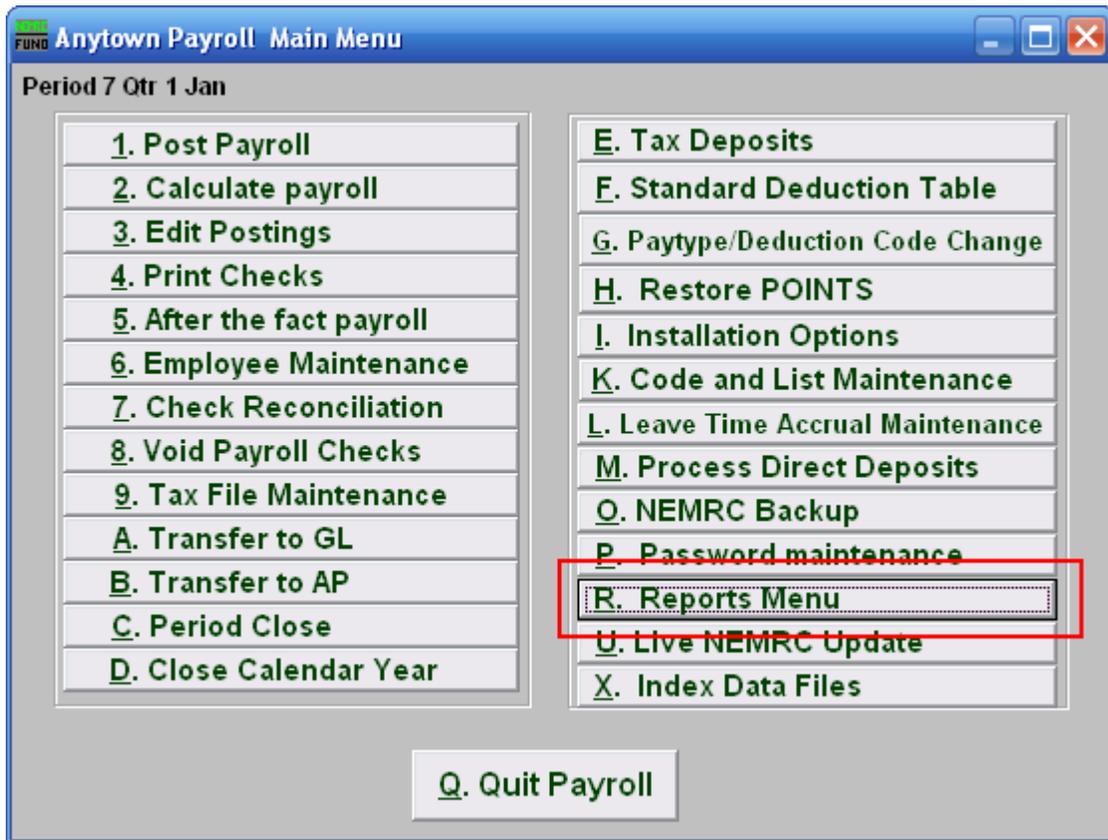


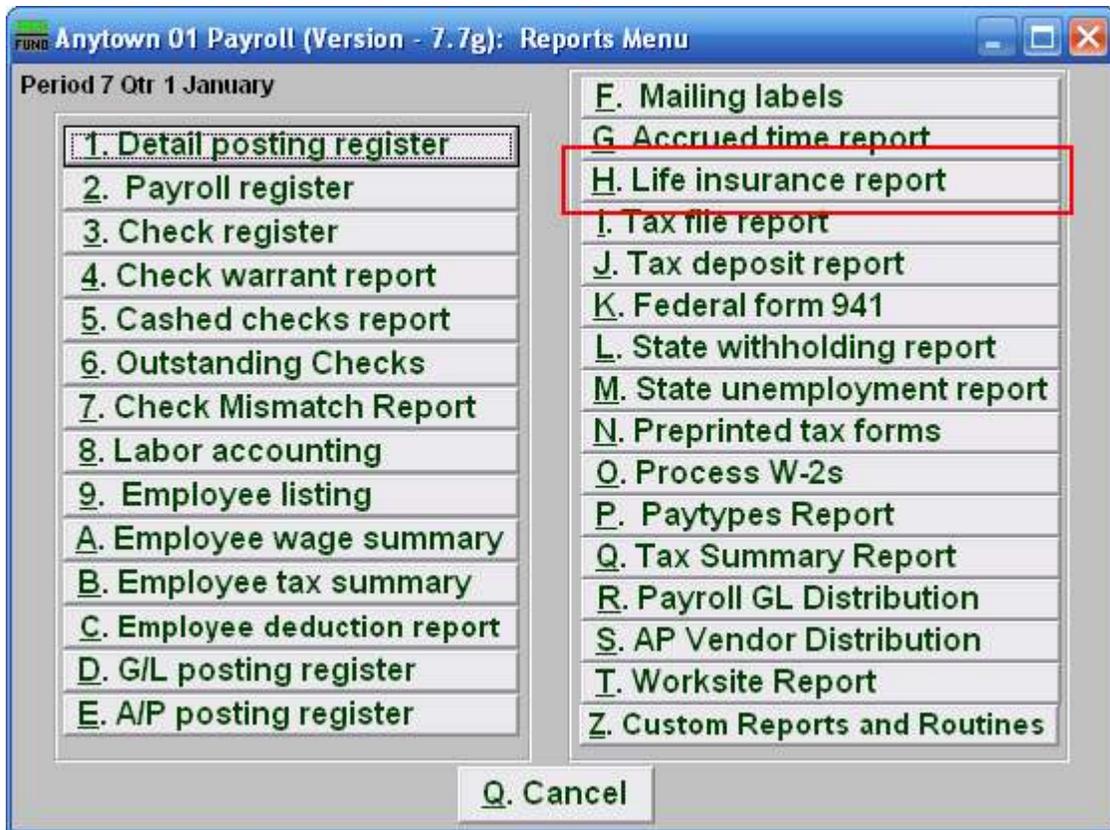
# Payroll

## 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 dialog box titled "Life Insurance" with a blue header bar. The header bar contains the text "FUNG Life Insurance" and standard window control buttons (minimize, maximize, close). The main area of the dialog is light gray and contains the following elements: a "Department" label followed by a text box containing the number "1"; an "Order" label followed by two radio buttons, "Employee" (which is selected) and "Department"; and four buttons at the bottom: "Preview", "Print", "File", and "Cancel". Red numbers 1 through 6 are overlaid on the interface to indicate the steps described in the list below: 1 on the Department box, 2 on the Order label, 3 on the Preview button, 4 on the Employee radio button, 5 on the Department radio button, and 6 on 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.