

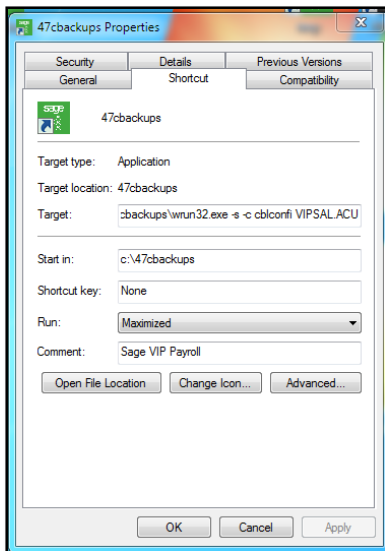
12 Month History Report

How to print the 12 month History report

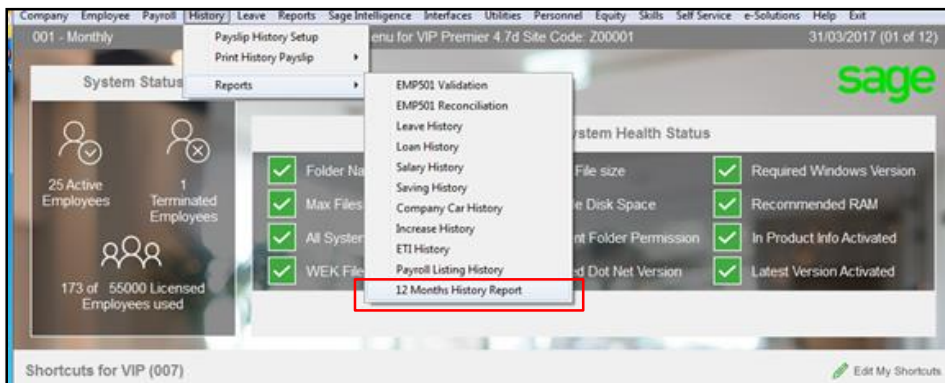


Step 1 Determine where the VIP directory is located.

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



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



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	
None	
None	
Employee Code	

Selections of Analysis Codes as on Employee Information Screen

Sort Control Fields	
Field	Description

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

The screenshot shows the '12 Months History Report' configuration window. It is divided into several sections:

- Employee Selection:** Includes checkboxes for 'Include Current Terminations?' (unchecked) and 'Include All Terminations?' (checked).
- Processing Period:** 'From' is set to 'April' and 'To' is set to 'March'.
- Detail Selection:** A table of report items with radio button options:

Employee Fixed Info	<input checked="" type="radio"/> None	<input checked="" type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Earnings	<input type="radio"/> None	<input checked="" type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Deductions	<input type="radio"/> None	<input checked="" type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Company Contributions	<input type="radio"/> None	<input checked="" type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Perks	<input type="radio"/> None	<input checked="" type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Calculations Screen	<input checked="" type="radio"/> None	<input type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Hours	<input checked="" type="radio"/> None	<input type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
Own Screen	<input checked="" type="radio"/> None	<input type="radio"/> All	<input type="radio"/> Selected	<input checked="" type="checkbox"/> Make Selections
- Totals:** Checkboxes for 'Total Earnings', 'Total Deductions', 'Nett Pay', 'Total Company Contributions', 'Salary Cost (Earn + CC)', and 'Total Perks' (all checked).
- Special Fields:** 'Print Tax Recon' (unchecked), 'Additional Special Fields' (checkbox), and 'Make Selections' (checked).

Under Employee Fixed Info you can select the following:

This image shows a close-up of the 'Employee Fixed Info' section, highlighting the 'Make Selections' button which has a green checkmark icon.

The screenshot shows the 'Employee Fixed Info' detail selection screen. It is organized into three main columns:

- Personal Details:** Includes fields like Employee Code, Title, Surname, Full Names, Second Name, Also Known As, Spouse Name, ID Number, Date of Birth, Passport Number, Age, Group, Gender, Marital Status, Employee Status, Date Engaged, Termination Date, and Service Periods.
- Statutory Details:** Includes Tax Office, Tax Number, Tax Status, Tax Year Start Date, and five 'Africa Sundry' categories, plus a Tax Factor.
- Analysis Details:** Includes Job Grade, Job Title, Category, RSC Code, Department, Pay Point, Zone Code, Cost Centre 1, and Cost Department 1.
- Payment Details:** Includes Pay Method, Branch Code, Bank Name, Branch Name, Bank Account Number, and two 'Additional Pay Info' fields.
- Employee Tax Incentive:** Includes 'Asylum Seeker Work Permit'.

 At the bottom, there is a 'Select All' checkbox and a 'Continue' button. A note states: 'All fields will always print the details of the Current Pay Period'.

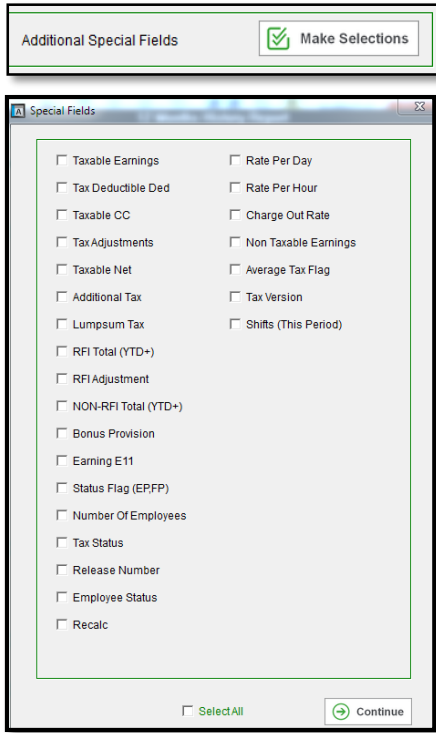
Remember to change the Detail Selection, if you don't want to export certain fields select none and if you only want to export selected fields select Selected.

This image is a close-up of the 'Detail Selection' section, showing the radio button options for each report item:

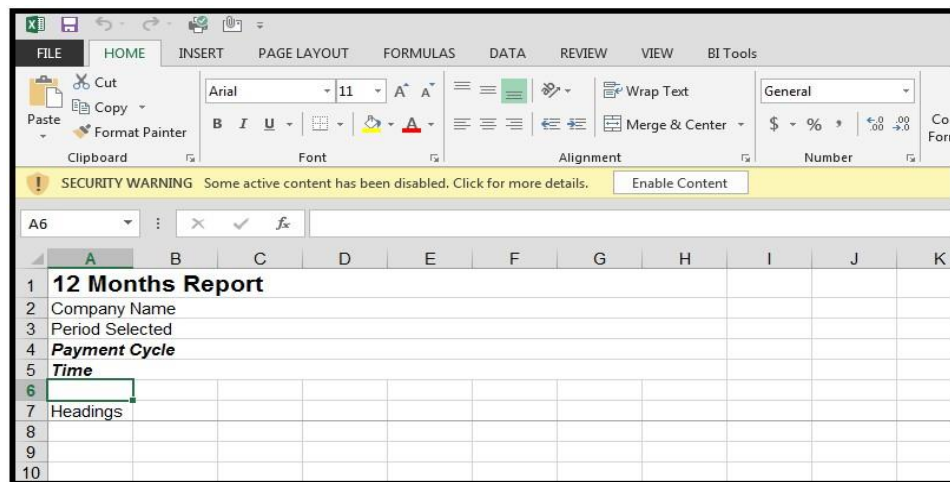
- Earnings:** None (unchecked), All (checked), Selected (unchecked)
- Deductions:** None (unchecked), All (checked), Selected (unchecked)
- Company Contributions:** None (unchecked), All (checked), Selected (unchecked)
- Perks:** None (unchecked), All (checked), Selected (unchecked)
- Calculations Screen:** None (checked), All (unchecked), Selected (unchecked)
- Hours:** None (checked), All (unchecked), Selected (unchecked)
- Own Screen:** None (checked), All (unchecked), Selected (unchecked)

 Each item also has a 'Make Selections' button to its right.

Under Additional Special Fields you can select the following:



After you made your selections, click on Enable Content:



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

Example of the report in Excel:

Department	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	M	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	M	Total Deductions	100.78	100.78	100.78	100.78	143.53	143.53	143.53	143.53	143.53	143.53	143.53	-448.51
139	ADM	I01	010	Hassiem	Abdul	7808120136089	39.00	M	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	I01	010	Hassiem	Abdul	7808120136089	39.00	M	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	I01	010	Hassiem	Abdul	7808120136089	39.00	M	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	-2 242.47	
142	ADM	I01	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	I01	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	I01	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	I01	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	I01	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	I01	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	-2 261.42	
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	