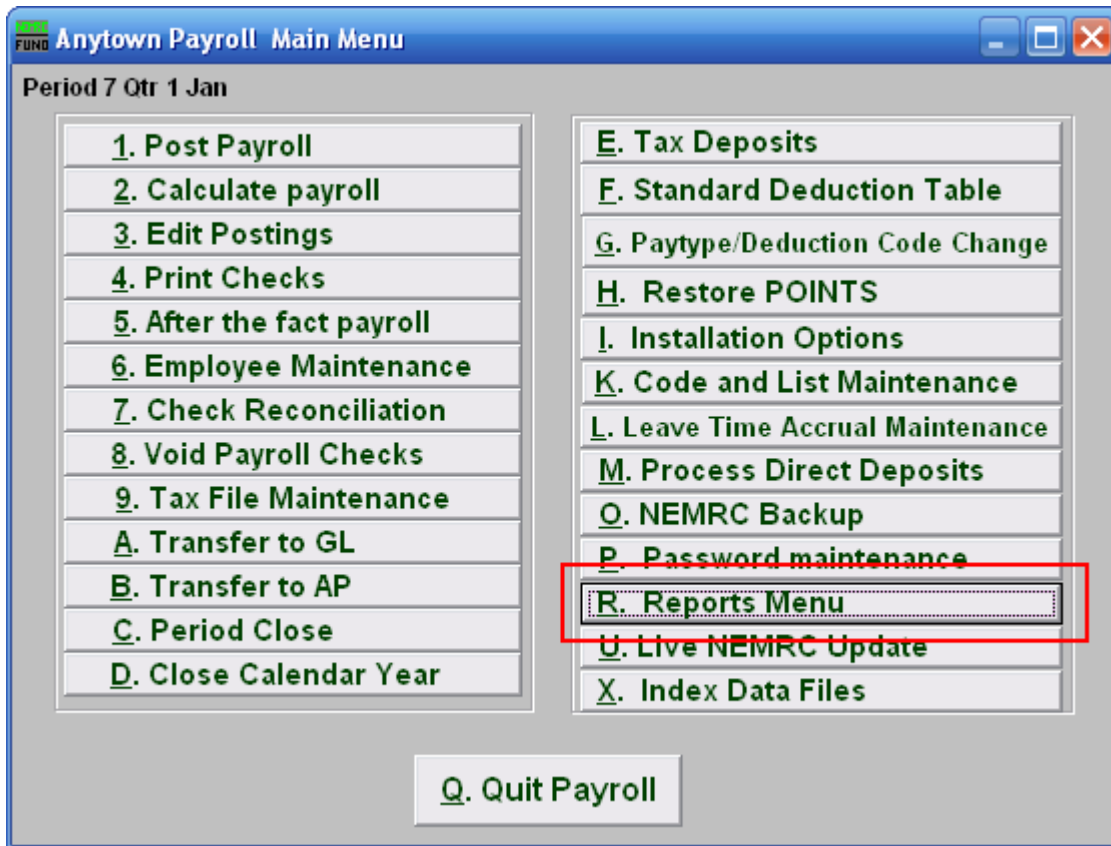


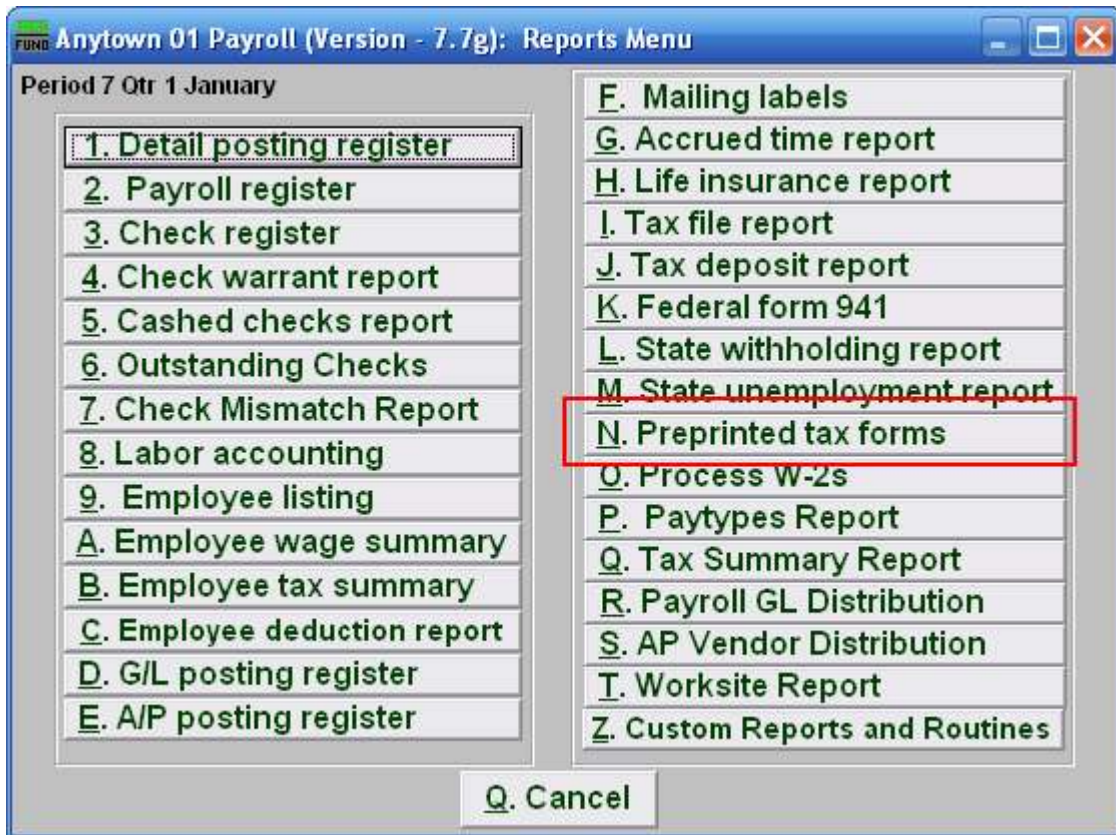
# Payroll

## R. Reports Menu: N. Preprinted Tax Forms



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

# Payroll



Click on “N. Preprinted tax forms” from the Reports Menu and the following window will appear:

# Payroll

## Preprinted Tax Forms

1. **State Tax Form:** Select the form to complete from the drop down menu..
2. **Department:** Select the Department you want this report to be for.
3. **Order: Employee OR Department OR SSN:** Click to choose whether this report prints in order of Employee number, Department, or in order of Social Security Number.
4. **Report what values:** Select one of the following:  
MTD = Month to Date  
QTD = Quarter to Date  
YTD = Year to Date (calendar)  
FTD = Fiscal to Date
5. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
6. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.