

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. Log into <https://payplus.myisolved.com/>. On the **Reporting** menu, select **Year End Report Archive**.

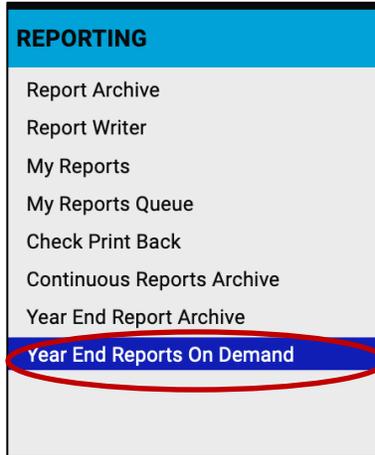


2. Select the year and the desired report. In the **Actions** column click the icon to view or download the report.

The screenshot shows the 'Year End Report Archive' interface. At the top, it displays 'Client: 1000 - Acme Corporation' and 'Legal: Acme Corporation'. Below this is a search bar and a 'Help' button. The main area contains a table with columns: Output Item, Batch #, Status, Print Date, Output Type, Generate Begin, Generate End, and Actions. The year '2011' is selected in the 'Year' dropdown. The table lists several reports, with the first row for 'W2 Copy 1 OH' having its 'Actions' column icons (view and download) circled in red.

Output Item	Batch #	Status	Print Date	Output Type	Generate Begin	Generate End	Actions
2011							
W2 Copy 1 OH		GENERATED		W2 Copy 1 OH	12/7/2011 12:58:51 ...	12/7/2011 12:58:53 ...	
W-2		GENERATED		W-2	12/7/2011 12:59:04 ...	12/7/2011 12:59:07 ...	
W-2 Pressure Seal		GENERATING		W-2 Pressure Seal			
W-2 Copy D Employer		GENERATED		W-2 Copy D Employer	12/7/2011 12:59:10 ...	12/7/2011 12:59:12 ...	
2010							

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.

Year End Reports On Demand

Report Category: All

Search: Filter

Output Name

- 1099 Copy 1 NE
- 1099 Copy 1 NH
- 1099 Copy 1 NJ
- 1099 Copy 1 NM
- 1099 Copy 1 NV
- 1099 Copy 1 NY
- 1099 Copy 1 OH**
- 1099 Copy 1 OK
- 1099 Copy 1 OR
- 1099 Copy 1 PA

Generate Report **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: go to My Reports Queue to retrieve reports, or exit this screen to return to the Home page. The report will be available in My Reports Queue for 72 hours.

1099 Copy 1 OH

2012

Year End Reports On Demand

Report Category: All

Search: Filter

Output Name

- W-2 Copy 1
- W-2 Copy 1 GU
- W-2 Copy 1 PR 499R
- W-2 Copy 1 VI
- W-2 Copy A Employer**
- W-2 Copy A PR 499R
- W-2 Copy B and C GU
- W-2 Copy B and C VI
- W-2 Copy D Employer

Generate Report **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: go to My Reports Queue to retrieve reports, or exit this screen to return to the Home page. The report will be available in My Reports Queue for 72 hours.

W-2 Copy A Employer

This report is filed with Form W-3 and includes all employees regardless of their electronic delivery status. If electronic delivery is activated, any employee who has elected electronic delivery will include an "ESS Copy Only" watermark. This form is provided for informational purposes only.

2012

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>