



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

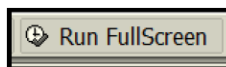
Presaved Variant	Variant Type	Owner	Select Variant
MO Prelim	GLOBAL	ECWESL2	
MO Final	GLOBAL	ECWESL2	
BW Final	GLOBAL	ECWESL2	
BW Prelim	GLOBAL	ECWESL2	

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

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

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.