
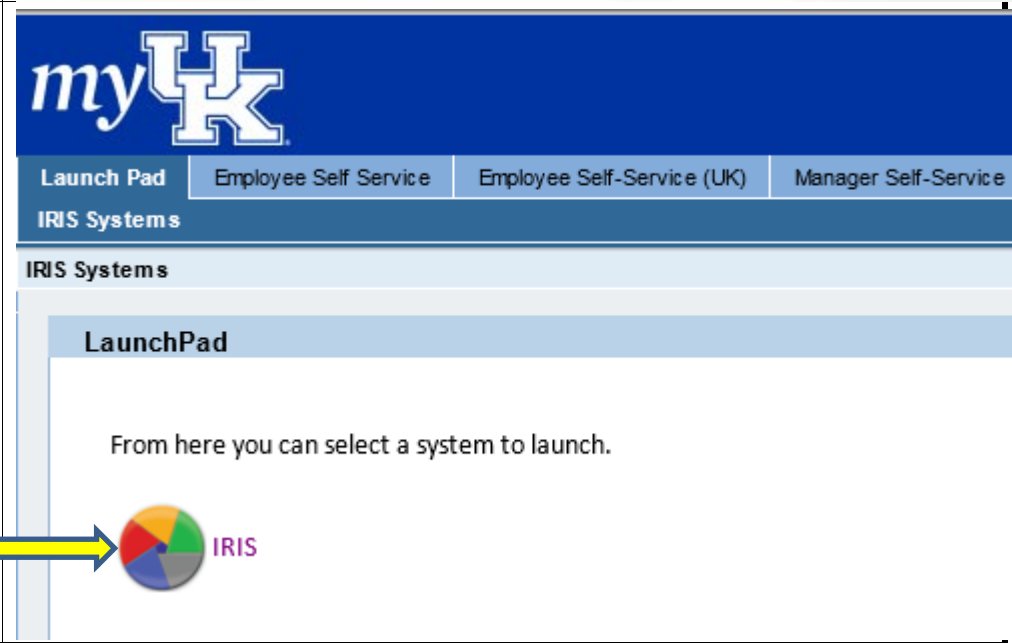


Spinifex Documentation in SAP – /SPIN/ER

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

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

Spinifex Documentation in SAP – /SPIN/ER

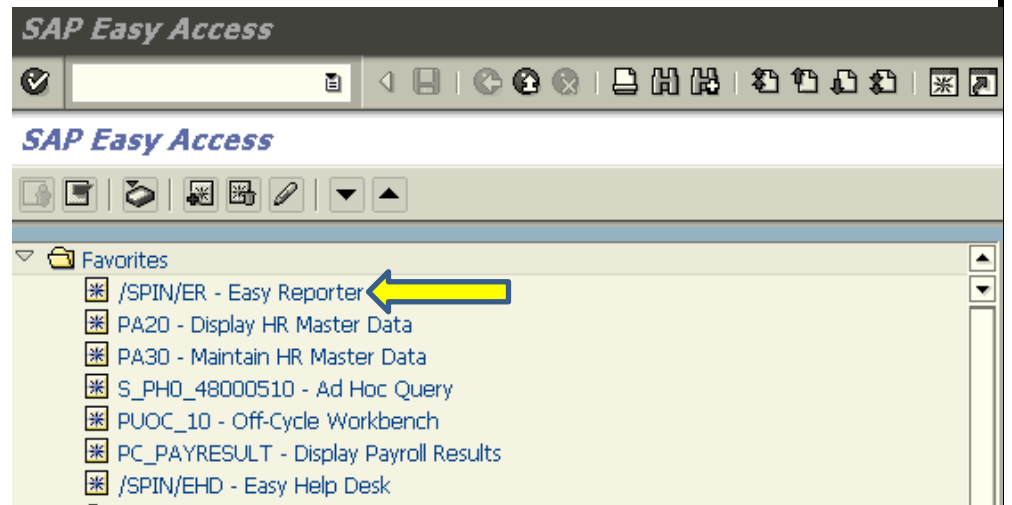
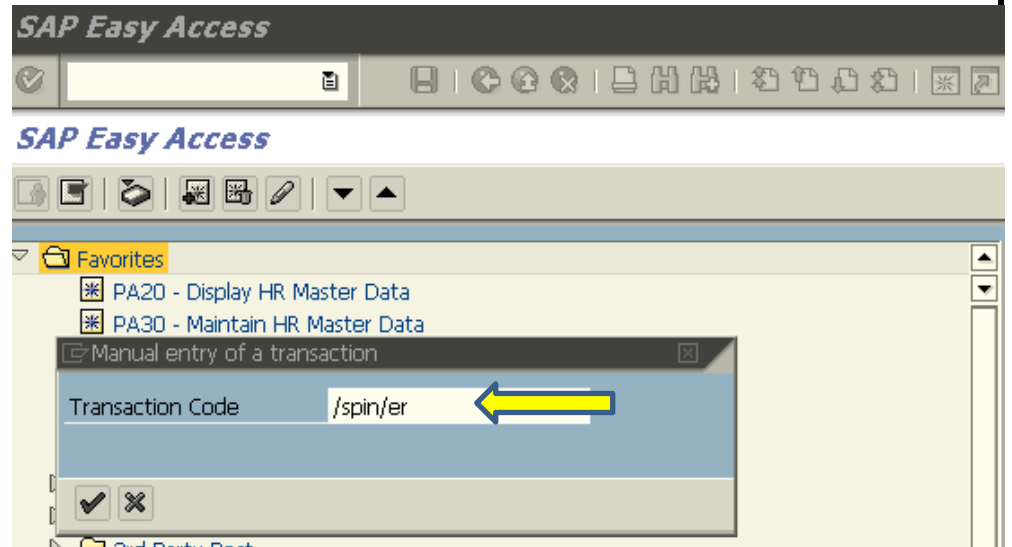
Once on the Easy Access menu press the Ctrl+Shift+F4 keys at the same time.

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

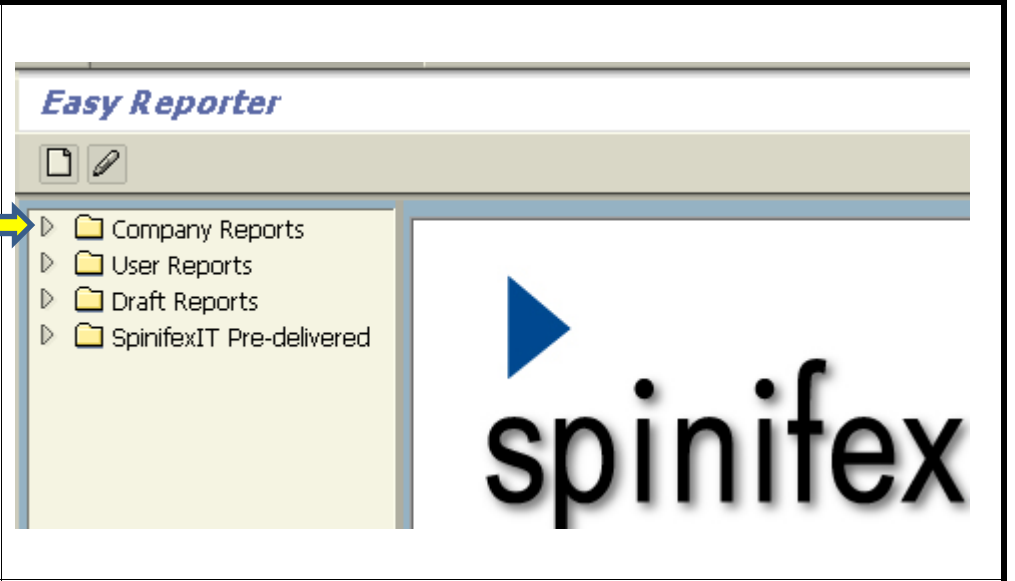
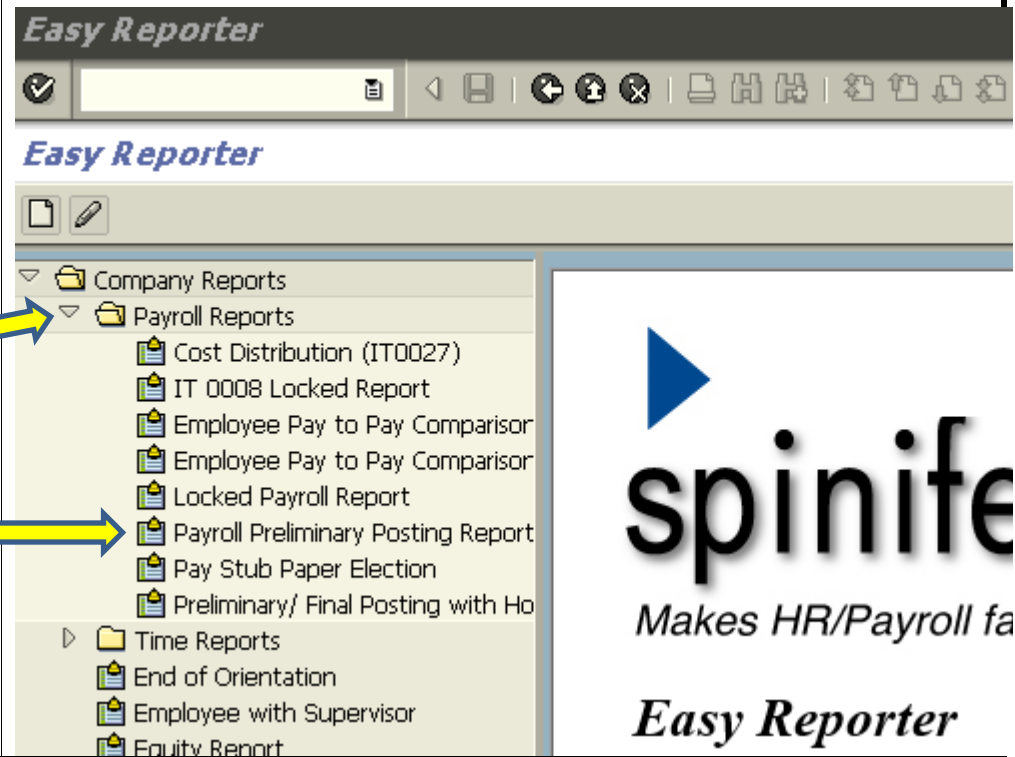
Enter /spin/er in the transaction code field.

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

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



Spinifex Documentation in SAP – /SPIN/ER

<p>Click on the triangle next to Company Reports to view options.</p>	 <p>The screenshot shows the 'Easy Reporter' window. On the left, a folder tree is visible with the following items: 'Company Reports', 'User Reports', 'Draft Reports', and 'SpinifexIT Pre-delivered'. A yellow arrow points to the right-pointing triangle next to 'Company Reports'. On the right side of the window, the 'spinifex' logo is displayed.</p>
<p>Click on the triangle next to Payroll Reports to view report option</p> <p>Double click on the Payroll Preliminary Posting Report.</p>	 <p>The screenshot shows the 'Easy Reporter' window with the 'Payroll Reports' folder expanded. The folder tree on the left includes: 'Company Reports', 'Payroll Reports', 'Cost Distribution (IT0027)', 'IT 0008 Locked Report', 'Employee Pay to Pay Comparisor', 'Employee Pay to Pay Comparisor', 'Locked Payroll Report', 'Payroll Preliminary Posting Report', 'Pay Stub Paper Election', 'Preliminary/ Final Posting with Ho', 'Time Reports', 'End of Orientation', 'Employee with Supervisor', and 'Equity Report'. A yellow arrow points to the triangle next to 'Payroll Reports', and another yellow arrow points to the 'Payroll Preliminary Posting Report' item. On the right side of the window, the 'spinifex' logo is displayed with the tagline 'Makes HR/Payroll fa' and the text 'Easy Reporter' below it.</p>

Spinifex Documentation in SAP – /SPIN/ER

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.

Reporter - Payroll Preliminary Posting Report

Run in Window Run FullScreen Save Report variant Execution Op

Report Data Period Select Employees Additional Selections Run t

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
BW Prelim	GLOBAL	ECWESL2	<input checked="" type="radio"/>	
MO Prelim	GLOBAL	ECWESL2	<input type="radio"/>	
MO Final	GLOBAL	ECWESL2	<input type="radio"/>	
BW Final	GLOBAL	ECWESL2	<input type="radio"/>	

Easy Reporter - Payroll Preliminary Posting Report

Run in Window Run FullScreen Save Report variant Execu

Easy Reporter - Payroll Preliminary Posting Report

Report Data Period Select Employees Additional Selections

Payroll Period

Payroll Area B1 05/28/2017 to 06/10,

Current Period 12 2017

Other Period

Period

Alternative Dates

Spinifex Documentation in SAP – /SPIN/ER

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.

The screenshot shows the SAP Easy Reporter interface for the 'Payroll Preliminary Posting Report'. The 'Additional Selections' tab is selected, and the 'Employee Selection' table is visible. The table has the following structure:

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

Yellow arrows in the image point to the 'Additional Selections' tab and the right-hand side of the table rows, indicating where to enter data and where to click for multiple entries.

Spinifex Documentation in SAP – /SPIN/ER

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.

Easy Reporter - Payroll Preliminary Posting Report

Run in Window Run FullScreen Save Report variant Execu

Report Data Period Select Employees Additional Selections

Selection Type	Option	Value	
Organizational unit ShortText			→
Fund			→
Grant			→
Profit Center			→
Include Accrual			→
Internal Order			→
Document Number			→
Run Type			→
GL Account			→
Symbolic Account			→
Cost Center			→
Vendor			→
WBS			→
Posting Status			→
Include only recent run			→
Run ID			→

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 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.

Easy Reporter - Payroll Preliminary Posting Report

Save a variant

It is possible to store the variant simply by entering a description available to everybody

Enter a Description for the Variant: BW Prelim

Select who can access this Variant: GLOBAL

Lock the Variant so that only savable by the original userid

Buttons: Save Variant, Cancel

Modal Dialog: Variant owned by another user

? This variant has been locked by another user. Do you want to save to a new variant?

Buttons: Create New, No, Cancel

Toolbar: Run in Window, Run FullScreen, Save Report variant, Execution Options, Modif

Tabs: 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.

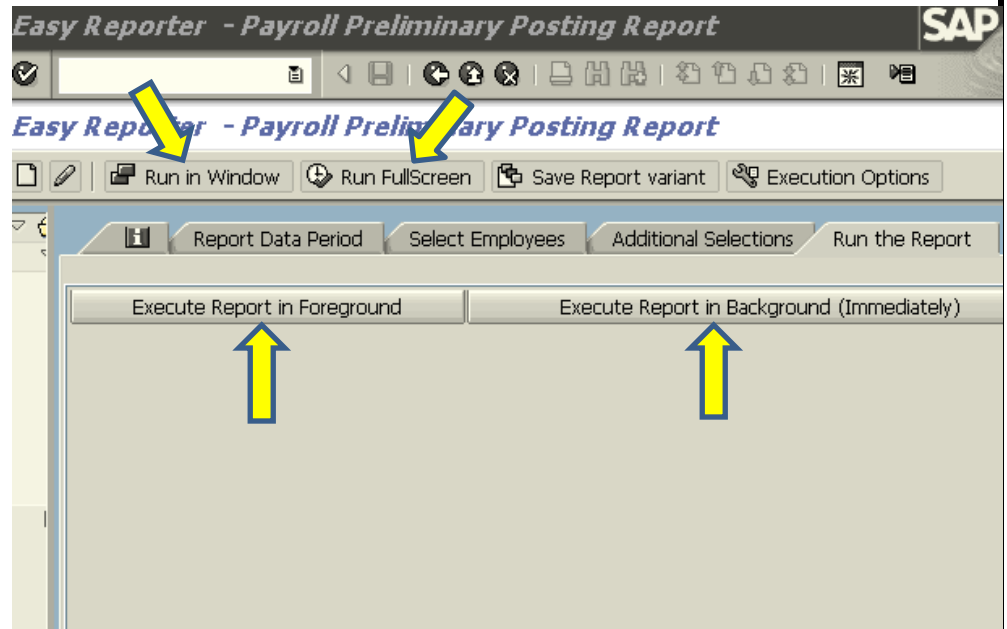
Small selection of employees use the Execute Report in Foreground, Run in Window or Run Full Screen options.

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.

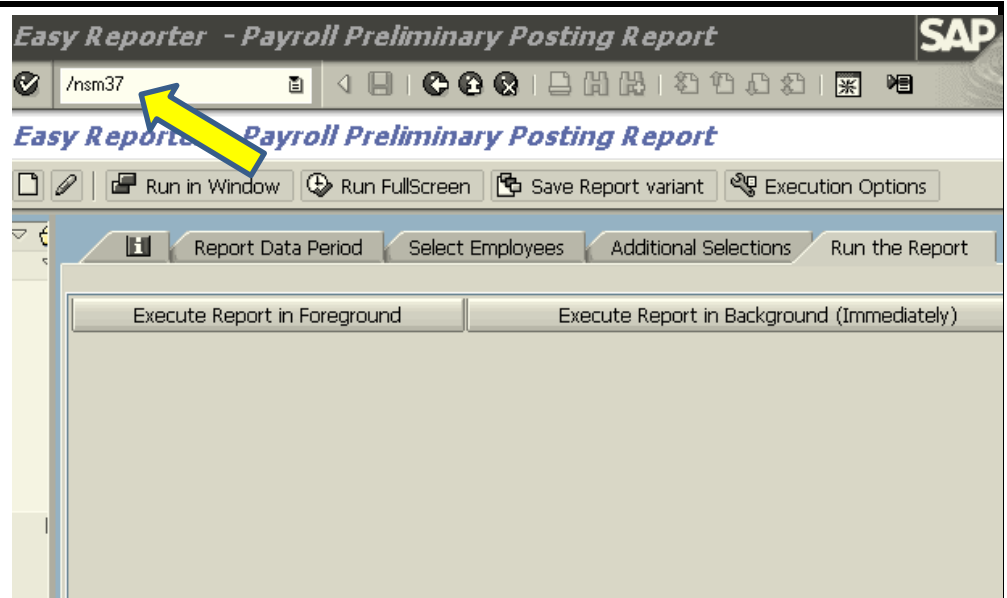
Proceed to next slide.



Spinifex Documentation in SAP – /SPIN/ER

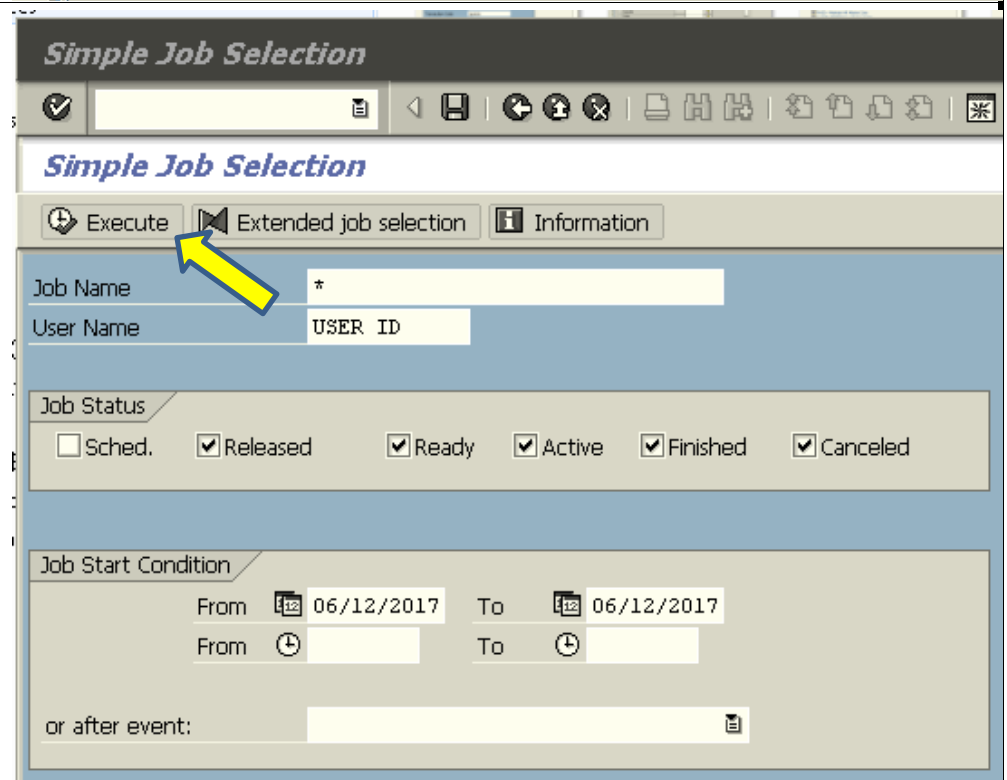
To review the processed report type /nsm37 in the transaction box and press enter.

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 as shown.

Click Execute to go to the Job Overview screen to review reports.



Spinifex Documentation in SAP – /SPIN/ER

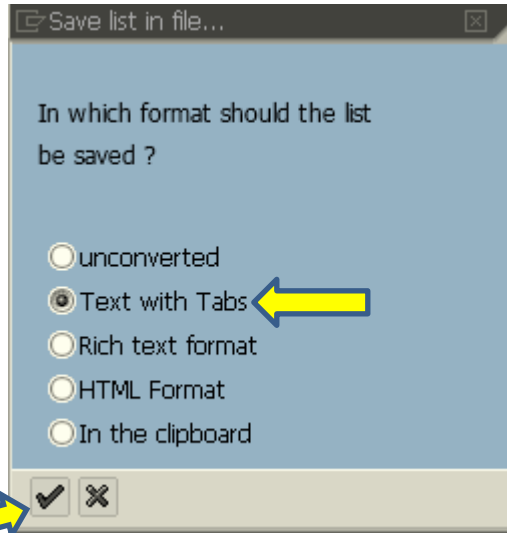
<p>On the Job Overview screen choose one report at a time by clicking the box on the left which will place a check mark in the box.</p> <p>Click on the Spool option to open the Output Controller: List of Spool Requests display.</p>	<p>Job Overview</p> <p>Job overview from: 06/12/2017 at: : to: 06/12/2017 at: : Selected job names: * Selected user names: ZLBERT1 Jobs for client : 300</p> <p><input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Released <input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Finished <input checked="" type="checkbox"/> Canceled <input type="checkbox"/> Event controlled Event ID: <input type="checkbox"/> ABAP program Program name :</p> <table border="1"> <thead> <tr> <th>JobName</th> <th>Sp</th> <th>Status</th> <th>Sched. sta</th> <th>Sched. s</th> <th>Start date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> SPINIFEX</td> <td></td> <td>Finished</td> <td>06/12/2017</td> <td>09:25:50</td> <td>06/12/2017</td> </tr> <tr> <td>*Summary</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	JobName	Sp	Status	Sched. sta	Sched. s	Start date	<input checked="" type="checkbox"/> SPINIFEX		Finished	06/12/2017	09:25:50	06/12/2017	*Summary																			
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<p>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.</p> <p>Click the eyeglass option (display) to review your report.</p> <p>Scroll to review data.</p>	<p>Output Controller: List of Spool Requests</p> <table border="1"> <thead> <tr> <th>Spool no.</th> <th>Type</th> <th>Date</th> <th>Time</th> <th>Status</th> <th>Pages</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 34711</td> <td></td> <td>06/12/2017</td> <td>09:25</td> <td>Proc.</td> <td>2</td> <td>LIST1S MC09 /ALG/GENTK_B</td> </tr> </tbody> </table> <p>Graphical display of spool request 36543 in system R3P</p> <table border="1"> <thead> <tr> <th>Person ID</th> <th>Run Date</th> <th>Run ID</th> <th>Simulation/Final</th> <th>Organizational unit</th> <th>Organizational</th> </tr> </thead> <tbody> <tr> <td>00001629</td> <td>06/10/2017</td> <td>15664</td> <td>Simulation</td> <td>30000162</td> <td>3A400</td> </tr> <tr> <td>00001629</td> <td>06/10/2017</td> <td>15664</td> <td>Simulation</td> <td>30000162</td> <td>3A400</td> </tr> </tbody> </table>	Spool no.	Type	Date	Time	Status	Pages	Title	<input checked="" type="checkbox"/> 34711		06/12/2017	09:25	Proc.	2	LIST1S MC09 /ALG/GENTK_B	Person ID	Run Date	Run ID	Simulation/Final	Organizational unit	Organizational	00001629	06/10/2017	15664	Simulation	30000162	3A400	00001629	06/10/2017	15664	Simulation	30000162	3A400
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Spinifex Documentation in SAP – /SPIN/ER

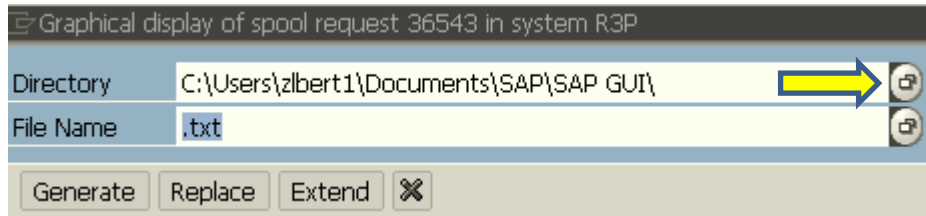
To save data in Excel locate the download icon and click.



This will bring up save options. For Excel choose the Text with Tabs button and click the check mark.



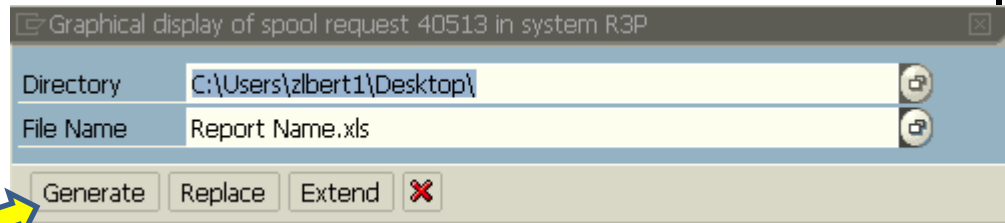
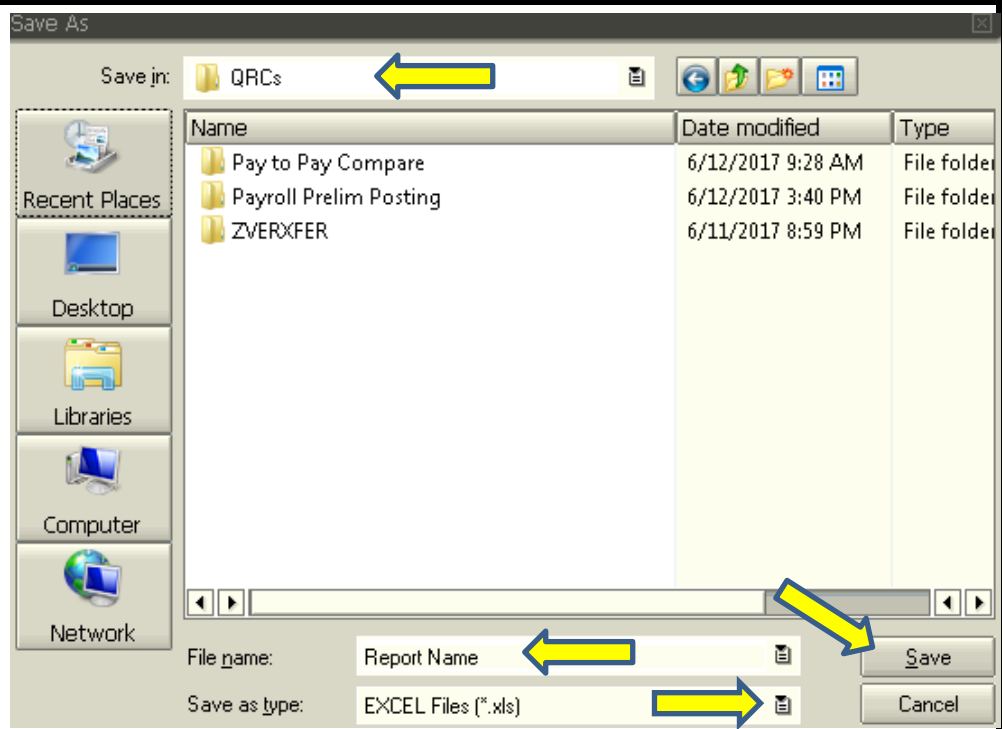
Choose the icon at the end of the Directory field to bring up the Save As screen.



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.



Pre Payroll Final - Fund Posting Information																				
Report run dates: 05/28/2017 - 06/10/2017																				
Person ID	Run Date	Run ID	Simulation	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/Mana	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&B 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	3220	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 - Reg.	00001111 Michael Wildcat	145.88	B1/12/2017	6/10/2017	PP	3000	Hours Worked	
00001111																				2,541.99