Client Inbox Reports

HELP MENU MANUAL

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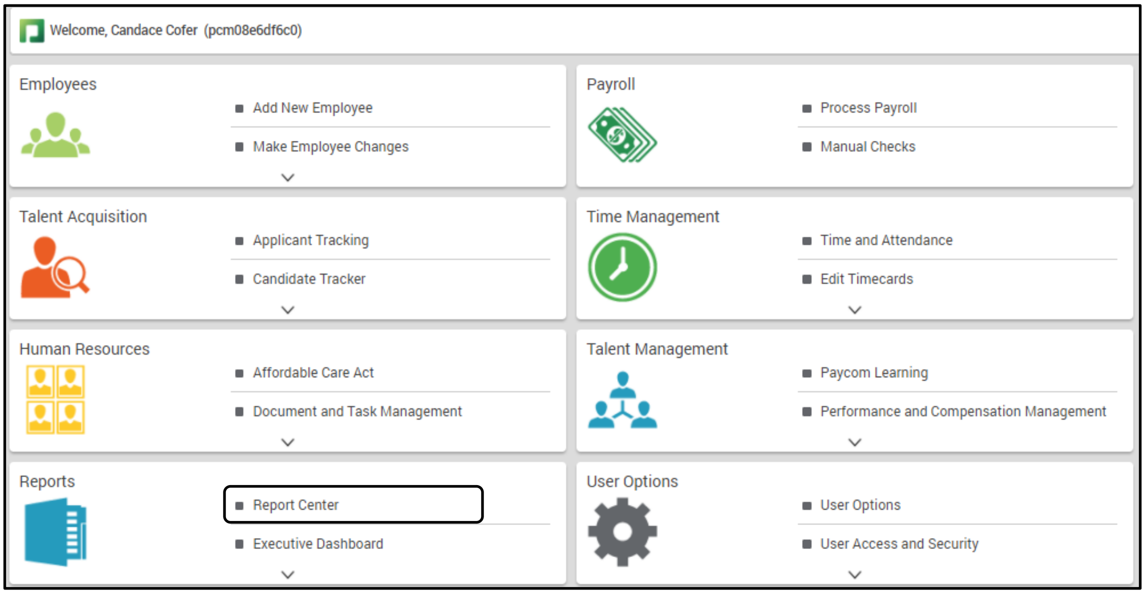
Need to see the recently pulled reports in one place? With Paycom's Client Inbox feature, you can! The Client Inbox contains reports generated after each payroll. Each report will be available in the inbox for 30 days. Also, a list of check date folders created in the last 30 days will appear in the inbox. Today, we will learn how to access the Client Inbox within the Report Center. Let's get started!

Report Center

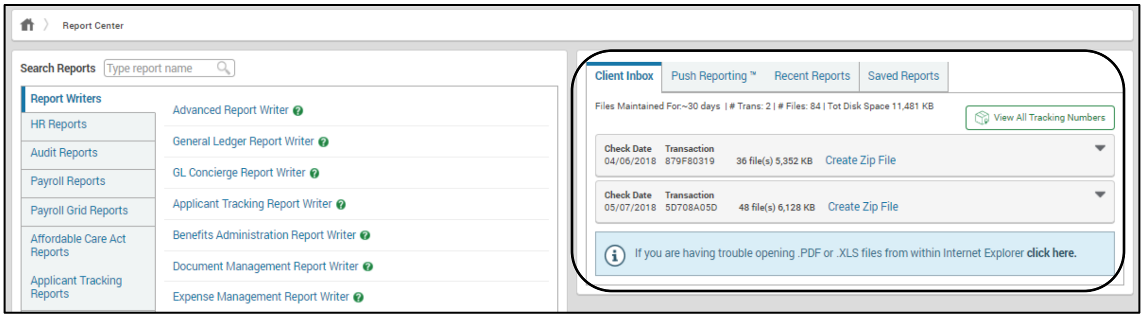
First, select "Report Center" from the Reports tile.



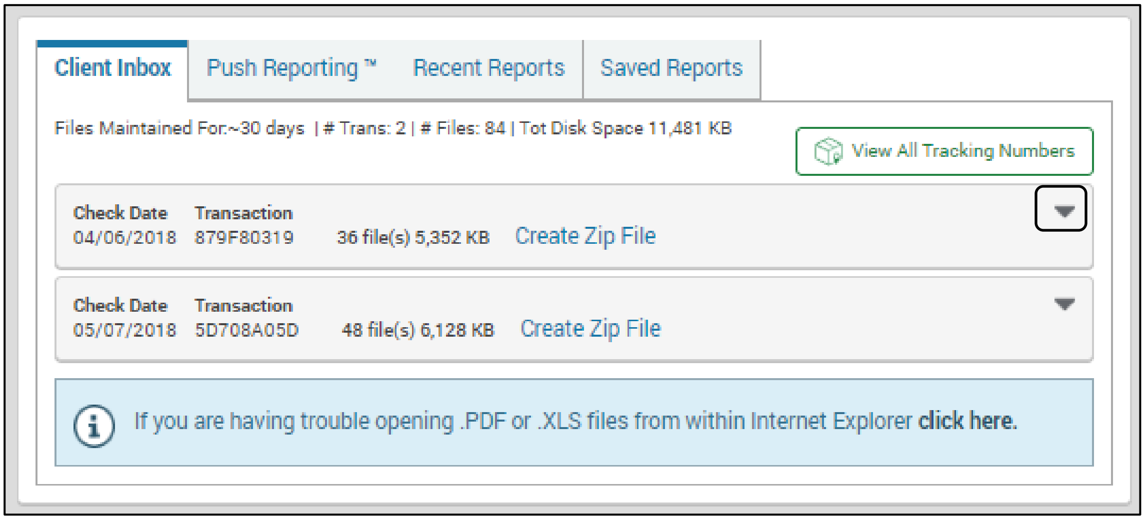
Client Inbox

The Client Inbox displays on the right-hand side.

Please Note: For Multi-EIN customers, the Client Inbox will be available per payroll profile. Select the applicable payroll profile from the drop-down to view the reports for that specific profile.



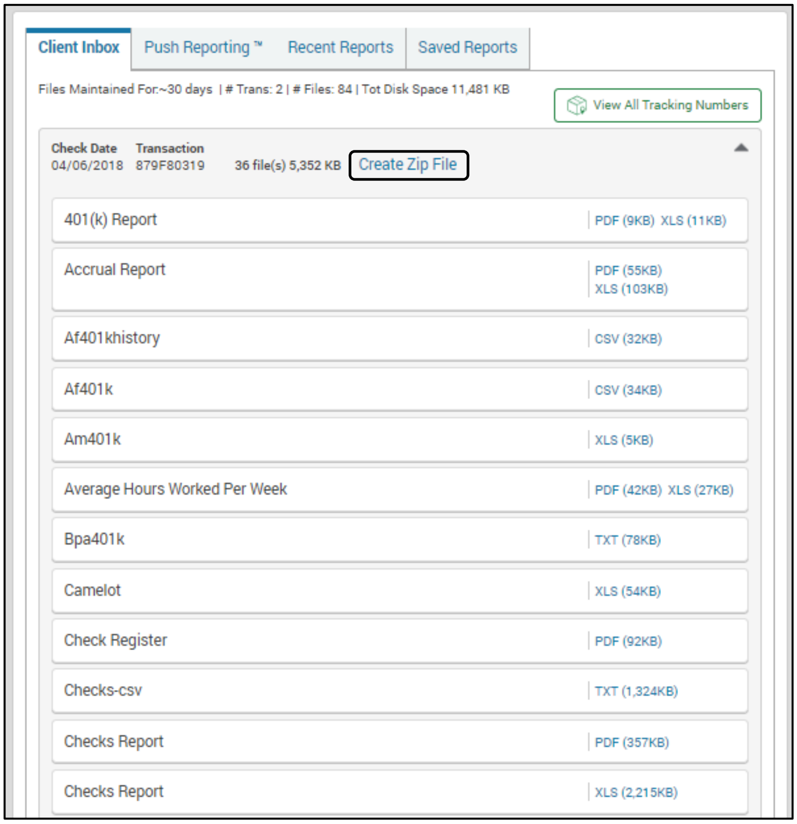
To view the reports, select the arrow to expand the section.



All auto-generated reports for the selected check date will display.

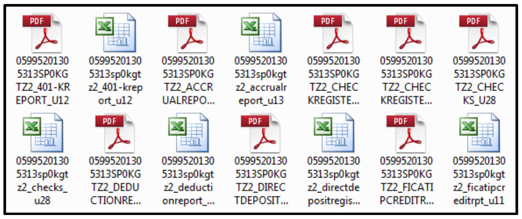
Most reports are available as a .PDF or .XLS file. The first can be opened with Adobe Reader and the second can be opened with Microsoft Excel or compatible programs.

Click the individual report to open or save it. To save the reports together, first click "Create Zip File."

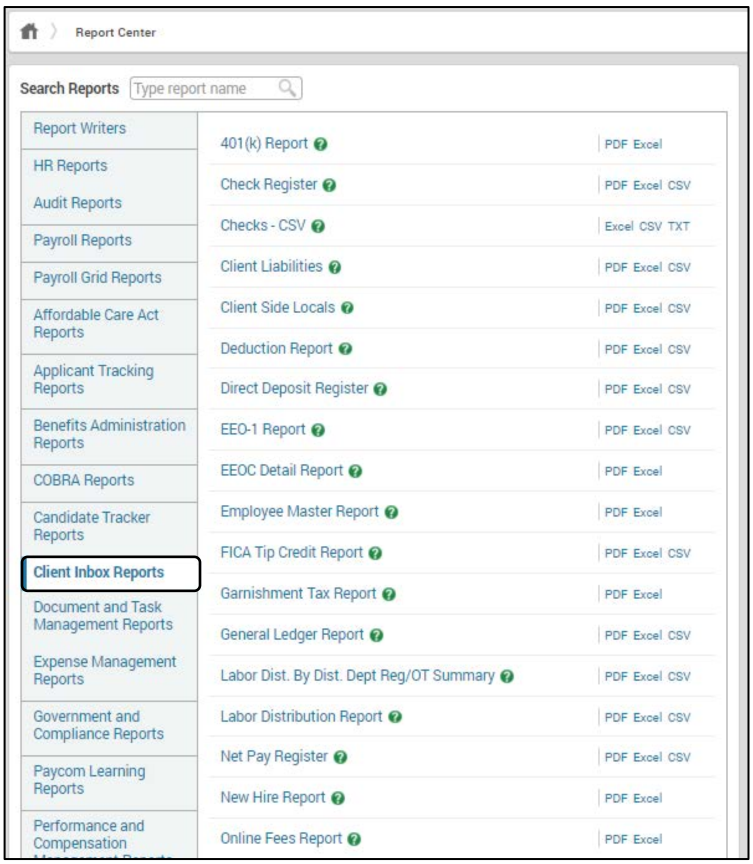


Save the file to your computer. Then, double-click the zipped file to view each auto-generated report for the payroll.

Please Note: All Client Inbox files will be maintained in the Client Inbox for 30 days and then will be removed.



Use the Client Inbox Reports tab to recover report details and run reports needed.



Now, you know how to access the Client Inbox Reports. For more information, check out the *Report* manuals on the Help Menu.