



Client Inbox Reports

HELP MENU MANUAL

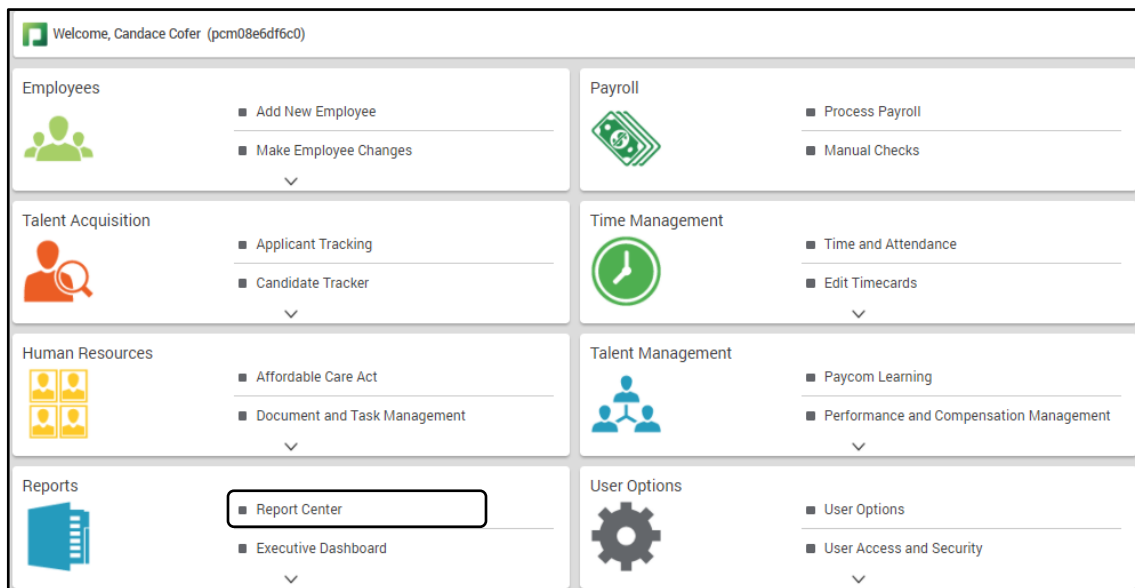
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Need to see the recently pulled reports in one place? With Paycom's Client Inbox feature, you can! The Client Inbox contains reports generated after each payroll. Each report will be available in the inbox for 30 days. Also, a list of check date folders 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.

The screenshot shows the 'Report Center' interface. On the left, there is a 'Search Reports' field and a 'Report Writers' list with categories like HR Reports, Audit Reports, Payroll Reports, Payroll Grid Reports, Affordable Care Act Reports, and Applicant Tracking Reports. The main area is titled 'Client Inbox' and includes tabs for 'Push Reporting™', 'Recent Reports', and 'Saved Reports'. Below the tabs, it displays summary information: 'Files Maintained For: ~30 days | # Trans: 2 | # Files: 84 | Tot Disk Space 11,481 KB' and a 'View All Tracking Numbers' button. Two report entries are shown, each with a 'Check Date', 'Transaction', file count, size, and a 'Create Zip File' link. A blue information banner at the bottom states: 'If you are having trouble opening .PDF or .XLS files from within Internet Explorer click here.'

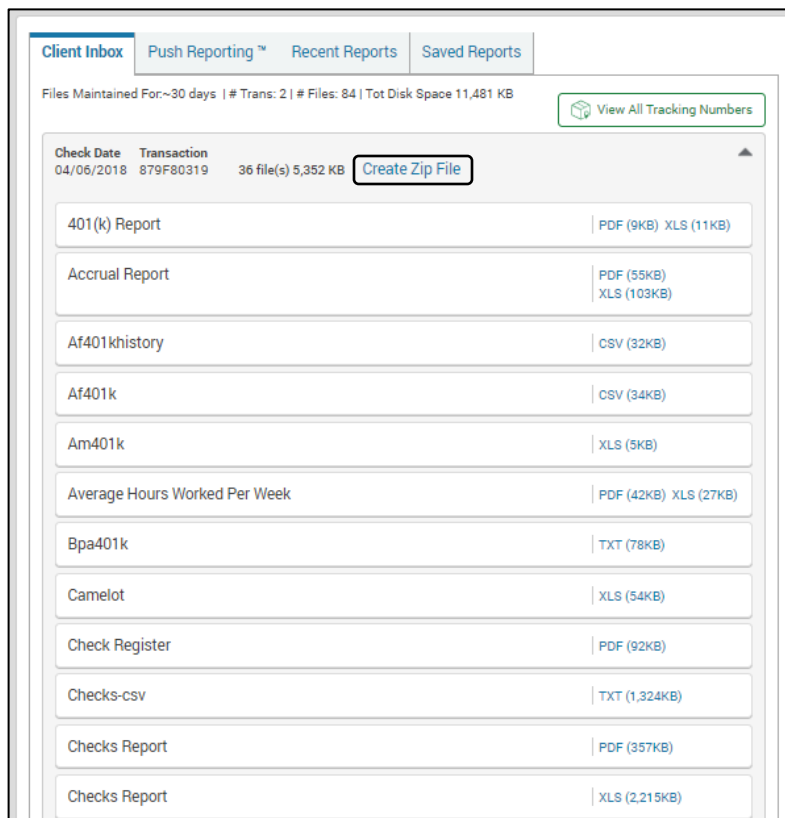
To view the reports, select the arrow to expand the section.

This close-up screenshot focuses on the 'Client Inbox' section. It shows the same tabs and summary information as the previous image. The two report entries are expanded, showing their details: '04/06/2018 879F80319 36 file(s) 5,352 KB Create Zip File' and '05/07/2018 5D708A05D 48 file(s) 6,128 KB Create Zip File'. Each entry has a downward-pointing arrow on its right side. The blue information banner at the bottom remains the same.

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

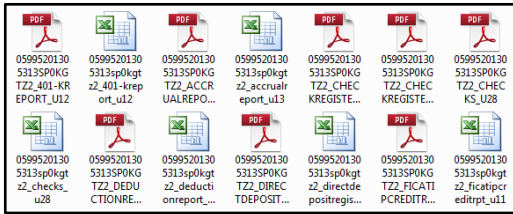
Most reports are available as a .PDF or .XLS file. The first can be opened with Adobe Reader and the second can be opened with Microsoft Excel or compatible programs.

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

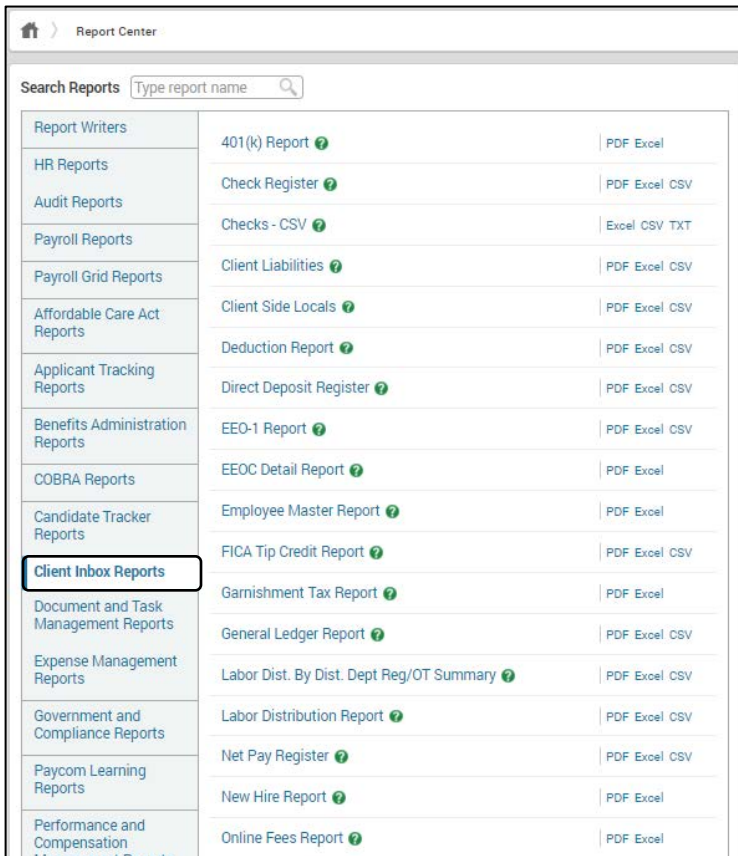


Save the file to your computer. Then, double-click the zipped file to view each auto-generated report for the payroll.

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.