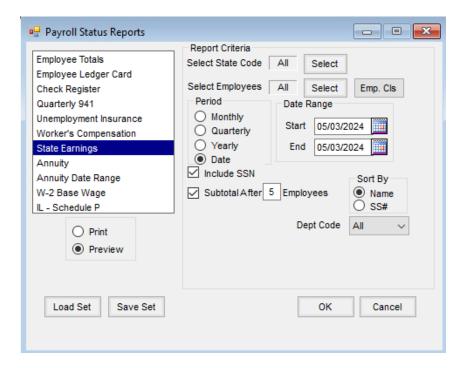
State Earnings Report

Last Modified on 05/07/2024 11:32 am CDT

The State Earnings report located at Accounting / Accounting Reports / Payroll / Payroll Status, can be used as a quick reference for Monthly, Quarterly, or Yearly state withholding. An option to run the report for a specific Date Range is also available. This report runs from the totals on the Employee file, month-to-date, quarter-to-date, or year-to-date figures.



- **Select State Code** Select the State Code to be included on the report. The States listed are set up at *Accounting / Setup / Payroll Tax Tables*. Multiple state tax tables may be selected.
- Select Employees Select the Employee(s) to be included on the report. All Employees in the list are set up at Accounting / File / Open / Employee.
- **Period** The report can be run by *Monthly*, *Quarterly*, *Yearly*, or *Date*. The *Date Range* is enabled when the *Date* option is selected.
- Sort By Select the order in which the Employees will be listed. Sort by SS# is enabled when the Include SSN
 option is selected.
- Include SSN Check this box to print the Social Security Number of the selected Employees on the report.
- Subtotal After ___ Employees Some States have reporting requirements to show a subtotal after a certain number of employees. This option could be used to fulfill those requirements or may be used as a personal preference. Select this option, and enter a number in the box after which the amounts should subtotal. For example, if the box is selected and the number entered is 5, the report will subtotal each group of 5 Employees.

• **Dept Code** – This report can optionally print a single Department or all Departments.