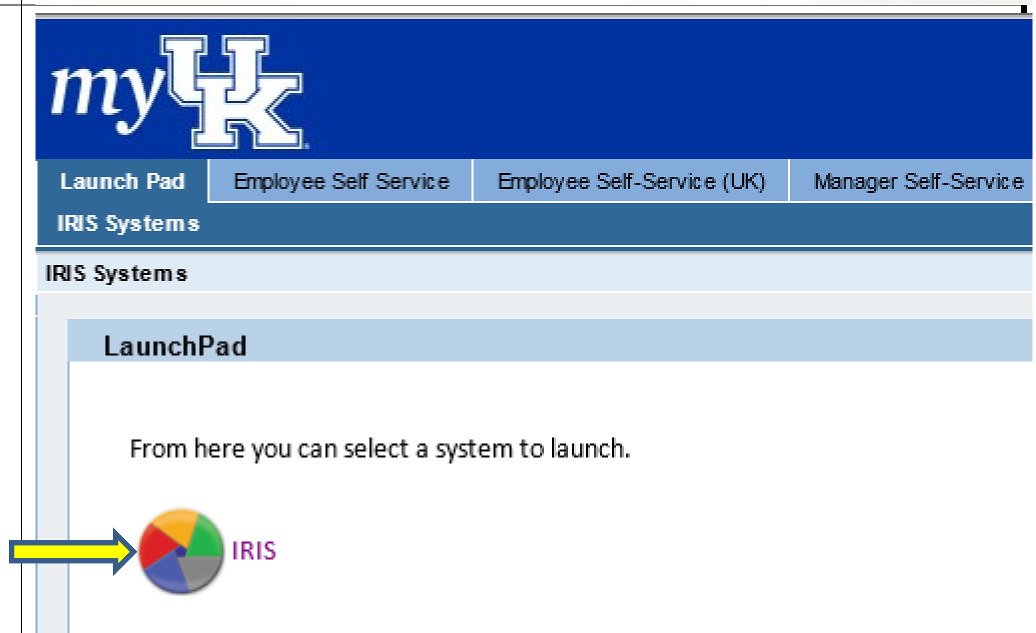
Spinifex Documentation in SAP – /SPIN/ER

Process: Utilize Spinifex reporting software to review payroll preliminary posting document for cost distribution of payroll expenses.

PROCEDURES

Login to myUK with your link blue ID and password.

Click the IRIS option to open the SAP Easy Access menu.



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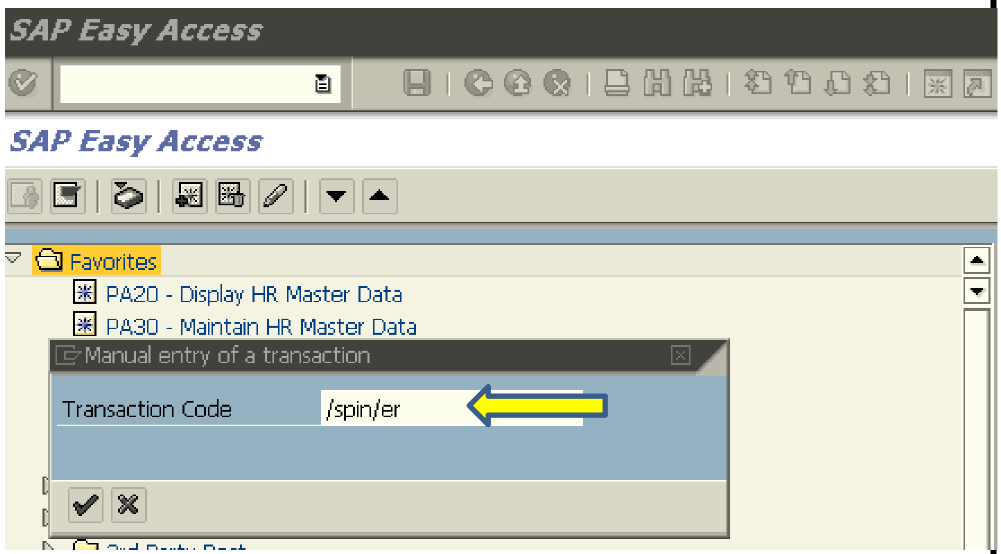
Once on the Easy Access menu press the Ctrl+Shift+F4 keys at the same time.

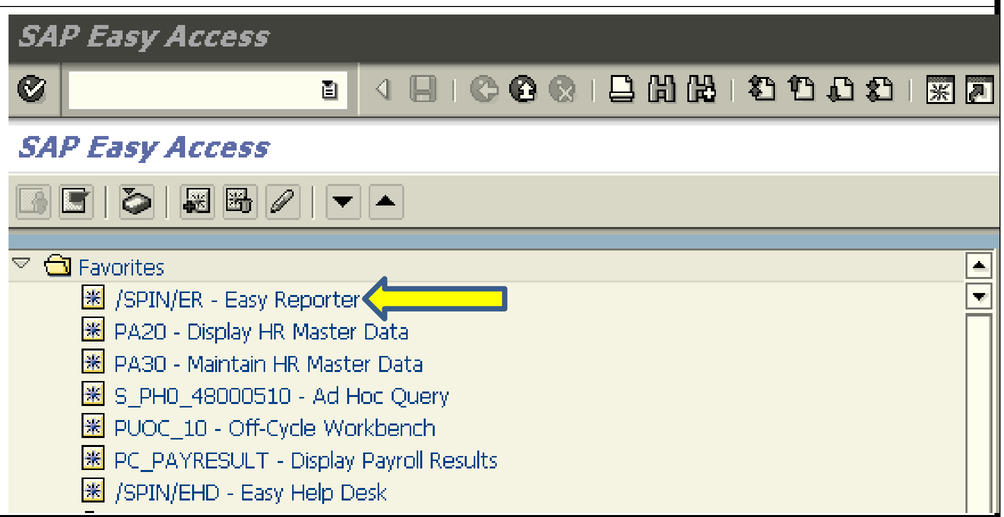
This will bring up the Manual entry of a transaction screen.

Enter /spin/er in the transaction code field.

Hit enter which will add the Spinifex Easy Reporter transaction to your Favorites section.



Double click on the /SPIN/ER option to open SpinifexIT Easy Reporter.



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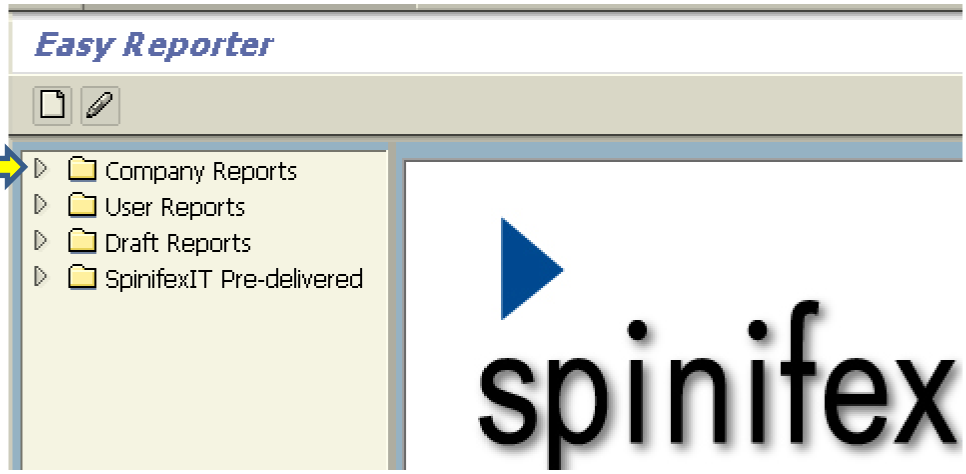
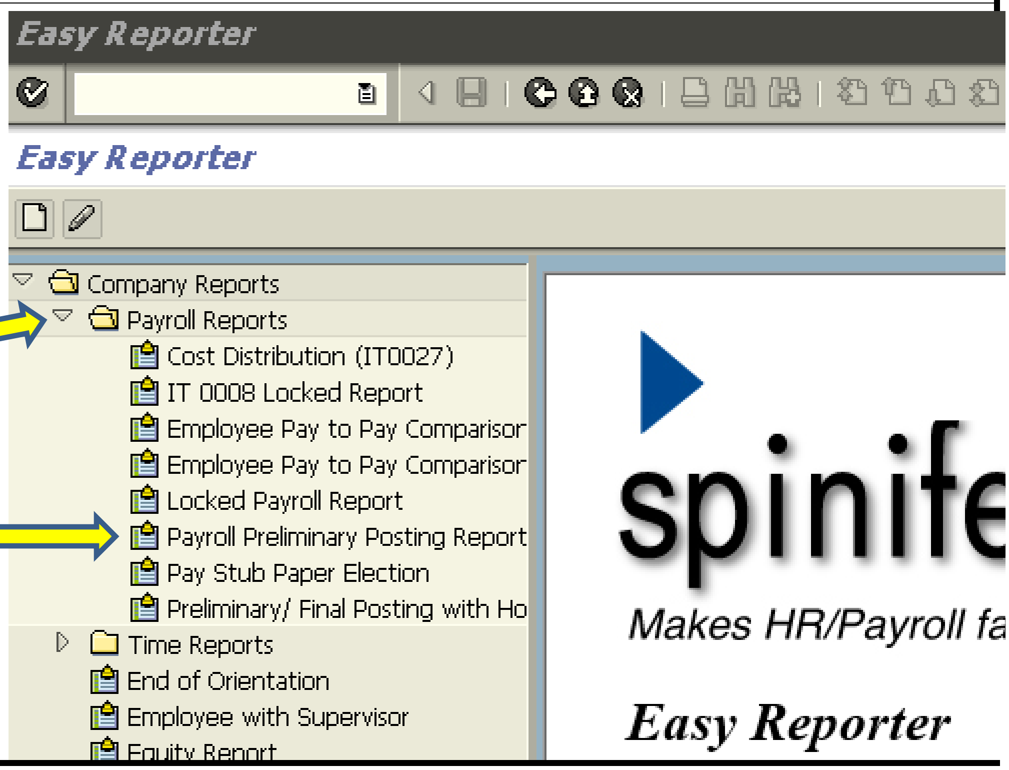
Click on the triangle next to Company Reports to view options.



Click on the triangle next to Payroll Reports to view report option

Double click on the Payroll Preliminary Posting Report.



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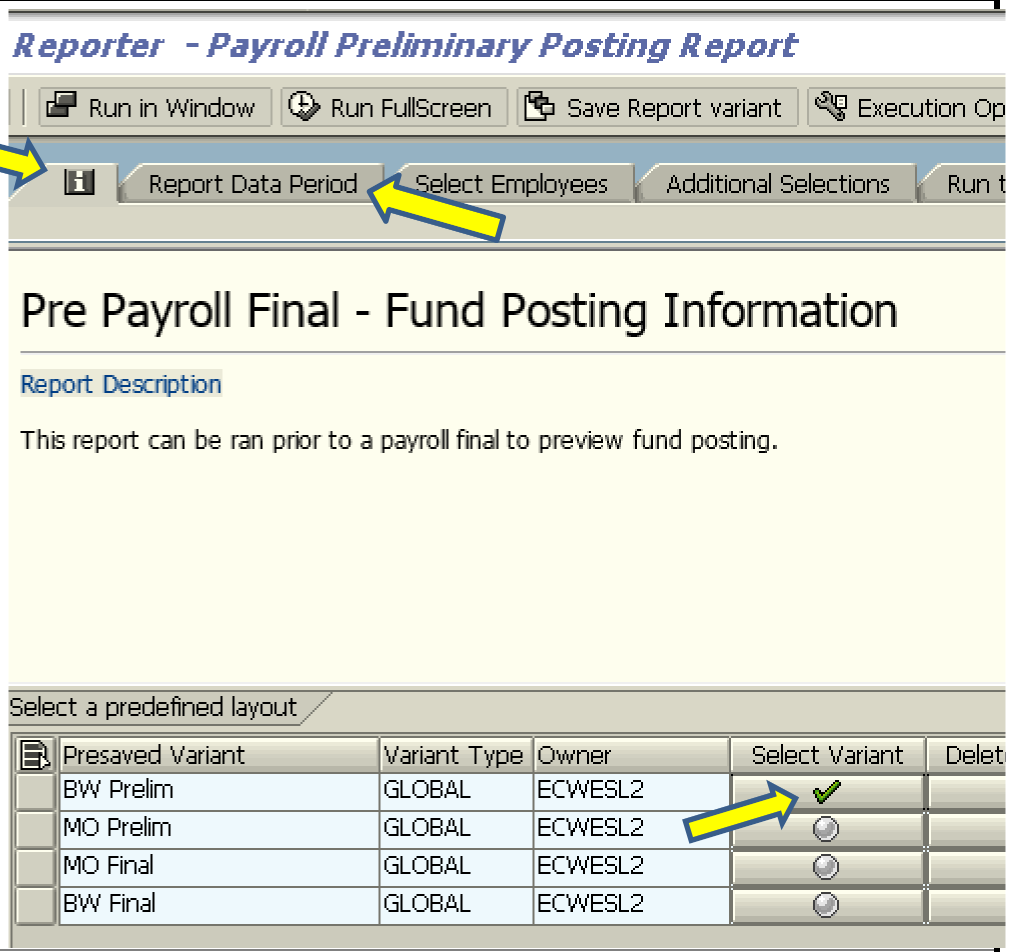
The “i” tab may provide information about the report.

It also provides generic Pre-saved Variant options.

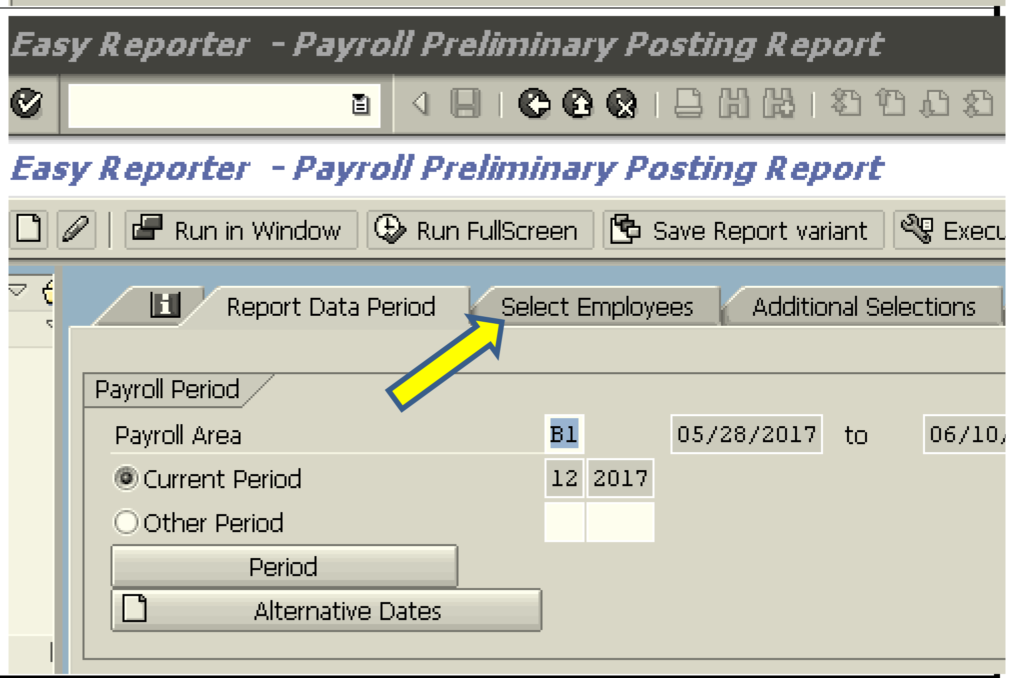
Click on the appropriate circle for the biweekly prelim or monthly prelim variant you desire to process.

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



Tab’s data will pre-populate with the current pay period information based on the variant chosen.

Click on Select Employees tab.



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Tab contains options to pull data/narrow results.

Enter appropriate data in fields.

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.

Once complete click on the Additional Selections tab.

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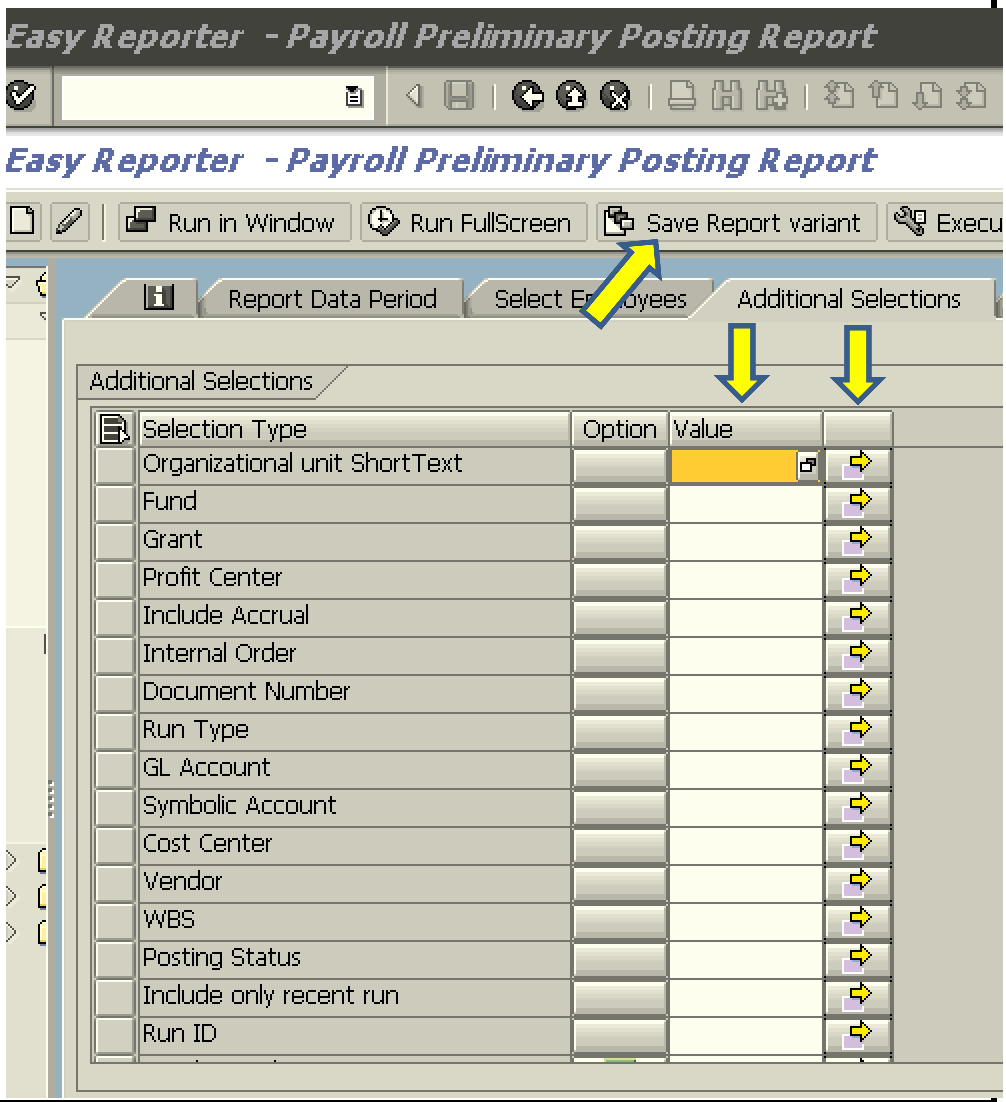
Tab contains additional options to pull data/narrow results.

Enter appropriate data in field(s).

Box on right with the yellow arrow allows multiple entries.

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



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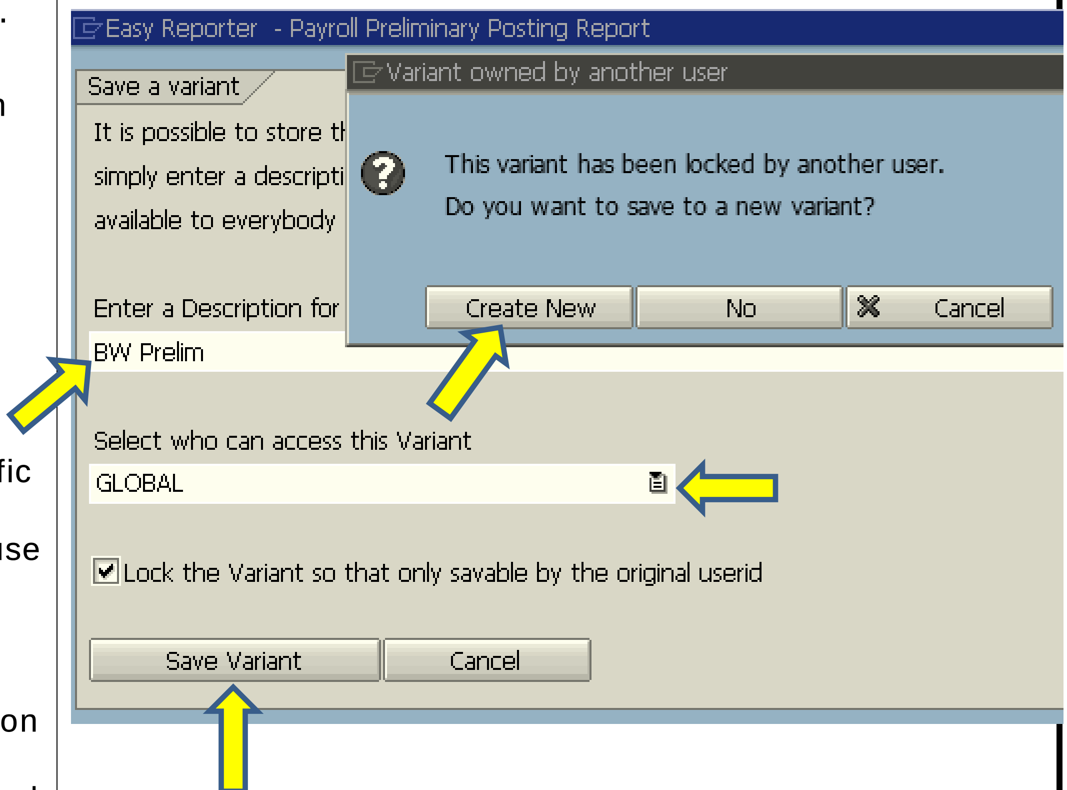
If a pre-existing variant was used please click the Create New option.

Enter a Description for the Variant.

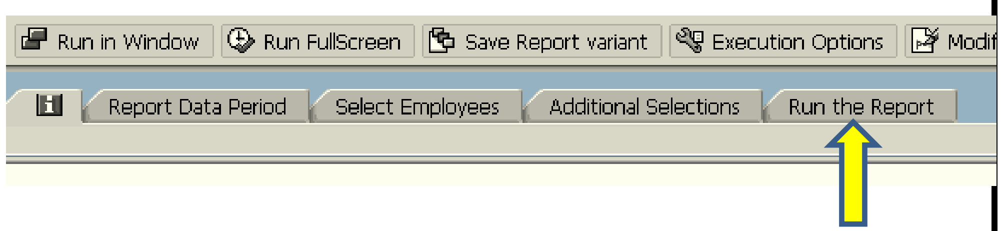
Change the option for Select who can access this Variant by clicking on the paper icon in the field and choose USER / User Specific Variant. This will allow only you to use the variant.

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

Once finished click Save Variant.



Once complete click on the Run the Report tab.



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

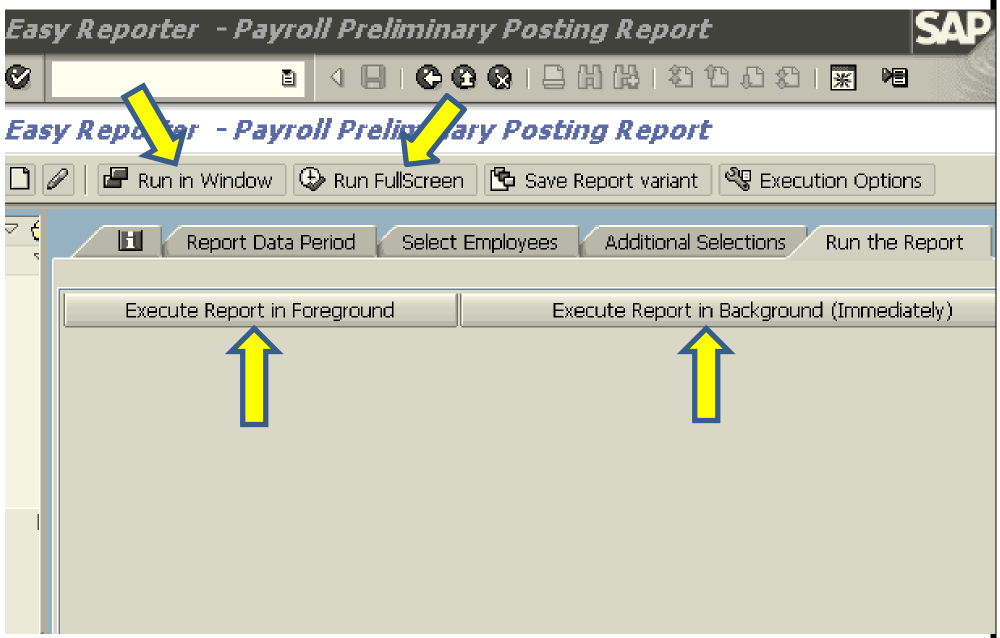
Small selection of employees use the Execute Report in Foreground, Run in Window or Run Full Screen options.

Report will display on screen. (To download report proceed to page 11)

Large selection of employees use the Execute Report in Background (immediately) option.

Large reports are required to run in the background.

Proceed to next slide.



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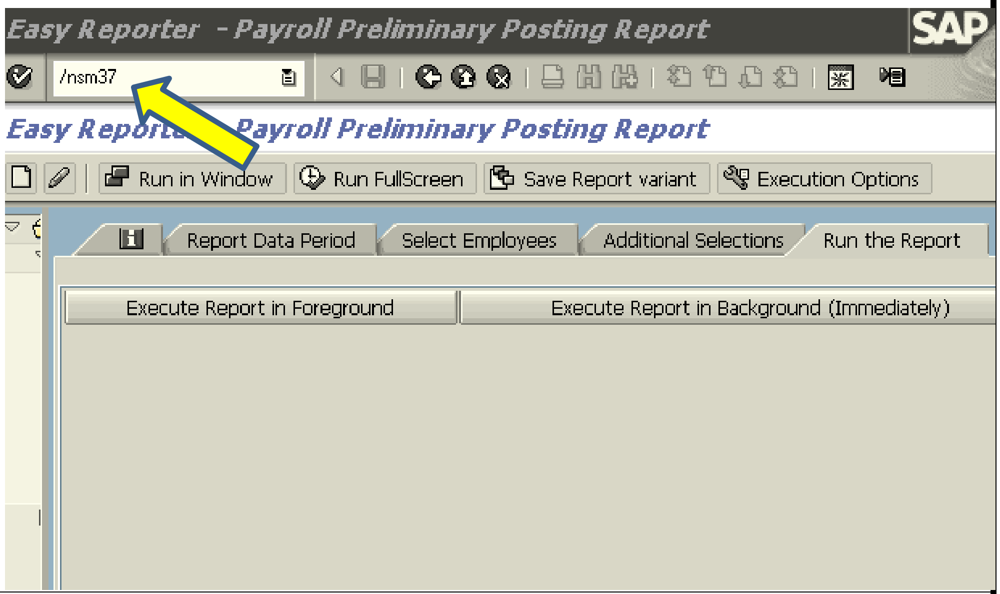
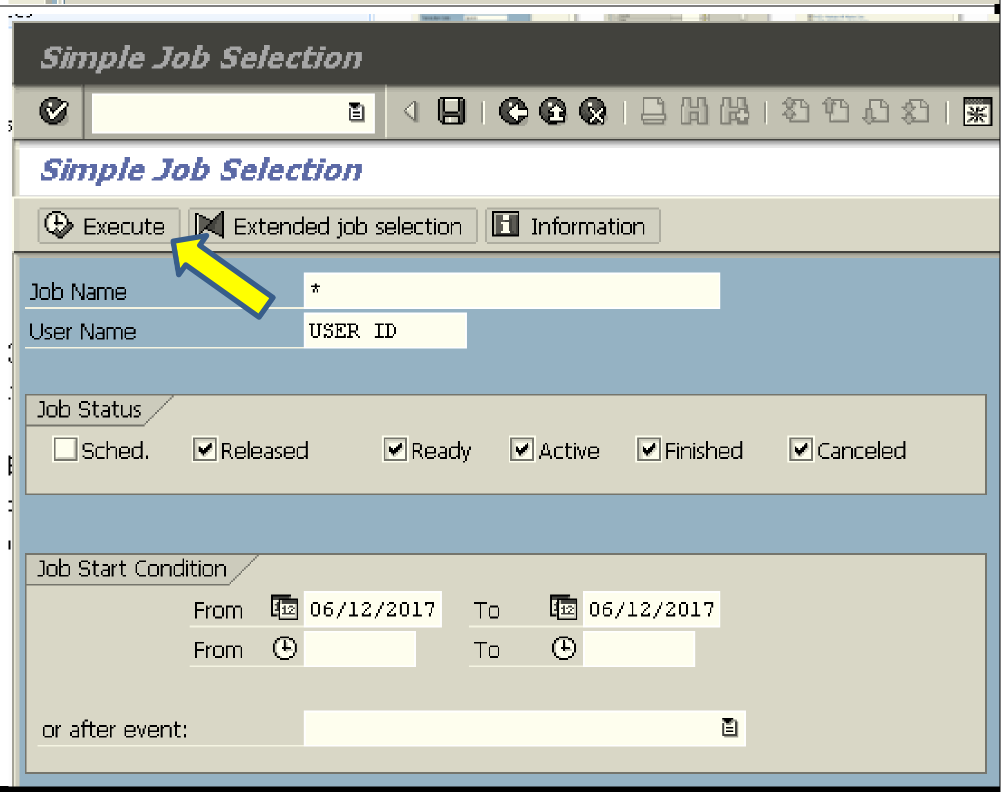
<table>
<tr>
<td>To review the processed report type /nsm37 in the transaction box and press enter.

This will take you to the Simple Job Selection screen.</td>
<td>
</td>
</tr>
<tr>
<td>Screen will populate with your User ID, job status field completed and today's date as shown.

Click Execute to go to the Job Overview screen to review reports.</td>
<td>
</td>
</tr>
</table>

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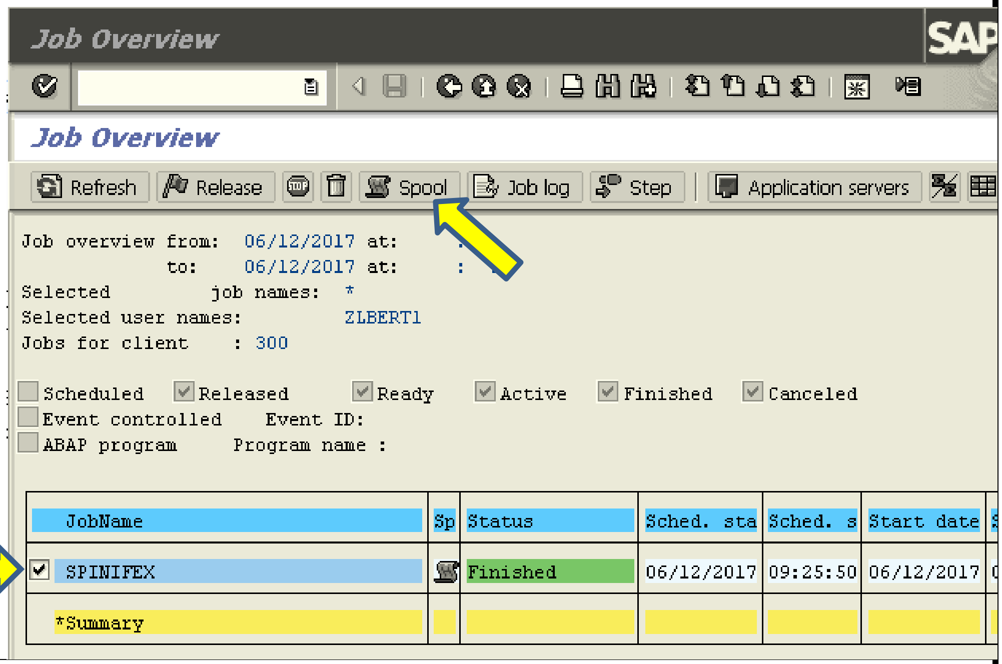
On the Job Overview screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

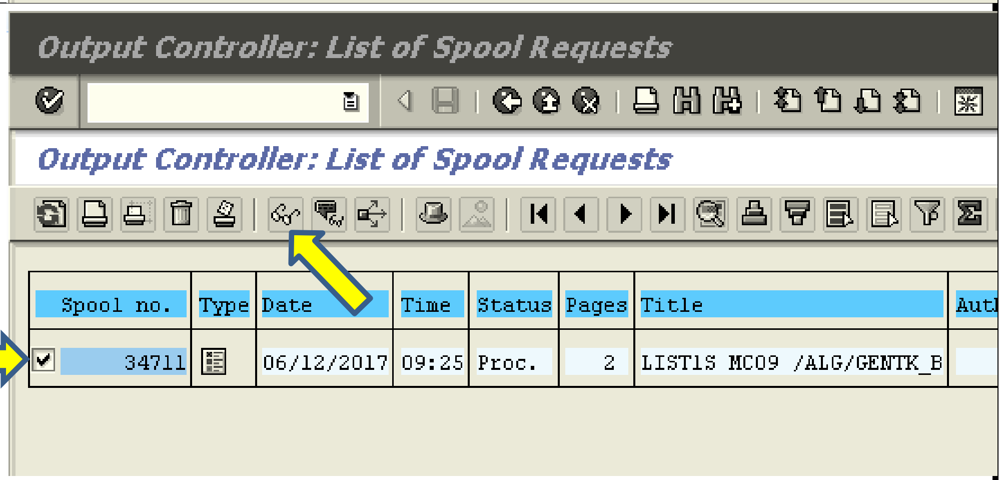
Click on the Spool option to open the Output Controller: List of Spool Requests display.

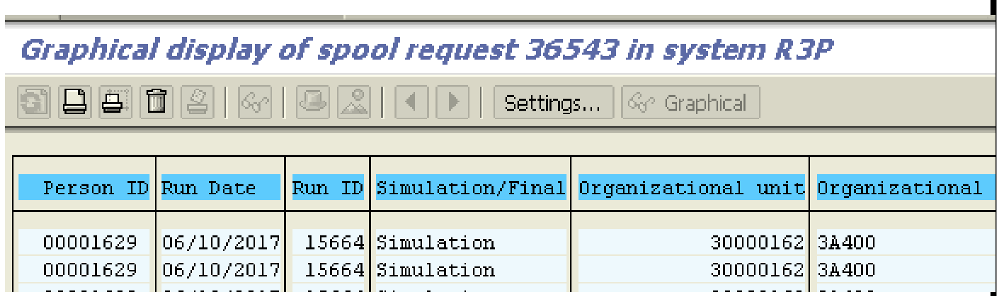


On the Output Controller screen choose one report at a time by clicking the box on the left which will place a check mark in the box.

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

Scroll to review data.





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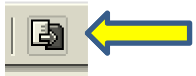
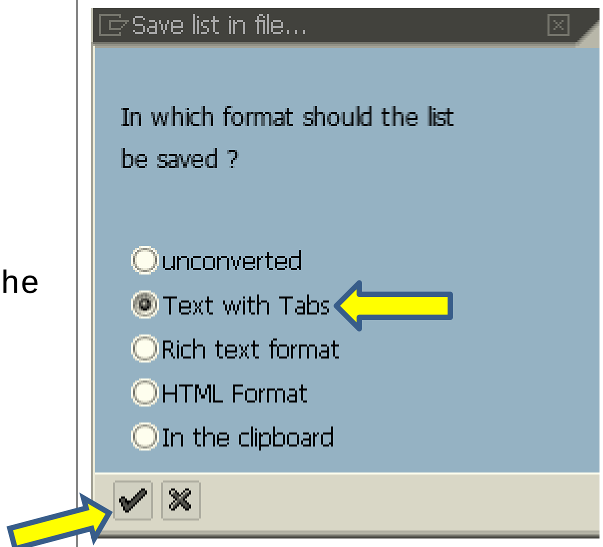
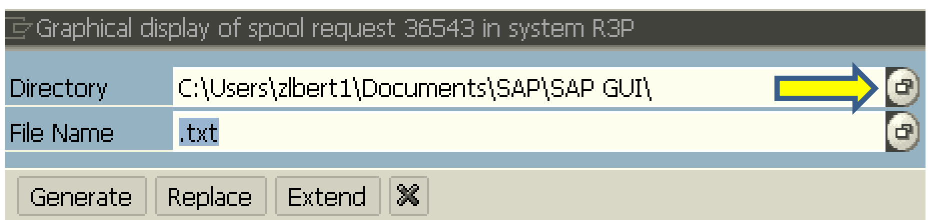
To save data in Excel locate the download icon and click.	
This will bring up save options. For Excel choose the Text with Tabs button and click the check mark.	
Choose the icon at the end of the Directory field to bring up the Save As screen.	

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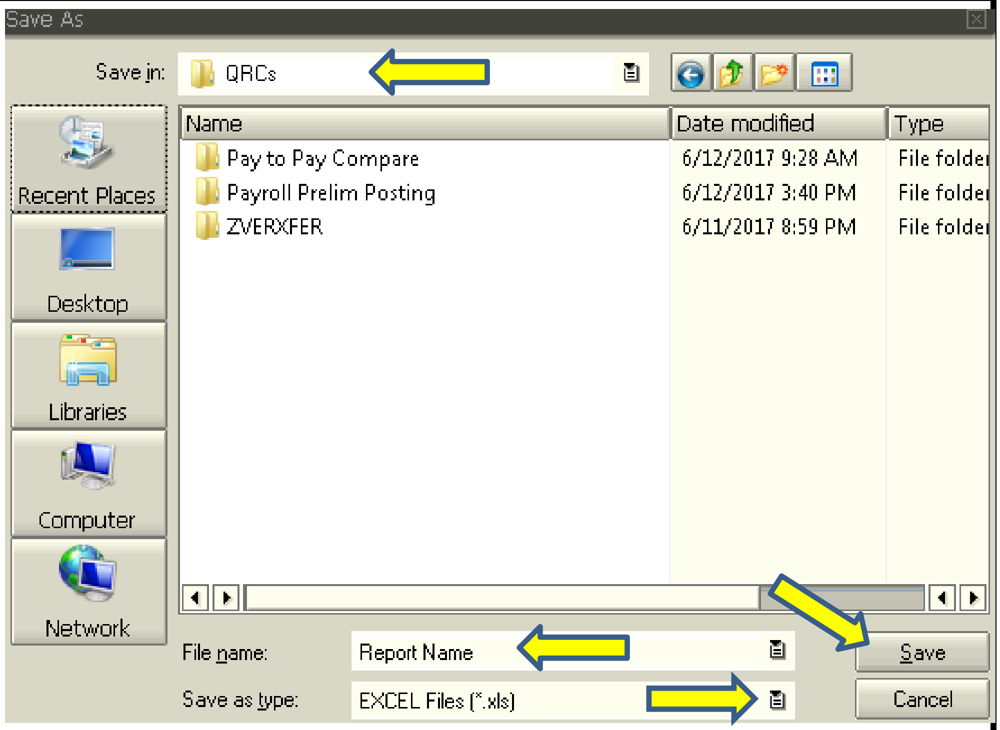
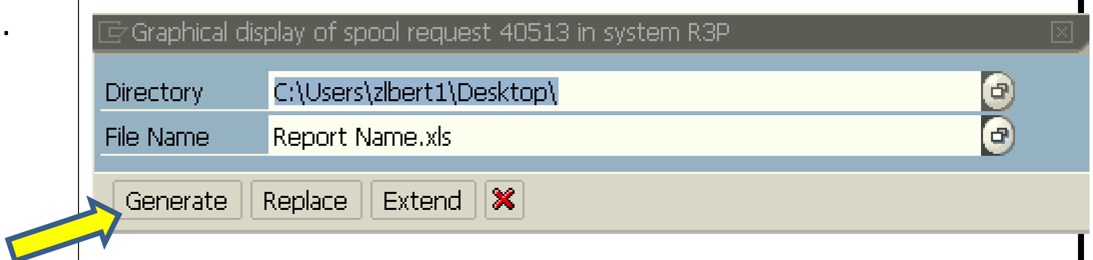
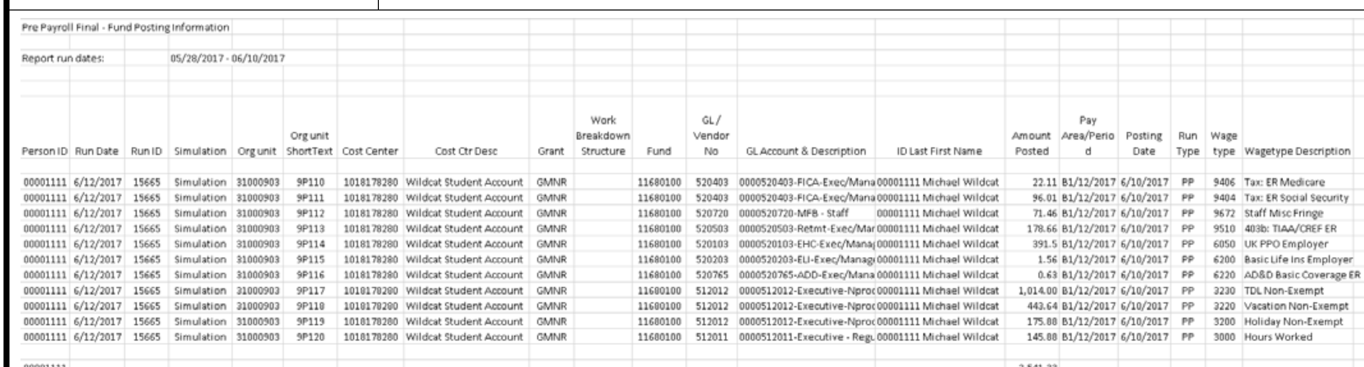
Complete:

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.







Pre Payroll Final - Fund Posting Information

Report run dates: 05/28/2017 - 06/10/2017

Person ID	Run Date	Run ID	Simulation	Org unit	Org unit ShortText	Cost Center	Cost Ctr Desc	Grant	Work Breakdown Structure	Fund	GL / Vendor No	GL Account & Description	ID Last First Name	Amount Posted	Pay Area/Period	Posting Date	Run Type	Wage type	Wagetype Description
00001111	6/12/2017	15665	Simulation	31000903	9P110	1018178280	Wildcat Student Account	GMNR		11680100	520403	0000520403-FICA-Exec/Mana	00001111 Michael Wildcat	22.11	B1/12/2017	6/10/2017	PP	9406	Tax: ER Medicare
00001111	6/12/2017	15665	Simulation	31000903	9P111	1018178280	Wildcat Student Account	GMNR		11680100	520403	0000520403-FICA-Exec/Mana	00001111 Michael Wildcat	96.01	B1/12/2017	6/10/2017	PP	9404	Tax: ER Social Security
00001111	6/12/2017	15665	Simulation	31000903	9P112	1018178280	Wildcat Student Account	GMNR		11680100	520720	0000520720-MFB - Staff	00001111 Michael Wildcat	71.46	B1/12/2017	6/10/2017	PP	9672	Staff Misc Fringe
00001111	6/12/2017	15665	Simulation	31000903	9P113	1018178280	Wildcat Student Account	GMNR		11680100	520503	0000520503-Retmt-Exec/Mar	00001111 Michael Wildcat	178.66	B1/12/2017	6/10/2017	PP	9510	403b: TIAA/CREF ER
00001111	6/12/2017	15665	Simulation	31000903	9P114	1018178280	Wildcat Student Account	GMNR		11680100	520103	0000520103-EHC-Exec/Mana	00001111 Michael Wildcat	391.5	B1/12/2017	6/10/2017	PP	6050	UK PPO Employer
00001111	6/12/2017	15665	Simulation	31000903	9P115	1018178280	Wildcat Student Account	GMNR		11680100	520203	0000520203-ELI-Exec/Manag	00001111 Michael Wildcat	1.56	B1/12/2017	6/10/2017	PP	6200	Basic Life Ins Employer
00001111	6/12/2017	15665	Simulation	31000903	9P116	1018178280	Wildcat Student Account	GMNR		11680100	520765	0000520765-ADD-Exec/Mana	00001111 Michael Wildcat	0.63	B1/12/2017	6/10/2017	PP	6220	AD&D Basic Coverage ER
00001111	6/12/2017	15665	Simulation	31000903	9P117	1018178280	Wildcat Student Account	GMNR		11680100	512012	0000512012-Executive-Nproc	00001111 Michael Wildcat	1,014.00	B1/12/2017	6/10/2017	PP	3230	TDL Non-Exempt
00001111	6/12/2017	15665	Simulation	31000903	9P118	1018178280	Wildcat Student Account	GMNR		11680100	512012	0000512012-Executive-Nproc	00001111 Michael Wildcat	443.64	B1/12/2017	6/10/2017	PP	3220	Vacation Non-Exempt
00001111	6/12/2017	15665	Simulation	31000903	9P119	1018178280	Wildcat Student Account	GMNR		11680100	512012	0000512012-Executive-Nproc	00001111 Michael Wildcat	175.88	B1/12/2017	6/10/2017	PP	3200	Holiday Non-Exempt
00001111	6/12/2017	15665	Simulation	31000903	9P120	1018178280	Wildcat Student Account	GMNR		11680100	512011	0000512011-Executive - Regu	00001111 Michael Wildcat	145.88	B1/12/2017	6/10/2017	PP	3000	Hours Worked
00001111														2,541.33					