12 Month History Report How to print the 12 month History report



Step 1 Determine where the VIP directory is located.

Right click on your VIP Icon > Properties and take note of where the directory is located as stated next to START IN.

47cbackups Pro	perties	X									
Security	Details	Previous Versions									
General	Shortcut	Compatibility									
47cbackups											
Target type: A	pplication										
Target location: 4	7cbackups										
Target:	backups\wrun32.exe	e -s -c cblconfi VIPSAL.ACU									
Start in: Shortcut key:	c:\47cbackups None										
Run:	Maximized	•									
Comment:	Sage VIP Payroll										
Open File Loc	ation Change k	con Advanced									
	ОК	Cancel Apply									

Step 2 Access the company and from your Main Menu click on History > Reports > 12 Month History Report:

System Status	Print History Payslip Reports	EMP501 Validation	- Andrewson - Contraction - Co	sage
8 %		EMP501 Reconciliation Leave History Loan History	rstem Health Status	
25 Active 1 Employees Terminat	ed Max File	Salary History Saving History Company Car History	File size le Disk Space	Required Windows Version
2QQ	Al Syste	Increase History ETI History	nt Folder Permission	In Product Info Activated
173 of 55000 Licensed Employees used	WEK FI	Payroll Listing History 12 Months History Report	d Dot Net Version	Latest Version Activated

Here you can select to print specific employees only or you can sort the data in a specific order or you can just continue

	Print Range
None 5	
None Employee Code	
Selections	of Analysis Codes as on Employee Information Screen
Field Description	Sort Control Fields
	1
· · · · · · · · · · · · · · · · · · ·	

On the Report Selection screen you can select all the fields you wish to print as well as the period and continue.

VIP Pa	yroll											
)01 - Mo	nthly	1	2 Months His	story Report		31/03/2017 (01 of 1						
	Employee Se	ection	Report									
	Include Current Terminations?			From		Hunt						
	Include All Terminations?			April April	• 10	March						
			Detail	Selection ———								
	Employee Fixed Info	🔀 Make S	elections									
	Earnings	C None	● All	C Selected	Z Make Selections							
	Deductions	C None	● All	C Selected	Z Wate Selections							
	Company Contributions	C None	● All	C Selected	Z Make Selections							
	Perks	C None	● All	C Selected	Z Make Selections							
	Calculations Screen	None	C All	C Selected	Z Makedelections							
	Hours	None	C All	C Selected	Z Make Selections							
	Own Screen	None	C All	C Selected	Z Wake Selections							
			- Totals									
	Total Earnings	🔽 Total D	eductions		Vett Pay							
	✓ Total Company Contributions	V Salary	Cost (Earn + C	:C)	✓ Total Perks							
	Frint Tax Recon		Additional Special Fields									

Under Employee Fixed Info you can select the following:

Employee Fixed Info	Make Selections							
A Employee Fixed Info								
Personal Details	Stabutory Details	Anabais Details						
F Employee Code	Tax Office	□ Job Grade						
Employee Title	Tax Number	☐ Job Title						
🔽 Surname	Tax Status	Category						
Full Names	Tax Year Start Date	T RSC Code						
Second Name	F Africa Sundry 1	Department						
T Also Known As	F Africa Sundry 2	Pay Point						
Spouse Name	F Africa Sundry 3	T Zone Code						
ID Number	T Africa Sundry 4	Cost Centre 1						
T Date of Birth	T Africa Sundry 5	Cost Department 1						
Passport Number	Tax Factor							
☐ Age	Payment Details	Employee Tay Incentive						
☐ Group	Pay Method	Asylum Seeker Work Permit						
☐ Gender	Branch Code							
T Marital Status	E Bank Name							
Employee Status	Branch Name							
Date Engaged	BankAccount Number							
Termination Date	Additional Pay Info 1							
C Service Periods	Additional Pay Info 2							
All fields will always print the details of	the Current Pay Period	E Select All						
on nerve will and all print the details of	ere ownenier ei r envol	, oneura						
		 Continue 						

Remember to change the Detail Selection, if you don't want to export certain fields select none and if you only want to export selected fields select Selected.

		Detail	Selection	
Employee Fixed Info	Make Se	elections		
Earnings	C None	All	C Selected	Z Hake Selections
Deductions	C None	All	C Selected	1 Wate Selections
Company Contributions	C None	All	C Selected	Z Wate Selectors
Perks	C None	All	C Selected	1 Wate Selections
Calculations Screen	None	C All	C Selected	Z Wate Selectors
Hours	None	C All	○ Selected	Y Wike Selections
Own Screen	None	C All	C Selected	1 Wille Selections

Under Additional Special Fields you can select the following:

Additional Special Fields								
Special Fields								
Taxable Earnings Taxable Earnings Taxable CC TaxAdjustments Taxable Net Additional Tax Lumpsum Tax RFI Total (YTD+) RFI Adjustment NON-RFI Total (YTD+) Bonus Provision Earning E11 Status Flag (EPFP) Number Of Employees Tax Status Release Number	 Rate Per Day Rate Per Hour Charge Out Rate Non Taxable Earnings Average Tax Flag Tax Version Shifts (This Period) 							
☐ SelectAll (→ Continue								

After you made your selections, click on Enable Content:

X.	LE HOME INSE	ੇ i ERT PAGE LAY	OUT FORMULA	AS DATA	REVIEW	VIEW	3I Tools				
ľ	K Cut	Arial	• 11 • A A	= = =	≫~ 8	Wrap Text		General		•	
Pas	ste 💉 Format Painter	B I <u>U</u> -	🗄 • 🖄 • 🗛 •	= = =		🗄 Merge & Cen	ter +	\$ - 9	% * 50	→.0 Col	
	Clipboard 🗔	For	t G		Alignme	nt	G	N	lumber	r ₂	
Û	SECURITY WARNING	Some active conte	nt has been disabled	I. Click for mo	e details.	Enable Conte	ent				
A6	· · · · · ×	√ f _x									
1	A B	C	D E	F	G	Н		1	J	K	
1	12 Months R	eport									
2	Company Name										
3	Period Selected									-	
4	Payment Cycle	Payment Cycle									
5	Time						_			-	
0	Headings						_				
8	neauings						_				
9											
10											

Select your VIP directory (just the folder) and click on Select to import the 12month data into excel

Example of the report in Excel:

	A7	+ (**	f _x	Department																	
	A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	P	Q	R	S	Т	U
1	12 Mon	ths Repo	rt																		
2	001-Monthly																				
3	Current Per	iod: 31/03/20	17																		
4	Payment C	ycle: Monthi	y V																		
5	Printed on	2017/02/18	10:58:42	rom April to Man	ch																
6																					
7	Departmen	t Category	Job Title	Employee Code	Surname	Full Names	ID Number	Age	Gender	Field Desc	April	May	June	July	August	September	October	November	December	January	February
137	ADM		C01	011	Adams	Dwayne	7511150125002	42.00	м	Total Earnings	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60	5 880.60
138	ADM		C01	011	Adams	Dwayne	7511150125002	42.00	м	Total Deductions	100.78	100.78	100.78	100.78	143.53	143.53	143.53	143.53	143.53	143.53	-449.51
139	ADM		101	010	Hassiem	Abdul	7808120136089	39.00	М	ED01-Salary	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60
140	ADM		101	010	Hassiem	Abdul	7808120136089	39.00	м	Total Earnings	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60	9 147.60
141	ADM		101	010	Hassiem	Abdul	7808120136089	39.00	м	Total Deductions	1 220.51	1 220.51	1 220.51	1 220.51	541.48	1 298.27	1 298.27	1 298.27	1 298.27	1 298.27	-3 242.47
142	ADM		101	017	RUSSEL	MARIA ANN	5010250073008	67.00	F	ED01-Salary	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00
143	ADM		101	017	RUSSEL	MARIA ANN	5010250073008	67.00	F	Total Earnings	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00	7 000.00
144	ADM		101	017	RUSSEL	MARIA ANN	5010250073008	67.00	F	Total Deductions	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00
145	ADM		101	023	BOKABA	THANDI	7302120201085	45.00	F	ED01-Salary	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00
146	ADM		101	023	BOKABA	THANDI	7302120201085	45.00	F	Total Earnings	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00	8 500.00
147	ADM		101	023	BOKABA	THANDI	7302120201085	45.00	F	Total Deductions	922.75	922.75	922.75	922.75	993.57	993.57	993.57	993.57	993.57	993.57	-5 261.42
148	ADM		K01	008	Fredricks	Fransina	5708060109009	60.00	F	ED01-Salary	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00
149	ADM		K01	008	Fredricks	Fransina	5708060109009	60.00	F	Total Earnings	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00	5 000.00
150	ADM		K01	008	Fredricks	Fransina	5708060109009	60.00	F	Total Deductions	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00