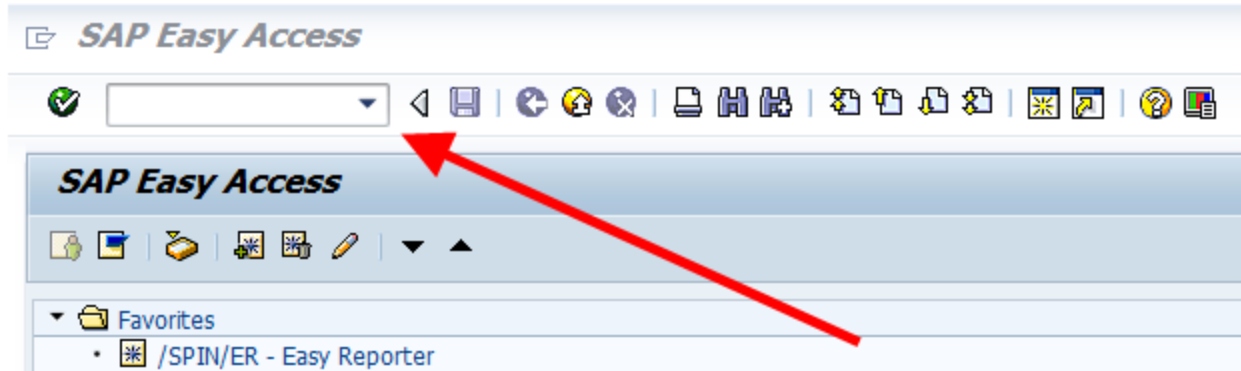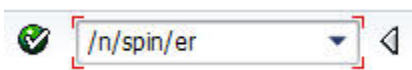# Spinifex Reporting – Payroll Preliminary Posting Report
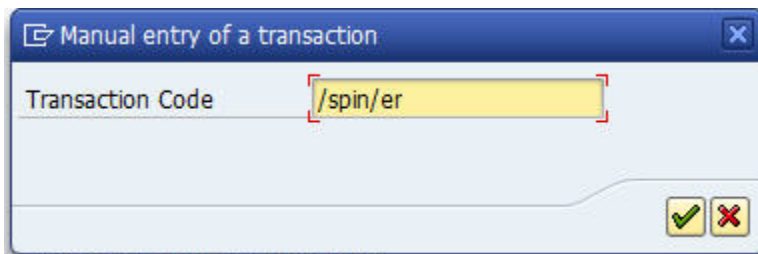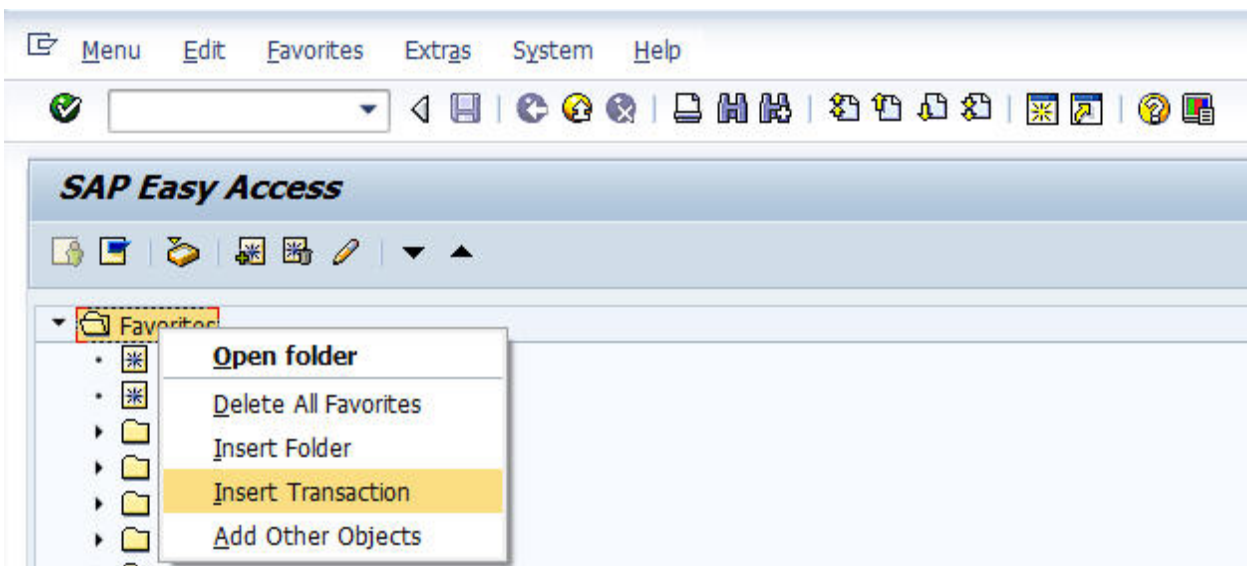
This report allows users to verify cost distribution for employees during the payroll processing period prior to the final payroll run.
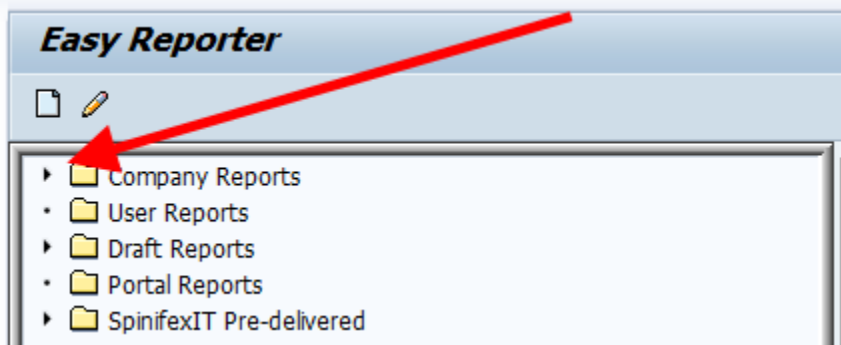

STEP 1: To access Spinifex reporting you can either enter directly in the command field /n/spin/er
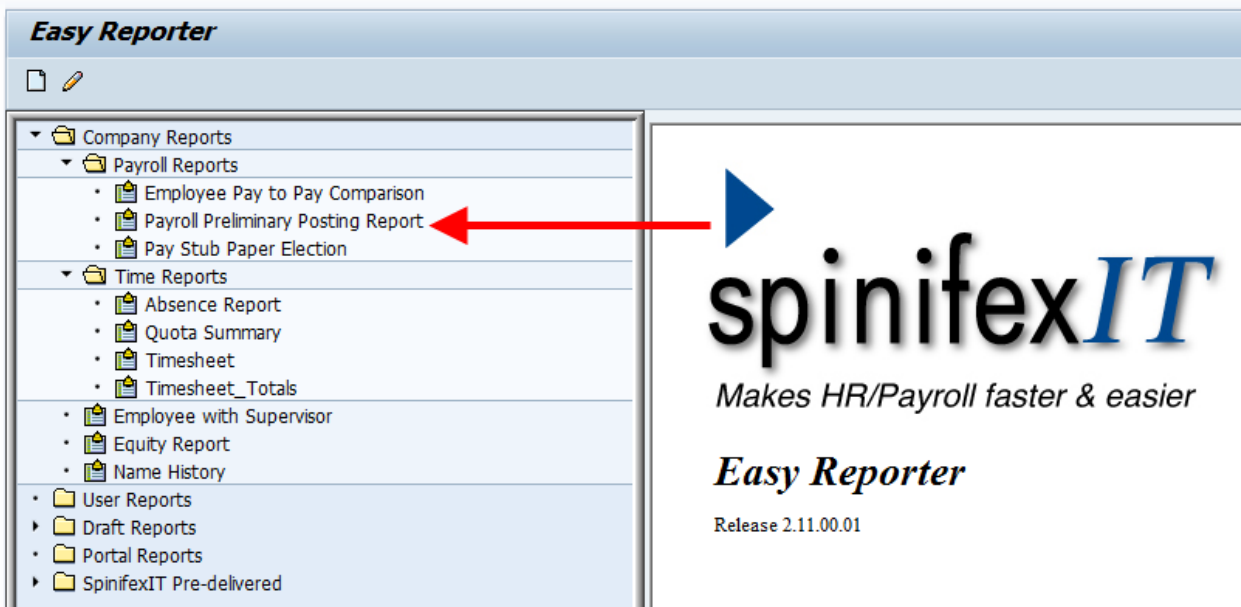

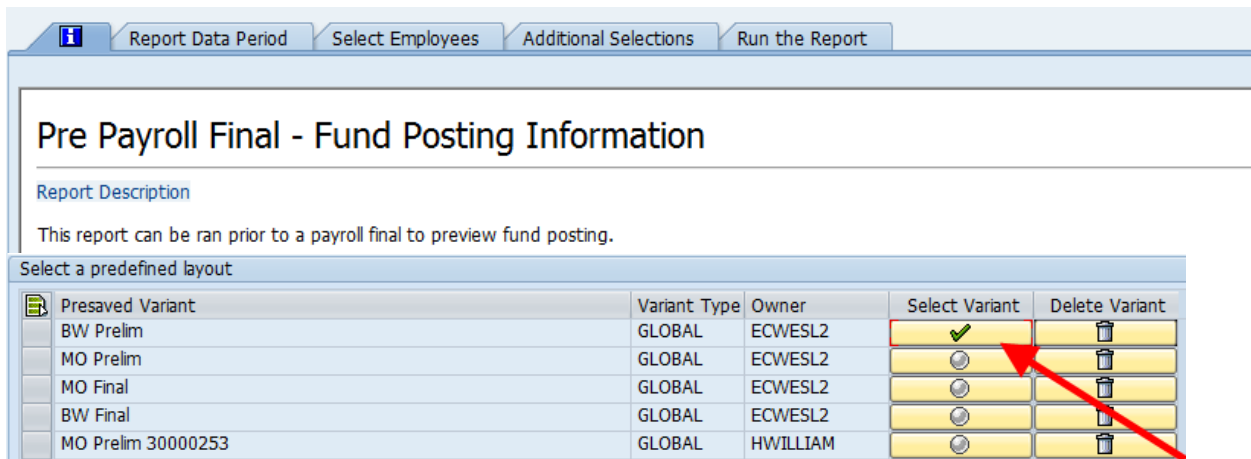Or Insert Transaction /spin/er in your favorites.

STEP 2: Drill down by clicking the arrows.

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.

Pre Payroll Final - Fund Posting Information

Report Description

This report can be ran prior to a payroll final to preview 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	⊙	🗑
MO Prelim 30000253	GLOBAL	HWILLIAM	⊙	🗑

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

| | Report Data Period | Select Employees | Additional Selections | Run the Report |

Payroll Period

Payroll Area   B1   07/26/2015 to   08/08/2015
⦿ Current Period   17 2015
◯ Other Period

Period

Alternative Dates

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).

| | Report Data Period | Select Employees | Additional Selections | Run the Report |

Employee Selection

Selection Type	Option	Value	
External Person ID			➪
Personnel Number			➪
Payroll Area	=	B1	➪
Personnel Subarea			➪
Personnel Area			➪
Employee Group			➪
Employee Subgroup			➪
Cost Center			➪
Work Breakdown Structure			➪
Organizational Unit	=	30000162	➪
Org Selection			➪

STEP 7: Verify Posting Status = 90 for Preliminary on the Additional Selections tab.
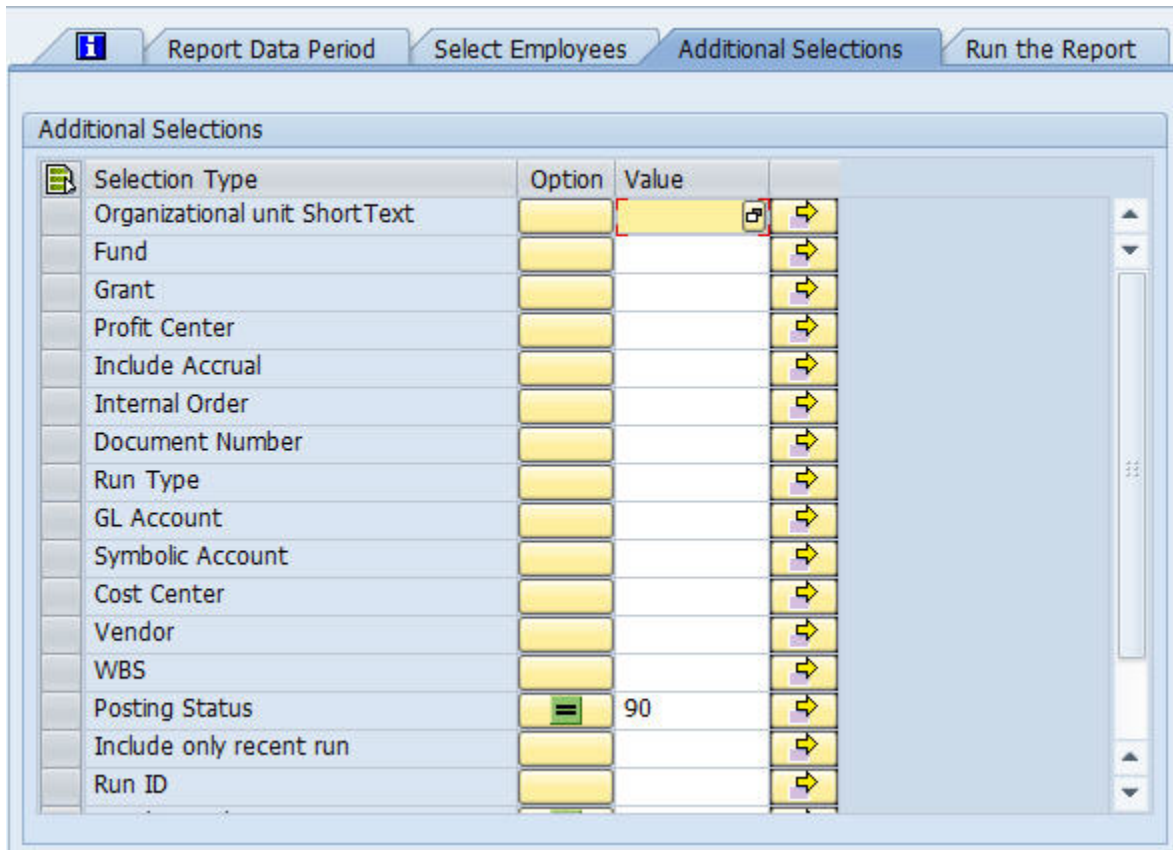
STEP 8:   To Schedule & Email the Spinifex Report click on the Modify Output Icon
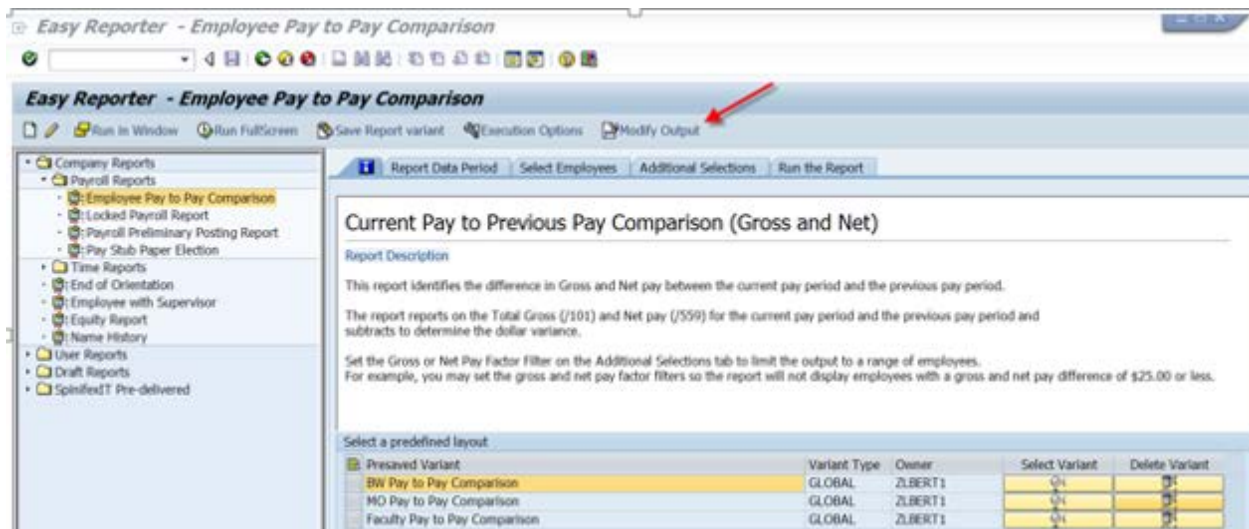
STEP 9:   Select Output to Email Tab
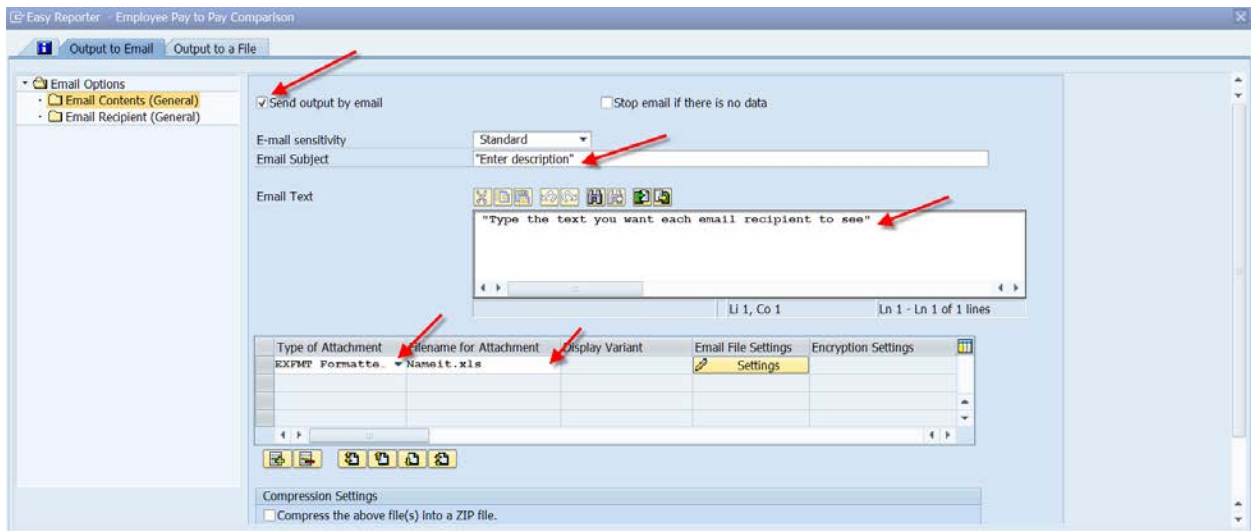

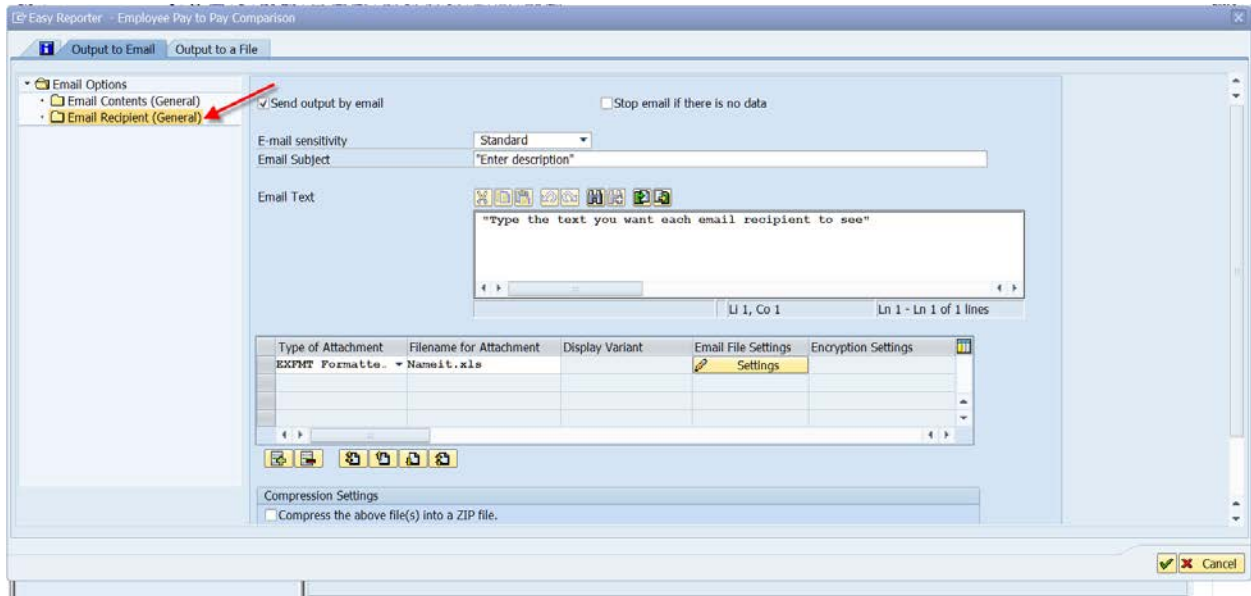STEP 10:   Select Email Contents Folder

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

Complete Subject Line and Body of Text

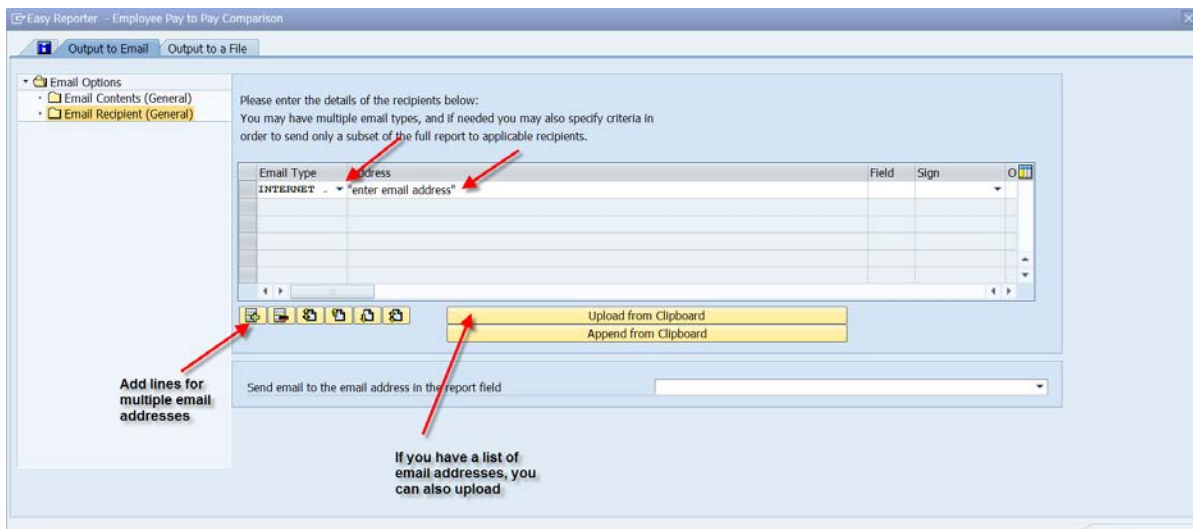Select Excel Formatted File Type and Complete Report Name

STEP 12: Select Email Recipient Folder

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

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

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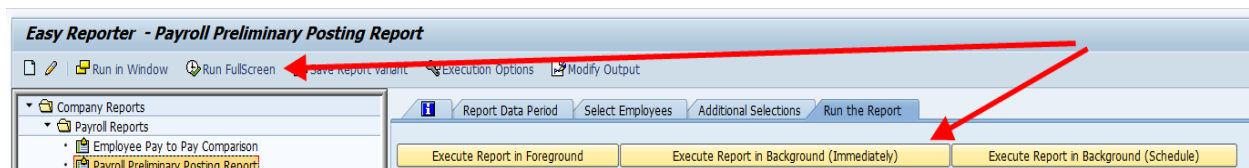
If run after prelim payroll only one run ID will populate.

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

Select the report and click on the Spool Icon.

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