Objective

The "Payroll Report" is the monthly payroll book. It is an important element of payroll management since it allows you to automatically generate a report of all the payroll sections that have been used for the current month.

It is possible **to add additional fields** to this report in order to have this and to be able to export it to a spreadsheet if necessary.

How to do this ?

A system setting allows you to manage this very easily.
To do this, go to the 'Employer' section and click on the [Settings][v] button and select the "System variables" option.

WARNING - Using system variables incorrectly can cause major disruptions or even irreversible loss of data. You must make sure of the correct use you wish to make BEFORE modifying a system variable or carrying out any manipulation concerning them.

Then locate the **Global Variable/Payroll Report Additional fields**: its content is normally empty.
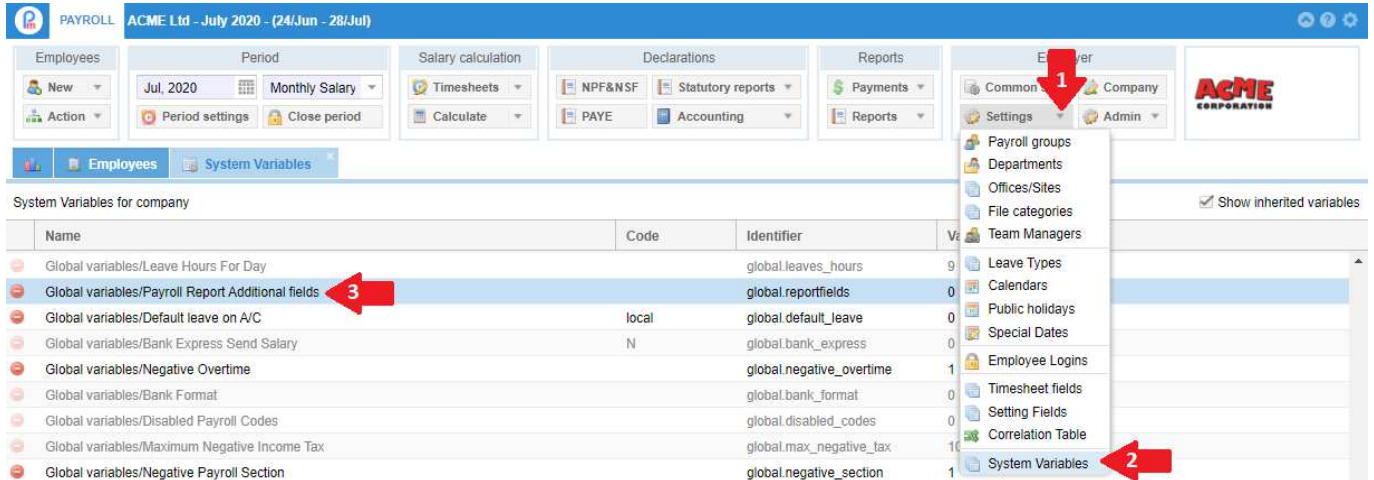
Double click on the line and go to the "Value" field and enter the value(s) below corresponding to the additional field you wish to be displayed in the report :
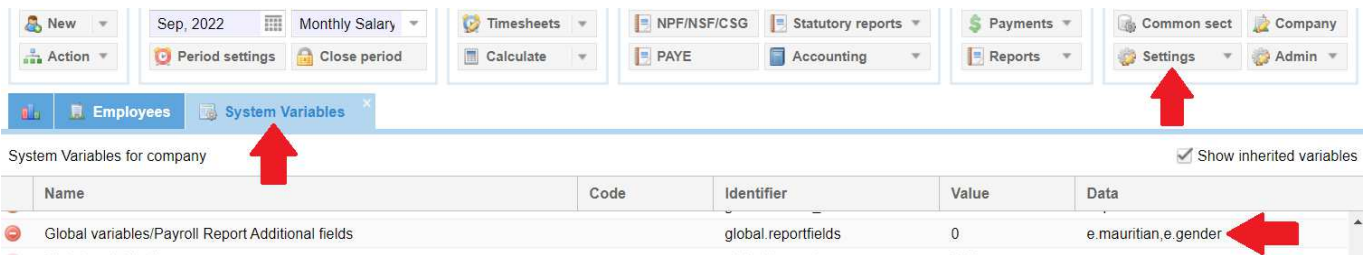
department	: gives the department of the Employee	
department_org	: gives the main department if you were using sub-departments	
currency	: gives the currency of the pay headings	
payrollgroups	: gives the payroll group of the heading	
payrollgroups_xxxx, yyyy	: gives the category of payrollgroup xxxx and yyyy	
e.dob	: Date if Birth of Employee	
e.nic	: Id card of Employee	
e.gender	: gender (m=male, F=female)	
etc...		

Note: You can enter several values separated by commas (e.g. department,currency).

You will find all the variables that can be used for the Employee by looking at their identifier, on the calculation of a payslip (an already calculated one) :

enter **e.** in the search box to display all **e**mployee variables, or
enter **t.** in the search box to display all **t**imesheet variables, or

Once you have entered the required variables, Click **[OK]** to save your entry.

Restart your Payroll Report, and it will have the additional columns shown.

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