

When you click on Continue on the last Heading Line of the report, you will move to Detail Line 001. There may be up to 90 Detail Lines in a report which means that there can be up to 90 printed lines of information for each employee.

The detail lines are used to specify the information that must be printed in the body of the report and are used in the following way:

Lines

There are 17 lines available on each Detail Line screen. This means that 17 different items of information can be entered on one Detail Line screen. You do not have to enter information in the sequence in which it is to be printed across the line. One Detail line represents the information to be printed across the page on the same line. If you need more than the 17 lines on the screen to enter the information that must be printed across a single line in the report, enter --- on line 17, which will link this Detail Line to the next Detail Line, giving you more space to enter the information.

Columns on the Detail Lines

Column

The first column is used in the same way as for Heading Lines, i.e. the column number that specifies where the information must be printed, is entered here. Various special options that can be entered here are briefly discussed below but are explained in more detail in the Case Studies on the following pages. The options are:

- VAL – Value

Enter VAL instead of a column number to specify that you want to define a Value. This value can then be used in calculations in the report. [Click here for further information regarding Values.](#)

- CAL – Calculation

Enter CAL instead of a column number to specify that you require a calculation. Refer to section 8 for further information regarding Calculations.

- Field

This column is used to enter the Report Writer code for the field that must be printed. Decide on the field you want to print, e.g. Department. The code for the required field can either be looked up using the ? key or it can be entered directly if you know what the code is. The code is entered under the "Field" heading.

Note: The Report Writer function is code-driven. Every field within the VIP system has a Report Writer code linked to it, e.g. each Earning, Deduction or Fixed Information field. If no code exists, e.g. for a fixed value that must be used in a calculation, then a code must be allocated to that value when the report is written. Click [here](#) for a detailed explanation of the VIP Data Dictionary Lookup, which contains a list of all the available Report Writer codes

Description

The description depends on the Field column. The description will automatically be displayed once you have entered a Report Writer code in the Field column. If you use "0001" in the Field column, the system will allow you to enter your own wording in the Description column.

Calculation

When a calculation is performed within the report, the fields that are used in the calculation are displayed in the Calculation area.

Total

If you have entered a Report Writer code for a value on the system, e.g. an earning or deduction, you can indicate whether a total for this value should be calculated in the report or not. Double click in the Total column. A 'Y' in the Total column will show when the line will be totalled.

Click [here](#) for more information about the buttons on the detail line.