pm (logo)	**How to filter on the content of a column in a Payroll Mauritius customisable report**	**FAQEN163**
	<u>Prerequisites</u> : Administrator + Excel function knowledge	**V1.0**

<u>Objective</u>

Payroll Mauritius allows you to create your own reports by choosing which columns to display.
However, you may only need to extract the contents of one or more column(s) by filtering.
Payroll Mauritius allows you to do this thanks to its ability to manage Microsoft© Excel® formulas.

<u>How to do this ?</u>

To do this, let's look at an example.
Let's imagine that you want to generate an Employee Register (more complete than the standard one in the system (with more or other columns)) and that you have 2 categories of Employees that you have put in the Office/Site field: "WORKERS" and "STAFF".

> <u>Note</u>: You can, of course, use any field you like for what follows, including fields created by the [Settings] > "Settings Fields" button.

You could build a report like this:

> Note: To create a list of Employee data, we recommend that you copy an existing report such as the "Bank Report" (using the button 📋 at the end of the report line) and then modify it.

If you run this report, all the Employees will be listed, WORKERS and STAFF together.

Let's imagine that you only want a report for WORKERS employees.

To do this, we will do it in 2 stages.

Step 1: Let's modify column 9 (col9) Office/site, and instead of the {e.office} field, we'll replace it with :

<p align="center">=if("{e.office}"="WORKERS","WORKERS","")</p>

Note the **=** at the beginning, notifying **Payroll Mauritius** that this is a formula to be executed and not a field to be displayed.

Next comes the Excel® "if" with the condition after the parenthesis is opened, then a comma if the condition is true, a comma if the condition is false, and the parenthesis is closed.

The condition **"{e.office}"="WORKERS"** should be formulated taking into account that the field between the { } will be transformed into the content of that field; so the condition above, because the e.office field is either WORKERS or STAFF, will be either **"WORKERS"="WORKERS"**, in which case the condition will be met, or **"STAFF"="WORKERS"** and the condition will not be met.

If the condition is met, **WORKERS** will be displayed in the field
Otherwise, the field will be empty **(,"")**

When you run this report, you will still have ALL THE EMPLOYEES, but if the Employee is part of the STAFF, then the office field displayed will be empty.

Step 2: Eliminate rows where a particular field is empty
To do this, click on the edit icon for the detail line, then in the filters section, enter in the "Filter blank col" field the column where, if the data is empty, the line will not be displayed, then [Validate].
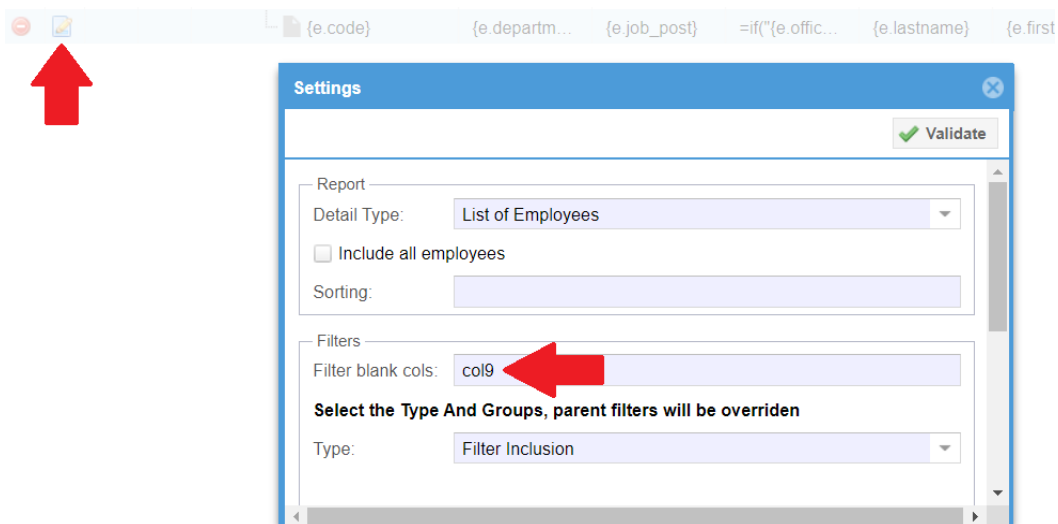
When you run your report from now on, only WORKERS will be displayed!

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