

# ONE LINE PER PAYEE ON PUBLISHED REPORT

Make sure that the same name was used when paying employees wages and travel. If you have been using the employee's name with initial when paying payroll and without an initial when paying travel, then you will have transactions for each version. In other words you will get two lines in the payee report, one for each name. You need to make sure that there is only one entry line on the payee list for each person or entity paid. To do that you will need to edit entries. Create the payee list according to the following directions: NOTE: You can have more than one memorized transaction with the identical name as long as the memorized transaction is locked.

## PAYEES

Click on **Reports** in the toolbar on the top of the screen, then click on **Other**, and then **Summary**. Click the "CUSTOMIZE" button. When the dialog box comes up, change the following settings:

### In the **Display** screen

- Set Date to **Last Year** or 7-1-2006 to 6-30-2007 (if you are working on the file before June 30 you would set the Date to **Current Year**.)
- Select a title for your report and type in the box entitled *Title* (ie. "**Payee Report?**")
- In the box entitled *Headings* set *Row*: to **Payee** and *Column*: to **Year**

### Click the **Accounts** tab

- Select the accounts that contain the Operating Fund data (i.e. Checking, Cash Box, Petty Cash, Money Market, Savings). Select only the withholding liability accounts ([Payroll-Federal WH], [Payroll-SS WH], [Payroll-med WH], [Payroll-State WH] and [Payroll-IPERS WH]) not the Employer deposit liability accounts. **NOTE:** If you have both withholding and Employer deposits running through same liability account, then do **NOT** select any liability accounts.

### Click the **Include** tab

- Clear the selected arrows from all categories except for operating expense categories (red) and transfers (blue)

### Click the **Advanced** tab

- On the **Amounts**: line, set it to **greater than zero**.
- On the **Transaction types**: line, set it to **All transactions**.
- On the **Transfers**: line, set it to **Exclude internal**.

Then click the "CREATE" button.

Then check for more than one line per person or entity. Notice in the example below that there are several entries for Iowa State University.

Payee	7/99-6/00
IA STATE UNIVERSITY	- 4,793.79
Ia. State University	- 363.62
IOWA 4-H FOUNDATION	- 72.00
Iowa State University	- 8,909.18
Iowa State University - Finance Office	- 2,143.17
Iowa State Univesity	- 12.90
IPERS	- 1,233.79
ISU - Extended & Continuing Education	- 25.00
Jay Square Company Videography, AEA	- 20.00

You can place your cursor over the number until it turns into what look like a magnifying glass with a Z in the middle. Double-click your left mouse button which will bring to a screen that looks like this:

Date	Acct	Num	Description	Memo	Category	Clr	Amount
10/25/99	Checking...	4543	Iowa State University	101361 - Township/Tr...	Resale Expense:Publi...	R	- 3.50
11/15/99	Checking...	4580	Iowa State Univesity	resale publications	Resale Expense:Publi...		- 5.90
11/30/99	Checking...	4610	Iowa State University	Master Gardener Han...	Resale Expense:Publi...		- 3.50
TOTAL 7/1/99 - 6/30/00							- 12.90
TOTAL INFLOWS							0.00
TOTAL OUTFLOWS							- 12.90
NET TOTAL							- 12.90

Again place your cursor over the numbers until it turns into what look like a magnifying glass with a Z in the middle. Double-click your left mouse button, that will take you to the actual transaction in the register. Notice in the above example that “Univesity” is misspelled. When you would get into the transaction, you would correct the spelling. Click enter and then return to the report and notice that you now have the payee on only one line not two.