

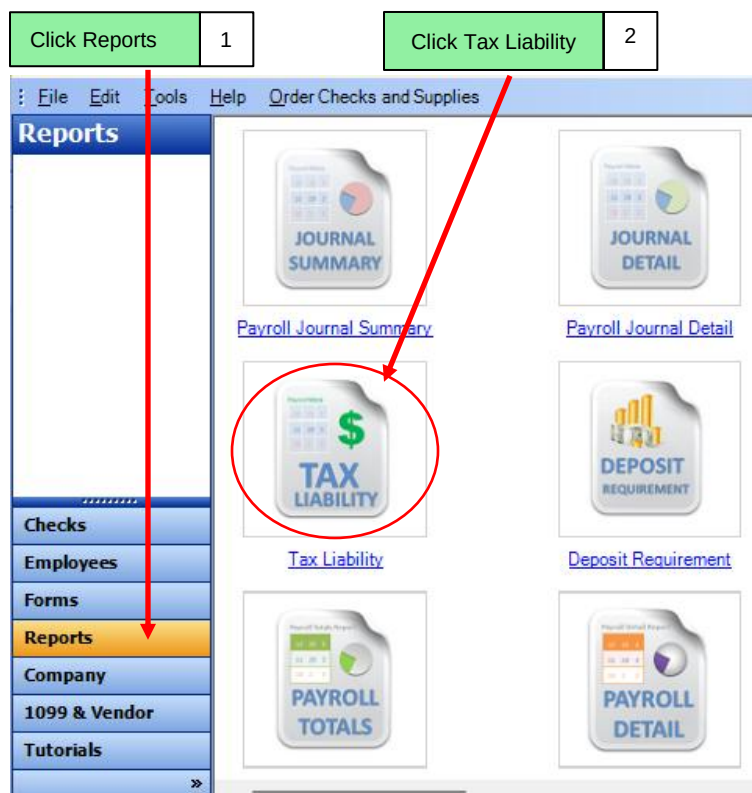
HOW TO PRINT A PAYROLL TAX LIABILITY REPORT

Question

PLEASE REFER TO THE STEPS BELOW:

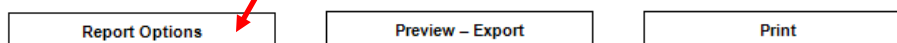
Answer

1. Click **Reports** from the shortcut menu
2. Click the icon **Tax Liability**



3. Click **Report Options**

Click Report Options 3



If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to show the report preview window.

4. Select the **Begin Pay Date** and **End Pay Date** for the report from the calendar
5. Click **OK**

Select Begin Pay Date and End Pay Date 4

Report Options [X]

Begin Pay Date [Calendar Icon] [?]

End Pay Date [Calendar Icon] **Advanced Date Selection...**

Click OK 6

Use the Advanced Date Selection if needed.

6. Click **Print**

Click Print 7

Report Options

Preview – Export

Print

If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to show the report preview window.

7. Select desired printer, click **OK**

Print [X]

Printer

Name: [Properties...]

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment: ☐ Print to file

Print range

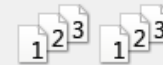
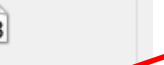
☒ All

☐ Pages from: to:

☐ Selection

Copies

Number of copies:

Click OK 8