

Run Report Page

This topic explains the settings of each report, which you define using the **Run Report** page.

After you access the **Reports** page, you begin with the **Request Area** tab. From that page, scroll to the appropriate report you wish to run and click its associated **Run** link. The system displays the **Run Report** page:

Payentry Kentucky Pro Services (KYPRO) Top Notch Service Bureau

Main Menu ▶ Reports ▶ **Run Report** Help | Preferences | Logout

This will queue a request to run the report. The request will be processed by the system, and the report will be available for download as soon as the request has been completed. Depending on the system load, reports are usually available for download within a few minutes of being requested.

Enter the appropriate parameters for this report, then click Run Report to submit the report request.

Date Range

Most Recent Pay Period Quarter 1
 Current Month Quarter 2
 Current Quarter Quarter 3
 Year to Date Quarter 4
 Override Dates:

Sorting

Sort Order ▼
Type Summary Detail

Additional Options

Name	Description	Value
Employee Line 1	First line of employee information	<input type="text" value="Full Name"/> ▼
Employee Line 2	Second line of employee information	<input type="text" value="Employee Id"/> ▼
Employee Line 3	Third line of employee information	<input type="text" value="Check Type"/> ▼
Employee Line 4	Fourth line of employee information	<input type="text" value="Check Date"/> ▼

Output Format

Output Format ▼

Filtering

Range 1:

Delivery

Once the report is ready, it will be available for retrieval for 24 hours. During this time you can download the report for viewing and printing on your computer. You may also automatically view the report when it is ready, or have the report emailed to you when it is ready.

View completed report
 Email completed report to

If the report is automatically viewed or sent by email, it will still be available for download from the pickup area.

NOTE: The Adobe Acrobat viewer is required to view or print the PDF reports. The Acrobat viewer is free and will only need to be downloaded once. If the Acrobat viewer is not installed, or if you are not sure if it is installed, click here to [download the free Acrobat Viewer](#) for your computer.

◀ [Return to Reports](#)

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Each section (*report parameters*) of the **Run Report** page is described in the topics below:

- *Date Range*
- *Sorting*
- *Additional Options*
- *Output Format*
- *Filtering*
- *Delivery*

After you define the report's setting and click the **Run** link, the system displays the **Report Request Queued** page:

The screenshot shows a web interface for 'Payentry Kentucky Pro Services (KYPRO) Top Notch Service Bureau'. The page title is 'Reports'. The navigation menu includes 'Main Menu' and 'Reports'. The main content area is titled 'Report Request Queued' and contains the following text:

The report request has been queued and will now be processed. This may take several minutes, depending on the size of the report and how many other users are requesting reports.

You can continue to the [Pickup Area](#) to monitor the status of this request and download the report when it becomes ready.

You can also return to the [Report Listing](#) to view and print other reports.

At the bottom of the content area, there is a link: [◀ Return to Reports](#)

At the very bottom of the page, there is a footer: Payentry Version: 2.4.9.291 - 3.29.83.1098 Copyright © 1995-2014 MPAY Inc. All rights reserved. -- [Privacy Policy](#)

To retrieve the report, click the **Pickup Area** link.