<u>TIMES EPAYROLL GUIDE</u>

(How to Use Report Writer Accompanied with Query Generator)

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Introduction

This guide teaches you generate a report using report writer which will be accompanied by a default or custom query setting. For instance, you would like to generate a report that shows the Employee Number, Employee Name, Occupation, Department **BUT** only listing out employees that are currently **ACTIVE** in the company.

Step 1. Selecting Default/Created Query Setting

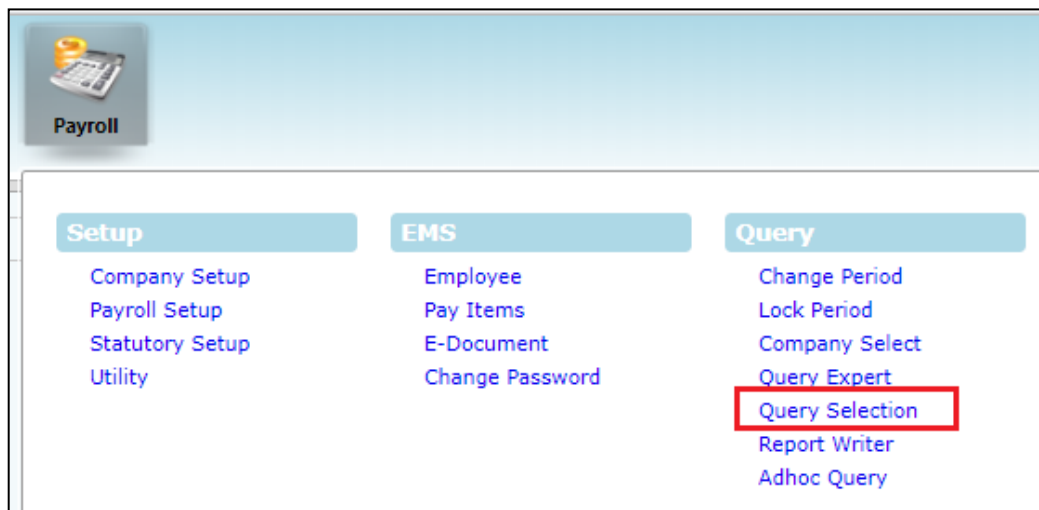1.1   Go to **Query > Query Selection** to select an existing query as shown in *Figure 1.1*.

Figure 1.1

1.2   After which, please select the query that you wish to use, and you will be prompted with the selected query > Click **OK.** The selected query will be reflected at the bottom left of the screen as shown in *Figure 1.2.*

You may also search for your query from the **Search** bar highlighted at the corner top right of the screen.
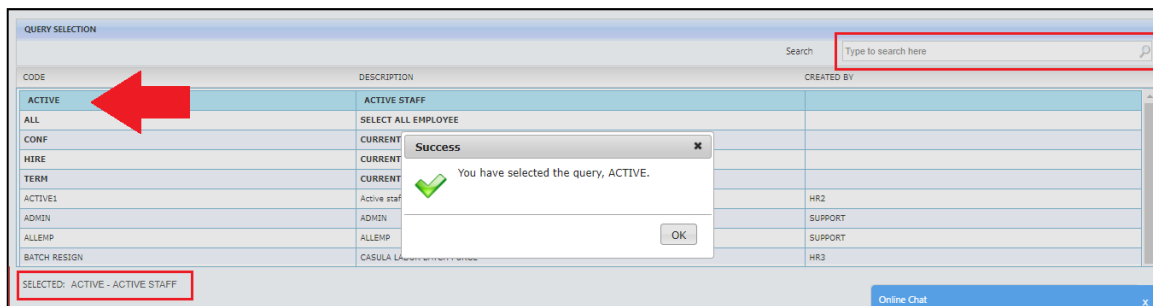

Figure 1.2

This is indicating that the Times Payroll has only selected Employees that are currently active. Take note that your employee size may decrease as it will filter out the resigned staff.
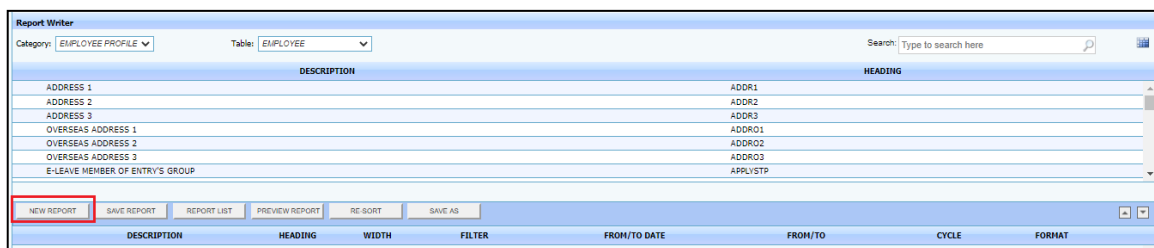
Step 2- Creating your Report with Report Writer

2.1 Go to **Query > Report Writer** create new report as shown in *Figure 2.1*

Figure 2.1 Report Writer

2.2 Click **New Report** to create the report as shown in *Figure 2.2*.
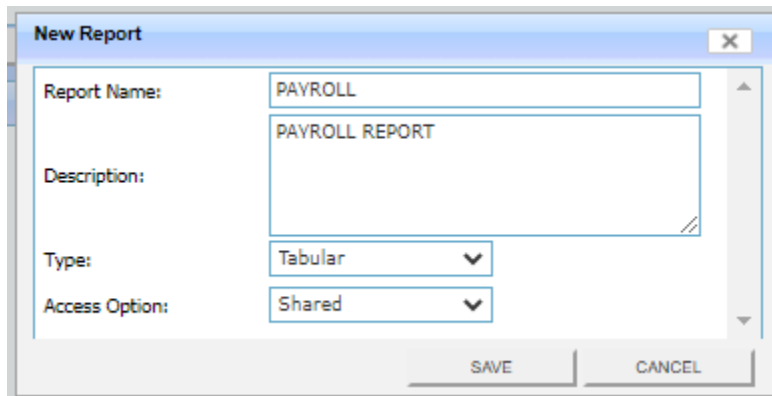

Figure 2.2 New Report

2.3 Key in the following fields:
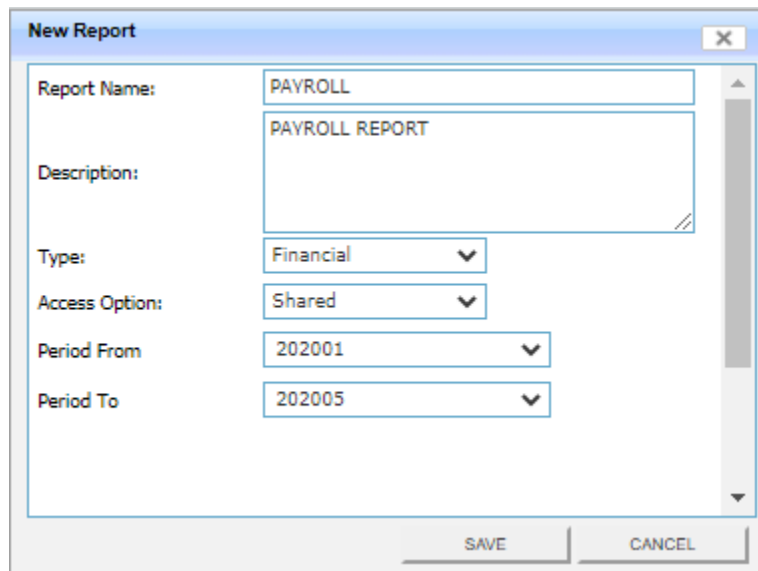
Report Name : The Name of the report (Max 8 Characters)
Report Title : Title of the Report
Report Type : Select "Tabular" for selecting data in the current period.
Select "Financial" for selecting data with a range of period.
Access Option : Select "Shared" if other users can amend the report.
Select "Exclusive" if only your account can amend the report.

Figure 2.3 Tabular Report and Financial Report

2.4 Use the search field to search for the details that you need for the report and click on the required data to add into the report as shown in *Figure 2.4.1*

Figure 2.4.1 Search Field

Once selected, the fields will appear in the table below as shown in *Figure 2.4.2*

Figure 2.4.2 Selected Fields

Field editing can be activated by clicking on the selected field as shown in *Figure 2.4.3.*

Figure 2.4.3

2.5 After selecting all the required fields, click **Save Report > Preview Report** and you will be prompted with various selection. Proceed to generate report by clicking on **OK** as shown in *Figure 2.5*

Figure 2.5 Preview Report

2.6 A preview of the report will be generated, and you may save a copy of the report by selecting the format as highlighted in *Figure 2.6*.
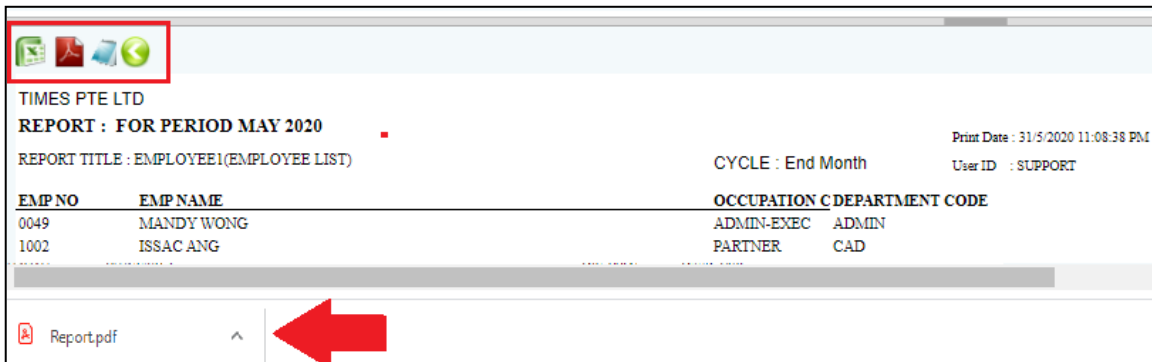

Figure 2.6 Download Report

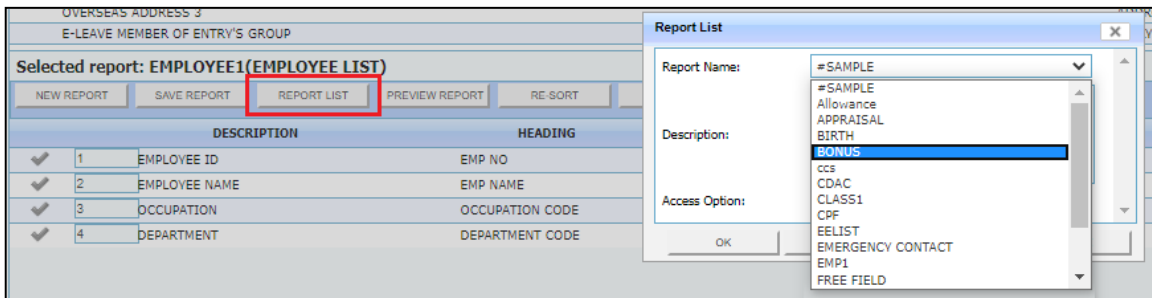2.7 To view or generate existing report, click on Report List and select form the dropdown as shown in *Figure 2.7*.

Figure 2.7 Report List

- **End -**