

TIMES EPAYROLL GUIDE

(How to Use Report Writer to Create a Simple Report)

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Introduction

This guide teaches you to generate a simple report using report writer. In this guide, we will show an example of creating a report that shows Employee Number, Employee Name, Occupation and Department fields.

Step 1- Creating your Report with Report Writer

1.1 Go to **Query > Report Writer** create new report as shown in *Figure 1.1*



Figure 1.1 Report Writer

1.2 Click **New Report** to create the report as shown in *Figure 1.2*.

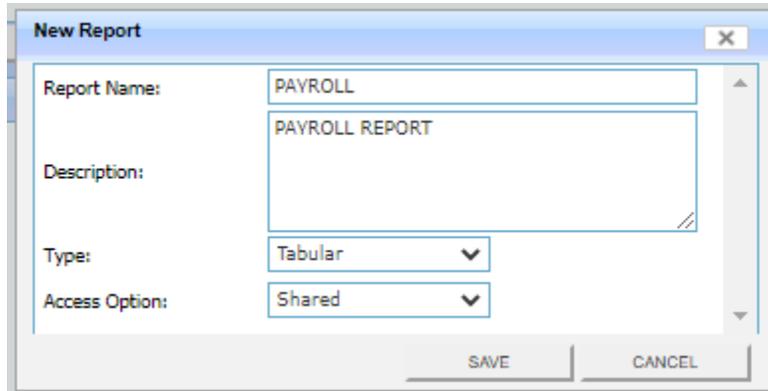


Figure 1.2 New Report

How to Use Report Writer to Create a Simple Report

1.3 Key in the following fields:

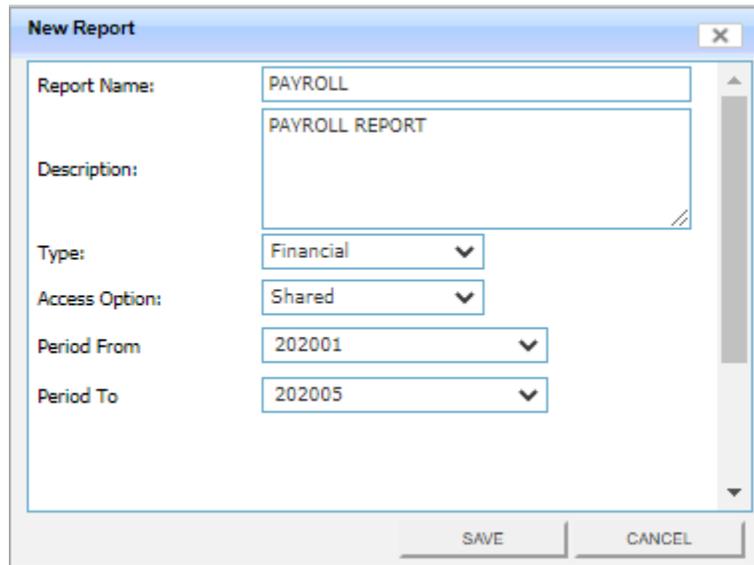
- Report Name** : The Name of the report (Max 8 Characters)
- Report Title** : Title of the Report
- Report Type** : Select "Tabular" for selecting data in the current period.
Select "Financial" for selecting data with a range of period.
- Access Option** : Select "Shared" if other users can amend the 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: 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: SAVE, CANCEL

Figure 1.3 Tabular Report and Financial Report

How to Use Report Writer to Create a Simple Report

1.4 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 1.4.1*



The screenshot shows the 'Report Writer' interface. At the top, there are dropdown menus for 'Category' (EMPLOYEE PROFILE) and 'Table' (EMPLOYEE). A search box on the right contains the text 'employee'. Below this is a table with two columns: 'DESCRIPTION' and 'HEADING'. The 'DESCRIPTION' column lists various fields like 'EMPLOYEE PERCENT VOLUNTARY FUND', 'EMPLOYEE EMAIL ADDRESS', 'EMPLOYEE ALIAS', 'EMPLOYEE NAME', 'EMPLOYEE NATIVE NAME', and 'EMPLOYEE ID'. The 'HEADING' column lists corresponding field names like 'EE VOLUNTARY 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, there is a table with columns: 'DESCRIPTION', 'HEADING', 'WIDTH', 'FILTER', 'FROM/TO', 'CYCLE', and 'FORMAT'.

Figure 1.4.1 Search Field

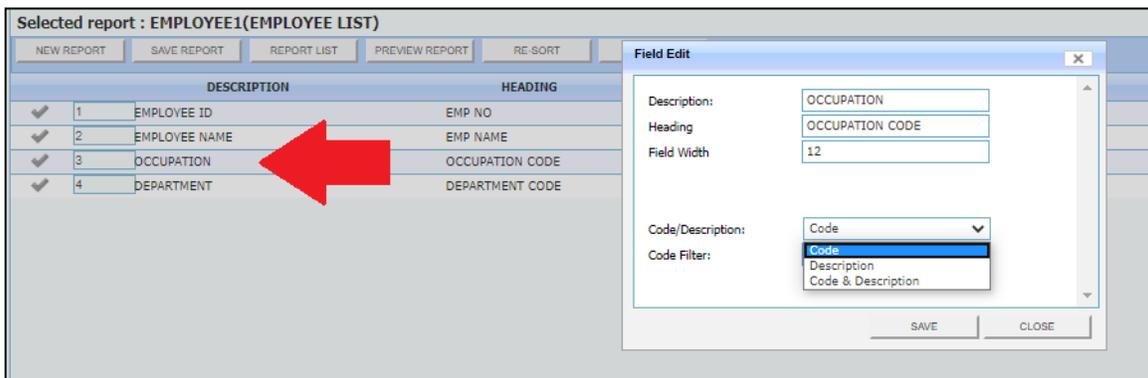
Once selected, the fields will appear in the table below as shown in *Figure 1.4.2*



The screenshot shows the 'Report Writer' interface with the search field now empty. Below the main table, a 'Selected report : EMPLOYEE1(EMPLOYEE LIST)' section contains a table with columns: 'DESCRIPTION', 'HEADING', 'WIDTH', 'FILTER', 'FROM/TO', 'CYCLE', and 'FORMAT'. The table lists four selected fields: 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). Each row has a checkmark in the first column and a trash icon in the last column. The first four rows are highlighted with a red box.

Figure 1.4.2 Selected Fields

Field editing can be activated by clicking on the selected field as shown in *Figure 1.4.3*.



The screenshot shows the 'Report Writer' interface with the 'Selected report : EMPLOYEE1(EMPLOYEE LIST)' table. A red arrow points to the 'OCCUPATION' field (row 3). A 'Field Edit' dialog box is open, showing the configuration for the selected field. The dialog has fields for 'Description' (OCCUPATION), 'Heading' (OCCUPATION CODE), and 'Field Width' (12). Below these are 'Code/Description' and 'Code Filter' dropdown menus. The 'Code Filter' dropdown is open, showing options: 'Code', 'Description', and 'Code & Description'. The 'Code' option is selected. At the bottom of the dialog are 'SAVE' and 'CLOSE' buttons.

Figure 1.4.3 Edit Field

How to Use Report Writer to Create a Simple Report

- 1.5 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 1.5*

Selected report : EMPLOYEE1(EMPLOYEE LIST) Saved Successfully!

NEW REPORT	SAVE REPORT	REPORT LIST	PREVIEW REPORT	RE-SORT	SAVE AS
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

Period: 202005
Report Name: EMPLOYEE1

Select Pay Cycle

End Month
 Mid Month
 Special Period
 Bonus Period

Week 1
 Week 2
 Week 3
 Week 4
 Week 5

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 1.5 Preview Report

How to Use Report Writer to Create a Simple Report

1.6 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 1.6*.

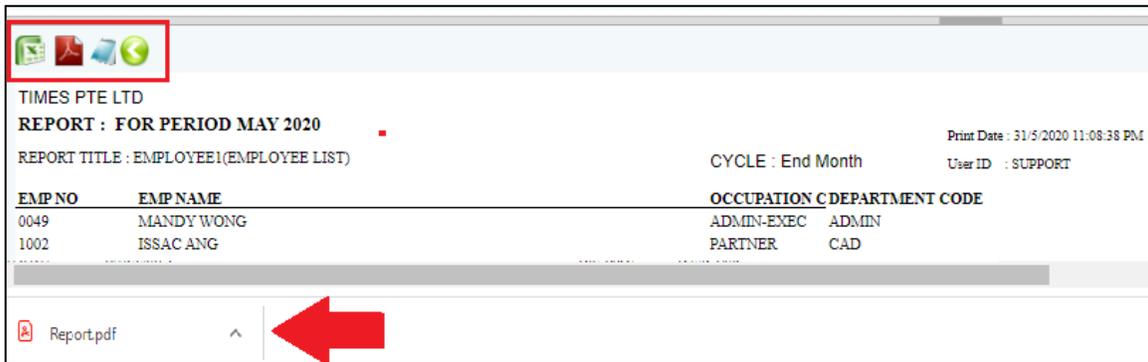


Figure 1.6 Download Report

1.7 To view or generate existing report, click on Report List and select form the dropdown as shown in *Figure 1.7*.

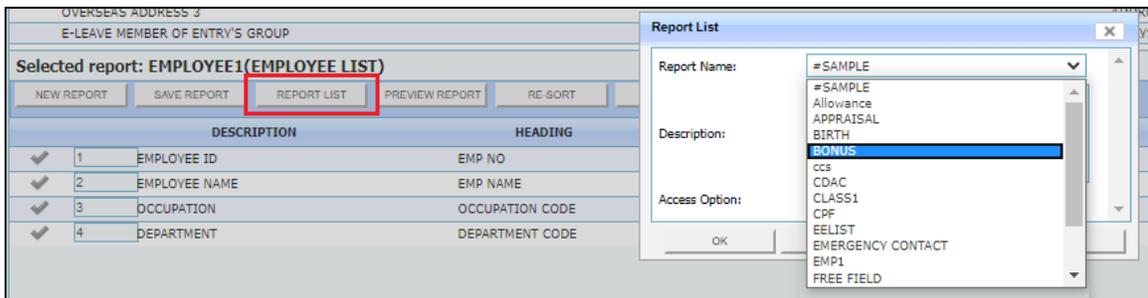


Figure 1.7 Report List

- End -