



How to Generate Quarterly Reports

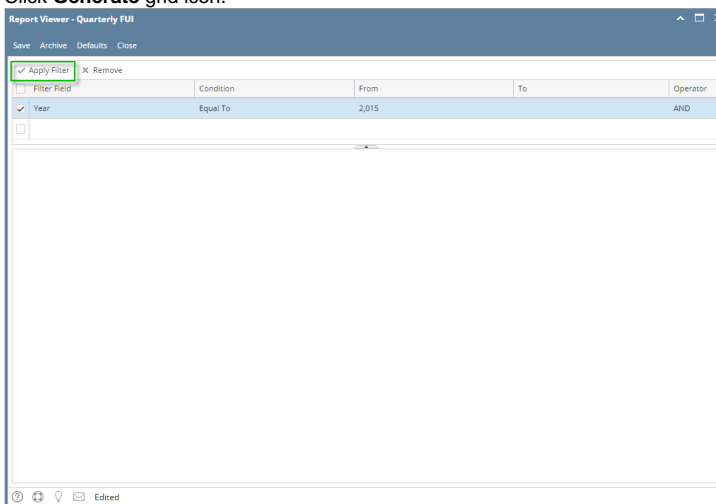
1. Click **Reports** from **Payroll** module.
2. Click any of the Quarterly reports.

 Quarterly Reports are FUI, State and SUI

3. Set the value of the following fields:
 - a. Filter Field
 - b. Condition
 - c. From
 - d. To
 - e. Operator

 This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Generate** grid icon.



Report Viewer - Quarterly FUI

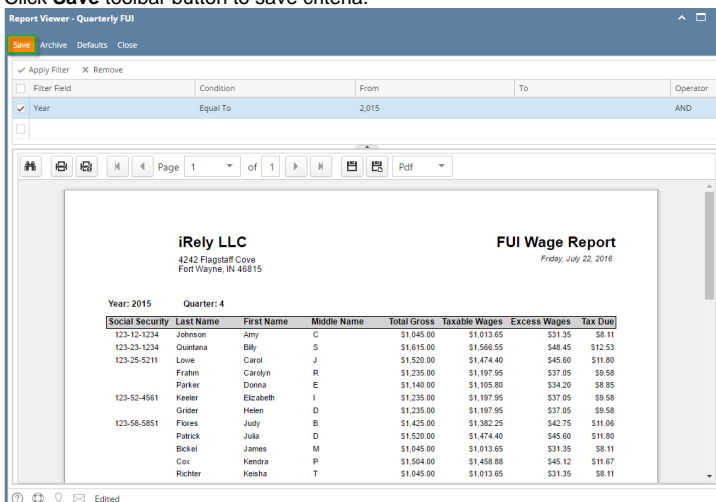
Save Archive Defaults Close

☒ Apply Filter ☐ Remove

Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Year	Equal To	2,015		AND
<input type="checkbox"/>				

Edited

5. Report preview satisfying the set criteria will be displayed.
6. Click **Save** toolbar button to save criteria.



Report Viewer - Quarterly FUI

Save Archive Defaults Close

☒ Apply Filter ☐ Remove

Filter Field	Condition	From	To	Operator
<input checked="" type="checkbox"/> Year	Equal To	2,015		AND
<input type="checkbox"/>				

Page 1 of 1 Pdf

iRelly LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

FUI Wage Report
Friday, July 22, 2016


Year: 2015 Quarter: 4

Social Security	Last Name	First Name	Middle Name	Total Gross	Taxable Wages	Excess Wages	Tax Due
123-12-1234	Johnson	Amy	C	\$1,045.00	\$1,013.65	\$31.35	\$8.11
123-23-1234	Quintana	Billy	S	\$1,615.00	\$1,566.55	\$48.45	\$12.53
123-25-5211	Lowe	Carol	J	\$1,520.00	\$1,474.40	\$45.60	\$11.80
	Frahn	Carolyn	R	\$1,235.00	\$1,197.95	\$37.05	\$9.58
	Parker	Donna	E	\$1,140.00	\$1,105.80	\$34.20	\$8.65
123-52-4561	Keeler	Elizabeth	I	\$1,235.00	\$1,197.95	\$37.05	\$9.58
	Grider	Helen	D	\$1,235.00	\$1,197.95	\$37.05	\$9.58
123-58-5851	Flores	Judy	B	\$1,425.00	\$1,382.25	\$42.75	\$11.06
	Patrick	Julia	D	\$1,520.00	\$1,474.40	\$45.60	\$11.80
	Becker	James	M	\$1,045.00	\$1,013.65	\$31.35	\$8.11
	Cox	Kendra	P	\$1,504.00	\$1,458.88	\$45.12	\$11.67
	Richter	Keisha	T	\$1,045.00	\$1,013.65	\$31.35	\$8.11

Edited


 Saved criteria will be treated as the default criteria. Clicking **Defaults** toolbar button will display those saved criteria.

1. Click **Reports** from **Payroll** module.
2. Click any of the Quarterly reports.

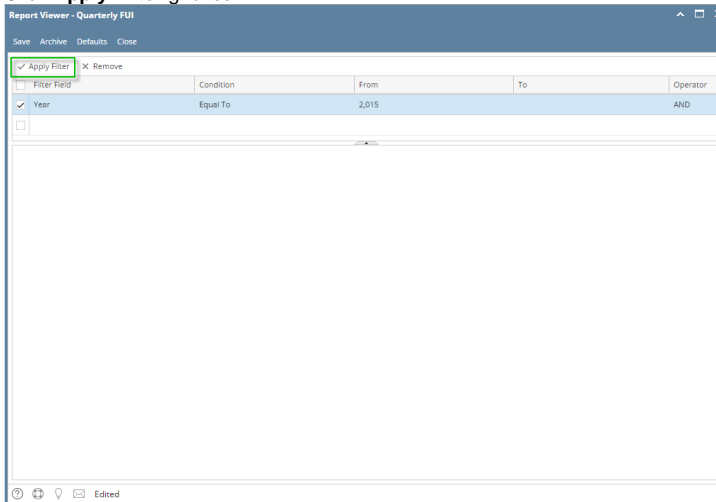
 Quarterly Reports are FUI, SUI, and State Taxes.

3. Set the value of the following fields:

- Filter Field
- Condition
- From
- To
- Operator

 This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Apply Filter** grid icon.






Report Viewer - Quarterly FUI

Save Archive Defaults Close

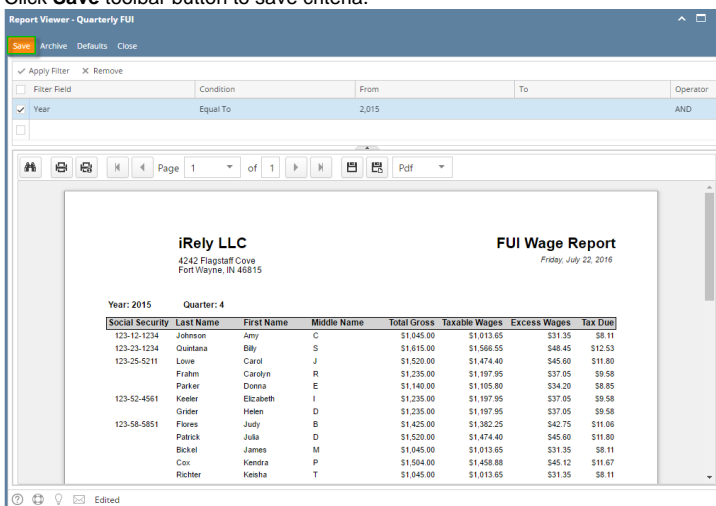
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<input checked="" type="checkbox"/> Year	Equal To	2,015		AND
<input type="checkbox"/>				

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Report Viewer - Quarterly FUI

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Filter Field	Condition	From	To	Operator
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<input type="checkbox"/>				

Page 1 of 1




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iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

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	Bickel	James	M	\$1,045.00	\$1,013.65	\$31.35	\$8.11
	Cox	Kendra	P	\$1,594.00	\$1,458.88	\$45.12	\$11.67
	Richter	Kosha	T	\$1,045.00	\$1,013.65	\$31.35	\$8.11

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