isolved™

Help Docs

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.

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.

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 drop-down box to view previous years if necessary. When you select a year, you must click **Filter** to change your view.

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.

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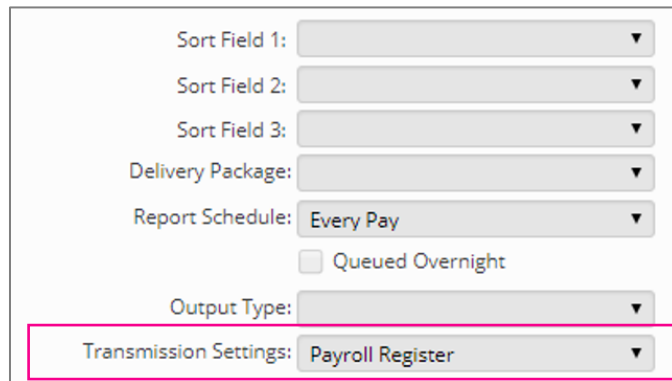
Payroll reports can also be transmitted to a site (FTP, HTTPS, SSH FTP) by setting up the **Connection URL** under **Client Utilities** > **Client Transmission Utilities** > **Data Transmission** settings.

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.

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

⇕ 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**.

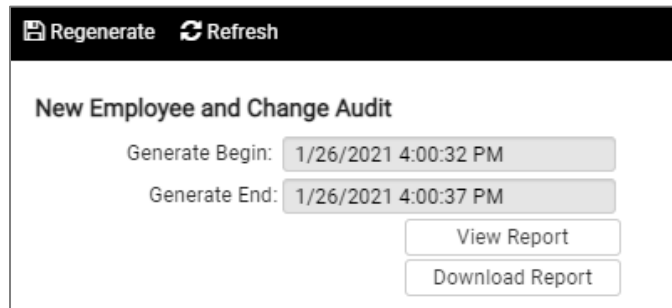| ⇕ Output Item	⇕ Status
Payroll Summary	GENERATED
Payroll Register	GENERATED
New Employee and Change Audit	GENERATED
Exceptions	GENERATED
Check Register	GENERATED
Checks	GENERATED
Current Labor Allocation Detail	GENERATED
Deduction Register	GENERATED

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.

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

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.

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.

isolved

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.

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	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 Payroll	181	12/21/2020	12/27/2020	1/5/2021	12/31/2020	✓	✓	✓	

Reports   Exports

🔁 Refresh

Reports

☐ Select All   View Reports

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

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