There are many reports you can view and or print covering a broad range of topics. To view and or print reports, click on the Reports button and determine which report you want. You can either click the Report Center & view the list of reports or click on the sub category and select your report.
As you can see in the screen above, in the Employees & Payroll tab there are several reports you can view and print such as the Paid Time Off List to track where an employee’s stands on vacation hours available, vacation hours taken and if applicable, sick hours available and sick hours taken.
As shown above in the Company & Financial tab you can view and print such reports as Profit & Loss Standard and Balance Sheet Standard.
Another option to view and select reports is click on the Reports Center when you click on the Reports tab. The view above is in the Grid View that you can select in the upper right corner.
Still another view of reports is found in the List View again in the upper right corner.
And the last way to view reports is in the Carousel View found in the upper right corner. This view better shows what the report will look like.