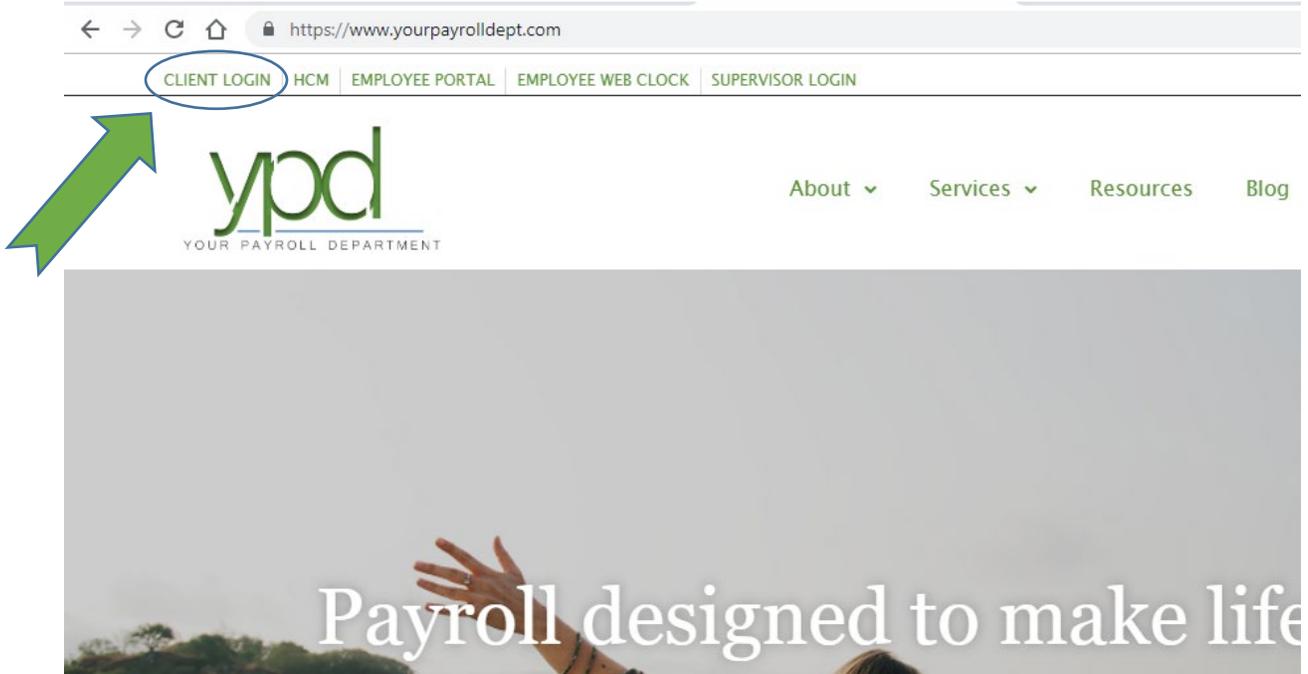




## How to view reports from the web

Go to [www.kaizencpas.com/ypd](http://www.kaizencpas.com/ypd) . In the upper left, click on CLIENT LOGIN.



Login to the employer portal:

**USER ID:**

**PASSWORD:**

### Sign In

Username

Password

[Forgot Password?](#)

**SIGN IN**

Go to the Reports button on the lower left.

Choose Published Reports, select the check date, and then click PREVIEW REPORT



- Dashboard
- Company
- Employees
- Check Calculator
- Payrolls
- Check Finder
- Reports

## Reports

DEFINED REPORTS

PUBLISHED REPORTS

AD HOC REPORTS

EXPORT TO EXCEL

	Check Date	Run #	Check Period	Rep
<input checked="" type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	05/11/2015	1	04/25/2015 - 05/08/2015	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	
<input type="checkbox"/>	01/24/2014	1	01/05/2014 - 01/18/2014	

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**PREVIEW REPORT**

The system will take a moment to load, then your reports should appear.

*#AZ0003 Basic Sample Client, Tax Impound*



Employee Name	Social Security Number				Salary		Frg
Earnings Description	Rate of Pay	Current Hours	Current Amount	YTD Hours	YTD Amount	Deductions Description	Current Amount
<i>Anvil, Sally - 600 - XXX-XX-XXXX -</i>							
				<i>IN</i>	<i>IN</i>	<i>0.00</i>	<i>BI-Wk</i>
01 Regular	0.00	0.00	0.00	40.00	1,200.00	DCDirect Deposit - C	998.8
11 Vacation	30.00	40.00	1,200.00	40.00	1,200.00		
<b>Check Totals:</b>		40.00	1,200.00	80.00	2,400.00		998.8
<i>Blige-State, Westin - 1425 - XXX-XX-XXXX -</i>							
02 Salary	0.00	0.00	1,000.00	0.00	2,000.00	1000.00	<i>BI-Wk</i>
<b>Check Totals:</b>		0.00	1,000.00	0.00	2,000.00		