

Banked Time Report:

1. Select the employee(s).
2. Click **Bank Report**.
3. Enter the year and select filters for the report and click **Custom**.
4. When the Custom Reports popup opens, click **Edit**.
5. When the Fast Report screen opens, Click on each of the items boxed in red below and delete them.



Bank Report

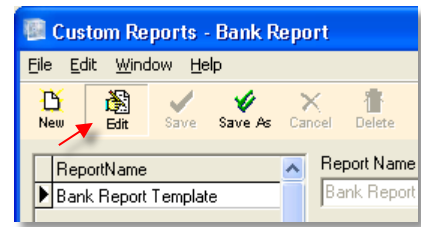
Preview Print Help Custom

Select Year for report

2013

☐ Only Show Records with Pending Losses

☐ Show Totals in Hours Only



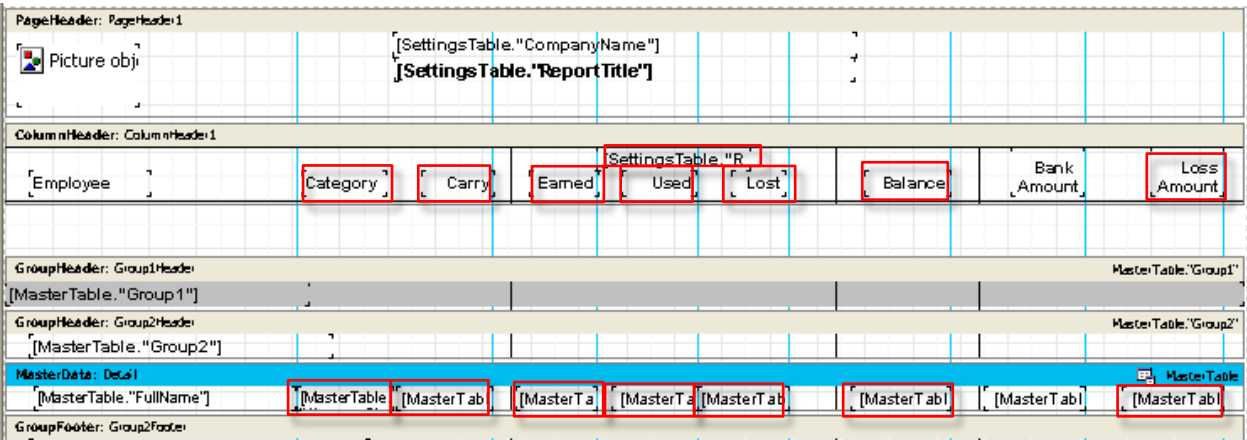
Custom Reports - Bank Report

File Edit Window Help

New Edit Save Save As Cancel Delete

ReportName Report Name

Bank Report Template Bank Report



PageHeader: PageHeader1

Picture obj: [SettingsTable."CompanyName"] [SettingsTable."ReportTitle"]

ColumnHeader: ColumnHeader1

Employee Category Carry Eamed Used Lost Balance Bank Amount Loss Amount

GroupHeader: GroupHeader1 MasterTable:"Group1"

[MasterTable."Group1"]

GroupHeader: GroupHeader2 MasterTable:"Group2"

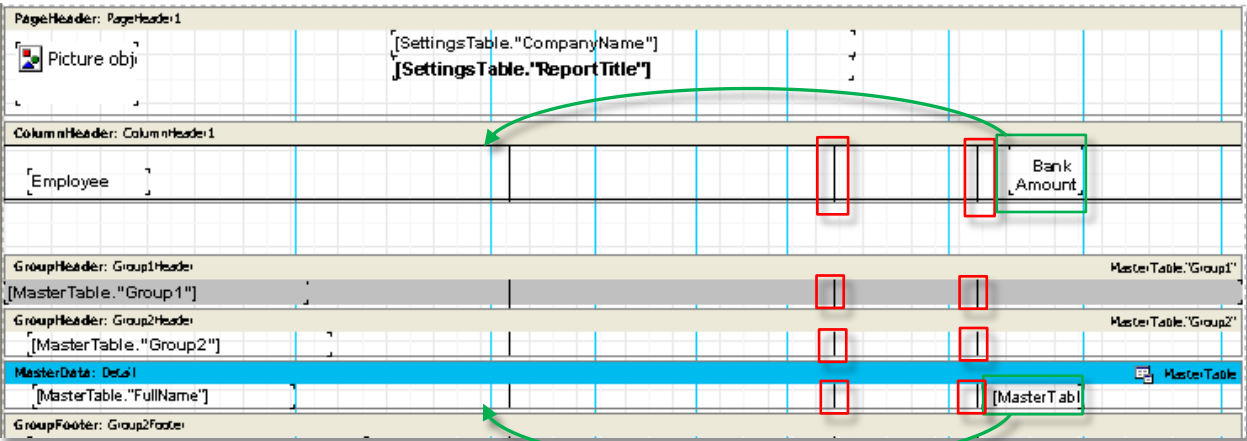
[MasterTable."Group2"]

MasterData: Detail

[MasterTable."FullName"] [MasterTable] [MasterTable] [MasterTable] [MasterTable] [MasterTable] [MasterTable] [MasterTable]

GroupFooter: GroupFooter1

6. Now, delete the vertical lines boxed in red in the next illustration and move the **Bank Amount** and **Master Table** in the green boxes over to the left of the vertical lines that remain as shown by the green arrows below.



PageHeader: PageHeader1

Picture obj: [SettingsTable."CompanyName"] [SettingsTable."ReportTitle"]

ColumnHeader: ColumnHeader1

Employee Bank Amount

GroupHeader: GroupHeader1 MasterTable:"Group1"

[MasterTable."Group1"]

GroupHeader: GroupHeader2 MasterTable:"Group2"

[MasterTable."Group2"]

MasterData: Detail

[MasterTable."FullName"] [MasterTable]

GroupFooter: GroupFooter1


To see how this screen looks after these changes have been made, move to the next page.

| | | | | | |
|-----------------------------|--|-------------------------------|--|-------------------------------|--|
| PageHeader: PageHeader1 | | [SettingsTable."CompanyName"] | | [SettingsTable."ReportTitle"] | |
| Picture obj: | | | | | |
| ColumnHeader: ColumnHeader1 | | Employee | | Bank Amount | |
| GroupHeader: Group1Header | | [MasterTable."Group1"] | | MasterTable."Group1" | |
| GroupHeader: Group2Header | | [MasterTable."Group2"] | | MasterTable."Group2" | |
| MasterData: Data1 | | [MasterTable."FullName"] | | [MasterTable."Bank Amount"] | |
| GroupFooter: Group2Footer | | | | | |



7. Click the **Preview** icon in the upper-left.

8. Here's how the finished report looks.

| Preview | | |
|--|-------------|--|
|  Sample Logo Sample Organization Bank Report | | |
| Employee | Bank Amount | |
| Dallas, Texas | | |
| Administration | | |
| Jones, Wendy | | |
| Jones, Wendy | | |
| Jones, Wendy | 10.000 | |
| Jones, Wendy | | |
| Jones, Wendy | | |
| Count in Administration: 10 | | |
| Count in Dallas, Texas: 10 | | |
| Seattle, Washington | | |
| Administration | | |
| Shmo, Joe | | |
| Shmo, Joe | 5.000 | |
| Shmo, Joe | | |
| Shmo, Joe | | |
| Shmo, Joe | | |
| Count in Administration: 5 | | |
| Count in Seattle, Washington: 5 | | |
| Total Count: 15 | | |
| Selected Year: 2013 Display Mode: Hours | | |