**Viewing and printing reports**

**Report archives for current or old payroll reports**

On the **Reporting** menu, select **Report Archive** to see a list of all the reports created with each payroll that was run.

A screenshot of a report

Description automatically generated

Select the pay period for which you want the report. The dates are for the pay period, run date, and pay date.

A screenshot of a phone

Description automatically generated

Click the arrow to display all the reports from that pay period.

A screenshot of a group

Description automatically generated

Select the desired report and in the **Actions** column, click the icon to view or download the report. Depending on your browser settings, the report might open in a new window or tab.

A screenshot of a computer

Description automatically generated

A screenshot of a computer

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Download

View

**Running current reports**

Use these instructions if you want to run reports other than the usual reports that are generated with each payroll. You would typically do this for something out of the ordinary, such as if you needed an Employee Pay History report.

On the **Reporting menu**, select **My Reports**.

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You will see all reports available for you to run in alphabetical order.

A screenshot of a report

Description automatically generated

You can sort these reports by report type. You can run reports for a specified date range by specifying the **From Date** and **To Date.** (This is useful for generating reports for Workers’ Comp audits. In fact, there is a report called Employee Workers Comp Summary.) **As Of Date** (applicable only to some reports, such as Employee Profile) runs a report based on that specific date. **By Payroll Run** generates a report for a single, specified payroll run.

Select the report, enter any required dates or select the desired payroll run, and click **Generate Report**.

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When the report is generated, it will show up in **My Reports Queue** and be available there for 72 hours. (Reports older than that can be viewed from **Report Archive**.)

A screenshot of a report

Description automatically generated

Click **View Report** to see the report. The report will open in a new window, from which you can download or print the report.

A screenshot of a computer

Description automatically generated

**Videos**

Current reports

<https://learning.myisolved.com/library/quick-help-videos/running-client-reports>

Current or past reports

<https://learning.myisolved.com/library/quick-help-videos/viewing-payroll-reports-using-report-archive>