

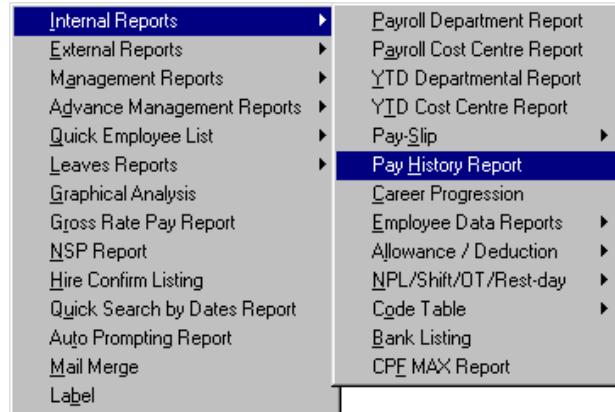
APPENDIX C

Exporting A Standard Report To Excel, PDF etc.....

If the user wanted to export any of the standard report (e.g. Payroll Department Report in the Internal Reports, Pay History Report or any other reports) to excel these the are following steps:-

STEPS:

- 1) Select the Payroll Reports and Internal Reports option.
- 2) Choose the standard report you want to export. E.g. Pay History Report.
- 3) Select the correct pay cycle and the rest of the options for the report.
- 4) Click on the Process button to generate the Pay History Report.



Pay History Report

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DATE : 30/05/2001

USERID : MASTER

Employee's code : 003 (ANITA)

Department : ADMIN (ADMINISTRATION DEPARTMENT)

Hired Date : 01/12/1998

Occupation : EXEC

	Jan	Feb	Mar	Apr	May	Jun	SUB TOTAL
Total Basic Salary	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00
Gross Wages	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00
CPF Wages	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00
Employee CPF	-240.00	-240.00	-240.00	-240.00	-240.00	-240.00	-1,440.00
Net Pay	960.00	960.00	960.00	960.00	960.00	960.00	5,760.00
Employer CPF	120.00	120.00	120.00	144.00	144.00	144.00	792.00
Total CPF	360.00	360.00	360.00	384.00	384.00	384.00	2,232.00
CPF Ordinary Wages	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,200.00

	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Total Basic Salary	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
GROSS WAGES	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
BONUS *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Wages	1,200.00	1,200.00	1,200.00	1,200.00	2,400.00	1,200.00	15,600.00
CPF Wages	1,200.00	1,200.00	1,200.00	1,200.00	2,400.00	1,200.00	15,600.00
Employee CPF	-240.00	-240.00	-240.00	-240.00	-480.00	-240.00	-1,440.00

Print Dialog for Employee History Report

From Period: 200101 To: 200105

Cycle: ☐ Mid Month ☐ End Month ☐ Special Period ☐ Bonus Period ☐ Full Month ☐ Mid And End

Included Special: ☐ Included Bonus: ☐

Print By: ☒ By Employee ☐ By Department ☐ By Cost Centre ☐ By Whole Company

Employee: 0000 PRO

Department: ADMIN SUPP

Cost Centre: COST1 NONE

New page for second half? ☐

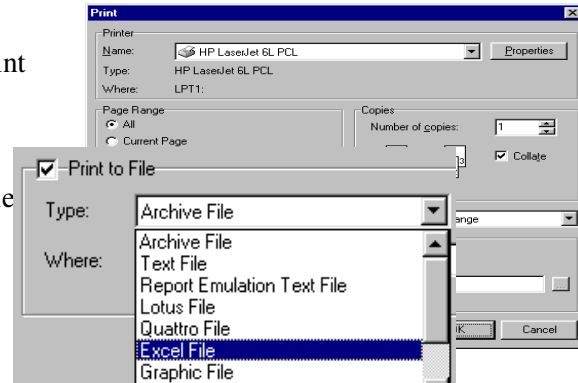
Sorted by Employee Name? ☒

Process Exit

- 5) Click the printer icon on the top left of the report.



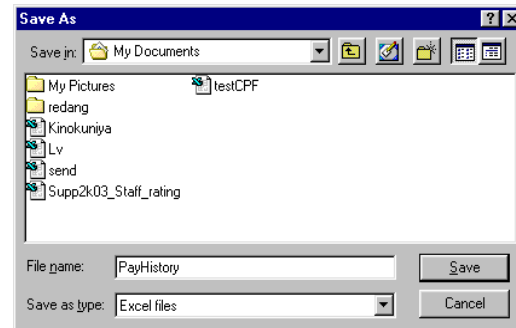
- 6) When the user click on printer icon, the print screen will appear.
- 7) Put a tick on the 'Print to File' option and select 'Excel File' or PDF for the type of file and where to store the file.



- 8) The user can choose to save the report name according to the name they want by selecting the button next to the file name to be saved.



Once user click on the button to be saved, user will be able to see the Save As window where they can type in the File name of the file. (e.g. PayHistory.xls)



- 9) User can then proceed on to open the file in Excel , PDF format.