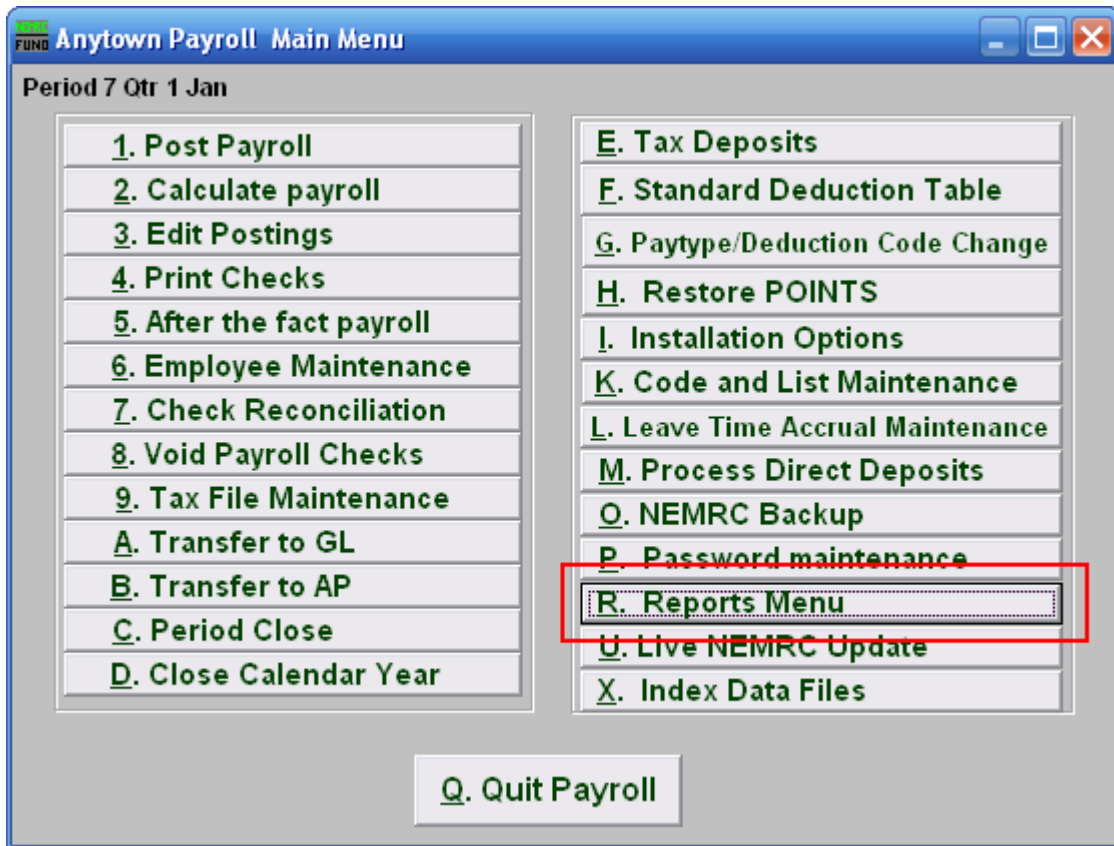


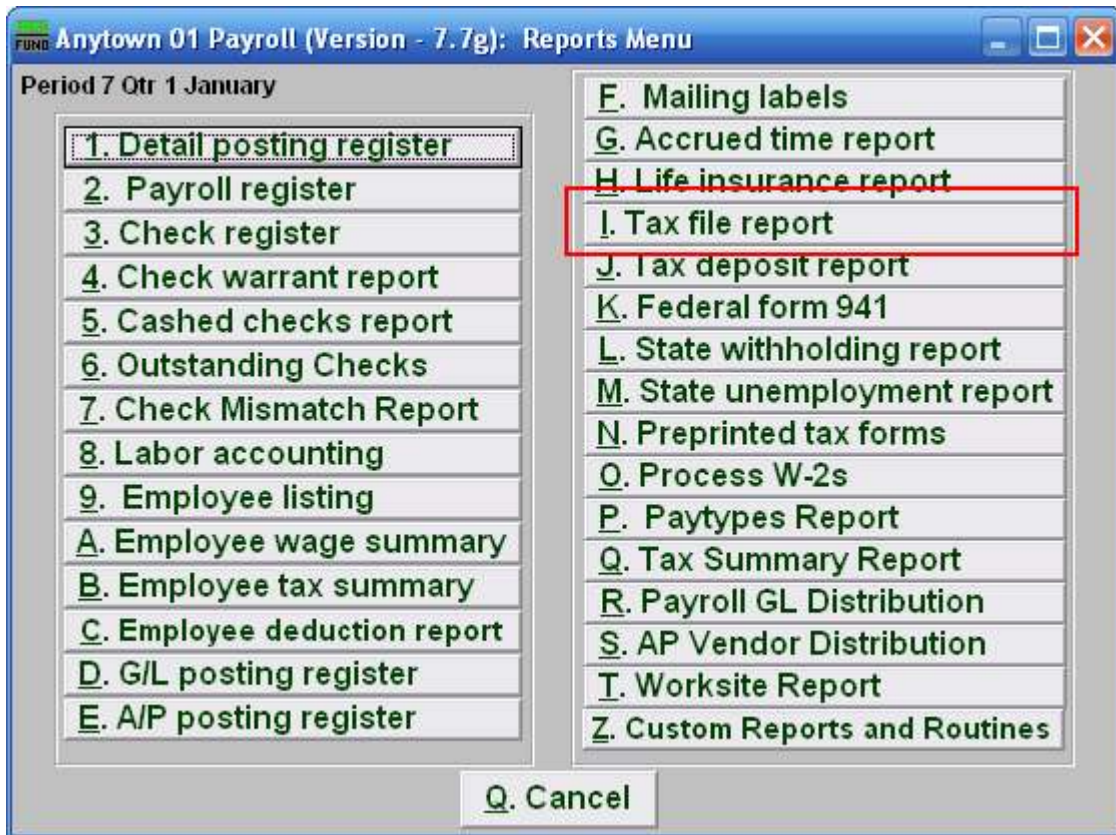
Payroll

R. Reports Menu: I. Tax File Report



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

Payroll



Click on “I. Tax file report” from the Reports Menu and the following window will appear:

Payroll

Tax File Report



- 1. PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 3. Print Compressed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 4. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.