

# Reports

## Heading Lines



When you click on Continue on the Global Selection Line of the report, you will move to Heading Line 001. Up to 6 Heading Lines may be set up for a report. The heading lines contain the information that is printed at the top of each page of the report.

On a heading line, the different columns are used as follows:

### Column

Under the heading "Column", you must specify where on the report the specified information should be printed. For example, if you want to print a heading starting in Column 1 on the paper, enter 0001 under the "Column" heading. Each character or space in any report represents one column. The system allows you to enter 16 characters across the screen at a time. If you have not finished entering the required heading within 16 characters continue to the next line of the same heading line by adding 16 characters to the previous column number of the specified heading. The system will then regard the heading to be the same heading and print it continuously.

The example below shows how columns are allocated:

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| V | I | P |   | P | A | Y | R | O | L  | L  |    | S  | Y  | S  | T  | E  | M  |    | P  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

### Field

The Report Writer Code of the field you want to print is entered under this heading. Field 0001, which allows you to enter your own heading in the narrative field, is frequently used in heading lines. Enter at least the name of the report and meaningful column headings for your report.

### Establishing the Number of Heading Lines for a Report

The number of Heading Lines for a report is defined on the Report Control Line. Each line of headings across the page refers to 1 Heading Line. A report may have a maximum of six Heading Lines. In the example below, the report will have five Heading Lines. Heading Line 6 will ensure that there is an open line before the actual employee information prints.

Blank heading lines must have FIN on the heading line.

Below is an example of a blank heading line, e.g. line 3 in the above report.

The screenshot shows the 'Report Maintenance' window for '063 - Monthly'. It displays a table with columns: Line, Column, Field, Description, Calculation, and Total. The table shows four lines (01 to 04). Line 01 has 'FIN' in the Column field. Lines 02, 03, and 04 are blank.

| Line | Column | Field | Description | Calculation | Total |
|------|--------|-------|-------------|-------------|-------|
| 01   | FIN    |       |             |             |       |
| 02   |        |       |             |             |       |
| 03   |        |       |             |             |       |
| 04   |        |       |             |             |       |