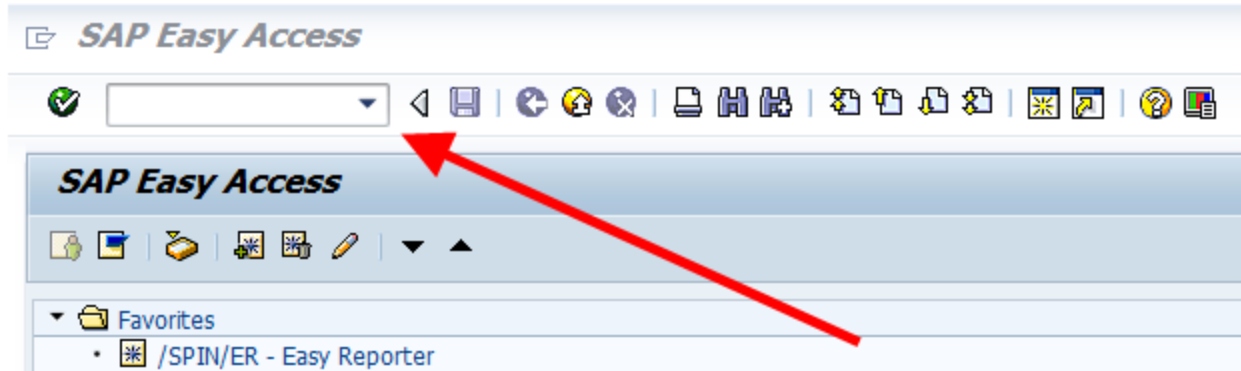
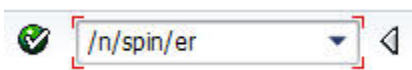


# Spinifex Reporting – Payroll Preliminary Posting Report

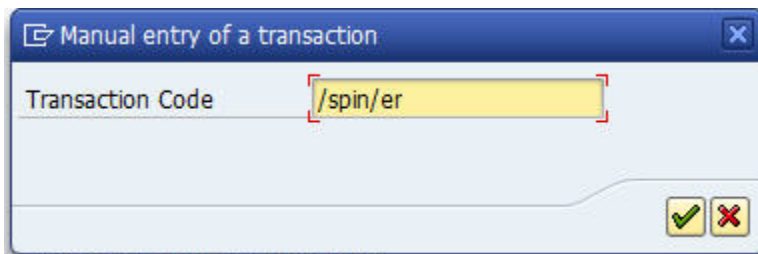
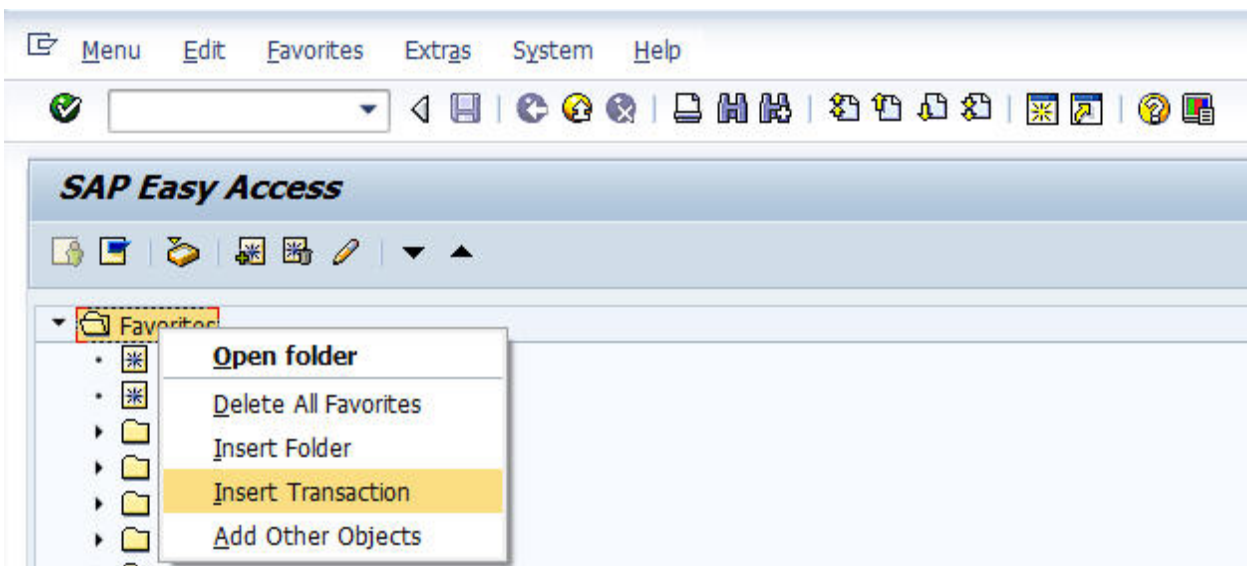
This report allows users to verify cost distribution for employees during the payroll processing period prior to the final payroll run.



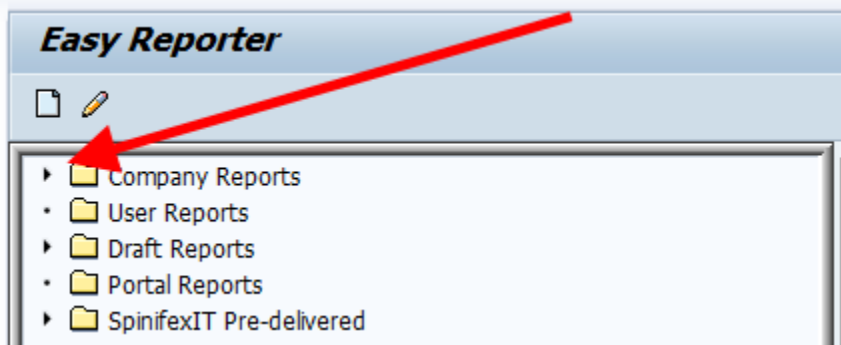
STEP 1: To access Spinifex reporting you can either enter directly in the command field /n/spin/er



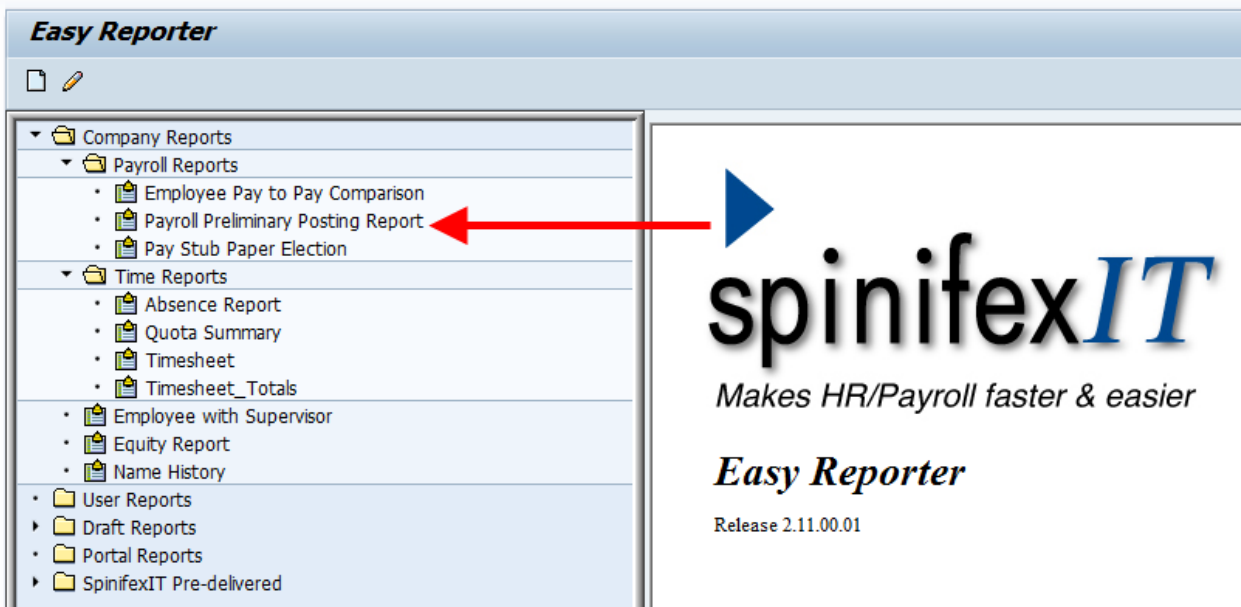
Or Insert Transaction /spin/er in your favorites.




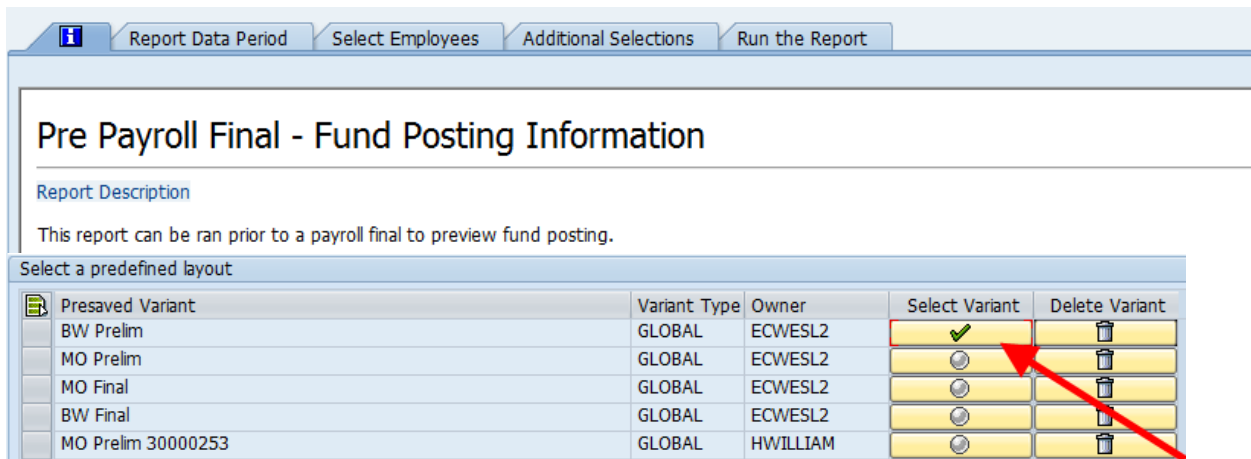
STEP 2: Drill down by clicking the arrows.



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.



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

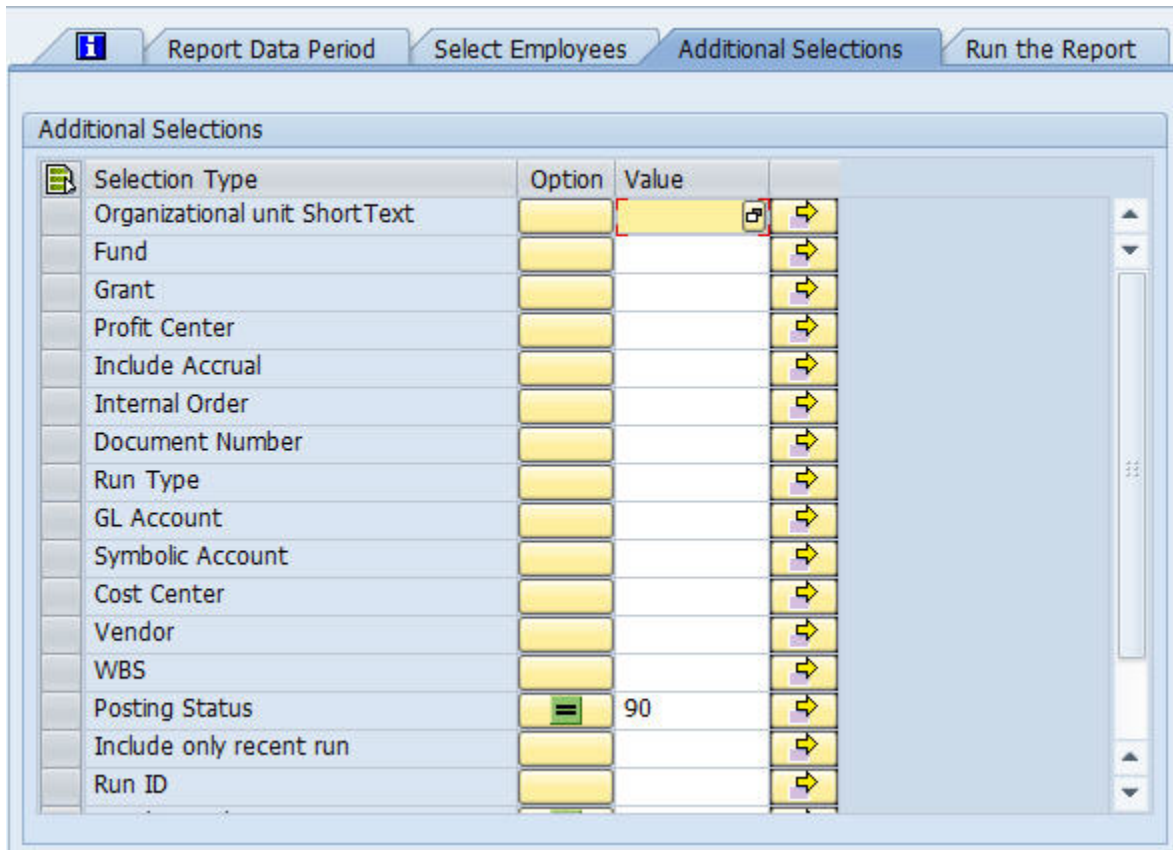
STEP 6: Select your population on the Select Employees tab. We have entered the Org Unit, but you can also select by Person ID, Cost Center, or WBS Element (grant).

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

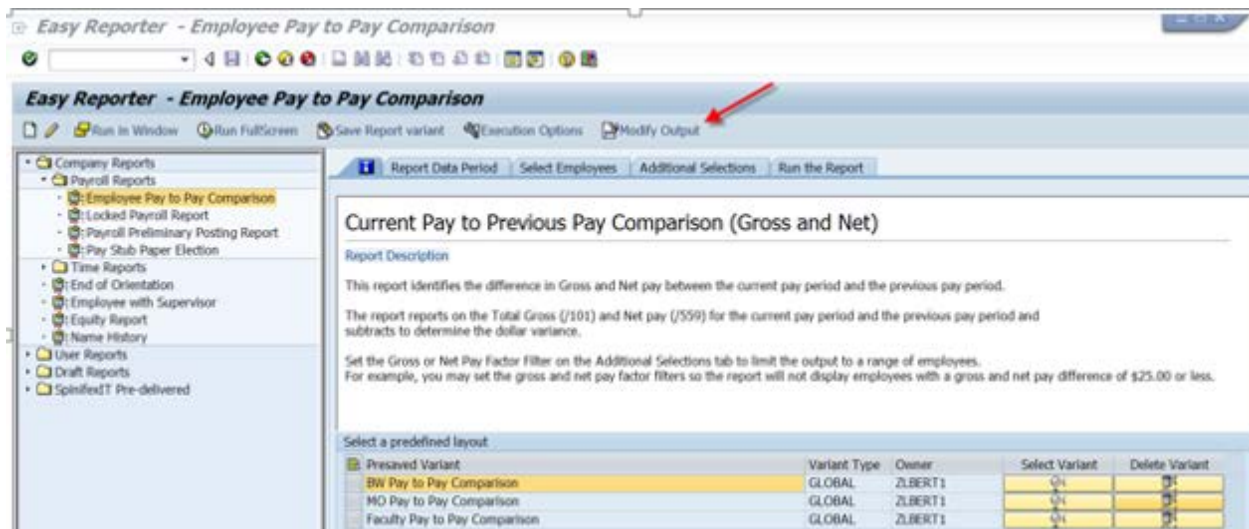
Employee Selection

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



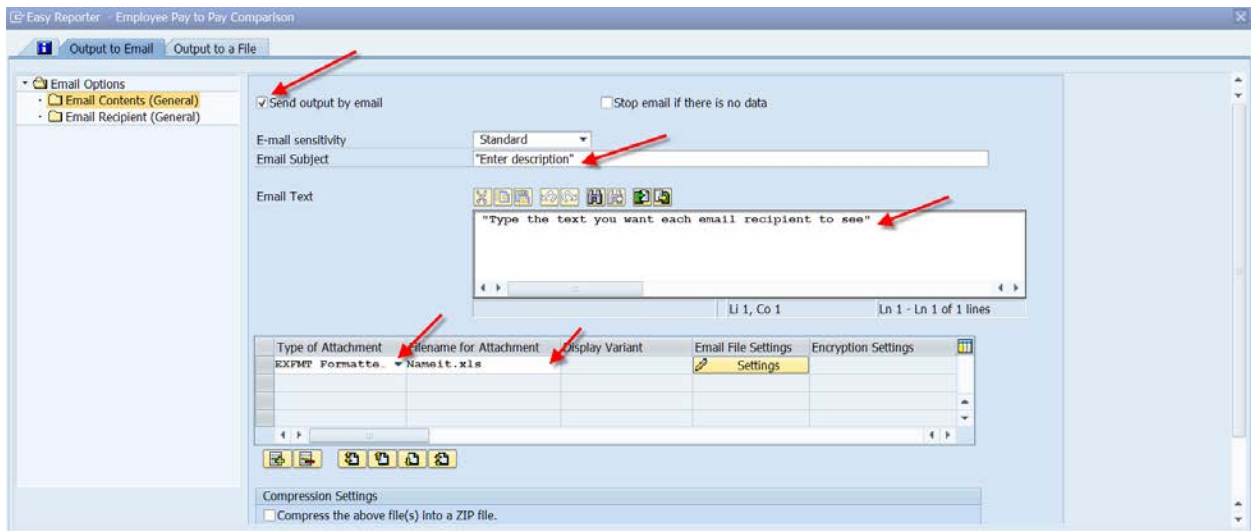
STEP 10: Select Email Contents Folder



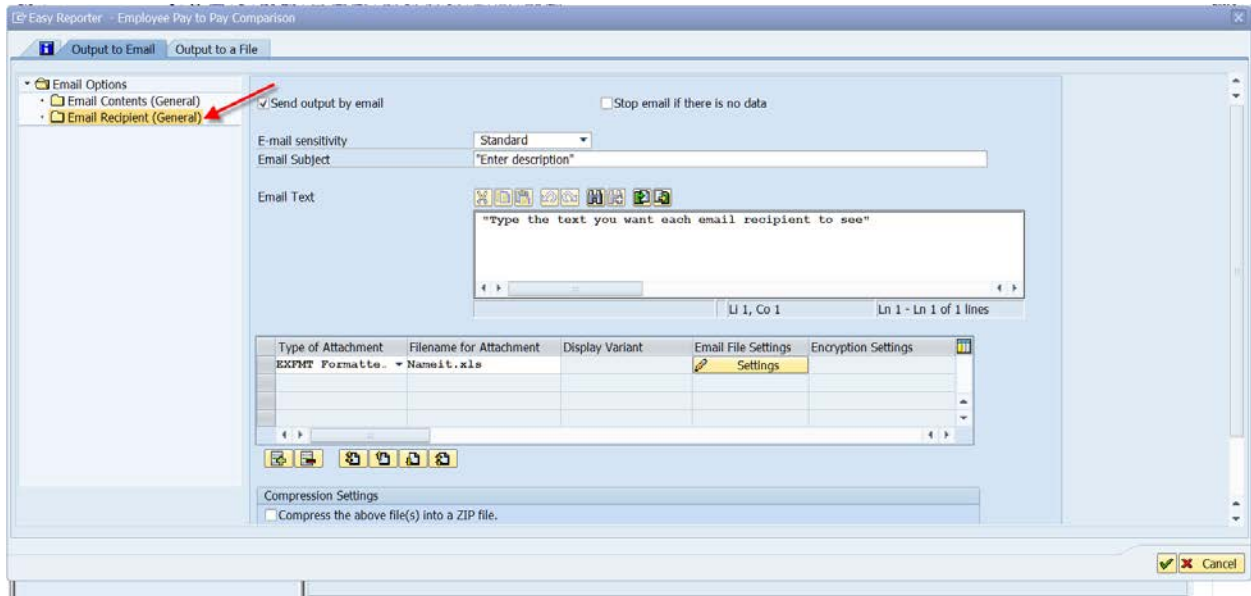
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

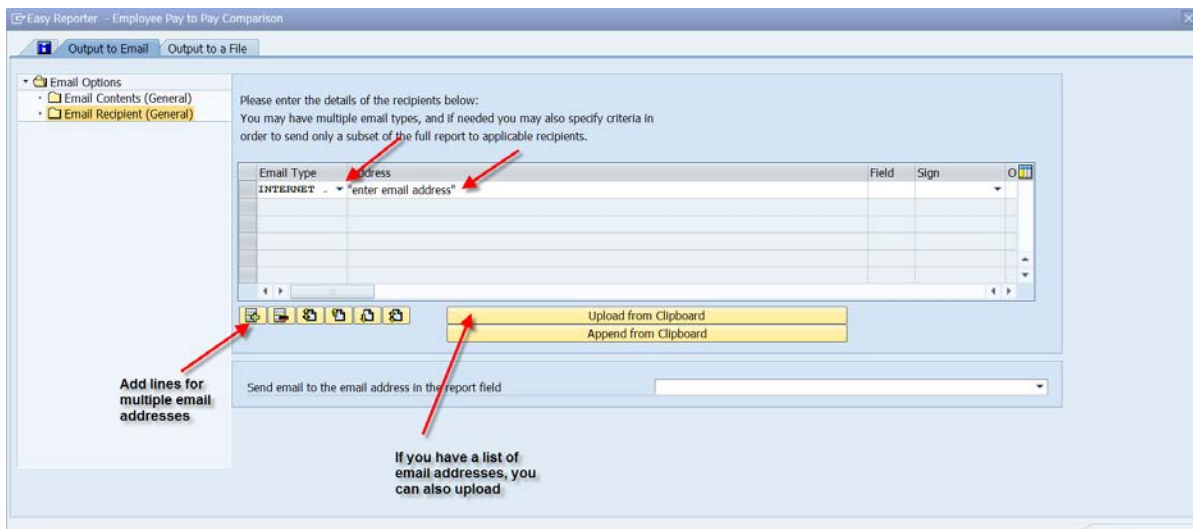


STEP 12: Select Email Recipient Folder

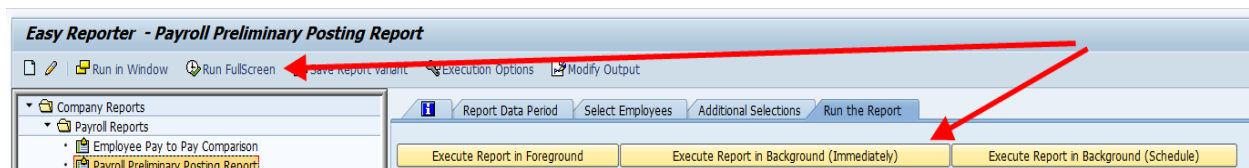


STEP 13: Select "Internet" Email Type (can add multiple lines)

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

**Simple Job Selection**

Execute Extended Job Selection Information

Job name \*

User name DMHAYNO

Job status

Sched.  Released  Ready  Active  Finished  Canceled

Job start condition

From 12/22/2015 To 12/22/2015

From To

or after event:

Select the report and click on the Spool Icon.

**Job Overview**

Refresh Release Spool Job log Step Application servers

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

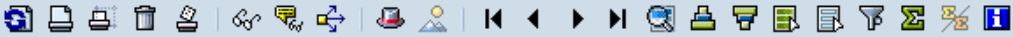
Event controlled Event ID:


ABAP program Program name :

JobName	Job CreatedB	Sp	Status	Sched. sta	Sched. s	Start date	Start ti	Durati	Delay	End date
<input checked="" type="checkbox"/> ZHR_FED RETIREE W/ FICA EXEMPT	ECWESL2		Finished	12/20/2015	14:30:00	12/20/2015	14:30:05	21	5	12/20/2015
<input type="checkbox"/> SPINIFEX CLEANING	ECWESL2		Finished	12/20/2015	14:30:24	12/20/2015	14:30:24	7	0	12/20/2015
<input type="checkbox"/> ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2		Finished	12/20/2015	20:00:00	12/20/2015	20:00:06	64	6	12/20/2015
<input type="checkbox"/> ZHR_FED RETIREE W/ FICA EXEMPT	ECWESL2		Finished	12/21/2015	14:30:00	12/21/2015	14:30:07	11	7	12/21/2015
<input type="checkbox"/> ZHR_VACPAYOUT FOR POST DOC 2010	ECWESL2		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**



<input type="checkbox"/>	Spool no.	Type	Date	Time	Status	Pages	Title	Authoriz.
<input type="checkbox"/>	592856		12/21/2015	21:43	-	13	LIST1S LP01 RPCALCU0_DMH	

A red arrow points from the top of the 'Date' column to the paper icon in the 'Type' column of the first data row.