



## 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.

The screenshot shows the payroll software interface for ACME Ltd. The 'Reports' menu is open, and the 'Payroll Report' option is highlighted with a red arrow. The main table displays payroll data for July 2020, including columns for Code, Last name, First name, Job, Arr. Date, Dep. Date, and various salary and benefit amounts.

Code	Last name	First name	Job	Arr. Date	Dep. Date	1000	2000	3000	4000	5000	6000	7000	8000	9000	10000	
00004	AUMERRALY	Priscilla	Secrétaire ...	2017-07-01...		19300.00										
00010	BEEHARRY	Sylviana	Chargée Q...	2017-02-27...		60000.00	2000.00									
00002	DOE	Jane	Directrice	2018-01-01...		43000.00	5681.82									
00001	DOE	John	Ingénieur d...	2006-01-01...		26600.00	1134.00	2660.00	2604.00	2500.00						
00009	DOE	Tom	Ingénieur	2006-01-01...		46384.40	2000.00	2000.00								
00005	DOSINGH	Vishal	Chauffeur	2016-08-17...		15300.00	20000.00									
000013	JEEBUN	Sradanund		2020-07-07...		88087.20										
00012	LUCKNATH	Vimal	Commercial	2018-10-01...		22500.00										
00006	MAINGARD	Emilie	Comptable	2016-12-12...		325000.00										
00007	SOWEE	Neerma	Designer	2016-08-10...		33000.00	3000.00									
00003	WAGNER	Richard	Technicien	2019-07-02...	2020-07-17...	17000.00	3000.00	1500.00								
Total						696171.60	13815.82	26500.00	2660.00	2604.00	2500.00	430.00				

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 ?

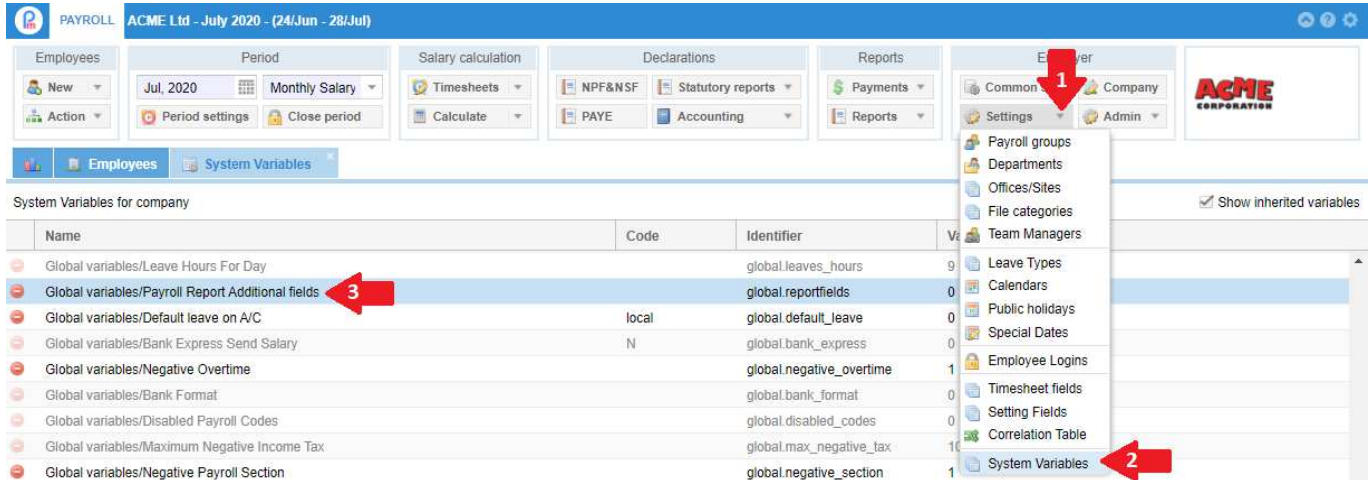
A system setting allows you to manage this very easily.

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 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

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

Click [OK] to save your entry.

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