


Online Payroll

Viewing pay run reports

This guide provides information about viewing reports related to the pay run.

If you need answers to common questions about procedures or selections, access the online help. Either:

- Click  in Online Payroll to open help.
- Visit <http://help-payrollservices.na.sage.com>.

About Front Row reports

After a pay run is committed and processed, you can view the Front Row reports for the pay run. The reports included in your Front Row Report package depend on what your company is set up to receive. It may include the following reports:

- **Checks.** The paychecks and pay stubs for employees receiving a paper check.
- **Vouchers.** The vouchers and pay stubs for employees having their paycheck directly deposited.
- **ACH Direct Deposit.** The details of the ACH transactions made for the company including employee direct deposits.
- **Check Register.** The employee pay details for the pay run.
- **Department Allocation Detail.** The amounts for each employee allocated to various departments.
- **Invoice.** The invoice for your payroll service fees.
- **Pay Run Liability Report.** The amounts due to tax agencies, vendors, and other entities for the pay run.
- **Tax Liability Report.** The summarized tax amounts and taxable wages by taxing authority.

Requirements for viewing Front Row reports

For security purposes, your Front Row Reports are encrypted. In order to view them, you must have:

- The password for accessing your Front Row Reports. You should have received this when you processed your first pay run. If you don't remember the password, please contact your service bureau for assistance.

This is **not** the password that you use to log in to the payroll program.

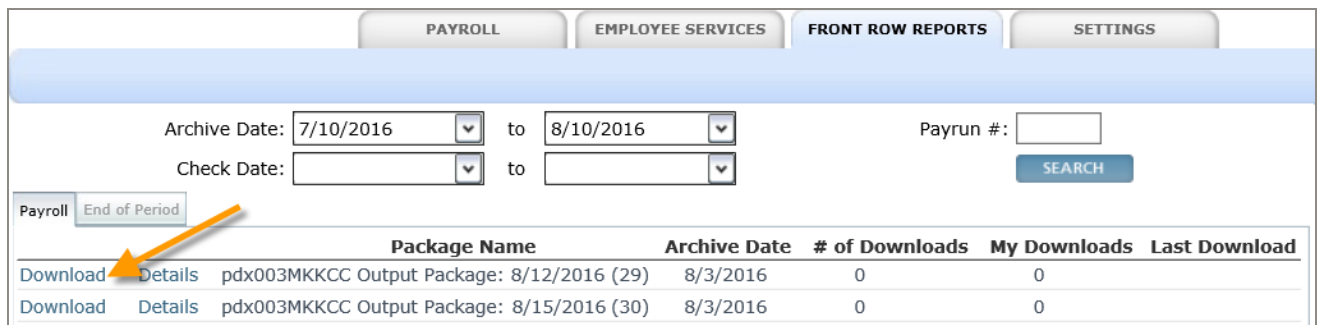
- A PDF reader, such as Adobe Reader DC, which you can download for free from <https://get.adobe.com/reader/>.

Viewing your Front Row reports

1. Click the **Front Row Reports** tab near the top of the page.



2. In the table on the **Payroll** tab, locate the output package for the pay run that you want to view.
3. Click **Download** at the beginning of the row for that package.



Depending on which browser you're using, the reports may open automatically, or you may be asked to either open or save the reports.

4. When the report opens, the **Password** window appears. Type the password and click **OK**.

Note: A special MICR font may be necessary to properly format the banking information on the bottom of the paychecks. Contact your service bureau for more information.