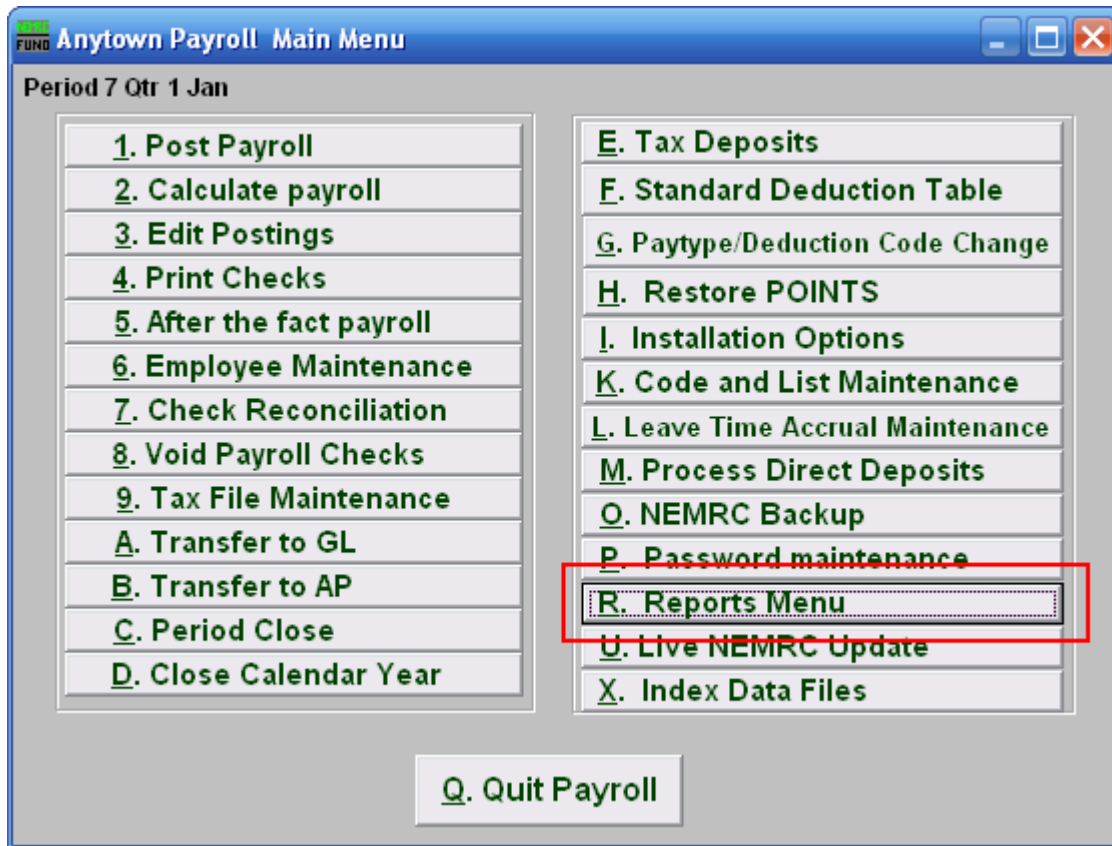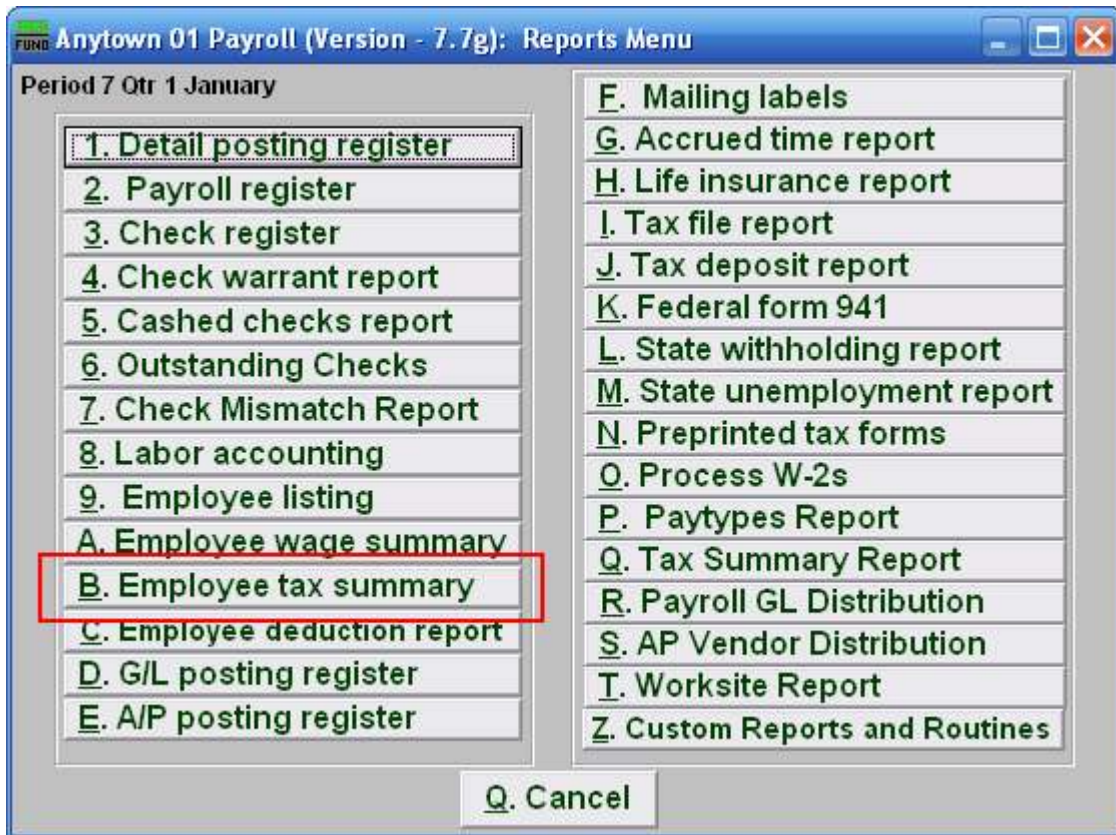# R. Reports Menu: B. Employee Tax Summary

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

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

Payroll

Employee Tax Summary

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.