

HOW TO GENERATE A REPORT THAT LISTS STATE TAXES AND TAXABLE WAGES

Question

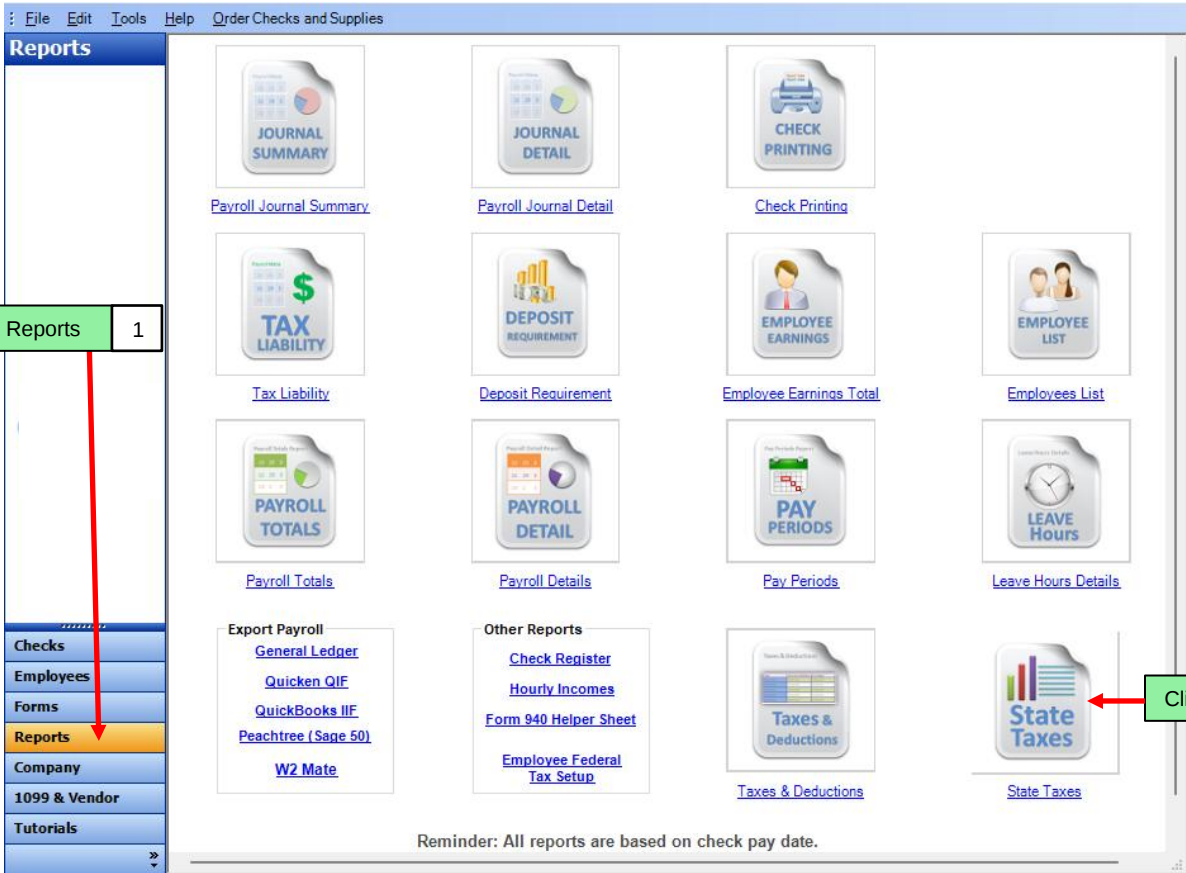
PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate reports can be found under the Reports section

1. Click **Reports**
2. Click **State Taxes**

Note: All reports are based on PAY DATE, not the checks pay periods.



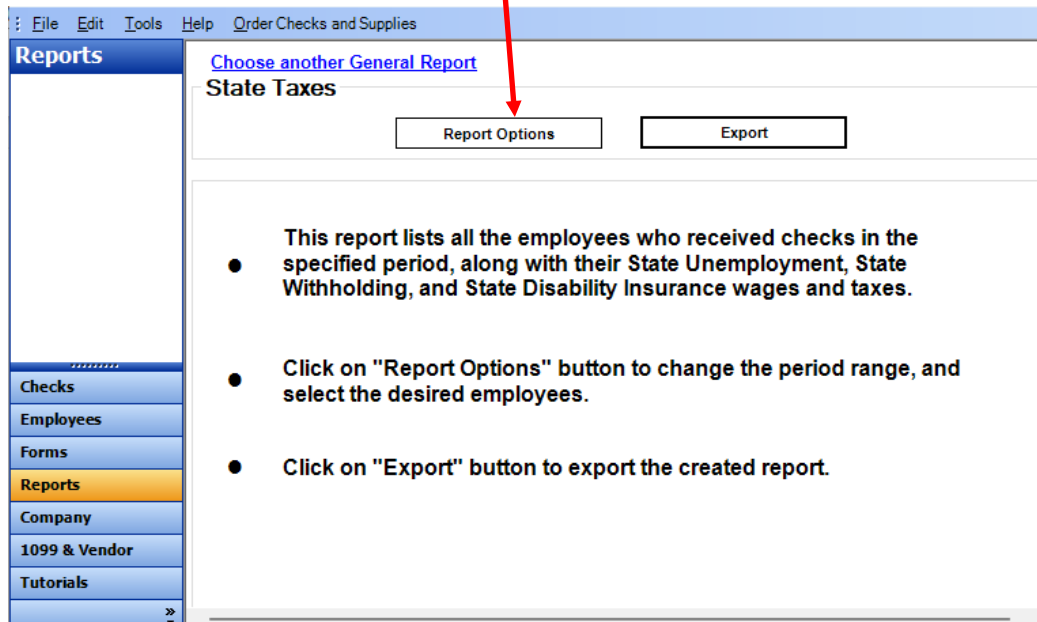
Click Reports 1

Click State Taxes 2

Reminder: All reports are based on check pay date.

3. Click Report Options

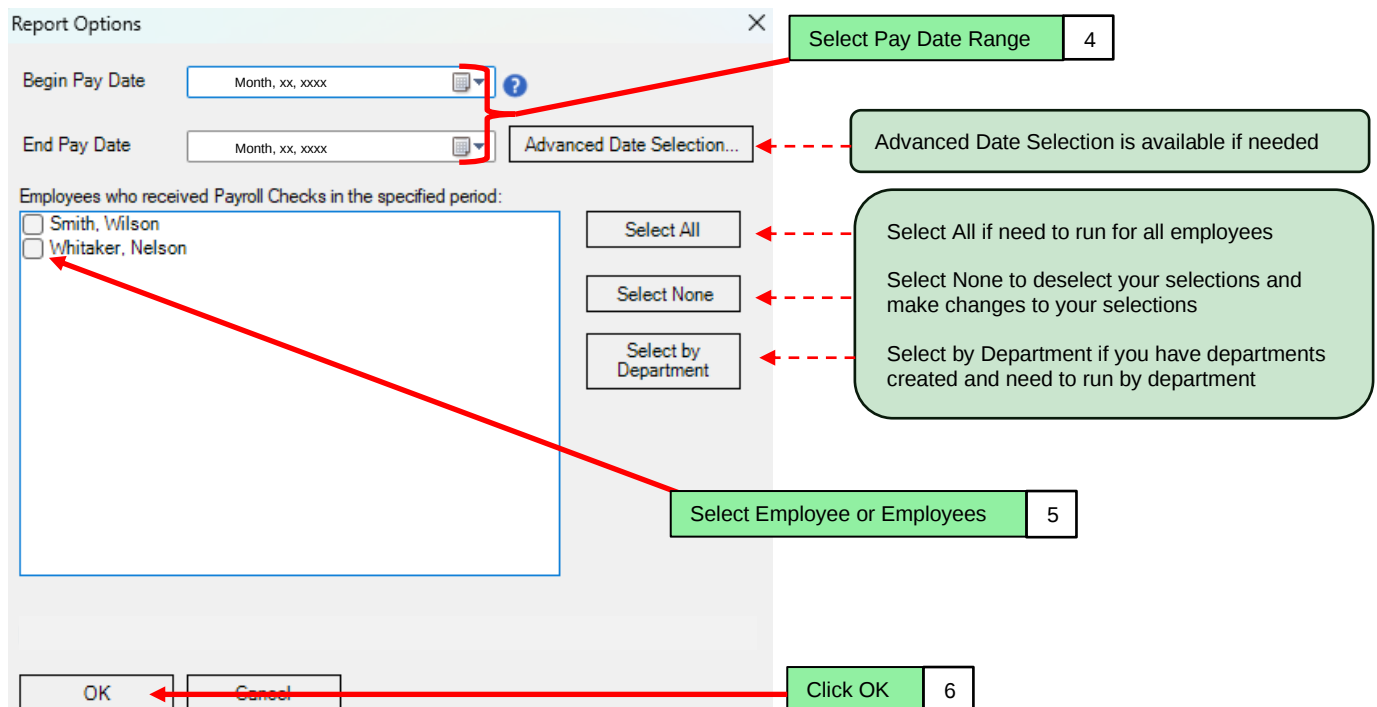
Click Report Options 3



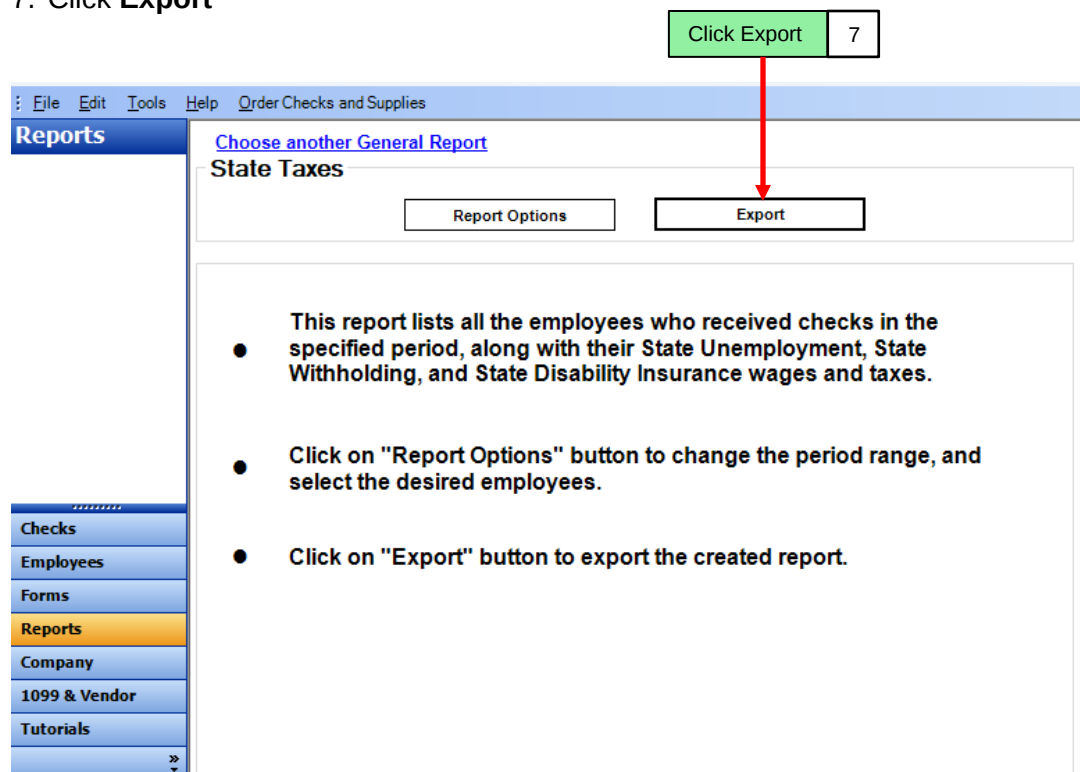
4. Select the **Pay Date range** you need to run the report

5. **Select the employee or employees** you need

6. Click **OK**

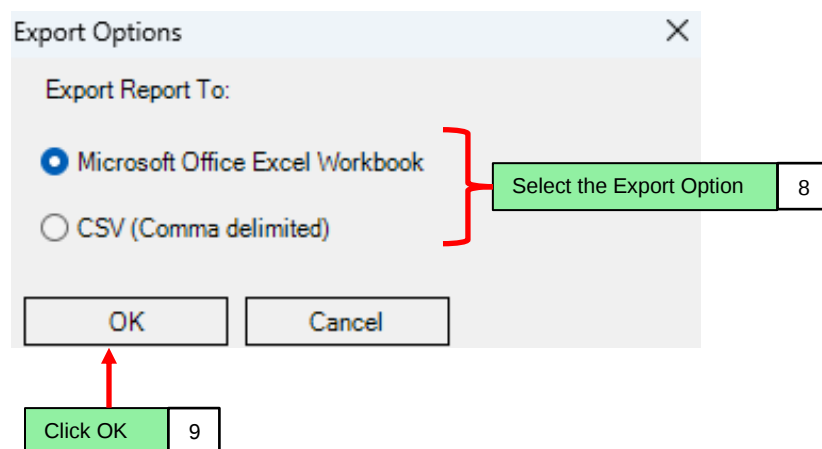


7. Click **Export**



8. Select the **Export Option** of your choice

9. Click **OK**



10. **Browse to the location** you want to save the report
11. **Enter a name** for your report
12. Click **Save**

