

## **TIMES EPAYROLL GUIDE**

# **(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*.

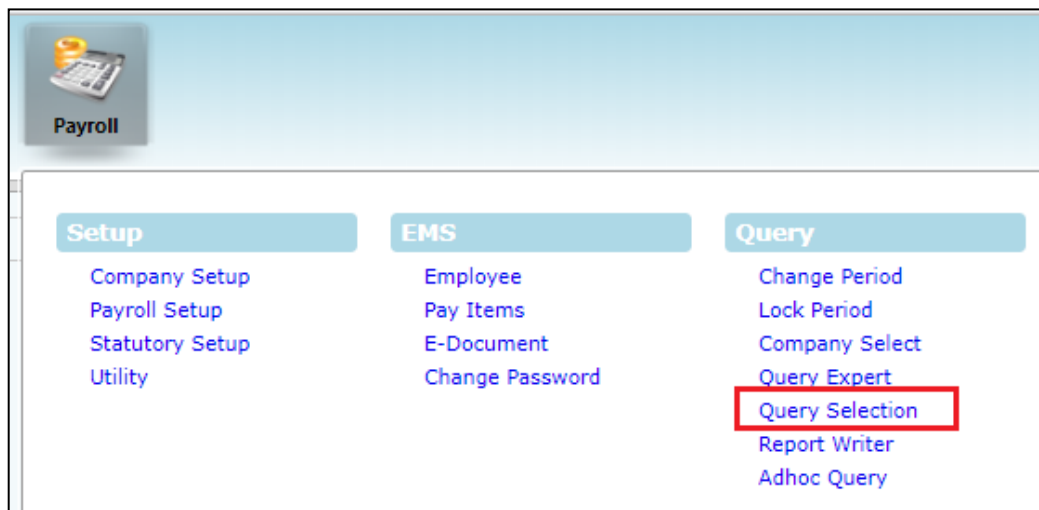


Figure 1.1

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.

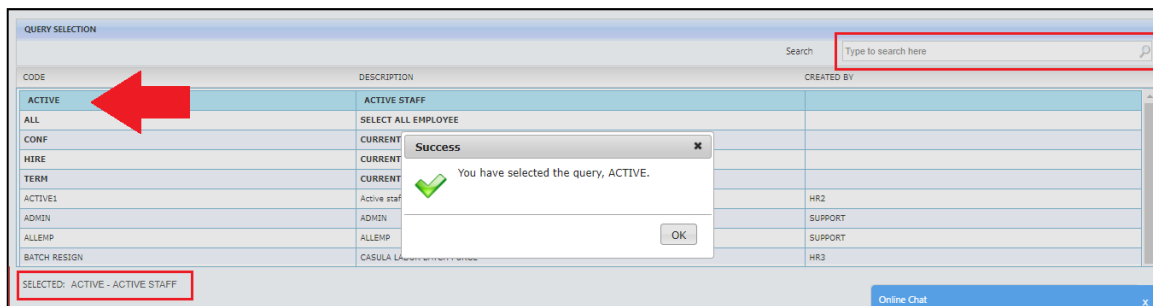


Figure 1.2

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.

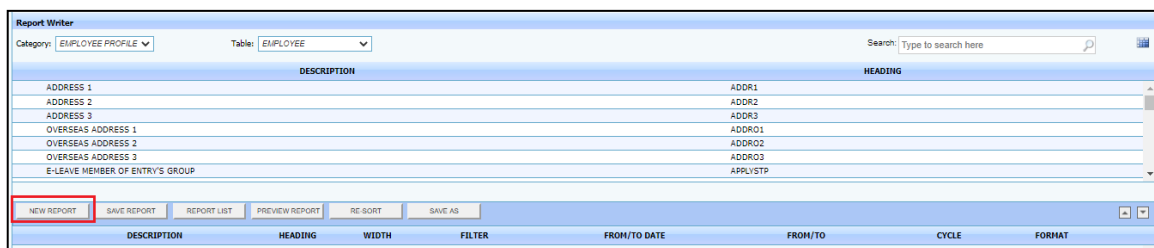
### Step 2- Creating your Report with Report Writer

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*.



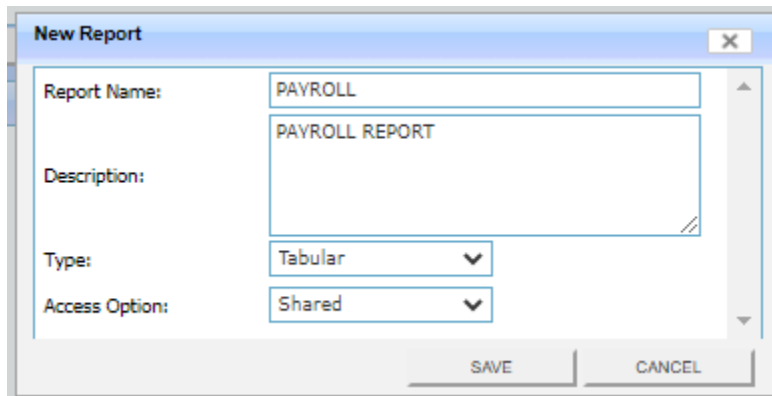
*Figure 2.2 New Report*

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2.3 Key in the following fields:

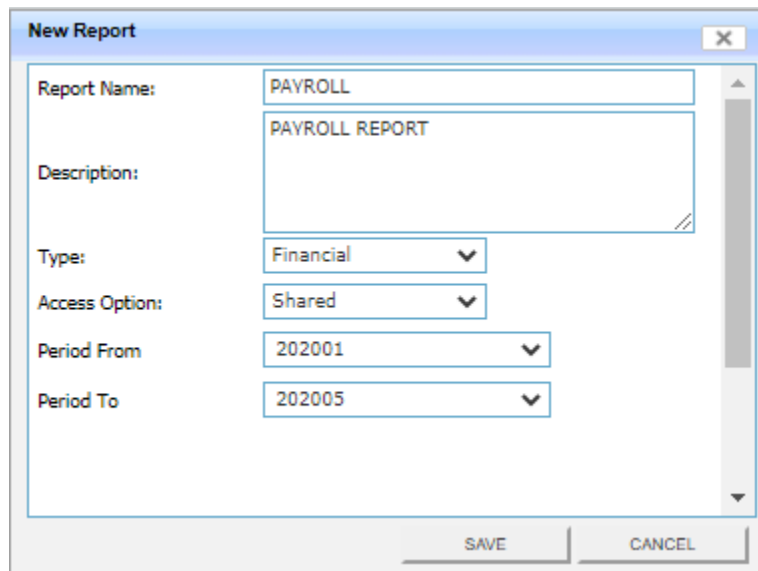
- Report Name** : The Name of the report (Max 8 Characters)  
**Report Title** : Title of the Report  
**Report Type** : Select “Tabular” for selecting data in the current period.  
Select “Financial” for selecting data with a range of period.  
**Access Option** : Select “Shared” if other users can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



The screenshot shows the 'New Report' dialog box with the following fields and values:

- Report Name:** PAYROLL
- Description:** PAYROLL REPORT
- Type:** Tabular
- Access Option:** Shared

Buttons at the bottom: SAVE, CANCEL



The screenshot shows the 'New Report' dialog box with the following fields and values:

- Report Name:** PAYROLL
- Description:** PAYROLL REPORT
- Type:** Financial
- Access Option:** Shared
- Period From:** 202001
- Period To:** 202005

Buttons at the bottom: SAVE, CANCEL

*Figure 2.3 Tabular Report and Financial Report*

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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*

The screenshot shows the 'Report Writer' interface. At the top, there are dropdown menus for 'Category' (set to 'EMPLOYEE PROFILE') and 'Table' (set to 'EMPLOYEE'). A search bar on the right contains the text 'employee'. Below this, a table lists various fields under two columns: 'DESCRIPTION' and 'HEADING'. The fields include 'EMPLOYEE PERCENT VOLUNTARY FUND', 'EMPLOYEE EMAIL ADDRESS', 'EMPLOYEE ALIAS', 'EMPLOYEE NAME', 'EMPLOYEE NATIVE NAME', 'EMPLOYEE ID', 'EE VOUNTRY FUND', 'EMAIL AC NO', 'EMP ALIAS', 'EMP NAME', 'EMP NATIVE NAME', and 'EMP NO'. The 'EMPLOYEE ID' field is highlighted with a red box. Below the table, there are buttons for 'NEW REPORT', 'SAVE REPORT', 'REPORT LIST', 'PREVIEW REPORT', 'RE-SORT', and 'SAVE AS'. At the bottom, a table shows the 'Selected report : EMPLOYEE1(EMPLOYEE LIST)' with columns for 'DESCRIPTION', 'HEADING', 'WIDTH', 'FILTER', 'FROM/TO', 'CYCLE', and 'FORMAT'.

Figure 2.4.1 Search Field

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

The screenshot shows the 'Report Writer' interface with the 'Selected report : EMPLOYEE1(EMPLOYEE LIST)' table. The table has columns for 'DESCRIPTION', 'HEADING', 'WIDTH', 'FILTER', 'FROM/TO', 'CYCLE', and 'FORMAT'. The first four rows are selected, indicated by checkmarks in the first column. The selected fields are: 1. EMPLOYEE ID (EMP NO, width 12), 2. EMPLOYEE NAME (EMP NAME, width 60), 3. OCCUPATION (OCCUPATION CODE, width 12), and 4. DEPARTMENT (DEPARTMENT CODE, width 12). The 'FORMAT' column shows 'Code' for all selected fields. A red box highlights the first four rows of the table.

Figure 2.4.2 Selected Fields

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

The screenshot shows the 'Report Writer' interface with the 'Selected report : EMPLOYEE1(EMPLOYEE LIST)' table. A red arrow points to the 'OCCUPATION' field in the table. A 'Field Edit' dialog box is open, showing the details for the selected field. The dialog has fields for 'Description' (set to 'OCCUPATION'), 'Heading' (set to 'OCCUPATION CODE'), and 'Field Width' (set to '12'). There are also dropdown menus for 'Code/Description' (set to 'Code') and 'Code Filter' (set to 'Code'). The dialog has 'SAVE' and 'CLOSE' buttons at the bottom.

Figure 2.4.3

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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*

**Selected report : EMPLOYEE1(EMPLOYEE LIST) Saved Successfully!**

	DESCRIPTION	HEADING	WIDTH
✓	1 EMPLOYEE ID	EMP NO	12
✓	2 EMPLOYEE NAME	EMP NAME	60
✓	3 OCCUPATION	OCCUPATION CODE	12
✓	4 DEPARTMENT	DEPARTMENT CODE	12

**Preview Report** X

Period: 202005

Report Name: EMPLOYEE1

Select Pay Cycle

☒ End Month
 ☐ Week 1
 ☐ Week 4

☐ Mid Month
 ☐ Week 2
 ☐ Week 5

☐ Special Period
 ☐ Week 3

☐ Bonus Period

Group By

1st Group By: [ ]

2nd Group By: [ ]

3rd Group By: [ ]

4th Group By: [ ]

Page By

New Page 1: [ ] ☐

New Page 2: [ ] ☐

New Page 3: [ ] ☐

New Page 4: [ ] ☐

Sort By

1st Sort By: [ ]

2nd Sort By: [ ]

OK
CANCEL

Figure 2.5 Preview Report

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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*.

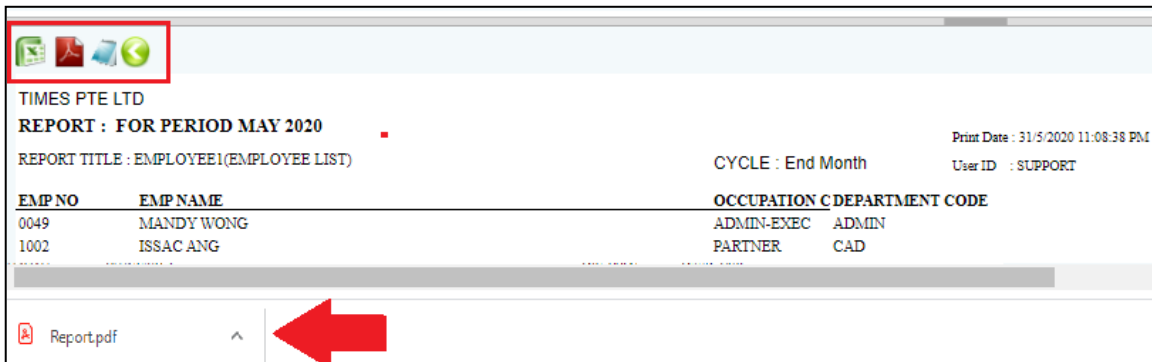


Figure 2.6 Download Report

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

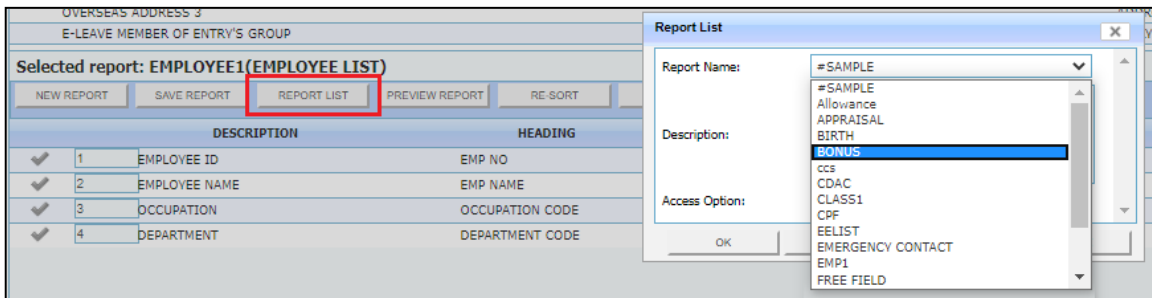


Figure 2.7 Report List

- End -