

Auto - Email Report Distribution

Modified on: Tue, 21 Dec, 2021 at 10:04 AM

Synopsis:

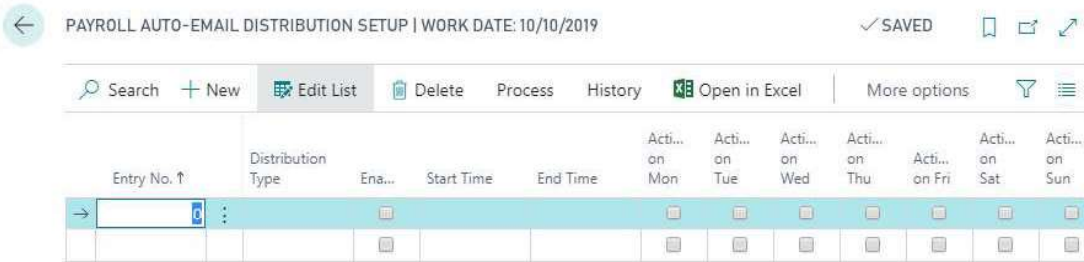
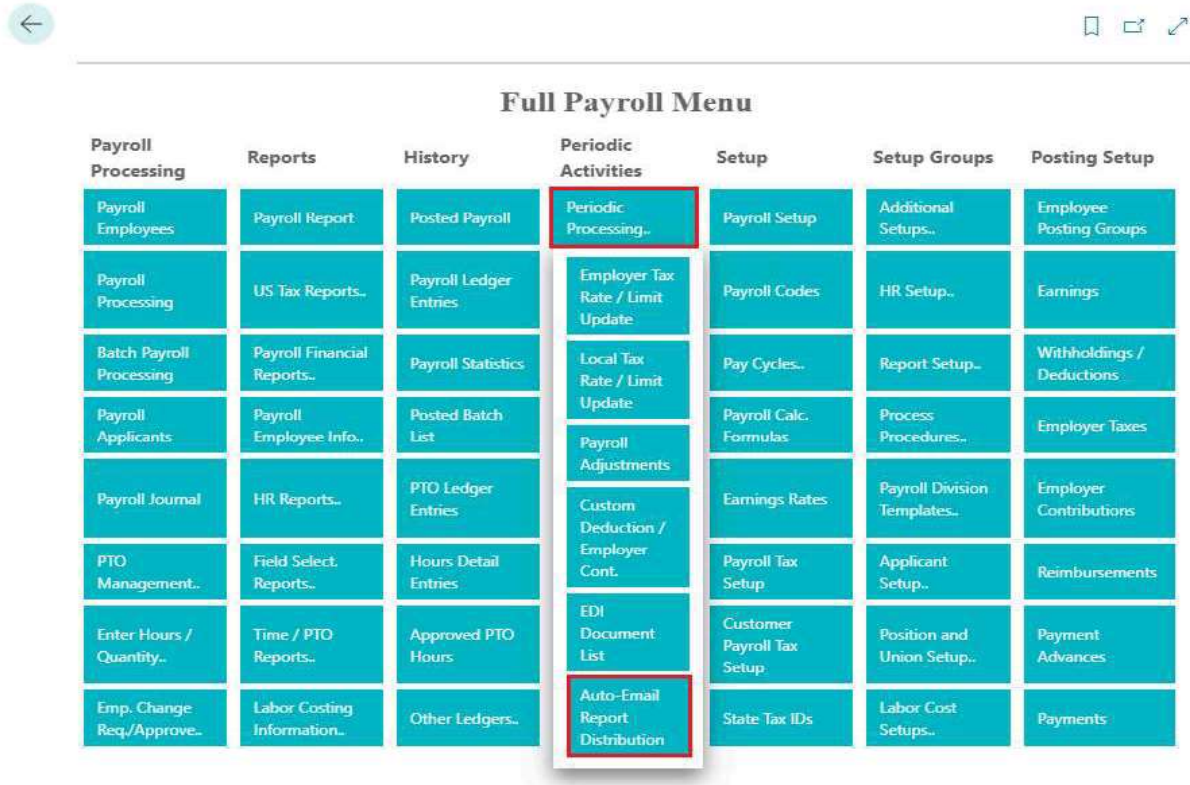
With the 'Auto – Email Distribution' you can send payroll reports to specific email addresses on a schedule and put in report parameters.

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- **ADD AUTO EMAIL DISTRIBUTION SETUP**

ACCESS 'AUTO EMAIL REPORT DISTRIBUTION'

- Full Payroll Menu
- Periodic Processing
- Auto Email Report Distribution



ADD AUTO EMAIL DISTRIBUTION SETUP

Once you have opened the Auto Email Distribution screen;

- Enter an Entry No.
- Enter a 'Start Time'

- Enter an 'End Time'
- Check off which days you want to run the report

← PAYROLL AUTO-EMAIL DISTRIBUTION SETUP | WORK DATE: 10/10/2019 ✓ SAVED

Search + New Edit List Delete Process History Open in Excel More options

Entry No. ↑	Start Time	End Time	Acti... on Mon	Acti... on Tue	Acti... on Wed	Acti... on Thu	Acti... on Fri	Acti... on Sat	Acti... on Sun	Frequency	Frequ... Formu
→ 0	9:00:00 AM	10:00:00 AM	☐	☒	☐	☐	☒	☐	☐	Formula	

- Scroll Right
- Select a 'Frequency'. If you select 'Formula' enter a Forumula in 'Frequency Formula'
- Enter a 'File Name'
- Enter an 'Email Title'

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Entry No. ↑	File Name	Next Scheduled Date/Time	Done Date/Time	E-mail Title	Re...
→ 0	State Tax Report		1/1/2030 12:00 AM	Weekly State Tax Report	

- Scroll Right
- Enter 'Recipient' email
- Enter 'CC Recipient' email
- Enter a 'Payroll Report Code'

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Entry No. ↑	Recipients	CC Recipients	Payroll Report Code	Output Ty
→ 0	test@abc.com	support@abc.com	SUTA	PDF

- Scroll Right
- Select an 'Output Type'
- Enter a 'Start Date Formula' if necessary
- Enter an 'End Date Formula' if necessary

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Entry No. ↑	Payroll Report Code	Output Type	Start Date Formula	End Date Formula
→ 0	SUTA	PDF		