## Introduction

The continuous reports archive displays all payroll status' along with the scheduled reports for each. This area gives the user the ability to generate and bundle multiple scheduled reports simultaneously per payroll.

## **Continuous Reports Archive**

## Navigate to Reporting > Continuous Reports Archive

The screen displays Payroll Status, Payroll Type, Run#, Period Begin, Period End, Run Date, Pay Date, Last of Month, Last of Quarter, Last of Year, New Fiscal Year, and an Actions column.

If there are multiple legal companies and pay groups, select the desired **Legal** and **Pay Group** from the corresponding drop-down menus.

Client: 1608 - Cr	rystal's Company	Legal: 1608 - Crystal's Company (Plea	ase don't change ) 🗸	Pay Group:	Neekly Time 🗸 🗸 🗸 🗸 🗸 🗸	Status: Active			Q Client Search
Continuous Reports Archive									
ン Expand All Groups へ Collapse All Groups つ Clear Grouping/Filters									
Drag a column header here to group by that column								Q Search	
Payroll Status 🕎	Payroll Type	Run # 🍸 Period Begin 🝸	Period End	Run Date 🕎	Pay Date	Last of M 🕎	Last Of Q 🕎	Last of Ye 🕎	New Fisc 🝸 Actions
Complete	Regular Payroll	47 7/24/2023	7/30/2023	8/3/2023	8/4/2023				Q
Complete	Regular Payroll	46 6/5/2023	6/11/2023	6/16/2023	6/16/2023				Q

To view and download the reports, follow these steps:

Actions

- 1. Click the **View** icon under Actions. Once the view icon has been selected, the list of reports display.
- 2. There is a **Reports** and **Exports** tab at the top. All .pdf reports display on the **Reports** tab and all Excel reports display on the **Exports** tab.
- 3. Select the checkbox next to each report needed or check the Select All box if all reports are needed.
- 4. Click View Reports.
- 5. Click **Go Back to List** to view other payroll reports.

Reports	Exports					
← Go Back to List						
Run Number 44 (1/30/2023-2/5/2023)						
Reports						
	Select All					
	Payroll Summary					
	Payroll Register					
	New Employee and Change Audit					
	Exceptions					
	Check Register					