

# Reporting

Extensis promises to simplify HR by delivering personalized services and simpler technology. Our reporting delivers on both fronts. Self-service reporting is simple, fast, and efficient. When you need more, your service team is ready to ensure your needs are met.

## NEXT GENERATION HR TECHNOLOGY HELPS MOVE YOU FORWARD

HRCloud gives you all the HR data you need for day-to-day management, financial reporting, and strategic business planning. All reports are run based on inherited, role-based security levels, so you're assured your HR data is protected.



### Get More HR Data

- 100% cloud-based HRIS solution
- Real-time, detailed, useful HR data
- No more disparate HR systems requiring manual manipulation of inadequate data



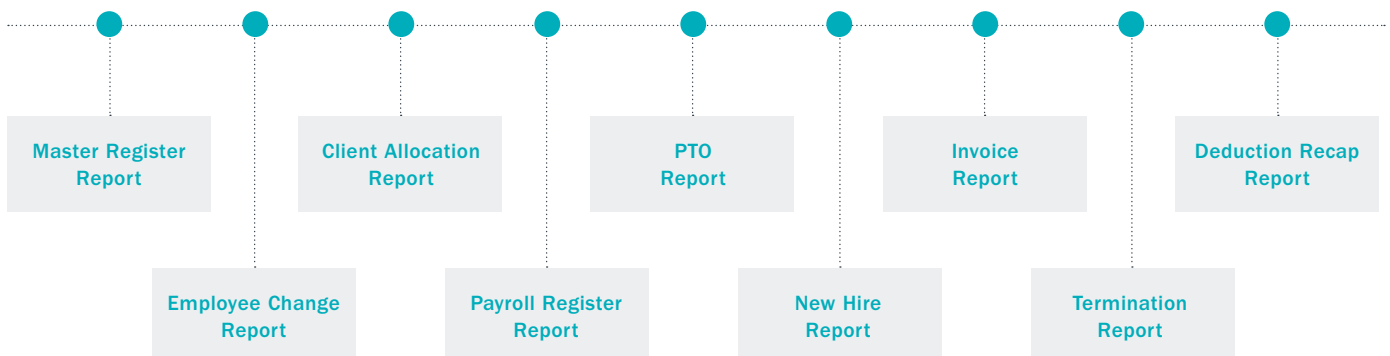
### Get Better HR Reports

- 60+ Standard Reports with wide parameters & flexible sorts
- General Ledger Export File after every payroll
- Self-Service Custom Reports sourced with all your HR data
- Specialized Reports crafted by report experts

HRCloud's expansive reporting will help you progress from data to information to knowledge, so you can perfect your proactive HR decision making. Simply print PDFs of your reports or export your data to Excel for more detailed analysis. The insights you gain can help you make better business decisions in many important areas, such as benefit costs, workforce planning, talent acquisition, employee retention, productivity leakage, and risk management.

### For Day-to-Day Management, Choose from 60+ Standard Reports

HRCloud puts you in control—quickly pulling from all your HR data to generate the payroll, HR, and benefits reports you select. With over 60 Standard Reports, you have more opportunities to effortlessly get exactly what you need. Here's some of our most frequently used Standard Reports:



Once you've selected and modified a report, you can save it to run as often as you'd like with updated, real-time data.



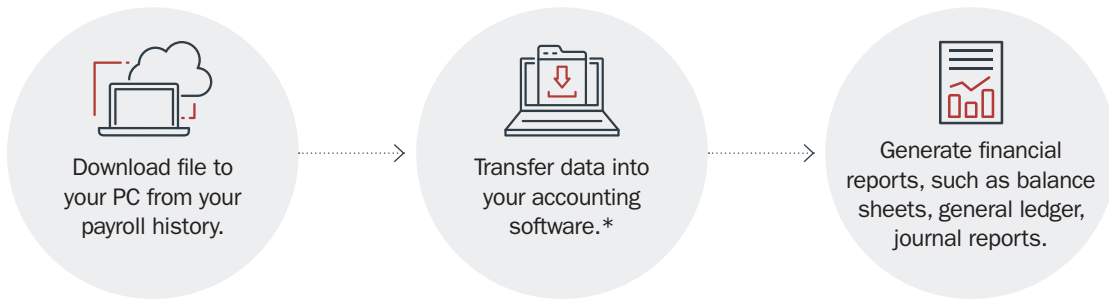
1.888.473.6398



ExtensisGroup.com

## For Up-to-Date Financial Reporting, Export Your General Ledger Data

Our report specialists will design your General Ledger Export File for you. It will be automatically generated after every payroll. When you're ready, just follow these steps:



\*Compatible with accounting software like Intuit QuickBooks, Microsoft Dynamics Great Plains, or Sage Accounting.

## Need a Different Report? Use HRcloud's Self-Service Custom Reporting

Use our data retriever technology to quickly create reports that incorporate any other combination of your HR data. Use current or cumulative data from a wide range of categories, such as employee data, employee and employer taxes, payroll data, earnings data, and payroll deductions. Once your report is set up, you can run it or modify it on demand.

**Creating a new report is as easy as 1, 2, 3.**

1. Select the client(s).
2. Select employee data fields.
3. Select payroll attributes.

The screenshot shows the 'Data Retriever' interface with three main sections: 'Step 1 - Select Client(s)', 'Step 2 - Add Fields', and 'Step 3 - Add Totals'. Step 1 shows a list of clients with checkboxes. Step 2 shows a list of data fields with checkboxes. Step 3 shows a list of report categories with checkboxes. A calendar is visible for date selection.

## For More Specialized Reports, Just Contact Us

Occasionally, reporting needs go beyond our comprehensive self-service reporting.

Contact your service team and one of our experts will work with you to understand your needs and goals. Then, using data management best practices, they'll create a specialized report to fit your requirements. Once created, you'll be able to run it on demand.

## CONTACT OUR EXPERTS TO LEARN MORE



1.888.473.6398



ExtensisGroup.com

© 2018 The Extensis Group LLC. All Rights Reserved.

Extensis is a registered servicemark of The Extensis Group LLC, Woodbridge, NJ 07095

XXXXBC XXXX18

**Extensis**<sup>®</sup>  
We promise to simplify HR<sup>®</sup>