**Here is the Quickbooks provided article with screenshots showing how to pull** [**Payroll Summary Reports**](https://quickbooks.intuit.com/learn-support/en-us/help-article/payroll-reports/create-payroll-summary-report/L5VdgcgrR_US_en_US)**.**

**Step 1: Log in to QuickBooks**

1. Open your web browser and go to the QuickBooks website: <https://quickbooks.intuit.com>.
2. Enter your username and password.
3. Click "Sign In."

**Step 2: Navigate to the Reports Section**

1. Once logged in, locate the left navigation menu.
2. Click on “Reports” to expand the menu options.

**Step 3: Select the Payroll Report**

1. In the Reports section, you will see a list of report categories.
2. Under the “Payroll” category, click on the specific payroll report you want to print (e.g., Payroll Summary, Payroll Detail, etc.).

**Step 4: Set the Report Parameters**

1. You will need to set certain parameters such as date range, employee filters, and other relevant criteria.
2. Enter the required information in the respective fields.
3. Click “Run Report” or a similar button to generate the report.

**Step 5: Review the Report**

1. The report will be generated and displayed on your screen. Review the report to ensure all information is accurate.
2. If any adjustments are needed, modify the parameters and run the report again.

**Step 6: Print the Report**

1. After reviewing the report, locate the print icon or the “Print” button on the report viewer toolbar.
2. Click on the print icon or “Print” button.
3. A print dialog box will appear. Select your printer and configure any necessary print settings.
4. Click “Print” to print the payroll report.

**Step 7: Save the Report (Optional)**

1. If you want to save a copy of the report, look for the download or save icon on the report viewer toolbar.
2. Click on the download or save icon.
3. Choose the desired file format (PDF, Excel, etc.) and location to save the file on your computer.