

## Viewing and printing standard reports from current and recent payrolls

This document describes how to get standard payroll reports (those generated with each payroll run). For additional reports, see the document “Viewing and printing custom reports.”

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



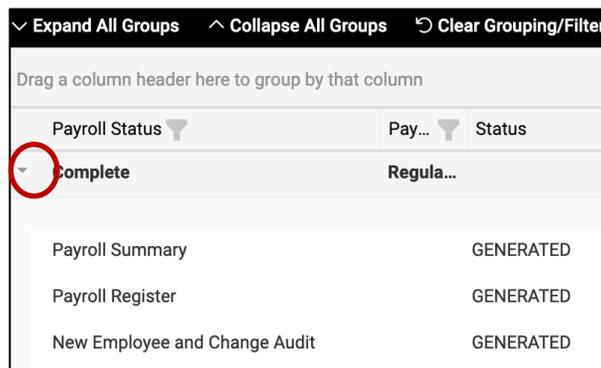
2. Select the pay period for which you want the report. The dates are for the pay period (start and end dates), run date, and pay date.

Run #	Peri...	Peri...	R...	Pay...	La	La	La
68	10/16/...	10/31/...	2/16/2...	10/31/...	✓		

Here's what it looks like with the columns expanded:

Payroll Status	Payroll Type	Status	Run #	Period Begin	Period End	Run Date	Pay Date
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3. Click the arrow to display all the reports from that pay period.



4. 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.

Client: 1000 - Acme Corporation    Legal: Acme Corporation    Pay Group: Semi

### Report Archive

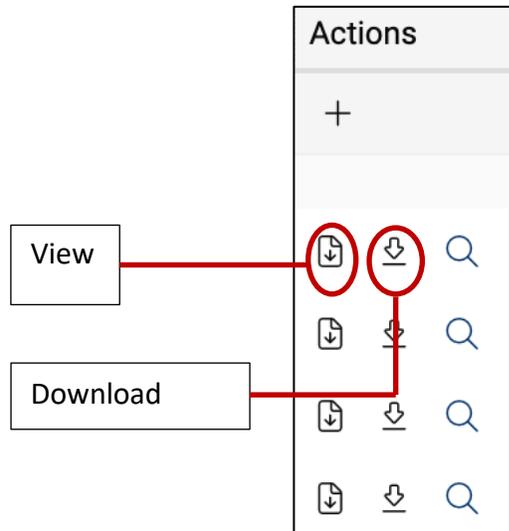
isolved University    Help

\* Pay Date Year: 2024    Filter

Expand All Groups    Collapse All Groups    Clear Grouping/Filters    Refresh

Drag a column header here to group by that column    Search

Payroll Status	Pay...	Status	Run #	Peri...	Peri...	Run...	Pay...	La	La	La	Ne	Actions
Complete	Regula...		68	10/16/...	10/31/...	2/16/2...	10/31/...	✓				+
Payroll Summary		GENERATED										📄 ⬇ 🔍
Payroll Register		GENERATED										📄 ⬇ 🔍
New Employee and Change Audit		GENERATED										📄 ⬇ 🔍
Exceptions		GENERATED										📄 ⬇ 🔍
Check Register		GENERATED										📄 ⬇ 🔍
Deduction Register		GENERATED										📄 ⬇ 🔍
Direct Deposit Register		GENERATED										📄 ⬇ 🔍
Leave Accruals Report		GENERATED										📄 ⬇ 🔍
Pay Transactions Audit		GENERATED										📄 ⬇ 🔍
Payroll Invoice		GENERATED										📄 ⬇ 🔍



### Video

Current or past reports by payroll run

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