Spinifex Reporting – Payroll Preliminary Posting Report

This report allows users to verify cost distribution for employees during the payroll processing period prior to the final payroll run.

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| | - Easy Reporter |

STEP 1: To access Spinifex reporting you can either enter directly in the command field /n/spin/er

| 0 | /n/spin/er | 4 | 1 |
|---|---------------|---|---|
| - | L'independent | | |

Or Insert Transaction /spin/er in your favorites.

| 🔄 Menu | <u>E</u> dit <u>F</u> avorites | Extr <u>a</u> s | System | <u>H</u> elp | | | | | |
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| SAP Ea | sy Access | | | | | | | | |
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| • CT Eavo | ritor | | 2 | | | | | | |
| · * | Open folder | | | | | | | | |
| | Delete All Design | toc | | | | | | | |
| | <u>D</u> elete All Favor <u>I</u> nsert Folder | lles | | | | | | | |
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| 🔄 Manual entry of a | transaction | × |
|---------------------|-------------|----------|
| Transaction Code | /spin/er | |
| | | |
| | | X |

STEP 2: Drill down by clicking the arrows.

| Easy Reporter |
|--------------------------|
| |
| Company Reports |
| • 🗀 User Reports |
| Draft Reports |
| Carl Portal Reports |
| SpinifexIT Pre-delivered |

STEP 3: Select Company Reports - - Payroll Reports - - Payroll Preliminary Posting Report. Double Click.



STEP 4: When running Prelim Report, prior to payroll finalizing, select the BW or MO Prelim variant on

tab. A green check mark will appear on variant selected.

| Report Data Period Select Employees | Additional Selections R | un the Report | | |
|--|-------------------------|----------------|----------------|----------------|
| Pre Payroll Final - Fund Postir | ng Information | | | |
| Report Description | | | | |
| This report can be ran prior to a payroll final to preview | w fund posting. | | | |
| Select a predefined layout | | | | |
| Presaved Variant | Variant Type | Owner | Select Variant | Delete Variant |
| BW Prelim | GLOBAL | ECWESL2 | | |
| MO Prelim | GLOBAL | ECWESL2 | | |
| MO Final | GLOBAL | ECWESL2 | | |
| BW Final | GLOBAL | ECWESL2 | | |
| | CLODAL | LINA/TELL TABA | | |

| ayroll Period | |
|----------------|-----------------------------|
| Payroll Area | B1 07/26/2015 to 08/08/2015 |
| Current Period | 17 2015 |
| Other Period | |
| Period | |

STEP 5: Verify correct payroll period on the Report Data Period Tab.

STEP 6: Select your population on the Select Employees tab. We have entered the Org Unit, but you can also select by Person ID, Cost Center, or WBS Element (grant).

| Selection Type | Option | Value | | |
|--------------------------|--------|----------|----|--|
| External Person ID | | | • | |
| Personnel Number | | | \$ | |
| Payroll Area | | B1 | 4 | |
| Personnel Subarea | | | \$ | |
| Personnel Area | | 1 | \$ | |
| Employee Group | (| | \$ | |
| Employee Subgroup | | | \$ | |
| Cost Center | | | \$ | |
| Work Breakdown Structure | | | \$ | |
| Organizational Unit | | 30000162 | \$ | |
| Org Selection | | | 4 | |

| dd | itional Selections | | | | |
|----|-------------------------------|--------|-------|--------------|--|
| B | Selection Type | Option | Value | | |
| | Organizational unit ShortText | | 6 | \$ | |
| | Fund | | | 4 | |
| | Grant | | 1 | 4 | |
| 1 | Profit Center | | | - | |
| | Include Accrual | | 1 | 4 | |
| | Internal Order | | | \$ | |
| | Document Number | | | \$ | |
| | Run Type | | | -> | |
| | GL Account | | | 4 | |
| | Symbolic Account | | | - | |
| | Cost Center | | Ì | 4 | |
| 1 | Vendor | | Ì | \$ | |
| | WBS | | | 4 | |
| | Posting Status | | 90 | 4 | |
| | Include only recent run | | 1 | 2 | |

STEP 7: Verify Posting Status = 90 for Preliminary on the Additional Selections tab.

STEP 8: To Schedule & Email the Spinifex Report click on the Modify Output Icon

| y to Pay Comparison | | | | (Less) As | | |
|---|--|--|---|---------------------|--|--|
| 1 D M M (2 2 2 3 2 4 4 1 1 2 4 4 4 2 4 4 4 4 4 4 4 4 4 4 | | | | | | |
| to Pay Comparison | 1 | | | | | |
| Save Report variant @Execution Options @Modify | Output | | | | | |
| Report Data Period Select Employees Add | Bional Selections Ran the Report | | | | | |
| Current Pay to Previous Pay Comp | parison (Gross and Net) | | | | | |
| Report Description This report identifies the difference in Gross and Net pay between the current pay period and the previous pay period. The report reports on the Total Gross (/101) and Net pay (/559) for the current pay period and the previous pay period and subtracts to determine the dolar variance. | | | | | | |
| Set the Gross or Net Pay Factor Filter on the Additional 5 For example, you may set the gross and net pay factor fi | elections tab to limit the output to a ran Iters so the report will not display emplo | ge of employees. yees with a gross | and net pay difference | of \$25.00 or less. | | |
| Select a predefined layout | | | | | | |
| Presaved Variant BW Pay to Pay Comparison MO Pay to Pay Comparison Faculty Pay to Pay Comparison Faculty Pay to Pay Comparison | Variant Type GLOBAL GLOBAL GLOBAL | Owner ZLBERT1 ZLBERT1 ZLBERT1 | Select Variant | Delete Variant | | |
| | y to Pay Comparison | | to Pay Comparison Description Sever Report Variant Querrent Pay to Previous Pay Comparison (Gross and Net) Report Description This report identifies the difference in Gross and Net pay between the current pay period and the previous pay period The report son the Total Gross (J101) and Net pay (J559) for the current pay period and the previous pay period The report reports on the Total Gross (J101) and Net pay (J559) for the current pay period and the previous pay period Set the Gross or Net Pay Factor Filter on the Additional Selections tab to limit the output to a range of employees. For example, you may set the gross and net pay factor filters to the report will not display employees with a gross Select a predefined layout Wartant Type Owner BW Pay to Pay Comparison GLOBAL Z.EERT1 GLOBAL | | | |

STEP 9: Select Output to Email Tab



STEP 10: Select Email Contents Folder



STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

| 🖻 Easy Reporter - Employee Pay to Pay | Comparison | | | | | × |
|--|---|--------------------|---------------------|---------------------|--------------|----|
| Output to Email Output to | a File | | | | | |
| Email Options Definition Email Contents (General) Definition Email Recipient (General) | Send output by email | Stop email | if there is no data | | | \$ |
| | E-mail sensitivity Standard | • | | | | |
| | Email Subject "Enter desc | ription" | | | | |
| | Email Text | he text you want e | ach email recipier | it to see" | t of 1 lines | |
| | Type of Attachment | t Jisplay Variant | Email File Settings | Encountion Settings | FTT | |
| | EXFMT Formatte. • Nameit.xls | Company variant | 2 Settings | Cito ypaon seconds | | |
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| | | | | | | |
| | Compression Settings | | | | | |
| | Compress the above file(s) into a ZIP file. | | | | | ÷ |
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STEP 12: Select Email Recipient Folder

| Email Options Email Contents (General) Email Recipient (General) | Send output by email | | Stop emai | l if there is no data | | | |
|--|--------------------------|--------------------|-----------------|--------------------------|---------------------|--------------|--|
| | E-mail sensitivity | Standard | | | | | |
| | Email Subject | "Enter descript | ion" | | | | |
| | Email Text | "Type the | text you want o |) aach email recipier | t to see" | | |
| | | | | Li 1, Co 1 | Ln 1 - Ln 1 | L of 1 lines | |
| | Type of Attachment Filen | ame for Attachment | Display Variant | Email File Settings | Encryption Settings | | |
| | EXFMT Formatte Name | it.xls | | Settings | | | |
| | | | | | | | |
| | | | | | | 1 | |
| | 4.2 | | | | | 112 | |
| | | 8 | | | | | |
| | Compression Settings | | | | | | |
| | | | | | | | |

STEP 13: Select "Internet" Email Type (can add multiple lines)

Key in Email address or can Upload from Clipboard multiple e-mail addresses

| Email Options Demail Contents (General) Email Recipient (General) | Please enter the details of the recipients below: You may have multiple email types, and if needed you may also specify criteria in order to send only a subset of the full report to applicable recipients. | | | | | | | | |
|---|--|-------|------|---|--|--|--|--|--|
| | Email Type Odress | Field | Sign | o | | | | | |
| | INTERNET "enter email address" | | | - | | | | | |
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| 1 | Append from Clipboard | | | | | | | | |
| / | | | | | | | | | |
| Add lines for multiple email | Send email to the email address in the report field | | | • | | | | | |
| addresses | | | | | | | | | |
| | · · · · · · · · · · · · · · · · · · · | | | | | | | | |
| | If you have a list of | | | | | | | | |
| | email addresses, you | | | | | | | | |

STEP 14: On the Run the Report tab you can either run preliminary posting payroll report, based on size of Org Unit, in the background (for larger Org Units) by selecting Execute Report in Background or foreground (for smaller Org Units) by selecting Run Full Screen.

| Easy Reporter - Payroll Preliminary Posting R | eport | |
|--|--|---|
| 🗋 🥒 🗄 Run in Window 🛛 🕀 Run FullScreen 🚽 Save Report V | anant 😪 Execution Options 🗳 Modify Output | |
| Company Reports | Report Data Period Select Employees Additional Selections Run the Report | |
| Payroll Reports | | K |
| E Employee Pay to Pay Comparison Payrol Preliminary Posting Report | Execute Report in Foreground Execute Report in Background (Immediately) | Execute Report in Background (Schedule) |

If run after prelim payroll only one run ID will populate.

If run after trial payroll, two posting run ID's will populate.

NOTE: The preliminary payroll posting report will only work during the specific payroll preliminary and trial run periods of time AND after the payroll posting job has completed.

NOTE: If you select the BW or MO Final variant on the Information tab the report provided would be similar to the labor distribution report in BW (Business Warehouse).

STEP 15: If you execute the report in the background to view the results go to Transaction: SM37.

User name and current date will populate. Execute

| Simple J | lob Selection | |
|-----------------------|---|--|
| Execute | Extended Job Selection | |
| Job name User name | [* DMHAYNO | |
| Job status | | |
| Sched. | Released Ready Active Finished Canceled | |
| Job start cond | dition | |
| | From 12/22/2015 To 12/22/2015 From (*) | |
| or after event | | |

Select the report and click on the Spool Icon.

| Job Overview | | | | | | | | | | |
|--|--------------|----------|------------------|----------------|----------|------------|----------|--------|-------|------------|
| | | | | | | | | | | |
| 🛐 Refresh 🖉 Release 👜 🛅 📓 Spo | ol 🗟 Job log | Υ. | P Step 🔰 📮 Appli | cation servers | ⅔ 🎞 | 76 🖶 🔬 | | | | |
| Job overview from: 12/20/2015 at: to: 12/21/2015 at: :: Selected job names: * Selected user names: ECWESL* Scheduled @Released @Ready @Active @Finished @Canceled Event controlled Event ID: ABAP program Program name : | | | | | | | | | | |
| JobName | Job CreatedB | Sp | Status | Sched. sta | Sched. s | Start date | Start ti | Durati | Delay | End date |
| ZHR_FED RETIREE W/ FICA EXEMPT | ECWESL2 | <u></u> | Finished | 12/20/2015 | 14:30:00 | 12/20/2015 | 14:30:05 | 21 | 5 | 12/20/2015 |
| SPINIFEX CLEANING | ECWESL2 | | Finished | 12/20/2015 | 14:30:24 | 12/20/2015 | 14:30:24 | 7 | 0 | 12/20/2015 |
| ZHR_VACPAYOUT FOR POST DOC 2010 | ECWESL2 | <u>8</u> | Finished | 12/20/2015 | 20:00:00 | 12/20/2015 | 20:00:06 | 64 | 6 | 12/20/2015 |
| ZHR_FED RETIREE W/ FICA EXEMPT | ECWESL2 | <u>_</u> | Finished | 12/21/2015 | 14:30:00 | 12/21/2015 | 14:30:07 | 11 | 7 | 12/21/2015 |
| ZHR_VACPAYOUT FOR POST DOC 2010 | ECWESL2 | <u>-</u> | Finished | 12/21/2015 | 20:00:00 | 12/21/2015 | 20:00:08 | 86 | 8 | 12/21/2015 |
| | | _ | | | | | | | | |
| *Summary | | | | | | | | 189 | 26 | |

Then click on the piece of paper under the Type column.

| Output Controller: List of Spool Requests | | | | | | | | | | |
|---|------|------------|-------|--------|----------|--------|------|--------|---------|--------------|
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| Spool no. | Туре | Date | Time | Status | Pages | Title | | | | Authoriz. |
| 592856 | | 12/21/2015 | 21:43 | - | 13 | LIST1S | LP01 | RPCALO | CUO_DMH | |