

How do I access my payroll reports in iSolved?

To access your reports, go to the Reporting menu.

In the Reporting module, you will have several options to choose from.

- If you're looking for the auto-generated payroll reports related to a recent payroll run, go to Report Archive.
- If you'd like to print paper copies of those payroll reports, it's most convenient to do it from Continuous Report Archive, where you can check off the reports you want to print and create one print file rather than printing individual reports one by one.
- If you're looking for Quarterly Reports (such as your 940, 941s, or unemployment filings), you can access and download them from Return Archive.
- Year End Reports are available under Year End Report Archive.
- Client Reports, Date Range Reports, and Reports On-Demand have a host of other helpful reports that can be run to PDF or Excel.
- If you need a custom report, use [Report Writer](#) to write your own.

The common reports people are most often interested in from payroll to payroll are these:

- Payroll Summary: breakdown of payroll totals, cash totals, and tax totals.
- Payroll Register: details of each pay transaction included with the payroll.
- Payroll Invoice: breakdown of fees associated with the payroll run.

Can't find what you're looking for? Call or email one of our Payroll Specialists who will be happy to help you at 845-624-8458 or payrollgroup@payservpayroll.com

