## How to Print and Preview the P11D Forms

The main reports option can be access from with the Employer List TAB or the Employee List TAB

1. Select REPORTS – here you will be presented with 3 options
   a. Employer reports – use this for your P11D(b) Declaration Report, Class 1A reports, Bulk zip files by employer and other useful reports.
   b. Employee Reports – use this for your P11D, P46 CAR forms and worksheets. You can also save the employee reports to ZIP files.
   c. File By Internet and E-mail – use this to submit your forms to HMRC and email employees
2. Depending on which report you wish to generate you will be presented with several choices.
3. Make the appropriate choice and then select NEXT
4. Select the Employer record that you wish to run the selected report on.
5. Depending on your opening selection you may then be given a further option to select which employees you wish to generate.
6. Select GENERATE
7. For PDF reports – these will appear as a link on the screen for you to select. Please ensure that your browser allows pop-ups otherwise the reports will not generate
8. For HMRC Submissions – you will be prompted to confirm that you are happy to proceed with your submission and you will then be taken to the FBI Status Page

Please note that when generating employee P11D and worksheet reports, you also have an option to decide how you would like your reports to be displayed e.g one employee at a time or in batches of 5, 10, 50 and 100 employees. Please select the appropriate option before generating your reports.

You may also save all the P11Ds to an external ZIP file. Please select the check box if you would like this option instead.

You can also generate individual P11D and Worksheet reports from within an employee record.

1. Select your employee by clicking on their name
2. Select REPORTS
3. Here you will be presented with the reports and worksheets that are available for your selected employee.
4. Select the check boxes next to the reports that you wish to generate
5. Your selected reports will appear as a link on the screen for you to select. Please ensure that your browser allows pop-ups otherwise the reports will not generate