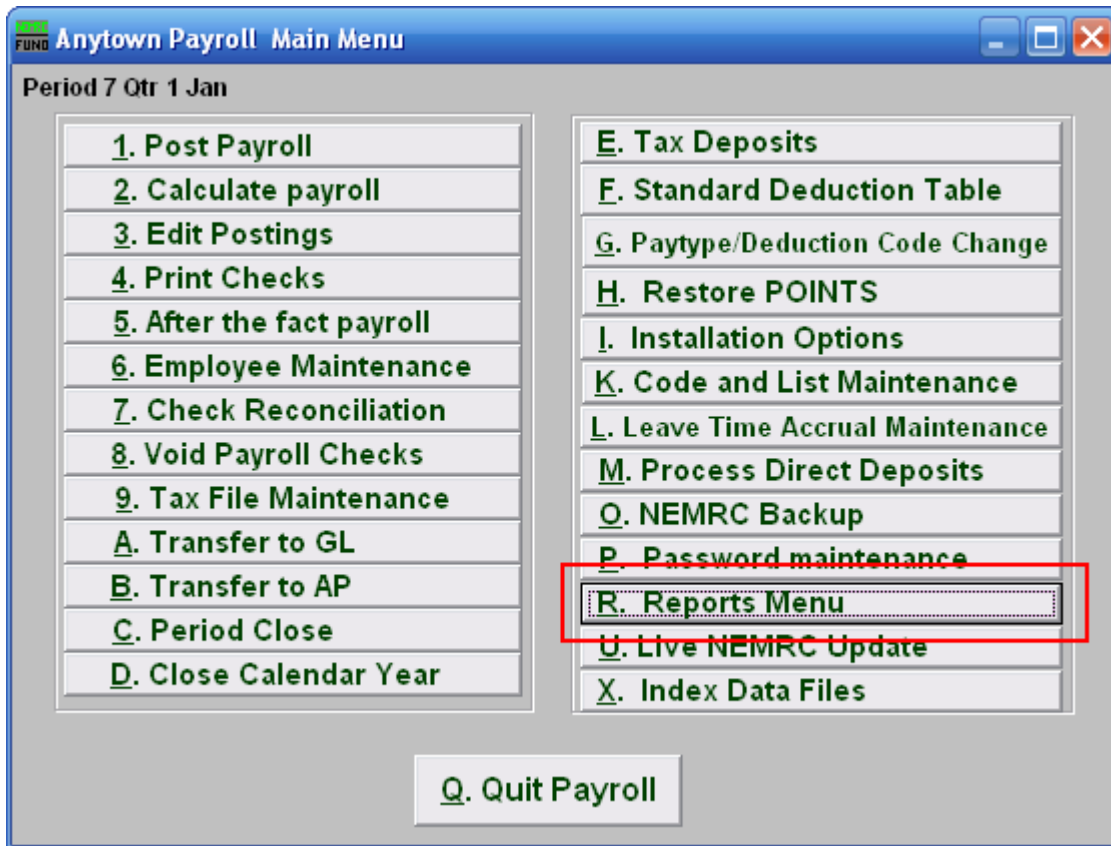


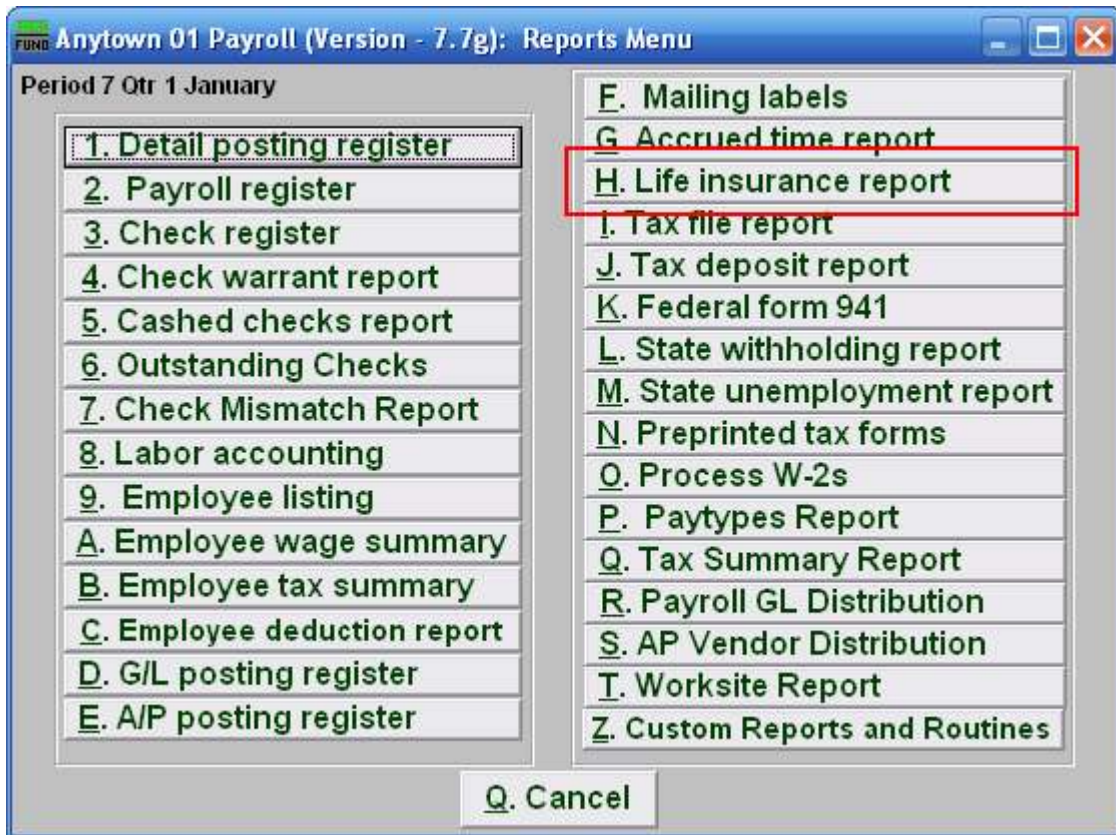
Payroll

R. Reports Menu: H. Life Insurance Report



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

Payroll



Click on “H. Life insurance report” from the Reports Menu and the following window will appear:

Payroll

Life Insurance Report

The screenshot shows a software window titled "Life Insurance" with a blue header bar. Below the header, there is a "Department" label followed by a text input field containing the number "1". Underneath, there is an "Order" label and two radio buttons: "Employee" (which is selected) and "Department". At the bottom of the window are four buttons: "Preview", "Print", "File", and "Cancel". Red numbers 1 through 6 are used as callouts: 1 points to the Department text box, 2 points to the Order label, 3 points to the Preview button, 4 points to the Employee radio button, 5 points to the File button, and 6 points to the Cancel button.

- 1. Department:** Select the Department you want this report to be for.
- 2. Order:** Click to choose whether this report prints in order of Employee number or in order of Department.
- 3. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 4. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 5. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 6. Cancel:** Click "Cancel" to cancel and return to the previous screen.