. Other Reports

1 Front Office Reports

The report details that are related to the front office are categorized under the front office reports category. It has various sub-categories. They are:

1. Customer Reports
2. Employee Reports
3. FO Management Reports
4. Jobs & Assignment Reports
5. Recruiting & Onboarding

Based on the sub-categories, the reports are categorized.

2 Back Office Reports

The report details that are back-office related are categorized under the back office reports category. It has various sub-categories. They are:

1. Accounting/GL Reports
2. Accounts Payable Reports
3. Accounts Receivable Reports
4. BO Management Reports
5. Gross Profit/Transaction Reports
6. Invoice Reports
7. Payroll Reports
8. Timesheet Reports
9. Vacation Accruals Reports

Based on the sub-categories, the reports are categorized.

3 Other Reports

The report details that are related to other categories are categorized under the other reports category. It has various sub-categories. They are:

1. Admin Reports
2. Common Reports
3. Log Reports
4. Management Reports
5. Unemployment Reports
6. Utilities Reports
7. Uncategorized Reports
8. Work Injury Reports
9. Year End Reports

Based on the sub-categories, the reports are categorized

PART 1

Front Office Reports

1 Front Office Reports

1.1 Customer Reports

1.1.1 New Customer Report

This report shows all new customers that have a new job order entered for the first time in a given date range.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Customer | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Start Date | Filters the first job inserted of the customer from the date provided | | | Yes |
| End Date | Filters the first job inserted of the customer up to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Column

| Report Column | Description |
|-------------------|---|
| Date Entered | The date refers to the customer's inserted date |
| Job Inserted Date | The first job created date under the customer between the provided date range |

Report Preview

| CustomerId | Customer | Department | Office | Company | Date Entered | Job Inserted Date | Status |
|---|---|---|---|---|---|---|---|
| <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> |
| 593909 | ABERDEEN (KSWW/FM) | Primary | Glover | AAA-3 | 03/28/2020 | 05/28/2021 | Active |
| 15605244 | Coke | Primary | Eden Mills | AAA-3 | 05/28/2021 | 07/04/2021 | Active |
| 15605191 | K & K Enterprises | Primary | South Londonderry | AAA-3 | 05/11/2021 | 05/11/2021 | Active |
| 594083 | OLYMPIA INC | Primary | Cambridge | AAA-3 | 03/28/2020 | 04/27/2021 | Active |
| 13848317 | Tacoma CG | Primary | Cambridge | AAA-3 | 03/28/2020 | 05/26/2021 | Active |
| 594786 | Winlock glass) | Primary | South Londonderry | AAA-3 | 03/28/2020 | 04/20/2021 | Active |

1.2 Employee Reports

1.2.1 Active Employees Report

This report shows all active employees inserted between the provided date range.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Insert Date From | Filters the active employee from the date provided | | | Yes |
| Insert Date To | Filters the active employee up to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| Reports — ⚙ × | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Active Employees × | | | | | | | |
| 🔍 🔄 📄 📁 📧 📧 | | | | | | | |
| Drag a column header and drop it here to group by that column | | | | | | | |
| Company | Office | PersonId | SSN | Last Name | First Name | Middle Name | Status |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| aaa | Asheville | 241375803 | XXX-XX-5803 | Crump | Sonya | Benjamin | Active |
| aaa | Asheville | 245350849 | XXX-XX-0849 | Warren | Michael | D | Active |
| aaa | Asheville | 247772665 | XXX-XX-2665 | Turknett | William | Jay | Active |
| aaa | Morganton | 1000011973 | XXX-XX-5914 | Wise | Travis | J | Active |
| aaa | Asheville | 1000120359 | XXX-XX-2484 | Aguilar Mendoza | Carolina | Bernarda | Active |
| aaa | Asheville | 1000121801 | XXX-XX-3853 | Mercado | Daniel | | Active |
| aaa | Asheville | 1000132562 | XXX-XX-3195 | Pellizzi | Anthony | | Active |
| aaa | Asheville | 1000133260 | XXX-XX-7421 | Morrow | Julie | Carol | Active |
| aaa | Asheville | 1000329866 | XXX-XX-5550 | ZZTEST | ZZADP | | Active |
| aaa | Asheville | 1000330927 | XXX-XX-8683 | Greene | Samantha | | Active |
| Total Rows: 28 | | | | | | | |

1.2.2 Background Check Report

This report shows the records from the background check form which was completed by an employee.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Option | Default | Required |
|-----------------------------------|---|------------------|---------|----------|
| Background Check Insert Date From | Filters records from the background check inserted check date | | | Yes |
| Background check Insert Date To | Filters records to the background check inserted check date | | | Yes |
| Show Details | Filters the records to show detail record if yes is selected, else shows summary data | | | No |

Report Preview

| Employee | Customer | Service Provide | Location | Background Check Package | Status | Order Date | Completion Date | Ordered By | Background Check Insert Date |
|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| FARRAH MOSS | Ouray LLC-Pri... | Asurint | 500001112 | Standard Data | Redirect | 08/31/2021 | | AQORE USE... | 08/13/2021 |
| TEST USER | | Asurint | 500001112 | Standard Data | Error | 09/22/2021 | | ABHISHEK KC | 08/13/2021 |
| ZZTEST ZZTEST | | PeopleG2 | AqoreOne | MVR Package | Complete | 09/02/2020 | 09/04/2020 | AQORE USER | 09/02/2020 |
| ZZTEST ZZTEST | | PeopleG2 | AqoreOne | MVR + Education + Employment + Education... | Error | 09/05/2020 | | AQORE USE... | 09/02/2020 |
| ZZTESTING ZZ ZZTE... | Ouray LLC-Pri... | Asurint | 500001112 | Standard Data | Error | 08/26/2021 | | AQORE USER1 | 08/13/2021 |

1.2.3 Employee Assignment Survey Report

This report shows the records from the employee assignment survey form which was completed by an employee after the end of each assignment.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Option | Default | Required |
|------------------|--|---|---------|----------|
| Date Type | Filters records by the Date Type selected | Task Insert date/ Task Completion date | | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the Company selected | | No |

Report Preview

| Assignment Id | Name | Company | Position | Last Day Worked | Assignment Satisfied Rating | Opinion | Training Satisfied Rating | Office Staff Communication Rating |
|----------------------|------------------------|-------------------------|----------------------|----------------------|-----------------------------|----------------------|---------------------------|-----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 142239 | AALIYAH TACIANA BAILEY | West Jordan Fulfillment | Picker / Packer | 02/19/2021 | | | | |
| 142239 | AALIYAH TACIANA BAILEY | West Jordan Fulfillment | Picker / Packer | 02/19/2021 | 1 very dissatisfied | eee | 1 very dissatisfied | 4 |
| 155227 | ASSIGNMENT SURVEY | Aberdeen Aberdeen | Aaron | 09/19/2021 | | | | |
| 155227 | ASSIGNMENT SURVEY | Aberdeen Aberdeen | Aaron | 09/19/2021 | | | | |
| 13166 | AARON AKIUO | KELSO Farms | General Labor | 04/25/2020 | | | | |
| 13166 | AARON AKIUO | KELSO Farms | General Labor | 04/25/2020 | | | | |

1.2.4 Employee Bank Detail Report

This report shows the bank account details of all employees having bank account setup.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|---|---------|----------|
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the companies selected | | No |

Report Preview

| Company | Office | Employee Name | Bank Name | Bank Account Type | Routing Number | Account Number | Status | Notes |
|----------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AAA Staffing | Cactus | ALVAREZ VIZCAINO, NELLY L | American Express | Checking | 124071889 | 6161851565808 | Active | |
| AAA Staffing | Cactus | AVELAR, AURA | Zions Bank | Checking | 124000054 | 545317141 | Active | |
| AAA Staffing | Cactus | BAILEY, JOSHUA G | America First | Saving | 324377516 | 22978522 | Active | |
| AAA Staffing | Cactus | BARTON, REYNOLD J. | Wells Fargo | Checking | 124002971 | 8785528764 | Active | |
| AAA Staffing | Cactus | BELTRAN, RAMSES | Wells Fargo | Checking | 124002971 | 6123987007 | Active | |
| AAA Staffing | Cactus | BREWER, DAVID WAYNE | rapid! Paycard | Checking | 124085244 | 4057512552 | Active | |
| AAA Staffing | Cactus | BURKE, JACK | Meta Bank | Checking | 073972181 | 5110210409091510 | Active | |
| AAA Staffing | Cactus | CASAS, JASMIN E | Meta Bank | Checking | 073972181 | 4853400132394620 | Active | |
| AAA Staffing | Cactus | CLUFF, JAMES BRENT | US Bank | Checking | 124302150 | 153195459158 | Active | |
| AAA Staffing | Cactus | CURRY, AARON O'NEIL | walmart money card | Checking | 124303162 | 295781012238 | Active | |
| AAA Staffing | Cactus | DE LA CRUZ, SAMUEL | Meta Bank | Checking | 073972181 | 5110210415375910 | Active | |
| AAA Staffing | Cactus | DIAZ, RANDY C | Mountain America | Checking | 324079555 | 501009621948 | Active | |
| AAA Staffing | Cactus | DURAN, JULIO | Wells Fargo | Checking | 124002971 | 3012436386 | Active | |
| AAA Staffing | Cactus | DURHAM, MADISSON T | Wells Fargo | Checking | 124002971 | 5594884404 | Active | |

1.2.5 Employee Summary Report


This report shows the summary of employee's basic information like assignments, user type, date type, comments, and other extra values.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|------------------------------|-------------------|---------|----------|
| Person Id | Filters records by person Id | | 0 | Yes |

Report Preview


ZENOPL

Employee Summary Report

Name: (MR) TRACY CDOK

Employee ID: 68SR36

SSN: XXX-XX-4498

Office: Spearman

Status: Inactive

Address: 563 North 1590 West St George, UT - 84770

| Assignment ID | Customer | Department | End Reason | Start Date | End Date | Pay Rate |
|---------------|------------------------|-----------------|-------------------|------------|------------|----------|
| 153398 | Fresno Fresno | N/S Coor Worker | Attendance | 05/12/2021 | 05/13/2021 | \$14.20 |
| 153397 | Twin Falls CORPORATION | Idaho Falls | Covid19 | 05/12/2021 | 05/14/2021 | \$0.00 |
| 153399 | Twin Falls CORPORATION | Idaho Falls | CustomerCancelled | 05/12/2021 | 05/13/2021 | \$0.00 |

| Comment Type | Description | Subject | Comment | Date | Comment By |
|---------------------|---------------------|---------|--|----------------------|----------------|
| AssignmentEndReason | AssignmentEndReason | | Assignment End:Due to health issue | 09/23/21 11:59:37 PM | JANE DOE |
| Comment | Comment | | Message:Candidate Status updated from Need to Qualify to Archive and Availability Status updated from Unavailable to Unavailable via script run on 11/20/2019 | 11/20/19 12:00:00 AM | KIA GOOD |
| Comment | Comment | | Message:Message Type - Message Action Type - Called LMTIC Subject - left voicemail Comments - He applied for recycling position, I called to set up appointment, left him a voicemail. | 08/03/15 9:36:00 AM | CONVERTED USER |

| Extra | Value | Users | Dates |
|------------------------|----------|----------------|------------------|
| Type | | Type | Date |
| Emergency Contact Name | | Entered By | Date Entered |
| Fixed Indemnity | | Interviewed By | Hire Date |
| MVP | Declined | | Interview Date |
| Referral Source | | | Interviewed Date |

User: MARY DOE

Page 1 of 2

Date: 10/10/2022 6:09:14 AM

1.2.6 Essential Staff Care Report

This report shows information filled by employees in the Essential Staff Care enrollment form including declining or acceptance of different plans.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Insert Date From | Filters the task saved date from this date | | | Yes |
| Insert Date To | Filters the task saved date to this date | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices or the company selected | | Yes |
| Person Id | Filters records by person Id provided | | | No |

Report Preview

| Company | Office | Personid | Person | SSN | Start Date | Completion Date | Status | Plan | Plan Option | Dental | Life Insurance | Disability | Vision | MEC |
|----------------------|----------------------|----------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Demo | Anthony | 15705492 | BRENDA DIAZ DE LEON | 668-48-0007 | 05/04/2021 | 05/04/2021 | ENROLLED | EO | | YES | YES | YES | YES | MC_NO |
| Demo | Anthony | 15705246 | DALLIN SCHUT | 333-07-4917 | 05/03/2021 | 05/03/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 693474 | EDUARDO BARRON | 137-24-2822 | 05/04/2021 | 05/04/2021 | ENROLLED | EO | | YES | YES | YES | NO | MC_EO |
| Demo | Anthony | 15704910 | HUNTER HANSON | 070-03-8744 | 05/03/2021 | 05/03/2021 | ENROLLED | EO | | YES | NO | YES | YES | MC_NO |
| Demo | Anthony | 15704910 | HUNTER HANSON | 070-03-8744 | 05/03/2021 | 05/03/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15694418 | JASON HOLLIMAN | 934-41-8906 | 05/07/2021 | 05/07/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15705473 | JIM L BLACK | 682-38-3444 | 05/04/2021 | 05/04/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15695018 | JOSE A CRUZ | 481-62-4596 | 05/06/2021 | 05/06/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15704029 | ROBERT RODRIGUEZ | 909-54-5447 | 05/05/2021 | 05/05/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15705302 | RONALD JONES | 265-82-1545 | 05/03/2021 | 05/03/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15705324 | SABINE SUSET GUZMAN | 970-36-4217 | 05/03/2021 | 05/03/2021 | ENROLLED | EO | | YES | NO | NO | NO | MC_EO |
| Demo | Anthony | 15705245 | SONIA ORELLANA DE TOVAR | 785-36-6940 | 05/03/2021 | 05/03/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15705649 | TRACY A STEVENS | 349-79-1504 | 05/05/2021 | 05/05/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Anthony | 15705945 | YNASSIA L. GOLDSBERRY | 094-51-6281 | 05/07/2021 | 05/07/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_NO |
| Demo | Floresville | 708957 | ALEJANDRO MACIAS | 692-60-0572 | 05/06/2021 | 05/06/2021 | ENROLLED | EO | | YES | YES | YES | YES | MC_EO |
| Demo | Floresville | 15705498 | ASHLEY A HILERA | 776-83-6447 | 05/04/2021 | 05/04/2021 | DECLINED | EO | | NO | NO | NO | NO | MC_EO |

1.2.7 Invalid Routing Numbers Report

This report shows the list of employee bank account having invalid routing numbers.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|-------------------|---------|----------|
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |

Report Preview

| Person Id | Name | Check Number | Account Number | Routing Number | STATUS | Possible Reason |
|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 101973 | LUIS M HERRERA | | 47737360102181046 | 091409843 | Invalid | not found |
| 109176 | JORDEN LEE MADSEN | | 480290 | 324276805 | Invalid | not found |
| 110500 | VANESSA LOUDEAN NOEL FER... | | 28219792 | 124303201 | Invalid | not found |
| 115990 | YOCELIN VICENTE | | 11055184 | 124303201 | Invalid | not found |
| 117089 | COOPER R BRIDENTHAL | | 0220249059 | 914074269 | Invalid | not found |
| 128564 | AALIHYA C CARPENTER | | 12345 | 123456789 | Invalid | not found |
| 630098 | ROBERT E DAVIS | | 1766209058 | 511900505 | Invalid | not found |
| 630424 | BRANDON B LEMMON | | 20569832 | 124303201 | Invalid | not found |

1.2.8 Money Network Report

This report shows the details of the newly hired and rehired employees with Money Network Bank within a provided date range.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|-------------------|---------|----------|
| Start Date | Filter records from the provided date | | | Yes |
| End Date | Filter records to the provided date | | | Yes |

Report Preview

| First Name | Last Name | Address | City | State | ZIP | Phone Number |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Blanca | Alonso | 756 N 900 W 102 | SALT LAKE CITY | UT | 84116 | 7788038725 |
| CHRISTOPHER | INIGUEZ | 4969 SOUTHRIDGE DR. | TAYLORSVILLE | UT | 84129 | 1989617455 |
| JACOB | FREITAS | 665 WEST 1400 SOUTH | OREM | UT | 84058 | 5883644486 |
| JAZMIN | VARGAS | 732N 800E 201 | PROVO | UT | 84606 | 7189013364 |
| Kaitlynn | Camarillo | 454 w 200 n | Logan | UT | 84321 | 8044110574 |
| XZAVIER | CRISP | 5604 CLOVERLAWN DR. | OKLAHOMA CITY | OK | 73130 | 0791610924 |

1.2.9 Person Resume

This report generates the resume for the person that includes skill, employment, education, interview as per the records in the Zenople.

Report Details

| | |
|---|---|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Employee | Report Runs from Application: ATS, NHO, EIS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|-------------------|---------|----------|
| Person Id | Generate resume by a person Id provided. Multiple Ids can be provided separated by commas. | | 0 | Yes |

Report Preview

JERRY L. BYERS
 5501 NW. 45TH TERRACE OKLAHOMA CITY, OK - 73122
 Email: LB.102869@GMAIL.COM
 Tel: 0785414686

EDUCATION

Southwest Technical college
 OKLAHOMA CITY Oklahoma

| | | |
|-------------------------------|------|------|
| Other, electronics technology | 1990 | 1991 |
|-------------------------------|------|------|

WORK HISTORY

| | | |
|---|----------------------------|----------------------|
| Employer: DEX Heavy Duty Parts via(Grit Resources) Title: Facility Maintenance Job Description: All maintenance and Janitorial. Reference Name: Relation with Reference: | Oklahoma City 10/1/2019 | Oklahoma 3/1/2020 |
|---|----------------------------|----------------------|

| | | |
|--|---------------------------|----------------------|
| Employer: Cameron Valve and measurement Title: Industrial maintenance Job Description: Maintain all machines and equipment Reference Name: Relation with Reference: | Oklahoma City 8/1/2017 | Oklahoma 6/1/2019 |
|--|---------------------------|----------------------|

INTERVIEW QUESTIONS

| <u>Questions</u> | <u>Answer</u> |
|---|--------------------------------|
| How far are you willing to travel for work? | 20 |
| Referral Detail | Author Fernandez contacted me. |
| Referral Sources? | other |
| To Which Branch Have You Applied? | no |
| When are you available to start? | 04/04/2020 |

SKILLS

Manufacturing

- Assembly
- Grinding
- Machine Operator
- MIG Welding
- Press Operator
- Production
- Punch Press/Stamping
- Sewing Machine
- Testing
- Welding

User: MARY DOE
Date: 7/30/2021 5:11 AM

Page 1 of 1

1.2.10 Texting Detail Report









This report shows all details of any texting sent from and received in the Zenople system. It can be used to identify specific text's delivery time or to find the total count of texts.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Log | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|--|--------------------------------|---------|----------|
| Insert Date From | Filters SMS inserted from this date | | | Yes |
| Insert Date To | Filters SMS inserted to this range | | | Yes |
| Phone Profile Name | Filters SMS for the selected profile | List of all phone profile name | | No |
| SMS Type | Filters Inbound and Outbound SMS | Inbound/ Outbound | | No |
| Show Detail | Shows details of records when selected Yes and show summary records when selected No | Yes/ No | | No |
| Sender | Filters SMS by sender name | | | No |
| Receiver | Filters SMS by receiver name | | | No |
| Status | Show a list of SMS status as per selected SMS status | | | No |

Report Preview

| Company | Office | Phone Profile Name | Sender | Sender Person Id | SMS Type | SMS Count |
|--|--|--|--|--|--|--|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>   |
| AAA | Websterville | Zenople Profile | AUTOMATION USER | | Outbound | 1 |
| AAA | Websterville | Zenople Profile | JOHN DOE | | Outbound | 57 |
| AAA-1 | Elkton | Zenople Profile | AUTOMATION USER | | Outbound | 1 |
| AAA-1 | Elkton | Zenople Profile | JOHN DOE | | Outbound | 57 |
| AAA-2 | Elysian Fields | Zenople Profile | AUTOMATION USER | | Outbound | 1 |
| AAA-2 | Elysian Fields | Zenople Profile | JOHN DOE | | Outbound | 57 |
| AAA-2 | Internal_Converse | Zenople Profile | AUTOMATION USER | | Outbound | 1 |
| AAA-2 | Internal_Converse | Zenople Profile | JOHN DOE | | Outbound | 57 |
| AAA-5 | Hansen | Zenople Profile | AUTOMATION USER | | Outbound | 1 |
| AAA-5 | Hansen | Zenople Profile | JOHN DOE | | Outbound | 57 |
| | | | | | | |
| Grand Total | | | | | | 290 |

1.2.11 W2 Electronic Disclosure Consent Report

This report shows new hire records with their status of W2 electronic consent.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Employee | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------------------|---|--|---------|----------|
| Hire Date From | Filters records by the date of hired from | | | Yes |
| Hire Date To | Filters records by date of hired to | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access too | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Electronic Disclosure Consent | Filters records by consent selected | Yes/No/All | | No |

Report Preview

| Company | Office | Employee First Name | Employee Last Name | DOB | Last 4SSN | Hire Date | First Check Date | Address 1 | Address 2 | City | State | ZIP Code | Electronic Consent |
|---------|--------|---------------------|--------------------|------------|-----------|------------|------------------|------------------------|-----------|-----------------|-------|----------|-----------------------------|
| AAA-2 | Cactus | VALERIE | ALVARADO | 04/26/1985 | 5924 | 12/04/2020 | | 8658 W CHROMIUM WAY | | MAGNA | UT | 84044 | Consent Form Not Filled Yet |
| AAA-2 | Cactus | DAVID | BREWER | 01/04/1991 | 7674 | 02/18/2021 | 03/04/2021 | 412 W 1400 N BOUNTIFUL | | BOUNTIFUL | UT | 84010 | Yes |
| AAA-2 | Cactus | JAMES | CLUFF | 03/23/1971 | 4217 | 04/19/2021 | 04/29/2021 | 1876 W North Temple | apt 1207 | Salt Lake City | UT | 84116 | Yes |
| AAA-2 | Cactus | JOHNNY | STOCK | 08/21/1982 | 6646 | 12/18/2020 | | 33 E 250 N | | NORTH SALT LAKE | UT | 84054 | Yes |

1.3 FO Management Report

1.3.1 Turn Over Report

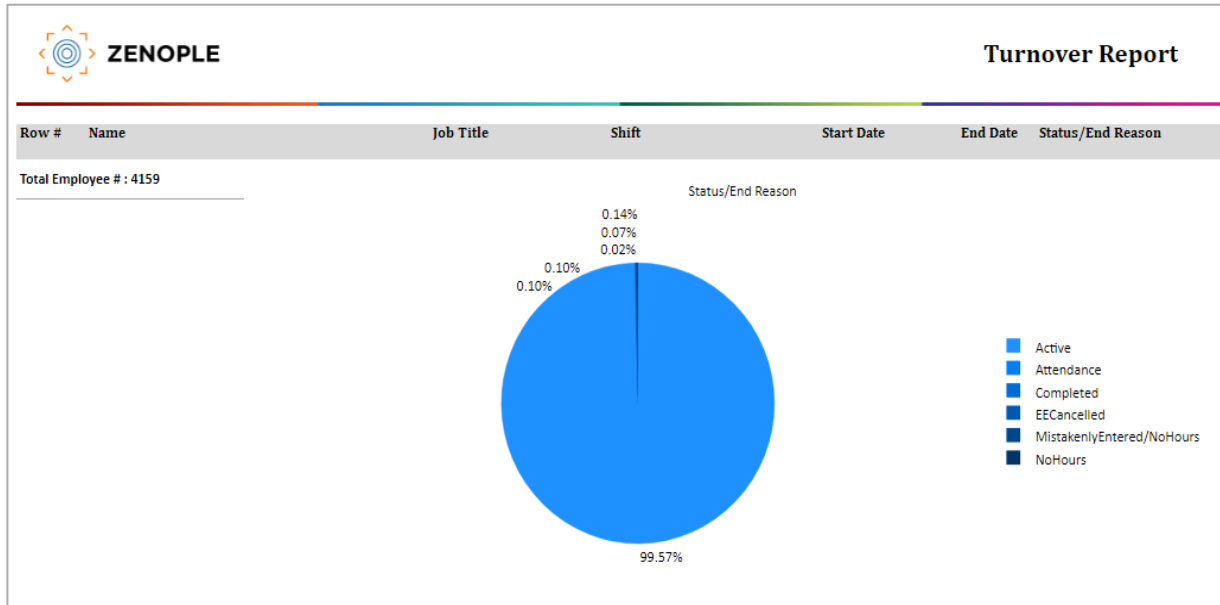
This report is used to provide employee turnover rates of the employees that were actively working or ended their assignment within the date range. This report can be filtered by client/job.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: FO Management | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|-------------------------------|----------|----------|
| Start Date | Filters the employees from the date provided | | | Yes |
| End Date | Filters the first job inserted of the customer up to the date provided | | | Yes |
| Filter By | Filters records by Customer or Customer Id | Customer/Customer Id | Customer | Yes |
| Filter By Value | Filters records by filter by value selected based on the filter by parameter | | % | Yes |
| Department | Filters records by department | | % | Yes |
| Shift | Filters records by shift | | % | Yes |
| Job Title | Filters records by job title | | % | Yes |
| Turn Over End Reason | Calculates Quit/ Term EE count for the end reason selected | List of assignment end reason | | No |
| Excluded End Reason | Excludes selected end reason | List of assignment end reason | | No |

Report Preview



| | | | | | |
|-----------------------------------|--------------------------|---------------------|------------------|----------------|--|
| Customer: 3521 FM 646 Rd N, Valve | | Department: Primary | | Employee #: 2 | |
| Day 1 EE # | L.Day EE # | Avg Daily EE # | Quit / Term EE # | Turnover % | |
| 2 | 2 | 2 | 0 | 0 | |
| 1 | ZUKI M AGANZE | Driver - Dump Truck | 6/18/2021 | Active | |
| 2 | SAMUEL GREEN | Driver - Dump Truck | 3/1/2021 | Active | |
| Customer: ABERDEEN (KSWW/FM) | | Department: Primary | | Employee #: 31 | |
| Day 1 EE # | L.Day EE # | Avg Daily EE # | Quit / Term EE # | Turnover % | |
| 31 | 31 | 31 | 0 | 0 | |
| 1 | ZOEDI L LIVENGOD | Driver - Dump Truck | 4/1/2021 | Active | |
| 2 | ZOEDI L LIVENGOD | Driver - Dump Truck | 5/1/2021 | Active | |
| 3 | ZEBADIAH A COLEMAN | Driver - Dump Truck | 6/23/2021 | Active | |
| 4 | ZEBADIAH A COLEMAN | Driver - Dump Truck | 6/1/2021 | Active | |
| 5 | ZHUOXIN ZHU | Driver - Dump Truck | 5/1/2021 | Active | |
| 6 | ZOSIMA MENDOZA HERNANDEZ | Driver - Dump Truck | 4/1/2021 | Active | |
| 7 | ZOSIMA MENDOZA HERNANDEZ | Driver - Dump Truck | 5/1/2021 | Active | |
| 8 | ZORINA S GORE | Driver - Dump Truck | 5/1/2021 | Active | |
| 9 | ZORINA S GORE | Driver - Dump Truck | 4/1/2021 | Active | |
| 10 | ZAUDI M MELITON-LOPEZ | Driver - Dump Truck | 5/1/2021 | Active | |
| 11 | ZAYNE W PRESCOTT | Driver - Dump Truck | 5/1/2021 | Active | |
| 12 | ZOE E RANDALL | Driver - Dump Truck | 5/1/2021 | Active | |
| 13 | ZIM I HALL | Driver - Dump Truck | 5/1/2021 | Active | |
| 14 | ZENON ROSALES VARGAS | Driver - Dump Truck | 5/1/2021 | Active | |
| 15 | ZAREK A BABCOCK | Driver - Dump Truck | 5/1/2021 | Active | |
| 16 | ZOILA LOPEZ-LOPEZ | Driver - Dump Truck | 5/1/2021 | Active | |
| 17 | ZAY E HYDE | Driver - Dump Truck | 5/1/2021 | Active | |
| 18 | ZECHARIAH M SMART | Driver - Dump Truck | 5/1/2021 | Active | |

1.4 Jobs & Assignment Reports

1.4.1 Assignment Info Report

This report shows details of an employee's assignment with rates, their contact information, worksite address, and additional information.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Job and Assignment | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Assignment |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|---|-------------------|---------|----------|
| Job Id | Filters all assignments under the provided Job Id | | | No |
| Assignment Id List | Filters records by assignment Id (s) provided, accept multiple assignments Ids separated by comma | | | No |

Report Preview

ZENOPLE

Assignment Info Report

Employee: ERICA K ZZJOHNSON

Job Information:

Job Title:

General Labor

Job Description:

Pay Rate:

RT: \$15.25OT : \$22.88

Date:

6/12/2020 12:00:00 AM - 6/12/2020

Shift:

-

Work Information:

Customer:

North Salt Lake #1

Department:

Primary

Worksite

1200 North 500 West
North Salt Lake UT 84054

Confidential

1.4.2 Assignment List Report

This report shows a list of all active or started assignments including details in a given date range. It can be further be filtered by the customer.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Jobs & Assignment | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Assignment |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|---------|----------|
| Return Type | Filters the Active Assignment/ Start Assignment of the employees | Start Assignment/ Active Assignment | | Yes |
| Assignment Date From | Filters records from the assignment date from | | | Yes |
| Assignment Date To | Filter's records up to the assignment date to | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person name | | | No |
| Customer | Filters records by customer name | | | No |

Report Grouping

- ❖ Company
 - Office

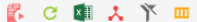
Report Column

| Report Column | Description |
|---------------|------------------------|
| Input Date | Assignment insert date |

Report Preview

Reports
— □ ×

Assignment List ×



Drag a column header and drop it here to group by that column

| Employee Id | First Name | Last Name | Employee Name | Phone Number | Recruiter | Entered By | Placed By |
|----------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 784647 | Emiliano | Cardenas | EMILIANO CARDENAS | (811) 464-7805 | | CONVERTED USER | |
| 784484 | Hector | Ruiz | HECTOR RUIZ | (013) 483-9407 | | CONVERTED USER | |
| 784645 | Samuel | Arreola | SAMUEL ARREOLA | (707) 500-3194 | | CONVERTED USER | |
| 742465 | Aaron | Garman | AARON D GARMAN | (162) 567-5080 | | JAMES DOE | JAMES DOE |
| 742465 | Aaron | Garman | AARON D GARMAN | (162) 567-5080 | | JAMES DOE | JAMES DOE |
| 742465 | Aaron | Garman | AARON D GARMAN | (162) 567-5080 | | JAMES DOE | JAMES DOE |
| 742836 | Aaron | Long | AARON D LONG | (771) 161-8466 | | JAMES DOE | JAMES DOE |
| 742836 | Aaron | Long | AARON D LONG | (771) 161-8466 | | JAMES DOE | JAMES DOE |
| 742836 | Aaron | Long | AARON D LONG | (771) 161-8466 | | JAMES DOE | JAMES DOE |
| 15697933 | ABIGAIL | BOLIN | ABIGAIL ANN RACHAEL B... | (816) 827-5847 | DESSIRAE COPE | SAMRAT KARANJIT | STEPHANIE WILLIAMS |
| 15697933 | ABIGAIL | BOLIN | ABIGAIL ANN RACHAEL B... | (816) 827-5847 | DESSIRAE COPE | SAMRAT KARANJIT | STEPHANIE WILLIAMS |
| 15697933 | ABIGAIL | BOLIN | ABIGAIL ANN RACHAEL B... | (816) 827-5847 | DESSIRAE COPE | SAMRAT KARANJIT | STEPHANIE WILLIAMS |
| Total Rows: 21 | | | | | | | |

1.4.3 Fill Ratio Report


This report shows the ratio of filled employees and showed employees. Fill ratio is defined by placed versus required employees whereas showed ratio is defined by the number of employees having transactions versus placed employees.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Jobs and Assignment | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|-------------|----------|
| Date Type | Filters records by the type selected | Insert Date/ Active Job date | Insert Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

ZENOPLE

Fill Ratio Report

Company : AAA-3

| Job Title | Job Id | Customer Id | Status | Date Entered | Start Date | End Date | Required | Placed | Fill Ratio | Shown | Shown Ratio |
|------------------------------|--------|-------------|----------|--------------|------------|----------|----------|--------|------------|-------|-------------|
| Office : Cambridge | | | | | | | | | | | |
| Customer : SHELTON (Shelton) | | | | | | | | | | | |
| General Labor | 46405 | 593865 | Filled | 04/06/2021 | 04/07/2021 | | 4 | 6 | 1.50 | 3 | 0.50 |
| General Labor | 46199 | 593865 | Inactive | 04/02/2021 | 04/05/2021 | | 1 | 1 | 1.00 | 1 | 1.00 |
| General Labor | 46198 | 593865 | Filled | 04/02/2021 | 04/05/2021 | | 1 | 1 | 1.00 | 1 | 1.00 |
| SHELTON (Shelton) Total | | | | | | | 6 | 8 | 1.33 | 5 | 0.62 |
| Cambridge Total | | | | | | | 6 | 8 | 1.33 | 5 | 0.62 |
| AAA-3 Total | | | | | | | 6 | 8 | 1.33 | 5 | 0.62 |

User: JOHN DOE

Date: 10/29/2021 12:56 AM

1.4.4 How Heard Of Report

This report shows how an applicant has applied for a job.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Job and Assignment | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|---------|----------|
| Completion Date From | Filter records from the Completion Date provided | | | Yes |
| Completion Date To | Filter records to the Completion Date provided | | | Yes |
| Company | Filter records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Show Details | Filters records to show detailed record if True is selected, else shows summary data | | | No |

Report Preview

| ↑ Office × | | | | | | | | |
|-----------------------|--------------------------|-----------------|-------------------------------|-------------------------|----------------|----------------------------------|---------------|--|
| Person Id | Name | Referral Source | Referral Detail | Email | Phone Number | Address | Current Stage | |
| | | | | | | | | |
| ▼ Office: Asheville | | | | | | | | |
| 1000184863 | AMBER WILLIAMS-TRAYNH... | Other | Was called from applicatio... | haylen216@gmail.com | (828) 577-8453 | 10 Powell Town Rd Brevard, ... | Employee | |
| 1000332085 | NICHOLAS W. LONADIER | Website | Indeed | NICHOLASLONADIER... | (478) 342-5295 | 6 Courtney Hill Franklin, NC ... | Newhire | |
| 1000332086 | CHRISTINA WYKLE | Other | NA | MOMOFADAM86@GM... | (828) 551-9371 | 40 frisbee Road ASHEVILLE,... | Employee | |
| 1000332097 | GEARY HALL WEINDORFF | Website | CAREER HELP ON GOOGLE | WEINDORFF123@OUT... | (828) 301-0262 | 15 BROOKFIELD DRIVE CAN... | Newhire | |
| 1000332101 | LUZ MIRYAM CARVAJAL | Friend/Family | MARY VALERA-FRIDAY ST... | lumica329@gmail.com | (813) 334-6737 | 8 PEPPERBRUSH TRAIL AR... | Newhire | |
| 1000332103 | FLORETTE STEWART | Other | Job Fair | FLORETTESTEWART@... | (718) 964-8621 | 383 West Swift Creek Road ... | Applicant | |
| 1000332114 | SUSAN MARIA MURDOCH | Website | Internet | MURDOCHSMSUNSHI... | (912) 508-9288 | 318 VISTA APARTMENT DR 3... | Applicant | |
| 1000332119 | ADRIAN Z OLLIS | Website | looked online | azollis100@protonmai... | (828) 450-3435 | 7 piney view est marshall, N... | Employee | |
| Grand Total 14 | | | | | | | | |

1.4.5 Start Sheet Report

This report shows details of an employee's assignment with rates, their contact information, and worksite address.


Report Details

| | |
|---|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Jobs and Assignment | Report Runs from Application: AMS, TJM, RMS |
| Report Category: Application and Shareable | Report Level: Assignment |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|--|-------------------|---------|----------|
| Assignment Id List | Filters records by assignment Id (s) provided, including multiple assignments Ids separated by comma | | | No |
| Job Id | Filters all assignments under the provided Job Id | | | No |

Report Preview

This report gives records on each page for each assignment.



ZENOPLE

Start Sheet Report

Employee: COLTON DOBSON

Job Information:

| | | | |
|------------|-------------|---------------------|--|
| Job Title: | Clean-up | | |
| Pay Rate: | RT: \$18.50 | OT: \$27.75 | |
| Date: | 1/19/2021 | | |
| Shift: | day | 05:00:00 - 14:00:00 | |

Work Information:

| | | | |
|-------------|-----------------|--|--|
| Customer: | MORTON (Morton) | | |
| Department: | Primary | | |
| Worksite | Po Box 1328 | | |
| | MORTON WA 98356 | | |

Contact Information:

| | | | |
|-----------------|--------------------|--|--|
| Recruiter Name: | KARLEY ARISTA | | |
| Office Address: | 2048 NE Kresky Ave | | |
| | Chehalis WA 98532 | | |
| Office Phone: | 880-626-4013 | | |

Note: Either of the value (Job Id or Assignment Id) must be passed to retrieve data from this report. Since this is an Application and Shareable report when the users run this report from assignment navigation, the assignment Id will be auto passed for the selected assignment, and records will be fetched. Similarly, when it is run from Job navigation, the Job Id will be auto passed for the selected job and data will be seen in the report accordingly.

1.5 Recruiting & Onboarding Reports

1.5.1 New Hire Report

This report shows the list of employees who received their first check in the provided date range. It will also include any employees who may not have received any checks for at least the number of consecutive days provided in the number of days parameter.

Report Details

| | |
|--|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Recruiting & Onboarding | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| State Code | Filters the new hires' current worksite address state | List of the state code | | No |
| Number of Days | Filters the new hires' who haven't got any check-in between the provided days | | 60 | Yes |

Report Grouping

- ❖ Company
 - State

Report Column

| Report Column | Description |
|---------------|---|
| Home Address | New Hire address with address type "Resident" |

Report Preview

| ZENOPLE | | | | | | | New Hire Report |
|------------------|---------------------------|--|--------------------------|------------|-------------|-----------------|--|
| FEIN | Business Name | Business Address | Full Name | HireDate | SSN | Mailing Address | Home Address |
| Company: AAA-3 | | | | | | | |
| State: OR | | | | | | | |
| 823600911 | AAA Staffing - Washington | 450 East 1000 North North Salt Lake City, UT - 84054 | ATKINS, JOSEPH E | 05/27/2020 | 053-97-6894 | | 34899 S BUCK WAY DEER ISLAND, OR - 97054 |
| 823600911 | AAA Staffing - Washington | 450 East 1000 North North Salt Lake City, UT - 84054 | WINSLOW, NATHANIEL JAMES | 05/29/2020 | 077-06-4210 | | 495 SOUTH 13TH ST SAINT HELENS, OR - 97051 |
| Total Newhire: 2 | | | | | | | |
| User: MARY DOE | | | | | | | Date: 6/24/2021 8:38 AM |

1.5.2 New Hire Report

This report shows the list of persons who have got a check in the provided date range but who haven't got any checks in the range between the start date and the number of days (parameter value) prior to the start date.

Report Details

| | |
|--|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Recruiting & Onboarding | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Check Date | | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| State Code | Filters the new hires' current worksite address state | List of the state code | | No |
| Number of Days | Filters the new hires who haven't got any check in between the provided days | | 60 | No |

Report Grouping

- ❖ Company
 - Office
 - State

Report Column

| Report Column | Description |
|---------------|---|
| Home Address | New Hire address with address Type "Resident" |

Report Preview

| | | | | | | | | | | |
|-----------------|----------------------|----------------------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| ↑ Company × | ↑ Office × | ↑ State × | | | | | | | | |
| | Employee Name | SSN | DOB | Employee Phone Number | Address 1 | Address 2 | City | ZIP Code | Hire Date | Start Date |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Company: ISL | | | | | | | | | | |
| ▼ Office: Adams | | | | | | | | | | |
| ▼ State: TX | | | | | | | | | | |
| | DAVIS, LIONEL | 274-58-6061 | 03/09/1988 | (967) 814-8492 | 1019 AVENUE E | | ROSENBERG | 77471 | 09/02/2020 | 09/01/2020 |
| | NORIEGA, CHRISTIAN | 778-84-6146 | 08/03/1999 | (945) 651-5934 | 13423 Greenway drive | | Sugarland | 77498 | 07/31/2019 | 09/01/2020 |
| | Total | 2 | | | | | | | | |
| | Total | 2 | | | | | | | | |

1.5.3 Task Report

This report lists out all the tasks shown on the screen for printing purposes based on the filters.

Report Details

| | |
|--|--|
| Parent Category: Front Office | Report Type: Paginated |
| Category: Recruiting & Onboarding | Report Runs From: ETC of all the Applications |
| Report Category: Application | Report Level: Task |

Report Preview

| Task Report | | | | | |
|------------------------|----------|-------------|---------------|-------------|-----------|
| Task | TaskType | Task Status | Relates To | Assigned To | Due Date |
| First Report Of Injury | Form | Assigned | TAKIRA HARVEY | MARY DOE | 6/23/2021 |
| Review | ToDo | Completed | TAKIRA HARVEY | MARY DOE | 6/19/2021 |
| Review DirectDeposit | Form | Assigned | TAKIRA HARVEY | MARY DOE | 6/20/2021 |
| E-Verify | Form | Assigned | TAKIRA HARVEY | MARY DOE | 6/19/2021 |
| Review I-9 | Form | Assigned | TAKIRA HARVEY | MARY DOE | 6/19/2021 |
| Complete Screening | ToDo | Assigned | RACHEL GREEN | MARY DOE | 6/19/2021 |
| Complete Interview | ToDo | Assigned | RACHEL GREEN | MARY DOE | 6/19/2021 |
| Complete Orientation | ToDo | Completed | TAKIRA HARVEY | MARY DOE | 6/19/2021 |

1.5.4 Task List Report

This report shows the list of tasks assigned to a user in a given range.

Report Details

| | |
|--|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Recruiting & Onboarding | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|-----------------------|--|---|---------|----------|
| Task Insert Date From | Filters records from the task insert date provided | | | Yes |
| Task Insert Date To | Filters records to the task insert date provided | | | Yes |
| Relates To | Filters tasks related to the selected entity | Assignment/ Organization/ Person/ Work Injury/ Unemployment/ Job/ Job Candidate | | Yes |
| Relates To Name | Filters tasks for respective name, id, and number provided | | | No |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Task Template | Filters records by the task template selected | List of all the task template that the user has access to | | No |
| Task Status | Filters records by the task status selected | List of all Task Status | | No |

Report Preview

| Company | Office | Assigned To | Relates To Name | Task | Task Template | Work Flow Stage | Form Name | Note | Task Insert Date | Task Status | Task Completion Date | Task Start Date | Task Due Date |
|---------|----------------|---------------------|---------------------|-----------|---------------|-----------------|------------------|-----------|------------------|-------------|----------------------|-----------------|---------------|
| AAA | Center Rutland | BORO, SUS | BORO, SUS | Skills | Skills | Applicant | Skills | Skills | 10/25/2021 | Assigned | | 10/25/2021 | 10/25/2021 |
| AAA | Center Rutland | BORO, SUS | BORO, SUS | Interview | Interview | Applicant | Interview | Interview | 10/25/2021 | Assigned | | 10/25/2021 | 10/28/2021 |
| AAA | Center Rutland | POUDEL, SAMIKSHA | POUDEL, SAMIKSHA | 8850 | 8850 | Paperwork | 8850 | 8850 | 10/21/2021 | Assigned | | 10/21/2021 | 10/24/2021 |
| AAA | Center Rutland | POUDEL, SAMIKSHA | POUDEL, SAMIKSHA | 8850 | 8850 | Paperwork | Acknowledgeme... | 8850 | 10/21/2021 | Assigned | | 10/21/2021 | 10/24/2021 |
| AAA | Readsboro | DELOATCH, SHAUNT... | DELOATCH, SHAUNTAY | Interview | Interview | Applicant | Interview | Interview | 10/20/2021 | Assigned | | 10/20/2021 | 10/23/2021 |
| AAA | Readsboro | MANANDHAR, NITESH | MANANDHAR, NITESH | Interview | Interview | Applicant | Interview | Interview | 10/21/2021 | Assigned | | 10/21/2021 | 10/24/2021 |
| AAA | Readsboro | SUS_BORO, SUS_BO... | SUS_BORO, SUS_BO... | Interview | Interview | Applicant | Interview | Interview | 10/25/2021 | Assigned | | 10/25/2021 | 10/28/2021 |
| AAA | Websterville | HEAPS, TERRA | HEAPS, TERRA | SKILLS | Skills | Applicant | Skills | Skills | 10/18/2021 | Assigned | | 10/18/2021 | 10/21/2021 |
| AAA-1 | Elkton | ALBA, A B | ALBA, A B | W-4 | W-4 | Rehire | W4-2021 | W-4 | 10/26/2021 | Assigned | | 10/26/2021 | 10/26/2021 |
| AAA-1 | Elkton | BERLIN, TOKYO | BERLIN, TOKYO | Interview | Interview | Applicant | Interview | Interview | 11/08/2021 | Assigned | | 11/08/2021 | 11/11/2021 |
| AAA-1 | Elkton | LANE, KHABY | LANE, KHABY | Interview | Interview | Applicant | Interview | Interview | 11/08/2021 | Assigned | | 11/08/2021 | 11/11/2021 |
| AAA-1 | Elkton | LAST, ZSDFF | LAST, ZSDFF | Interview | Interview | Applicant | Interview | Interview | 10/28/2021 | Assigned | | 10/28/2021 | 10/31/2021 |
| AAA-1 | Elkton | MADANI, MEENA | MADANI, MEENA | Interview | Interview | Applicant | Interview | Interview | 11/08/2021 | Assigned | | 11/08/2021 | 11/11/2021 |
| AAA-1 | Elkton | WORLD, ZZHELO | WORLD, ZZHELO | Interview | Interview | Applicant | Interview | Interview | 10/28/2021 | Assigned | | 10/28/2021 | 10/31/2021 |
| AAA-1 | Elkton | YUT, TESRY | YUT, TESRY | W-4 | W-4 | Rehire | W4-2021 | W-4 | 11/03/2021 | Assigned | | 11/03/2021 | 11/06/2021 |
| AAA-2 | El Granada | RAT, ZZBAT | RAT, ZZBAT | Interview | Interview | Applicant | Interview | Interview | 10/28/2021 | Assigned | | 10/28/2021 | 10/31/2021 |

1.5.5 Vaccination Tracking Report

This report shows the records from Vaccination Tracking form which was completed by new hires to track their vaccination status.

Report Details

| | |
|--|--|
| Parent Category: Front Office | Report Type: Spreadsheet |
| Category: Recruiting & Onboarding | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|---------|----------|
| Completion Date From | Filters records from the task completion date provided | | | Yes |
| Completion Date To | Filters records to the task completion date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Person Id | Filters records by the specific person Id | | | No |

Report Preview

| Company | Office | Person Id | Name | Vaccine Manufacturer | Assigned At | Received Covid19 Vaccine | Job Id | Assigned On | Task St |
|----------------------|----------------------|----------------------|--------------------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AAA | Bridport | 15707100 | MICHAEL DANIEL EDWARD HADDICAN | | | | | | Assign |
| AAA | Center Rutland | 15712572 | ADD GAREKO NAYA | | | | | | Assign |
| AAA | Center Rutland | 15712573 | QWERTY QWERTY | | | | | | Assign |
| AAA | Websterville | 15712568 | ASD ZZZ QWEWQAA | | | | | | Assign |
| AAA | Websterville | 15712556 | PERSON INFO AAYUO KI NAI | | | | | | Assign |
| AAA | Websterville | 15712570 | ZZXZXZ WWW ZXZX | | | | | | Assign |
| AAA | Websterville | 15712560 | ZZXZXZ ZXZX | | | | | | Assign |
| AAA-1 | Elkton | 15600225 | ASHTON SANDERS | | | | | | Assign |
| AAA-1 | Elkton | 15599131 | CALVIN WILLIAMS | | | | | | Assign |

Part 2

Back Office Reports

2 Back Office Reports

2.1 Accounting/ GL Reports

2.1.1 Employee Payroll Summary Report

This report shows the payroll summary details of the employee with hours.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filters the records from this check date | | | Yes |
| Check Date To | Filters the records up to this check date | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| Company | Office | Person Id | Person | Last 4 SSN | Check Number | Check Date | Gross | Tax | Deduction | Net | YTD Gross | RT Hours | OT Hours |
|-------------|----------------|-----------|-------------------------|------------|--------------|------------|------------|----------|------------|------------|-------------|----------|----------|
| AAA | Bridport | 15707502 | A B | 5666 | 4501 | 11/04/2021 | \$560.00 | \$82.43 | \$0.00 | \$477.57 | \$560.00 | 14.0000 | 0.0000 |
| AAA | Bridport | 15707502 | A B | 5666 | 4502 | 11/04/2021 | \$716.50 | \$109.27 | \$0.00 | \$607.23 | \$1,276.50 | 14.3300 | 0.0000 |
| AAA | Bridport | 651250 | A B ALBA | 4941 | 4496 | 11/04/2021 | \$700.00 | \$133.26 | \$75.00 | \$491.74 | \$700.00 | 14.0000 | 0.0000 |
| AAA | Bridport | 651250 | A B ALBA | 4941 | 4497 | 11/04/2021 | \$700.00 | \$133.26 | \$75.00 | \$491.74 | \$1,400.00 | 14.0000 | 0.0000 |
| AAA | Bridport | 731497 | AALIYAH J BUTLER | 0977 | 4505 | 11/04/2021 | \$135.00 | \$13.81 | \$50.00 | \$71.19 | \$135.00 | 0.0000 | 9.0000 |
| AAA | Bridport | 710489 | AALIYAH T BACON | 8837 | 4500 | 11/04/2021 | \$130.00 | \$13.18 | \$0.00 | \$116.82 | \$130.00 | 13.0000 | 0.0000 |
| AAA | Bridport | 15687724 | AALIYAH TACIANA BAILEY | 9154 | 4503 | 11/04/2021 | \$140.00 | \$14.49 | \$0.00 | \$125.51 | \$140.00 | 14.0000 | 0.0000 |
| AAA | Bridport | 695390 | AAREN C BROWN | 4407 | 4504 | 11/04/2021 | \$90.00 | \$8.12 | \$0.00 | \$81.88 | \$90.00 | 9.0000 | 0.0000 |
| AAA | Bridport | 14048321 | AARON AKIJO | 3424 | 4495 | 11/04/2021 | \$210.00 | \$24.05 | \$185.95 | \$0.00 | \$9,922.09 | 14.0000 | 0.0000 |
| AAA | Bridport | 780591 | AARON ANDERSON ANDERSON | 4373 | 4499 | 11/04/2021 | \$210.00 | \$24.05 | \$0.00 | \$185.95 | \$2,898.70 | 14.0000 | 0.0000 |
| AAA | Bridport | 667618 | AARON B BARNES | 8074 | 4498 | 11/04/2021 | \$140.00 | \$14.49 | \$0.00 | \$125.51 | \$140.00 | 14.0000 | 0.0000 |
| AAA | Center Rutland | 15707357 | TAKIRA HARVEY | 3245 | 4493 | 11/04/2021 | \$4,128.00 | \$0.00 | \$0.00 | \$4,128.00 | \$8,328.00 | 27.5200 | 0.0000 |
| AAA | Center Rutland | 15596118 | TINA ZZZ BIRD | 8989 | 4495 | 11/04/2021 | \$112.00 | \$14.32 | \$25.00 | \$72.68 | \$112.00 | 14.0000 | 0.0000 |
| AAA | Center Rutland | 772588 | ZACHERY A CAUL | 8746 | 4491 | 11/04/2021 | \$212.16 | \$31.60 | \$0.00 | \$180.56 | \$1,019.16 | 26.5200 | 0.0000 |
| Grand Total | | | | | | | \$9,790.66 | \$816.55 | \$1,817.73 | \$7,156.38 | \$32,162.45 | 245.370 | 17.000 |

2.1.2 GL Audit Report

This report shows potential discrepancies in general records created by the system.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---|-------------------|---------|----------|
| Accounting Period | Filters records by transaction's Accounting Period date | | | Yes |

Report Grouping

❖ Possible Discrepancy Message

Report Preview

| Possible Discrepancy Message | | | | | | | | | | | | | |
|---|------------|-------------|----------------|------------------|------------------|--------------------------|-----------|---------------|-------------------|------------|----------|--------------------|----------------|
| Company | Total Pay | Total Sales | Transaction AP | Payment Batch AP | Invoice Batch AP | Customer | Pay Cycle | Invoice Cycle | Person | Customerid | Personid | TransactionBatchid | PaymentBatchid |
| ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Possible Discrepancy Message: Transaction AP is Different than Payment AP | | | | | | | | | | | | | |
| Demo | \$638.9500 | \$752.1200 | 09/27/2020 | 10/04/2020 | 10/04/2020 | Abracadabras DBA A33 Inc | BiWeekly | Weekly | HERNANDEZ, CODY R | 15602523 | 15670404 | 7292 | 4394 |
| Demo | \$188.8000 | \$222.2200 | 09/27/2020 | 10/04/2020 | 10/04/2020 | Abracadabras DBA A33 Inc | BiWeekly | Weekly | HERNANDEZ, CODY R | 15602523 | 15670404 | 7292 | 4394 |
| Demo | \$225.0000 | \$273.2500 | 10/04/2020 | | | MAGIC VALLEY SPEEDWAY | BiWeekly | Weekly | HOUSE, GAVEN LYLE | 15601491 | 15670150 | 7589 | |
| Demo | \$136.5300 | \$165.8100 | 10/04/2020 | | | MAGIC VALLEY SPEEDWAY | BiWeekly | Weekly | HOUSE, GAVEN LYLE | 15601491 | 15670150 | 7505 | |
| Total | \$1189.28 | \$1413.40 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Grand Total | \$1189.28 | \$1413.40 | | | | | | | | | | | |

2.1.3 Payroll Journal Report

This report shows all paychecks in a given date range that includes a summarized level of transactions, taxes, contributions, deductions, accruals, and bank information. It can be further filtered in summary only level.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|--|------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Payment Type | Filters records by check type selected | Direct Deposit/ Live Checks/ Both | | |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| SSN | Filters records by SSN | | % | Yes |
| Bank | Filters records by banks selected | List of banks that the login user has access too | | No |
| Show Summary | Shows summary records when selected True else shows details of records | True/ False | False | Yes |

Report Grouping

- ❖ Company
 - Office
 - Person

Report Preview

ZENOPLE

Payroll Journal Report

| Gross | Federal | State | FICA | MED | Local | Garn. | Health Ins. | Other | Net | DD | RT | OT | PTO | HOL | DT |
|------------------------------|------------|------------------|------------------------|-----------|--------|------------------------|-------------|----------|-------------------------|-------------|------|------------------|-----------------|----------------|------|
| Company: Demo | | | | | | | | | | | | | | | |
| Office:Anthony | | | | | | | | | | | | | | | |
| SABIN, ZACHARY LAMAR | | | Check Number: rv219087 | | | Check Date: 06/03/2021 | | | Check Status: Reissuing | | | | | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$312.50 | (\$312.50) | N | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SABIN, ZACHARY LAMAR | | | Check Number: rv216967 | | | Check Date: 06/03/2021 | | | Check Status: Reissuing | | | | | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$463.64 | (\$463.64) | N | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Subtotal For Branch: Anthony | | | | | | | | | | CheckStatus | | CheckStatusCount | | CheckStatusNet | |
| Gross | \$0.00 | Federal | \$0.00 | RT Hours | 0 | Reissuing | | 2 | | (\$776.14) | | | | | |
| Reimbursement | \$0.00 | State | \$0.00 | OT Hours | 0.00 | | | 2 | | (\$776.14) | | | | | |
| Agency Pay | \$0.00 | FICA | \$0.00 | PTO Hours | 0.00 | | | | | | | | | | |
| -Taxes | \$0.00 | MED | \$0.00 | DT Hours | 0.00 | | | | | | | | | | |
| -PermanentDeduction | \$776.14 | Local | \$0.00 | Hol Hours | 0.00 | | | | | | | | | | |
| -OneTimeDeduction | \$0.00 | | | | | | | | | | | | | | |
| Net | (\$776.14) | Garnishment | \$0.00 | | | | | | | | | | | | |
| DD Net | \$0.00 | Health Insurance | \$0.00 | | | | | | | | | | | | |
| Live check Net | (\$776.14) | Other | \$776.14 | | | | | | | | | | | | |
| Check Count | 2 | Live check Count | 2 | | | | | | | | | | | | |
| Employee Count | 1 | DD Count | 0 | | | | | | | | | | | | |
| Bank | | | | | | | | | | | | Net Amount | Total Employees | Total Checks | |
| Comerica | | | | | | | | | | | | (\$776.14) | 1 | 2 | |
| Checking | | | | | | | | | | | | (\$776.14) | 1 | 2 | |
| | | | | | | | | | | | | (\$776.14) | 1 | 2 | |

User MARY DOE

Date: 6/20/2021 11:47 PM

2.1.4 Payroll Register Report

This report shows all paychecks in a given date range that includes detailed level transactions, taxes, contributions, deductions, accruals, and bank information. It can be further filtered in summary only level.

Report Details


| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | Yes |
| SSN | Filters records by SSN | | % | Yes |
| Show Summary | Shows detail records when selected False else shows summary records | True/ False | True | Yes |

Report Grouping

- ❖ Company
 - Office
 - Customer
 - Person

Report Preview


ZENOPLE

Payroll Register Report

| Person | Check# | Check Date | Gross | Reimb. | Taxes | Deduction | Net | IsDD | PPE |
|--------------------|--------|------------|-------|--------|-------|-----------|-----|------|-----|
| Company-Demo | | | | | | | | | |
| Company(Demo)Total | | | | | | | | | |

| Transaction Code | Pay Unit | Total Pay |
|------------------|----------------|-------------------|
| RT | 60.3000 | \$1,809.00 |
| OT | 24.0000 | \$360.00 |
| Total | 84.3000 | \$2,169.00 |

| Tax Name | Employer | | Employee | |
|---------------------------------|---------------|-----------------|---------------|-----------------|
| | Taxable Gross | Tax Am't | Taxable Gross | Tax Am't |
| Additional Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| California State Tax | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Colorado State Tax | \$0.00 | \$0.00 | \$2,169.00 | \$92.00 |
| Colorado State Unemployment Tax | \$2,169.00 | \$30.36 | \$0.00 | \$0.00 |
| Employer FICA Tax | \$2,169.00 | \$134.48 | \$0.00 | \$0.00 |
| Employer Medicare Tax | \$2,169.00 | \$31.45 | \$0.00 | \$0.00 |
| Federal Income Tax | \$0.00 | \$0.00 | \$2,169.00 | \$245.11 |
| Federal Unemployment Tax | \$2,169.00 | \$13.02 | \$0.00 | \$0.00 |
| FICA | \$0.00 | \$0.00 | \$2,169.00 | \$134.48 |
| Medicare | \$0.00 | \$0.00 | \$2,169.00 | \$31.45 |
| Utah State Tax | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | | \$209.31 | | \$503.04 |

| Deduction Type | Amount | Contribution Name | Amount |
|----------------|-----------------|-------------------|-----------------|
| Advance Bank | \$0.00 | 401KER | \$300.00 |
| Child Support | \$100.00 | | |
| Total | \$100.00 | Total | \$300.00 |

| Accrual Type | Accrue | Deplete |
|-------------------|---------------|-------------|
| CO Paid Sick Time | 4.61 | 0.00 |
| Total | \$4.61 | 0.00 |

No. of Employees 2

No. of Checks 4

DD Count 3

Live check Count 1

Total Branch Net Check Amount \$1,565.96

Total Branch DD Net Check Amount \$1,565.96

Total Branch LiveCheckNet Amount \$0.00

Report Total

User: MARY DOE
For the Period From : 05/30/2021-05/30/2021

Date: 6/20/2021 11:42 PM

Page 1 of 3

Note: Users can run the report either by Batch Id or other parameters but not both.

Confidential

2.1.5 Payroll Register Detail Report

This report is a spreadsheet view of the Payroll Register Report that shows records per check when show details filter and shows total per employee for the summary.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filters the records from this check date | | | Yes |
| Check Date To | Filters the records up to this check date | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Show Details | Shows detail records when selected Yes and shows summary records when selected 'No' | Yes/ No | No | No |
| Person Id | Filters records by person Id | | | No |

Report Preview

| Company | Office | PersonId | Name | EmployeeStatus | Total Hours | Gross | EarningsRT | EarningsRTUnit | EarningsOTUnit | EarningsOT | Earni |
|----------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AAA | Bridport | 15689954 | GARRETT MASON DESEQUIRANT | Active | 13.3455 | \$130.20 | 130.2 | 13.02 | | | |
| AAA | Bridport | 15676171 | LUZ ELENA ESPITIA CASTRO | Active | 7.1750 | \$105.00 | 105 | 7 | | | |
| AAA | Bridport | 15634719 | RHONDA KAY HUBBARD | Active | 7.1750 | \$112.00 | 112 | 7 | | | |
| AAA | Cambridgeport | 15693732 | NEYSA ALANIZ-TORRES | Active | -0.8250 | -\$478.50 | 0 | 0 | | | |
| AAA | Cambridgeport | 15707305 | TAKIRA HARVEY | Active | 28.3500 | \$532.00 | 532 | 28 | | | |
| AAA | Center Rutland | 14048321 | AARON AKIUO | Active | 4.0000 | \$60.00 | 60 | 4 | | | |
| AAA | Center Rutland | 15596839 | ANSELEM AKIUO | Active | -0.6100 | -\$379.42 | 0 | 0 | | | |
| AAA | Center Rutland | 15688170 | JEMAL RAY ANDERSON | Active | -0.3725 | -\$208.60 | 0 | 0 | | | |
| AAA | Center Rutland | 15702684 | KAWAICHY ALAFEN | Active | -1.2000 | -\$808.64 | 0 | 0 | 0 | 0 | |
| Grand Total | | | | | 299.153 | \$464.34 | | | | | |

Total Rows: 24

Confidential

2.1.6 Transaction with Payroll and Invoice Detail Report

This report shows pay side and bill side information of employees in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Preview

| Company | Office | Customer | Department | Invoice Date | Invoice Number | Balance | Employee Name | Check Number | Check Date | Total Bill | Total Bill Hours |
|----------------------|----------------------|----------------------------------|-------------------------------------|----------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AAA-2 | Megargel | Rasmussen Custom Cabinetry | Primary | | | 0.0000 | BARKER, KYLE | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Lomita | Amp Robotics | Primary | | | 0.0000 | MERCADO, JESUS EDUARDO | 230154 | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Renwick | AMERICAN FALLS 4500028126 | Corporate | | | 0.0000 | MOLINA, RUDY M | | 05/27/2021 | \$4,855.20 | 60.0000 |
| AAA-2 | Renwick | AMERICAN FALLS 4500028126 | Corporate | | | 0.0000 | NAEGLE, EUGENE CONRAD | | 05/27/2021 | \$1938.00 | 15.0000 |
| AAA-2 | Grapevine | ESC Federal Cleaning Contractors | Primary | | | 0.0000 | WARREN, JEANNE L | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Fresno | Foster Farms- Fresno | N/S 2nd Proc | | | 0.0000 | RAMOS, ANTHONY TULIO | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Kelley | STARR CORPORATION | Scouler Building | | | 0.0000 | RENDON, PATROCENO J | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Lomita | Amp Robotics | Primary | | | 0.0000 | DELAY, EUGENE PAUL | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Muenster | Rotational Molding | Primary | | | 0.0000 | MILLAN, ABDULIA | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Muenster | Rotational Molding | Primary | | | 0.0000 | MILLAN, ABDULIA | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Humnoke | Atlas Roofing Corporation | Production | | | 0.0000 | SIKKENGA, MATHEW DAVID | 230159 | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Hye | Premier Health | Dept 12 Customer Education Services | | | 0.0000 | BOLING, MEEGAN | | 05/01/2021 | \$0.00 | 0.0000 |
| AAA-2 | Elysian Fields | Gossner Foods | Dept 54/55 - Milk Packaging | | | 0.0000 | PINEDA, SAUL | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Ozone | Urban Oven | Primary | | | 0.0000 | PINEDA RODRIGUEZ, ISABEL | | 05/27/2021 | \$0.00 | 0.0000 |
| AAA-2 | Humnoke | Atlas Roofing Corporation | Production | | | 0.0000 | SIKKENGA, MATHEW DAVID | | 05/27/2021 | \$0.00 | 0.0000 |
| Grand Total | | | | | | 1,555.210 | | | | \$7,713.45 | 225.000 |

2.1.7 WA WC Cost Report

This report shows WC-related information only for WA State under the earnings category including WC rate, WC code, pay hours, etc.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date or Check Date | | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the Company selected | | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

| ↑ Company × | | ↑ Office × | | | | | |
|--------------------|---|--|--|--|--|--|--|
| | WC Code | Pay Hours | EE Rate | EE WC Cost | ER Rate | ER WC Cost | Total Cost |
| | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> |
| ▼ Company: AAA-3 | | | | | | | |
| ▼ Office: Aberdeen | | | | | | | |
| | 7112WA | 1,624.5900 | 29.4150 | \$477.8700 | 93.2450 | \$1,514.8400 | \$1,992.7100 |
| | 7113WA | 1,491.8400 | 19.1000 | \$284.9200 | 56.4400 | \$842.0700 | \$1,126.9900 |
| | 7115WA | 2,044.7300 | 24.6800 | \$504.6100 | 67.8700 | \$1,387.8100 | \$1,892.4200 |
| | 7122WA | 8,168.0100 | 19.5100 | \$1,593.1100 | 51.9900 | \$4,247.3600 | \$5,840.4700 |
| | 7105WA | 575.2300 | 7.3800 | \$42.4400 | 9.0500 | \$52.0600 | \$94.5000 |
| ▼ Office: Chehalis | | | | | | | |
| | 7114WA | 1,684.7200 | 30.7350 | \$517.7300 | 93.8050 | \$1,580.3000 | \$2,098.0300 |
| | 7122WA | 17,141.0400 | 19.5100 | \$3,343.0200 | 51.9900 | \$8,913.2900 | \$12,256.3100 |
| | 7108WA | 2,470.6970 | 14.3150 | \$353.8600 | 34.2500 | \$846.2700 | \$1,200.1300 |
| | 7112WA | 2,031.2700 | 29.4150 | \$597.5200 | 93.2450 | \$1,894.0600 | \$2,491.5800 |
| | 7113WA | 7,650.4280 | 19.1000 | \$1,461.2000 | 56.4400 | \$4,318.4500 | \$5,779.6500 |
| | 7115WA | 640.8900 | 24.6800 | \$158.1700 | 67.8700 | \$434.9700 | \$593.1400 |

2.1.8 WC Cost Detail Report










This report shows all worker comp details that include gross, WC wages, WC cost, WC codes, etc.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records from this accounting period | | | Yes |
| Accounting Period To | Filters records up to this accounting period | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| SSN | Filters records by SSN | | | No |
| Person | Filters records by person name | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Department | Person | Gross | WC Wage | WC Code | WC Cost |
|--|---|---|---|---|---|---|---|---|--------------------|
| month/d...  |  |  |  |  |  |  |  |  | |
| 11/21/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Loading-1st | DAUSEL, DAMON | \$276.7500 | \$276.7500 | 3822IA | \$22.4200 |
| 11/21/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-1st | IRLANDA, MILLY TORRES | \$689.6100 | \$631.4100 | 3822IA | \$51.1400 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Shore Station-1st | MASON, CADE | \$1,170.0000 | \$1,145.0000 | 3822IA | \$92.7500 |
| 10/10/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-1st | DIAZ, ADELA | \$363.3800 | \$363.3800 | 3822IA | \$29.4300 |
| 11/14/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-1st | KIENAST, DANIEL | \$357.5000 | \$357.5000 | 3822IA | \$28.9600 |
| 09/12/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-2nd | BENDER, TREVOR | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| 08/22/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Shore Station-2nd Shift | MCCORMICK, BEAU | \$260.1300 | \$235.1300 | 3822IA | \$19.0500 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Welding-1st | HUERTA, JONATHON | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-2nd | SALCIDO, ELIJAH LEE | \$460.0000 | \$460.0000 | 3822IA | \$37.2600 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Shore Station-2nd Shift | MANCILLA, HILDA | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| 08/29/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Shore Station-1st | GARCIA, JAIME | \$649.0000 | \$576.0000 | 3822IA | \$46.6600 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Assembly-1st | IRLANDA, MILLY TORRES | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Welding-1st | GURNEY, QUINTEN | \$645.0000 | \$645.0000 | 3822IA | \$52.2500 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Welding-2nd | VARGAS, RAMON | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Shore Station-1st | GARCIA, JAIME | \$0.0000 | \$0.0000 | 3822IA | \$0.0000 |
| Grand Total | | | | | 951 | \$363,600.06 | \$322,755.16 | | \$26,143.78 |

2.1.9 WC Cost Summary by Customer Report

This report shows total worker comp wages, rates, and costs grouped by customer.

Report Details

| | |
|--|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL reports | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Start Date (AP) | Filters records by accounting period from this date | | | Yes |
| End Date (AP) | Filters records by accounting period to this date | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records for a particular customer. | | % | Yes |

Report Grouping

- ❖ Company
 - Office
 - WC Code
 - Customer

Report Preview

| WC Cost Summary by Customer Report | | | | | | | | | |
|--|-----------------|-------------------|-------------|------------|------------|-----------|--------|---------|----------|
| Company: AAA-2 | | | | | | | | | |
| Work Site | Employee | Job Position | Gross Wages | WC Wages | RT | OT | Other | WC Rate | WC Cost |
| Office: McKinney | | | | | | | | | |
| WC Code: 8018UT | | | | | | | | | |
| Customer: Integrated Distribution Services | | | | | | | | | |
| 1711 South 4650 West Salt Lake City, UT - 84104 | YAZZIE, SHUNO E | Forklift Operator | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | 3.1200% | (\$9.34) |
| Total For Customer(Integrated Distribution Services) | | | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | | (\$9.34) |
| Total For WCCode(8018UT) | | | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | | (\$9.34) |
| Total For Office(Mckinney) | | | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | | (\$9.34) |
| User: SASITA MAHARJAN | | | | | | | | | |
| Date: 12/8/2021 2:21:14 PM | | | | | | | | | |
| Page 1 of 3 | | | | | | | | | |
| Total For Company(AAA-2) | | | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | | (\$9.34) |
| Grand Total: | | | (\$304.14) | (\$299.43) | (\$290.00) | (\$14.14) | \$0.00 | | (\$9.34) |

2.1.10 WC Cost Summary Report

This report shows a summary of all worker comp details that include gross, WC wages, WC cost, WC codes, etc.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records from this accounting period | | | Yes |
| Accounting Period To | Filters records up to this accounting period | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Preview

Accounting Period

Company

Office

| Customer | Department | Person | SSN | Gross | WC Wage | WC Code | WC Cost |
|------------------------------------|------------|--------|-------------|------------|------------|---------|-----------|
| | | | | | | | |
| Accounting Period: 07/11/2021 | | | | | | | |
| Company: AAA Staffing - Washington | | | | | | | |
| Office: Glover | | | | | | | |
| ABERDEEN (KSW/FM) | Primary | 1 | 058-51-5784 | \$625.0000 | \$625.0000 | 7106WA | \$0.0000 |
| Total | | 1 | | \$625.00 | \$625.00 | | \$0.00 |
| Office: Thetford Center | | | | | | | |
| Woodland LLC | Primary | 1 | 942-01-7242 | \$0.0000 | \$0.0000 | 7115WA | \$0.0000 |
| Total | | 1 | | \$0.00 | \$0.00 | | \$0.00 |
| Total | | 2 | | \$625.00 | \$625.00 | | \$0.00 |
| Company: AAA Employment Services | | | | | | | |
| Office: Anthony | | | | | | | |
| AMERICAN FALLS 4500028... | Corporate | 1 | 190-65-4497 | \$225.0000 | \$216.6700 | 6504ID | \$13.5000 |
| AMERICAN FALLS 4500028... | Corporate | 1 | 457-34-0488 | \$250.0000 | \$233.3300 | 6504ID | \$14.5400 |
| Grand Total | | 17 | | \$4,878.44 | \$4,228.95 | | \$199.34 |

2.1.11 Worker Comp Cost Report


This report shows total worker comp wages, rates, and cost. It can be further filtered with a group by Office/ Customer/ State/ WC Code/ Employee to see detail and summary. The WC Rate is calculated using the formula WC Cost divided by WC Wage.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Group By | Groups records by parameter selected | Office/Customer/ State/ WC Code /Employee | False | Yes |
| State | Filters records by state | List of state codes that users have access to | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Preview

ZENOPLE

Worker Comp Cost Report

Company: AAA

| | Gross Wages | Reg Wages | OT Wages | DT Wages | Other Wages | WC Wages | WC Cost | WC Rate |
|------------------------------------|-------------|------------|----------|----------|-------------|------------|---------|---------|
| Office: Cambridgeport | | | | | | | | |
| SubTotal for Office(Cambridgeport) | \$1,454.40 | \$1,454.40 | \$0.00 | \$0.00 | \$0.00 | \$1,454.40 | \$0.00 | 0.0000% |

AAA Total

| | |
|-------------|------------|
| Gross Wages | \$1,454.40 |
| RT Wages | \$1,454.40 |
| OT Wages | \$0.00 |
| DT Wages | \$0.00 |
| Other wages | \$0.00 |
| WC Wages | \$1,454.40 |
| WC Cost | \$0.00 |

StateTotal

| State | Gross Wages | RT Wages | OT Wages | DT Wages | Other wages | WC Wages | WC Cost |
|-------|-------------|------------|----------|----------|-------------|------------|---------|
| AZ | \$1,254.40 | \$1,254.40 | \$0.00 | \$0.00 | \$0.00 | \$1,254.40 | \$0.00 |
| WA | \$200.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 |

Report Total

| | |
|-------------|------------|
| GrossWages | \$1,454.40 |
| RT Wages | \$1,454.40 |
| OT Wages | \$0.00 |
| DT Wages | \$0.00 |
| Other wages | \$0.00 |
| WC Wages | \$1,454.40 |
| WC Cost | \$0.00 |

2.1.12 Worker Comp Cost with Hours Report

This report shows total worker comp wages, rates, and costs with hours.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Start Date (AP) | Filters records by accounting period from this date | | | Yes |
| End Date (AP) | Filters records by accounting period to this date | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by the customer's name | | % | Yes |

Report Grouping

- ❖ Company
 - Office
 - State
 - Customer

Report Preview

| ZENOPLE | | | | | | | | | | | | |
|---|-----------|----------|----------|-------------|------------|----------|----------|-------------|---------|------------------------|------------|---------|
| Worker Comp Cost with Hours Report | | | | | | | | | | | | |
| WC Code - Description | Reg Hours | OT Hours | DT Hours | Other Hours | Reg Wages | OT Wages | DT Wages | Other Wages | WC Rate | Gross Wages | WC Wages | WC Cost |
| Company: AAA-3 | | | | | | | | | | | | |
| Office: Cambridge | | | | | | | | | | | | |
| State: WA | | | | | | | | | | | | |
| Customer: Advanced Drainage Systems Inc | | | | | | | | | | | | |
| Department: Primary | | | | | | | | | | | | |
| 7122WA | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | 0.00% | \$1,962.19 | \$1,956.38 | \$0.00 |
| SubTotal: | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | | \$1,962.19 | \$1,956.38 | \$0.00 |
| Total for State: WA | | | | | | | | | | | | |
| | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | | \$1,962.19 | \$1,956.38 | \$0.00 |
| Total for Office: Cambridge | | | | | | | | | | | | |
| | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | | \$1,962.19 | \$1,956.38 | \$0.00 |
| Total for Company: AAA-3 | | | | | | | | | | | | |
| | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | | \$1,962.19 | \$1,956.38 | \$0.00 |
| Grand Total: | 123.25 | 0.75 | 0 | 0 | \$1,884.75 | \$17.44 | \$0.00 | \$0.00 | | \$1,962.19 | \$1,956.38 | \$0.00 |
| User: MARY DOE | | | | | | | | | | Date: 7/2/2021 4:29 AM | | |

2.1.13 Worker Comp Cost With Hour By State

This report shows total worker comp wages, rates, and costs with hours by State.


Reports Detail

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounting/GL | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|-------------------------------------|------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date / Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |

| | | | | |
|--------------|--|---|-------|-----|
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Group By | Groups records by parameter selected | State / Office / Customer | State | Yes |
| Show Summary | Shows summary records when selected True else shows details of records | True / False | False | Yes |

Report Preview



ZENOPL

Worker Comp Cost with Hours by State Report

For the AccountingPeriodDate From : 05/02/2021-06/27/2021

| WC Code Description | Reg Hrs | OT Hrs | DT Hrs | Other Hrs | Salary Hrs | Reg Wages | OT Wages | DT Wages | Other Wages | Salary Wages | WC Rate | Gross Wages | WC Wages | WC Cost |
|---------------------|-----------|----------|--------|-----------|------------|--------------|-------------|----------|-------------|--------------|---------|-----------------------------|--------------|------------|
| Company: 01-AAA-TX | | | | | | | | | | | | | | |
| State: AL | | | | | | | | | | | | | | |
| 2089AL | 3,252.03 | 345.57 | 0.00 | 0.00 | 0.00 | \$37,931.36 | \$6,128.88 | \$0.00 | \$0.00 | \$0.00 | 5.42% | \$44,060.24 | \$42,017.26 | \$2,277.30 |
| AL Total | 3,252.03 | 345.57 | 0.00 | 0.00 | 0.00 | \$37,931.36 | \$6,128.88 | \$0.00 | \$0.00 | \$0.00 | | \$44,060.24 | \$42,017.26 | \$2,277.30 |
| State: LA | | | | | | | | | | | | | | |
| 2089 | 589.72 | 45.73 | 0.00 | 0.00 | 0.00 | \$6,435.29 | \$737.96 | \$0.00 | \$0.00 | \$0.00 | 5.52% | \$7,173.25 | \$6,927.26 | \$382.39 |
| LA Total | 589.72 | 45.73 | 0.00 | 0.00 | 0.00 | \$6,435.29 | \$737.96 | \$0.00 | \$0.00 | \$0.00 | | \$7,173.25 | \$6,927.26 | \$382.39 |
| State: NM | | | | | | | | | | | | | | |
| 8215NM | 147.00 | 6.75 | 0.00 | 0.00 | 0.00 | \$1,561.50 | \$106.32 | \$0.00 | \$0.00 | \$0.00 | 5.13% | \$1,667.82 | \$1,632.38 | \$83.74 |
| 9016NM | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$195.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 4.38% | \$195.00 | \$195.00 | \$8.54 |
| 9403NM | 20.50 | 0.00 | 0.00 | 0.00 | 0.00 | \$225.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 8.83% | \$225.50 | \$225.50 | \$19.92 |
| 9410NM | 912.15 | 0.99 | 0.00 | 0.00 | 0.00 | \$10,096.33 | \$16.22 | \$0.00 | \$0.00 | \$0.00 | 3.99% | \$10,112.55 | \$10,107.15 | \$403.27 |
| NM Total | 1,094.65 | 7.74 | 0.00 | 0.00 | 0.00 | \$12,078.33 | \$122.54 | \$0.00 | \$0.00 | \$0.00 | | \$12,200.87 | \$12,160.03 | \$515.47 |
| State: OK | | | | | | | | | | | | | | |
| 2095OK | 208.35 | 23.18 | 0.00 | 0.00 | 0.00 | \$2,802.31 | \$467.77 | \$0.00 | \$0.00 | \$0.00 | 5.95% | \$3,270.08 | \$3,114.16 | \$185.28 |
| 2501 | 973.06 | 128.53 | 0.00 | 0.00 | 0.00 | \$10,966.88 | \$2,120.17 | \$0.00 | \$0.00 | \$0.00 | 4.98% | \$13,087.05 | \$12,380.31 | \$616.51 |
| 6513OK | 163.01 | 23.75 | 0.00 | 0.00 | 0.00 | \$1,759.78 | \$389.45 | \$0.00 | \$0.00 | \$0.00 | 5.99% | \$2,149.23 | \$2,019.41 | \$120.97 |
| 8018OK | 257.95 | 0.00 | 0.00 | 0.00 | 0.00 | \$3,353.35 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 4.82% | \$3,353.35 | \$3,353.35 | \$161.63 |
| 8810OK | 40.00 | 3.50 | 0.00 | 0.00 | 0.00 | \$480.00 | \$63.00 | \$0.00 | \$0.00 | \$0.00 | 0.36% | \$543.00 | \$522.00 | \$1.88 |
| 9014OK | 140.25 | 0.00 | 0.00 | 140.25 | 0.00 | \$1,626.90 | \$0.00 | \$0.00 | \$591.86 | \$0.00 | 6.07% | \$2,218.76 | \$1,626.90 | \$98.75 |
| 9052OK | 13.75 | 0.00 | 0.00 | 0.00 | 0.00 | \$144.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 4.45% | \$144.38 | \$144.38 | \$6.42 |
| OK Total | 1,796.37 | 178.96 | 0.00 | 140.25 | 0.00 | \$21,133.60 | \$3,040.39 | \$0.00 | \$591.86 | \$0.00 | | \$24,765.85 | \$23,160.51 | \$1,191.44 |
| State: TX | | | | | | | | | | | | | | |
| 2003TX | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$750.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 3.46% | \$750.00 | \$750.00 | \$25.95 |
| 3028TX | 61.50 | 0.00 | 0.00 | 0.00 | 0.00 | \$861.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 3.21% | \$861.00 | \$861.00 | \$27.64 |
| 3040TX | 200.00 | 0.00 | 0.00 | 2.00 | 0.00 | \$2,920.00 | \$0.00 | \$0.00 | \$250.00 | \$0.00 | 4.62% | \$3,170.00 | \$3,170.00 | \$146.46 |
| 3066TX | 1,595.20 | 267.75 | 0.00 | 40.00 | 0.00 | \$21,377.70 | \$5,487.17 | \$0.00 | \$724.00 | \$0.00 | 3.54% | \$27,588.87 | \$25,759.81 | \$911.89 |
| 3132TX | 152.49 | 0.00 | 0.00 | 0.00 | 0.00 | \$1,524.90 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 2.74% | \$1,524.90 | \$1,524.90 | \$41.78 |
| 3146TX | 80.00 | 24.00 | 0.00 | 0.00 | 0.00 | \$1,200.00 | \$645.00 | \$0.00 | \$0.00 | \$0.00 | 2.79% | \$1,845.00 | \$1,630.00 | \$45.48 |
| 4038TX | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$540.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 3.29% | \$540.00 | \$540.00 | \$17.77 |
| 4045TX | 113.07 | 14.50 | 0.00 | 0.00 | 0.00 | \$1,696.05 | \$326.26 | \$0.00 | \$0.00 | \$0.00 | 4.12% | \$2,022.31 | \$1,913.55 | \$78.84 |
| 4243TX | 39.25 | 0.00 | 0.00 | 0.00 | 0.00 | \$471.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 2.90% | \$471.00 | \$471.00 | \$13.66 |
| 4244TX | 193.50 | 0.00 | 0.00 | 0.00 | 0.00 | \$2,589.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 2.94% | \$2,589.00 | \$2,589.00 | \$76.12 |
| 4452TX | 29.19 | 0.00 | 0.00 | 0.00 | 0.00 | \$342.98 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 2.55% | \$342.98 | \$342.98 | \$8.75 |
| 4459TX | 243.03 | 9.75 | 0.00 | 0.00 | 0.00 | \$3,645.45 | \$219.38 | \$0.00 | \$0.00 | \$0.00 | 2.39% | \$3,864.83 | \$3,791.70 | \$90.62 |
| 4484TX | 1,167.15 | 99.37 | 0.00 | 0.00 | 0.00 | \$14,070.67 | \$1,980.27 | \$0.00 | \$0.00 | \$0.00 | 3.07% | \$16,050.94 | \$15,390.86 | \$472.50 |
| 6504TX | 649.20 | 74.97 | 0.00 | 0.00 | 0.00 | \$9,054.82 | \$1,441.81 | \$0.00 | \$0.00 | \$0.00 | 3.33% | \$10,496.63 | \$10,016.02 | \$333.35 |
| 8018TX | 1,140.74 | 157.93 | 0.00 | 1.00 | 0.00 | \$15,439.72 | \$3,450.92 | \$0.00 | \$300.00 | \$0.00 | 3.18% | \$19,190.64 | \$18,040.33 | \$573.70 |
| 8034TX | 253.88 | 33.35 | 0.00 | 0.00 | 0.00 | \$3,099.55 | \$639.62 | \$0.00 | \$0.00 | \$0.00 | 3.57% | \$3,739.17 | \$3,525.96 | \$125.88 |
| 8102TX | 626.00 | 158.25 | 0.00 | 0.00 | 0.00 | \$8,258.00 | \$3,140.08 | \$0.00 | \$0.00 | \$0.00 | 4.98% | \$11,398.08 | \$10,351.37 | \$515.50 |
| 8106TX | 57.75 | 0.00 | 0.00 | 0.00 | 0.00 | \$808.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 4.67% | \$808.50 | \$808.50 | \$37.76 |
| 8107TX | 704.00 | 74.10 | 0.00 | 0.00 | 0.00 | \$9,804.75 | \$1,358.41 | \$0.00 | \$0.00 | \$0.00 | 2.79% | \$11,163.16 | \$10,710.35 | \$298.80 |
| 8234TX | 60.00 | 2.00 | 0.00 | 0.00 | 0.00 | \$660.00 | \$33.00 | \$0.00 | \$0.00 | \$0.00 | 5.60% | \$693.00 | \$682.00 | \$38.19 |
| 8292TX | 1,250.81 | 331.68 | 0.00 | 0.00 | 0.00 | \$17,889.07 | \$7,320.23 | \$0.00 | \$0.00 | \$0.00 | 3.52% | \$25,209.30 | \$22,769.22 | \$801.46 |
| 8391TX | 192.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$1,920.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 1.83% | \$1,920.00 | \$1,920.00 | \$35.14 |
| 8810TX | 67.60 | 0.00 | 0.00 | 0.00 | 0.00 | \$780.35 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.15% | \$780.35 | \$780.35 | \$1.17 |
| TX Total | 8,991.36 | 1,247.65 | 0.00 | 43.00 | 0.00 | \$119,703.51 | \$26,042.15 | \$0.00 | \$1,274.00 | \$0.00 | | \$147,019.66 | \$138,338.90 | \$4,718.61 |
| 01-AAA-TX Total | 15,724.13 | 1,825.65 | 0.00 | 183.25 | 0.00 | \$197,282.09 | \$36,071.92 | \$0.00 | \$1,865.86 | \$0.00 | | \$235,219.87 | \$222,603.96 | \$9,085.21 |
| User: MARY DOE | | | | | | | | | | | | Date: 7/17/2022 11:41:33 PM | | |
| Page 1 of 7 | | | | | | | | | | | | | | |

2.2 Accounts Payable Reports

2.2.1 Agency Paycheck Report

This is a check designed which is used to pay the agencies.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Payable | Report Runs from Application: APS |
| Report Category: Application | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Payment Id | Filters payments by Payment Id provided | | 0 | Yes |

Report Preview

| | | | | | | | | | | | |
|--|--|---|--|--|---------------|--|------------------------|---|--|--|--|
| AAA Employment Services 125 N. Belinda Circle Rosemount, UT - 84056 (302)257-1096 | | Check Number: 900048 Check Date: 05/07/2021 | | | | | | | | | |
| Name: WEST VALLEY RESOURCES | Net Amt.: \$2,258.36 | IMPORTANT-KEEP FOR YOUR RECORD | | | | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> AAA Employment Services 125 N. Belinda Circle Rosemount, UT - 84056 (302)257-1096 </td> <td style="width: 20%; text-align: center;"> Comerica <small>Comerica</small> </td> <td style="width: 30%; text-align: right;"> 900048 </td> </tr> <tr> <td> Pay Two Thousand Two Hundred Fifty Eight and Thirty Six Cents Only Pay to the order of </td> <td> Date 05/07/2021 </td> <td> Amount \$2,258.36 Void After 180 Days </td> </tr> <tr> <td colspan="3"> WEST VALLEY RESOURCES 2250 S REDWOOD RD. STE 1 WEST VALLEY, UT 84119 </td> </tr> </table> | | | AAA Employment Services 125 N. Belinda Circle Rosemount, UT - 84056 (302)257-1096 | Comerica <small>Comerica</small> | 900048 | Pay Two Thousand Two Hundred Fifty Eight and Thirty Six Cents Only Pay to the order of | Date 05/07/2021 | Amount \$2,258.36 Void After 180 Days | WEST VALLEY RESOURCES 2250 S REDWOOD RD. STE 1 WEST VALLEY, UT 84119 | | |
| AAA Employment Services 125 N. Belinda Circle Rosemount, UT - 84056 (302)257-1096 | Comerica <small>Comerica</small> | 900048 | | | | | | | | | |
| Pay Two Thousand Two Hundred Fifty Eight and Thirty Six Cents Only Pay to the order of | Date 05/07/2021 | Amount \$2,258.36 Void After 180 Days | | | | | | | | | |
| WEST VALLEY RESOURCES 2250 S REDWOOD RD. STE 1 WEST VALLEY, UT 84119 | | | | | | | | | | | |

2.2.2 Deduction Submittal Report

This report shows all deductions that were paid to the agencies along with employee information and case information/reference. It is designed to be submitted along with the agency check that was generated.

Report Details

| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Payable | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Date Type | Filters records by the type selected | Accounting Period Date or Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| | |
|--|--|
| <u>Employer:</u> AAA Employment Services FEIN 870297877 125 N. Belinda Circle Rosemount, UT 84056 | <u>To:</u> Twin Falls Sheriff PO Box 146 Twin Falls, ID83303 |
|--|--|

| CheckDate | Check No. | Employee | SSN | Description | Reference | Amount |
|---------------|-----------|---------------------|-------------|-------------|--------------|-----------------|
| 12/10/2020 | 167069 | BOURNE, NICOLETTE J | 812-96-6141 | Garnishment | CV42-20-2234 | \$341.20 |
| Total: | | | | | | \$341.20 |

Enclosed Check Number: 900036

User: MARY DOE

Date: 7/2/2021 5:09:45 AM

Note: Users can run the report either by Payment Batch Id or other parameters but not both.

2.2.3 Deduction Submittal by Office Report

This report shows all deductions that were paid to the agencies along with employee information and case information/ reference broken down by Office. It is designed to be submitted along with the agency check that was generated.

Report Details

| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Payable | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period Date or Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Deduction Type | Filters records by selected deduction type | List of deduction type | | No |

Report Preview

| | | | | | | |
|--|--|--|--|--|--|--|
| <u>Employer:</u> AAA Employment Services FEIN 870297877 125 N. Belinda Circle Rosemount, UT 84056 | | | | <u>To:</u> Twin Falls Sheriff PO Box 146 Twin Falls, ID83303 | | |
|--|--|--|--|--|--|--|

| CheckDate | Check No. | Employee | SSN | Description | Reference | Amount |
|---|-----------|---------------------|-------------|-------------|--------------|----------|
| Office: Goliad | | | | | | |
| Deduction Name: Garnishment | | | | | | |
| 12/10/2020 | 167069 | BOURNE, NICOLETTE J | 812-96-6141 | Garnishment | CV42-20-2234 | \$341.20 |
| Total for DeductionName(Garnishment) | | | | | | \$341.20 |
| Total for Office(Goliad) | | | | | | \$341.20 |
| Total | | | | | | \$341.20 |

Enclosed Check Number: 900036

Note: Users can run the report either by Payment Batch Id or other parameters but not both.

2.3 Accounts Receivable Reports

2.3.1 AR Aging Report

This report provides the aging balance for all invoices grouped by customers based on the date provided. The aging buckets used are Current, 1-30, 31-60, 61-90, and over 90 days. This report can be further filtered by office and customers.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Receivable | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: AR |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------------|--|---|--------------|----------|
| Date Type | Filters records by the Date Type selected | Invoice Date/ Due Date | Due Date | Yes |
| As of Date | Filters records by the Date Type parameter | | Today's Date | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Group By | Groups records by parameter selected | Office/ None | None | Yes |
| Customer | Filters records by customer name | | % | Yes |
| Show Summary | Shows summary records when selected True else shows details of records | True/ False | False | Yes |
| Roll Up to Parent Customer | Filters records by customer department or rolled into root customer | Yes/ No | No | Yes |

Report Grouping

- ❖ Company
 - Office
 - Customer
 - Invoice Number

Report Preview

| ZENOPLE | | | | | | | | | | | |
|---------------------------|--------------------|------------|----------------|-----------------|------------------|--------------|------------|------------|--------------|-------------------|------------|
| AR Aging Report | | | | | | | | | | | |
| Company: Demo | | | | | | | | | | | |
| Customer # | Customer | Department | | PaymentTerms | | Phone Number | | Credits | | Last Payment Date | |
| Invoice # | Invoice Date | Due Date | Invoice Amount | Payment/Credits | Current | 1-30 days | 31-60 days | 61-90 days | Over 90 days | Balance | DO |
| Office: Anthony | | | | | | | | | | | |
| 584393 | American Fork Life | | Primary | Net30Days | (250) 111 - 9454 | | | | | \$0.00 | 05/05/2021 |
| 1025388 | 04/16/2021 | 05/16/2021 | \$1,713.60 | \$0.00 | \$0.00 | | \$1,713.60 | | | \$1,713.60 | 35 |
| 1026159 | 04/30/2021 | 05/30/2021 | \$856.80 | \$0.00 | \$0.00 | \$856.80 | | | | \$856.80 | 21 |
| American Fork Life Total: | | | \$2,570.40 | \$0.00 | \$0.00 | \$856.80 | \$1,713.60 | \$0.00 | \$0.00 | \$2,570.40 | |
| Office(Anthony)Total: | | | \$2,570.40 | \$0.00 | \$0.00 | \$856.80 | \$1,713.60 | \$0.00 | \$0.00 | \$2,570.40 | |
| Company(Demo)Total | | | \$2,570.40 | \$0.00 | \$0.00 | \$856.80 | \$1,713.60 | \$0.00 | \$0.00 | \$2,570.40 | |
| Report Total | | | \$2,570.40 | \$0.00 | \$0.00 | \$856.80 | \$1,713.60 | \$0.00 | \$0.00 | \$2,570.40 | |

User: MARY DOE

Page 1 of 1

Date: 6/20/2021 11:39:02 PM

2.3.2 AR Batch Report

This report prints after posting of AR payment batch. It includes all the payments in a batch and also runs for specific customers in a given date range.

Report Details


| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Receivable | Report Runs from Application: ARS, RMS |
| Report Category: Application and Shareable | Report Level: AR |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------------------------|----------|
| AR Batch Id | Filters records by AR batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Post Date/ Payment Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Grouping

- ❖ AR Batch Id
 - Company
 - Office

Report Preview



ZENOPLE

AR Batch Report

ARBatch Id: 3207

Note:ARS test

| Invoice No. | Customer | Department | Invoice Date | Payment Date | Invoice Amount | Previous Balance | Payment Amount | Remaining Balance |
|----------------------------|---------------------|--------------------|--------------|-------------------|----------------|------------------|----------------|-------------------|
| Company: Demo | | | | | | | | |
| Office: Shamrock | | No. of Customers:1 | | No. of Invoices:1 | | | | |
| 1026728 | Bountiful Bountiful | Primary | 05/29/2021 | 05/29/2021 | \$2,562.00 | \$2,562.00 | \$2,562.00 | \$0.00 |
| Total For Office(Shamrock) | | | | | | | \$2,562.00 | |
| Total For Company(Demo) | | | | | | | \$2,562.00 | |
| Total For Batch(3207) | | | | | | | \$2,562.00 | |

Report Total

| | | | |
|----------------|------------|------------------|---|
| Payment Amount | \$2,562.00 | No. of Customers | 1 |
| | | No. of Invoices | 1 |

| Customer Payment | | | | | | |
|---------------------------------|------------|-------------|-----------|---------------|----------------|-------------------|
| Customer | Department | PaymentDate | Reference | PaymentAmount | Applied Amount | Remaining Balance |
| Bountiful Bountiful | Primary | 05/29/2021 | ref | \$5,000.00 | \$2,562.00 | \$2,438.00 |
| Total for (Primary) | | | | \$5,000.00 | \$2,562.00 | \$2,438.00 |
| Total for (Bountiful Bountiful) | | | | \$5,000.00 | \$2,562.00 | \$2,438.00 |
| Grand Total | | | | \$5,000.00 | \$2,562.00 | \$2,438.00 |

User: MARY DOE

Page 1 of 3

Date: 6/21/2021 3:24:56 AM

Note: Users can run the report either by Batch Id or other parameters but not both. The customer payment portion is shown only when the report is run by AR Batch Id.

2.3.3 Cash Receipt Report


This report shows all AR payments received during a given date range. It can be further filtered by Payment Type and Reason Code.

Report Details

| | |
|--------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Receivable | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: AR |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------------|----------|
| AR Batch Id | Filters records by AR batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Post Date/ Payment Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Payment Type | Filters records by payment type selected | List of payment methods | | No |
| Reason Code | Filters records by payment type selected | List of payment reasons | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Preview



ZENOPLE

Cash Receipt Report

| Customer | Invoice No. | Invoice Date | Invoice Amt | Due Date | DSO | Payment Amt | Post Date | Batch Id | Reason Code | Payment Method | Reference |
|-------------------------------|-------------|---------------------|-------------|------------|-----|--------------------|------------|----------|-------------|----------------|-----------|
| Company: AAA-4 | | | | | | | | | | | |
| Office: Tornillo | | No. of Customers: 1 | | | | No. of Invoices: 6 | | | | | |
| Brigham City Inc | 5000009 | 11/20/2020 | \$8,967.68 | 12/05/2020 | 342 | \$4,141.26 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Brigham City Inc | 5000020 | 12/07/2020 | \$12,525.98 | 12/22/2020 | 325 | \$3,059.80 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Brigham City Inc | 5000027 | 12/14/2020 | \$11,938.74 | 12/29/2020 | 318 | \$8,579.02 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Brigham City Inc | 5000147 | 01/11/2021 | \$1,335.00 | 01/26/2021 | 290 | \$1,335.00 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Brigham City Inc | 5000119 | 12/29/2020 | \$420.75 | 01/28/2021 | 303 | \$420.75 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Brigham City Inc | 5000211 | 01/19/2021 | \$2,940.00 | 02/18/2021 | 282 | \$2,464.17 | 10/28/2021 | 4285 | Payment | ACH | 409900 |
| Subtotal For Office: Tornillo | | | | | | \$20,000.00 | | | | | |

| Payment Reason | PaymentAmount |
|----------------|---------------|
| Payment | \$20,000.00 |
| WriteOff | \$0.00 |
| ShortPay | \$0.00 |
| InvoiceError | \$0.00 |
| Total | \$20,000.00 |

| AAA-4 Total | | | | |
|------------------|---|----------------------|-------------|-------------|
| No. of Customers | 1 | Total Payment Amount | \$20,000.00 | AVG DSO 310 |
| No. of Invoices | 6 | | | |

User: SAMAR BASNET

Page 1 of 2

Date: 11/12/2021 1:09 PM

2.3.4 Unapplied Cash Report

This report shows all the unapplied cash/credits per customer that are remaining.

Report Details


| | |
|--------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Accounts Receivable | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: AR |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|---|---|--------------|----------|
| AR Batch Id | Filters records by AR Batch Id provided | | 0 | Yes |
| Payment As of Date | Filters records by today's date | | Today's Date | No |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | No |

Report Grouping

- ❖ Company
 - Office

Report Preview



ZENOPLE

Unapplied Cash Report

Company: AAA-3

| Customer | Department | Payment Method | Payment Date | Reference | Payment Amount | Applied Amount | Remaining Balance |
|--|------------|----------------|--------------|-----------|----------------|----------------|-------------------|
| Office : South Londonderry | | | | | | | |
| MORTON (Morton) | Primary | ACH | 07/31/2020 | C073120 | \$30,834.31 | \$30,032.11 | \$802.20 |
| Sub Total for Office : South Londonderry | | | | | \$30,834.31 | \$30,032.11 | \$802.20 |
| Sub Total for Company : AAA-3 | | | | | \$30,834.31 | \$30,032.11 | \$802.20 |
| Grand Total: | | | | | \$30,834.31 | \$30,032.11 | \$802.20 |

User: MARY DOE

Date: 7/1/2021 9:20:30 AM

2.4 Admin Reports

2.4.1 Leaderboard Report

This report is used to determine incentives/bonuses for the Sales Rep/ Sales Manager/ Recruiters as per their performance level. It will also show the top three ranking Sales Representative, Sales Manager or Recruiter as per the requirement.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Admin | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Start Date | Filters records from the accounting period date provided | | | Yes |
| End date | Filters records to the accounting period date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| User Role | Filters records by the user role selected | Sales Rep/ Sales Manager/ Recruiter | | Yes |

Report Preview

| ZENOPLE | | | Leaderboard Report | | | | | |
|----------------|-----------------|--------------|--------------------|--------------|------------|-------------|------------------------------|-----------------------|
| KENNY STONG | | | LAD BUBLIK | | | STEVE WINN | | |
| Sales | Gross Profit | Bill Hours | Sales | Gross Profit | Bill Hours | Sales | Gross Profit | Bill Hours |
| \$141,919.78 | \$21,647.36 | 6614.95 | \$92,673.97 | \$17,377.55 | 4615.26 | \$39,017.05 | \$5,632.61 | 2128.87 |
| S.N. | Name | Gross | Sales | Gross Profit | Bill Hours | GP% | Customer # | Active New Customer # |
| 1 | KENNY STONG | \$108,652.99 | \$141,919.78 | \$21,647.36 | 6614.95 | 15.25% | 4 | |
| 2 | LAD BUBLIK | \$66,777.30 | \$92,673.97 | \$17,377.55 | 4615.26 | 18.73% | 21 | 1 |
| 3 | STEVE WINN | \$29,757.31 | \$39,017.05 | \$5,632.61 | 2128.87 | 14.43% | 4 | |
| 4 | TROY SCOTT | \$15,947.92 | \$23,688.50 | \$5,863.13 | 1188.69 | 24.75% | 7 | 1 |
| 5 | CATHY STROMBERG | \$9,608.79 | \$13,940.20 | \$3,059.08 | 768.25 | 22.33% | 1 | |
| 6 | KYLE ROWE | \$5,105.85 | \$6,822.18 | \$869.25 | 327.27 | 12.74% | 4 | |
| 7 | LISA JONES | \$1,213.05 | \$1,696.88 | \$327.76 | 80.43 | 19.31% | 1 | |
| 8 | STEVEN KRUSE | \$1,110.00 | \$1,520.70 | \$251.92 | 74 | 16.56% | 1 | |
| User: MARY DOE | | | | | | | Date: 12/19/2021 11:48:06 PM | |

2.5 BO Management Reports

2.5.1 Sales Comparisons Four Weeks Report

This report shows the sales, margin, and hours comparison by the customer for the given date and the three previous weeks.

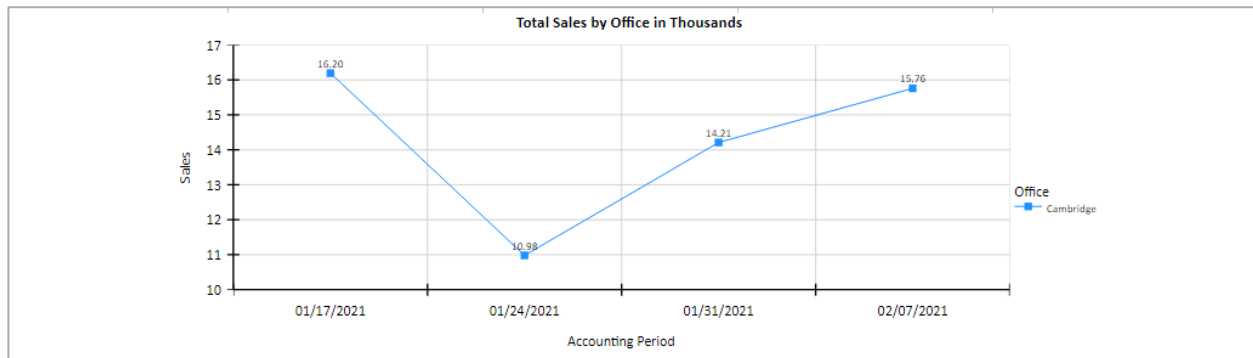
Report Details

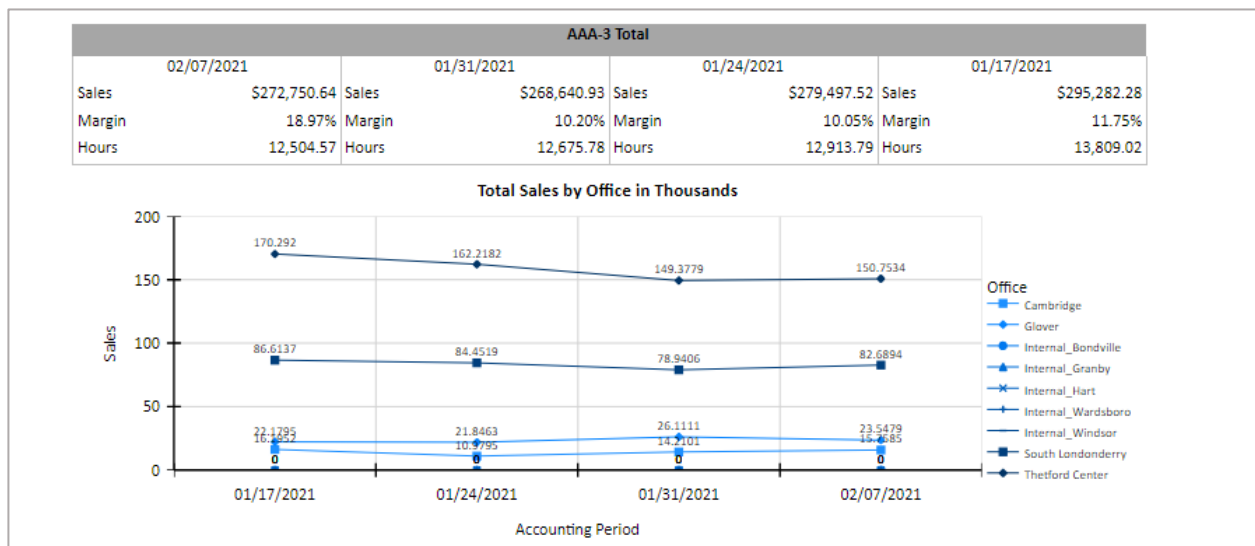
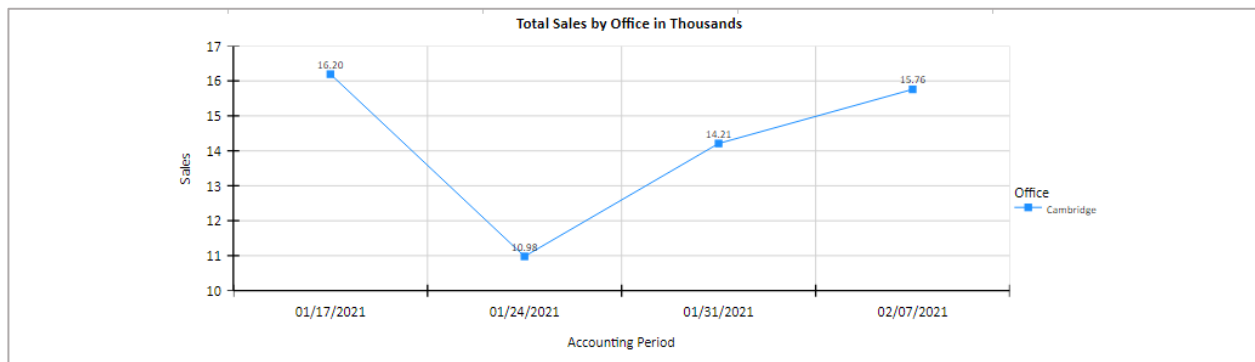
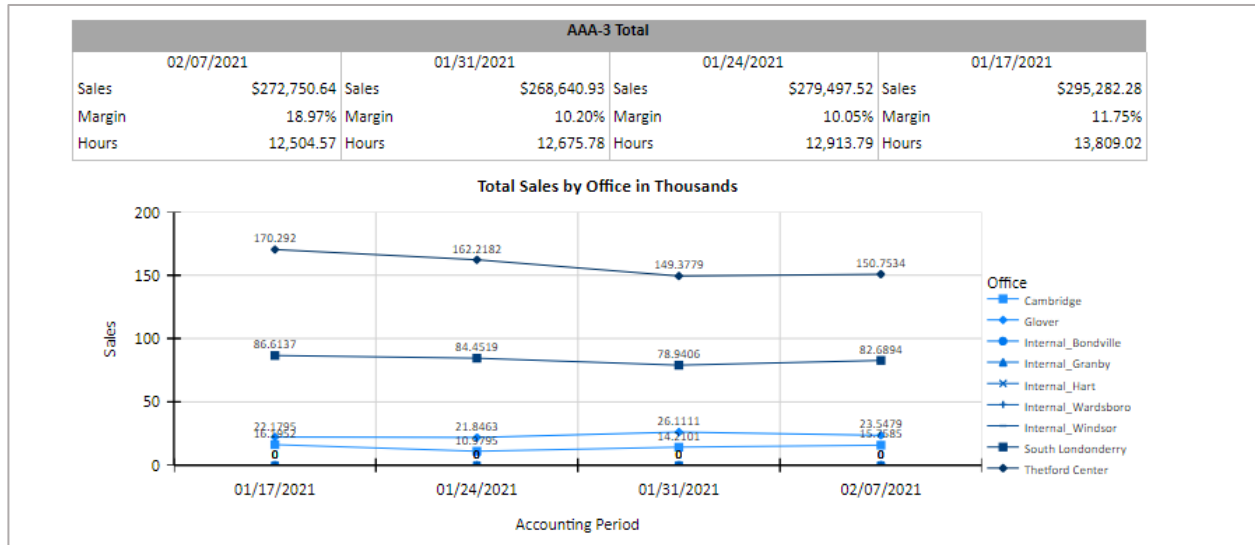
| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: BO Management | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|---|--------------|----------|
| As Of Date | Filters records by today's date | | Today's Date | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| ZENOPLE | | | | | | | | | | | | |
|-------------------------------------|--------------------|---------------|---------------|--------------------|---------------|---------------|--------------------|--------------|---------------|--------------------|---------------|---------------|
| Sales Comparisons four weeks Report | | | | | | | | | | | | |
| Company: AAA-3 | | | | | | | | | | | | |
| Office: Cambridge | | | | | | | | | | | | |
| Customer | 02/07/2021 | | | 01/31/2021 | | | 01/24/2021 | | | 01/17/2021 | | |
| | Sales | Margin | Hours | Sales | Margin | Hours | Sales | Margin | Hours | Sales | Margin | Hours |
| CHEHALIS Corp | \$2,392.38 | 13.50% | 118.00 | \$1,292.12 | 16.50% | 65.00 | \$850.73 | 5.14% | 42.00 | \$2,819.71 | 36.50% | 137.25 |
| Kent LLC | \$5,209.37 | 23.86% | 231.50 | \$3,790.45 | 23.83% | 164.60 | \$1,851.54 | 24.75% | 84.00 | \$2,031.76 | 25.00% | 88.00 |
| Lacey Products-Lacey | \$2,764.41 | 20.67% | 128.00 | \$3,230.51 | 21.00% | 153.00 | \$2,570.09 | 12.14% | 121.00 | \$4,820.02 | 21.57% | 222.00 |
| North LakeCity ZzCoke | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| Olympia (Nisqually) | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$385.16 | 16.00% | 20.25 |
| OLYMPIA Doors | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| OLYMPIA INC | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| OLYMPIA INC | \$966.00 | 7.00% | 44.00 | \$1,595.83 | 10.67% | 77.50 | \$1,382.50 | 11.00% | 68.00 | \$1,662.33 | 16.50% | 81.25 |
| ROCHESTER Inc. | \$643.38 | 24.00% | 30.55 | \$466.90 | 24.00% | 22.17 | \$1,118.71 | 13.67% | 53.12 | \$861.99 | 24.00% | 40.93 |
| SHELTON (Shelton) | \$990.80 | 20.00% | 40.00 | \$1,306.58 | 21.00% | 48.50 | \$817.41 | 5.00% | 33.00 | \$990.80 | 21.00% | 40.00 |
| SHELTON LLC | \$812.80 | 19.00% | 40.00 | \$568.96 | 19.00% | 28.00 | \$812.80 | 10.00% | 40.00 | \$1,341.08 | 20.00% | 64.00 |
| Shelton Products | \$1,383.22 | 12.00% | 61.29 | \$1,823.28 | 18.00% | 84.92 | \$1,575.95 | 16.00% | 75.67 | \$1,282.75 | 9.00% | 61.73 |
| Tacoma CG | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| Tacoma Inc. | \$596.40 | 21.00% | 24.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| TUMWATER LLC | \$0.00 | 0.00% | 0.00 | \$135.82 | 21.00% | 6.30 | \$0.00 | 0.00% | 0.00 | \$0.00 | 0.00% | 0.00 |
| Cambridge Total | \$15,758.76 | 10.74% | 717.34 | \$14,210.45 | 11.67% | 649.99 | \$10,979.73 | 6.51% | 516.79 | \$16,195.60 | 12.64% | 755.41 |





2.5.2 Sales Comparisons Four Weeks with Prior Year Report

This report shows sales by customer compared to previous year's sales. It includes records for four weeks from the given date.

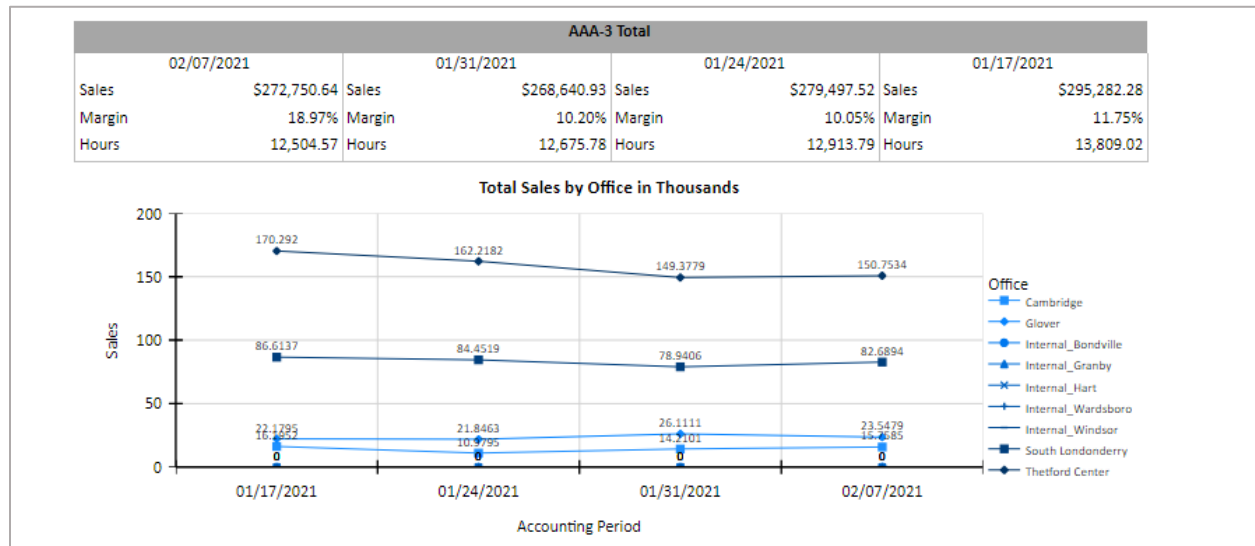
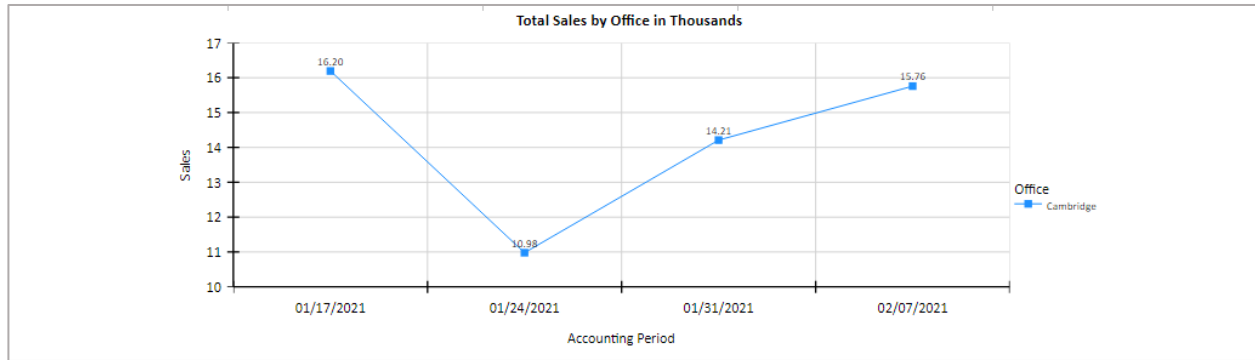
Report Details

| | |
|------------------------------------|--|
| Parent Category: BackOffice | Report Type: Paginated |
| Category: BO Management | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|---|--------------|----------|
| As of Date | Filters records by today's date | | Today's Date | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| ZENOPLE | | | | | | | | | | | | |
|---|------------|-------------|---------------|------------|-------------|---------------|------------|-------------|---------------|------------|-------------|---------------|
| Sales Comparisons four weeks with Prior Year Report | | | | | | | | | | | | |
| Company: AAA-3 | | | | | | | | | | | | |
| Office: Cambridge | | | | | | | | | | | | |
| Customer | 10/24/2021 | | | 10/17/2021 | | | 10/10/2021 | | | 10/03/2021 | | |
| | Sales | Prior yr | Diff | Sales | Prior Yr | Diff | Sales | Prior Yr | Diff | Sales | Prior Yr | Diff |
| BUCKLEY LLC. | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,040.80 | (\$2,040.80) | \$0.00 | \$2,774.21 | (\$2,774.21) |
| CHEHALIS Corp | \$0.00 | \$2,426.19 | (\$2,426.19) | \$0.00 | \$1,920.24 | (\$1,920.24) | \$0.00 | \$1,123.92 | (\$1,123.92) | \$0.00 | \$1,125.33 | (\$1,125.33) |
| Kent LLC | \$0.00 | \$2,769.83 | (\$2,769.83) | \$0.00 | \$3,808.04 | (\$3,808.04) | \$0.00 | \$4,403.13 | (\$4,403.13) | \$0.00 | \$4,190.82 | (\$4,190.82) |
| Lacey Products-Lacey | \$0.00 | \$9,184.44 | (\$9,184.44) | \$0.00 | \$9,066.44 | (\$9,066.44) | \$0.00 | \$7,563.02 | (\$7,563.02) | \$0.00 | \$7,813.50 | (\$7,813.50) |
| Olympia Equipment | \$0.00 | \$889.56 | (\$889.56) | \$0.00 | \$756.00 | (\$756.00) | \$0.00 | \$1,008.00 | (\$1,008.00) | \$0.00 | \$1,096.70 | (\$1,096.70) |
| OLYMPIA Inc | \$0.00 | \$8,488.55 | (\$8,488.55) | \$0.00 | \$6,659.28 | (\$6,659.28) | \$0.00 | \$6,869.63 | (\$6,869.63) | \$0.00 | \$7,183.40 | (\$7,183.40) |
| Puyallup PUY/ORT | \$0.00 | \$1,024.94 | (\$1,024.94) | \$0.00 | \$938.15 | (\$938.15) | \$0.00 | \$871.21 | (\$871.21) | \$0.00 | \$841.78 | (\$841.78) |
| ROCHESTER Inc. | \$0.00 | \$1,074.06 | (\$1,074.06) | \$0.00 | \$1,095.12 | (\$1,095.12) | \$0.00 | \$758.16 | (\$758.16) | \$0.00 | \$900.32 | (\$900.32) |
| SHELTON (Shelton) | \$0.00 | \$990.80 | (\$990.80) | \$0.00 | \$1,510.97 | (\$1,510.97) | \$0.00 | \$136.24 | (\$136.24) | \$0.00 | \$0.00 | \$0.00 |
| SHELTON Farm | \$0.00 | \$2,091.48 | (\$2,091.48) | \$0.00 | \$1,917.01 | (\$1,917.01) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| SHELTON LLC | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$193.04 | (\$193.04) | \$0.00 | \$762.00 | (\$762.00) | \$0.00 | \$132.08 | (\$132.08) |
| Shelton Products | \$0.00 | \$2,248.25 | (\$2,248.25) | \$0.00 | \$1,192.03 | (\$1,192.03) | \$0.00 | \$706.52 | (\$706.52) | \$0.00 | \$0.00 | \$0.00 |
| TUMWATER Products | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$817.92 | (\$817.92) | \$0.00 | \$894.60 | (\$894.60) |
| TUMWATER Systems | \$0.00 | \$1,228.50 | (\$1,228.50) | \$0.00 | \$607.11 | (\$607.11) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$336.00 | (\$336.00) |
| Cambridge Total | \$0.00 | \$32,416.60 | (\$32,416.60) | \$0.00 | \$29,663.43 | (\$29,663.43) | \$0.00 | \$27,060.55 | (\$27,060.55) | \$0.00 | \$27,288.74 | (\$27,288.74) |



2.6 Customer Reports

2.6.1 Customer Billing Detail Report


This report shows the billing details of customers in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Customer | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|--|---|---------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date / Invoice Date / PPE | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Customer | Filters records by Customer name | | 0 | Yes |
| Customer Id | Filters records by customer Id | | % | Yes |
| Secondary Group By | Groups records by parameter selected | None/ Extra1/ Extra2/ Extra3/ Extra4 | None | Yes |
| Transaction Code | Filters records by transaction code | List of all pay codes | | No |

Report Preview



ZENOPLE

Customer Billing Detail Report
For the Accounting Period Date From : 01/26/2022-06/26/2022

ABC Pet Foods, 15596773

| Accounting Period | Invoice Number | Department | Person | Job Position | Shift | Transaction Code | Bill Unit | Bill Rate | Item Bill | PO Number |
|----------------------------|----------------|------------------|----------------|--------------|-----------|------------------|------------------|------------------|------------|-----------|
| 02/06/2022 | 2001939c1 | Warehouse 992030 | JOHNSON, HENRY | Assembly | 2nd shift | RT | -6.10 | \$18.06 | (\$110.17) | |
| 02/06/2022 | 2001939c1 | Warehouse 992030 | JONES, HENRY | Assembly | 2nd shift | RT | 7.00 | \$18.06 | \$126.42 | 992030 |
| ABC Pet Foods Total | | | | | | | | | | |
| Transaction Code | | | | | | | Bill Unit | Item Bill | | |
| RT | | | | | | | 0.90 | \$16.25 | | |
| Total: | | | | | | | 0.90 | \$16.25 | | |

User: JANE DOE

Date: 7/12/2022 3:40 PM

Page 1 of 5

2.6.2 Customer Billing Summary Report


This report shows the summary of customer billing records.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Customer | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|--|---|------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date / Invoice Date / PPE | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Customer Id | Filters records by Customer Id | | 0 | Yes |
| Customer | Filters records by customer name | | % | Yes |
| Secondary Group By | Groups records by parameter selected | None/ Extra 1/ Extra 2/ Extra 3/ Extra 4 | None | Yes |

Report Preview

ZENOPLE

Customer Billing Summary Report

For the Accounting Period Date From : 07/03/2021-07/24/2021

AMERICAN FALLS 4500028126, 15602721

| Accounting Period | Invoice Number | Department | Person | Job Position | Shift | RT Bill Hours | RT Bill | OT Bill Hours | OT Bill | Total Bill Hours | Total Bill |
|----------------------------------|----------------|------------|-------------------------|-----------------|-------|---------------|----------|---------------|---------|------------------|------------|
| 07/11/2021 | 1026777 | Corporate | WILLIAMS, BEVERLY KOREN | Food Production | Swing | 20.00 | \$306.00 | 0.00 | \$0.00 | 20.00 | \$306.00 |
| AMERICAN FALLS 4500028126 Total: | | | | | | 20.00 | \$306.00 | 0.00 | \$0.00 | 20.00 | \$306.00 |

2.6.3 Customer Year to Date Report

This report shows the Year-to-Date numbers for customers under office.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Customer | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period date/ Invoice Date | | Yes |
| Year | Filters records by the year selected | Accounting Period Year | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | | No |

Report Preview

| Year | | | | | | | | | | | | |
|-------------|------------|--------------------------------|----------------|--------------------|-------------------|------------|--------------|------------|---------------|----------------|--------------------|--|
| Company | Office | Customer | Sales Manager | First Invoice Date | Last Invoice Date | YTD Sales | YTD Discount | YTD Charge | YTD Sales Tax | YTD Total Bill | YTD Invoice Amount | |
| | | | | | | | | | | | | |
| Year: 2022 | | | | | | | | | | | | |
| AAA-2 | Ute | 514 E DEWEY AVE NAMPAC COOLING | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | McKinney | Aberdeen Jackie | JACKIE SUMMERS | | | \$525.00 | \$0.00 | \$0.00 | \$0.00 | \$525.00 | \$0.00 | |
| AAA-2 | Renwick | AMERICAN FALLS 4500028126 | | | | \$497.40 | \$0.00 | \$0.00 | \$0.00 | \$497.40 | \$0.00 | |
| AAA-2 | El Granada | Aurora Freighters | | 02/09/2022 | 02/09/2022 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | \$100.00 | |
| AAA-2 | Humnoke | BULLHEAD CITY (1030) | | 02/09/2022 | 02/09/2022 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$174.40 | \$174.40 | |
| AAA-2 | El Granada | Denver Inc | DAVID LEE | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | El Granada | Eagan zTest | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | Kelley | Hazelton LLC | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | Humnoke | Kingman LLC | DOLLY MOORE | | | \$2,325.00 | \$0.00 | \$0.00 | \$0.00 | \$2,325.00 | \$0.00 | |
| AAA-2 | Evant | Ogden Products | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | McKinney | Salt Lake City Corp) | | 02/09/2022 | 07/27/2022 | \$1194.65 | \$0.00 | \$0.00 | \$0.00 | \$1194.65 | \$962.76 | |
| AAA-2 | McKinney | Salt Lake City Wheel | LAD BUBLIK | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| AAA-2 | Hye | St. George Health | | | | \$1,089.13 | \$0.00 | \$0.00 | \$0.00 | \$1,089.13 | \$0.00 | |
| Total | | | | | | \$5,831.18 | \$0.00 | \$0.00 | \$0.00 | \$5,905.58 | \$1,237.16 | |
| Grand Total | | | | | | | | | | | | |
| | | | | | | \$5,831.18 | \$0.00 | \$0.00 | \$0.00 | \$5,905.58 | \$1,237.16 | |

2.7 Gross Profit/ Transaction

2.7.1 Client Billing Report

This report shows all detailed billing transactions of customers with a total billed amount, bill unit, and count of invoice and employee. It can be filtered by a specific customer, job title and also can be seen as a summary report.

Report Details


| | |
|--|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/ Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------------|---|---|------------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Invoice Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Job Position | Free text field to filter records by job position. | | % | Yes |
| Customer | Filters records by customer name | | % | Yes |
| Roll Up to Parent Customer | Filters records by customer department or rolled into root customer | Yes/ No | No | Yes |
| Show Summary | Shows detail records when selected False else shows summary records | True/ False | True | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

ZENOPLE

Client Billing Report

Company: NTC

| Customer # | Customer/Department | Bill Units | Total Bill | No. Of Invoices | No. Of Employees |
|------------------------------|-----------------------------------|---------------------|-------------|-----------------|------------------|
| Office: Tooele | | | | | |
| 15604273 | Buffalo Grove Contractors/Primary | 50.00 | \$967.95 | 1 | 3 |
| 593124 | Carlsbad Mines/Primary | 106.25 | \$2,147.32 | 1 | 4 |
| 578513 | Grantsville Enviromental/Primary | 6.50 | \$138.26 | 1 | 1 |
| 15598044 | Grantsville LLC*/Fulfillment | 73.46 | \$1,398.68 | 2 | 2 |
| 15598045 | Grantsville LLC*/Production | 211.60 | \$4,271.08 | 6 | 6 |
| 15603936 | Grantsville Tooele/Primary | 40.16 | \$999.56 | 1 | 1 |
| 585012 | Grantsville US/Primary | 60.00 | \$944.42 | 1 | 2 |
| 15605026 | Lake Point LLC/Primary | 35.00 | \$695.80 | 1 | 1 |
| 577754 | Louisville Inc./Primary | 31.80 | \$622.96 | 1 | 1 |
| 577607 | North Salt Lake Co./Primary | 40.10 | \$968.02 | 1 | 1 |
| 583762 | Salt Lake City Sephora/Primary | 25.03 | \$504.35 | 1 | 1 |
| 12544543 | Tooele Cleaning/Primary | 31.30 | \$852.66 | 1 | 2 |
| 579592 | Tooele Corp/Primary | 80.00 | \$1,781.60 | 1 | 2 |
| 12341178 | Tooele Corp/Primary | 107.01 | \$3,336.41 | 1 | 4 |
| 579046 | Tooele Diesel/Primary | 817.00 | \$17,946.37 | 23 | 23 |
| 577122 | Tooele Farms/Primary | 54.39 | \$937.69 | 1 | 3 |
| 579673 | Tooele Fastener/Primary | 233.03 | \$4,560.99 | 1 | 7 |
| 587954 | Tooele LLC/Primary | 151.75 | \$2,733.11 | 1 | 5 |
| 578141 | Tooele Materials)/Primary | 306.04 | \$6,587.85 | 1 | 7 |
| 583750 | Tooele Systems/Primary | 140.92 | \$2,727.93 | 1 | 4 |
| SubTotal for Office (Tooele) | | | | | |
| No. of Customers: 20 | No. of Employees: 79 | No. Of Invoices: 48 | 2,601.34 | \$55,123.01 | |

User: MARY DOE

Date: 6/23/2021

Page 1 of 3

2.7.2 Commission Report

This report shows the commission of employee's as per their role.

Report Details

| | |
|---|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Gross Profit/Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------------|---|--|---------|----------|
| Accounting Period From | Filters records from the accounting period date provided | | | Yes |
| Accounting Period To | Filters records to the accounting period date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| User | Filters records under the user selected | List of all the office staff that the user has access to | | No |
| Roll Up to Parent Customer | Filters records by customer department or rolled into root customer | Yes/No | No | Yes |

Report Preview

| ↑ Person × | | | | | | | | | | |
|------------------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Company | Office | Customer | Department | User Role | Sales | Gross Profit | Commission Rate | Commission | GP % | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Person: ALEXANDER MIRELES | | | | | | | | | | |
| AAA-1 | Dallas | Garland LTD | Primary | SalesManager | \$248,907.53 | \$48,806.71 | 0.0000 | \$0.00 | | |
| Total | | | | | \$248,907.53 | \$48,806.71 | | \$0.00 | | |
| ▼ Person: BRITTANIA JEPPESEN | | | | | | | | | | |
| AAA-2 | Tremonton | Tremonton Research | Primary | SalesManager | \$57,953.65 | \$11,312.30 | 0.0000 | \$0.00 | | |
| Total | | | | | \$57,953.65 | \$11,312.30 | | \$0.00 | | |
| ▼ Person: CATHY STROMBERG | | | | | | | | | | |
| AAA-2 | Tooele | Buffalo Grove Contractors | Primary | SalesManager | \$49,826.66 | \$9,000.93 | 0.0000 | \$0.00 | | |
| AAA-2 | Tooele | Carlsbad Mines | Primary | SalesManager | \$10,456.15 | \$2,617.94 | 0.0000 | \$0.00 | | |
| Grand Total | | | | | \$7,447,213.59 | \$1,378,447.80 | | \$0.00 | | |

2.7.3 Gross Profit by Customer Report


This report is a summary report that shows gross profit and information that makes up the gross profit of each customer broken down by office.

Report Details

| | |
|---|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------------|---|---|-------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Pay Period End Date/ Check Date | Insert Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Roll Up to Parent Customer | Filters records by customer department or rolled into root customer | True/ False | False | Yes |
| Customer | Filters records by customer name | | % | Yes |

Report Preview

Aqore

Gross Profit by Customer Report

Company: AAA-2

| Customer: Department | Pay Hrs | Bill Hrs | TotalBill | Gross Pay | Adj Pay | Er Taxes | WC Cost | Er Contr. | Gross Profit | GP/Billed Hour | GP% |
|-------------------------------|---------|----------|-----------|-----------|---------|----------|---------|-----------|--------------|----------------|-------|
| Office: Mckinney | | | | | | | | | | | |
| Salt Lake City Corp): Primary | 11.50 | 11.50 | \$254.96 | \$205.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Mckinney Total | 11.50 | 11.50 | \$254.96 | \$205.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| AAA-2 Total | | | | | | | | | | | |
| No. of customers : 1 | 11.50 | 11.50 | \$254.96 | \$205.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Report Total | 11.50 | 11.50 | \$254.96 | \$205.62 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |

User: SAMAR BASNET

Date: 10/29/2021 3:02 PM

Page 1 of 2

2.7.4 Gross Profit Report

This report is a summary report that shows gross profit and detailed information of the gross profit broken down by each office.

Report Details

| | |
|--|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/ Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Start Date (AP) | Filters records from the accounting period start date provided | | | Yes |
| End Date (AP) | Filters records to the accounting period end date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |


Report Grouping

❖ Company

Report Column

| Report Column | Description |
|----------------|---|
| Gross | Sum of Gross and Agency Cost |
| Gross Only | Sum of Gross where the Employee Type is Employee |
| Agency Cost | Sum of Gross where the Employee Type is Contractor |
| GP Bill | Sum of Sales, Charge and GP Adj Bill minus Discount |
| GP Billed Hour | Gross Profit by Bill Hours |
| GP % | Gross Profit by GP Bill |

Report Preview

|  ZENOPE | | GrossProfit Report | | | | | | | | | | | | | |
|--|----------|--------------------|-------------|--------|----------|-------------|-------------|------------------|------------|------------|------------|--------|-----------------|--------------|--------|
| Office | Pay Hrs | Bill Hrs | Sales | Charge | Discount | GP Adj Bill | GP Bill | Gross/AgencyCost | GP Adj Pay | Er Taxes | Wc Cost | Burden | Er Contribution | Gross Profit | GP% |
| Company: ISI | | | | | | | | | | | | | | | |
| Porthill | 41.00 | 81.00 | \$1,530.32 | \$0.00 | \$0.00 | \$0.00 | \$1,530.32 | \$567.00 | \$0.00 | \$124.46 | \$44.81 | \$0.00 | \$0.00 | \$203.46 | 13.29% |
| Romeoville | 5,197.83 | 5,197.83 | \$83,553.96 | \$0.00 | \$0.00 | \$0.00 | \$83,553.96 | \$62,036.74 | \$0.00 | \$7,846.41 | \$4,256.08 | \$0.00 | \$0.00 | \$9,414.73 | 11.26% |
| Staff_Romeoville | 57.60 | 57.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,593.10 | \$0.00 | \$395.15 | \$28.48 | \$0.00 | \$0.00 | (\$5,016.73) | 0.00% |
| Subtotal - ISI | | | | | | | | | | | | | | | |
| | 5296.43 | 5,336.43 | \$85,084.28 | \$0.00 | \$0.00 | \$0.00 | \$85,084.28 | \$67,196.84 | \$0.00 | \$8,366.02 | \$4,329.37 | \$0.00 | \$0.00 | \$4,601.46 | 5.41% |

| ISI Total | | | | | |
|-----------------|-------------|------------------|-------------|----------------------|-------------|
| Gross | \$67,196.84 | Sales | \$85,084.28 | Reimbursement | \$0.00 |
| Agency Cost | \$0.00 | Charge | \$0.00 | Deduction | \$0.00 |
| Er Taxes | \$8,366.02 | Discount | \$0.00 | Adj Bill | \$0.00 |
| We Cost | \$4,329.37 | GP Adj Bill | \$0.00 | DHFee | \$0.00 |
| Burden | \$0.00 | | | Total Paid Hours | 5,296.43 |
| Er Contribution | \$0.00 | GP Bill | \$85,084.28 | Total Billed Hours | 5,336.43 |
| | | Payroll Cost | \$80,482.82 | Total Pay | \$67,196.84 |
| | | GP Adj Pay | \$0.00 | Total Bill | \$85,084.28 |
| Payroll Cost | \$80,482.82 | | | Sales Tax | \$0.00 |
| | | Gross Profit | \$4,601.46 | Total Invoice Amount | \$85,084.28 |
| | | Gross Profit (%) | 5.40% | No. of Customers | 16 |

| Report Total | | | | | |
|-----------------|-------------|------------------|-------------|----------------------|-------------|
| Gross | \$67,196.84 | Sales | \$85,084.28 | Reimbursement | \$0.00 |
| Agency Cost | \$0.00 | Charge | \$0.00 | Deduction | \$0.00 |
| Er Taxes | \$8,366.02 | Discount | \$0.00 | Adj Bill | \$0.00 |
| We Cost | \$4,329.37 | GP Adj Bill | \$0.00 | DH Fee | \$0.00 |
| Burden | \$0.00 | | | Total Paid Hours | 5,296.43 |
| Er Contribution | \$0.00 | GP Bill | \$85,084.28 | Total Billed Hours | 5,336.43 |
| | | Payroll Cost | \$80,482.82 | Total Pay | \$67,196.84 |
| | | GP Adj Pay | \$0.00 | Total Bill | \$85,084.28 |
| Payroll Cost | \$80,482.82 | | | Sales Tax | \$0.00 |
| | | Gross Profit | \$4,601.46 | Total Invoice Amount | \$85,084.28 |
| | | Gross Profit (%) | 5.40% | No. of Customers | 16 |

2.7.5 Gross Profit Detail Report

This report shows gross profit and information that makes up the gross profit. It can be further filtered with a group by office/User/Customer/Job Type/WC Code/ Employee to see detail and summary.

Report Details

| | |
|--|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/ Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------------|---|---|------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Pay Period End Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Group By | Groups records by the option selected | Office/ User/ Customer/ Job Type/ WC Code | Office | Yes |
| Job Type | Filters records by job type selected. | Temp/ Temp to Hire | | No |
| User Level | Filters user type by User Level selected | Assignment/ Customer/Job | | No |
| User Type | Filters records by User Type selected | List of User Type for the User Level selected | | No |
| User | Filters records under the User selected | List of all the office staff that the user has access to | | No |
| Roll up to Parent Customer | Filters records by customer department or rolled into root customer | True/ False | False | Yes |

| | | | | |
|----------|----------------------------------|--|---|----|
| Customer | Filters records by customer name | | % | No |
|----------|----------------------------------|--|---|----|

Report Grouping


- ❖ Company
 - Office

The report will group as per the **Group by** parameter value selected. Depending on the value selected the group order will be defined.

Report Column

| Report Column | Description |
|----------------|---|
| Gross | Sum of Gross and Agency Cost |
| Gross Only | Sum of Gross where the Employee Type is Employee |
| Agency Cost | Sum of Gross where the Employee Type is Contractor |
| GP Bill | Sum of Sales, Charge and GP Adj Bill minus Discount |
| GP Billed Hour | Gross Profit by Bill Hours |
| GP % | Gross Profit by GP Bill |

Report Preview



ZENOPLE

GrossProfit Report

Company: AAA-3

| Office | Pay Hrs | Bill Hrs | Sales | DH Fee | Charge | Disc. | GP Adj Bill | GP Bill | Gross Wages/Agency Cost | GP Adj Pay | Er Taxes | WC Cost | GP Adj Cost | Burden | Er Contr. | Gross Profit | GP/Billed Hour | GP% |
|------------------|---------|----------|------------|--------|--------|--------|-------------|------------|-------------------------|------------|----------|---------|-------------|--------|-----------|--------------|----------------|---------|
| Office: Aberdeen | | | | | | | | | | | | | | | | | | |
| Aberdeen | 0.00 | -15.25 | (\$343.42) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$343.42) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$1,443.42) | \$94.65 | 420.31% |
| Subtotal-AAA-3 | | | | | | | | | | | | | | | | | | |
| 1 | 0.00 | -15.25 | (\$343.42) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$343.42) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$1,443.42) | \$94.65 | 420.31% |

| AAA-3 Total | | | | | | | | | |
|------------------|--------|------------------|--------------|----------------------|------------|--|--|--|--|
| Gross Wages | \$0.00 | Sales | (\$343.42) | Reimbursement | \$0.00 | | | | |
| Agency Cost | \$0.00 | Charge | \$0.00 | Deduction | \$0.00 | | | | |
| Employer Taxes | \$0.00 | Discount Amount | \$0.00 | Adj Bill | \$0.00 | | | | |
| Wc Cost | \$0.00 | GP Adj Bill | \$0.00 | DH Fee | \$0.00 | | | | |
| Burden | \$0.00 | | | Total Paid Hours | 0.00 | | | | |
| Er Contributions | \$0.00 | GP Bill | (\$343.42) | Total Billed Hours | -15.25 | | | | |
| | | Payroll Cost | \$0.00 | Total Pay | \$0.00 | | | | |
| | | GP Adj Pay | \$0.00 | Total Bill | (\$343.42) | | | | |
| | | | | Sales Tax | \$0.00 | | | | |
| | | Gross Profit | (\$1,443.42) | Total Invoice Amount | (\$343.42) | | | | |
| Payroll Cost | \$0.00 | | | No. of Customers | 1 | | | | |
| | | Gross Profit (%) | 420.30% | | | | | | |

User: MARY DOE

Page 1 of 3

Date: 6/24/2021 4:08 AM

2.7.6 Gross Profit Summary Report

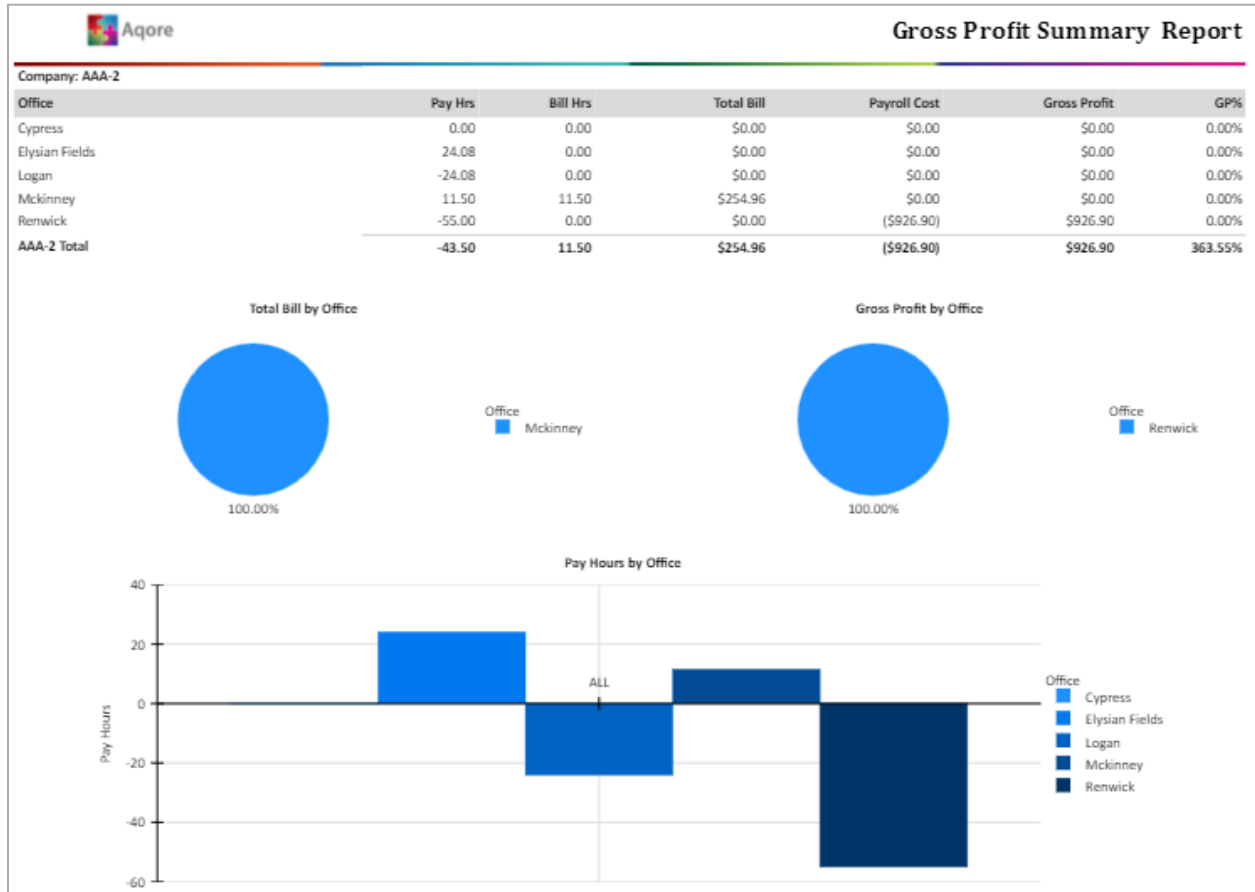
This report shows the summary of gross profit, total bill and pay hours of each office with charts.

Report Details

| | |
|---|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|-------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Pay Period End Date/ Check Date | Insert Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview



2.7.7 Management Report


This report shows the overall summary of a company which includes financial, payroll, sales, and tax records that are broken down into the company and office level.

Report Details

| | |
|--|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/ Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|--|---------|----------|
| Start Date (AP) | Filter records by Transaction's Accounting Period Date from | | | Yes |
| End Date (AP) | Filter records by Transaction's Accounting Period Date to | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access too | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview



ZENOPLE

Management Report

Company: AAA

Office-Readsboro

Financial

| Office | Sales | GP Adj Bill | Charge | Discount | GP Bill | Gross | ER Taxes | Wc Cost | ER Contrib. | Burden | Gross Profit | GP/Hour | GP% |
|-----------|----------|-------------|--------|----------|----------|----------|----------|---------|-------------|--------|--------------|----------|--------|
| Readsboro | \$270.00 | \$7.00 | \$0.00 | \$0.00 | \$277.00 | \$255.00 | \$21.45 | \$0.00 | \$0.00 | \$0.00 | (\$5.45) | (\$0.36) | -1.96% |
| Total | \$270.00 | \$7.00 | \$0.00 | \$0.00 | \$277.00 | \$255.00 | \$21.45 | \$0.00 | \$0.00 | \$0.00 | (\$5.45) | (\$0.36) | -1.97% |

Payroll & Sales

| Type | Billing | | | | Payroll | | | | Margin | Markup |
|---------------------------|------------|-------|----------|----------|-----------|-------|----------|----------|---------|---------|
| | Total Bill | Units | Av. Unit | Av. Rate | Total Pay | Units | Av. Unit | Av. Rate | Margin | Markup% |
| RT | \$270.00 | 15.00 | 15.00 | \$18.00 | \$255.00 | 15.00 | 15.00 | \$17.00 | \$15.00 | 106.00% |
| Equipment: Columbia Fruit | \$7.00 | 1.00 | 1.00 | \$7.00 | \$6.00 | 1.00 | 1.00 | \$6.00 | \$1.00 | 117.00% |
| Total | \$277.00 | 16.00 | | | \$261.00 | 16.00 | | | \$16.00 | |

Payroll Taxes

| Transaction Type | Employer | | Employee | |
|------------------|---------------|---------|---------------|---------|
| | Taxable Gross | Tax | Taxable Gross | Tax |
| FIT | \$0.00 | \$0.00 | \$255.00 | \$0.60 |
| SIT | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FICA | \$255.00 | \$15.81 | \$255.00 | \$15.81 |
| MEDI | \$255.00 | \$3.70 | \$255.00 | \$3.70 |
| FUTA | \$255.00 | \$1.53 | \$0.00 | \$0.00 |
| SUTA | \$510.00 | \$0.00 | \$0.00 | \$0.00 |
| FLI | \$255.00 | \$0.41 | \$255.00 | \$1.12 |
| Total | | \$21.45 | | \$21.23 |

Top 5 Customers

| Customer Id | Customer | Total Bill | Total Pay | Payroll Cost | Gross Profit | GP% |
|-------------|-----------------|------------|-----------|--------------|--------------|--------|
| 15604291 | Aberdeen Jackie | \$277.00 | \$261.00 | \$276.45 | (\$5.45) | -1.96% |
| Total | | \$277.00 | \$261.00 | \$276.45 | (\$5.45) | -1.97% |

2.7.8 Sales By State and City Report

This report shows total sales, GP, gross broken down by state and city in a given date range.

Report Details

| | |
|--|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Gross Profit/ Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| AP Date From | Filters records by accounting period date from the date provided | | | Yes |
| AP Date To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |

Report Preview

| Employer | State | City | Total Bill | Gross | Employer Tax | WC Cost | Gross Profit | Employee Count |
|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ |
| AAA-3 | OR | Aurora | \$53,247.2000 | \$38,049.6000 | \$3,754.3500 | \$1,961.0500 | \$9,482.2000 | 1 |
| AAA-3 | OR | HAMMOND | \$442,243.7100 | \$303,248.2000 | \$31,135.0828 | \$23,036.2500 | \$94,472.1900 | 140 |
| AAA-3 | WA | ABERDEEN | \$194,540.4500 | \$139,663.9000 | \$19,470.0997 | \$0.0000 | \$34,306.4500 | 35 |
| AAA-3 | WA | AMANDA PARK | \$392,365.8100 | \$271,710.9300 | \$35,137.8787 | \$0.0000 | \$86,977.2300 | 40 |
| AAA-3 | WA | Auburn | \$239,883.4200 | \$172,667.2600 | \$24,190.7238 | \$0.0000 | \$43,365.4400 | 59 |
| AAA-3 | WA | BUCKLEY | \$47,703.6200 | \$34,071.4200 | \$4,563.1600 | \$0.0000 | \$9,285.2600 | 16 |
| AAA-3 | WA | CENTRALIA | \$882,369.6700 | \$633,666.0500 | \$86,037.5436 | \$0.0000 | \$164,012.2400 | 141 |
| AAA-3 | WA | CHEHALIS | \$1,508,885.5700 | \$1,036,763.9200 | \$141,403.5859 | \$0.0000 | \$331,765.3900 | 217 |
| AAA-3 | WA | ELMA | \$51,747.7800 | \$36,869.4200 | \$6,473.7907 | \$0.0000 | \$8,433.0500 | 14 |
| Grand Total | | | \$13,457,511.62 | \$9,483,610.51 | \$1,354,029.26 | \$24,997.30 | \$2,627,420.49 | 2,553 |

2.7.9 Transaction Detail Report













This report shows the details of records of transactions in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person name | | | No |
| SSN | Filters records by SSN | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Person | Total Bill | Sales | Total Pay | Gross | RT Pay Hours | RT Bill Hours | OT Pay Hours |
|---|---|---|---|---|---|---|--|---|---|---|---|
| month/...  |  |  |  |  |  |  |  |  |  |  |  |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | MANRIQUEZ, CLAUDIA | \$507.9500 | \$507.9500 | \$385.7100 | \$385.7100 | 29.6700 | 29.6700 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | MANRIQUEZ, CLAUDIA | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 06/06/2021 | AAA Employment Services | Petty | Salt Lake City Corp | MANRIQUEZ, CLAUDIA | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | CAYCHO, DANIEL A | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | CAYCHO, DANIEL A | \$1,336.4800 | \$1,336.4800 | \$1,077.8100 | \$1,077.8100 | 40.0000 | 40.0000 | 13.5200 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | SALAT, KOWSAR | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | SALAT, KOWSAR | \$396.9600 | \$396.9600 | \$312.0000 | \$312.0000 | 24.0000 | 24.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | JACKLICK, BILLA | \$620.2500 | \$620.2500 | \$487.5000 | \$487.5000 | 37.5000 | 37.5000 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | JACKLICK, BILLA | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | KUEY , NYATHUOK RA... | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | KUEY , NYATHUOK RA... | \$149.2300 | \$149.2300 | \$114.7900 | \$114.7900 | 8.8300 | 8.8300 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | YAHYA, RAJAA | \$618.2000 | \$618.2000 | \$475.5400 | \$475.5400 | 36.5800 | 36.5800 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | YAHYA, RAJAA | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/09/2021 | AAA Employment Services | Petty | Salt Lake City Corp | LALITA, KAREN | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Petty | Salt Lake City Corp | LALITA, KAREN | \$413.5000 | \$413.5000 | \$325.0000 | \$325.0000 | 25.0000 | 25.0000 | 0.0000 |
| Grand Total | | | | | \$1,959,069.40 | \$1,921,522.24 | \$1,698,043.94 | \$1,673,029.79 | 75,924.380 | 75,921.360 | 4,849.990 |

2.7.10 Transaction Finance Report













This report shows the financial details of transactions in a given date range. It includes information like total bill, total pay, burden, employer tax, cost, gross profit, etc.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person name | | | No |
| SSN | Filters data records by SSN | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Department | Person | Total Bill | Sales | Total Pay | Gross | Gross Profit | WC Code | Job Position |
|--|---|---|---|---|---|---|---|---|---|---|---|---|
| m.  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |  ▼ |
| 05/09/2021 | AAA Employment Services | Shamrock | North Salt Lake Design | Primary | DIAZ, VINCE EPIMENO | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | 4484UT | Assembly Work |
| 05/02/2021 | AAA Employment Services | Shamrock | Clearfield Inc. | Primary | ASAICHY, GRACELYNN | \$628.4800 | \$628.4800 | \$466.7000 | \$466.7000 | \$111.3200 | 4484UT | Assembly |
| 05/02/2021 | AAA Employment Services | Huntington | Brigham City Products | Shipping | MINER, MARIO | \$815.5800 | \$815.5800 | \$591.0000 | \$591.0000 | \$160.6900 | 4484UT | Shipping / Receiving |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Products | Finishing | RAMOS, ALEXIS GONZALEZ | \$691.9700 | \$691.9700 | \$501.4300 | \$501.4300 | \$136.3400 | 4484UT | Production |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Products | Shipping | GRUBE, KAYLEA ANNE | \$825.5200 | \$825.5200 | \$598.2000 | \$598.2000 | \$162.6600 | 4484UT | Shipping / Receiving |
| 05/02/2021 | AAA Employment Services | Lakeview | Brigham City Products | Urethane | SANGBERG, STACI S | \$808.3400 | \$808.3400 | \$585.7500 | \$585.7500 | \$159.2700 | 4484UT | Production |
| 05/02/2021 | AAA Employment Services | Shamrock | Clearfield Inc. | Primary | MENDOZA, DAISY M | \$593.5800 | \$593.5800 | \$440.7800 | \$440.7800 | \$105.1600 | 4484UT | Assembly |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Products | Shipping | CRUZ, STEVEN | \$497.8400 | \$497.8400 | \$360.7500 | \$360.7500 | \$98.1000 | 4484UT | Shipping / Receiving |
| 05/02/2021 | AAA Employment Services | Anthony | Orem Imaging | Primary | BARRIOS, HARVIN ALFON. | \$771.0800 | \$771.0800 | \$558.7500 | \$558.7500 | \$151.9300 | 4484UT | General Labor |
| 05/02/2021 | AAA Employment Services | Anthony | Orem Imaging | Primary | LOMELI, SERGIO | \$675.4400 | \$675.4400 | \$489.4500 | \$489.4500 | \$133.0700 | 4484UT | General Labor |
| 05/02/2021 | AAA Employment Services | Floresville | Millville Plastics | Primary | BLACKHORSE, ROSHINIA | \$456.9600 | \$456.9600 | \$322.5600 | \$322.5600 | \$99.5200 | 4484UT | Plastic Product |
| 05/02/2021 | AAA Employment Services | Lakeview | Brigham City Products | Core Room | MITCHELL, EDWARD ADAM | \$873.9500 | \$873.9500 | \$633.3000 | \$633.3000 | \$172.4500 | 4484UT | Production |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Products | Core Room | GLEDHILL, DIANE K | \$220.3200 | \$220.3200 | \$159.6500 | \$159.6500 | \$43.4100 | 4484UT | Production |
| 05/02/2021 | AAA Employment Services | Floresville | Logan Crellin* | Primary | BRITO, CARIANY JOSEFINA | \$805.6000 | \$805.6000 | \$600.0000 | \$600.0000 | \$132.6800 | 4484UT | Production |
| 05/02/2021 | AAA Employment Services | Floresville | Logan Crellin* | Primary | SANTANA, JOSE | \$805.6000 | \$805.6000 | \$600.0000 | \$600.0000 | \$132.6800 | 4484UT | Production |
| Grand Total | | | | | | \$1,959,069.40 | \$1,921,522.24 | \$1,698,043.94 | \$1,673,029.79 | \$106,696.68 | | |

2.7.11 Transaction Finance Summary Report

This report shows the summary of financial details of transactions in a given date range. It includes information like total bill, total pay, burden, employer tax, WC cost, gross profit, etc. This report is the summary report of the Transaction Finance Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Accounting Period
 - Company
 - Office

Report Preview

| <div> <div>↑ Accounting Period ×</div> <div>↑ Company ×</div> <div>↑ Office ×</div> </div> | | | | | | | | | | | | | |
|--|----------------|-----------|------------|----------------|----------------|---------------|--------------|--------------|---------------|----------------|----------|---------------|--|
| Total Bill | Sales | Sales Tax | Discount | Total Pay | Gross | Reimbursement | Deduction | WC Cost | Employer Tax | Payroll Cost | Burden | Gross Profit | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| ▼ Accounting Period: 05/02/2021 | | | | | | | | | | | | | |
| ▼ Company: AAA Employment Services | | | | | | | | | | | | | |
| ▼ Office: Anthony | | | | | | | | | | | | | |
| \$41,707.1500 | \$41,707.1500 | \$0.0000 | \$0.0000 | \$30,707.6400 | \$30,707.6400 | \$0.0000 | \$0.0000 | \$652.5500 | \$2,558.2200 | \$33,918.4100 | \$0.0000 | \$7,788.7400 | |
| Total \$41,707.15 | \$41,707.15 | \$0.00 | \$0.00 | \$30,707.64 | \$30,707.64 | \$0.00 | \$0.00 | \$652.55 | \$2,558.22 | \$33,918.41 | \$0.00 | \$7,788.74 | |
| ▼ Office: Floresville | | | | | | | | | | | | | |
| \$333,834.4400 | \$333,734.4400 | \$0.0000 | \$28.2000 | \$261,540.5900 | \$261,607.5900 | \$0.0000 | -\$67.0000 | \$3,885.0400 | \$21,772.7200 | \$287,265.3500 | \$0.0000 | \$49,918.2700 | |
| Total \$333,834.44 | \$333,734.44 | \$0.00 | \$28.20 | \$261,540.59 | \$261,607.59 | \$0.00 | -\$67.00 | \$3,885.04 | \$21,772.72 | \$287,265.35 | \$0.00 | \$49,918.27 | |
| ▼ Office: Franklin | | | | | | | | | | | | | |
| \$55,123.0100 | \$55,123.0100 | \$0.0000 | \$425.6100 | \$38,833.9700 | \$38,833.9700 | \$0.0000 | \$0.0000 | \$1,137.2400 | \$3,257.6300 | \$43,228.8400 | \$0.0000 | \$11,632.0300 | |
| Total \$55,123.01 | \$55,123.01 | \$0.00 | \$425.61 | \$38,833.97 | \$38,833.97 | \$0.00 | \$0.00 | \$1,137.24 | \$3,257.63 | \$43,228.84 | \$0.00 | \$11,632.03 | |
| ▼ Office: Fresno | | | | | | | | | | | | | |
| \$32,536.6100 | \$32,431.6100 | \$0.0000 | \$0.0000 | \$23,460.0100 | \$23,479.2900 | \$0.0000 | -\$19.2800 | \$3,029.2500 | \$2,711.2194 | \$29,219.7594 | \$0.0000 | \$3,336.1300 | |
| Total \$32,536.61 | \$32,431.61 | \$0.00 | \$0.00 | \$23,460.01 | \$23,479.29 | \$0.00 | -\$19.28 | \$3,029.25 | \$2,711.22 | \$29,219.76 | \$0.00 | \$3,336.13 | |
| ▼ Office: Gollad | | | | | | | | | | | | | |
| Grand Total \$1,959,069.40 | \$1,921,522.24 | \$0.00 | \$1,112.77 | \$1,698,043.94 | \$1,673,029.79 | \$37,987.10 | -\$12,972.95 | \$34,732.11 | \$123,431.57 | \$1,827,788.39 | \$0.00 | \$106,696.68 | |

2.7.12 Transaction Hours Report














This report shows the summary of hours broken down by RT, OT, DT, HOL, PTO, etc. for all transactions in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person's name | | | No |
| SSN | Filters records by SSN | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Department | Person | Job Position | RT Pay Hours | RT Bill Hours | OT Pay Hours | OT Bill Hours | Total Bill Hours | Total Pay Hours |
|--|---|---|---|---|---|---|---|---|--|---|---|---|
| m.  |  |  |  |  |  |  |  |  |  |  |  |  |
| 05/09/2021 | AAA Employment Services | Shamrock | North Salt Lake D... | Primary | DIAZ, VINCE EPIMENO | Assembly Worker | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 05/02/2021 | AAA Employment Services | Shamrock | Clearfield Inc. | Primary | ASAICHY, GRACELYNN | Assembly | 34.5700 | 34.5700 | 0.0000 | 0.0000 | 34.5700 | 34.5700 |
| 05/02/2021 | AAA Employment Services | Huntington | Brigham City Prod... | Shipping | MINER, MARIO | Shipping / Receiv... | 39.4000 | 39.4000 | 0.0000 | 0.0000 | 39.4000 | 39.4000 |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Prod... | Finishing | RAMOS, ALEXIS GONZALEZ | Production | 32.3500 | 32.3500 | 0.0000 | 0.0000 | 32.3500 | 32.3500 |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Prod... | Shipping | GRUBE, KAYLEA ANNE | Shipping / Receiv... | 39.8800 | 39.8800 | 0.0000 | 0.0000 | 39.8800 | 39.8800 |
| 05/02/2021 | AAA Employment Services | Lakeview | Brigham City Prod... | Urethane | SANGBERG, STACI S | Production | 39.0500 | 39.0500 | 0.0000 | 0.0000 | 39.0500 | 39.0500 |
| 05/02/2021 | AAA Employment Services | Shamrock | Clearfield Inc. | Primary | MENDOZA, DAISY M | Assembly | 32.6500 | 32.6500 | 0.0000 | 0.0000 | 32.6500 | 32.6500 |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Prod... | Shipping | CRUZ, STEVEN | Shipping / Receiv... | 24.0500 | 24.0500 | 0.0000 | 0.0000 | 24.0500 | 24.0500 |
| 05/02/2021 | AAA Employment Services | Anthony | Orem Imaging | Primary | BARRIOS, HARVIN ALFONSO | General Labor | 37.2500 | 37.2500 | 0.0000 | 0.0000 | 37.2500 | 37.2500 |
| 05/02/2021 | AAA Employment Services | Anthony | Orem Imaging | Primary | LOMELI, SERGIO | General Labor | 32.6300 | 32.6300 | 0.0000 | 0.0000 | 32.6300 | 32.6300 |
| 05/02/2021 | AAA Employment Services | Floresville | Millville Plastics | Primary | BLACKHORSE, ROSHINIA | Plastic Production | 26.8800 | 26.8800 | 0.0000 | 0.0000 | 26.8800 | 26.8800 |
| 05/02/2021 | AAA Employment Services | Lakeview | Brigham City Prod... | Core Room | MITCHELL, EDWARD ADAM | Production | 40.0000 | 40.0000 | 1.4800 | 1.4800 | 41.4800 | 41.4800 |
| 05/02/2021 | AAA Employment Services | New Braunfels | Brigham City Prod... | Core Room | GLEDHILL, DIANE K | Production | 10.3000 | 10.3000 | 0.0000 | 0.0000 | 10.3000 | 10.3000 |
| 05/02/2021 | AAA Employment Services | Floresville | Logan Crellin* | Primary | BRITO, CARIANY JOSEFINA | Production | 40.0000 | 40.0000 | 0.0000 | 0.0000 | 40.0000 | 40.0000 |
| 05/02/2021 | AAA Employment Services | Floresville | Logan Crellin* | Primary | SANTANA, JOSE | Production | 40.0000 | 40.0000 | 0.0000 | 0.0000 | 40.0000 | 40.0000 |
| Grand Total | | | | | | | 75,924.380 | 75,921.360 | 4,849.990 | 4,834.170 | 82,023.010 | 82,054.680 |

2.7.13 Transaction Hours Summary Report

This report shows the summarized hours information of transactions tagged within the given range. This report is the summary report of the Transaction Hours Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Accounting Period
 - Company
 - Office

2.7.14 Transaction Item Report

This report shows the breakdown of the transaction records by different item types like RT, OT, reimbursements, and others in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by transaction batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by transaction batch's Accounting Period Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters by person's name | | | No |
| SSN | Filters records by SSN | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Person | MC Code | Job Position | PPE | Code | Pay Unit | Pay Rate | Bill Unit | Bill Rate | Item Pay |
|--------------------|---------------------------|-----------------|------------------------|-------------------------|---------|---------------------|------------|-------|----------------|-----------------|----------------|-----------------|-------------------|
| month(s) | | | | | | | month(s) | | | | | | |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/31/2021 | Bonus | -5.0000 | \$50.0000 | -5.0000 | \$50.0000 | -\$50.0000 |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/31/2021 | Bonus | 5.0000 | \$50.0000 | 5.0000 | \$50.0000 | \$250.0000 |
| 07/04/2021 | AAA Employment Services | Anthony | Spanish Fork Nutrition | BARAY, JOSE | 4416UT | Quality | 07/04/2021 | OT | 0.0000 | \$21.0000 | 0.0000 | \$21.8700 | \$0.0000 |
| 07/04/2021 | AAA Employment Services | Anthony | Spanish Fork Nutrition | BARAY, KAYLYNN | 4416UT | Quality | 07/04/2021 | OT | 0.0000 | \$21.0000 | 0.0000 | \$21.8700 | \$0.0000 |
| 07/04/2021 | AAA Employment Services | Traskwood | Phoenix Inc. | ACHUAL, NOOK TOR | 6504AZ | Sanitation | 07/04/2021 | OT | 0.0000 | \$22.5000 | 0.0000 | \$30.5300 | \$0.0000 |
| 07/11/2021 | AAA Employment Services | Anthony | AMERICAN FALLS 45000.. | ALI, ZEINA | 6504D | Account | 07/11/2021 | OT | 5.0000 | \$5.0000 | 5.0000 | \$5.0000 | \$25.0000 |
| 07/11/2021 | AAA Employment Services | Anthony | AMERICAN FALLS 45000.. | ZZ, ZZ TEST | 6504D | Account | 12/31/2022 | OT | 10.0000 | \$5.0000 | 10.0000 | \$5.0000 | \$50.0000 |
| 07/11/2021 | AAA Employment Services | Anthony | American Fork Life | HARVEY, EMILY ALEXAN.. | 4416UT | Packager | 07/11/2021 | OT | 16.0000 | \$22.5000 | 16.0000 | \$30.6000 | \$360.0000 |
| 07/11/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | BROWN, HAROLD A | 6504D | Food Production | 07/11/2021 | OT | 10.0000 | \$18.0000 | 10.0000 | \$24.4800 | \$180.0000 |
| 07/11/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | HENDRICKS, JULIAN A | 6504D | Food Production | 07/11/2021 | OT | 16.0000 | \$18.0000 | 16.0000 | \$24.4800 | \$270.0000 |
| 07/11/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | WILLIAMS, BEVERLY KOR.. | 6504D | Food Production | 07/11/2021 | OT | 0.0000 | \$16.8800 | 0.0000 | \$0.0000 | \$0.0000 |
| 07/11/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | WILLIAMS, BEVERLY KOR.. | 6504D | Food Production | 07/11/2021 | OT | 0.0000 | \$16.8800 | 0.0000 | \$22.9600 | \$0.0000 |
| 07/11/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | WILLIAMS, BEVERLY KOR.. | 6504D | Food Production | 07/31/2021 | OT | 13.0000 | \$16.8800 | 13.0000 | \$22.9600 | \$219.4400 |
| 07/11/2021 | AAA Employment Services | Los Gatos | Ethiad Airways | BEETON, ZOE A | 001TAZ | Attendant | 05/30/2021 | OT | -5.0000 | \$60.0000 | 0.0000 | \$0.0000 | -\$300.0000 |
| 07/11/2021 | AAA Employment Services | Los Gatos | Ethiad Airways | BEETON, ZOE A | 001TAZ | Attendant | 05/30/2021 | OT | 5.0000 | \$60.0000 | 0.0000 | \$0.0000 | \$300.0000 |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/29/2021 | OT | -20.0000 | \$30.0000 | -20.0000 | \$40.8000 | -\$600.0000 |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/29/2021 | OT | 20.0000 | \$30.0000 | 20.0000 | \$40.8000 | \$600.0000 |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/31/2021 | OT | 0.0000 | \$30.0000 | 0.0000 | \$40.8000 | \$0.0000 |
| 07/11/2021 | AAA Employment Services | Shamrock | Bountiful Bountiful | AAPAS, NINETEEN | 2003UT | Director | 05/31/2021 | OT | 0.0000 | \$30.0000 | 0.0000 | \$40.8000 | \$0.0000 |
| 07/11/2021 | AAA Staffing - Washington | Olover | ABERDEEN (YSNW/FM) | BABCOCK, ZAREK A | 7106WA | Driver - Dump Truck | 07/11/2021 | OT | 0.0000 | \$0.0000 | 0.0000 | \$0.0000 | \$0.0000 |
| 07/11/2021 | AAA Staffing - Washington | Thetford Center | Woodland LLC | TAKAMASA, BEN | 7115WA | Food Production | 07/11/2021 | OT | 10.0000 | \$20.5400 | 10.0000 | \$26.1700 | \$206.4000 |
| 07/18/2021 | AAA Employment Services | Anthony | AMERICAN FALLS 45000.. | ALI, ZEINA | 6504D | Account | 07/18/2021 | OT | 10.0000 | \$0.0000 | 10.0000 | \$0.0000 | \$0.0000 |
| 07/18/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | BROWN, HAROLD A | 6504D | Food Production | 07/18/2021 | OT | 12.0000 | \$16.8800 | 12.0000 | \$22.9600 | \$202.5600 |
| 07/18/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | HENDRICKS, JULIAN A | 6504D | Food Production | 07/18/2021 | OT | 19.0000 | \$16.8800 | 19.0000 | \$22.9600 | \$320.7200 |
| 07/18/2021 | AAA Employment Services | Havelock | AMERICAN FALLS 45000.. | WILLIAMS, BEVERLY KOR.. | 6504D | Food Production | 07/18/2021 | OT | 19.0000 | \$16.8800 | 19.0000 | \$22.9600 | \$320.7200 |
| 07/11/2021 | AAA Employment Services | Los Gatos | Ethiad Airways | BEETON, ZOE A | 001TAZ | Attendant | 05/30/2021 | PTO | 4.0000 | \$5.0000 | 0.0000 | \$0.0000 | \$20.0000 |
| Grand Total | | | | | | | 12/31/2022 | | 438.350 | \$983.01 | 468.350 | \$954.30 | \$5,395.17 |

2.7.15 Transaction Summary Report

This report shows the summarized records of transactions tagged within the given range. This report is the summary report of the Transaction Detail Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by accounting period date from the date provided | | | Yes |
| Accounting Period To | Filters records by accounting period date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Accounting Period
 - Company
 - Office

Report Preview

| ↑ Accounting Period × | | ↑ Company × | | ↑ Office × | | | | | | | | | |
|------------------------------------|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Total Bill | Sales | Discount | Total Pay | Gross | Reimbursement | Deduction | WC Cost | Employer Tax | RT Pay Hours | RT Bill Hours | OT Pay Hours | OT Bill Hours |
| | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> | <div>⬇️⬆️</div> |
| ▼ Accounting Period: 05/02/2021 | | | | | | | | | | | | | |
| ▼ Company: AAA Employment Services | | | | | | | | | | | | | |
| ▼ Office: Anthony | | | | | | | | | | | | | |
| | \$41,707.1500 | \$41,707.1500 | \$0.0000 | \$30,707.6400 | \$30,707.6400 | \$0.0000 | \$0.0000 | \$652.5500 | \$2,558.2200 | 1,898.9500 | 1,890.9500 | 111.9400 | 111.9400 |
| | Total \$41,707.15 | \$41,707.15 | \$0.00 | \$30,707.64 | \$30,707.64 | \$0.00 | \$0.00 | \$652.55 | \$2,558.22 | 1,898.950 | 1,890.950 | 111.940 | 111.940 |
| ▼ Office: Floresville | | | | | | | | | | | | | |
| | \$333,834.4400 | \$333,734.4400 | \$28.2000 | \$261,540.5900 | \$261,607.5900 | \$0.0000 | -\$67.0000 | \$3,885.0400 | \$21,772.7200 | 12,438.0000 | 12,438.0000 | 351.3900 | 351.3900 |
| | Total \$333,834.44 | \$333,734.44 | \$28.20 | \$261,540.59 | \$261,607.59 | \$0.00 | -\$67.00 | \$3,885.04 | \$21,772.72 | 12,438.000 | 12,438.000 | 351.390 | 351.390 |
| ▼ Office: Franklin | | | | | | | | | | | | | |
| | \$55,123.0100 | \$55,123.0100 | \$425.6100 | \$38,833.9700 | \$38,833.9700 | \$0.0000 | \$0.0000 | \$1,137.2400 | \$3,257.6300 | 2,509.2800 | 2,509.2800 | 80.0600 | 80.0600 |
| | Total \$55,123.01 | \$55,123.01 | \$425.61 | \$38,833.97 | \$38,833.97 | \$0.00 | \$0.00 | \$1,137.24 | \$3,257.63 | 2,509.280 | 2,509.280 | 80.060 | 80.060 |
| ▼ Office: Fresno | | | | | | | | | | | | | |
| | \$32,536.6100 | \$32,431.6100 | \$0.0000 | \$23,460.0100 | \$23,479.2900 | \$0.0000 | -\$19.2800 | \$3,029.2500 | \$2,711.2194 | 1,221.0700 | 1,210.4900 | 244.9000 | 237.6400 |
| | Total \$32,536.61 | \$32,431.61 | \$0.00 | \$23,460.01 | \$23,479.29 | \$0.00 | -\$19.28 | \$3,029.25 | \$2,711.22 | 1,221.070 | 1,210.490 | 244.900 | 237.640 |
| ▼ Office: Goliad | | | | | | | | | | | | | |
| | Grand Total \$1,959,069.40 | \$1,921,522.24 | \$1,112.77 | \$1,698,043.94 | \$1,673,029.79 | \$37,987.10 | -\$12,972.95 | \$34,732.11 | \$123,431.57 | 75,924.380 | 75,921.360 | 4,849.990 | 4,834.170 |

2.8 Invoice Reports

2.8.1 Invoice Balance Filter Report

This report shows all invoices and balances due in a given date range. It can be filtered for a specific customer and to show invoices with non-zero balances.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------------------|---|------------------------------------|---------|----------|
| Customer | Filters records by customer name | | | No |
| Date Type | Filters records by the type selected | Accounting Period/ Invoice Date | | Yes |
| Start Date | Filters records by the date type parameter | | | Yes |
| End Date | Filters records by the date type parameter | | | Yes |
| Include Zero Balance Invoices | Filters records for zero balance if yes is selected else shows all data | Yes/ No | | Yes |

2.8.2 Invoice Batch Report

This report prints after posting of invoice batch. It includes all the invoices in a batch and also runs for specific customers in a given date range.

Report Details


| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS, RMS |
| Report Category: Application and Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|----------------------|----------|
| Invoice Batch Id | Filters invoices by Invoice Batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period/ Invoice Date | Accounting Period | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by the customer's name | | % | Yes |

Report Grouping

- ❖ Company
 - Office
 - Invoice Batch Id

Report Preview



ZENOPLE

Invoice Batch Report

Company: Demo

| Invoice # | Customer | Department | DueDate | Sales | Adj.Bill | Total Bill | SalesTax | Discount | Charge | Invoice Amount | Balance |
|----------------------------------|---------------------|--------------------------|------------|---------------------|----------|--------------------|----------|----------|----------|----------------|------------|
| Office:Valley Ford | | | | | | | | | | | |
| BatchId:2604 | | Invoice Date: 05/24/2021 | | No. of Customers: 1 | | No. of Invoices: 2 | | | | | |
| 1026726 | Arvada USA | Primary | 06/03/2021 | \$1,204.50 | | \$1,204.50 | \$0.00 | \$600.00 | \$300.00 | \$904.50 | \$904.50 |
| 1026726c1 | Arvada USA | Primary | 06/03/2021 | \$904.50 | | \$904.50 | \$0.00 | \$0.00 | \$0.00 | \$904.50 | \$904.50 |
| SubTotal for BatchId(2604) | | | | \$2,109.00 | | \$2,109.00 | \$0.00 | \$600.00 | \$300.00 | \$1,809.00 | \$1,809.00 |
| Subtotal For Office(Valley Ford) | | | | \$2,109.00 | | \$2,109.00 | \$0.00 | \$600.00 | \$300.00 | \$1,809.00 | \$1,809.00 |
| Office:Shamrock | | | | | | | | | | | |
| BatchId:2609 | | Invoice Date: 05/29/2021 | | No. of Customers: 1 | | No. of Invoices: 1 | | | | | |
| 1026728 | Bountiful Bountiful | Primary | 05/29/2021 | \$2,562.00 | | \$2,562.00 | \$0.00 | \$0.00 | \$0.00 | \$2,562.00 | \$0.00 |
| SubTotal for BatchId(2609) | | | | \$2,562.00 | | \$2,562.00 | \$0.00 | \$0.00 | \$0.00 | \$2,562.00 | \$0.00 |
| Subtotal For Office(Shamrock) | | | | \$2,562.00 | | \$2,562.00 | \$0.00 | \$0.00 | \$0.00 | \$2,562.00 | \$0.00 |

Total for Company(Demo)

| | | | |
|----------------|------------|------------------|------------|
| Total Bill | \$4,671.00 | No. of Invoices | 3 |
| Sales Tax | \$0.00 | No. of Customers | 2 |
| Discount | \$600.00 | Sales | \$4,671.00 |
| Charge | \$300.00 | Adjustment Bill | \$0.00 |
| Invoice Amount | \$4,371.00 | | |
| Balance | \$1,809.00 | | |

Report Total

| | | | |
|----------------|------------|------------------|------------|
| Total Bill | \$4,671.00 | No. of Invoices | 3 |
| Sales Tax | \$0.00 | No. of Customers | 2 |
| Discount | \$600.00 | Sales | \$4,671.00 |
| Charge | \$300.00 | Adjustment Bill | \$0.00 |
| Invoice Amount | \$4,371.00 | | |
| Balance | \$1,809.00 | | |

User: MARY DOE

Date: 6/20/2021 10:37 PM

Page 1 of 2

Note: Users can run the report either by Batch Id or other parameters but not both.

2.8.3 Invoice by Accounting Period Report



This report shows list of all invoices and its detail in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by invoice batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by invoice batch's Accounting Period Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Customer Id | Filters records by Customer Id | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Customer Id | Department | Invoice Date | Invoice Number | Total Bill | Sales Tax |
|--|------------------------|------------------------|------------------------|--------------------------|------------------------|--|------------------------|--------------------------|--------------------------|
| month/d...  ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▲ ▼ | <input type="text"/> ▼ | month/d...  ▼ | <input type="text"/> ▼ | <input type="text"/> ▲ ▼ | <input type="text"/> ▲ ▼ |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 07/30/2021 | 4000652 | \$47,823.7100 | \$121.7500 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 08/06/2021 | 4000707 | \$44,784.4300 | \$142.2300 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 08/09/2021 | 4000652c1 | \$0.0000 | \$0.0000 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 08/13/2021 | 4000730 | \$40,751.7300 | \$144.4900 |
| 08/15/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 08/20/2021 | 4000758 | \$35,057.2600 | \$127.0000 |
| 08/22/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 08/27/2021 | 4000787 | \$32,868.3100 | \$114.8900 |
| 08/29/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/03/2021 | 4000893 | \$30,296.0800 | \$149.0800 |
| 09/05/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/10/2021 | 4000955 | \$27,490.8600 | \$113.3800 |
| 09/12/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/15/2021 | 4000955c1 | -\$797.8000 | \$0.0700 |
| 09/12/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/17/2021 | 4001009 | \$24,826.3100 | \$55.0600 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/24/2021 | 4001009c1 | \$1,180.1200 | \$3.4200 |
| 09/19/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 09/24/2021 | 4001064 | \$31,348.2600 | \$79.4900 |
| 09/26/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 10/01/2021 | 4001116 | \$23,319.4600 | \$79.4900 |
| 09/26/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 10/01/2021 | 4001116c1 | \$189.4600 | \$0.0000 |
| 10/03/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | 15605530 | Primary | 10/08/2021 | 4001172 | \$21,051.6300 | \$61.4600 |
| Grand Total | | | | | | | | \$541,763.85 | \$1,695.80 |

2.8.4 Invoice by Invoice Date Report
















This report shows a list of all invoices and its detail in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Invoice | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---------------------------------------|---|---------|----------|
| Invoice Date From | Filters records by Invoice Date From | | | Yes |
| Invoice Date To | Filters records by Invoice Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Customer Id | Filters records by Customer Id | | | No |

Report Preview

| AccountingPeriod | Invoice Date | Company | Office | Customer | Customer Id | Department | Invoice Number | Total Bill | Sales Tax | Discount | Invoice Amount | Balance | RT Bill Hours |
|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| month/d...  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 10/31/2021 | 11/05/2021 | AAA Employment IL | Pepeseeo | Ida Grove Industries | 15605530 | Primary | 4001379 | \$23,783.7300 | \$56.0000 | \$0.0000 | \$23,839.7300 | \$0.0000 | 935.2500 |
| 11/07/2021 | 11/12/2021 | AAA Employment IL | Pepeseeo | Ida Grove Industries | 15605530 | Primary | 4001430 | \$26,711.0500 | \$79.4900 | \$0.0000 | \$26,790.5400 | \$0.0000 | 968.7500 |
| 11/14/2021 | 11/19/2021 | AAA Employment IL | Pepeseeo | Ida Grove Industries | 15605530 | Primary | 4001481 | \$25,986.8300 | \$56.0000 | \$0.0000 | \$26,042.8300 | \$0.0000 | 973.5000 |
| 11/21/2021 | 11/26/2021 | AAA Employment IL | Pepeseeo | Ida Grove Industries | 15605530 | Primary | 4001530 | \$29,372.6500 | \$79.4900 | \$0.0000 | \$29,452.1400 | \$29,452.1400 | 1,058.5000 |
| Grand Total | | | | | | | | \$105,854.26 | \$270.98 | \$0.00 | \$106,125.24 | \$29,452.14 | 3,936.000 |

2.8.5 Invoice Daily Report


This report is an invoice statement provided to the customer for all the transactions done during the billing period on a daily level.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's Id provided | | | Yes |

Report Preview



ZENOPL

ABERDEEN Inc.
Attn To: Rebecca Cone
232 Industrial Park Dr N
Demopolis AL 36732

Invoice

| Invoice No. | Invoice Amount |
|---------------|----------------|
| 3003271 | \$144.44 |
| Payment Terms | Due Date |
| Net 30 Days | 10/03/2021 |
| Invoice Date | 09/03/2021 |

Remit To
Demo Staffing
PO Box 540587
North Salt lake 84054

| Description | Date | Type | Units | Rate | Amount |
|---|------------|------|-------------|---------|-----------------|
| PPE : 09/05/2021 | | | | | |
| BAKER, JASON W | 09/02/2021 | RT | 7.43 | \$19.44 | 144.4392 |
| Total of PPE : RT hrs: 7.43 RT: \$144.44 | | | 7.43 | | \$144.44 |

| Employee Count : 1 | | |
|---------------------------|-------------|-----------------|
| Pay Code | Units | Bill Amount |
| RT | 7.43 | \$144.44 |
| Total: | 7.43 | \$144.44 |

| | |
|------------------------|-----------------|
| Invoice Amount: | \$144.44 |
| Balance: | \$144.44 |

Approved By: CARLOS ARROYO

| Employee | Worked Date | Type | Unit |
|----------------|-------------|------|------|
| BAKER, JASON W | 09/05/2021 | RT | 7.43 |

Approved Date: 09/03/2021

2.8.6 Invoice Due Filter Report

This report shows all invoices that are past due by the number of days entered and can be further filtered for a specific customer.

Report Details

| | |
|---|---|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Invoice | Report Runs from Application: RMS, IMS |
| Report Category: Application and Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Customer | Filters records by customer name | | | No |
| Passed Due Day | Filters records for the due date selected | | | Yes |

Report Preview

| Accounting Period | Customer | Invoice Number ↑ | Total Bill | Invoice Amount | Balance | Due Date | Invoice Date |
|---------------------|------------------------------------|------------------|-----------------|-----------------|-----------------|---------------------|---------------------|
| month/d... [icon] ▼ | [icon] ▼ | [icon] ▼ | [icon] ▼ | [icon] ▼ | [icon] ▼ | month/d... [icon] ▼ | month/d... [icon] ▼ |
| 05/10/2020 | Orem CertainTeed* | 1002073 | \$1166.4000 | \$1131.4100 | -\$462.5300 | 06/14/2020 | 05/15/2020 |
| 06/07/2020 | Aurora Simmons-PeopleScout-Aurora* | 1003898 | \$1161.3600 | \$1124.2000 | -\$1,006.6500 | 07/12/2020 | 06/12/2020 |
| 07/05/2020 | Grantsville LLC* | 1005340 | \$14,123.7000 | \$13,841.2400 | -\$796.3000 | 07/20/2020 | 07/10/2020 |
| 07/12/2020 | Livingston Farms | 1005414c1 | \$467.4800 | \$467.4800 | \$41.2500 | 07/27/2020 | 07/17/2020 |
| 07/12/2020 | Grantsville LLC* | 1005549 | \$18,090.1900 | \$17,728.3700 | -\$70.7700 | 07/27/2020 | 07/17/2020 |
| 07/12/2020 | Livingston Farms | 1005603 | \$35.0000 | \$35.0000 | \$35.0000 | 07/27/2020 | 07/17/2020 |
| 07/19/2020 | Richmond Inc. | 1006172 | \$5,382.7100 | \$5,522.6500 | -\$806.5500 | 08/03/2020 | 07/24/2020 |
| 07/19/2020 | Grantsville LLC* | 1006183 | \$16,659.8700 | \$16,326.6900 | -\$1,030.1700 | 08/03/2020 | 07/24/2020 |
| 07/19/2020 | Orem CertainTeed* | 1006192 | \$1,899.2500 | \$1,842.2700 | -\$259.0100 | 09/07/2020 | 07/24/2020 |
| 07/26/2020 | Orem CertainTeed* | 1006527 | \$700.4700 | \$679.4500 | -\$483.0200 | 09/14/2020 | 07/31/2020 |
| 08/16/2020 | Tolleson West | 1007204 | \$5,607.6400 | \$5,607.6400 | -\$547.4700 | 08/31/2020 | 08/21/2020 |
| 09/13/2020 | TWIN FALLS DAYCARE | 1007768c1 | \$43.6500 | \$43.6500 | -\$43.6500 | 10/11/2020 | 09/11/2020 |
| 08/30/2020 | Livingston Farms | 1008364 | \$2,346.3200 | \$2,346.3200 | \$439.6200 | 09/14/2020 | 09/04/2020 |
| Grand Total | | | \$12,674,338.71 | \$12,690,822.54 | \$11,419,908.54 | | |

2.8.7 Invoice Report

This report is an invoice statement provided to the customer for all the transactions done during the billing period.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's Id provided | | | Yes |

Report Preview


ZENOPL
Invoice

| Invoice No. | Invoice Amount | |
|---------------|----------------|--------------|
| 3003271 | \$144.44 | |
| Payment Terms | Due Date | Invoice Date |
| Net 30 Days | 10/03/2021 | 09/03/2021 |

Remit To
Demo Staffing
 PO Box 540587
 North Salt lake 84054

ABERDEEN Inc.
 Attn To: Rebecca Cone
 232 Industrial Park Dr N
 Demopolis AL 36732

| Customer No. | Customer Name | Department | Address |
|--------------|---------------|------------|--|
| 594087 | ABERDEEN Inc. | Primary | 232 Industrial Park Dr N Demopolis AL 36732 |

| Description | Type | Units | Rate | Amount |
|---|------|-------------|---------|-----------------|
| PPE : 09/05/2021 | | | | |
| BAKER, JASON W | RT | 7.43 | \$19.44 | \$144.44 |
| Total of PPE : RT hrs: 7.43 RT: \$144.44 | | 7.43 | | \$144.44 |

Employee Count : 1

| Pay Code | Units | Bill Amount |
|---------------|-------------|-----------------|
| RT | 7.43 | \$144.44 |
| Total: | 7.43 | \$144.44 |

| | |
|------------------------|-----------------|
| Invoice Amount: | \$144.44 |
| Balance: | \$144.44 |

Approved By: CARLOS ARROYO

Approved Date: 09/03/2021

| Employee | Worked Date | Type | Unit |
|----------------|-------------|------|------|
| BAKER, JASON W | 09/05/2021 | RT | 7.43 |

2.8.8 Invoice Register Report

This report shows detailed invoice information generated in a given date range along with discounts, charges, invoice amount, payment amount, and balance.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Invoice date | Accounting Period Date | No |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

ZENOPLE

Invoice Register Report

Company: AAA-3

| Invoice# | Customer | Department | InvoiceDate | DueDate | Total Bill | Charge | Discount | Invoice Amount | Payment Amount | Balance |
|--------------------------------|----------------------|-------------------|--------------------|-----------|-------------|---------|----------|----------------|----------------|-------------|
| Office: Cambridge | | No. Of Invoice: 5 | No. Of Customer: 5 | | | | | | | |
| 3003168 | CHEHALIS Corp | Primary | 5/7/2021 | 5/27/2021 | \$1,592.64 | \$0.00 | \$0.00 | \$1,592.64 | \$0.00 | \$1,592.64 |
| 3003172 | Kent LLC | Primary | 5/7/2021 | 5/17/2021 | \$4,044.65 | \$16.30 | \$0.00 | \$4,060.95 | \$0.00 | \$4,060.95 |
| 3003166 | Lacey Products-Lacey | Primary | 5/7/2021 | 6/6/2021 | \$3,406.88 | \$0.00 | \$0.00 | \$3,406.88 | \$0.00 | \$3,406.88 |
| 3003139 | OLYMPIA Inc | Primary | 5/7/2021 | 6/21/2021 | \$2,663.06 | \$0.00 | \$0.00 | \$2,663.06 | \$0.00 | \$2,663.06 |
| 3003144 | Shelton Products | Primary | 5/7/2021 | 6/6/2021 | \$3,512.10 | \$0.00 | \$0.00 | \$3,512.10 | \$0.00 | \$3,512.10 |
| Subtotal For Office(Cambridge) | | | | | \$15,219.33 | \$16.30 | \$0.00 | \$15,235.63 | \$0.00 | \$15,235.63 |

User: MARY DOE

Date: 6/17/2021 4:33 AM

Page 1 of 4

2.8.9 Invoice Summary by Accounting Period Report

This report shows a summary of all invoices and its detail in a given date range. It is the summary report of the invoice by accounting period.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by invoice batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by invoice batch's Accounting Period Date From | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Accounting Period Date
 - Company
 - Office

Report Preview

| <div> <div>Accounting Period</div> <div>Company</div> <div>Office</div> </div> | | | | | | | | | | |
|--|---------------|-------------|-------------|---------------------|----------------|-------------|---------------|---------------|---------------|----------------|
| | Total Bill | Sales Tax | Discount | Invoice Date | Invoice Amount | Balance | RT Bill Hours | OT Bill Hours | DT Bill Hours | |
| | <div></div> | <div></div> | <div></div> | <div>month/d_</div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | |
| Accounting Period: 07/25/2021 | | | | | | | | | | |
| Company: AAA Employment IL | | | | | | | | | | |
| Office: Pepeeakao | | | | | | | | | | |
| | \$47,823.7100 | \$121.7500 | \$0.0000 | 07/30/2021 | \$47,945.4600 | \$0.0000 | 1,985.7500 | 139.5000 | 0.0000 | |
| Total | \$47,823.71 | \$121.75 | \$0.00 | | \$47,945.46 | \$0.00 | 1,985.750 | 139.500 | 0.000 | |
| Total | \$47,823.71 | \$121.75 | \$0.00 | | \$47,945.46 | \$0.00 | 1,985.750 | 139.500 | 0.000 | |
| Total | \$47,823.71 | \$121.75 | \$0.00 | | \$47,945.46 | \$0.00 | 1,985.750 | 139.500 | 0.000 | |
| Accounting Period: 08/01/2021 | | | | | | | | | | |
| Company: AAA Employment IL | | | | | | | | | | |
| Office: Pepeeakao | | | | | | | | | | |
| | \$44,784.4300 | \$142.2300 | \$0.0000 | 08/06/2021 | \$44,926.6600 | \$0.0000 | 1,761.2500 | 164.2500 | 0.0000 | |
| Total | \$44,784.43 | \$142.23 | \$0.00 | | \$44,926.66 | \$0.00 | 1,761.250 | 164.250 | 0.000 | |
| Total | \$44,784.43 | \$142.23 | \$0.00 | | \$44,926.66 | \$0.00 | 1,761.250 | 164.250 | 0.000 | |
| Total | \$44,784.43 | \$142.23 | \$0.00 | | \$44,926.66 | \$0.00 | 1,761.250 | 164.250 | 0.000 | |
| Accounting Period: 08/08/2021 | | | | | | | | | | |
| Grand Total | \$541,763.85 | \$1,695.80 | \$0.00 | | \$543,459.65 | \$29,999.34 | 20,612.550 | 2,411.000 | 0.000 | Total Rows: 21 |

2.8.10 Invoice Summary by Invoice Date Report

This report shows a summary of invoices and its detail in a given date range. It is the summary report of Invoice by Invoice Date.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Invoice | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---------------------------------------|---|---------|----------|
| Invoice Date From | Filters records by Invoice Date From | | | Yes |
| Invoice Date To | Filters records by Invoice Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- Invoice Date
 - Company
 - Office

Report Preview

| Invoice Date | | Company | | Office | | | | | |
|------------------------------|---------------|-----------|----------|----------------|-------------|---------------|---------------|---------------|---------------|
| Accounting Period | Total Bill | Sales Tax | Discount | Invoice Amount | Balance | RT Bill Hours | OT Bill Hours | DT Bill Hours | |
| month/d... | | | | | | | | | |
| ▼ Invoice Date: 11/05/2021 | | | | | | | | | |
| ▼ Company: AAA Employment IL | | | | | | | | | |
| ▼ Office: Pepeekao | | | | | | | | | |
| 10/31/2021 | \$23,783.7300 | \$56.0000 | \$0.0000 | \$23,839.7300 | \$0.0000 | 935.2500 | 128.0000 | 0.0000 | |
| Total | \$23,783.73 | \$56.00 | \$0.00 | \$23,839.73 | \$0.00 | 935.250 | 128.000 | 0.000 | |
| Total | \$23,783.73 | \$56.00 | \$0.00 | \$23,839.73 | \$0.00 | 935.250 | 128.000 | 0.000 | |
| Total | \$23,783.73 | \$56.00 | \$0.00 | \$23,839.73 | \$0.00 | 935.250 | 128.000 | 0.000 | |
| ▼ Invoice Date: 11/12/2021 | | | | | | | | | |
| ▼ Company: AAA Employment IL | | | | | | | | | |
| ▼ Office: Pepeekao | | | | | | | | | |
| 11/07/2021 | \$26,711.0500 | \$79.4900 | \$0.0000 | \$26,790.5400 | \$0.0000 | 968.7500 | 155.0000 | 0.0000 | |
| Total | \$26,711.05 | \$79.49 | \$0.00 | \$26,790.54 | \$0.00 | 968.750 | 155.000 | 0.000 | |
| Total | \$26,711.05 | \$79.49 | \$0.00 | \$26,790.54 | \$0.00 | 968.750 | 155.000 | 0.000 | |
| Total | \$26,711.05 | \$79.49 | \$0.00 | \$26,790.54 | \$0.00 | 968.750 | 155.000 | 0.000 | |
| ▼ Invoice Date: 11/19/2021 | | | | | | | | | |
| Grand Total | \$105,854.26 | \$270.98 | \$0.00 | \$106,125.24 | \$29,452.14 | 3,936.000 | 611.250 | 0.000 | Total Rows: 4 |

2.8.11 Invoice with Job Position Report


This report is an invoice statement provided to the customer for all the transactions done during the billing period with the job title.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's id provided | | | Yes |

Report Preview



ZENOPLE

ABERDEEN Inc.
Attn To: Rebecca Cone
232 Industrial Park Dr N
Demopolis AL 36732

Invoice

| Invoice No. | Invoice Amount |
|---------------|----------------|
| 3003271 | \$144.44 |
| Payment Terms | Due Date |
| Net 30 Days | 10/03/2021 |
| Invoice Date | |
| 09/03/2021 | |

Remit To
Demo Staffing
PO Box 540587
North Salt lake 84054

| Customer No. | Customer Name | Department | Address |
|--------------|---------------|------------|--|
| 594087 | ABERDEEN Inc. | Primary | 232 Industrial Park Dr N Demopolis AL 36732 |

| Description | Job Position | Type | Units | Rate | Amount |
|---|------------------|------|-------------|---------|-----------------|
| PPE : 09/05/2021 | | | | | |
| BAKER, JASON W | Machine Operator | RT | 7.43 | \$19.44 | \$144.44 |
| Total of PPE : RT hrs: 7.43 RT: \$144.44 | | | 7.43 | | \$144.44 |

| Employee Count : 1 | | |
|--------------------|-------------|-----------------|
| Pay Code | Units | Bill Amount |
| RT | 7.43 | \$144.44 |
| Total: | 7.43 | \$144.44 |

| | |
|------------------------|-----------------|
| Invoice Amount: | \$144.44 |
| Balance: | \$144.44 |

Approved By: CARLOS ARROYO **Approved Date: 09/03/2021**

| Employee | Worked Date | Type | Unit |
|----------------|-------------|------|------|
| BAKER, JASON W | 09/05/2021 | RT | 7.43 |

2.8.12 Invoice with Markup and Pay Rate Report


This report is an invoice statement provided to the customer for all the transactions done during the billing period with mark up percent and the pay rate

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's Id provided | | | Yes |

Report Preview



ABC Pet Foods/1'@
Attn To: ABC AB
91 Enright St
West Haven CA 35242

Invoice

| Invoice No. | Invoice Amount |
|-------------------------------|----------------|
| 3003263 | \$76.00 |
| Payment Terms | Due Date |
| Due On Receipt | 09/17/2021 |
| AccountingPeriod : 09/19/2021 | |

Remit To
Demo Staffing
PO Box 540587
North Salt lake 84054

| Customer No. | Customer Name | Department | Address |
|--------------|-------------------|------------|--------------------------------------|
| 15605215 | ABC Pet Foods/1'@ | Primary | 91 Enright St West Haven CA 35242 |

| Description | Type | MarkUp | PayRate | Units | Rate | Amount |
|-------------------------------|------|--------|---------|-------|---------|---------|
| AccountingPeriod : 09/19/2021 | | | | | | |
| AKIUO, AARON | RT | 1.00% | \$15.00 | 4.00 | \$15.00 | \$60.00 |
| AccountingPeriod : 09/19/2021 | | | | | | |
| AccountingPeriod Group Total | | | | | 4.00 | \$60.00 |

| Pay Code | Units | Bill Amount |
|---------------|-------------|----------------|
| RT | 4.00 | \$60.00 |
| Total: | 4.00 | \$60.00 |

| Adjustments | | |
|------------------------|-------------------|----------------|
| | 10% on total Bill | \$6.00 |
| + Sales Tax | Total | \$6.00 |
| Invoice Amount: | | \$76.00 |

Page 1 of 1

2.8.13 Invoice with Markup Percent Report


This report is an invoice statement provided to the customer for all the transactions done during the billing period with the mark-up percent.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's Id provided | | | Yes |

Report Preview



ABC Pet Foods/1'@
Attn To: ABC AB
91 Enright St
West Haven CA 35242

| Invoice | | |
|--|----------------|--------------|
| Invoice No. | Invoice Amount | |
| 3003263 | \$76.00 | |
| Payment Terms | Due Date | Invoice Date |
| Due On Receipt | 09/17/2021 | 09/17/2021 |
| AccountingPeriod : 09/19/2021 | | |
| Remit To Demo Staffing PO Box 540587 North Salt lake 84054 | | |

| Customer No. | Customer Name | Department | Address |
|--------------|-------------------|------------|--------------------------------------|
| 15605215 | ABC Pet Foods/1'@ | Primary | 91 Enright St West Haven CA 35242 |

| Description | Type | MarkUp | Units | Rate | Amount |
|-------------------------------|------|--------|-------|---------|---------|
| AccountingPeriod : 09/19/2021 | | | | | |
| AKIUO, AARON | RT | 1.00% | 4.00 | \$15.00 | \$60.00 |
| AccountingPeriod : 09/19/2021 | | | | | |
| AccountingPeriod Group Total | | | 4.00 | | \$60.00 |

| Pay Code | Units | Bill Amount | Adjustments |
|----------|-------|-------------|-------------|
| RT | 4.00 | \$60.00 | |
| Total: | | 4.00 | \$60.00 |

| Adjustments | Amount |
|-------------------|---------|
| + Sales Tax | |
| 10% on total Bill | \$6.00 |
| Total | \$6.00 |
| Invoice Amount: | \$76.00 |

Page 1 of 1

2.8.14 Statement Report

This report shows all invoices with open balances grouped by the customer. It can further be filtered for a specific customer. It can also be filtered to only show past due.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Customer Id | Filters records by Customer Id | | 0 | Yes |
| Customer | Filters records by customer name | | % | No |
| Include | Filters statement for past due records or all records | All/ Past Due Only/ All with zero balance | | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview


ZENOPLE

Statement Report

| | |
|-----------------|------------|
| Statement Date: | 07/09/2021 |
| Customer Id: | 594087 |

Demo Staffing
450 East 1000 North
North Salt Lake City UT 84054

ABERDEEN Inc.
Primary
2210 Port Industrial Rd. B
ABERDEEN WA 98520

Remit To :
Aberdeen Inc

Information reflects payments received as of Statement Date

| Invoice Date | Due Date | Past Due | Invoice Number | Invoice Amount | Amount Paid | Balance Due |
|---------------------------|------------|----------|----------------|----------------|-------------|--------------------|
| 04/02/2021 | 05/02/2021 | 68 | 3002911 | \$2,190.92 | \$2,765.34 | (\$574.42) |
| 04/16/2021 | 05/16/2021 | 54 | 3003015 | \$2,327.94 | \$0.00 | \$2,327.94 |
| 04/23/2021 | 05/23/2021 | 47 | 3003066 | \$2,809.08 | \$0.00 | \$2,809.08 |
| 04/30/2021 | 05/30/2021 | 40 | 3003115 | \$3,402.10 | \$3,363.22 | \$38.88 |
| 05/07/2021 | 06/06/2021 | 33 | 3003169 | \$3,102.42 | \$0.00 | \$3,102.42 |
| 05/12/2021 | 06/11/2021 | 28 | 3003189 | \$2,332.80 | \$0.00 | \$2,332.80 |
| Total Balance Due: | | | | | | \$10,036.70 |

| Grand Total | |
|----------------|-------------|
| Invoice Amount | \$16,165.26 |
| Amount Paid | \$6,128.56 |
| Balance Due | \$10,036.70 |

User MARY DOE

Date: 7/9/2021 4:39 AM

2.8.15 Weekly Sales Year to Date Bill Report

This report shows the weekly sales year-to-date YTD bill on a summary as well as detail level. It shows the weekly bill of the year provided and consecutive two previous years.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Invoice | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------------|---|---|---------|----------|
| Year | Filter records for the year provided and two previous consecutive years | | | Yes |
| Date Type | Filters records by the type selected | Accounting Period Date/ Invoice Date | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Roll Up To Root Customer | Filters the records by customer department or rolled into root customer | True/ False | | Yes |
| Show Summary | Shows summary records when selected True else shows details of records | True/ False | | Yes |

Report Preview

| ↑ Company × | | ↑ Office × | | ↑ Customer × | | | | | | |
|--|----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|--|
| Year | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | |
| | | | | | | | | | | |
| Total | \$0.00 | \$4,635.36 | \$4,247.24 | \$4,819.47 | \$2,896.81 | \$4,838.60 | \$3,956.00 | \$4,084.01 | \$4,646.31 | |
| ▼ Customer: MORTON Lumber Department: Primary | | | | | | | | | | |
| 2020 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | |
| Total | \$0.00 | \$0.00 | \$1,036.74 | \$784.56 | \$1,120.80 | \$1,078.77 | \$224.16 | \$0.00 | \$0.00 | |
| ▼ Customer: ONALASKA Farms Department: Primary | | | | | | | | | | |
| 2020 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | \$0.0000 | |
| Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Grand Total | \$0.00 | \$1,777,114.59 | \$2,490,363.11 | \$2,377,129.48 | \$2,848,625.80 | \$2,298,048.77 | \$2,588,327.82 | \$2,485,430.96 | \$2,247.49 | |

2.8.16 Invoice With Approved Hours Report

This report is an invoice statement provided to the customer for all the transactions done during the billing period with the approved hours from the web portals.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Invoice | Report Runs from Application: IMS |
| Report Category: Application | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|------------------------|---------|----------|
| Entity | Filters invoice's or invoice merge's records | Invoice/ Invoice Merge | | Yes |
| Entity Id | Filters records by entity's id provided | | | Yes |

Report Preview


Invoice

| Invoice No. | Invoice Amount | |
|---------------|----------------|--------------|
| 3003271 | \$144.44 | |
| Payment Terms | Due Date | Invoice Date |
| Net 30 Days | 10/03/2021 | 09/03/2021 |

Remit To
Demo Staffing
 PO Box 540587
 North Salt lake 84054

ABERDEEN Inc.
 Attn To: Rebecca Cone
 232 Industrial Park Dr N
 Demopolis AL 36732

| Customer No. | Customer Name | Department | Address |
|--------------|---------------|------------|--|
| 594087 | ABERDEEN Inc. | Primary | 232 Industrial Park Dr N Demopolis AL 36732 |

| Description | Type | Units | Rate | Amount |
|---|------|-------------|---------|-----------------|
| PPE : 09/05/2021 | | | | |
| BAKER, JASON W | RT | 7.43 | \$19.44 | \$144.44 |
| Total of PPE : RT hrs: 7.43 RT: \$144.44 | | 7.43 | | \$144.44 |

Employee Count : 1

| Pay Code | Units | Bill Amount |
|---------------|-------------|-----------------|
| RT | 7.43 | \$144.44 |
| Total: | 7.43 | \$144.44 |

| | |
|------------------------|-----------------|
| Invoice Amount: | \$144.44 |
| Balance: | \$144.44 |

Approved By: CARLOS ARROYO

Approved Date: 09/03/2021

| Employee | Worked Date | Type | Unit |
|----------------|-------------|------|------|
| BAKER, JASON W | 09/05/2021 | RT | 7.43 |

2.8.17 Customer Invoice Summary Paginated Report

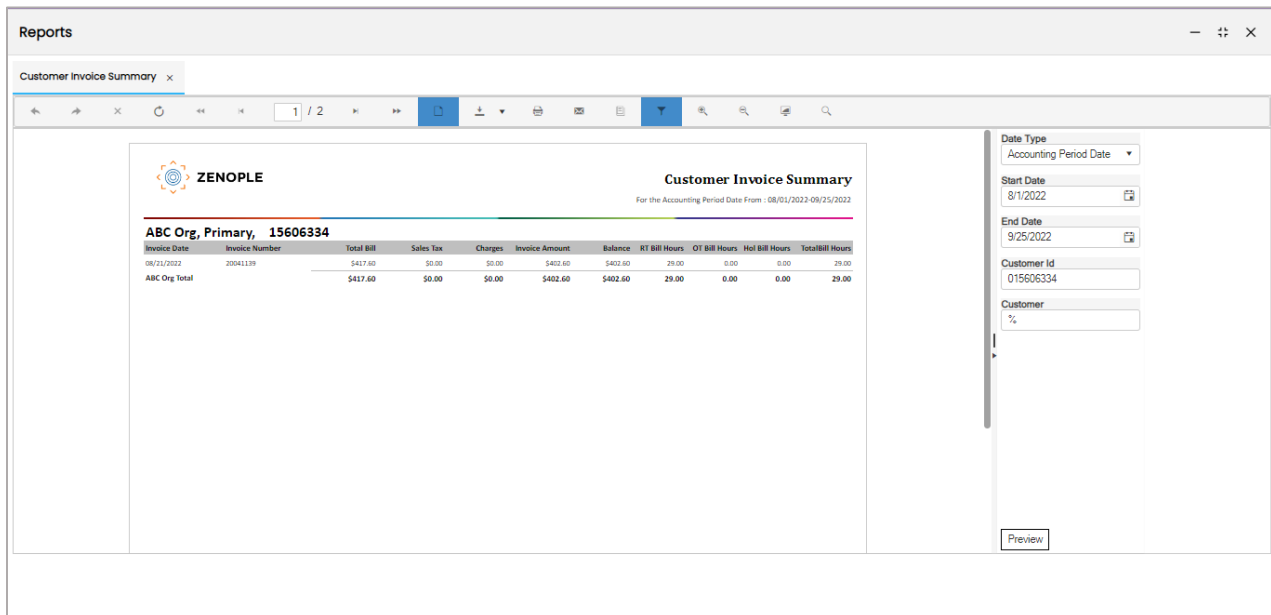
This report gives the summary of Customer Invoice including their invoice amount, Sales Tax, Charge, Total Bill, Balance, and the Billing hours for the date range provided.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Customer | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|--------------------------------------|------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date, Invoice Date | Accounting Period Date | Yes |
| Start Date | Filters the employee from the date provided | | | Yes |
| End Date | Filters the first job inserted of the customer up to the date provided | | | Yes |
| Customer ID | Filters records for specific Customer Id provided | | 0 | Yes |
| Customer | Filters the records by customer name provided | | % | Yes |

Report Preview



The screenshot displays the Zenople Reports application interface. The main window shows a preview of the 'Customer Invoice Summary' report. The report header includes the Zenople logo and the title 'Customer Invoice Summary'. Below the header, there is a table with columns: Invoice Date, Invoice Number, Total Bill, Sales Tax, Charges, Invoice Amount, Balance, RT Bill Hours, OT Bill Hours, Hol Bill Hours, and Total Bill Hours. The table data shows a total bill of \$417.60, sales tax of \$0.00, charges of \$0.00, invoice amount of \$402.60, balance of \$402.60, RT Bill Hours of 29.00, OT Bill Hours of 0.00, Hol Bill Hours of 0.00, and Total Bill Hours of 29.00. On the right side of the interface, there is a sidebar with filters for Date Type (Accounting Period Date), Start Date (8/1/2022), End Date (9/25/2022), Customer Id (015606334), and Customer (%). A 'Preview' button is located at the bottom of the sidebar.

2.9 Payroll Reports

2.9.1 Accrued Hours Report

This report shows the total hours per employee in a given date range. This report can be further filtered to show accrued hours for the specific client, or specific employee. This report could be used to identify the employee benefits based on accrued hours.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| On Assignment | Filters the currently assigned or currently not assigned employees. If none of the values is selected then all of the records will be displayed | Yes/No | | No |
| Employee Name | Filters records by employee name | | % | Yes |
| Customer | Filters records by customer name | | % | Yes |
| Total Hours >= | Filters records for the “total for date range” column | | 0 | Yes |


Report Grouping

- ❖ Company
 - Office

Report Column

| Report Column | Description |
|------------------------|--|
| Currently Asg. | It shows whether the employee is currently on an assignment or not. It doesn't depend on the date range |
| Total for Date Range | Sum of Total Pay Hours between the provided date range |
| Total Since First Asg. | Sum of Total Pay hours since the first assignment of the employee. This doesn't depend on the date range |

Report Preview

ZENOPLE

Accrued Hours Report

| Employee Name | EmployeeId | First Assignment Start Date | Hours | | | | | | | Total for Date Range | Total Since First Asg. | Currently Asg. |
|----------------------------|------------|-----------------------------|-------|----|----|-----|-----|-------|-----|----------------------|------------------------|----------------|
| | | | Reg | OT | DT | Vac | Hol | Other | | | | |
| Company: Demo | | | | | | | | | | | | |
| Office: Anthony | | | | | | | | | | | | |
| ALI, ZEINA | 15697746 | 07/11/2021 | 52 | 15 | 0 | 0 | 0 | 0 | 67 | 67 | Y | |
| HARVEY, EMILY ALEXANDRA | 15685413 | 12/03/2020 | 15 | 16 | 0 | 0 | 0 | 0 | 31 | 536 | Y | |
| ZZ, ZZ TEST | 782152 | 01/01/2021 | 40 | 10 | 0 | 0 | 0 | 0 | 50 | 50 | Y | |
| Total for Office : Anthony | | | 107 | 41 | 0 | 0 | 0 | 0 | 148 | | | |
| No. of Employees: 3 | | | | | | | | | | | | |
| Total for Company: Demo | | | 107 | 41 | 0 | 0 | 0 | 0 | 148 | | | |
| Grand Total: | | | 107 | 41 | 0 | 0 | 0 | 0 | 148 | | | |
| User: MARY DOE | | | | | | | | | | Date: 11/25/2021 | | |
| Page 1 of 2 | | | | | | | | | | | | |






2.9.2 Benefit Code Report

This report shows a list of all contribution codes set up in the system.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

Report Preview

| Transaction Code Id | Category | Type | Code | Description |
|--|--|--|--|--|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 207022 | Benefit | SimpleIRA | 012 | test benefit |
| 207017 | Benefit | InsuranceFSA | 002testing | |
| 200017 | Benefit | InsuranceCafeteria125 | HealthInsHEZMajorMed1 | Health Ins - HEZ Major Med 1 |
| 200018 | Benefit | InsuranceCafeteria125 | HealthInsHEZMECEEOnly | Health Ins - HEZ MEC - EE Only |
| 200019 | Benefit | InsuranceCafeteria125 | HealthInsHEZMajorMed2 | HealthInsHEZMajorMed2 |
| 200020 | Benefit | InsuranceCafeteria125 | HealthInsHEZMajorMed3 | Health Ins - HEZ Major Med 3 |
| 200021 | Benefit | InsuranceCafeteria125 | HealthInsHEZMajorMed4 | Health Ins - HEZ Major Med 4 |
| 200022 | Benefit | InsuranceCafeteria125 | ERContributionESCBronze5500 | ER Contribution - ESC Bronze 5500 |
| 200023 | Benefit | InsuranceCafeteria125 | ERContributionMedical | ERContributionMedical |
| 200024 | Benefit | InsuranceCafeteria125 | HealthInsHEZMECEECh | Health Ins - HEZ MEC - EE + Ch |
| 200025 | Benefit | InsuranceCafeteria125 | HealthInsHEZMECEESp | Health Ins - HEZ MEC - EE + Sp |
| 200026 | Benefit | InsuranceCafeteria125 | HealthInsHEZMECFamily | Health Ins - HEZ MEC - Family |
| 200027 | Benefit | InsuranceCafeteria125 | HealthInsPMGMECEEOnly | Health Ins - PMG MEC - EE Only |
| 200028 | Benefit | InsuranceCafeteria125 | HealthInsPMGMECEECh | Health Ins - PMG MEC - EE + Ch |
| 200029 | Benefit | InsuranceCafeteria125 | HealthInsPMGMECEESp | Health Ins - PMG MEC - EE + Sp |
| 200030 | Benefit | InsuranceCafeteria125 | HealthInsPMGMECFamily | Health Ins - PMG MEC - Family |

2.9.3 Benefit Summary Report

This report shows employer benefit contribution amounts grouped by benefit code in a given date range at a summary level.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date or Check Date | Check Date | No |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Grouping

- ❖ Company
 - Office

Report Preview

ZENOPLE

Benefit Summary Report

Company: Demo

| Category | TrasactionType | TransactionCode | Benefit |
|------------------------|-----------------------|------------------|----------|
| Office:Internal_Etoile | | | |
| Benefit | InsuranceCafeteria125 | HSA Contribution | \$389.21 |
| | | | \$389.21 |

| Category | TrasactionType | TransactionCode | Benefit |
|------------------------|-----------------------|------------------|-------------|
| Office:Internal_Lisbon | | | |
| Benefit | InsuranceCafeteria125 | HSA Contribution | \$11,461.06 |
| | | | \$11,461.06 |

| Company(Demo) Total | | | |
|---------------------|-----------------------|------------------|-------------|
| Category | TrasactionType | TransactionCode | Benefit |
| Benefit | InsuranceCafeteria125 | HSA Contribution | \$11,850.27 |
| | | | \$11,850.27 |

| Report Total | | | |
|--------------|-----------------------|------------------|-------------|
| Category | Transaction Type | TransactionCode | Benefit |
| Benefit | InsuranceCafeteria125 | HSA Contribution | \$11,850.27 |
| | | | \$11,850.27 |

User: MARY DOE

Date: 6/17/2021 2:45 AM

Page 1 of 2

2.9.4 Cash Requirement Report

This report shows details of liabilities and the amount of cash needed to process payroll.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------|----------|
| Date Type | Filters records by the type selected | Check date/ Accounting Period Date | Check Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records for a particular customer | | % | Yes |

Report Preview

| Cash Requirement Report | | |
|--------------------------|--------------------------------|---------------|
| Company : Demo | | |
| Office : Petty | | |
| Deductions | | |
| | AdvanceBank | \$0.00 |
| | HealthInsESCDentalEEOnlypost | \$0.00 |
| | HealthInsESCMedicalEEOnlypost | \$0.00 |
| | HealthInsESCTermLifeEEOnlypost | \$0.00 |
| | HealthInsESCVisionEEOnlypost | \$0.00 |
| | Total Deductions | \$0.00 |
| Employee Earnings | | |
| | RT | \$0.00 |
| | Total Employee Earnings | \$0.00 |
| Employer Taxes | | |
| | Employer FICA Tax | \$0.00 |
| | Employer Medicare Tax | \$0.00 |

2.9.5 Correction Report

This report shows the corrected invoice and payment.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Correction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| AP Date From | Filters records from this accounting period | | | Yes |
| AP Date To | Filters records from this accounting period | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |

Report Grouping

❖ Relates To

Report Column

| Report Column | Description |
|---------------|--|
| Number | The number refers to the check number when records are related to payment and refers to invoice number when records are related to invoice |
| Id | Id refers to the Person Id when records are related to payment and refers to Customer Id when records are related to invoice |

Report Preview

| ↑ Relates To × | | | | | | | |
|-----------------------|----------------------|----------------------------|----------------------|---------------------------|----------------------------|----------------------|----------------------|
| Company | Office | Name | Number | Accounting Period | Original Accounting Period | Type | Id |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | m... <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Relates To: Payment | | | | | | | |
| Demo | Valley Ford | JOCELYN GLORIA G RODRIGUEZ | rvDD_6161 | 01/03/2021 | 01/26/2020 | ReverseAndReissue | 753322 |
| Demo | Valley Ford | JOCELYN GLORIA G RODRIGUEZ | 178984 | 01/03/2021 | 12/29/2019 | ReverseAndReissue | 753322 |
| Demo | Valley Ford | JOCELYN GLORIA G RODRIGUEZ | rvDD_1324 | 01/03/2021 | 12/29/2019 | ReverseAndReissue | 753322 |
| Demo | Valley Ford | JOCELYN GLORIA G RODRIGUEZ | 178985 | 01/03/2021 | 01/05/2020 | ReverseAndReissue | 753322 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | rv118139 | 08/23/2020 | 06/28/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | 129686 | 08/23/2020 | 07/05/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | 129699 | 08/23/2020 | 06/28/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | 129712 | 08/23/2020 | 06/21/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | 129728 | 08/23/2020 | 06/14/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | rv116762 | 08/23/2020 | 06/21/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | rv113891 | 08/23/2020 | 06/07/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | rv119484 | 08/23/2020 | 07/05/2020 | ReverseAndReissue | 753942 |
| Demo | Valley Ford | CHRISTOPHER M IAFRATI | rv115243 | 08/23/2020 | 06/14/2020 | ReverseAndReissue | 753942 |

2.9.6 Deduction by Agency Report


This report shows a list of employees' deductions as per agencies.

Report Details

| | |
|---|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Application and Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|--|---------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date or Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Agency | Filters records by agencies selected | List of agencies that the users have access to | | No |

Report Preview



ZENOPL

Deduction by Agency Report

Company: AAA

Agency: Albany Registry

| Employee Id | Employee | SSN | Address | Case / Order # / Description | Gross | Deduction |
|-----------------------|--------------------|-------------|---|------------------------------|----------|-----------|
| 14518161 | SURVEY, ASSIGNMENT | XXX-XX-6236 | 3109 Simpson Avenue Hoquiam, WA- 98550 | 123456 | \$600.00 | \$40.00 |
| Albany Registry Total | | | Employee Count: 1 | | \$600.00 | \$40.00 |

User JOHN DOE

Date: 1/27/2022 1:58:08 PM

Page 1 of 4






2.9.7 Deduction Code Report

This report shows a list of all deduction codes set up in the system.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

Report Preview

| Transaction Code Id | Category | Type | Code | Description |
|--|--|--|---|--|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 200016 | AdvanceBank | AdvanceBank | AdvanceBank | Advance Bank |
| 200053 | ChildSupport | ChildSupport | ChildSupport | Child Support |
| 207018 | ChildSupport | ChildSupport | 002testt | |
| 207023 | ChildSupport | ChildSupport | 0012323 | test deduction |
| 200092 | Fees | Fees | CheckReissueFee | Check Reissue Fee |
| 200093 | Fees | Fees | GarnishmentFee | Garnishment Fee |
| 200094 | Garnishment | Garnishment | Garnishment | Garnishment |
| 200095 | Levy | Levy | Levy | Levy |
| 200096 | OtherDeduction | OtherDeduction | Uniform | Uniform |
| 200097 | OtherDeduction | OtherDeduction | CSAnnualFee | CS Annual Fee |
| 200098 | OtherDeduction | OtherDeduction | Converted | Converted |
| 206916 | OtherDeduction | OtherDeduction | GasExpense | Gas Expense |
| 206917 | OtherDeduction | OtherDeduction | EquipmtFee-ClientFosterFarms | Equipmt Fee- Client Foster Farms |
| 206918 | OtherDeduction | OtherDeduction | EquipmtFee-Client Walts | Equipmt Fee- Client Walts |

2.9.8 Deduction Contribution Setup by Agency Report

This report shows all employee deductions and benefits set up for a specific agency.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--------------------------------------|--|---------|----------|
| Agency | Filters records by agencies selected | List of agencies that the users have access to | | |

Report Preview

| Alias | Office | Agency | Person Id | Name | Transaction Type | Transaction Code | Reference | STATUS | Type |
|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ISL | Kingston Sprin... | Albany Center | 758254 | JUSTIN J OLACKLIN | ChildSupport | ChildSupport | Case #PB17306P1 | Active | Deduction |
| ISL | Maria Stein | Albany Center | 13108833 | LUIS XAVIER TORRES | ChildSupport | ChildSupport | BW42394B1 | Active | Deduction |
| ISL | Stanton | Albany Center | 12378426 | MARSHALL POWELL-RANSOM | ChildSupport | ChildSupport | Case #BN97423X2 | Active | Deduction |
| ISL | Maria Stein | Albany Center | 15694980 | TERRANCE ANTIONE KELLY | ChildSupport | ChildSupport | Case #BN69950D4 | Active | Deduction |
| ISL | Maria Stein | Albany Center | 15694980 | TERRANCE ANTIONE KELLY | ChildSupport | ChildSupport | Case #BN69950T3 | Active | Deduction |

2.9.9 Deduction Contribution Summary by Agency Report

This report shows all deductions and contributions calculated during a date range for a specific agency.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|--|---------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Agency | Filters records by agencies selected | List of agencies that users have access to | | No |
| Show Details | Shows detail records when selected Yes and shows summary records when selected No | Yes/ No | | No |

Report Preview

| Alias | Office | Agency | Person Id | Name | Transaction Type | Transaction Code | Reference | PPE | Check Date | Check Number |
|-------|---------|----------------------|-----------|----------------------------|------------------|------------------|-----------------|-------------|------------|--------------|
| it | | | | | | | | | | |
| ISL | Parsons | Albany Agency | 15682234 | WILLIAM KRISTOPHER STEWART | ChildSupport | ChildSupport | ref1 | 05-31.06-30 | 05/13/2021 | 425361 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 01-10 | 01/14/2021 | 416857 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 01-17 | 01/21/2021 | 417348 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 01-24 | 01/28/2021 | 417839 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 11-29 | 12/03/2020 | 413858 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 11-22 | 11/25/2020 | 413322 |
| ISL | Hobbs | Albuquerque Division | 15662300 | ALBERT R MURPHY | ChildSupport | ChildSupport | Case #000269029 | 12-06 | 12/10/2020 | 414471 |

2.9.10 Deduction Summary Report

This report shows employees' deductions in a given date range at a summary level.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Check Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Transaction Code | Filters records by transaction code selected | List of transaction codes | | No |
| Group By Office | | Yes/No | Yes | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

| ZENOPLE | | | | Deduction Summary Report | |
|------------------------------|------------------|------------------|--|--------------------------|--|
| Company: 01-AAA-TX | | | | | |
| Category | Transaction Type | Transaction Code | | Deduction | |
| Office: Jamestown | | | | | |
| ChildSupport | ChildSupport | Child Support | | \$10.00 | |
| | | | | \$10.00 | |
| Total for Company(01-AAA-TX) | | | | | |
| Category | TrasactionType | TransactionCode | | Deduction | |
| ChildSupport | ChildSupport | Child Support | | \$10.00 | |
| | | | | \$10.00 | |
| Report Total | | | | | |
| Category | TrasactionType | TransactionCode | | Deduction | |
| ChildSupport | ChildSupport | Child Support | | \$10.00 | |
| | | | | \$10.00 | |

2.9.11 Direct Deposit Detail Report

This report shows the detailed records of payment by bank file type.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filter records from the Check Date provided | | | Yes |
| Check Date To | Filter records to the Check Date provided | | | Yes |
| Bank File Type | Filter records by the bank file type selected | List of bank file types | | No |
| Company | Filter records by companies selected | List of companies that users have access to | | No |

Report Preview

| ↑ Alias × | | | | | | |
|-------------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|--|
| Employee | PersonId | Check Number | Check Date | Net | Check Status | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| ▼ Alias: Demo | | | | | | |
| (MICHELLE OSLEN) YE YAO | 15663008 | 191245 | 02/11/2021 | \$200.0000 | Regular | |
| AALIYAH TACIANA BAILEY | 15687724 | 192032 | 02/18/2021 | \$275.0100 | Regular | |
| AALIYAH TACIANA BAILEY | 15687724 | 189474 | 02/11/2021 | \$355.2600 | Regular | |
| AARON ARIEH HART | 15690465 | 192739 | 02/18/2021 | \$535.5700 | Regular | |
| AARON ARIEH HART | 15690465 | 191478 | 02/11/2021 | \$758.0300 | Regular | |
| AARON J COLLARD | 15658778 | 192299 | 02/18/2021 | \$68.4100 | Regular | |
| | | | | | | |
| Grand Total | 5,241 | | | \$2,613,671.61 | | |

2.9.12 Employee Wage Statement Report

This is a paycheck report that provides transaction details including taxes, deductions, benefits, banks, and accruals. In case of a live check, the MICR line and a signature will be viewed during printing only with a check in the bottom section.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| SSN | Filters records by SSN | | % | Yes |

Report Grouping

- ❖ Employer
 - Employee

Report Preview


ZENOPLE

Employee Wage Statement Report

Employer:
 AAA Employment Services
 125 N. Belinda Circle
 Rosemount, UT 84056

FEIN : 870297877
 Phone: (554) 474 - 4494

Employee:
 ZACHARY LAMAR SABIN
 650 SOUTH 500 EASTAPT 1
 SPRINGVILLE, Utah 84663

SSN: ###-##-4888
 PayRate: \$20.00

| Check Date | Accounting Period | Check Number | Hours Worked | GrossWages | TotalTaxes | Non-Tax Adjus. | Net Pay |
|---------------|-------------------|--------------|--------------|-----------------|-----------------|----------------|-----------------|
| 06/03/2021 | 05/30/2021 | 223242 | 69.15 | \$843.00 | \$167.86 | \$0.00 | \$675.14 |
| Totals | | | 69.15 | \$843.00 | \$167.86 | \$0.00 | \$675.14 |

Employer's Signature _____

Date _____

User: MARY DOE
 For the Period From : 05/30/2021-05/30/2021

Date: 6/20/2021 10:30:06 PM

Page 1 of 2


2.9.13 Minimal Wage Report

This report shows minimum wage information setup in Zenople's system for different states, counties, and cities.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

Report Preview

| State | County | City | Minimum Wage | Start Date | End Date |
|--|--|--|--|--|--|
| <input type="text"/>  | <input type="text"/>   | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| California | Los Angeles | Acton | \$12.0000 | 07/11/1905 | 06/27/2020 |
| California | Los Angeles | Agoura | \$12.0000 | 07/11/1905 | |
| California | Los Angeles | AGOURAHILLS | \$10.5000 | 07/11/1905 | |
| California | Los Angeles | AguaDulce | \$12.0000 | 07/11/1905 | 06/27/2020 |
| California | Los Angeles | ALHAMBRA | \$10.5000 | 07/11/1905 | |
| California | Los Angeles | Alpine | \$12.0000 | 07/11/1905 | |
| California | Los Angeles | Altadena | \$12.0000 | 07/11/1905 | 06/27/2020 |
| California | Los Angeles | AntelopeAcres | \$12.0000 | 07/11/1905 | |
| California | Los Angeles | ARCADIA | \$10.5000 | 07/11/1905 | |
| California | Los Angeles | ARTESIA | \$10.5000 | 07/11/1905 | |
| California | Los Angeles | Athens | \$12.0000 | 07/11/1905 | |

2.9.14 Minimum Wage by Customer Worksite Report

This report shows the minimum wage set up on a specific customer worksite.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|----------------------------------|-------------------|---------|----------|
| Customer | Filters records by customer name | | | Yes |

Report Preview

| Customer | Department | Address | Address Type | Job Title | JobId | Minimum Wage |
|-----------------------|----------------------|------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Livingston Farms | HS Turlock | 500 F Street Turlock, CA - 95380 | JobSite | Health Screener | 4261 | \$13.00 |
| Livingston Farms | HS Turlock | 500 F Street Turlock, CA - 95380 | JobSite | Covid Test | 40920 | \$13.00 |
| Livingston Farms | HS Turlock | 500 F Street Turlock, CA - 95380 | JobSite | Covid Test | 42061 | \$13.00 |
| Twin Falls 4500022216 | Field Dept | 784 Oak St Twin Falls, ID - 83301 | JobSite | General Labor | 25373 | \$15.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 25214 | \$12.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 47408 | \$12.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 46441 | \$12.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 46639 | \$12.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 45613 | \$12.00 |
| Twin Falls 4500022216 | On-Site | 784 Oak St. Twin Falls, ID - 83301 | JobSite | On-Site Coordinator | 47929 | \$12.00 |

2.9.15 Paycheck Middle Report

This is a paycheck report that provides transaction details including taxes, deductions, benefits, banks, and accruals. In case of a live check, the MICR line, and a signature will be viewed during printing only along with a check in the middle section.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: PAS |
| Report Category: Application | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|-----------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Payment Id | Filters payments by Payment Id provided | | 0 | Yes |
| Sort by | Sorts records by options selected | Check Number/ First Name Last Name/ Last Name First Name / Customer/ Check Delivery | Check Number | No |

Report Preview

| | |
|---|---|
| Demo Staffing 42 Fairhaven Commons Way, Fairhaven MA 2719 374 North Salt Lake City, AS - 54645 (479)644-3384 | Email Check Number: 304218 Check Date: 06/03/2021 |
|---|---|

| | | |
|--------------------------------|---------------------------|---------------------------------------|
| Name: SILVESTRE DELGADO | Net Amt.: \$495.56 | EARNINGS STATEMENT |
| SSN: ###-##-7733 | Gross Amt.: \$567.00 | IMPORTANT-KEEP FOR YOUR RECORD |
| | YTD Gross: \$11,407.64 | |

| | | | | | | |
|--------------|------------------|------------|------|--------------|----------|-----------------|
| PPE | Customer | Department | Type | Units | Pay Rate | Total Pay |
| 05/30/2021 | Bolingbrook Corp | Primary | RT | 40.00 | \$13.50 | \$540.00 |
| 05/30/2021 | Bolingbrook Corp | Primary | OT | 1.00 | \$27.00 | \$27.00 |
| Total | | | | 41.00 | | \$567.00 |

| | |
|--|---|
| Demo Staffing 42 Fairhaven Commons Way, Fairhaven MA 2719 374 North Salt Lake City, AS - 54645 (479)644-3384 | Comerica 304218 Comerica |
|--|---|

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| | | |
|---|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60804 | | |

| |
|--|
| |
|--|

2.9.16 Paycheck Report

This report is a check stub issued by an employer to pay an employee for all the transactions done during the pay period. This includes taxes, deductions, benefits, banks, and accruals. In case of a live check, MICR line and a signature will be viewed during printing only.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: PAS |
| Report Category: Application | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|--|-------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Payment Id | Filters payments by Payment Id provided | | 0 | Yes |
| Sort Order 1 | Sorts records by options selected | Check Number/ First Name Last Name/ Last Name First Name/ Customer/ Check Delivery | First Name Last Name | No |
| Sort Order 2 | Sorts records by options selected | Check Number/ First Name Last Name/ Last Name First Name/ Customer/ Check Delivery | Customer | No |

Report Preview

| | | | | | |
|--|--|---------------|--|--|--|
| Demo Staffing 42 Fairhaven Commons Way, Fairhaven MA 2719 374 North Salt Lake City, AS - 54645 (479)644-3384 | | Email | | Check Number: 304218 Check Date: 06/03/2021 | |
|--|--|---------------|--|--|--|

| | | | | | |
|--------------------------------|----------------------|---------------------------|--|---------------------------------------|--|
| Name: SILVESTRE DELGADO | | Net Amt.: \$495.56 | | EARNINGS STATEMENT | |
| SSN: ##-##-#### | Gross Amt.: \$567.00 | YTD Gross: \$11,407.64 | | IMPORTANT-KEEP FOR YOUR RECORD | |

| | | | | | | | | | |
|--------------|------------------|------------|------|--------------|----------|-----------------|--------------|----------|-----------------|
| PPE | Customer | Department | Type | Units | Pay Rate | Total Pay | Bank | A/C No. | Amount |
| 05/30/2021 | Bolingbrook Corp | Primary | RT | 40.00 | \$13.50 | \$540.00 | TCF National | ##251951 | \$495.56 |
| 05/30/2021 | Bolingbrook Corp | Primary | OT | 1.00 | \$27.00 | \$27.00 | | | |
| Total | | | | 41.00 | | \$567.00 | Total | | \$495.56 |

| | | | |
|--------------------|----------|----------------|-------------------|
| Tax | Taxable | Tax | YTD |
| Federal Income Tax | \$567.00 | \$0.00 | \$0.00 |
| Illinois State Tax | \$567.00 | \$28.07 | \$564.69 |
| FICA | \$567.00 | \$35.15 | \$707.34 |
| Medicare | \$567.00 | \$8.22 | \$165.39 |
| Total | | \$71.44 | \$1,437.42 |

| | | |
|--|---------------------------------|---------------|
| Demo Staffing 42 Fairhaven Commons Way, Fairhaven MA 2719 374 North Salt Lake City, AS - 54645 (479)644-3384 | Comerica Comerica | 304218 |
|--|---------------------------------|---------------|

| | | |
|-------------------------------------|-------------|---------------------|
| | Date | Amount |
| Pay XXXXX VOID-Direct Deposit XXXXX | 06/03/2021 | VOID |
| Pay to the order of | | Void After 180 Days |

| | |
|---|--|
| SILVESTRE DELGADO 3823 S 57TH AVE CASA CICERO, IL 60904 | |
|---|--|






2.9.17 Pay Code Report

This report shows a list of all pay codes set up in the system.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

Report Preview

| Transaction Code Id | Category | Type | Code | Description |
|--|--|--|--|--|
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 200001 | Adjustments | OnetimeReimbursement | Mileage | Mileage |
| 200002 | Adjustments | OnetimeReimbursement | OnetimeReimbursement | Onetime Reimbursement |
| 200003 | Adjustments | OnetimeReimbursement | PerDiem | PerDiem |
| 206905 | Adjustments | OnetimeReimbursement | CellPhoneReimbursement | CellPhone Reimbursement |
| 200004 | Adjustments | OnetimeDeduction | Equipment | Equipment |
| 200005 | Adjustments | OnetimeDeduction | UnionDues | Union Dues |
| 200006 | Adjustments | OnetimeDeduction | CheckReissueFee | Check Reissue Fee |
| 200007 | Adjustments | OnetimeDeduction | MiscDeduction | MiscDeduction |
| 200008 | Adjustments | OnetimeDeduction | Uniform | Uniform |
| 200009 | Adjustments | OnetimeDeduction | AdvancePayBackFee | Advance PayBack Fee |
| 200010 | Adjustments | OnetimeDeduction | AdvancePayBack | Advance PayBack |
| 200011 | Adjustments | OnetimeDeduction | AdvancePayBackESSG | Advance PayBack ESSG |
| 206957 | Adjustments | OnetimeDeduction | Equiptment | Equiptment |
| 206964 | Adjustments | OnetimeDeduction | Background Check | Background Check |

2.9.18 Payment Accrual Report

This report shows accruals and hours worked details of employees in each payment.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Vacation Accruals | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|-----------------------------|--|---|---------|----------|
| Accrual Plan | Filters records by plans selected | List of Accrual Plan that user have access to | | Yes |
| Accounting Period Date From | Filters records by the type selected | | | Yes |
| Accounting Period Date to | Filters records by the Date Type parameter | | | Yes |

Report Preview

| Alias | Office | Person Id | Name | L4SSN | Check Date | Check Number | Accrual Plan | Previous | Accrue | Deplete | Balance | Available | Status | RT Pay Hours | DT Pay Hours | OT Pay Hours |
|-------------|-----------|-----------|---------------------------------|-------|------------|--------------|-------------------|-----------|---------|---------|-----------|-----------|--------|--------------|--------------|--------------|
| AAA-2 | Huttig | 783597 | ALDAVERA, JOSE G | 7403 | 01/07/2021 | 176780 | AZ Paid Sick Time | 23.1238 | 0.2354 | 0.0000 | 23.3592 | 23.3592 | Active | 7.0700 | 0.0000 | 0.0000 |
| AAA-2 | Hermitage | 15682367 | ALI, NISREEN | 1304 | 01/07/2021 | 176782 | AZ Paid Sick Time | 6.9930 | 0.9847 | 0.0000 | 7.9777 | 7.9777 | Active | 29.5700 | 0.0000 | 0.0000 |
| AAA-2 | Humnoke | 15628506 | AMBROSE, BENJAMIN COZART | 2449 | 01/07/2021 | 176794 | AZ Paid Sick Time | 7.7423 | 0.9990 | 0.0000 | 8.7413 | 8.7413 | Active | 30.0000 | 0.0000 | 0.0000 |
| AAA-2 | Ozone | 783315 | ANDREWS, LEO S | 5446 | 01/07/2021 | 176804 | AZ Paid Sick Time | 10.5539 | 0.9594 | 0.0000 | 11.5133 | 11.5133 | Active | 28.8100 | 0.0000 | 0.0000 |
| AAA-2 | Huttig | 15634632 | ARGUELLES MONDACA, GUADALUPE | 9343 | 01/07/2021 | 176815 | AZ Paid Sick Time | 29.2719 | 1.2914 | 0.0000 | 30.5633 | 30.5633 | Active | 38.7800 | 0.0000 | 0.0000 |
| AAA-2 | Oden | 15685732 | AVILA LEPE, KAREN ROCIO | 5242 | 01/07/2021 | 176828 | AZ Paid Sick Time | 2.3976 | 0.9491 | 0.0000 | 3.3467 | 3.3467 | Active | 28.5000 | 0.0000 | 0.0000 |
| AAA-2 | Vilonia | 15679841 | AYALA, ROXANA B | 0745 | 01/07/2021 | 176834 | AZ Paid Sick Time | 7.1102 | 0.7885 | 0.0000 | 7.8987 | 7.8987 | Active | 23.6800 | 0.0000 | 0.0000 |
| AAA-2 | Ozone | 662124 | AYITEY, RASHID N | 0784 | 01/07/2021 | 176835 | AZ Paid Sick Time | 6.0939 | 1.5818 | 0.0000 | 7.6757 | 7.6757 | Active | 40.0000 | 0.0000 | 7.5000 |
| AAA-2 | Oden | 15679980 | BAILEY, JEROME FITZGEARLD | 9664 | 01/07/2021 | 176839 | AZ Paid Sick Time | 12.2550 | 1.3154 | 0.0000 | 13.5704 | 13.5704 | Active | 39.5000 | 0.0000 | 0.0000 |
| AAA-2 | Humnoke | 15683606 | BAKER, SASHA NICOLE | 4957 | 01/07/2021 | 176843 | AZ Paid Sick Time | 6.9431 | 0.9990 | 0.0000 | 7.9421 | 7.9421 | Active | 30.0000 | 0.0000 | 0.0000 |
| AAA-2 | Vilonia | 15685275 | BARLUE, BLAMO | 9324 | 01/07/2021 | 176850 | AZ Paid Sick Time | 4.3326 | 1.0023 | 0.0000 | 5.3349 | 5.3349 | Active | 30.1000 | 0.0000 | 0.0000 |
| AAA-2 | Ozone | 15490568 | BARNES, ASHLEY | 2159 | 01/07/2021 | 176851 | AZ Paid Sick Time | 4.6730 | 1.2681 | 0.0000 | 5.9411 | 5.9411 | Active | 38.0800 | 0.0000 | 0.0000 |
| AAA-2 | Humnoke | 15683893 | BARRON, AARON J | 9640 | 01/07/2021 | 176860 | AZ Paid Sick Time | 1.4386 | 0.7826 | 0.0000 | 2.2212 | 2.2212 | Active | 23.5000 | 0.0000 | 0.0000 |
| AAA-2 | Hermitage | 783285 | BECKER, JOHNATHAN A | 0804 | 01/07/2021 | 176866 | AZ Paid Sick Time | 23.7000 | 1.0823 | 0.0000 | 24.7823 | 24.7823 | Active | 32.5000 | 0.0000 | 0.0000 |
| AAA-2 | Ozone | 15684258 | BEGAY, LEANN R | 9449 | 01/07/2021 | 176870 | AZ Paid Sick Time | 3.1828 | 0.1998 | 0.0000 | 3.3826 | 3.3826 | Active | 6.0000 | 0.0000 | 0.0000 |
| AAA-2 | Oden | 15661608 | BEGAY, NIZHONI A. | 4594 | 01/07/2021 | 176871 | AZ Paid Sick Time | 23.5852 | 0.7842 | 0.0000 | 24.3694 | 24.3694 | Active | 23.5500 | 0.0000 | 0.0000 |
| AAA-2 | Humnoke | 15671101 | BELT, ANTHONY BRYAN | 3158 | 01/07/2021 | 176875 | AZ Paid Sick Time | 17.1329 | 0.9990 | 0.0000 | 18.1319 | 18.1319 | Active | 30.0000 | 0.0000 | 0.0000 |
| AAA-2 | Oden | 15687469 | BELTRAN, XAVIER | 4844 | 01/07/2021 | 176876 | AZ Paid Sick Time | 1.5502 | 1.1988 | 0.0000 | 2.7490 | 2.7490 | Active | 36.0000 | 0.0000 | 0.0000 |
| AAA-2 | Vilonia | 15688218 | BENAVIDEZ CASTRO, MARTHA ISABEL | 1944 | 01/07/2021 | 176877 | AZ Paid Sick Time | 0.0000 | 0.5328 | 0.0000 | 0.5328 | 0.5328 | Active | 16.0000 | 0.0000 | 0.0000 |
| Grand Total | | | | | | | | 3,216.681 | 275.202 | 73.700 | 3,418.183 | 3,418.183 | | 8,112.140 | 0.000 | 208.320 |

2.9.19 Payment Batch Report

This report shows the summary of payments created in the batch. This report is generated when a payment batch is posted.

Report Details


| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | No |
| End Date | Filters records by the Date Type parameter | | | No |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Sort By | Sorts records by options selected | Employee/ Check Number | Employee | Yes |

Report Grouping

- ❖ Company
 - Office
 - Payment Batch Id

Report Preview



Payment Batch Report

Company: Demo

| Check Number | Person | CheckDate | Gross | Reimbursement | Tax | Deduction | Contribution | Net | DD |
|----------------------------------|--------------------------|---------------------|--------------------|-------------------|----------------------------|-----------------------|-------------------|------------|----|
| Office:Valley Ford | | | | | | | | | |
| BatchId:6679 | Company: Demo | No. of Employees: 2 | No. of Payments: 2 | | BankAccount Info: Comerica | | User: ALVARO DIAZ | | |
| 223241 | HARVEY, ZYTAKIRA LAMONTE | 06/03/2021 | \$1,024.50 | \$0.00 | \$231.79 | \$100.00 | \$300.00 | \$692.71 | Y |
| 223242 | SABIN, ZACHARY LAMAR | 06/03/2021 | \$843.00 | \$0.00 | \$167.86 | \$0.00 | \$0.00 | \$675.14 | Y |
| SubTotal for BatchId(6679) | | | \$1,867.50 | \$0.00 | \$399.65 | \$100.00 | \$300.00 | \$1,367.85 | 2 |
| | | | DD Count: 2 | DD Net \$1,367.85 | Live check Count: | Live check Net \$0.00 | | | |
| Subtotal For Office(Valley Ford) | | | \$1,867.50 | \$0.00 | \$399.65 | \$100.00 | \$300.00 | \$1,367.85 | 2 |
| | | | DD Count: 2 | DD Net \$1,367.85 | Live check Count: | Live check Net \$0.00 | | | |

Total for Company(Demo)

| | | | |
|----------------|------------|------------------|---|
| Gross | \$1,867.50 | No. of Employees | 2 |
| Reimbursement | \$0.00 | No. of Payments | 2 |
| Tax | \$399.65 | DD Count | 2 |
| Deduction | \$100.00 | Live check Count | 0 |
| Contribution | \$300.00 | | |
| Net | \$1,367.85 | | |
| DD Net | \$1,367.85 | | |
| Live check Net | \$0.00 | | |

Report Total

| | | | |
|----------------|------------|------------------|---|
| Gross | \$1,867.50 | No. of Employees | 2 |
| Reimbursement | \$0.00 | No. of Payments | 2 |
| Tax | \$399.65 | DD Count | 2 |
| Deduction | \$100.00 | Live check Count | 0 |
| Contribution | \$300.00 | | |
| Net | \$1,367.85 | | |
| DD Net | \$1,367.85 | | |
| Live check Net | \$0.00 | | |

User: MARY DOE

Date: 6/20/2021 10:28 PM

Page 1 of 2

Note: Users can run the report either by Batch Id or other parameters but not both.

2.9.20 Payment Deduction Detail Report












This report shows all fields related to all deductions deducted per employee's check.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|---|---|---------|----------|
| Accounting Period From | Filters the records from this accounting period | | | No |
| Accounting Period To | Filters the records up to this accounting period | | | No |
| Check Date From | Filters the records from this check date | | | |
| Check Date To | Filters the records up to this check date | | | |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| SSN | Filters records by SSN | | | No |
| Person | Filters records by person's name | | | No |
| Is DD | Shows direct deposit records only if selected yes else shows all data | Yes/ No | | No |
| Check Status | Filters records by the status of check selected | List of check status | | No |
| Type | Filters records by transaction type | List of all transaction type | | No |
| Code | Filters records by transaction code | List of all transaction code | | No |

Report Preview

| Accounting Period | Office | Person | Check Number | Code [†] | Gross | Tax | Deduction | Benefit | Net | MTD Gross |
|---|---|---|---|---|---|---|---|---|---|---|
| mont...  |  |  |  |  |  |  |  |  |  |  |
| 07/11/2021 | Los Gatos | BEETON, ZOE A | 223258 | AdvanceBank | \$1,320.0000 | \$285.2800 | \$1,034.7200 | \$0.0000 | \$0.0000 | \$20.0000 |
| 07/11/2021 | Los Gatos | BEETON, ZOE A | rv223248 | AdvanceBank | -\$1,300.0000 | -\$279.1900 | -\$1,020.8100 | \$0.0000 | \$0.0000 | \$20.0000 |
| 07/11/2021 | Havelock | WILLIAMS, BEVERLY KOREN | rv223257 | AdvanceBank | -\$225.0000 | -\$17.2100 | -\$207.7900 | -\$5.0000 | \$0.0000 | \$0.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | 223259 | AdvanceBank | \$1,975.0000 | \$290.7400 | \$1,662.4200 | \$5.0000 | \$21.8400 | \$25.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | rv223255 | AdvanceBank | -\$1,950.0000 | -\$287.5800 | -\$1,662.4200 | -\$5.0000 | \$0.0000 | \$25.0000 |
| 07/11/2021 | Havelock | HENDRICKS, JULIAN A | 223260 | ChildSupport | \$750.0000 | \$144.5900 | \$10.0000 | \$20.0000 | \$595.4100 | \$750.0000 |
| 07/11/2021 | Havelock | WILLIAMS, BEVERLY KOREN | 223257 | ChildSupport | \$225.0000 | \$17.2100 | \$10.0000 | \$5.0000 | \$197.7900 | \$225.0000 |
| 07/11/2021 | Havelock | WILLIAMS, BEVERLY KOREN | rv223257 | ChildSupport | -\$225.0000 | -\$17.2100 | -\$207.7900 | -\$5.0000 | \$0.0000 | \$0.0000 |
| 07/11/2021 | Los Gatos | BEETON, ZOE A | 223258 | ChildSupport | \$1,320.0000 | \$285.2800 | \$1,034.7200 | \$0.0000 | \$0.0000 | \$20.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | rv223255 | HSAContribution | -\$1,950.0000 | -\$287.5800 | -\$1,662.4200 | -\$5.0000 | \$0.0000 | \$25.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | 223259 | HSAContribution | \$1,975.0000 | \$290.7400 | \$1,662.4200 | \$5.0000 | \$21.8400 | \$25.0000 |

2.9.21 Payment Deduction Report

This report shows the deduction amount withheld from an employee's paycheck. It includes agency information and case information/references for the given date range.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Date Type | Filters records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Code | Filters records by deduction code | list of deduction codes that users have access to | | No |
| Group By Office | Groups records by Office when selected Yes else records won't be grouped by Office | Yes/No | Yes | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

ZENOPLE

Payment Deduction Report

Company: Demo

| LASSN | Name | Code | Check Date | Check Number | Agency | Reference | Gross | Deduction |
|-------------------------------|--------------------|----------------------------|------------|--------------|---------------|-----------|----------------------|------------|
| Office : Franklin | | | | | | | No. of Employees : 1 | |
| 8727 | FERNANDEZ, YECENIA | Advance Bank | 6/3/2021 | 223250 | | | \$560.00 | \$390.05 |
| 8727 | FERNANDEZ, YECENIA | HealthInsESCMedicalEE1post | 6/3/2021 | 223250 | Columbia Care | | \$560.00 | \$40.54 |
| 8727 | FERNANDEZ, YECENIA | Advance Bank | 6/3/2021 | rv221206 | | | (\$490.00) | (\$390.05) |
| 8727 | FERNANDEZ, YECENIA | HealthInsESCMedicalEE1post | 6/3/2021 | rv221206 | Columbia Care | | (\$490.00) | (\$40.54) |
| 8727 | FERNANDEZ, YECENIA | Advance Bank | 6/3/2021 | v223250 | | | (\$560.00) | (\$390.05) |
| 8727 | FERNANDEZ, YECENIA | HealthInsESCMedicalEE1post | 6/3/2021 | v223250 | Columbia Care | | (\$560.00) | (\$40.54) |
| Subtotal for Office(Franklin) | | | | | | | (\$430.59) | |

User: MARY DOE

Date: 7/22/2021 1:19 AM

Page 1 of 4

2.9.22 Payment Deduction Summary Report

This report shows a summary of all fields related to all deductions deducted. It is the summary report of the Payment Deduction Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records from this accounting period | | | No |
| Accounting Period To | Filters the records up to this accounting period | | | No |
| Check Date From | Filters records from this check date | | | |
| Check Date To | Filters the records up to this check date | | | |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Check Status | Filters records by the status of check selected | List of check status | | No |
| Type | Filters records by transaction type | List of all transaction type | | No |
| Code | Filters records by transaction code | List of all transaction code | | No |

Report Grouping

- ❖ Accounting Period
 - Category
 - Type
 - Code

Report Preview

| ↑ Company × | | ↑ Accounting Period × | | ↑ Category × | | ↑ Type × | | ↑ Code × | |
|---------------------------------|-------------|-----------------------|--------------|-----------------|---------------|---------------|---------------|-------------|--|
| Office | | Check Date | Check Status | Is Employer Tax | Taxable Gross | Subject Gross | Tax | YTD Tax | |
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | |
| ▼ Company: AAA Employment IL | | | | | | | | | |
| ▼ Accounting Period: 10/31/2021 | | | | | | | | | |
| ▼ Category: Tax | | | | | | | | | |
| ▼ Type: FICA | | | | | | | | | |
| ▼ Code: FICA | | | | | | | | | |
| Pepeskeo | 11/04/2021 | Regular | 0 | \$15,464.1700 | \$15,464.1700 | \$958.6600 | \$11,812.1300 | | |
| Total | | | | \$15,464.17 | \$15,464.17 | \$958.66 | \$11,812.13 | | |
| ▼ Code: Employer FICA Tax | | | | | | | | | |
| Pepeskeo | 11/04/2021 | Regular | 1 | \$15,464.1700 | \$15,464.1700 | \$958.6600 | \$11,812.1300 | | |
| Total | | | | \$15,464.17 | \$15,464.17 | \$958.66 | \$11,812.13 | | |
| Total | | | | \$30,928.34 | \$30,928.34 | \$1,917.32 | \$23,624.26 | | |
| ▼ Type: FIT | | | | | | | | | |
| ▼ Code: Federal Income Tax | | | | | | | | | |
| Pepeskeo | 11/04/2021 | Regular | 0 | \$15,464.1700 | \$15,464.1700 | \$394.8300 | \$6,498.6800 | | |
| Total | | | | \$15,464.17 | \$15,464.17 | \$394.83 | \$6,498.68 | | |
| Grand Total | | | | \$522,869.38 | \$621,327.15 | \$14,331.49 | \$179,280.14 | | |

2.9.23 Payment List Report






















This report shows the list of paychecks and details in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------|----------|
| Date Type | Filters records by the type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Check Type | Filters records by check type selected | All / Direct Deposit/ Live Checks | | No |

Report Preview

| Check Date | Check Number | Gross Amount | Tax | Deduction | Net | DD | YTD Gross | Person Id | First Name | Middle Name | Last Name | SSN | Bank | Bank Account Id |
|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|
|    |  |   |   |   |   |  |   |  |  |  |  |  |  |  |
| 12/31/2020 | 173963 | \$298.1300 | \$29.9900 | \$0.0000 | \$268.1400 | True | \$28,566.4800 | 784074 | Dau | T | Nguyen | 664-95-4648 | Comerica | 200035 |
| 01/28/2021 | 185451 | \$700.6500 | \$131.2700 | \$0.0000 | \$569.3800 | True | \$700.6500 | 784074 | Dau | T | Nguyen | 664-95-4648 | Comerica | 200035 |
| 12/17/2020 | 169545 | \$576.5900 | \$108.2200 | \$19.9800 | \$448.3900 | True | \$29,889.7100 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 12/24/2020 | 170382 | \$621.7400 | \$119.9200 | \$19.9800 | \$481.8400 | True | \$30,511.4500 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 01/14/2021 | 181055 | \$586.8800 | \$110.5100 | \$19.9800 | \$456.3900 | True | \$1,175.4400 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 01/28/2021 | 186463 | \$652.8200 | \$127.5900 | \$19.9800 | \$505.2500 | True | \$2,549.6800 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 12/10/2020 | 166826 | \$572.3900 | \$107.1300 | \$0.0000 | \$465.2600 | True | \$29,313.1200 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 01/21/2021 | 183701 | \$721.4200 | \$144.6800 | \$19.9800 | \$556.7600 | True | \$1,896.8600 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 02/04/2021 | 187212 | \$549.0800 | \$100.7100 | \$19.9800 | \$428.3900 | True | \$3,098.7600 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 12/31/2020 | 172911 | \$594.3000 | \$112.8100 | \$19.9800 | \$461.5100 | True | \$31,105.7500 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 01/07/2021 | 178626 | \$588.5600 | \$111.3100 | \$19.9800 | \$457.2700 | True | \$588.5600 | 784259 | Kesler | A | Clayton | 000-20-6427 | Comerica | 200035 |
| 12/17/2020 | 168789 | \$464.7500 | \$79.2500 | \$0.0000 | \$385.5000 | True | \$22,391.5900 | 12114147 | Lori | | Pierce | 477-32-4916 | Comerica | 200035 |
| 01/28/2021 | 185556 | \$448.5000 | \$74.6700 | \$0.0000 | \$373.8300 | True | \$1,628.2500 | 12114147 | Lori | | Pierce | 477-32-4916 | Comerica | 200035 |
| 01/14/2021 | 180123 | \$289.7500 | \$36.2800 | \$0.0000 | \$252.9700 | True | \$682.5000 | 12114147 | Lori | | Pierce | 477-32-4916 | Comerica | 200035 |

2.9.24 Payment Report by Accounting Period Report


















This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|---|---|---------|----------|
| Accounting Period From | Filters records from this accounting period | | | Yes |
| Accounting Period To | Filters the records up to this accounting period | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| SSN | Filters records by SSN | | | No |
| Person | Filters records by person's name | | | No |
| Is DD | Shows direct deposit data only if selected yes else shows all records | Yes/ No | | No |
| Check Status | Filters records by the status of check selected | List of check status | | No |

Report Preview

| Accounting Period | Office * | Person | Gross | Reimbursement | Tax | Deduction | Benefit | Net | MTD Gross |
|---|---|---|---|---|---|---|---|---|---|
| mo...  ▼ |  ▼ |  ▼ |  ▼  ▼ |  ▼  ▼ |  ▼  ▼ |  ▼  ▼ |  ▼  ▼ |  ▼  ▼ |  ▼  ▼ |
| 07/11/2021 | Glover | BABCOCK, ZAREK A | \$625.0000 | \$0.0000 | \$85.4500 | \$0.0000 | \$0.0000 | \$539.5500 | \$625.0000 |
| 07/18/2021 | Goliad | LEMING, TANNER LEE | \$346.5000 | \$0.0000 | \$26.5000 | \$0.0000 | \$0.0000 | \$320.0000 | \$346.5000 |
| 07/18/2021 | Goliad | MITCHELL, JACE NATHA... | \$123.7600 | \$0.0000 | \$9.4600 | \$0.0000 | \$0.0000 | \$114.3000 | \$123.7600 |
| 07/11/2021 | Havelock | WILLIAMS, BEVERLY KOR... | \$225.0000 | \$0.0000 | \$17.2100 | \$10.0000 | \$5.0000 | \$197.7900 | \$225.0000 |
| 07/11/2021 | Havelock | WILLIAMS, BEVERLY KOR... | -\$225.0000 | \$0.0000 | -\$17.2100 | -\$207.7900 | -\$5.0000 | \$0.0000 | \$0.0000 |
| 07/11/2021 | Havelock | HENDRICKS, JULIAN A | \$750.0000 | \$0.0000 | \$144.5900 | \$10.0000 | \$20.0000 | \$595.4100 | \$750.0000 |
| 07/18/2021 | Havelock | BROWN, HAROLD A | \$337.5600 | \$0.0000 | \$36.4400 | \$0.0000 | \$0.0000 | \$301.1200 | \$337.5600 |
| 07/18/2021 | Havelock | HENDRICKS, JULIAN A | \$534.4700 | \$0.0000 | \$87.2400 | \$10.0000 | \$20.0000 | \$437.2300 | \$1284.4700 |
| 07/18/2021 | Havelock | WILLIAMS, BEVERLY KOR... | \$511.9700 | \$0.0000 | \$53.1600 | \$207.7900 | \$5.0000 | \$251.0200 | \$511.9700 |
| 07/11/2021 | Los Gatos | BEETON, ZOE A | -\$1,300.0000 | \$0.0000 | -\$279.1900 | -\$1,020.8100 | \$0.0000 | \$0.0000 | \$20.0000 |
| 07/11/2021 | Los Gatos | BEETON, ZOE A | \$1,320.0000 | \$0.0000 | \$285.2800 | \$1,034.7200 | \$0.0000 | \$0.0000 | \$20.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | -\$1,950.0000 | \$0.0000 | -\$287.5800 | -\$1,662.4200 | -\$5.0000 | \$0.0000 | \$25.0000 |
| 07/11/2021 | Shamrock | AAPAS, NINETEEN | \$1,975.0000 | \$0.0000 | \$290.7400 | \$1,662.4200 | \$5.0000 | \$21.8400 | \$25.0000 |
| Grand Total | | | \$3,274.26 | \$0.00 | \$452.09 | \$43.91 | \$45.00 | \$2,778.26 | \$4,294.26 |

2.9.25 Payment Report by Check Date Report













This report shows payment detailed records grouped by check date.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filters records by payment batch's Check Date From | | | Yes |
| Check Date To | Filters records by payment batch's Check Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the user has access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person's name | | | No |
| SSN | Filters records by SSN | | | No |
| Is DD | Shows direct deposit records only if selected Yes, shows live check records if select No, else shows all data | Yes/ No | | No |
| Check Status | Filters records by the status of check selected | List of Check Status | | No |

Report Preview

| Accounting Period | Check Date | Company | Office | Person | Check Number ⁺ | Is DD | Status | Gross | Reimbursement |
|--|--|---|---|---|---|---|---|---|---|
| month/d...   | month/d...   |  |  |  |  |  |  |  |  |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Havelock | WILLIAMS, BEVERLY KOR.. | rv223257 | No | Voiding | -\$225.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Shamrock | AAPAS, NINTEEN | rv223255 | No | Voiding | -\$1950.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Los Gatos | BEETON, ZOE A | rv223248 | No | Voiding | -\$1300.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Havelock | HENDRICKS, JULIAN A | 223260 | Yes | Regular | \$750.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Shamrock | AAPAS, NINTEEN | 223259 | Yes | Regular | \$1975.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Los Gatos | BEETON, ZOE A | 223258 | No | Regular | \$1320.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Employment Services | Havelock | WILLIAMS, BEVERLY KOR.. | 223257 | No | Voided | \$225.0000 | \$0.0000 |
| 07/11/2021 | 07/15/2021 | AAA Staffing - Washington | Glover | BABCOCK, ZAREK A | 221783 | No | Regular | \$625.0000 | \$0.0000 |

2.9.26 Payment Summary Report by Accounting Period Report

This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount, and direct deposit status filtered by accounting period.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by payment batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by payment batch's Accounting Period Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Accounting Period
 - Company
 - Office

Report Preview

| Accounting Period | | Company | | Office | | | | | | | | | | | | | | | |
|----------------------------------|--|---------|--|---------|--|---------------|--|---------------|--|-------------|--|---------------|--|-----------|--|------------|--|------------|--|
| Back Office | | Is DD | | Status | | Gross | | Reimbursement | | Tax | | Deduction | | Benefit | | Net | | MTD Gross | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Accounting Period: 07/11/2021 | | | | | | | | | | | | | | | | | | | |
| Company: AAA Employment Services | | | | | | | | | | | | | | | | | | | |
| Office: Havelock | | | | | | | | | | | | | | | | | | | |
| Havelock | | No | | Voided | | \$225.0000 | | \$0.0000 | | \$17.2100 | | \$10.0000 | | \$5.0000 | | \$197.7900 | | \$225.0000 | |
| Havelock | | No | | Voiding | | -\$225.0000 | | \$0.0000 | | -\$17.2100 | | -\$207.7900 | | -\$5.0000 | | \$0.0000 | | \$0.0000 | |
| Havelock | | Yes | | Regular | | \$780.0000 | | \$0.0000 | | \$144.5900 | | \$10.0000 | | \$20.0000 | | \$625.4100 | | \$750.0000 | |
| Total | | | | | | \$780.00 | | \$0.00 | | \$144.59 | | -\$187.79 | | \$20.00 | | \$823.20 | | \$975.00 | |
| Office: Los Gatos | | | | | | | | | | | | | | | | | | | |
| Los Gatos | | No | | Regular | | \$1,320.0000 | | \$0.0000 | | \$285.2800 | | \$1,034.7200 | | \$0.0000 | | \$0.0000 | | \$20.0000 | |
| Los Gatos | | No | | Voiding | | -\$1,300.0000 | | \$0.0000 | | -\$279.1900 | | -\$1,020.8100 | | \$0.0000 | | \$0.0000 | | \$20.0000 | |
| Los Gatos | | Yes | | Regular | | \$105.0000 | | \$0.0000 | | \$0.0000 | | \$0.0000 | | \$0.0000 | | \$105.0000 | | \$0.0000 | |
| Total | | | | | | \$125.00 | | \$0.00 | | \$6.09 | | \$13.91 | | \$0.00 | | \$105.00 | | \$40.00 | |
| Office: Shamrock | | | | | | | | | | | | | | | | | | | |
| Shamrock | | No | | Voiding | | -\$1,950.0000 | | \$0.0000 | | -\$287.5800 | | -\$1,662.4200 | | -\$5.0000 | | \$0.0000 | | \$25.0000 | |
| Shamrock | | Yes | | Regular | | \$1,975.0000 | | \$0.0000 | | \$290.7400 | | \$1,662.4200 | | \$5.0000 | | \$21.8400 | | \$25.0000 | |
| Total | | | | | | \$25.00 | | \$0.00 | | \$3.16 | | \$0.00 | | \$0.00 | | \$21.84 | | \$50.00 | |
| Total | | | | | | \$930.00 | | \$0.00 | | \$153.84 | | -\$173.88 | | \$20.00 | | \$950.04 | | \$1,065.00 | |
| Grand Total | | | | | | \$3,454.26 | | \$0.00 | | \$452.09 | | \$43.91 | | \$45.00 | | \$2,958.26 | | \$4,294.26 | |

2.9.27 Payment Summary Report by Check Date Report

This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount, and direct deposit status filtered by check date.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Check Date From | Filters records by payment batch's Check Date From | | | Yes |
| Check Date To | Filters records by payment batch's Check Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Check Date
 - Company
 - Office

Report Preview

| ↑ Check Date × | | ↑ Company × | | ↑ Office × | | | | | | |
|--------------------------------------|--|-------------|-------|------------|---------------|---------------|-------------|---------------|-----------|------------|
| Accounting Period | | Back Office | Is DD | Status | Gross | Reimbursement | Tax | Deduction | Benefit | Net |
| month/d... | | | | | | | | | | |
| ▼ Check Date: 07/15/2021 | | | | | | | | | | |
| ▼ Company: AAA Employment Services | | | | | | | | | | |
| ▼ Office: Havelock | | | | | | | | | | |
| 07/11/2021 | | Havelock | No | Voided | \$225.0000 | \$0.0000 | \$17.2100 | \$10.0000 | \$5.0000 | \$197.7900 |
| 07/11/2021 | | Havelock | No | Voiding | -\$225.0000 | \$0.0000 | -\$17.2100 | -\$207.7900 | -\$5.0000 | \$0.0000 |
| 07/11/2021 | | Havelock | Yes | Regular | \$750.0000 | \$0.0000 | \$144.5900 | \$10.0000 | \$20.0000 | \$595.4100 |
| Total | | | | | \$750.00 | \$0.00 | \$144.59 | -\$187.79 | \$20.00 | \$793.20 |
| ▼ Office: Los Gatos | | | | | | | | | | |
| 07/11/2021 | | Los Gatos | No | Regular | \$1,320.0000 | \$0.0000 | \$285.2800 | \$1,034.7200 | \$0.0000 | \$0.0000 |
| 07/11/2021 | | Los Gatos | No | Voiding | -\$1,300.0000 | \$0.0000 | -\$279.1900 | -\$1,020.8100 | \$0.0000 | \$0.0000 |
| Total | | | | | \$20.00 | \$0.00 | \$6.09 | \$13.91 | \$0.00 | \$0.00 |
| ▼ Office: Shamrock | | | | | | | | | | |
| 07/11/2021 | | Shamrock | No | Voiding | -\$1,950.0000 | \$0.0000 | -\$287.5800 | -\$1,662.4200 | -\$5.0000 | \$0.0000 |
| 07/11/2021 | | Shamrock | Yes | Regular | \$1,975.0000 | \$0.0000 | \$290.7400 | \$1,662.4200 | \$5.0000 | \$21.8400 |
| Total | | | | | \$25.00 | \$0.00 | \$3.16 | \$0.00 | \$0.00 | \$21.84 |
| Total | | | | | \$795.00 | \$0.00 | \$153.84 | -\$173.88 | \$20.00 | \$815.04 |
| ▼ Company: AAA Staffing - Washington | | | | | | | | | | |
| Grand Total | | | | | \$3,454.26 | \$0.00 | \$452.09 | \$43.91 | \$45.00 | \$2,958.26 |

2.9.28 Payment Tax Report

This report shows all fields related to all taxes calculated per employee check.













Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filters records by check date from the date provided | | | Yes |
| Check Date To | Filters records by check date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person's name | | | No |
| SSN | Filters records by SSN | | | No |
| Is DD | Shows direct deposit records only if selected yes, shows live check records if selected no, else shows all records else shows all records | Yes/ No | | No |
| Is Employer Tax | Shows employer tax records only if selected yes, shows employee tax records if selected no, else shows all records else shows all records | Yes/ No | | No |
| Check Status | Filters records by status selected | List of check status | | No |
| Type | Filters records by tax transaction type's selected | List of tax transaction type | | No |

| | | | | |
|------|---|-------------------------------|--|----|
| Code | Filters records by tax transaction codes selected | List of tax transaction codes | | No |
|------|---|-------------------------------|--|----|

Report Preview

| Accounting Period | Check Date | Company | Office | Person | Category | Type | Code | Taxable Gross | Subject Gross | Tax | YTD Tax |
|--|--|---|---|---|---|---|---|---|---|---|---|
| mon...  | m...  |  |  |  |  |  |  |  |  |  |  |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | FIT | Federal Income Tax | \$375.0000 | \$375.0000 | \$0.0000 | \$5.5000 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | SIT | Iowa State Tax | \$375.0000 | \$375.0000 | \$10.9200 | \$129.4300 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | FICA | Employer FICA Tax | \$375.0000 | \$375.0000 | \$23.2400 | \$289.4600 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | FUTA | Federal Unemployment Tax | \$375.0000 | \$375.0000 | \$2.2500 | \$28.0300 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | MEDI | Employer Medicare Tax | \$375.0000 | \$375.0000 | \$5.4200 | \$67.7000 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | FICA | FICA | \$375.0000 | \$375.0000 | \$23.2400 | \$289.4600 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | MEDI | Medicare | \$375.0000 | \$375.0000 | \$5.4200 | \$67.7000 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | MEDI | Additional Medicare | \$0.0000 | \$375.0000 | \$0.0000 | \$0.0000 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALCARAZ, MANUEL | Tax | SUTA | Iowa State Unemployment Tax | \$375.0000 | \$375.0000 | \$3.7500 | \$21.5600 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | FIT | Federal Income Tax | \$827.7500 | \$827.7500 | \$66.5400 | \$694.8800 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | SIT | Iowa State Tax | \$827.7500 | \$827.7500 | \$43.6600 | \$519.1400 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | FICA | Employer FICA Tax | \$827.7500 | \$827.7500 | \$51.3200 | \$611.8300 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | FUTA | Federal Unemployment Tax | \$0.0000 | \$827.7500 | \$0.0000 | \$42.0000 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | MEDI | Employer Medicare Tax | \$827.7500 | \$827.7500 | \$12.0100 | \$143.0900 |
| 10/31/2021 | 11/04/2021 | AAA Employment IL | Pepeskeo | ALVAREZ, PATRICIA | Tax | FICA | FICA | \$827.7500 | \$827.7500 | \$51.3200 | \$611.8300 |
| Grand Total | | | | | | | | \$522,869.38 | \$621,327.15 | \$14,331.49 | \$179,280.14 |

2.9.29 Payment Tax Summary Report

This report shows the summary of all taxes calculated. It is a summary report of the Payment Tax Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report-Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Check Date From | Filters records by Check Date From the date provided | | | Yes |
| Check Date To | Filters records by check date to the date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Is Employer Tax | Shows employer tax records only if selected yes, shows employee tax records if selected no, else shows all records else shows all records | Yes/ No | | No |
| Check Status | Filters records by status selected | List of check status | | No |
| Type | Filters records by tax transaction type's selected | List of tax transaction type | | No |
| Code | Filters records by tax transaction codes selected | List of tax transaction codes | | No |

Report Grouping

- ❖ Company
 - Accounting Period
 - Category
 - Type
 - Code

Report Preview

| ↑ Company × | | ↑ Accounting Period × | | ↑ Category × | | ↑ Type × | | ↑ Code × | |
|------------------------------------|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| Office | | Check Date | Check Status | Is Employer Tax | Taxable Gross | Subject Gross | Tax | YTD Tax | |
| <div><div></div><div>▼</div></div> | | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | <div><div></div><div>▼</div></div> | |
| ▼ Company: AAA Employment IL | | | | | | | | | |
| ▼ Accounting Period: 10/31/2021 | | | | | | | | | |
| ▼ Category: Tax | | | | | | | | | |
| ▼ Type: FICA | | | | | | | | | |
| ▼ Code: FICA | | | | | | | | | |
| Pepeekeo | | 11/04/2021 | Regular | 0 | \$15,464.1700 | \$15,464.1700 | \$958.6600 | \$11,812.1300 | |
| Total | | | | | \$15,464.17 | \$15,464.17 | \$958.66 | \$11,812.13 | |
| ▼ Code: Employer FICA Tax | | | | | | | | | |
| Pepeekeo | | 11/04/2021 | Regular | 1 | \$15,464.1700 | \$15,464.1700 | \$958.6600 | \$11,812.1300 | |
| Total | | | | | \$15,464.17 | \$15,464.17 | \$958.66 | \$11,812.13 | |
| Total | | | | | \$30,928.34 | \$30,928.34 | \$1,917.32 | \$23,624.26 | |
| ▼ Type: FIT | | | | | | | | | |
| ▼ Code: Federal Income Tax | | | | | | | | | |
| Pepeekeo | | 11/04/2021 | Regular | 0 | \$15,464.1700 | \$15,464.1700 | \$394.8300 | \$6,498.6800 | |
| Total | | | | | \$15,464.17 | \$15,464.17 | \$394.83 | \$6,498.68 | |
| Grand Total | | | | | \$522,869.38 | \$621,327.15 | \$14,331.49 | \$179,280.14 | |

2.9.30 State Related Tax Report

This report shows local tax deductions calculated including state tax for a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|--------------------|---------|----------|
| Check Date From | Filters records by Check Date From the date provided | | | Yes |
| Check Date To | Filters records by Check Date To the date provided | | | Yes |
| State Code | Filters records by state code | List of state code | | No |

Report Preview

| Company | Tax Name | State Code | Subject Tax | Taxable Gross | Tax | Is Employer Tax |
|---|---|---|--|--|--|---|
| <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> | <input type="text"/> <input type="button" value="▼"/> |
| AAA | FICA | FED | \$1,192.90 | \$1,192.90 | \$73.96 | false |
| AAA | Medicare | FED | \$1,192.90 | \$1,192.90 | \$17.30 | false |
| AAA | Alabama State Tax | AL | \$1,192.90 | \$1,192.90 | \$47.26 | false |
| AAA | Federal Income Tax | FED | \$1,192.90 | \$1,192.90 | \$77.57 | false |
| AAA | Employer Medicare Tax | FED | \$1,192.90 | \$1,192.90 | \$17.30 | true |
| AAA | Federal Unemployment Tax | FED | \$547.60 | \$547.60 | \$3.29 | true |
| AAA | Employer FICA Tax | FED | \$1,192.90 | \$1,192.90 | \$73.96 | true |
| AAA | Alabama State Unemployment Tax | AL | \$547.60 | \$547.60 | \$10.95 | true |
| AAA-2 | FICA | FED | \$0.00 | \$0.00 | \$0.00 | false |
| AAA-2 | Medicare | FED | \$0.00 | \$0.00 | \$0.00 | false |
| AAA-2 | California State Tax | CA | \$0.00 | \$0.00 | \$0.00 | false |
| AAA-2 | Federal Income Tax | FED | \$0.00 | \$0.00 | \$0.00 | false |
| AAA-2 | California SDI | CA | \$0.00 | \$0.00 | \$0.00 | false |
| AAA-2 | Employer Medicare Tax | FED | \$0.00 | \$0.00 | \$0.00 | true |
| Grand Total | | | \$8,252.60 | | \$321.59 | |

2.9.31 Sales Tax by Accounting Period Report














This report shows all sales taxes calculated in a given date range grouped by Accounting Period.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by transaction batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by transaction batch's Accounting Period Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person's name | | | No |
| SSN | Filters records by SSN | | | No |

Report Preview

| Accounting Period | Company | Office | Customer | Department | Person | WC Code | State | Job Position | Item Bill | Sales Tax Code | Rate | Sales Tax |
|--|---|---|---|---|---|---|---|---|---|---|---|---|
| mon...  |  |  |  |  |  |  |  |  |  |  |  |  |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$35.4500 | IA Sales Tax | 7.0000 | \$2.4800 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$270.7000 | IA Sales Tax | 7.0000 | \$18.9500 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$721.6000 | IA Sales Tax | 7.0000 | \$50.5100 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$35.4500 | IA Sales Tax | 7.0000 | \$2.4800 |
| 07/25/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$676.0800 | IA Sales Tax | 7.0000 | \$47.3300 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$35.4500 | IA Sales Tax | 7.0000 | \$2.4800 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$291.0000 | IA Sales Tax | 7.0000 | \$20.3700 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$721.6000 | IA Sales Tax | 7.0000 | \$50.5100 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$35.4500 | IA Sales Tax | 7.0000 | \$2.4800 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$197.2600 | IA Sales Tax | 7.0000 | \$13.8100 |
| 08/01/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$751.2000 | IA Sales Tax | 7.0000 | \$52.5800 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$3.4500 | IA Sales Tax | 7.0000 | \$0.2400 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$270.7000 | IA Sales Tax | 7.0000 | \$18.9500 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Byron Originals | FRITZ, JONATHAN | 3822IA | IA | Production | \$721.6000 | IA Sales Tax | 7.0000 | \$50.5100 |
| 08/08/2021 | AAA Employment IL | Pepeekeo | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | 3822IA | IA | Housekeeping | \$35.4500 | IA Sales Tax | 7.0000 | \$2.4800 |
| Grand Total | | | | | | | | | \$24,225.98 | | 588.0... | \$1,695.80 |

2.9.32 Sales Tax by Invoice Date Report














This report shows all sales taxes calculated in a given date range grouped by the invoice date.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---------------------------------------|---|---------|----------|
| Invoice Date From | Filters records by Invoice Date From | | | Yes |
| Invoice Date To | Filters records by Invoice Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Person | Filters records by person's name | | | No |
| SSN | Filters records by SSN | | | No |

Report Preview

| Accounting Period | Invoice Date | Company | Office | Customer | Department | Person | State | WC Code | Job Position | PPE | Item Bill | Sales Tax Code | Sales Tax |
|---|--|---|---|---|---|---|---|--|---|---|---|---|---|
| mont...  | m...  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10/31/2021 | 11/05/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 10/30/20... | \$800.0000 | IA Sales Tax | \$56.0000 |
| 11/07/2021 | 11/12/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/06/20... | \$35.4500 | IA Sales Tax | \$2.4800 |
| 11/07/2021 | 11/12/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/06/20... | \$300.1000 | IA Sales Tax | \$21.0100 |
| 11/07/2021 | 11/12/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/06/20... | \$800.0000 | IA Sales Tax | \$56.0000 |
| 11/14/2021 | 11/19/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/13/2021 | \$800.0000 | IA Sales Tax | \$56.0000 |
| 11/21/2021 | 11/26/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/20/20... | \$35.4500 | IA Sales Tax | \$2.4800 |
| 11/21/2021 | 11/26/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/20/20... | \$300.1000 | IA Sales Tax | \$21.0100 |
| 11/21/2021 | 11/26/2021 | AAA Employment IL | Pepeekao | Ida Grove Industries | Housekeeping | ORTIZ, ZUHEILLY | IA | 3822IA | Housekeeping | 11/20/20... | \$800.0000 | IA Sales Tax | \$56.0000 |

2.9.33 Sales Tax Summary by Accounting Period Report

This report shows the summary of sales taxes calculated in a given date range grouped by accounting period. It is the summary report of the Sales Tax by Accounting Period Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|---------|----------|
| Accounting Period From | Filters records by transaction batch's Accounting Period Date From | | | Yes |
| Accounting Period To | Filters records by transaction batch's Accounting Period Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- ❖ Company
 - State
 - State Tax Code

Report Preview

| Company | | Accounting Period | | Category | Type | Code | Check Date | | Office | Status | Adjustment | YTD Adjustment |
|--------------------------------------|--|-------------------|--|----------|------|------|----------------|--|---------|---------|------------|----------------|
| | | | | | | | month/day/year | | | | | |
| Company: AAA Employment IL | | | | | | | | | | | | |
| Accounting Period: 11/07/2021 | | | | | | | | | | | | |
| Category: PostTaxInsurance | | | | | | | | | | | | |
| Type: PostTaxInsurance | | | | | | | | | | | | |
| Code: HealthinsESCDentalEEOnlypost | | | | | | | | | | | | |
| | | | | | | | 11/10/2021 | | Pepokeo | Regular | \$21.6000 | \$64.8000 |
| | | | | | | | Total | | | | \$21.60 | \$64.80 |
| Code: HealthinsESCMedicalEEOnlypost | | | | | | | | | | | | |
| | | | | | | | 11/10/2021 | | Pepokeo | Regular | \$79.9200 | \$239.7600 |
| | | | | | | | Total | | | | \$79.92 | \$239.76 |
| Code: HealthinsESCTermLifeEEOnlypost | | | | | | | | | | | | |
| | | | | | | | 11/10/2021 | | Pepokeo | Regular | \$0.6000 | \$1.2000 |
| | | | | | | | Total | | | | \$0.60 | \$1.20 |
| Code: HealthinsESCVisionEEOnlypost | | | | | | | | | | | | |
| | | | | | | | 11/10/2021 | | Pepokeo | Regular | \$2.4200 | \$4.8400 |
| | | | | | | | Grand Total | | | | \$313.62 | \$1245.42 |

2.9.34 Sales Tax Summary by Invoice Date Report

This report shows the summary of sales taxes calculated in a given date range grouped by the invoice date. It is the summary report of Sales Tax by Invoice Date Report.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Report Builder |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---------------------------------------|---|---------|----------|
| Invoice Date From | Filters records by Invoice Date From | | | Yes |
| Invoice Date To | Filters records by Invoice Date To | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Grouping

- Company
 - State
 - Sales Tax Code

Report Preview

| ↑ Company × | | ↑ State × | | ↑ Sales Tax Code × | | | | | | | |
|--------------------------------|--|----------------|--|--------------------|--|-------------|--|--------------|--|-----------|--|
| Accounting Period | | Invoice Date | | Office | | Item Bill | | Description | | SalesTax | |
| month/day/year | | month/day/year | | | | | | | | | |
| ▼ Company: AAA Employment IL | | | | | | | | | | | |
| ▼ State: IA | | | | | | | | | | | |
| ▼ Sales Tax Code: IA Sales Tax | | | | | | | | | | | |
| 10/31/2021 | | 11/05/2021 | | Pepeekeo | | \$800.0000 | | IA Sales Tax | | \$56.0000 | |
| 11/07/2021 | | 11/12/2021 | | Pepeekeo | | \$1135.5500 | | IA Sales Tax | | \$79.4900 | |
| 11/14/2021 | | 11/19/2021 | | Pepeekeo | | \$800.0000 | | IA Sales Tax | | \$56.0000 | |
| 11/21/2021 | | 11/26/2021 | | Pepeekeo | | \$1135.5500 | | IA Sales Tax | | \$79.4900 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Grand Total | | | | | | | | | | | |
| Grand Total | | | | | | \$3,871.10 | | | | \$270.98 | |

| | | | | | | | | | | | |
|--------------------------------|--|----------------|--|--------------------|--|-------------|--|--------------|--|-----------|--|
| ↑ Company × | | ↑ State × | | ↑ Sales Tax Code × | | | | | | | |
| Accounting Period | | Invoice Date | | Office | | Item Bill | | Description | | SalesTax | |
| month/day/year | | month/day/year | | | | | | | | | |
| ▼ Company: AAA Employment IL | | | | | | | | | | | |
| ▼ State: IA | | | | | | | | | | | |
| ▼ Sales Tax Code: IA Sales Tax | | | | | | | | | | | |
| 10/31/2021 | | 11/05/2021 | | Pepeekeo | | \$800.0000 | | IA Sales Tax | | \$56.0000 | |
| 11/07/2021 | | 11/12/2021 | | Pepeekeo | | \$1135.5500 | | IA Sales Tax | | \$79.4900 | |
| 11/14/2021 | | 11/19/2021 | | Pepeekeo | | \$800.0000 | | IA Sales Tax | | \$56.0000 | |
| 11/21/2021 | | 11/26/2021 | | Pepeekeo | | \$1135.5500 | | IA Sales Tax | | \$79.4900 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Total | | | | | | \$3,871.10 | | | | \$270.98 | |
| Grand Total | | | | | | | | | | | |
| Grand Total | | | | | | \$3,871.10 | | | | \$270.98 | |

2.9.35 Taxable Gross with Deduction Report

This report shows the summary of employee taxes based on the company for the given date range. It includes pre-tax deduction, to show the difference between gross wages and taxable gross. For now, FIT, SIT, FICA, and MEDI are included.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|---|---------|----------|
| Check Date From | Filters records by check date | | | Yes |
| Check Date To | Filters records by check date | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Transaction type | Filters record by transaction type | List of Transaction type: SIT, FIT, FICA, MEDI | | No |

Report Preview

| ↑ Company × | | ↑ Transaction Type × | | | | | |
|--------------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Gross | Transaction Code | Subject Tax | Taxable Gross | Pre Tax | Excess Wage | Note |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Company: AAA-3 | | | | | | | |
| ▼ Transaction Type: FICA | | | | | | | |
| | \$625.0000 | FICA | \$625.0000 | \$625.0000 | | \$0.0000 | |
| | Okietotal \$625.00 | | \$625.00 | \$625.00 | \$0.00 | \$0.00 | |
| ▼ Transaction Type: MEDI | | | | | | | |
| | \$625.0000 | Medicare | \$625.0000 | \$625.0000 | | \$0.0000 | |
| | \$625.0000 | Additional Medicare | \$625.0000 | \$0.0000 | | \$625.0000 | |
| | Okietotal \$1,250.00 | | \$1,250.00 | \$625.00 | \$0.00 | \$625.00 | |
| ▼ Transaction Type: FIT | | | | | | | |
| | \$625.0000 | Federal Income Tax | \$625.0000 | \$625.0000 | | \$0.0000 | |
| | Grand Total \$2,500.00 | | \$2,500.00 | \$1,875.00 | \$0.00 | \$625.00 | |

2.9.36 Tax Summary Report

This report shows payroll taxes within a period of time at a summary level and can be used for verifying quarterly and yearly taxes.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------------------------|----------|
| Date Type | Filters data records by the Date Type selected | Accounting Period Date/ Check Date | Accounting Period Date | Yes |
| Start Date | Filters records by the Date Type parameter | | | Yes |
| End Date | Filters records by the Date Type parameter | | | Yes |
| Company | Filters records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Relates To | Filters tax for the selected entity | Employee, Employer, Both | Both | Yes |
| Tax Type | Filters tax for the selected types only | | | No |
| Group By office | Group report by Office if Yes is selected | Yes/ No | Yes | Yes |

Report Grouping

- ❖ Company
 - Office

Report Preview

ZENOPLE

Tax Summary Report

Company: Demo

| | | Employer | | Employee | |
|--------------------|---------------------------------|---------------|----------|---------------|----------|
| Type | Tax | Taxable Gross | Tax | Taxable Gross | Tax |
| Office:Valley Ford | | | | | |
| FICA | Employer FICA Tax | \$1,024.50 | \$63.52 | \$0.00 | \$0.00 |
| FICA | FICA | \$0.00 | \$0.00 | \$1,326.00 | \$82.21 |
| FIT | Federal Income Tax | \$0.00 | \$0.00 | \$1,024.50 | \$110.41 |
| FUTA | Federal Unemployment Tax | \$843.00 | \$5.06 | \$0.00 | \$0.00 |
| MEDI | Employer Medicare Tax | \$1,024.50 | \$14.86 | \$0.00 | \$0.00 |
| MEDI | Medicare | \$0.00 | \$0.00 | \$843.00 | \$12.22 |
| SIT | Colorado State Tax | \$0.00 | \$0.00 | \$1,024.50 | \$43.00 |
| SUTA | Colorado State Unemployment Tax | \$843.00 | \$11.80 | \$0.00 | \$0.00 |
| | | | \$209.31 | \$503.04 | |

User: MARY DOE

Date: 6/23/2021 3:35 AM

For the Period From : 06/01/2021-06/16/2021

Page 1 of 3

2.9.37 Paycheck Top Report

This report is a check stub issued by an employer to pay an employee for all the transactions done during the pay period. This includes taxes, deductions, benefits, banks, and accruals. In case of a live check, MICR line and a signature will be viewed during printing only along with a check in the top section.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Payroll | Report Runs from Application: PAS |
| Report Category: Application | Report Level: Payment |

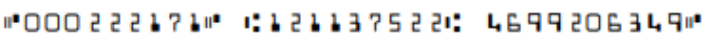
| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|--|-------------------------|----------|
| Payment Batch Id | Filters payments by Payment Batch Id provided | | 0 | Yes |
| Payment Id | Filters payments by Payment Id provided | | 0 | Yes |
| Sort Order 1 | Sorts records by options selected | Check Number/ First Name Last Name/ Last Name First Name/ Customer/ Check Delivery | First Name Last Name | No |
| Sort Order 2 | Sorts records by options selected | Check Number/ First Name Last Name/ Last Name First Name/ Customer/ Check Delivery | Customer | No |

Report Preview

| | | | |
|---|--|-----------------------------|---------------|
| Demo Staffing 450 East 1000 North North Salt Lake City, UT - 84054 (806)690-4468 | | Comerica Comerica | 222171 |
|---|--|-----------------------------|---------------|

| | |
|--|--|
| Pay One Hundred Fourteen and Eighty Nine Cents Only Pay to the order of AARON TUKUA 282 19TH AVE 100 LONGVIEW, WA 98632 | Date Amount 08/26/2022 \$114.89 Void After 180 Days |
|--|--|





| | | |
|--|-------|--|
| Demo Staffing 450 East 1000 North North Salt Lake City, UT - 84054 (806)690-4468 | Email | Check Number: 222171 Check Date: 08/26/2022 |
|--|-------|--|

| | | |
|--------------------------|--------------------------|---------------------|
| Name: AARON TUKUA | Net Amt: \$114.89 | |
| SSN: ###-##-8974 | Gross Amt: \$125.00 | YTD Gross: \$125.00 |

| PPE | Customer | Department | Type | Units | Pay Rate | Total Pay |
|--------------|---------------------|------------|------|--------------|----------|-----------------|
| 08/27/2022 | WOODLAND Converting | WH1 | RT | 10.00 | \$10.00 | \$100.00 |
| 08/27/2022 | WOODLAND Converting | WH1 | OT | 5.00 | \$5.00 | \$25.00 |
| Total | | | | 15.00 | | \$125.00 |

| Tax | Taxable | Tax | YTD |
|--------------------|----------|--------|----------------|
| Federal Income Tax | \$125.00 | \$0.00 | \$0.00 |
| FICA | \$125.00 | \$7.75 | \$7.75 |
| Medicare | \$125.00 | \$1.81 | \$1.81 |
| Washington Paid | \$125.00 | \$0.55 | \$0.55 |
| Total | | | \$10.11 |

| Accrual | Previous | Accrue | Deplete | Balance |
|-------------------|-------------|-------------|-------------|-------------|
| WA Paid Sick Time | 8.58 | 0.38 | 0.00 | 8.96 |
| Total | 8.58 | 0.38 | 0.00 | 8.96 |

EARNINGS STATEMENT
IMPORTANT-KEEP FOR YOUR RECORD

2.10 Timesheet Reports

2.10.1 Daily Time Report

This report shows all daily time punches and their details entered in a system in a given date range.

Confidential

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Customer |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|--|-------------------|---------|----------|
| Accounting Period | Filters records for the accounting period selected | | | Yes |
| Customer | Filters records by customer name | | | Yes |

Report Preview

| Customer | Department | Shift | Person | Work Date | Work Day | Transaction Code | Clock In | Break Out | Break In | Clock Out | Break |
|-----------------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Alpha Plastics of Utah, LLC | Primary | Shift D | ABDI, YASMIN I | 02/01/2021 | Monday | RT | 18:39:00 | | | 08:28:00 | 0.0000 |
| Alpha Plastics of Utah, LLC | Primary | Shift D | ABDI, YASMIN I | 02/02/2021 | Tuesday | RT | 18:58:00 | | | 07:10:00 | 0.0000 |
| Alpha Plastics of Utah, LLC | Primary | Shift D | ABDI, YASMIN I | 02/05/2021 | Friday | RT | 18:53:00 | | | 07:19:00 | 0.0000 |
| Alpha Plastics of Utah, LLC | Primary | Shift D | ABDI, YASMIN I | 02/06/2021 | Saturday | RT | 18:44:00 | | | 19:44:00 | 0.0000 |
| Alpha Plastics of Utah, LLC | Primary | B shift | BILLSIE, PRESTON JARON | 01/31/2021 | Sunday | RT | 07:20:00 | | | 19:00:00 | 0.0000 |
| Alpha Plastics of Utah, LLC | Primary | B shift | BILLSIE, PRESTON JARON | 02/03/2021 | Wednesday | RT | 06:40:00 | | | 19:02:00 | |
| Alpha Plastics of Utah, LLC | Primary | B shift | BILLSIE, PRESTON JARON | 02/04/2021 | Thursday | RT | 06:30:00 | | | 19:03:00 | |
| Grand Total | | | | | | | | | | | 0.000 |

2.10.2 Invoice Timesheet Report

This report shows timeclock punch information related to an invoice for their punch in, punch out, break-in, break-out information.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Invoice |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Invoice Number | Filter records by Invoice number | | 0 | Yes |
| AP Start Date | Filters records by accounting period start date | | | No |
| AP End Date | Filters records by accounting period end date | | | No |
| Customer | Filters records by customer name | | % | Yes |

Report Grouping

❖ Invoice Number

Report Preview



ZENOPLE

InvoiceTimeSheet

| | | | | | | | | | | |
|-------------------------|----------|------------|-----------------|----------|------------|----------|----------------|-------|----------|--|
| Invoice Number: 1026726 | | | | | | | | | | |
| Person | | Customer | Department | | PPE | | Invoice Number | | | |
| HARVEY, TAKIRA LAMONTE | | Arvada USA | Primary | | 05/30/2021 | | 1026726 | | | |
| | Day | Date | TransactionCode | In | BreakOut | BreakIn | Out | Break | BillUnit | |
| | Monday | 05/24/2021 | RT | 13:40:00 | 13:47:00 | 15:58:00 | 22:00:00 | 2.18 | 6.15 | |
| | Tuesday | 05/25/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Tuesday | 05/25/2021 | OT | | | | | 0.00 | 4.00 | |
| | Saturday | 05/29/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Saturday | 05/29/2021 | OT | | | | | 0.00 | 4.00 | |
| | Sunday | 05/30/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Sunday | 05/30/2021 | OT | | | | | 0.00 | 4.00 | |
| SABIN, ACHARY LAMAR | | Arvada USA | Primary | | 05/30/2021 | | 1026726 | | | |
| | Day | Date | TransactionCode | In | BreakOut | BreakIn | Out | Break | BillUnit | |
| | Monday | 05/24/2021 | RT | 13:40:00 | 13:47:00 | 15:58:00 | 22:00:00 | 2.18 | 6.15 | |
| | Tuesday | 05/25/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Tuesday | 05/25/2021 | OT | | | | | 0.00 | 4.00 | |
| | Saturday | 05/29/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Saturday | 05/29/2021 | OT | | | | | 0.00 | 4.00 | |
| | Sunday | 05/30/2021 | RT | 07:00:00 | 15:00:00 | 18:01:00 | 07:01:00 | 3.02 | 8.00 | |
| | Sunday | 05/30/2021 | OT | | | | | 0.00 | 4.00 | |

User: MARY DOE

Date: 7/21/2021 6:17:34 AM

Page 1 of 2

2.10.3 Missing Time Card Report

This report shows all assignments that were active but didn't have timesheets records for the selected accounting period.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|--|--|---------|----------|
| Accounting Period | Filters missing time card for the accounting period selected | List of all the accounting period ordered from the recent date with status ordered by open and then closed | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |

Report Preview

| Start Date | End Date | Last Paid Date | Assignment Id | Job Id | Pay Cycle | Pay Week | Is DD |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12/10/2021 | | | 153734 | 48468 | Weekly | 1 | Yes |
| 12/10/2021 | | 05/06/2021 | 153736 | 48468 | Weekly | 1 | Yes |
| 12/10/2021 | | 08/06/2020 | 153735 | 48468 | Weekly | 1 | Yes |
| 03/01/2022 | | 08/20/2020 | 154834 | 48509 | Weekly | 1 | Yes |
| 03/01/2022 | | 01/21/2021 | 153829 | 48509 | Weekly | 1 | Yes |
| 09/01/2022 | 09/21/2022 | 06/09/2022 | 158863 | 51532 | Weekly | 1 | Yes |
| 09/01/2022 | 09/21/2022 | 04/09/2020 | 158864 | 51532 | Weekly | 1 | Yes |
| 07/07/2022 | 09/21/2022 | 04/01/2021 | 158850 | 51532 | Weekly | 1 | Yes |
| 07/06/2022 | 09/21/2022 | 04/01/2021 | 157850 | 51532 | Weekly | 1 | Yes |
| 07/06/2022 | 09/21/2022 | 04/01/2021 | 157851 | 51532 | Weekly | 1 | Yes |
| 09/02/2022 | | | 158865 | 48513 | Weekly | 1 | Yes |

2.10.4 Time Clock Setup Info Report

This report shows all the time clock setup and property details that have active assignments in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Assignment |

| Report Parameter | Description | Parameter Options | Default | Required |
|-----------------------|---|-----------------------|---------|----------|
| Assignment Start Date | Filters records by assignments Start Date From | | | Yes |
| Assignment End Date | Filters records by assignments Start Date To | | | Yes |
| Time Clock Status | Filters records by Time clock's status selected | Active/ Inactive/ All | All | No |

Report Preview

| Time Clock Id | Name | Employee Pin Option | Round Time | User | Organization | Organization Id | Address | Ip Address | Status | TimeClock Punch Sequence |
|---------------|---------------|---------------------|------------|---------------|--------------------------|-----------------|---|------------|--------|--------------------------------|
| 33 | 583942 | last6DigitSSN | 0 | 583942 TC | West Valley City Fiber | 583942 | 2680 S 3600 W (3687 Great Lakes Drive) West Valley City, UT - 84119 | 1.1.1.1 | Active | clockIn, clockOut |
| 2 | 577723 | last6DigitSSN | 0 | TC 577723 | Springville Flexpak | 577723 | 1530 Mountain Springs Parkway North Springville, UT - 84663 | 1.1.1.1 | Active | clockIn, clockOut |
| 31 | 578762 | last6DigitSSN | 0 | 578762 TC | Salt Lake City LLC | 578762 | 2041 S 5070 W Salt Lake City, UT - 84104-0000 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |
| 11 | 579969 | last6DigitSSN | 0 | CHUCK CARDON | Logan Foods | 579969 | 695 W 1700 S Building 30 Logan, UT - 84321 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |
| 16 | 585006 | last6DigitSSN | 0 | TC 585006 | SpringvilleUT IQ | 585006 | 1375 N Mountain Springs Pkwy SpringvilleUT, UT - 84663 | 1.1.1.1 | Active | clockIn, clockOut, breakOut, i |
| 30 | 594189 | last6DigitSSN | 0 | 594189 TC | Draper Inc. | 594189 | 427 West 12800 South Draper, UT - 84020 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |
| 17 | 15596563 | last6DigitSSN | 0 | TC 15596563 | KELSO Farms | 15596563 | 1700 S 13th Ave KELSO, WA - 98626 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |
| 28 | 15598059 | last6DigitSSN | 0 | TC 15598059 | Layton Brands | 15598059 | 1105 N 1600 W Layton, UT - 84041 | 1.1.1.1 | Active | clockIn, clockOut |
| 43 | 588871 | last6DigitSSN | 0 | TC 588871 | Clearfield Supply | 588871 | Freeport Center A-16f Clearfield, UT - 84015 | 1.1.1.1 | Active | clockIn, clockOut |
| 12 | 576810 | last6DigitSSN | 0 | TC 576810 | Spanish Fork Nutrition | 576810 | PO Box 565 2600 north main Spanish Fork, UT - 84660 | 1.1.1.1 | Active | clockIn, clockOut |
| 27 | 15596601_Dell | last6DigitSSN | 0 | TC 15596601 | Livingston Farms | 15596601 | 1000 Davis Street Livingston, CA - 95334 | 1.1.1.1 | Active | clockIn, clockOut |
| 4 | 579395 | last4DigitSSN | 10 | TC 579395 | Salt Lake City Corp] | 579395 | 5675 West 300 South Salt Lake City, UT - 84104 | 1.1.1.1 | Active | clockIn, clockOut |
| 32 | 589505 | last6DigitSSN | 0 | 589505 TC | Salt Lake City Logistics | 589505 | 1812 Empire Rd Salt Lake City, UT - 84104 | 1.1.1.1 | Active | clockIn, clockOut |
| 23 | 595985 | last6DigitSSN | 0 | TC 595985 | Lindon Corp | 595985 | 4898 West 400 North 100 Lindon, UT - 84082 | 1.1.1.1 | Active | clockIn, clockOut |
| 40 | 15599802 | last4DigitSSN | 0 | TEST 15599802 | Auburn LLC | 15599802 | 5509 S 319 th St Auburn, AK - 98001 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |
| 37 | 581807 | last6DigitSSN | 0 | TC 581807 | Springville Systems | 581807 | 1198 N SPRING CREEK PLACE Springville, UT - 84663 | 1.1.1.1 | Active | clockIn, breakOut, breakIn, cl |

2.10.5 Time Clock Punch Report

This report shows all the time clock punch details in a given date range.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Assignment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|-------------------|---------|----------|
| Accounting Period From | Filters records by Transaction's Accounting Period Date from | | | Yes |
| Accounting Period To | Filters records by Transaction's Accounting Period Date to | | | Yes |
| Customer | Filters records by customer name | | % | No |
| Person | Filters records by person's name | | | No |

Report Preview

| Customer | Department | Shift | Person | Person Id | Punch Date | Punch Day | Clock In Punch | Break Out Punch | Break In Punch | Clock Out Punch |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/23/2020 | Monday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/24/2020 | Tuesday | 11/24/2020 02:31 PM | | | 11/25/2020 05:57 AM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/25/2020 | Wednesday | 11/25/2020 02:08 PM | | | 11/25/2020 02:08 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/26/2020 | Thursday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/27/2020 | Friday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/28/2020 | Saturday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/29/2020 | Sunday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 11/30/2020 | Monday | 11/30/2020 05:56 AM | | | 11/30/2020 02:30 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/01/2020 | Tuesday | 12/01/2020 05:55 AM | | | 12/01/2020 02:30 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/02/2020 | Wednesday | 12/02/2020 05:53 AM | | | 12/02/2020 02:30 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/03/2020 | Thursday | 12/03/2020 05:51 AM | | | 12/03/2020 02:30 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/04/2020 | Friday | 12/04/2020 06:00 AM | | | 12/04/2020 02:17 PM |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/05/2020 | Saturday | | | | |
| Salt Lake City Corp) | Primary | Day Shift | FISK, ERICA | 113161 | 12/06/2020 | Sunday | | | | |

2.10.6 Transaction Batch Report

This report shows detailed timesheet information including hours, transaction code, units, and margin.


This report can also be used to verify, confirm, and process transactions.

Report Details

| | |
|---|---|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Timesheet | Report Runs from Application: RMS, TMS |
| Report Category: Application and Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|----------|----------|
| Transaction Batch Id | Filters the transaction batch records by transaction batch Id provided | | 0 | Yes |
| Start Date (AP) | Filters records from the accounting period start date provided | | | No |
| End Date (AP) | Filters records to the accounting period end date provided | | | No |
| Company | Filters records by companies selected | List of companies that the users have access to | | |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | No |
| Sort By | Sorts records by the option selected | Customer/ Employee/ PPE | Customer | Yes |

Report Preview



ZENOPLE

Transaction Batch Report

| PPE | Person | Job Title | Transaction Code | Pay Unit | Bill Unit | Pay Rate | Bill Rate | Item Pay | Item Bill | Margin | Margin(%) | Markup |
|---|--------------------------|----------------------|--------------------|------------------------|------------|-----------------------|--------------|------------------|-----------|--------------|-----------|--------|
| Company: ISI | | | | | | | | | | | | |
| Office: Internal_Grace | | | | | | | | | | | | |
| Transaction Batch Id: 12250 | | | | No. of Customers: 1 | | No. of Transaction: 3 | | | | | | |
| Customer: North Salt Lake Illinois | | | | Department: Romeoville | | | | No. of Persons 3 | | | | |
| 01/17/2021 | CASSO, VERONICA | Branch Manager | Salary | 1.00 | 1.00 | \$1,750.00 | \$0.00 | \$1,750.00 | \$0.00 | (\$1,750.00) | 0.00 | 0.00 |
| 01/17/2021 | MALDONADO, RAYMOND S | Sales Manager | Sales - Salary | 1.00 | 1.00 | \$1,666.67 | \$0.00 | \$1,666.67 | \$0.00 | (\$1,666.67) | 0.00 | 0.00 |
| 01/17/2021 | MALDONADO, RAYMOND S | Sales Manager | Sales - Commission | 1.00 | 1.00 | \$1,080.01 | \$0.00 | \$1,080.01 | \$0.00 | (\$1,080.01) | 0.00 | 0.00 |
| 01/17/2021 | MASCORRO, ERNESTO GENARO | Staffing Coordinator | PTO | 14.00 | 14.00 | \$13.50 | \$0.00 | \$189.00 | \$0.00 | (\$189.00) | 0.00 | 0.00 |
| 01/17/2021 | MASCORRO, ERNESTO GENARO | Staffing Coordinator | HolidayPay | 8.00 | 8.00 | \$13.50 | \$0.00 | \$108.00 | \$0.00 | (\$108.00) | 0.00 | 0.00 |
| Subtotal For -North Salt Lake Illinois (Romeoville) | | | | 25.00 | 25.00 | | | \$4,793.68 | \$0.00 | (\$4,793.68) | | |
| Subtotal For BatchId(12250) | | | | No. of Persons: 3 | | 25.00 | 25.00 | \$4,793.68 | \$0.00 | (\$4,793.68) | | |
| Subtotal For Office(Internal_Grace) | | | | | | | | | | | | |
| No. of Employees | 3 | Total Pay Unit | 25.00 | Total Item Pay | \$4,793.68 | | Total Margin | | | | | |
| No. of Customers | 1 | Total Bill Unit | 25.00 | Total Item Bill | \$0.00 | | (\$4,793.68) | | | | | |
| TransactionCode | PayHours | BillHours | TotalPay | TotalBill | | | | | | | | |
| RT | 0.00 | 0.00 | \$0.00 | \$0.00 | | | | | | | | |
| OT | 0.00 | 0.00 | \$0.00 | \$0.00 | | | | | | | | |
| Salary | 1.00 | 1.00 | \$1,750.00 | \$0.00 | | | | | | | | |
| Sales - Salary | 1.00 | 1.00 | \$1,666.67 | \$0.00 | | | | | | | | |
| PTO | 14.00 | 14.00 | \$189.00 | \$0.00 | | | | | | | | |
| HolidayPay | 8.00 | 8.00 | \$108.00 | \$0.00 | | | | | | | | |
| OperatingIncomeBonus | 2,648.78 | 2,648.78 | \$0.00 | \$0.00 | | | | | | | | |
| Sales - Commission | 1.00 | 1.00 | \$1,080.01 | \$0.00 | | | | | | | | |
| | 2,673.78 | 2,673.78 | \$4,793.68 | \$0.00 | | | | | | | | |

| Total for Company(ISI) | | | | | |
|------------------------|---|-----------------|-------|-----------------|--------------|
| No. of Employees | 3 | Total Pay Unit | 25.00 | Total Item Pay | \$4,793.68 |
| No. of Customers | 1 | Total Bill Unit | 25.00 | Total Item Bill | \$0.00 |
| | | | | Total Margin | (\$4,793.68) |

| TransactionCode | PayHours | BillHours | TotalPay | TotalBill |
|----------------------|----------|-----------|------------|-----------|
| RT | 0.00 | 0.00 | \$0.00 | \$0.00 |
| OT | 0.00 | 0.00 | \$0.00 | \$0.00 |
| Salary | 1.00 | 1.00 | \$1,750.00 | \$0.00 |
| Sales - Salary | 1.00 | 1.00 | \$1,666.67 | \$0.00 |
| PTO | 14.00 | 14.00 | \$189.00 | \$0.00 |
| HolidayPay | 8.00 | 8.00 | \$108.00 | \$0.00 |
| OperatingIncomeBonus | 2,648.78 | 2,648.78 | \$0.00 | \$0.00 |
| Sales - Commission | 1.00 | 1.00 | \$1,080.01 | \$0.00 |
| | 2,673.78 | 2,673.78 | \$4,793.68 | \$0.00 |

| Report Total | | | | | |
|------------------|---|-----------------|-------|-----------------|--------------|
| No. of Employees | 3 | Total Pay Unit | 25.00 | Total Item Pay | \$4,793.68 |
| No. of Customers | 1 | Total Bill Unit | 25.00 | Total Item Bill | \$0.00 |
| | | | | Total Margin | (\$4,793.68) |

| TransactionCode | PayHours | BillHours | TotalPay | TotalBill |
|----------------------|----------|-----------|------------|-----------|
| RT | 0.00 | 0.00 | \$0.00 | \$0.00 |
| OT | 0.00 | 0.00 | \$0.00 | \$0.00 |
| Salary | 1.00 | 1.00 | \$1,750.00 | \$0.00 |
| Sales - Salary | 1.00 | 1.00 | \$1,666.67 | \$0.00 |
| PTO | 14.00 | 14.00 | \$189.00 | \$0.00 |
| HolidayPay | 8.00 | 8.00 | \$108.00 | \$0.00 |
| OperatingIncomeBonus | 2,648.78 | 2,648.78 | \$0.00 | \$0.00 |
| Sales - Commission | 1.00 | 1.00 | \$1,080.01 | \$0.00 |
| | 2,673.78 | 2,673.78 | \$4,793.68 | \$0.00 |

User: MARY DOE
Date: 7/2/2021 11:26:34 AM

For the Period From : 01/13/2021-01/20/2021

Note: Users can run this report either by batch Id or other parameters but not both.

2.10.7 Transaction Batch Detail Report

This report shows detailed timesheet information including hours, transaction code, units, and margin.

This report can also be used to verify, confirm, and process transactions.

Report Details


| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|----------|----------|
| Transaction Batch Id | Filters the transaction detail records by Transaction Batch Id provided | | 0 | Yes |
| Start Date (AP) | Filters the time entry data from the accounting period start date provided | | | No |
| End Date (AP) | Filters the time entry records to the accounting period end date provided | | | No |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Customer | Filters records by customer name | | % | Yes |
| Sort Order | Sorts the report records by the option selected | Employee/ PPE/ Customer | Customer | Yes |

Report Grouping

- ❖ Company
 - Office
 - Transaction Batch Id

Report Preview



ZENOPLE

Transaction Batch Report

| PPE | Person | Job Title | Transaction Code | Pay Unit | Bill Unit | Pay Rate | Bill Rate | Item Pay | Item Bill | Margin | Margin(%) | Markup |
|---|--------------------|---------------------|---------------------|-----------------------|-----------|------------------|-----------|------------|------------|----------|-----------|--------|
| Company: ISI | | | | | | | | | | | | |
| Office: Porthill | | | | | | | | | | | | |
| Transaction Batch Id: 16591 | | No. of Customers: 2 | | No. of Transaction: 2 | | | | | | | | |
| Customer: Bolingbrook Corp | | | Department: Primary | | | No. of Persons 1 | | | | | | |
| 05/30/2021 | DELGADO, SILVESTRE | General Labor | RT | 40.00 | 40.00 | \$13.50 | \$18.36 | \$540.00 | \$734.40 | \$194.40 | 0.26 | 1.36 |
| 05/30/2021 | DELGADO, SILVESTRE | General Labor | OT | 1.00 | 1.00 | \$27.00 | \$36.72 | \$27.00 | \$36.72 | \$9.72 | 0.26 | 1.36 |
| Subtotal For -Bolingbrook Corp(Primary) | | | | 41.00 | 41.00 | | | \$567.00 | \$771.12 | \$204.12 | | |
| Customer: Bolingbrook Inc | | | Department: Mail | | | No. of Persons 1 | | | | | | |
| 05/30/2021 | ALVAREZ, CUTBERTO | Warehouse | RT | 40.00 | 40.00 | \$13.75 | \$18.98 | \$550.00 | \$759.20 | \$209.20 | 0.28 | 1.38 |
| Subtotal For -Bolingbrook Inc(Mail) | | | | 40.00 | 40.00 | | | \$550.00 | \$759.20 | \$209.20 | | |
| Subtotal For BatchId(16591) | | No. of Persons: 2 | | 81.00 | 81.00 | | | \$1,117.00 | \$1,530.32 | \$413.32 | | |
| Transaction Batch Id: 16592 | | No. of Customers: 1 | | No. of Transaction: 1 | | | | | | | | |
| Customer: Bolingbrook Inc | | | Department: Mail | | | No. of Persons 1 | | | | | | |
| 05/30/2021 | ALVAREZ, FLAVIO | General Labor | RT | 40.00 | 40.00 | \$13.00 | \$17.94 | \$520.00 | \$717.60 | \$197.60 | 0.28 | 1.38 |
| 05/30/2021 | ALVAREZ, FLAVIO | General Labor | OT | 1.00 | 1.00 | \$19.50 | \$23.32 | \$19.50 | \$23.32 | \$3.82 | 0.16 | 1.20 |
| 05/30/2021 | ALVAREZ, FLAVIO | General Labor | PPE-Equipment | 1.00 | 1.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$0.00 | 0.00 | 1.00 |
| Subtotal For -Bolingbrook Inc(Mail) | | | | 42.00 | 42.00 | | | \$554.50 | \$755.92 | \$201.42 | | |
| Subtotal For BatchId(16592) | | No. of Persons: 1 | | 42.00 | 42.00 | | | \$554.50 | \$755.92 | \$201.42 | | |
| Transaction Batch Id: 16593 | | No. of Customers: 1 | | No. of Transaction: 1 | | | | | | | | |
| Customer: Bolingbrook Inc | | | Department: Mail | | | No. of Persons 1 | | | | | | |
| 05/30/2021 | ALVAREZ, CUTBERTO | Warehouse | RT | -40.00 | 0.00 | \$13.75 | \$0.00 | (\$550.00) | \$0.00 | \$550.00 | 0.00 | 0.00 |
| Subtotal For -Bolingbrook Inc(Mail) | | | | -40.00 | 0.00 | | | (\$550.00) | \$0.00 | \$550.00 | | |
| Subtotal For BatchId(16593) | | No. of Persons: 1 | | -40.00 | 0.00 | | | (\$550.00) | \$0.00 | \$550.00 | | |

| Subtotal For Office(Porthill) | | | | | |
|-------------------------------|---|-----------------|--------|-----------------|------------|
| No. of Employees | 3 | Total Pay Unit | 83.00 | Total Item Pay | \$1,121.50 |
| No. of Customers | 2 | Total Bill Unit | 123.00 | Total Item Bill | \$2,286.24 |
| | | | | Total Margin | \$1,164.74 |

| TransactionCode | PayHours | BillHours | TotalPay | TotalBill |
|-----------------|----------|-----------|------------|------------|
| RT | 80.00 | 120.00 | \$1,060.00 | \$2,211.20 |
| OT | 2.00 | 2.00 | \$46.50 | \$60.04 |
| PPE-Equipment | 1.00 | 1.00 | \$15.00 | \$15.00 |
| | 83.00 | 123.00 | \$1,121.50 | \$2,286.24 |

| Total for Company(ISI) | | | | | |
|------------------------|---|-----------------|--------|-----------------|------------|
| No. of Employees | 3 | Total Pay Unit | 83.00 | Total Item Pay | \$1,121.50 |
| No. of Customers | 2 | Total Bill Unit | 123.00 | Total Item Bill | \$2,286.24 |
| | | | | Total Margin | \$1,164.74 |

| TransactionCode | PayHours | BillHours | TotalPay | TotalBill |
|-----------------|----------|-----------|------------|------------|
| RT | 80.00 | 120.00 | \$1,060.00 | \$2,211.20 |
| OT | 2.00 | 2.00 | \$46.50 | \$60.04 |
| PPE-Equipment | 1.00 | 1.00 | \$15.00 | \$15.00 |
| | 83.00 | 123.00 | \$1,121.50 | \$2,286.24 |

| Report Total | | | | | |
|------------------|---|-----------------|--------|-----------------|------------|
| No. of Employees | 3 | Total Pay Unit | 83.00 | Total Item Pay | \$1,121.50 |
| No. of Customers | 2 | Total Bill Unit | 123.00 | Total Item Bill | \$2,286.24 |
| | | | | Total Margin | \$1,164.74 |

| TransactionCode | PayHours | BillHours | TotalPay | TotalBill |
|-----------------|----------|-----------|------------|------------|
| RT | 80.00 | 120.00 | \$1,060.00 | \$2,211.20 |
| OT | 2.00 | 2.00 | \$46.50 | \$60.04 |
| PPE-Equipment | 1.00 | 1.00 | \$15.00 | \$15.00 |
| | 83.00 | 123.00 | \$1,121.50 | \$2,286.24 |

User: MARY DOE

Date: 6/24/2021 8:45:45 AM

For the Period From : 05/30/2021-05/30/2021

Page 1 of 2

2.10.8 Transaction Batch with Margin Report

This report shows detailed timesheet information including hours, transaction code, units, and margin.


This report can also be used to verify, confirm, and process transactions.

Report Details

| | |
|---|--|
| Parent Category: Back Office | Report Type: Paginated |
| Category: Gross Profit/Transaction | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter | Default | Required |
|----------------------|---|-----------|---------|----------|
| Transaction Batch Id | Filters records by Transaction Batch Id provided. | | | Yes |

Report Preview



ZENOPLE

Transaction Batch Report

Batch Id: 16592

User: SAMAR BASNET

Description: demo data

Total Txn Count: 3

| PPE | | BRANCH | | ASSIGNMENT ID | | PERSON | | Customer | | |
|-----------|---------------|----------|---------|---------------|-------|----------------|----------|-----------------|---------|---------|
| | | Pay | | Bill | | Margin | | Markup | | |
| JobId | Code | Unit | Rate | Total | Unit | Rate | Total | Total | Percent | Percent |
| 5/30/2021 | | Porthill | | 150063 | | FLAVIO ALVAREZ | | Bolingbrook Inc | | |
| | | | | | | 845-62-0477 | | Mail | | |
| 41190 | RT | 40.00 | \$13.00 | \$520.00 | 40.00 | \$17.94 | \$717.60 | \$197.60 | 28.00% | 138.00% |
| 41190 | OT | 1.00 | \$19.50 | \$19.50 | 1.00 | \$23.32 | \$23.32 | \$3.82 | 16.00% | 120.00% |
| 41190 | PPE-Equipment | 1.00 | \$15.00 | \$15.00 | 1.00 | \$15.00 | \$15.00 | \$0.00 | 0.00% | 100.00% |

BatchId:16592

| Transaction Code | Payroll | | Invoicing | |
|------------------|---------|----------|-----------|----------|
| | Unit | Total | Unit | Total |
| RT | 40.00 | \$520.00 | 40.00 | \$717.60 |
| OT | 1.00 | \$19.50 | 1.00 | \$23.32 |
| PPE-Equipment | 1.00 | \$15.00 | 1.00 | \$15.00 |
| | 42.00 | \$554.50 | 42.00 | \$755.92 |

| Margin/Markup | |
|---------------|----------|
| + Billing | \$755.92 |
| - Pay | \$554.50 |
| | \$201.42 |
| Margin(%) | 26.65% |
| Markup(%) | 136.32% |

2.10.9 Transaction Item by Category Report

This report shows the detailed information of hours and amounts for both pay and bill sides under each pay code category for the specified accounting period. It also compares whether hours on the pay and bill sides match or not.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Timesheet | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Transaction |

| Report Parameter | Description | Parameter Options | Default | Required |
|-----------------------------|---|---|---------|----------|
| Accounting Period Date From | Filter records from the Accounting Period Date provided | | | Yes |
| Accounting Period Date To | Filter records to the Accounting Period Date provided | | | Yes |
| Company | Filter records by companies selected | List of companies that users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Pay Code Category | Filters records by the pay code selected | List of pay codes under the pay code category | | No |

Report Preview

| Company | Office | Transaction Batch Id | Accounting Period | Customer | Department |
|----------------------|----------------------|----------------------|------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | month/c <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Demo | Floresville | 16809 | 02/06/2022 | LOGAN FITNESS | 56 Customer Service |
| Demo | Floresville | 16810 | 02/06/2022 | LOGAN FITNESS | 56 Customer Service |
| Demo | Floresville | 16805 | 01/30/2022 | LOGAN FITNESS | 56 Customer Service |
| Demo | Floresville | 16802 | 01/23/2022 | LOGAN FITNESS | 56 Customer Service |
| Demo | Goliad | 16806 | 01/23/2022 | Ammon LLC | Primary |
| Demo | Goliad | 16806 | 01/23/2022 | Ammon LLC | Primary |
| Demo | Valley Ford | 16806 | 01/23/2022 | Arvada Equipment | Primary |

| Person | Category | Pay Code | Pay Unit | Bill Unit | Item Pay | Item Bill | Is Pay Bill Unit Match |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ROGERS, ABBIGAIL | Earnings | RT | 14.4300 | 14.4300 | \$238.1000 | \$292.9300 | Yes |
| ROGERS, ABBIGAIL | Earnings | RT | 0.0300 | 0.0300 | \$0.9900 | \$1.2200 | Yes |
| ROGERS, ABBIGAIL | Earnings | RT | 0.0300 | 0.0300 | \$0.5000 | \$0.6100 | Yes |
| ROGERS, ABBIGAIL | Earnings | RT | 24.6200 | 24.6200 | \$406.2300 | \$499.7900 | Yes |
| RODRIGUEZ, DARLENE C | Earnings | RT | 41.0000 | 41.0000 | \$137.3500 | \$161.5400 | Yes |
| RASCON, KYLIE JO | Earnings | RT | 42.0000 | 42.0000 | \$140.7000 | \$165.4800 | Yes |
| POTTER, BRENTON PAUL | Earnings | RT | 40.0000 | 40.0000 | \$720.0000 | \$1,008.0000 | Yes |
| | | | 183.820 | 184.820 | \$2,149.85 | \$2,811.84 | |

2.11 Vacation Accruals Reports

2.11.1 Accrual Balance Report

This report shows PTO accruals setup per employee along with its balance.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Vacation Accruals | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Accrual |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|--|---------|----------|
| Accrual Plan | Filters records by plans selected | List of Accrual Plan that the users have access to | | Yes |
| Employee Status | Filters records by the status selected | List of employee status | | No |

Report Preview

| Alias | Office | Person Id | Name | L4SSN | Accrual Plan | Balance | Available | Accrual Plan Status | Employee Status | Anniversary Date | Last Check Date |
|----------------------|----------------------|----------------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Demo | Hindsville | 15554376 | ABRAM, MIQUALL | 4734 | AZ Paid Sick Time | 1.2987 | 1.2987 | Active | Active | 04/02/2020 | 04/09/2020 |
| Demo | Hindsville | 15633330 | ABRIL, ANTHONY JOSEPH | 6654 | AZ Paid Sick Time | 17.4431 | 17.4431 | Active | Active | 07/02/2020 | 10/22/2020 |
| Demo | Hindsville | 15177040 | ACOSTA, LIZBETH | 2214 | AZ Paid Sick Time | 40.0000 | 40.0000 | Active | Active | 04/02/2020 | 09/17/2020 |
| Demo | Hindsville | 15601446 | ADAME JAIMES, JEIDY A | 4548 | AZ Paid Sick Time | 9.2895 | 9.2895 | Active | Active | 06/08/2020 | 08/20/2020 |
| Demo | Hindsville | 773370 | ADAME, LILIANA | 2445 | AZ Paid Sick Time | 10.1400 | 10.1400 | Active | Inactive | 04/30/2020 | 06/11/2020 |
| Demo | Hindsville | 15631639 | ADAME, VANESA | 2448 | AZ Paid Sick Time | 8.0289 | 8.0289 | Active | Active | 06/08/2020 | 08/13/2020 |
| Demo | Hindsville | 15686301 | ADAME, VANESA | 8704 | AZ Paid Sick Time | 2.2071 | 2.2071 | Active | Active | 12/17/2020 | 12/31/2020 |
| Demo | Hindsville | 760224 | ADAMS, LEXUS C | 4292 | AZ Paid Sick Time | 1.5000 | 1.5000 | Active | Inactive | 01/01/2020 | 01/09/2020 |
| Demo | Hindsville | 755969 | AGEE, SHERRI M | 9354 | AZ Paid Sick Time | 7.0000 | 7.0000 | Active | Inactive | 10/30/2018 | 05/09/2019 |
| Demo | Hindsville | 755968 | AGEE, TREVOR D | 8488 | AZ Paid Sick Time | 1.7200 | 1.7200 | Active | Inactive | 10/30/2018 | 04/10/2019 |
| Demo | Hindsville | 15669807 | AGUAYO, AMERICA | 9483 | AZ Paid Sick Time | 20.4543 | 20.4543 | Active | Active | 09/24/2020 | 01/14/2021 |
| Demo | Hindsville | 15597317 | AGUILAR, MAYRA RUBY | 7488 | AZ Paid Sick Time | 4.3433 | 4.3433 | Active | Active | 05/01/2020 | 05/14/2020 |
| Demo | Hindsville | 15661839 | AGUILERA, ISABEL | 7591 | AZ Paid Sick Time | 0.2664 | 0.2664 | Active | Active | 09/03/2020 | 09/03/2020 |
| Demo | Hindsville | 15690029 | AGUST HERNANDEZ, IRISNEL GRACIELA | 6646 | AZ Paid Sick Time | 4.9784 | 4.9784 | Active | Active | 02/11/2021 | 03/04/2021 |
| Grand Total | | | | | | 19,084.540 | 19,084.540 | | | | |

2.11.2 Employee Accrual History Report

This report shows the vacation accrual history for a filtered employee.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Vacation Accruals | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|------------------------------|-------------------|---------|----------|
| Person Id | Filters records by person Id | | | Yes |

Report Preview

| Name | Check Date | Check Number | Check Status | Gross | Tax | Deduction | Net | Previous | Accrue | Deplete | Balance | Available | RT Pay |
|----------------------|------------|--------------|--------------|--------------------|-------------------|---------------|--------------------|----------|--------|---------|---------|-----------|---------|
| ALESSANDRA T AGUIRRE | 05/06/2021 | 220683 | Regular | \$521.2500 | \$58.6500 | \$0.0000 | \$462.6000 | 4.9600 | 1.1572 | 0.0000 | 6.1172 | 6.1172 | 34.7500 |
| ALESSANDRA T AGUIRRE | 04/25/2019 | DD_192402 | Regular | \$184.0000 | \$14.0800 | \$0.0000 | \$169.9200 | 0.0000 | 0.5400 | 0.0000 | 0.5400 | 0.0000 | 16.0000 |
| ALESSANDRA T AGUIRRE | 04/18/2019 | DD_191085 | Regular | \$540.5000 | \$47.7000 | \$0.0000 | \$492.8000 | 0.0000 | 1.3000 | 0.0000 | 1.3000 | 0.0000 | 39.0000 |
| ALESSANDRA T AGUIRRE | 04/10/2019 | DD_18788 | Regular | \$368.0000 | \$28.1500 | \$0.0000 | \$339.8500 | 0.0000 | 1.0600 | 0.0000 | 1.0600 | 0.0000 | 32.0000 |
| ALESSANDRA T AGUIRRE | 04/04/2019 | DD_17705 | Regular | \$342.1300 | \$26.1800 | \$0.0000 | \$315.9500 | 0.0000 | 0.9900 | 0.0000 | 0.9900 | 0.0000 | 29.7500 |
| ALESSANDRA T AGUIRRE | 03/28/2019 | DD_16349 | Regular | \$368.0000 | \$28.1500 | \$0.0000 | \$339.8500 | 0.0000 | 1.0700 | 0.0000 | 1.0700 | 0.0000 | 32.0000 |
| ALESSANDRA T AGUIRRE | 03/21/2019 | DD_15084 | Regular | \$350.7500 | \$26.8300 | \$0.0000 | \$323.9200 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 30.5000 |
| ALESSANDRA T AGUIRRE | 03/14/2019 | DD_13457 | Regular | \$460.0000 | \$35.1900 | \$0.0000 | \$424.8100 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 40.0000 |
| ALESSANDRA T AGUIRRE | 03/07/2019 | DD_12301 | Regular | \$345.0000 | \$26.3900 | \$0.0000 | \$318.6100 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 30.0000 |
| ALESSANDRA T AGUIRRE | 02/28/2019 | DD_10954 | Regular | \$460.0000 | \$35.1900 | \$0.0000 | \$424.8100 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 40.0000 |
| ALESSANDRA T AGUIRRE | 02/21/2019 | DD_9361 | Regular | \$339.2500 | \$25.9500 | \$0.0000 | \$313.3000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 29.5000 |
| ALESSANDRA T AGUIRRE | 02/14/2019 | DD_8445 | Regular | \$345.0000 | \$26.4000 | \$0.0000 | \$318.6000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 30.0000 |
| ALESSANDRA T AGUIRRE | 02/07/2019 | DD_7454 | Regular | \$368.0000 | \$28.1500 | \$0.0000 | \$339.8500 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 32.0000 |
| ALESSANDRA T AGUIRRE | 01/31/2019 | DD_6114 | Regular | \$345.0000 | \$26.3900 | \$0.0000 | \$318.6100 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 30.0000 |
| Grand Total | | | | \$20,186.84 | \$1,602.83 | \$0.00 | \$18,584.01 | | | | | | |

2.11.3 Person Accrual Report

This report shows PTO accruals calculated broken down by accrual plan per employee.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Vacation Accruals | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|--|---|---------|----------|
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Accrual Plan | Filters records by the accrual plan | List of Accrual Plan | | Yes |
| Person Id | Filters record by specific person Id | | | No |
| Include with Balance | Filters record to show zero balance or not | Yes/ No | | No |

Report Preview

| <div> <div>↑ Company ×</div> <div>↑ Office ×</div> <div>↑ Accrual ×</div> </div> | | | | | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Person Id | Check Date | Process Date | Check Number | Previous | Accrue | Deplete | Balance | Available | Note |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Company: AAA-3 | | | | | | | | | | |
| ▼ Office: Cambridge | | | | | | | | | | |
| ▼ Accrual: 11140602, THORBJORN TULEE, WA Paid Sick Time, 7.4765 | | | | | | | | | | |
| | 11140602 | 06/18/2020 | 06/17/2020 | 203721 | 0.0000 | 0.3288 | 0.0000 | 0.3288 | 0.3288 | |
| | 11140602 | 06/19/2020 | 06/18/2020 | 203898 | 0.3288 | 0.0625 | 0.0000 | 0.3913 | 0.3913 | |
| | 11140602 | 06/25/2020 | 06/24/2020 | 204077 | 0.3913 | 1.0750 | 0.0000 | 1.4663 | 1.4663 | |
| | 11140602 | 07/02/2020 | 07/01/2020 | 204567 | 1.4663 | 1.0650 | 0.0000 | 2.5313 | 2.5313 | |
| | 11140602 | 07/09/2020 | 07/08/2020 | 204825 | 2.5313 | 1.3175 | 0.0000 | 3.8488 | 3.8488 | |
| | 11140602 | 07/16/2020 | 07/15/2020 | 205335 | 3.8488 | 1.1113 | 0.0000 | 4.9601 | 4.9601 | |
| | 11140602 | 07/23/2020 | 07/22/2020 | 205738 | 4.9601 | 0.6438 | 0.0000 | 5.6039 | 5.6039 | |
| | 11140602 | 08/06/2020 | 08/05/2020 | 206422 | 5.6039 | 1.0563 | 0.0000 | 6.6602 | 6.6602 | |

2.11.4 PTO Accrual Setup Detail Report

This report shows PTO accrual detail records, PTO accrual plan set up for each employee, and their balance.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Vacation Accruals | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Accrual |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Company | Filters records by companies selected | List of companies that the users have access to | | Yes |
| Office | Filters records by offices selected | List of offices for the company selected | | Yes |
| Accrual Plan | Filters records by the accrual plan selected | List of accrual plans that the users have access to | | No |

Report Preview

| Accrual Plan | Office | First Name | Middle Name | Last Name | On Assignment | Is W2 | Rate | Rate Based On | Balance Unit | Accrual Date Entered | Date Based On | Pay Period Limit |
|-------------------|----------------|------------|-------------|------------|---------------|-------|----------|---------------|--------------|----------------------|----------------|------------------|
| WA Paid Sick Time | Bridport | AARON | CURT | MILES | FALSE | TRUE | \$0.0250 | Hour | 0.4718 | 08/19/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Bridport | AARON | HOWARD | WILCUTT | FALSE | TRUE | \$0.0250 | Hour | 3.7445 | 12/09/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Bridport | Aaron | D | Malone | TRUE | TRUE | \$0.0250 | Hour | 0.5500 | 01/01/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Bridport | Aaron | M | Fickett | FALSE | TRUE | \$0.0250 | Hour | 0.4000 | 01/01/2019 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Bridport | Aaron | M | Garcia | FALSE | TRUE | \$0.0250 | Hour | 22.4325 | 08/30/2018 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Bridport | AARON | BRIAN | GRIMM | FALSE | TRUE | \$0.0250 | Hour | 12.2750 | 08/26/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Cambridgeport | Aaron | | JONES | FALSE | TRUE | \$0.0250 | Hour | 3.1114 | 02/03/2021 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | Aaron | | Tukua | FALSE | TRUE | \$0.0250 | Hour | 8.5815 | 04/01/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | aaron | | akiuo | TRUE | TRUE | \$0.0250 | Hour | 21.0775 | 04/08/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | Aaron | | Wipplinger | FALSE | TRUE | \$0.0250 | Hour | 0.6325 | 04/01/2020 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | AARON | JOE | KALISTA | TRUE | TRUE | \$0.0250 | Hour | 13.4150 | 01/27/2021 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | AARON | MICHEAL | LUTON | FALSE | TRUE | \$0.0250 | Hour | 0.6520 | 02/17/2021 | StartingOfYear | 0.0000 |
| WA Paid Sick Time | Center Rutland | Aaron | D | Mitchell | FALSE | TRUE | \$0.0250 | Hour | 5.6950 | 04/01/2020 | StartingOfYear | 0.0000 |
| Grand Total | | | | | | | | | 19.641.099 | | | |

Part 3

OTHER

3 Other

3.1 Admin Reports

3.1.1 Staff Activity Report

This report shows the detailed activity of the staff selected for their Interviews, Assignments, Jobs, Comments, and Tasks.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Paginated |
| Category: Admin | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Start Date | Filter records from the provided date | | | Yes |
| End Date | Filter records to the provided date | | | Yes |
| User | Filters the record for the users selected | List of users | All | No |
| Show Summary | Shows detailed information of assignment, job, task, and comment if selected False else shows count only. | True/ False | True | No |

3.1.2 User Activity Report

This report shows the user activity in a given date range. It includes number of login, SMS, employee, customer, job, check and invoice entered.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Accounts Payable | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Date from | Filters the records from the date provided | | | Yes |
| Date To | Filters the records up to the date provided | | | Yes |

Report Preview

| Company | Person Id | Name | User Name | Days Logged In | SMS Count | Comment Count | Employee Count | Customer Count | Job Count | Assignment Count | Time Entry Count | Check Count |
|-------------|-----------|-------------------|------------------------------|----------------|-----------|---------------|----------------|----------------|-----------|------------------|------------------|-------------|
| ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Demo | 77 | JASON TURCATO | jturcato@aaastaffing.com | 148 | 47 | 3 | 0 | 8 | 1 | 4 | 0 | 0 |
| Demo | 78 | ALVARO DIAZ | amartinez@aaastaffing.com | 227 | 13 | 35 | 7 | 1 | 5 | 34 | 7 | 5 |
| Demo | 79 | TYLER COMBS | tcombs@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 80 | SUJEN MAHARJAN | smaharjan@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 81 | KIA GOOD | kgood@aaastaffing.com | 0 | 0 | 24 | 0 | 6 | 6 | 21 | 0 | 0 |
| ISL | 82 | ARTHUR FERNANDEZ | afernandez@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 83 | ROD KEARL | rkearl@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 84 | BRIAN BARKER | bbarker@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| AAA-3 | 85 | JENNIFER GALVAN | jgalvan@aaastaffing.com | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 62294 | 59272 |
| Demo | 86 | JENNIFER WHITE | jlowman@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 4 | 0 |
| Demo | 88 | TRENT HUGHES | thughes@aaastaffing.com | 0 | 0 | 42 | 18 | 1 | 1 | 37 | 2117 | 1262 |
| Demo | 89 | PEGGY WILBOURNE | pwilbourne@aaastaffing.com | 0 | 0 | 501 | 0 | 4 | 0 | 0 | 0 | 0 |
| Demo | 90 | CHERI HAYDENBROWN | chaydenbrown@aaastaffing.com | 0 | 0 | 1544 | 0 | 1 | 0 | 0 | 0 | 0 |
| Demo | 91 | SHAUNA FOX | sfox@aaastaffing.com | 0 | 0 | 257 | 0 | 7 | 0 | 0 | 0 | 0 |
| Demo | 92 | MANDY MUNDEN | mmunden@aaastaffing.com | 0 | 0 | 108 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 94 | CORIANNE HANSEN | chansen@aaastaffing.com | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demo | 96 | JULIO CASTRO | jcastro@aaastaffing.com | 0 | 0 | 1 | 4 | 2 | 1 | 6 | 0 | 0 |
| Demo | 97 | TJ MICHAELSON | tmichaelson@aaastaffing.com | 0 | 0 | 3 | 3 | 8 | 0 | 3 | 0 | 0 |
| Grand Total | | | | | 89 | 71,944 | 5,453 | 294 | 2,217 | 10,561 | | 61,405 |

Total Rows: 182

3.1.3 User Log Report

This report shows login info of the office staff including their IP address, browser, month, date, and time.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Admin | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: User |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|-------------------|---------|----------|
| Insert Date From | Filters the login info of the users from provided insert date | | | Yes |
| Insert Date To | Filters the login info of the users to the provided insert date | | | Yes |

Report Preview

| Name | User Name | YYYY | MM | DD | Insert Date | Browser | IP Address | Failed Login Count |
|----------------------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JESSICA LEWIS | JLewis@aaastaffing.com | 2021 | September | 16 | 09/16/2021 10:01 AM | Chrome | 110.44.114.82 | 0 |
| JESSICA LEWIS | JLewis@aaastaffing.com | 2021 | September | 16 | 09/16/2021 10:01 AM | Chrome | 110.44.114.82 | 0 |
| JESSICA LEWIS | JLewis@aaastaffing.com | 2021 | September | 16 | 09/16/2021 11:31 AM | Chrome | 110.44.114.82 | 0 |
| KARLEY ARISTA | KArista@aaastaffing.com | 2021 | September | 16 | 09/16/2021 07:17 PM | | | 0 |
| BRANDY AINSWORTH | BAinsworth@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:07 PM | | | 0 |
| BRANDY AINSWORTH | BAinsworth@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:07 PM | | | 0 |
| BRANDY AINSWORTH | BAinsworth@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:08 PM | MS-Edge-Chromium | 110.44.114.82 | 0 |
| BRANDY AINSWORTH | BAinsworth@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:08 PM | MS-Edge-Chromium | 110.44.114.82 | 0 |
| JESSICA LEWIS | JLewis@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:18 PM | Chrome | 110.44.114.82 | 0 |
| BRANDY AINSWORTH | BAinsworth@aaastaffing.com | 2021 | September | 17 | 09/17/2021 12:34 PM | | | 0 |

3.2 Common Reports

3.2.1 Comment Report

This report shows the all comments. It can be further filtered by a specific employee/ customer/ contact/ job/ assignment and date range.

Report Details

| | |
|---|--|
| Parent Category: Other | Report Type: Paginated |
| Category: Common | Report Runs from Application: EIS, AMS, RMS, IMS, CMS, UMS, WIM |
| Report Category: Application and Shareable | Report Level: Comment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|--|---------|----------|
| Start Date | Filters comments inserted from this date | | | No |
| End Date | Filters comments inserted to this date | | | No |
| Relates To | Filters comments related to the selected entity | Assignment/ Bill/ Invoice/Job/ Organization/ Payment/Person/ Work Injury/ Unemployment | | Yes |
| Name/Id/Number | Filters comment for respective name, Id and number provided | | | No |
| Company | Filters records by companies selected | List of companies that users have has access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Comment Type | Filters comment by comment type selected | List of all comment types | | No |
| Comment By | Filters comment inserted by the person selected | List of person name | | No |

Report Preview

Page 235 | 302

3.2.2 Comment Report

This report shows comments inserted for the corresponding entity if any.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Common | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Comment |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Insert Date From | Filters comments inserted from this date | | | Yes |
| Insert Date To | Filters comments inserted to this date | | | Yes |
| Relates To | Filters comments related to the selected entity | Assignment/ Bill/ Invoice/ Job/ Organization/ Payment/Person/ Work Injury/ Unemployment | | Yes |
| Name | Filters comment for the name provided | | | No |
| Company | Filters records by companies selected | List of companies that user has access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Comment Type | Filters comment for comment type selected. | List of all comment types | | No |
| Comment By | Filters comment inserted by the person selected | List of person name | | No |
| Show Details | Shows detail records when selected True and show summary records when selected False | True/False | | No |
| Subject | Filters by the comment's subject | | | No |


Report Grouping

- ❖ Company
 - Office


Report Preview

Reports

Comment x



Drag a column header and drop it here to group by that column

| Date | Alias | Office | Contact ID | Contact Name | Phone Number | Email | Customer |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| month/day/y_  ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ |
| 08/30/2022 07:05 AM | Demo | Traskwood | 605061 | (WILLIAM) BILL OLSON | (906) 905-4635 | | Phoenix Logistics |
| 07/05/2022 02:37 PM | 01-AAA-TX | Parsons | 13186150 | - GONZALES | (620) 464-6465 | email@email.com | Humble Ltd. |

Total Rows: 2

3.3 Log Reports

3.3.1 Audit Log Report

This report shows history records if corresponding records are changed on the selected categories.

Report Details

| | |
|---|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Log | Report Runs from Application: EIS, AMS, RMS |
| Report Category: Application and Shareable | Report Level: History data |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|-------------------|--|----------|
| Relates To | Filters records for the selected entity if records have been changed | | EIS >employee AMS>assignment (Based on the application, default value is passed for a corresponding entity) | Yes |
| Relates To Value | Filters by Id of selected Relates to the parameter value | | EIS >employee>person Id AMS>assignment>assignment Id | Yes |
| Category | Filters records under different categories for the selected option | | All | No |

Report Preview

| Email Address | To | Subject | Schedule Date | Sent Date | Email Status | Email Type | Service Batch Id |
|-------------------------|-----------------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Jobs@Ascendstaffing.com | PRETTYGIRL_89@ICLOUD.COM | Hello KESHANDRA RENAE EDWARDS! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | TAYLORJACOB6@GMAIL.COM | Hello JACOB K TAYLOR! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | TAYYDAVIS2002@GMAIL.COM | Hello LATAVIANNA J DAVIS! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | CHERRYLL.WILLIAMS@YAHOO.COM | Hello JALEN DEON WILLIAMS! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | CREEL.J.C91@GMAIL.COM | Hello JEANNIE CAROL CREEL! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | CARRK3232@GMAIL.COM | Hello KIMBERLY CARR! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | flowers.jerrica@yahoo.com | Hello JERRICA FLOWERS! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | GLENNBROWN664@GMAIL.COM | Hello GLENN M BROWN! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | HLLRHRRS@GMAIL.COM | Hello HILLARY HARRIS! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | J.HAMPTON2018@YAHOO.COM | Hello JALEN MARQUEL HAMPTON! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | DENISE_DBABY@YAHOO.COM | Hello KENDALL DENISE HILDRETH! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | DESONMARIE66@ICLOUD.COM | Hello LABARON PRITCHETT! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | JAMARCUSSCOTT2345@YAHOO.COM | Hello JAMARCUS PEIRRIE ELMORE! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |
| Jobs@Ascendstaffing.com | jamesaustincawley@gmail.com | Hello JAMES A CAWLEY! | 05/27/2021 | 05/27/2021 | Email Sent | Others | 873876 |

3.3.3 E-verify Log Report

This report shows the log records of the E-verify form. It will show the log records of a maximum twelve months difference between the date range.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Log | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|---|---|---------|----------|
| Assigned Date From | Filters the E-verify records from the assigned date | | | Yes |
| Assigned Date To | Filters the E-verify records to the assigned date | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Person Id | Filters records by person Id | | | No |
| E-verify Status | List of all E-verify Status | | | No |

Report Preview

| First Assignment Date | Employee Id | Employee Name | SSN | Creator Name | Case Number | Citizenship Status | List A | List B | List C | Delay |
|-----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10/19/2020 | 15677824 | BAGBY-BAPTISTA, TOBIAS | 199214428 | ABIGAIL GIL | 2020290194940BB | US_CITIZEN | | DRIVERS_LICENSE | SOCIAL_SECURITY_CARD | |
| 10/19/2020 | 15677824 | BAGBY-BAPTISTA, TOBIAS | 199214428 | ABIGAIL GIL | 2020290194940BB | US_CITIZEN | | DRIVERS_LICENSE | SOCIAL_SECURITY_CARD | |

3.3.4 I9 Log Report

This report shows the log records including the person who edited (user), date, time, all edits, and updates of the fields in the I9 form. It can be filtered by a specific person or in the date range provided.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Log | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Task Date From | Filters records from the date provided. The date is the I9 task assigned date. | | | No |
| Task Date To | Filters records to the date provided. The date is the I9 task assigned date. | | | No |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |
| Person Id | Filters records by person Id | | | No |

Report Grouping

❖ Employee

Report Preview

| ↑ employee × | | | | | | | | | | | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|------------------------------|-------------------------------|-----------------------------------|----------------------|
| Company | Office | Employee Id | Employee Status | Insert Date | User | Person Type | Action | Section 1 Employee Last Name | Section 1 Employee First Name | Section 1 Employee Middle Initial | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ employee: ANTONIO LUIS GARCIA | | | | | | | | | | | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | ANTONIO LUIS GARCIA | Employee | Data Entered | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | ANTONIO LUIS GARCIA | Employee | EE Signed and Saved | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | ANTONIO LUIS GARCIA | Employee | EE Signed and Saved | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | ANTONIO LUIS GARCIA | Employee | EE Submitted | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | SAMUEL ADAMS | Employer | Data Entered | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 06/19/2020 | SAMUEL ADAMS | Employer | ER Signed and Saved | LOPEZ | ANTONIO | L | |
| Demo | Floresville | 15633021 | Inactive | 07/24/2020 | SAMUEL ADAMS | Employer | ER Signed and Completed | LOPEZ | ANTONIO | L | |

Note: If Person Id is provided then the log records will be fetched only depending on the Person Id.

3.3.5 Payroll Audit Report

This report shows the audit of payroll changes of employees between the date range provided.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Log | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|-------------------|---------|----------|
| Start Date | Filter records from the provided date | | | Yes |
| End Date | Filter records to the provided date | | | Yes |
| Person Id | Filters the record for the specific person Id provided | | | No |

Report Preview

| Person Id | Name | Table Name | Field Name | Previous Value |
|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 680769 | CHARITY B KETON | PersonBankAccount | AccountNumber | ACnnebHnbEiJC2oBNTokNglAAACjktV5w6SNGUdiHzbRZNmIM2vOrV+6bKad7oNatDpT |
| 680769 | CHARITY B KETON | PersonBankAccount | AccountNumber | ACnnebHnbEiJC2oBNTokNglAAACytdLiru21ho2CF9Ks5FSpw005EdvBIGrZyapeXbDS69 |
| 680769 | CHARITY B KETON | PersonBankAccount | AccountNumber | ACnnebHnbEiJC2oBNTokNglAAADsoptjE+nLIXgrafB0bXjkM2czr9GynThcNkqOZtoLSueI |
| 680769 | CHARITY B KETON | PersonBankAccount | AccountNumber | ACnnebHnbEiJC2oBNTokNglAAADc16PMZijSuxlyOg1G0tzU3Kqw8lr+68z0htedehY6sGk |

3.4 Management Reports

3.4.1 Executive Summary Report

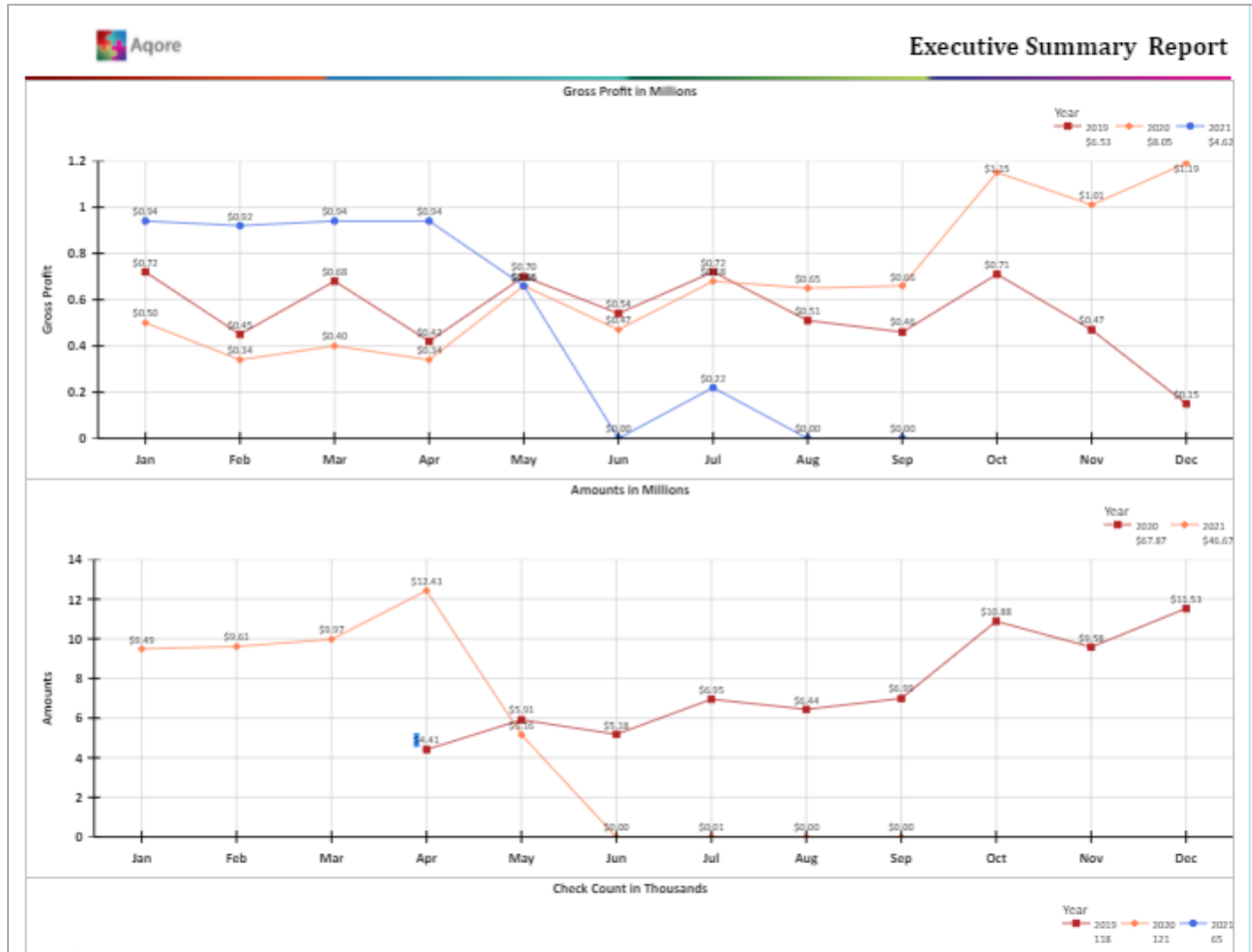
This report is a combination of different charts that includes records of gross profit, gross wages, customer count, turnover ratio, fill ratio, total bill, outstanding balance, AR aging, candidate count, Employee count and user count.

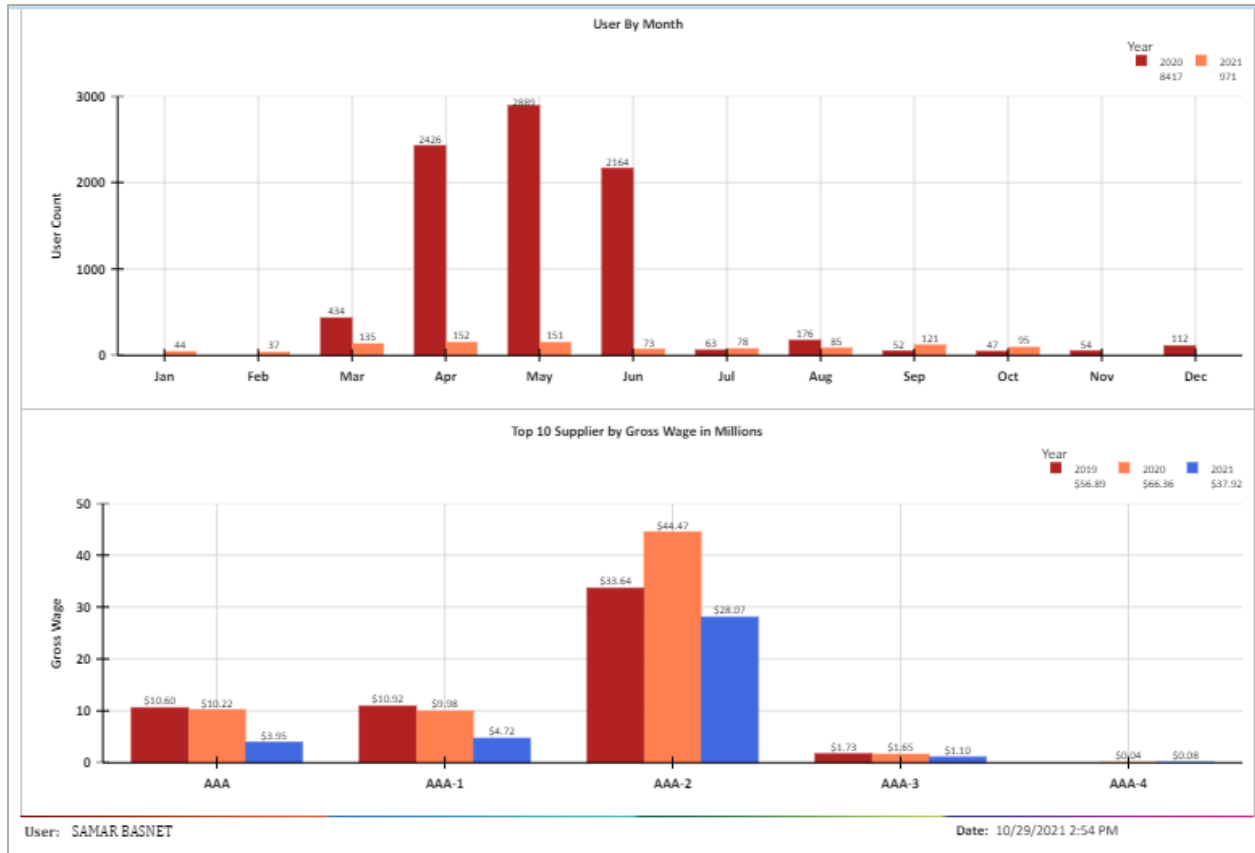
Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Paginated |
| Category: Management | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---|-------------------|---------|----------|
| Accounting Period | Filters records by Accounting Period provided | | | Yes |

Report Preview





3.5 Utilities

3.5.1 Employee Merge Report

This utility allows merging two employee records into a single record in case of duplicate records. The records that are merged are Person Id, SSN, Company, Person Tasks, Bank Account, Deductions, Benefits, Taxes, Accruals, and Accrual Adjustments. The bad employee's name will be updated as "FirstName zzzLastName" in our system.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Utility | Report Runs from Application: APS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|----------------------|------------------|-------------------|---------|----------|
| Active Employee Id | Good employee Id | | | Yes |
| Inactive Employee Id | Bad employee Id | | | Yes |

3.5.2 Green Shades Data Populate Report

This utility is used to generate records so that these can be synced to Green Shades.

Report Details

| | |
|-------------------------------------|--|
| Parent Category: Back Office | Report Type: Spreadsheet |
| Category: Utility | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Options | Default | Required |
|---------------------|---|---|---------|----------|
| Check Date From | Makes the check records ready from Zenople from the provided Check Date | | | Yes |
| Check Date To | Makes the check records ready from Zenople to the provided Check Date | | | Yes |
| Back Office Company | List of the Back Office companies | List of the back-office company that the users have access to | | Yes |

3.6 Work Injury Report

3.6.1 Work Injury List Report

This report shows work injury records including their cause, type, and claim type for the provided incident that happened during a date range.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Work Injury | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employee |

| Report Parameter | Description | Parameter Options | Default | Required |
|--------------------|--|---|---------|----------|
| Incident Date From | Filters the work injury records from the incident date provided | | | Yes |
| Incident Date To | Filters the work injury records up to the incident date provided | | | Yes |
| Company | Filters records by companies selected | List of companies that the users have access to | | No |
| Office | Filters records by offices selected | List of offices for the company selected | | No |

Report Preview

| Company | Office | Person Id | Name | Hire Date | Job Position | Customer | Department | Assignment Start Date | Cause |
|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AAA-1 | Elkton | 15671729 | DOMINIC LADALE WALTON | 10/02/2020 | General Labor | Garland LTD | Primary | 03/08/2021 | |
| AAA-1 | Gallatin | 783486 | VICTOR M CARRION | 02/17/2015 | Welding | Manvel LLC | Structural | 06/20/2018 | |
| AAA-1 | Riceville | 774786 | ZZREALLY TESTY | 05/03/2018 | Assembly Worker | Grapevine Specialist | Primary | 05/02/2021 | |
| AAA-1 | Riceville | 774786 | ZZREALLY TESTY | 05/03/2018 | Assembly Worker | Grapevine Specialist | Primary | 05/02/2021 | |
| AAA-1 | Tiffin | 774786 | ZZREALLY TESTY | 05/03/2018 | Assembly | ABC Pet Foods | Primary | 03/30/2020 | |
| AAA-2 | Cactus | 12256001 | "ISAAC" MEGAN SIMONSON | 06/18/2019 | Manufacturing | Salt Lake City Corp) | Primary | 09/01/2021 | |
| AAA-2 | Elysian Fields | 635335 | CARMEN MARIN | 12/28/2013 | Shipping / Receiving | Logan Foods | Dept 56/57 - Shipping | 04/02/2021 | |
| AAA-2 | Elysian Fields | 15692461 | FRANCISCO SANTANA | 02/02/2021 | Plastic Production | Millville Plastics | Primary | 02/15/2021 | |
| AAA-2 | Elysian Fields | 15703506 | MATTHEW WYNDAL RISHER | 04/19/2021 | Lumping | Richmond Inc. | Richmond Shipping | 04/19/2021 | |

3.7 Year End Reports

3.7.1 1094-C Report

This report includes the data reported to the Internal Revenue Service summary information for each employer.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Employer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|---------|----------|
| Year | Filters records for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | | No |

Report Preview

| | |
|--|---|
| 120118 | |
| Form 1094-C Department of the Treasury Internal Revenue Service | Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns |
| <input type="checkbox"/> CORRECTED OMB No. 1545-2251 2020 | |
| Go to www.irs.gov/Form1094C for instructions and the latest information. | |
| Part I Applicable Large Employer Member (ALE Member) | |
| 1 Name of ALE Member (Employer) AAA Staffing - Washington | 2 Employer identification number (EIN) 823600911 |
| 3 Street address (including room or suite no.) 450 East 1000 North | |
| 4 City or town North Salt Lake City | 5 State or province UT |
| 6 Country and ZIP or foreign postal code US 84054 | |
| 7 Name of person to contact | 8 Contact telephone number |
| 9 Name of Designated Government Entity (only if applicable) | |
| 10 Employer identification number (EIN) | |
| 11 Street address (including room or suite no.) | |
| 12 City or town | 13 State or province |
| 14 Country and ZIP or foreign postal code | |
| 15 Name of person to contact | 16 Contact telephone number |
| 17 Reserved <input type="checkbox"/> | |
| 18 Total number of Forms 1095-C submitted with this transmittal | |
| 19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions <input checked="" type="checkbox"/> | |
| Part II ALE Member Information | |
| 20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member | |
| 21 Is ALE Member a member of an Aggregated ALE Group? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," do not complete Part IV | |
| 22 Certifications of Eligibility (select all that apply): <input checked="" type="checkbox"/> A. Qualifying Offer Method <input type="checkbox"/> B. Reserved <input type="checkbox"/> C. Reserved <input checked="" type="checkbox"/> D. 98% Offer Method | |
| Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete. | |
| Signature _____ | Title _____ |
| Date _____ | |
| For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form 1094-C | |

| Part III ALE Member Information—Monthly | | | | | | | |
|---|---------------|--|--------------------------|---|---|-------------------------------------|--------------|
| | | (a) Minimum Essential Coverage Offer Indicator | | (b) Section 4980H Full-Time Employee Count for ALE Member | (c) Total Employee Count for ALE Member | (d) Aggregated Group Indicator | (e) Reserved |
| | | Yes | No | | | | |
| 23 | All 12 Months | <input type="checkbox"/> | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> | |
| 24 | Jan | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 25 | Feb | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 26 | Mar | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 27 | Apr | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 28 | May | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 29 | June | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 30 | July | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 31 | Aug | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 32 | Sept | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 33 | Oct | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 34 | Nov | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |
| 35 | Dec | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | |

| Part IV Other ALE Members of Aggregated ALE Group | | | |
|--|-------------------------|-----------|----|
| Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were members at any time during the calendar year). | | | |
| | Name | EIN | |
| 36 | AAA Staffing | 812489513 | 51 |
| 37 | AAA Employment Services | 870297877 | 52 |
| 38 | AAA Staffing Illinois | 830862755 | 53 |
| 39 | AAA Specialists | 853285677 | 54 |
| 40 | | | 55 |
| 41 | | | 56 |
| 42 | | | 57 |
| 43 | | | 58 |
| 44 | | | 59 |
| 45 | | | 60 |
| 46 | | | 61 |
| 47 | | | 62 |
| 48 | | | 63 |
| 49 | | | 64 |
| 50 | | | 65 |

3.7.2 1095-C Report

This report shows important information about the healthcare coverage offered or provided to an employee by an employer.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Year | Filters records for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | Accounting Period Date | No |
| SSN | Filters records by SSN | | % | Yes |

Report Preview

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--------------------------------|--|-----|--|------|---|--|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|-----|
| Form 1095-C Department of the Treasury Internal Revenue Service | | Employer-Provided Health Insurance Offer and Coverage <small>Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information.</small> | | | | | | <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED | | OMB No. 1545-2251 2020 | | | | | | | | | |
| Part I Employee | | | | | | | | | | | | | | | | | | | |
| 1 Name of employee (first name, middle initial, last name) | | | 2 Social security number (SSN) | | | 7 Name of employer | | | 8 Employer identification number (EIN) | | | | | | | | | | |
| Juan Abarca | | | 029-88-1328 | | | AAA Staffing - Washington | | | 823600911 | | | | | | | | | | |
| 3 Street address (including apartment no.) | | | | | | 9 Street address (including apartment no.) | | | | | | | | | | | | | |
| 105 Grant St | | | | | | 450 East 1000 North | | | | | | | | | | | | | |
| 4 City or town | | 5 State or province | | 6 Country and ZIP or foreign postal code | | 11 City or town | | 12 State or province | | 13 Country and ZIP or foreign postal code | | | | | | | | | |
| Kelso | | WA | | 98626 | | North Salt Lake City | | UT | | 84054 | | | | | | | | | |
| Part II Employee Offer of Coverage | | | | | | | | | | | | | | | | | | | |
| All 12 Months | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | | | | | | |
| 14 Offer of Coverage (enter required code) | | 1A | | | | | | | | | | | | | | | | | |
| 15 Employee Required Contribution (see instructions) Section 4980H | | | | | | | | | | | | | | | | | | | |
| 16 Safe Harbor and Other Relief (enter code, if applicable) | | 2H | | | | | | | | | | | | | | | | | |
| 17 ZIP Code | | | | | | | | | | | | | | | | | | | |
| Part III Covered Individuals | | | | | | | | | | | | | | | | | | | |
| If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee. <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| (a) Name of covered individual(s) | | (b) SSN or other TIN | | (c) DOB (if SSN or other TIN is not available) | | (d) Covered all 12 months | | (e) Months of coverage | | | | | | | | | | | |
| First name, middle initial, last name | | | | | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| 18 | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19 | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22 | | | | | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. | | | | | | | | | | | | Cat. No. 60705M | | | | Form 1095-C (2020) | | | |

3.7.3 1095 C Report

This utility generates records for healthcare coverage offered or provided to an employee by an employer of the 1095 form.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Utility | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|-------------------|---|---|------------------------|----------|
| Year | Filters records for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | Accounting Period Date | No |
| Reprocess Records | Populates new records by filter selected | Yes/ No | | No |

3.7.4 1095-C Label Report

This report generates a label for an envelope for the 1095C form.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Paginated |
| Category: Year-End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|--|---------|----------|
| Company | Filters records by companies selected | List of back-office companies that users have access too | | Yes |
| Year | Filters records for the year selected | List of the accounting year | | Yes |

3.7.5 1099 NEC Report

This report shows independent contractor payments reported for any non-employee compensation.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Year | Filters records for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | Accounting Period Date | No |
| SSN | Filters records by SSN | | % | Yes |

Report Preview

| | | | | | |
|---|--|-------------------------------|---|------------------------------------|--|
| 7171 | | <input type="checkbox"/> VOID | | <input type="checkbox"/> CORRECTED | |
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. | | | OMB No. 1545-0116 | | Nonemployee Compensation |
| AAA Employment Services 125 N Belinda Circle Rosemount UT 84056 5544744494 | | | 2020 Form 1099-NEC | | |
| 1 Nonemployee compensation | | | \$ 1200 | | Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns. |
| PAYER'S TIN | | RECIPIENT'S TIN | | 2 | |
| 870297877 | | 272-99-8104 | | | |
| RECIPIENT'S name | | | 3 | | |
| EVE LENORE KEENER | | | | | |
| Street address (including apt. no.) | | | 4 Federal income tax withheld | | |
| 3878 GRANDVIEW DRIVE UTAH | | | \$ | | |
| City or town, state or province, country, and ZIP or foreign postal code | | | | | |
| OGDEN UT 84403 | | | | | |
| | | FATCA filing requirement | | | |
| | | <input type="checkbox"/> | | | |
| Account number (see instructions) | | 2nd TIN not | | 5 State tax withheld | 6 State/Payer's state no. |
| 15676843 | | <input type="checkbox"/> | | \$ | \$ |
| | | | | \$ | \$ |
| 7 State income | | | | | |
| | | | | | |
| Form 1099-NEC Cat. No. 72590N http://www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service | | | | | |
| Do Not Cut or Separate Forms on This Page | | | Do Not Cut or Separate Forms on This Page | | |

3.7.6 1099 Summary Report

This report shows the summary for 1099 form verification for year-end.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year-End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Employer |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|--|---------|----------|
| Company | Filters records by companies selected | List of back-office companies that users have access too | | Yes |
| Year | Filters records for the year provided | List of the accounting year | | Yes |

Report Preview

| C1 | C2 | C3 | C4 |
|----------------------------|----------------------|-------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Company: Demo | | | |
| ▼ Message: Federal Summary | | | |
| Total Count | EIN | Employer's Name | Nonemployee Compensation |
| 178 | 870297877 | AAA Employment Services | \$1198783.12 |

3.7.7 940 Data Report

This report shows the summary of records for verifying FUTA information for year-end.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year-End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Payment |

| Report Parameter | Description | Parameter Option | Default | Required |
|------------------|---------------------------------------|--|---------|----------|
| Company | Filters records by companies selected | List of back-office companies that users have access too | | No |
| Year | Filters records for the year provided | List of the accounting year | | Yes |

Report Grouping

- ❖ Company
 - Message

Report Preview

| | | | |
|--------------------|--------------------------|-------------|---------------|
| ▼ Company: Demo | | | |
| ▼ Message: Federal | | | |
| Total Payments | Payment Exempt From Futa | Excess | Total Taxable |
| 43541095.69 | 268005.62 | 14855063.55 | 28418026.39 |
| ▼ Message: State | | | |
| State Code | Total Taxable | Total Tax | |
| AZ | 4838529.42 | 29016.3142 | |
| CA | 1475964.62 | 9221.4829 | |
| CO | 1262383.62 | 7560.8292 | |
| ID | 1811788.37 | 10871.4004 | |
| MN | 3.00 | 0.0200 | |
| NJ | 2007.76 | 12.0400 | |
| TX | 17336.83 | 104.0300 | |
| UT | 19008265.79 | 113992.5676 | |

Note: The company selected in the parameter will be shown on the top and other companies will be shown below.

3.7.8 Estimated W2 Report











This report shows the W2 estimated count for the selected year for each company.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year-End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---------------------------------------|-----------------------------|---------|----------|
| Year | Filters records for the year provided | List of the accounting year | | Yes |

Report Preview

| Company | Total Number Of Employees | Estimated Number Of W2 As Of Today | Total Employees With Consent True |
|--|--|--|--|
| <input type="text"/>  | <input type="text"/>    | <input type="text"/>    | <input type="text"/>    |
| Demo | 10618 | 10618 | 1689 |
| QCS | 6 | 6 | 3 |
| ISI | 345 | 345 | 29 |
| AAA-3 | 2308 | 2396 | 174 |
| ISL | 2672 | 2672 | 308 |
| Grand Total | 15,949 | 16,037 | 2,203 |

3.7.9 W2 Correction Report

This report shows a new W2 with the corrected data of an employee.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|---|---|------------------------|----------|
| Year | Filters data for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters data by companies selected | List of back-office companies that user has access to | Accounting Period Date | No |
| Office | Filters data by offices selected | List of offices for the company selected | | No |
| Order By | Orders data by the selected option | | | No |
| SSN | Filters data by SSN | | % | Yes |
| Control Number From | Filters data for Person Id starting from the provided range | | | No |
| Control Number To | Filters data for Person Id up to the provided range | | | No |
| Employee Status | Filters data for selected employee status | List of employee status | Active | No |
| Include Electronic W2s | Filters electronic W2 data only | Yes/No | | |

Report Preview

| | | | | | |
|--|--|--|--|---|--|
| 4444 For Office Use Only OMB No. 1545-0008 | | Safe, accurate, FAST! Use | | Visit the IRS website at www.irs.gov. | |
| a. Employer's name, address, and ZIP code | | c Tax year/Form corrected | | d Employee's correct SSN | |
| AAA-3 Staffing 450 East 1000 North North Salt Lake City UT 84054 | | 2020/W2 | | 131-96-5934 | |
| | | e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) <input type="checkbox"/> | | | |
| | | Complete boxes f and/or g only if incorrect on form previously filed | | | |
| | | f Employee's previously reported SSN | | | |
| b Employer's Federal EIN 823600911 | | g Employee's previously reported name | | | |
| | | h Employee's first name and initial Lance D | | Last name Endicott | |
| | | | | Suff. | |
| Note. Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the General Instructions for Forms W-2 and W-3, under Specific Instructions for Form W-2c, boxes 5 and 6). | | 204 latona st Centralia WA 98531 | | | |
| | | i Employee's address and ZIP code | | | |
| 4444 For Office Use Only OMB No. 1545-0008 | | Safe, accurate, FAST! Use | | Visit the IRS website at www.irs.gov. | |
| a. Employer's name, address, and ZIP code | | c Tax year/Form corrected | | d Employee's correct SSN | |
| AAA-3 Staffing 450 East 1000 North North Salt Lake City UT 84054 | | 2020/W2 | | 389-59-6964 | |
| | | e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) <input type="checkbox"/> | | | |
| | | Complete boxes f and/or g only if incorrect on form previously filed | | | |
| | | f Employee's previously reported SSN | | | |
| b Employer's Federal EIN 823600911 | | g Employee's previously reported name | | | |
| | | h Employee's first name and initial Jordan S | | Last name Harris | |
| | | | | Suff. | |
| Note. Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the General Instructions for Forms W-2 and W-3, under Specific Instructions for Form W-2c, boxes 5 and 6). | | 458 22nd Ave Longview WA 98632 | | | |
| | | i Employee's address and ZIP code | | | |

| Previously reported | Correct information | Previously reported | Correct information |
|---|---|--|---|
| 1 Wages, tips, other compensation | 1 Wages, tips, other compensation \$994.00 | 2 Federal income tax withheld | 2 Federal income tax withheld \$48.46 |
| 3 Social security wages | 3 Social security wages \$994.00 | 4 Social security tax withheld | 4 Social security tax withheld \$61.62 |
| 5 Medicare wages and tips | 5 Medicare wages and tips \$994.00 | 6 Medicare tax withheld | 6 Medicare tax withheld \$14.41 |
| 7 Social security tips | 7 Social security tips | 8 Allocated tips | 8 Allocated tips |
| | | 10 Dependent care benefits | 10 Dependent care benefits |
| 11 Nonqualified plans | 11 Nonqualified plans | 12a | 12a |
| 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> | 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> | 12b | 12b |
| 14 Other | 14 Other | 12c | 12c |
| | | 12d | 12d |
| State Correction Information | | | |
| Previously reported | Correct information | Previously reported | Correct information |
| 15 State | 15 State | 15 State | 15 State |
| Employer's state ID number | Employer's state ID number | Employer's state ID number | Employer's state ID number |
| 16 State wages, tips, etc. | 16 State wages, tips, etc. | 16 State wages, tips, etc. | 16 State wages, tips, etc. |
| 17 State income tax | 17 State income tax | 17 State income tax | 17 State income tax |
| Locality Correction Information | | | |
| Previously reported | Correct information | Previously reported | Correct information |
| 18 Local wages, tips, etc. | 18 Local wages, tips, etc. | 18 Local wages, tips, etc. | 18 Local wages, tips, etc. |
| 19 Local income tax | 19 Local income tax | 19 Local income tax | 19 Local income tax |
| 20 Locality name | 20 Locality name | 20 Locality name | 20 Locality name |
| Form W-2c | | Copy C—For EMPLOYEE's RECORDS | |
| Corrected Wage and Tax Statement | | Department of the Treasury Internal Revenue Service | |

Note: Each W2C will be printed on a separate page.

3.7.10 W2 Data Validation Report

This report shows records by checking the validation of users for invalid SSN, duplicate SSN, invalid address, missing resident address, multiple resident addresses, etc.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|------------------------|----------|
| Year | Filters records for accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | Accounting Period Date | No |

Report Grouping

❖ Message

3.7.11 W2 Populated Data Check Report

This report shows the exceptions after W2 is generated in case of invalid data.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Year | Filters records for accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that the users have access to | | Yes |

Report Grouping

❖ Message

3.7.12 W2 Report

This report shows wage and tax records that an employer requires to send to a particular employee and the Internal Revenue Service (IRS) at the end of the year.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|---|---|------------------------|----------|
| Year | Filters records for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that users have access to | Accounting Period Date | No |
| SSN | Filters records by SSN | | % | Yes |

Report Preview

| Copy B -- To Be Filed With Employee's FEDERAL Tax Return. | | 38-2099803 OMB No. 1545-0008 | |
|---|---|--|---------------------|
| a Employee's soc sec no 630-59-0514 | 1 Wages,tips,other comp. \$17,742.38 | 2 Federal income tax withheld \$52.23 | |
| | 3 Social security wages \$24,575.63 | 4 Social security tax withheld \$1,523.69 | |
| b EmployerID number(EIN) 823600911 | 5 Medicare wages and tips \$24,575.63 | 6 Medicare tax withheld \$356.34 | |
| c. Employer's name, address, and ZIP code AAA-3 Staffing 450 East 1000 North North Salt Lake City UT 84054 | | | |
| d Control number 784539 | | | |
| e Employee's name, address, and ZIP code Juan Abarca 1046 8th Ave 4 Longview WA 98632 | | | |
| 7 Social security tips | 8 Allocated tips | 9 Advance EIC payment | |
| 10 Dependent care benefits | 11 Nonqualified plans | 12a | |
| 13 Statutory employee <input type="checkbox"/> | 14 Other WA FLI \$62.35 WA SDI \$241.24 | 12b | |
| Retirement plan <input type="checkbox"/> | | 12c | |
| Third-party sick pay <input type="checkbox"/> | | 12d | |
| State | Employer's state ID Number | 16 State wages,tips, etc. | 17 State income tax |
| 18 Local wages, tips, etc. | | 19 Local income tax | 20 Locality name |

Form W-2 Wage and Tax Statement 2020 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service

Note: Each W2 will be printed on a separate page.

3.7.13 W2 Summary Report

This report shows the summary of the total W2 count throughout the offices under the company.

Report Details

| | |
|-----------------------------------|--|
| Parent Category: Other | Report Type: Spreadsheet |
| Category: Year End | Report Runs from Application: RMS |
| Report Category: Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------|--|---|---------|----------|
| Year | Filters records for accounting year selected | List of the accounting year | | Yes |
| Company | Filters records by companies selected | List of back-office companies that the users have access to | | Yes |

Report Grouping

- ❖ Company
 - Message

Report Preview

| | | | | | | | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| ↑ Company × | | ↑ Message × | | | | | |
| C1 | C2 | C3 | C4 | C5 | C6 | C7 | C8 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ▼ Company: AAA-3 | | | | | | | |
| ▼ Message: Office Summary | | | | | | | |
| Office | Total W2 Count | | | | | | |
| Cambridge | 300 | | | | | | |
| Eden Mills | 1 | | | | | | |
| Glover | 118 | | | | | | |
| Internal_Bondville | 3 | | | | | | |

3.7.14 W24 Up Report

This report shows wage and tax records that an employer is required to send to a particular employee and the Internal Revenue Service (IRS) at the end of the year.

Report Details

| | |
|---|---|
| Parent Category: Other | Report Type: Paginated |
| Category: Year End | Report Runs from Application: PAS, RMS |
| Report Category: Application and Shareable | Report Level: Person |

| Report Parameter | Description | Parameter Options | Default | Required |
|------------------------|--|---|------------------------|----------|
| Year | Filters data for open accounting year selected | List of the accounting year | | Yes |
| Company | Filters data by companies selected | List of back-office companies that user has access to | Accounting Period Date | No |
| Office | Filters data by offices selected | List of offices for the company selected | | No |
| Order By | Orders data by the selected option | Employee Id/FirstName/Last Name/Office/SSN/Zip code | Last Name | No |
| SSN | Filters data by SSN | | % | Yes |
| Control Number From | Filters data for Person Id starting from the provided range. | | | No |
| Control Number To | Filters data for Person Id up to the provided range | | | No |
| Employee Status | Filters data for selected employee status. | List of employee status | | No |
| Include Electronic W2S | Filters electronic W2 data when selected Yes | Yes/No | Yes | |
| Show Corrected | Filters corrected W2 data when selected Yes | Yes/No | Yes | |

Report Preview

| Copy B -- To Be Filed With Employee's FEDERAL Tax Return. | | 38-2099803 OMB No. 1545-0008 | |
|---|---|--|---------------------|
| a Employee's soc sec no 630-59-0514 | 1 Wages,tips,other comp. \$17,742.38 | 2 Federal income tax withheld \$52.23 | |
| b EmployerID number(EIN) 823600911 | 3 Social security wages \$24,575.63 | 4 Social security tax withheld \$1,523.69 | |
| | 5 Medicare wages and tips \$24,575.63 | 6 Medicare tax withheld \$356.34 | |
| c. Employer's name, address, and ZIP code AAA-3 Staffing 450 East 1000 North North Salt Lake City UT 84054 | | | |
| d Control number 784539 | | | |
| e Employee's name, address, and ZIP code Juan Abarca 1046 8th Ave 4 Longview WA 98632 | | | |
| 7 Social security tips | 8 Allocated tips | 9 Advance EIC payment | |
| 10 Dependent care benefits | 11 Nonqualified plans | 12a | |
| 13 Statutory employee <input type="checkbox"/> | 14 Other WA FLI \$62.35 WA SDI \$241.24 | 12b | |
| Retirement plan <input type="checkbox"/> | | 12c | |
| Third-party sick pay <input type="checkbox"/> | | 12d | |
| State | Employer's state ID Number | 16 State wages,tips, etc. | 17 State income tax |
| 18 Local wages, tips, etc | 19 Local income tax | 20 Locality name | |

Form W-2 Wage and Tax Statement 2020 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service

Note: Each W2 will be printed on a separate page.

Report Index

| SN | Front Office Reports | Description |
|-------|---|--|
| 1. | Customer Reports | |
| 1.1. | New Customer Report | This report shows all new customers that have a new job order entered for the first time in a given date range. |
| 2. | Employee Reports | |
| 2.1. | Active Employees Report | This report shows all active employees inserted between the provided date range. |
| 2.2. | Background Check Report | This report shows the records from the background check form which was completed by an employee. |
| 2.3. | Employee Assignment Survey Report | This report shows the records from the employee assignment survey form which was completed by an employee after the end of each assignment. |
| 2.4. | Employee Bank Detail Report | This report shows the bank account details of all employees having bank account setup. |
| 2.5. | Employee Summary Report | This report shows the information of a specific employee including their assignments, skills, educations, comments, SMS, and so on. |
| 2.6. | Essential Staff Care Report | This report shows information filled by employees in the Essential Staff Care enrollment form including declining or acceptance of different plans. |
| 2.7. | Invalid Routing Numbers Report | This report shows the list of employee bank account having invalid routing numbers. |
| 2.8. | Money Network Report | This report shows the details of the newly hired and rehired employees with Money Network Bank within a provided date range. |
| 2.9. | Person Resume | This report generates the resume for the person that includes skill, employment, education, interview as per the records in the Zenople. |
| 2.10. | Texting Detail Report | This report shows all details of any texting sent from and received in the Zenople system. It can be used to identify specific text's delivery time or to find the total count of texts. |
| 2.11. | W2 Electronic Disclosure Consent Report | This report shows new hire records with their status of W2 electronic consent. |
| 3. | FO Management | |
| 3.1. | Turn Over Report | This report is used to provide employee turnover rates that were actively working or ended their assignment |

| | | |
|------|---|--|
| | | within the date range. This report can be filtered by client/job. |
| 4. | Job & Assignment Reports | |
| 4.1. | Assignment Info Report | This report shows details of an employee's assignment with rates, their contact information, worksite address, and additional information. |
| 4.2. | Assignment List Report | This report shows a list of all active or started assignments including details in a given date range. It can be further be filtered by the customer. |
| 4.3. | Fill Ratio Report | This report shows the ratio of filled employees and showed employees. Fill ratio is defined by placed versus required employees whereas showed ratio is defined by the number of employees having transactions versus placed employees. |
| 4.4. | How Heard Of Report | This report shows how a candidate has applied into a system. |
| 4.5. | Start Sheet Report | This report shows details of an employee's assignment with rates, their contact information, and worksite address. |
| 5. | Recruiting & Onboarding Reports | |
| 5.1. | New Hire Report | This report shows the list of employees who received their first check in the provided date range. It will also include any employees who may not have received any checks for at least the number of consecutive days provided in the number of days parameter. |
| 5.2. | New Hire Report | This report shows the list of persons who have got a check in the provided date range but who haven't got any checks in the range between the start date and the number of days (parameter value) prior to the start date. |
| 5.3. | Task Report | This report lists out all the tasks shown on the screen for printing purposes based on the filters. |
| 5.4. | Task List Report | This report shows the list of tasks assigned to a user in a given range. |
| 5.5. | Vaccination Tracking Report | This report shows the records from Vaccination Tracking form which was completed by new hires to track their vaccination status. |

| S.N | Back Office Report | Description |
|-----|--------------------------------------|-------------|
| 1. | Accounting/GL Report | |

| | | |
|------|--|--|
| 1.1 | Employee Payroll Summary Report | This report shows the payroll summary details of the employee with hours. |
| 1.2 | GL Audit Report | This report shows potential discrepancies in general records created by the system. |
| 1.3 | Payroll Journal Report | This report shows all paychecks in a given date range that includes a summarized level of transactions, taxes, contributions, deductions, accruals, and bank information. It can be further filtered in summary only level. |
| 1.4 | Payroll Register Report | This report shows all paychecks in a given date range that includes detailed level transactions, taxes, contributions, deductions, accruals, and bank information. It can be further filtered in summary only level. |
| 1.5 | Payroll Register Detail Report | This report is a spreadsheet view of the Payroll Register Report that shows records per check when show details filter and shows total per employee for the summary. |
| 1.6 | Transaction with Payroll and Invoice Detail Report | This report shows pay side and bill side information of employees in a given date range. |
| 1.7 | WA WC Cost Report | This report shows WC-related information only for WA State under the earnings category including WC rate, WC code, pay hours, etc. |
| 1.8 | WC Cost Detail Report | This report shows all worker comp details that include gross, WC wages, WC cost, WC codes, etc. |
| 1.9 | WC Cost Summary by Customer Report | This report shows total worker comp wages, rates, and costs grouped by customer. |
| 1.10 | WC Cost Summary Report | This report shows a summary of all worker comp details that include gross, WC wages, WC cost, WC codes, etc. |
| 1.11 | Worker Comp Cost Report | This report shows total worker comp wages, rates, and cost. It can be further filtered with a group by Office/ Customer/ State/ WC Code/ Employee to see detail and summary. The WC Rate is calculated using the formula WC Cost divided by WC Wage. |
| 1.12 | Worker Comp Cost With Hours Report | This report shows total worker comp wages, rates, and costs with hours. |
| 1.13 | Worker Comp Cost With Hour By State | This report shows total worker comp wages, rates, and costs with hours by State. |
| 2. | Accounts Payable Report | |
| 2.1 | Agency Paycheck Report | This is a check designed which is used to pay the agencies. |
| 2.2 | Deduction Submittal Report | This report shows all deductions that were paid to the agencies along with employee information and case information/reference. It is designed to be submitted |

| | | |
|-----|---|---|
| | | along with the agency check that was generated. |
| 2.3 | Deduction Submittal by Office Report | This report shows all deductions that were paid to the agencies along with employee information and case information/ reference broken down by Office. It is designed to be submitted along with the agency check that was generated. |
| 3 | Accounts Receivable Reports | |
| 3.1 | AR Aging Report | This report provides the aging balance for all invoices grouped by customers based on the date provided. The aging buckets used are Current, 1-30, 31-60, 61-90, and over 90 days. This report can be further filtered by office and customers. |
| 3.2 | AR Batch Report | This report prints after posting of AR payment batch. It includes all the payments in a batch and also runs for specific customers in a given date range. |
| 3.3 | Cash Receipt Report | This report shows all AR payments received during a given date range. It can be further filtered by Payment Type and Reason Code. |
| 3.4 | Unapplied Cash Report | This report shows all the unapplied cash/credits per customer that are remaining. |
| 4. | Admin | |
| 4.1 | Leaderboard Report | This report is used to determine incentives/bonuses for the Sales Rep/ Sales Manager/ Recruiters as per their performance level. It will also show the top three ranking Sales Representative, Sales Manager or Recruiter as per the requirement. |
| 5 | Management Reports | |
| 5.1 | Sales Comparisons Four Weeks Report | This report shows the sales, margin, and hours comparison by the customer for the given date and the three previous weeks. |
| 5.2 | Sales Comparisons Four Weeks with Prior Year Report | This report shows sales by customer compared to previous year's sales. It includes records for four weeks from the given date. |
| 6. | Customer | |
| 6.1 | Customer Billing Detail Report | This report shows the billing details of customers in a given date range. |
| 6.2 | Customer Billing Summary Report | This report shows the summary of customer billing records. |
| 6.3 | Customer Year to Date Report | This report shows the Year-to-Date numbers for customers under office. |

| | | |
|------|--|--|
| 7. | Gross Profit/Transaction | |
| 7.1 | Client Billing Report | This report shows all detailed billing transactions of customers with a total billed amount, bill unit, and count of invoice and employee. It can be filtered by a specific customer, job title and also can be seen as a summary report. |
| 7.2 | Commission Report | This report shows the commission of employee's as per their role. |
| 7.3 | Gross Profit by Customer Reports | This report is a summary report that shows gross profit and information that makes up the gross profit of each customer broken down by office. |
| 7.4 | Gross Profit Report | This report is a summary report that shows gross profit and detailed information of the gross profit broken down by each office. |
| 7.5 | Gross Profit Detail Report | This report shows gross profit and information that makes up the gross profit. It can be further filtered with a group by office/User/Customer/Job Type/WC Code/ Employee to see detail and summary. |
| 7.6 | Gross Profit Summary Report | This report shows the summary of gross profit, total bill and pay hours of each office with charts. |
| 7.7 | Management Report | This report shows the overall summary of a company which includes financial, payroll, sales, and tax records that are broken down into the company and office level. |
| 7.8 | Sales By State and City Report | This report shows total sales, GP, gross broken down by state and city in a given date range. |
| 7.9 | Transaction Detail Report | This report shows the details of records of transactions in a given date range. |
| 7.10 | Transaction Finance Report | This report shows the financial details of transactions in a given date range. It includes information like total bill, total pay, burden, employer tax, cost, gross profit, etc. |
| 7.11 | Transaction Finance Summary Report | This report shows the summary of financial details of transactions in a given date range. It includes information like total bill, total pay, burden, employer tax, WC cost, gross profit, etc. This report is the summary report of the Transaction Finance Report. |
| 7.12 | Transaction Hours Report | This report shows the summary of hours broken down by RT, OT, DT, HOL, PTO, etc. for all transactions in a given date range. |
| 7.13 | Transaction Hours Summary Report | This report shows the summary of hours broken down by RT, OT, DT, HOL, PTO, etc for all transactions in a given date range. It is the summary report of the Transaction Hours Report. |

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| 7.14 | Transaction Item Report | This report shows the breakdown of the transaction records by different item types like RT, OT, reimbursements, and others in a given date range. |
| 7.15 | Transaction Summary Report | This report shows the summarized records of transactions tagged within the given range. This report is the summary report of the Transaction Detail Report. |
| 8. | Invoice Reports | |
| 8.1 | Invoice Balance Filter Report | This report shows all invoices and balances due in a given date range. It can be filtered for a specific customer and to show invoices with non-zero balances. |
| 8.2 | Invoice Batch Report | This report prints after posting of invoice batch. It includes all the invoices in a batch and also runs for specific customers in a given date range. |
| 8.3 | Invoice by Accounting Period Report | This report shows list of all invoices and its detail in a given date range. |
| 8.4 | Invoice by Invoice Date Report | This report shows a list of all invoices and its detail in a given date range. |
| 8.5 | Invoice Daily Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period on a daily level. |
| 8.6 | Invoice Due Filter Report | This report shows all invoices that are past due by the number of days entered and can be further filtered for a specific customer. |
| 8.7 | Invoice Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period. |
| 8.8 | Invoice Register Report | This report shows detailed invoice information generated in a given date range along with discounts, charges, invoice amount, payment amount, and balance. |
| 8.9 | Invoice Summary by Accounting Period Report | This report shows a summary of all invoices and its detail in a given date range. It is the summary report of the invoice by accounting period. |
| 8.10 | Invoice Summary by Invoice Date Report | This report shows a summary of invoices and its detail in a given date range. It is the summary report of the Invoice by Invoice Date Report. |
| 8.11 | Invoice with Job Position Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period with the job title. |
| 8.12 | Invoice with Markup and Pay Rate Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period with mark up percent and the pay rate |

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| 8.13 | Invoice with Markup Percent Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period with the mark-up percent. |
| 8.14 | Statement Report | This report shows all invoices with open balances grouped by the customer. It can further be filtered for a specific customer. It can also be filtered to only show past due. |
| 8.15 | Weekly Sakes Year to Date Bill Report | This report shows the weekly sales year to date YTD bill on a summary as well as detail level. It shows the weekly bill of the year provided and consecutive two previous years. |
| 8.16 | Invoice With Approved Hours Report | This report is an invoice statement provided to the customer for all the transactions done during the billing period with the approved hours from the web portals. |
| 8.17 | Customer Invoice Summary Report | This report gives the summary of Customer Invoice including their Invoice amount, Sales Tax, Charge, Total Bill, Balance, and the Billing Hours for the date range provided. |
| 9. | Payroll Reports | |
| 9.1 | Accrued Hours Report | This report shows the total hours per employee in a given date range. This report can be further filtered to show accrued hours for the specific client, or specific employee. This report could be used to identify the employee benefits based on accrued hours. |
| 9.2 | Benefit Code Report | This report shows a list of all contribution codes set up in the system. |
| 9.3 | Benefit Summary Report | This report shows employer benefit contribution amounts grouped by benefit code in a given date range at a summary level. |
| 9.4 | Cash Requirement Report | This report shows details of liabilities and the amount of cash needed to process payroll. |
| 9.5 | Correction Report | This report shows the corrected invoice and payment. |
| 9.6 | Deduction by Agency Report | This report shows a list of employees' deductions as per agencies. |
| 9.7 | Deduction Code Report | This report shows a list of all deduction codes set up in the system. |
| 9.8 | Deduction Contribution Setup by Agency Report | This report shows all employee deductions and benefits set up for a specific agency. |
| 9.9 | Deduction Contribution Summary by Agency Report | This report shows all deductions and contributions calculated during a date range for a specific agency. |
| 9.10 | Deduction Summary Report | This report shows employees' deductions in a given date range at a summary level. |

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| 9.11 | Direct Deposit Detail Report | This report shows the detailed records of payment by bank file type. |
| 9.12 | Employee Wage Statement Report | This report shows the wage details of all payments received by an employee within a date range. It can be used for wage verification purposes. |
| 9.13 | Minimal Wage Report | This report shows minimum wage information setup in Zenople's system for different states, counties, and cities. |
| 9.14 | Minimum Wage by Customer Worksite | This report shows the minimum wage set up on a specific customer worksite. |
| 9.15 | Paycheck Middle Report | This is a paycheck report that provides transaction details including taxes, deductions, benefits, banks, and accruals. In case of a live check, the MICR line, and a signature will be viewed during printing only along with a check in the middle section. |
| 9.16 | Paycheck Report | This is a paycheck report that provides transaction details including taxes, deductions, benefits, banks, and accruals. In case of a live check, the MICR line and a signature will be viewed during printing only with a check in the bottom section. |
| 9.17 | Pay Code Report | This report shows a list of all pay codes set up in the system. |
| 9.18 | Payment Accrual Report | This report shows accruals and hours worked details of employees in each payment. |
| 9.19 | Payment Batch Report | This report prints after posting the payment batch. It includes all the payments in a batch. |
| 9.20 | Payment Deduction Detail Report | This report shows all fields related to all deductions deducted per employee's check. |
| 9.21 | Payment Deduction Report | This report shows the deduction amount withheld from an employee's paycheck. It includes agency information and case information/references for the given date range. |
| 9.22 | Payment Deduction Summary Report | This report shows a summary of all fields related to all deductions deducted. It is the summary report of the Payment Deduction Report. |
| 9.23 | Payment List Report | This report shows the list of paychecks and details in a given date range. |
| 9.24 | Payment Report by Accounting Period | This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount. |
| 9.25 | Payment Report by Check Date Report | This report shows payment detailed records grouped by check date. |
| 9.26 | Payment Summary Report by Accounting Period Report | This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount, and direct deposit status filtered by accounting period. |

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| 9.27 | Payment Summary Report by Check Date Report | This report shows payment details of an employee with their gross, tax, deduction, benefit, tax amount, and direct deposit status filtered by check date. |
| 9.28 | Payment Tax Report | This report shows all fields related to all taxes calculated per employee check. |
| 9.29 | Payment Tax Summary Report | This report shows the summary of all taxes calculated. It is a summary report of the Payment Tax Report. |
| 9.30 | State Related Tax Report | This report shows local tax deductions calculated including state tax for a given date range. |
| 9.31 | Sales Tax by Accounting Period Report | This report shows all sales taxes calculated in a given date range grouped by Accounting Period. |
| 9.32 | Sales Tax by Invoice Date Report | This report shows all sales taxes calculated in a given date range grouped by the invoice date. |
| 9.33 | Sales Tax Summary by Accounting Period Report | This report shows the summary of sales taxes calculated in a given date range grouped by accounting period. It is the summary report of the Sales Tax by Accounting Period Report. |
| 9.34 | Sales Tax Summary by Invoice Date Report | This report shows the summary of sales taxes calculated in a given date range grouped by the invoice date. It is the summary report of Sales Tax by Invoice Date Report. |
| 9.35 | Taxable Gross with Deduction Report | This report shows the summary of employee taxes based on the company for the given date range. It includes pre-tax deduction, to show the difference between gross wages and taxable gross. For now, FIT, SIT, FICA, and MEDI are included. |
| 9.36 | Tax Summary Report | This report shows payroll taxes within a period of time at a summary level and can be used for verifying quarterly and yearly taxes. |
| 9.37 | Paycheck Top Report | This report is a check stub issued by an employer to pay an employee for all the transactions done during the pay period. |
| 10 | Timesheet Report | |
| 10.1 | Daily Time Report | This report shows all daily time punches and their details entered in a system in a given date range. |
| 10.2 | Invoice Timesheet Report | This report shows timeclock punch information related to an invoice for their punch in, punch out, break-in, break-out information. |
| 10.3 | Missing Time Card Report | This report shows all assignments that were active but didn't have timesheets records for the selected accounting period. |

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| 10.4 | Time Clock Setup Info Report | This report shows all the time clock setup and property details that have active assignments in a given date range. |
| 10.5 | Time Clock Punch Report | This report shows all the time clock punch details in a given date range. |
| 10.6 | Transaction Batch Report | This report shows detailed timesheet information including hours, transaction code, units, and margin. This report can also be used to verify, confirm, and process transactions. |
| 10.7 | Transaction Batch Detail Report | This report shows detailed timesheet information including hours, transaction code, units, and margin. This report can also be used to verify, confirm, and process transactions. |
| 10.8 | Transaction Batch with Margin Report | This report shows detailed timesheet information including hours, transaction code, units, and margin. This report can also be used to verify, confirm, and process transactions. |
| 10.9 | Transaction Item by Category Report | This report shows the detailed information of hours and amount for both pay and bill sides under each pay code category for the specified accounting period. It also compares whether hours on the pay and bill side matches or not. |
| 11 | Vacation Accruals Report | |
| 11.1 | Accrual Balance Report | This report shows PTO accruals setup per employee along with its balance. |
| 11.2 | Employee Accrual History Report | This report shows the vacation accrual history for a filtered employee. |
| 11.3 | Person Accrual Report | This report shows PTO accruals calculated broken down by accrual plan per employee. |
| 11.4 | PTO Accrual Setup Detail Report | This report shows PTO accrual detail records, PTO accrual plan set up for each employee, and their balance. |

| SN | Other | Description |
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| 1 | Admin Reports | |
| 1.1 | User Activity Reports | This report shows the user activity in a given date range. It includes number of login, SMS, employee, customer, job, check and invoice entered. |
| 1.2 | User Log Report | This report shows login info of the office staff including their IP address, Browser, month, date, and time. |
| 1.3 | Staff Activity Report | This report shows the detailed activity of the staffs selected for their Interviews, Assignments, Jobs, Comments, and Tasks. |

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| 2 | Common Reports | |
| 2.1 | Common Report | This report shows the all comments. It can be further filtered by a specific employee/ customer/ contact/ job/ assignment and date range. |
| 2.2 | Common Report | This report shows comments inserted for the corresponding entity if any. |
| 3. | Log Reports | |
| 3.1 | Audit Log Report | This report shows history records if corresponding records are changed on the selected categories. |
| 3.2 | Email Log Report | This report shows a log of emails sent using Zenople including receiver email Id, date, status, and so on. |
| 3.3 | E-verify Log Report | This report shows the log records of the E-verify form. It will show the log records of a maximum twelve months difference between the date range. |
| 3.4 | I9 Log Report | This report shows the log records including the person who edited (user), date, time, all edits, and updates of the fields in the I9 form. It can be filtered by a specific person or in the date range provided. |
| 3.5 | Payroll Audit Report | This report shows the audit of payroll changes of employees between the date range provided. |
| 4 | Management | |
| 4.1 | Executive Summary | This report is a combination of different charts that includes records of gross profit, gross wages, customer count, turnover ratio, fill ratio, total bill, outstanding balance, AR aging, candidate count, Employee count and user count. |
| 5. | Utilities | |
| 5.1 | Employee Merge | This utility allows merging two employee records into a single record in case of duplicate records. The records that are merged are Person Id, SSN, Company, Person Tasks, Bank Account, Deductions, Benefits, Taxes, Accruals, and Accrual Adjustments. The bad employee's name will be updated as "FirstName zzzLastName" in our system. |
| 5.2 | Green Shades Data Populate Report | This utility is used to generate records so that these can be synced to Green Shades. |
| 6 | Work Injury Reports | |
| 6.1 | Work Injury List Report | This report shows work injury records including their cause, type, and claim type for the provided incident that happened during a date range. |
| 7. | Year End Reports | |

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| 7.1 | 1094-C Report | This report includes the data reported to the Internal Revenue Service summary information for each employer. |
| 7.2 | 1095-C Report | This report shows important information about the health care coverage offered or provided to an employee by an employer. |
| 7.3 | 1095-C reports | This Utility is a spreadsheet view of the 1095 C form that generates records for healthcare coverage offered or provided to an employee by an employer. |
| 7.4 | 1095-C Label Report | This report generates a label for an envelope for the 1095C form. |
| 7.5 | 1099 NEC Report | This report shows independent contractor payments reported for any non-employee compensation. |
| 7.6 | 1099 Summary Report | This report shows the summary for 1099 form verification for year-end. |
| 7.7 | 940 Data Report | This report shows the summary of records for verifying FUTA information for year-end. |
| 7.8 | Estimated W2 Report | This report shows the W2 estimated count for the selected year for each company. |
| 7.9 | W2 Correction Report | This report shows a new W2 with the corrected data of an employee. |
| 7.10 | W2 Data Validation Report | This report shows a new W2 with the corrected data of an employee. |
| 7.11 | W2 Populated Data Check Report | This report shows the exceptions after W2 is generated in case of invalid records. |
| 7.12 | W2 Report | This report shows wage and tax records that an employer requires to send to a particular employee and the Internal Revenue Service (IRS) at the end of the year. |
| 7.13 | W2 Summary Report | This report shows the summary of the total W2 count throughout the offices under the company. |
| 7.14 | W24 Up Report | This report shows wage and tax records that an employer is required to send to a particular employee and the Internal Revenue Service (IRS) at the end of the year. |

Depreciated Reports

| SN | Depreciated Reports | Description |
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| 1. | WC Cost Summary Report | This report shows total worker comp wages grouped by worker comp code including rates and costs to get a summary of worker comp insurance information. |

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| 2. | Office Tax Summary Report | This report shows gross, subject tax, taxable gross, and tax amount of employer and employee for different tax of an office. |
| 3. | Funding Filter Reports | This report shows the total bill, sales tax, balance, invoice amount, and bill hours of customers under funding organization. |