

# Which report to run to view employee payroll financials month to month?

Employees' financial data can be analysed on the Component Variance Report.

This report is the only Year to Date report on Paymaster, and can only be generated for a period of twelve months at a time.

This report includes all Payslip components for each employee, for the period chosen.

**Navigation steps: click on reports – Reports – Component Variance reports.**

**You can choose the Nextgen reports or classic report tabs.**

**Nextgen report:**

The screenshot shows the 'Reports' section of the Paymaster software. At the top, there are tabs for 'Actions', 'Reports', and 'Payroll Cycle'. Below this, the 'Reports' section is displayed. There are two tabs: 'Reports' (highlighted in yellow) and 'Reports CLASSIC'. An 'OR' label with a bracket is positioned above these tabs. Below the tabs, there is a list of reports under the heading 'Payroll (11)'. The 'Component Variance Report' is highlighted in yellow. The list includes the following reports and their descriptions:

Report Name	Description
Component Posted Units Report	Similar to the component summary report however this rep
Component Report	This report provides a list of component figures per month
<b>Component Variance Report</b>	Provides a comparative, month to month or run to run side
Component Variance Report - Going Across	Component Variance Report - Going Across
Component Variance Totals Report	Provides a comparative, month to month or run to run, side
Consolidated Payroll Reconciliation Report	Provides MTD figures of all employee components for selec

**Classic report:**

The screenshot shows the 'Reports' section of the Paymaster interface. A navigation bar at the top includes 'Reports' and 'Payroll Cycle'. Below it, a 'Reports' header is visible. A secondary navigation bar contains 'Favourites', 'Reports', and 'Reports CLASSIC'. A 'Report List' button is present. The main area displays a list of reports with the following details:

Component Input Variance Report	Compares all input ca
Component Once Off Adjustments Report	This report provides a
Component Posted Units	Similar to the compo
Component Report	This report provides a
Component Thresholds Report	Provides a list of emp
<b>Component Variance Report</b>	Provides a comparati
Component Variance Report - Going Across	Provides a comparati

**When selecting the dates, it needs to be within the 12-month period.**

The screenshot shows the 'Component Variance Report Parameters' dialog box. The 'Parameters' section includes the following fields and options:

- return this report to me in the following format: Microsoft Excel (.xlsx)
- email this report to me in the above format?
- tick here if you want to add this report with the selected parameters to your list of scheduled reports:
- would you like to draw this report for runs or monthly figures: Runs  Monthly  YTD
- select a start date: 23 February, 2023
- select an end date: 23 February, 2023
- sort order: Employee Last Name
- tick here if you want to view this report without formatting:
- view sum or difference in last column?:  difference  sum
- exclude organisational unit grouping?
- Once you select a run or a month above, the parameters below will be populated. organisation level: All Levels
- wild card org unit search:
  - Paymaster demo
  - cape town
  - cape town branch
  - cape town

components:	<input type="checkbox"/> ABC Shoes Primary Bursary <input type="checkbox"/> Additional Tax with Income Base <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"/>
payslip actions:	<input checked="" type="checkbox"/> All Payslip Actions <input checked="" type="checkbox"/> Allowances <input checked="" type="checkbox"/> Deductions <input checked="" type="checkbox"/> Company Contributions <input checked="" type="checkbox"/> Fringe Benefits <input checked="" type="checkbox"/> Personals <input checked="" type="checkbox"/> Notes <input type="checkbox"/>
position:	<input type="checkbox"/> Payroll administrator <input type="checkbox"/> rty <input type="checkbox"/> Test Analyst <input type="checkbox"/> Vocational Student <input type="checkbox"/> waster 2.0
report fields: (expect substantial increased execution times due to large overheads when selecting one or multiple fields)	<input type="checkbox"/> Email Validity Status <input type="checkbox"/> Emergency Contact Address <input type="checkbox"/> Emergency Contact Name <input type="checkbox"/> Emergency Contact Number <input type="checkbox"/> Employee Default Payslip Name <input type="checkbox"/> Employee Disability Type <input type="checkbox"/> Employee Home Currency
employee number:	<input type="text"/>

**Execute**

**You have an option to run the report for certain runs, months or Year-to-date:**

**You can also choose to view the sum or difference of the totals:**

Parameters	
* return this report to me in the following format:	Microsoft Excel (.xlsx)
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 runs or monthly figures	Runs <input type="radio"/> Monthly <input checked="" type="radio"/> YTD <input type="radio"/>
* select a start date:	01 March 2022
* select an end date:	28 February 2023
sort order	Employee Last Name
tick here if you want to view this report without formatting:	<input type="checkbox"/>
view sum or difference in last column?	<input type="radio"/> difference <input checked="" type="radio"/> sum
exclude organisational unit grouping?	<input checked="" type="checkbox"/>

**When you are done selecting your parameters, click Execute.**

## Below is a snippet of a Component Variance Report.

### Component Variance Report

Company : PAYMASTER DEMO      Unit : All Units  
 Period Start Date: 2022/02/23      Period End Date: 2023/02/23  
 Level : All Levels      Component : All Components  
 Position : All Positions      Frequency : Monthly Salary Demo please use  
 Employee : All Employees      Reporting on : Runs  
 Run on : 23 February 2023 03:18:45 PM

Org. Unit	Emp. Number	Emp. Last Name	Emp. First Name	Payslip Action	Component	March - 2022	April - 2022	May - 2022	June - 2022
All	AAAAA	⌘	⌘	Allowances	Basic Pay	5 200,80	5 200,80	5 200,80	5 200,80
All	z06	⌘	⌘	Allowances	Basic Pay	10 000,00	10 000,00	10 000,00	10 000,00
All	AAAAA	⌘	⌘	Company Contributions	Skills Development Levy	52,01	52,01	52,00	52,01
All	z06	⌘	⌘	Company Contributions	Skills Development Levy	100,00	100,00	100,00	100,00
All	AAAAA	⌘	⌘	Company Contributions	UF Employer	52,01	52,01	52,01	52,01
All	z06	⌘	⌘	Company Contributions	UF Employer	100,00	100,00	100,00	100,00
All	z06	⌘	⌘	Deductions	Tax Paid	431,25	431,25	431,25	431,25
All	AAAAA	⌘	⌘	Deductions	UF Employee	52,01	52,01	52,01	52,01
All	z06	⌘	⌘	Deductions	UF Employee	100,00	100,00	100,00	100,00
All	AAAAA	⌘	⌘	Notes	Coida Income	5 200,80	5 200,80	5 200,80	5 200,80
All	z06	⌘	⌘	Notes	Coida Income	10 000,00	10 000,00	10 000,00	10 000,00
All	AAAAA	⌘	⌘	Notes	ETI Actual Wage Rate Per Hour	20,00	20,00	20,00	20,00
All	z06	⌘	⌘	Notes	ETI Actual Wage Rate Per Hour	57,68	57,68	57,68	57,68
All	AAAAA	⌘	⌘	Notes	ETI Remuneration	5 200,80	5 200,80	5 200,80	5 200,80
All	z06	⌘	⌘	Notes	ETI Remuneration	10 000,00	10 000,00	10 000,00	10 000,00
All	AAAAA	⌘	⌘	Notes	ETI Remuneration Hours	260,04	260,04	260,04	260,04
All	z06	⌘	⌘	Notes	ETI Remuneration Hours	173,36	173,36	173,36	173,36

**This is the perfect report for Tax purposes.**