

# Report Setup

Modified on: Thu, 23 Dec, 2021 at 1:47 PM

## Synopsis:

Report Setups allows you to set up Payroll Report Layouts, Report Layout Groups, Check Layouts and Field Selection Reports. This manual will walk you through Payroll Report Layouts, Report Layout Groups and Payroll Check Layouts.

## TABLE OF CONTENTS

- **PAYROLL REPORT LAYOUTS**
- **REPORT LAYOUT GROUPS**
- **PAYROLL CHECK LAYOUTS**

To access Report Setup:

- Full Payroll Menu
- Setup Groups Column
- Report Setup

| 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   |                           |

## PAYROLL REPORT LAYOUTS

Payroll Report Layouts allow users to create payroll reports in their desired layout and save those reports for future use. For a manual on how to set up a payroll report, please review 'Payroll Report' in the 'Reports' section of this manual.

From the 'Payroll Report Layouts' you can edit or create a new Payroll Report Layout.

To create a new report; open 'Payroll Report Layouts', then click 'New' and the 'Payroll Report Layout' setup will open



The screenshot shows the 'Payroll Report Layout' setup form. At the top is a title bar with a back arrow, an edit icon, a plus icon, a trash icon, and window management icons. The form is divided into two sections: 'General' and 'Groups'. The 'General' section contains the following fields and controls:

- Code: A text input field with a red asterisk indicating it is required.
- Description: A text input field.
- Source: A dropdown menu with 'Open Documents' selected.
- CSV Format: A toggle switch.
- Level: A dropdown menu with 'Employee' selected.
- SubTotal: A dropdown menu.
- Print Details: A toggle switch.
- Show Hours Worked: A toggle switch.
- Use Posting Date: A toggle switch.
- Split by Dimensions: A toggle switch.
- Dimension Filters: A button with three dots.
- Group by Entry Type: A toggle switch.
- Replace State with De...: A toggle switch.

The 'Groups' section is currently empty.

## REPORT LAYOUT GROUPS

Report Layout Groups is where you can create the 'Codes' that can be brought into the Payroll Report Layouts.

Open Report Layout Groups and enter a code in the 'Code' field. Enter a description and add a caption of necessary. Then click 'Payroll Codes' page action to add payroll codes to the Report Layout Group code

← PAYROLL REPORT LAYOUT GROUPS | WORK DATE: 10/10/2019 ✓ SAVED

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

| Code            | Description ↑   | Type     | Caption         | Reverse Sign             | Exempt from Federal WH              | Exe... from Socia Sec...            |
|-----------------|-----------------|----------|-----------------|--------------------------|-------------------------------------|-------------------------------------|
| TEST            |                 |          |                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| → FEDERAL IN... | Fed Tax WH      |          | Fed Tax WH      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| FICA - MEDI...  | Medicare        |          | Medicare        | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NEW CODE        | new codes setup | Earnings | new codes setup | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| FICA - SOCI...  | Social Security |          | Social Security | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|                 |                 |          |                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

From the 'Edit-Payroll Report Layout Group Codes' you can select the 'Payroll Type' and then the 'Payroll Code'. You can add as many payroll codes as needed to the Report Layout Groups code. Once finished click 'Close' to save settings.

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

EDIT - PAYROLL REPORT LAYOUT GROUP CODES

| Payroll Type ↑ | Payroll Code ↑     | Description | Reverse Sign                        |
|----------------|--------------------|-------------|-------------------------------------|
| → Withholding  | FEDERAL INCOME TAX | Federal W/H | <input checked="" type="checkbox"/> |
|                |                    |             | <input type="checkbox"/>            |

Close

From the 'Payroll Report Layout Groups' screen you can set an other exemptions for the code ie. Exempt from Fed WH, Exempt from Social Security etc. Click the back button when you are finished.

← PAYROLL REPORT LAYOUT GROUPS | WORK DATE: 10/10/2019 ✓ SAVED

Search + New Edit List Delete Payroll Codes Open in Excel

| Code            | Reverse Sign             | Exempt from Federal WH              | Exe... from Social Sec...           | Exe... from Me...        | Exe... from FUTA         | Exe... from State Inco... | Exe... from SDI          | Excl... from Payr... Rpt. |
|-----------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|---------------------------|--------------------------|---------------------------|
| TEST            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |
| → FEDERAL IN... | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |
| FICA - MEDI...  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |
| NEW CODE        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |
| FICA - SOCI...  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |
|                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>  |

## PAYROLL CHECK LAYOUTS

A common reason for using 'Payroll Check Layouts' is that you can set 'Do Not Print Layout' to skip printing a check layout. This saves users who are using the Employee Web Portal processing / printing time since it will skip this process and immediately post the check layout to the employee web portal.

The Payroll Check Layouts also allow you to group earnings and then split earnings by positions.

← CHECK LAYOUT | WORK DATE: 10/10/2019 ✓ SAVED

### LAYOUT 1

✕ Clear All Groups

#### General

Code: LAYOUT 1

Description:

Do Not Print Layout: ☒

#### Groups

Group 1: 1-BONUS[1-HOLIDAY[1-OT...

Group 1 Caption: Earnings

Group 1 Splitting Co...: UNION CODE

Group 1 Print Total: ☐

Group 3: ...

Group 3 Caption: ...

Group 3 Splitting Co...: ...

Group 3 Print Total: ☐

