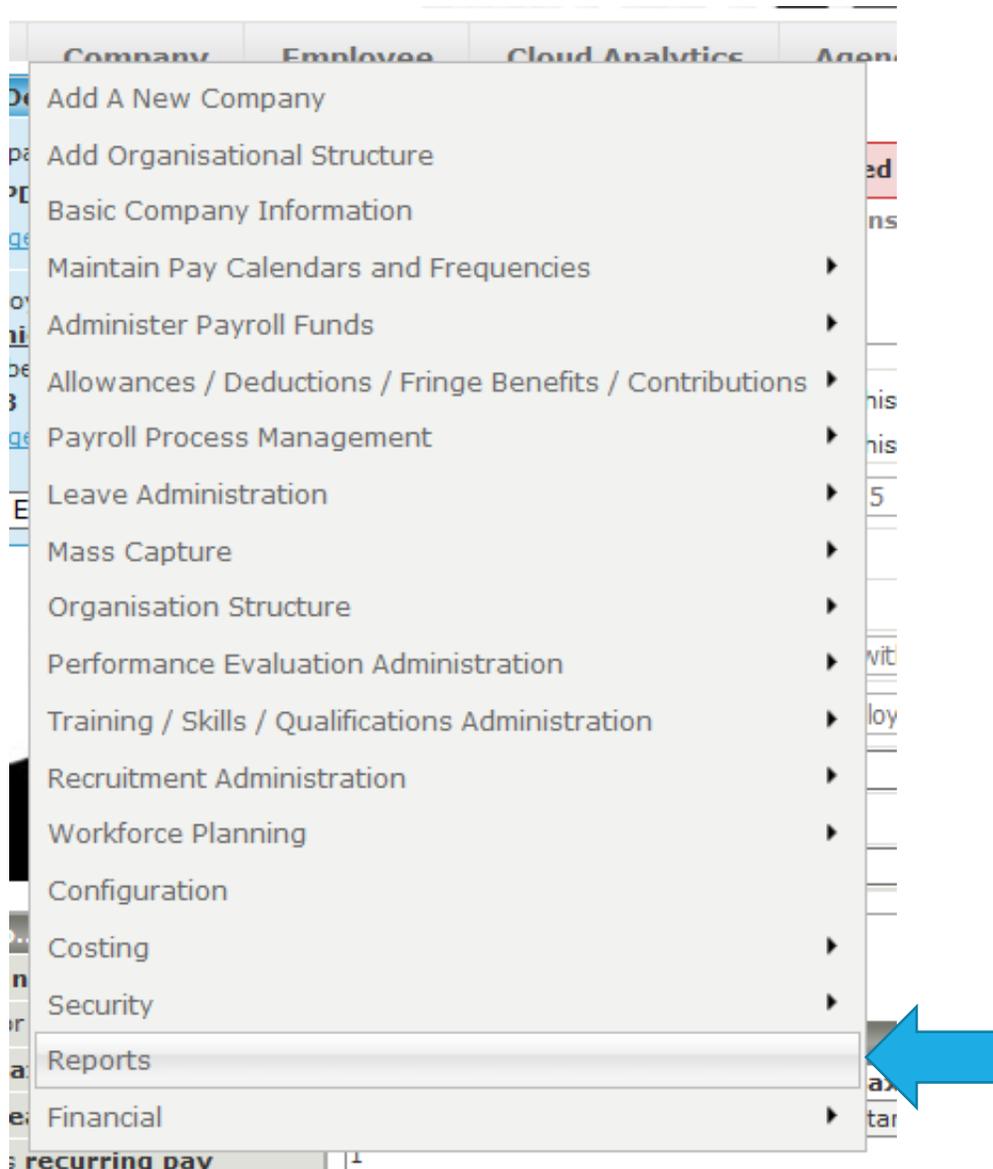


Paymaster Online Tutorial

Extracting reports

Your new employees are added, your changes are done. Now you want to see how much your staff will cost the business this month. The easiest way to do this is to look at your reports. There are many different reports for many different aspects of payroll that you want to view, but in this case I am going to go through the basic options. I suggest you extract the reports to look at the different options, and you can then decide which reports to use.

To access the reports section, click on **company** and then **reports** (almost the last option).



You will now be on a screen that looks like this:

Reports

[View your list of scheduled reports](#)

[View your list of archived reports](#)

tip - click on the report category heading to expand and collapse each section

Payroll		
Report Name	Report Description	
Arrears Report	Provides a listing of the employees Arrears amounts for a chosen run.	view
Audit Trail Report	Provides a listing of the Audit Trail results for chosen parameters.	view
Coinage Analysis	Provides a breakdown of the quantity per denomination for all employees that are paid in cash	view
Company Car report	Provides a listing of Company Car figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.	view
Component Costing Hours	Provides a side by side listing of all hours captured for an employee per component for a run.	view
Component File Extract	Provides a facility to extract run figures related to specific components for employees in various formats	view
Component Input Variance Report	Compares all input captured between two selected dates.	view
Component Once Off Adjustments Report	This report provides a list of once off component figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.	view
Component Posted Units	Similar to the component summary report however this report provides specific details regarding posted units/hours/days for each component	view
Component Report	This report provides a list of component figures per month or per run for an employee or any organisational unit/s or for all units in a particular level.	view
Component ThreshHolds Report	Provides a list of employees who have components that have exceeded a particular percentage threshold between 2 selected periods.	view

The first report I am going to extract is a payroll reconciliation report. It is basically your whole payroll on an excel spreadsheet all nice and neat.

The reports are split into 4 sections: Payroll, HR, Costing and Legislative. To see these 4 options, click on the blue Payroll heading and it will minimize.

Reports

[View your list of scheduled reports](#)

[View your list of archived reports](#)

tip - click on the report category heading to expand and collapse each section

Payroll
HR
Costing
Legislative

Our reconciliation report will be under the Payroll section. The reports list is in alphabetical order, so you need to maximize the Payroll section, and then scroll down to **P for Payroll reconciliation**



Lump Sum Report	Provides a listing of the employees Lump Sums for a chosen run.	view
Medical Report	Provides a listing of the employees Medical contributions for a chosen period.	view
Net Payment Listing	Provides a net pay list of all employee's for a certain run	view
Pay Rates Report	Provides a listing of the employees package in historical order or just the latest.	view
Payroll Reconciliation Report	Provides current figures or MTD figures of all employees components on the payslips. Typically used for reconciliation purposes.	view
Payroll Reconciliation Report in Home Currency	Provides a reconciliation of a chosen period's payslip values in each employee's home currency	view
Payroll Register Report	Provides a compact view of employees' payslips with multiple payslips per page.	view
Payslips	Provides a listing of the employees payslips for a chosen run.	view
Pension & Provident Report	Provides a listing of the employees Pension/Provident contributions for a chosen period.	view
Project Costing Report	Provides a list of all figures that have been posted to an org. unit, project and activity for each employee.	view
Reimbursive Claims	Provides details of all reimbursive claims for a period group by	

To select your settings, click on the view link on the left hand side. Your screen should now look like this:

Payroll Reconciliation Parameters

Parameters

* return this report to me in the following format:	Microsoft Excel	
email this report to me in the above format?	<input type="checkbox"/>	
tick here if you want to add this report with the selected parameters to your list of scheduled reports:	<input type="checkbox"/>	
would you like to draw this report for a specific run or for a specific month?	Run <input checked="" type="radio"/> Month <input type="radio"/>	
display runs/months for the following tax year:	01/03/2015 - 29/02/2016	
* select a run:	October - 2015	
sort order	Employee Last Name	
tick here if you want to view this report without formatting:	<input type="checkbox"/>	
Once you select a run or a month above, the parameters below will be populated.		
organisation level:	All Levels	
wild card org unit search:	<input type="text"/>	
organisation units:	<input type="checkbox"/> <input type="checkbox"/> HELPDESK DEMO PTY LTD	

As you can see, there are quite a few options. This report defaults to open in Microsoft excel, but has other options as well.

return this report to me in the following format:	Microsoft Excel
email this report to me in the above format?	Acrobat Reader
tick here if you want to add this report with the selected parameters to your list of scheduled reports:	Comma Delimited
would you like to draw this report for a specific run or for a specific month?	Microsoft Excel
	Microsoft Word
	On Screen
	Web Archive
	XML

It shows best in excel.

I can email the report to myself. This will email the report to the currently logged in user as a password protected zip file. This is opened with the same password you use to access the payroll system.

email this report to me in the above format?	<input type="checkbox"/>
--	--------------------------

I can setup a list of scheduled reports. This will send the list of reports I have selected to me on a specified date. Make sure this date is after your have completed all of your payroll changes otherwise the reports emailed to you will be incorrect. I can also add a description so I know which report is which.

tick here if you want to add this report with the selected parameters to your list of scheduled reports:	<input checked="" type="checkbox"/>
report description in which you can recognise this report in your list of	<input type="text"/>

If I have more than one run in a month (a weekly wages company will have 3 or 4 runs – one for each week), I can select the view my report in the current run only or for the whole month. The system defaults to current run.

would you like to draw this report for a specific run or for a specific month?	Run <input checked="" type="radio"/> Month <input type="radio"/>
--	--

Please ensure that the tax year (defaults to the current tax year), and run are correct otherwise you will extract the incorrect information.

display runs/months for the following tax year:	01/03/2015 - 29/02/2016
select a run:	October - 2015

You can choose to list your employees by last name or by employee code.

NB TAKE NOTE! If you have got lots of departments on your payroll, your report will extract listing the employees by last name in each department, not the entire payroll report by last name.

sort order	Employee Last Name
tick here if you want to view this report without formatting:	Employee Last Name
	Employee Number

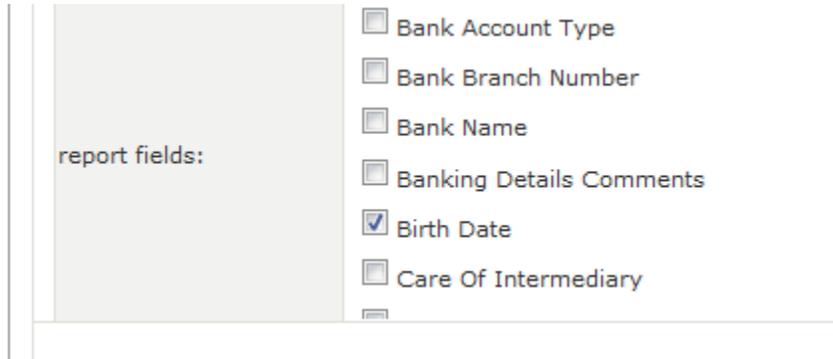
As you scroll further down, your screen will give you some more options. These include selecting what you want to see on your recon report (everything or only select allowances etc), all components or only selected components and you can add specific reporting fields as well.

payslip actions:	<input checked="" type="checkbox"/> All Payslip Actions <input type="checkbox"/> Allowance <input type="checkbox"/> Deduction <input type="checkbox"/> Company Contribution <input type="checkbox"/> Fringe Benefit <input type="checkbox"/> Personal <input type="checkbox"/> Note
components:	<input checked="" type="checkbox"/> All Components <input type="checkbox"/> Adjust Prior Periods: Medical Company Contribution <input type="checkbox"/> Adjust Prior Periods: Medical Deduction and FB <input type="checkbox"/> Adjust Prior Periods: Medical Employee Deduction <input type="checkbox"/> Adjust Prior Periods: Medical Fringe Benefit <input type="checkbox"/> Adjust Prior Periods: Medical Personal
report fields:	<input type="checkbox"/> Activity <input type="checkbox"/> Additional Date - Tax Status <input type="checkbox"/> Additional Date 1 <input type="checkbox"/> Age <input type="checkbox"/> Bank Account Number <input type="checkbox"/> Bank Account Type

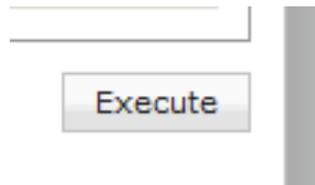
I am going to leave it as all Payslip actions – that is the whole payroll.

I am going to say all components – that is the whole payroll (these are default settings).

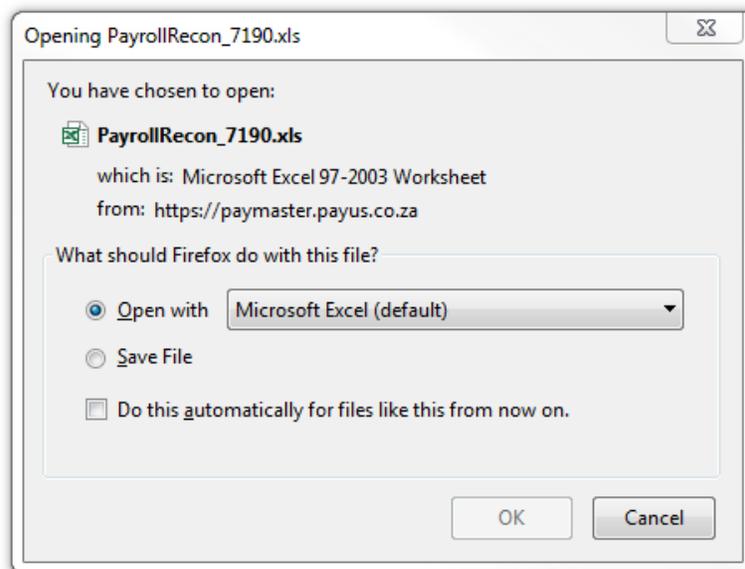
In the report fields section, I am going to ask for the employee birth date as an extra field.



When I have made my selections, I can click on execute at the bottom of the screen.



Please note! Depending on your browser, you might need to have pop ups enabled. Please ensure this is setup for the payroll website. Once the report is finished executing, you will be asked to open or save the file.



If you select open, the file will open in Microsoft excel as that was my selection.

Payroll Reconciliation Report

Company : HELPDESK DEMO PTY LTD Unit : All Units

Period End Date: 2015/10/31

Regions : All Regions

Level : All Levels

Components : All Components

Payslip Action : All Actions

Frequency : Monthly

Run on : 23 October 2015 10:22:40

Currency : ZAR

AM

Org. Unit	Project	Employee Last Name	Employee First Name	Emp. Number	Position	Pay Rate	Birth Date	Additional Employee Details					Total Allowances	
								Basic Pay	Incentive bonus	Incentive bonus Payment of Debt Portion	Leave Pay	Overtime 1.5		
HELPDESK DEMO PTY LTD		Greenwillow	John	0002	Manager	25000.00	22 Oct 1975	25000.00	1000.00		449.28		26449.28	
		Helbman	Susan	0001	Receptionist	5000.00	28 Dec 1982	5000.00	1000.00				6086.53	
		Penson	Sophie	0003	Paper Stacker	2000.00	23 Jul 1992	2000.00			115.37		2115.37	
Project Totals for 3 Employees						32000.00		32000.00	2000.00		449.28	115.37	86.53	34651.18
Org. Unit Totals for 3 Employees						32000.00		32000.00	2000.00		449.28	115.37	86.53	34651.18
Grand Totals for 3 Employees						32000.00		32000.00	2000.00		449.28	115.37	86.53	34651.18

Deductions						Net Pay		Fringe Benefits		Company Contributions				Notes				
Advance	Loan Deduction	Medical Aid Employee Deduction	Provident Employee Deduction	Tax Paid	U/F Employee	Total Deductions	Total Net Pay	Medical Aid Fringe Benefit	Total Fringe Benefits	Medical Aid Employer Contribution	Provident Employer Contribution	U/F Employer	Total Company Contributions	Medical Aid Deductions And Deemed Deduction	Medical Tax Credit	PAY'E - Pay As You Earn	Taxable Regular Income	Total of SDF, U/F, Tax
1000.00			1250.00	4698.11	148.72	7096.83	19352.45				1250.00	148.72	1398.72			4698.11	26449.28	499
	500.00	250.00	250.00		68.37	1068.37	5018.16	750.00	750.00	750.00	250.00	68.37	1068.37	1000.00	540.00		6836.53	13
					21.15	21.15	2094.22					21.15	21.15				2000.00	4
1000.00	500.00	250.00	1500.00	4698.11	238.24	8186.35	26464.83	750.00	750.00	750.00	1500.00	238.24	2488.24	1000.00	540.00	4698.11	35285.81	517
1000.00	500.00	250.00	1500.00	4698.11	238.24	8186.35	26464.83	750.00	750.00	750.00	1500.00	238.24	2488.24	1000.00	540.00	4698.11	35285.81	517
1000.00	500.00	250.00	1500.00	4698.11	238.24	8186.35	26464.83	750.00	750.00	750.00	1500.00	238.24	2488.24	1000.00	540.00	4698.11	35285.81	517

It is actually one report, but to paste it here is a challenge 😊

As you can see, next to the Pay Rate column, is the birth date extra information I requested.

		Additional Employee Details	Allow
	Pay Rate	Birth Date	Basic
	25000.00	22 Oct 1975	
	5000.00	28 Dec 1982	
	2000.00	23 Jul 1992	
ees	32000.00		
ees	32000.00		
ees	32000.00		

Now that your report is in excel, you can edit it and save it like a normal excel file. Fabulous!

The next report I normally use is called a net payments listing. This shows me my employees and their net pay. This report is in the N section of the payroll reports. To go back to your list of reports, click on Access reports listing on the left side menu.



Now scroll down to N, and find Nett Payments Listing.

	Chosen run.	
Lump Sum Report	Provides a listing of the employees Lump Sums for a chosen run.	view
Medical Report	Provides a listing of the employees Medical contributions for a chosen period.	view
Net Payment Listing	Provides a net pay list of all employee's for a certain run	view
Pay Rates Report	Provides a listing of the employees package in historical order or just the latest.	view
Payroll Reconciliation Report	Provides current figures or MTD figures of all employees components on the payslips. Typically used for reconciliation purposes.	view

Click on view on the left hand side.

You now have the same extraction options as the recon report.

Parameters

* return this report to me in the following format:	Acrobat Reader	
email this report to me in the above format?	<input type="checkbox"/>	
tick here if you want to add this report with the selected parameters to your list of scheduled reports:	<input type="checkbox"/>	
display runs for the following tax year:	01/03/2015 - 29/02/2016	
* select a run:	October - 2015	
sort order	Employee Last Name	
exclude net pay figures for employees marked as paid? This applies to the run selected above.	<input checked="" type="checkbox"/>	
Once you select a run, the parameters below will be populated.		
organisation level:	All Levels	
organisation units:	<input type="checkbox"/> HELPDESK DEMO PTY LTD	

This reports defaults to Acrobat (PDF), so you can either leave it as it, or change the option to Microsoft Excel. Whatever suits your needs.

If you scroll down, this report has different settings at the bottom to select. You can not select extra fields for this report.

You can ask the report to show all cash together, all cheque together, and all EFT payments together with totals in this option

show totals per pay method?

If you select hide detail, the banking details are removed from the report.

hide detail?

When you have made your selections, click execute. You will again be asked to save or open the file.

Once extracted, your net payments listing looks like this:

Net Pay Payment Listing

Company : HELPDESK Unit : All Units
DEMO PTY LTD
Level : All Levels Frequency : Monthly
Pay Run: October - 2015 - Main Run Position : All Components
Period Start Date: 2015/10/01 Period End Date: 2015/10/31
Regions : All Regions Run on : 23 October 2015 10:34:09 AM

Last Name	First Name	Employee No.	Bank Name	Branch Code	Account Number	Type of Account	Comments	PayMethod	Net Pay
Group : All Groups									
Greenwillow	John	0002						Cash	19,352.45
Helpman	Susan	0001						Cash	5,018.16
Penson	Sophie	0003						Cash	2,094.22
								All Units Total	26,464.83
								Grand Total Employees	3

Simple!

You need to extract the Payslips to give to your employees. Click on the View reports list on the left side menu to go back to your list, and find P in your payroll reports.





Payroll Reconciliation Report in Home Currency	Provides a reconciliation of a chosen period's payslip values in each employee's home currency	view
Payroll Register Report	Provides a compact view of employees' payslips with multiple payslips per page.	view
Payslips	Provides a listing of the employees payslips for a chosen run.	view
Pension & Provident Report	Provides a listing of the employees Pension/Provident contributions for a chosen period.	view
Project Costing Report	Provides a list of all figures that have been posted to an org. unit, project and activity for each employee.	view
Reimbursive Claims Billing Report	Provides details of all reimbursive claims for a period group by project or employee.	view

To make your selections, click on view on the left side.

Your screen now looks like this:

* return this report to me in the following format:	Acrobat Reader	▼
email this report to me in the above format?	<input type="checkbox"/>	
tick here if you want to add this report with the selected parameters to your list of scheduled reports:	<input type="checkbox"/>	↻
display runs for the following tax year:	01/03/2015 - 29/02/2016	↻
* select a run:	October - 2015	↻
sort order:	Employee Last Name	▼
exclude org. unit, pay point & project sorting (only sort on the option selected above)	<input type="checkbox"/>	
include zero net pay payslips?	<input type="checkbox"/>	
exclude payslips for employees marked as paid? This applies to the run selected above.	<input checked="" type="checkbox"/>	
filter employees paid via:	All	▼
Once you select a run, the parameters below will be populated.		
organisation level:	All Levels	▼
organisation units:	<input checked="" type="checkbox"/> All Groups <input type="checkbox"/> HELPDESK DEMO PTY LTD - Company	▲

See how a lot of the options are the same as the previous reports? This is because most of the reports have these options, and then some will have other options for you to select at the bottom. Always make sure you are in the right month.

Payslips do not look pretty in Microsoft Excel, so the best option is Acrobat reader.

You can include zero net payslips. This must be ticked otherwise they will not print by default.

include zero net pay
payslips?



You can select only employees that do not have email addresses. This would be for companies where Employee Self Service is setup, and the employees have access to their own payslips. You would then only need to print the payslips for employees who do not have access.

only include employees that
do NOT have email
addresses?



When you have made your selections, click execute.

Your browser will ask you to open or save the file.

This is what should open:

HELPDESK DEMO PTY LTD

Tel.: 0861222551

HELPTOWN
1234



First Names : John

Pay Point :

Last Name : Greenwillow

Cost Centre : HELPDESK DEMO PTY LTD

Empl. No. : 0002

Projct :

Pref. Name :

Confidential Payslip Print Line

Company Name :	HELPDESK DEMO PTY LTD	Run:	October - 2015
First Names :	John	Last Name :	Greenwillow
Birth Date :	22 Oct 1975	Position :	Manager
Period Start Date :	01 Oct 2015	Period End Date :	31 Oct 2015
Engagement Date :	01 Oct 2015	Termination Date :	
Cost Centre :	HELPDESK DEMO PTY LTD	Tax Status :	Standard Employment (Normal)
Ordinary Days :	21.67	Ordinary Hours :	173.36
Bank Name:		Branch Code :	
Tax Ref. Number:		Currency :	ZAR
UIF Number:	0000000/0	Pay Rate :	25000.00
Phys. Add:	1 Help Lane, Helpdesk county, 1234	Hourly Rate :	144.21
		Account Number:	
		Company Reg. No :	2010/00015/015

Income	Qty	Current	Tax Code	YTD Amount
Basic Pay	173.36	25,000.00	3601	25,000.00
Incentive bonus		1,000.00	3601	1,000.00
Incentive bonus Payment of Debt Portion		449.28	3808	449.28
Total Earnings	173.36	26,449.28		

Deductions	Balance	Current	Tax Code	YTD Amount
Tax Paid		4,698.11	4102	4,698.11
UIF Employee		148.72	4141	148.72
Advance		1,000.00		1,000.00
Provident Employee Deduction		1,250.00	4003	1,250.00
Total Deductions		7,096.83		

Net Pay **19,352.45**

Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code	YTD Amount
Basic Pay	25,000.00	Provident Employer Contribution	1,250.00	4473	1,250.00
Total Package	25,000.00	UIF Employer	148.72	4141	148.72
		Total CC's	1,398.72		

Leave	Accrual	Balance
Annual Leave	1.67	1.67

Extracting reports is nice and simple, and you can decide what information you want to see.

Some of the other reports offered include:

- Component Variance report – you can see your payroll over a few months, and select the option of seeing totals or differences. This is best to compare payroll to previous months if required
- Component report – this report shows a selected component and the total.
- Garnishee report – this report lists the employees with garnishees and shows the attorneys, reference number and outstanding balance
- Loans report – view opening balance, amount deducted and closing balance for each employee
- Medical report – all the info you need for your employees on medical aid
- Pension/Provident fund – all the info you need for your employees on provident fund
- New starters and terminations in the HR reports section
- Leave balances in the HR reports section
- WCA/Coida report in the Legislative section
- EMP201 and EMP501 in the legislative section
- UIF report in the legislative section