

APPENDIX E

Exporting a Custom Report to Excel

Method A:

STEPS:

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



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

Print Report

Report Name: **PAYREP**

Sort report by:

CODE	TITLE	TYPE
AAA		T
C		T
CV	CV	T
EE DATE	EMPLOYEE MAIN INFORMATION	T
LEAVE		T
NEW REP		F
PAYREP	PAYROLL REPORT	T
PAYROLL	PAYROLL REPORT	F

Select Pay Per:

Sorted by:

- 3) Choose the preferred output destination – select **Preview & Export**

Output Destination

☒ Preview ☐ Printer ☒ Export ☐ File ☐ Clipboard

Output Directory: C:\TIMESOFT

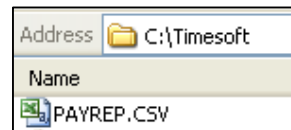
- 4) Click the **Go** button to preview the report as well as to export the report to the output Directory.

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	

Open the C:\Timesoft folder

- 5) You will find the file which you have export
- 6) Double click to open the file in Excel



	A	B	C	D	E	F
1	TIMES					
2	REPORT					
3						
4	EMPLOYEE	EMPLOYEE NAME	DEPARTMENT	NEW BASIC	SERVICE	BANK
5						
6		1 Peter Lee	MGT	0	3.67	CASH
7		2 Steven Lee	MGT	0	4.67	CASH
8		3 Sandy Teo	ACCT	0	3.67	7357
9		4 Hazel Wong	ACCT	0	3.67	CASH
10		5 Vincent Goh	ACCT	0	3.67	CASH
11		6 Michael Lim	ACCT	0	4.67	CASH
12		1 Alan	SUPP	2100	6.42	7010
13		10 Linda	HR	1000	2.67	CASH
14		11 Racheal	MGMT	2000	2.58	CASH
15		12 Golden Lavender De Christh	HR	2000	2.33	CASH

Method B:**STEPS:**

1. Click the **Report Writer** icon.
2. Choose the **Custom Report**.
3. Choose a report from the **Report Name** Combo box.
4. Choose the preferred output
5. Destination – select **Preview & Clipboard**
6. Click the **Go** button to preview the report as well as to export the report to the system's clipboard.

Output Destination

☒ Preview ☐ Printer ☐ Export ☐ File ☒ Clipboard

You may now paste the custom report to any application that supports the **Paste** function.

Example: MS Excel.

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 LUEE, NANCY	5500.00	5500.00
014	ODDY 14	800.00	800.00
015	PETER	6580.00	6580.00
016	DEUK 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	WADAN	4600.00	4600.00
021	VADON	1500.00	1500.00

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:\TIMES\OFT

Go Close

7) Start MS Excel from the **Start Menu**.

8) Select **New...** from the File Menu.

9) Select cell A1.

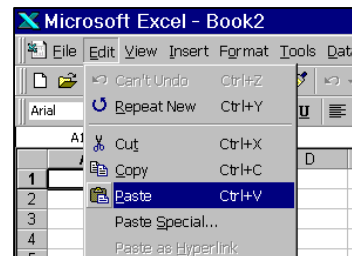
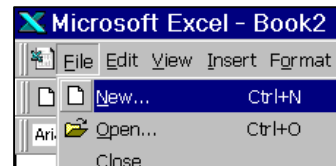
10) Select **Paste** from the Edit Menu.

Example:

You will notice that for row 9, the data in A9 is a continuous string:

"002 BENSON LEE 1300.00 1400.00"

	A	B	C	D	E	F	G	H
1	TIMES SOFTWARE PTE LTD	28/07/1999 5:49:12 PM					PAGE : 1	
2								
3								
4								
5								
6								
7	EMPLOYEE COD	EMPLOYEE NAME		BASE PAY		PAID WAGE\$		
8								
9	002	BENSON LEE		1300.00		1400.00		
10	008	JEAN LEE		1100.00		990.00		
11	009	ANN KOK		970.00		970.00		
12	011	LINGO 11		660.00		700.00		
13	012	MANDY		580.00		580.00		
14	016	DEUK LENG KONG, ROBSON		20.00		440.00		
15	018	SUSAN ANG-FOREIGN WORKER 1		750.00		750.00		
16	019	TADEM		1500.00		1600.00		
17	022	WADAN		1480.00		1480.00		
18	024	YUNNON - DAIRY RATED STAFF		25.00		550.00		
19	025	ZEBRA - HOURLY RATED WORKER		40.00		7040.00		
20	026	MID-MONTH PAY WORKER NAME		1000.00		550.00		
21	SUBTOTAL :							
22								
23				9425.00		17050.00		

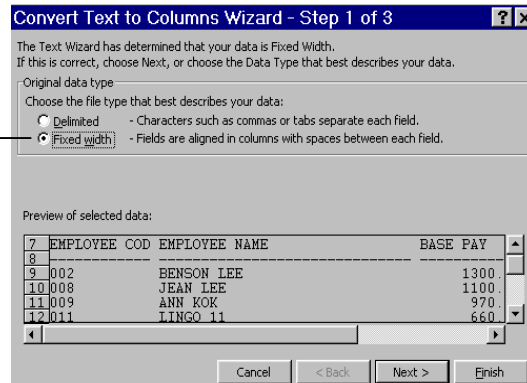
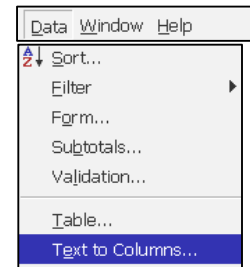


You will have to bring the data into their respective columns. To do this, you will have to use MS Excel Text-To-Columns function.

STEPS:

- 1) Select from the first column heading to the row where the subtotal appears. See the above diagram.
- 2) Choose **Fixed width** for the data type of which you are importing into Excel.
- 3) Click the **Next** Button.
- 4) Set or remove column breaks.

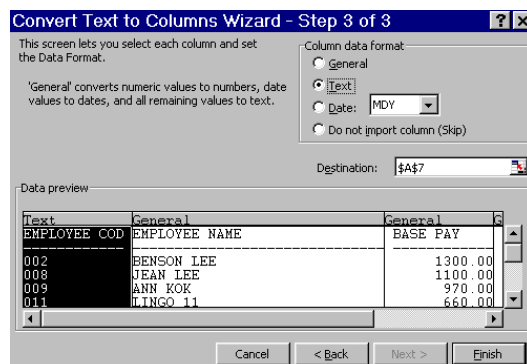
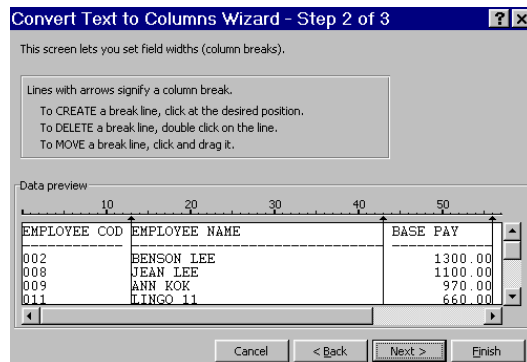
Choose
Fixed width



- 5) Click the **Next** Button.
- 6) Select each column and apply the relevant data type for each column field.

Note:

If the data in a field consists of leading zeros, it should be Text data type. If it is a date field, then it should be a Date data type.



If it is none of the above, it should be set to general data type.

- 11) Click the **Finish** button to complete the import process.