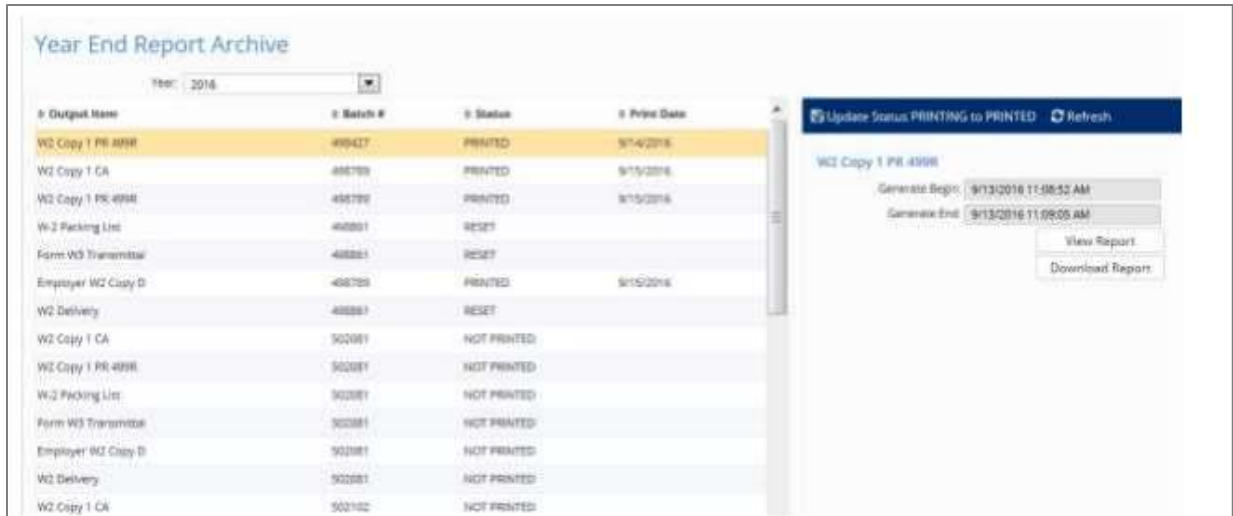


### Introduction

Year End Report Archive is where client's can see their W2/1099 employee and employer reports for a selected year.



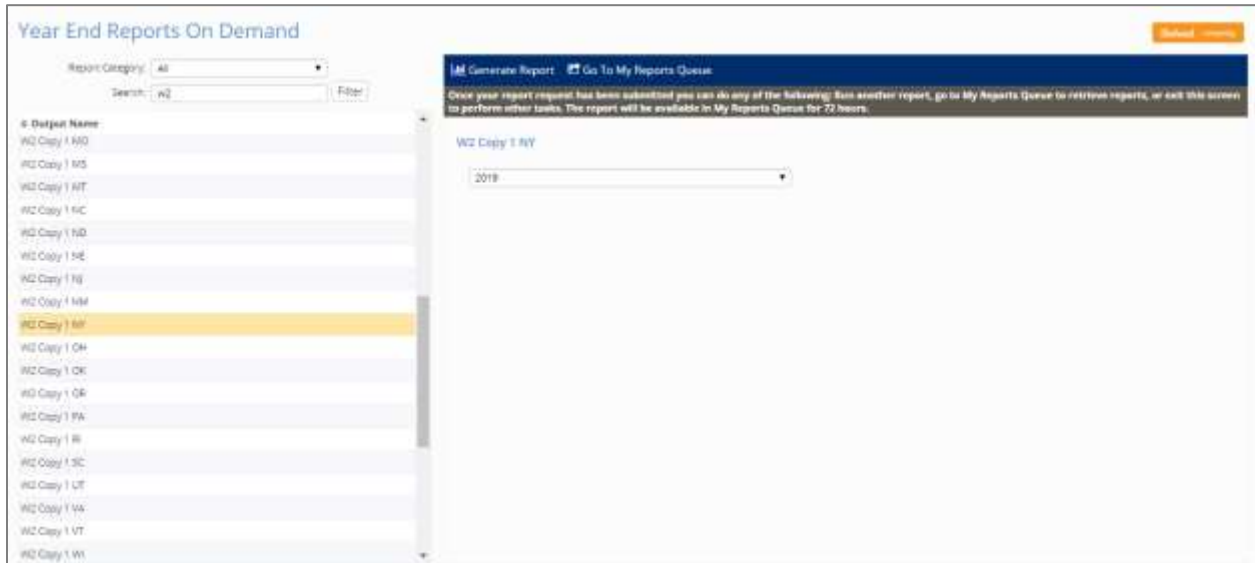
The screenshot shows the 'Year End Report Archive' interface. At the top, there is a dropdown menu for the year, currently set to '2016'. Below this is a table with columns: 'Output Item', 'Batch #', 'Status', and 'Print Date'. The table lists various report types such as 'W2 Copy 1 PK 499R', 'W2 Copy 1 CA', 'W-2 Packing List', 'Form W3 Transmittal', 'Employer W2 Copy D', and 'W2 Delivery'. The status of each report is either 'PRINTED', 'NOT PRINTED', or 'RESET'. A 'Print Date' is shown for the first 'PRINTED' row. To the right of the table, there is a detailed view for the selected report 'W2 Copy 1 PK 499R', showing 'Generate Begin' and 'Generate End' timestamps, and buttons for 'View Report' and 'Download Report'.

Output Item	Batch #	Status	Print Date
W2 Copy 1 PK 499R	499427	PRINTED	9/14/2016
W2 Copy 1 CA	498789	PRINTED	9/15/2016
W2 Copy 1 PK 499R	498789	PRINTED	9/15/2016
W-2 Packing List	498881	RESET	
Form W3 Transmittal	498881	RESET	
Employer W2 Copy D	498789	PRINTED	9/15/2016
W2 Delivery	498881	RESET	
W2 Copy 1 CA	502081	NOT PRINTED	
W2 Copy 1 PK 499R	502081	NOT PRINTED	
W-2 Packing List	502081	NOT PRINTED	
Form W3 Transmittal	502081	NOT PRINTED	
Employer W2 Copy D	502081	NOT PRINTED	
W2 Delivery	502081	NOT PRINTED	
W2 Copy 1 CA	502102	NOT PRINTED	

- **Year:** The drop-down contains a list of years that have a legal tax period. When a year is selected, the output list is refreshed and displays the employee and employer W2/1099 reports generated for that specific year.
- **Output Item:** This column displays the name of the report. These reports will be printed and sent to the Year End delivery address for each client.
- **Status:** This column displays the print status of the reports. There are three printed statuses:
  - **GENERATED:** The report has been created with the current YTD figures but not yet printed.
  - **PRINTING:** The report has been sent to the production printer and is in the process of printing.
  - **PRINTED:** The report has been printed. Once printed, the Batch # and Print Date will also populate.
- **Print Date:** This column displays the date the report was printed. If a report has multiple rows (another payroll processed, or correction made); the row with the maximum print date will display and the new batch number will display.
- **View Report:** When this is selected, the report opens in PDF format.
- **Download Report:** When this is selected, the user is given the option to open or save the report.

### Year End Reports on Demand

The Year End Reports on Demand screen is used to view W2/1099 data at anytime during the year.



- **Output Name:** The screen contains a list of all employee and employer year end reports. It is not filtered based on the client setup .
- **Year:** The year drop-down list is populated based on the pay date years processed for the company.
- **Run Report:** Select a report using the Output Name or using Search, select a year and click on Generate a Report. Navigate to My Reports Queue. The report will be stored in the Reports Queue for 3 business days.