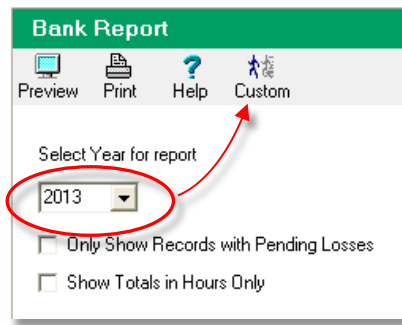


Banked Time Report:

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

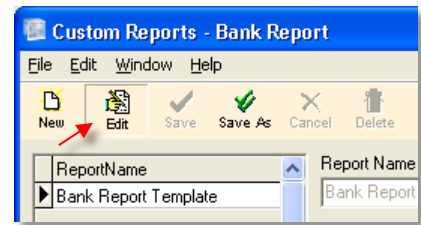
Preview Print Help Custom

Select Year for report

2013

☐ Only Show Records with Pending Losses

☐ Show Totals in Hours Only



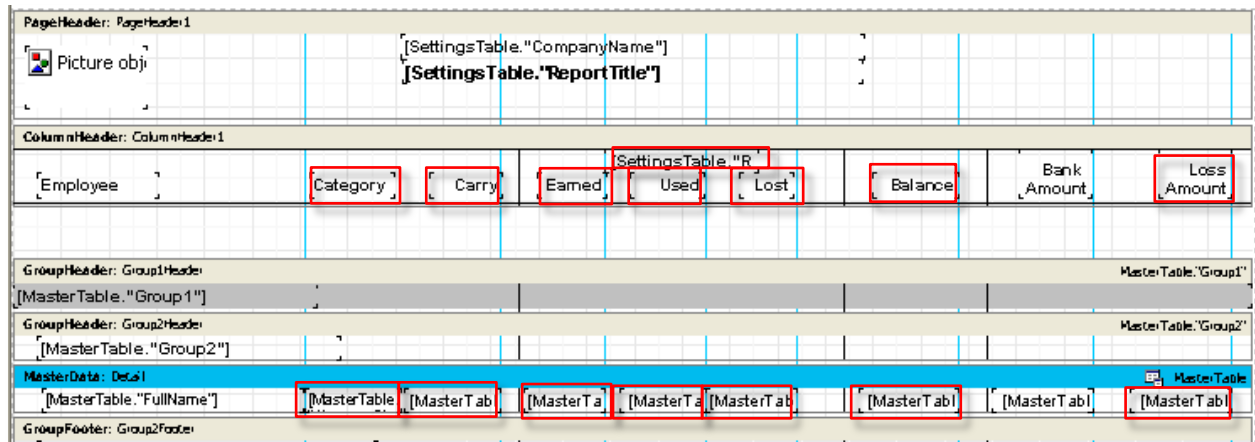
Custom Reports - Bank Report

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"

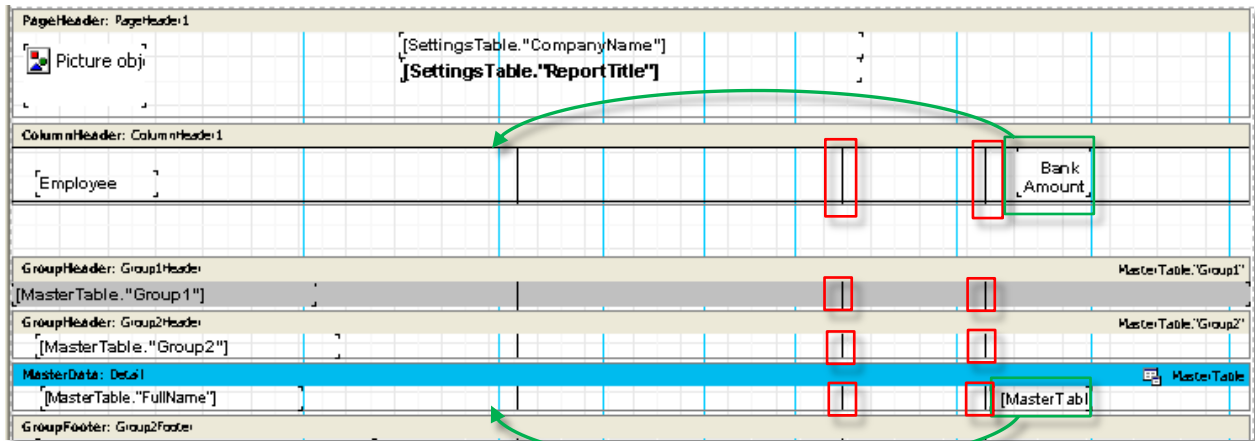
[MasterTable."Group2"]

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: PageHeader:1

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

ColumnHeader: ColumnHeader:1

Employee Bank Amount

GroupHeader: GroupHeader:1 MasterTable:Group1

[MasterTable."Group1"]

GroupHeader: GroupHeader:2 MasterTable:Group2

[MasterTable."Group2"]


MasterData: Detail MasterTable

[MasterTable."FullName"] [MasterTable]

GroupFooter: GroupFooter:1

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

8. Here's how the finished report looks.



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