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Microsoft® Business Solutions–Great Plains®

Payroll Sample Reports

Contents

Payroll sample reports

This document includes information about and instructions for creating some of the more common Payroll reports. Samples of each report also are included.

The following reports are discussed:

- *Detailed Employee List*
- *Employees Without Pay Codes List*
- *Employee List by Department*
- *Employee List by Location*
- *Employee List by Supervisor*
- *Vacation/Sick Time Available List*
- *Earnings Register*
- *Employee Pay History Report*
- *Check Register*
- *Department Posting Journal*
- *Vacation/Sick Time Accrual Register*
- *Company Benefits List*
- *Department Codes List*
- *Supervisor Codes List*
- *Benefit Summary*
- *Payroll Summary*
- *Position Summary*
- *FUTA Summary*
- *Quarterly 941 Preparation Report*
- *Calculate Checks Report*
- *Year End Employee Wage Report*
- *W-2 Statement*
- *Direct Deposit (detail list)*

Detailed Employee List

Report Writer name
Detailed Employee List
Cross Company Detailed
Employee List

Report tables
Payroll Master
Payroll Tax Information
Master
Payroll Employee Summary
Payroll Temp Employee List
Payroll Setup
uprCrossCompanyEmpMstrT
emp1

Ranges
Employee ID
Employee Name
Employee Class
Department

Sorting options
by Employee ID
by Employee Name
by Employee Class
by Department

Include
Inactive Employees
Employee Information
Employee Summary
Pay Codes
Deductions
Benefits
Tax Information
State Tax
Local Tax

The Detailed Employee List contains all the pay, deduction, benefit, state, and local tax codes, and monthly, quarterly, and yearly totals for each employee. The report also provides wage and withholding information. Print the Detailed Employee List to review all the employee records you've set up in Payroll.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select Detailed Employee List from the Reports list and choose New to open the Employee Lists Options window.

    To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Detailed Employee List from the Sub-reports list.

3. Enter an option name and create a report option to sort or restrict the report. Select the month to print the report for and mark whether to include inactive employees.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

You can print the Detailed Employee List from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Detailed Employee List

Tax Flags: 1=Federal, 2=FICA/Social Security, 3=Medicare, 4=State, 5=Local, 6=FUTA, 7=SUTA
Frequency: 1=Weekly, 2=Biweekly, 3=Semimonthly, 4=Monthly, 5=Quarterly, 6=Semiannually, 7=Annually, 8=Daily/Misc.
TSA Flags: 1=Federal, 2=FICA, 3=State, 4=Local
Exemptions: 1=Self, 2=Spouse, 3=Blind, 4=Blind Spouse, 5=Over 65, 6=Spouse Over 65, 7=Special
Record Flags: *=Inactive, +=Lifetime Maximum Reached, v=Transaction Required
Ranges:
      Employee ID   DIAZ0001 - DIAZ0001
      Employee Name   First - Last
      Employee Class   First - Last
      Department   First - Last
Sort By: Employee ID
Month-Ending: May

Employee ID: DIAZ0001	Name: Diaz, Brenda	Class: INST	*Active*

Soc Sec Number: 484-66-9938   Department: INST   SUTA State: MI
Hire Date: 11/17/1997   Position: TEC   W/Comp Code: MIWC01
Adjusted Hire Date: 11/17/1997   Location: Employment Type: Full Time Regular
Last Day Worked: 0/0/0000   Supervisor: Work Hours/Year: 2080
Date Inactivated: 0/0/0000   Calc Min Wage Bal: No
Last Rev. Date:
Spouse:

Accrue Vacation: Yes   Accrue Sick Time: Yes
   Based On: Hours Worked   Based On: Hours Worked
   Amount: 80.00   Amount: 40.00
   Warning: Yes   Warning: Yes

Employee Summary:
Last Check: Date: 1/30/2002 Amount: $964.48

	-- MTD --	-- QTD --	-- YTD --
Gross Wages	$0.00	$2,416.00	$2,416.00
Federal Wages	$0.00	$2,416.00	$2,416.00
Net Wages	$0.00	$1,928.00	$1,928.00
Soc Sec Wages	$0.00	$2,406.00	$2,406.00
Soc Sec Withheld	$0.00	$149.17	$149.17
Medicare Wages	$0.00	$2,406.00	$2,406.00
Medicare Withheld	$0.00	$34.89	$34.89
Federal Withheld	$0.00	$216.84	$216.84
Futa Wages	$0.00	$2,416.00	$2,416.00
Suta Wages	$0.00	$2,416.00	$2,416.00

Tax Information:
Federal Filing Status: Single   Default State: MI   Statutory Employee: No
EIC Filing Status: Not Eligible   Default Local: Retirement Plan: No
Number of Exemptions: 1   MQGE: No
Additional Federal W/H: $0.00   Household Empl: No
Estimated Federal W/H: $0.00   W/H NY Diff: No

State Tax Records:

Tax Code	Filing Status	Exmpt.	#Dep	#Add	Add W/H	Est W/H	MTD W/H	QTD W/H	YTD W/H
MI	NA	1	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
							$0.00	$0.00	$0.00

Pay Records:

Pay Code	Rate	Unit	Freq	Tax Flags	Vac	Sick	W/Comp	SUTA	MTD Wages	QTD Wages	YTD Wages
BONS	$0.00		8	123467	N	N	MIWC01	MI	$0.00	$0.00	$0.00
HOLI	$17.10	Hourly	3	123467	Y	Y	MIWC01	MI	$0.00	$120.80	$120.80
HOUR	$17.10	Hourly	3	123467	Y	Y	MIWC01	MI	$0.00	$2,295.20	$2,295.20
SICK	$17.10	Hourly	3	123467	Y	Y	MIWC01	MI	$0.00	$0.00	$0.00
									$0.00	$2,416.00	$2,416.00

Deduction Records:

Ded Code	Amount	Method	Freq	TSA Flags	From	To	MTD Amount	QTD Amount	YTD Amount
401K	%3.00	% Gross	3	134	6/18/2001	0/0/0000	$0.00	$0.00	$0.00
Based On Pay: ALL									
vEPU	$0.00	Fixed	3		11/17/2001	0/0/0000	$0.00	$0.00	$0.00
Based On Pay: ALL									
MED	$5.00	Fixed	3	1234	1/1/2002	0/0/0000	$0.00	$10.00	$10.00
Based On Pay: ALL									
							$0.00	$10.00	$10.00

Benefit Records:

Ben Code	Amount	Method	Freq	Tax Flags	From	To	MTD Amount	QTD Amount	YTD Amount
401K	%5.00	% Ded	3		6/18/2001	0/0/0000	$0.00	$0.00	$0.00
Based on Deduction: 401K									
INS	$49.36	Fixed	3		6/1/2001	0/0/0000	$0.00	$98.72	$98.72
Based on Pay: ALL									
							$0.00	$98.72	$98.72

Employees Without Pay Codes List

The Employees Without Pay Codes List displays the names and ID numbers of employees who are not assigned to pay codes.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select Empl w/o Pay Codes from the Reports list and choose New to open the Employee Lists Options window.

    To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Empl w/o Pay Codes from the Sub-reports list.

3. Enter an option name.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

Employees Without Pay Codes List

*=Inactive

```
  Employee ID      Name
--------------------------------------------------------------------------------
  ACKE001          Ackerman, Pilar
  FLOO001          Flood, Kathie
  MARU001          Harui, Roger
  LEVY001          Levy, Steven B.

Total Employees:      4
```

Employee List by Department

The Employee List by Department provides a list of departments and the employees assigned to each department. The name, employee number, and position is given for each employee.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select List By Department from the Reports list and choose New to open the Employee Lists Options window.

    To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Department from the Sub-reports list.

3. Enter an option name and create a report option to restrict the report. You can mark whether to include inactive employees.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

You can print the Employee List by Department from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Employee List by Department

```
Ranges:
    Employee ID:    First - Last
    Department:     First - Last

Sort By:   Employee ID


*=Inactive


Department
    Position                                    Employee ID    Name
-------------------------------------------------------------------------------------------------------------
ACCT     Accounting
    ATC       Accounting Clerk                  DELA0001       Delaney, Aidan
    ATC       Accounting Clerk                  DOYL0001       Doyle, Patricia
        SUP        Supervisor                   LEVY0001       Levy, Steven B.
                                                ------------
                                                       3      Employees in Department
ADMN     Administration
    ADA       Administrative Assistant          REEV0001       Reeves, Randy
    CEO       President                         STEW0001       Stewart, Jim
                                                ------------
                                                       2      Employees in Department
INST     Installation
    SUP       Supervisor                        BONI0001       Bonifaz, Luis
    SUP       Supervisor                        CLAY0001       Clayton, Jane
    TEC       Technician                        BARB0001       Barbariol, Angela
    TEC       Technician                        BARR0001       Barr, Adam
    TEC       Technician                        DIAZ0001       Diaz, Brenda
    TEC       Technician                        HARU0001       Harui, Roger
    TEC       Technician                        TIAN0001       Tiano, Mike
                                                ------------
                                                       7      Employees in Department
PCRC     Purchasing/Receiving
    APA       Assistant Purchasing Agent        KAHN0001       Kahn, Wendy Beth
    PRA       Purchasing Agent                  JAMI0001       Jamison, Jay
                                                ------------
                                                       2      Employees in Department
SALE     Sales
    ADA       Administrative Assistant          KENN0001       Kennedy, Kevin
    FSR       Field Sales Representative        BUCH0001       Buchanan, Nancy
    FSR       Field Sales Representative        ERIC0001       Erickson, Gregory J.
    FSR       Field Sales Representative        MART0001       Martinez, Sandra I.
    FSR       Field Sales Representative        WEST0001       West, Paul
    ISR       Inside Sales Representative       CHEN0001       Chen, John Y.
    ISR       Inside Sales Representative       LYON0001       Lyon, Robert
    ISR       Inside Sales Representative       LYSA0001       Lysaker, Jenny
    ISR       Inside Sales Representative       MUGH0001       Mughal, Salman
                                                ------------
                                                       9      Employees in Department
SPTS     Support Services
    CSP       Consultant/Support                ACKE0001       Ackerman, Pilar
    CSP       Consultant/Support                FLOO0001       Flood, Kathie
    CSP       Consultant/Support                TIBB0001       Tibbott, Diane
    CSP       Consultant/Support                YOUN0001       Young, Rob
                                                ------------
                                                       4      Employees in Department
                                                ------------
                                                      27      Employees
                                                ============
```

Employee List by Location

The Employee List by Location includes the locations of each employee in the company.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select List By Location from the Reports list and choose New to open the Employee Lists Options window.

   To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Location from the Sub-reports list.

3. Enter an option name and create a report option to restrict the report. Mark whether to include inactive employees.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

You can print the Employee List by Location from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Employee List by Location

EMPLOYEE LIST BY LOCATION
The World Online, Inc.
Payroll

Ranges:	From:	To:		Sorted By:	Employee ID
Employee ID:	First	Last		*=Inactive	
Location:	First	Last			

Location	Description	
Employee ID	**Name**	
Primary	The World Online, Inc.	
ACKE0001	Ackerman, Pilar	
BARB0001	Barbariol, Angela	
BARR0001	Barr, Adam	
BONI0001	Bonifaz, Luis	
BUCH0001	Buchanan, Nancy	
CHEN0001	Chen, John Y.	
CLAY0001	Clayton, Jane	
DELA0001	Delaney, Aidan	
DIAZ0001	Diaz, Brenda	
DOYL0001	Doyle, Patricia	
ERIC0001	Erickson, Gregory J.	
FLOO0001	Flood, Kathie	
HARU0001	Harui, Roger	
LEVY0001	Levy, Steven B.	
LYON0001	Lyon, Robert	
LYSA0001	Lysaker, Jenny	
MART0001	Martinez, Sandra I.	
MUGH0001	Mughal, Salman	
NAGA0001	Nartker, Paula	
REEV0001	Reeves, Randy	
TIAN0001	Tiano, Mike	
TIBB0001	Tibbott, Diane	
WEST0001	West, Paul	
Employees in Location:	23	
WAREHOUSE	TWO, Inc. Warehouse	
JAMI0001	Jamison, Jay	
KAHN0001	Kahn, Wendy Beth	
STEW0001	Stewart, Jim	
Employees in Location:	3	
Employees:	**26**	

Employee List by Supervisor

The Employee List by Supervisor includes the supervisor of each employee in the company.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select List By Supervisor from the Reports list and choose New to open the Employee Lists Options window.

   To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and List By Supervisor from the Sub-reports list.

3. Enter an option name and create a report option to restrict the report. Also, choose whether to include inactive employees.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

You can print the Employee List by Supervisor from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Employee List by Supervisor

EMPLOYEE LIST BY SUPERVISOR

The World Online, Inc.

Payroll

Ranges:	From:	To:			
Employee ID:	First	Last		Sorted by:	Supervisor
Supervisor:	First	Last		*=Inactive	

Supervisor			Employee ID	Name
Position				
ACCT	Accounting Supervisor		ACKE0001	Ackerman, Pilar
	ATC	Accounting Clerk	DELA0001	Delaney, Aidan
	ATC	Accounting Clerk	DOYL0001	Doyle, Patricia
	ACCT	Accountant	LEVY0001	Levy, Steven B.
	ATC	Accounting Clerk	NAGA0001	Nartker, Paula
			Employees under Supervisor: 4	
INVEN	Inventory Supervisor		STEW0001	Stewart, Jim
	PRA	Purchasing Agent	JAMI0001	Jamison, Jay
	APA	Assistant Purchasing Agent	KAHN0001	Kahn, Wendy B.
			Employees under Supervisor: 2	
SALES	Sales Supervisor		HARU0001	Harui, Roger
	FSR	Field Sales Representative	BUCH0001	Buchanan, Nancy
	ISR	Inside Sales Representative	CHEN0001	Chen, John Y.
	FSR	Field Sales Representative	ERIC0001	Erickson, Gregory J.
	ISR	Inside Sales Representative	LYON0001	Lyon, Robert
	ISR	Inside Sales Representative	LYSA0001	Lysaker, Jenny
	FSR	Field Sales Representative	MART0001	Martinez, Sandra I.
	ISR	Inside Sales Representative	MUGH0001	Mughal, Salman
	FSR	Field Sales Representative	WEST0001	West, Paul
			Employees under Supervisor: 8	

Employees: 14

Vacation/Sick Time Available List

Report Writer name
Vacation/Sick Time Available List
Cross Company Vacation/Sick Time Available List

Report table
Payroll Master
uprCrossCompanyEmpMstrTemp1
Company Master

Ranges
Employee ID
Employee Name
Employee Class
Department

Sorting options
by Employee ID
by Employee Name
by Employee Class
by Department

Include
Inactive Employees

The Vacation/Sick Time Available List displays the amount of vacation and sick time available for employees who are eligible to receive vacation benefits and sick time.

Printing Instructions

1. Choose Reports >> Payroll >> Employee Lists to open the Employee Lists window.

2. Select Vacation/Sick Time List from the Reports list and choose New to open the Employee Lists Options window.

   To print this report with information from multiple companies, use the Payroll Cross-Company window (Reports >> Payroll >> Cross-Company). Select Employee Lists from the Reports list and Vacation/Sick Time List from the Sub-reports list.

3. Enter an option name and create a report option to sort or restrict the report. You can include inactive employees.

4. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

5. Choose Print.

You can print the Vacation/Sick Time Available List from either the Employee Lists window or the Employee Lists Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Vacation/Sick Time Available List

```
System:    5/2/2002              The World Online, Inc.                    Page:   1
User Date: 5/2/2002             VACATION/SICK TIME AVAILABLE LIST          User ID:LESSONUSER1
                                      U.S. Payroll


Ranges:              From
    Employee ID      ACKE0001 - ERIC0001
    Employee Name    First - Last
    Employee Class   First - Last
    Department       First - Last

Sorted By:   Employee ID

*=Inactive

Department                                                      Sick Time      Vacation
    Employee Name                Employee ID   Social Security Number  Available    Available
---------------------------------------------------------------------------------------------------------
SPTS
    Ackerman, Pilar              ACKE0001      917-23-9833          43.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          1                     43.34         86.66
INST
    Barbariol, Angela            BARB0001      986-22-5953          43.08         86.16
    Barr, Adam                   BARR0001      944-22-9198          43.08         78.16
    Bonifaz, Luis                BONI0001      982-58-1991          43.34         78.66
                                 -------------                   --------      --------
            Totals for Department:          3                    129.50        242.98
SALE
    Buchanan, Nancy              BUCH0001      816-93-2541          43.34         86.66
    Chen, John Y.                CHEN0001      000-92-2390          43.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          2                     86.68        173.32
INST
    Clayton, Jane                CLAY0001      944-56-3896          43.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          1                     43.34         86.66
ACCT
    Delaney, Aidan               DELA0001      000-20-9416          35.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          1                     35.34         86.66
INST
    Diaz, Brenda                 DIAZ0001      484-66-9938          35.08         86.16
                                 -------------                   --------      --------
            Totals for Department:          1                     35.08         86.16
ACCT
    Doyle, Patricia              DOYL0001      983-05-7712          43.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          1                     43.34         86.66
SALE
    Erickson, Gregory J.         ERIC0001      952-04-4294          43.34         86.66
                                 -------------                   --------      --------
            Totals for Department:          1                     43.34         86.66
                                 -------------                   --------      --------
            Total Employees:              11                    459.96        935.76
                                 =============                   ========      ========
```

PAYROLL SAMPLE REPORTS   13

Earnings Register

Report Writer name
Earnings Register

Report tables
Payroll Temp Earning Report
Payroll Master

Range
Employee ID

The Earnings Register lists monthly, quarterly, and yearly gross-to-net wage summary information for each employee. This report also lists tips wages and tips taxes information.

Printing Instructions

1. Choose Reports >> Payroll >> Wage and Hour to open the Wage and Hour Reports window.

2. Select Earnings Register from the Reports list and choose New to open the Wage and Hour Report Options window.

3. Enter an option name and create a report option to restrict the report. Enter the dates to print information for.

4. Choose Destination. Select a printing destination and choose OK. The Wage and Hour Report Options window will be redisplayed.

5. Choose Print.

You can print the Earnings Register from either the Wage and Hour Reports window or the Wage and Hour Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Earnings Register

Ranges:
   Employee ID: First - Last

Sort By: Employee ID
Date From-To: 1/1/2002 - 4/30/2002

Employee ID   Name   Social Security Number

BARB0001   Barbariol, Angela   986-22-5953
        Gross Wages $6,840.00   Net Wages $4,920.40
        FICA Soc Sec Tax $422.53   Charged Tips $0.00
        FICA Medicare Tax $98.82   Reported Tips $0.00
        Federal Tax $901.42   FICA Soc Sec Tax on Tips $0.00
        State Tax $266.63   FICA Medicare Tax on Tips $0.00
        Local Tax $0.00   Federal Tax on Tips $0.00
        Deductions $230.20

BARR0001   Barr, Adam   944-22-9198
        Gross Wages $4,600.96   Net Wages $3,390.24
        FICA Soc Sec Tax $256.45   Charged Tips $0.00
        FICA Medicare Tax $59.97   Reported Tips $0.00
        Federal Tax $336.70   FICA Soc Sec Tax on Tips $0.00
        State Tax $92.85   FICA Medicare Tax on Tips $0.00
        Local Tax $0.00   Federal Tax on Tips $0.00
        Deductions $464.75

BONI0001   Bonifaz, Luis   982-58-1991
        Gross Wages $6,070.20   Net Wages $4,850.82
        FICA Soc Sec Tax $374.80   Charged Tips $0.00
        FICA Medicare Tax $87.66   Reported Tips $0.00
        Federal Tax $540.54   FICA Soc Sec Tax on Tips $0.00
        State Tax $191.38   FICA Medicare Tax on Tips $0.00
        Local Tax $0.00   Federal Tax on Tips $0.00
        Deductions $25.00

BUCH0001   Buchanan, Nancy   816-93-2541
        Gross Wages $5,327.56   Net Wages $3,897.23
        FICA Soc Sec Tax $313.23   Charged Tips $0.00
        FICA Medicare Tax $78.98   Reported Tips $0.00
        Federal Tax $489.68   FICA Soc Sec Tax on Tips $0.00
        State Tax $110.29   FICA Medicare Tax on Tips $0.00
        Local Tax $0.00   Federal Tax on Tips $0.00
        Deductions $99.12

Report Totals: --------------------   --------------------
        Gross Wages $22,828.72   Net Wages $17,058.69
        FICA Soc Sec Tax $1,367.01   Charged Tips $0.00
        FICA Medicare Tax $325.43   Reported Tips $0.00
        Federal Tax $2,268.34   FICA Soc Sec Tax on Tips $0.00
        State Tax $661.15   FICA Medicare Tax on Tips $0.00
        Local Tax $0.00   Federal Tax on Tips $0.00
        Deductions $819.07

Total Employees: 4

Employee Pay History Report

Report Writer name
Employee Pay History Report

Report tables
Payroll Transaction History
Payroll Earnings History
Payroll Master
Payroll Pay Code Setup

Ranges
Employee ID
Pay Code
Pay Date
Department

Sorting options
by Employee ID/Pay Code
by Employee ID/Pay Date

The Employee Pay History Report shows the pay code, pay date, department, job, hours worked, days worked, weeks worked, pay rate, and amount paid to each employee. Print this report to review the pay history of each employee.

Printing Instructions

1. Choose Reports >> Payroll >> History to open the Payroll History Reports window.

2. Select Employee Pay History from the Reports list and choose New to open the Payroll History Report Options window.

3. Enter an option name and create a report option to sort or restrict the report.

4. Choose Destination. Select a printing destination and choose OK. The Payroll History Report Options window will be redisplayed.

5. Choose Print.

You can print the Employee Pay History Report from either the Payroll History Reports window or the Payroll History Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Employee Pay History Report

Ranges: From: To:
    Employee ID   ACKE0001 - CLAY0001
    Pay Code   First - Last
    Pay Date   First - Last
    Department   First - Last

Sort By: Employee ID/Pay Date

Employee ID	Code	Pay Date	Dept	Position	Amount	Hours	Pay Rate	Days	Weeks	W/Comp	SUTA	FUTA
ACKE0001	SALY	1/15/2002	SPTS	CSP	$850.96	78.67	$10.81	9.00	1.90	ILWC01	IL	Y
ACKE0001	SALY	1/31/2002	SPTS	CSP	$937.50	86.67	$22,500.00	9.00	1.90	ILWC01	IL	Y
Total Transactions:		2			$1,788.46	165.34		18.00	3.80			
BARB0001	HOLI	1/15/2002	INST	TEC	$120.80	8.00	$15.10	0.00	0.00	INWC01	IN	Y
BARB0001	HOUR	1/15/2002	INST	TEC	$1,087.20	72.00	$15.10	9.00	18.00	INWC01	IN	Y
BARB0001	HOUR	1/31/2002	INST	TEC	$1,208.00	80.00	$15.10	10.00	2.00	INWC01	IN	Y
Total Transactions:		3			$2,416.00	160.00		19.00	20.00			
BARR0001	HOLI	1/15/2002	INST	TEC	$128.80	8.00	$16.10	0.00	0.00	WIWC01	WI	Y
BARR0001	HOUR	1/15/2002	INST	TEC	$1,030.40	64.00	$16.10	8.00	1.60	WIWC01	WI	Y
BARR0001	VACN	1/15/2002	INST	TEC	$128.80	8.00	$16.10	0.00	0.00	WIWC01	WI	Y
BARR0001	HOUR	1/31/2002	INST	TEC	$1,288.00	80.00	$16.10	10.00	20.00	WIWC01	WI	Y
Total Transactions:		4			$2,576.00	160.00		18.00	21.60			
BONI0001	SALY	1/15/2002	INST	SUP	$1,191.35	78.67	$15.14	9.00	1.90	ILWC02	IL	Y
BONI0001	SALY	1/31/2002	INST	SUP	$1,191.35	78.67	$15.14	9.00	1.90	ILWC02	IL	Y
Total Transactions:		2			$2,382.70	157.34		18.00	3.80			
BUCH0001	SALY	1/15/2002	SALE	FSR	$756.41	78.67	$9.61	9.00	1.90	NEWC01	NE	Y
BUCH0001	SALY	1/31/2002	SALE	FSR	$833.33	86.67	$20,000.00	9.00	1.90	NEWC01	NE	Y
Total Transactions:		2			$1,589.74	165.34		18.00	3.80			
CHEN0001	SALY	1/15/2002	SALE	ISR	$627.67	78.67	$7.97	9.00	1.90	ILWC01	IL	Y
CHEN0001	SALY	1/31/2002	SALE	ISR	$691.50	86.67	$16,596.00	9.00	1.90	ILWC01	IL	Y
Total Transactions:		2			$1,319.17	165.34		18.00	3.80			
CLAY0001	SALY	1/15/2002	INST	SUP	$1,191.35	78.67	$15.14	9.00	1.90	NEWC01	NE	Y
CLAY0001	SALY	1/31/2002	INST	SUP	$1,312.50	86.67	$31,500.00	9.00	1.90	NEWC01	NE	Y
Total Transactions:		2			$2,503.85	165.34		18.00	3.80			
Total Employees:		7			$14,575.92	1138.70		127.00	60.60			

Check Register

Report Writer names
Check Register
Reprint Check Register

Report table
Payroll Check History
Payroll Master
Payroll Distribution History
Header
Payroll Work Check

The Check Register shows detailed information for each payroll check in a computer check run or each manual check. The employee ID, employee name, department, Social Security number, gross pay, deductions, and net pay are shown for each check. The tax withholding and liability amounts for a pay run are summarized at the end of the report. The Payroll Check Register will be printed automatically after you post a check run. This report is part of the audit trail code and should be kept with your permanent records.

You can print posting reports only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can reprint the Check Register at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.

2. Select Check Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.

3. Enter or select an audit trail code and create a report option.

4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.

5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

Check Register

Check Date: 1/15/1999   Audit Trail Code: UPRCC00000001
Checkbook ID: PAYROLL
Batch ID:

Trx Total Actual: Trx Total Control:
Employee Total Actual: Employee Total Control:
Approved: No   Approved By: Approval Date:
*=Voided

Employee ID for Voiding	Employee Name	Dept	SSN	Gross Pay	Deductions	Net Pay	Check Number	Reason
DIAZ0001	BRENDA DIAZ	INST	484-66-9938	$1,368.00	$390.22	$977.78	10000	
ACKE0001	PILAR ACKERMAN	SPTS	917-23-9833	$850.96	$225.04	$625.92	10001	
BARB0001	ANGEAL BARBARIOL	INST	986-22-5953	$1,208.00	$243.52	$964.48	10002	
BARR0001	ADAM BARR	INST	944-22-9198	$1,288.00	$355.98	$932.02	10003	
BUCH0001	NANCY BUCHANAN	SALE	816-93-2541	$756.41	$153.95	$602.46	10004	
BONI0001	LUIS BONIFAZ	INST	982-58-1991	$1,191.35	$305.01	$886.34	10005	
CLAY0001	JANE CLAYTON	INST	944-56-3896	$1,191.35	$319.70	$871.65	10006	
DELA0001	AIDAN DELANEY	ACCT	000-20-9416	$824.91	$253.22	$571.69	10007	
DOYL0001	PATRICIA DOYLE	ACCT	983-05-7712	$808.76	$169.75	$639.01	10008	
ERIC0001	GREGORY J. ERICKSON	SALE	952-04-4294	$907.70	$244.55	$663.15	10009	
FLOO0001	KATHIE FLOOD	SPTS	831-19-5071	$828.27	$188.59	$639.68	10010	
MARU0001	ROGER HARUI	SALE	000-16-9812	$907.70	$180.80	$726.90	10011	
JAMI0001	JAY JAMISON	PCRC	000-43-9112	$1,229.17	$348.08	$881.09	10012	
KENN0001	KEVIN KENNEDY	SALE	983-37-3903	$914.43	$219.69	$694.74	10013	
LEVY0001	STEVEN B. LEVY	ACCT	000-44-4808	$1,146.49	$337.20	$809.29	10014	
LYSA0001	JENNY LYSAKER	SALE	000-55-2831	$679.07	$165.01	$514.06	10015	
LYON0001	ROBERT LYON	SALE	980-67-3414	$659.29	$155.46	$503.83	10016	
MART0001	SANDRA I. MARTINEZ	INST	912-63-0331	$1,256.00	$349.73	$906.27	10017	
REEV0001	RANDY REEVES	ADMN	943-94-3391	$985.49	$238.84	$746.65	10018	
STEW0001	JIM STEWART	ADMN	921-29-4788	$1,840.13	$555.46	$1,284.67	10019	
TIBB0001	DIANE TIBBOTT	SPTS	000-64-2921	$898.62	$292.90	$605.72	10020	
TIAN0001	MIKE TIANO	INST	000-73-8127	$1,128.00	$265.02	$862.98	10021	
WEST0001	PAUL WEST	SALE	000-94-3444	$907.70	$218.74	$688.96	10022	
CHEN0001	JOHN Y. CHEN	SALE	000-92-2390	$627.67	$146.57	$481.10	10023	
YOUN0001	ROB YOUNG	SPTS	000-55-9183	$805.58	$198.70	$606.88	10024	
KAHN0001	WENDY BETH KAHN	SALE	000-36-2841	$652.75	$169.55	$483.20	10025	

```
                                   Totals:    $25,861.80   $6,691.28   $19,170.52
                                             ============ ============ ============
```

Payroll Summary:	Federal Tax W/H	FICA Medicare W/H	FICA Soc Sec W/H	Employer FICA Owed	Advanced EIC Payments Made
	$2,563.97	$372.05	$1,590.92	$1,962.97	$0.00

	Uncollected:	FICA Medicare Tax	FICA Soc Sec Tax
		$0.00	$0.00

```
                                              Total Tax Liability:       $6,489.91
```

Department Posting Journal

The Department Posting Journal shows the hour and dollar amounts for each department included in a pay run. The Department Posting Journal will be printed automatically when you post a check run. This report is a part of the audit trail and should be kept with your permanent records.

You can print posting journals only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can send the posting journal to a file and to the printer, in case of a printer error. You can print the contents of this file at any time.

Posting journals printed for individually posted transactions generally are the same as posting journals printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions you entered and posted since you opened the Payroll Transaction Entry window.

You can reprint the Department Posting Journal at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and have not removed history for the transactions.

Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.

2. Select Department Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.

3. Enter or select an audit trail code and create a report option.

4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.

5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

Department Posting Journal

Ranges:
     Audit Trail Code   UPRCC00000001

Department		Pay Period Hours	Pay Period Dollars
ACCT	Accounting	314.68	$3,550.41
ADMN	Administration	157.34	$2,825.62
INST	Installation	557.34	$8,630.70
PCRC	Purchasing/Receiving	78.67	$1,229.17
SALE	Sales	708.03	$7,012.72
SPTS	Support Services	314.68	$3,383.43
------		--------------	--------------
6	Department Code(s) Totals:	2,130.74	$26,632.05
======		==============	==============

Vacation/Sick Time Accrual Register

Report Writer name
Reprint Vac/Sick Accrual
Register

Report tables
Payroll Check History
Payroll Master
Payroll Tax Liability

The Vacation/Sick Time Accrual Register shows the amount of vacation benefits and sick time accrued for eligible employees during a pay period. The Vacation/Sick Time Accrual Register is printed automatically when you post a check run. This report is a part of the audit trail and should be kept with your permanent records.

You can print posting reports only if you selected to print them in the Posting Setup window. For more information, refer to the System Manager documentation.

You can send the posting report to a file and to the printer, in case of a printing error. The contents of this file can be printed at any time.

Posting reports printed for individually posted transactions generally are the same as posting reports printed for batch transactions. However, the reports for individually posted transactions contain information only for the transactions you entered and posted since you opened the Payroll Transaction Entry window.

You can reprint the Vacation/Sick Time Accrual Register at any time as long as you've marked Reprint in the Audit Trail Codes Setup window and you haven't removed history for the transactions.

Printing Instructions

1. Choose Reports >> Payroll >> Reprint Journals to open the Reprint Payroll Posting Journals window.

2. Select Vac/Sick Time Accrual Register from the Reports list and choose New to open the Reprint Payroll Posting Journal Report Options window.

3. Enter or select an audit trail code and create a report option.

4. Choose Destination. Select a printing destination and choose OK. The Reprint Payroll Posting Journal Report Options window will be redisplayed.

5. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

Vacation/Sick Time Accrual Register

Ranges:
      Audit Trail Code   UPRCC00000001

****=Multiple or no vacation/sick pay records exist

Department Employee ID	Employee Name	SSN	Accrued Vac Hrs	Accrued Vac Liab	Vacation Available	Accrued Sick Hours	Accrued Sick Liab	Sick Time Available
ACCT								
**** DELA0001	AIDAN DELANEY	000-20-9416	3.33	$0.00	83.33	1.67	$0.00	41.67
**** DOYL0001	PATRICIA DOYLE	983-05-7712	3.33	$0.00	83.33	1.67	$0.00	41.67
**** LEVY0001	STEVEN B. LEVY	000-44-4808	3.33	$0.00	83.33	1.67	$0.00	41.67
	Totals for Department:		9.99	$0.00	249.99	5.01	$0.00	125.01
ADMN								
**** REEV0001	RANDY REEVES	943-94-3391	3.33	$0.00	83.33	1.67	$0.00	41.67
**** STEW0001	JIM STEWART	921-29-4788	3.33	$0.00	83.33	1.67	$0.00	41.67
	Totals for Department:		6.66	$0.00	166.66	3.34	$0.00	83.34
INST								
**** DIAZ0001	BRENDA DIAZ	484-66-9938	3.08	$0.00	83.08	1.54	$0.00	41.54
**** BARB0001	ANGELA BARBARIOL	986-22-5953	3.08	$0.00	83.08	1.54	$0.00	41.54
**** BARR0001	ADAM BARR	944-22-9198	3.08	$49.59	83.08	1.54	$0.00	41.54
**** BONI0001	LUIS BONIFAZ	982-58-1991	3.33	$0.00	83.33	1.67	$0.00	41.67
**** CLAY0001	JANE CLAYTON	944-56-3896	3.33	$0.00	83.33	1.67	$0.00	41.67
**** HARU0001	ROGER HARUI	000-16-9812	3.08	$0.00	83.08	1.54	$24.18	41.54
**** TIAN0001	MIKE TIANO	000-73-8127	3.08	$0.00	83.08	1.54	$0.00	41.54
	Totals for Department:		22.06	$49.59	582.06	11.04	$24.18	291.04
PCRC								
**** JAMI0001	JAY JAMISON	000-43-9112	3.33	$0.00	83.33	1.67	$0.00	41.67
	Totals for Department:		3.33	$0.00	83.33	1.67	$0.00	41.67
SALE								
**** BUCH0001	NANCY BUCHANAN	816-93-2541	3.33	$0.00	83.33	1.67	$0.00	41.67
**** ERIC0001	GREGORY J. ERICKSON	952-04-4294	3.33	$0.00	83.33	1.67	$0.00	41.67
**** MART0001	SANDRA I. MARTINEZ	912-63-0331	3.33	$0.00	83.33	1.67	$0.00	41.67
**** KENN0001	KEVIN KENNEDY	983-37-3903	3.33	$0.00	83.33	1.67	$0.00	41.67
**** LYSA0001	JENNY LYSAKER	000-55-2831	3.33	$0.00	83.33	1.67	$0.00	41.67
**** LYON0001	ROBERT LYON	980-67-3414	3.33	$0.00	83.33	1.67	$0.00	41.67
**** WEST0001	PAUL WEST	000-94-3444	3.33	$0.00	83.33	1.67	$0.00	41.67
**** CHEN0001	JOHN Y. CHEN	000-92-2390	3.33	$0.00	83.33	1.67	$0.00	41.67
**** MUGH0001	SALMAN MUGHAL	912-12-9448	3.33	$0.00	83.33	1.67	$0.00	41.67
	Totals for Department:		29.97	$0.00	749.97	15.03	$0.00	375.03
SPTS								
**** ACKE0001	PILAR ACKERMAN	917-23-9833	3.33	$0.00	83.33	1.67	$0.00	41.67
**** FLOO0001	KATHIE FLOOD	831-19-5071	3.33	$0.00	83.33	1.67	$0.00	41.67
**** TIBB0001	DIANE TIBBOTT	000-64-2921	3.33	$0.00	83.33	1.67	$0.00	41.67
**** YOUN0001	ROB YOUNG	000-55-9183	3.33	$0.00	83.33	1.67	$0.00	41.67
	Totals for Department:		13.32	$0.00	333.32	6.68	$0.00	166.68
26 Employee(s)	Totals:		85.33	$49.59	2165.33	42.77	$24.18	1082.77

Company Benefits List

The Company Benefits List provides a list of the company benefits set up in Payroll.

Printing Instructions

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.

2. Select Benefit Codes from the Reports list and choose New to open the Payroll Setup Report Options window.

3. Enter an option name.

4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.

5. Choose Print.

You can print the Company Benefits List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

You also can choose File >> Print while working in the Benefit Setup window.

For more information about printing Payroll reports, refer to the Payroll documentation.

Company Benefits List

```
System:      5/2/2002   3:28:36 PM        The World Online, Inc.          Page:      1
User Date:   5/2/2002                     COMPANY BENEFITS LIST           User ID:   LESSONUSER1
                                               U.S. Payroll
* = Inactive
   Code           Description                      Taxable
------------------------------------------------------------------------------------------------------
   401K           401(K)
   INS            Insurance Premium
   LIFE           Life Insurance
   -------
   3              Benefit Code(s)
   =======
```

Department Codes List

Report Writer name
Department List

Report tables
Payroll Department Setup
Record Notes Master

The Department Codes List displays a list of the department codes set up in Payroll, along with their descriptions.

Printing Instructions

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.

2. Select Department Codes from the Reports list and choose New to open the Payroll Setup Report Options window.

3. Enter an option name.

4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.

5. Choose Print.

You can print the Department Codes List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

You also can choose File >> Print while working in the Department Setup window to print the Department Codes List.

For more information about printing Payroll reports, refer to the Payroll documentation.

Department Codes List

```
System:      5/2/2002    3:30:36 PM        The World Online, Inc.                    Page:    1
User Date:   5/2/2002                      DEPARTMENT CODES LIST                     User ID:  LESSONUSER1
                                                U.S. Payroll
Code        Description
---------------------------------------------------------------------------------------------------------------
ACCT        Accounting
ADMN        Administration
INST        Installation
PCRC        Purchasing/Receiving
SALE        Sales
SPTS        Support Services
------
     6   Department Code(s)
======
```

Supervisor Codes List

Report Writer name

Supervisor Codes List

Report tables

Payroll Setup Supervisor

The Supervisor Codes List displays a list of all the supervisor codes set up in Payroll, along with their descriptions.

Printing Instructions

1. Choose Reports >> Payroll >> Setup to open the Payroll Setup Reports window.

2. Select Supervisor Codes from the Reports list and choose New to open the Payroll Setup Report Options window.

3. Enter an option name.

4. Choose Destination. Select a printing destination and choose OK. The Payroll Setup Report Options window will be redisplayed.

5. Choose Print.

You can print the Supervisor Codes List from either the Payroll Setup Reports window or the Payroll Setup Report Options window. You also can save the report option and print later.

For more information about printing Payroll reports, refer to the Payroll documentation.

Supervisor Codes List

SUPERVISOR CODES LIST

The World Online, Inc.

Payroll

Code:	Description:
ACCT	Accounting Supervisor
INVEN	Inventory Supervisor
SALES	Sales Supervisor

Supervisor Code(s):	**3**

Benefit Summary

The Benefit Summary report lists the totals for each benefit for a specified period.

Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.

2. Enter range information to restrict the report.

3. Enter the dates to print the report for and select Benefit Summary from the Reports list.

4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.

5. Choose Process.

6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.

2. Select Period End from the Reports list and Benefit Summary from the Sub-reports list.

3. Choose New to open the Payroll Cross-Company Options window.

4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.

5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

Benefit Summary

Ranges:
```
    Employee ID:    First - Last
    Class ID:       First - Last
    Department:     First - Last
    Position:       First - Last
```

Date From: 1/1/2001
Date To: 12/31/2002

* Indicates Taxable

Benefit
```
  Code                  Total
---------------------------------------------------------------------
  401K                 $354.41

  INS                $2,665.44

                      ------------------
                       $3,019.85
                      ==================
```

Payroll Summary

The Payroll Summary report lists the amounts for gross wages, advance earned income credit payments, federal taxes withheld, FICA wages, FICA taxes withheld, and net wages for a specified period.

Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.

2. Enter range information to restrict the report.

3. Enter the dates to print the report for and select Payroll Summary from the Reports list.

4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.

5. Choose Process.

6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.

2. Select Period End from the Reports list and Payroll Summary from the Sub-reports list.

3. Choose New to open the Payroll Cross-Company Options window.

4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.

5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

Payroll Summary

Ranges:
      Employee ID: First - Last
      Class ID: First - Last
      Department: First - Last
      Position: First - Last

Date From: 1/1/2001
Date To: 12/31/2002

Description	Total
Gross Wages	$54,665.39
Federal Wages	$0.00
Advanced EIC Payments	$0.00
Federal Taxes Withheld	$5,352.79
FICA Soc Sec Wages	$52,720.49
FICA Soc Sec Withheld	$3,268.67
FICA Medicare Wages	$52,720.49
FICA Medicare Withheld	$764.46
Net Wages	$40,545.33

Position Summary

The Position Summary report lists the wages and hours for each position code in a specified period.

Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.

2. Enter range information to restrict the report.

3. Enter the dates to print the report for and select Position Summary from the Reports list.

4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.

5. Choose Process.

6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.

2. Select Period End from the Reports list and Position Summary from the Sub-reports list.

3. Choose New to open the Payroll Cross-Company Options window.

4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.

5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

Position Summary

```
Ranges:
    Employee ID:   First - Last
    Class ID:      First - Last
    Department:    First - Last
    Position:      First - Last

Date From:   1/1/2001
Date To:     12/31/2001

Position
   Code            Wages
------------------------------------------------------------------
   ACCT            $2,409.57
   ADA             $3,993.05
   APA                 $0.00
   ATC             $4,968.41
   CEO             $3,493.13
   CSP             $7,110.93
   FSR             $7,220.54
   ISR             $5,503.87
   MGR             $2,512.00
   PRA             $2,583.34
   SUP             $4,886.55
   TEC             $9,984.00
                   -------------------
                   $54,665.39
                   ===================
```

FUTA Summary

The FUTA Summary report is an audit trail report that totals compensation and taxable wages for a specified period. This report lists the period and taxable wages for the employee. The report also provides the total FUTA tax due.

Printing Instructions

To print information for one company using the Period-End Payroll Reports window:

1. Choose Reports >> Payroll >> Period-End to open the Period-End Payroll Reports window.

2. Enter range information to restrict the report.

3. Enter the dates to print the report for and select FUTA Summary from the Reports list.

4. Mark whether to post liabilities to FUTA, SUTA, or Workers' Compensation Tax, and enter a posting date.

5. Choose Process.

6. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.

2. Select Period End from the Reports list and FUTA Summary from the Sub-reports list.

3. Choose New to open the Payroll Cross-Company Options window.

4. Enter an option name and create a report option to sort or restrict the report. Enter the dates to print the report for.

5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

6. Choose Print.

You can print as many period-end reports as you want.

For more information about printing Payroll reports, refer to the Payroll documentation.

FUTA Summary

Ranges:
    Employee ID: First - Last
    Class ID: First - Last
    Department: First - Last
    Position: First - Last

Date From: 1/1/2001
Date To: 12/31/2001

(Does not include Tax Sheltered Annuities)

SOC-SEC-NUM	Employee Name	Wages	Weeks	YTD Wages for the Period	Taxable Wages	YTD Taxable Wages for the Period
917-23-9833	Ackerman, Pilar	$1,602.56	3.80	$1,602.56	$1,602.56	$1,602.56
986-22-5953	Barbariol, Angela	$2,406.00	20.00	$2,406.00	$2,406.00	$2,406.00
944-22-9198	Barr, Adam	$2,462.96	21.60	$2,462.96	$2,462.96	$2,462.96
982-58-1991	Bonifaz, Luis	$2,301.22	3.80	$2,301.22	$2,301.22	$2,301.22
816-93-2541	Buchanan, Nancy	$1,532.05	3.80	$1,532.05	$1,532.05	$1,532.05
000-92-2390	Chen, John Y.	$1,269.59	3.80	$1,269.59	$1,269.59	$1,269.59
944-56-3896	Clayton, Jane	$2,297.80	3.80	$2,297.80	$2,297.80	$2,297.80
000-20-9416	Delaney, Aidan	$1,397.92	3.80	$1,397.92	$1,397.92	$1,397.92
484-66-9938	Diaz, Brenda	$2,643.92	3.70	$2,643.92	$2,643.92	$2,643.92
983-05-7712	Doyle, Patricia	$1,689.76	3.80	$1,689.76	$1,689.76	$1,689.76
952-04-4294	Erickson, Gregory J.	$1,840.47	3.80	$1,840.47	$1,840.47	$1,840.47
831-19-5071	Flood, Kathie	$1,554.87	3.80	$1,554.87	$1,554.87	$1,554.87
000-16-9812	Harui, Roger	$2,502.00	3.60	$2,502.00	$2,502.00	$2,502.00
000-43-9112	Jamison, Jay	$2,495.83	3.80	$2,495.83	$2,495.83	$2,495.83
983-37-3903	Kennedy, Kevin	$1,719.86	3.80	$1,719.86	$1,719.86	$1,719.86
000-44-4808	Levy, Steven B.	$2,127.29	3.80	$2,127.29	$2,127.29	$2,127.29
980-67-3414	Lyon, Robert	$1,334.05	3.80	$1,334.05	$1,334.05	$1,334.05
000-55-2831	Lysaker, Jenny	$1,241.30	3.80	$1,241.30	$1,241.30	$1,241.30
912-63-0331	Martinez, Sandra I.	$1,740.94	3.80	$1,740.94	$1,740.94	$1,740.94
912-12-9448	Mughal, Salman	$1,320.73	3.80	$1,320.73	$1,320.73	$1,320.73
943-94-3391	Reeves, Randy	$2,061.20	3.80	$2,061.20	$2,061.20	$2,061.20
921-29-4788	Stewart, Jim	$3,132.57	3.80	$3,132.57	$3,132.57	$3,132.57
000-73-8127	Tiano, Mike	$2,246.00	3.70	$2,246.00	$2,246.00	$2,246.00
000-64-2921	Tibbott, Diane	$1,676.06	3.80	$1,676.06	$1,676.06	$1,676.06
000-94-3444	West, Paul	$1,744.57	3.80	$1,744.57	$1,744.57	$1,744.57
000-55-9183	Young, Rob	$1,507.18	3.80	$1,507.18	$1,507.18	$1,507.18
	Federal Totals	$49,848.70	132.40	$49,848.70	$49,848.70	$49,848.70

26 Employee(s) Listed   FUTA Tax Rate   8.00000%

Maximum Taxable Wages/Employee: $7,000.00   FUTA Tax Due $3,987.90

Quarterly 941 Preparation Report

Report Writer name
Quarterly 941 Preparation
Report
Cross Company Quarter End
941 Preparation Report

Report table
Payroll Temp 941 Totals
uprCrossCompanySummRpts
Temp
Company Master

The Quarterly 941 Preparation Report helps you prepare Form 941 for quarterly federal tax returns. This report lists the amount of FICA wages, total quarterly compensation, federal tax withheld, and FICA taxes due. Use this report to verify the accuracy of data before printing the actual Form 941. This is an audit trail report and should be kept for your records.

Printing Instructions

To print information for one company using the Quarter-End Payroll Reports window:

1. Choose Reports >> Payroll >> Quarter-End to open the Quarter-End Payroll Reports window.

2. Mark 941 Preparation Report, and then select the quarter to print the report for.

3. Choose Process.

4. Select a printing destination and choose OK.

To print information for multiple companies using the Payroll Cross-Company window:

1. Choose Reports >> Payroll >> Cross-Company to open the Payroll Cross-Company window.

2. Select Quarter End from the Reports list and 941 Preparation Report from the Sub-reports list.

3. Choose New to open the Payroll Cross-Company Options window.

4. Enter an option name and create a report option to sort or restrict the report. Select the quarter to print the report for.

5. Choose Destination. Select a printing destination and choose OK. The Employee Lists Options window will be redisplayed.

6. Choose Print.

For more information about printing Payroll reports, refer to the Payroll documentation.

Quarterly 941 Preparation Report

```
System:    5/2/2002   3:43:34 PM     The World Online, Inc.      Page:    1
User Date: 5/2/2002              QUARTERLY 941 PREPARATION REPORT User ID: LESSONUSER1
                                        U.S. Payroll
Quarter-Ending: 3/31/2002
   ------------------------------------------------------------------------

   1  Number of Employees                                        27
   2  Total wages and tips, plus other compensation        $132,550.59
   3  Total Income Tax Withheld                             $13,800.63
   4
   5  Adjusted Total of Income Tax Withheld                 $13,800.63
   6  Taxable Social Security Wages    $136,091.00 x   12.4000% =   $16,875.28
      Taxable Social Security tips          $0.00 x   12.4000% =       $0.00
   7  Taxable Medicare Wages and Tips  $136,091.00 x    2.9000% =    $3,946.64
   8  Total Social Security and Medicare Taxes              $20,821.92
   9  Adjustment of Social Security and Medicare Taxes  Fraction Error    0.02
                                                                     0.00
  10  Adjusted Total of Social Security and Medicare Taxes  $20,821.94
  11  Total taxes                                           $34,622.57
  12  Advanced earned income credit                             $0.00
  13  Net taxes                                             $34,622.57

      *  Semiweekly depositors:  Complete Schedule B and check here . . . . . . X

  Liability for Month   First Month  Second Month   Third Month  Total For Quarter
```

Calculate Checks Report

Report Writer name
Precheck Report

Report tables
Payroll Temp Precheck Report
Payroll Master

The Calculate Checks Report is printed when you calculate paychecks using the Calculate Payroll Checks window. It includes specific information such as tax amounts, deduction, and benefit amounts. Use this report to verify the dollar amounts and other information that will be printed on employee paychecks to ensure there are no errors.

You must print this report before you print paychecks and after you build paychecks.

For more information about printing Payroll reports, refer to the Payroll documentation.

Calculate Checks Report

```
Employee ID     Name                    Soc Sec #
                                        Pay Rate      Amount/Units      Gross Wages      Ben/Ded/Tax        Net Wages
----------------------------------------------------------------------------------------------------------------------------
ACKE0001      Ackerman, Pilar           917-23-9833
    SALY   Salary     SPTS   CSP             $937.50                       $937.50
                                                                    -----------------
                                                                        $937.50

                         Benefits:      INS    Insurance Premium                            $49.36
                                                                                     -----------------
                                                                                           $49.36

                         Deductions:    INS2   Insurance (family coverage)                  $72.95
                                        MED    Medical Flex                                 $20.00
                                                                                     -----------------
                                                                                           $92.95

                         Taxes On Wages: FICA Soc Sec Withheld                              $52.36
                                         FICA Medicare Withheld                             $12.25
                                         Federal Withheld                                   $69.50
                                         IL State Withheld                                  $19.09
                                                                                     -----------------
                                                                                          $153.20


                                                                                                       -----------------
                                                                                                             $641.99
                                                                                                       =================

BARB0001      Barbariol, Angela         816-93-2541
    SALY   Salary     SALE   FSR             $833.33                       $833.33
                                                                    -----------------
                                                                        $833.33

                         Benefits:      401K   401(K)                                        $9.53
                                        INS    Insurance Premium                            $49.36
                                                                                     -----------------
                                                                                           $58.89

                         Deductions:    401K   401(k) Deduction                             $28.60
                                        MED    Medical Flex                                  $5.00
                                                                                     -----------------
                                                                                           $33.60

                         Taxes On Wages: FICA Soc Sec Withheld                              $51.39
                                         FICA Medicare Withheld                             $12.02
                                         Federal Withheld                                   $67.01
                                         NE State Withheld                                  $17.77
                                         MDC   Local Withheld                                $6.10
                                                                                     -----------------
                                                                                          $154.29


                                                                                                       -----------------
                                                                                                             $586.55
                                                                                                       =================


       -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --

                         REPORT TOTALS:
                         WAGES                 $22,456.92
                         REPORTED TIPS            $270.00
                         BENEFITS               $1,274.93
                         DEDUCTIONS             $1,610.00
                         TAXES                  $4,393.02
                         NET WAGES             $16,453.90
```

Year End Employee Wage Report

Report Writer name
Year End Employee Wage
Report

Report tables
Payroll Temp Wage Report
Additional Records
Payroll Year End Wage
Payroll Year End Header

Range
Employee ID

Sorting options
MQGE/Employee ID
MQGE/Employee Name
MQGE/Dept./Name
MQGE/Employee SSN

The Year End Employee Wage Report contains the information you created during the create year-end files process. This report contains the information that will be printed on employee W-2 statements. You can use the report to review the information before printing the actual W-2 statements.

Printing Instructions

1. Choose Routines >> Payroll >> Year-End Wage Rpt to open the Year-End Wage Report window.

2. Select the year and enter or select a range of employees.

3. Choose Print.

4. Select a printing destination and choose OK.

For more information about printing Payroll reports, refer to the Payroll documentation.

Year-End Employee Wage Report

```
FICA Soc Sec Tax Rate:         6.2%
FICA Soc Sec Wage Limit:   57,600.00
FICA/Medicare Tax Rate:        1.45%
EIC Maximum Withholding:       0.00

Ranges:
   Reporting Year:    2001
   Employee ID:

Sort by:


--------------------------------------------------------------------------------------------------
Employee ID STEW0001      Wages,Tips,Other Comp:    $4659.12   Federal Income Tax Withheld: $1149.07
Jim  Stewart              Social Security Wages:    $1200.00   Social Security Tax Withheld: $744.00
7916 South Rose Creek     Medicare Wages $ Tips:    $1200.00   Medicare Tax Withheld:        $174.00
                          Social Security Tips:        $0.00   Allocated Tips:                 $0.00
                          Advance EIC Payments:        $0.00   Dependent Care Benefits:        $0.00
Lake Forest, IL 60045-7916 Nonqualified Plans:         $0.00

Employee SSN:  917-23-9833

Employment Type:
Department:    ADMN

W-2 Check Boxes:
   Statutory Employee  Retirement Plan

Special Items Box:                    Other Items Box:
Box Number   Code           Amount    Box Number   Code              Amount
                                          14    401k                 0.00

State   Employer's ID        Wages    Income Tax   Taxing Entity Code   Other Data   Control Number
   IL   320923213989     $22,980.00      $331.93

Locality      Tax Type                          Wages          Income Tax


--------------------------------------------------------------------------------------------------
Number of Employees:          27
Wages, Tips, Other Comp:  $51,457.53          Federal Income Tax Withheld:    $5352.79
Social Security Wages:    $52,720.49          Social Security Tax Withheld:   $3268.67
Medicare Wages & Tips:    $52,720.49          Medicare Tax Withheld:           $764.46
Social Security Tips:         $0.00           Allocated Tips:                    $0.00
Advance EIC Payment:          $0.00           Dependent Care Benefits:           $0.00
Nonqualified Plans:           $0.00

Special Items Box:                            Other Items Box:
                                                 401k                           $0.00

State        Wages         Tax              Locality         Wages         Tax
   IL    $31,785.39    $833.60
   IN     $4246.47     $135.88
   WI     $2462.96     $145.36
   NE     $3829.85      $89.18
   MI     $2643.92     $107.54
   IA     $2502.00     $106.02
   MN     $1740.94      $32.70
   MO     $2246.00      $76.00
```

W-2 Statement

Report Writer names
W-2 Laser Form
W-2 Magnetic Media
    Summary Report
W-2 One-Wide Form
W-2 Two-Wide Form

Report table
Payroll Temp W-2 Forms

Range
Employee ID

Sorting options
MQGE/Employee ID
MQGE/Employee Name
MQGE/Dept./Name
MQGE/Employee SSN

W-2 Statement reports are distributed to your employees for use in preparing federal, state, and local tax returns. This statement shows income earned and taxes deducted for the employee. For detailed information, refer to the Payroll manual.

Before you can print W-2 Statements, you must create the Year-End Wage File. You can edit W-2 information by choosing Routines >> Payroll >> Edit W-2s. In the Edit W-2 Information window, choose an employee and make any necessary changes.

To print W-2 Statements, choose Routines >> Payroll >> Print W-2s. Mark W-2 Forms Alignment to verify that the fields are aligned with the form. Mark W-2 Forms to print the W-2 Statements.

Because forms for reporting employee wages change frequently, a sample of this report hasn't been included.

For more information about printing Payroll reports, refer to the Payroll documentation.

W-2 Statement

Because forms for reporting employee wages change frequently, a sample of this report isn't included here.

Direct Deposit (detail list)

Report Writer name
Direct Deposit Detail List

Report tables
Direct Deposit Employee
Account Master
Direct Deposit Employee
Master
Payroll Master

The Direct Deposit detail list is a summary of the accounts that are involved in Payroll Direct Deposit.

Printing Instructions

1. Choose Transactions >> Payroll >> Generate ACH File to open the Generate ACH File window.

2. Choose Accounts Master. The Report Destination window opens.

3. Select a printing destination and choose OK. The Direct Deposit detail list report will be printed.

For more information about printing Payroll reports, refer to the Payroll documentation.

Direct Deposit (detail list)

```
                                                                                     Prenotes
Employee ID    Employee Name      Dept.   SSN         Routing#  Account Number   Acct. Type  Status    Remaining
---------------------------------------------------------------------------------------------------------------
ACKE0001       Pilar Ackerman     INST    917-23-9833 12          654321         Checking    Active       1
ACKE0001       Pilar Ackerman     INST    917-23-9833 12          765430         Checking    Active       2
BARR0001       Adam Barr          INST    944-22-9198 87          098098         Savings     Active       1
BARR0001       Adam Barr          INST    944-22-9198 87          678764         Checking    Active       2
LYSA0001       Jenny Lysaker      SALE    000-55-2831 12          453214         Checking    Active       1
YOUN0001       Rob Young          SPTS    000-55-9183 12          987986         Checking    Active       1
YOUN0001       Rob Young          SPTS    000-55-9183 12          865685         Savings     Prenote      1
YOUN0001       Rob Young          SPTS    000-55-9183 12          122213         Savings     Prenote      1
```