Sharpen Your Skills: ADP Reporting
Agenda

- Fields Library
- Run Time Filters
- Report Scheduling
- Comparison Reports
- Standard Reports
- Sample Reports
- Analytics
- Future for ADP Reporting
- Q&A
Fields Library
Derived & Coded Fields – in the past

You have an existing report with a derived field and or coded field, and you would like to use that same field on another report. What would you do?

A. Create the new report and recreate the derived and/or coded field in the new report.

B. Copy the existing report so you don’t need to recreate the derived and/or coded field, and modify the rest of the report to include the fields, sorting, filtering in order to meet the needs of the new report.

C. Complete the Custom Reporting Submission Form (found on the Support Center) to request that ADP create the report for you with the desired derived and/or coded field.
What is the Fields Library?

A place to store any derived and/or coded field so that it can be reused for any other report. Fields Library can be used for new and existing reports.
How the New Fields Library Will Help

Users will now be able to save any calculated fields they’ve created (derived, coded, currency-converted, and multilevel) to a *fields library*.

<table>
<thead>
<tr>
<th>Fields Library Functionality</th>
<th>Benefit to Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields saved to the fields library can be used in other reports.</td>
<td>This saves time, since users will not need to recreate the same field for other reports.</td>
</tr>
<tr>
<td>Users can make their fields available to other practitioners in their company.</td>
<td>This enables a company to utilize existing fields across reports and practitioners.</td>
</tr>
</tbody>
</table>
How to Create a Derived Field and Save it to the Fields Library

Users still create a derived field from Step 2 of the Wizard by clicking Other Actions, and then clicking Create or Edit Derived Fields.
How to Create a Derived Field and Save it to the Fields Library

Set Up Report

Report Name: Test

Use calculated and derived fields to create a custom field to add to your list of available fields.

- Create a new calculated or derived field
- Create a new conditional derived field
- Edit an existing derived field

Name: *Projected 3% Increase*  Field type: Numeric  Create in: Library

Equation builder

Add a field OR Add a fixed value OR Add an ask at runtime value OR Add an operator: + - x / ( )

Calculated field preview

Clear expression
How to Create a Derived Field and Save it to the Fields Library

<table>
<thead>
<tr>
<th>Name:</th>
<th>Projected 3% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field type:</td>
<td>Numeric</td>
</tr>
<tr>
<td>Create in:</td>
<td>Library</td>
</tr>
</tbody>
</table>

**Equation builder**

- Annual Salary (Pay Rates) * 1.03

**Calculated field preview**

Annual Salary (Pay Rates) * 1.03

**Library Mode**

- Public
- Private

**Description:**

This calculation will show a projected new annual salary based on a 3% increase.

**Allow Copy?**

- Yes

**Done**

**Delete**

**Cancel**
How to Create a Derived Field and Save it to the Fields Library

Library Mode

- Public
- Private

Description:
This calculation will show a projected new annual salary based on a 3% increase.

Allow Copy?

Done  Delete  Cancel
How to Create a Derived Field and Save it to the Fields Library

Step 2 of 7: Select Fields

- **Report Name**: Test

- **Derived fields**
  - **Library**
    - Projected 3% Increase – Public

- **Additional Fields**

- **Address**
Accessing the Fields Library – Latest WFN Version

<table>
<thead>
<tr>
<th>View</th>
<th>My Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Output</td>
<td>All Reports</td>
</tr>
<tr>
<td>Standard Reports</td>
<td>My Standard Reports</td>
</tr>
<tr>
<td>• All Reports</td>
<td>• My Team Reports</td>
</tr>
<tr>
<td>• Paydata</td>
<td>• Comparison Reports</td>
</tr>
<tr>
<td>• Wage Garnishment</td>
<td>• Set Up New</td>
</tr>
<tr>
<td>• Employee Development</td>
<td></td>
</tr>
<tr>
<td>• Recruitment</td>
<td></td>
</tr>
<tr>
<td>• Time &amp; Attendance</td>
<td>• Fields Library</td>
</tr>
<tr>
<td>• Benefits</td>
<td>• Sample Reports</td>
</tr>
<tr>
<td>• Setup</td>
<td></td>
</tr>
<tr>
<td>My Team Reports</td>
<td>Additional Reporting</td>
</tr>
<tr>
<td>• All Reports</td>
<td>• G/L Interface</td>
</tr>
<tr>
<td>• Employee Development</td>
<td>• Screening Reports</td>
</tr>
<tr>
<td>• Recruitment</td>
<td>• Benefit Invoices</td>
</tr>
<tr>
<td>• Time Off</td>
<td>• Audit Trail</td>
</tr>
<tr>
<td>• Time &amp; Attendance</td>
<td>• PR &amp; Qtrly Tax Reports</td>
</tr>
<tr>
<td>• Performance</td>
<td>• Tax Reporting &amp; Banking</td>
</tr>
<tr>
<td>• Statutory Compliance</td>
<td></td>
</tr>
<tr>
<td>• On–Site Printing</td>
<td></td>
</tr>
<tr>
<td>• Personal &amp; Employment</td>
<td></td>
</tr>
<tr>
<td>• Pay Statement History</td>
<td></td>
</tr>
<tr>
<td>• Performance</td>
<td></td>
</tr>
<tr>
<td>• Time Off</td>
<td></td>
</tr>
<tr>
<td>• Benefit Invoices</td>
<td></td>
</tr>
<tr>
<td>• Audit Trail</td>
<td></td>
</tr>
<tr>
<td>• Dashboards</td>
<td></td>
</tr>
</tbody>
</table>
Accessing the Fields Library – (Prior-Workforce Now Version)

<table>
<thead>
<tr>
<th>Report Name / Title</th>
<th>Report Mode</th>
<th>Records</th>
<th>Run Date – Time (EST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managerial Diversity</td>
<td>Private</td>
<td>9</td>
<td>03/04/2014 – 10:18 AM</td>
</tr>
<tr>
<td>test</td>
<td>Private</td>
<td>9</td>
<td>03/04/2014 – 09:52 AM</td>
</tr>
<tr>
<td>Span of Control</td>
<td>Private</td>
<td>50</td>
<td>01/16/2014 – 04:20 PM</td>
</tr>
<tr>
<td>Management Span of Control</td>
<td>Private</td>
<td>45</td>
<td>01/16/2014 – 02:31 PM</td>
</tr>
<tr>
<td>Management Span of Control</td>
<td>Private</td>
<td>45</td>
<td>01/15/2014 – 09:21 AM</td>
</tr>
<tr>
<td>Span of Control</td>
<td>Private</td>
<td>45</td>
<td>01/13/2014 – 05:27 PM</td>
</tr>
<tr>
<td>ACA Applicable Large Employer Worksheet Summary</td>
<td>Sample</td>
<td>12</td>
<td>12/13/2013 – 01:17 PM</td>
</tr>
</tbody>
</table>
Exploring the Fields Library

The fields library lists the public and private calculated fields available to the user.

- You can search for particular fields, or particular types of fields.
- Field Type indicates the type of calculated field. Owner indicates who created the field.
- You add new derived fields right into the library.
- Hover over the envelope to expose notes.
- You can edit, delete, copy, and view fields from a central location.
Field Descriptions Display as Notes

Descriptions entered during the set up of the derived and/or coded field will display as notes in the fields library.
How To Update or Edit a Field in the Library?

Can be accomplished two ways:

1. From within a Report

2. From the Fields Library
How To Move Existing Derived/Coded Fields into the Fields Library?

Go into your report, from Step 2 in the Report Wizard, select the green action button and select Move to Library.
Run Time Filter
Basic Filter

A Filter enables you to enter filtering (selection) criteria at the time you set up a report in Step 6 of the Report Wizard. It can be based on any field in the system such as Departments to include, Employee Status, Location etc…

If you don’t apply a filter everyone will appear in the report.

If you have a report that is using data from Check History (Pay eXpert/WFN 2) or Pay Statements File (WFN 6.0) you must apply a filter to select the Pay Dates or Period Ending Dates to include
Run Time Filter

What is a Run Time Filter?

Enables you to enter filtering (selection) criteria just prior to running a report. Use runtime filters in reports when the selection criteria changes each time you run the report.

Eliminates the need to edit the report template to enter the new selection criteria before you run the report.

When you run the report, you will be prompted to enter your selection criteria.
Run Time Filter Example

Step 6 of 7: Add Filters

Report Name: Overtime

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Add a filter statement

Add an operator:

Clear Filter

Filter preview
Run Time Filter

Step 6 of 7: Add Filters

**Report Name:** test Report RF 1

Enter criteria if you want to filter the results that are included in your report.

**Filter builder:**

- **Field:** Pay Date (Pay Statements)
- **Operator:** >= (greater than or equal to)
- **Compare with:** Value
- **Value:**
- **Another field:** Ask at runtime value

**Filter preview:**

---

**Save** **Cancel**

---

**Previous** **Next** **Run**
Run Time Filter

Step 6 of 7: Add Filters

Report Name: Test Report RF 1

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Field: Pay Date (Pay Statements)
Operator: >= (greater than or equal to)
Compare with: Ask at runtime value

Start this statement with an open parenthesis "(" 

Select Greater than or equal to

Create Select Greater than or equal to Pay Date

Clear Filter

Filter preview

Save Cancel

Previous Next Run
Run Time Filter

Step 6 of 7: Add Filters

Report Name: Overtime

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Pay Date (Check History) >= <Blank>

Add a filter statement OR Add an operator: ( ) AID OR

Clear Filter

Filter preview

Pay Date (Check History) >= <Blank>

Save  Cancel  Previous  Next  Run
Run Time Filter

Step 6 of 7: Add Filters

Report Name: Overtime

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Pay Date (Check History) >= <Blank>

AND

Add a filter statement OR Add an operator:  ( ) AND OR

Filter preview

Pay Date (Check History) >= <Blank> AND
Run Time Filter

Step 6 of 7: Add Filters

Report Name: Overtime

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Pay Date (Check History) >= <Blank>

AND

Field: Pay Date (Check History)
Operator: <= (less than or equal to)
Compare with: Ask at runtime value

Add

Clear Filter

Filter preview

Pay Date (Check History) >= <Blank> AND ❌

Save | Cancel | Previous | Next | Run
Run Time Filter

Step 6 of 7: Add Filters

Report Name: Overtime

Enter criteria if you want to filter the results that are included in your report.

Filter builder

Pay Date (Check History) >= <Blank>

AND

Pay Date (Check History) <= <Blank>

Add a filter statement OR Add an operator: ( ) ASD OR

Filter preview

Pay Date (Check History) >= <Blank> AND Pay Date (Check History) <= <Blank>
Run Time Filter

Step 7 of 7: Run a Report

**Report Name:** Overtime

**Schedule recurrence:** No schedule assigned  Set Schedule

**Runtime Settings**

- Print settings on report

**Select the Greater Than or Equal to Paydate Date**

Choose from Possible Values

**Select the Less Than or Equal to Pay Date**

Choose from Possible Values

Summary

Cancel  Copy  Previous  Next  Run
Run Time Filter

Step 7 of 7: Run a Report

Report Name: Overtime

Schedule recurrence: No schedule

Runtime Settings

Print settings on report

Select the Greater Than or Equal to Paydate Date *

Select the Less Than or Equal to Pay Date *

Possible Values

Select the value on which you want to filter the field:

Select the Greater Than or Equal to Paydate Date

- 08/02/2013 – 08/02/2013
- 07/19/2013 – 07/19/2013
- 07/05/2013 – 07/05/2013
- 06/21/2013 – 06/21/2013
- 06/07/2013 – 06/07/2013
- 05/24/2013 – 05/24/2013
- 05/10/2013 – 05/10/2013
- 04/26/2013 – 04/26/2013

OK Cancel
Run Time Filter Example for Birthday Report

Filter builder:
- **Field:** Birth Date (Personal Information)
- **Operator:** = (equal to)
- **Compare with:** Ask at runtime value
- **Month Only (MM):**
- **Enter Birthday Month**

Schedule:
- **No schedule assigned**
- **Set Schedule**

Runtime Settings:
- **Print settings on report**
- **Enter Birthday Month**
Report Scheduling
Runs Weekly, Every Monday

At 8:30AM with No End Date
1. Check off Monthly
2. Select Last, Day of every 3 months
Report Scheduling for Other Users

Step 1 of 7: Name Your Report

Provide information about the report you want to create. The report title is displayed on the report.

* Denotes required fields

Report Type:  
- Columnar
- Form
- Data Extract File
- Mailing Labels

Report Mode:  
- Private
- Public

Report Name: *  
Salary

Report Title: *  
Salary

Description:

Report Setup Folder:  
All

Change Folder Selection
Report Scheduling for Other Users

Step 7 of 7: Run a Report

- **Report Name:** Salary

- **Notify me when the report is ready to be viewed:**

  *Note:* The notification will be sent to your message center and to the e-mail address you provided during registration.

**Schedule**

- **Schedule recurrence:** No schedule assigned
- **Set Schedule**

**Runtime Settings**

- **Print settings on report**
  - **Effective Date:** Effective as of a given date, Static date, 3/14/2014
Report Scheduling for Other Users

Schedule Report for Other Users

- AALBRIGHT@TEST1F5
- MVICE@ADP@TEST1F5

Use this page to schedule a report for other users. Note: e-mail notification will be sent to the user(s) you select to receive the scheduled report.

Recurrence
- Daily
- Weekly
- Monthly
- Annually

Hour: 06:00 AM
Start: 3/14/2016

Clear

OK | Cancel
Comparison Reports
New Features: **Comparison Reports**

Ability to compare a report that was run at two points and time and show the differences.

You can choose to view the additions, changes, or deletions.

**Example:**

- You run a report at the end of each month to track benefit enrollments.

- To view enrollment changes, you can run a comparison report comparing the current and previous month’s

The comparison report’s output may or may not have the same output format of the two reports you are comparing.
Comparison Reports

There are two type of Comparison reports:

- Quick Compare
  - With Quick Compare, simply select the two reports to compare, the fields you wish to compare, and run it.

- Advanced Compare
  - With Advanced Compare, you go through the wizard to select your formatting, sort, filters, etc.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Quick Compare</th>
<th>Advanced Compare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare two existing report executions (same template)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Allow not selecting all fields to be compared</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Select transactions (added, changed, deleted, unchanged)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ability to print old values for changed records</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create reusable compare template</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Scheduling compare reports</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Compare existing with new report executions (same template)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Allow adding derived fields to the output</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Allow specifying sort order</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Allow specifying totals</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Comparison Reports

Reports being compared:
- **R1** = Report 1 (Latest Run)
- **R2** = Report 2 (Prior Run)

Field being compared:
- R1 had Rate of $25.00
- R2 had Rates of $23.23

### Compare Pay Rates

<table>
<thead>
<tr>
<th>Code</th>
<th>Report</th>
<th>Regular Pay Rate Code</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>R1</td>
<td>H</td>
<td>Jefferys</td>
<td>McKinn</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>C</td>
<td>R2</td>
<td>H</td>
<td>Jefferys</td>
<td>McKinn</td>
<td></td>
<td>23.23</td>
</tr>
</tbody>
</table>

Date: 03/26/2012
# Compensation Report as of Q3 of 2012

## Home Department Description: Corporate Staff

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonner, Edward J</td>
<td>Hourly</td>
<td>34.22</td>
</tr>
<tr>
<td>Byrne, Ronald A</td>
<td>Hourly</td>
<td>43.22</td>
</tr>
<tr>
<td>Dearborne, Susan M</td>
<td>Hourly</td>
<td>32.13</td>
</tr>
<tr>
<td>Delaney, Albert L</td>
<td>Hourly</td>
<td>15.01</td>
</tr>
<tr>
<td>Jeffrey, Melvin</td>
<td>Hourly</td>
<td>25.23</td>
</tr>
</tbody>
</table>

## Home Department Description: Development

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byrne, Richard</td>
<td>Hourly</td>
<td>22.12</td>
</tr>
<tr>
<td>Fitzgerald, Gary</td>
<td>Salary</td>
<td>800.44</td>
</tr>
<tr>
<td>Flannagan, Christopher</td>
<td>Hourly</td>
<td>30.23</td>
</tr>
<tr>
<td>Foster, Christiina</td>
<td>Hourly</td>
<td>23.12</td>
</tr>
<tr>
<td>Freman, Sheila</td>
<td>Hourly</td>
<td>18.88</td>
</tr>
<tr>
<td>French, Toni</td>
<td>Hourly</td>
<td>17.87</td>
</tr>
<tr>
<td>Giles, Dean A</td>
<td>Hourly</td>
<td>32.23</td>
</tr>
<tr>
<td>Innes, Marie L</td>
<td>Salary</td>
<td>3,213.88</td>
</tr>
<tr>
<td>Lowell, Kurt</td>
<td>Hourly</td>
<td>21.45</td>
</tr>
<tr>
<td>Maple, Myra</td>
<td>Hourly</td>
<td>13.76</td>
</tr>
</tbody>
</table>

## Home Department Description: Distribution

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, Anthony</td>
<td>Salary</td>
<td>4,226.00</td>
</tr>
<tr>
<td>Anderson, Todd</td>
<td>Hourly</td>
<td>20.23</td>
</tr>
<tr>
<td>Berry, Lawrence</td>
<td>Salary</td>
<td>2,232.00</td>
</tr>
<tr>
<td>Beyer, Laura A</td>
<td>Hourly</td>
<td>32.34</td>
</tr>
<tr>
<td>Biggs, Peter A</td>
<td>Hourly</td>
<td>53.23</td>
</tr>
<tr>
<td>Carrelli, David</td>
<td>Hourly</td>
<td>54.22</td>
</tr>
<tr>
<td>Seibert, Thomas</td>
<td>Hourly</td>
<td>35.23</td>
</tr>
</tbody>
</table>

## Home Department Description: Engineering

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
</table>
### Compensation Report as of Q4 of 2012

**Home Department Description: Corporate Staff**

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonner, Edward J</td>
<td>Hourly</td>
<td>34.22</td>
</tr>
<tr>
<td>Byrnes, Ronald A</td>
<td>Hourly</td>
<td>43.22</td>
</tr>
<tr>
<td>Dearborne, Susan M</td>
<td>Hourly</td>
<td>32.13</td>
</tr>
<tr>
<td>Delaney, Albert L</td>
<td>Hourly</td>
<td>15.01</td>
</tr>
<tr>
<td>Jeffrey, Melvin</td>
<td>Hourly</td>
<td>23.23</td>
</tr>
</tbody>
</table>

**Home Department Description: Development**

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byrne, Richard</td>
<td>Hourly</td>
<td>22.12</td>
</tr>
<tr>
<td>Fitzgerald, Sall</td>
<td>Salary</td>
<td>900.44</td>
</tr>
<tr>
<td>Flannagan, Christopher</td>
<td>Hourly</td>
<td>30.23</td>
</tr>
<tr>
<td>Foster, Christina</td>
<td>Hourly</td>
<td>23.12</td>
</tr>
<tr>
<td>Freeman, Sheila</td>
<td>Hourly</td>
<td>19.89</td>
</tr>
<tr>
<td>French, Toni</td>
<td>Hourly</td>
<td>17.67</td>
</tr>
<tr>
<td>Gates, Dean A</td>
<td>Hourly</td>
<td>32.23</td>
</tr>
<tr>
<td>Hines, Marie L</td>
<td>Salary</td>
<td>3,113.66</td>
</tr>
<tr>
<td>Lowell, Kurt</td>
<td>Hourly</td>
<td>21.45</td>
</tr>
<tr>
<td>Magure, Maya</td>
<td>Hourly</td>
<td>12.76</td>
</tr>
</tbody>
</table>

**Home Department Description: Distribution**

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, Anthony</td>
<td>Salary</td>
<td>4,228.00</td>
</tr>
<tr>
<td>Anderson, Todd</td>
<td>Hourly</td>
<td>20.23</td>
</tr>
<tr>
<td>Barry, Lawrence</td>
<td>Salary</td>
<td>2,232.00</td>
</tr>
<tr>
<td>Beamer, Laura A</td>
<td>Hourly</td>
<td>33.34</td>
</tr>
<tr>
<td>BIGGS, Peter A</td>
<td>Hourly</td>
<td>63.23</td>
</tr>
<tr>
<td>Cacchelli, David</td>
<td>Hourly</td>
<td>54.22</td>
</tr>
<tr>
<td>Selbert, Thomas</td>
<td>Hourly</td>
<td>35.23</td>
</tr>
</tbody>
</table>

**Home Department Description: Engineering**

<table>
<thead>
<tr>
<th>Payroll Name</th>
<th>Regular Pay Rate Description</th>
<th>Regular Pay Rate Amount</th>
</tr>
</thead>
</table>
Using Comparison Quick Compare…
Let’s see what is different.

Select the report you want to compare
Using Comparison Quick Compare…
Let’s see what is different.

Click on the Green Action button

Then click on “Compare Reports”
Using Comparison Quick Compare…
Let’s see what is different.

Enter a “Report Title”

Notice “Report 1” is already selected

Click here for “Report 2” to select which report you would like to compare your report to
Using Comparison Quick Compare…
Let’s see what is different – Training Note

Report 1 = “Most Recent” info

Report 2 = “Older Report” data
Using Comparison Quick Compare…
Let’s see what is different.

Select the report you want to compare to

Click “OK”
Using Comparison Quick Compare…
Let’s see what is different.

Notice: Both reports run have been selected
Using Comparison Quick Compare…

Let’s see what is different.

Select the records you would like to include:
- Changed
- Added
- Deleted
- Unchanged

Note: You could make multiple selections

For this example we will only select “Changed Records”
Using Comparison Quick Compare… Let’s see what is different.

We could now decide how we want the original values to be Displayed: with additional: Columns, Rows or Not at All

Let choose to “Show original values in additional rows”
Using Comparison Quick Compare…
Let’s see what is different.

Which fields do you want compared?
Check one or more fields.
Using Comparison Quick Compare…
Let’s see what is different.

Click “Run”
Comparison Reports: Quick Compare

Compare Type:  
C = Change

Reports being compared:  
R2 = Report 1  
R1 = Report 2

Field being compared:  
R2 had Rate of $4,226.00  
R1 had Rates of $4,352.78

<table>
<thead>
<tr>
<th>Home Department Description</th>
<th>R1 Distribution</th>
<th>R2 Payroll Name</th>
<th>R2 Payroll Rate</th>
<th>Description</th>
<th>R2 Regular Pay Rate</th>
<th>Description</th>
<th>R2 Rate Amount</th>
<th>Description</th>
<th>R1 Payroll Name</th>
<th>R1 Payroll Rate</th>
<th>Description</th>
<th>R1 Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2</td>
<td>R1</td>
<td>Albright, Anthony</td>
<td>Salary</td>
<td></td>
<td>4,226.00</td>
<td></td>
<td>4,226.00</td>
<td></td>
<td>R1</td>
<td>Albright, Anthony</td>
<td>Salary</td>
<td>4,352.78</td>
</tr>
</tbody>
</table>

Generated on 01/20/2013 01:34 PM
Powered by ADP
Let’s see what we could do with Advanced Compare

Select the report you want to compare

Click on the **Green** Action button

Then click on “Compare Reports”
Let’s see what we could do with Advanced Compare

Click on “Switch to Advanced Compare”
Comparison Reports – Advanced Compare

You are now in the setup steps that you are familiar with for Custom Reports
Step 1: Create Your Report
Select Public/Private, Enter the Report Name, Title, Description as you always do.

New to this step: Select which report setup you want the Advanced Compare to be based upon.
Step 2: This is where you selected which fields from the report want to compare and display.

There is also the ability to reorder how the fields appear on the report.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Compare Field</th>
<th>Show on Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>derived-Compare Transaction</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>derived-Compare Report #</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Home Department Description</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Payroll Name</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Regular Pay Rate Description</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Regular Pay Rate Amount</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>