

PayBiz –Holiday Pay Accrued Custom Report

8/08/2017

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PayBiz main menu > File > Custom Reports

The list of existing custom reports will be displayed. Click **Add** to open the **Select A Class** screen to create a new custom report.

If there are no existing custom reports the **Select A Class** screen will be automatically be displayed.

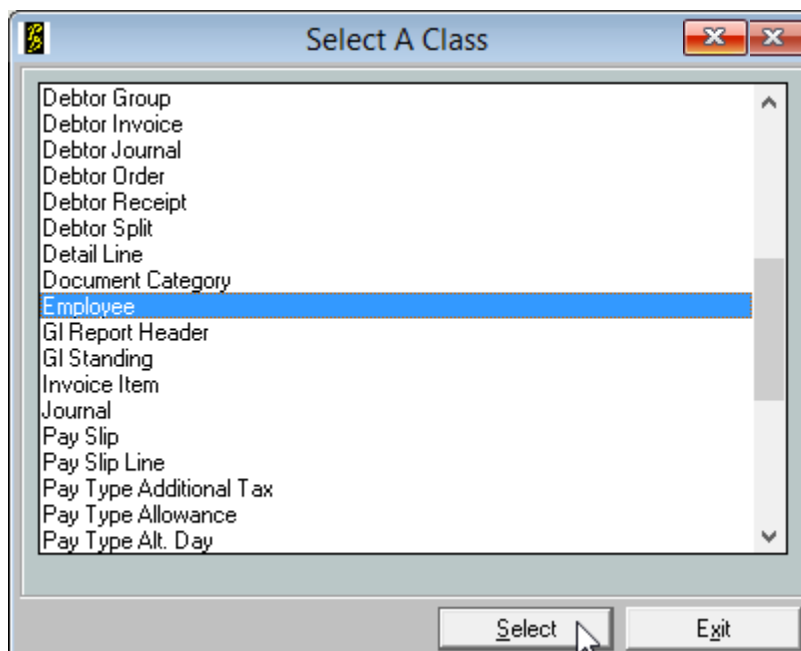


Figure 1: Custom Reports – Select A Class

1. Click on **Employee** so that it becomes highlighted and click **Select**.
2. A blank Employee screen will be displayed. This is where you set your parameters for the report.
3. Click the **Tree** button to open the **Properties for Employee** window.

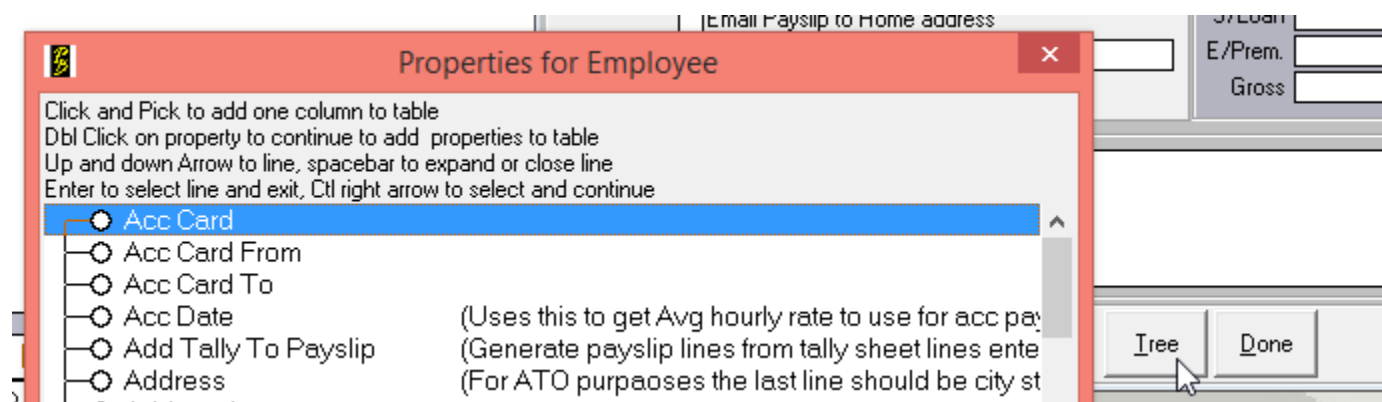


Figure 2: Click YTD Sales

4. Type **P** on the keyboard to go directly to the properties starting with P, then scroll down to **Pct Holiday Accrued**. . Click to highlight it then click the **Pick** button:

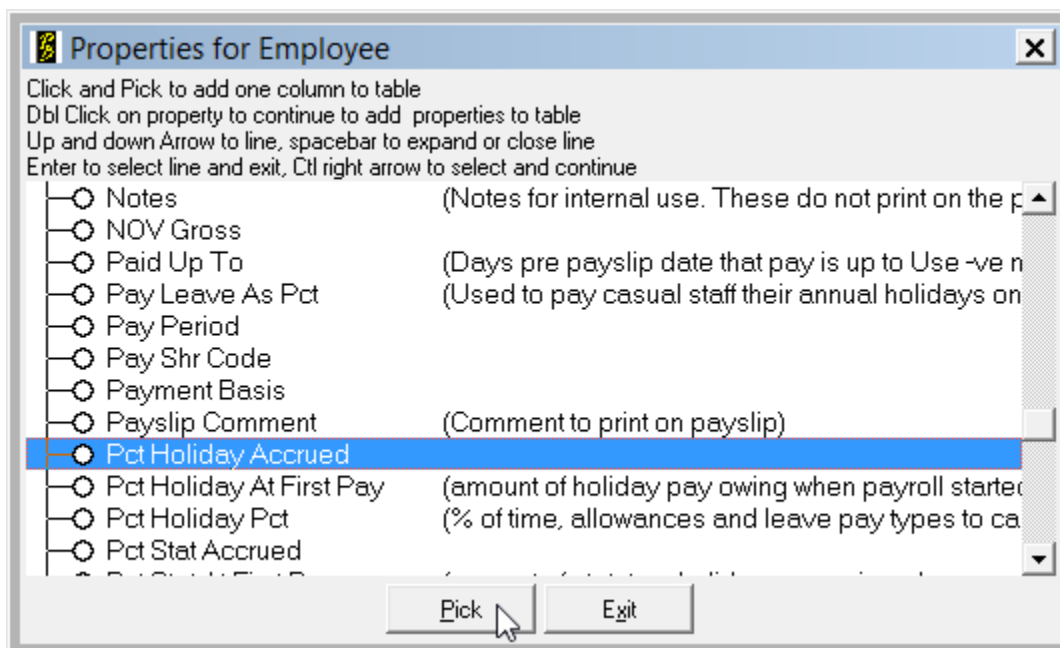


Figure 3: Pick Pct Holiday Accrued

5. The **Search Criteria for Pct Holiday Accrued** window will open. Use the drop down arrow to change **Equals** to **Ranges From**.

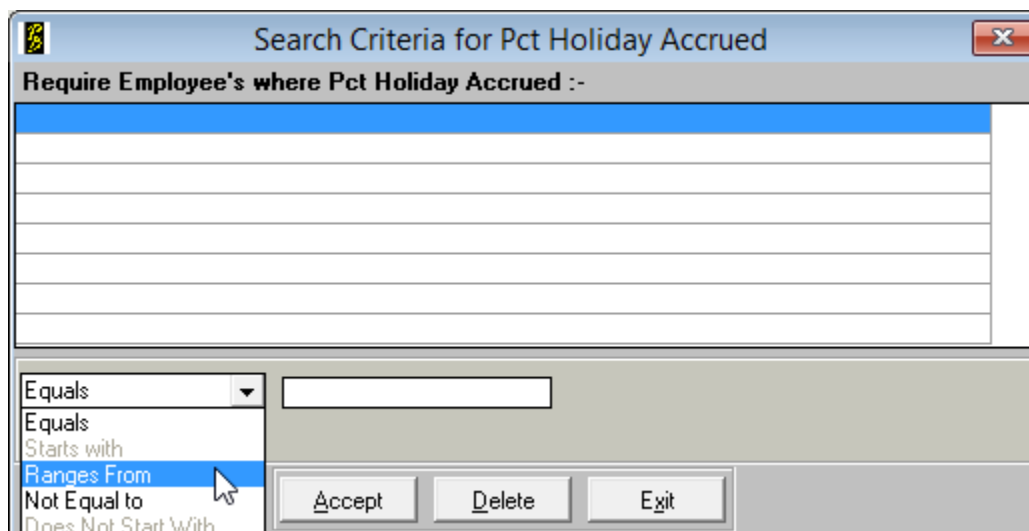


Figure 4: Ranges From

6. In the next field enter the value 0.1.
This will select all employees with greater than 10c worth of holiday pay accrued. I have used 10c so employees with small amounts due because of rounding will be ignored. You can use any value you wish.
7. Leave the **To** field blank so that there is no upper limit.

8. Ensure **Meets Any** is selected at the bottom of the screen.
9. Click the **Accept** button followed by the **Exit** button.
10. Back on the empty Employee screen, click the **Tree** button again and repeat the process for **Pct Stat Accrued**.

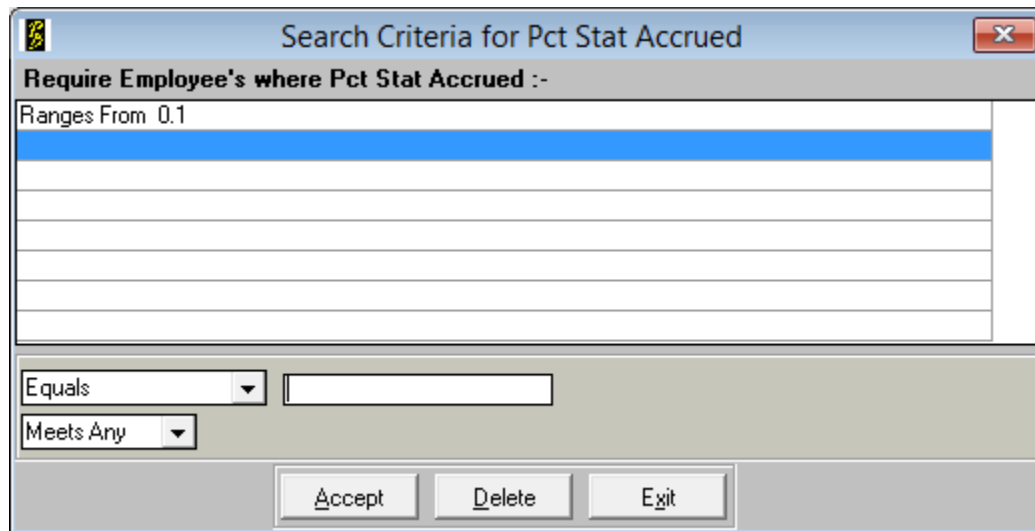


Figure 5: Pct Stat Accrued

11. After clicking **Accept** and **Exit** you will be returned to the blank **Employee** window. Click **Done** to close the window.
12. The **Custom Reports** window will be displayed. Change the Report Title to something useful, and ensure **Meets ANY Criteria** is ticked.

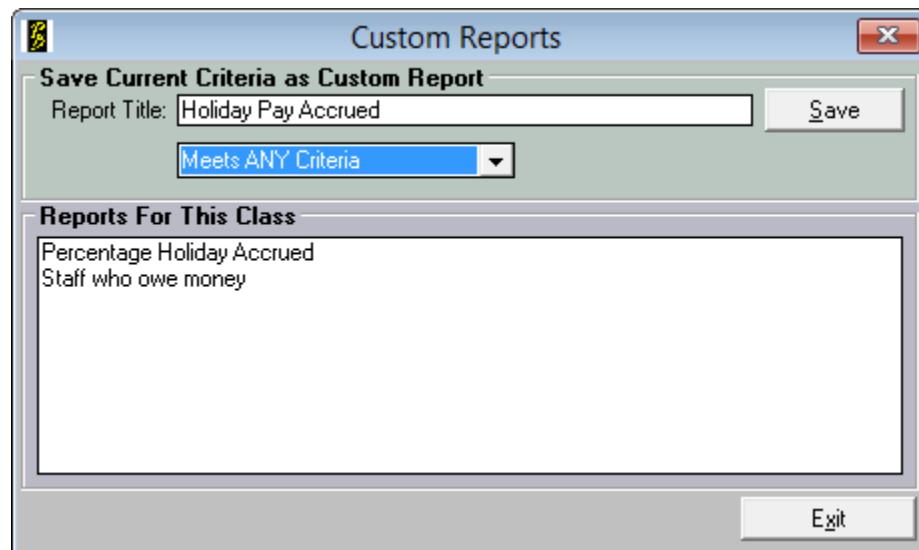
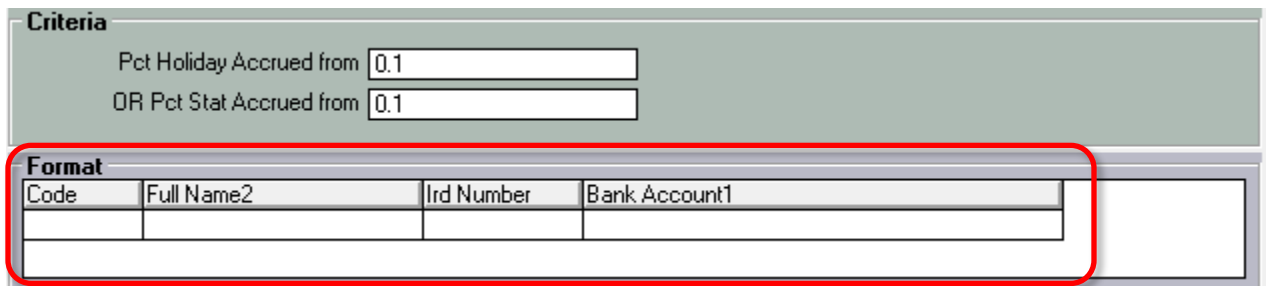


Figure 6: Title and Meets ANY Criteria

Meets ANY Criteria will ensure that employee with either Annual Holiday OR Statutory Holiday pay accrued will print on the report, even if one type has already been paid out.

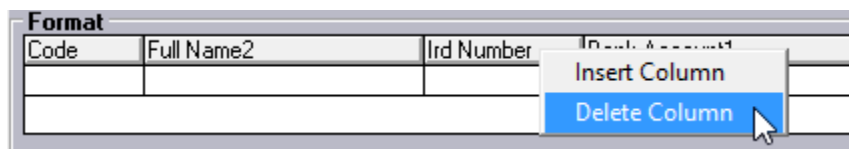
13. Click **Save**.
14. The **SSI Search Custom Edit** screen will now open.
This is where you can edit the fields, modify the formatting and define the sort order and grouping.
15. The **Format** section contains the columns that will print on the report.
The default columns may not be what you want. In this example I have IRD Number and Bank Account1 in the Format section, but I would like Pct Holiday Accrued and Stat holiday Accrued.



Code	Full Name2	Ird Number	Bank Account1

Figure 7: Format Columns

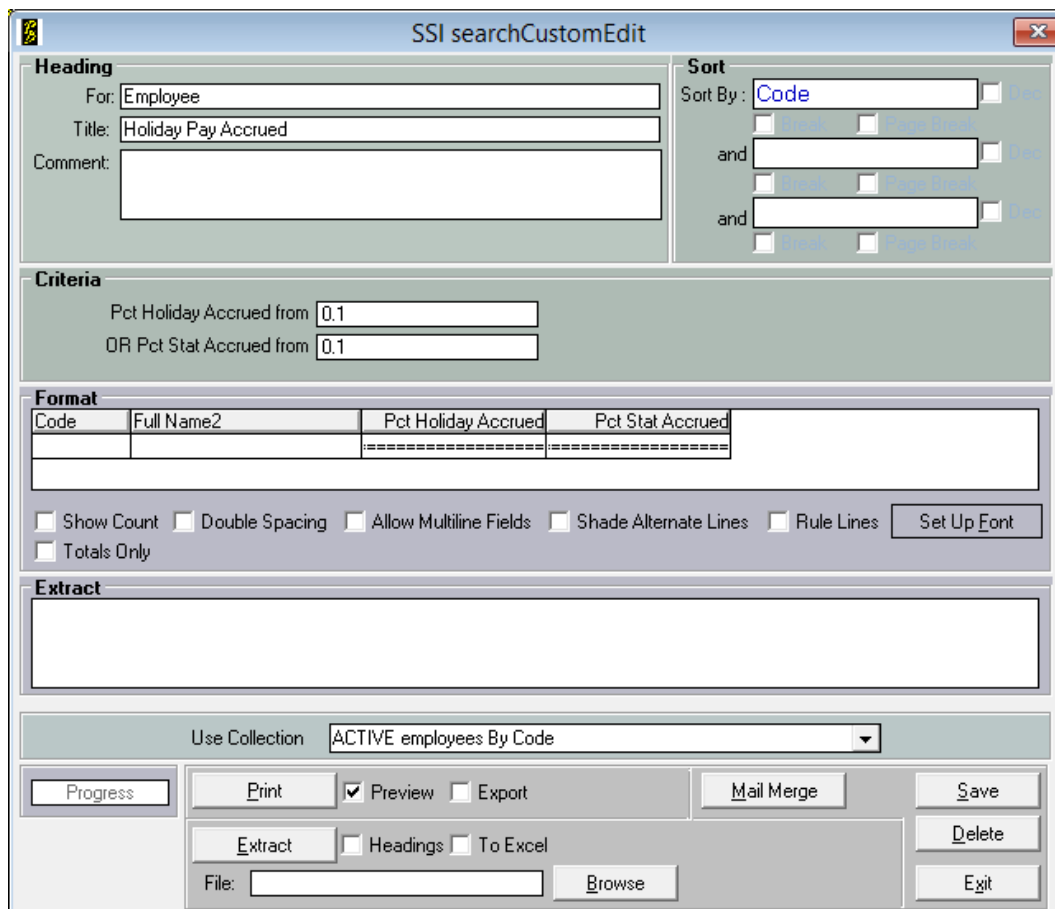
16. To delete columns: Right click on the grey column header and select **Delete Column**, in the same way as you do to set the columns on Lookup and Line tables.
Delete all the unwanted columns eg IRD Number and Bank Account1.



Code	Full Name2	Ird Number	Bank Account1

Figure 8: Delete Columns

17. To insert columns, right click on an existing grey column header, or in the white space where there are no columns and select **Insert Column**.
The Properties for Employee window will display. Pick the **Pct Holiday Accrued** and **Pct Stat Accrued** properties in the same way as before when defining the report criteria.
18. Click in the blank boxes under **Pct Holiday Accrued** and **Pct Stat Accrued**. The fields will autofill with equals' signs. This indicates these columns will be totalled on the report.
19. Ensure **Preview** is ticked, and click the **Report** button to print.
20. Feel free to experiment with the other report options: Show count; Shade Alternate; Rule Lines etc
21. The report can then be added to your custom menu via **Custom > Configure Custom Menu**.
Please refer to the separate documentation for full details.



SSI searchCustomEdit

Heading
 For: Employee
 Title: Holiday Pay Accrued
 Comment:

Sort
 Sort By: Code
☐ Break ☐ Page Break
 and ☐ Break ☐ Page Break
 and ☐ Break ☐ Page Break

Criteria
 Pct Holiday Accrued from 0.1
 OR Pct Stat Accrued from 0.1

Format

Code	Full Name2	Pct Holiday Accrued	Pct Stat Accrued
		=====	=====

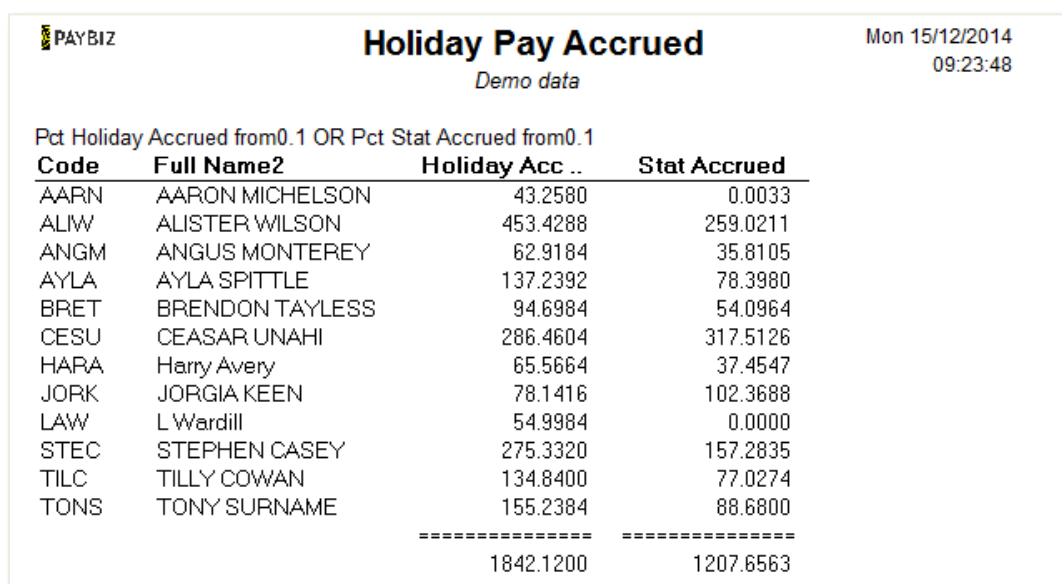
☐ Show Count ☐ Double Spacing ☐ Allow Multiline Fields ☐ Shade Alternate Lines ☐ Rule Lines
☐ Totals Only

Extract

Use Collection: ACTIVE employees By Code

☒ Preview ☐ Export
 ☐ Headings ☐ To Excel
 File:

Figure 9: Report Settings



PAYBIZ **Holiday Pay Accrued** Mon 15/12/2014 09:23:48
Demo data

Pct Holiday Accrued from 0.1 OR Pct Stat Accrued from 0.1

Code	Full Name2	Holiday Acc ..	Stat Accrued
AARN	AARON MICHELSON	43.2580	0.0033
ALIW	ALISTER WILSON	453.4288	259.0211
ANGM	ANGUS MONTEREY	62.9184	35.8105
AYLA	AYLA SPITTLE	137.2392	78.3980
BRET	BRENDON TAYLESS	94.6984	54.0964
CESU	CEASAR UNAHI	286.4604	317.5126
HARA	Harry Avery	65.5664	37.4547
JORK	JORGIA KEEN	78.1416	102.3688
LAW	L Wardill	54.9984	0.0000
STEC	STEPHEN CASEY	275.3320	157.2835
TILC	TILLY COWAN	134.8400	77.0274
TONS	TONY SURNAME	155.2384	88.6800
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		1842.1200	1207.6563

Figure 10: Sample Report