

**Report Archive** 

### Introduction

The purpose of this article is to explain the functionality of Report Archive.

### **Report Archive**

The Report Archive is a storage area for all reports that processed with an individual payroll run. Each legal company and pay group will have a separate Report Archive.

Client: 19123 - C Heatin	ng & Air Conditioning Inc.	Company:	19123 - B Heating & Air Cor	ditioning Inc. V Pay	Group: Weekly T 👻	Status: Active				Q Clien	t Search
*Pay Date Year: 2021	✓ Filter										🏹 Help 👻
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	
Complete	Regular Payroll	186	1/25/2021	1/31/2021	2/2/2021	2/5/2021					
Complete	Regular Payroll	185	1/18/2021	1/24/2021	1/26/2021	1/29/2021	$\checkmark$				
Complete	Regular Payroll	184	1/11/2021	1/17/2021	1/25/2021	1/22/2021					
Complete	Regular Payroll	183	1/4/2021	1/10/2021	1/13/2021	1/15/2021					
Complete	Regular Payroll	182	12/28/2020	1/3/2021	1/5/2021	1/8/2021					

If there are multiple legals or pay groups, use the drop-down menus at the top of the screen to toggle between them. The screen will update and contain only reports from the selection chosen.

Client: 19123 - C Heating & Air Conditioning Inc.	Company:	19123 - B Heating & Air Conditioning Inc. 🗸	Pay Group:	Weekly T	
		19123 - B Heating & Air Conditioning Inc. 19123-1 - B J Scrap Metal, Inc.			

The status of the company will be at the top of the screen in order to determine if the client is still "Active" or "Terminated" (or other legal company status). Also, reports are stored indefinitely in isolved, therefore there is a dropdown box to view previous years if necessary. When you select a year, you must click **Filter** to change your view.

*Pay Date Year:	2018	~	Filter

**Note:** If a Client User has an Organization Access restriction (other than "None") under Security > Client Users > Organization Access, the user will be able to view the screen, but will not be able to open the reports.

This will eliminate a Client User from viewing payroll data for employees they do not have access to, since the Report Archive is a PDF version of exactly what happened in a specific payroll run.

#### **Report Archive**

## -solved

### Help Docs

### Scheduled Report Options

In order to add additional reports to **Report Preview** that will post to **Report Archive** once the payroll is processed, navigate to **Client Management > Client Maintenance > Scheduled Report Options**.

Payroll reports can also be transmitted to a site (FTP, HTTPS, SSH FTP) by setting up the **Connection URL** under **Client Utilities > Client Transmission Utilities > Data Transmission** settings.

To add a report, click on the **Add New** icon. Select either:

- Payroll Reports
- Report Writer Reports

Select the name of each report and click on **Save**. Once saved, the report will appear under Payroll Processing > Process Payroll. Once the payroll has been processed, the same report will appear under **Report Archive**.

If the report is to be transmitted, select the **Transmission** settings, and select the **Data Transmission** settings applicable to this report.

Sort Field 1:	T
Sort Field 2:	•
Sort Field 3:	¥
Delivery Package:	•
Report Schedule:	Every Pay 🔻
	Queued Overnight
Output Type:	¥
Transmission Settings:	Payroll Register 🔹

Note: Date Range reports are not able to be scheduled with a Payroll Run.

### Payroll Details

Navigate to **Reporting > Report Archive**. Each payroll run and its details will be available for selection at the top of the screen. In order to select the proper payroll and view the reports generated with that payroll, details are listed for easier selection. The details include:

- 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

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### Help Docs

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
Complete	Regular Payroll	186	1/25/2021	1/31/2021	2/2/2021	2/5/2021				
Complete	Regular Payroll	185	1/18/2021	1/24/2021	1/26/2021	1/29/2021	√			

Highlight a selected Payroll run to view the reports associated with that payroll or select the report hyperlink to access the report needed.

### Output

All reports that were available in Payroll Preview are stored in Report Archive after the payroll has processed. Some of the standard reports that process with each payroll are:

- Payroll Summary
- Payroll Register
- New Employee and Change Audit
- Exceptions
- Check Register
- Deduction Register
- Direct Deposit Register
- Pay Transaction Audit
- Payroll Invoice
- Delivery Page
- Packing List
- Wrap Instructions

In order to view any of these reports, highlight the name of the report under Output Item.

Payroll Summary	GENERATED
Payroll Register	GENERATED
New Employee and Change Audit	GENERATED
Exceptions	GENERATED
Check Register	GENERATED
Checks	GENERATED
Current Labor Allocation Detail	GENERATED
Deduction Register	GENERATED

The report will be selected and on the right side of the screen, the report can either be viewed or downloaded.

If the report was transmitted, and indicator giving the date and time of the transmission will be available under the "View/Download" report in **Report Archive > Output** Item.

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If there is an error in the transmission, you will receive Transmission Error Details.

Data transmission failed attempting to send the data for to URL ftpes://: Exception Details: FTP error connecting: Connection error 10061 at AOS.FTP.FTPClient.Connect(FTPUrl url, String username, String password, Byte[] keyData, String keyPassword) in C:\agent\\_work\2\s\Code\Source\AOS.Core\FTP\FTPClient.cs:line 121 at AOS.FTP.FTPClient.ConnectAndSend(FTPUrl url, String username, String password, Byte[] privateKey, String privateKeyPassword, String sourceFilePath) in C:\agent\\_work\2\s\Code\Source\AOS.Core\FTP\FTPClient.cs:line 61 at AOS.BusinessLogic.DataExport.ExportFileWriter.TransmitData(AuditBatch auditBatch, String filePath, String fileName, String transmissionSettingsDescription, String connectionUrl, String connectionUserName, String connectionPasswordClearText, Byte[] clientCertificate, String privateEncryptionKeyPasswordClearText, Boolean usePassiveMode, Object]] connectionUrlArgs) in C:\agent\\_work\2\s\Code\Source\AOS.BusinessLogic.DataExport\Helpers\FileWriter.cs:line 321

Once you correct the **Data Transmission** settings, you can navigate to **Report Archive** and select "Regenerate & Send" so the file will be sent to the proper site.

ange Audit
1/26/2021 4:00:32 PM
1/26/2021 4:00:37 PM
View Report
Download Report

Some larger reports may be "Queued Overnight," and available the next day for viewing or downloading. The status will change when available under Output Item > Status.

Two options appear on the black action line:

- **Regenerate**: If changes have been made, such as Regenerate Labor or Worker Comp, you are able to regenerate the report.
- **Refresh:** This will refresh the report status.

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### Help Docs

### Continuous Report Archive

If you do not want to print or view each report individually, you can navigate to Reporting > Continuous Report Archive and select the reports you would like to view or print. The headings on this page mirror the headings under Report Archive.

Continuous Reports Archive										
+ Payroll St	atus	¢ Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last Of Quarter	Last of Year	New Fiscal Year
Complete	Regular Payroll	188	2/1/2021	2/7/2021	2/5/2021	2/12/2021				
Complete	Regular Payroll	186	1/25/2021	1/31/2021	2/2/2021	2/5/2021				
Complete	Regular Payroll	185	1/18/2021	1/24/2021	1/26/2021	1/29/2021	√			
Complete	Regular Payroll	184	1/11/2021	1/17/2021	1/25/2021	1/22/2021				
Complete	Regular Payroll	183	1/4/2021	1/10/2021	1/13/2021	1/15/2021				
Complete	Regular Payroll	182	12/28/2020	1/3/2021	1/5/2021	1/8/2021				
Complete	Regular Pavroll	181	12/21/2020	12/27/2020	1/5/2021	12/31/2020	J	J	J	
Reports	Exports									
Toporto										
2 Refresh	1									
Reports										
	Select All	View Rep	ports							
	Title									
	Payroll Summary									
	Payroll Register									
	New Employee and Change Audit									
	Exceptions									
	Check Register									
	_ Checks									
	Current Labor Allocation Detail									
L	Deduction Register									

Once selected, click View Reports and the reports chosen will be in one continuous PDF file for viewing or saving.