TIMES PAYROLL 8.0 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 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.

0	Report 0	Senerator	•												×
U	pdate	Update	Allowance	Activity	Accide	ent	Appra	aisal	A	ssets	Achieve	ment	Benefit	11	
N)	HEADING	3				-	No		Descri	ption			1	
	1	EMPLOY	EE CODE					3	301	DAY W	ORK				
	2	EMPLOYEE NAME							302	02 PAID WAGE\$					
	3	PAY GRO	OUP					303 DAILY RT\$							
	4	BATCH N	10						304 HRLY RT\$						
	5	OLD BAS	SIC						305	NPLC # NPLC RT\$					
	6	INCREME	NT						306						
	7	NEW BA	SIC						307	NPLC S NPLL #					
	8	CPF MAX	(308						
	9	BONUS F			309	NPLL RT\$									
	10	10 PAY_TYPE							310	NPLL \$					
	11	SEMVMO	NHLY				-		311	TOT-NPL(C/L)\$					
	Report N	lame :		Title	: [idth :	0]
	Fie	ld	1 :	2 3	4	1	5	6		7	8	9	10	11	
I	Column	No#	0	0	0	0	0		0	0	0	0	0		
	From #		0	0	0	0	0		0	0	0	0	0		
	To #		0	0	0	0	0		0	0	0	0	0		-
			<i>8</i> .											•	
	<u>N</u> ew	-		<u>S</u> ave	Save	As		<u>D</u> elete	e		E	review	<u>i</u>	<u>C</u> los	e

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	1000	×
Report Name : ACTIVE Report Title : ACTIVE STAFF Report type : Tabular		
	Cancel	<u>л</u> ок

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 (Generato	or											1	3
Update	Update	e Allowance	e Activit	y Ac	cident	Арр	raisal	A	ssets	Achieve	ment	Benefit	11	
NO	HEADIN	ig 🔶	_				No		Descr	iption			1	
1	EMPLO	YEE CODE						301	DAY W	/ORK				
2	EMPLO			302	2 PAID WAGE\$									
3	PAY GR	ROUP					303 DAILY RTS							
4	BATCH	NO					1	304 HRLY RT\$						
5	OLD BA	ASIC						305	NPLC # NPLC RTS NPLC S NPLL # NPLL RTS					
e	INCREM	ENT					1	306						
7	NEW B	ASIC						307						
8	CPF MA	x						308						
9	BONUS	FACTOR						309						
10	PAY_T	/PE						310	NPLL \$					
11	SEMVM	ONHLY					-	311	TOT-N	PL(C/L)\$				÷
Report N	lame :	ACTIVE	Titl	e: [ACTIVE	STAFF					w	idth :	172	
Fie	eld	1	2 3	8	4	5	6	ľ	7	8	9	10	11	
Column	No#	1	2	69	30	0		0	0	0	0	0		_
From #		0	0	0	0	0		0	C	0	0	0		-
To #		0	0	0	0	0		0	C	0	0	0		-
•													•	
<u>N</u> ew		<u>O</u> pen	<u>S</u> ave		6 <u>a</u> ve As		<u>D</u> elet	e		E	review	1	<u>C</u> los	e
					_					_				

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				
То				

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**

Ωc		_
HEADING	NO	-
NRIC	34	ī
NRIC EXPIRED DATE	35	5
NS SERVICE	280)
NVCACCUM\$	152	2
NVCMAX\$	151	-
OCCUPATION	66	; -
OCCUPATION DESC	65	9
OLD BASIC	5	5
OLD_CATEGORY	283	3
OLD_COMPANY	287	7
OLD_COST_CENTRE	288	3 -
Search <u>B</u> y		
HEADING		•

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

Report Name : ACTIVE	-	
Sort report by : 1. Employee Code	•	
Select Pay Period		
C Mid Month	C Special Period Claim	1 Period 🔲
End Month	C Bonus Period	2 Period
C Mid and End Month	Speci C Full Month Bonu	al Period 🥅 Is Period 🕅
Sorted by : 1. Ascending Key 💌	Use Query : ACTIVE	•
First Column sort :		
Second Column sort :		
New Page After Each Group Included Terminated Employee Excluded Report Heading Print First page Header only? Exclude Zero Value ? Print Negative Value as Positive Include All Employee for HR Rep Character Size	Report By Detailed report Grouped By Sub Summary report ort 🗸	ে Total 🔽 ি
Output Destination	File Clipboard	
Output Directory C:\TIMESOFT		é
	1	-

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

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

Print Report	X
Report Name : ACTIVE Sort report by : 1. Employee Code	
Select Pay Period	
C Mid Month	C Special Period Claim1 Period
End Month	C Bonus Period
C Mid and End Month	C Full Month Special Period Bonus Period
Sorted by : 1. Ascending Key 💌	Use Query : ACTIVE
First Column sort :	
Second Column sort :	
New Page After Each Group Included Terminated Employee Excluded Report Heading Print First page Header only? Exclude Zero Value ? Print Negative Value as Positive ? Include All Employee for HR Report Character Size	Report By Detailed report • Grouped By SubTotal • Summary report C •
Preview Printer V Export	File Clipboard
Output Directory C:\TIMESOFT	B
	<u>G</u> o Î Close

- End -