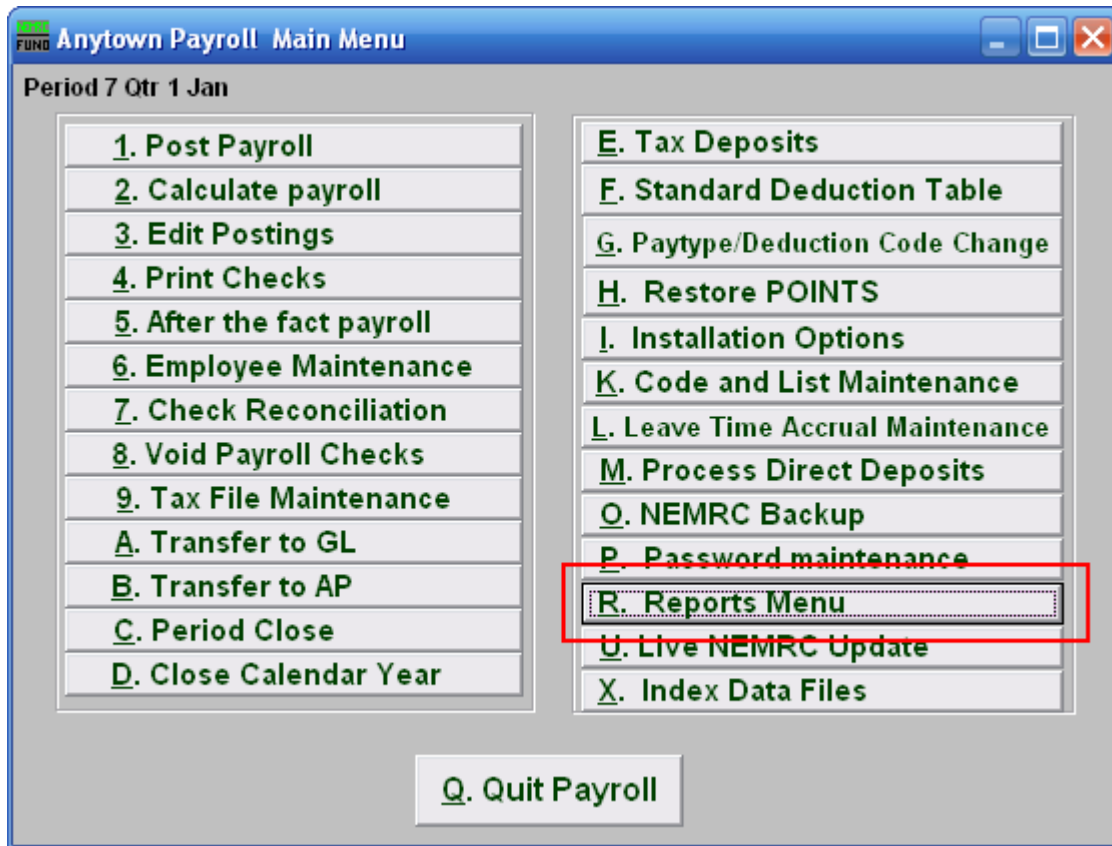


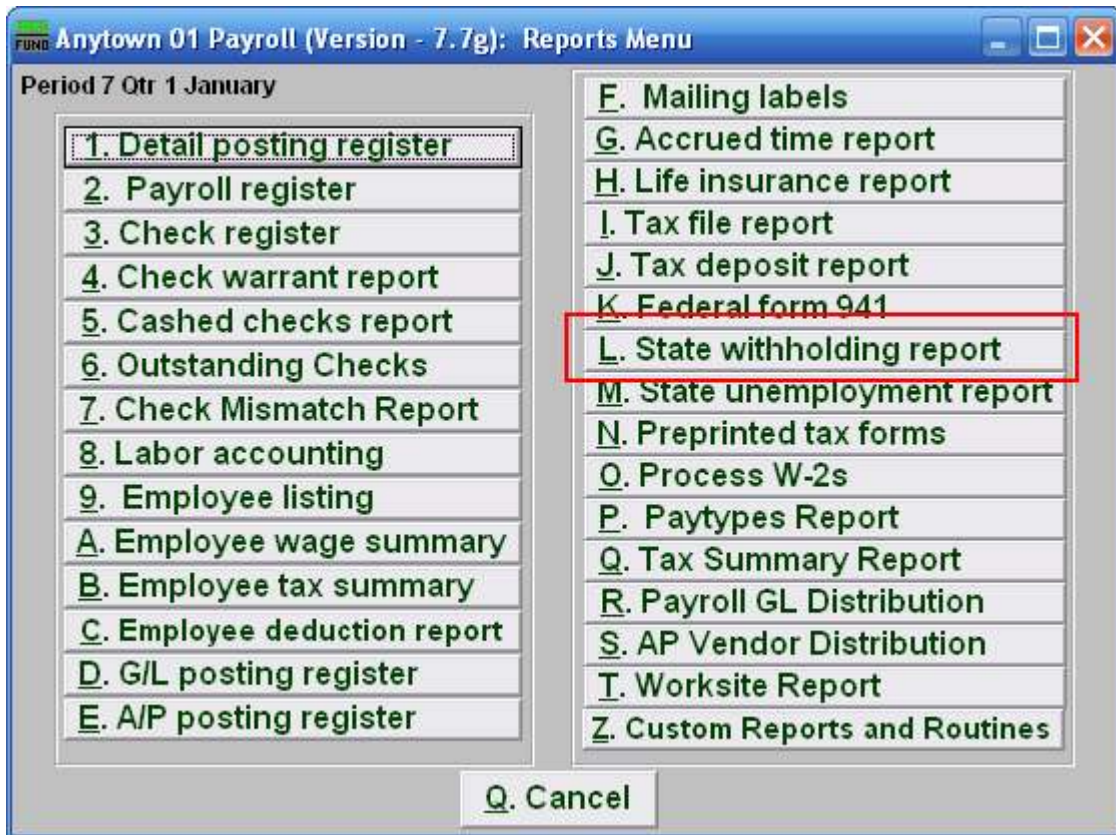
# Payroll

## R. Reports Menu: L. State Withholding Report



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

# Payroll



Click on “L. State withholding report” from the Reports Menu and the following window will appear:

# Payroll

## State Withholding Report

State Withholding Report

Range 1 ☐ Individual ☒ All

Employee # 2 Find

Department 3

Order 4 ☒ Employee ☐ Department

Check Dates 5 to 5

☐ Show Social Security Number 6

7 8 9 10

Preview Print File Cancel

1. **Range:** Click to choose whether this report is for an Individual or All Employees.
2. **Employee #:** If you chose Individual, select the Employee # for the Employee you want this report to be for.
3. **Department:** If you chose All, you may select the Department you want this report to be for, or leave this blank to report for all Departments.
4. **Order: Employee OR Department:** Click to choose whether this report prints in order of Employee number or in order of Department.
5. **Check Dates:** Enter the beginning and ending check issued dates for reporting.
6. **Show Social Security Number:** Check this box to include Employee Social Security Numbers on this 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 screen.