Introduction

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

Report Archive

Once payroll has been processed the Report Archive is a storage area for all reports that processed with an individual payroll run.

Under the Reporting tab select Report Archive. Highlight a selected Payroll run to view the reports associated with that payroll. All reports that were available in Payroll Preview are stored in Report Archive after the payroll has processed.

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

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

If there are multiple companies or pay groups, those can be selected on the top of the screen.

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.

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