

TIMES SOFTWARE



TIMESPAY 8

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 Please proceed to Report Writer, and then look for the menu “Report Generator” to create your report.



Figure 1.0

1.2 Click New to create the report.

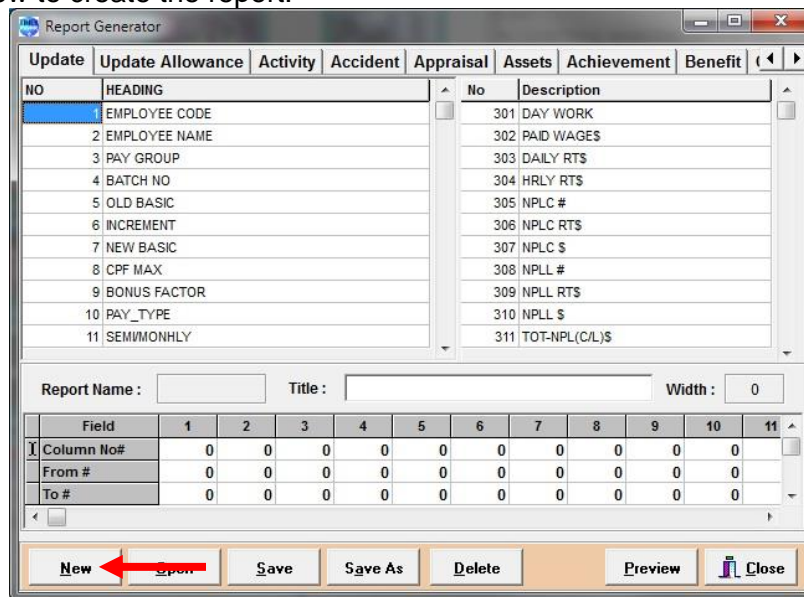


Figure 1.1

1.3 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 period
Select “Financial” for selecting data with a range of period.

In this guide I will select tabular.

Custom Report

Report Name : ACTIVE

Report Title : ACTIVE STAFF

Report type : Tabular

Cancel OK

Figure 1.2

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

Report Generator

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 SEM/MONHLY

301 DAY WORK

302 PAID WAGES

303 DAILY RTS

304 HRLY RTS

305 NPLC #

306 NPLC RTS

307 NPLC \$

308 NPLL #

309 NPLL RTS

310 NPLL \$

311 TOT-NPL(C/L)\$

Report Name : ACTIVE Title : ACTIVE STAFF Width : 172

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

New Open Save Save As Delete Preview Close

Figure 1.3

Looking at the table below while referring to figure 1.3

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 1.3**).

After click the heading, the Lookup menu will appear (**figure 1.4**). As shown below, you can see that I have searched for Occupation Description which is **No. 69**

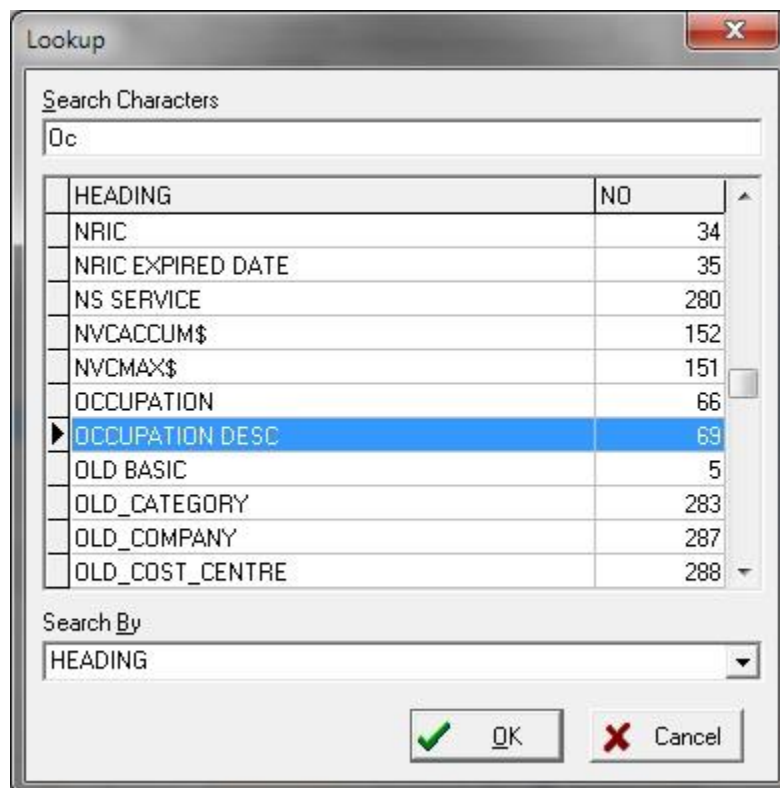


Figure 1.4

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

1.6 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 1.5**).

Once done, click on the button GO

Print Report

Report Name : EMPLOYEE

Sort report by : 1. Employee Code

Select Pay Period

☐ Mid Month
 ☒ End Month
 ☐ Mid and End Month
 ☐ Special Period
 ☐ Bonus Period
 ☐ Full Month

Claim1 Period ☐ Week1
 Claim2 Period ☐ Week2
 Special Period ☐ Week3
 Bonus Period ☐ Week4
 Week5

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

First Column sort : Second Column sort :

New Page After Each Group ☐
 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 filtered by Excluded terminated employee

Report By

Detailed report ☒
 Grouped By SubTotal ☒
 Summary report ☐

Output Destination

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

Output Directory C:\TIMESOFT

Go Close

Figure 1.5

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

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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 1.6

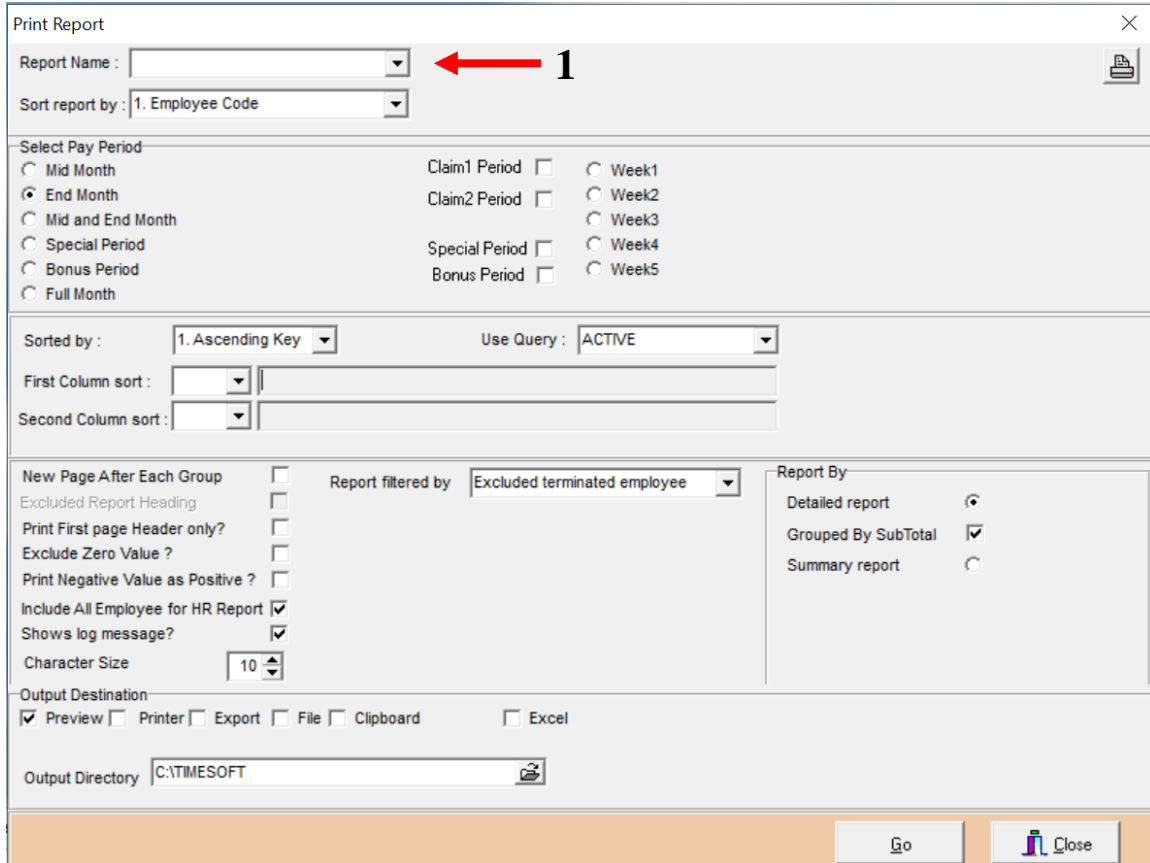
Additional Note – Re-Using the Report

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



1. **Report Name:** This is where you can select the reports that you have created previously.

Once done click Go



The screenshot shows the 'Print Report' dialog box. At the top, there is a 'Report Name' dropdown menu, which is highlighted by a red arrow and the number '1'. Below it is a 'Sort report by' dropdown menu set to '1. Employee Code'. The 'Select Pay Period' section contains several radio button options: 'Mid Month', 'End Month' (selected), 'Mid and End Month', 'Special Period', 'Bonus Period', and 'Full Month'. To the right of these are checkboxes for 'Claim1 Period', 'Claim2 Period', 'Special Period', and 'Bonus Period', along with radio buttons for 'Week1' through 'Week5'. The 'Sorted by' dropdown is set to '1. Ascending Key', and the 'Use Query' dropdown is set to 'ACTIVE'. Below these are fields for 'First Column sort' and 'Second Column sort'. The 'New Page After Each Group' section has several checkboxes, including 'Excluded Report Heading', 'Print First page Header only?', 'Exclude Zero Value?', 'Print Negative Value as Positive?', 'Include All Employee for HR Report' (checked), and 'Shows log message?' (checked). The 'Character Size' is set to '10'. The 'Report filtered by' dropdown is set to 'Excluded terminated employee'. The 'Report By' section has radio buttons for 'Detailed report' (selected), 'Grouped By SubTotal' (checked), and 'Summary report'. The 'Output Destination' section has checkboxes for 'Preview' (checked), 'Printer', 'Export', 'File', 'Clipboard', and 'Excel'. The 'Output Directory' is set to 'C:\TIMESOFT'. At the bottom right, there are 'Go' and 'Close' buttons.

- End -