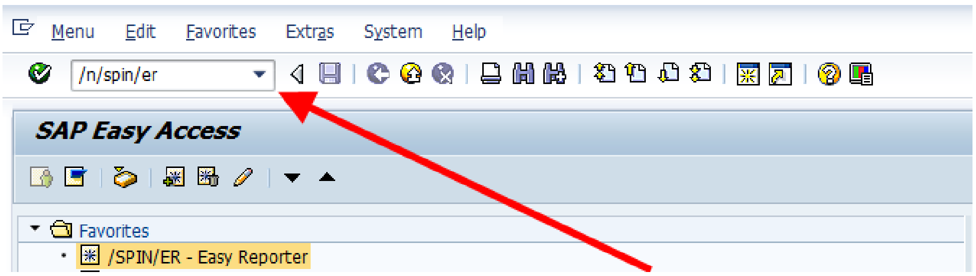
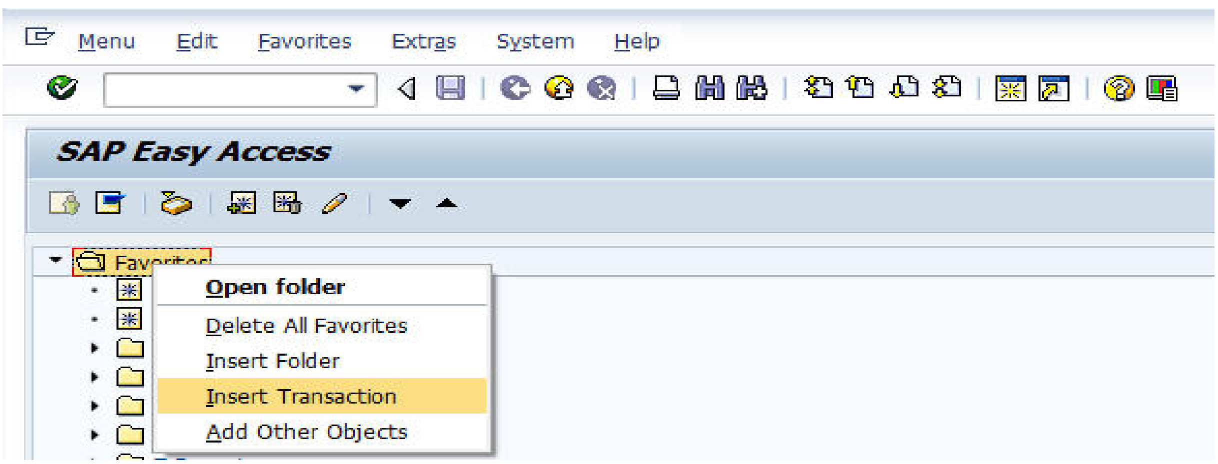
Spinifex Reporting – Quota Summary

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

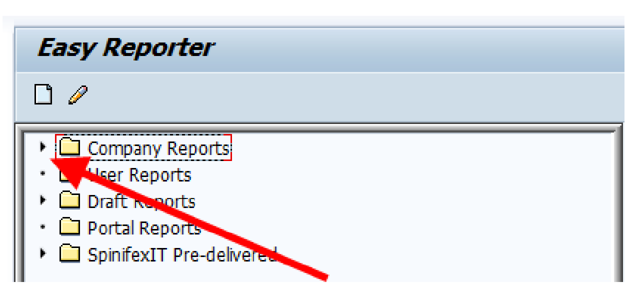
STEP 1: To access Spinifex reporting you can either enter directly in the command field transaction: /n/spin/er



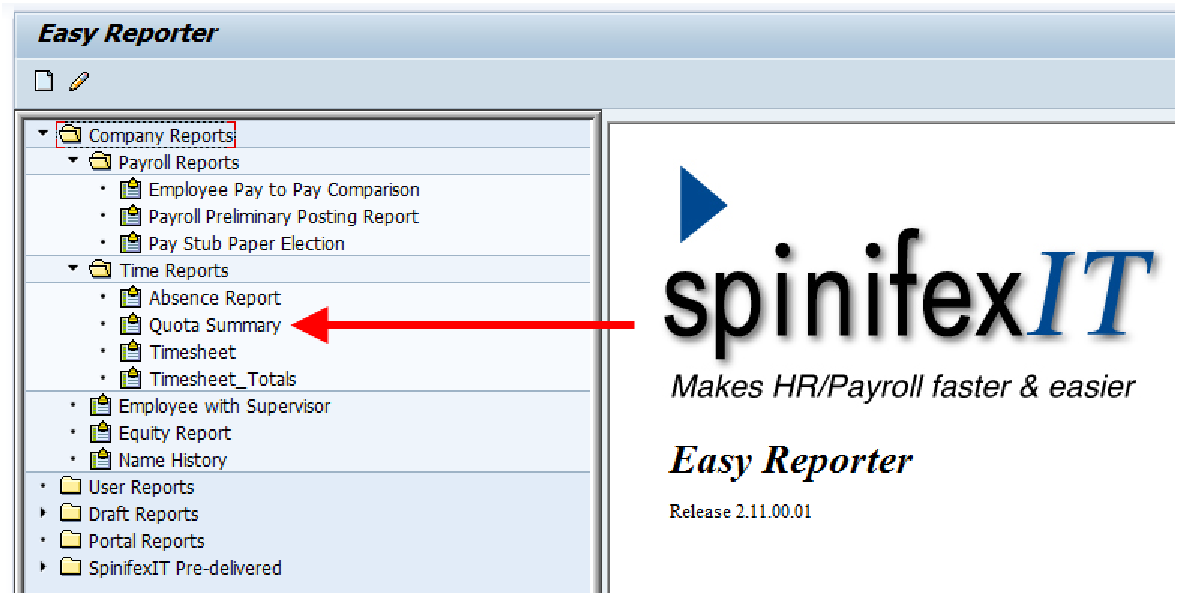
Or Insert Transaction /spin/er in your favorites.



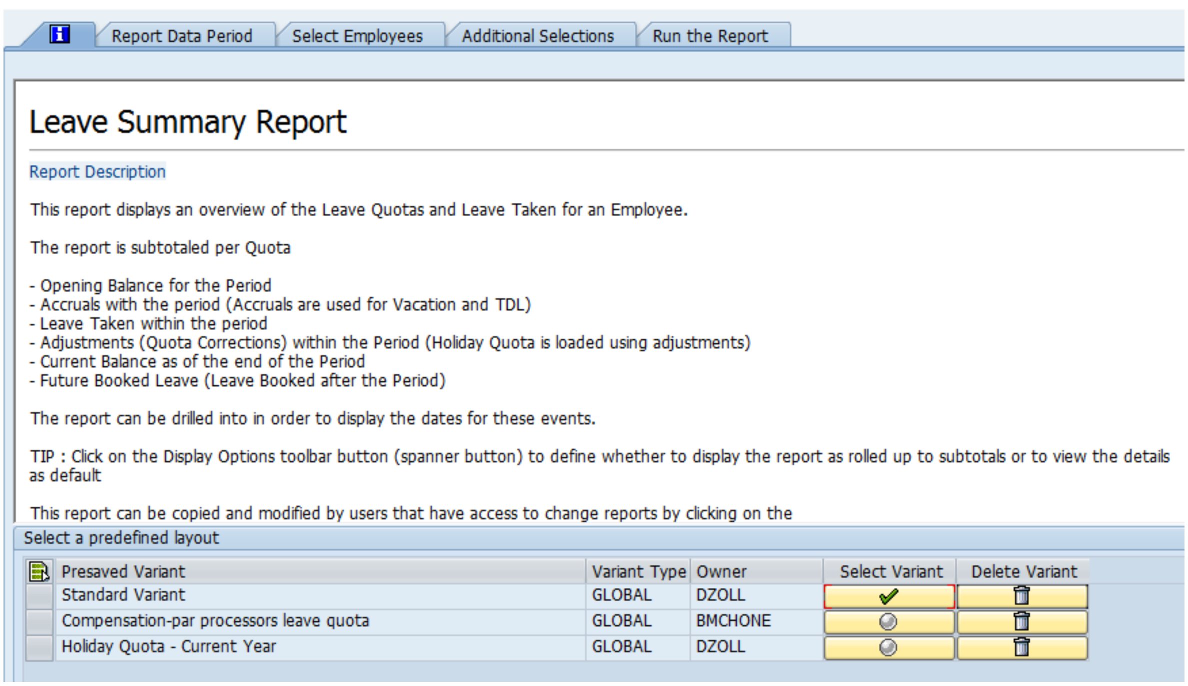
STEP 2: Drill Down by clicking on arrow and select Company Reports - -Time Reports - -Quota Summary



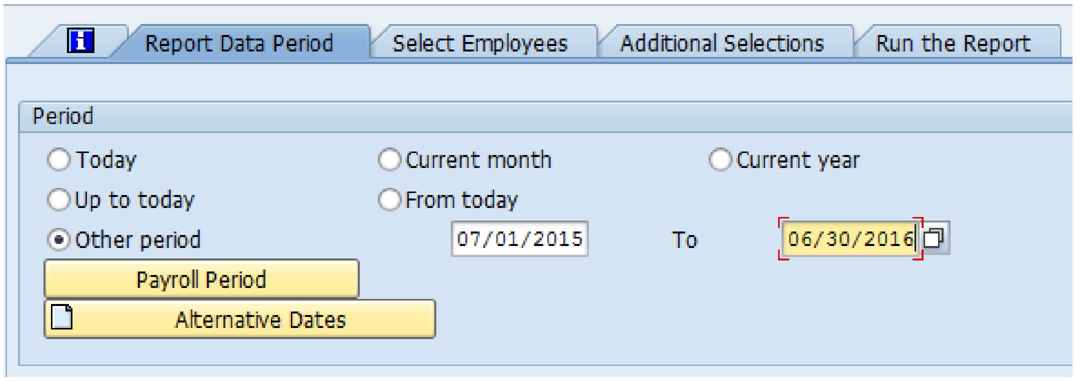
STEP 3: Double Click on the Quota Summary report.



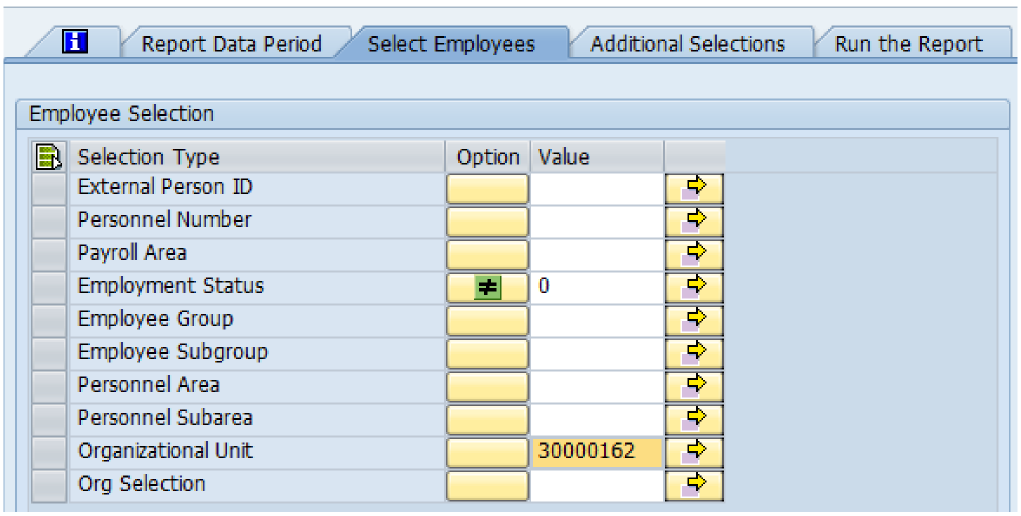
STEP 4: When running the Quota Summary report, the first screen that appears is the tab, which provides a description of the report along with the fields that will display. Select the variant; a green check mark will appear.



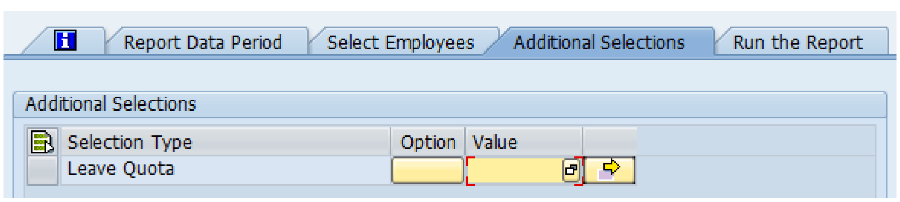
STEP 5: Select Report Data Period Tab and enter the period in which you want to run the report.



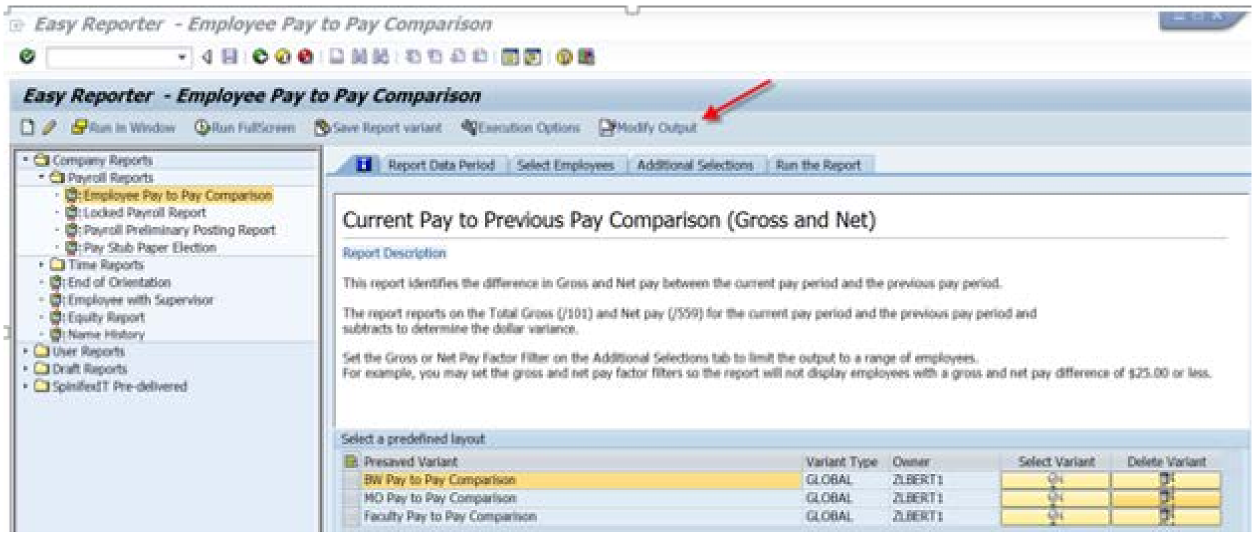
STEP 6: On the Select Employees tab enter either the Org Unit(s) or Employee's Person ID.



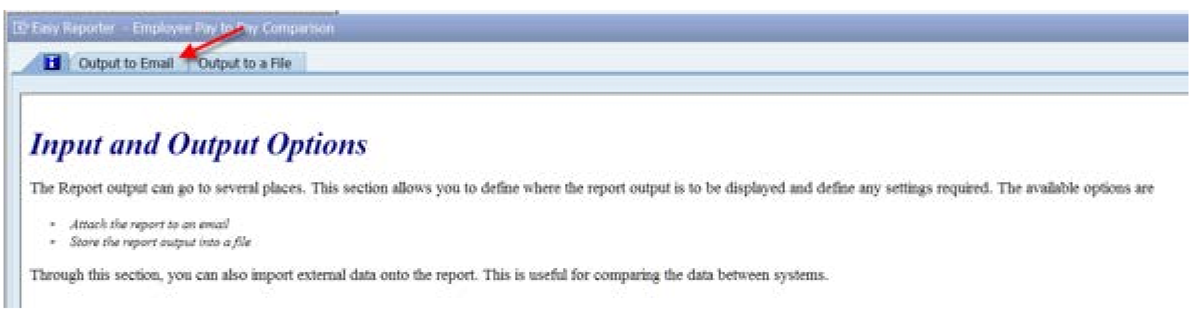
STEP 7: The Additional Selections tab will allow you to request a specific absence types. If you want to look for summary of all absences do not enter a value.



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



STEP 9: Select Output to Email Tab

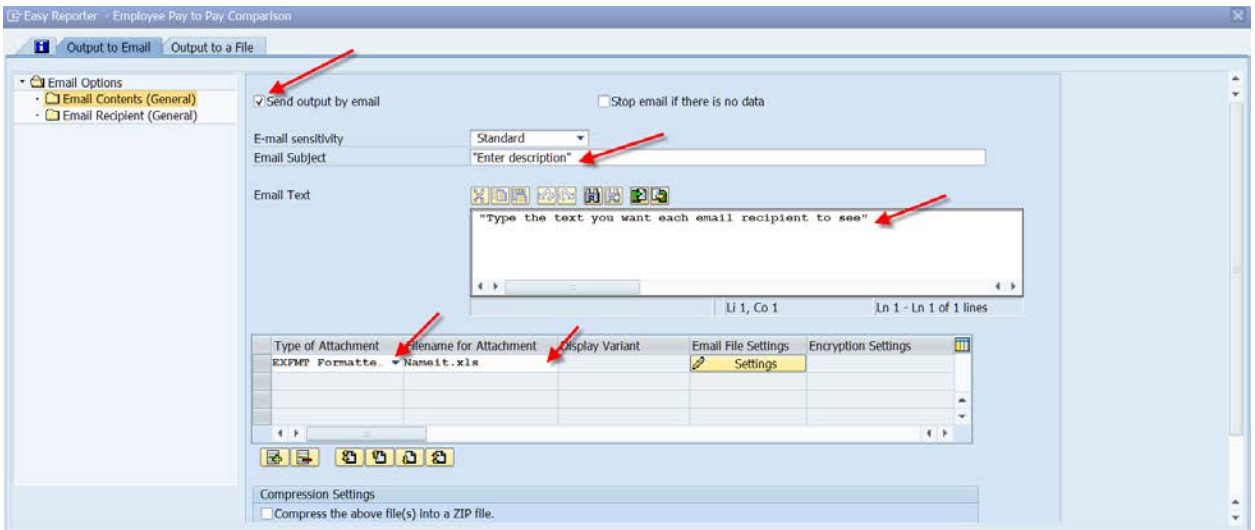


STEP 10: Select Email Contents Folder

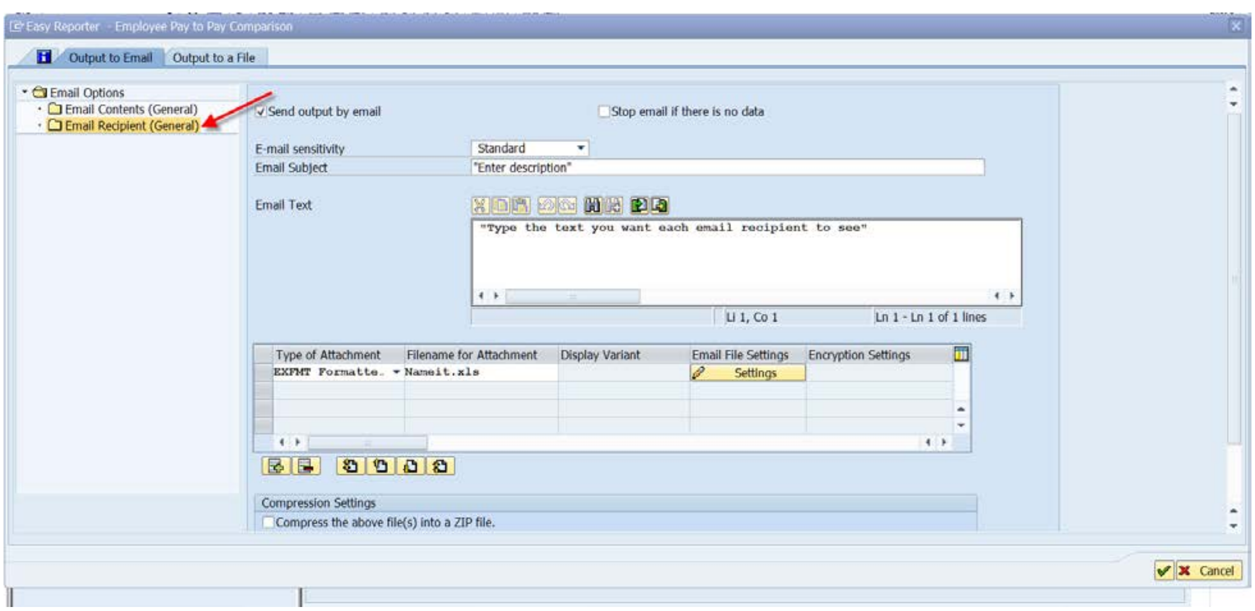
STEP 11: Select “Send Output by email” check box.

Complete Subject Line and Body of Text

Select Excel Formatted File Type and Complete Report Name

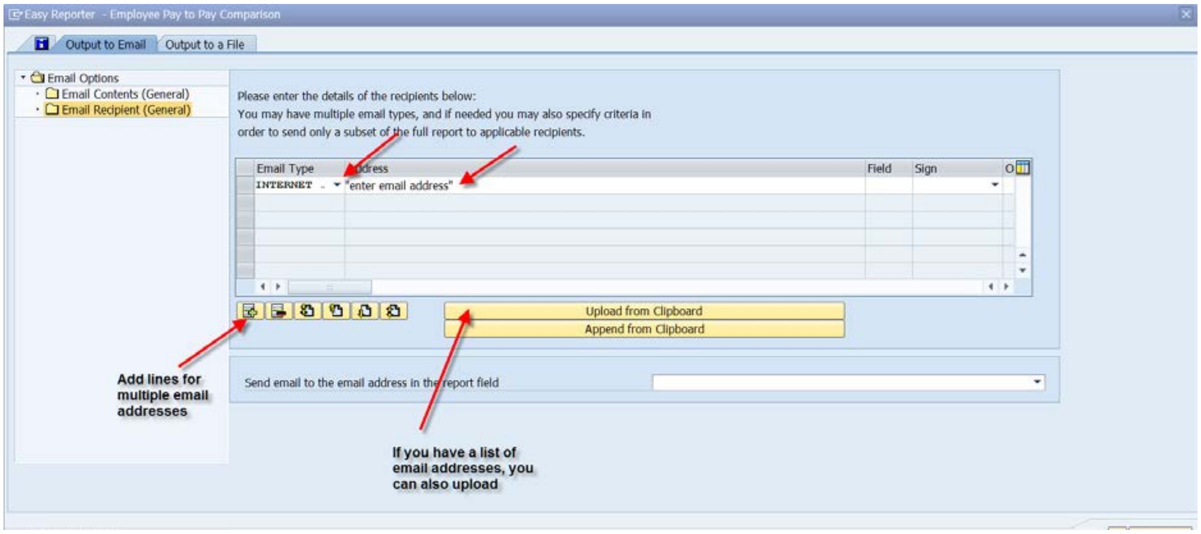


STEP 12: Select Email Recipient Folder

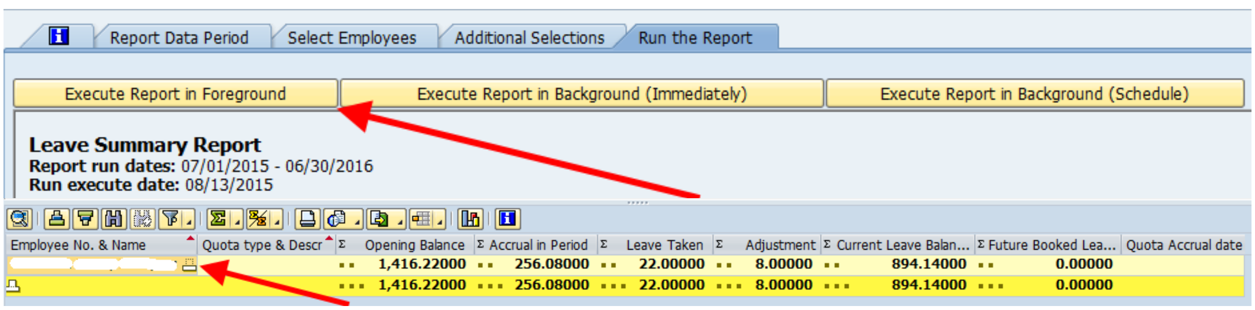


STEP 13: Select “Internet” Email Type (can add multiple lines)

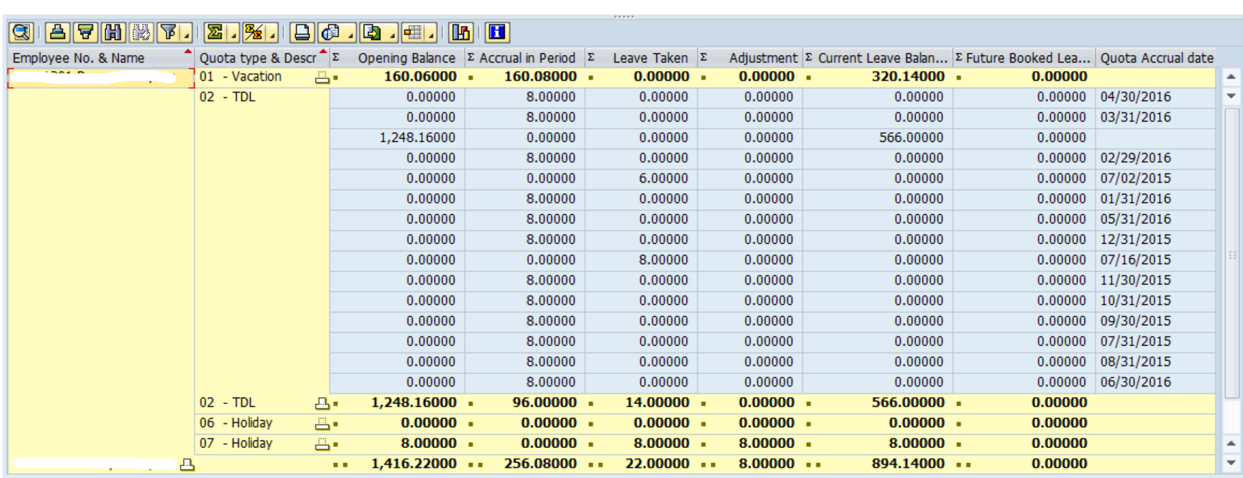
Key in Email address or can Upload from Clipboard multiple e-mail addresses



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



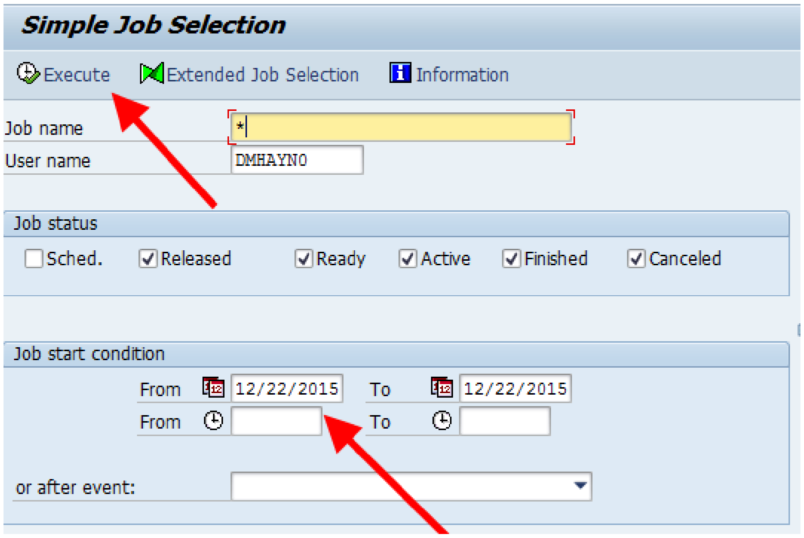
STEP 15: Allow report to run, results will display on screen. Click on the Expand Selection Icon to see detail.



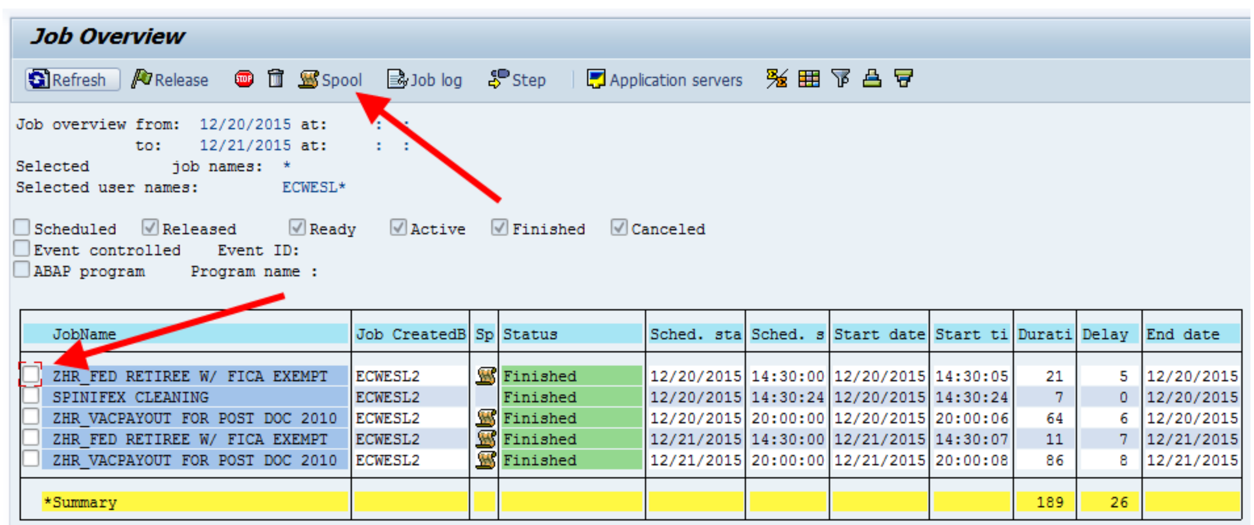
Employee No. & Name	Quota type & Descr	Opening Balance	Accrual in Period	Leave Taken	Adjustment	Current Leave Balan...	Future Booked Lea...	Quota Accrual date
	01 - Vacation	**160.06000**	**160.08000**	**0.00000**	**0.00000**	**320.14000**	**0.00000**	
	02 - TDL	0.00000	8.00000	0.00000	0.00000	0.00000	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



Select the report and click on the Spool Icon.



Then click on the piece of paper under the Type column.