# Viewing and printing custom reports

Use these instructions if you want to run reports other than the standard reports that are generated with each payroll. You would typically do this when you need a specialized report or a report for dates spanning multiple pay periods, such as an Employee Pay History report. (Instructions for running standard reports are in the document "Viewing and printing standard reports from current and recent payrolls").

isolved has hundreds of reports you can run. Running a report does not change the underlying data, so if you are not sure whether a report provides the specific information you are looking for, you can run it without doing harm. Your Payroll Specialist can also suggest likely reports to help narrow down your options. There is no cost for reports you run yourself; there is a fee for PayPlus to run custom reports.

1. On the **Reporting menu**, select **My Reports**.
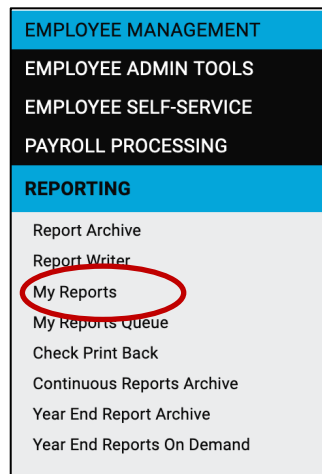
You will see all the reports available for you to run, in alphabetical order. Use the Search bar to filter the reports. Useful keywords are "payroll," "taxes," "labor," "employee". Click **Filter** to display the reports matching the keyword you used.
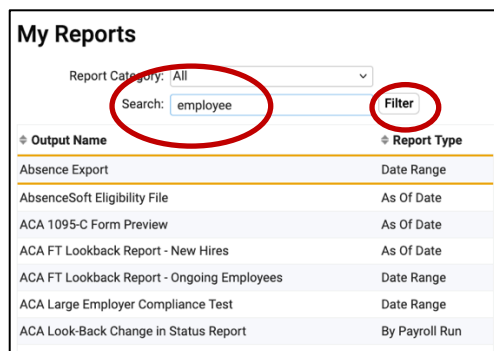
Some reports let you specify a date range, while others let you choose a single, specific payroll run. **As of Date** reports provide information up to a specific date.

2. Select the report, enter any required dates or select the desired payroll run. Some reports require you to choose a pay group from a dropdown menu. (For most clients, that is Basic Pay Group.) Some reports give you options for sorting the data or for generating a file format (PDF, Excel, CSV).

Click **Generate Report**.

When the report is generated, it will show up in **My Reports Queue** and be available there for 72 hours.
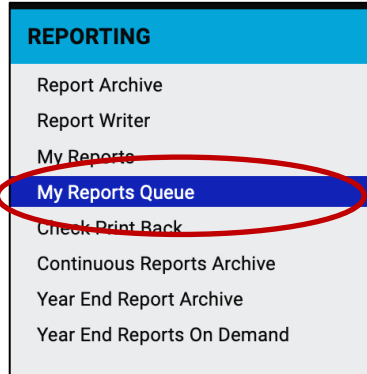
Click **View Report** to see the report. The report will open in a new window, from which you can download or print the report.

Videos

Custom reports by payroll run or date range

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