YPD Report Guide for Clients

These are our most commonly used reports. Those with an asterisk after the title are standard in your payroll packet. If there's a report you want that doesn't appear on this list, please ask your CSR for help. We probably have the report you need!

401K Report*: Gives a breakdown of the retirement amounts withheld/loans/employer matches by employee for the time frame selected. The report can be created as an ASCII file. If your company doesn't have a retirement plan, the report does not print.

Check Reconciliation*: A list of the checks issued for the time frame selected. The report can be created as an ASCII file.

Check Stub Detail: A copy of each check issued in a selected time frame. This does not include banking information, so it cannot be used as a live check.

Cover Letter*: Typically the first page in a payroll packet, this is the recap page showing the total net amounts of the payroll, as well as the total tax and bill. Cover letter notes appearing from time-to-time on top are used to transmit important information to our clients. The report can be run for a range of dates on one report.

Custom Tax Report*: This page is only added to our Direct Tax clients' packet. This report shows the total of each tax type and its due date. For unemployment taxes the cumulative amount for the quarter is also listed. If run for more than one check date, then it will create a separate page for each.

Direct Deposit*: This report shows a breakdown of each DD account per employee. If your company does not have DD, then it does not print.

General Ledger*: This report shows the totals for each transaction type as they are coded to GL numbers for the client. This report uses the YPD chart of accounts, but can be customized to use a client's chart of accounts. This report is available in detail and summary mode.

Input Worksheet*: For clients that report via fax or email, this chart should be used when reporting pay to us. It can also be used to prepare for entering pay into the software. This report breaks out each employee and lists their different pay rates if they have multiple rates. Pay categories are listed across the top. On the right are any employee-specific items, such as scheduled E/Ds or tax overrides. This report is also available as a simplified version in portrait.

Labor Distribution: This is similar to the Payroll Register; this report will break down the payment made to each person, but will group by DBDT. If an employee is paid under multiple departments, clients may prefer this report to see the breakdown by department.

Payroll Register*: This report breaks down earnings, deductions and taxes for each employee for a given time period; it also shows YTD for each person. There are many parameters that can be selected for this report.

PR Register: This report is available upon request, and is a simplified Payroll Register that omits YTD amounts. A typical use for this report is when a client needs a specific date range for an audit.

Period Summary Report: This report shows a breakdown of each employee broken out MTD, QTD, and YTD, for both payments and taxes.

Personnel Register: This report is provided upon request, or it can be run by clients at their convenience. It's a detailed list of employees.

Tax Report for Payroll*: This report is a detailed breakdown between tax types for the payrolls selected. It contains tax ID numbers, tax rates, taxable wages, taxes, tax payment frequency.

Time Off Register: For those using our TOA service, this report gives a breakdown of any changes to an employee's time-off balance.

W-2 1099 Edit: This report is given to clients once a year in October. We ask them to review and make changes and return to us by December, so information on your W-2s is correct.