

FIS/HRIS Data Warehouse Cooperative Learning Group
06-03-02
PR By Activity

One method of creating a “Payroll for an Activity Code” report in the FIS DW

- 1) Run the Payroll Crosstab report.
- 2) Switch to the Payroll Ledger window and open that object to edit the query.
- 3) Delete the qualification on Index and add a qualification on Activity, using a prompt like Get!6Activ.
- 4) Change the sort order to be first by Activity, second by Employee, third by Account, and fourth by Index.
- 5) Submit the query.
- 6) In the report, change the column order to put Activity first, and move Index after Acct Title.
- 7) Change the Column Settings to hide the Activity column and to make Index wide enough to see.
- 8) Edit the Report Title to remove references to Index and include the Activity prompt.
- 9) Review the formatting and make any other desired changes.
- 10) Go to the Report menu and choose “Save Report Specification...”, giving the report a new name like “Payroll for an Activity Code”.

Another method:

- 1) Navigate to the Payroll Ledger window.
- 2) Open the Payroll Ledger object.
- 3) Qualify Activity, using a prompt like Get!6Activ.
- 4) Select and sort on Employee Name (LFM), SSN, Index, Index Title, Acct, and Acct Title.
- 5) Use the SUM function on each month's pay and on the Year To Date \$.
- 6) Run and be patient because reports by Activity Code are slow (often 1:30 or more).
- 7) Take into Standard Reports and format as desired.