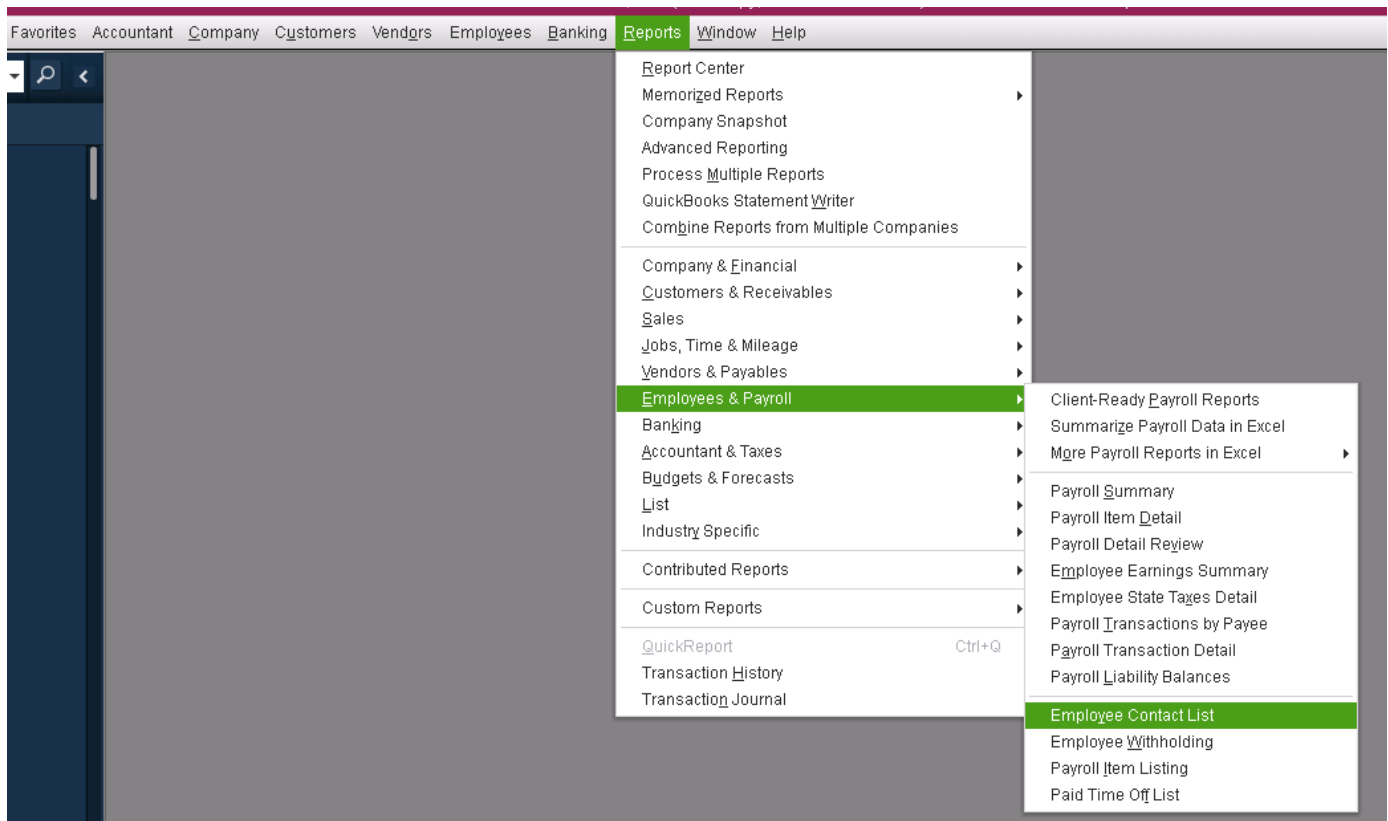


- 1) Sign into QuickBooks.
- 2) From the home screen, select **Reports** from the toolbar at the top of the screen.
- 3) Scroll down and hover over **Employees & Payroll**
- 4) Scroll over and select **Employee Contact List**



- 5) Click on **Customize Report** and the **Modify Report: Employee Contact List** window will appear
- 6) Under the **Display** tab, select the headings that are needed for the report and deselect any not needed. For example (according to the example provided):

- a) Employee
 - b) State
 - c) Zip
 - d) Gender
 - e) Hire Date
 - f) Salary
 - g) Job Title
 - h) Status
- 7) Press **OK**

