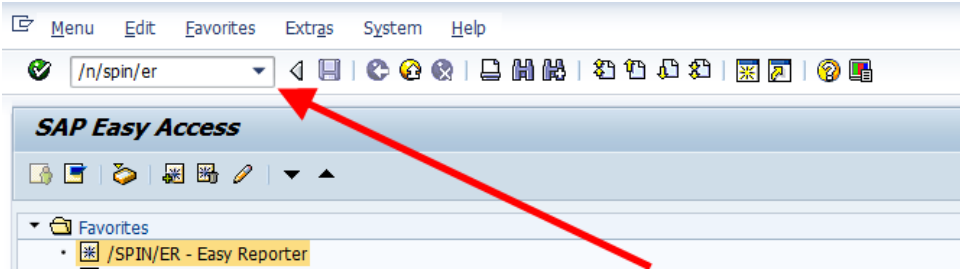


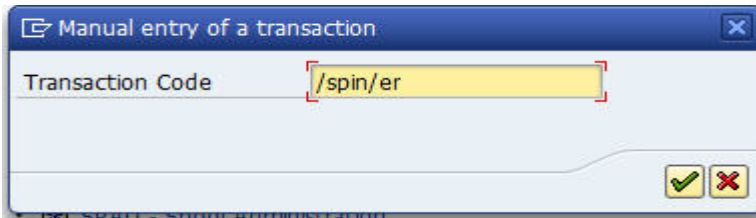
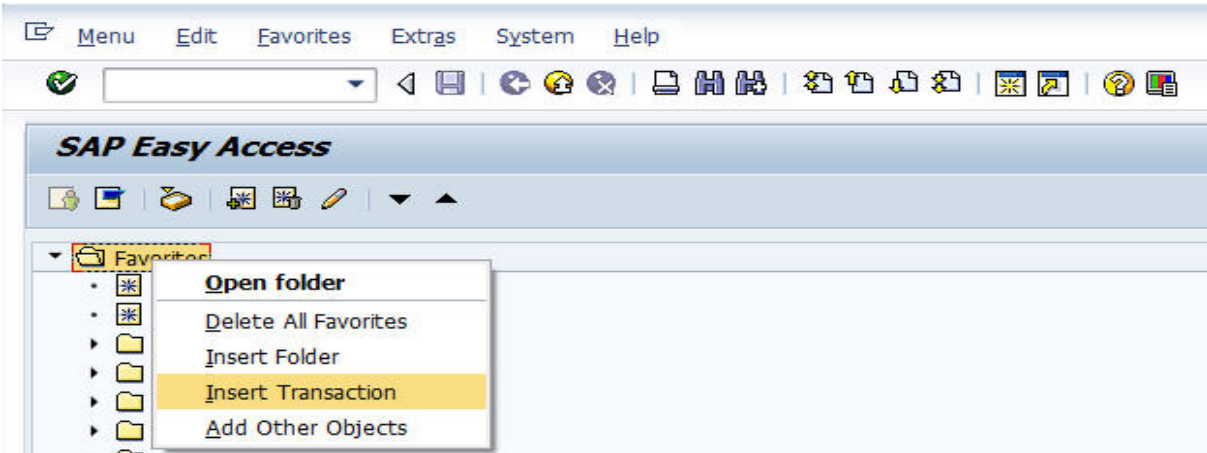
# Spinifex Reporting – Quota Summary

This report will provide a detailed balance of leave accruals for employees in your Org Unit.

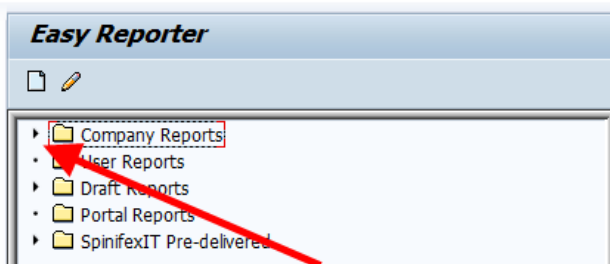
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



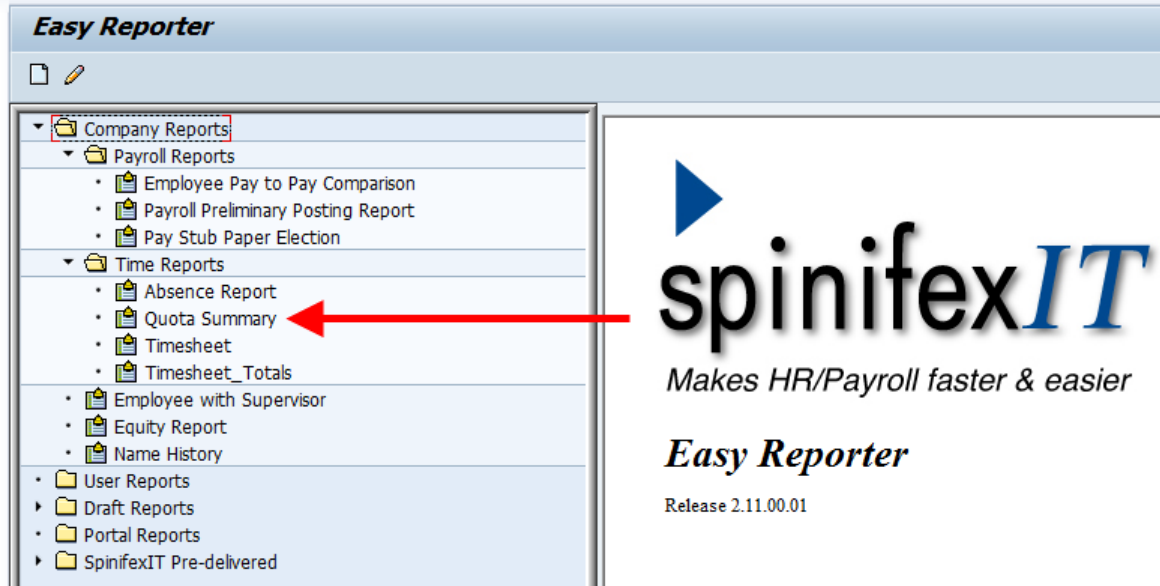
Or Insert Transaction /spin/er in your favorites.




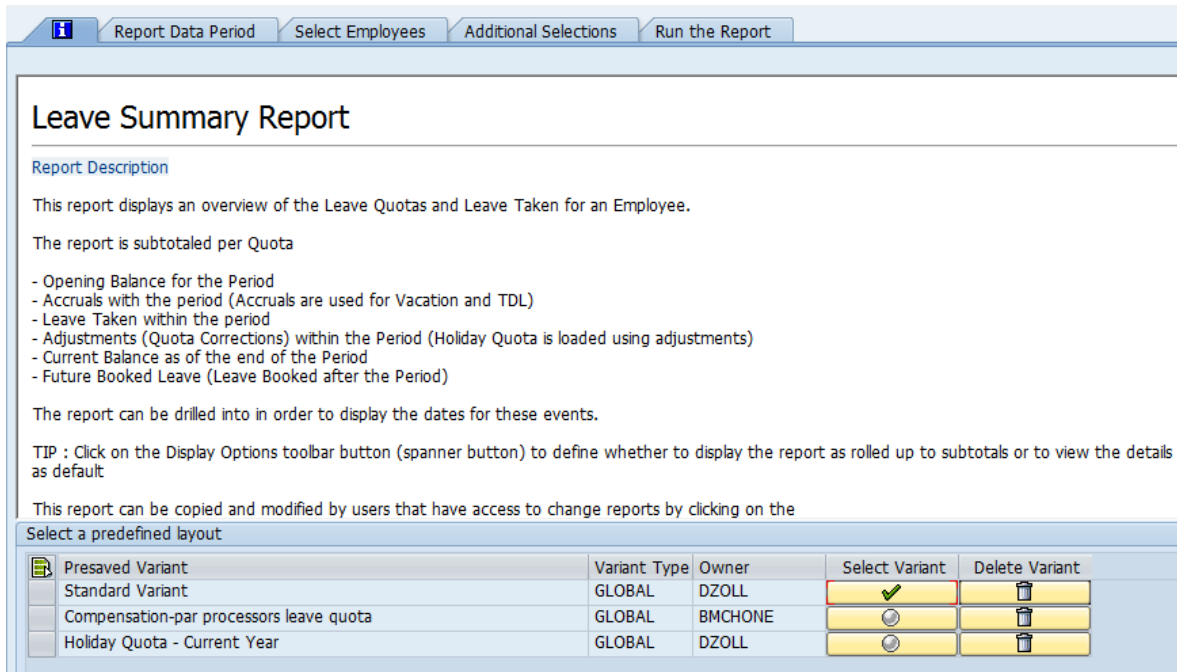
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Time Reports - -Quota Summary



STEP 3: Double Click on the Quota Summary report.



STEP 4: When running the Quota Summary report, the first screen that appears is the  tab, which provides a description of the report along with the fields that will display. Select the variant; a green check mark will appear.



STEP 5: Select Report Data Period Tab and enter the period in which you want to run the report.

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

Period

Today       Current month       Current year

Up to today       From today

Other period      07/01/2015      To      06/30/2016

Payroll Period

Alternative Dates

STEP 6: On the Select Employees tab enter either the Org Unit(s) or Employee's Person ID.

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

Employee Selection

Selection Type	Option	Value	
External Person ID			→
Personnel Number			→
Payroll Area			→
Employment Status	≠	0	→
Employee Group			→
Employee Subgroup			→
Personnel Area			→
Personnel Subarea			→
Organizational Unit		30000162	→
Org Selection			→

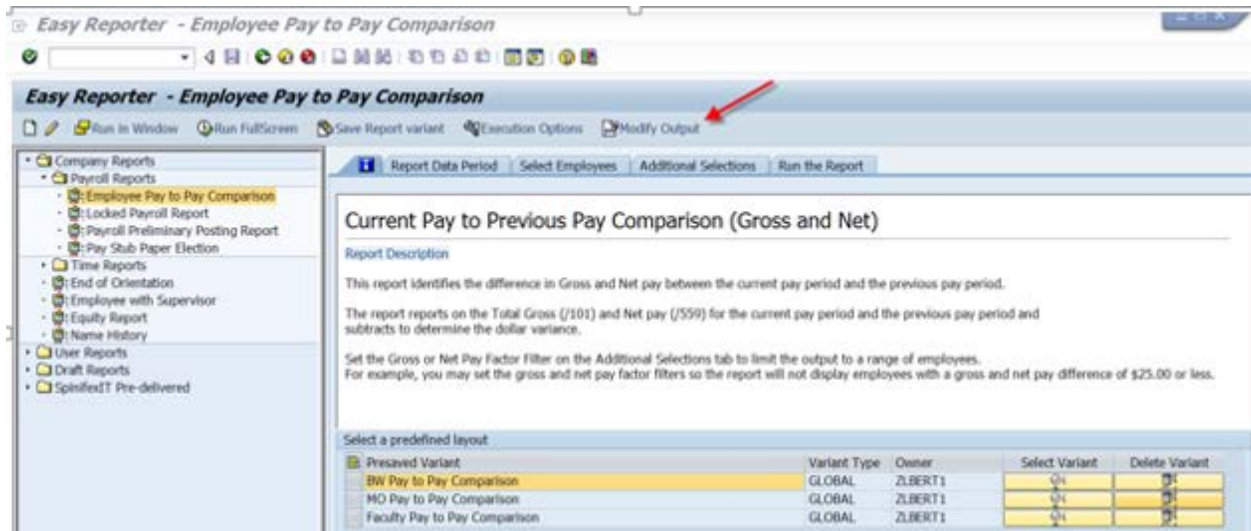
STEP 7: The Additional Selections tab will allow you to request a specific absence types. If you want to look for summary of all absences do not enter a value.

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

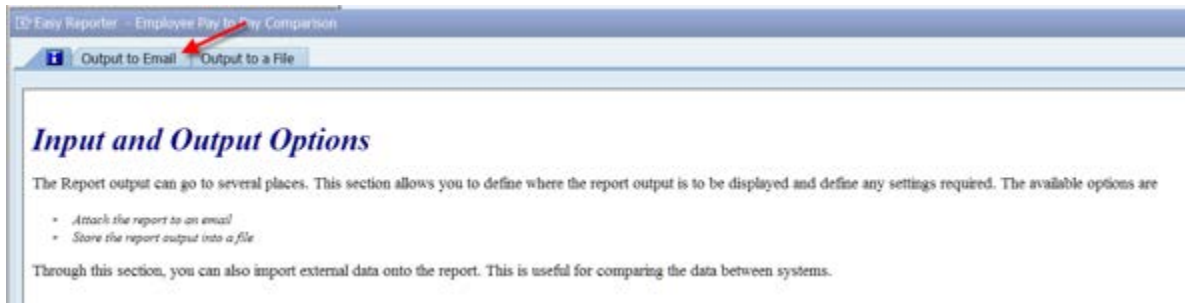
Additional Selections

Selection Type	Option	Value	
Leave Quota			→

STEP 8: To Schedule & Email the Spinifex Report click on the Modify Output Icon



STEP 9: Select Output to Email Tab



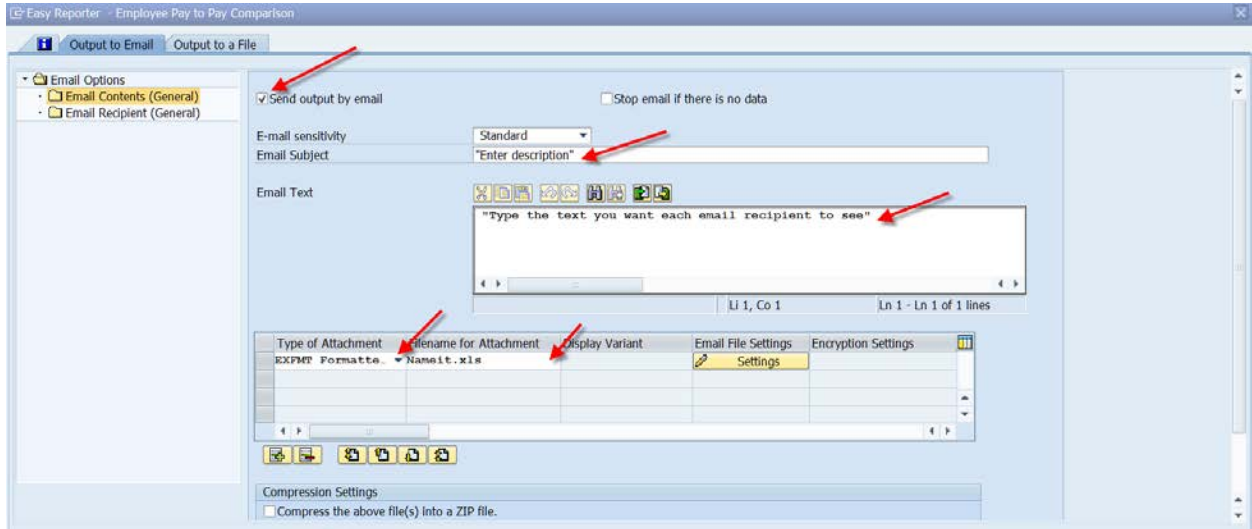
STEP 10: Select Email Contents Folder



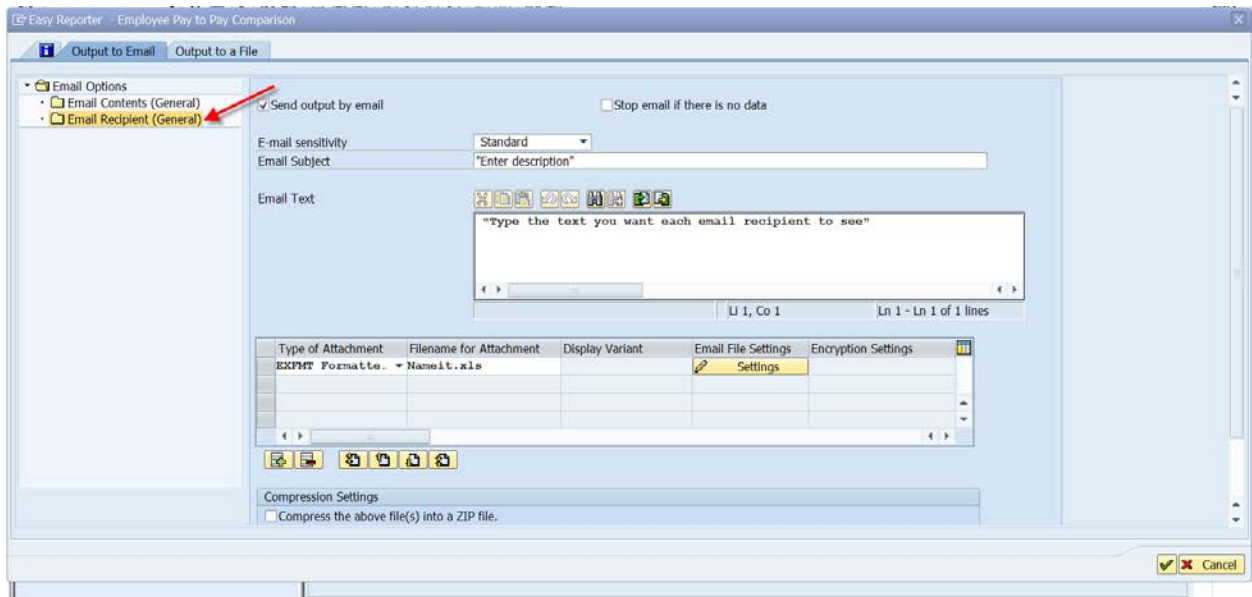
STEP 11: Select "Send Output by email" check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

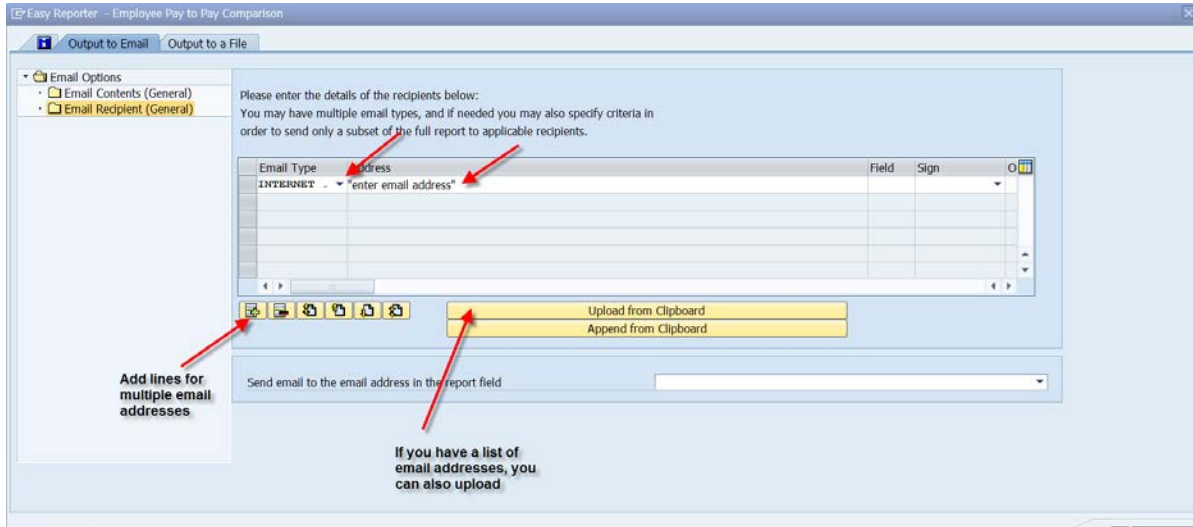


STEP 12: Select Email Recipient Folder

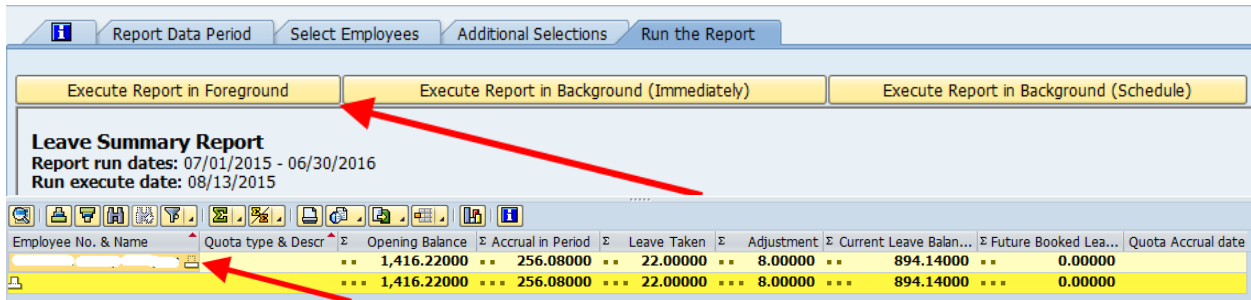


STEP 13: Select "Internet" Email Type (can add multiple lines)

Key in Email address or can Upload from Clipboard multiple e-mail addresses



STEP 14: Now select the Run the Report tab and Execute Report in Foreground. You can also elect to "Execute Report in Background (Schedule)."



STEP 15: Allow report to run, results will display on screen. Click on the Expand Selection Icon to see detail.

Employee No. & Name	Quota type & Descr	Opening Balance	Accrual in Period	Leave Taken	Adjustment	Current Leave Balan...	Future Booked Lea...	Quota Accrual date
	01 - Vacation	160.06000	160.08000	0.00000	0.00000	320.14000	0.00000	
	02 - TDL	0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	04/30/2016
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	03/31/2016
		1,248.16000	0.00000	0.00000	0.00000	566.00000	0.00000	
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	02/29/2016
		0.00000	0.00000	6.00000	0.00000	0.00000	0.00000	07/02/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	01/31/2016
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	05/31/2016
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	12/31/2015
		0.00000	0.00000	8.00000	0.00000	0.00000	0.00000	07/16/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	11/30/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	10/31/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	09/30/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	07/31/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	08/31/2015
		0.00000	8.00000	0.00000	0.00000	0.00000	0.00000	06/30/2016
	02 - TDL	1,248.16000	96.00000	14.00000	0.00000	566.00000	0.00000	
	06 - Holiday	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	
	07 - Holiday	8.00000	0.00000	8.00000	8.00000	8.00000	0.00000	
		1,416.22000	256.08000	22.00000	8.00000	894.14000	0.00000	

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 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**

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

