

# State Earnings Report

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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.

The screenshot shows a software window titled "Payroll Status Reports". On the left is a list of report types, with "State Earnings" highlighted. The main area is titled "Report Criteria" and contains several controls: "Select State Code" (All), "Select Employees" (All), "Period" (radio buttons for Monthly, Quarterly, Yearly, and Date, with Date selected), "Date Range" (Start and End dates both set to 05/03/2024), "Include SSN" (checked), "Subtotal After" (5 Employees, checked), "Sort By" (radio buttons for Name and SS#, with Name selected), and "Dept Code" (All). At the bottom are buttons for "Load Set", "Save Set", "OK", and "Cancel".

- **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.