

Finding Post Payroll Reports

Steps:

- Reports & BI
- Payroll Archive

Step 1 –

Navigate to **Reports & BI** under **My Company**.

The screenshot shows the Viventium user interface. At the top, there is a dark header with the Viventium logo on the left, the company name '988AA-001 - Test Co. - Alexa...' in the center, and a search bar on the right. Below the header is a sidebar menu with the following items: MY COMPANY, Dashboard, Documents, Employees, Requests, Calendar, Payroll, and Reports & BI. The 'Reports & BI' item is highlighted with a purple border. The main content area displays a greeting 'Good morning, Christine' and a section titled 'Upcoming' with a 'REMINDERS' tab selected. A reminder is shown for 'Driver's License Expiration Date' for Jennifer C Smith, set for May 16, 2018. There are also 'TASKS' with a count of 4.

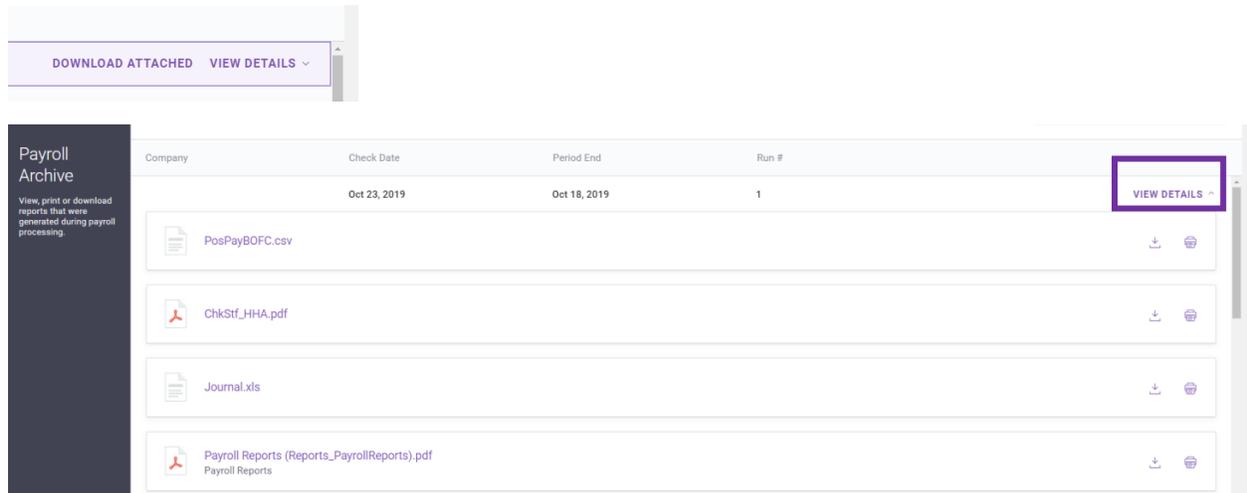
Step 2 –

Select **Payroll Archive**.

The screenshot shows the 'Reports & BI' section of the Viventium interface. It features four tiles: 'Report Library', 'Payroll Archive', 'Quarterly & Year End Archive', and 'Business Intelligence'. The 'Payroll Archive' tile is highlighted with a purple border. The 'Payroll Archive' tile description reads: 'View, print or download reports that were generated during payroll processing.'

Step 3 –

Select **Download Attached** or **View Details** to find reports, such as your Payroll Check Register.



The Payroll Reports PDF typically includes:

- Payroll Summary Report
- Payroll Check Register
- Total Check Register
- Current Department Summary
- Monthly Department Summary
- Weekly Bank Reconciliation
- ACH Transactions Report
- YTD Register
- Payroll Time Sheet
- Electronic Invoice

If the **Payroll Archive** is blank, please contact your Dedicated Client Service Team to enable online reports.

Still have questions? Contact your Dedicated Client Service Team or email us:

North Star Clients - csnorthstar@viventium.com

Health Services Clients – cshealth@viventium.com

Online Clients - csonline@viventium.com