Reports
Global Selection Line

When you click on Continue on the Report Control Line, you will move to the Global Selection Line of the report. This screen allows you to enter selection criteria that affect the whole report. Only employees who fulfil the conditions on the Global Selection Line will be included in the report.

Global Selection Line   **Recording List**

Line	Column	Field	Description	Calculation	Total
01	SEL	00250	Employee Status	(Must be equal) = to N (Normal)	
02	FIN				
03					
04					
05					
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16					
17					

Enable Editing   ☑   Select "Enable Editing" to manually edit this screen

Enable Editing permits the use of the '?' in the Field column to look up System Codes.

⊕ Continue   ⊗ Close   → Go To Line

Selections on the Global Selection Line are entered as follows:

- Select the line on which the selection must be entered, by clicking in the column of the line. More than one selection may be applied. For example, a selection based on Employment Status may be entered on line 1 and another selection based on Marital Status could be entered on line 2. The codes that may be used on the Global Selection Line in the first Column are:

- SEL Indicates that a selection is to be made.
- CAL Indicates that a calculation is to be made.
- VAL Indicates that a value is to be entered. This value may be used in calculations.
- END Indicates the end of a set of selections. More than one set of selections may be used.
- FIN - Indicates that there are no further entries on this screen.

There are two options on how to edit\change the selections on the report screens (Heading lines and Detail lines)

Option One - Enable Editing selected:

- Click on the 'Enable Editing' tick box.
- Enter the required code, e.g. SEL (SELECT) under the heading "Column", then press <Enter> to move to the next column.
- Enter the Report Writer code for the field that must be used in the selection. Press <Enter> to move to the "Calculation" column.
- Select the Word or Symbol (see below) to be used in the selection, press <Enter> and enter the required value or code.
- After the last selection has been entered, select the next line and enter FIN under the "Column" heading.

Option Two – Enable Editing NOT selected:

- Do not tick the box for 'Enable Editing'
- Double click on the line that must be defined or changed. Select the required code, e.g. SEL (SELECT) from the list, then press Continue to move to the next column.
- Select the Report Writer code for the field that must be used in the selection. Press <Enter> to move to the "Calculation" column.
- Select the Word or Symbol (Click here for more information on the difference between using words and symbols) to be used in the selection, press <Enter> and enter the required value or code.
- After the last selection has been entered, select the next line and select FIN from the list.

Click here for examples of commonly used and useful Global Selections.

Note: If you have selected Yes for Print Time Selections, these are also considered when the report is printed. An employee must fulfil both the Global Selections and the Print Time selections to be included in the report.