

Payroll Report

Modified on: Tue, 21 Dec, 2021 at 2:32 PM

Synopsis:

'Payroll Reports' give the end user the power to create a report with any combination of payroll codes within the system. You can group the payroll codes into custom layouts that you can save for later use.

The PAYROLL REPORT Manual will explain the following:

TABLE OF CONTENTS

- How to RUN A PAYROLL REPORT
- How to CONFIGURE PAYROLL REPORT LAYOUT

How to RUN A PAYROLL REPORT

Step 1. Open Payroll Reports

Select 'Payroll Report' from Full Payroll Menu



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	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours /	Time / PTO	Approved PTO	Labor Cost	Customer Payroll Tax	Position and	Payment

Step 2. Select Report Options

- In 'OPTIONS' tab, click on 'SOURCE' drop down arrow and select report source

PAYROLL REPORT

Options

Source Open Documents ▼

Level Open Documents
Ledger Entries

Group By Payroll Code ▼

Subtotal By ▼

Custom Layout ▼

Group Earnings ☒

Print Details ☒

Official Use ☒

Show Hours Worked ☒

Use Posting Date ☒

CSV Format ☒

Send to... Print Preview Cancel

'Open Documents' are defined as documents that have NOT posted to your ledger

'Ledger Entries' are defined as documents that HAVE posted to your ledger

- In 'OPTIONS' tab, click on 'LEVEL' drop down arrow and select appropriate level.

PAYROLL REPORT

Options

Source Open Documents ▼

Level Employee ▼

Group By Employee
Employee Posting Group
Payroll Division Code
State

Subtotal By

Custom Layout ▼

Group Earnings ☒

Print Details ☒

Official Use ☒

Show Hours Worked ☒

Use Posting Date ☒

CSV Format ☒

Send to... Print Preview Cancel

- Click on 'GROUP BY' drop down arrow and select preferred grouping

PAYROLL REPORT

Options

Source Open Documents ▼

Level Employee ▼

Group By Payroll Code ▼

Subtotal By Payroll Code

Custom Layout Entry Type

Group Earnings ☒

Print Details ☒

Official Use ☒

Show Hours Worked ☒

Use Posting Date ☒

CSV Format ☒

Send to... Print Preview Cancel

- In 'OPTIONS' tab, click on 'SUBTOTAL BY' drop down arrow and select appropriate subtotal.

PAYROLL REPORT

Options

Source Open Documents ▼

Level Employee ▼

Group By Payroll Code ▼

Subtotal By Employee Posting Group ▼

Custom Layout Employee Posting Group

Group Earnings Payroll Division Code

Print Details State

..... Month

..... Quarter

..... Year

Official Use ☒

Show Hours Worked ☒

Use Posting Date ☒

CSV Format ☒

Send to... **Print** **Preview** **Cancel**

- If you plan to use a custom layout for the report, click on 'CUSTOM LAYOUT' drop down arrow and select preferred custom layout.

PAYROLL REPORT

Options

Source: Open Documents

Level: Employee

Group By: Payroll Code

Subtotal By: Employee Posting Group

Custom Layout: [Dropdown]

Group Earnings: [Dropdown]

Print Details: [Dropdown]

Official Use: [Dropdown]

Show Hours Worked: ☐

Use Posting Date: ☐

CSV Format: ☐

Buttons: Send to... Print Preview Cancel

Posting Setup

- Employee Posting Groups
- Earnings
- Contributions
- Reimbursements
- Payment Advances

Code ↑	Description
→ EFTPS	IRS EFTPS Deposits
+ New Select from full list	

- Set 'GROUP EARNINGS' to true to group earnings in report
- Set 'PRINT DETAILS' to true to print details in report

Step 3. Adjust Filters

In 'FILTERS' tab there are 8 default filters available.

PAYROLL REPORT

Filter: Filters

×

Employee No.

×

Payroll Code

×

Payroll Type

×

Payment Date

×

Posting Date

×

Document No.

×

State

×

Reversed

+

Filter...

Send to...

Print

Preview

Cancel

To ADJUST the FILTER FIELDS:

- Click drop down arrow on field you wish to change
- Select an alternate field from the available options
- If you do not see your desired field, click 'ADDITIONAL' at the bottom of the drop down menu and then select your desired field.

To ENTER FILTER VALUES:

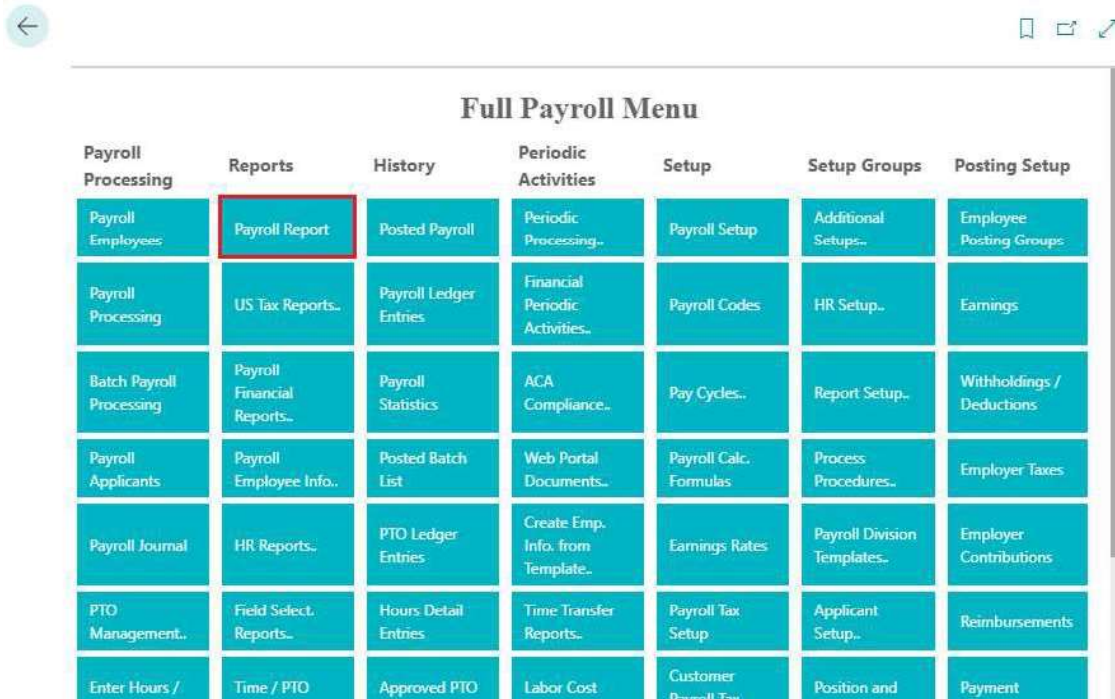
- Select the field to the right of the filter you wish to add values
- Enter values or select values from the drop down menu

Step 4. Preview

- In bottom right hand corner, click 'Preview' button to preview report layout.

Step 5. Print or Export Report

- In bottom right hand corner, click 'Print' button.
- Select preferred print option to print
- Select 'Microsoft Excel' to export to excel

How to CONFIGURE PAYROLL REPORT LAYOUT**Step 1. Open Payroll Reports**


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	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours /	Time / PTO	Approved PTO	Labor Cost	Customer Payroll Tax	Position and	Payment

Step 2. Open CUSTOM LAYOUT WINDOW

- Select 'CUSTOM LAYOUT' drop down arrow.
- Select 'SELECT FROM FULL LIST'.

PAYROLL REPORT

Options

Source Open Documents ▾

Level Employee ▾

Group By Payroll Code ▾

Subtotal By Employee Posting Group ▾

Custom Layout ▾

Group Earnings ☐

Print Details ☐

Official Use ☐

Show Hours Worked ☒

Use Posting Date ☒

CSV Format ☒

Send to... Print Preview Cancel

Code ↑	Description
→ EFTPS	IRS EFTPS Deposits

+ New

Select from full list

- Select "NEW" to open new Custom Layout
- Select 'MANAGE" to edit an existing layout

Search + New Manage Open in Excel

SELECT - PAYROLL REPORT LAYOUTS

Code ↑	Description
→ EFTPS	IRS EFTPS Deposits

OK Cancel

- The 'PAYROLL REPORT LAYOUT' table will open



Payroll Report Layout

General

Code		Show Hours Worked	☒
Description		Use Posting Date	☒
Source	Open Documents ▾	Split by Dimensions	☒
CSV Format	☒	Dimension Filters	...
Level	Employee ▾	Group by Entry Type	☒
SubTotal		Replace State with De... ..	☒
Print Details	☒		

Groups

Group 1		Group 5	
Group 1 Caption		Group 5 Caption	
Group 2		Group 6	
Group 2 Caption		Group 6 Caption	
Group 3		Group 7	
Group 3 Caption		Group 7 Caption	
Group 4		Group 8	
Group 4 Caption		Group 8 Caption	

Group Calculations >

General Tab:

The 'GENERAL TAB' allows you to create a code for the report and determine basic setups for the report related to the data source, the reporting , level, export format etc.

- In 'GENERAL' tab enter a 'CODE' and 'DESCRIPTION'.
- Select appropriate 'SOURCE' from drop down arrow to determine if you want to run the report on 'Open Documents' or 'Ledger Entries'
- Set 'CSV FORMAT' to True to export in CSV Format
- Select a 'LEVEL' form the available options
- Select 'PRINT DETAILS' box to make 'PRINT DETAILS' a default setting for your layout

The screenshot shows the 'Payroll Report Layout' window with the 'General' tab selected. The interface includes a top bar with navigation icons (back, edit, add, delete) and a 'SAVED' status indicator. The 'General' tab contains the following fields and controls:

General	
Code	FWI
Description	FEederal withholding
Source	Open Documents
CSV Format	☐
Level	Employee
SubTotal	
Print Details	☐
Show Hours Worked ---	☐
Use Posting Date	☐
Split by Dimensions	☐
Dimension Filters	...
Group by Entry Type ---	☐
Replace State with De...	☐

Below the 'General' tab, the 'Groups' section is partially visible.

Groups Tab:

The 'GROUPS TAB' allows you to group and filter payroll codes that will be used in the report. This section gives the user the ability to configure the codes to the unique reporting requirements of the business

To Create or Edit Group Codes

- In 'GROUPS' tab select drop down in Group 1 field
- Select 'SELECT FROM FULL LIST' to see full code list

Groups

Group 1 Group 5

Group 1 Caption

Group 2

Group 2 Caption

Group 3

Group 3 Caption

Group 4

Code ↑	Description	Type	Caption
→ FEDERAL I...	Fed Tax WH		Fed Tax WH
FICA - MED...	Medicare		Medicare
FICA - SOCL...	Social Security		Social Security
TEST			
+ New			

Select from full list

- From this screen you can select '+NEW' to create a new Group Code or select 'EDIT LIST' to edit an existing code

Search

SELECT - PAYROLL REPORT LAYOUT GROUPS

Code ↑	Description	Type	Caption	Reverse Sign	Exempt from Federal WH	Exe... from Social Sec...	Exe... from Me...	Exe... from FUTA
→ FEDERAL I...	Fed Tax WH		Fed Tax WH	☐	☐	☐	☐	☐
FICA - MED...	Medicare		Medicare	☐	☐	☐	☐	☐
FICA - SOCL...	Social Security		Social Security	☐	☐	☐	☐	☐
TEST				☐	☐	☐	☐	☐

OK Cancel

PPR-013

- By clicking '+NEW' a new Code field will open. Enter a code and a description.
- If needed you can select a 'TYPE'. The TYPE field will designate that all payroll codes of that type will be part of the calculation attributed to this GROUP CODE. For example if you select Type 'Earnings', then all Earnings codes will be combined in the calculation for the Group Code.
- If 'TYPE' is selected, you can utilize the check boxes to the right to filter exemptions for that code

Search + New Edit List Delete Payroll Codes Open in Excel

SELECT - PAYROLL REPORT LAYOUT GROUPS

Code ↑	Description	Type	Caption	Reverse Sign	Exempt from Federal WH	Exe... from Social Sec...	Exe... from Me...	Exe... from FUTA
FEDERAL IN...	Fed Tax WH		Fed Tax WH	☐	☐	☐	☐	☐
FICA - MEDI...	Medicare		Medicare	☐	☐	☐	☐	☐
FICA - SOCI...	Social Security		Social Security	☐	☐	☐	☐	☐
→ NEW CODE	new codes setup	Earnings	new codes setup	☐	☒	☒	☐	☐
TEST				☐	☐	☐	☐	☐

Earnings
 Deduction
 Withholding
 Employer Tax
 Direct Deposit
 Payment
 Employer Contribution
 Reimbursement / Draw
 Advance / Loan

OK Cancel

- then click the page action 'PAYROLL CODES'

Search + New Edit List Delete Payroll Codes Open in Excel

SELECT - PAYROLL REPORT LAYOUT GROUPS

Code ↑	Description	Type	Caption	Reverse Sign	Exempt from Federal WH	Exe... from Social Sec...	Exe... from Me...	Exe... from FUTA
FEDERAL IN...	Fed Tax WH		Fed Tax WH	☐	☐	☐	☐	☐
FICA - MEDI...	Medicare		Medicare	☐	☐	☐	☐	☐
FICA - SOCI...	Social Security		Social Security	☐	☐	☐	☐	☐
→ NEW CODE	new codes setup		new codes setup	☐	☐	☐	☐	☐
TEST				☐	☐	☐	☐	☐

OK Cancel

- Once in the 'Payroll Report Layout Group Codes' table, you can begin selecting payroll codes that will be attributed to the Report Layout Group Codes.
- Select a 'Payroll Type'

Search + New Edit List Delete Suggest Payroll Codes Open in Excel

EDIT - PAYROLL REPORT LAYOUT GROUP CODES

Payroll Type ↑	Payroll Code ↑	Description	Reverse Sign
→ Earnings			☐
			☐

Earnings
Deduction
Withholding
Employer Tax
Direct Deposit
Payment
Employer Contribution
Reimbursement / Draw
Advance / Loan

Close

- Then select 'Payroll Code' from the available options.

Search + New Edit List Delete Suggest Payroll Codes Open in Excel

EDIT - PAYROLL REPORT LAYOUT GROUP CODES

Payroll Type ↑	Payroll Code ↑	Description	Reverse Sign
→ Earnings			☐
			☐

Code ↑ Description

PERSONAL DAY Personal Day

PIECE RATE 2 Piece Rate 2

PIECE RATE1 Piece Rate 1

REGULAR Regular

SICK PAY Sick Pay

VACATION PAY Vacation Pay

+ New Select from full list

Close

- From here, you can add as many different Payroll Types and Payroll Codes as is necessary for this particular report.
- Once you have the payroll codes set up, you can click 'CLOSE' to save the settings.

To Edit Group Calculations

This section of the report can be used to limit group columns to a certain amount and its useful for checking taxes that have limits such state unemployment taxes.

- Select the group you wish to limit
- Enter a limit value
- Enter a value to multiply that value
- Click the 'Back' button in the top left corner to save your 'Group Calculation' settings of the Payroll Report Layout

Group Calculations

GROUP 1:

Limit Group 1 1 ▼

Limit Value 1 9,000.00

Multiply By Value 14

GROUP 2:

Limit Group 2 ▼

Limit Value 2 0.00

Multiply By Value 2 0.00

GROUP 3:

Limit Group 3 ▼

Limit Value 3 0.00

Multiply By Value 3 0.00