

Sage VIP

How to Print the Quick List Report



Reports

How to print a Quick List Report?

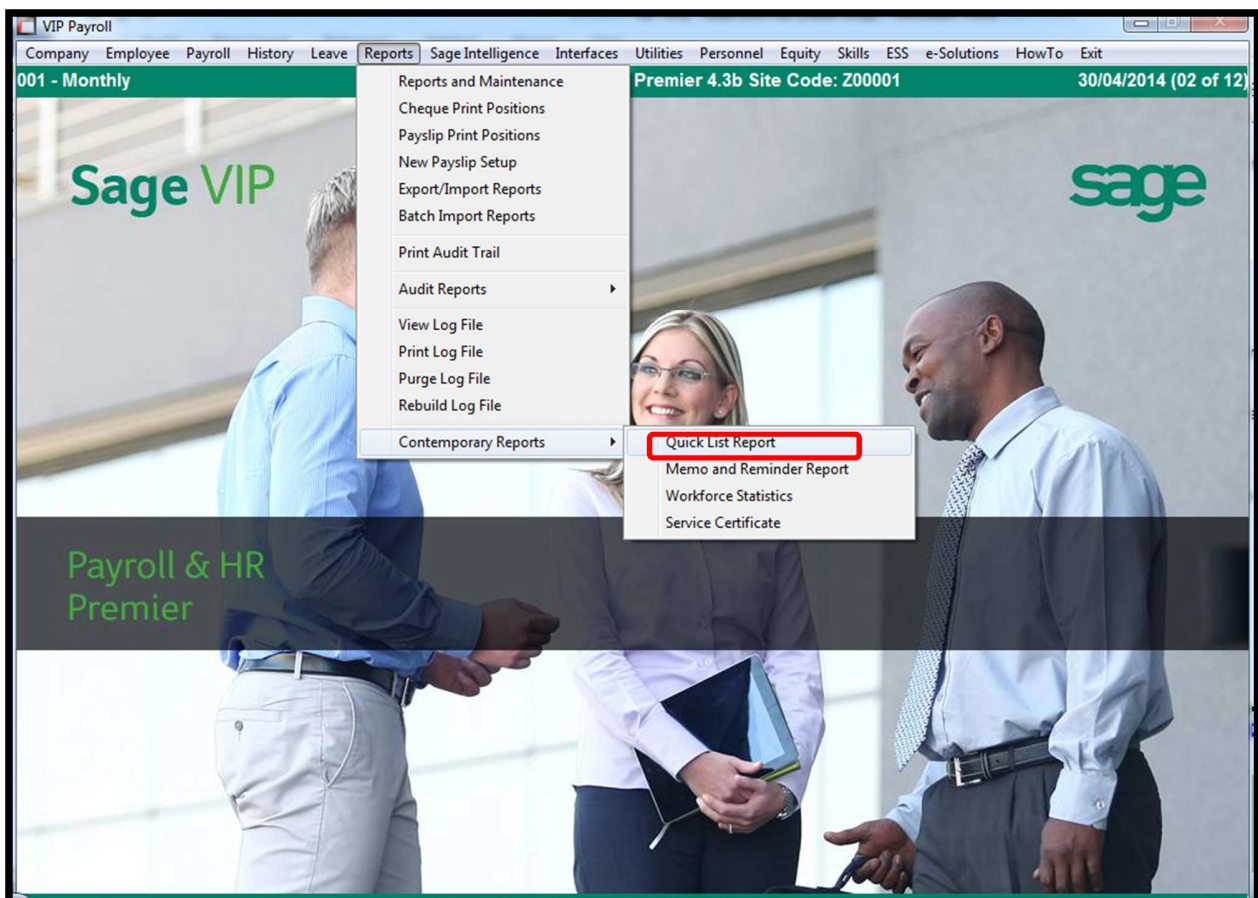
The Quick List report is a report that allows for user customization. You can select a total of three financial and/or fixed employee information fields to reflect on the report.

This report can be printed for the current pay period, month-to-date or year-to-date values. This report can also be consolidated for the companies selected and be saved for future use.

To access the Quick List report, your password must be set to Level 5 for **Report Print Level (1st100)** on access control. If you make use of Zone Codes in the company, then only employees for the Zone you have access to, will print.

To run the report, please do the following:

- From the Main Menu, click on **REPORTS** select **CONTEMPORARY REPORTS** and then **QUICK LIST REPORT**.



- **Initial Print-time Selection Screen**

The blue message displayed on the screen explains that all selections on Analysis Codes will be compared to the employee's current Analysis Codes as defined on his/her Basic Employee Information Screen (Analysis Details tab) or Cost Screen, and not to any Analysis Codes the employee was previously linked to.

- Make the required selections and then select **Continue**.

050 - Report Writer Quick List Report 2013/04/30 [02 of 12]

This is a detailed report which will allow you to print various Financial and Fixed Employee Information for the Current Pay Period. You can select data for 3 columns. If you do not need data for a specific column, do not select an item and click on "Continue" to proceed.

Print Range

None	<input type="checkbox"/>		<input type="checkbox"/>	
None	<input type="checkbox"/>		<input type="checkbox"/>	
None	<input type="checkbox"/>		<input type="checkbox"/>	
Employee Code	<input type="checkbox"/>		<input type="checkbox"/>	

Selections of Analysis Codes as on Employee Information Screen

Sort Control Fields

Field	Description	Total
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Continue Close

Print Range:

This will determine which employees will be included in the report. Up to three print ranges can be selected from the list below. The fourth selection can be on Employee Code.

- Department
- Pay Point
- Category
- Job Grade

- Job Title
- Cost Department
- Cost Centre
- Zone Code
- RSC code
- Manager

If an Analysis Code is selected for the print range, then you can either type in a valid code or click on the look-up button next to the “From” and “To” fields to select the specific Analysis Code.

Sort Control Fields:

This will define whether the information in the report must be sorted by any of the following:

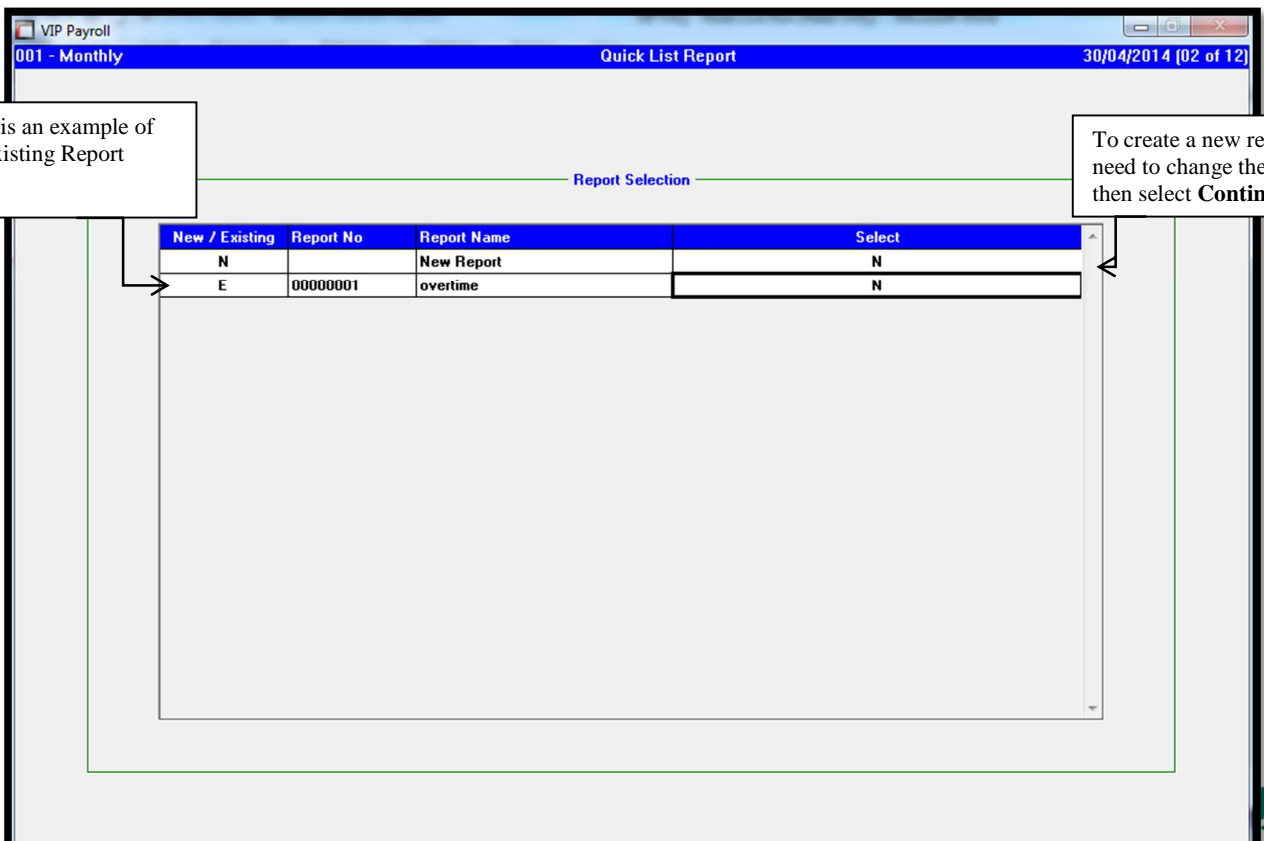
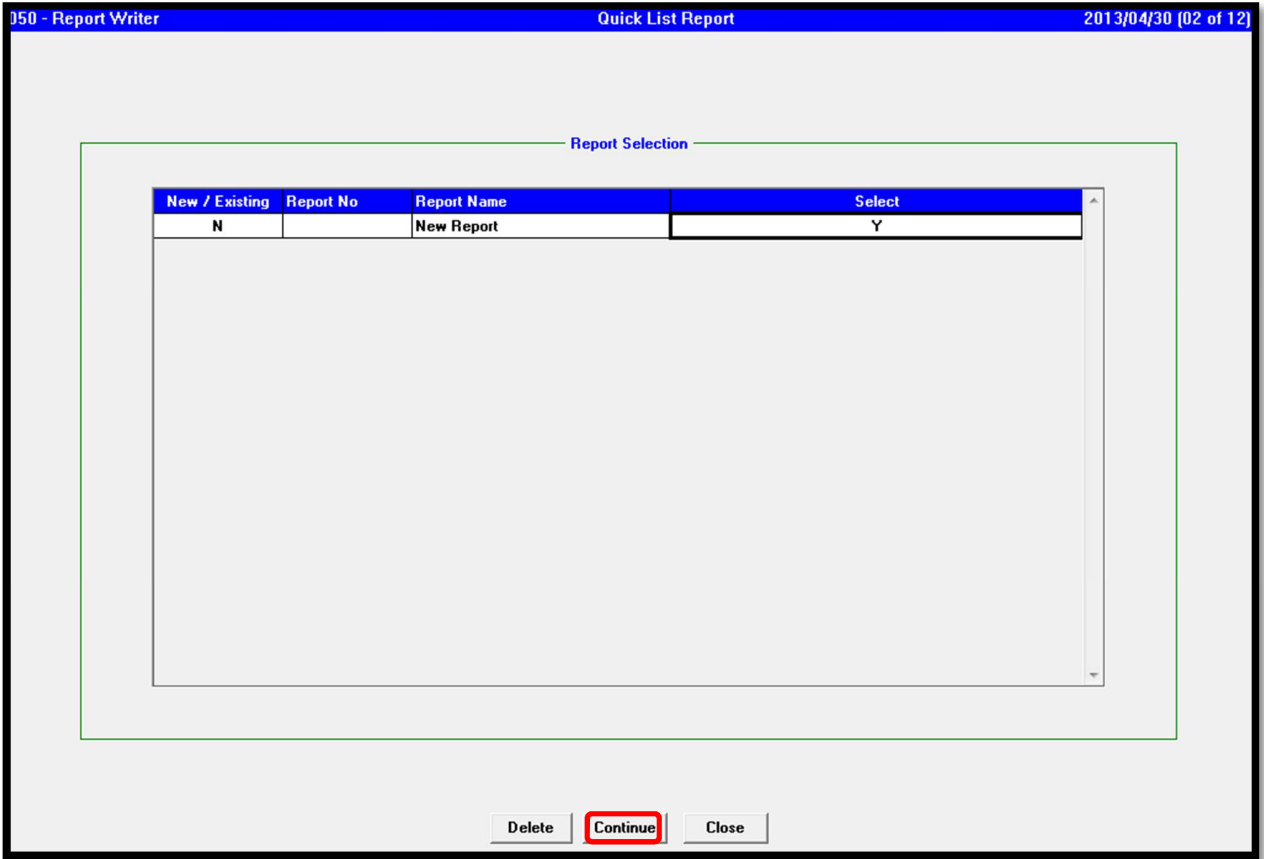
- Department
- Paypoint
- Category
- Job Grade
- Job Title
- Cost Department
- Cost Centre
- Zone code
- RSC code
- Employee Name
- Employee Code
- Manager

Up to three levels of Sort Codes can be defined, either with or without totals. No page breaks can be accommodated in this report format.

- **Second Print-time Selection Screen**

The following screen allows you to create a new report or to use an existing report previously saved. There are no pre-defined reports, but redundant reports previously saved, can be deleted on this screen.

- Create a **new report** or select an **existing report** and then select **Continue**.



- **Third Print-time Selection Screen (for each column)**

The following three screens allow you to select what you want to print in the first, second or third columns of your report. Not all three columns need to be defined. You can select fields from the following 6 groups:

- Earnings
- Deductions/Company Contributions
- Taxable Benefits (Perks)
- Calculation Screen
- Own Screen
- Fixed Information

If you selected an existing report, the fields previously selected will be flagged, but can also be edited at this point.

Select **1** of the 3 selections you require and then select **Continue**.

050 - Report Writer
2013/04/30 [02 of 12]

Please Select Value for Column 1 of 3 and press Continue for next selection.

#	Earnings	Incl
01	Salary	N
02	Travel	N
03	O/T 1.5	N
04	O/T 2	N
05	Ann Lve	N
06	Term Lv	N
07	Comm	N
08	A/Bonus	N
09		N
10		N

#	Deductions/CoCont	Ded	CC
01	Tax	N	N
02	U.I.F.	N	N
03	Pension	N	N
04	Med Aid	N	N
05	Loan	N	N
06	Advance	N	N
07	Skills	N	N
08		N	N
09		N	N
10		N	N

#	Perks Tax Screen	Incl
01	Entertainmnt AI	N
02	Subsistence AI	N
03	Travelling AI	N
04	Acquisition of	N
05	Use of Assets	N
06	Use of Motor Ve	N
07	Meals and Refre	N
08	Residential Acc	N
09	Holiday Accommo	N
10	Free & Cheap Se	N

#	Calculation Screen	Incl
01		N
02		N
03		N
04		N
05		N
06		N
07		N
08		N
09		N
10		N

#	Own Screen	Incl
01	Own Amt 1	N
02	Own Amt 2	N
03	Own Amt 3	N
04	Own Amt 4	N
05	Own Amt 5	N
06	Own Amt 6	N
07	Own Amt 7	N
08	Own Amt 8	N
09	Own Amt 9	N
10	Own Amt 10	N

#	Fixed Info	Incl
01	ID Number	N
02	Date of Birth	N
03	Passport Number	N
04	Passport Country	N
05	Group	N
06	Gender	N
07	Date Engaged	N
08	Tax Number	N
09	Tax Status - exp.	N
10	IRP5 Start Date	N

Continue
Close



VIP Payroll

001 - Monthly 30/04/2014 [02 of 12]

Please Select Value for Column 1 of 3 and press Continue for next selection.

#	Earnings	Incl
01	Salary	Y
02	O/T 1.5	N
03	O/T 2.0	N
04	Travel	N
05	RKm Tax	N
06	RKm N/T	N
07	Cell Ph	N
08	Transp	N
09	Subs LT	N
10	Subs LN	N

#	Deductions/CoCont	Ded	CC
01	Tax	N	N
02	U.I.F.	N	N
03	SDL	N	N
04	Add Tax	N	N
05	Pension	N	N
06	ProvFnd	N	N
07	RetAnn	N	N
08	MedAid	N	N
09	MA Pen	N	N
10	Vitalit	N	N

#	Perks Tax Screen	Incl
01	Entertainmnt AI	N
02	Subsistence AI	N
03	Travelling AI	N
04	Acquisition of	N
05	Use of Assets	N
06	Use of Motor Ve	N
07	Meals and Refre	N
08	Residential Acc	N
09	Holiday Accommo	N
10	Free & Cheap Se	N

#	Calculation Screen	Incl
01		N
02		N
03		N
04		N
05		N
06		N
07		N
08		N
09		N
10	Child Dep	N

#	Own Screen	Incl
01	Own Amt 1	N
02	Own Amt 2	N
03	Own Amt 3	N
04	Own Amt 4	N
05	Own Amt 5	N
06	Own Amt 6	N
07	Own Amt 7	N
08	Own Amt 8	N
09	Own Amt 9	N
10	Own Amt 10	N

#	Fixed Info	Incl
01	ID Number	N
02	Date of Birth	N
03	Passport Number	N
04	Passport Country	N
05	Group	N
06	Gender	N
07	Date Engaged	N
08	Tax Number	N
09	Tax Status - exp.	N
10	IRP5 Start Date	N

Continue Close

Make the 2nd selection you require and then **Continue**

Please Select Value for Column 2 of 3 and press Continue for next selection.

#	Earnings	Incl	#	Deductions/CoCont	Ded	CC	#	Perks Tax Screen	Incl
01	Salary	N	01	Tax	N	N	01	Entertainmt AI	N
02	O/T 1.5	Y	02	U.I.F.	N	N	02	Subsistence AI	N
03	O/T 2.0	N	03	SDL	N	N	03	Travelling AI	N
04	Travel	N	04	Add Tax	N	N	04	Acquisition of	N
05	RKm Tax	N	05	Pension	N	N	05	Use of Assets	N
06	RKm N/T	N	06	ProvFnd	N	N	06	Use of Motor Ve	N
07	Cell Ph	N	07	RetAnn	N	N	07	Meals and Refre	N
08	Transp	N	08	MedAid	N	N	08	Residential Acc	N
09	Subs LT	N	09	MA Pen	N	N	09	Holiday Accommo	N
10	Subs LN	N	10	Vitalit	N	N	10	Free & Cheap Se	N

#	Calculation Screen	Incl	#	Own Screen	Incl	#	Fixed Info	Incl
01		N	01	Own Amt 1	N	01	ID Number	N
02		N	02	Own Amt 2	N	02	Date of Birth	N
03		N	03	Own Amt 3	N	03	Passport Number	N
04		N	04	Own Amt 4	N	04	Passport Country	N
05		N	05	Own Amt 5	N	05	Group	N
06		N	06	Own Amt 6	N	06	Gender	N
07		N	07	Own Amt 7	N	07	Date Engaged	N
08		N	08	Own Amt 8	N	08	Tax Number	N
09		N	09	Own Amt 9	N	09	Tax Status - exp.	N
10	Child Dep	N	10	Own Amt 10	N	10	IRP5 Start Date	N

Continue

Close

Make the 3rd selection of the 3 selections allowed. Then select **Continue**.

VIP Payroll

001 - Monthly 30/04/2014 [02 of 12]

Please Select Value for Column 3 of 3 and press Continue for next selection.

#	Earnings	Incl
01	Salary	N
02	O/T 1.5	N
03	O/T 2.0	Y
04	Travel	N
05	RKm Tax	N
06	RKm N/T	N
07	Cell Ph	N
08	Transp	N
09	Subs LT	N
10	Subs LN	N

#	Deductions/CoCont	Ded	CC
01	Tax	N	N
02	U.I.F.	N	N
03	SDL	N	N
04	Add Tax	N	N
05	Pension	N	N
06	ProvFnd	N	N
07	RetAnn	N	N
08	MedAid	N	N
09	MA Pen	N	N
10	Vitalit	N	N

#	Perks Tax Screen	Incl
01	Entertainmnt AI	N
02	Subsistence AI	N
03	Travelling AI	N
04	Acquisition of	N
05	Use of Assets	N
06	Use of Motor Ve	N
07	Meals and Refre	N
08	Residential Acc	N
09	Holiday Accommo	N
10	Free & Cheap Se	N

#	Calculation Screen	Incl
01		N
02		N
03		N
04		N
05		N
06		N
07		N
08		N
09		N
10	Child Dep	N

#	Own Screen	Incl
01	Own Amt 1	N
02	Own Amt 2	N
03	Own Amt 3	N
04	Own Amt 4	N
05	Own Amt 5	N
06	Own Amt 6	N
07	Own Amt 7	N
08	Own Amt 8	N
09	Own Amt 9	N
10	Own Amt 10	N

#	Fixed Info	Incl
01	ID Number	N
02	Date of Birth	N
03	Passport Number	N
04	Passport Country	N
05	Group	N
06	Gender	N
07	Date Engaged	N
08	Tax Number	N
09	Tax Status - exp.	N
10	IRP5 Start Date	N

Make the selections required and then **Continue**

050 - Report Writer 2013/04/30 [02 of 12]

Report Selection


Include Terminations ?	<input type="checkbox"/>	Current Values	<input checked="" type="radio"/>
Include Totals for this report ?	<input type="checkbox"/>	YTD+ Values	<input type="radio"/>
Create CSV file ?	<input type="checkbox"/>		
Include Multiple Companies ?	<input type="checkbox"/>		

You have selected to include the following data for this report:



- F01 ID Number
- F02 Date of Birth
- F07 Date Engaged

If you want to save this report for future use, provide the following details:

Number	<input type="text" value="1"/>	Report Name	<input type="text" value="ID number"/>
--------	--------------------------------	-------------	--



If you selected an existing report, the fields will default to what was previously saved.

Report Selection	
Field	Description
Include Terminations?	<p>If this option is ticked, all employees terminated in the current and previous periods will be included, as well as current employees.</p> <p>If this option is not ticked only current employees and current terminations will be included.</p>
Include Totals for this report?	<p>If you selected to print totals according to the sorting as defined on the previous selection screen, this option will default to a tick. However, the default tick can be removed at this point and totals will no longer be printed for this report selection.</p> <p>If no totals or sorting was selected on the previous selection screen, you can select to print totals on this screen.</p> <p>Totals will only print for financial data and not for fixed employee information.</p>
Create CSV file?	<p>If this option is ticked, a CSV file will be created after the print preview has been closed. This file can then be opened in MS Excel for further manipulation.</p> <p>A message will be displayed, indicating the name of the file as saved in the VIP directory.</p> <p>No totals will be included in this file.</p>
Include Multiple Companies?	<p>If this option is selected, a Company Selection Screen will be displayed where you can select the companies to be consolidated.</p> <div style="border: 2px solid black; padding: 5px; margin: 10px 0;">  <p><i>As with all consolidated reports, the companies must have the same Earning, Deduction, XS and OWN Definitions set up to consolidate successfully.</i></p> </div> <p>If you do not have access to any of the selected companies, the following message will display:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Softline VIP</p>  <p>Errors were found when printing this Report for Multiple Companies. Would you like to print the Audit Report?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>

If you select <Yes>, the following Audit report will print, indicating whether you exist in the company and whether you have access to the fields selected in the report:

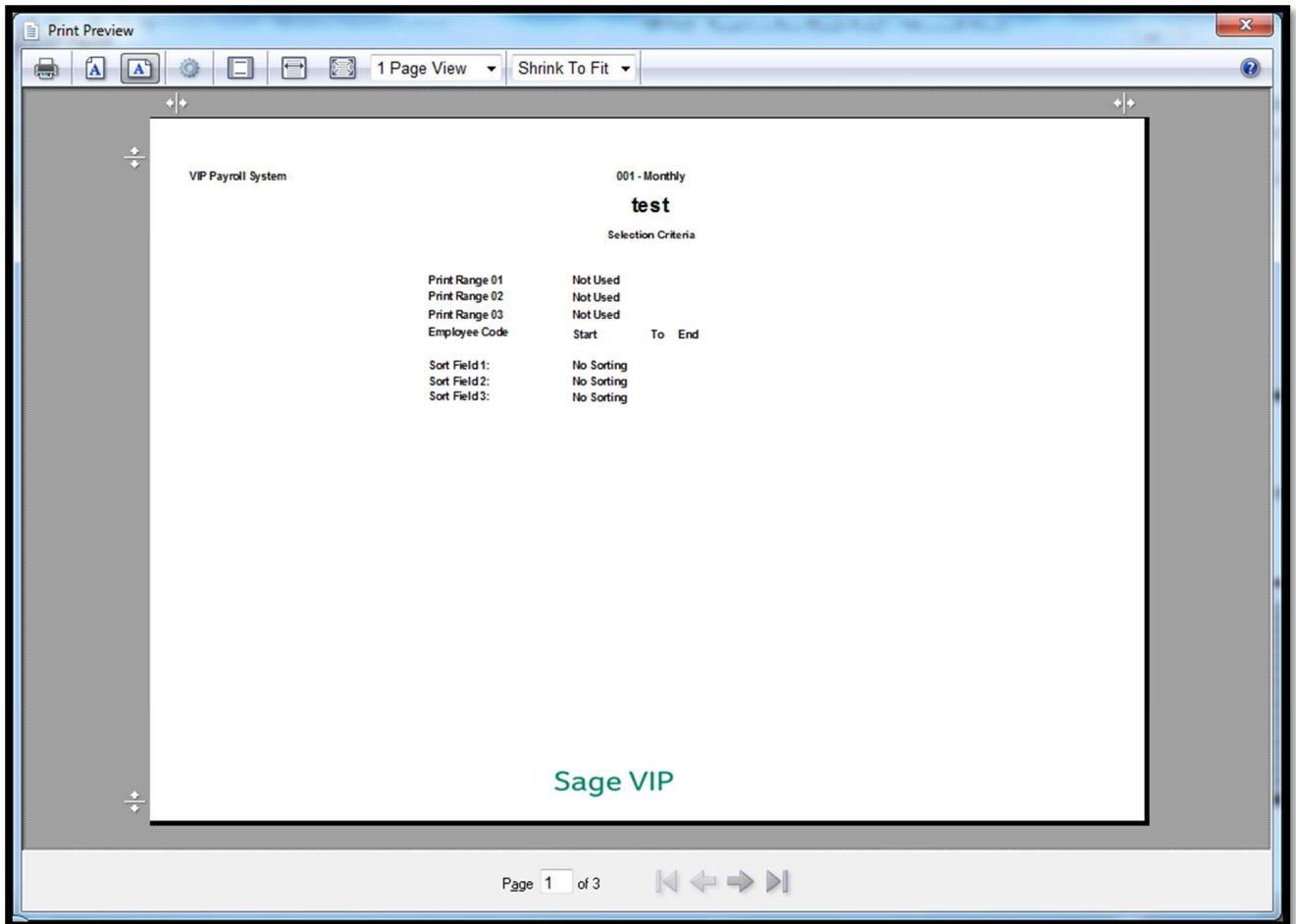
Quick List Error Report			
CO	USER EXISTS	USER HAS ACCESS	TOTALS INCLUDED
02	No	No	No
21	Yes	Yes	Yes
29	No	No	No

Once you print or close this Audit report, the report will print ONLY with values for companies to which you have access.

Current Values / MTD+ Values / YTD+ Values	Select which values for financial figures must be printed on the report.
Report Selection(cont.)	The selections made for the 3 columns will be reflected here. This allows you to determine whether the selections made are correct and assists you in providing an appropriate name for the report.
If you want to save this report for future use, provide the following details:	<p>You need to assign a unique report number and a report name.</p> <ul style="list-style-type: none"> If the report number already exists: <div data-bbox="572 584 963 824" data-label="Image"> </div> <p><Yes> = Overwrites the existing report. <No> = The number must be changed in order to continue.</p> If a previously saved report has been selected to print BUT changes have been made to any of the fields selected for the columns or to the Current, MTD+ or YTD+ values, then the following message will be displayed: <div data-bbox="572 1155 1046 1384" data-label="Image"> </div> <p><Yes> = Overwrites the saved report with the new selections. <No> = Prints the new selections but the new selections will not be saved. <Cancel> = Returns you to the column selection screens to make new selections or to return to Main menu.</p>

Report Printout

A print preview of the report will be displayed, at which point you can decide whether you want to print the report or view it on screen.



Co	No Sorting	No Sorting	No Sorting	Emp. Code	Employee Name	ID Number	Date of Birth	Date Engaged
050				1004	Mr B Strydom	4301175097086	1944/01/17	2004/06/01
050				1006	Mrs J Eglington	5805155169052	1958/05/15	2004/09/01
050				1018	Mr J Rawlinson	4602255107087	1946/02/25	2004/09/01
050				1020	Mrs S Van Schaikwyk	6611225111085	1966/11/22	2004/06/01
050				1021	Mr M Hollowes	7002101234567	1970/02/10	2004/06/01
050				1023	Mr B Hew	6204190196081	1962/04/19	2004/06/01
050				1024	Mrs ME De Jager	7205255223081	1972/05/25	2004/06/01
050				1025	Mrs M Funeka	7612095615089	1976/12/09	2004/06/01
050				2011	Mr N Nyandu	7205255223081	1972/05/25	2004/09/01
050				3017	Mr S Sparrow	6405125217088	1964/05/12	2004/12/01
050				3019	Mr D Wilkinson	7209285022083	1972/09/28	2004/12/01
050				3020	Mr R Whitehead	7507195107088	1975/07/19	2004/12/01
050				3021	Mr J Cook	6901018165087	1969/01/01	2005/01/01
050				3022	Mr M Woblin	7310065012086	1973/10/06	2005/01/01
050				3023	Mr C Stanger	6005105162088	1960/05/10	2005/01/01