## Viewing and printing quarterly reports

1. Log into <u>https://payplus.myisolved.com/</u>. On the **Reporting** menu, select **Return Archive.** 



2. Select the reports you want by year and period (quarter). Press **Filter** to confirm your selection. (You will not see any results until you press Filter.)

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Search the menu	Retu	Irn Archive				isolved University 🕴 Help
EMPLOYEE MANAGEMENT EMPLOYEE ADMIN TOOLS	Year View S	: 2024 v Period: Q1		~	Federal/State: ALL	→ Filter
EMPLOYEE SELF-SERVICE		Output Item		Period End Date	Payee Description	View Report
PAYROLL PROCESSING		MA Paid F&M Leave Qtr Rtn	Massach	03/31/2024	MA- Massachusetts PFL	View Report
REPORTING		MA Unemployment Return	Massach	03/31/2024	MA- Massachusetts - ER	View Report
Report Archive		Federal 941	Federal	03/31/2024	FE- Internal Revenue Ser	View Report
Report Writer My Reports My Reports Queue		MA Multiple Worksite Reporting	Massach	03/31/2024	MA- Massachusetts - ER	View Report
		MA Return of Income Taxes Withheld	Massach	02/29/2024	MA- Withholding	View Report
Check Print Back		MA Return of Income Taxes Withheld	Massach	02/29/2024	MA- Withholding	
Year End Report Archive		MA Return of Income Taxes Withheld	Massach	03/31/2024	MA- Withholding	View Report
Year End Reports On Demand		MA Return of Income Taxes Withheld	Massach	03/31/2024	MA- Withholding	
Return Archive						

Click **View Report** to see the 941 Federal Quarterly Report.

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Search the menu	Return Archive Isolved University					
EMPLOYEE MANAGEMENT EMPLOYEE ADMIN TOOLS	Year:     2024     ~     Period:     Q1       View Selected Forms	✓ Federal/State: ALL	✓ Filter			
EMPLOYEE SELF-SERVICE		State  Period End Date  Payee Description	View Report			
PAYROLL PROCESSING	MA Paid F&M Leave Qtr Rtn	Massach 03/31/2024 MA- Massachusetts PFL	View Report			
REPORTING	MA Unemployment Peture	Massach U3/31/2024 MA- Massachusetts Eft	View Report			
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My Reports My Reports Queue Check Print Back Continuous Reports Archive Year End Report Archive Year End Reports On Demand	MA Multiple Worksite Reporting	Massach 05/51/2024 MA- Massachusetts - ER	View Report			
	MA Return of Income Taxes Withheld	Massach 02/29/2024 MA- Withholding	View Report			
	MA Return of Income Taxes Withheld	Massach 02/29/2024 MA- Withholding				
	MA Return of Income Taxes Withheld	Massach 03/31/2024 MA-Withholding	View Report			
	MA Return of Income Taxes Withheld	Massach 03/31/2024 MA- Withholding				
Return Archive						

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

## **Quarterly reports**

https://learning.myisolved.com/library/quick-help-videos/viewing-quarterly-reports-using-return-archive