

## Report Writer

**Report Writer** is a powerful, robust and flexible report generator built into TIMES PAY. The Report Writer generates report by pay period:

### REPORT GENERATOR

TIMES PAY **Report Generator** provides the user with a quick and efficient way to tailor-build reports to the specific needs of your payroll reporting.



**To create a custom report:**

#### STEPS:

- 1) Click the **Report Writer** icon.
- 2) Choose **Report Generator**.

NO	HEADING	No	Description
1	EMPLOYEE CODE	300	DAY WORK
2	EMPLOYEE NAME	301	PAID WAGE\$
3	PAY GROUP	302	DAILY RT\$
4	BATCH NO	303	HRLY RT\$
5	BASE PAY	304	NPLC #
6	INCREMENT	305	NPLC RT\$
7	TOTAL WAGES	306	NPLC \$
8	CPF MAX	307	NPLL #
9	BONUS FACTOR	308	NPLL RT\$
10	PAY TYPE	309	NPLL \$
11	SEMI/MONHLY	310	TOT-NPL(CAL)\$

Report Name :      Title :      Width : 0

Field	1	2	3	4	5	6	7	8	9	10	11	12
Column No#	0	0	0	0	0	0	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0	0

New Open Save Save As Delete Preview Close

- 3) Click the **New** button to add a new custom report.
- 4) Enter a name and the report title for the new report.
- 5) Choose the preferred report type. Such as **Tabular** or **Financial**.

Custom Report

Report Name: REP-01

Report Title: SALARY REPORT (GROSS/BASIC)

Report type: Tabular

Cancel OK

The list box on the right contains fields from Update Employee

The list box on the left contains fields from Modify Pay Record.

Update	Modify Pay Record
1 EMPLOYEE CODE	300 DAY WORK
2 EMPLOYEE NAME	301 PAID WAGE\$
3 PAY GROUP	302 DAILY RT\$
4 BATCH NO	303 HRLY RT\$
5 OLD BASIC	304 NPLC #
6 INCREMENT	305 NPLC RT\$
7 NEW BASIC	306 NPLC \$
8 CPF MAX	307 NPLL #
9 BONUS FACTOR	308 NPLL RT\$
10 PAY TYPE	309 NPLL \$
11 SEMIMONHLY	310 TOT-NPL(C/L)\$

6) Double-click the field no. to enter the field into the first column of the report.

To search for a specific field by field name:

- Click the field name and enter the search criterion.

**EXAMPLE:**

Click the **Description** field and enter "emp".

HEADING	NO
EMER ADDR2	107
EMER ADDR3	108
EMER CANTACT NO#	110
EMER CONTACT NO	113
EMER POSTAL	109
EMPL PASS	43
EMPL PASS ISSUE DATE	44
EMPL PASS PERIOD	46
EMPLOYEE CODE	1
EMPLOYEE NAME	2
FUND 1	21

Search By: HEADING

Double-click the field no. to insert it into the current column.

Field	1
Column No#	1

7) Insert the desired fields into their respective columns.

For example, the following is a sample custom report.

Report Name :		REP-01		Title :		SALARY REPORT (TOTAL/BASE)		Width :		81		
Field	1	2	3	4	5	6	7	8	9	10	11	12
Column No#	1	2	3	39	5	7	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0	0

To clear a column assignment, enter "0" in the column.

If you choose report type: **Financial**, then enter the period for all transaction field from modify pay record example:

**From #:** 200501

**To #:** 200508

**Tip:** Double-click the **From/To** cell to select a pay period from a list.

Lookup	
Search Characters	
Period	
199901	
199902	
199903	
199904	
199905	
199906	
199907	
199908	
199909	
199910	
199911	
OK	Cancel

Below is an example:

Report Name :		NEW REP		Title :				Width :		138		
Field	1	2	3	4	5	6	7	8	9	10	11	12
Column No#	1	2	27	7	42	61	64	34	500	353	0	0
From #	0	0	0	0	0	0	0	0	200501	200501	0	0
To #	0	0	0	0	0	0	0	0	200508	200508	0	0

New Open Save Save As Delete Preview Close

To **delete** a column – press the **F4** function key.

To **insert** a column – press the **F3** function key.

The user may click the **Preview** button to preview the report.

### Notes:

If you need to assign a field column as a sort key, you will need to set its field width to zero.

Double-click column one, set the field width to zero.

Field	1	2
Column No#	27	2
From #	0	0
To #	0	0

Field Setting	
Desc/Width	
Description	EMPLOYEE CODE
Field Width	0

**Note:**

You may choose to sort by first column provided you have already assigned the first column as the sort key.

**Print Report**

Report Name : 1

Sort report by 13.1st Column

- 13.1st Column
- 1. Employee Code
- 2. Employee Name
- 3. Sex
- 4. Marital Status
- 5. Race
- 6. Nationality
- 7. Department
- 8. Occupation
- 9. Category
- 10. Base Wage
- 11. Type
- 12. Dept+Category+Name
- 13.1st Column
- 14.1st and 2nd Columns

**Sample report**

```
NEW98 06/11/1998 6:12:50 PM
```

PAGE : 1

CUSTOM REPORT : REPORT FOR THE MONTH OF JANUARY IN FULL DETAILS

REPORT TITLE : FINANCIAL REPORT REPORT

QUERY : ALL

98/04-98/04

EMPLOYEE COD	EMPLOYEE NAME	TOTAL WAGES	INCREMENT
1234	1234	1100.00	0.00
2244	2244	2000.00	0.00
SUBTOTAL :			
		3100.00	0.00

NUMBER OF EMPLOYEES IN GROUP = 2

**NOTE:**

The Print Preview may be set to work from a query as shown on the right.

Use Query ALL

CODE	DESCRIPTION
001	001 only
002	002
006	JAMES LYE
016	NROBSO
1BANK	1 BANK ONLY
4PERSONS	PROJECT A STAFF
5PERSONS	5 PERSONS
ADS	CHECK
ALL	SELECT ALL EMPLOYEE
ALL_LIST	LIST (ADMIN & SALES)
BATCHNO	QUERY BY BATCH NUMBER
DEPT	1 DEPT ONLY
OT STAFF	OT STAFF
TERM	CURRENT MONTH TERMINATED STAFF

- 8) Click the **Save** button to save the new custom report.
- 9) Click the **Close** button to exit **Report Writer**.

**ENHANCEMENT FOR REPORT WRITER (Add two internal sorting columns)**

Report Name : UPDATE		Title : NEW UPDATE										Width : 74	
Field	1	2	3	4	5	6	7	8	9	10	11	12	13
Column No#	1	2	295	296	297	0	0	0	0	0	0	0	0
From #	0	0	0	0	0	0	0	0	0	0	0	0	0
To #	0	0	0	0	0	0	0	0	0	0	0	0	0

Buttons: New, Open, Save, Save As, Delete, Preview, Close

- 1) Field 1 (No 1) - Employee Code
- 2) Field 2 (No 2) - Employee Name
- 3) Field 3 (No 295) - Employee's CPF
- 4) Field 4 (No 296) - Employer's CPF
- 5) Field 5 (No 297) - Total CPF

**OUTPUT PREVIEW WITHOUT FIRST OR SECOND COLUMN SORT****STEPS:**

- 1) Click the **Save** and **Preview** button.
- 2) From the Print Report Parameter, for example Sort report by Department and do not Sort by First Column Or Second Column
- 3) Click the **Go** button to Preview the output.

**Print Report**

Report Name : AGE

Sort report by : 1. Employee Code

Select Pay Period

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

Included Special Period ☐  
 Included Bonus Period ☐

Sorted by : 1. Ascending Key Use Query : ADMIN

First Column sort :   
 Second Column sort :

☐ New Page After Each Group  
☐ Included Terminated Employee  
☐ Excluded Report Heading  
☐ Exclude Zero Value ?  
☐ Print Negative Value as Positive ?  
 Character Size : 10  
☒ save paper size ?  
 Paper size : default/custom

Report By

☒ Detailed report  
☒ Grouped By SubTotal  
☐ Summary report

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

Output Directory : C:\TIMESOFT

Go Close

**TIMES PAY generates a preview of the custom report as shown below:**

CUSTOM REPORT : REPORT FOR THE MONTH OF APRIL Period : End				
REPORT TITLE : NEW UPDATE REPORT				
QUERY : ALL				
EMPLOYEE COD	EMPLOYEE NAME	EE CPF\$	ER CPF\$	CPF TOTAL\$
-----				
GROUP : SALES				
-----				
0050	CHRISTY	0.00	0.00	0.00
0090	LOW KIT FAI	-1200.00	960.00	2160.00
0060	MARK LIM	-724.00	581.00	1305.00
0070	TERRENCE CHOW	-680.00	884.00	1564.00
-----				
		-2604.00	2425.00	5029.00
NUMBER OF EMPLOYEES IN SALES GROUP = 4				
GROUP : SUPP				
-----				
0080	JIMMY LIM	-1200.00	1440.00	2640.00
0100	JOE CHIA	-1200.00	960.00	2160.00
0010	LEON LAI	-212.00	170.00	382.00
-----				
		-2612.00	2570.00	5182.00
NUMBER OF EMPLOYEES IN SUPP GROUP = 3				
-----				
GRAND TOTAL		-5216.00	4995.00	10211.00
=====				

*From the report above, shown that this report sort by 2 groups, one is **Sales Group** and Another one is **Supp Group** and auto sort by Employee Name.*

## OUTPUT PREVIEW WITH FIRST / SECOND COLUMN SORT

### STEPS:

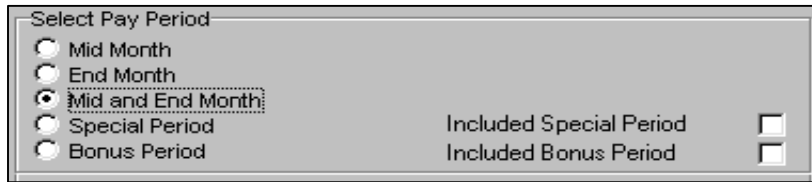
- 1) Click the **S**ave and **P**review button.
- 2) Click the **S**ave and **P**review button.
- 3) From the Print Report Parameter, for example Sort report by Department and Sort by First Column with employee's CPF
- 4) Click the **G**o button to Preview the output

**TIMES PAY generates a preview of the custom report as shown below:**

TIMES SOFTWARE PTE LTD 11/04/2001 10:40:32 AM				PAGE : 1
CUSTOM REPORT : REPORT FOR THE MONTH OF APRIL Period : End				
REPORT TITLE : NEW UPDATE REPORT				
QUERY : ALL				
EMPLOYEE COD	EMPLOYEE NAME	EE CPF\$	ER CPF\$	CPF TOTAL\$
GROUP : SALES				
0090	LOW KIT FAI	-1200.00	960.00	2160.00
0060	MARK LIM	-724.00	581.00	1305.00
0070	TERRENCE CHOW	-680.00	884.00	1564.00
0050	CHRISTY	0.00	0.00	0.00
		-2604.00	2425.00	5029.00
NUMBER OF EMPLOYEES IN SALES GROUP = 4				
GROUP : SUPP				
0080	JIMMY LIM	-1200.00	1440.00	2640.00
0100	JOE CHIA	-1200.00	960.00	2160.00
0010	LEON LAI	-212.00	170.00	382.00
		-2612.00	2570.00	5182.00
NUMBER OF EMPLOYEES IN SUPP GROUP = 3				

Sort Report EE CPF

**NOTE:** If Mid and End Month option is selected, the user may choose to include either Special Period/Bonus Period records.

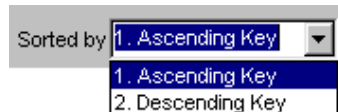


Select Pay Period

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

Included Special Period ☐  
 Included Bonus Period ☐

Report may be sorted by a user defined key either ascending /descending.




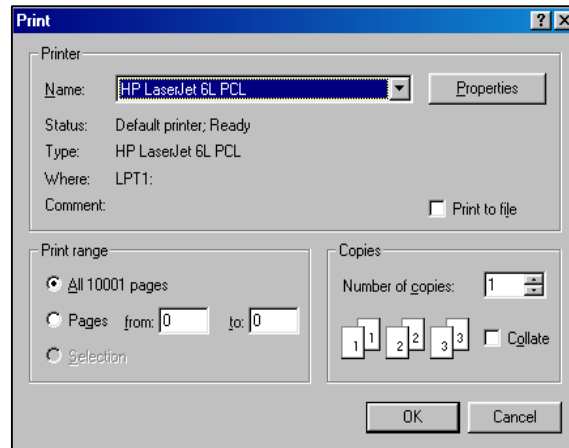
Sorted by: 1. Ascending Key

1. Ascending Key  
 2. Descending Key

To set up the preferred paper size:

### STEPS:

- 1) Click the printer dialog icon  to display the **print** dialog
- 2) Click the **Properties** button.



**Print**

Printer:

Name: HP LaserJet 6L PCL Properties

Status: Default printer; Ready

Type: HP LaserJet 6L PCL

Where: LPT1:

Comment: ☐ Print to file

Print range:

☒ All 10001 pages  
☐ Pages from: 0 to: 0  
☐ Selection

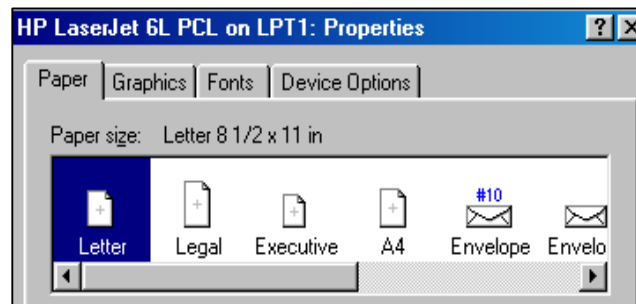
Copies:

Number of copies: 1

☐ Collate  
 1 1 2 2 3 3

OK Cancel

- 3) On the **Paper** tab, select the desired paper size for the user-defined/default printer type.  
(Example: HP LaserJet 6L)
- 4) Click the **OK** button to exit the **Properties** dialog.
- 5) Click the **OK** button to exit the **print** dialog.



**HP LaserJet 6L PCL on LPT1: Properties**

Paper Graphics Fonts Device Options

Paper size: Letter 8 1/2 x 11 in

☒ Letter ☐ Legal ☐ Executive ☐ A4 ☒ #10 Envelope ☐ Envelope

A report may be generated as:

- Detailed report
- Summary report

And it may be grouped by sub-total.



Report By

Detailed report ☒  
 Summary report ☐  
 Grouped By SubTotal ☒

Report Writer provides four output options as shown on the right.

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

**Preview:** Preview report before printing.

**Printer:** Send the report to the assigned printer.

**Export:** Export the report as a delimited text file, excel or PDF file

**File:** Export the report as a formatted text file.

**Clipboard:** Export the report to the Windows clipboard. (Sharing of data with another applications.)

**NOTE:** This option works in conjunction with the **Preview** option.

i.e **Preview** option should also be ticked. (See Appendix C)

**To preview a custom report:**

### STEPS:

1) Click the **Report Writer** icon.



Report Generator

**Custom Report**

Report Name : ASD

2) Choose the **Custom Report**.

CODE	TITLE	TYPE
AAA	PAYROLL REPORT	T
ACHK	ACHK LIST	T
AREPORT	PAYROLL REPORT	T
AREPORT2	REPORT	T
ASD	REPORT	T
CHKLIST	CHECK LIST	T
Emplist	Bk Ac# ,Term.Date , Hire Date	T
LIST	ELSMPLYEE DETAI	T

3) Choose a report from the **Report Name** Combo box.

Character Size 10

To set the report font size, set the character size field

4) Choose the preferred output destination.

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

5) Click the **Go** Button.

**Print Report**

Report Name : AGE

Sort report by : 1. Employee Code

Select Pay Period

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

Included Special Period ☐ Included Bonus Period ☐

Sorted by : 1. Ascending Key Use Query : ADMIN

First Column sort :  Second Column sort :

New Page After Each Group ☐ Included Terminated Employee ☐ Excluded Report Heading ☐ Exclude Zero Value ? ☐ Print Negative Value as Positive ? ☐ Character Size 10 save paper size ? ☒ Paper size : default/custom

Report By

Detailed report ☒ Grouped By SubTotal ☒ Summary report ☐

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☐ Clipboard

Output Directory : C:\TIMESOFT

Go Close

## Sample report in preview Window.

TIMES SOFTWARE PTE LTD 04/11/1998 11:15:54 AM			PAGE : 1
CUSTOM REPORT : REPORT FOR THE MONTH OF JANUARY IN FULL DETAILS			
REPORT TITLE : REPORT REPORT			
QUERY : ALL			
EMPLOYEE COD	EMPLOYEE NAME	BASE PAY	PAID WAGE\$
001	AMELIA BENSON	3000.00	3000.00
002	BENSON LEE	1000.00	1000.00
003	CHARLIE PANG	5060.00	5060.00
004	CHRISTOPHER LEE	700.00	700.00
005	ZOE TAY	4350.00	4350.00
006	JAMES LYE	1000.00	1000.00
008	JEAN LEE	523.00	523.00
009	ANN KOK	970.00	970.00
010	LEE NAN XIN	1000.00	1000.00
011	LINGO 11	660.00	660.00
013	LEE HUI LURE, NANCY	5500.00	5500.00
014	ODDY 14	800.00	800.00
015	PETER	6580.00	6580.00
016	QUEK LENG KONG, ROBSON	20.00	440.00
017	ROSLAN BIN OSMAN	3500.00	3500.00
018	SUSAN ANG-FOREIGN WORKER 1	750.00	750.00
019	TADEM	1500.00	1500.00
020	UGADAN	4600.00	4600.00
021	VADON	1500.00	1500.00