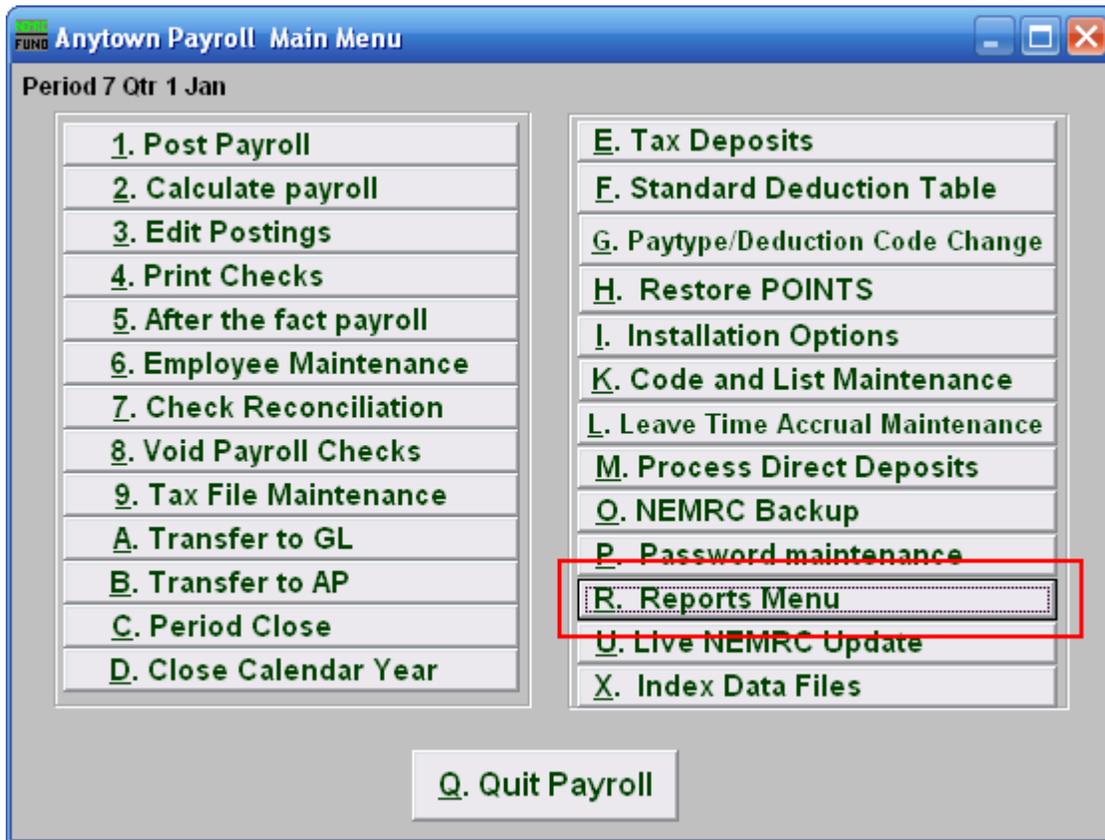


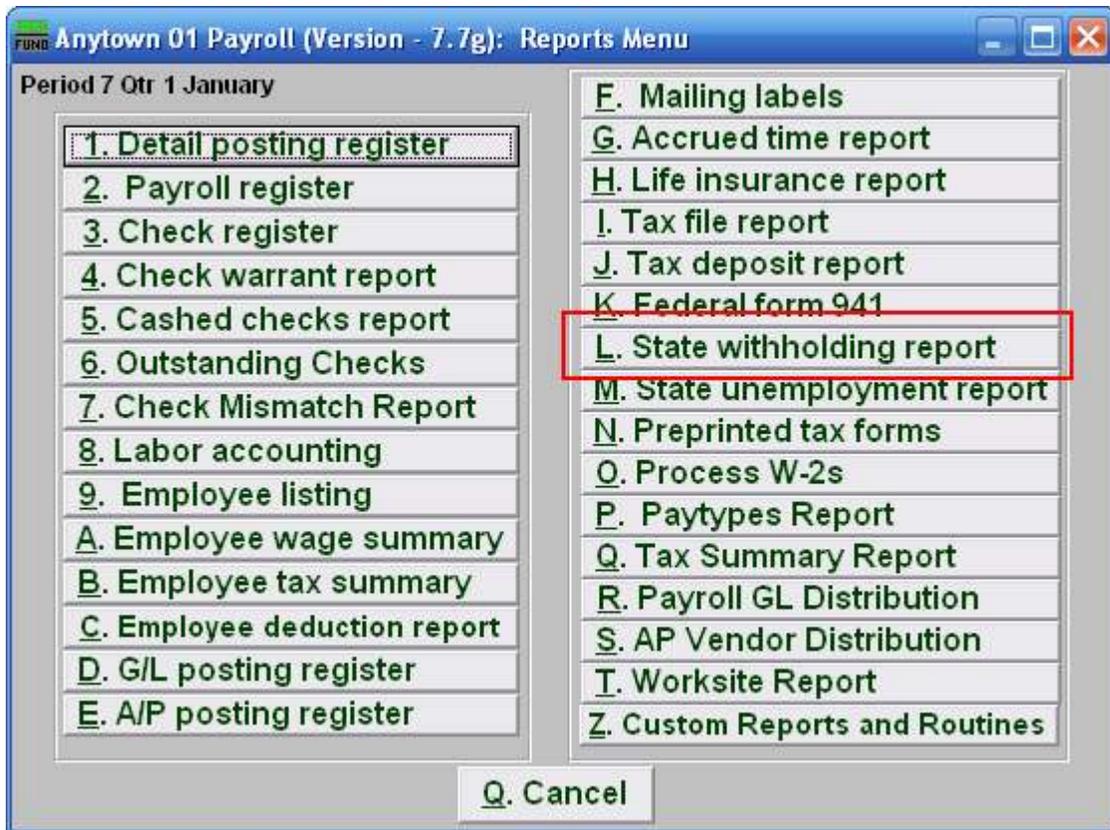
Payroll

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

The screenshot shows a dialog box titled "FUNDO State Withholding Report". It contains the following elements:

- Range 1:** Radio buttons for "Individual" and "All" (selected).
- Employee #:** A text box containing "2" and a "Find" button.
- Department:** A text box containing "3".
- Order 4:** Radio buttons for "Employee" (selected) and "Department".
- Check Dates:** Two text boxes, both containing " / / 5", with "to" between them.
- Show Social Security Number 6:** An unchecked checkbox.
- Buttons:** "Preview 7", "Print 8", "File 9", and "Cancel 10".

- 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.