

Introduction

This article instructs you on how to create a Report Writer report using the CSV Options.

CSV File with Column Headings

To generate a CSV report with column headings:

1. Navigate to **Reporting > Report Writer**
2. Click **Add New** icon
3. Select the following:
 - a. Report Type
 - b. Report Title
 - c. Font Size
 - d. Font Face
 - e. Report Orientation
 - f. Report Group
 - g. Add Description (if applicable)
4. Once those fields are added, navigate to **CSV Options**
5. Add the following:
 - a. **Delimiter:** Add a comma
 - b. **Quote Character:** If comma was selected, this field is normally left blank
 - c. **Quote All Fields:** If selected, each column will begin and end with a quote character. If not selected, the quote character will only be used if the column contains an amount over "999.99," and the delimiter is a comma
 - d. Include Column Headings: Check this box
 - e. **File Extension:** Select "CSV"
6. Click **Save**

The screenshot displays the configuration interface for a report, divided into three main sections:

- Report Options:** Includes fields for Report Type (Payroll Employee Summary Rpt), Report Title (401k Vendor CSV Rpt), Font Size (8pt), Font Face (Arial), Report Orientation (Landscape), Report Group (Default Report Group), and a Description field containing the text: "Output type to .CSV Do NOT open in excel, use notepad or view in folder." There is also a checkbox for "Totals Only Summary Report" which is currently unchecked.
- Record Type Options:** Includes a note: "Header and Footer records are included in CSV and Fixed files. They are ignored for PDF and Excel reports." Below this are checkboxes for Header 1, Header 2, Header 3, Footer 1, Footer 2, and Footer 3. Header 1 and Footer 1 are checked.
- CSV Options:** Includes a Delimiter dropdown set to "Comma", a Quote Character field, a checkbox for "Quote All Fields" (unchecked), a checked checkbox for "Include Column Headings", and a File Extension dropdown set to ".CSV".

There will be no selections in **Record Type Options**.

1. Add all columns needed on the report by selecting under **Field Category**, or using **Search for Fields**
2. Once the Field Categories are saved, navigate to **Edit Columns**

3. Edit each column “Heading 1” or “Heading 2” for the proper description of the headers.
4. Navigate to the **Report Filters** tab
5. Add any filters for the report. An example of a filter for a report type like “401K” or “Retirement Report” may be to include only the employees with eligible wages. In order to add that filter:
 - a. **Select Column:** Eligible Wages
 - b. **Operator:** Not Equal (!=(Not Equal)
 - c. **Value:** Enter 0
6. Navigate to **Preview by Company** or **Preview by Payroll** (depending on the Report Type chosen)
7. Select **Output** type “CSV.”

Here is an example of the export opened in Excel:

A	B	C	D	E	F	G	H
Plan ID	SSN	Name	Pay Date	Gross Wages	401K Amt	Roth Amt	401K Loan Repay
0451687-09	511121234	Billson, Walter	2/5/2021	6461.6	387.7	0	0
0451687-09	141111414	Durke, Daisy Anne	2/5/2021	2661.1	12	0	0
0451687-09	399393939	Thompson, Alison	2/5/2021	2500	25	0	0
0451687-09	71111711	Fink, Julia Marie	2/5/2021	4622.34	0	5	0

To keep formatting, it is recommended to open CSV files with **Notepad** or **Wordpad**:

```
File Edit Format View Help
Plan ID,SSN,Name,Pay Date,Gross Wages,401K Amt,Roth Amt,401K Loan Repay
0451687-09,511121234,"Billson, Walter",2/5/2021,6461.60,387.70,0.00,0.00
0451687-09,141111414,"Durke, Daisy Anne",2/5/2021,2661.10,12.00,0.00,0.00
0451687-09,399393939,"Thompson, Alison",2/5/2021,2500.00,25.00,0.00,0.00
0451687-09,071111711,"Fink, Julia Marie",2/5/2021,4622.34,0.00,5.00,0.00
```

CSV File without Column Headings

To generate a CSV report without column headings:

1. Navigate to **Reporting > Report Writer**
2. Click **Add New**
3. Select the following:
 - a. Report Type
 - b. Report Title
 - c. Font Size
 - d. Font Face
 - e. Report Orientation
 - f. Report Group
 - g. Add Description (if applicable)
4. Once those fields are added, navigate to **CSV Options**.
5. Add the following:
 - a. **Delimiter:** Add a comma
 - b. **Quote Character:** With comma selected, this field is normally left blank
 - c. **Quote All Fields:** If selected, each column will begin and end with a quote character. If not selected, then the quote character will only be used if the column contains an amount over “999.99,” and the delimiter is a comma

- d. **Include Column Headings:** Do not check this box
 - e. **File Extension:** Select "CSV"
 - f. **Record Type:** Select the following:
 - i. Header 1
 - ii. Footer 1
6. Click **Save**
 7. Add all columns needed on the report by selecting under **Field Category** or using **Search for Fields**
 8. Once the Field Categories are saved, navigate to **Edit Columns**
 9. Edit each column "Heading 1" or "Heading 2" for the proper description of the headers.
 10. Also, add the **Record Type** for your header and footer on the report.
 11. Under **Record Type**, select "Header 1"
 12. Click **Filter**
 13. Click **Add New** to define the header record. More than one Field Category can be added to each header (Header 1). Here is an example:
 - a. First Field Category: Payroll Run Date
 - b. **Field:** Pay Date
 - c. **Heading:** Heading 1 = Blank, Heading 2 = Pay Date
 - d. Second Field Category Added: Benefit Parameters
 - e. **Field:** 401K Plan ID
 - f. Heading 1 = 401K, Heading 2 = Plan ID
 - g. Add Blank Column for all other columns on your report
 14. Under **Record Type**, select "Footer 1"
 15. Click **Filter**
 16. Click **Add New** to define the footer record. More than one Field Category can be added to each footer (Footer 1). Here is an example:
 - a. **First Field Category:** Calculated Column (Text)
 - b. **Expression:** Count({Employee #})
 - c. **Second Field Category:** Calculated Column (Numeric)
 - d. **Expression:** Sum({Eligible Wages})
 - e. **Third Field Category:** Calculated Column ({Numeric})
 - f. **Expression:** Sum((401K Match)+(401K Loan)+(401K Ded))
 - g. Add **Blank Column** for all other columns on your report
 17. Navigate to **Preview by Company** or **Preview by Payroll** (depending on the Report type chosen)
 18. Select **Output** type "CSV."
 19. Add any **Report Filters** necessary for the report
 20. Click **Save**
 21. Navigate to **Preview by Company** or **Preview by Payroll** (depending on the Report type chosen)
 22. Select **Output** type "CSV."

Here is an example of the **Excel** export:

A	B	C	D	E	F	G	H
2/5/2021	0451687-09						
Plan ID	SSN	Name	Pay Date	Gross Wages	401K Amt	Roth Amt	401K Loan Repay
0451687-09	511121234	Billson, Walter	2/5/2021	6461.6	387.7	0	0
0451687-09	141111414	Durke, Daisy Anne	2/5/2021	2661.1	12	0	0
0451687-09	399393939	Thompson, Alison	2/5/2021	2500	25	0	0
0451687-09	71111711	Fink, Julia Marie	2/5/2021	4622.34	0	5	0
4	16245.04	424.7					

When opened with **Wordpad** or **Notepad**, with formatting intact:

```
.401k_Vendor_CSV_Rpt_20210209145142 - Notepad
File Edit Format View Help
02/05/2021,0451687-09,,,,,
Plan ID,SSN,Name,Pay Date,Gross Wages,401K Amt,Roth Amt,401K Loan Repay
0451687-09,511121234,"Billson, Billy",2/5/2021,6461.60,387.70,0.00,0.00
0451687-09,141111414,"Duke, Daisy Anne",2/5/2021,2661.10,12.00,0.00,0.00
0451687-09,399393939,"Bork, Zork",2/5/2021,2500.00,25.00,0.00,0.00
0451687-09,071111711,"Fink, Julia Marie",2/5/2021,4622.34,0.00,5.00,0.00
4,16245.04,424.70,,,,,
|
```