

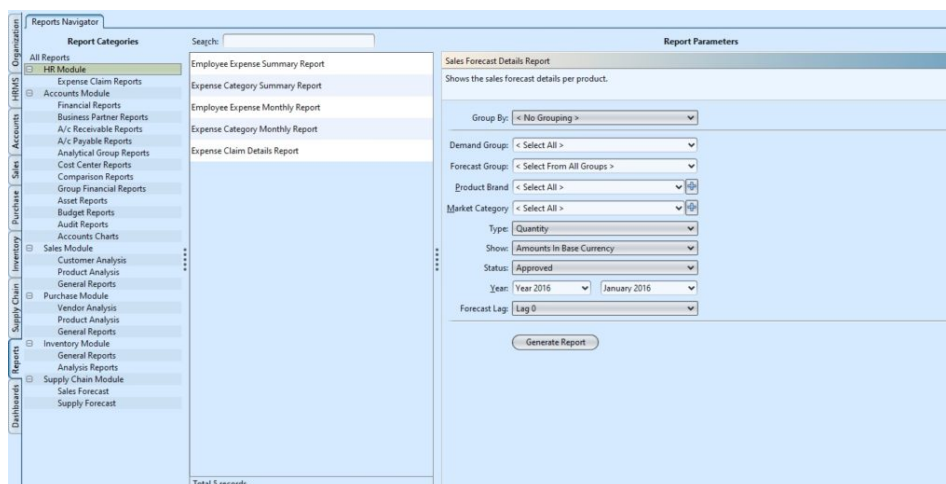
HR Reports

HR Reports view allows the user to view and search for reports related to employees' expenses and claim related matters. The user can generate and print the list of the expense claims reports based on the selected Criteria. The following are the available reports:-

Report Description	Explanations
Expense Claim Reports	
Employee Expense Summary Report	Shows expense claim summary by employee for a given period of time
Expense Category Summary Report	Shows expense claim summary by expense category for a given period of time
Employee Expense Monthly Report	Shows the detailed employee expense report for the 12 months from the selected month onwards
Expense Category Monthly Report	Shows the detailed expense category report for the 12 months from the selected month onwards
Expense Claim Details Report	Shows expense claim details for a given period of time

Below are available actions for the user from HR Reports view:

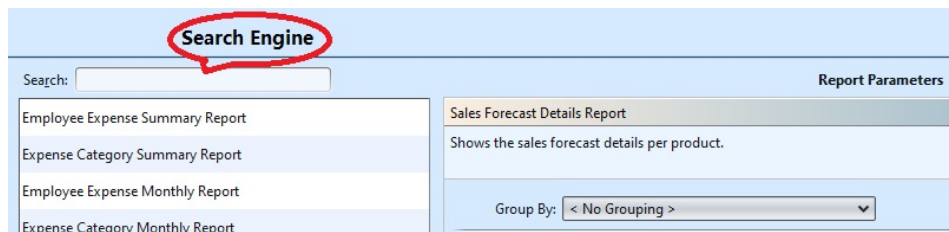
 View and search for reports for HRMS module



View and Search Reports for HR Module:

1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box

at the top of the screen

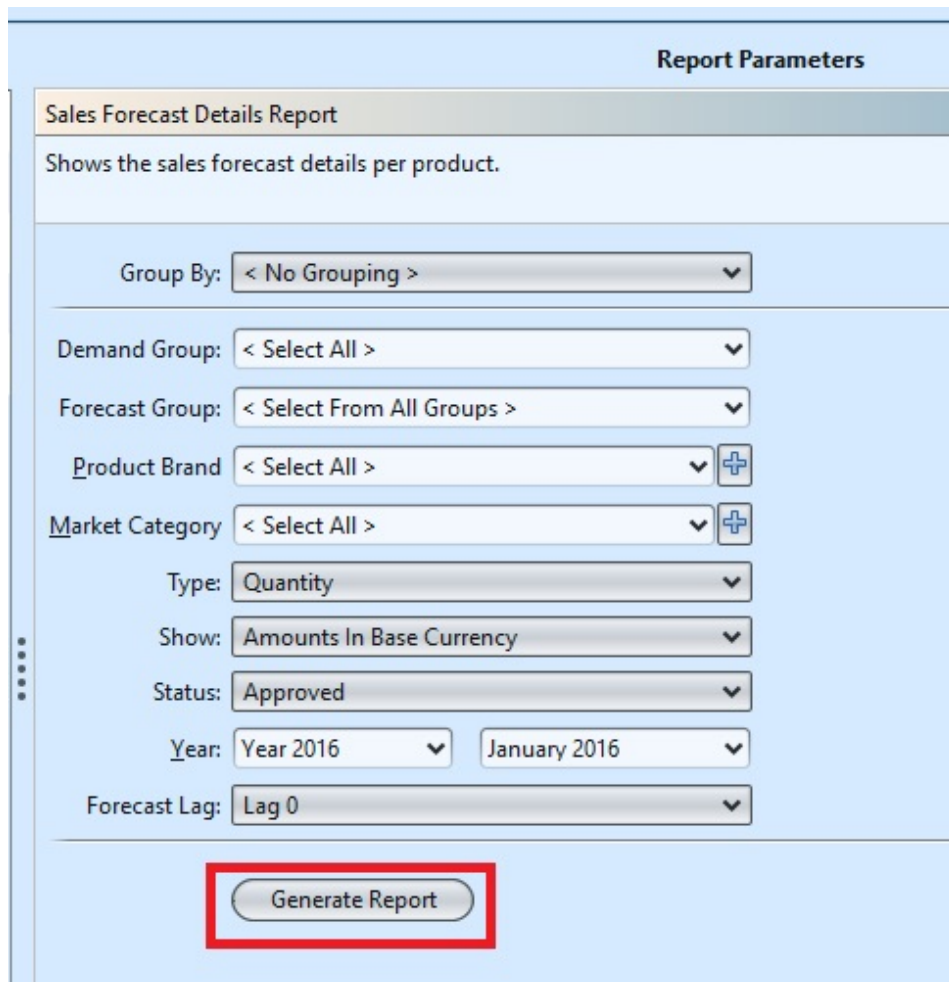


The screenshot shows the top of a web application interface. On the left, there is a 'Search Engine' section with a search bar and a list of reports: 'Employee Expense Summary Report', 'Expense Category Summary Report', 'Employee Expense Monthly Report', and 'Expense Category Monthly Report'. On the right, there is a 'Report Parameters' section for the 'Sales Forecast Details Report'. It includes a description 'Shows the sales forecast details per product.' and a 'Group By' dropdown menu set to '< No Grouping >'. The 'Search Engine' text is circled in red.


2. Select a report from the list of reports available

3. Select the parameters to filter the report, i.e. by specific ***“Employee”***, time period

4. Click ***“Generate Report”*** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report



The screenshot shows the 'Report Parameters' section for the 'Sales Forecast Details Report'. It includes a description 'Shows the sales forecast details per product.' and several filter parameters: 'Group By' (set to '< No Grouping >'), 'Demand Group' (set to '< Select All >'), 'Forecast Group' (set to '< Select From All Groups >'), 'Product Brand' (set to '< Select All >' with a plus icon), 'Market Category' (set to '< Select All >' with a plus icon), 'Type' (set to 'Quantity'), 'Show' (set to 'Amounts In Base Currency'), 'Status' (set to 'Approved'), 'Year' (set to 'Year 2016' with a sub-selector for 'January 2016'), and 'Forecast Lag' (set to 'Lag 0'). At the bottom, there is a 'Generate Report' button highlighted with a red rectangle.

5. On the selected report tab, some records are clickable – in this case the mouse pointer will change to a hand pointer  – it is possible to click on these hyperlink records to open another report for

that particular record or show transaction details of the record (see pictures below for an example of HRMS reports' hyperlinks)

Reports NavigatorEmployee Expense Summary Report

Samoooha Demo Distribution Pte Ltd

Employee Expense Summary Report

From Date : 01-Jan-2016, To Date : 31-Dec-2016, Currency : SGD, Group By : ExpenseCategory

Employee #	Employee	Claimed Amount	Approved Amount	Exp %
EC01 - Airfare and Visa				
EM05	Elvy Ee	319.00	319.00	100.00 %
		319.00	319.00	92.20 %

Reports NavigatorExpense Category Summary ReportEmployee Expense Summary Report

Samoooha Demo Distribution Pte Ltd

Expense Category Summary Report

From Date : 01-Jan-2016, To Date : 31-Dec-2016, Currency : SGD, Employee : EM05 - Elvy Ee

Category Code #	Expense Category	Claimed Amount	Approved Amount	Exp %
EC01	Airfare and Visa	319.00	319.00	92.20 %
EC03	Local Transport Costs	27.00	27.00	7.80 %
Grand Total :		346.00	346.00	

6. At the bottom of the report tab, the following options are available:

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125 %

Export / Open as PDF

Print

Parameters

Scroll to beginning, previous, next, or last page of the report

Zoom in / zoom out

Export / Open as Excel

Change report's parameters