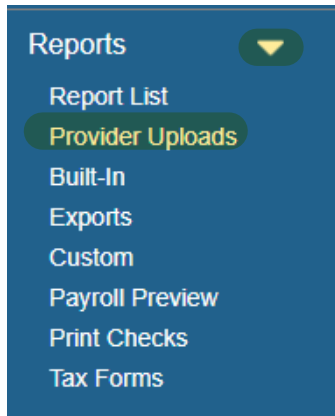


CPO Phoenix – View Provider Uploads

When a payroll is finalized and processed, designated payroll reports are uploaded to CyberPay Online Phoenix. Click on the arrow next to the word **Reports** to access a drop down menu and click **Provider Uploads**:



Click on the file name to view or download the report that you want. The most recent payroll reports will be listed first, but columns can be sorted by check date, report name, or pay period dates:

Provider Uploads							
Delete	All Provider Uploads						
<input type="checkbox"/>	Action	Company	Run ID	Check Date	From Date	To Date	Open Reports
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	Time Off Accrual Report_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	Client Cover Letter_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	GL Posting Summary_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	Payroll Check Register by Department_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	GL Posting Summary_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	Payroll Totals by Department_ABCC.PDF
<input type="checkbox"/>	View	ABCC - ABC Sample Company	248	01/17/2020	01/06/2020	01/12/2020	Time Off Accrual Report_ABCC.PDF

Sometimes you must disable your pop-up blocker for the downloaded file to be displayed.