

# How To Guide

## Published Reports




**Document Purpose** Step-by-step instructions on how to run a Published Report.

Published reports are the reports that run with the payroll, they can not be run for a date range, they are only for one specific payroll. This is where all quarterly returns, W--2's and 1099's will be stored

From the Dashboard, Select Reports, then Published Reports. The reports will be listed in check date order, you can change the order by clicking on the column heading.

To search for a report, in the Search for report box type the name of the report, the list will be filtered with only the reports with that name.

Check Date	Run #	Check Period	Report #	Report Name	Type
01/17/2020	1	12/30/2019 - 01/12/2020	S109	Payroll Register	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S193	Cover Letter	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S211	Direct Deposit	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S214	Check Reconciliation	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S215	Simple Report	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S247	Tax Report For Payroll	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S257	Invoice (S257)	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S263	Employee Profiles	Report
01/17/2020	1	12/30/2019 - 01/12/2020	S351	Input Worksheet	Report
01/03/2020	1	12/16/2019 - 12/29/2019	B449	CHRISTMAS & NEW YEARS NOTICE	Report
01/03/2020	1	12/16/2019 - 12/29/2019	S109	Payroll Register	Report
01/03/2020	1	12/16/2019 - 12/29/2019	S193	Cover Letter	Report
01/03/2020	1	12/16/2019 - 12/29/2019	S211	Direct Deposit	Report
01/03/2020	1	12/16/2019 - 12/29/2019	S214	Check Reconciliation	Report
01/03/2020	1	12/16/2019 - 12/29/2019	S215	Simple Report	Report

You can also find reports by filtering. Select the filter  button at the top of the column. The filter menu will open. You can filter by check date, report #, report name and report type.

Show items with value that:

Is equal to

3/31/2020

And

Is equal to

FILTER CLEAR

**Quarterly/Annual Returns** - To locate a quarterly return, enter the last date of the quarter, the name of the quarterly return or select report type Tax Return.. To locate W-2/1099's enter the check date of 12/31/xxxx (year), select report type tax return. W-2's have a report name of W2 Annual EE Greatland Pressure Seal and 1099's will have a report name of 1099 NEC.

To view a report, put a check mark in the box in front of the check date and select Preview Report. The report will automatically open and you can save to a PDF to either print or forward as an email attachment. If more than one report was selected, use the arrows at the bottom of the Preview window to navigate between pages. Click on the Reports List button to return to the Report Listing.