
What reports to run once timecards have been created:

1. **New Employee:** Shows any employee that has an open assignment with a system created timecard that does not have a paycheck yet in the system.

What reports to run during the week to see where you are at:

1. Payroll
 - a. **Check Register:** This will show you all of the checks you cut this week.
 - b. **Payroll Summary:** Shows you a summary of all the adjustments, taxes, and different pay codes for the week. Also has your federal tax deposit.
 - c. **ACH Verification:** Will allow you to verify that all direct deposits have been pulled into an ACH file.
2. Invoicing
 - a. **Invoice Register:** This will show you all of the invoices your processed this week.
 - b. **Invoice Payments:** This will show you all of the payments posted this week.
 - c. **Invoice Sales Tax:** This shows you all of the sales tax calculated on the invoices processed.
3. Overall
 - a. **Metrics Back Office:** This will show you different totals for the week, such as # of checks and invoices processed, etc.
 - b. **Metrics Front Office:** This will show you different totals for the week such as how many new assignments, new orders, new employees, etc.

What reports to run before you close your week:

1. **Missing Timecard Report:** Shows you employees that have a timecard in the system with no time entered in on it.
2. **Timecard Linking Hours Break Down:** Allows you to look for timecards that do not have a timecard image linked to them or timecards where the verified hours do not match the hours in the system
3. **Web Center Timecard Status:** Allows you to find any approved timecard that has not been processed yet for the week.
4. **Incomplete Transaction:** This is a form in the Pay/Bill area that shows you any timecard that has not been completely processed (This is NOT in the reports section).

5. **ACH Verification:** Will allow you to verify that all direct deposits have been pulled into an ACH file.
6. **Compare Assignment Register with Check Register:** This allows you to see if there are any assignments that were created after timecards were created that need to be paid out this week still.

What reports to run once your week has been closed:

(If any of the below reports has a date filter option make sure you run it with the date filter set to "Weekend Bill")

1. Payroll
 - a. **Check Register:** This will show you all of the checks you cut this week.
 - b. **Tax Deposit:** Will show you each jurisdiction and the taxes withheld for them.
 - c. **Payroll Summary:** Shows you a summary of all the adjustments, taxes, and different pay codes for the week. Also has your federal tax deposit.
 - d. **Worker Comp Summary:** Shows you the total WC Cost calculated.
 2. Invoicing
 - a. **Invoice Register:** This will show you all of the invoices you've processed this week.
 - b. **Invoice Payments:** This will show you all of the payments posted this week.
 - c. **Invoice Sales Tax:** This shows you all of the sales tax calculated on the invoices processed.
 - d. **Invoice Aging:** Shows you all of your outstanding invoices, how old they are and how much money is in each bucket.
 3. Gross Profit
 - a. **Gross Profit Summary:** Shows you your total GP for the week. You can break this down by sales team, rep, branch, etc.
 - b. **Scorecard:** Shows you a detailed breakdown of what your reps numbers were for the week.
 - c. **Commission:** Shows the commissions that need to be paid out next week for this weeks processings.
 4. Overall
 - a. **Management Report:** Shows you overall numbers for each branch for both payroll and invoicing.
 - b. **Sales Summary:** Shows you total sales for the week and allows you to compare with previous weeks.
 - c. **Metrics Back Office:** This will show you different totals for the week, such as # of checks and invoices processed, etc.
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- d. **Metrics Front Office:** This will show you different totals for the week such as how many new assignments, new orders, new employees, etc.
5. Misc
- a. **New Hires:** This will show you all of the new employees that you need to file a new hire for with your respective state office.
 - b. **Rep Productivity:** This will show you how productive your reps were this week.