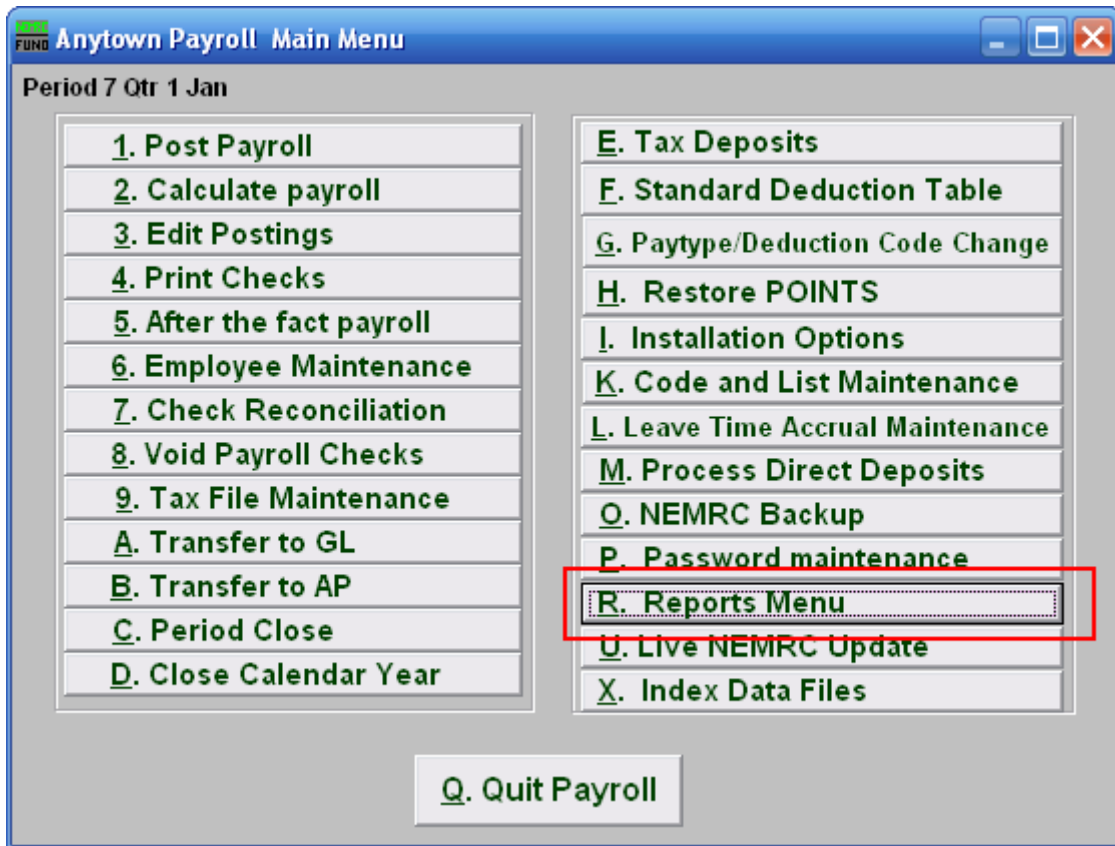


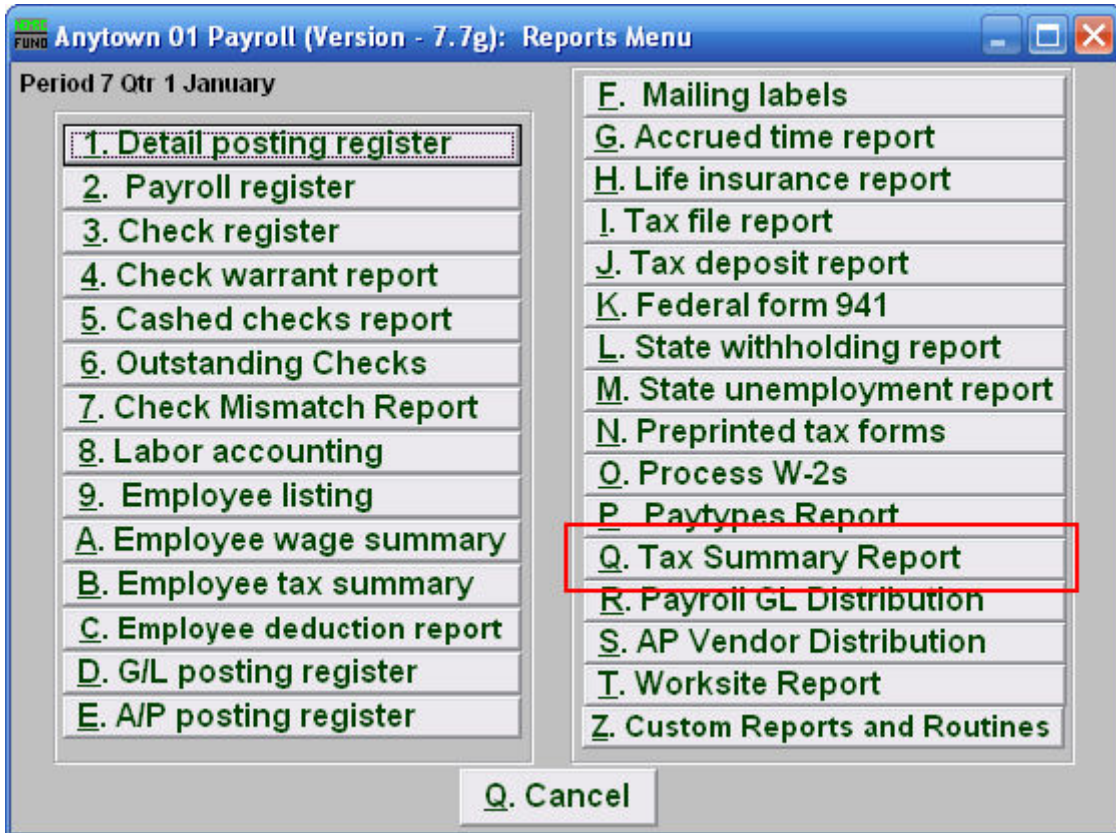
Payroll

R. Reports Menu: Q. Tax Summary Report



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

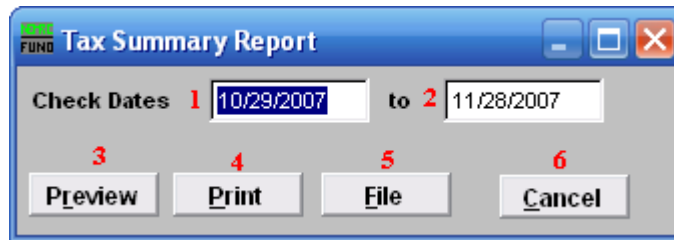
Payroll



Click on “Q. Tax Summary Report” from the Reports Menu and the following window will appear:

Payroll

Tax Summary Report



The screenshot shows a dialog box titled "Tax Summary Report" with a "FUND" icon in the top-left corner. The dialog contains two date input fields: "Check Dates 1" with the date "10/29/2007" and "to 2" with the date "11/28/2007". Below these fields are four buttons: "Preview", "Print", "File", and "Cancel". Red numbers 3, 4, 5, and 6 are positioned above each button respectively.

- 1. Check Dates:** Enter the beginning check issue date for the report to start on.
- 2. to:** Enter the ending check issue date for the report to end on.
- 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 Reports Menu.