How to Generate Earning Reports

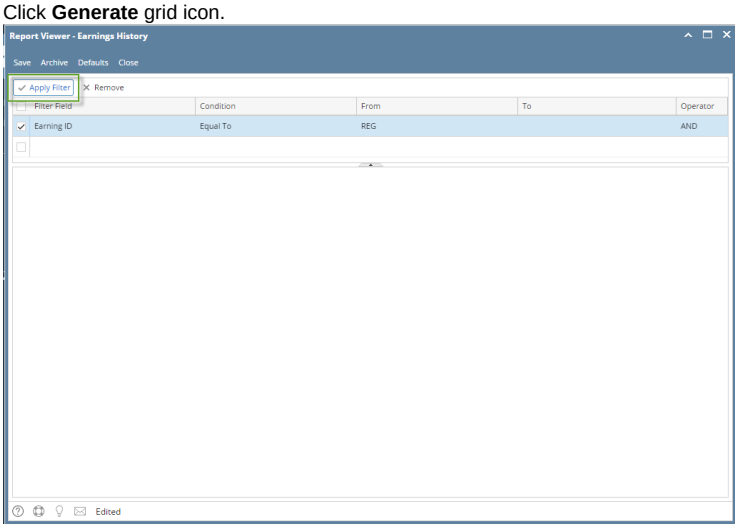
1. From **Payroll** module.
2. Under Reports, click any of the Earning History reports.

> Earning History reports are **Earnings History**, **Earnings History by Department**, and **Employee Earnings History**

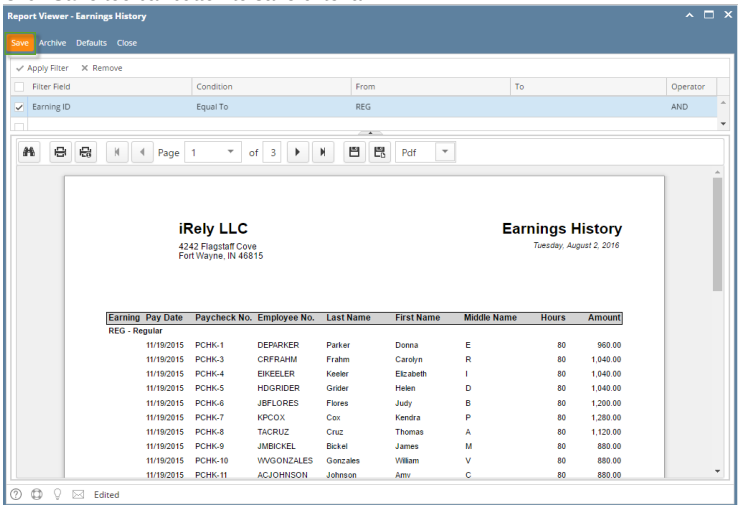
3. Set the value for the following fields:
    a. Filter Field
    b. Condition
    c. From
    d. To
    e. Operator

> This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Generate** grid icon.



5. Report preview satisfying the set criteria will be displayed.
6. Click **Save** toolbar button to save criteria.



> Saved criteria will be treated as the default criteria. Clicking **Defaults** toolbar button will display those saved criteria.

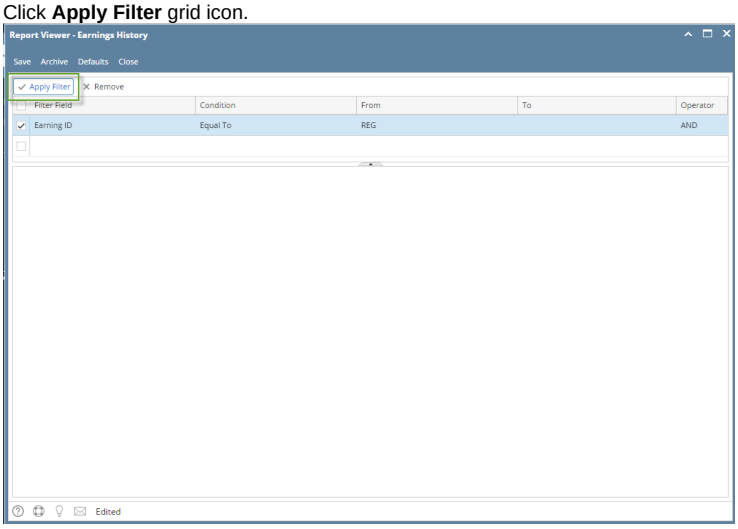
1. Click **Reports** from **Payroll** module.
2. Click any of the Earning reports.

Earning reports are Earnings History, Earnings History by Department, and Employee Earnings History

3. Set the value for the following fields:
    a. Filter Field
    b. Condition
    c. From
    d. To
    e. Operator

This is used to set condition in running multiple criterias. AND means it will take both criteria while OR means it will take either of the set criteria.

4. Click **Apply Filter** grid icon.



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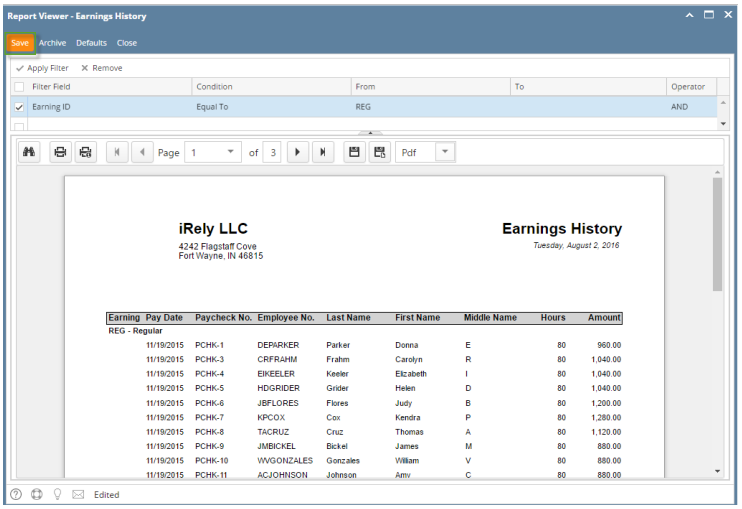

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