

Running Reports in SagePay

Reporting in SagePay is achieved through Standard Reports. Standard reports include reporting on:

- Transactions
- End of Pay
- End of Year
- General Details.

There are many different reasons for wanting to produce reports from your SagePay system. These reasons can be grouped into seven broad categories.

- 1 To document the current pay period information
- 2 To produce a record of balances and company liabilities
- 3 To record information to be sent to the accounting system
- 4 To provide a tool for analysing salary costs
- 5 To troubleshoot employee balances and payments
- 6 To produce statistical information about the staffing composition
- 7 Tracking and auditing information change.

Standard reports generally relate to end of period processing and are run when all transaction entry has finished for that period.


All Reports are available under the [Reports](#) menu.

Reports are used by Payroll officers and Managers, to manage the payroll process. Some of the reports produce output that is given to employees, such as reports that generate payment summaries.

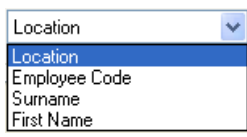
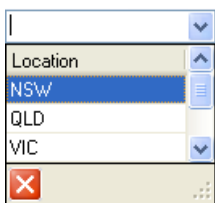
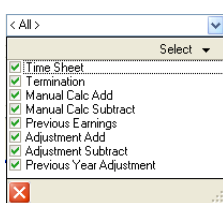
The General Reports can be used by Administrators for hard copy backups of Maintenance entries.

Hints for Running Reports in SagePay

Dropdown Menus

In SagePay reports, fields that allow you to select a value use the dropdown functionality. These are identified with the dropdown button .

The types of dropdowns available in SagePay are as follows:

Dropdown	Description
	Use your mouse to choose from the options in the list.
	Use your mouse to choose from the options in the list. The dropdown list window can also be expanded to display more of the items in the list.
	The dropdown checklist will have all items listed with a checkbox. To select an item, tick the corresponding checkbox. For further checklist options, see below.

Select options

A select button on the right hand side of the header gives you the option to:

- Select All
- Select All With a Value
- Unselect All
- Invert Selection





Choosing the **Select All** option will place a tick in all checkboxes for that list. The field on which you selected the down arrow will be populated with <All>.

Choosing the **Select All With a Value** option will place a tick in all checkboxes but only retrieve data where data exists that meets the selection criteria. For example, if you are printing Pay Advices, it would produce pay advices where transactions exist for the selected period. The field on which you selected the down arrow will be populated with <All With a Value>.

Choosing the **Unselect All** option will place remove the all ticks in checkboxes for that list. The field on which you selected the down arrow will be populated with (None).

Choosing the **Invert Selection** option will remove ticks from all the ticked checkboxes and place ticks in all the empty checkboxes for that list. The field on which you selected the down arrow will be populated with a comma delimited list of all the options you selected.

To expand the list window

On the right hand side of the bottom bar is a series of dots . Hover your mouse over the dots until it turns into a double ended arrow , hold your left mouse button down and move your mouse until the window is the required size.

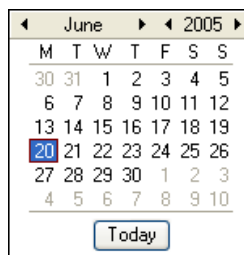
To Exit the window

Click on the  exit icon at the bottom left hand corner of the window.

Using the Calendar

The calendar is also available using the dropdown button.

You can move through the dates for the month and year using the left and right arrow buttons.



To quickly navigate to a specific month, left click on the month and in the header. This displays the current month and the three months either side. Whilst keeping your left mouse button down, move your mouse up and down until the month and year required is highlighted. Release the mouse button and the calendar for that month and year is displayed. Click on the header again and repeat the process to move to earlier or later dates.



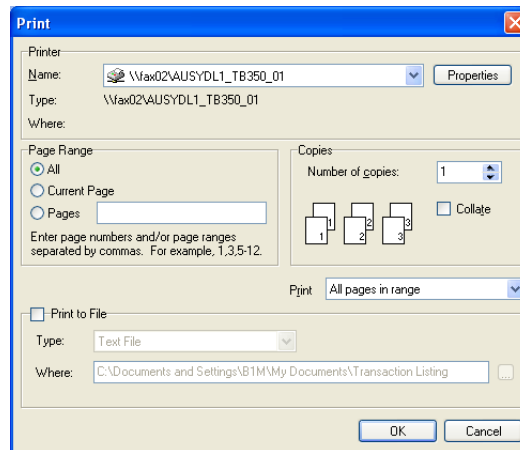
Common Report Fields

Field	Description
'From' and 'To' fields	When running reports, if the 'From' and 'To' selection fields are left blank SagePay will process all data for those fields. For example, if you wanted to run the Employee Details report for all employees you could leave the From Employee and To Employee fields blank.
From Payroll Company and To Payroll Company	SagePay uses one Payroll Company. In reports the From Payroll Company and To Payroll Company fields will be populated with the Payroll Company you are using. You will not need to complete these fields.
Default	If you frequently use the same values for a report, use the Default check box to retain those values for the next time you run the report.

Saving Reports to File

SagePay reports can be saved to file by navigating to the Print option of the report. You can then save the report in the format of your choice.

- 1 Once you have completed the information required to run the report, click on the **Print** button.



- 2 Go to the **Print to File** check box. The **Print to File** check box is ticked to save the report as a file instead of printing the report. Once the **Print to File** check box has been ticked, the Type and Where fields will become available.
- 3 Select the **Type**. The **Type** field allows you to select the type of file used to save the report, eg. Excel File, PDF File, Text File.
- 4 Enter **Where**. The **Where** field is used to select the location it will be saved to and name the report.
- 5 Click on the **OK** button.
- 6 To open the report use Windows® Explorer to navigate to the location that you saved it.