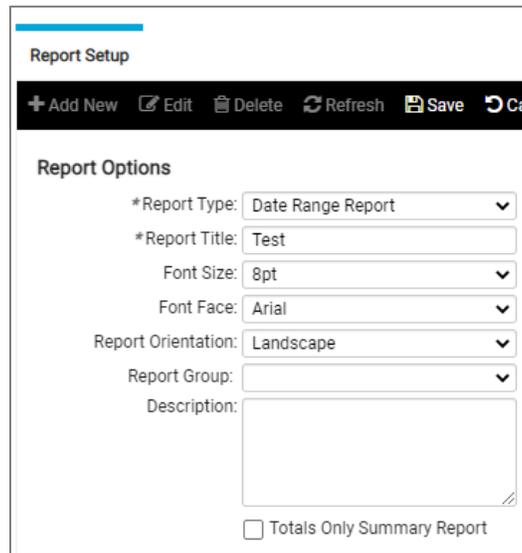


Introduction

The purpose of this article is to provide you with options for customizing the report.

Report Writer

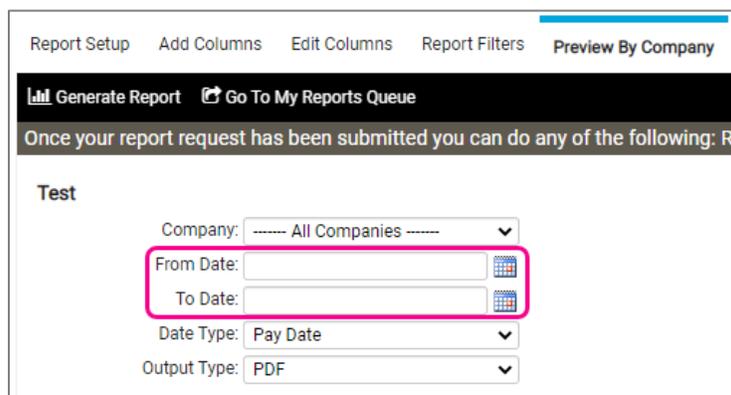
As the Report Type indicates, you can generate a report for a range of dates (of your choosing) each time you generate the report in Report Writer. Here is the **Report Setup** tab:



The screenshot shows the 'Report Setup' tab with a toolbar containing '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the toolbar, the 'Report Options' section includes:

- *Report Type: Date Range Report (dropdown)
- *Report Title: Test (text input)
- Font Size: 8pt (dropdown)
- Font Face: Arial (dropdown)
- Report Orientation: Landscape (dropdown)
- Report Group: (dropdown)
- Description: (text area)
- Totals Only Summary Report

Here is the **Preview by Company** tab:



The screenshot shows the 'Preview by Company' tab with a toolbar containing 'Generate Report' and 'Go To My Reports Queue'. Below the toolbar, the 'Test' section includes:

- Company: ----- All Companies ----- (dropdown)
- From Date: (text input with calendar icon)
- To Date: (text input with calendar icon)
- Date Type: Pay Date (dropdown)
- Output Type: PDF (dropdown)

The 'From Date' and 'To Date' fields are highlighted with a pink box.

Each time the **From Date** and **To Date** is entered, the report generates with the information in that range of dates. When requesting a range of dates, there may be multiple entries per employee during that date range. Therefore, the report will list an employee multiple times (this is the design of the report).

Dept Code	Emp #	Employee Name	Pay Date	Check Number	Gross Wages	Total Earnings	Total Deductions	Total Taxes	NetPay
200	8	Stark, Arya	9/4/2020	15473	1,120.38	1,120.38	0.00	218.81	901.57
200	8	Stark, Arya	9/18/2020	15492	967.52	967.52	0.00	180.93	786.59
200	8	Stark, Arya	10/2/2020	15504	1,075.02	1,075.02	0.00	207.58	867.44
200	8	Stark, Arya	10/30/2020	15524	1,075.02	1,075.02	0.00	207.56	867.46
200	8	Stark, Arya	12/11/2020	15535	1,021.27	1,021.27	0.00	194.26	827.01
200	12	Lopez, Landen	9/4/2020	15468	1,508.44	1,508.44	0.00	346.16	1,162.28
200	12	Lopez, Landen	9/18/2020	15487	1,474.37	1,474.37	0.00	335.90	1,138.47
200	12	Lopez, Landen	10/2/2020	15499	1,453.92	1,453.92	0.00	329.72	1,124.20
200	12	Lopez, Landen	10/30/2020	15518	1,453.92	1,453.92	0.00	329.74	1,124.18
200	12	Lopez, Landen	12/11/2020	15529	1,417.57	1,417.57	0.00	318.76	1,098.81
200	29	Douglas Jr, Winston B	9/4/2020	15466	2,250.00	2,250.00	0.00	511.65	1,738.35
200	29	Douglas Jr, Winston B	9/18/2020	15483	1,500.00	1,750.00	0.00	304.17	1,445.83
200	29	Douglas Jr, Winston B	10/2/2020	15495	1,575.00	1,575.00	0.00	322.62	1,252.38
200	29	Douglas Jr, Winston B	10/30/2020	15514	2,250.00	2,250.00	0.00	511.65	1,738.35
210	2	Jones, Kristine	9/4/2020	15467	813.43	813.43	49.50	119.61	644.32
210	2	Jones, Kristine	9/18/2020	15485	768.32	768.32	49.50	109.73	609.09
210	2	Jones, Kristine	10/2/2020	15497	831.25	831.25	49.50	123.50	658.25
210	2	Jones, Kristine	10/30/2020	15516	760.00	760.00	49.50	107.91	602.59
210	2	Jones, Kristine	12/11/2020	15528	2,157.88	2,157.88	49.50	447.91	1,660.47
210	5	Samsonite, Samantha	9/18/2020	15510	2,200.00	2,200.00	0.00	291.84	1,908.16
210	5	Samsonite, Samantha	10/30/2020	15521	1,260.00	1,260.00	0.00	182.76	1,077.24
210	5	Samsonite, Samantha	12/11/2020	15532	1,244.25	1,244.25	0.00	179.66	1,064.59

Single Line per Employee

There may be times when you want to pull a report by a range of dates, but do not need all the detail above. In order to generate a single line per employee, follow the instruction below:

1. Navigate to **Reporting > Report Writer** and ensure that the **Report Setup** tab is selected
2. Put a check mark in the **Totals Only Summary Report** option
3. Click **Save**

Report Options

* Report Type:

* Report Title:

Font Size:

Font Face:

Report Orientation:

Report Group:

Description:

Totals Only Summary Report

4. Navigate to the **Edit Columns** tab
5. Select an employee master field (Employee Name, Employee Number, etc.)
6. Click **Edit**
7. Scroll down to **Sort Position**. Select if you would like the master field selected to:
 - Be "1" or "2" sort (after other sorts available)
 - Select either "Ascending" or "Descending"
8. Select the **Group By** option.

9. Click **Save**

Note: The report below is sorted by Department “1,” Employee Number “2” and Employee Name “3.” The report is grouped by “Department Code” and “Employee Name.” Grouping by department gives you totals per department (or organization field selected).

Dept Code	Emp #	Employee Name	Pay Date	Check Number	Gross Wages	Total Earnings	Total Deductions	Total Taxes	NetPay
200	8	Stark, Arya			5,259.21	5,259.21	0.00	1,009.14	4,250.07
200	12	Lopez, Landen			7,308.22	7,308.22	0.00	1,660.28	5,647.94
200	29	Douglas Jr, Winston B			7,575.00	7,825.00	0.00	1,650.09	6,174.91
200					20,142.43	20,392.43	0.00	4,319.51	16,072.92
210	2	Jones, Kristine			5,330.88	5,330.88	247.50	908.66	4,174.72
210	4	Finnan, Carol			1,923.09	1,923.09	0.00	430.70	1,492.39
210	5	Samsonite, Samantha			4,704.25	4,704.25	0.00	654.26	4,049.99
210	21	Smith , Joe H			5,377.13	5,377.13	0.00	1,097.87	4,279.26
210	24	Cooke, Thomas William			4,494.27	4,468.74	616.81	955.48	2,896.45
210	25	Lewis, Martin J			3,500.00	8,500.00	0.00	637.31	7,862.69
210					25,329.62	30,304.09	864.31	4,684.28	24,755.50

Eliminating Data on the Date Range Report

Based on the report above, the system may still provide data for an employee with zero gross wages or net pay. If you want to eliminate that data from the report, you can create an **OR** statement.

Using the [Report Writer Calculated Column Quick Reference](#) guide, use an **IIF** statement to filter your information.

1. Navigate to **Reporting > Report Writer**.
2. Select your Date Range Report.
3. Navigate to the **Edit Columns** tab.
4. Click **Add New**.
5. Select the **Field Category** “Calculated Column (Numeric).”
6. Click **Expression**.
7. Select **Column**, and double-click to add to your formula.
8. When complete, click **OK**.
9. Include a **Heading** for the field.
10. Click the **Hidden Column** option.
11. Click **Save**.

Column Details

Search for Fields ?

Field Category: Calculated Column (Numeric) ?

* Expression: `IIF({Gross Wages}<>0 OR {NetPay} <>0,1,0)` 📄

Heading1: Include

Heading2: Gross Wages or Net Pay

Hidden Column

The results of this formula would be:

- Gross Wages not equal to zero, *OR* Net Pay not equal to zero
- If Yes = 1
- If No = 0

If you want to exclude any employees with a “No”, complete the following:

1. Navigate to **Report Filters**.
2. Click **Add New**.
3. Select the **Column** just created.

4. Enter *!=(Not Equal)* in the **Operator** field.
5. Enter "0" into the **Value** field.
6. Click **Save**.

Filter Details

*Column: ▼

*Operator: ▼

Filter Value

*Value:

Or Variable Value: ▼