

Reports

Report Control Line



The Report Control Line is the first screen that is displayed once you have selected to the report. This screen contains general specifications for a report.

Report Long Name (Real No. 515) Recording List Report Short Name : Rec. List

This report is on Security level Level 5
This report can be found on the 1st 200 Reports Menu

Condensed Print ☒
Print this report to ☒ Printer ☐ ASCII File
Include this report for Autoprint No
When Must Report be Printed Every period
Number of Copies to Print 1 Copy

Classification Code NF
Classification Non Financial

Ask for Test Print at Print-time ☐
Ask for Selections at Print-time ☐
Print the Report Title Page ☐

Enter '-' to suppress:
Total lines ☐
Total descriptions ☐

Number of Heading Lines (Max. 6) 5
Report Type ☒ Detail ☐ Summary
Number of Detail Lines 2
Total Number of Lines per Page 66
Last Print Line on Line number 60

Sort Control Fields

Field	Description	Total	Page
☐		☐	☐
☐		☐	☐
☐		☐	☐
☐		☐	☐
☐		☐	☐

Continue Close

Report Name

A long Report Name (which is displayed when the List Display is selected) and a short Report Name are entered here. The default display of the reports on the Reports Screen is selected on the Company Miscellaneous Screen.

Security Level

The Security Level (from 1 to 5) must be entered here. Only operators with a password that allows them to print up to the specified Security Level will be allowed to print the report. The Security Levels for printing reports are defined when adding a password or changing the access rights for a user. Report access levels are provided when setting up users in Advanced Access Control:

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Condensed Print (Y/N)

'Yes' for Condensed Printing allows 132 characters per line on an 80-column printer and 232 characters per line on a wide printer. No for Normal printing allows 80 characters per line on an 80-column printer and 132 characters per line on a wide printer. If you are using a Windows printer for which you cannot define a non-proportional font or a particular font size, it may be difficult to predict the number of characters which will fit across a page.

Print this Report to

Valid options are:

- **Printer** The report will be printed to the selected printer.
- **ASCII file** Select this option to write the report to an ASCII file. You will be prompted to enter the required file name. Enter the full path, e.g. A:DATAFILE.ASC for a file on the stiffy drive or C:\VIP\REPFIL.ASC if the file is to be written in the VIP sub-directory on your hard disk. Unless you specify a path name with the file name, the ASCII file will be written to the current VIP directory.

Include this Report for Autoprint

Select Yes for Autoprint if you want the Report to print automatically when you select the button (Print All Autoprint Reports) on the Reports screen, otherwise click on No. When the Yes option is selected, the system will display an '*' in front of the report number.

When Must Report be Printed

This is only applicable if you have selected Yes for Autoprint. Select the month when the report is to be printed. If you select "Other selected interval" you will be prompted to enter how often the report should be printed as well as when the interval should start, e.g. you can print a report every 3 months starting in January which means the report will be printed in January, April, July and October.

Number of Times to Print (Copies)

Enter the default number of copies that should be printed. The number of copies can be changed when printing the report.

Ask for Test Print at Print Time

Tick the block if you require a test print in order to align special stationery, otherwise leave it blank.

Ask for Selections at Print Time

Tick the block if you want to enter additional selections in the report at print time. Leave the block blank if no print-time selections are required.

Print the Report Title Page

Tick the block to print a title page at the beginning of the report that indicates the date on which the report was printed, the time it was printed and the print time selections. The Report Title page should always be used in reports with print-time selections.

Number of Heading Lines

Enter the number of Heading Lines (up to 6) to be printed at the top of each page of the report.

Number of Detail Lines for One Employee

Enter the number of Detail Lines from 1 to 90 to be printed for each employee. 99 Detail Lines denote a hardcoded Report, which cannot be changed by you, e.g. the IRP5/IT3 Report.

Total Number of Lines per page

Enter the number of print lines between perforations on your stationery. Standard 280mm computer paper has 66 lines, and 305mm (A4) paper has 72 lines per page. A4 paper is normally used with laser printers, but the number of lines that can be printed differs from printer to printer. The default setting for all Standard Reports is 66 lines.

Last Print Line on Line number

Enter the number of the last line on which information must be printed. For example, on 66-line paper, the Last Print Line is usually specified as 60 so that printing does not occur over the perforations.

Sort Control Fields

If the Report must be sorted, the sort field(s) must be entered. Enter the sort field for the largest grouping first and continue with sort fields for smaller groupings. If no sort sequence is entered, the report is printed in employee code sequence.

Field - Enter the Report Writer code for the sort field.

Total - Tick the block if totals or subtotals are required after breaks in this sort sequence.

Page - Tick the block if a new page is to be started after the sort break.