

## How to Run a Check History Report

The screenshot displays the IOI Pay web interface for running a Check History Report. The page title is "Check History Report". The form includes the following fields and options:

- File Number:** IA048
- Company:** ABC CORPORATION
- Last Name:** Dean
- First Name:** (empty)
- Start Date:** 05/01/2013
- End Date:** 08/31/2013
- Select Employee:** (drop-down menu)
- Employee Detail:** Y
- Run Report:** (button)

A calendar widget for August 2013 is displayed, showing the days of the week and the dates. The date 31 is highlighted in blue.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Employee Check History

1. Using the left hand navigation, click on “**View/Print Reports**”. Then click on “**Check History Report.**”
2. To run the report on a specific employee, populate one or multiple fields: **File Number**, **Last Name** or **First Name**.
3. Next, populate the “**Start Date**” and “**End Date**” fields. You can either use the calendar icon or type the date in using the same format. Both dates must be within the same year.
4. If there is more than one employee with same name, select the correct employee using the drop down menu.
5. The “**Employee Detail**” field will default to “**Y**” to show all details.
6. Click “**Run Report**”
7. A complete check history report will appear in PDF format with the dates and totals defined above.