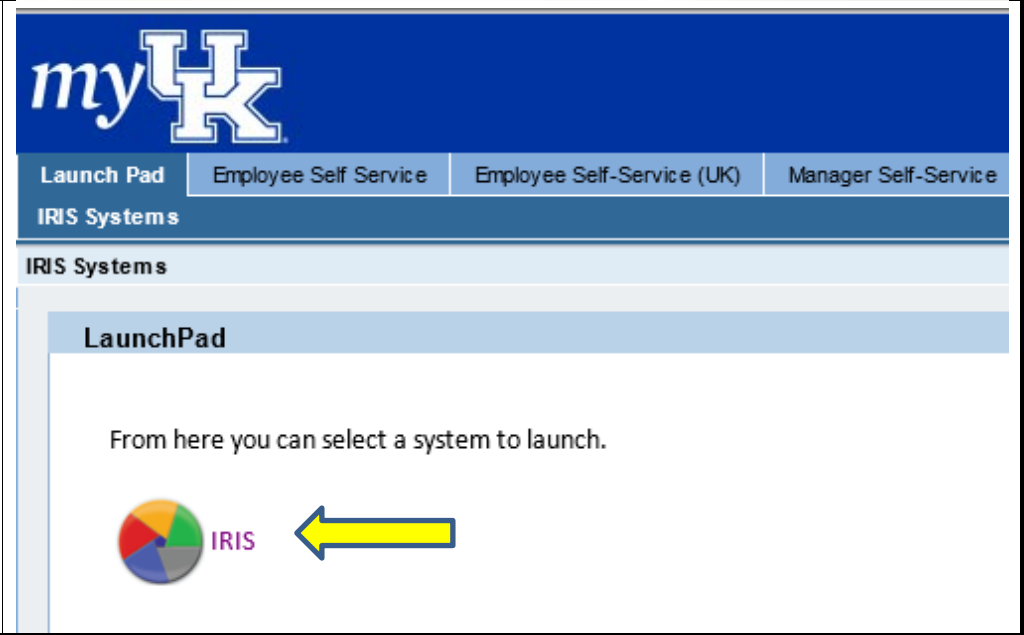# Spinifex Documentation in SAP - /SPIN/ER

Process: Utilize Spinifex reporting software to review Infotype 0008 Locked Report for employees.

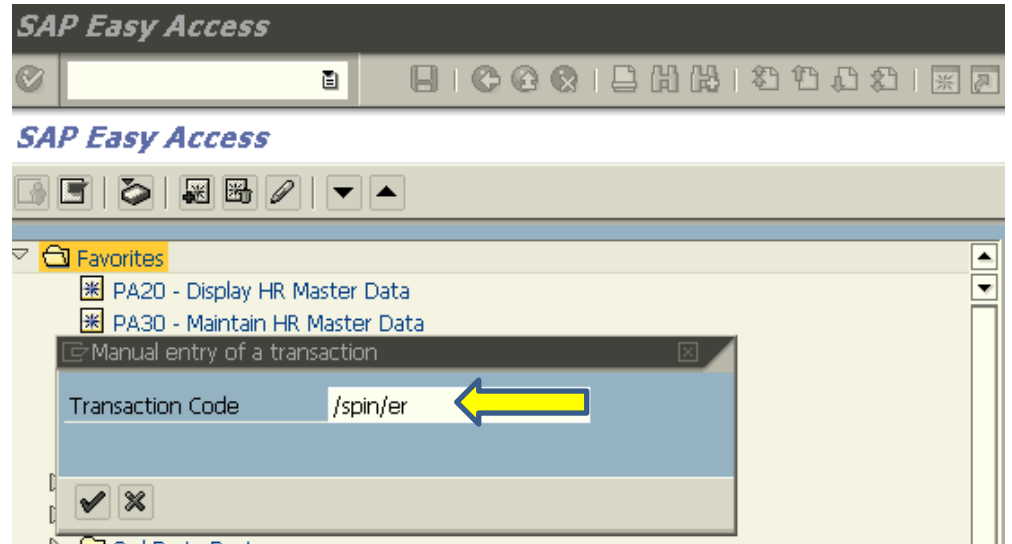| PROCEDURES	
Login to myUK with your link blue ID and password.	
Click the IRIS option to open the SAP Easy Access menu.	

Spinifex Documentation in SAP - /SPIN/ER

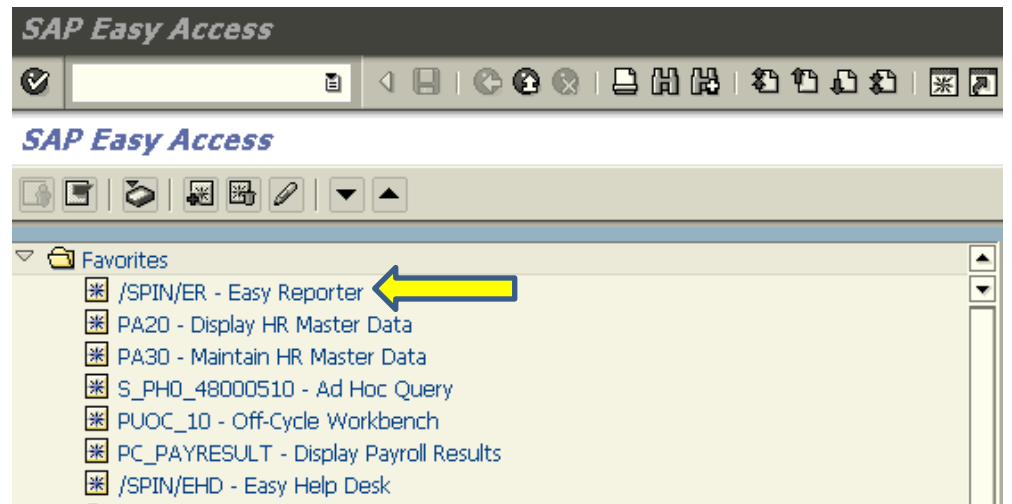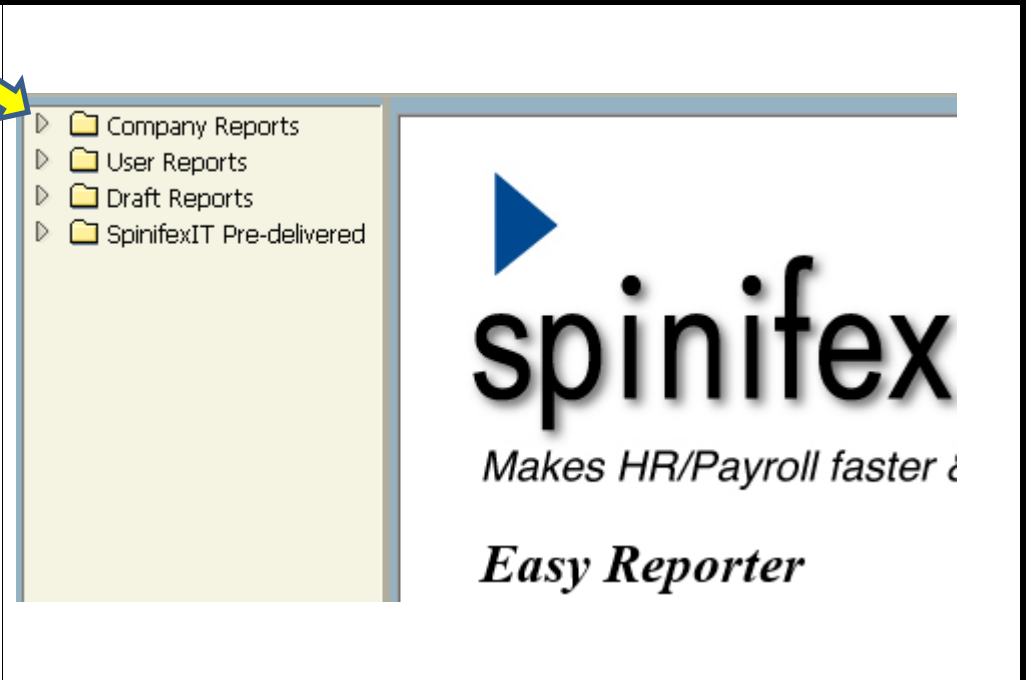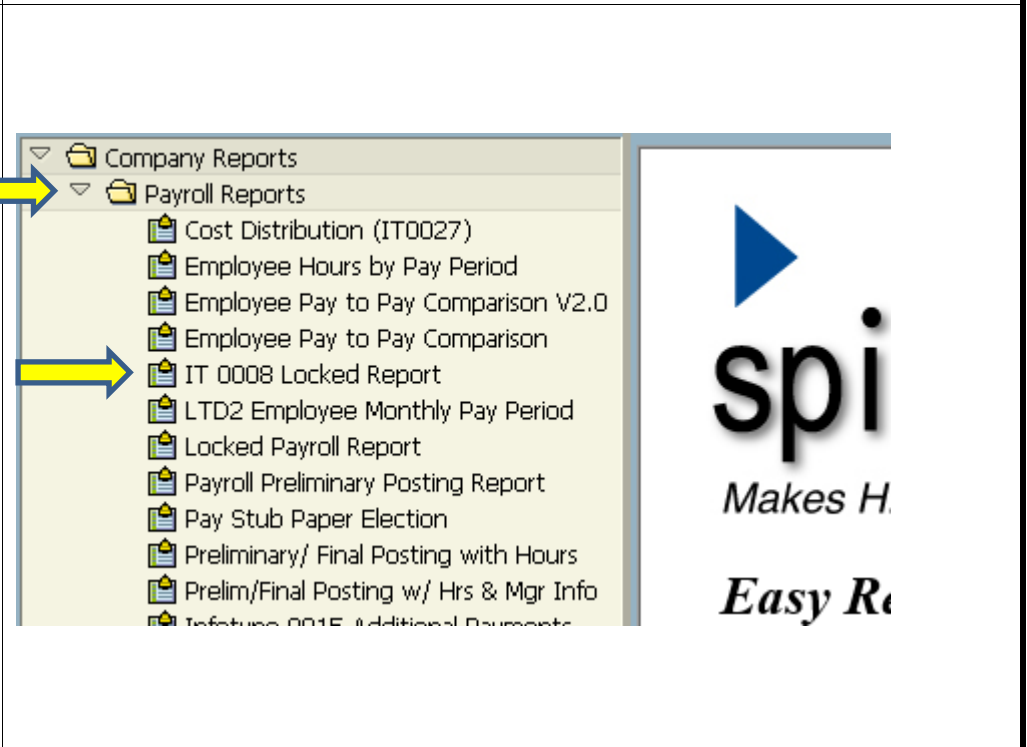|	
Once on the Easy Access menu press the Ctrl+Shift+F4 keys at the same time. This will bring up the Manual entry of a transaction screen. Enter /spin/er in the transaction code field. Hit enter which will add the Spinifex Easy Reporter transaction to your Favorites section.	**SAP Easy Access** **SAP Easy Access** ▽ 🗁 Favorites 　　⊞ PA20 - Display HR Master Data 　　⊞ PA30 - Maintain HR Master Data ⌐ Manual entry of a transaction　　　⊠ Transaction Code　　　/spin/er ✔ ✖
Double click on the /SPIN/ER option to open SpinifexIT Easy Reporter.	**SAP Easy Access** **SAP Easy Access** ▽ 🗁 Favorites 　　⊞ /SPIN/ER - Easy Reporter 　　⊞ PA20 - Display HR Master Data 　　⊞ PA30 - Maintain HR Master Data 　　⊞ S_PH0_48000510 - Ad Hoc Query 　　⊞ PUOC_10 - Off-Cycle Workbench 　　⊞ PC_PAYRESULT - Display Payroll Results 　　⊞ /SPIN/EHD - Easy Help Desk

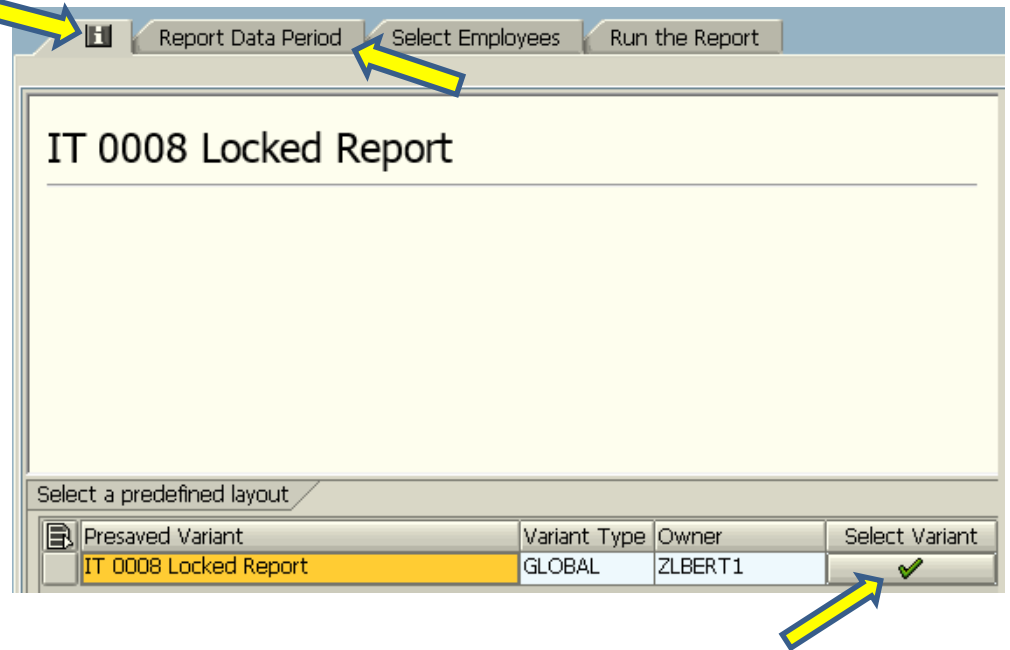# Spinifex Documentation in SAP - /SPIN/ER

Click on the triangle next to Company Reports to view options.	
Click on the triangle next to Payroll Reports to view report options. Double click on Infotype 0008 Locked Report.	

Spinifex Documentation in SAP - /SPIN/ER

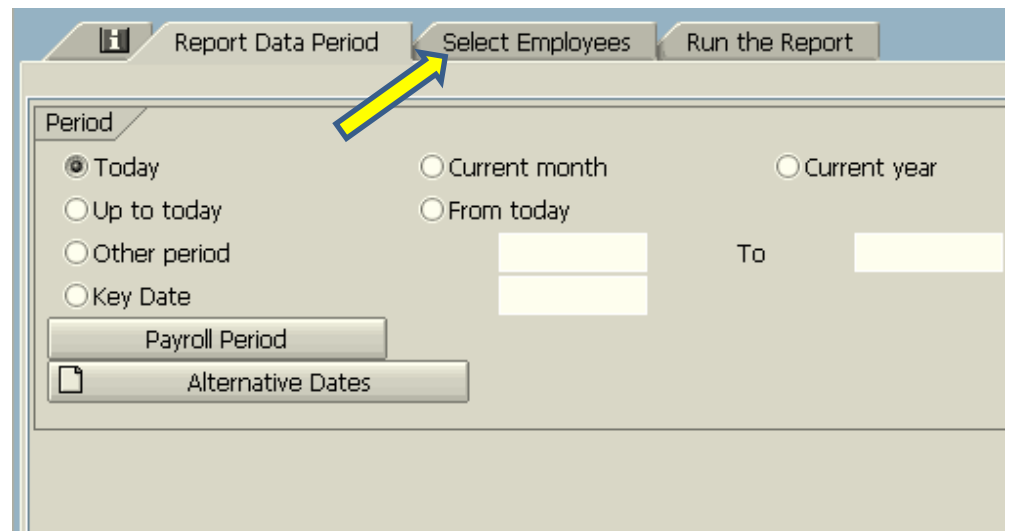The "i" tab provides generic Pre-saved Variant options.

Click on the circle under the Select Variant option.

Once a variant has been chosen click on the Report Data Period tab.

The Report Data Period Tab will pre-populate with the "Today" radio button based on the Global variant chosen.

Click on the Select Employees tab.

4

Spinifex Documentation in SAP - /SPIN/ER

Tab contains options to pull data/narrow results.

Enter appropriate data in field(s).

External Person ID, Personnel Number, Organizational Unit or Org Selection can be used to pull data.

Box on right with the yellow arrow allows multiple entries.

To save variant with desired changes click the Save Report Variant option.

Reporter - IT 0008 Locked Report

Run in Window | Run FullScreen | Save Report variant | Ex

Report Data Period | Select Employees | Run the Report

Employee Selection

Selection Type	Option	Value	
External Person ID			
Payroll Area			
Personnel Subarea			
Company Code			
Personnel Number			
Employee Group			
Employee Subgroup			
Personnel Area			
Employment Status	=	0	
Organizational Unit			
Org Selection			

Spinifex Documentation in SAP - /SPIN/ER

If a pre-existing variant was used please click the Create New option.
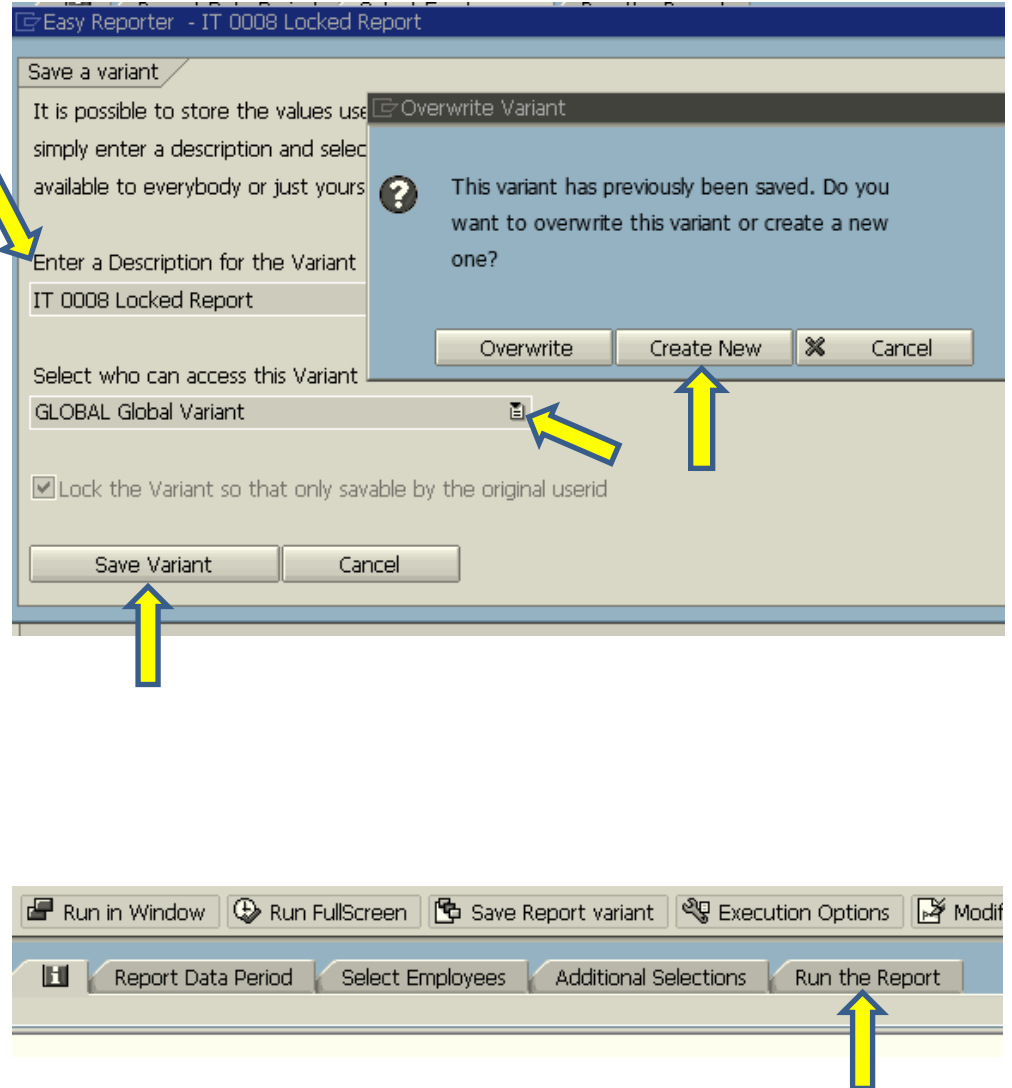
Enter a Description for the Variant.

Change the option for Select who can access this Variant by clicking on the paper icon in the field and choose USER / User Specific Variant. This will allow only you to see and use the variant.

Do not leave the Global Variant option in the field as Global variants allow access to all users and should only be created by a central office.

Once finished click Save Variant.

Next, click on Run the Report tab.

Easy Reporter - IT 0008 Locked Report

Save a variant

It is possible to store the values use...
simply enter a description and selec...
available to everybody or just yours...

Overwrite Variant

? This variant has previously been saved. Do you want to overwrite this variant or create a new one?

[Overwrite] [Create New] [✖ Cancel]

Enter a Description for the Variant

IT 0008 Locked Report

Select who can access this Variant

GLOBAL Global Variant

☑ Lock the Variant so that only savable by the original userid

[Save Variant]   [Cancel]

🖳 Run in Window   🕘 Run FullScreen   📑 Save Report variant   📗 Execution Options   📝 Modif

🔢 ⟋ Report Data Period ⟍ Select Employees ⟍ Additional Selections ⟍ Run the Report
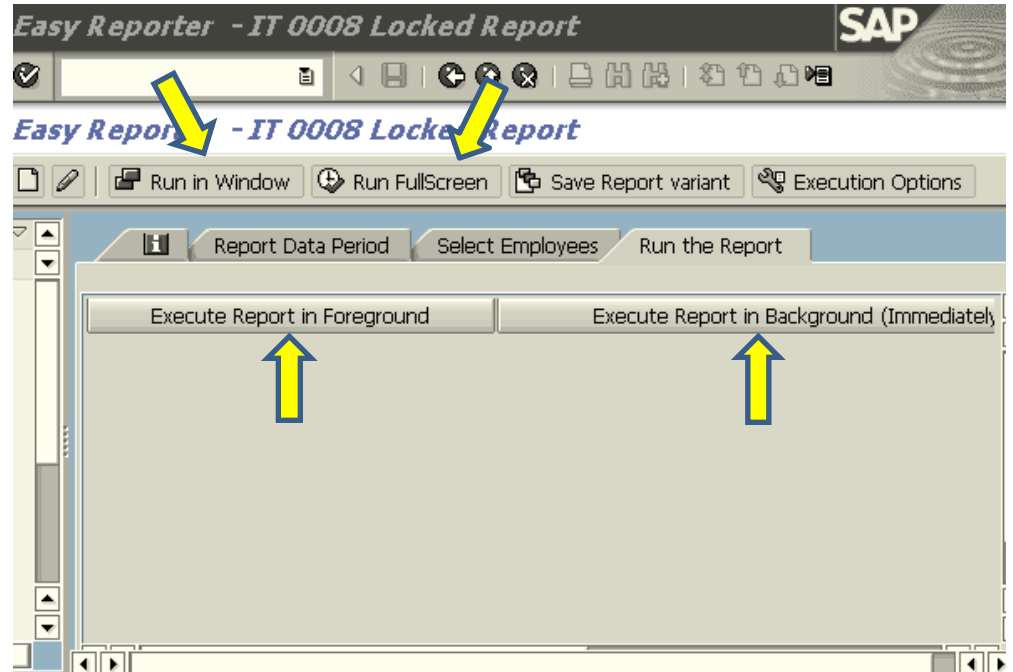
Spinifex Documentation in SAP - /SPIN/ER

Tab is used to process reports in the foreground or background.

For a small selection of employees use the Execute Report in Foreground, Run in Window or Run Full Screen options.

Report will display on screen. (To download report proceed to page 10)

For a large selection of employees users are required to utilize the Execute Report in Background (immediately) option.
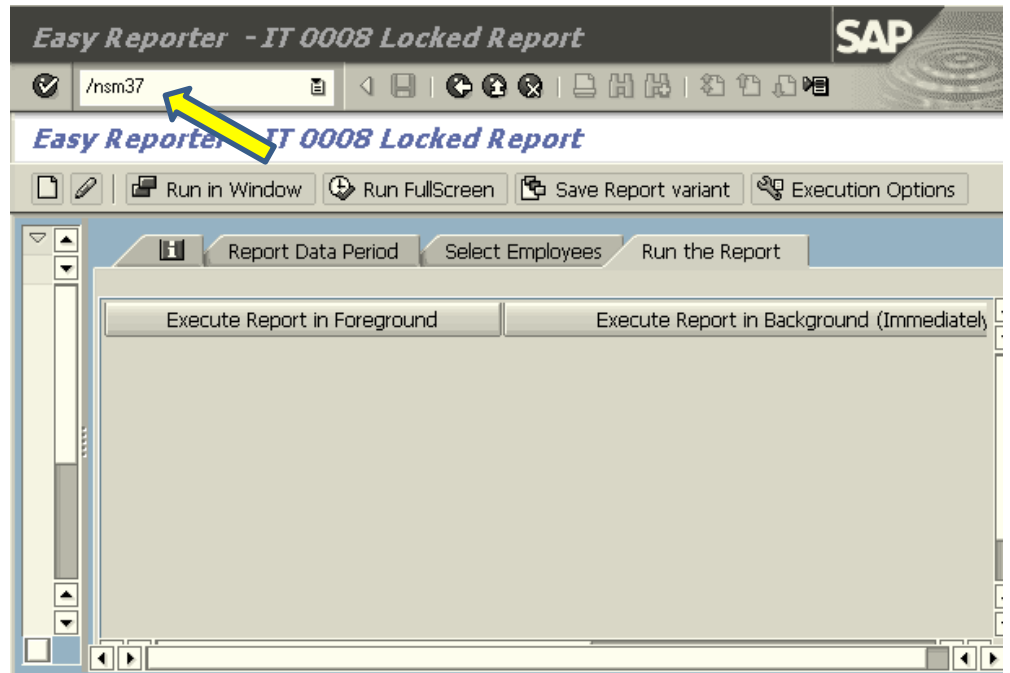
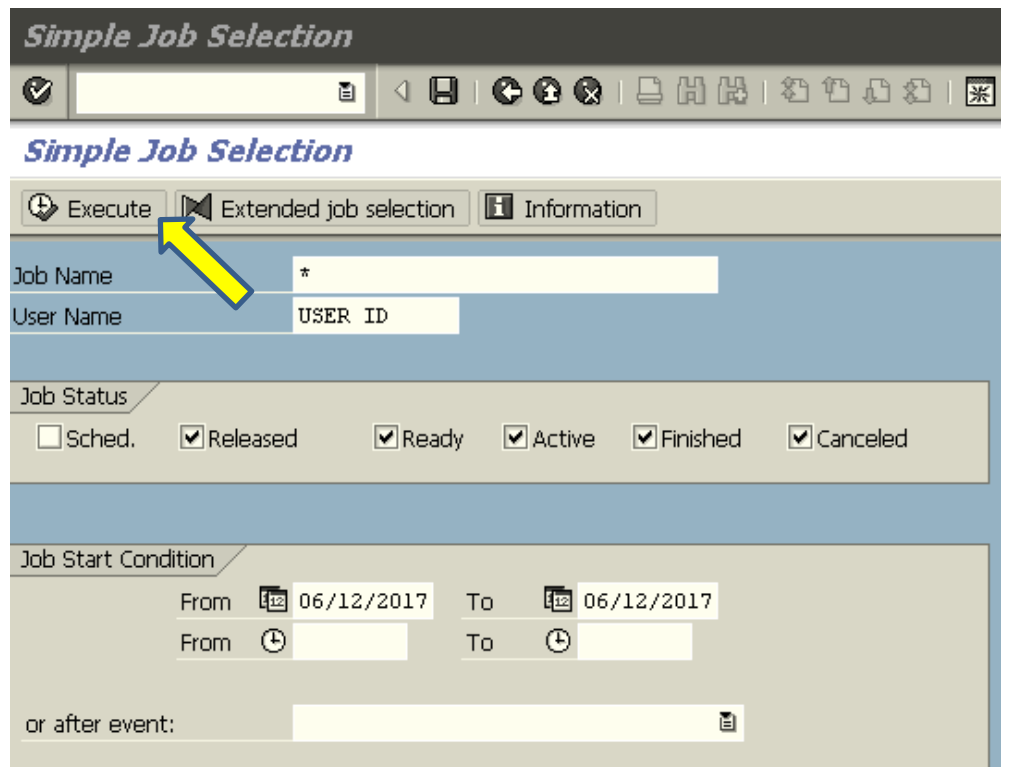Proceed to next slide.

Spinifex Documentation in SAP - /SPIN/ER

To review the processed report type /nsm37 in the transaction box and press enter. This will take you to the Simple Job Selection screen	
Screen will populate with your User ID, job status field completed and today's date. Click Execute to go to the Job Overview screen to review reports.	

Spinifex Documentation in SAP - /SPIN/ER

On the Job Overview screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

Click on the Spool option to open the Output Controller: List of Spool Requests display.

On the Output Controller screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

Click the eyeglass option (display) to review your report.

Scroll to review data.

9

Spinifex Documentation in SAP - /SPIN/ER

To save data in Excel locate the download icon and click.	
This will bring up save options. For Excel choose the Text with Tabs button and click the check mark.	**Save list in file...** In which format should the list be saved ? ○ unconverted ● Text with Tabs ○ Rich text format ○ HTML Format ○ In the clipboard ✔ ✖
Choose the icon at the end of the Directory field to bring up the Save As screen.	**Graphical display of spool request 36543 in system R3P** Directory C:\Users\zlbert1\Documents\SAP\SAP GUI\ File Name .txt Generate Replace Extend ✖
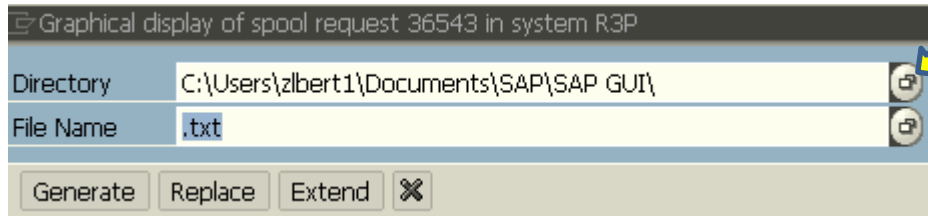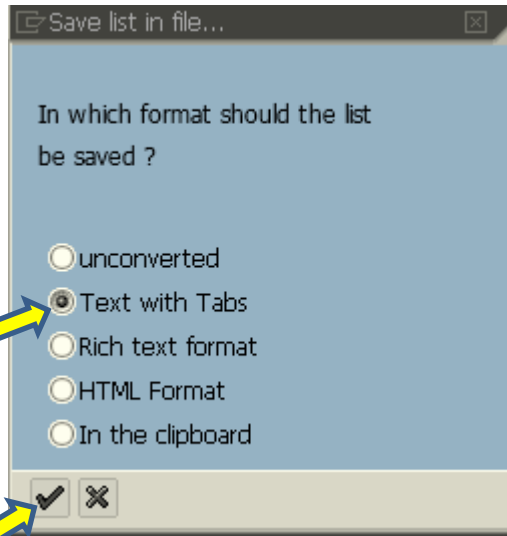
Spinifex Documentation in SAP - /SPIN/ER

Complete:

1. Choose Save report location.

2. Enter report name.

3. Choose Excel Save as type from drop down menu.

4. Click Save option.

5. Click Generate option.

6. Report has been saved.

7. Report example below.

Save As

Save in: QRCs

Name	Date modified	Type
Pay to Pay Compare	6/12/2017 9:28 AM	File folder
Payroll Prelim Posting	6/12/2017 3:40 PM	File folder
ZVERXFER	6/11/2017 8:59 PM	File folder

Recent Places
Desktop
Libraries
Computer
Network

File name: Report Name

Save as type: EXCEL Files (*.xls)

Save   Cancel

Graphical display of spool request 40513 in system R3P

Directory: C:\Users\zlbert1\Desktop\

File Name: Report Name.xls

Generate   Replace   Extend   ✖

Infotype 0008 Locked Report							
Report run dates:	05/03/2018 - 05/03/2018						
Person Id	Organizational unit	Organizational unit ShortTe	Organizational unit Desc	Last Name	Personnel Number	Position	Position - Description
11111111	30000001	22222222	Payroll Services	Wildcat	11223344	50150101	Student/Non-Work Study