

Payroll Reports Needed for PC Mars at Home Clients:

****The easiest way to get Anthony the Payroll Reports is to email (anthony@nfbi.net) him a backup of your PC Mars file, so he can print the needed reports and look into anything that he may have questions on.****

Expanded Labor Report

To print go to:

Reports

Labor Reports ->

Expanded Labor Report

Leave Employee blank so all employees are reported

Click on Month, enter first month of the year and last month of the year (01/XX thru 12/XX).

Make sure that the Cycle report thru all employees is unchecked

Click Print (either print on paper and mail to Anthony or print to PDF and email to anthony@nfbi.net)

Employee YTD Report

To print go to:

Reports

Labor Reports ->

Employee YTD Report

Fill in the thru date as 12/31/XX

Make sure that the Cycle report thru all employees is checked

Click Print (either print on paper and mail to Anthony or print to PDF and email to anthony@nfbi.net)

Labor Withholding and Deposit Report

To print go to:

Reports

Labor Reports ->

Labor Withholding and Deposit Report

Leave Enterprise Blank

Enter the first month of the year and the last month of the year (01/XX thru 12/XX)