Creating Variants for BI Payroll Reports in FMMI

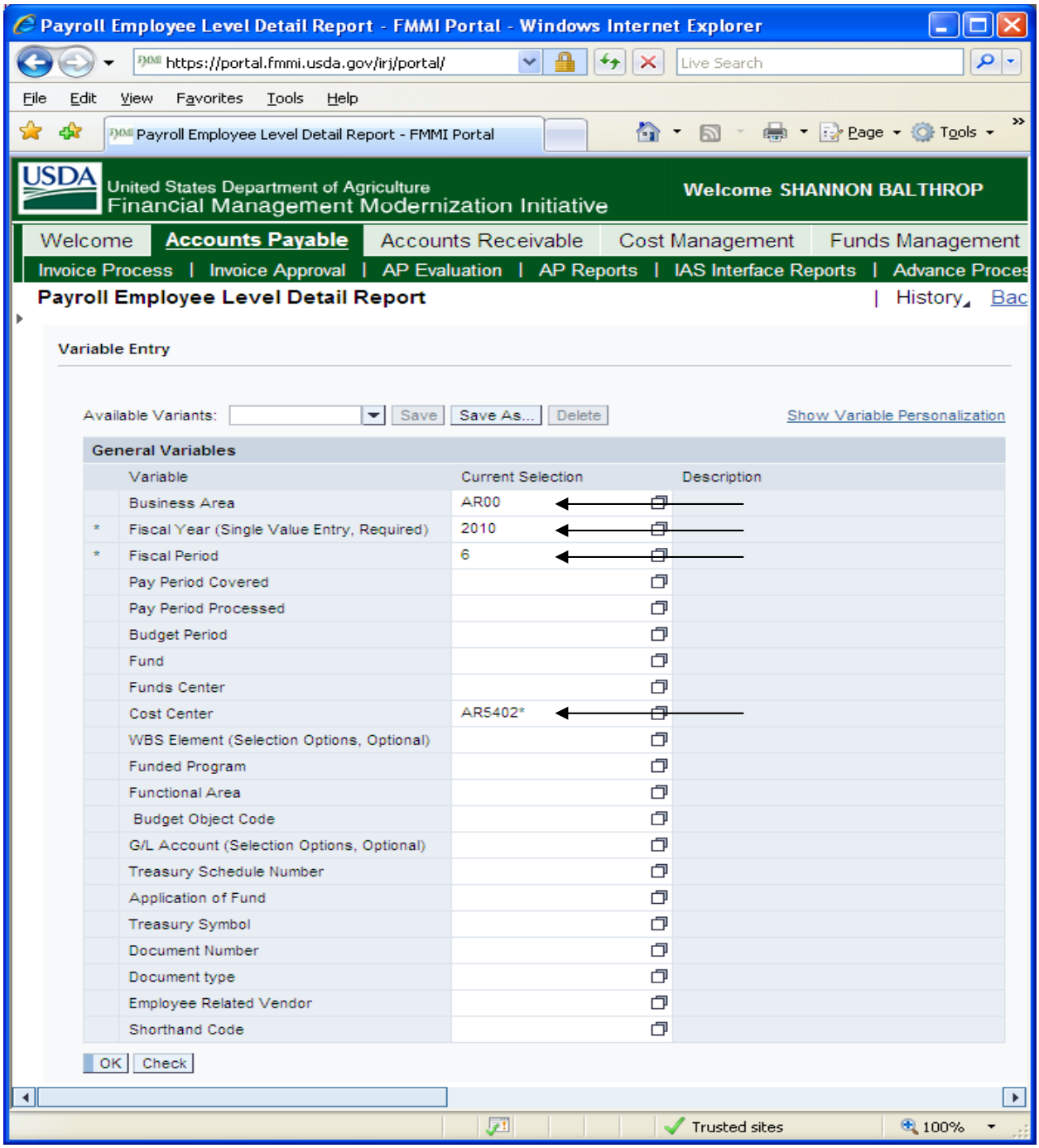
Log into FMMI and click on:

Accounts Payable

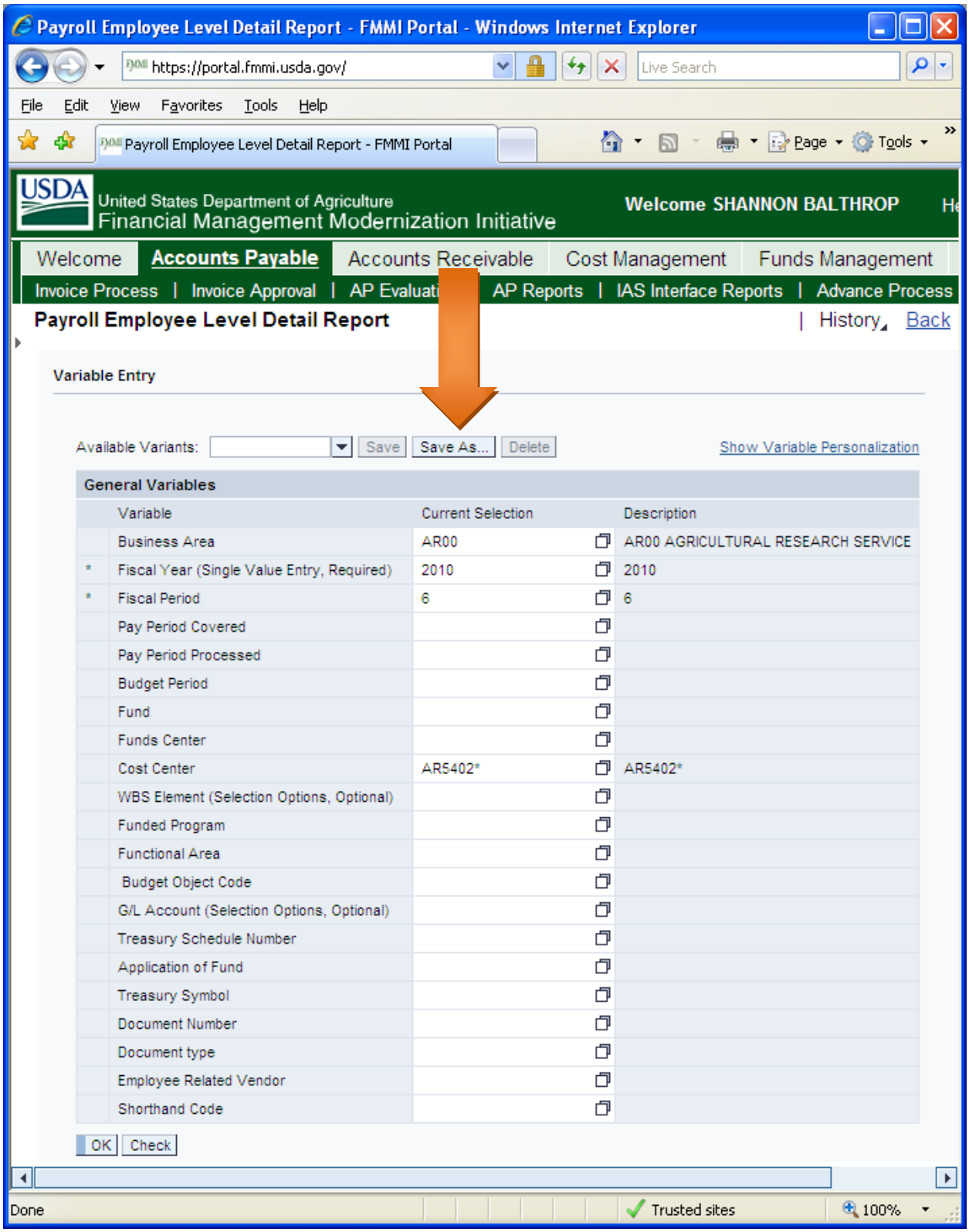
BI Payroll Reports

Payroll Employee Level Detail Report

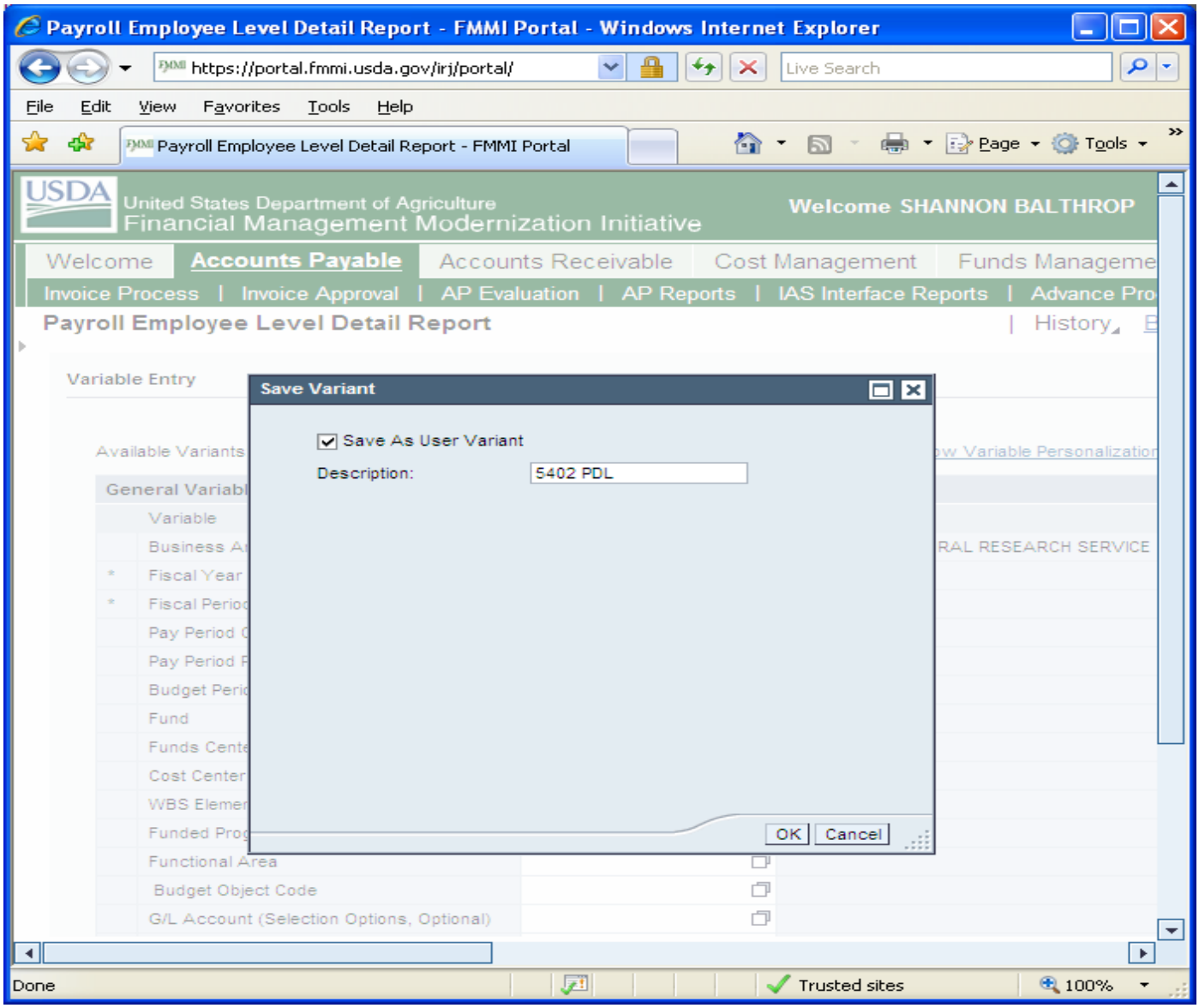
1.) Fill in any variables you'd like to save, such as Business Area, Fiscal Year, Fiscal Period, and Cost Center.
(Ex: Cost Center = AR5402* to pull report by that entire mode code)



2.) Click “Save As” at the top of the General Variables box:



3.) A box will pop up and in the description field you can type in the title of the variant you want to save (Ex: 5402 PDL). Make sure that you check the box that says “Save As User Variant”.

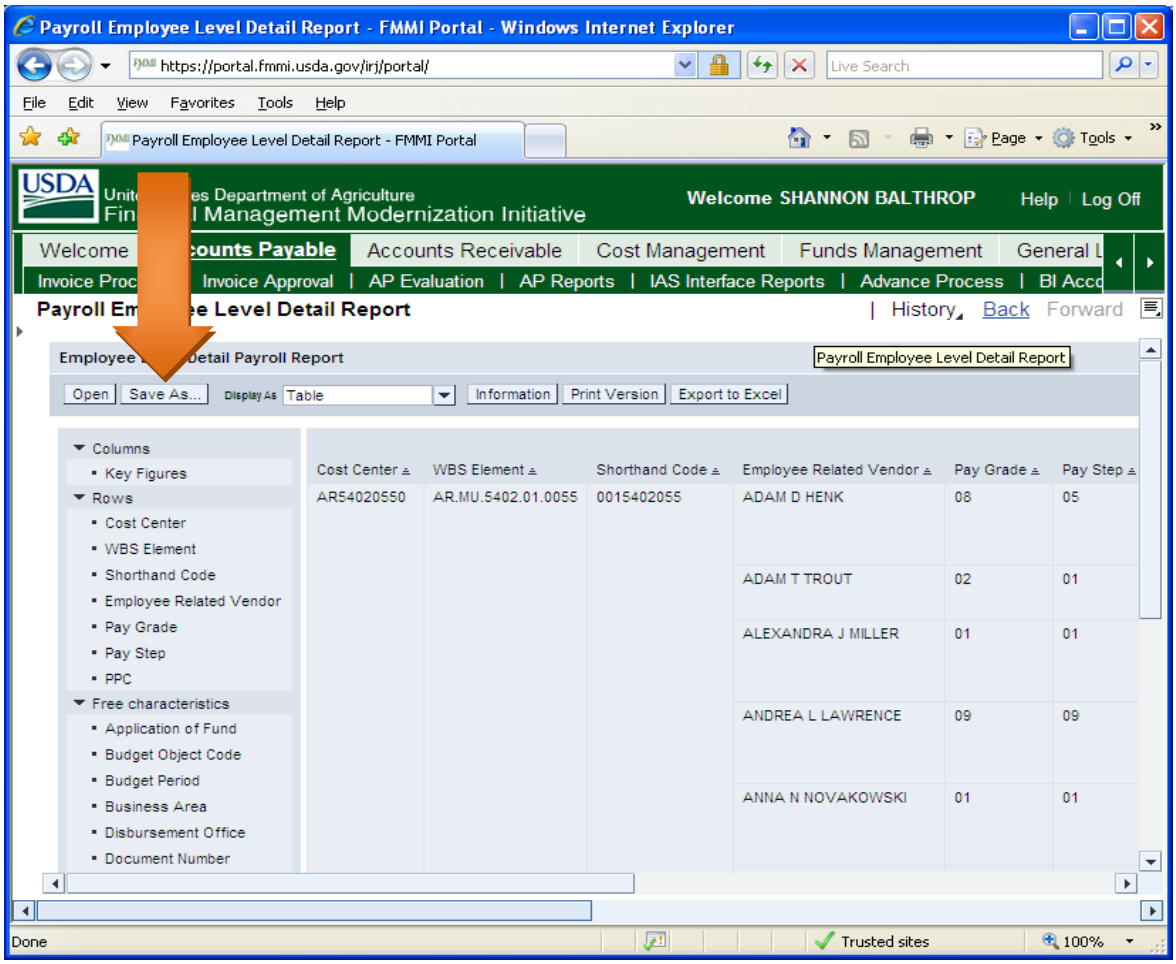


4.) Click “OK” at the bottom

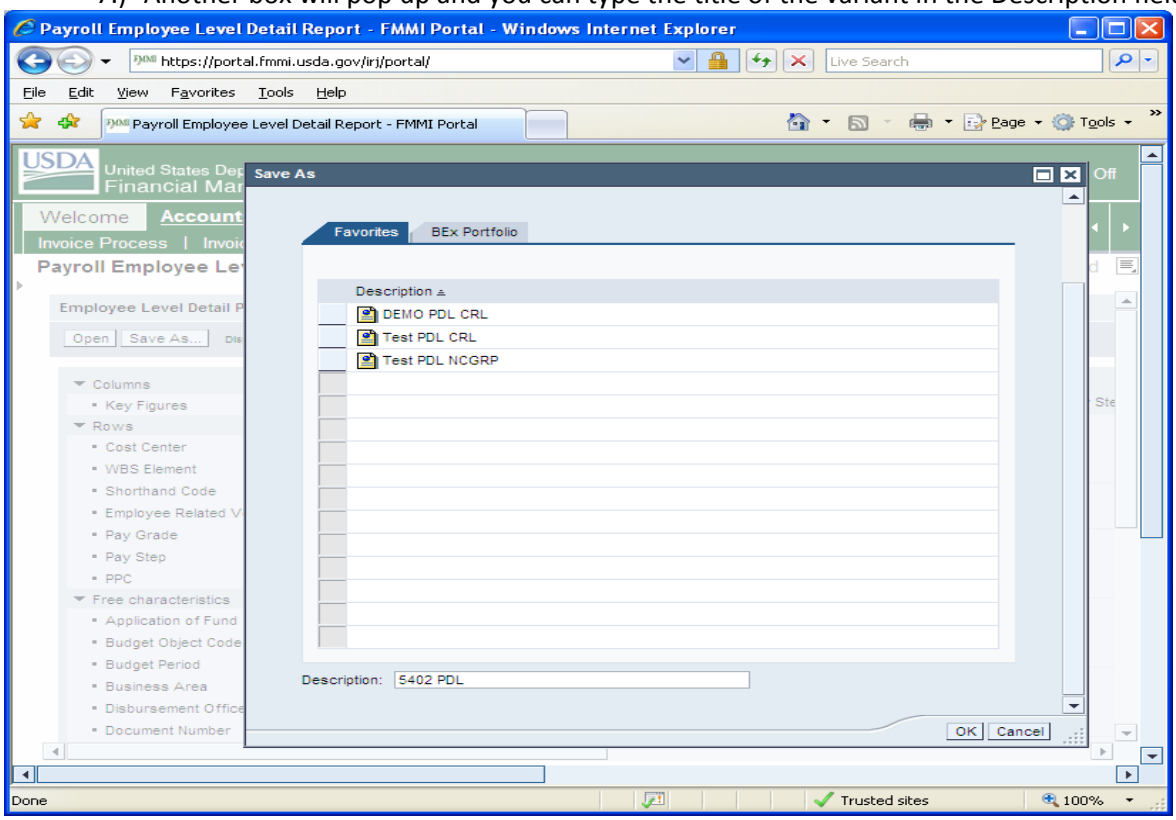
5.) The payroll report should pull up and now you can format the report however you’d like and save the format as a variant.

(Formatting examples: Drag Business Area, PPP (pay period processed), Pay Series, and Fund down to the Free Characteristics. Drag Shorthand Code and WBS Element up to the Rows and get rid of the extra unnecessary text. Can also sort Employee Related Vendor column ascending by text, etc.)

6.) Once the report looks like you want it to, click “Save As” at the top:

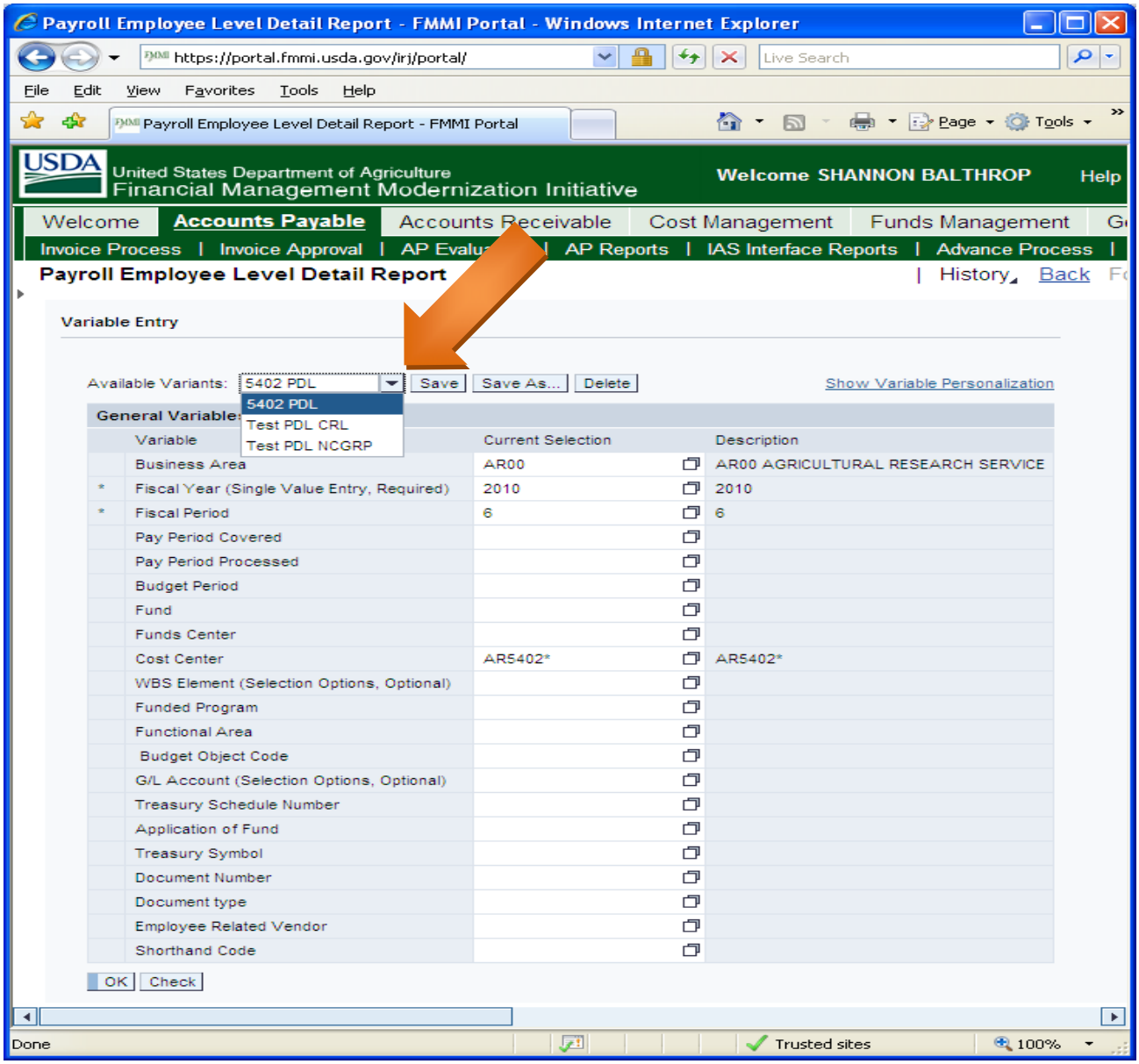


7.) Another box will pop up and you can type the title of the variant in the Description field (Ex: 5402 PDL):

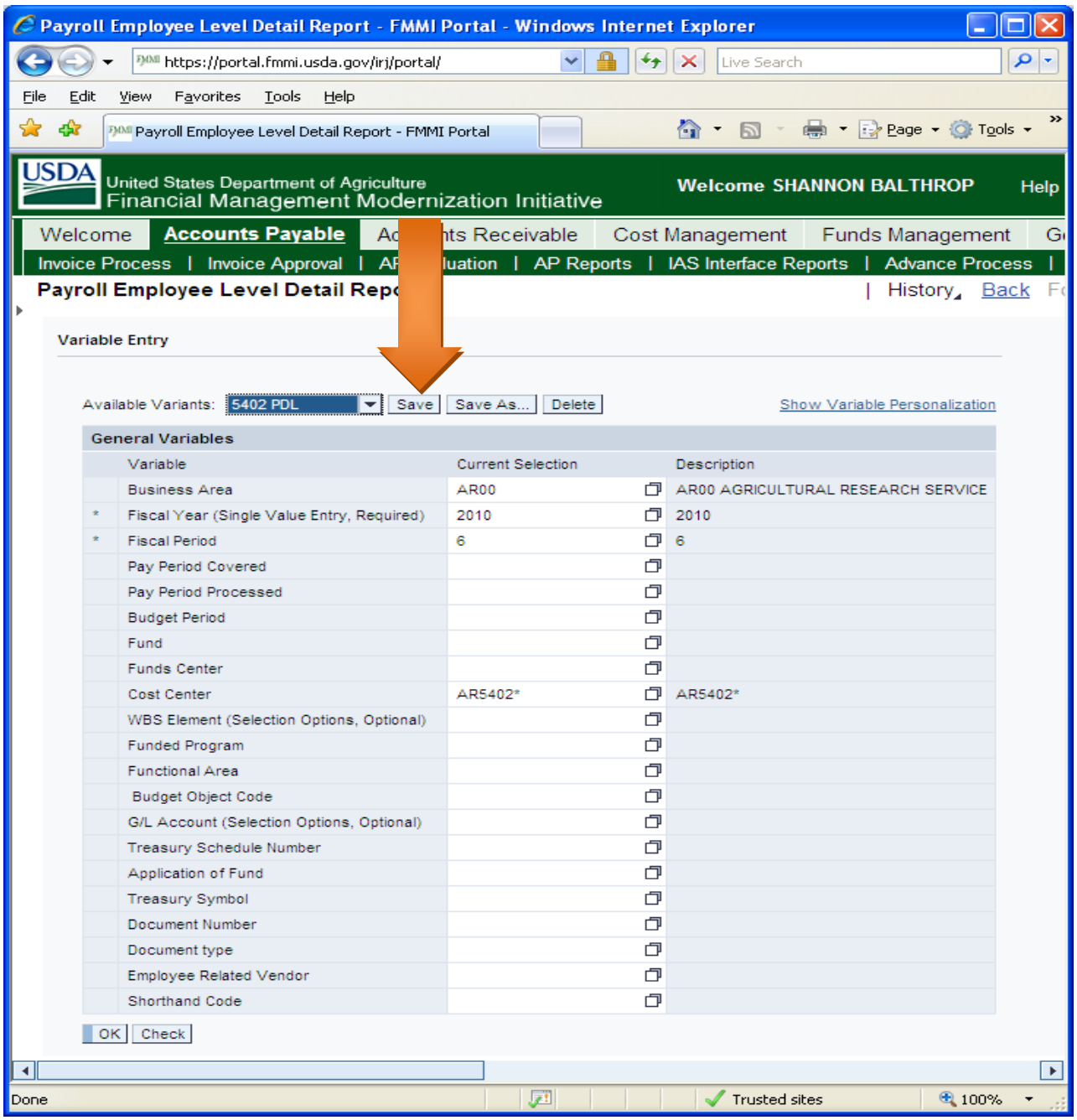


8.) Click OK and it will take you back to the Variable Entry screen.

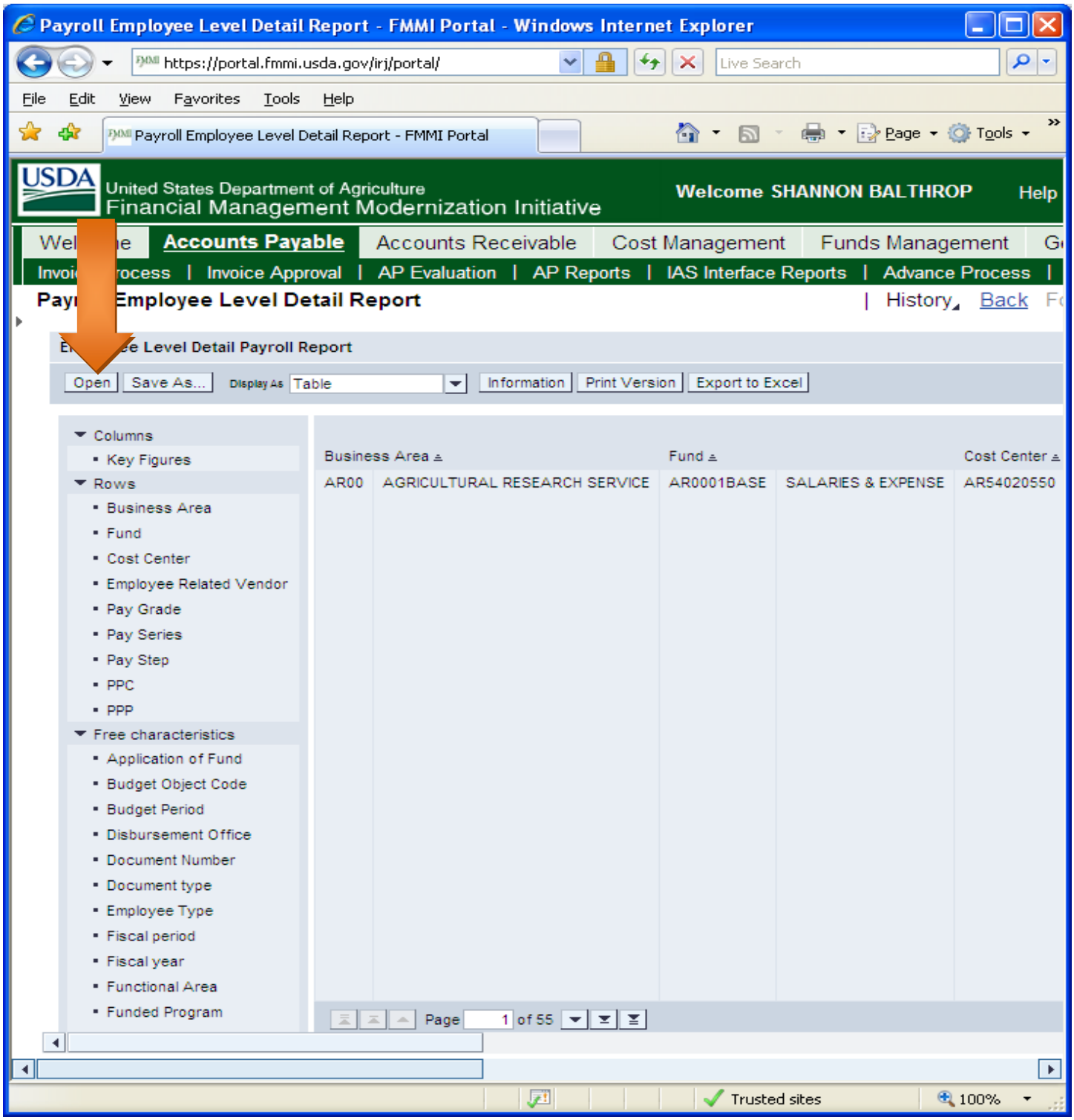
Now click the drop down arrow in the “Available Variants” field and select the variant for the report you just ran and would like to save (Ex: 5402 PDL):



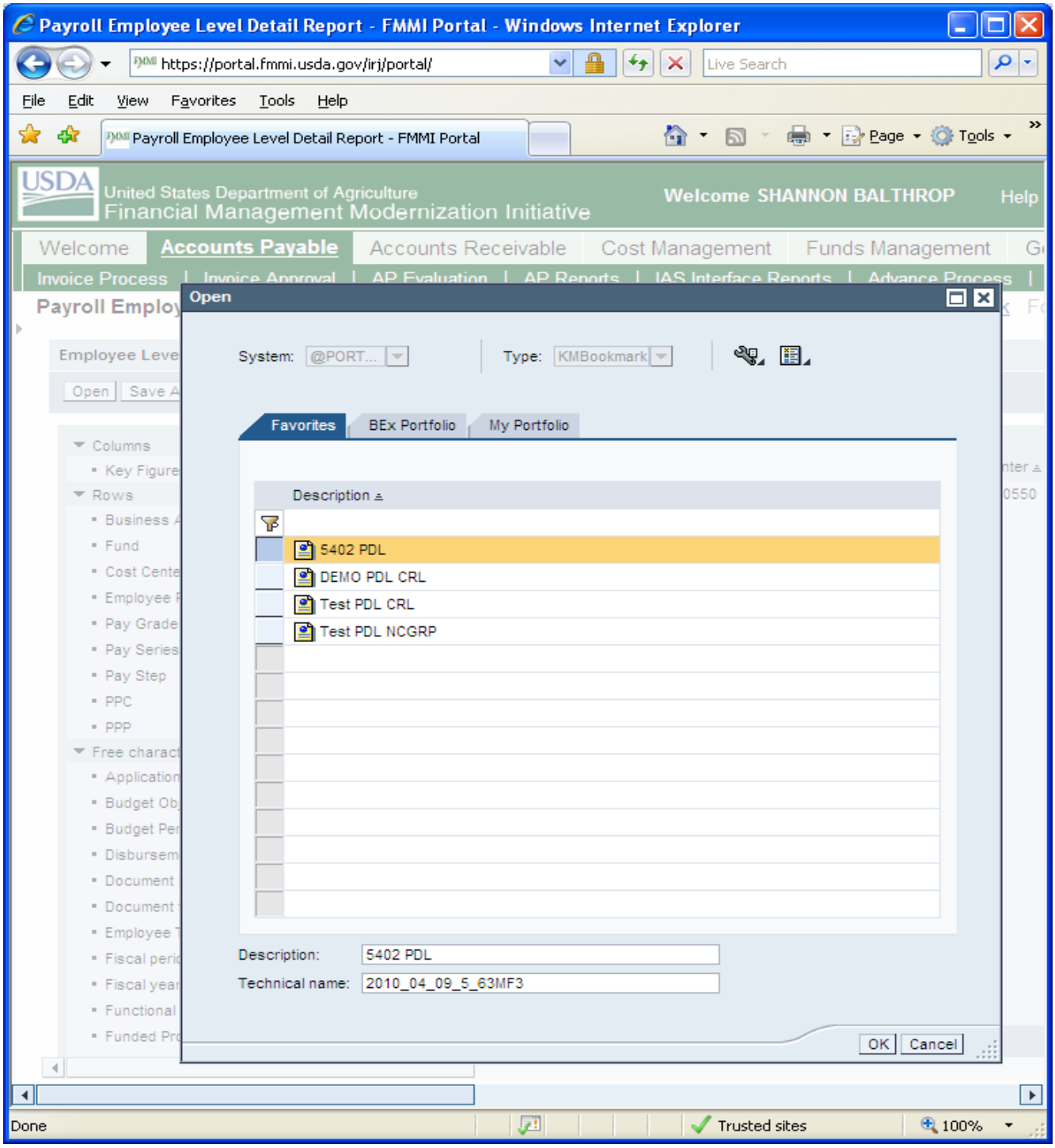
9.) Click “Save” at the top of the General Variables box:



10.) Your variant should now be saved. If you'd like to re-open the report in the format you just saved, click OK at the bottom. When the report pulls up, you'll have to click "Open" at the top left of the report:



11.) Select the format variant you just saved (Ex: 5402 PDL) and click OK. FMMI will take you back to the General Variables screen one last time and all you have to do is click OK. Then the report should re-format with your saved settings.



Now that your variants are saved, next time when you need to run this report you'll just have to select the saved variants from the drop down options. You can change information (such as the Fiscal Period) each time, and the new report should pull up with all of your saved formatting.