

## How to access the Reports.

You can follow the below steps for accessing 'Report' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu and then 'Investment Verification' as shown below.

**ZING**

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	●		●	●	●	●
7	8	9	10	11	12	13
	●	●				
14	15	16	17	18	19	20
					●	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

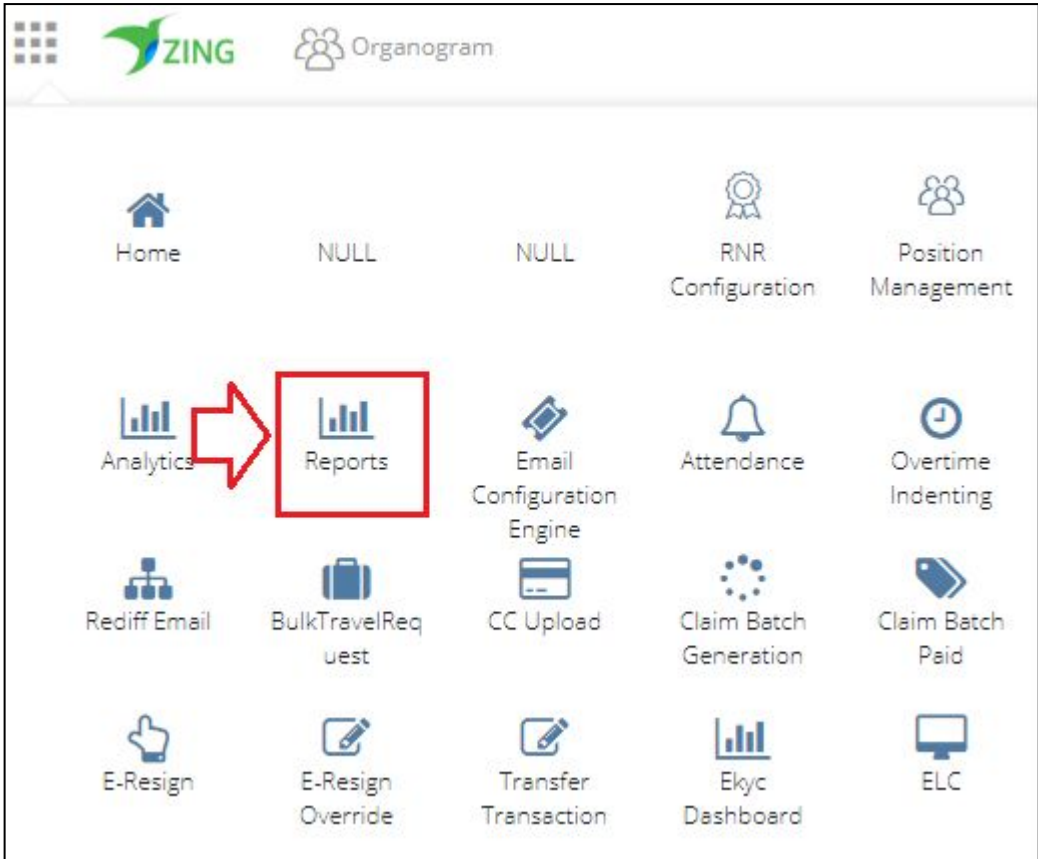
Holiday List

Absence in current month

0.0

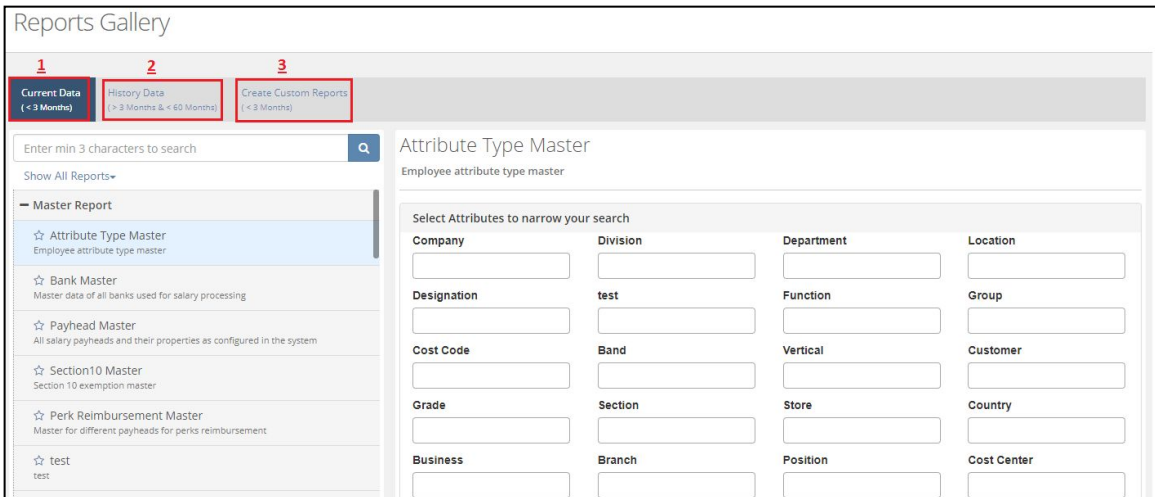
- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▾

Regularize Outdoor



In Report Section user will get three tabs as shown below:-

1. **Current Data** - In this section you will get the last 3 months data.
2. **Historic data** - You will get historic data which is more than 3 months old and less than 60 months (5 Years).
3. **Create Custom Reports** - Here you can be able to create the custom reports as per your organization requirements.




## Current Data -

Select the report -

**Current Data**  
( < 3 Months)

History Data  
( > 3 Months & < 60 Months)

Create Custom Reports  
( < 3 Months)

Enter min 3 characters to search 

Show All Reports ▾

- + Master Report
- + Position Management
- + Recruitment Related
- + Salary Related
- + Employee MIS
- + Help\_desk
- + Leave-Related
- + Time N Attendance Reports
- + Employee Dossier
- + Claims-Related
- + Statutory Report

**Master Report**

- ☆ Attribute Type Master  
Employee attribute type master
- ☆ **Bank Master**  
Master data of all banks used for salary processing
- ☆ Payhead Master  
All salary payheads and their properties as configured in the system
- ☆ Section10 Master  
Section 10 exemption master
- ☆ Perk Reimbursement Master  
Master for different payheads for perks reimbursement
- ☆ test  
test
- ☆ State Master  
State Master

Select the attributes as per your requirements -

**Bank Master**  
Master data of all banks used for salary processing

Select Attributes to narrow your search

**Company**  **Location**

Select & order columns

Sort columns

[Preview](#) [Export to Excel](#)

Select the column from which you want to extract data -

Bank Master  
Master data of all banks used for salary processing

Select Attributes to narrow your search

Select & order columns

*\*Select the columns you want to view and drag to rearrange the order.*

Bank_ID	Bank_Code	Bank_Name	Branch_ID	Branch_Code	Branch_Name	Branch_Account_No	Branch_MICR_No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank_Address1	Bank_Address2	Bank_Address3	Branch_Account_No_Length_MIN	Branch_Account_No_Length_MAX			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Sort columns

Preview Export to Excel

Sort the column using just drag and drop -

Bank Master  
Master data of all banks used for salary processing

Select Attributes to narrow your search

Select & order columns

Sort columns

*\*Select a column to sort on and drag to set priority on sorting.*

Bank_ID	Bank_Code	Bank_Name	Branch_ID	Branch_Code	Branch_Name	Branch_Account_No	Branch_MICR_No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank_Address1	Bank_Address2	Bank_Address3	Branch_Account_No_Length_MIN	Branch_Account_No_Length_MAX			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Preview Export to Excel

After that, click on the 'Preview' button.

### Bank Master

Master data of all banks used for salary processing


Select Attributes to narrow your search

Select & order columns

Sort columns

*\*Select a column to sort on and drag to set priority on sorting.*


Bank_ID	Bank_Code	Bank_Name	Branch_ID	Branch_Code	Branch_Name	Branch_Account_No	Branch_MICR_No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank_Address1	Bank_Address2	Bank_Address3	Branch_Account_No_Length_MIN	Branch_Account_No_Length_MAX			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			


Preview
Export to Excel

If you want to export this data then click on the 'Export to Excel' button.

### Bank Master

Bank_ID	Bank_Code	Bank_Name	Branch_ID	Branch_Code	Branch_Name	Branch_Account_No	Branch_MICR_No	Bank_Address1	Bank_Address2	Bank_Address3
1	ICICI	ICICI Bank	1	ICICI	ICICI Bank					
2	HDFC	HDFC Bank	2	HDFC	HDFC Bank	NULL				
3	BOI	Bank of India	3	BOI	Bank of India					
4	BOB	Bank of Baroda	4	BOB	Bank of Baroda					
5	BOM	Bank of Maharashtra	5	BOM	Bank of Maharashtra					
6	CAN	Canara Bank	6	CAN	Canara Bank					
7	CORB	Corporation Bank	7	CORB	Corporation Bank					
8	PNB	Punjab National Bank	8	PNB	Punjab National Bank					
9	SCBL	The Saraswat Co-Op Bank Ltd	9	SCBL	The Saraswat Co-Op Bank Ltd					
10	VJIB	Vijaya Bank	10	VJIB	Vijaya Bank					


Export to Excel

### Create Custom Report -

Click on the 'Create Custom Reports' and select 'Data set' and click on the 'Next' button.

# Reports Gallery

Current Data  
( < 3 Months)

History Data  
( > 3 Months & < 60 Months)

Create Custom Reports  
( < 3 Months)

Create a New Report

## Dataset

Claim Detail

Gratuity Form

Super Employee Master + Leave Transaction

Super Employee Master + Salary Register

Claim Details Report

Super Employee Master

Super Employee master with CTC

Claim Transaction Details

Employee Dossier

On next page select the 'Report Name', 'Select Category', and select columns for the report and click on 'Next' button.

Claim Detail

Report Name:  --Select Category-- \*Select & Sort Columns

EmployeeCode	EmployeeName	Company	Department	Designation	Division	Location	ShiftPattern	SubLocation	test	ClaimID	ClaimCode
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ClaimDesc	AppliedDate	ClaimStatusDesc	Remarks	ApproverEmpCode	ApproverLevel	TotalAppliedAmount	TotalActionAmount				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

After selecting the columns user needs to set the display order if required.

Otherwise user can click on save button and after finishing the process, report will be visible in packet definition and user needs to assign the packets for the access of report in Report Gallery.

Order On Columns:  ▼

- EmployeeCode
- EmployeeName
- Company

Order On Columns: EmployeeName EmployeeCode Company ▼

**Bookmark report:** user can bookmark the selected reports for quick access of the selected report in future.

**Note - How to bookmark the report?**

- ✓ User can go to View Reports section.
- ✓ Select the report category and click on the star as shown in the below figure.



+ Salary Related

- Time N Attendance Reports

★ MUSTER REPORT WITH PAID DAYS

Paid Days Report Without Push to Payroll Activity

Bookmark

☆ Attendance Consolidation

Attendance Consolidation

☆ Attendance Details

Attendance Details

☆ Attendance Regularization

Attendance Regularization

☆ Attendance Summary

Attendance Summary

☆ Outdoor and WFH Details

Outdoor and WFH Details