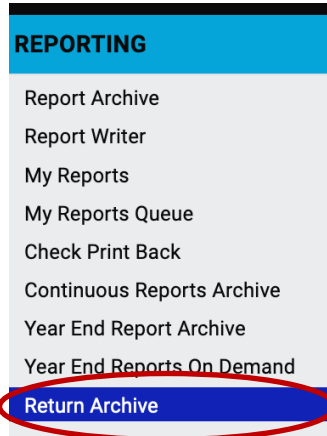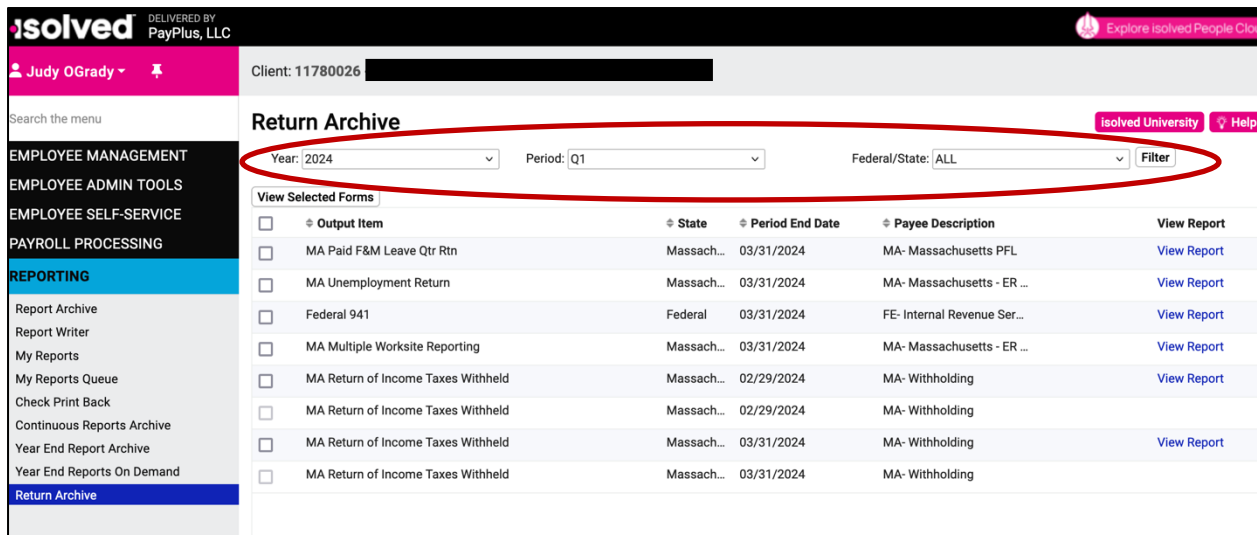# Viewing and printing quarterly reports

1. On the **Reporting** menu, select **Return Archive.**

2. Select the reports you want by year and period (quarter). Press **Filter** to confirm your selection. (You will not see any results until you press Filter.)

Click **View Report** to see the 941 Federal Quarterly Report.

3. Depending on your browser settings, the report might open in a new window or tab. Print the report from your browser.

Quarterly reports
https://learning.myisolved.com/library/quick-help-videos/viewing-quarterly-reports-using-return-archive