



# InfoAdvantage Reports: HRM-Payroll

Monterey County



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## InfoAdvantage Reports

### Table of Contents

InfoAdvantage Reports .....	2
Table of Contents .....	2
Interactions .....	3

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## Interactions

Link to 3.10 InfoAdvantage:

<http://infoadv.in.co.monterey.ca.us/BOE/BI>

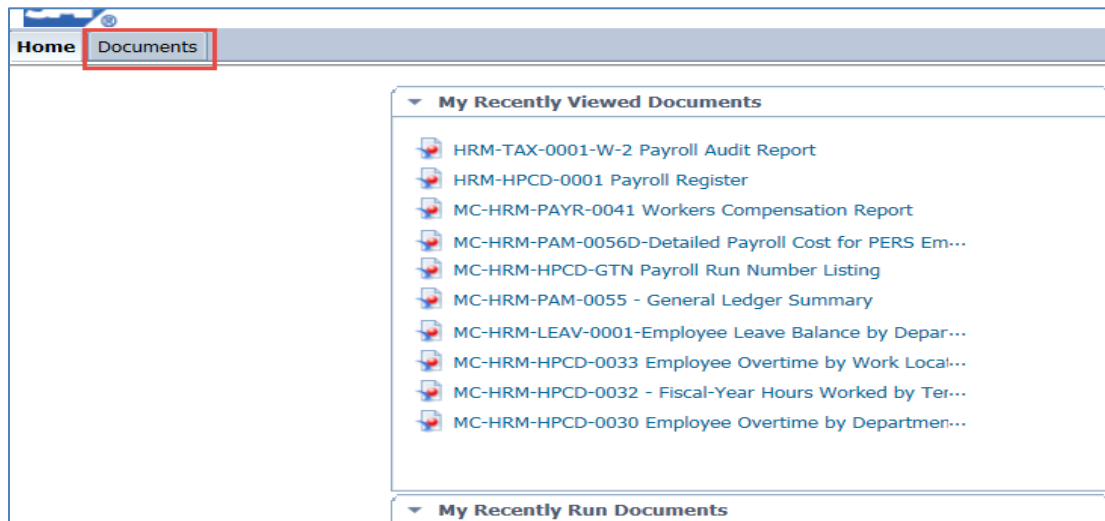
- 1) User logs in to InfoAdvantage using their userID.

The screenshot shows the SAP BusinessObjects BI launch pad login interface. At the top, it says "SAP BusinessObjects BI launch pad". Below this, there is a prompt: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." The login form contains four fields: "System:" with the value "MCSC8VPRPT01:6400", "User Name:", "Password:", and "Authentication:" with a dropdown menu set to "Windows AD". A "Log On" button is located at the bottom right of the form. The SAP logo and a "Help" link are also visible at the bottom of the page.

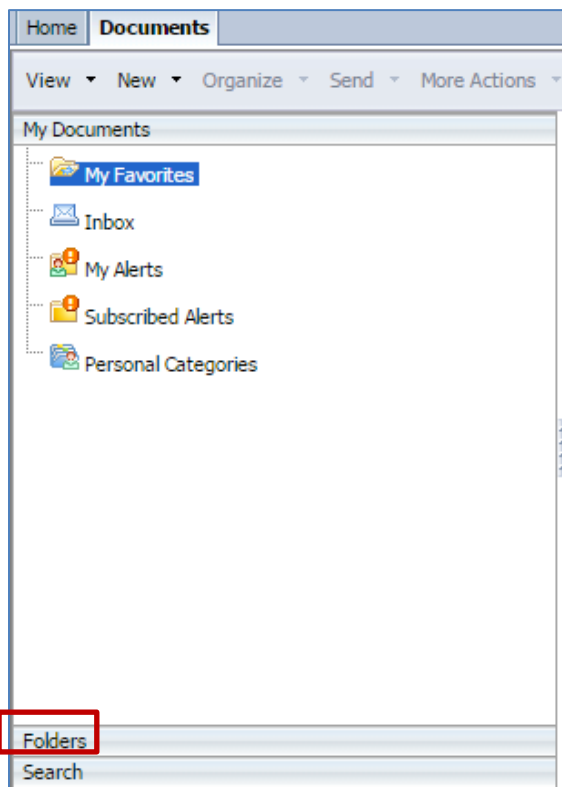
- 2) Once logged in, user will be in InfoAdvantage main menu:

The screenshot displays the SAP InfoAdvantage main menu for user "Girard, Patricia". The interface includes a top navigation bar with "Home" and "Documents" tabs, and a user profile section with "Welcome: Girard, Patricia", "Applications", "Preferences", "Help menu", and "Log off" options. The main content area is divided into several sections: "My Recently Viewed Documents" (listing various payroll and financial reports), "My Recently Run Documents" (showing "No recently run documents"), "0 unread messages in My Inbox" (showing "No unread messages"), and "0 Unread Alerts" (showing "No unread alerts"). A "My Applications" section is also visible on the right side.

3) User will select the **Documents** tab, located on the top left hand corner of the screen:

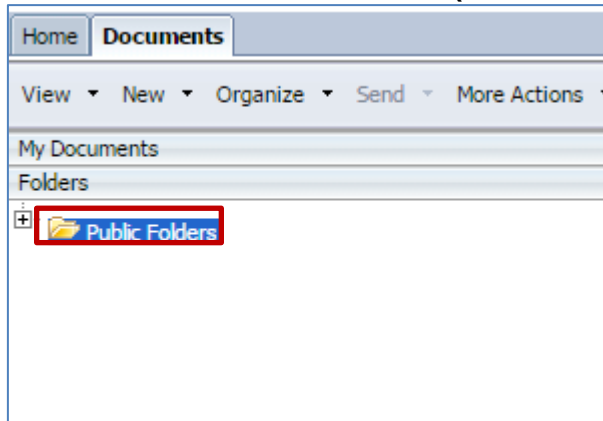


4) User will navigate to the folders library by clicking **Folders** on the bottom left of the screen:

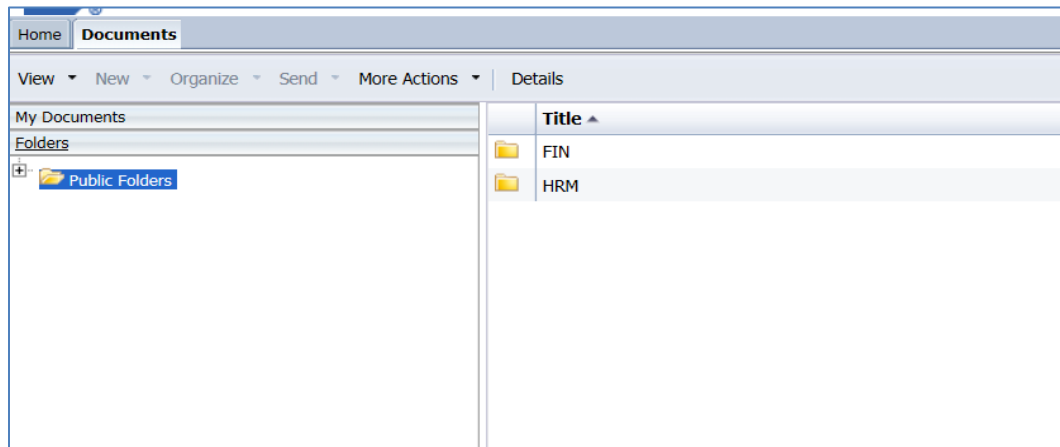


5) The folder library will slide up and user will see all the folders they have access to.

Double click on **Public Folders (or click the +)** to see all your folder options.



6) Public folders will appear in the middle portion of the screen. User will select **appropriate folder**, and a list of folders will appear.





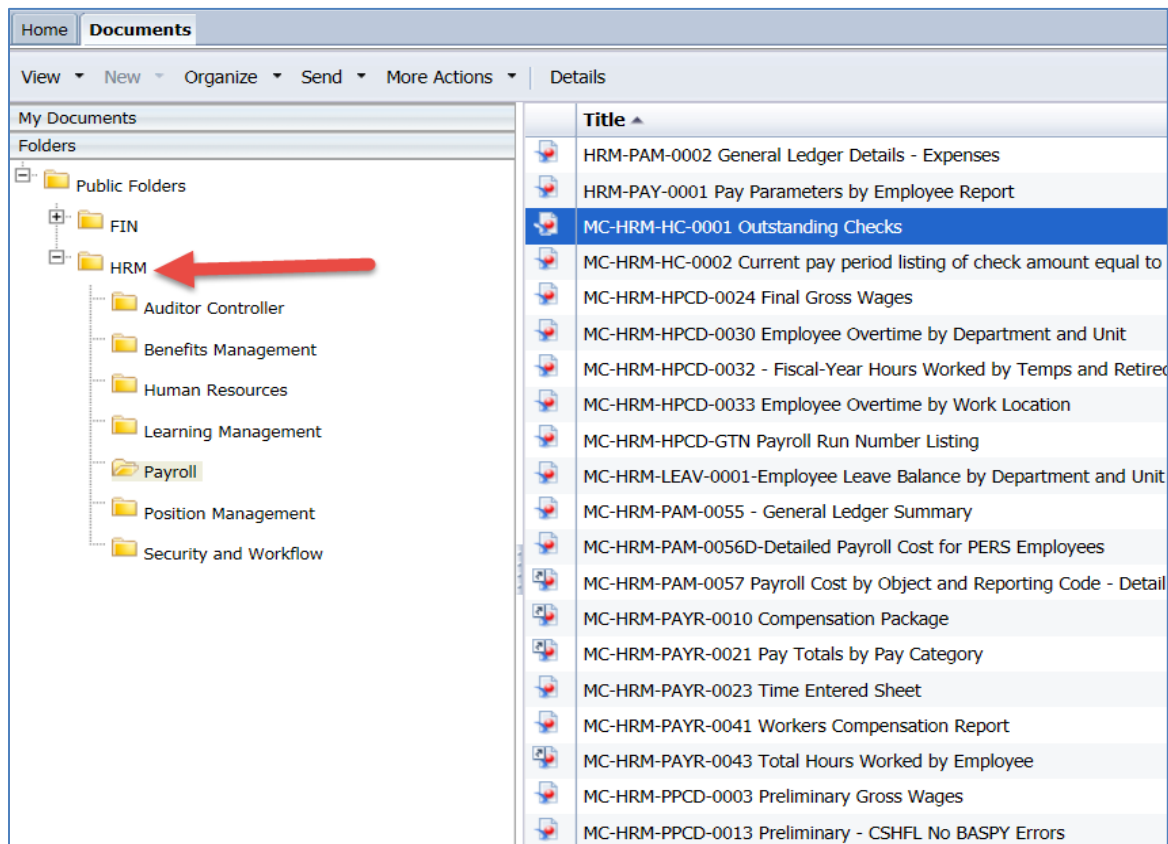
7) The folders listed can be opened by double clicking on the category you wish to view:

	Title ▲
	Auditor Controller
	Benefits Management
	Human Resources
	Learning Management
	<b>Payroll</b>
	Position Management
	Security and Workflow

**Example:** Double click on Payroll folder and the below reports will appear:

	Title ▲
	HRM-PAM-0002 General Ledger Details - Expenses
	HRM-PAY-0001 Pay Parameters by Employee Report
	<b>MC-HRM-HC-0001 Outstanding Checks</b>
	MC-HRM-HC-0002 Current pay period listing of check amount equal to
	MC-HRM-HPCD-0024 Final Gross Wages
	MC-HRM-HPCD-0030 Employee Overtime by Department and Unit
	MC-HRM-HPCD-0032 - Fiscal-Year Hours Worked by Temps and Retired
	MC-HRM-HPCD-0033 Employee Overtime by Work Location
	MC-HRM-HPCD-GTN Payroll Run Number Listing
	MC-HRM-LEAV-0001-Employee Leave Balance by Department and Unit
	MC-HRM-PAM-0055 - General Ledger Summary
	MC-HRM-PAM-0056D-Detailed Payroll Cost for PERS Employees
	MC-HRM-PAM-0057 Payroll Cost by Object and Reporting Code - Detail
	MC-HRM-PAYR-0010 Compensation Package
	MC-HRM-PAYR-0021 Pay Totals by Pay Category
	MC-HRM-PAYR-0023 Time Entered Sheet
	MC-HRM-PAYR-0041 Workers Compensation Report
	MC-HRM-PAYR-0043 Total Hours Worked by Employee
	MC-HRM-PPCD-0003 Preliminary Gross Wages
	MC-HRM-PPCD-0013 Preliminary - CSHFL No BASPY Errors

8) To navigate back to the beginning, click on the HRM folder in the left pane:

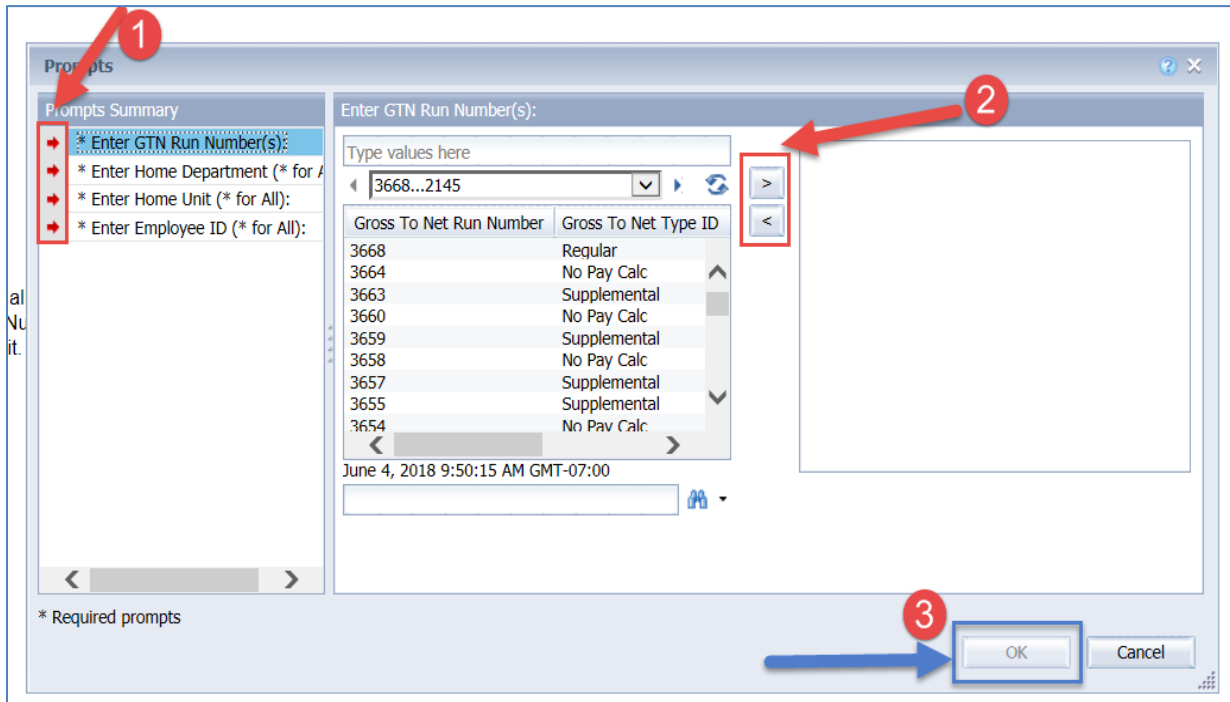


9. To run a report, double click on report. When report appears, you will need to click on the



refresh button located on the lower right hand corner.

10. The refresh button will bring up the prompts page.



1. Prompts Summary all arrows will need to be green before report can run.

2. Each prompt will require either a wild card (\*) or data. To access data click on the

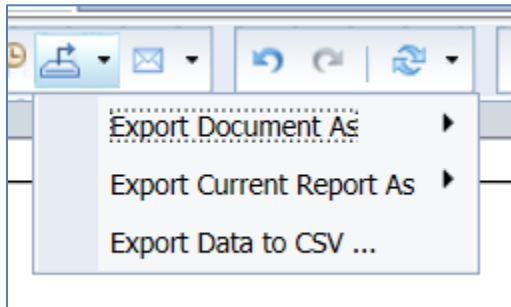


refresh button and once you select values you can double click or use arrows to populate parameters of report.

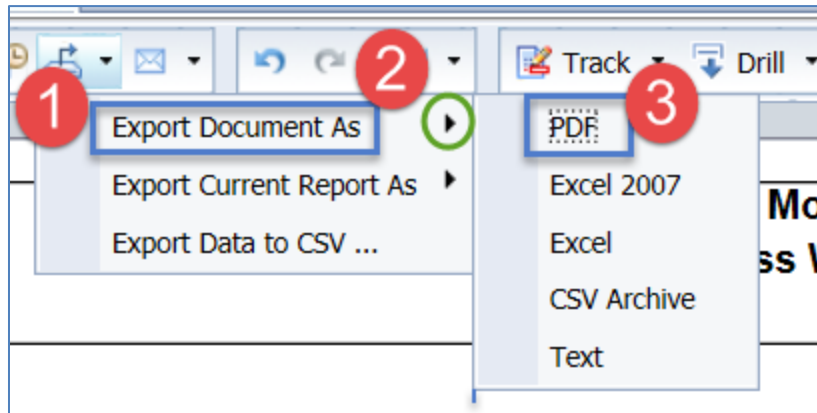
3. To run report, the “OK” button must go to black, then click on report and run.



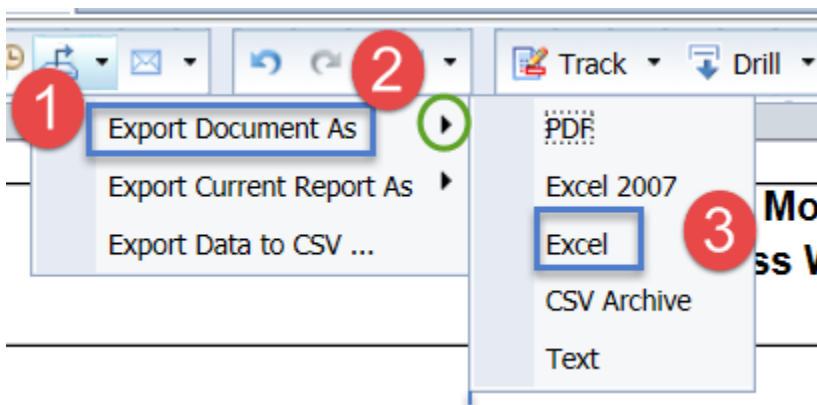
11. To save reports or download, use the export button . The following will pop up.



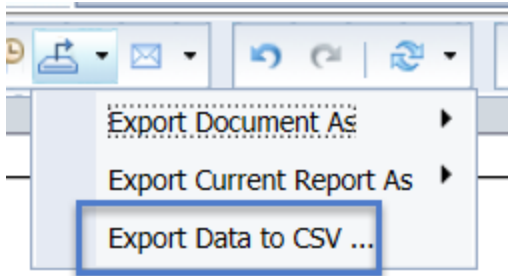
12. To export report as a PDF, select Export Document As, click on arrow and select "PDF".




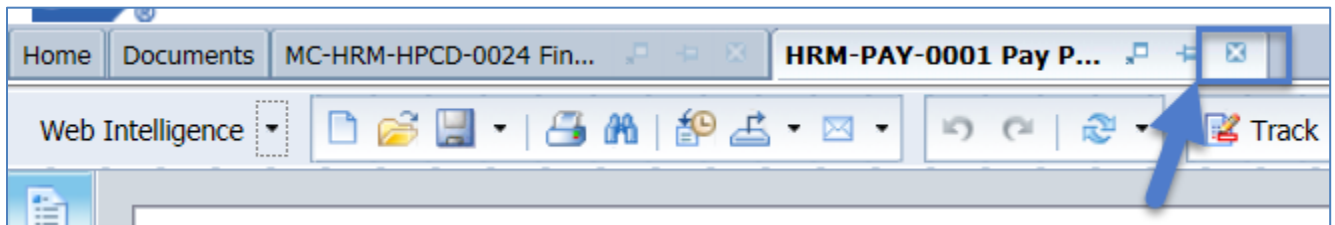
13. To export report as an Excel file, select Export Document As, click on arrow and select "Excel".



14. To export report as a CSV file, select Export Document As, click on arrow and select Export Data to CSV.



15. To close report click on the  and a prompt will come up to ensure you want to



Close report.