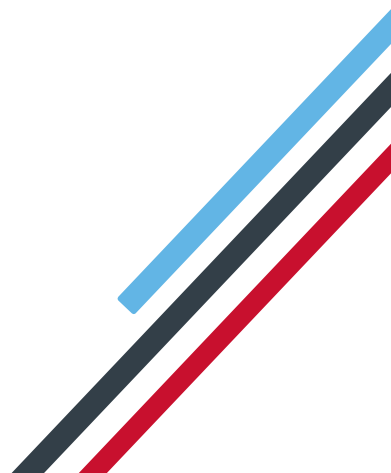




Introduction to Advanced Report Writer

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Advanced Report Writer

Advanced Report Writer is a reporting tool created for the payroll software, enabling you to create, customise and export your own reports.

All reports created with the Advanced Report Writer (ARW) can be previewed, printed, exported, emailed and published in the same way as a standard library report. This includes uploading to IRIS OpenSpace and publishing to IRIS OpenPayslips.

You are able to add any fields held in the payroll database to your reports, and add data to a report that is not necessarily held in the software, for example, a Total column/row of certain data on your report.

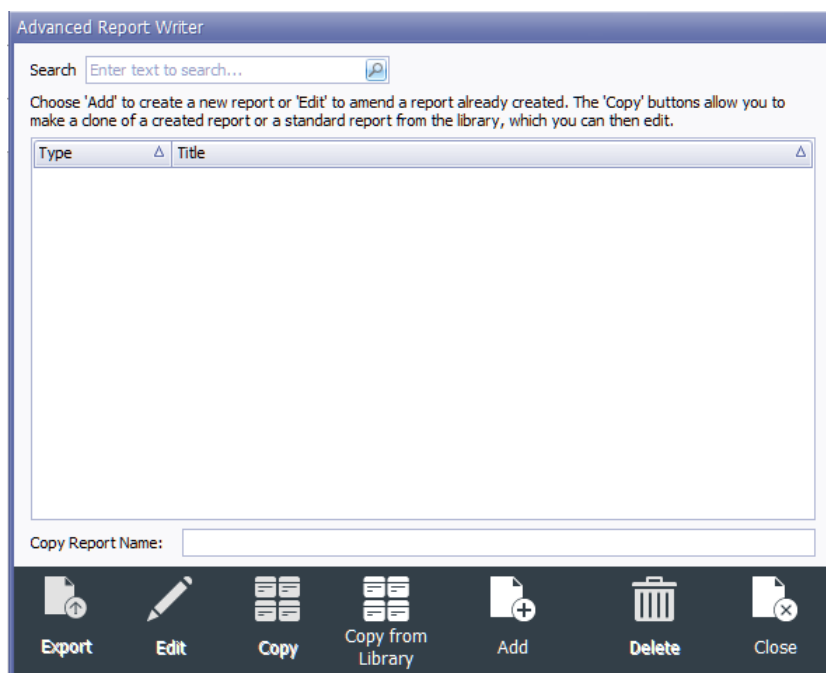
This guide will describe how to:

- How to access **Advanced Report Writer**
- How to **Add** a new report
- How to **Copy** an existing report you have created
- How to **Copy from Library**
- Other basic functions

How to open Advanced Report Writer

- Go to **Reports | Advanced Report Writer**

This will open the **Advanced Report Writer** with the following options screen:

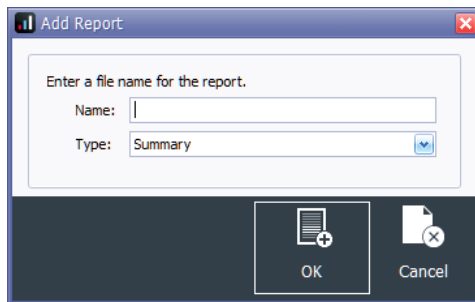


This screen displays any reports created in ARW, including any standard reports you have copied and amended.

From here, you can **Export** the report grid, **Edit** an existing report, **Copy** an existing report, Copy a report from the Library, **Add** a new report or **Delete** a report.

Add

To create an Advanced Report from scratch, click the **Add** button:



Enter a **Name**, select the **Type** of report you want to create and click **OK**.

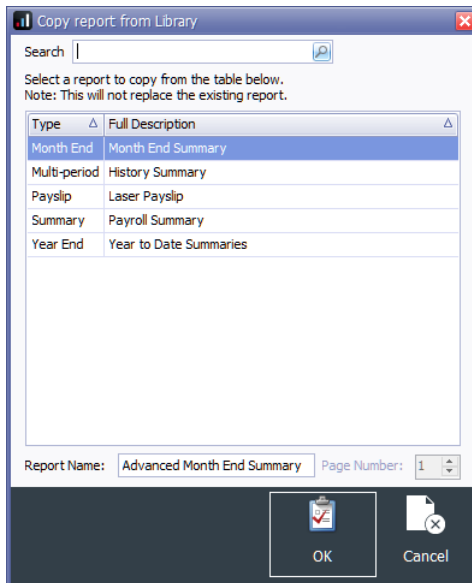
- A **Summary** report will display figures from the pay period you select
- A **Multi-period** report will display figures within the range of pay periods you select
- A **Year-end** report will show totals for the tax year
- **Other** reports tend to be those not based on a pay period, such as **Employee Record Card** or **Employee Birthdays**

Copy

Select a report from the list on screen and click **Copy** to create and open an exact copy of the selected report.

Copy from Library

Click **Copy from Library** to open the **Copy from Library** screen:



This screen lists all the standard reports available to print from **Reports | Library Selection**.

Use the **Search** field to find a particular report to copy, or use the scroll bar to browse the entire list.

Click the relevant report to highlight it, and then click **OK** to open it.

NOTE: Any reports designed for use with pre-printed stationary are not be available to for Copying

Edit

Highlight the relevant report, then click **Edit** to open and edit the report in Advanced Report Writer.

Export

Highlight the relevant report, then click the **Export** button to export the report grid into Excel.

Delete

Highlight the relevant report, then click the **Delete** button.

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

| HMRC online service helpdesk | HMRC employer helpline |
|---|-----------------------------------|
| Tel: 0300 200 3600 | Tel: 0300 200 3200 |
| Fax: 0844 366 7828 | Tel: 0300 200 3211 (new business) |
| Email: helpdesk@ir-efile.gov.uk | |

Contact Sales (including stationery sales)

| For IRIS Payrolls | For Earnie Payrolls |
|---|---|
| Tel: 0344 815 5700 | Tel: 0344 815 5677 |
| Email: sales@iris.co.uk | Email: earniesales@iris.co.uk |

Contact support

| Your Product | Phone | E-mail |
|---------------------------|---------------|--|
| IRIS PAYE-Master | 0344 815 5661 | payroll@iris.co.uk |
| IRIS Payroll Business | 0344 815 5661 | ipsupport@iris.co.uk |
| IRIS Bureau Payroll | 0344 815 5661 | ipsupport@iris.co.uk |
| IRIS Payroll Professional | 0344 815 5671 | payrollpro@iris.co.uk |
| IRIS GP Payroll | 0344 815 5681 | gpsupport@iris.co.uk |
| IRIS GP Accounts | 0344 815 5681 | gpaccsupport@iris.co.uk |
| Earnie or Earnie IQ | 0344 815 5671 | earniesupport@iris.co.uk |