**Why Simplified Reporting?**

You don’t need to be an expert report builder to use Simplified Reporting. Simplified Reporting allows you to create basic columnar reports without using the seven step report wizard required to create a report with Advanced Reporting (formerly known as Custom Reporting).

Simplified Reporting includes many of the features you are familiar with in Advanced Reporting, such as filtering, sorting, the Fields Library, run time settings, effective dating, and column formatting. As with Advanced Reporting, you can do the following with Simplified Reporting:

- Create, view, edit, run, and export reports
- Share reports with other users
- Schedule reports

**Differences**

What are the differences, then, between Simplified Reporting and Advanced Reporting? Generally speaking, you use Simplified Reporting to create a simple report and Advanced Reporting when you need to create a more complex report (for example, a data extract file, mailing labels, or a form report), or you need additional fields that are not available in Simplified Reporting.

The table that follows compares the features between Simplified and Advanced Reporting.

<table>
<thead>
<tr>
<th>Simplified Reporting</th>
<th>Advanced Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allows you to create a simple columnar report.</td>
<td>Allows you to create an advanced columnar report, a data extract file, mailing labels, and form reports.</td>
</tr>
<tr>
<td>Includes a subset of the most commonly used fields in the ADP Workforce Now catalog.</td>
<td>Includes all fields in the ADP Workforce Now catalog.</td>
</tr>
<tr>
<td>Uses field categories.</td>
<td>Uses subject areas to categorize fields.</td>
</tr>
</tbody>
</table>
Simplified Reporting

Provides “field bundles” that allow you to include related fields in your report with one click; for example, you can add all home address fields to your report by simply selecting “Home Address.”

You can also remove fields easily if you don’t want all of the fields in the bundle in your report.

Advanced Reporting

Does not provide field bundles. You must select each field that you want in your report individually.

When you are building a report, if similar reports already exist, provides a list of recommended reports. From this list, you can do the following:

- Add one or more fields from a recommended report to your report.
- Use a recommended report instead of the one you are creating.

No similar feature exists in Advanced Reporting.
Simplified Reporting

Provides a preview, using actual data for the fields you selected, of your report as you are building it.

Allows you to preview individual fields in step 2 of the report wizard.

Also, in step 5 of the report wizard, allows you to see how the report will be formatted before you run it.

Allows you to make “on the spot” changes to your report columns as you are building your report.

Advanced Reporting

You must go to different steps in the report wizard to make changes to your report. For example, you change the heading format in step 5 and add filters in step 6.
Simplified Reporting

Allows you to build simple filters.

Advanced Reporting

Allows you to build more complex filters (for example, using statements) in step 6 of the report wizard.

Step 6—Add Filters

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

Filter Builder

| Add a filter criterion | 1 | AND | OR |

Provides a View Report page where you can organize and manipulate (group, perform aggregate functions on, and sort) your report data. This page appears when you run a Simplified Report and when you click on a report name on your Report Output page.

View Report

Allows you to access the View Report page by clicking Action (…) for a report on your Report Output page and then selecting the View Data option.
If you have ADP Analytics, allows you to create a chart from your report.

**Note:** Don’t have ADP Analytics but are interested in hearing more about it? Contact your ADP sales representative for more information.

Allows you to schedule a report on the output viewing page by simply clicking the calendar icon:

![Schedule and Distribution - My Report](image)

If you have Analytics, when output that was generated in Advanced Reporting is opened in Simplified Reporting, you can create a chart from your report.

Allows you to schedule a report in step 7 of the report wizard:
Simplified Reporting

Allows you to export your report to the following formats:

- Data only:
  - Microsoft® Excel® (XLS)
  - Portable Data Format (PDF)
  - Comma-Separated Values (CSV)
- Chart only (If you have ADP Analytics):
  - PowerPoint (PPT)
  - Portable Data Format (PDF)
  - Joint Photographic Experts Group (JPEG)
  - Portable Network Graphics (PNG)
- Chart and data (If you have ADP Analytics):
  - Microsoft® Excel® (XLS)
  - Portable Data Format (PDF)

Allows you to create quick comparison reports from the view output page.

Advanced Reporting

Allows you to export your report to the following formats:

- Microsoft® Excel® (XLS)
- Portable Data Format (PDF)
- Comma-Separated Values (CSV)
- HyperText Markup Language (HTML)
- Text (TXT)
- Extensible Markup Language (XML)

Allows you to access the pages for creating quick and advanced comparison reports by selecting Reports > Custom Reports > Comparison Reports.
To create a new report in Simplified Reporting, you use the same navigation path you used for Custom Reporting:

1. Select Reports > Custom Reports > Set Up New.

   **Set Up New Report**

   ![Set Up New Report](image)

2. Enter a name for your report and then click Select Fields to start building your report.

   **Set Up New Report**

   ![Set Up New Report](image)

3. Select your fields to start building your report.

   ![Select Fields](image)

To create a new report in Advanced Reporting, you also start with the same navigation path you used for Custom Reporting, but you will then select an advanced option which will take you to step 2 of the seven step wizard:

1. Select Reports > Custom Reports > Set Up New.

2. Enter a name for your report and then select a report type from the Advanced Options menu.

   **Set Up New Report**

   ![Advanced Options](image)

3. Select your fields to start building your report.

   ![Select Fields](image)

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**Need More Information?**

For information on creating and running a simple report, see the *Getting Started with Simplified Reporting* quick reference guide.