

HOW TO RUN A DEPOSIT REQUIREMENT REPORT

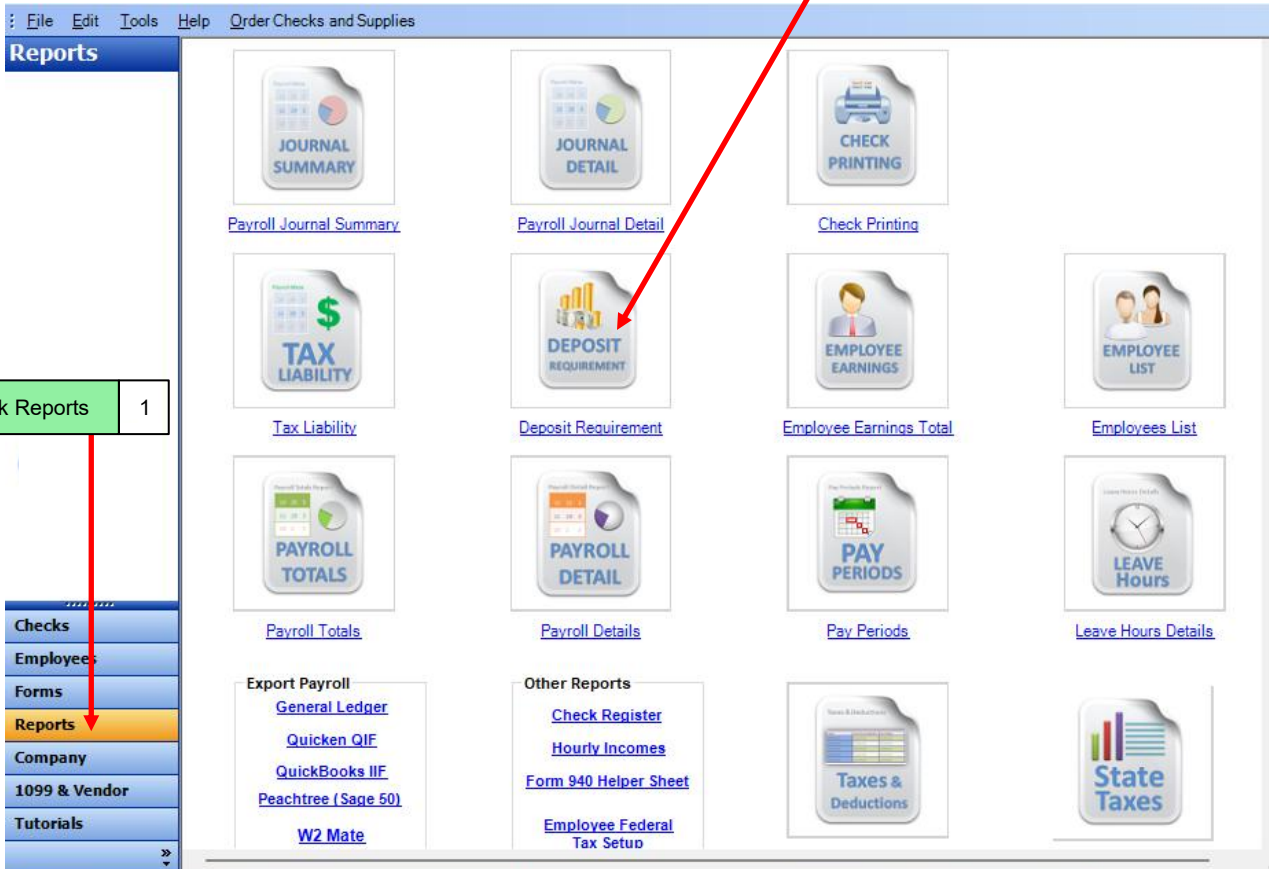
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

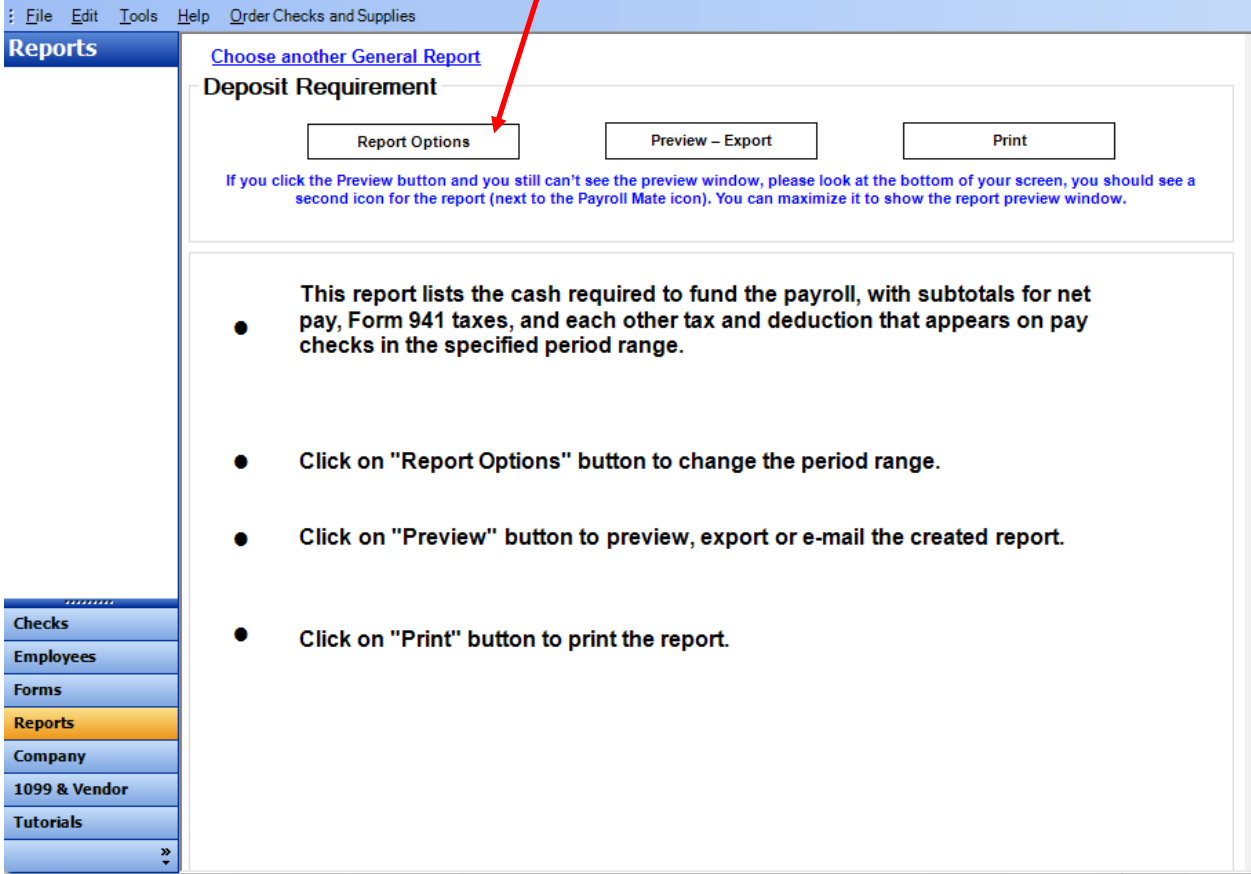
1. Click **Reports**
2. **Click on the report** you want to generate



The screenshot shows the Payroll Mate software interface. On the left, a vertical menu is visible with the following items: Checks, Employees, Forms, Reports, Company, 1099 & Vendor, and Tutorials. The 'Reports' item is highlighted in orange. A green callout box labeled 'Click Reports' with the number '1' has a red arrow pointing to the 'Reports' menu item. The main area of the interface displays a grid of report icons. A green callout box labeled 'Click Deposit Requirement' with the number '2' has a red arrow pointing to the 'DEPOSIT REQUIREMENT' icon. The 'DEPOSIT REQUIREMENT' icon is a document with a dollar sign and a bar chart. Below the icon, the text 'Deposit Requirement' is visible. Other report icons include 'JOURNAL SUMMARY', 'JOURNAL DETAIL', 'CHECK PRINTING', 'TAX LIABILITY', 'EMPLOYEE EARNINGS', 'EMPLOYEES LIST', 'PAYROLL TOTALS', 'PAYROLL DETAILS', 'PAY PERIODS', 'LEAVE HOURS', 'EXPORT PAYROLL', and 'STATE TAXES'. The interface also shows a menu bar at the top with 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'.

3. Click Report Options

Click Report Options 3



Choose another General Report

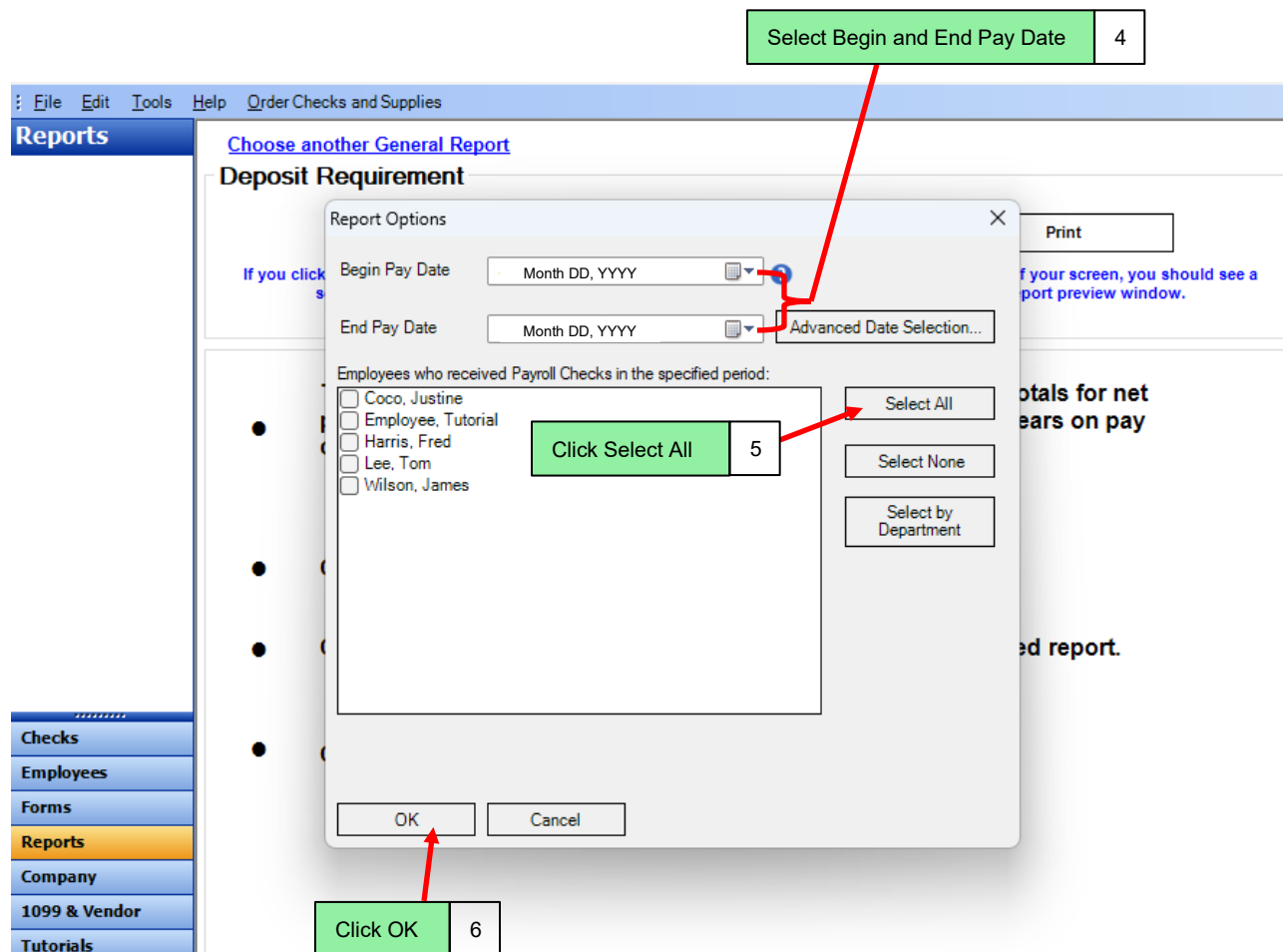
Deposit Requirement

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.

- This report lists the cash required to fund the payroll, with subtotals for net pay, Form 941 taxes, and each other tax and deduction that appears on pay checks in the specified period range.
- Click on "Report Options" button to change the period range.
- Click on "Preview" button to preview, export or e-mail the created report.
- Click on "Print" button to print the report.

4. Select a **Begin and End Pay Date** for the report
5. Click **Select All** (or select an employee or employees) you need included in the report
6. Click **OK**

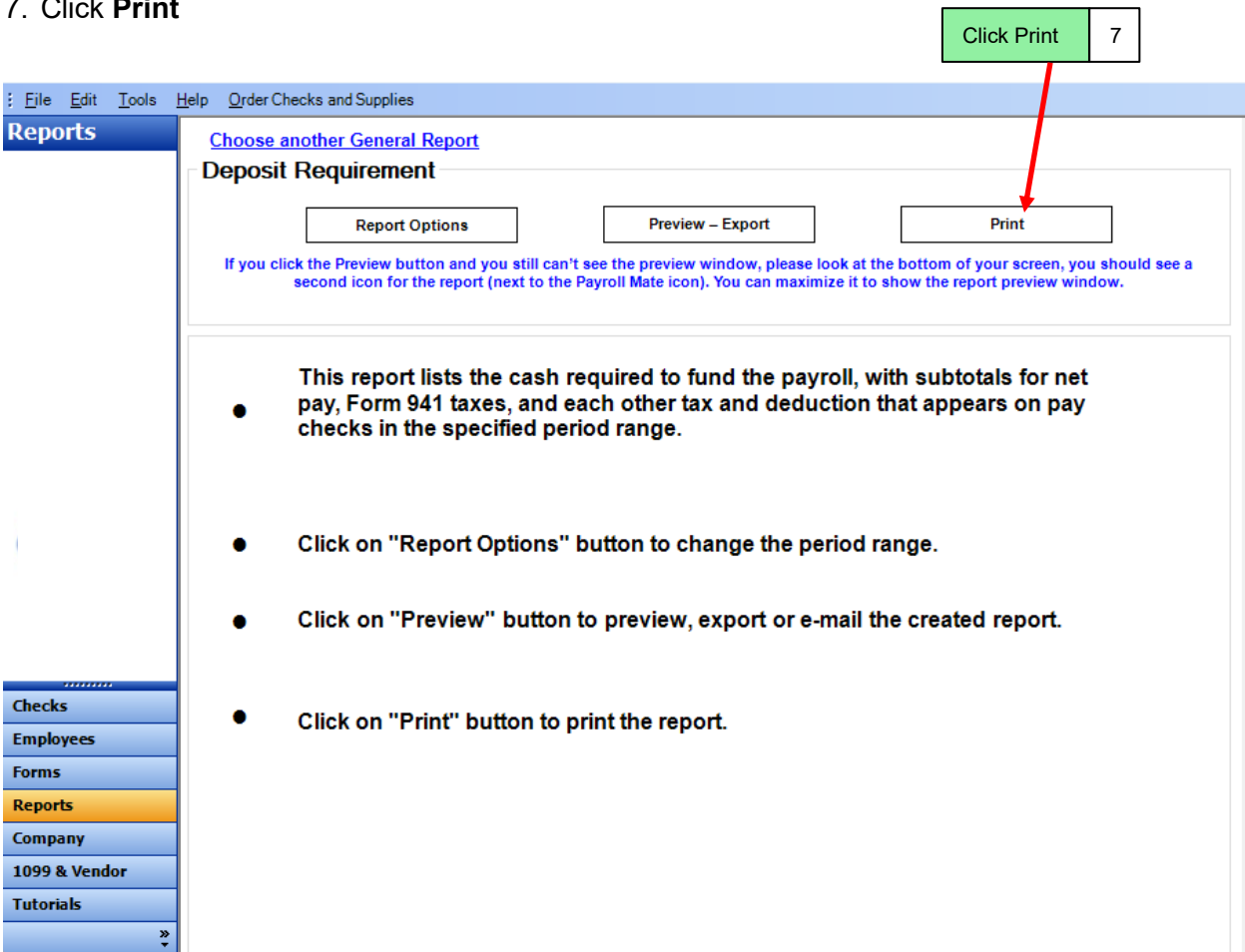


The screenshot shows the 'Deposit Requirement' report options dialog box. The 'Report Options' section includes 'Begin Pay Date' and 'End Pay Date' fields, both set to 'Month DD, YYYY'. Below these is a list of employees who received payroll checks in the specified period: Coco, Justine; Employee, Tutorial; Harris, Fred; Lee, Tom; and Wilson, James. Each name has an unchecked checkbox. To the right of the list are buttons for 'Select All', 'Select None', and 'Select by Department'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A sidebar on the left shows a menu with 'Reports' highlighted. A 'Print' button is visible in the top right corner of the background window.

Callout boxes indicate the following steps:

- 4: Select Begin and End Pay Date
- 5: Click Select All
- 6: Click OK

7. Click Print



Click Print 7

File Edit Tools Help Order Checks and Supplies

Reports

Choose another General Report

Deposit Requirement

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Checks
Employees
Forms
Reports
Company
1099 & Vendor
Tutorials

Congratulations. You know how to run a deposit requirement report!