

TIMES PAYROLL 8.0 GUIDE

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

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|-------------------------------|---------------------------|
| Li Guan Hui | 21 st Oct 2010 |
| | |

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.

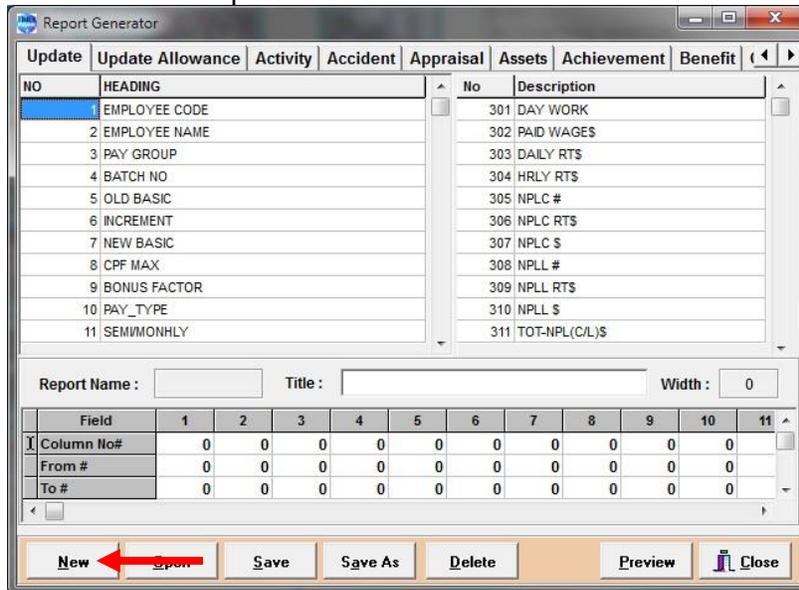


Figure 1.1

1.3 Key in the following fields:

- Report Name:** The Name of the report.
- Report Title:** Title of the Report

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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.

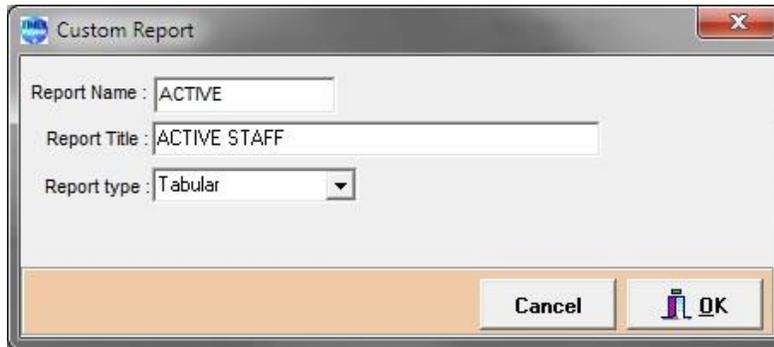


Figure 1.2

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

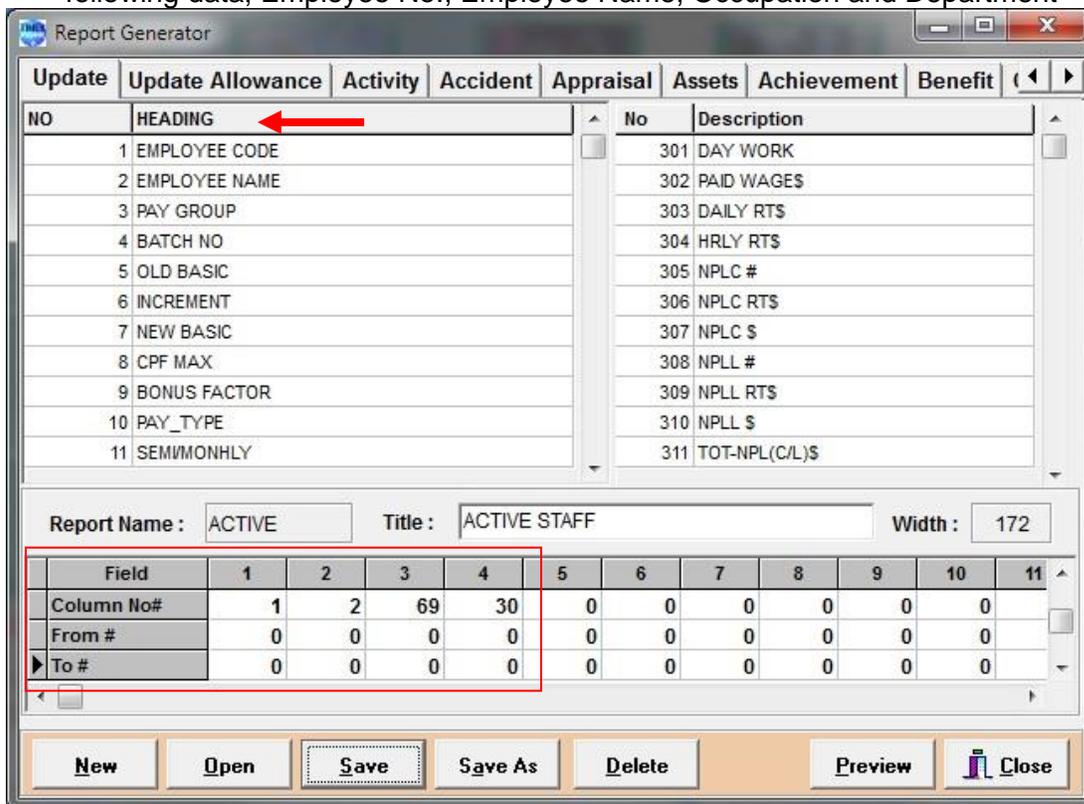


Figure 1.3

Looking at the table below while referring to **figure 1.3**

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| 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**

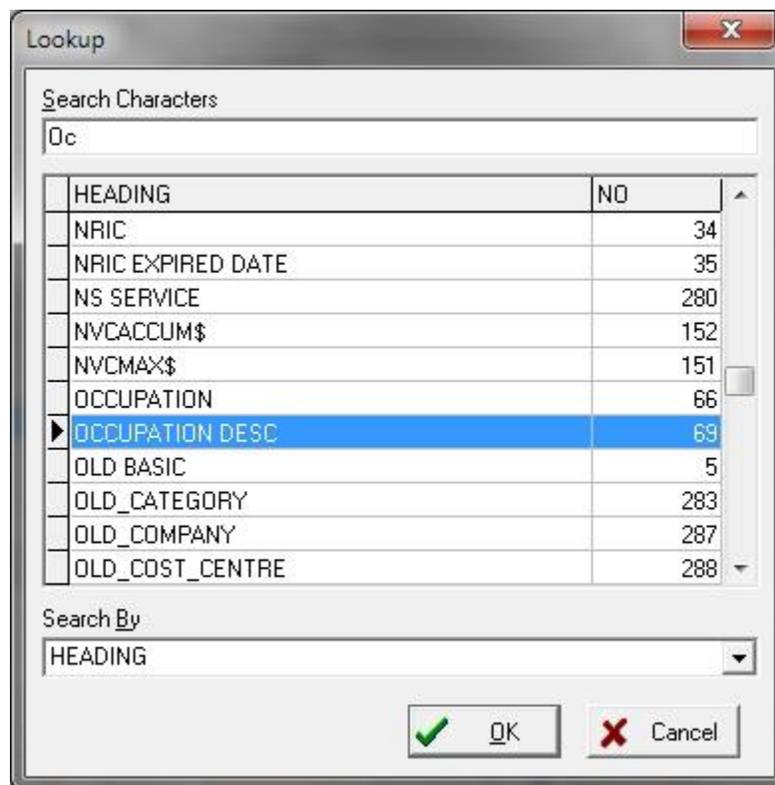


Figure 1.4

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**).

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Once done, click on the button GO

The screenshot shows the 'Print Report' dialog box with the following settings:

- Report Name: ACTIVE
- Sort report by: 1. Employee Code
- Select Pay Period: End Month (selected)
- Sorted by: 1. Ascending Key
- Use Query: ACTIVE
- Report By: Grouped By SubTotal (checked)
- Output Destination: Preview (checked), Export (checked)
- Output Directory: C:\TIMESOFT

Figure 1.5

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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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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

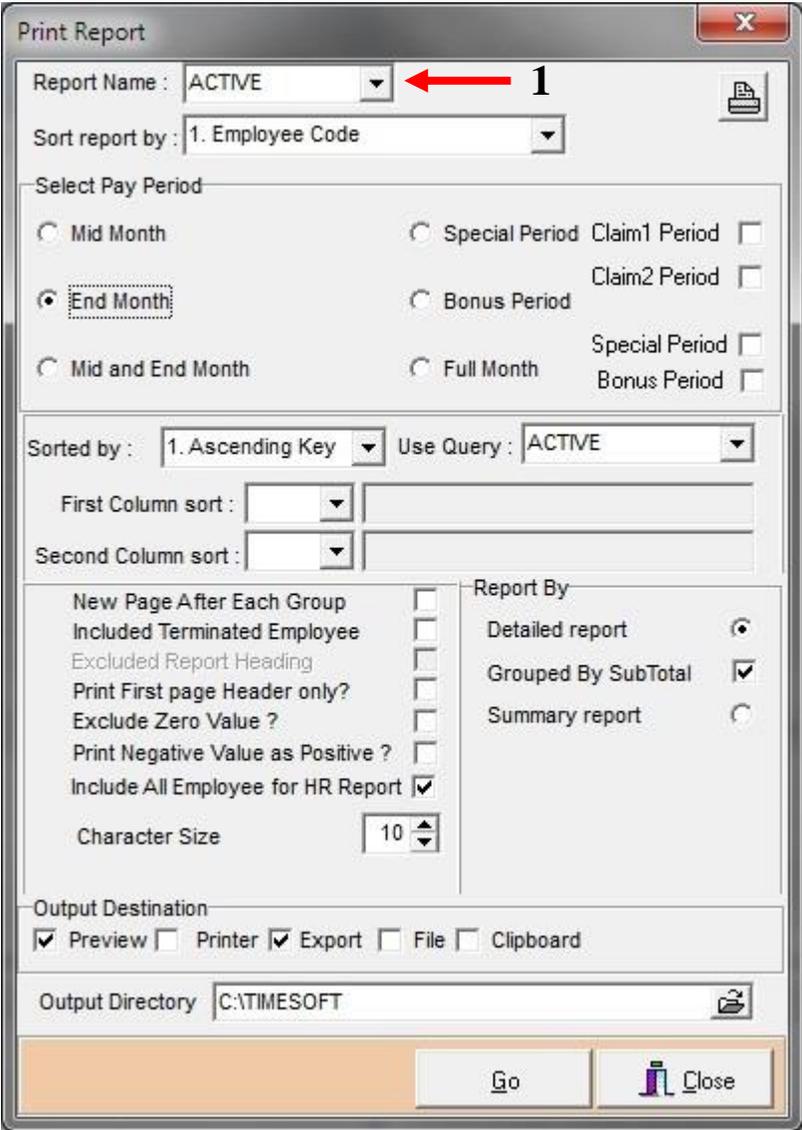
If you wish to re-generate the same report, Click Report Writer and select “Custom Report”.



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

Once done click Go



- End -