

Payroll4Free Software

Payroll

Payroll Reports

Informational Guide

Log-in to P4F software (select **P4F Production** from Connection drop down):

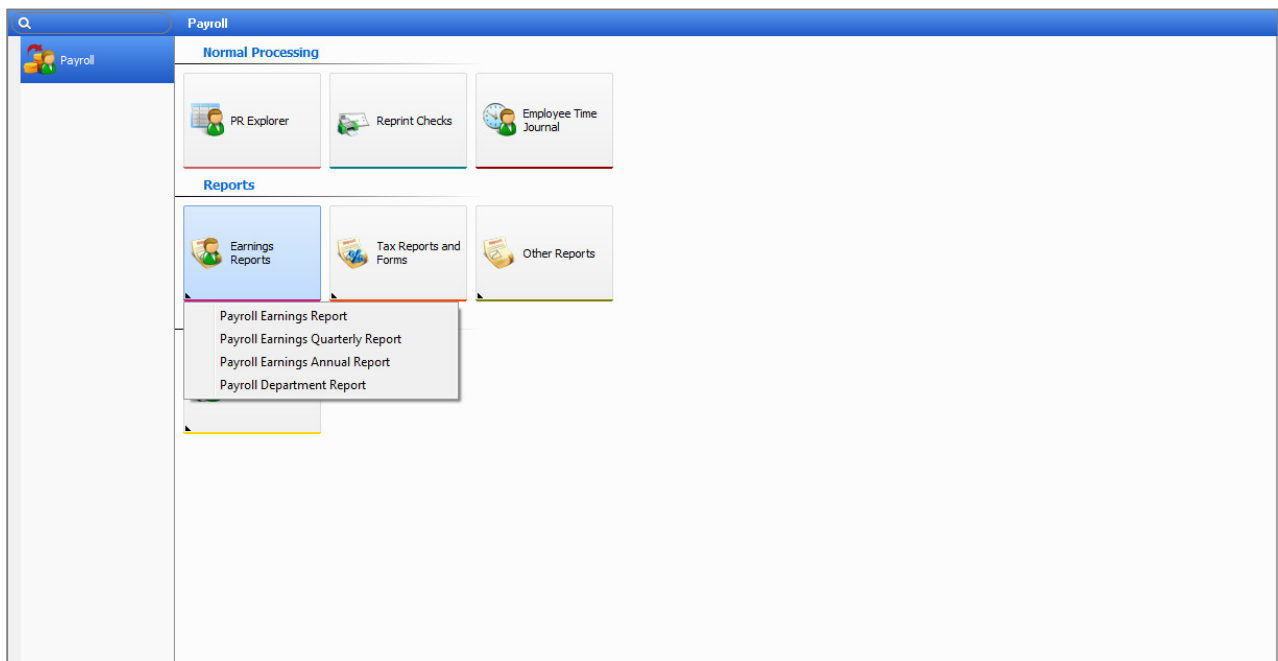
Select company from **Select Database**. Click **OK**

Click on **PR Explorer**

Looking at **Reports** section, there are 3 separate Icons to choose from:

- **Earnings Reports**
- **Tax Reports and Forms**
- **Other Reports**

Click on **Earnings Reports Icon** and the following screen displays:



A drop down of different types of reports appears:

- **Payroll Earnings Reports**
- **Payroll Earnings Quarterly Report**
- **Payroll Earnings Annual Report**
- **Payroll Department Report**

Select **Payroll Earnings Reports** and the following screen displays:

Payroll / Payroll Earnings Report Cleveland Rocks, Inc.

Payroll Earnings Report

Period
From Date: 02/01/2013 To Date: 02/28/2013
Print Output: All data Only summary

Employees
Include: All employees

Batch
Batch:

Options
 Split Deductions and Employee Taxes by Department
 Include unposted batches

Facility...
Generate

Date range of previous payrolls is selected under **Period From – To Date** fields

Drop down selection for employees (**All, One, Range or Selected**)

Print Output (**All data or Summary**)

Batch – select if you want to run the report for a specific payroll batch

Options

- **Split Deductions and Employee Taxes by Department**
- **Include unposted batches**

Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc.													
Payroll Earnings Report													
All employees													
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details		
Franklin, Aretha ID: 3 Dept: 100 Administrative Period End: 02/02/2014 Rate: 0 Bi-Weekly Type: Salary F/P: F	COMM			20.00	FIT	186.74	401K	75.00	FUI	9.96	NET	840.37	
	SAL			1,700.00	FICA	102.92	MED 125	60.00	SUI	26.56	Check #	1077	
					MCR	24.07	GARN	65.00	FICA	102.92	Check Date	02/07/2014	
					IN	50.62	UNIF	52.00	MCR	24.07	Direct Dep	200.00	
					CTY	33.28	INS	30.00	CO 401K	51.60			
						1,720.00		397.63		282.00		215.11	
Period End: 02/16/2014	COMM			20.00	FIT	186.74	401K	75.00	FUI	9.96	NET	840.37	
	SAL			1,700.00	FICA	102.92	MED 125	60.00	SUI	26.56	Check #	1076	
					MCR	24.07	GARN	65.00	FICA	102.92	Check Date	02/21/2014	
					IN	50.62	UNIF	52.00	MCR	24.07	Direct Dep	200.00	
					CTY	33.28	INS	30.00	CO 401K	51.60			
						1,720.00		397.63		282.00		215.11	
Franklin, Aretha Totals	COMM			40.00	FIT	373.48	401K	150.00	FUI	19.92	NET	1,680.74	
	SAL			3,400.00	FICA	205.84	MED 125	120.00	SUI	53.12	Check #		
					MCR	48.14	GARN	130.00	FICA	205.84	Check Date		
					IN	101.24	UNIF	104.00	MCR	48.14	Direct Dep	400.00	
					CTY	66.56	INS	60.00	CO 401K	103.20			
						3,440.00		795.26		564.00		430.22	
Report Totals	COMM			40.00	FIT	373.48	401K	150.00	FUI	19.92	NET	1,680.74	
	SAL			3,400.00	FICA	205.84	MED 125	120.00	SUI	53.12	Check #		
					MCR	48.14	GARN	130.00	FICA	205.84	Check Date		
					IN	101.24	UNIF	104.00	MCR	48.14	Direct Dep	400.00	
					CTY	66.56	INS	60.00	CO 401K	103.20			
						3,440.00		795.26		564.00		430.22	

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Earnings Reports Icon**.

Click on **Earnings Reports Icon** and select **Payroll Earnings Quarterly Reports**.

The following screen displays:

The screenshot shows a web interface for generating a payroll earnings report. At the top, the breadcrumb navigation reads "Payroll / Payroll Earnings Quarterly Report" and the company name "Cleveland Rocks, Inc." is displayed. The main heading is "Payroll Earnings Quarterly Report".

The interface includes several sections for configuration:

- Period:** Fields for "From" and "To" are both set to "Quarter 2" of "2013".
- Print Output:** Radio buttons are present for "All data" (which is selected) and "Only summary".
- Employees:** An "Include" dropdown menu is set to "All employees".
- Options:** Two checkboxes are visible: "Split Deductions and Employee Taxes by Department" and "Include unposted batches", both of which are currently unchecked.
- Buttons:** A "Facility..." button is located at the top right, and a green "Generate" button is positioned below the "Print Output" options.

Date range of previous payrolls is selected under **Period From – To Date** fields

Drop down selection for employees (**All, One, Range or Selected**)

Print Output (**All data or Summary**)

Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc. Payroll Earnings Quarterly Report Quarter 2 of 2013 All employees												
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions Amount	Employer Taxes & Benefits	Amount	Disbursement Details		
Franklin, Aretha Dept: 100 Administrative Period End: 03/31/2013 Rate: 1700 Bi-Weekly Type: Salary F/P: F	ID: 3 SSN: 333-33-3333 Weeks: 2	SAL		1,700.00	FIT	184.89	401K	75.00	FICA	101.68	NET	950.08
					FICA	101.68	MED 125	60.00	MCR	23.78	Check #	1021
					MCR	23.78	INS	30.00	CO 401K	51.00	Check Date	04/05/2013
					SIT	43.27					Direct Dep	200.00
					LIT	31.30						
			1,700.00	384.92	165.00	176.46						
		BON		2,325.25	FIT	353.57		FICA	144.17	NET	1,470.22	
					FICA	144.17		MCR	33.72	Check #	1022	
					MCR	33.72				Check Date	04/05/2013	
					SIT	77.07				Direct Dep	200.00	
					LIT	46.50						
				2,325.25	655.03	0.00	177.89					
Period End: 04/14/2013		SAL		1,700.00	FIT	184.89	401K	75.00	FICA	101.68	NET	950.08
					FICA	101.68	MED 125	60.00	MCR	23.78	Check #	1028
					MCR	23.78	INS	30.00	CO 401K	51.00	Check Date	04/19/2013
					SIT	43.27				Direct Dep	200.00	
					LIT	31.30						
				1,700.00	384.92	165.00	176.46					
Period End: 04/28/2013		BON		250.00	FIT	226.01	401K	75.00	FICA	117.18	NET	1,123.82
		SAL		1,700.00	FICA	117.18	MED 125	60.00	MCR	27.40	Check #	1031
					MCR	27.40	INS	30.00	CO 401K	58.50	Check Date	05/03/2013
					SIT	54.29				Direct Dep	200.00	
					LIT	36.30						
				1,950.00	461.18	165.00	203.08					
Period End: 05/12/2013		HOL	8		FIT	184.89	401K	75.00	FICA	101.68	NET	950.08
		SAL		1,700.00	FICA	101.68	MED 125	60.00	MCR	23.78	Check #	1034

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Earnings Reports Icon**.

Click on **Earnings Reports Icon** and select **Payroll Earnings Annual Reports**.

The following screen displays:

The screenshot shows a web interface for generating a Payroll Earnings Annual Report. The title bar indicates the user is logged in as 'Cleveland Rocks, Inc.'. The main heading is 'Payroll Earnings Annual Report'. Below this, there are several sections for configuration:

- For Year:** A dropdown menu is set to '2013'.
- Print Output:** Two radio buttons are present: 'All data' (which is selected) and 'Only summary'.
- Employees:** A section labeled 'Include' with a dropdown menu set to 'All employees'.
- Options:** A section with two checkboxes: 'Split Deductions and Employee Taxes by Department' and 'Include unposted batches', both of which are currently unchecked.
- Buttons:** A 'Facility...' button with a house icon and a green 'Generate' button with a checkmark icon are located in the top right corner.

The main content area below these options is currently empty.

Date range of previous payrolls is selected under **Period From – To Date** fields

Drop down selection for employees (**All, One, Range or Selected**)

Print Output (**All data or Summary**)

Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc.												
Payroll Earnings Annual Report												
Year 2013												
All employees												
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions Amount	Employer Taxes & Benefits	Amount	Disbursement Details		
Franklin, Aretha Dept: 100 Administrative Period End: 01/06/2013 Rate: 1700 Bi-Weekly Type: Salary F/P: F	ID: 3	SAL		1,700.00	FIT	184.89	401K	75.00	FUI	9.84	NET	1,150.08
	SSN: 333-33-3333				FICA	101.68	MED 125	60.00	SUI	44.28	Check #	1003
	Weeks: 2				MCR	23.78	INS	30.00	FICA	101.68	Check Date	01/11/2013
					SIT	43.27			MCR	23.78	Direct Dep	0.00
					LIT	31.30						
					1,700.00	384.92	165.00	179.58				
Period End: 01/20/2013		HOL	8		FIT	226.01	401K	75.00	FUI	11.34	NET	1,323.82
		BON		250.00	FICA	117.18	MED 125	60.00	SUI	51.03	Check #	1006
		SAL		1,700.00	MCR	27.40	INS	30.00	FICA	117.18	Check Date	01/25/2013
					SIT	54.29			MCR	27.40	Direct Dep	0.00
					LIT	36.30						
				1,950.00	461.18	165.00	206.95					
Period End: 02/03/2013		SAL		1,700.00	FIT	184.89	401K	75.00	FUI	9.84	NET	950.08
					FICA	101.68	MED 125	60.00	SUI	44.28	Check #	1009
					MCR	23.78	INS	30.00	FICA	101.68	Check Date	02/08/2013
					SIT	43.27			MCR	23.78	Direct Dep	200.00
					LIT	31.30						
				1,700.00	384.92	165.00	179.58					
Period End: 02/17/2013		SAL		1,700.00	FIT	184.89	401K	75.00	FUI	9.84	NET	950.08
					FICA	101.68	MED 125	60.00	SUI	44.28	Check #	1012
					MCR	23.78	INS	30.00	FICA	101.68	Check Date	02/22/2013
					SIT	43.27			MCR	23.78	Direct Dep	200.00
					LIT	31.30						
				1,700.00	384.92	165.00	179.58					
Period End: 03/03/2013		COMM		75.00	FIT	196.14	401K	75.00	FUI	1.14	NET	1,003.39
		SAL		1,700.00	FICA	106.33	MED 125	60.00	SUI	46.30	Check #	1015

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Earnings Reports Icon**

Click on **Earnings Reports Icon** and select **Payroll Departments Report**.

The following screen displays:

The screenshot shows the 'Payroll Department Report' interface for 'Cleveland Rocks, Inc.'. The interface includes a header bar with the title and company name. Below the header, there are several sections for configuring the report:

- Period:** Fields for 'From Date' (02/01/2014) and 'To Date' (02/28/2014), each with a search icon.
- Print Output:** Radio buttons for 'All data' (selected) and 'Only summary'.
- Facility:** A dropdown menu with a search icon.
- Generate:** A green button with a checkmark.
- Departments:** A section with an 'Include' dropdown menu set to 'All departments'.
- Batch:** A search field for entering a batch number.
- Options:** Two checkboxes: 'Split Deductions and Employee Taxes by Department' and 'Include unposted batches', both of which are currently unchecked.

Date range of previous payrolls is selected under **Period From – To Date** fields

Drop down selection for departments (**All, One, Range, Selected or Group**)

Print Output (**All data or Summary**)

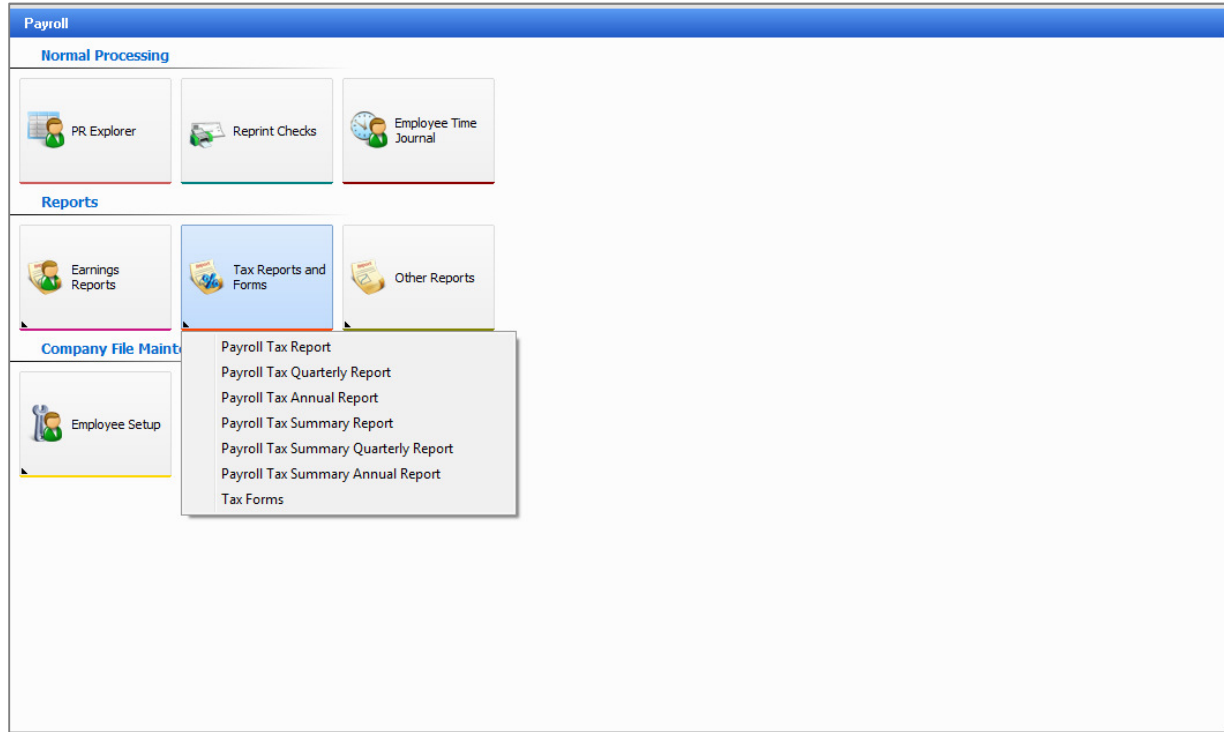
Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc. Payroll Department Report Period from Feb 01, 2014 to Feb 28, 2014 All departments											
	Earnings	Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details	
Dept 100 Administrative	COMM		20.00					FUI	9.96	NET	
Period End: 02/02/2014	SAL		1,700.00					SUI	26.56	Check #	
								FICA	102.92	Check Date	
								MCR	24.07	Direct Dep	
								CO 401K	51.60		
			<u>1,720.00</u>		<u>0.00</u>		<u>0.00</u>		<u>215.11</u>		
Period End: 02/16/2014	COMM		20.00					FUI	9.96	NET	
	SAL		1,700.00					SUI	26.56	Check #	
								FICA	102.92	Check Date	
								MCR	24.07	Direct Dep	
								CO 401K	51.60		
			<u>1,720.00</u>		<u>0.00</u>		<u>0.00</u>		<u>215.11</u>		
100 Administrative Total	COMM		40.00					FUI	19.92	NET	
	SAL		3,400.00					SUI	53.12	Check #	
								FICA	205.84	Check Date	
								MCR	48.14	Direct Dep	
								CO 401K	103.20		
			<u>3,440.00</u>		<u>0.00</u>		<u>0.00</u>		<u>430.22</u>		
Report Totals	COMM		40.00	FIT	373.48	401K	150.00	FUI	19.92	NET	1,680.74
	SAL		3,400.00	FICA	205.84	MED 125	120.00	SUI	53.12	Check #	
				MCR	48.14	GARI	130.00	FICA	205.84	Check Date	
				INI	101.24	UNIF	104.00	MCR	48.14	Direct Dep	400.00
				CTY	66.56	INS	60.00	CO 401K	103.20		
			<u>3,440.00</u>		<u>795.26</u>		<u>564.00</u>		<u>430.22</u>		

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Earnings Reports Icon**

Select **Tax Reports and Forms Icon** and the following screen displays:



A drop down of different types of reports appears:

- **Payroll Tax Report**
- **Payroll Tax Quarterly Report**
- **Payroll Tax Annual Report**
- **Payroll Tax Summary Report**
- **Payroll Tax Summary Quarterly Report**
- **Payroll Tax Summary Annual Report**
- **Tax Forms (Option for Tax Alert Clients Only)**

Click on **Payroll Tax Report** and the following screen displays:

The screenshot shows the 'Payroll Tax Report' interface for 'Cleveland Rocks, Inc.'. The interface is divided into several sections:

- Period:** From Date: 02/01/2014, To Date: 02/28/2014. Search icons are present next to the date fields.
- Order By:** Field: Employee ID (dropdown menu).
- Taxes:** Include: All Taxes (dropdown menu). A checkbox labeled 'Showing manually entered beginning balances for wages' is present and unchecked.
- Employees:** Include: All employees (dropdown menu).
- Buttons:** Facility... (dropdown menu) and Generate (button with a green checkmark icon).

Date range of previous payrolls is selected under **Period From – To Date** fields

Order by field – **Employee ID or Employee Name**

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc. Payroll Tax Report Period from Feb 01, 2014 to Feb 28, 2014 <small>All employees; All Taxes, Order by Employee ID</small>							
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
FEDERAL TAXES							
FUI							
3	Franklin, Aretha	333-33-3333	3,440.00	3,320.00			19.92
			3,440.00	3,320.00	0.60	0.00	19.92
940 Total						0.00	19.92
FIT							
3	Franklin, Aretha	333-33-3333	3,440.00	3,170.00		373.48	
			3,440.00	3,170.00		373.48	373.48
FICA EE							
3	Franklin, Aretha	333-33-3333	3,440.00	3,320.00		205.84	
			3,440.00	3,320.00	6.20	205.84	205.84
FICA ER							
3	Franklin, Aretha	333-33-3333	3,440.00	3,320.00			205.84
			3,440.00	3,320.00	6.20	0.00	205.84
Social Security Wages			3,440.00	3,320.00		205.84	411.68
MCR EE							
3	Franklin, Aretha	333-33-3333	3,440.00	3,320.00		48.14	
			3,440.00	3,320.00	1.45	48.14	48.14
MCR ER							
3	Franklin, Aretha	333-33-3333	3,440.00	3,320.00			48.14
			3,440.00	3,320.00	1.45	0.00	48.14
Medicare Wages			3,440.00	3,320.00		48.14	96.28
941 Total						627.46	881.44
STATE TAXES							

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After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Quarterly Report**.

The following screen displays:

The screenshot shows a web interface for generating a Payroll Tax Quarterly Report. The title bar indicates the user is logged in as 'Cleveland Rocks, Inc.'. The main heading is 'Payroll Tax Quarterly Report'. The form is divided into several sections: 'Period' with 'From' and 'To' date pickers set to 'Quarter 1, 2014'; 'Order By' with a dropdown set to 'Employee ID'; 'Taxes' with an 'Include' dropdown set to 'All Taxes' and a checkbox for 'Showing manually entered beginning balances for wages'; and 'Employees' with an 'Include' dropdown set to 'All employees'. A 'Generate' button with a green checkmark is visible on the right side of the form.

Date range of previous payrolls is selected under **Period From – To Date** fields

Order by field – **Employee ID or Employee Name**

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays:

Cleveland Rocks, Inc.								
Payroll Tax Quarterly Report								
Quarter 1 of 2014								
All employees, All Taxes, Order by Employee ID								
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability	
FEDERAL TAXES								
FUI								
Quarter 1 of 2014								
1	Freed, Alan	111-11-1111	7,500.00	7,000.00			42.00	
2	Presley, Elvis Aaron	22222-2222	370.00	335.00			2.01	
3	Franklin, Aretha	33333-3333	8,700.00	7,000.00			42.00	
4	Holly, Buddy	44444-4444	64.00	49.00			0.29	
5	Lewis, Jerry Lee	55555-5555	148.50	136.00			0.82	
6	Stanley, Michael	66666-6666	2,000.00	1,900.00			11.40	
7	Seger, Bob	28856-6656	825.00	825.00			4.95	
Quarter Total:			19,607.50	17,245.00		0.00	103.47	
			19,607.50	17,245.00	0.60	0.00	103.47	
340 Total							0.00	103.47
FIT								
Quarter 1 of 2014								
1	Freed, Alan	111-11-1111	7,500.00	6,900.00		910.58		
2	Presley, Elvis Aaron	22222-2222	370.00	285.00		20.77		
3	Franklin, Aretha	33333-3333	8,700.00	8,025.00		948.70		
4	Holly, Buddy	44444-4444	64.00	49.00		4.95		
5	Lewis, Jerry Lee	55555-5555	148.50	136.00		96.48		
6	Stanley, Michael	66666-6666	2,000.00	1,650.00		47.74		
7	Seger, Bob	28856-6656	825.00	825.00				
Quarter Total:			19,607.50	17,870.00		2,007.45	2,007.45	
			19,607.50	17,870.00		2,007.45	2,007.45	
FICA EE								
Quarter 1 of 2014								
1	Freed, Alan	111-11-1111	7,500.00	7,500.00		465.00		
2	Presley, Elvis Aaron	22222-2222	370.00	335.00		20.77		
3	Franklin, Aretha	33333-3333	8,700.00	8,400.00		520.80		
4/2/2014 at 10:00:18 AM, User: Test, Demo								
Page: 1 of 5								

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Annual Report**.

The following screen displays

The screenshot shows a web interface for generating a Payroll Tax Annual Report. The title bar indicates the user is logged in as 'Cleveland Rocks, Inc.'. The main heading is 'Payroll Tax Annual Report'. Below this, there are several sections for configuration:

- For Year:** A dropdown menu set to '2013'.
- Order By:** A dropdown menu set to 'Employee ID'.
- Facility:** A button labeled 'Facility...'.
- Generate:** A green button with a checkmark icon labeled 'Generate'.
- Taxes:** A section containing a dropdown menu set to 'All Taxes' and a checkbox labeled 'Showing manually entered beginning balances for wages' which is currently unchecked.
- Employees:** A section containing a dropdown menu set to 'All employees'.

The main content area below these settings is currently empty.

Date range of previous payrolls is selected under **Period From – To Date** fields

Order by field – **Employee ID or Employee Name**

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays

Cleveland Rocks, Inc. Payroll Tax Annual Report Year 2013							
All Employees, All Taxes, Order by Employee ID							
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Percent	Tax Withheld	Tax Liability
FEDERAL TAXES							
FUI							
1	Freed, Alan	111-11-1111	201,000.00	7,000.00			42.00
2	Presley, Elvis Aaron	222-22-2222	31,211.51	7,000.00			42.00
3	Franklin, Aretha	33-33-3333	42,570.25	7,000.00			42.00
4	Holly, Buddy	44-44-4444	9,002.55	7,000.00			42.01
5	Lewis, Jerry Lee	55-55-5555	9,544.44	7,000.00			41.59
			293,328.75	35,000.00	0.60	0.00	210.00
940 Total							
						0.00	210.00
FIT							
1	Freed, Alan	111-11-1111	201,000.00	193,900.00		57,195.24	
2	Presley, Elvis Aaron	222-22-2222	31,211.51	29,595.51		3,423.48	
3	Franklin, Aretha	33-33-3333	42,570.25	39,875.25		4,968.37	
4	Holly, Buddy	44-44-4444	9,002.55	8,732.55		104.89	
5	Lewis, Jerry Lee	55-55-5555	9,544.44	9,306.94		870.00	
			293,328.75	281,211.25		66,561.99	66,561.99
FICA EE							
1	Freed, Alan	111-11-1111	201,000.00	113,700.00		7,049.40	
2	Presley, Elvis Aaron	222-22-2222	31,211.51	30,546.51		1,893.88	
3	Franklin, Aretha	33-33-3333	42,570.25	41,250.25		2,557.52	
4	Holly, Buddy	44-44-4444	9,002.55	8,732.55		541.43	
5	Lewis, Jerry Lee	55-55-5555	9,544.44	9,306.94		577.03	
			293,328.75	203,536.25	6.20	12,619.26	12,619.26
FICA ER							
1	Freed, Alan	111-11-1111	201,000.00	113,700.00			7,049.40
2	Presley, Elvis Aaron	222-22-2222	31,211.51	30,546.51			1,893.88
3	Franklin, Aretha	33-33-3333	42,570.25	41,250.25			2,557.52
4	Holly, Buddy	44-44-4444	9,002.55	8,732.55			541.43
5	Lewis, Jerry Lee	55-55-5555	9,544.44	9,306.94			577.03

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Summary Report**.

The following screen displays

The screenshot shows the 'Payroll Tax Summary Report' interface for 'Cleveland Rocks, Inc.'. The interface is divided into several sections:

- Header:** 'Payroll / Payroll Tax Summary Report' and 'Cleveland Rocks, Inc.'
- Title:** 'Payroll Tax Summary Report'
- Period:** 'From Date' is set to '02/01/2014' and 'To Date' is set to '02/28/2014'. There are search icons next to the date fields.
- Taxes:** 'Include' is set to 'All Taxes'. There is a checkbox for 'Showing manually entered beginning balances for wages' which is currently unchecked.
- Employees:** 'Include' is set to 'All employees'.
- Buttons:** A 'Facility...' button and a 'Generate' button (with a green checkmark icon) are located in the top right corner.

Date range of previous payrolls is selected under **Period From – To Date** fields

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays

Payroll / Payroll Tax Summary Report | Cleveland Rocks, Inc.

Zoom 72% | 1 | Print | Print All | Setup... | Export | Back to Options

Cleveland Rocks, Inc.
Payroll Tax Summary Report
Period from Feb 01, 2014 to Feb 28, 2014
All employees, All Taxes

Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI	3,440.00	3,320.00	0.60	19.92
940 Total				19.92
FIT	3,440.00	3,170.00		373.48
FICA EE	3,440.00	3,320.00	6.20	205.84
FICA ER	3,440.00	3,320.00	6.20	205.84
Social Security Wages	3,440.00	3,320.00		411.68
MCR EE	3,440.00	3,320.00	1.45	48.14
MCR ER	3,440.00	3,320.00	1.45	48.14
Medicare Wages	3,440.00	3,320.00		96.28
941 Total				881.44
STATE TAXES				
WC				0.00
WC	3,440.00	0.00		0.00
WC Total				0.00
SIT				101.24
IN State Income Tax	3,440.00	3,170.00	3.40	101.24
SIT Total				101.24
SUI				53.12
SUI	3,440.00	3,320.00	1.60	53.12
SUI Total				53.12
CITY TAXES				
LIT				66.56
Montgomery County Tax	3,440.00	3,170.00	2.10	66.56
LIT Total				66.56
Report Total				1,122.28

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Summary Quarterly Report**.

The following screen displays

The screenshot shows a web application interface for generating a Payroll Tax Summary Quarterly Report. The title bar indicates the user is logged in as 'Cleveland Rocks, Inc.'. The main heading is 'Payroll Tax Summary Quarterly Report'. Below this, there are several sections for configuration:

- Period:** A date range selector with 'From' and 'To' fields. Both are set to 'Quarter 1' and '2014'. There are small up/down arrows next to the year '2014'.
- Taxes:** An 'Include' dropdown menu is set to 'All Taxes'. To its right is a checkbox labeled 'Showing manually entered beginning balances for wages', which is currently unchecked.
- Employees:** An 'Include' dropdown menu is set to 'All employees'.

On the right side of the form, there are two buttons: 'Facility...' (with a house icon) and 'Generate' (with a green checkmark icon).

Date range of previous payrolls is selected under **Period From – To Date** fields

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays

Payroll / Payroll Tax Summary Quarterly Report Cleveland Rocks, Inc.

Zoom 72% | 1 | Print | Print All | Setup.. | Export | **Back to Options**

Cleveland Rocks, Inc.
Payroll Tax Summary Quarterly Report
Quarter 1 of 2014
 All employees, All Taxes

Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI				
Quarter 1 of 2014	19,607.50	17,245.00	0.60	103.47
Tax Total:	19,607.50	17,245.00		103.47
S40 Total				103.47
FIT				
Quarter 1 of 2014	19,607.50	17,870.00		2,007.45
Tax Total:	19,607.50	17,870.00		2,007.45
FICA EE				
Quarter 1 of 2014	19,607.50	19,145.00	6.20	1,186.98
Tax Total:	19,607.50	19,145.00		1,186.98
FICA ER				
Quarter 1 of 2014	19,607.50	19,145.00	6.20	1,186.98
Tax Total:	19,607.50	19,145.00		1,186.98
Social Security Wages				
	19,607.50	19,145.00		2,373.98
MCR EE				
Quarter 1 of 2014	19,607.50	19,145.00	1.45	277.60
Tax Total:	19,607.50	19,145.00		277.60
MCR ER				
Quarter 1 of 2014	19,607.50	19,145.00	1.45	277.60
Tax Total:	19,607.50	19,145.00		277.60
Medicare Wages				
	19,607.50	19,145.00		555.20
S41 Total				4,936.63
STATE TAXES				
WC				
Quarter 1 of 2014	19,607.50			
Tax Total:	19,607.50	0.00		0.00
WC Total				0.00

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Summary Annual Report**.

The following screen displays

The screenshot shows a web interface for generating a payroll tax summary. The title bar reads "Payroll / Payroll Tax Summary Annual Report" and "Cleveland Rocks, Inc.". The main heading is "Payroll Tax Summary Annual Report". Below this, there are several sections:

- For Year:** A dropdown menu showing "2013".
- Taxes:** A dropdown menu showing "All Taxes" and a checkbox labeled "Showing manually entered beginning balances for wages".
- Employees:** A dropdown menu showing "All employees".
- Buttons:** A "Facility..." button and a green "Generate" button with a checkmark icon.

Date range of previous payrolls is selected under **Period From – To Date** fields

Taxes Include (**All, Selected tax codes, Selected taxes, fed, state, local, other**)

Employees Include (**All, one, range or Selected**)

Click on **Generate** once selections have been made

The following screen displays

Payroll / Payroll Tax Summary Annual Report | Cleveland Rocks, Inc.

Zoom 72% | 1 | Print | Print All | Setup.. | Export | **Back to Options**

Cleveland Rocks, Inc.
Payroll Tax Summary Annual Report
Year 2013
All employees, All Taxes

Employee Name	Gross	Taxable Gross	Percent	Tax Liability
FEDERAL TAXES				
FUI	293,328.75	35,000.00	0.00	210.00
940 Total				210.00
FIT	293,328.75	28,121.25		66,661.99
FICA EE	293,328.75	203,536.25	6.20	12,619.26
FICA ER	293,328.75	203,536.25	6.20	12,619.26
Social Security Wages	293,328.75	203,536.25		25,238.52
MCR EE	293,328.75	290,836.25	1.45	4,226.05
MCR ER	293,328.75	290,836.25	1.45	4,217.05
Medicare Wages	293,328.75	290,836.25		8,443.18
941 Total				100,243.69
STATE TAXES				
WC				0.00
WC	293,328.75	0.00		0.00
WC Total				0.00
SIT				
IN State Income Tax	11,620.00	10,885.00	3.40	360.47
Ohio State Tax	28,1708.75	270,326.25		11,580.28
SIT Total				11,930.75
SUI				
SUI	293,328.75	44,732.55	2.70	1,207.76
SUI Total				1,207.76
CITY TAXES				
LIT				
Cleveland Income Tax	28,1708.75	270,326.25	2.00	5,408.54
Montgomery County Tax	11,620.00	10,885.00	2.10	228.56
LIT Total				5,635.10
Report Total				119,227.30

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Tax Reports and Forms Icon**.

Click on **Tax Reports and Forms Icon** and select **Payroll Tax Forms (Tax Alert Clients Only)**

The following screen displays:

The screenshot shows the 'Tax Forms' interface for 'Cleveland Rocks, Inc.'. On the left, under 'Select Form to Generate', 'Federal Forms' is selected. The 'Available Forms' list includes 941/2013, 940/2013, W-2/2013, 941/2012, 940/2012, W-2/2012, 941/2011, and 940/2011. The 'Year' is set to 2014 and the 'Quarter' is set to 1. A preview of the 941 form is visible, showing fields for Employer identification number, Name, and various tax calculation sections. Buttons for 'Facility...', 'Generate', and 'Load..' are located on the right side of the interface.

System selection defaults to **Federal Forms**.

From drop down menu select the form (**form # / year**)

Select Year using up / down arrow key (**ex: 2012**)

Select quarter (**1, 2, 3, or 4**)

Image of report displays – click **Generate** to view / print report

If message appears “.report already exists, recreate report?” Answer ‘Yes’)

“**Load**” button on screen used to send to printer with requested report form in printer. Do not use since our system generates a report that can be filed.

The following screen displays (Tax Alert Clients Only)

Payroll / Form 941 2013 | Cleveland Rocks, Inc.

Form **941 for 2013: Employer's QUARTERLY Federal Tax Return** 950113
(Rev. January 2013) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN)

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Report for this Quarter of 2013 (Check one)

1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)

2 Wages, tips, and other compensation

3 Income tax withheld from wages, tips, and other compensation

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages . . .	<input type="text" value="45,196.97"/>	x .124 =	<input type="text" value="5,604.42"/>
5b Taxable social security tips . . .	<input type="text" value="2,308.94"/>	x .124 =	<input type="text" value="286.31"/>
5c Taxable Medicare wages & tips . . .	<input type="text" value="45,196.97"/>	x .029 =	<input type="text" value="1,310.71"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text"/>		x .009 =	<input type="text"/>
5e Add Column 2 from lines 5a, 5b, 5c, and 5d			<input type="text" value="7,201.44"/>

After printing or viewing a **pop-up “the form has changed. Accept changes”** may appear, if so **Answer ‘Yes’**. The system automatically returns you to the **Tax Forms** screen.

To view / print another repeat steps above:

From drop down menu select the form (**form # / year**)

Select Year using up / down arrow key (**ex: 2012**)

Select quarter (**1, 2, 3, or 4**)

Image of report displays – click **Generate** to view / print report

If message appears “.report already exists, recreate report?” Answer ‘Yes’

If you selected a **940 form** the following screen will display (**Tax Alert Clients Only**)

Payroll / Form 940 2013 | Cleveland Rocks, Inc.

Form **940 for 2013: Employer's Annual Federal Unemployment (FUTA) Tax Return** 850113
Department of the Treasury — Internal Revenue Service OMB No. 1545-0028

Employer identification number (EIN) 3 4 - 1 2 3 4 5 6 7

Name (not your trade name) CLEVELAND ROCKS, INC.

Trade name (if any)

Address 1 ROCK CENTER
Number Street Suite or room number
CLEVELAND OH 44115
City State ZIP code

Type of Return (Check all that apply.)
 a. Amended
 b. Successor employer
 c. No payments to employees in 2013
 d. Final: Business closed or stopped paying wages
Instructions and prior-year forms are available at www.irs.gov/form940.

Read the separate instructions before you complete this form. Please type or print within the boxes.

Part 1: Tell us about your return. If any line does NOT apply, leave it blank.

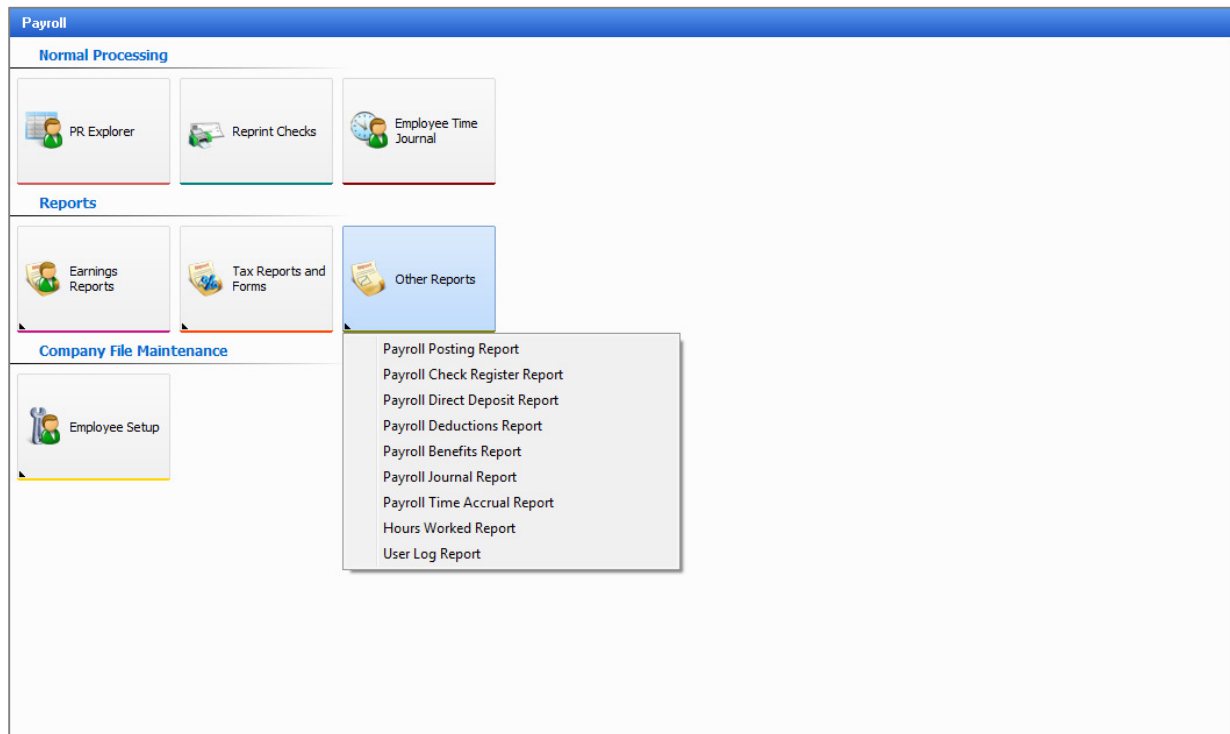
1a If you had to pay state unemployment tax in one state only, enter the state abbreviation 1a O H
1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer 1b Check here. Complete Schedule A (Form 940).
2 If you paid wages in a state that is subject to CREDIT REDUCTION 2 Check here. Complete Schedule A (Form 940).

Part 2: Determine your FUTA tax before adjustments for 2013. If any line does NOT apply, leave it blank.

3 Total payments to all employees 3 17,005.00
4 Payments exempt from FUTA tax 4
Check all that apply: 4a Fringe benefits 4c Retirement/Pension 4e Other
4b Group-term life insurance 4d Dependent care
5 Total of payments made to each employee in excess of \$7,000 5 -240.00

When done click on **white 'X'** on **blue line** and you return to **Tax Reports and Forms Icon**.

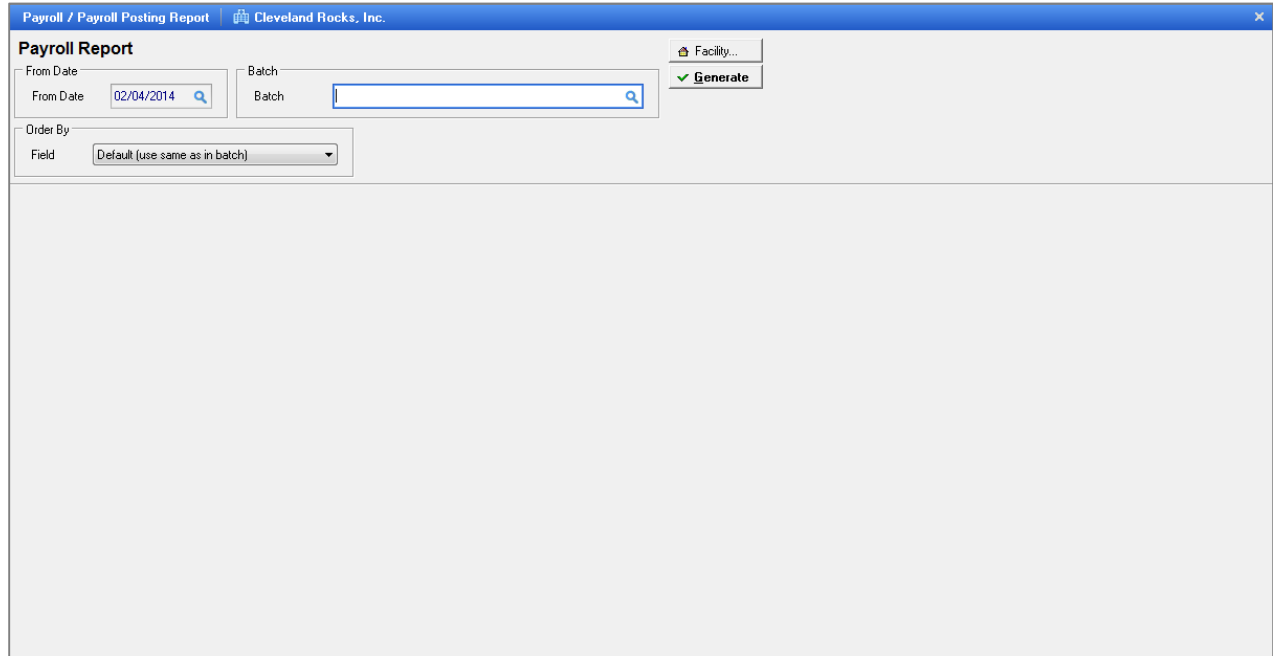
Click on **Other Reports**. The following screen displays.



A drop down of different types of reports appears:

- **Payroll Posting Report**
- **Payroll Check Register Report**
- **Payroll Direct Deposit Report**
- **Payroll Deductions Report**
- **Payroll Benefits Report**
- **Payroll Journal Report**
- **Payroll Time Accrual Report**
- **Hours Worked Report**
- **User Log Report**

Click on **Payroll Posting Report** and the following report displays.



The screenshot shows a web application window titled "Payroll / Payroll Posting Report" for "Cleveland Rocks, Inc.". The main heading is "Payroll Report". Below the heading, there are several input fields and buttons:

- From Date:** A text box containing "02/04/2014" with a magnifying glass icon to its right.
- Batch:** An empty text box with a magnifying glass icon to its right.
- Order By:** A dropdown menu currently set to "Field" with "Default (use same as in batch)" selected.
- Buttons:** A "Facility..." button with a house icon and a "Generate" button with a checkmark icon.

The main content area of the report is currently blank.

From Date of specific payrolls is selected under **From Date** field

Order by field (**Default, EE name, EE ID, Dept/EE name, Dept/EE ID**)

Batch – click on magnifying glass (**select specific payroll to view / print**)

Click on **Generate** once selections have been made

The following screen is displayed.

Cleveland Rocks, Inc.
Posting Report
Payroll Batch: 1000076 Check Date: 02/07/2014 (B - Bi-Weekly) Posted: 02/18/2014
 Order by Default (use same as in batch)

Earnings		Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details	
Franklin, Aretha	ID: 3	COMM	20.00	FIT	186.74	401K	75.00	FUI	9.96	NET	840.37
Dept: 100 Administrative	SSN: 333-33-3333	SAL	1,700.00	FICA	102.92	MED 125	60.00	SUI	26.56	Check #	1077
Period End: 02/02/2014	Weeks: 2			MCR	24.07	GARN	65.00	FICA	102.92	Check Date	02/07/2014
Rate: 0 Bi-Weekly Type: Salary F/P, F				IN	50.62	UNIF	52.00	MCR	24.07	Direct Dep	200.00
				CTY	33.28	INS	30.00	CO 401K	51.60		
			1,720.00		397.63		282.00		215.11		
Report Totals		COMM	20.00	FIT	186.74	401K	75.00	FUI	9.96	NET	840.37
		SAL	1,700.00	FICA	102.92	MED 125	60.00	SUI	26.56	Check #	
				MCR	24.07	GARN	65.00	FICA	102.92	Check Date	02/07/2014
				IN	50.62	UNIF	52.00	MCR	24.07	Direct Dep	200.00
				CTY	33.28	INS	30.00	CO 401K	51.60		
			1,720.00		397.63		282.00		215.11		

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.

Click on **Other Reports Icon** and select **Payroll Check Register Report**.

The following screen displays.

The screenshot shows a web application window titled "Payroll / Payroll Check Register Report" for "Cleveland Rocks, Inc.". The main heading is "Payroll Check Register Report". Below this, there are several input fields and buttons:

- Period:** "From Date" is set to "02/01/2014" and "To Date" is set to "02/28/2014". Both fields have a magnifying glass icon for search.
- Order By:** A dropdown menu is set to "Transaction #".
- Employees:** An "Include" dropdown menu is set to "All employees".
- Buttons:** There is a "Facility..." button with a house icon and a "Generate" button with a green checkmark icon.

The main content area below these fields is currently empty.

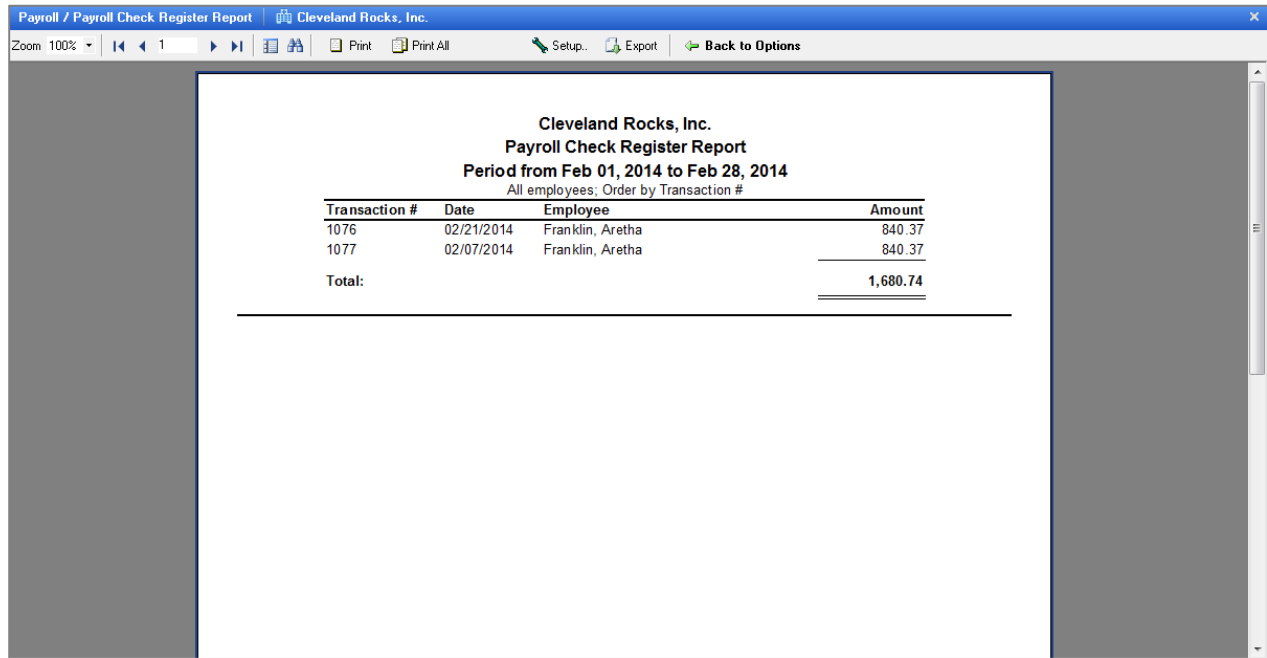
Date range of previous payrolls is selected under **Period From – To Date** fields

Drop down selection for employees (**All, One, Range or Selected**)

View Order of Report Output (**Transaction #, Date, Employee**)

Click on **Generate** once selections have been made

The following screen is displayed.



The screenshot shows a web browser window with the title "Payroll / Payroll Check Register Report" and the company name "Cleveland Rocks, Inc." in the address bar. The browser's address bar contains "Zoom 100%", navigation arrows, and page number "1". The menu bar includes "Print", "Print All", "Setup...", "Export", and "Back to Options". The main content area displays a report titled "Cleveland Rocks, Inc. Payroll Check Register Report" for the period "Feb 01, 2014 to Feb 28, 2014". Below the title, it says "All employees: Order by Transaction #". A table with four columns: "Transaction #", "Date", "Employee", and "Amount" is shown. The table contains two rows of data and a total row. The "Employee" column contains the name "Franklin, Aretha" for both transactions.

Transaction #	Date	Employee	Amount
1076	02/21/2014	Franklin, Aretha	840.37
1077	02/07/2014	Franklin, Aretha	840.37
Total:			1,680.74

To view the employee actual pay stub click on the employee name.

The following screen displays.

Payroll / PR Check | Cleveland Rocks, Inc.

Zoom: 72% | 1 | Print | Print All | Setup | Export

Franklin, Aretha | Social Sec # XXX-XX-3333 | Pay Period Beginning: 02/03/2014 | Pay Period Ending: 02/16/2014 | Check Number: 1076 | Check Date: 02/21/2014

	Hours	Ytd Hrs	Rate	Current	Year to Date		Current	Year to Date
Commission Earn	0	0	20.00	80.00	80.00	Gross	1,720.00	6,800.00
Salary	0	0	1,700.00	6,800.00	6,800.00	401K Ded	(75.00)	(300.00)
						Med 125 Ded	(60.00)	(240.00)
						Retirement Ded	(85.00)	(340.00)
						Uniform Ded	(50.00)	(200.00)
						Life Insurance	(50.00)	(200.00)
						Federal Income Tax	(186.74)	(746.96)
						FICA	(102.92)	(411.68)
						Medicare	(24.07)	(96.28)
						IN State Income Tax	(50.62)	(202.48)
						Montgomery County Tax	(33.28)	(133.12)
						Direct Deposit	(200.00)	(800.00)

Gross Pay This Period \$ 1,720.00 | DD to Employee Acct \$ (200.00)

	Used	Available
Sick	0	32
Vacation	0	72
PTO	0	32
Holiday	100	0

Cleveland Rocks, Inc.
1 Rock Center
Cleveland, OH 44115

1076
8949412
1026

02/21/2014

Eight hundred forty and 37/100 \$ 840.37

Franklin, Aretha
14 Queen of Sole Ave
Mobern, IN 44112

KlevBank
Cleveland, OH

⑈001076⑈ ⑆1234567890⑆

Franklin, Aretha | Social Sec # XXX-XX-3333 | Pay Period Beginning: 02/03/2014 | Pay Period Ending: 02/16/2014 | Check Number: 1076 | Check Date: 02/21/2014

	Hours	Ytd Hrs	Rate	Current	Year to Date		Current	Year to Date
Commission Earn	0	0	20.00	80.00	80.00	Gross	1,720.00	6,800.00
Salary	0	0	1,700.00	6,800.00	6,800.00	401K Ded	(75.00)	(300.00)
						Med 125 Ded	(60.00)	(240.00)

You are able to print the pay check / stub to provide to the employee.

Plain paper (copy) or

Check stock (replacement of original check issued). Make sure original check has not been cashed.

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.

Click on **Other Reports Icon** and select **Payroll Direct Deposit Report**.

The following screen displays.

The screenshot shows a web application window titled "Payroll / Payroll Direct Deposit Report" for "Cleveland Rocks, Inc.". The main heading is "Payroll Direct Deposit Report". The interface includes several input fields and a button:

- Period:** "From Date" is set to 02/01/2014 and "To Date" is set to 02/28/2014. Both date fields have a magnifying glass icon.
- Order By:** A dropdown menu is set to "Employee ID".
- Batch:** A text input field with a magnifying glass icon. A note above it says "Batch (leave empty to include all batches in the above date range)".
- Employees:** An "Include" dropdown menu is set to "All employees".
- Buttons:** A "Facility..." button and a green "Generate" button with a checkmark icon.

Date range of previous payrolls is selected under **Period From – To Date** fields

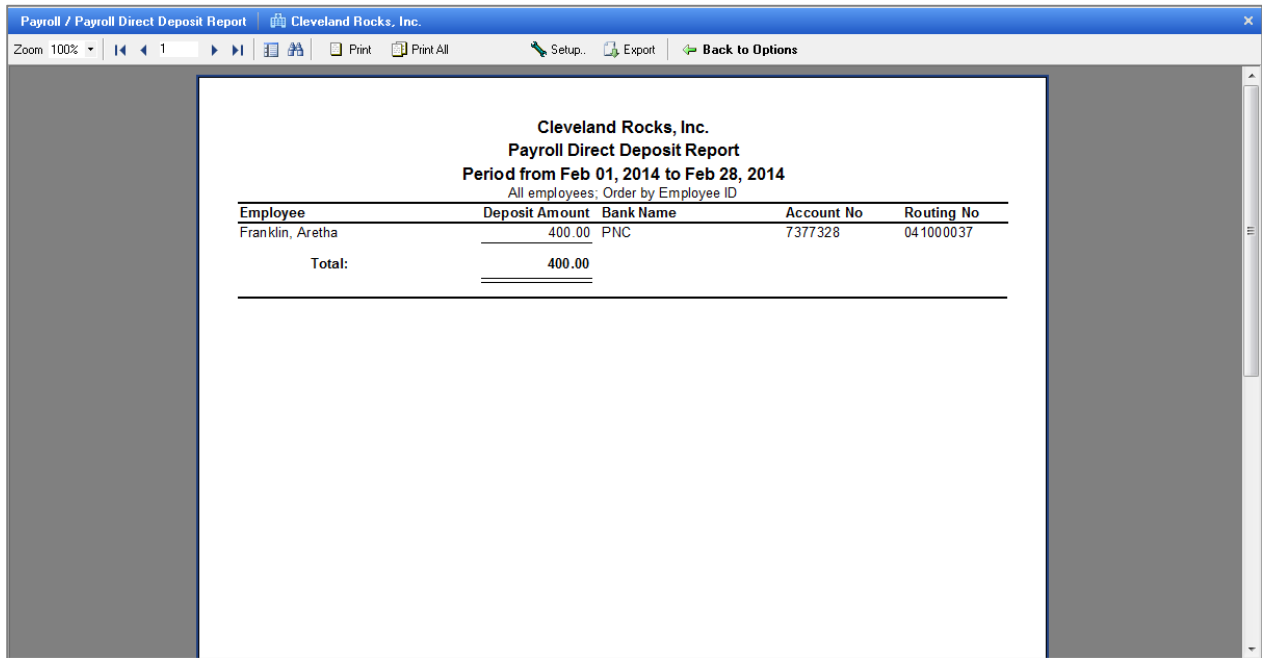
Batch – select **specific** batch or leave blank to select **all** batches in date range

Drop down selection for employees (**All, One, Range or Selected**)

View Order of Report Output (**Employee ID, Employee Name**)

Click on **Generate** once selections have been made

The following screen displays.



The screenshot shows a web browser window with the title "Payroll / Payroll Direct Deposit Report" and the company name "Cleveland Rocks, Inc." in the address bar. The browser interface includes a zoom level of 100%, navigation buttons, and a toolbar with "Print", "Print All", "Setup...", "Export", and "Back to Options" buttons. The main content area displays a report titled "Cleveland Rocks, Inc. Payroll Direct Deposit Report" for the period "Feb 01, 2014 to Feb 28, 2014". The report is sorted by Employee ID and lists one employee, Aretha Franklin, with a deposit amount of 400.00. The total deposit amount is also 400.00.

Employee	Deposit Amount	Bank Name	Account No	Routing No
Franklin, Aretha	400.00	PNC	7377328	041000037
Total:	400.00			

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.

Click on **Other Reports Icon** and select **Payroll Deductions Report**.

The following screen displays.

The screenshot shows a web application window titled "Payroll / Payroll Deductions Report" for "Cleveland Rocks, Inc.". The main heading is "Payroll Deductions Report". The interface includes several input fields and a "Generate" button. The "Period" section has "From Date" set to "02/01/2014" and "To Date" set to "02/28/2014", both with search icons. The "Order By" section has a "Field" dropdown menu currently set to "Employee ID". The "Batch" section has a text input field and a search icon, with a note: "Batch (leave empty to include all batches in the above date range)". The "Deductions" section has an "Include" dropdown menu set to "All Deductions". The "Employees" section has an "Include" dropdown menu set to "All employees". A "Generate" button with a checkmark icon is located in the top right corner. There is also a "Facility..." button with a house icon.

Date range of previous payrolls is selected under **Period From – To Date** fields

Batch – select **specific** batch or leave blank to select **all** batches in date range

Deductions Include (**All, selected deduction codes, selected deductions**)

Employees Include (**All, One, Range or Selected**)

Order by (**Employee ID, Employee Name**)

Click on **Generate** once selections have been made

The following screen displays.

The screenshot shows a web browser window with the title 'Payroll / Payroll Deductions Report' and the company name 'Cleveland Rocks, Inc.'. The browser's address bar shows 'Zoom: 100%' and navigation controls. The report content is as follows:

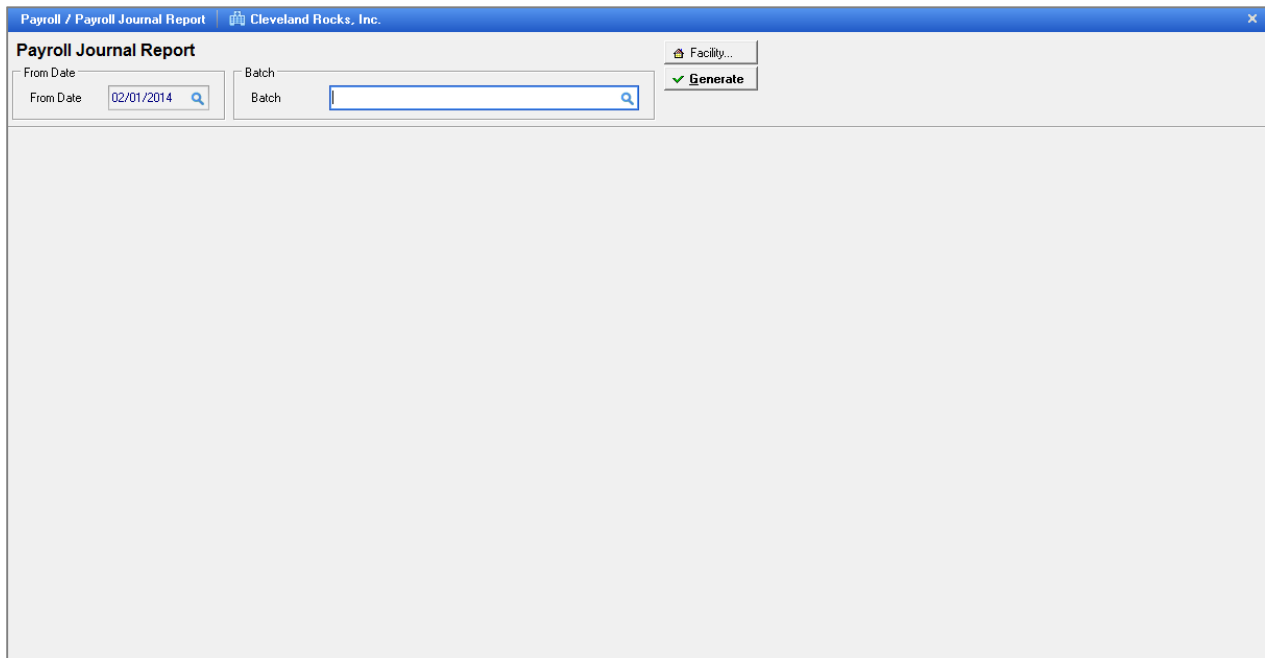
Cleveland Rocks, Inc.
Payroll Deductions Report
Period from Feb 01, 2014 to Feb 28, 2014
All employees; Order by Employee ID

Employee ID	Employee Name	SSN	Amount Withheld
401K Ded			
3	Franklin, Aretha	333-33-3333	150.00
			<u>150.00</u>
Garnishment Ded			
3	Franklin, Aretha	333-33-3333	130.00
			<u>130.00</u>
Life Insurance			
3	Franklin, Aretha	333-33-3333	60.00
			<u>60.00</u>
Med 125 Ded			
3	Franklin, Aretha	333-33-3333	120.00
			<u>120.00</u>
Uniform Ded			
3	Franklin, Aretha	333-33-3333	104.00
			<u>104.00</u>
Total:			<u><u>564.00</u></u>

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.

Click on **Other Reports Icon** and select **Payroll Journal Report**.

The following screen displays.



The screenshot shows a web application window titled "Payroll / Payroll Journal Report" for "Cleveland Rocks, Inc.". The main heading is "Payroll Journal Report". Below the heading, there are two input fields: "From Date" with the value "02/01/2014" and a magnifying glass icon, and "Batch" with an empty text box and a magnifying glass icon. To the right of these fields are two buttons: "Facility..." and "Generate" (with a green checkmark icon). The main content area of the window is currently blank.

Date range of previous payrolls is selected under **Period From** field

Batch – **Must** select **specific** batch – click on magnifying glass for drop down selection

The following screen displays.

Cleveland Rocks, Inc.
Payroll Journal Report
Payroll Batch: 1000073 Check Date: 02/21/2014 (B - Bi-Weekly) Posted: 02/06/2014
Entries were accrued for 14 current period days, 0 prior period days.

Account	Feb, 2014		Prior Period	
	Debit	Credit	Debit	Credit
[1010.00] Operating--Checking Account		1,040.37		
[2063.00] Accrued Payroll Taxes		477.24		
[2064.00] Payroll Tax W/H - State Tax		83.90		
[2100.00] Garnishments Payable		65.00		
[2200.00] Misc. Deductions		82.00		
[2300.00] Employee 401K Deduction		75.00		
[2350.00] Co Match 401K Payable		51.60		
[2400.00] Med 125 Deduction		60.00		
[6100.00] Operations Wages	1,720.00			
[6201.00] FICA Tax	102.92			
[6202.00] Medicare Tax	24.07			
[6210.00] Federal Unemployment Tax	9.96			
[6220.00] State Unemployment Tax	26.56			
[6350.00] 401K Co Match Expense	51.60			
Totals:	1,935.11	1,935.11	0.00	0.00

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.

Click on **Other Reports Icon** and select **Hours Worked Report**.

The following screen displays.

The screenshot shows a web application window titled "Payroll / Hours Worked Report" for "Cleveland Rocks, Inc.". The main content area is titled "Hours Worked Report" and contains several sections for data selection:

- Period:** From Date: 02/01/2014, To Date: 02/28/2014
- Earnings:** Include: All Earnings
- Employees:** Include: All employees
- Departments:** Include: All departments
- Batch:** Batch: [Searchable input field]

On the right side, there are additional controls:

- Print Output:** Radio buttons for "All data" (selected) and "Only summary".
- Order By:** Field: Employee
- Options:** Checkboxes for "Show Heading on Each Page" and "Show Line Shading", both checked.
- Buttons:** "Facility..." and "Generate".

Date range of previous payrolls is selected under **Period From – To Date** fields

Earnings Include (**All, selected deduction codes, selected deductions**)

Employees Include (**All, One, Range or Selected**)

Departments Include (**All, One, Range or Selected**)

Batch – **Must** select **specific** batch – click on magnifying glass for drop down selection

Order by (**Employee ID, Employee Name**)

Click on **Generate** once selections have been made

The following screen displays.

Payroll / Hours Worked Report Cleveland Rocks, Inc.

Zoom: 75% | 1 | Print | Print All | Setup... | Export | Back to Options

Cleveland Rocks, Inc.
Hours Worked Report
Period from Feb 01, 2013 to Feb 28, 2013
All employees. All departments. Order by Employee

Earning Category	Date	Hours Worked
Holly, Buddy		
Vacation	02/22/2013	16
	Category Total:	16
Tip-Reg Hours	02/08/2013	71.25
	02/22/2013	44.25
	Category Total:	115.5
	Employee Total:	131.5
Lewis, Jerry L.		
Regular	02/22/2013	21.75
	Category Total:	21.75
Tip-Reg Hours	02/08/2013	27
	02/22/2013	36.25
	Category Total:	63.25
	Employee Total:	85
Presley, Elvis A.		
Regular	02/09/2013	80
	02/22/2013	40
	Category Total:	120
Overtime	02/09/2013	5
	Category Total:	5
Vacation	02/09/2013	8
	02/22/2013	40
	Category Total:	48
Sick Pay	02/09/2013	8
	Category Total:	8
	Employee Total:	181

Click on **Other Reports Icon** and select **User Log Report**.

The following screen displays.

Payroll / User Log Report Cleveland Rocks, Inc.

User Log Report

Facility...

Period

From Date 02/01/2014 To Date 02/28/2014

Generate

Select Log Entries

<input type="checkbox"/> Batches	<input type="checkbox"/> Payroll Tax Items
<input type="checkbox"/> Checks	<input type="checkbox"/> Attachment Categories
<input type="checkbox"/> Employees	<input type="checkbox"/> Payroll Check Layouts
<input type="checkbox"/> Employee Withholding Info	<input type="checkbox"/> Bank Account Check Layouts
<input type="checkbox"/> Employee Payroll Specifics	<input type="checkbox"/> Time Categories
<input type="checkbox"/> Employee Time Journal	<input type="checkbox"/> Time Accumulation Rules
<input type="checkbox"/> Module Master	
<input type="checkbox"/> Departments	
<input type="checkbox"/> Employee Types	
<input type="checkbox"/> Define Custom Fields	
<input type="checkbox"/> Payroll Items	

Select All Select None

User

User ID (Any user)

Order By

Field Date/Time

Date range of previous payrolls is selected under **Period From – To Date** fields

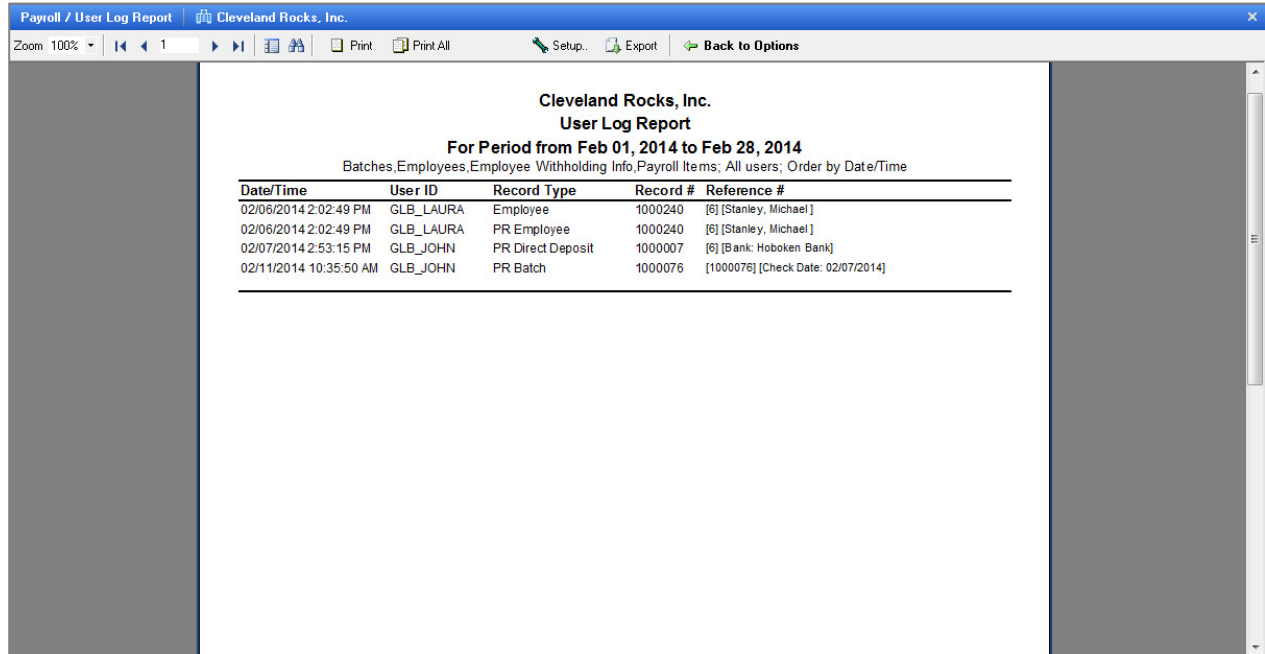
Select Log Entries – Specific or all

User – Click on magnifying glass for drop down selection for User ID

Order by – (**Date/Time, User ID, Log Entry**)

Click on **Generate** once selections have been made

The following screen displays (ex: User ID > Selection Batches > Order by Date / Time).



Cleveland Rocks, Inc.
User Log Report
For Period from Feb 01, 2014 to Feb 28, 2014
Batches, Employees, Employee Withholding Info, Payroll Items; All users; Order by Date/Time

Date/Time	User ID	Record Type	Record #	Reference #
02/06/2014 2:02:49 PM	GLB_LAURA	Employee	1000240	[6] [Stanley, Michael]
02/06/2014 2:02:49 PM	GLB_LAURA	PR Employee	1000240	[6] [Stanley, Michael]
02/07/2014 2:53:15 PM	GLB_JOHN	PR Direct Deposit	1000007	[6] [Bank: Hoboken Bank]
02/11/2014 10:35:50 AM	GLB_JOHN	PR Batch	1000076	[1000076] [Check Date: 02/07/2014]

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report. When done click on **white arrow on blue line** and you return to **Other Reports Icon**.