

# The filing system

Ippex provides a secure file system for all payroll related data.

There are three ways to access the File System:

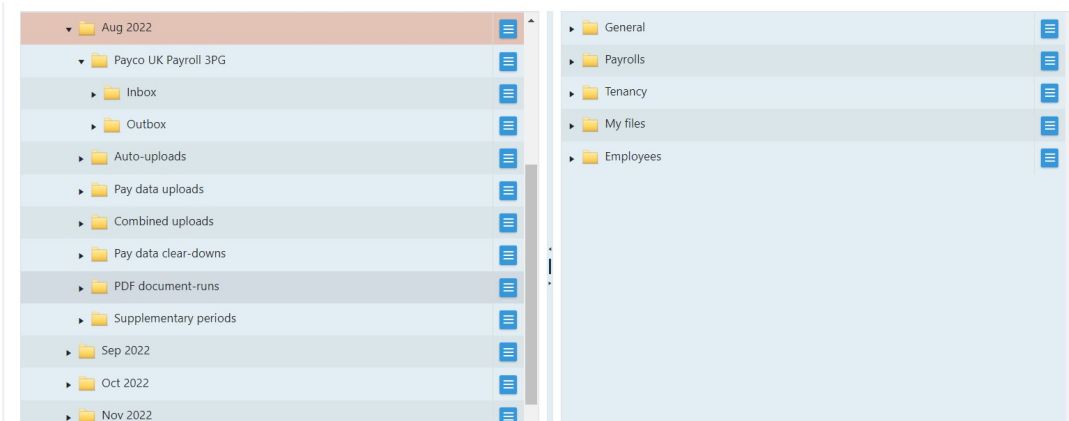
- from the dashboard
- from Tasks
- from the menu

## From the dashboard

To access the file system from the dashboard, click on the file icon above the payroll tasks:

	Payco (Canada) 15 Aug 2022 Period15 2022	Payco (Canada) 31 Aug 2022 Period16 2022	Payco (UK) 25 Aug 2022 Aug 2022
Client Inputs/Sends Data	01 Aug 22	17 Aug 22	02 Aug 22
Client Approves	08 Aug 22	24 Aug 22	16 Aug 22
Number of new issues	2	0	2
Number of new notes	0	0	0
Number of new queries	0	0	0
Number of open issues	2	2	1
Number of open queries	0	0	0
Number of open reminders	3	3	1

This will directly access the files for the given period.



## From Tasks

To access the file system from a task, open the task and click Upload/download using file transfer folders.

### Client Inputs/Sends Data

Headline task

Reference no HTA-077793	Processing type Standard	Payroll Payco (UK)
Name Client Inputs/Sends Data	Assignee Walter White	
Closed by Walter White	Closed on 10 Aug 2022	

Detail

Open the task from the Dashboard  
Click Upload/Download using file transfer button  
Click the action menu icon against your Outbox and Upload a File  
Upload your Payroll Input File with any changes for this month  
Close the task and notify your Payroll Admin.

Due Date  
02 Aug 22

Status  
Closed

[Upload/download using file transfer folders](#)

[View/edit attachments for this headline task](#)

Closing comment  
input file ready

[Re-open task](#) [Done](#)

This will open the relevant payroll period in the file system:

### Client Inputs/Sends Data

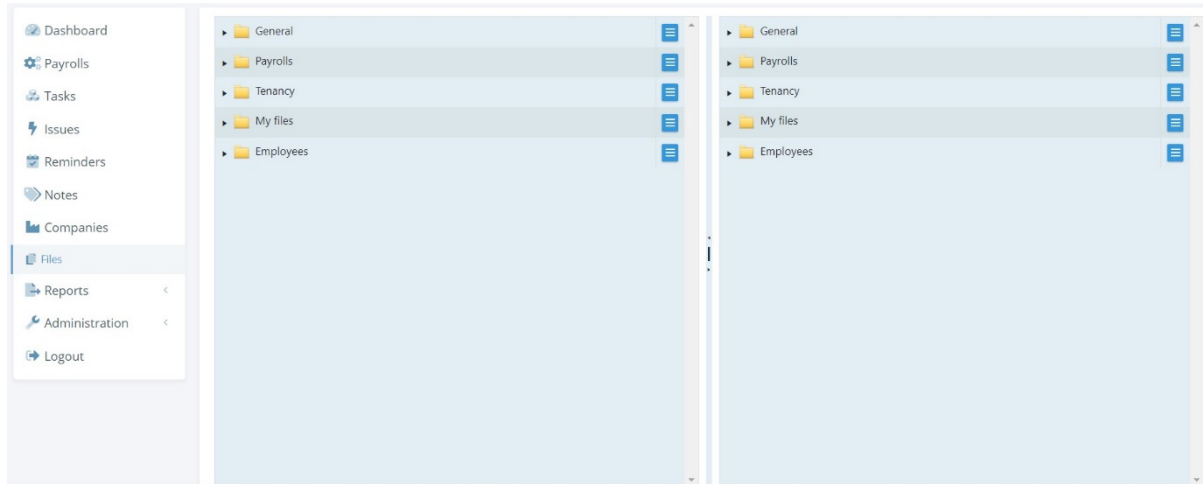
Upload/download using file transfer folders

- Aug 2022
  - Payco UK Payroll 3PG
    - Inbox
    - Outbox
    - Auto-uploads
    - Pay data uploads
    - Combined uploads
    - Pay data clear-downs
    - PDF document-runs
    - Supplementary periods
  - Sep 2022
  - Oct 2022

[Done](#)

## From Files

Click the Files menu icon to open the file system at its root:



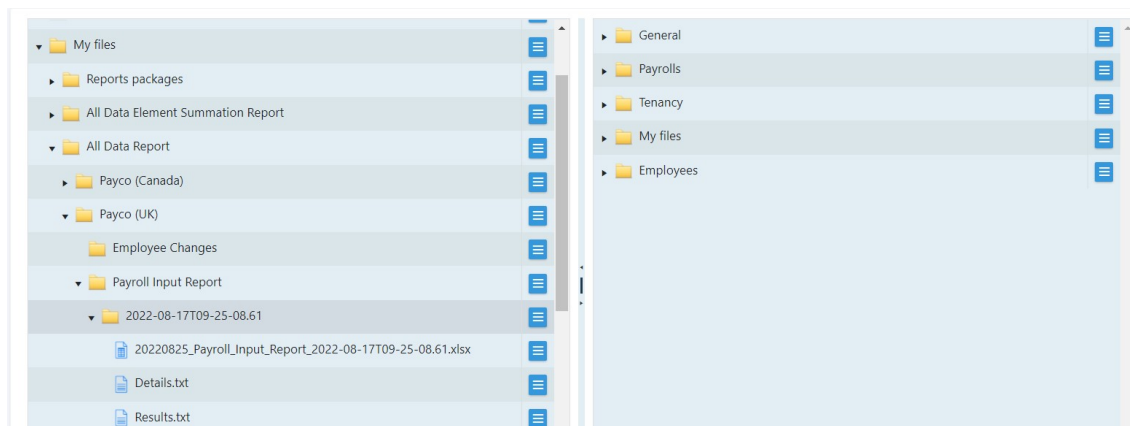
From here you can click into any folder you need to access.

## Inbox and Outbox

From the examples above you'll see that within each payroll period you have an Inbox and an Outbox. This works in the same way as emails. If files are sent to you they will appear in the Inbox and if you want to send files to UnaTerra you put them in your Outbox.

## Location of reports

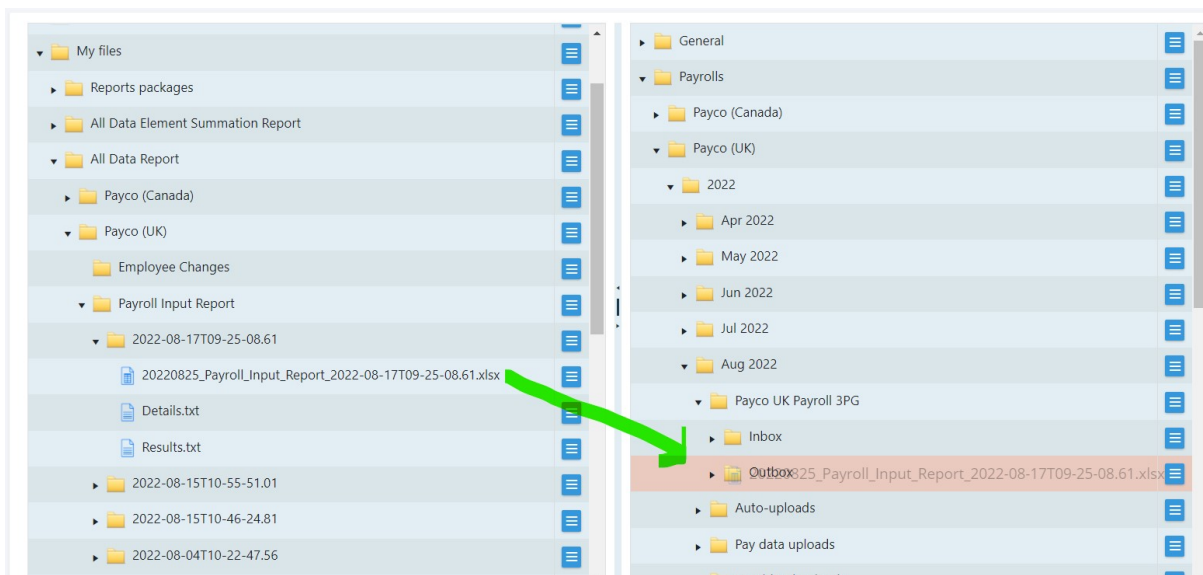
When you run a report it will be downloaded to My Files. This is an area of the file system only visible to you.



In this example, All Data Reports is expanded to show two payrolls (UK and Canada). This is expanded to show the different reports available of this type. An example of a Payroll Input is expanded to show the generated file, plus the Details and Results text files.

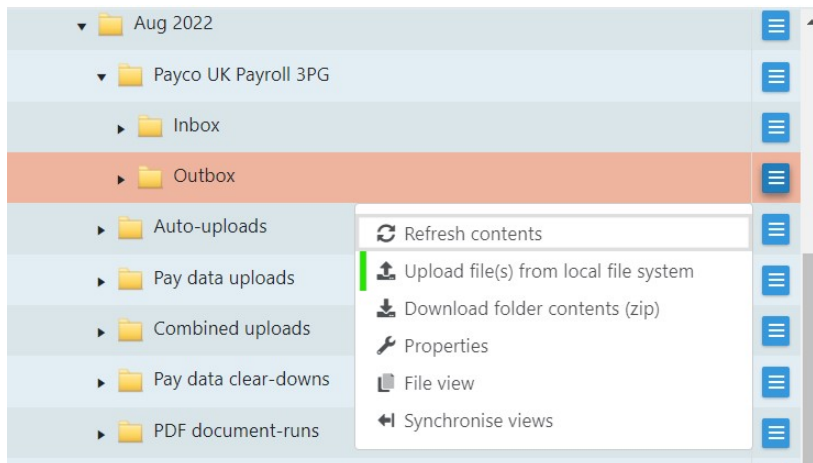
## Moving reports

Reports can be moved. For example from My Files to a Payroll Period. This can be useful if you want to store a report against a particular payroll period.



## Uploading Files

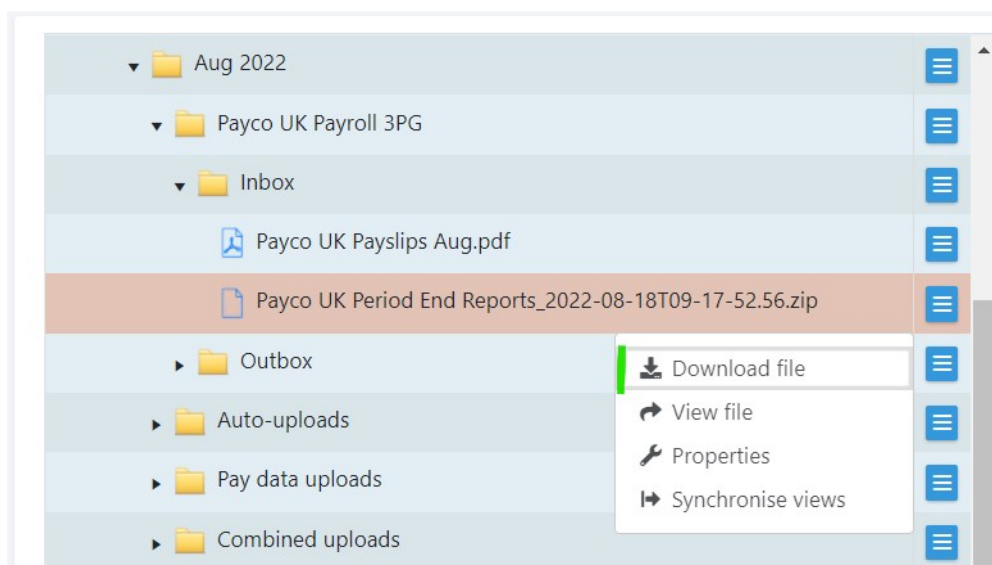
You can upload files from your local file system. Click the action menu to the right of your Inbox in the relevant period and select Upload file(s). You can then select or drag and drop a file to upload it:















## Accessing reports

Each payroll period, UnaTerra will run certain reports for you. Prior to you approving the payroll we will run a package of reports and place them in your Inbox.

To access those reports, go to your Inbox for the relevant period.



Because the report package contains multiple reports, it comes as a zip file. Download the file to view the reports.

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
 Payco_(UK)_AllDataReport_Payroll...	Microsoft Excel Worksheet	5 KB	No	5 KB	12%	18/08/2022 09:17
 Payco_(UK)_AllDataReport_Payroll...	Text Document	1 KB	No	1 KB	33%	18/08/2022 09:17
 Payco_(UK)_AllDataReport_Payroll...	Text Document	1 KB	No	1 KB	0%	18/08/2022 09:17
 Payco_(UK)_FlexibleChangesReport...	Microsoft Excel Worksheet	5 KB	No	6 KB	13%	18/08/2022 09:17
 Payco_(UK)_FlexibleChangesReport...	Text Document	1 KB	No	1 KB	45%	18/08/2022 09:17
 Payco_(UK)_FlexibleChangesReport...	Text Document	1 KB	No	1 KB	0%	18/08/2022 09:17
 Payco_(UK)_GLJournal_Payment_Su...	Microsoft Excel Worksheet	3 KB	No	4 KB	17%	18/08/2022 09:17
 Payco_(UK)_GLJournal_Payment_Su...	Text Document	1 KB	No	1 KB	20%	18/08/2022 09:17
 Payco_(UK)_GLJournal_Payment_Su...	Text Document	1 KB	No	1 KB	0%	18/08/2022 09:17
 Payco_(UK)_VarianceReport_Varian...	Microsoft Excel Worksheet	7 KB	No	7 KB	11%	18/08/2022 09:17
 Payco_(UK)_VarianceReport_Varian...	Text Document	1 KB	No	1 KB	45%	18/08/2022 09:17
 Payco_(UK)_VarianceReport_Varian...	Text Document	1 KB	No	1 KB	0%	18/08/2022 09:17

### The reports include:

- the payroll summary
- a changes report, which highlights any changes in pre-processing data
- a variance report, which highlights changes in post-processing data
- a payment summary report, which identifies the payments required.