

How to Locate Trial Tax Forms, Adjustments and Reports

The screenshot shows the ADP web portal interface. At the top, there is a navigation bar with the ADP logo and user information. Below this, a main navigation menu is visible, with 'Reports & Utilities' highlighted. A dropdown menu is open under 'Reports & Utilities', showing options like 'Payroll Reports', 'Year End Reports', 'Manage Pay Statements', 'Manage Tax Forms', 'Import Data Files', and 'Export data'. A callout box labeled 'A' points to the 'Reports & Utilities' menu item, and another callout box labeled 'B' points to the 'Manage Tax Forms' option. The main content area displays 'Regular Payroll for 15/04/2015 to 30/04/2015' with a submit by date of 03/07/2015 and a pay date of 10/07/2015. It includes a list of payroll components (Regular Pay, Other Pay, Bonus Pay, Manual Payment Updates) and an 'Estimated Payroll' of \$22,118.51. A bar chart shows payroll history for Jun 30, Sep 19, Apr 10, and Current, with values ranging from \$0.00 to \$22,118.51. A 'Year End Support Centre' banner is also visible on the right side.

- A** Click on "Reports & Utilities"
- B** Scroll Down to "Manage Tax Forms"

The screenshot shows the 'Year End Reports' search interface in the ADP web portal. A message at the top states 'No match was found with the search criteria provided.' Below this, a search filter section is displayed with the following fields:

- Function:** < All Functions >
- Company:** 207F - 207F
- Date:** Produced On
- Report Type:** < All Reports > Change Selection
- Report Sub-type:** [Empty field]
- Between:** 29/07/2014
- Payee:** [Empty field]
- And:** 29/07/2015

 There are 'Filter' and 'Reset' buttons to the right of the search criteria. Below the search filters, a table header is visible with columns: Report Type, Report Sub-type / Payee, Taxation Year, Pay Period, Function, and Produced On. The table content is currently empty, with the message 'There are currently no entries.' at the bottom. A 'Rows Per Page' dropdown is set to 30. The footer contains 'Privacy', 'Legal', 'Terms' links and a copyright notice: 'Copyright © 2013-2015 ADP Canada Co. ALL RIGHTS RESERVED'.

- A** Enter all fields below

The Steps to locate the report if a client submitted adjustments

The screenshot shows the ADP web interface for 'SBS TEST COMPANY CS 3 (6C10EA)'. The top navigation bar includes 'Home', 'Employees', 'Payroll', and 'Reports & Utilities'. A callout box labeled 'A' points to the 'Reports & Utilities' menu, and a callout box labeled 'B' points to the 'Year End Reports' option within that menu. The main content area displays 'Regular Payroll for 15/04/2015 to 30/04/2015' with an estimated payroll of \$22,118.51. A bar chart shows payroll history for Regular pay from Jun 30 to Current.

- A Click on "Reports & Utilities"
- B Scroll Down to "Year End Reports"

The screenshot shows the 'Year End Reports' search page in the ADP web interface. A callout box labeled 'A' points to the search criteria fields. The fields include: Function (All Functions), Company (207F - 207F), Date (Produced On), Report Type (All Reports), Report Sub-type, Payee, and Date (Between: 29/07/2014 and 29/07/2015). The search results table is empty, displaying 'There are currently no entries.'

- A Enter all fields below