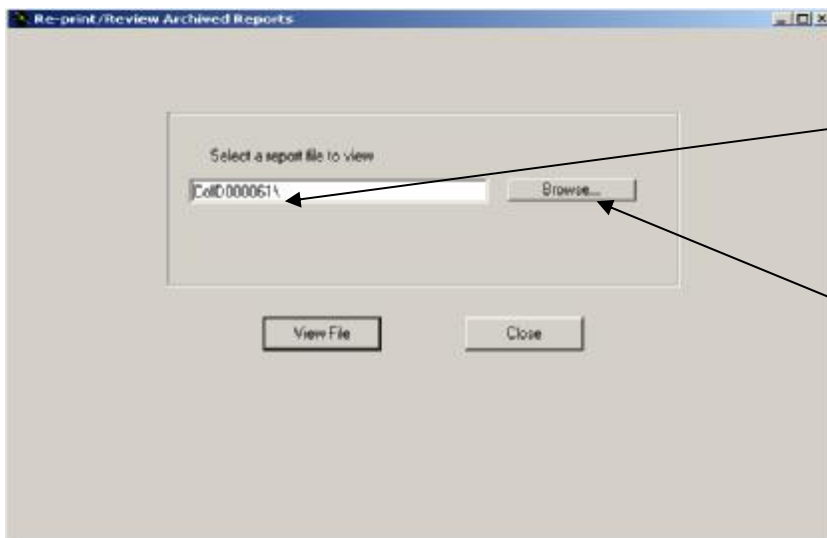


Reprint Checks / Reports

From time to time you may need to go back and reprint checks or reports for yourself or your clients. You can easily do this by following these steps.

After Insta-Pay™ processes and posts a payroll, it stores copies of the reports and checks in .PDF files in an archive folder called IPArchive. To access this folder, go to the Main Menu, select Reports / Checks, and scroll down and select Reprint / Review Archive Reports. If you are already selected in the company you wish to reprint, the company will appear in the window. If you wish to find another company, click the Browse button, and select the folder with the company Id. # you wish to reprint. Once you're in the folder, you'll see PDF files for all the reports and checks you've run on that company. Open the file, and print.



The file for the company you are in will appear in the window

Click the Browse button to select another company's files



If you run payroll for multiple companies, the files will be listed here by company #

Double Click the company file you wish to do the reprint from, then select the PDF file to reprint