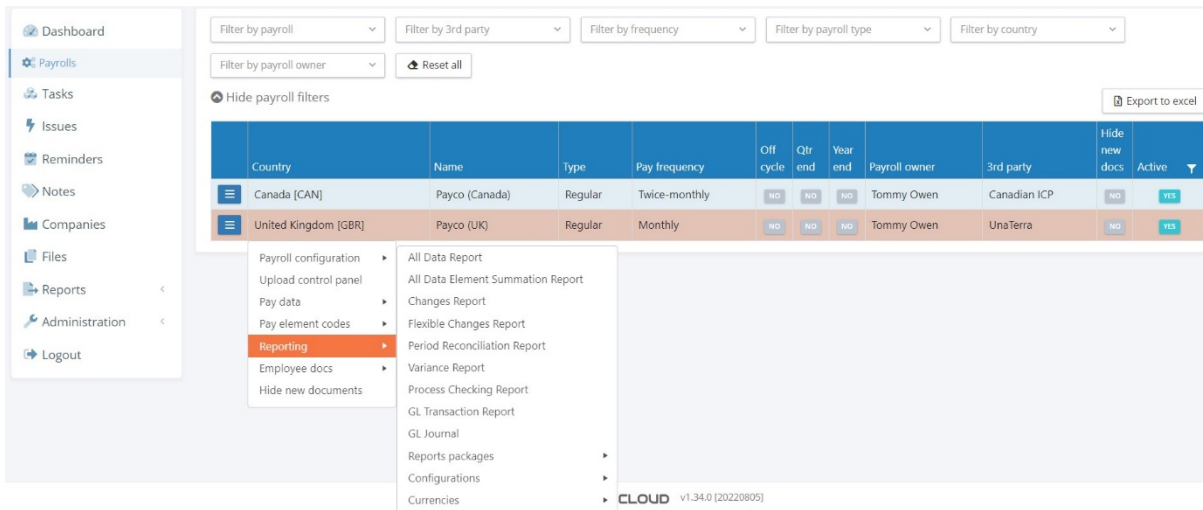


## Running reports

A common requirement on the IPPEX platform is to run reports. We've created a number of reports for you to run at any time.

To access reporting, click Payrolls and select the action menu next to the payroll you want to report on. Select Reporting and choose the type of report you would like to run:



The screenshot shows the IPPEX platform interface. On the left is a navigation menu with options: Dashboard, Payrolls, Tasks, Issues, Reminders, Notes, Companies, Files, Reports, Administration, and Logout. The main area displays a table of payroll entries with filters at the top. The 'Reporting' menu is open for the 'United Kingdom [GBR] Payco (UK)' entry, showing a list of report types.

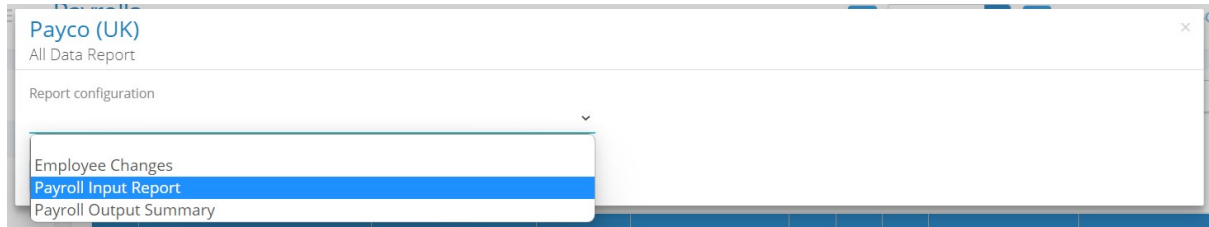
Country	Name	Type	Pay frequency	Off cycle	Qtr end	Year end	Payroll owner	3rd party	Hide new docs	Active
Canada [CAN]	Payco (Canada)	Regular	Twice-monthly	NO	NO	NO	Tommy Owen	Canadian ICP	NO	YES
United Kingdom [GBR]	Payco (UK)	Regular	Monthly	NO	NO	NO	Tommy Owen	UnaTerra	NO	YES

The 'Reporting' menu for the United Kingdom entry includes the following options:

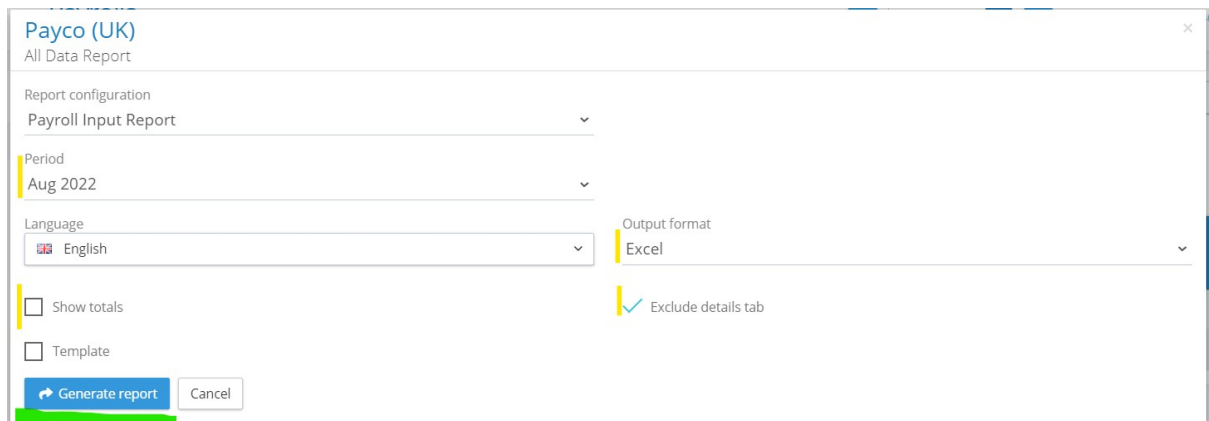
- Payroll configuration
- Upload control panel
- Pay data
- Pay element codes
- Reporting**
  - All Data Report
  - All Data Element Summation Report
  - Changes Report
  - Flexible Changes Report
  - Period Reconciliation Report
  - Variance Report
  - Process Checking Report
  - GL Transaction Report
  - GL Journal
  - Reports packages
  - Configurations
  - Currencies
- Employee docs
- Hide new documents

- All Data Reports create tabular reports of any data elements. Three have been created
- Employee Changes
- Payroll Input
- Payroll Summary
- Flexible Changes Reports highlight changes in input data from one period to another
- Variance Reports highlight changes in output data from one period to another
- GL Journal reports allow creation of GL Journal files and Payment summary reports.

Let's run a Payroll Input report. Select All Data Report from the reporting menu:

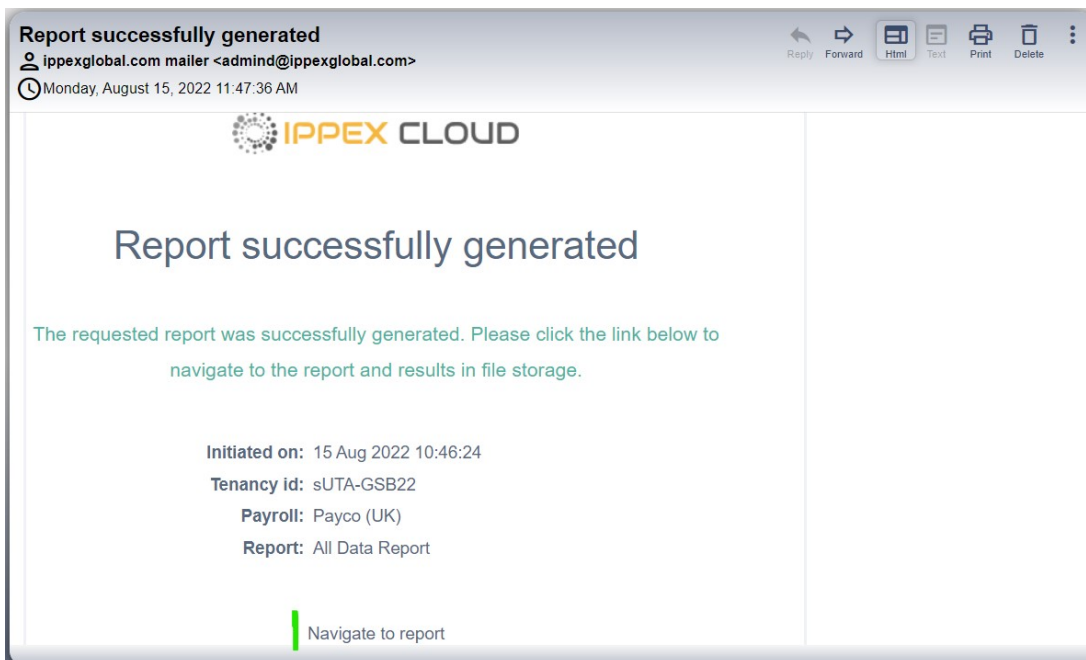


Choose the Payroll Input Report

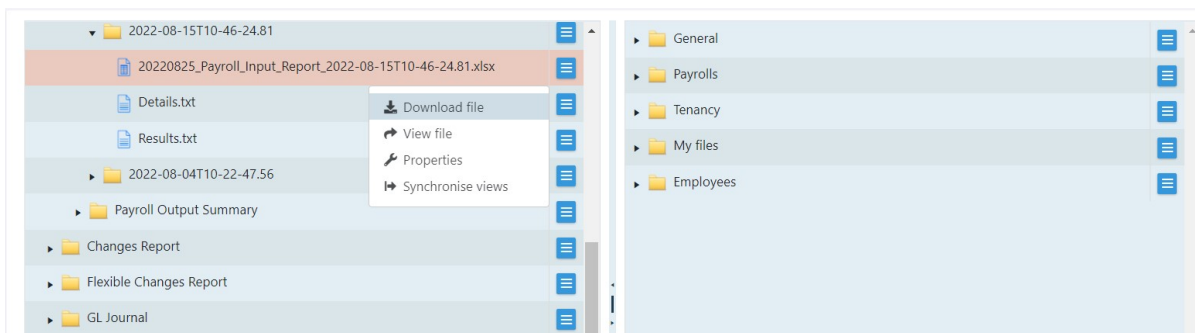


- Check the period you are running the report for.
- Choose an Output format, either Excel or csv.
- To create a report which will also act as an Input file, click Exclude details tab and Show totals.

When the report has been completed, you will get an email:



Click on the link to **Navigate to the report.**



The report can now be downloaded and opened.

Payroll Name/Date	Emp No	First name(s)	Last name	Department	Monthly Salary	Monthly Salary - From	Monthly Salary - To	Employee Pension %	Employee Pension % - From	Employee Pension % - To	Employer
Payco (UK)/Aug 2022	1	Jesse	Pinkman	Marketing & Content	1,500.00	01 Aug 2022		5.00	01 Apr 2022		
Payco (UK)/Aug 2022	2	Hank	Schrader	Development	6,666.67	01 Apr 2022		5.00	01 Apr 2022		
Payco (UK)/Aug 2022	3	Lydia	Rodart	Marketing & Content	7,500.00	01 Apr 2022		5.00	01 Apr 2022		

Other reports are available to run at will. If you have a particular reporting requirement, please let your Payroll Admin know. They will be happy to discuss your requirements with you.