

Reports

VIP Data Dictionary



The VIP Data Dictionary Lookup contains the available Report Writer codes that can be used when creating your own reports. The codes are grouped together into meaningful subject groups. Some of the codes are listed in more than one subject group.

The VIP Data Dictionary is automatically kept up to date with every new software release.

Option 1 – Enable Editing Selected:

The Dictionary can be accessed by typing in a '?' in the Field column of the Report Writer screens. The system will display a list of all the available subject groups in the VIP Data Dictionary. Click on the required option and the system will then display a list of the Report Writer codes for the selected section.

The screenshot shows the 'VIP Payroll' window with the 'Report Maintenance' tab selected. The 'Recording List' table is displayed with columns: Line, Column, Field, Description, Calculation, and Total. The table contains 17 rows. Row 10 has a '?' in the Field column. A blue callout box points to this cell with the text: 'Type '?' in the Field column to display the Data Dictionary Lookup screen.'

Below the table, the 'Enable Editing' checkbox is checked. A blue callout box points to this checkbox with the text: 'The Enable Editing field must be ticked.'

At the bottom of the window, there are several buttons: 'Insert Copy of Line', 'Insert Blank Line', 'Delete Line', 'Copy Line', 'Move Line', 'Continue', 'Close', and 'Go To Line'.

Line	Column	Field	Description	Calculation	Total
01	0003	00238	Department		
02	0011	00239	Paypoint		
03	0017	00235	Emp Code		
04	0027	00223	Cond Name		
05	0059	00001	' _____		
06	0074	00001	' _____		
07	0089	00001	' _____		
08	0104	00001	' _____		
09	0119	00001	' _____		
10	0001	?			
11					
12					
13					
14					
15					
16					
17					

Or

Option 2 – Enable Editing NOT selected:

Click in the applicable line, make a selection on the Column Selection screen and click continue. The Data Dictionary will then come up.

Enable editing is unticked

Line	Column	Field	Description
01	0003	00238	Department
02	0011	00239	Paypoint
03	0017	00235	Emp Code
04	0027	00223	Cond Name
05	0059	00001	*
06	0074	00001	*
07	0089	00001	*
08	0104	00001	*
09	0119	00001	*
10			
11			
12			
13			
14			
15			
16			
17			

Column Selection

Detail Line - 001 (02)

Select a Specific Field (SEL) ☐

Define a Value (VAL) ☐

Add a Calculation (CAL) ☐

End the Page (FIN) ☐

Enter a Column Value ☒ 0011 Enter Column

Add Free Text ☐

Start an "IF" Statement ☐

Create a "TOT" Section ☐

Combine Detail Lines (---) ☐

End the Section (END) ☐

Add a Summary (SUM) ☐

Clear ☐

Close Continue

Enable Editing ☐ Select "Enable Editing" to manually edit this screen

Insert Copy of Line Insert Blank Line Delete Line Copy Line Move Line

Continue Close Go To Line

The Report Writer codes are grouped into sections that correspond to the screen/area where that field can be found within the VIP system.

VIP Data Dictionary:

Search in the Earnings category for fields that can be found on an employee's Payslip Earning

Search in the BCEA Info category for fields that relate to an employee's BCEA remuneration.

Bank & Financial Institutions
Industrial Councils
Bond Deductions
Bonus Information
Cheque Information
Company Information
Company Contributions
Cost Centres
Deductions
Earnings
Employee Information
External Payment
Finance House Deductions
Forced Early Payment
Deloitte Interface
Garnishee Deductions
General Fields - Own use
Global Codes - External Pay
Hours (Decimals)
Increase Information
Insurance Deductions
Job Costing
Leave Accrual & History
Leave Pay Period Info
Loan Information
Medical Aid Info
Memo Information
Methods of Calculation

Own Screen Fields
Pension Funds
Pension
Pension Arrear Contribution
Perks
Shift Codes
Zero & Extra Deductions
Leave History
Calculation Screen
Job Management
Recognition for P/Learn
Family & Next of Kin
General Employee Info
Interviews
Supplementary Information
Notepad Lines
Problem History
Termination Details

Training History
Career History
Qualifications
Remuneration History
Vehicle Details
Reminders Information
8 Digit Dates
Employee Equity Codes
Employee Skills
Items Issued
Memberships
Medical History
BCEA Info
Deduction Subscriptions
Payout Information
Accumulation Information
Hours (Hours & Minutes)
Maternity / Suspension

Close