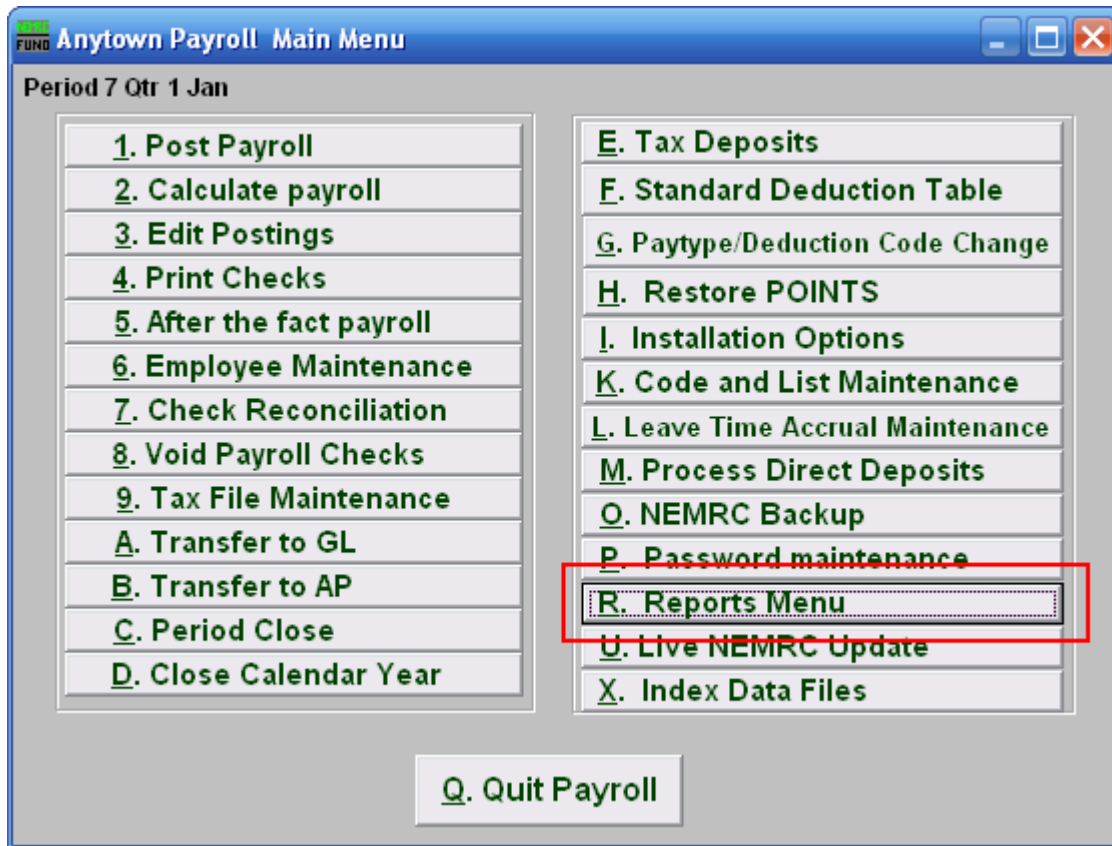


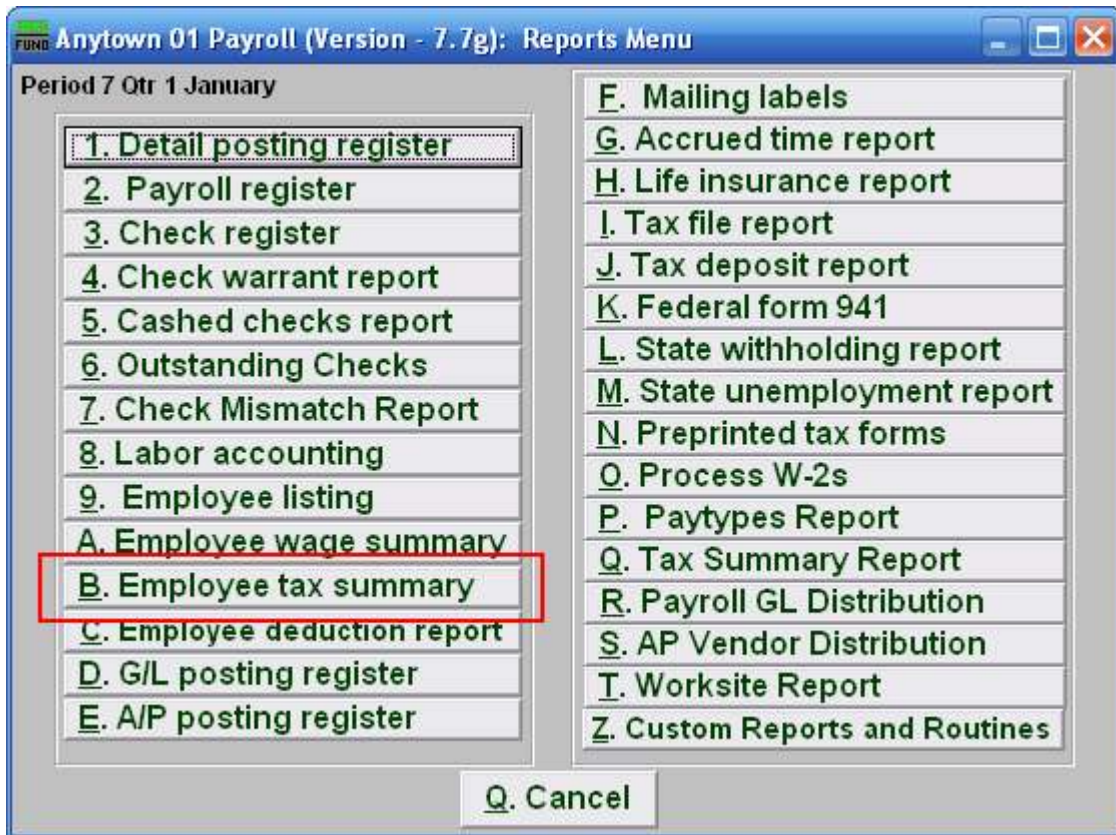
Payroll

R. Reports Menu: B. Employee Tax Summary



Click on “R. Reports Menu” off the Main Menu and the following window will appear:

Payroll



Click on “B. Employee tax summary” on the Reports Menu and the following window will appear:

Payroll

Employee Tax Summary

The screenshot shows a window titled 'Tax Summary' with a blue header bar. Below the header, there are several input fields and buttons. The 'Range' section has two radio buttons: 'Individual' (labeled 1) and 'All' (labeled 2, which is selected). The 'Employee #' field (labeled 3) contains the number '3' and has a 'Find' button next to it. The 'Department' field (labeled 4) contains the number '4'. The 'Order' section has two radio buttons: 'Employee' (labeled 5) and 'Department' (labeled 5). The 'Check Dates' section (labeled 6) has two date fields: '10/02/2007' and '11/01/2007', with a 'to' label between them. At the bottom, there are four buttons: 'Preview' (labeled 7), 'Print' (labeled 8), 'File' (labeled 9), and 'Cancel' (labeled 10).

1. **Individual:** Click on this option to have this report be for an Individual Employee.
2. **All:** Click on this option to have this report be for All Employees.
3. **Employee #:** This option is only available for the “Individual” range. Select the Employee # for the employee you want this report to be for.
4. **Department:** This option is only available for the “All” range. Select the Department you want this report to be for.
5. **Order:** This option is only available for the “All” range. Click on the order that you want this report to be in: “Employee” to have it be by ; “Department” to have it be by .
6. **Check Dates:** Enter the beginning and ending date range for the checks to report
7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
8. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
10. **Cancel:** Click “Cancel” to cancel and return to the previous menu.