

SinglePoint Outsourcing

How to View Payroll Invoices

Step 1. Once inside the Worklio portal click on the PAYROLL or PAYROLL OVERVIEW button. Both will take you to the same page.



Step 2. Click on the HISTORY tab near the top of the page. (Note: the payroll overview page will likely be blank, this is normal.)







Step 3. Select the year and month for the invoice that you are looking for. **Step 4.** Click on the 3 (...) dots next to the payroll cycle you want to view the invoice for. Then click on INVOICES.

A DASHBOARD				
	S Payroll Overview History			
E COMPANY	Payroll History			
(S) PAYROLL	- YEAR MONTH			
	Q Search			
Ē	Actions Rule/Type			
REPORTS	Q Detail Reports Bi weekly A			
	Notes			
C SETTINGS	Files Invoices			

Step 5. From here you can view the invoice, if you want to download a PDF copy you can click on DOWNLOAD.

Invoices		
INVOICE NUMBER		
210302990012 ~		
General		
invoice Number	210302990012	
Due Date	06/11/2021	
^D ay Date	06/11/2021	
nvoice Format	Basic	
vlessage		
Detail		5 Downloa
Description		Amount
Gross Wages		\$10,438.47
Social Security Tax		\$644.63
Medicare Tax		\$150.76
Administration Fees		\$47.52
GROSS PAYROLL AMOU	NT	\$11,281.38
Client Billing For Employe	r Benefits	\$2,235.75
Less Returned Employee	Deductions	-\$2,277.03
Delivery Fee		\$11.50
TOTAL INVOICE		\$11,251.60
Bi weekly A / Run #21030	2990012	CLOSE



Step 6. Click ok to SAVE the PDF.

Opening Invoice_210302990012_07-09-2021-09-55-AM-PDT.pdf			
You have chosen to open:			
Invoice_210302990012_07-09-2021-09-55-AM-PDT.pdf			
which is: Portable Document Format (PDF) (35.0 KB)			
from: https://spc-demo.worklio.com			
What should Firefox do with this file?			
Open with Firefox			
○ Open with Adobe Acrobat DC (default)			
Save File			
Do this <u>a</u> utomatically for files like this from now on.			
6			
OK Cancel			