

Employee Field Selection and Ledger Field Selection

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Synopsis:

This manual will walk you through setting up a Field Selection Report. These reports give you the tools to create ad hoc reports that pull data from unique tables and fields from within Business Central. The Employee Field Selection Report and Ledger Field Selection Report are built the same way with the same interface screen. The only difference between these reports is that the Employee Field Selection Report groups by employee and the Ledger Field Selection Report shows you all detail in the payroll ledger.

STEP 1. CREATE FIELD SELECTION CODES

The first step in this process is to create Field Selection Report Codes. Access this section by:

- Full Payroll Menu
- Report Setup
- Field Selection Codes



- Once opened, create 'Field Selection Report Codes'.

FIELD SELECTION REPORT CODES | WORK DATE: 10/10/2019

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Code ↑	Description
→ EMP FIELD REPORT	Test Report
PAYROLL LEDGE REP	Test Report Payroll Ledger

STEP 2. ACCESS THE 'FIELD SELECTION REPORTS SETUP'

- Full Payroll Menu
- Field Report Setup
- Then select the 'Emp Field Selection' or 'Ledger Field Selection'

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing...	Payroll Setup	Additional Setups...	Employee Posting Groups
Payroll Processing	US Tax Reports...	Payroll Ledger Entries	Financial Periodic Activities...	Payroll Codes	HR Setup...	Earnings
Batch Payroll Processing	Payroll Financial Reports...	Payroll Statistics	ACA Compliance...	Pay Cycles...	Report Setup...	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info...	Posted Batch List	Web Portal Documents...	Payroll Calc. Formulas	Payroll Report Layouts	Employer Taxes
Payroll Journal	HR Reports...	PTO Ledger Entries	Create Emp. Info. from Template...	Earnings Rates	Report Layout Groups	Employer Contributions
PTO Management...	Field Select. Reports...	Hours Detail Entries	Time Transfer Reports...	Payroll Tax Setup	Official Payroll Reports	Reimbursements
Enter Hours / Quantity...	Time / PTO Reports...	Approved PTO Hours	Labor Cost Updates...	Customer Payroll Tax Setup	Payroll Check Layouts	Payment Advances
Emp. Change Req./Approve...	Labor Costing Information...	Other Ledgers...	Automatic Data Migration...	State Tax IDs	Field Selection Codes	Payments
					Emp. Field Selection	
					Ledger Field Selection	

- Once you select either report setup, this report setup screen will open:

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Table ↑	Caption	Field ID ↑	Field Caption	Column Order ↑
→ EMP FIELD	:		0		0

- Select a report code you wish to apply to this report setup. You can always add a new code by clicking 'New'

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Table ↑	Caption	Field ID ↑	Field Caption	Column Order ↑
→ EMP FIELD	:		0		0

Code ↑ Description

→ EMP FIELD REPORT Test Report

PAYROLL LEDGE REP Test Report Payroll Ledger

+ New Select from full list

- You can now select a table from Business Central that you wish to pull data from and then enter Caption

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Table ↑	Caption	Field ID ↑	Field Caption	Column Order ↑
→ EMP FIELD RE...	▼		0		0

Payroll Employee

Employee Salary

Position by Effective Date

Payroll Ledger Type/Code(s) 1

Payroll Ledger Type/Code(s) 2

Payroll Ledger Type/Code(s) 3

Payroll Ledger Type/Code(s) 4

Payroll Ledger Type/Code(s) 5

Payroll Ledger Type/Code(s) 6

- You can then select a Field ID from the previously select table. Once you do this the 'Field Caption' will auto populate with that field ID's caption

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Table ↑	Caption	Field ID ↑	Field Caption	Column Order ↑
→ EMP FIELD RE...	Payroll Emplo	Payroll Employee	0 ▼	...	0

TableNo ↑ ▼

No. ↑

→ 14141103 1

14141103 2

14141103 3

14141103 4

14141103 5

14141103

Select from full list

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Caption	Field ID ↑	Field Caption	Column Order ↑	Payroll Type
→ EMP FIELD RE...	Payroll Employee	4	Address	1	

- You can then determine the column order in which you wish it to appear and then apply additional filters as needed:

REPORT LAYOUT FIELDS GROUP BY EMPLOYEE | WORK DATE: 10/10/2019 ✓ SAVED

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Report Code ↑	Column Order ↑	Payroll Type	Payroll Code Filter	Exe... from Fed... WH	Exe... from Social Sec...	Exe... from Me...	Exe... from FUTA	Exe... from State Inco...
→ EMP FIELD RE...	1		...	☐	☐	☐	☐	☐

- When you are finished, simply hit the back button to save the report settings. You can then access this report in the 'Reports > Field Selection Reports' area of the Full Payroll Menu