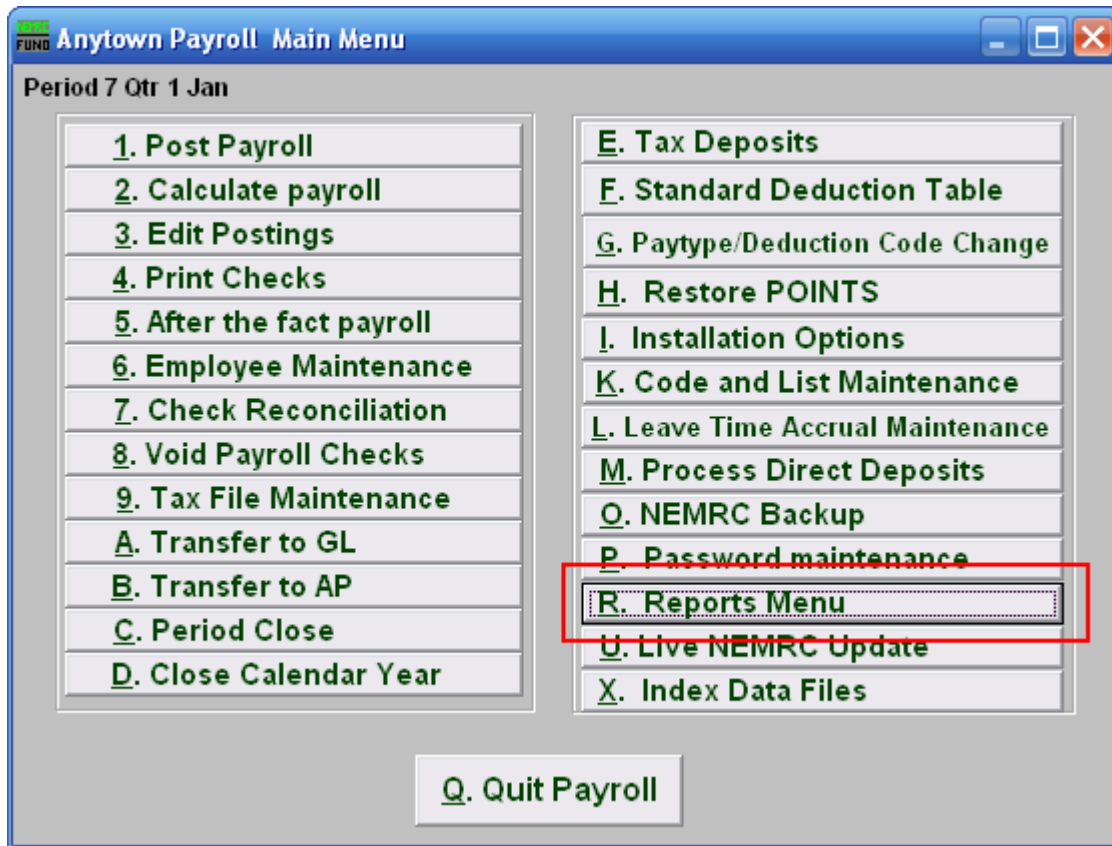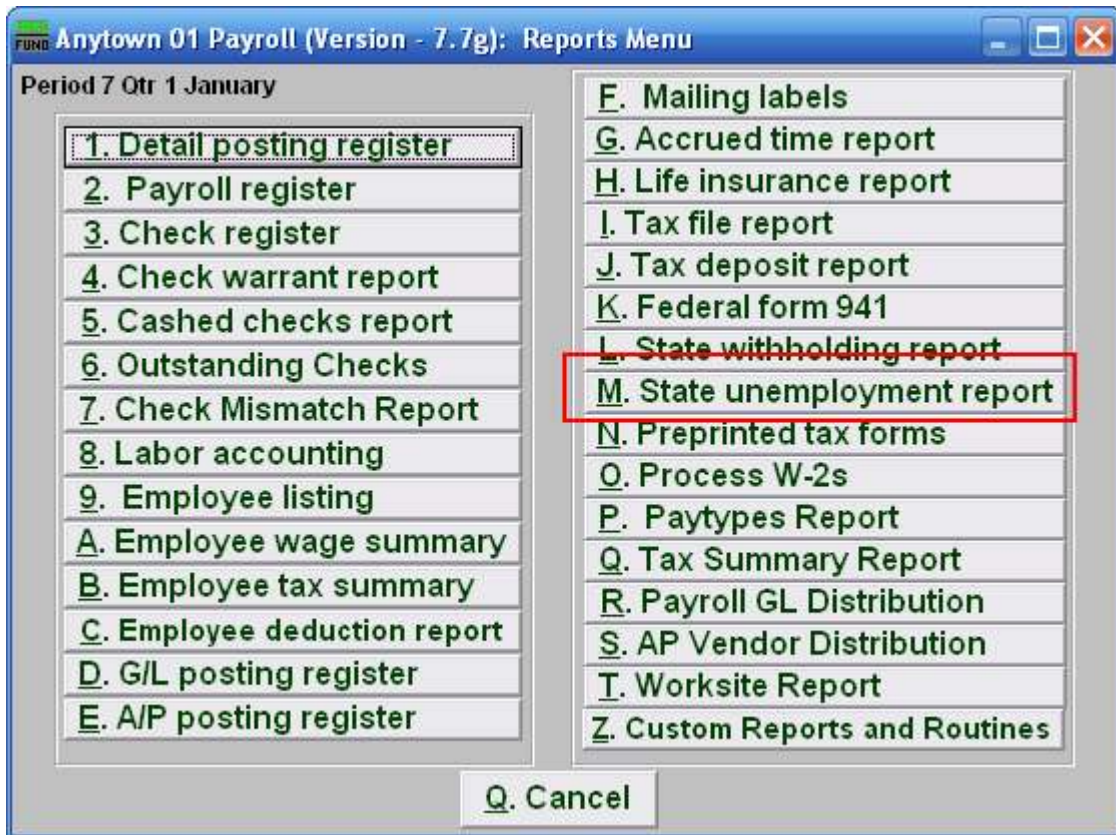# R. Reports Menu: M. State Unemployment Report

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

Click on "M. State unemployment report" on the Reports Menu and the following window will appear:

Payroll

State Unemployment Report

1. **Range: Individual:** Click "Individual" if you want this report to be for an Individual Employee.

2. **Range: All:** Click "All" if you want this report to be for All Employees.

3. **Employee #:** This option is only available if you chose "Individual" for range. Select the Employee number for the employee that this report is for.

4. **Department:** This option is only available if you chose "All" for range. Select the Department that you want this report to be for.

5. **Order:** This option is only available if you chose "All" for range. Click the option for the order that you want this report to be in: "Employee" to list by Employee; "Department" to list by Department.

6. **Check Dates:** Enter the beginning and ending date range for the checks to report.

7. **Show Social Security Number:** Sometimes when submitting this report to the state the social security number must appear.

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

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

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

11. **Cancel:** Click "Cancel" to cancel and return to the previous menu.