

HR Administrators can utilize the /SPIN/ER Payroll Preliminary Posting Report to <u>preview</u> payroll postings <u>the day after a payroll preliminary or trial run</u>. This report allows for a proactive approach to identifying cost distribution issues, which allows for necessary adjustments to take place <u>prior</u> to the payroll being finalized.

Setting the Criteria

-Select the /SPIN/ER transaction

-From the "Company Report" folder select the "Payroll Preliminary Posting Report." -From the **<i>** tab select the applicable variant:

Presaved Variant	Variant Type	Owner	Select Variant
MO Prelim	GLOBAL	ECWESL2	0
MO Final	GLOBAL	ECWESL2	0
BW Final	GLOBAL	ECWESL2	0
BW Prelim	GLOBAL	ECWESL2	✓

-From the **<Reporting Data Period>** tab select the applicable pay period:

Report Data Period Select	Emplo	yee:	s Ad
Payroll Period			
Payroll Area		в1	
Current Period		18	2018
Other Period			
Period			
Alternative Dates			

-From the **<Select Employees>** tab select the information that you would like to report on (individual employee, org unit, cost center, etc.):

	🗈 🛛 Report Data Per	iod Select Employe	es Ac	lditional Selectio	ns 🛛 R				
Em	Employee Selection								
B	Selection Type		Option	Value					
	External Person ID	By individual		ð	\$				
	Personnel Number	employee -							
	Payroll Area	. ,							
	Personnel Subarea				-				
	Personnel Area				\$				
	Employee Group				2				
	Employee Subgroup	By cost			2				
	Cost Center	center 📥			\$				
	Work Breakdown Stru	cture			-				
	Organizational Unit	By org			-				
	Org Selection	unit			-				

Note: You can also use the **<additional selections>** tab to select additional data such as Fund.

Running the Report

-Click the <Run FullScreen> button.



Viewing the Data

-After the report is displayed you can right click on any column to hide, sort, or filter. You can also select "List" to export to Excel.

Updated: 9/12/18