InfoAdvantage Reports:
HRM-Payroll

InfoAdvantage Reports

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Interactions

Link to 3.10 InfoAdvantange:

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

1) User logs in to InfoAdvantage using their userID.

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

3) User will select the **Documents** tab, located on the top left hand corner of the screen:
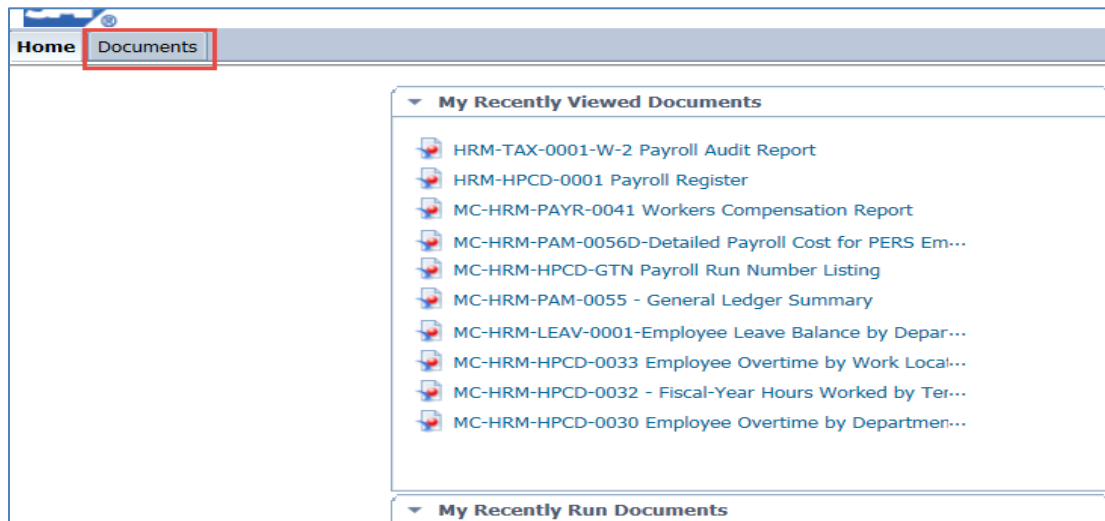
4) User will navigate to the folders library by clicking **Folders** on the bottom left of the screen:
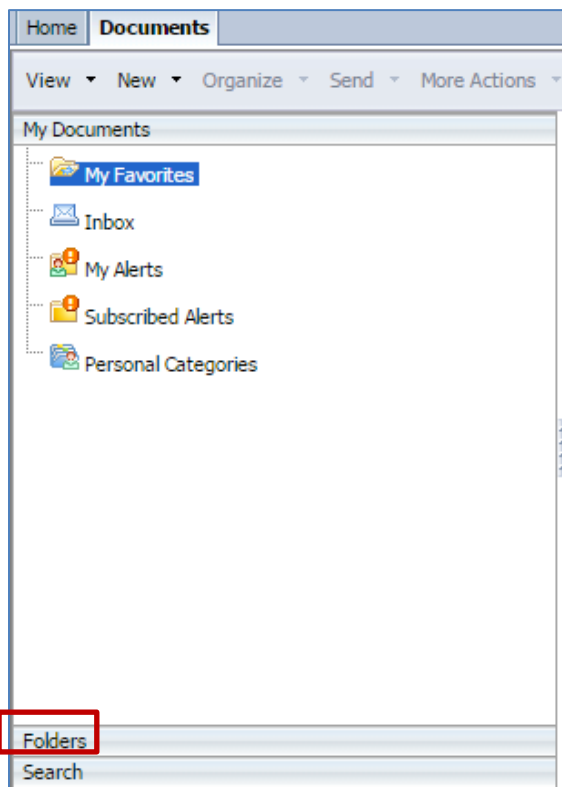
5) The folder library will slide up and user will see all the folders they have access to.
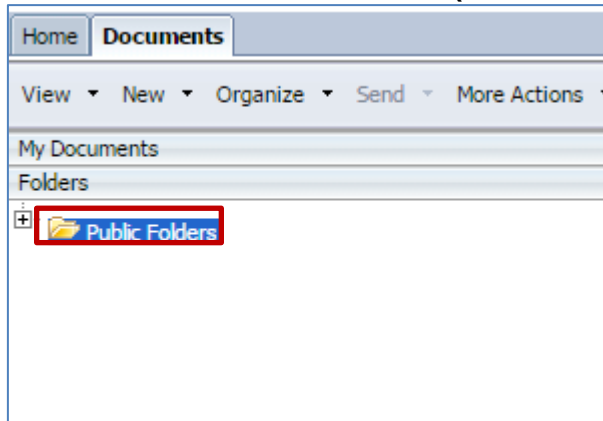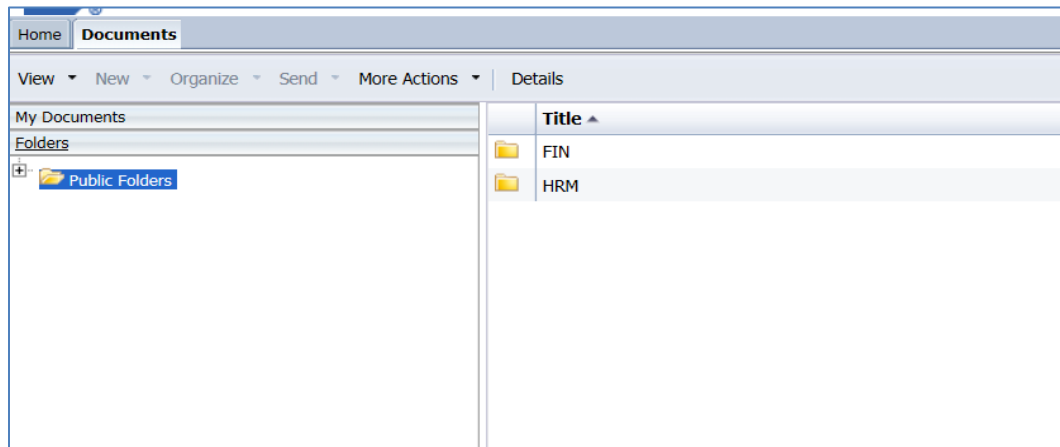
Double click on **Public Folders (or click the +)** to see all your folder options.

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
📁 Payroll
📁 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
MC-HRM-HC-0001 Outstanding Checks
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:
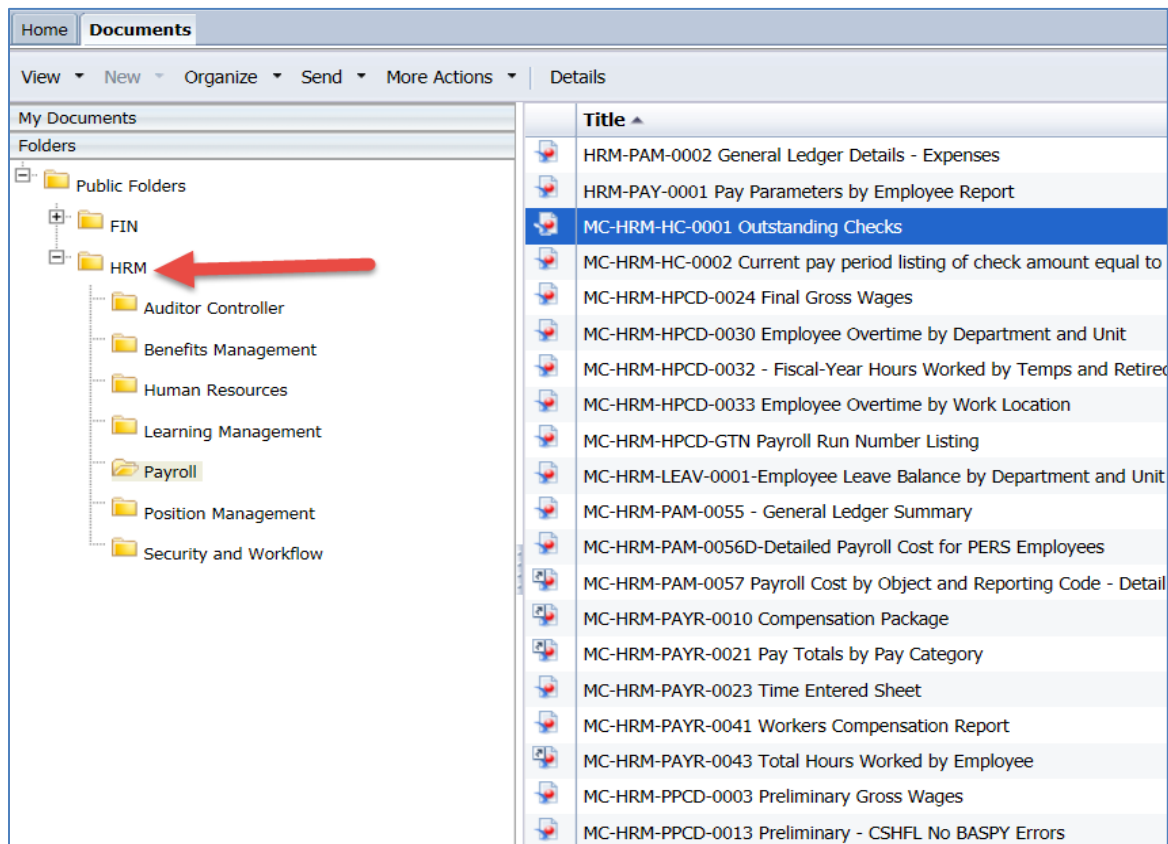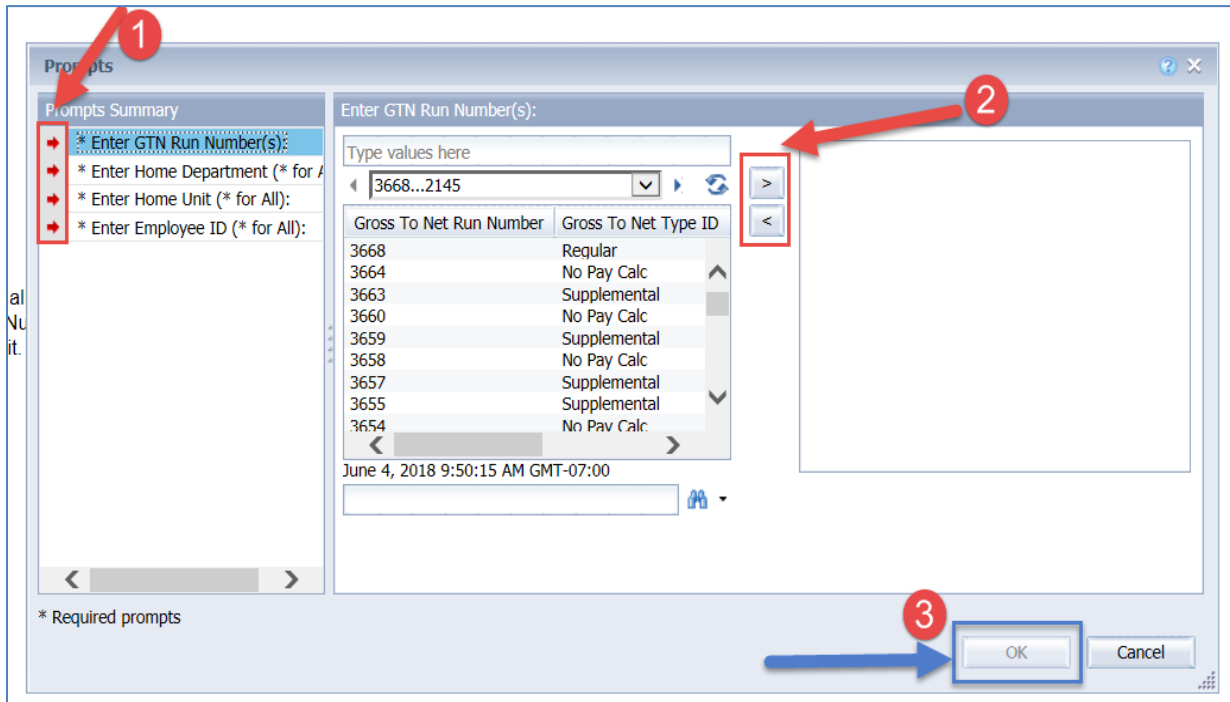

9. To run a report, double click on report. When report appears, you will need to click on the

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.

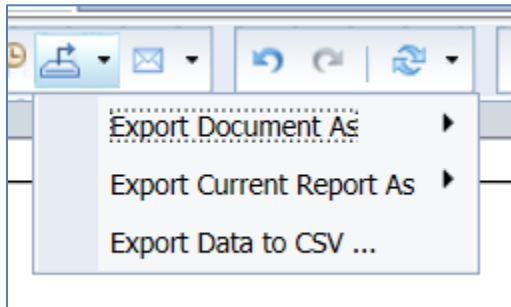2. Each prompt will require either a wild card (*) or data. To access data click on the

   refresh button ⟳ and once you select values you can double click or use arrows to populate parameters of report.
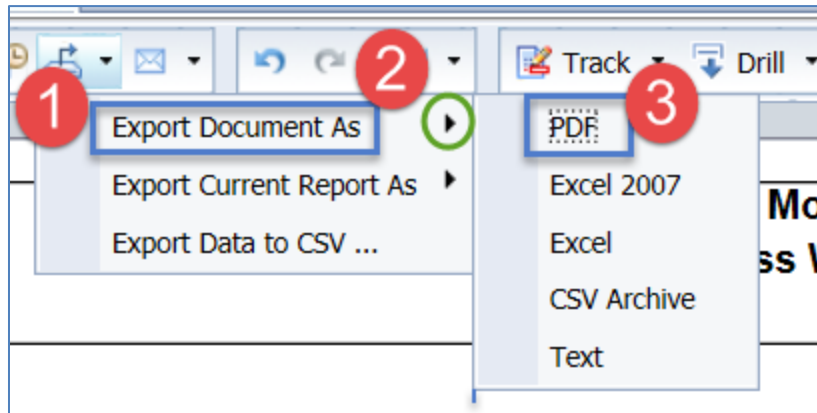
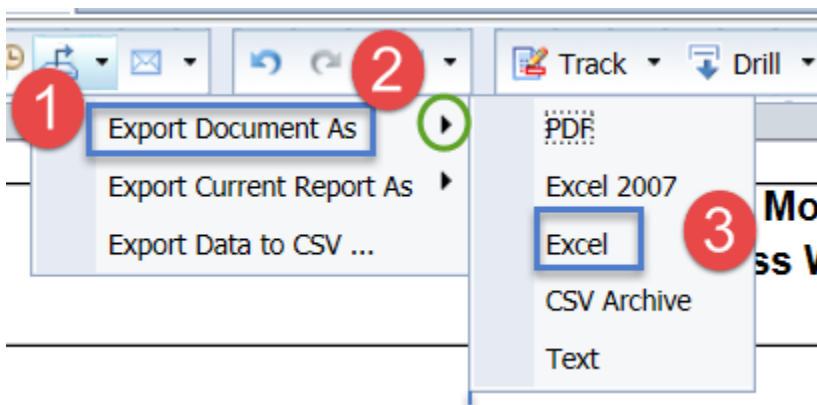3. To run report, the "OK" button must go to black, then click on report and run.

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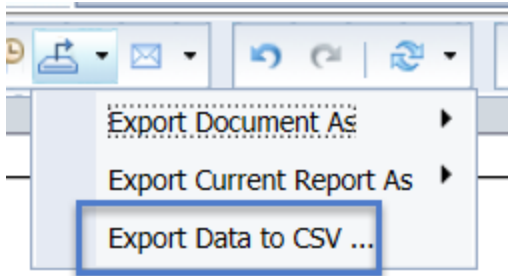

12. To export report as a PDF, select Export Document As, click on arrow and select "PDF".
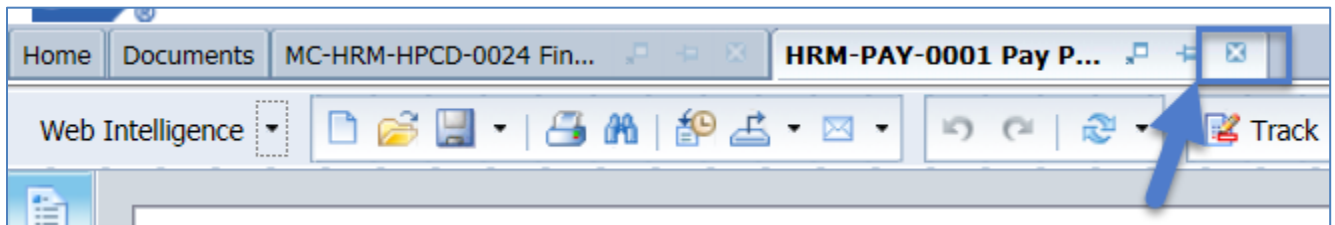

13. To export report as an Excel file, select Export Document As, click on arrow and select "Excel".

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.