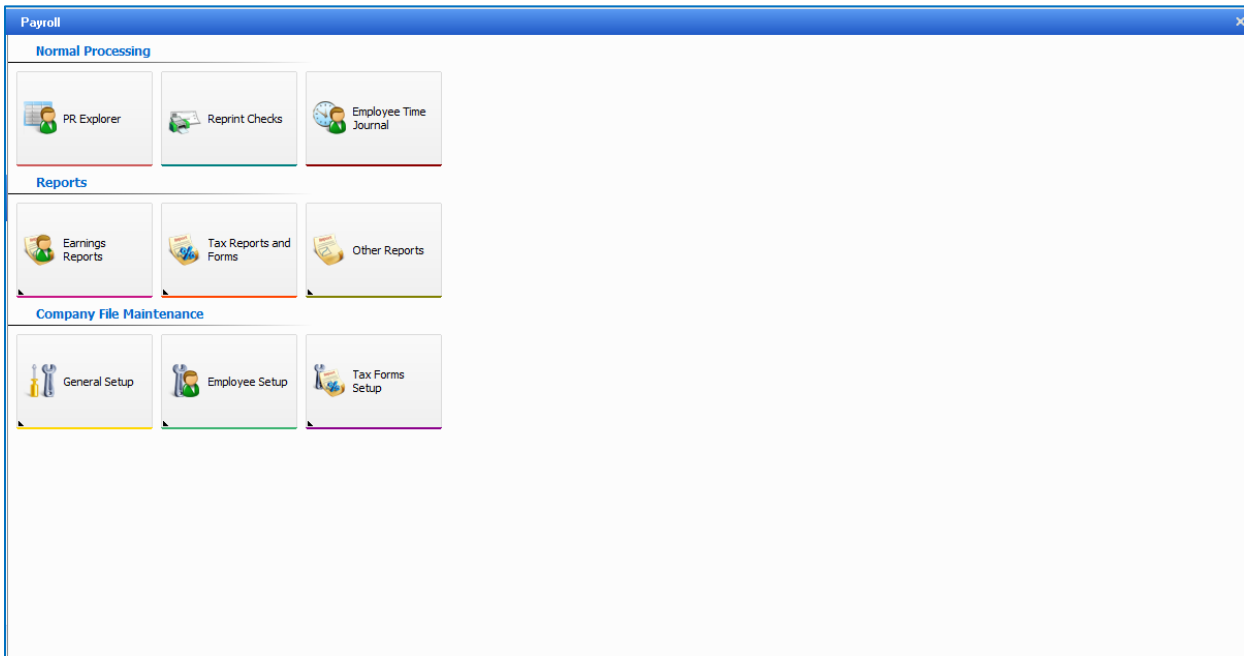


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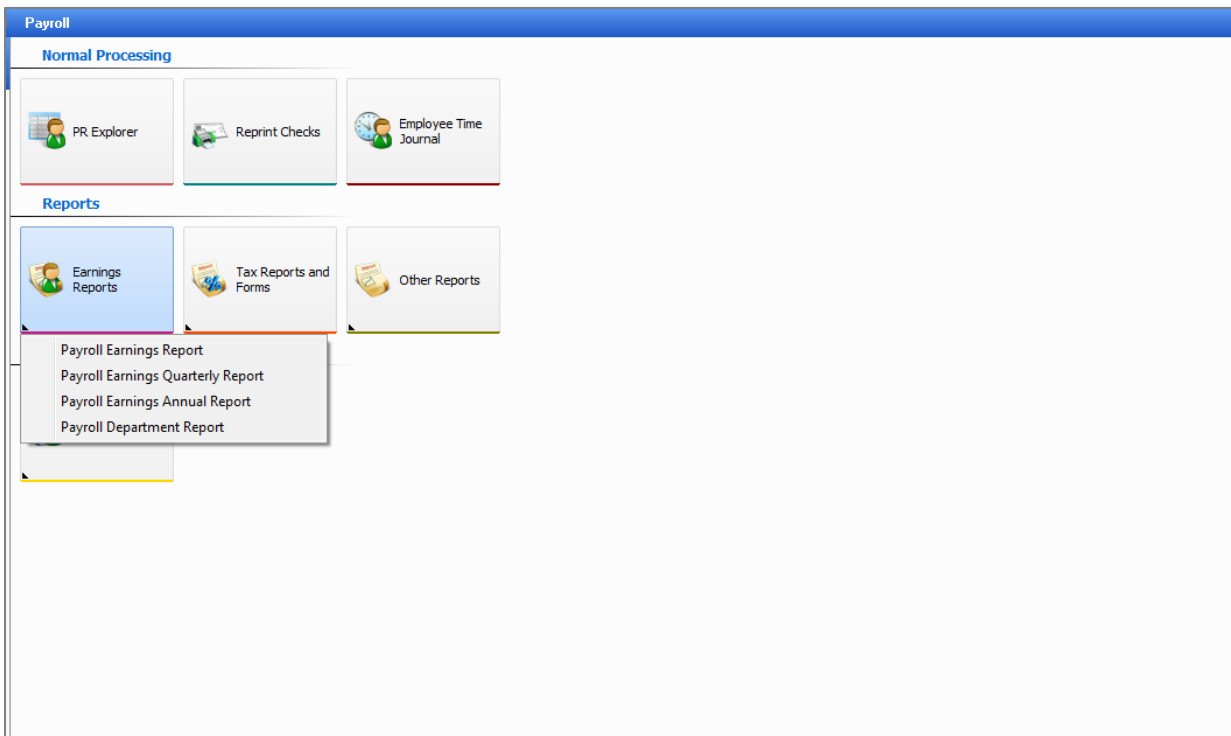
Payroll Main Screen:



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:

The screenshot shows the 'Payroll Earnings Report' interface. It includes a 'Period' section with 'From Date' (01/01/2013) and 'To Date' (01/31/2013) fields, each with a search icon. The 'Print Output' section has radio buttons for 'All data' (selected) and 'Only summary'. A 'Generate' button with a green checkmark is visible. The 'Employees' section has a dropdown menu set to 'All employees' and radio buttons for 'Active', 'Terminated', and 'All' (selected). The 'Batch' section has a text input field with a search icon. The 'Options' section has two checkboxes: 'Split Deductions and Employee Taxes by Department' and 'Include Unposted Batches', both of which are unchecked. A 'Facility...' button is located in the top right corner.

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

Drop down selection for employees (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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:

[A11] "AMERICAN IDOL NURSING HOME"													
Payroll Earnings Report													
Period from Jan 01, 2013 to Jan 31, 2013													
All employees													
			Earnings	Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details	
Aiken, Clay R. ID: 1			REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
Dept: 6000 Registered Nurse Distinct SSN: 621-23-74			BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	5602
Period End: 01/09/2013 Weeks: 2			SICK	8.00		MCR	65.61			FUI	27.15	Check Date	01/14/2013
Rate: 3000 Bi-Weekly Type: Salary F/P: F			SPC		1,375.00	SITOH	195.43			SUI	90.50	Direct Dep	261.21
						LIT	90.50			WC	226.25		
						LIT2	135.75						
						SDT	45.25						
					4,625.00	1,681.63		331.25		599.56			
Period End: 01/23/2013			REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
			BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	811
			SPC		1,375.00	MCR	65.61			FUI	27.15	Check Date	01/28/2013
						SITOH	195.43			SUI	90.50	Direct Dep	261.21
						LIT	90.50			WC	226.25		
						LIT2	135.75			INS	600.00		
						SDT	45.25						
					4,625.00	1,681.63		331.25		1,199.56			
Aiken, Clay R. Totals			REG	160.00	5,500.00	FIT	1,918.08	HLT	200.00	FICA	380.10	NET	4,701.82
			BON		1,000.00	FICA	380.10	UNW	462.50	MCR	131.22	Check #	
			SICK	8.00		MCR	131.22			FUI	54.30	Check Date	
			SPC		2,750.00	SITOH	390.86			SUI	181.00	Direct Dep	522.42
						LIT	181.00			WC	452.50		
						LIT2	271.50			INS	600.00		
						SDT	90.50						
					9,250.00	3,363.26		662.50		1,799.12			
Clarkson, Kelly J. ID: 3			REG	70.00	891.10	FIT	77.86	HLT	40.00	FICA	35.75	NET	0.00
Dept: 6000 Registered Nurse Distinct SSN: 724-03-6115						FICA	35.75	UNW	44.55	MCR	12.34	Check #	E 14
Period End: 01/09/2013 Weeks: 2						MCR	12.34			FUI	5.11	Check Date	01/14/2013
Rate: 12.73 Bi-Weekly Type: Hourly F/P: F						LIT	17.02			SUI	17.02	Direct Dep	663.58
										WC	42.56		
					891.10	142.97		84.55		112.76			

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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 Quarterly Report". The form is titled "Payroll Earnings Quarterly Report" and contains several sections:

- Period:** A section with two columns. The left column has "From" with a dropdown menu set to "Quarter 2" and a year selector set to "2013". The right column has "To" with a dropdown menu set to "Quarter 2" and a year selector set to "2013".
- Print Output:** A section with two radio buttons: "All data" (which is selected) and "Only summary".
- Employees:** A section with an "Include" label and 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:** In the top right corner, there is a "Facility..." button and a green "Generate" button with a checkmark icon.

Select Quarters of previous payrolls by selecting Quarter and Year from the drop down boxes.

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

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

Options

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

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

The following screen displays:

[A1] "AMERICAN IDOL NURSING HOME"												
Payroll Earnings Quarterly Report												
Quarter 1 of 2013												
All employees												
	Earnings	Hours	Amount	Employee Taxes	Amount	Deductions Amount	Employer Taxes & Benefits	Amount	Disbursement Details			
Aiken, Clay R. Dept: 6000 Registered Nurse Distinct Period End: 01/09/2013 Rate: 3000 Bi-Weekly Type: Salary F/P: F	ID: 1	REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
	SSN: 621-23-74	BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	5602
	Weeks: 2	SICK	8.00		MCR	65.61			FUI	27.15	Check Date	01/14/2013
		SPC		1,375.00	SITOH	195.43			SUI	90.50	Direct Dep	261.21
					LIT	90.50			WC	226.25		
					LIT2	135.75						
					SDT	45.25						
				4,625.00		1,681.63		331.25		599.56		
	Period End: 01/23/2013	REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
		BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	811
	SPC		1,375.00	MCR	65.61			FUI	27.15	Check Date	01/28/2013	
				SITOH	195.43			SUI	90.50	Direct Dep	261.21	
				LIT	90.50			WC	226.25			
				LIT2	135.75			INS	600.00			
				SDT	45.25							
			4,625.00		1,681.63		331.25		1,199.56			
Period End: 02/06/2013	REG	80.00	2,750.00	FIT	951.40	HLT	100.00	FICA	190.05	NET	2,357.78	
	BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	845	
	SPC		1,375.00	MCR	65.61			FUI	27.15	Check Date	02/11/2013	
				SITOH	195.43			SUI	90.50	Direct Dep	261.98	
				LIT	90.50			WC	226.25			
				LIT2	135.75			INS	600.00			
				SDT	45.25							
			4,625.00		1,673.99		331.25		599.56			
Period End: 02/20/2013	REG	80.00	2,750.00	FIT	943.36	HLT	100.00	FICA	280.55	NET	2,283.57	
	BON		500.00	FICA	280.55	UNW	231.25	MCR	65.61	Check #		
	SPC		1,375.00	MCR	65.61			FUI	14.85	Check Date	02/25/2013	
				SITOH	195.43			SUI	89.50	Direct Dep	253.73	
				LIT	90.50			WC	226.25			
				LIT2	135.75			INS	600.00			
				SDT	45.25							
			4,625.00		1,756.45		331.25		1,276.76			

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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 form is titled "Payroll Earnings Annual Report" and is divided into several sections:

- For Year:** A dropdown menu currently set to "2013".
- Print Output:** Two radio buttons: "All data" (selected) and "Only summary".
- Employees:** A dropdown menu set to "All employees" and three radio buttons: "Active", "Terminated", and "All" (selected).
- Options:** Two checkboxes: "Split Deductions and Employee Taxes by Department" (unchecked) and "Include Unposted Batches" (unchecked).
- Buttons:** A "Facility..." button with a house icon and a green "Generate" button with a checkmark icon.

Select the For Year of previous payrolls by selecting the year from the drop down box.

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

Drop down selection for employees (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

Options

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

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

The following screen displays:

[A11] "AMERICAN IDOL NURSING HOME"												
Payroll Earnings Annual Report												
Year 2013												
All employees												
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions	Amount	Employer Taxes & Benefits	Amount	Disbursement Details	
Aiken, Clay R.		REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
Dept: 6000 Registered Nurse Distinct		BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	5602
Period End: 01/09/2013		SICK	8.00		MCR	65.61			FUI	27.15	Check Date	01/14/2013
Rate: 3000 Bi-Weekly Type: Salary F/P: F		SPC		1,375.00	SITOH	195.43			SUI	90.50	Direct Dep	261.21
					LIT	90.50			WC	226.25		
					LIT2	135.75						
					SDT	45.25						
				4,625.00		1,681.63		331.25		599.56		
Period End: 01/23/2013		REG	80.00	2,750.00	FIT	959.04	HLT	100.00	FICA	190.05	NET	2,350.91
		BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	811
		SICK	8.00		MCR	65.61			FUI	27.15	Check Date	01/29/2013
				1,375.00	SITOH	195.43			SUI	90.50	Direct Dep	261.21
					LIT	90.50			WC	226.25		
					LIT2	135.75			INS	600.00		
					SDT	45.25						
				4,625.00		1,681.63		331.25		1,199.56		
Period End: 02/06/2013		REG	80.00	2,750.00	FIT	951.40	HLT	100.00	FICA	190.05	NET	2,357.78
		BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	845
		SICK		1,375.00	MCR	65.61			FUI	27.15	Check Date	02/11/2013
					SITOH	195.43			SUI	90.50	Direct Dep	261.98
					LIT	90.50			WC	226.25		
					LIT2	135.75						
					SDT	45.25						
				4,625.00		1,673.99		331.25		599.56		
Period End: 02/20/2013		REG	80.00	2,750.00	FIT	943.36	HLT	100.00	FICA	280.55	NET	2,283.57
		BON		500.00	FICA	280.55	UNW	231.25	MCR	65.61	Check #	
		SICK		1,375.00	MCR	65.61			FUI	14.85	Check Date	02/25/2013
					SITOH	195.43			SUI	89.50	Direct Dep	253.73
					LIT	90.50			WC	226.25		
					LIT2	135.75			INS	600.00		
					SDT	45.25						
				4,625.00		1,756.45		331.25		1,278.76		

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays:

The screenshot shows the 'Payroll Department Report' interface. It includes a 'Period' section with 'From Date' (01/01/2015) and 'To Date' (01/31/2015) fields, each with a search icon. The 'Print Output' section has radio buttons for 'All data' (selected) and 'Only summary'. A 'Generate' button with a green checkmark is visible. The 'Departments' section has an 'Include' dropdown menu set to 'All departments'. The 'Batch' section has a search field. The 'Options' section contains three checkboxes: 'Split Deductions and Employee Taxes by Department', 'Include Unposted Batches', and 'Show Employee Detail', all of which are currently unchecked.

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

Drop down selection for employees (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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**
- **Show Employee Detail**

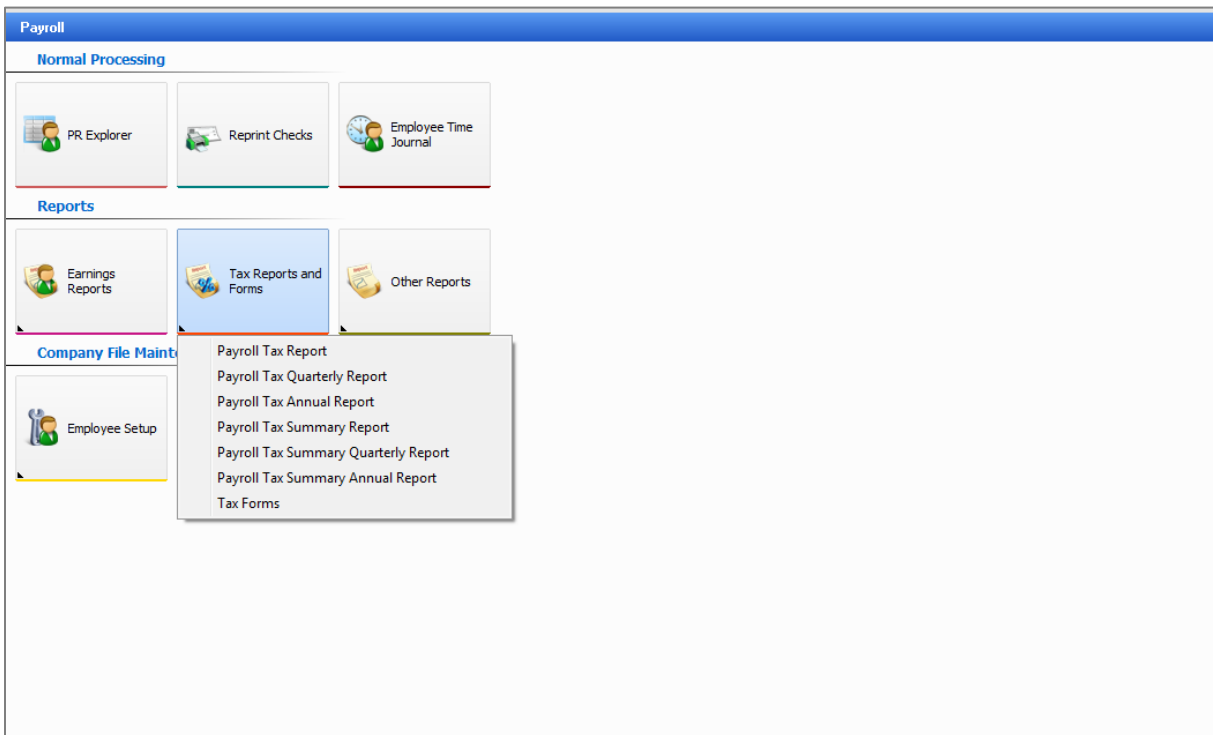
Click on **Generate** once selections have been made

The following screen displays:

[A11] "AMERICAN IDOL NURSING HOME"									
Payroll Department Report									
Period from Jan 01, 2013 to Jan 31, 2013									
All departments									
	Earnings	Hours	Amount	Employee Taxes	Amount	Deductions Amount	Employer Taxes & Benefits	Amount	Disbursement Details
Dept: 6000 Registered Nurse Distinct	REG	150.00	3,641.10				FICA	225.80	NET
Period End: 01/09/2013	BON		500.00				MCR	77.95	Check #
	SICK	8.00					FUI	32.26	Check Date
	SPC		1,375.00				SUI	107.52	Direct Dep
							WC	268.81	
			5,516.10		0.00	0.00		712.34	
Period End: 01/23/2013	REG	320.00	8,248.40				FICA	414.05	NET
	BON		500.00				MCR	142.95	Check #
	SPC		1,375.00				FUI	59.15	Check Date
							SUI	197.17	Direct Dep
							WC	492.92	
							INS	1,590.00	
			10,123.40		0.00	0.00		2,896.24	
6000 Registered Nurse Distinct Total	REG	470.00	11,889.50				FICA	639.85	NET
	BON		1,000.00				MCR	220.90	Check #
	SICK	8.00					FUI	91.41	Check Date
	SPC		2,750.00				SUI	304.69	Direct Dep
							WC	761.73	
			15,639.50		0.00	0.00	INS	1,590.00	
								3,608.58	
Dept: 9000 Dietary	REG	80.00	1,500.00				FICA	59.64	NET
Period End: 01/09/2013							MCR	20.59	Check #
							FUI	8.52	Check Date
							SUI	28.40	Direct Dep
							WC	71.00	
			1,500.00		0.00	0.00		168.15	
Period End: 01/23/2013	REG	80.00	1,500.00				FICA	59.64	NET
							MCR	20.59	Check #
							FUI	8.52	Check Date
							SUI	28.40	Direct Dep
							WC	71.00	

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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**

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

The screenshot shows the 'Payroll Tax Report' interface. It features a 'Period' section with 'From Date' (01/01/2015) and 'To Date' (01/31/2015) fields, each with a search icon. An 'Order By' dropdown is set to 'Employee ID'. A 'Generate' button with a green checkmark is visible. Below this are 'Taxes' and 'Employees' sections. The 'Taxes' section has an 'Include' dropdown set to 'All Taxes' and a checkbox for 'Showing manually entered beginning balances for wages'. The 'Employees' section has an 'Include' dropdown set to 'All employees' and radio buttons for 'Active', 'Terminated', and 'All' (which is selected).

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**) and select **Active/Terminate/All** employees within selected date range

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							
All employees; All Taxes, Order by Employee ID							
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							

4/2/2014 at 10:01:00 AM, User: Test, Demo Page: 1 of 2

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays:

The screenshot shows the 'Payroll Tax Quarterly Report' form. It includes a 'Period' section with 'From' and 'To' dropdowns set to 'Quarter 1' and '2013'. An 'Order By' section has a 'Field' dropdown set to 'Employee ID'. A 'Taxes' section has an 'Include' dropdown set to 'All Taxes' and a checkbox for 'Showing manually entered beginning balances for wages'. An 'Employees' section has an 'Include' dropdown set to 'All employees' and radio buttons for 'Active', 'Terminated', and 'All', with 'All' selected. A 'Generate' button is visible in the top right corner.

Select Quarters of previous payrolls by selecting Quarter and Year from the drop down boxes.

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**) and select **Active/Terminate/All** employees within selected date range

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

The following screen displays:

[A1] "AMERICAN IDOL NURSING HOME"									
Payroll Tax Quarterly Report									
Quarter 1 of 2013									
All employees: All Taxes: Order by Employee ID									
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Excess Wages	Net Taxable	%	Tax Withheld	Tax Liability
FEDERAL TAXES									
FUI									
Quarter 1 of 2013									
1	Mr. Aiken, Clay Rufus	621-23-74	22,925.00	8,850.00	-7,200.00	16,050.00			96.30
3	Ms. Clarkson, Kelly Jennifer	724-03-6115	3,946.30	968.40	-2,807.90	3,776.30			22.66
4	Mr. Dewyze, Lee R.	621-47-4108	4,500.00	1,420.00	-2,840.00	4,260.00			25.56
7	Lambert, Adam	514-78-3201	5,994.00	2,960.00	-3,034.00	5,994.00			35.96
TUT_BLABARGE	Labarge, Becky		3,000.00		-2,875.00	2,875.00			17.25
Quarter Total:			40,365.30	14,198.40	-18,756.90	32,955.30		0.00	197.73
			40,365.30	14,198.40	-18,756.90	32,955.30	0.60	0.00	197.73
940 Total									
0.00									
197.73									
FIT									
Quarter 1 of 2013									
1	Mr. Aiken, Clay Rufus	621-23-74	22,925.00	22,425.00		22,425.00		4,700.20	
3	Ms. Clarkson, Kelly Jennifer	724-03-6115	3,946.30	3,776.30		3,776.30		363.41	
4	Mr. Dewyze, Lee R.	621-47-4108	4,500.00	4,260.00		4,260.00		487.02	
7	Lambert, Adam	514-78-3201	5,994.00	5,994.00		5,994.00		693.51	
TUT_BLABARGE	Labarge, Becky		3,000.00	2,875.00		2,875.00		246.25	
Quarter Total:			40,365.30	39,330.30	0.00	39,330.30		6,490.39	6,490.39
			40,365.30	39,330.30	0.00	39,330.30		6,490.39	6,490.39

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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 form is titled "Payroll Tax Annual Report" and includes several sections for user input:

- For Year:** A dropdown menu set to "2015".
- Order By:** A dropdown menu set to "Employee ID".
- Taxes:** A section with an "Include" dropdown set to "All Taxes" and a checkbox labeled "Showing manually entered beginning balances for wages" which is currently unchecked.
- Employees:** A section with an "Include" dropdown set to "All employees" and three radio buttons: "Active", "Terminated", and "All". The "All" radio button is selected.

At the top right of the form, there is a "Facility..." button and a green "Generate" button with a checkmark icon.

Select the For Year of previous payrolls by selecting the year from the drop down box.

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**) and select **Active/Terminate/All** employees within selected date range

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

The following screen displays

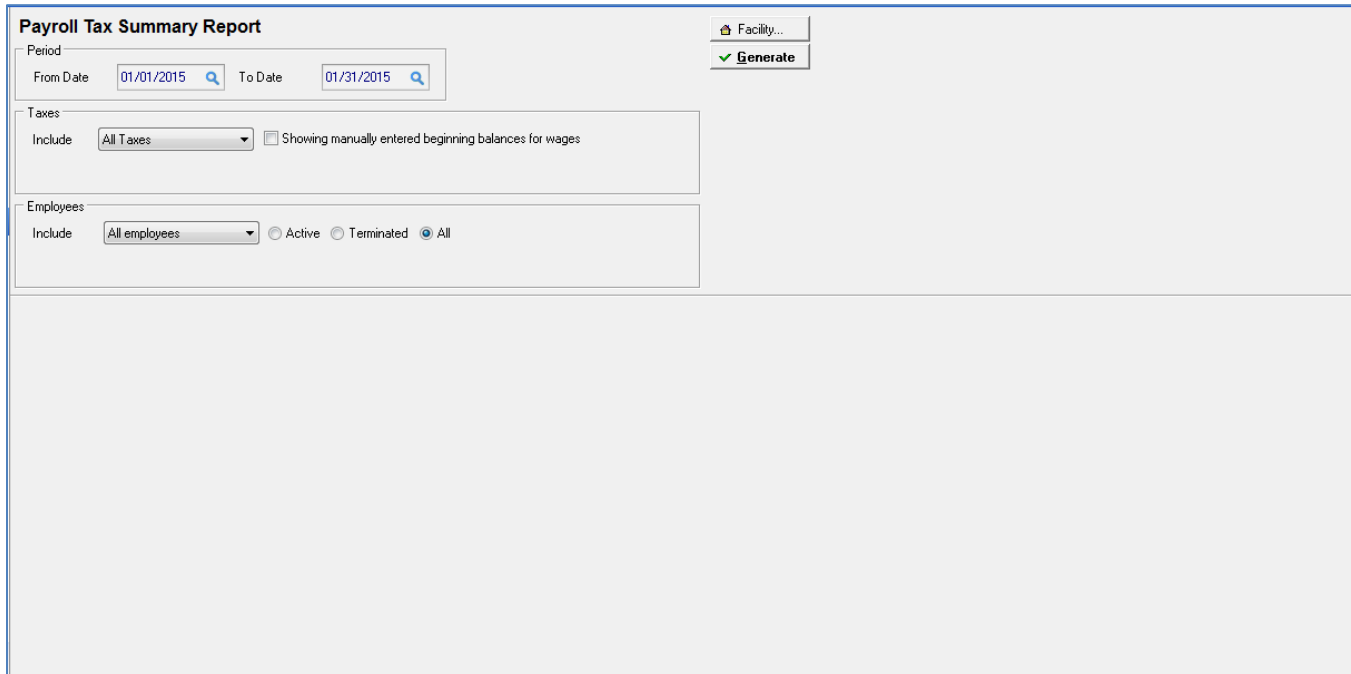
Employee ID	Employee Name	SSN	Gross	Taxable Gross	Excess Wages	Net Taxable	%	Tax Withheld	Tax Liability
[A11] "AMERICAN IDOL NURSING HOME"									
Payroll Tax Annual Report									
Year 2015									
All employees; All Taxes; Order by Employee ID									
FEDERAL TAXES									
FUI									
1	Mr. Aiken, Clay Rufus	621-23-74	-3,000.00	-2,900.00	-2,900.00	0.00	0.60	0.00	0.00
940 Total								0.00	0.00
FIT									
1	Mr. Aiken, Clay Rufus	621-23-74	-3,000.00	-2,900.00		-2,900.00		-509.76	
			-3,000.00	-2,900.00	0.00	-2,900.00		-509.76	-509.76
EIC									
1	Mr. Aiken, Clay Rufus	621-23-74	-3,000.00	-3,000.00		-3,000.00			
			-3,000.00	-3,000.00	0.00	-3,000.00		0.00	0.00
FICA EE									
1	Mr. Aiken, Clay Rufus	621-23-74	-3,000.00	-2,900.00		-2,900.00		-179.80	
			-3,000.00	-2,900.00	0.00	-2,900.00	6.20	-179.80	-179.80
FICA ER									
1	Mr. Aiken, Clay Rufus	621-23-74	-3,000.00	-2,900.00		-2,900.00			-179.80
			-3,000.00	-2,900.00	0.00	-2,900.00	6.20	0.00	-179.80
Social Security Wages									
			-3,000.00	-2,900.00	0.00	-5,800.00		-179.80	-359.60

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

Users can click on an employee line (a blue line will appear on screen) and get a drill down on the employee actual earnings detail

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' form. At the top left, the title 'Payroll Tax Summary Report' is displayed. Below it, the 'Period' section contains two date fields: 'From Date' with the value '01/01/2015' and 'To Date' with the value '01/31/2015', each with a search icon. To the right of these fields is a 'Facility...' button and a green 'Generate' button with a checkmark. Below the 'Period' section is the 'Taxes' section, which includes a dropdown menu for 'Include' set to 'All Taxes' and a checkbox labeled 'Showing manually entered beginning balances for wages'. Below the 'Taxes' section is the 'Employees' section, which includes a dropdown menu for 'Include' set to 'All employees' and three radio buttons: 'Active', 'Terminated', and 'All', with 'All' selected.

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**) and select **Active/Terminate/All** employees within selected date range

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

The following screen displays

[A11] "AMERICAN IDOL NURSING HOME"
Payroll Tax Summary Report
Period from Jan 01, 2013 to Jan 31, 2013
 All employees; All Taxes

Employee Name	Gross	Taxable Gross	Excess Wages	Net Taxable	%	Tax Liability
FEDERAL TAXES						
FUI	18,639.50	0.00	-18,074.50	18,074.50	0.60	108.45
940 Total						108.45
FIT	18,639.50	18,074.50	0.00	18,074.50		2,837.71
EIC	9,250.00	9,250.00	0.00	9,250.00		0.00
FICA EE	18,639.50	18,074.50	0.00	18,074.50	6.20	759.13
FICA ER	18,639.50	18,074.50	0.00	18,074.50	6.20	759.13
Social Security Wages	18,639.50	18,074.50	0.00	36,149.00		1,518.26
MCR EE	18,639.50	18,074.50	0.00	18,074.50	1.45	262.08
MCR ER	18,639.50	18,074.50	0.00	18,074.50	1.45	262.08
Medicare Wages	18,639.50	18,074.50	0.00	36,149.00		524.16
941 Total						4,880.13
STATE TAXES						
WC						
WC	18,639.50	18,074.50	0.00	18,074.50		903.73
WC Total						903.73

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays

The screenshot shows a web form titled "Payroll Tax Summary Quarterly Report". At the top right, there is a "Facility..." button and a green "Generate" button. The "Period" section contains two date pickers: "From" (Quarter 1, 2015) and "To" (Quarter 1, 2015). The "Taxes" section has an "Include" dropdown menu set to "All Taxes" and a checkbox for "Showing manually entered beginning balances for wages". The "Employees" section has an "Include" dropdown menu set to "All employees" and three radio buttons: "Active", "Terminated", and "All" (which is selected).

Select Quarters of previous payrolls by selecting Quarter and Year from the drop down boxes.

Taxes Include (**All, Selected tax codes, Selected taxes, Fed, State, Local, Other**)

Employees Include (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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

The following screen displays

[A11] "AMERICAN IDOL NURSING HOME"
Payroll Tax Summary Quarterly Report
Quarter 1 of 2013
 All employees; All Taxes

Employee Name	Gross	Taxable Gross	Excess Wages	Net Taxable	%	Tax Liability
FEDERAL TAXES						
FUI						
Quarter 1 of 2013	40,365.30	14,198.40	-18,756.90	32,955.30	0.60	197.73
Tax Total:	40,365.30	14,198.40	-18,756.90	32,955.30		197.73
940 Total						197.73
FIT						
Quarter 1 of 2013	40,365.30	39,330.30		39,330.30		6,490.39
Tax Total:	40,365.30	39,330.30	0.00	39,330.30		6,490.39
EIC						
Quarter 1 of 2013	22,925.00	22,925.00		22,925.00		
Tax Total:	22,925.00	22,925.00	0.00	22,925.00		0.00
FICA EE						
Quarter 1 of 2013	40,365.30	39,330.30		39,330.30	6.20	1,935.84
Tax Total:	40,365.30	39,330.30	0.00	39,330.30		1,935.84
FICA ER						
Quarter 1 of 2013	40,365.30	39,330.30		39,330.30	6.20	1,935.84
Tax Total:	40,365.30	39,330.30	0.00	39,330.30		1,935.84
Social Security Wages	40,365.30	39,330.30	0.00	78,660.60		3,871.68
MCR EE						
Quarter 1 of 2013	40,365.30	39,330.30		39,330.30	1.45	570.28
Tax Total:	40,365.30	39,330.30	0.00	39,330.30		570.28

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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 is "Payroll Tax Summary Annual Report". There are two main sections for configuration: "For Year" and "Taxes". The "For Year" section has a dropdown menu set to "2013" and a "Generate" button with a green checkmark. The "Taxes" section has a dropdown menu set to "All Taxes" and a checkbox labeled "Showing manually entered beginning balances for wages" which is currently unchecked. Below the "Taxes" section is an "Employees" section with a dropdown menu set to "All employees" and three radio buttons: "Active", "Terminated", and "All", with "All" selected. In the top right corner, there is a "Facility..." button with a house icon.

Select the For Year of previous payrolls by selecting the year from the drop down box.

Taxes Include (**All, Selected tax codes, Selected taxes, Fed, State, Local, Other**)

Employees Include (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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	0.80	210.00
940 Total				210.00
FIT	293,328.75	28,121.25		66,561.99
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	28,170.75	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	28,170.75	270,326.25	2.00	5,406.54
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.

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

The following screen displays:

System selection defaults to **Federal Forms**.

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

Select Year using up / down arrow key (**ex: 2013**)

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. This option is used when the user manually makes changes to the auto-populated data. If you re-generate the report, all the manual edits will be gone.

The following screen displays

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

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) 1

2 Wages, tips, and other compensation 2

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

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="39,330.30"/>	<input type="text" value="4,876.96"/>
5b Taxable social security tips	<input type="text"/>	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text" value="39,330.30"/>	<input type="text" value="1,140.58"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text"/>	<input type="text"/>	<input type="text"/>
5e Add Column 2 from lines 5a, 5b, 5c, and 5d		<input type="text" value="6,017.54"/>

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: 2013**)

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

The screenshot shows the '940 for 2013: Employer's Annual Federal Unemployment (FUTA) Tax Return' form. At the top, it includes navigation icons (back, forward, print, export, save) and the form title. The form is for the Department of the Treasury - Internal Revenue Service, with OMB No. 1545-0028 and a reference number 850113.

Employer information:
Employer identification number (EIN): 64-8151244
Name (not your trade name): AMERICAN IDOL NURSING HOME
Trade name (if any):
Address: 333 WOODSTOCK LANE, CHICAGO, WV, 60660

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

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

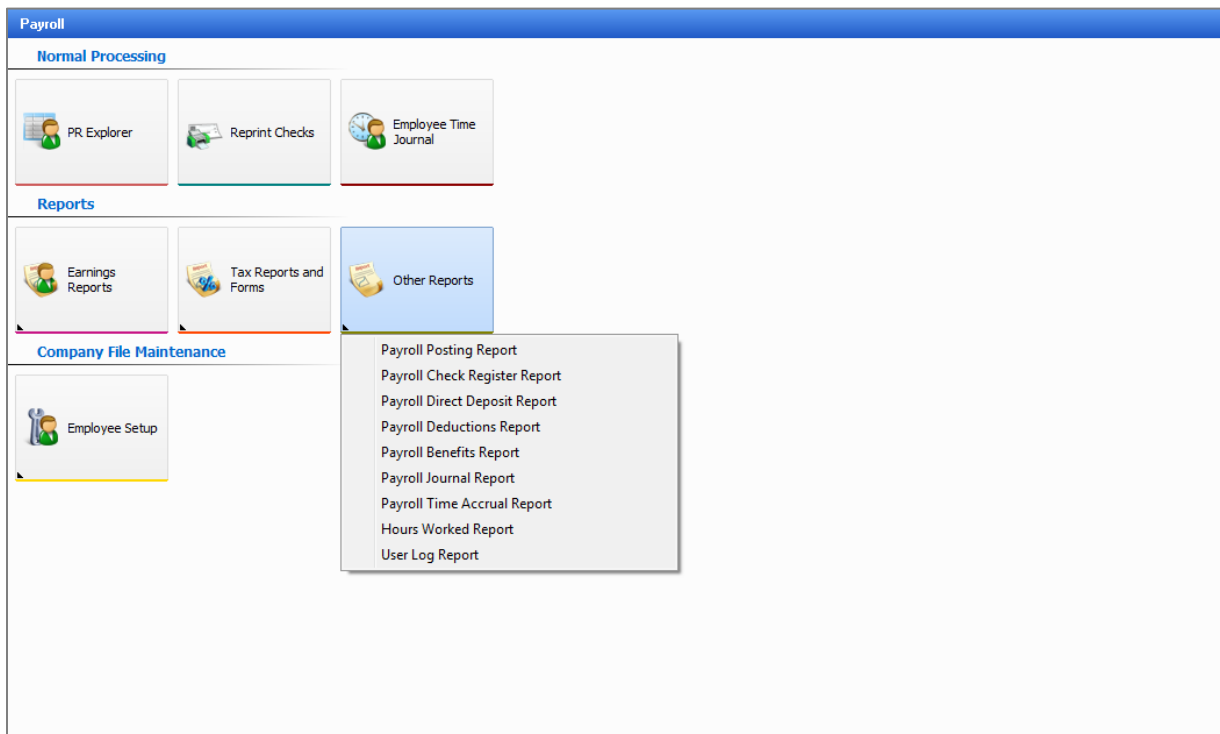
1a If you had to pay state unemployment tax in one state only, enter the state abbreviation 1a
1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer 1b Check here. Complete Schedule A (Form 940).
2 If you paid wages in a state that is subject to CREDIT REDUCTION 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 3 117,174.88
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 70,989.72

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 interface for generating a payroll report. The title is "Payroll Report". There are three main filter sections: "From Date" with a text input containing "01/13/2013" and a magnifying glass icon; "Batch" with an empty text input and a magnifying glass icon; and "Order By" with a dropdown menu currently set to "Default (use same as in batch)". To the right of these filters are two buttons: "Facility..." with a house icon and "Generate" with a green checkmark icon. The main content area below the filters is empty.

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

Order by Field - **Default (use same as in batch), Employee Name, Employee ID, Department/Employee Name, Department/Employee ID**

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

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

The following screen is displayed.

[A11] "AMERICAN IDOL NURSING HOME"												
Posting Report												
Payroll Batch: 1000154 Check Date: 02/11/2013 (B - Bi-Weekly) Posted: 02/19/2014												
Order by Default (use same as in batch)												
		Earnings	Hours	Amount	Employee Taxes	Amount	Deductions Amount	Employer Taxes & Benefits	Amount	Disbursement Details		
Aiken, Clay R.		REG	80.00	2,750.00	FIT	951.40	HLT	100.00	FICA	190.05	NET	2,357.78
Dept: 6000 Registered Nurse Distinct		BON		500.00	FICA	190.05	UNW	231.25	MCR	65.61	Check #	845
Period End: 02/06/2013		SPC		1,375.00	MCR	65.61			FUI	27.15	Check Date	02/11/2013
Rate: 3000 Bi-Weekly Type: Salary F/P: F					SITOH	195.43			SUI	90.50	Direct Dep	261.98
					LIT	90.50			WC	226.25		
					LIT2	135.75						
					SDT	45.25						
				4,625.00		1,673.99		331.25		599.66		
Clarkson, Kelly J.		REG	80.00	1,018.40	FIT	95.70	HLT	40.00	FICA	41.09	NET	0.00
Dept: 6000 Registered Nurse Distinct					FICA	41.09			MCR	14.19	Check #	E 10
Period End: 02/06/2013					MCR	14.19			FUI	5.87	Check Date	02/11/2013
Rate: 12.73 Bi-Weekly Type: Hourly F/P: F					LIT	19.57			SUI	19.57	Direct Dep	807.85
									WC	48.92		
				1,018.40		170.55		40.00		129.64		
Lambert, Adam		REG	75.00	1,387.50	FIT	182.04			FICA	65.27	NET	1,253.08
Dept: 6000 Registered Nurse Distinct		OVER	6.00	166.50	FICA	65.27			MCR	22.53	Check #	846
Period End: 02/06/2013					MCR	22.53			FUI	9.32	Check Date	02/11/2013
Rate: 18.5 Bi-Weekly Type: Hourly F/P: F					LIT	31.08			SUI	31.08	Direct Dep	0.00
									WC	77.70		
				1,554.00		300.92		0.00		205.90		
Report Totals		REG	235.00	5,155.90	FIT	1,229.14	HLT	140.00	FICA	296.41	NET	3,610.86
		OVER	6.00	166.50	FICA	296.41	UNW	231.25	MCR	102.33	Check #	
		BON		500.00	MCR	102.33			FUI	42.34	Check Date	02/11/2013
		SPC		1,375.00	SITOH	195.43			SUI	141.15	Direct Dep	1,069.83
					LIT	141.15			WC	352.87		
					LIT2	135.75						
					SDT	45.25						
				7,197.40		2,145.46		371.25		935.10		

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays.

The screenshot shows a web application interface for generating a Payroll Check Register Report. The form is titled "Payroll Check Register Report" and includes several input fields and controls:

- Period:** A section containing "From Date" and "To Date" fields, both with search icons. The "From Date" is set to "01/01/2013" and the "To Date" is set to "01/31/2013".
- Order By:** A section containing a "Field" dropdown menu currently set to "Transaction #".
- Employees:** A section containing an "Include" dropdown menu set to "All employees", and three radio buttons labeled "Active", "Terminated", and "All", with "All" selected.
- Facility:** A button labeled "Facility..." with a house icon.
- Generate:** A button labeled "Generate" with a green checkmark icon.

The main content area of the form is currently empty, displaying a large white space.

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

Drop down selection for employees (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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

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

The following screen is displayed.

[A11] "AMERICAN IDOL NURSING HOME"
Payroll Check Register Report
Period from Jan 01, 2013 to Jan 31, 2013
All employees; Order by Transaction #

Transaction #	Date	Employee	Amount
811	01/28/2013	Mr. Aiken, Clay Rufus	2,350.91
812	01/28/2013	Mr. Dewyze, Lee R.	1,148.18
813	01/28/2013	Labarge, Becky	2,408.81
814	01/28/2013	Lambert, Adam	1,194.59
E 14	01/14/2013	Ms. Clarkson, Kelly Jennifer	
5602	01/14/2013	Mr. Aiken, Clay Rufus	2,350.91
	01/28/2013	Ms. Clarkson, Kelly Jennifer	
	01/14/2013	Mr. Dewyze, Lee R.	1,148.18
Total:			10,601.58

Users can click on an employee name (a blue line will appear on screen) and get a drill down on the employee actual pay stub.

The following screen displays.

	This Check	Year to Date		Hours	Total
Dewyze, Lee R			Employee ID: 4		
Dietary			Social Sec # 6214		
Gross	1,500.00	3,000.00	Regular	80.00	1,500.00
Health Insurance	(80.00)	(160.00)			
Federal Income Tax	(163.19)	(326.38)			
FICA	(59.64)	(119.28)			
Medicare	(20.59)	(41.18)			
City Income Tax-Beachwood	(28.40)	(56.80)			
			Total:	1,500.00	
			Pay Period Beginning:	01/10/2013	
			Pay Period Ending:	01/23/2013	
			Pay Periods:	1	
Net Check: \$	1,148.18		Hours to Date	Accumulated	Available
Check Number:	812		Sick	48.00	48.00
Check Date:	01/28/2013		PTO	161.00	161.00
Regular Rate:	1,500.00				
					812
One thousand one hundred forty eight and 18/100					
Dewyze, Lee R			01/28/2013		1,148.18

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.

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

The following screen displays.

The screenshot shows a web interface for generating a "Payroll Direct Deposit Report". The form is titled "Payroll Direct Deposit Report" and includes several input fields and a "Generate" button. The "Period" section has "From Date" set to "01/01/2013" and "To Date" set to "01/31/2013". The "Order By" section has "Field" set to "Employee ID". The "Batch" section is empty. The "Employees" section has "Include" set to "All employees" and radio buttons for "Active", "Terminated", and "All", with "All" selected. A "Facility..." button is located in the top right corner. A green "Generate" button is also present.

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**) and select **Active/Terminate/All** employees within selected date range

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

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

The following screen displays.

Zoom 100% | 1 | Print | Print All | Setup.. | Export | **Back to Options**

[A11] "AMERICAN IDOL NURSING HOME"
Payroll Direct Deposit Report
Period from Jan 01, 2013 to Jan 31, 2013
All employees: Order by Employee ID

Employee	Deposit Amount	Bank Name	Account No	Routing No
Mr. Aiken, Clay Rufus	522.42	First Savings and Trust Bank	98498498	651651654
Ms. Clarkson, Kelly Jennifer	500.00	chase	6415214789	241652333
Ms. Clarkson, Kelly Jennifer	970.18	wachovia	3284156570	501647820
Total:	1,992.60			

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays.

The screenshot shows the 'Payroll Deductions Report' form. It includes the following fields and options:

- Period:** From Date: 01/01/2013, To Date: 01/31/2013
- Order By:** Field: Employee ID
- Batch:** (leave empty to include all batches in the above date range)
- Print Output:** All data (selected), Only summary
- Deductions:** Include: All Deductions
- Employees:** Include: All employees (selected), Active, Terminated, All

Buttons: Facility..., Generate

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

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

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

Print Output (**All Data or Only Summary**)

Employees Include (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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

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

The following screen displays.

[A1] "AMERICAN IDOL NURSING HOME"					
Payroll Deductions Report					
Period from Jan 01, 2013 to Jan 31, 2013					
All employees: Order by Employee ID					
Employee ID	Employee Name	SSN	Check Date	Check No	Amount Withheld
Health Insurance					
1	Mr. Aiken, Clay Rufus	621-23-74	01/14/2013	5602	100.00
			01/28/2013	811	100.00
					200.00
3	Ms. Clarkson, Kelly Jennifer	724-03-6115	01/14/2013	E14	40.00
			01/28/2013		40.00
					80.00
4	Mr. Dewyze, Lee R.	621-47-4108	01/14/2013		80.00
			01/28/2013	812	80.00
					160.00
TUT_BLABARGE	Labarge, Becky		01/28/2013	813	125.00
					125.00
Health Insurance Total:					565.00
United Way					
1	Mr. Aiken, Clay Rufus	621-23-74	01/14/2013	5602	231.25
			01/28/2013	811	231.25
					462.50
3	Ms. Clarkson, Kelly Jennifer	724-03-6115	01/14/2013	E14	44.55
					44.55
United Way Total:					507.05
Total:					1,072.05

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays

The screenshot shows the 'Payroll Benefits Report' interface. It features several input fields and controls: 'Period' with 'From Date' (01/01/2013) and 'To Date' (01/31/2013) fields; 'Batch' field; 'Benefits' section with an 'Include' dropdown set to 'All Benefits'; 'Employees' section with an 'Include' dropdown set to 'All employees' and radio buttons for 'Active', 'Terminated', and 'All' (selected); 'Order By' section with a 'Field' dropdown set to 'Employee ID'; a 'Facility...' button; and a green 'Generate' button.

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

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

Benefits Include (**All, Selected benefit codes, Selected benefits**)

Print Output (**All Data or Only Summary**)

Employees Include (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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

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

The following screen displays.

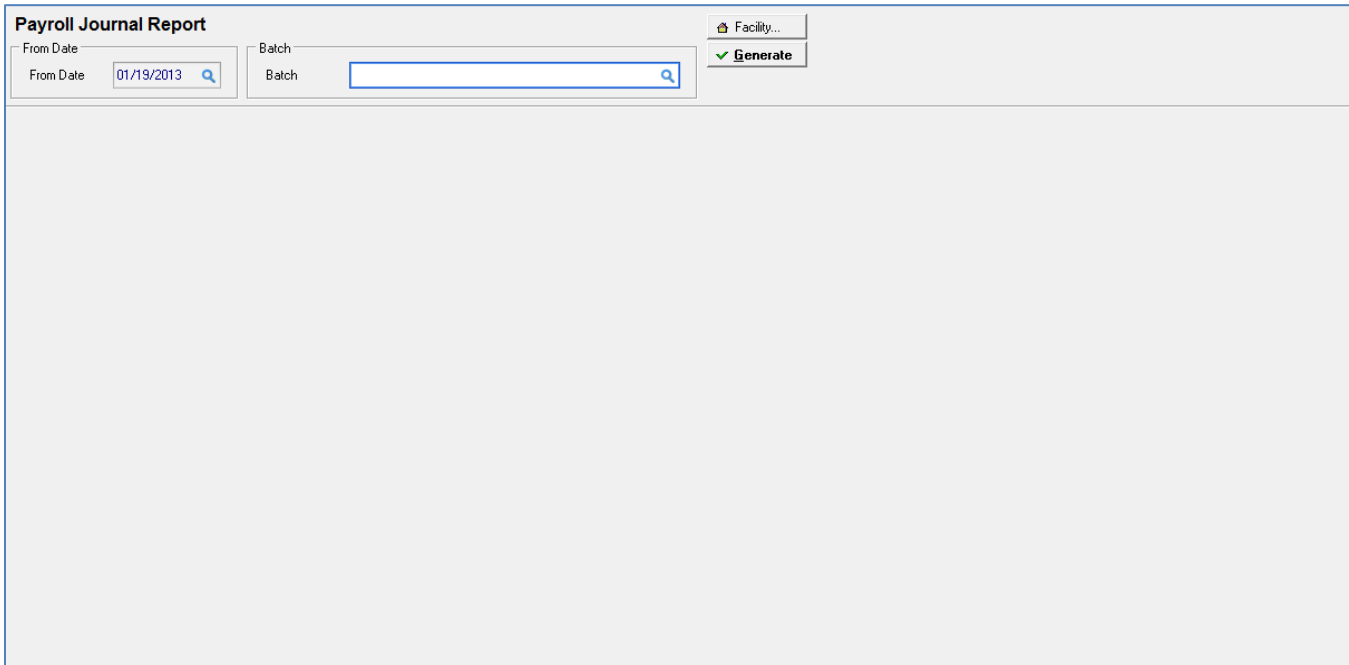
[A1] "AMERICAN IDOL NURSING HOME"
Payroll Benefits Report
Period from Jan 01, 2013 to Jan 31, 2013
All employees: Order by Employee ID

Employee ID	Employee Name	SSN	Check Date	Check No	Amount
Health Insurance					
1	Mr. Aiken, Clay Rufus	621-23-74	01/28/2013	811	600.00
					600.00
3	Ms. Clarkson, Kelly Jennifer	724-03-6115	01/28/2013		240.00
					240.00
4	Mr. Dewyze, Lee R.	621-47-4108	01/28/2013	812	600.00
					600.00
TUT_BLABARGE	Labarge, Becky		01/28/2013	813	750.00
					750.00
Health Insurance Total:					2,190.00
Total:					2,190.00

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays.



The screenshot shows a software interface titled "Payroll Journal Report". At the top left, there is a "From Date" field with a search icon, containing the date "01/19/2013". To its right is a "Batch" field with a search icon, which is currently empty. On the top right, there is a "Facility..." button with a house icon and a "Generate" button with a green checkmark icon. The main area of the interface is a large, empty light gray rectangle.

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

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

The following screen displays.

The screenshot shows a payroll journal report for 'AMERICAN IDOL NURSING HOME'. The report includes a title, payroll batch information, and a table of account balances. The table has columns for 'Account', 'Dec, 2014 Debit', 'Dec, 2014 Credit', 'May, 2013 - Jun, 2013 Debit', and 'May, 2013 - Jun, 2013 Credit'. The total debits for Dec 2014 are 0.00, and the total credits are 0.00. The total debits for May-Jun 2013 are 3,773.48, and the total credits are 3,773.48.

Account	Dec, 2014		May, 2013 - Jun, 2013	
	Debit	Credit	Debit	Credit
[10-1030.00] Cash in Bank - Payroll			1,889.34	
[20-3010.00] 941 Tax Payable			1,007.03	
[20-3020.00] State Withholding Tax Payable			116.61	
[20-3030.00] City Withholding Payable			189.00	
[20-3060.00] Workers Comp. Payable			157.50	
[20-4010.00] Wages Payable			225.00	225.00
[20-4120.00] United Way Payable			189.00	
[51-1030.00] Registered Nurses Cert				3,150.00
[51-2520.00] Nursing Hab Payroll Taxes Cert				398.48
Totals:	0.00	0.00	3,773.48	3,773.48

After printing or viewing, click on **Back to Options** tab to resume a different selection of data for this report.

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

The following screen displays.

The screenshot shows the 'Hours Worked Report' interface. It includes several sections for filtering and generating the report:

- Period:** From Date: 12/01/2013, To Date: 12/31/2013.
- Earnings:** Include: All Earnings.
- Employees:** Include: All employees, with radio buttons for Active, Terminated, and All (selected).
- Departments:** Include: All departments.
- Batch:** A search field for the payroll batch.
- 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 earning codes, selected earnings**)

Employees Include (**All, One, Range or Selected**) and select **Active/Terminate/All** employees within selected date range

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

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

Print Output (**All Data or Only Summary**)

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

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

The following screen displays.

Zoom 100% | 1 | Print | Print All | Setup... | Export | Back to Options

AMERICAN IDOL NURSING HOME
Hours Worked Report
Period from Jan 01, 2013 to Dec 31, 2013
All employees; All departments; Order by Employee

Earning Category	Date	Hours Worked	
Aiken, Clay R			
Regular	01/14/2013	80.00	
	01/28/2013	80.00	
	02/11/2013	80.00	
	02/25/2013	80.00	
	03/11/2013	75.00	
	04/22/2013	70.00	
	05/06/2013	80.00	
	05/20/2013	72.00	
	06/03/2013	80.00	
	06/18/2013	72.00	
Category Total:		<u>769.00</u>	
Holiday	04/22/2013	8.00	
	05/20/2013	8.00	
	Category Total:		<u>16.00</u>
Sick Pay	01/14/2013	8.00	
	06/18/2013	8.00	
	Category Total:		<u>16.00</u>
VACATION	03/11/2013	2.00	
	Category Total:		<u>2.00</u>
	Employee Total:		<u>803.00</u>

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

The following screen displays.

User Log Report

Facility...

Generate

Period

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

Select Log Entries

Batches Payroll Tax Items
 Checks Attachment Categories
 Employees Payroll Check Layouts
 Employee Withholding Info Bank Account Check Layouts
 Employee Payroll Specifics Time Categories
 Employee Time Journal Time Accumulation Rules
 Module Master
 Departments
 Employee Types
 Define Custom Fields
 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.