# **Report Writer Guide**



A guide covering Report Writer in Checkwriters



## <u>Report Writer Overview</u>

- 1. Report Writer is a powerful tool you can use to create custom reports in the Checkwriters platform that can be exported to Excel or as a .PDF.
- 2. To access Report Writer, navigate to **Reporting > Report Writer** by first selecting the *HR Admin ADDITIONAL MODULES* option in the top left.
- 3. Here, you will have a list of the custom reports that have been created for your company already.
- 4. To create a new report, select *Add New* in the top right.

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III Reporting	24 RE	SULTS	grid search			۵ 🗖 🖬 🖬	RID OPTIONS
Report Writer							
n Employee Finder		View	Report	type ¢	Created By	\$ Clone	2
	$\mathbf{x}_{i}$	•	Active EE's Not Paid	EE PreProcess Payroll (Summary)	pbates@checkwriterspayroll.com	2	
Earning Statements		٠	Average Rate & Hours	Employee Labor Distribution	pbates@checkwriterspayroll.com	2	
🗭 Export Data	1	•	bday	Employee Information	MRiffenburg@checkwriters.com	2	
Reprint Checks		٠	distribution	Employee Labor Distribution	MRiffenburg@checkwriters.com	2	
Import Data	1	•	DOB	Employee Payroll (Summary)	nliquori@checkwriters.net	2	
Report Vault	1	٠	EE	Employee Information	bboisvert@checkwriters.net	8	
Paycheck Protection	1	•	Employee Email Address	Employee Information	kbuckley@checkwriterspayroll.com	2	
Program (PPP)	1	•	Employee Info	Employee Information	EHall@ZZCH.com	8	
	1	•	Field Calculations	Employee Payroll (Summary)	pbates@checkwriterspayroll.com	2	
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- 5. The next screen will prompt you to select a *Report Type* and a *Title*. Both are required. There are many different *Report Types* to choose from. This is what will define the view you will have while creating your report. Essentially, you are taking fields from standard reports we have in the system as a pool for you to build your report with.
- 6. This guide will cover commonly used report types. Before diving into that piece, below is an explanation of the following screen after selecting your *Report Type*.



#### **Fields**

The **Fields** tab is where you will add the columns of information to your report.

Report	Fields	Sorting	Grouping	Filters	Company	Preview	
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Available Fiel	lds 📕				Report Colum least one field	ns - Drag and Drop to change the order. The report must inclu	de at
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- 1. **Filter** this serves as a search function for the below section labeled *Available Fields*. It enables you to reduce the amount of field options you see based on what you searched.
- 2. **Available Fields** this is where you will be pulling in your columns for your report. Each category is a dropdown menu with different options for columns to pull in. To add a field, simply click on one of the options in the category of your choosing.
- 3. **Report Columns** these are the columns that will appear on your report. Think of it as an Excel file the first row will be column A, the second column B, and so on. You can rearrange the columns by clicking, holding, and dragging.



## Sorting

The **Sorting** tab is where you will be able to determine how your report will be sorted. To sort your report, you will need to select the fields from the *Available Fields* area as you did when you were creating the report. They will then appear to the left. Just like in the *Fields* area, you can click, hold, and drag the fields in the <u>Sorting Fields</u> area to reorder them as needed.

Report Details	5					X
Report Fields	Sorting	Grouping	Filters	Company	Preview	
Select sorting fiel	ds					
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1						
Available Fields				Sorting Fields one field	- Drag and Drop to change the order. The report must include at le	ast
<ul> <li>EE Deduci</li> <li>EE Fringe</li> <li>EE Rates</li> <li>EE Taxes</li> <li>EEO Clas</li> <li>Employee</li> <li>Addres</li> <li>Addres</li> </ul>	ription ription rription rrades / Ethnicity / Positions tions states (Elnfo) ss1 ss2 iorityDate ISalary ay ate			Last	lame (einfo.lastname)	
	* 0	ANCEL			✓ SAVE	



## Grouping

The **Grouping** tab is where you will be able to determine how your report will be grouped. To group your report, you will need to select the fields from the *Available Fields* area as you did when you were creating the report. They will then appear to the left. Just like in the *Fields* area, you can click, hold, and drag the fields in the <u>Grouping Fields</u> area to reorder them as needed.

When fields are grouped, they will be sectioned off in the report. For example, if I used **CC1** (Cost Center 1) as a group, it will group up the report by cost center:

Report Details		×
Report Fields Sorting Grouping Filters	s Company Preview	
Select grouping fields		
Filter		
Available Fields	Grouping Fields - Drag and Drop to change the order. The report must include one field	e at least
Cc Cc1 Cc2		
x CANCEL	✓ SAVE	



Report Details	;			×
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Cc1: 01(a1)	7			
Id 6016 1370	LastName Bobersky Canon		FirstName Faolain Maryjane	
1427 1080 1409 1413	Checks Daley employee Employee		Manual Alex test Test Test	
6005 6006 1350 6015	Employee Employee Evans Freeman Hall		New Mellissa Pat Phil	
1349 1417 1411 1419	Hall Hours Hours John		Phil In/Out Total Doe	~
	X CANCEL			✓ SAVE



#### **Filters**

The **Filters** tab is where you will be able to determine how your report will be filtered. To filter your report, you will need to select the fields from the *Available Fields* area as you did when you were creating the report. They will then appear to the left. Just like in the *Fields* area, you can click, hold, and drag the fields in the <u>Filter Expressions</u> area to reorder them as needed.

After adding the field, you will need to pull in a few options to fulfill the *Filter Expression*. In the below example, I want to filter the report by the employees' cost centers. I pulled in the field **einfo.cc1**, which will tell the report to look at the cc1 assigned to the employee's profile.

Report	Fields	Sorting	Crouping	Filters	Company	Preview
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ilter						
vailable Fi	elds				Filter Express	sions
	CC4 Desc					
	CC5 Desc					
	CO Pay G					einfo.cc1 1 2 3
		ethnicity			l i	
►	Company	Positions	5			
•	EE Deduc	tions				
►	EE Fringe					
•	EE Rates					
►	EE Taxes					
►	EEO Class	5				
		100 C 1				

You will see there are 3 boxes to fill in:

- 1. The first box will be a dropdown menu consisting of the following options:
  - a. **= Equals** if pulled in, then the report will only pull in data that is <u>equal</u> to the value of Box 2.
  - b. **< Is Less Than** if pulled in, then the report will only pull in data that is <u>less than</u> the value of Box 2.
  - c. > Is Greater Than if pulled in, then the report will only pull in data that is greater than the value of Box 2.
  - d. **< = = Is Less Than or Equal To** if pulled in, then the report will only pull in data that is <u>less than or equal to</u> the value of Box 2.
  - e. > = = Is Greater Than or Equal To if pulled in, then the report will only pull in data that is greater than or equal to the value of Box 2.
  - f. <> Is Not Equal To if pulled in, then the report will <u>exclude</u> the value of Box 2.



2. The second box is where you will determine what value you want to include in your filter. In the example we are using, we would want to input the value (or code) of a cost center. Here is the filter so far:

einfo.cc1			
= Equals	01		~

Now, the report will pull in employees in department 01. There is one more box that needs to filled in, Box 3, in order to finish the Filter Expression.



3. The third and final box, Box 3, is where you will pull in an 'And/Or' statement. This statement will mark this filter expression as a *required* filter or an *optional* filter.

Filter Expre	ssions			
11	einfo.cc1			
	= Equals	01		
			 And	
			Or	



By pulling in **And**, you will make this a *required* filter. By pulling in **Or**, you will make this an *optional* filter. For example, if **And** is used in the above example, then <u>only</u> employees in department 01 will be pulled in. If **Or** is used, you will need to add another filter, such as **einfo.cc1 = 02**. This way, the report will pull in employees department 01 *or* department 02.



#### Company

The **Company** tab only applies if you have access to multiple companies. On this tab, you will have two sections – *Available Companies* and *Selected Companies*. In the *Available Companies* section, you will see any companies assigned to you. Check the box off next to the company name to add it to *Selected Companies*. This way, you do not need to copy the report into each company you have access to!

#### **Preview**

The **Preview** tab is where you will preview your report. This is a valuable tool as you are building the report to ensure the proper fields are being populated. From here, you can export the file as a .PDF, an excel file, or you can print out the report.

LastName	FirstName	
Lastivarrie		Cc1
Bobersky	Faolain	01
		01
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	Alex	01
employee	test	01
Employee	Test	01
Employee	Test	01
Employee	New	01
Evans	Mellissa	01
Freeman	Pat	01
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Smith	John	01
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## **Commonly Used Report Types**

### Using the Report Type Employee Information

An *Employee Information* report pulls information assigned to the employee's profile. This report is not designed to pull data from payrolls that have processed. For example, you would use this report type if you wanted to create a report that listed employees and their email addresses. You would not want to use this report to create a report that shows what employees were paid last year.

CC1 Description CC2 Description CC3 Description CC4 Description CC5 Description CO Pay Grades Company Ethnicity Company Positions EE Deductions EE Fringe EE Rates EE Taxes EEO Class Employee (EInfo) Employee Info More Employee Picture Employee Type Pay Policy Special EE Fields Supervisor Description Title Description



- CC1 5 Description: In our system, departments are classified as *Cost Centers*, or 'CC' levels. You can have up to 5 different cost center levels. Your company may only utilize one level, so you would typically only use the <u>CC1 Description</u> field header.
  - a. This field area contains selections pertaining to the department level. Typically, you would use the option *Name* here to pull in the department name for a department assigned to an employee.
  - b. You can reference your different Department Codes and Descriptions under Company > Company Setup > Departments. If you do not have more detailed information (such as Address) pulled in for your departments, the majority of the data under CC1 Description would not pull outside of the CC1 and Name.
- 2. **EE Deductions**: You can pull in different data for employees' deductions using this field area. Data that is stored in the employee's deduction tab can be pulled in with various fields.
  - a. For example, if you want to see the Start Date for deductions, you can select the field *StartDate*
  - b. If you want to see the actual deduction code, you will want to pull in *Dcode* 
    - i. To filter out unwanted deduction codes, you would need to switch over to the <u>Filters</u> tab on the top. You would then want to select *Dcode* again and then apply a logic statement to pull in the code you want to see. For example, if you only want to see **PTMed** deductions, you would pull in a filter as so:

eded.dcode			
= Equals	PTMed	And <b>v</b>	Û

- 3. **EE Fringe**: Similar to *EE Deductions*, this field area allows you to pull in data from your employees' Fringe tabs.
  - a. The same logic would apply here if you want to pull in a code, you would want to select *Ecode* to pull in an earning code.
    - i. If you wanted to only see GTL, you would apply the following filter:

efringe.ecode			
= Equals	GTL	And <b>T</b>	Û



- 4. **EE Rates**: This field area will enable you to pull in information from the employee's rate tab whether it be the base rate or any additional rate.
  - a. Some information contained in here would be the Rate *or* Salary, Start/End Date, and any departments that may be pulled in for the rate.
  - b. Each employee is assigned a home department (CC1) level when added in the system. However, a rate may have a different department pulled in. This is typically applied in the circumstance when an employee has additional rates for working in multiple departments.
- 5. **Employee (EInfo)**: This field area will contain primarily basic demographic information for the employee.
  - a. For example, you can pull in an employee's ID Number, Home Dept, address and more.
- 6. **Employee Info More**: This field area contains more demographic information not contained under the previous field area.
  - a. For example, you'd find an employee's email address and phone number in this area.
- 7. **Special EE Fields**: This is a smaller field area that can contain the employee's Age, Annual Salary, and Days of Service.



## Using the Report Type Employee Payroll (Summary)

An *Employee Payroll (Summary)* report pulls both information assigned to the employee's profile as well as summarized pay information. This report is not designed to pull pay data check date by check date. For example, you would use this report type if you wanted to create a report that showed the total amount of sick time paid in a year. You would not want to use this report type to create a report that shows how many hours of sick time was paid in each check date for the year. You could also use this to get summarized data for one specific payroll at a time.

- CC1 Description
- CC2 Description
- CC3 Description
- CC4 Description
- CC5 Description
- Company Positions
- EE Deductions
- EE Rates
- EE Taxes
- Employee (EInfo)
- Employee Info More
- Employee Term Reason
- Special EE Fields
- Title Description
- Deduction-Goals
- Deduction-Rates
- Payroll-Deductions
- Payroll-Earnings
- Payroll-Taxes
- Payroll-TaxesCapped
- 1. **Payroll-Deductions**: This field area contains data for deductions that were withheld in processed payrolls. Specifically, you can use this to retrieve totals for deductions, displayed by employee.
  - a. For example, you can see the amounts for AFLAC that have been withheld in the period you are running the report for:



## DAFLAC[Amount]

- 2. **Payroll-Earnings**: Like the Deductions counterpart, this field area can be used to pull in amounts for a defined period as well, but for earning codes.
  - a. There is an added field here, labeled *Hours*, so you can pull in hours for the earning code as well:

E2Reg[Amount] E2Reg[Hours]

- 3. **Payroll-Taxes**: This field will contain information pertaining to the amounts and taxability of the employee's taxes.
  - a. For example, if you would want to see the amount taxable to Federal Income (FITW), as well as the amount that was withheld, you can use the following fields:

TFITW[Amount] TFITW[Taxable]



### Using the Report Type Employee Payroll (Detail)

An *Employee Payroll (Detail)* report pulls both information assigned to the employee's profile as well as detailed pay information. This report is not designed to pull summarized pay data. For example, you would use this report type if you wanted to create a report that showed the amount of sick time paid in each check date for the year. You would not want to use this report type to create a report that shows the total amount of sick time paid in a year.

- EE Deductions
- EE Rates
- EE Taxes
- Employee (EInfo)
- Payroll History
- Payroll History Detail
- Special EE Fields
  - 1. **Payroll History**: This area will contain detailed information that can be displayed per check date, rather than summary.
    - a. For example, you can pull in the Check Date here, as well as Hours and Gross, to show what the Gross pay was per check date.
  - 2. **Payroll History Detail**: Expanding upon *Payroll History*, this field area will contain even further detailed information.
    - a. For example, you can pull in the earning code by using DetCode, and then see the Hours, Rate, and Amount paid out in a specific check date by using the respective field selections under this header.





By pulling in these options from the same area, it will tell the report to pull the rate associated with the DetCode you pulled in.

- b. If you combine the above with the *Check Date* from the **Payroll History**, this will show you the Code, Hours, and Rate paid by check date.
  - i. To further signify that you would only want to see earning codes, you would need to apply a filter using the *Det* field selection:

epayhistdetail.det			
= Equals	E	And <b>T</b>	۵

DET stands for **D**eduction, **E**arning, or **T**ax. By pulling in the filter = E, you are telling the report to *only* pull in data for earning codes.



## **<u>Useful Tips/Suggestions</u>**

- Consistently preview the report as you build it. This way, you can confirm which columns are populating properly. This primarily applies to more advanced report with numerous filters/columns – if filters/values are entered incorrectly, your report may not populate. By previewing as you go, you can at least partially isolate which columns may *not* be working.
- 2. You can change the column header names by selecting the blue 'l' icon in the fields area. You can also tell the report to get a sum total or average for the field in the box that appears after selecting the icon.

Edit Field						•
Field Header*		ilters	Company	Preview		
Sum Total	Average					
* CANCEL	✓ SAVE		Report Colum least one field	-	)rop to change the order.	The report must include at
Employee Labor Distribution Employee Information Employee Labor Distribution	<ul> <li>CC1 Description</li> <li>CC2 Description</li> <li>CC3 Description</li> <li>CC4 Description</li> </ul>			lame (einfo.la		
Employee Payroll (Summar Employee Information	<ul> <li>CC5 Description</li> <li>CO Pay Grades</li> <li>Company Ethnicity</li> <li>Company Positions</li> </ul>			Jame (einfo.fi	rstname)	1 0 1 0
Employee Information Employee Information	<ul> <li>EE Deductions</li> <li>EE Fringe</li> <li>EE Rates</li> <li>EE Taxes</li> </ul>					

**3.** Payroll-based reports (such as the summary or detail report) will have a Set Date tab that will allow you to define the date range for the report.



leport	Details	5					
Report	Fields	Sorting	Grouping	Filters Set Da	te Company	Preview	
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	Begin	Date					~
Begin Date 11/05/2021 - 2021110501						Ending	
							~
	End D						
	11/0	05/2021 - 202	1110501				
					Se	lect Date Range	
						Start Date	
						04/02/2021	
						End Date	
						04/02/2021	
			ANCEL				

4. Have a report that you like the structure of and want to build a separate similar report that uses it as a foundation? Clone it! If you utilize the blue *clone* button to the right of the report, it will copy the report exactly and enable you to add on more fields and save it as a separate report.



Report	Writer			٥	ADD NEW
25 RESULTS	grid search			م 🔳 GR	
Viev	v Report ÷	Type \$	Created By	Clone	: 
/	Active EE's Not Paid	EE PreProcess Payroll (Summary)	pbates@checkwriterspayroll.com	প্র	
/	Average Rate & Hours	Employee Labor Distribution	pbates@checkwriterspayroll.com	2	
/	bday	Employee Information	MRiffenburg@checkwriters.com	69	
/	distribution	Employee Labor Distribution	MRiffenburg@checkwriters.com	69	
/	DOB	Employee Payroll (Summary)	nliquori@checkwriters.net	2	
/	EE	Employee Information	bboisvert@checkwriters.net	6	
/	Employee Email Address	Employee Information	kbuckley@checkwriterspayroll.com	20	
/	Employee Info	Employee Information	EHall@ZZCH.com	20	
•	Field Calculations	Employee Payroll (Summary)	pbates@checkwriterspayroll.com	69	
/	Hire Dates Test	Employee Information	mbokuniewicz@checkwriterspayroll.com	69	۵
/ •	info	Employee Information	MRiffenburg@checkwriters.com	2	
/	Info	Employee Information	JKnight@ZZCH.com	6	
/	MA Paid Family Leave	Employee Information	nliquori@checkwriters.net	69	
/	Preprocess	EE PreProcess Payroll (Summary)	pbates@checkwriterspayroll.com	20	0
/	Preprocess	EE PreProcess(Detail)	Bbaxa@checkwriters.com	6	
/	Summary	Employee Payroll (Summary)	MRiffenburg@checkwriters.com	69	
/	Test	Employee Payroll (Summary)	dsantiago@checkwriters.com	2	
/	Test	Employee Payroll (Summary)	mbokuniewicz@checkwriterspayroll.com	43	

5. Try out new reports! It is the best way to learn. If you are building a report and it doesn't seem to be populating the data you are looking for, reach out to your Account Specialist. We will be happy to lend you a hand in building the perfect report for you!