

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.

The screenshot displays the 'Report Archive' interface. At the top, it shows the company name '96753 - ProService Hawaii Demo', the company '96753 - ProService Hawaii Product Team Demo', the pay group 'Biweekly', and the status 'Active'. Below this is a table of payroll runs with columns for Payroll Status, Payroll Type, Run #, Period Begin, Period End, Run Date, Pay Date, Last of Month, and Last of Quarter. The row for Run # 27 is highlighted in yellow and has a red border. Below the table is a list of 'Output Item's with their status. The 'Payroll Register' item is highlighted in yellow and has a red border. On the right side, there is a 'Payroll Summary' section with 'Generate Begin' and 'Generate End' dates, and two buttons: 'View Report' and 'Download Report', both of which are highlighted with red boxes.

Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last of Quarter
Void	Regular Payroll	28	11/4/2019	11/17/2019	11/22/2019	11/22/2019	✓	
Complete	Regular Payroll	27	9/9/2019	9/22/2019	10/4/2019	9/27/2019	✓	✓
Complete	Regular Payroll	26	6/3/2019	6/16/2019	6/26/2019	6/21/2019	✓	✓
Complete	Data Conversion	25	5/20/2019	6/2/2019	6/12/2019	6/7/2019		
Complete	Data Conversion	24	5/6/2019	5/19/2019	6/12/2019	5/24/2019	✓	
Complete	Data Conversion	23	4/22/2019	5/5/2019	6/12/2019	5/10/2019		

Output Item	Status
Payroll Register	GENERATED
New Employee and Change Audit	GENERATED
Exceptions	GENERATED
Alert Occurrence Count Report	GENERATED
Alerts Export	GENERATED
Certified Payroll Report	GENERATED
Register	GENERATED

Payroll Summary

Generate Begin: 10/4/2019 2:06:59 PM
Generate End: 10/4/2019 2:07:00 PM

View Report
Download Report

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.

Continuous Reports Archive

Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date
Void	Regular Payroll	28	11/4/2019	11/17/2019	11/22/2019	11/22/2019
Complete	Regular Payroll	27	9/9/2019	9/22/2019	10/4/2019	9/27/2019
Complete	Regular Payroll	26	6/3/2019	6/16/2019	6/26/2019	6/21/2019
Complete	Data Conversion	25	5/20/2019	6/2/2019	6/12/2019	6/7/2019
Complete	Data Conversion	24	5/6/2019	5/19/2019	6/12/2019	5/24/2019
Complete	Data Conversion	23	4/22/2019	5/5/2019	6/12/2019	5/10/2019
Complete	Data Conversion	22	4/8/2019	4/21/2019	6/12/2019	4/26/2019

Reports Exports

Refresh

Reports

Select All [View Reports](#)

Title
<input checked="" type="checkbox"/> Payroll Register
<input checked="" type="checkbox"/> New Employee and Change Audit
<input checked="" type="checkbox"/> Exceptions
<input checked="" type="checkbox"/> Alert Occurrence Count Report
<input checked="" type="checkbox"/> Certified Payroll Report
<input checked="" type="checkbox"/> Check Register
<input checked="" type="checkbox"/> Checks
<input checked="" type="checkbox"/> Deduction Register
<input checked="" type="checkbox"/> Direct Deposit Register
<input checked="" type="checkbox"/> Exceptions - Invalid Tax ID
<input type="checkbox"/> Labor Allocation Detail

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