

Field Selection Reports

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Synopsis:

The Employee and Payroll Ledger 'Field Selection Reports' are adhoc reporting tools. The Employee Information Field Selection Report groups by employee and the Payroll Ledger Field Selection Report shows you every detail in the payroll ledger.

These sections within the 'Reports' column assume that you have already created reports with affiliated codes in the 'Report Setup' section. To learn about building a report, please review the 'Emp. Field Selection' and 'Ledger Field Selection' section of the 'Setup Groups > Report Setup' manual.

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ACCESS THE 'FIELD SELECTION REPORTS'

- Full Payroll Menu
- Field Selection Reports
- Then select the 'Employee Information Field Selection Report' or 'Payroll Ledger Field' report



FIELD SELECTION REPORTS

- When you select 'Field Selection Reports' you can select from your predetermined 'Report Codes'

FIELD SELECTION REPORT - BY EMPLOYEE

Options

Report Code ▼

Set All Amounts to Positive

Show Header

Start Date

End Date

Skip Employees Without ... ☒

Filter: Payroll Employee

× No. ▼

× Blocked ▼

× Manager User ID ×

Send to... Print Preview Cancel

Code ↑ Description

→ EMP FIELD REPORT Test Report

PAYROLL LEDGE REP Test Report Payroll Ledger

+ New Select from full list

Setup Groups Posting Setup

Process Procedures... Employer Taxes

Payroll Division Templates... Employer Contrib

Applicant Setup... Reimbursements

Position and Union Setup... Payment Advanc

Labor Cost Setups... Payments

- Then utilize the available options and filters to scope the report to your requirements

FIELD SELECTION REPORT - BY EMPLOYEE

Options

Report CodeEMP FIELD REPORT

Set All Amounts to Positive

Show Header

Start Date1/1/2019

End Date12/31/2019

Skip Employees Without ...

Filter: Payroll Employee

× No.

× Blocked

× Message User ID

Send to...

Print

Preview

Cancel

PAYROLL LEDGER FIELD SELECTION REPORT

- When you select 'Payroll Ledger Field Selection Report' you can select from your predetermined 'Report Codes'

PAYROLL LEDGER FIELD SELECTION REPORT - DETAILED

Options [Show more](#)

Report Code

Group by Payroll Code

Set All Amounts to Positive ☐

Show Header ☐

As Of Date

Filter: Payroll Ledger Entry

× Employee No.

× Payroll Type

× Payroll Code

✓ Payment Date

Code ↑	Description
EMP FIELD REPORT	Test Report
→ PAYROLL LEDGER REP	Test Report Payroll Ledger
+ New	Select from full list

- Then utilize the available options and filters to scope the report to your requirements

PAYROLL LEDGER FIELD SELECTION REPORT - DETAILED

Options [Show more](#)

Report Code

PAYROLL LEDGE REP

Group by Payroll Code

☐

Set All Amounts to Positive

☐

Show Header

☒

As Of Date

10/10/2019

Filter: Payroll Ledger Entry

× Employee No.

× Payroll Type

× Payroll Code

× Payment Date

Send to...

Print

Preview

Cancel