



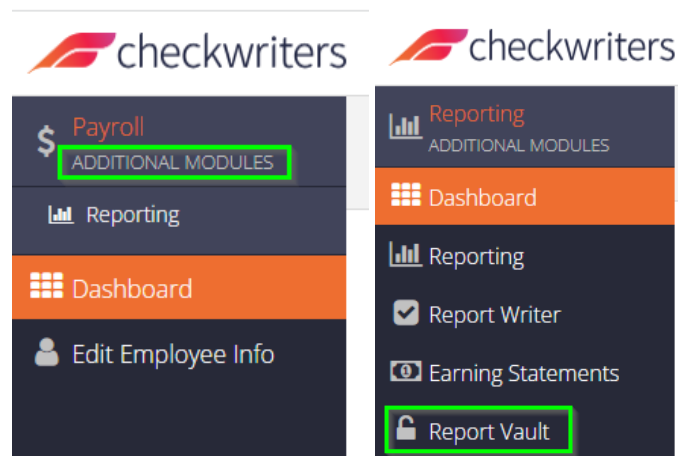
checkwriters

# CHECKWRITERS

REPORT VAULT GUIDE

## Overview

Report Vault is where users can access regular Payroll Reports, as well as Quarterly and Annual Tax Documents. Each time a payroll processes, reports will be sent to the Vault automatically for your review. To access Report Vault, navigate to Reporting > Report Vault by first selecting the *ADDITIONAL MODULES* option in the top left.



By default, documents for the most recent payroll will be displayed, as noted in the Check Date drop-down menu. To open a report, click the blue download button to the left of the file name:

The screenshot shows the 'Report Vault' interface. The 'CHECK DATE' is set to '04/29/2022'. The table displays 14 results with columns for Report, Size, Check Date, and Created. A green box highlights the 'Download' button and the '401k Roth.pdf' row.

Download	Report	Size	Check Date	Created
	YTD.pdf	225.3 KB	Apr 29, 2022	Apr 27, 2022
	WorkersComp.pdf	85.4 KB	Apr 29, 2022	Apr 27, 2022
	ProfitSharing.pdf	58.3 KB	Apr 29, 2022	Apr 27, 2022
	PayrollSummary.pdf	91.6 KB	Apr 29, 2022	Apr 27, 2022
	PayrollRegister.pdf	147.5 KB	Apr 29, 2022	Apr 27, 2022
	LaborDist.pdf	188.3 KB	Apr 29, 2022	Apr 27, 2022
	Invoice.pdf	70.8 KB	Apr 29, 2022	Apr 27, 2022
	DirDepReport.pdf	96.4 KB	Apr 29, 2022	Apr 27, 2022
	DeductionsNotTaken.pdf	108.8 KB	Apr 29, 2022	Apr 27, 2022
	DeductionListing.pdf	107.3 KB	Apr 29, 2022	Apr 27, 2022
	AgencyCheckListing.pdf	91.6 KB	Apr 29, 2022	Apr 27, 2022
	AccrualHistory.pdf	115.6 KB	Apr 29, 2022	Apr 27, 2022
	AccrualBalance.pdf	79 KB	Apr 29, 2022	Apr 27, 2022
	401k Roth.pdf	88.8 KB	Apr 29, 2022	Apr 27, 2022

While all reports are important, the most immediate pertinent reports after processing payroll are the *Payroll Summary*, *Payroll Register*, and *Invoice*.

- a. The **Payroll Summary** is a shorter report that will contain the total cost of the payroll between direct deposits, taxes, and our billing. The Transfers section will display these amounts so you will know exactly how much you will be debited for. We will always debit the day before the check date – the numbers in the transfers will match the amounts on your bank statement.
- b. The **Payroll Register** will resemble the Preprocess Register that was ran when prior to submitting the payroll, so it will show each employee and their pays for the check date.
- c. The **Invoice** will show a breakdown of your billing.

Users can retrieve reports from previous check dates by changing the date in the *Check Date* field. Please note that reports from the payrolls processed in the last six months will be stored in the Report Vault – if reports from payrolls processed beyond this range are needed, they can be ran individually under Reporting > Standard Reports.

You will notice an option for 'Other' in the *Check Date* box. This option is used for any reports that are uploaded outside of payroll processing – typically, you will be notified by Checkwriters if a report is uploaded here.

## Tax

The Tax tab is where you will find Quarterly and Annual Tax documents (such as employer copies of W2s). This side of the vault lists reports in chronological order rather than filtered by date as on the Payroll side.

Quarterly reports will typically be labeled 'Quarterly\_(lastdateofquarter).pdf'. For example, the quarterly package for Quarter 4 2022 would be labeled *Quarterly\_221031.pdf*. Employer copies of W2s will be labeled 'W2(year).pdf'.

Report Vault		
Payroll	Tax	
15 RESULTS	grid search...	
Download	Report	Size
	W221ER.PDF	229.7 KB
	Quarterly_211231.pdf	582.3 KB
	Quarterly_210930.pdf	554.3 KB
	Quarterly_210630.pdf	562.2 KB
	Quarterly_210331.pdf	538.2 KB
	W220ER.PDF	213.4 KB
	Quarterly_201231.pdf	564.6 KB
	Quarterly_200930.pdf	537.6 KB
	Amended_Quarterly_200630_1796264.pdf	215.8 KB
	Quarterly_200630.pdf	539.5 KB
	Quarterly_200331.pdf	524.9 KB
	Amended_Quarterly_191231.pdf	423.1 KB
	W219ER.PDF	215.7 KB
	Quarterly_191231.pdf	551 KB
	Quarterly_190930.pdf	521 KB