

TIMES SOFTWARE



TIMESPAY 8

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 Please proceed to Query, and then look for the menu “Query Selection” to select a default/created query.

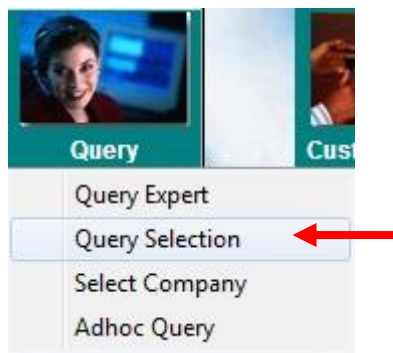


Figure 1.0

- 1.2 After which, please select the default/created query. In this guide to show as an example we will select Active Staff which is a default query in our system.

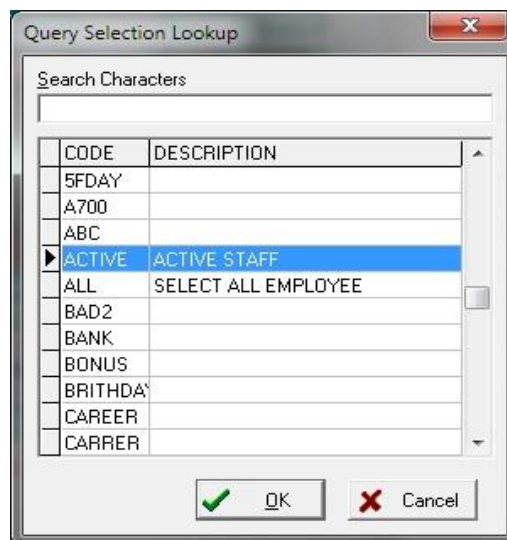


Figure 1.1

1.3 Once selected, the Status bar will show the following:

Support Hotline: 62951998 Email: support@timesoftsg.com.sg

User ID :MASTER	Period:201010	Cycle:E	Emp Size : 30	Query : ACTIVE	Status: Unlock
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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 Please proceed to Report Writer, and then look for the menu “Report Generator” to create your report.



Figure 2.0

2.2 Click New to create the report.

Report Generator

Update	Update Allowance	Activity	Accident	Appraisal	Assets	Achievement	Benefit
NO	HEADING	No	Description				
1	EMPLOYEE CODE	301	DAY WORK				
2	EMPLOYEE NAME	302	PAID WAGES				
3	PAY GROUP	303	DAILY RTS				
4	BATCH NO	304	HRLY RTS				
5	OLD BASIC	305	NPLC #				
6	INCREMENT	306	NPLC RTS				
7	NEW BASIC	307	NPLC \$				
8	CPF MAX	308	NPLL #				
9	BONUS FACTOR	309	NPLL RTS				
10	PAY_TYPE	310	NPLL \$				
11	SEMI-MONTHLY	311	TOT-NPL(C/L)\$				

Report Name : Title : Width : 0

Field	1	2	3	4	5	6	7	8	9	10	11
Column No#	0	0	0	0	0	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0

New Save Save As Delete Preview Close

Figure 2.1

2.3 Key in the following fields:

Report Name: The Name of the report.

Report Title: Title of the Report

Report Type: Select "Tabular" for selecting data in the current login period
Select "Financial" for selecting data with a range of period.

In this guide I will select tabular.

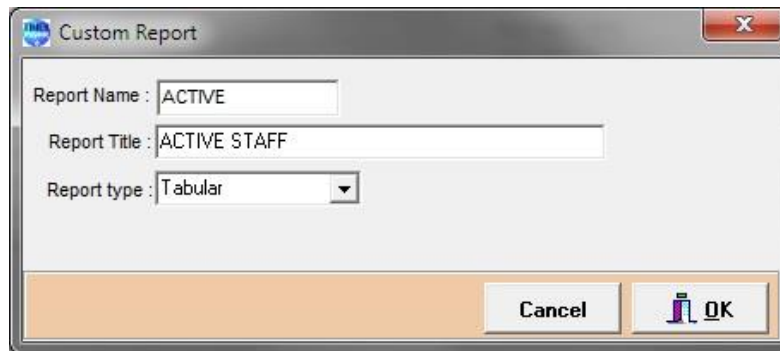
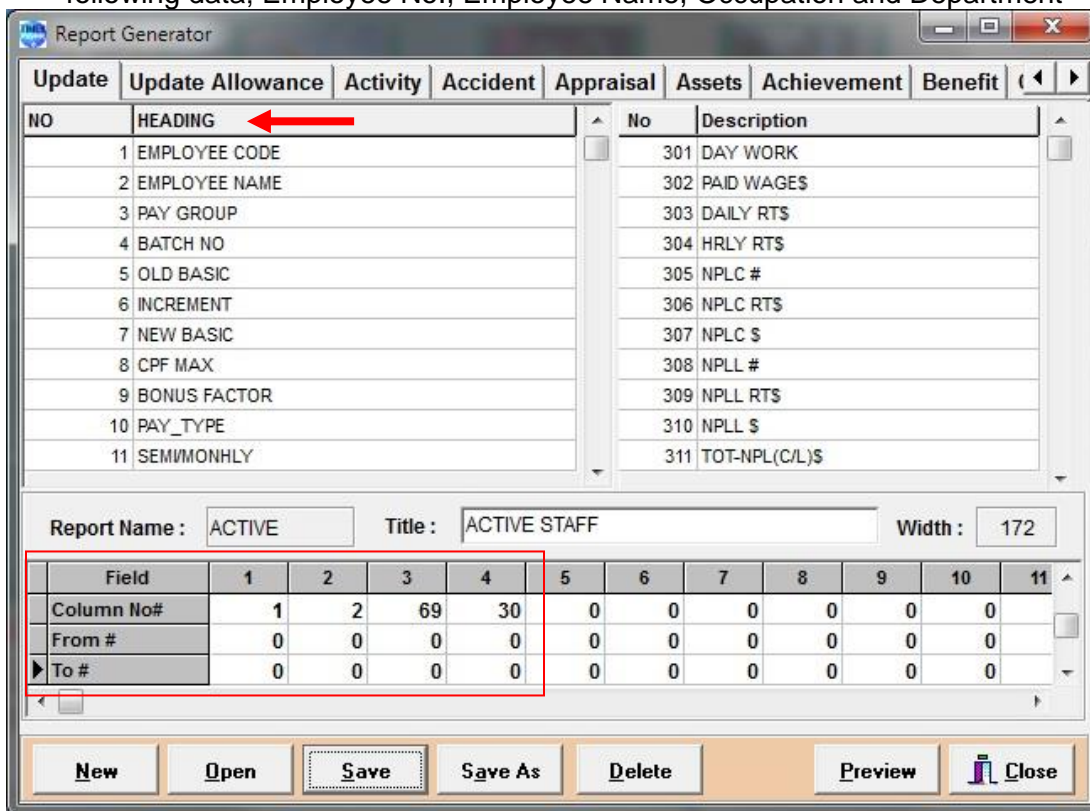


Figure 2.2

2.4 As stated in the introduction, assuming that I would need a report that generates the following data; Employee No., Employee Name, Occupation and Department



Update	Update Allowance	Activity	Accident	Appraisal	Assets	Achievement	Benefit
NO	HEADING						
1	EMPLOYEE CODE						
2	EMPLOYEE NAME						
3	PAY GROUP						
4	BATCH NO						
5	OLD BASIC						
6	INCREMENT						
7	NEW BASIC						
8	CPF MAX						
9	BONUS FACTOR						
10	PAY_TYPE						
11	SEMMONHLY						

No	Description
301	DAY WORK
302	PAID WAGES
303	DAILY RT\$
304	HRLY RT\$
305	NPLC #
306	NPLC RT\$
307	NPLC \$
308	NPLL #
309	NPLL RT\$
310	NPLL \$
311	TOT-NPL(C/L)\$

Field	1	2	3	4	5	6	7	8	9	10	11
Column No#	1	2	69	30	0	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0

Figure 2.3

Looking at the table below while referring to **figure 2.3**

Field	1	2	3	4
Column No	Employee Code (1)	Employee Name (2)	Occupation (69)	Department (30)
From				
To				

To check the list of available fields that I can use for the reports, click on the heading (follow the arrow shown on **figure 2.3**).

After click the heading, the Lookup menu will appear (**figure 2.4**). As shown below, you can see that I have searched for Occupation Description which is **No. 69**

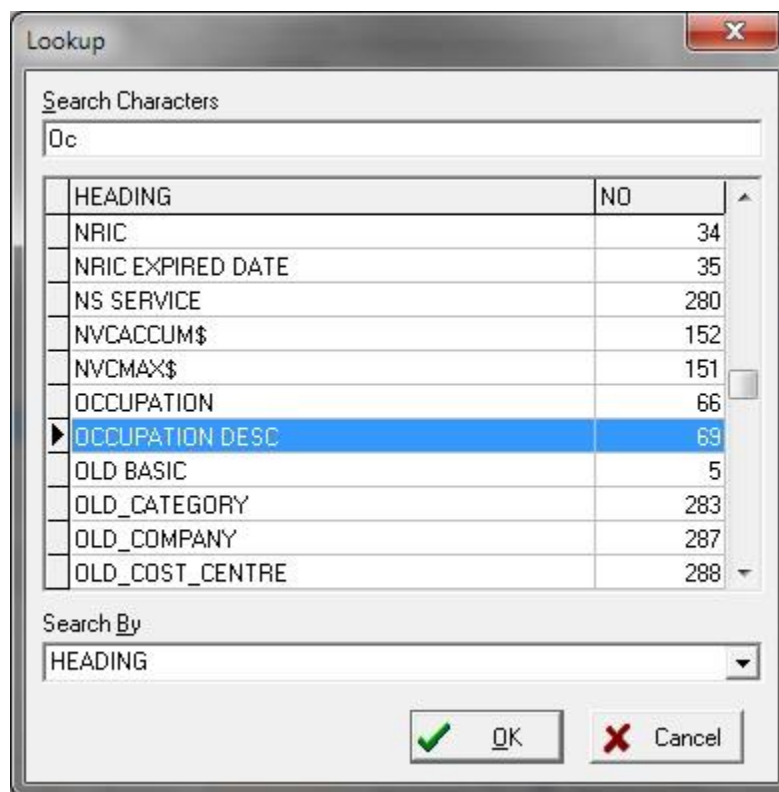


Figure 2.4

2.5 After selecting all the fields that is required for your report, click **Save** then click **Preview**.

2.6 A Print Report menu will appear. I have ticked Preview and the Export Check box. The Output Directory has been set as default C:\TIMESOFT. If you wish to export the file to a different location, please click on the small icon on the right (following the arrow in **figure 2.5**).

Once done, click on the button GO

Print Report

Report Name : EMPLOYEE

Sort report by : 1. Employee Code

Select Pay Period

☐ Mid Month ☐ Claim1 Period ☐ Week1

☒ End Month ☐ Claim2 Period ☐ Week2

☐ Mid and End Month ☐ Week3

☐ Special Period ☐ Special Period ☐ Week4

☐ Bonus Period ☐ Bonus Period ☐ Week5

☐ Full Month

Sorted by : 1. Ascending Key Use Query : AD-HOC

First Column sort :

Second Column sort :

New Page After Each Group ☐ Report filtered by Excluded terminated employee

Excluded Report Heading ☐

Print First page Header only? ☐

Exclude Zero Value ? ☐

Print Negative Value as Positive ? ☐

Include All Employee for HR Report ☒

Shows log message? ☒

Character Size 10

Report By

Detailed report ☒

Grouped By SubTotal ☒

Summary report ☐

Output Destination

☒ Preview ☐ Printer ☒ Export ☐ File ☐ Clipboard ☐ Excel

Output Directory C:\TIMESOFT

Go Close

Figure 2.5

2.7 A preview of the report will be shown and at the same time exported out to the location you have selected

TIMES SOFTWARE (S-DEMO) 21/10/2010 11:25:05 AM

PAGE : 1

CUSTOM REPORT : REPORT FOR THE MONTH OF OCTOBER Period : 201010 Cycle : End

REPORT TITLE : ACTIVE STAFF REPORT

QUERY : ACTIVE

EMPLOYEE COD	EMPLOYEE NAME	OCCUPATION DESC	DEPARTMENT DESC
001	DAVID GAN	HUMAN RESOURCE MANAGER	HUMAN RESOURCE DEPARTMENT
002	BENJAMIN WONG	FINANCE MANAGER	HUMAN RESOURCE DEPARTMENT
004	LAWRENCE LEE	IT MANAGER	HUMAN RESOURCE DEPARTMENT
005	JAMES ONG	PURCHASING MANAGER	HUMAN RESOURCE DEPARTMENT
101	CHRIS LEE	HUMAN RESOURCE EXECUTIVE	IT DEPARTMENT
102	SALLY CHONG	ACCOUNTANT	FINANCE DEPARTMENT
103	CHRISITINA ONG	SALES EXECUTIVE	HUMAN RESOURCE DEPARTMENT
104	DARREN LEE	IT SUPPORT	IT DEPARTMENT
105	EMILY WONG	PURCHASER	IT DEPARTMENT
106	Rita	PROGRAMMER	JUNIOR DEPARTMENT
SIMULATION	Simulation Employee	NONE	NONE
TEST	BENJAMIN WONG	FINANCE MANAGER	HUMAN RESOURCE DEPARTMENT

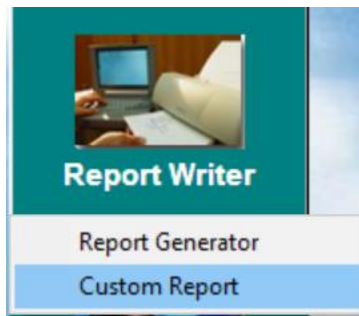
GRAND TOTAL

NUMBER OF EMPLOYEES IN GROUP = 12

Figure 2.6

Additional Note – Re-Using the Report and Query setting.

If you wish to re-generate the same report with the same query setting, Click Report Writer and select “Custom Report”.



1. **Report Name:** This is where you can select the reports that you have created previously.
2. **Use Query:** This is where you can select the default query or query that you have created previously.

Once done click Go

The screenshot shows the 'Print Report' dialog box with the following fields and options:

- Report Name:** A dropdown menu with a red arrow pointing to it and the number '1' next to it.
- Sort report by:** A dropdown menu showing '1. Employee Code'.
- Select Pay Period:** A group of radio buttons including 'Mid Month', 'End Month' (selected), 'Mid and End Month', 'Special Period', 'Bonus Period', and 'Full Month'.
- Claim1 Period:** A checkbox.
- Claim2 Period:** A checkbox.
- Special Period:** A checkbox.
- Bonus Period:** A checkbox.
- Week1:** A radio button.
- Week2:** A radio button.
- Week3:** A radio button.
- Week4:** A radio button.
- Week5:** A radio button.
- Sorted by:** A dropdown menu showing '1. Ascending Key'.
- Use Query:** A dropdown menu showing 'ACTIVE' with a red arrow pointing to it and the number '2' next to it.
- First Column sort:** A dropdown menu.
- Second Column sort:** A dropdown menu.
- New Page After Each Group:** A checkbox.
- Excluded Report Heading:** A checkbox.
- Print First page Header only?:** A checkbox.
- Exclude Zero Value?:** A checkbox.
- Print Negative Value as Positive?:** A checkbox.
- Include All Employee for HR Report:** A checked checkbox.
- Shows log message?:** A checked checkbox.
- Character Size:** A spinner box set to '10'.
- Report filtered by:** A dropdown menu showing 'Excluded terminated employee'.
- Report By:** A group of radio buttons including 'Detailed report' (selected), 'Grouped By SubTotal' (checked), and 'Summary report'.
- Output Destination:** A group of checkboxes including 'Preview' (checked), 'Printer', 'Export', 'File', 'Clipboard', and 'Excel'.
- Output Directory:** A text box showing 'C:\TIMESOFT'.
- Buttons:** 'Go' and 'Close' buttons at the bottom right.

- End -