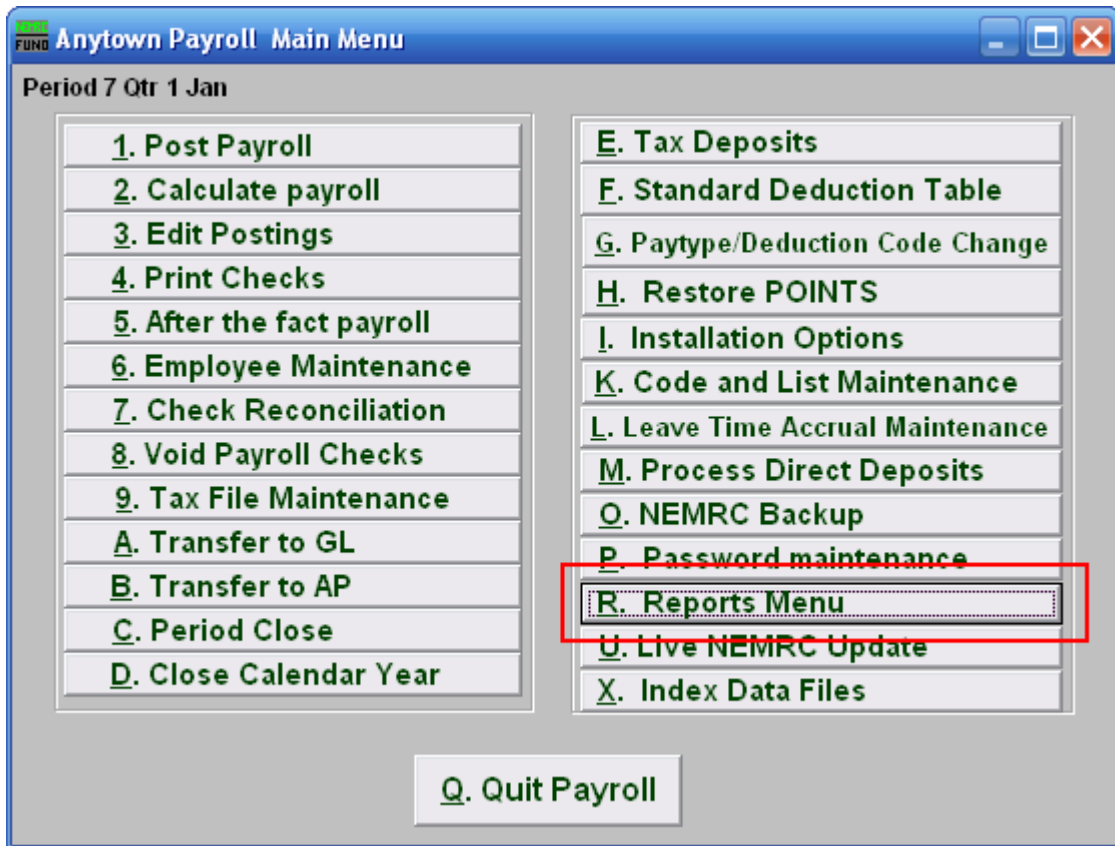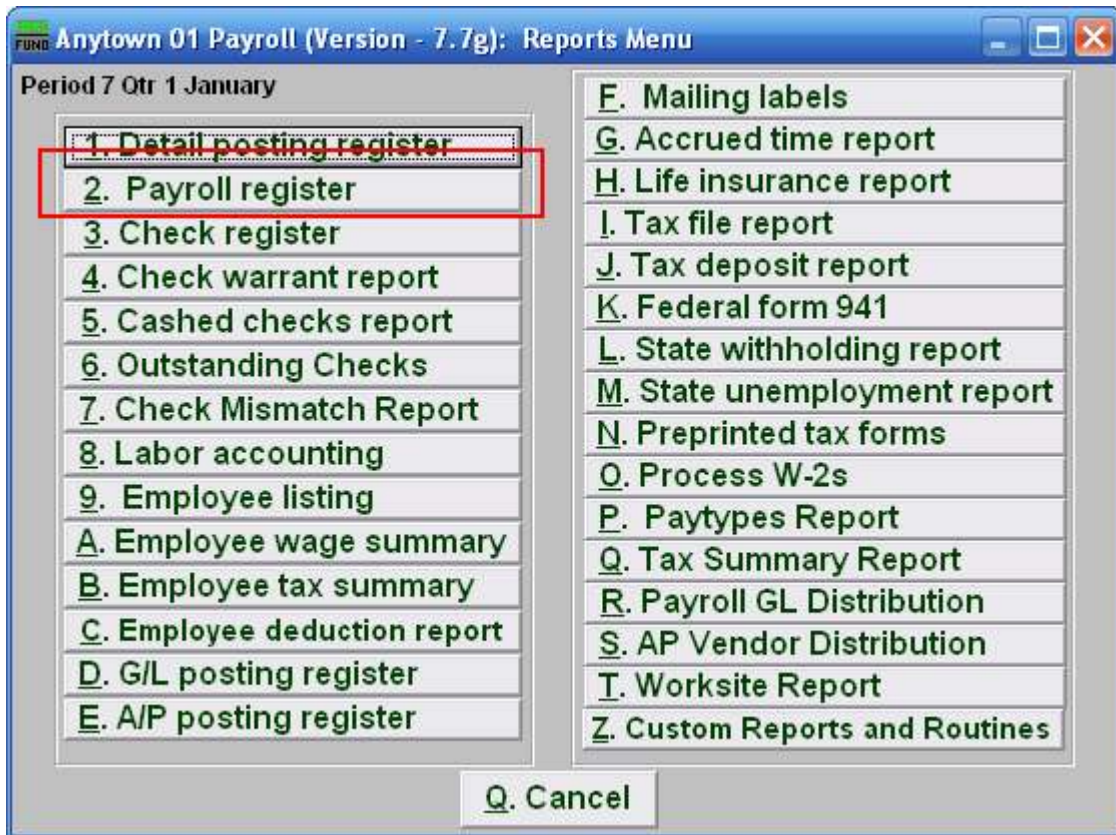# R. Reports Menu: 2. Payroll Register

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

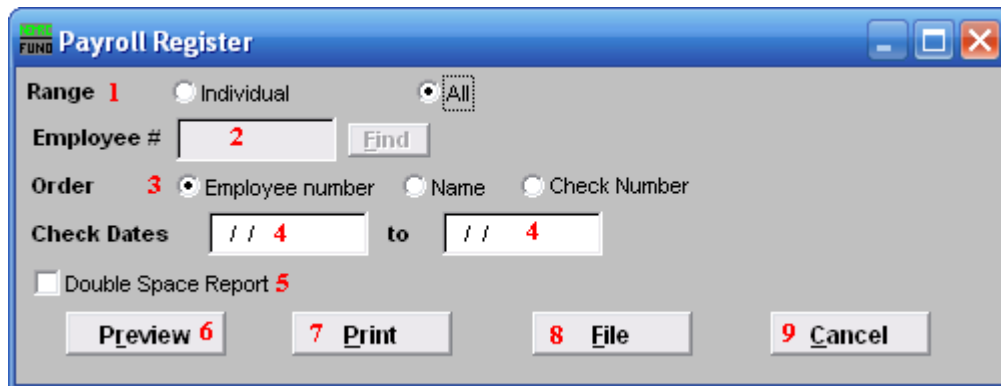Click on "2. Payroll register" from the Reports Menu and the following window will appear:

Payroll

Payroll Register

1. **Range:** Select the scope of employee data to report.

2. **Employee #:** This option is only available for the "Individual" range. Select the Employee # for the employee you want this report to be for.

3. **Order: Employee number OR Name OR Check Number:** Select which order to present the collected data. All values reported will be sub-totaled when reported in Employee Number or Name order.

4. **Check Dates:** Select the beginning and ending check dates to collect data to report.

5. **Double Space Report:** Click this box to have this report be double-spaced instead of single-spaced. This is for marking up or visual appearance.

6. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

7. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information..

8. **File**: Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

9. **Cancel:** Click "Cancel" to cancel and return to the previous screen.