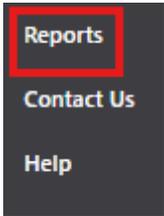


Employer Reporting Batch and Voucher Numbers

Click on the **Reports** button in the menu bar.



On the **Reports** screen, scroll to the **Employer Reporting Batches and Vouchers** option and click **Select**. This report displays batch and voucher numbers assigned to scheduled reporting batches and payment vouchers for the selected fiscal year.

Report Manager

Reports	
	Report
Select	Employee List
Select	Employer Account Activity
Select	Employer Reporting Batch Details (Original)
Select	Employer Reporting Batch Details (Posted)
Select	Employer Reporting Batch Summary
Select	Employer Reporting Batches and Vouchers
Select	Employer Reporting Exceptions

In the **Report Criteria** section, enter the fiscal year and click **Submit Report**.

Report Criteria

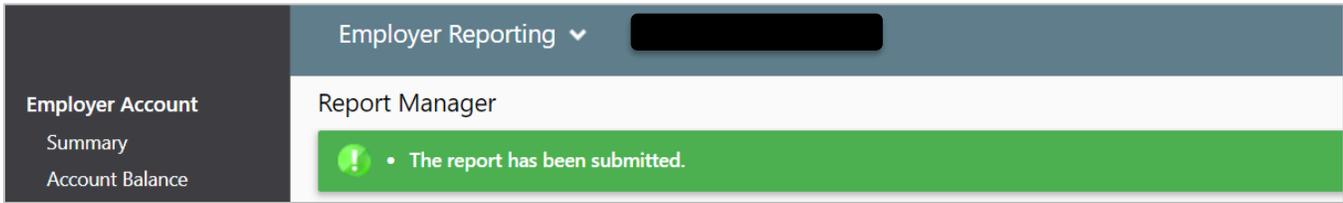
Fiscal Year:

Report Options

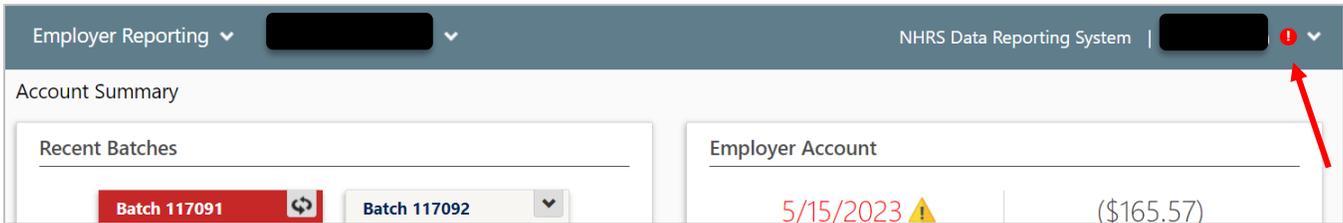
Comments:

Format Report As:

You will then see the message below.



When the report is ready, you will receive a **User Alert**, which is indicated by an exclamation point in a red circle next to your name in the top right corner of the DRS. Click on the arrow to open the **User Alert**.



When you open the alert, a window will pop up containing a link to the report. Click on the name of the report to open it. **Note:** Recently generated reports also will be listed under **My Report History** on the Reports page.

