**Viewing and Printing Year-End Reports**

Year-end reports for payrolls run in isolved will be available only for 2024 year-end and later.

1. On the **Reporting** menu, select **Year End Report Archive**.



1. Select the year and the desired report. In the **Actions** column click the icon to view or download the report.



If the **Year End Report Archive** doesn’t have the report you’re looking for, you can generate a report using **Year End Reports On Demand**.



Select the report, enter the date, and generate the report. You can generate 1099s and W2s as well as several other year-end reports.

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

**Video**

https://learning.myisolved.com/library/quick-help-videos/viewing-year-end-reports-using-year-end-report-archive