

## QUICK START: Human Resources - Payroll Journal

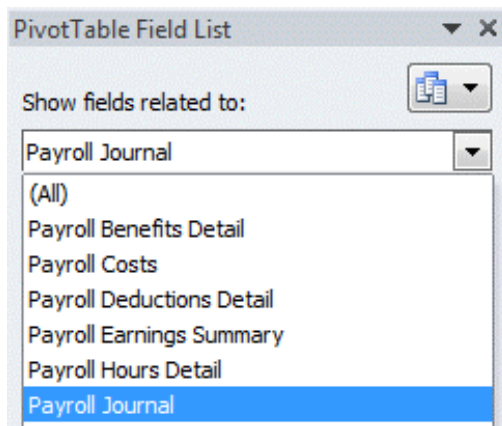
### Description

This example will use the Payroll cube to show an analysis of the Payroll Journal detail.

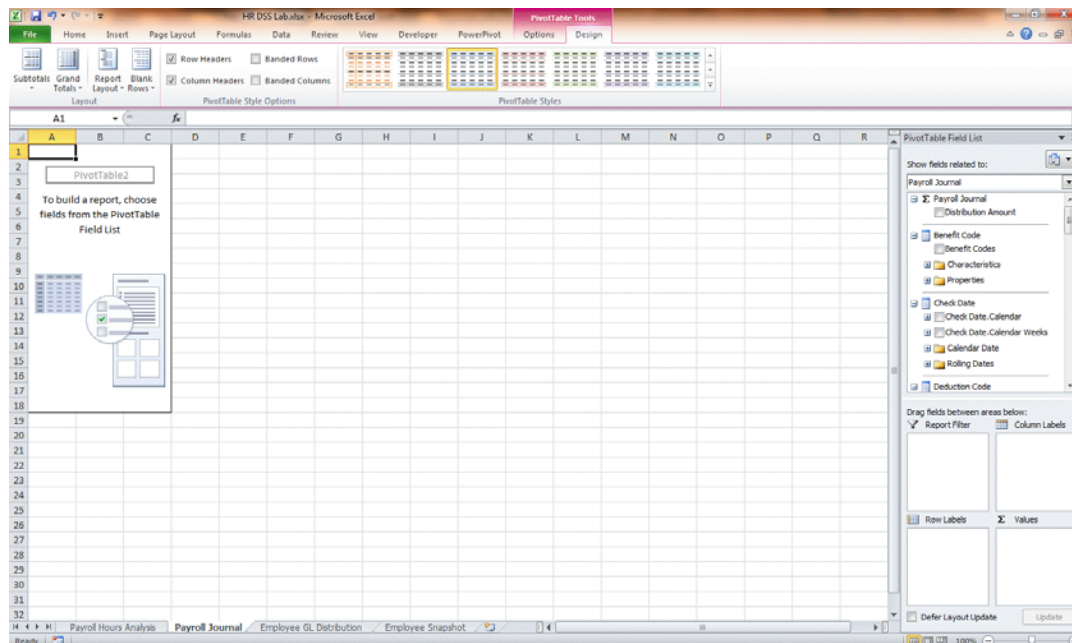
### Walkthrough

Open the **HR\_PayrollJournal.xlsx** template. Change the data source to the General Ledger cube as outlined in the Changing a Template's Data Source Quick Start.

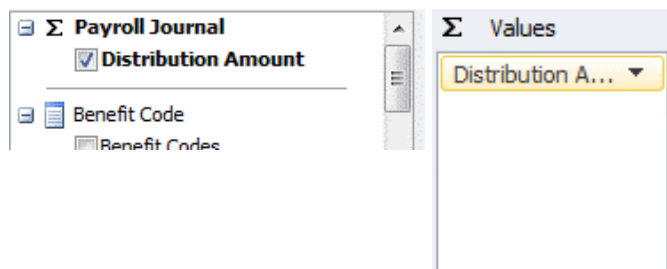
Select Payroll Journal from the Show fields related to: drop-down list.



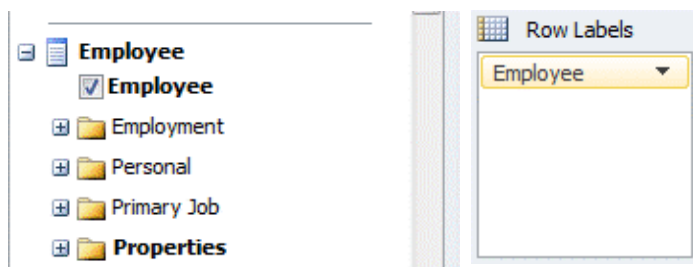
You should see the pivot table below:



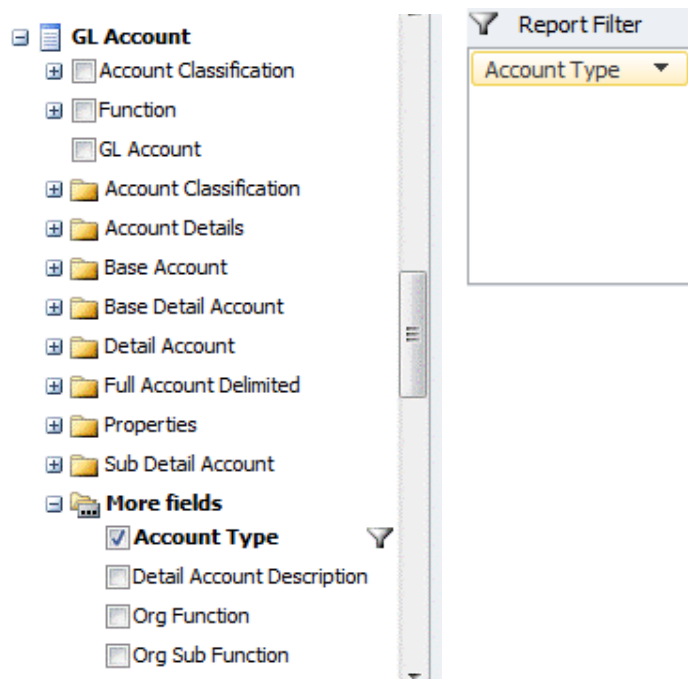
Select the Distribution Amount measurement from the Payroll Journal section.



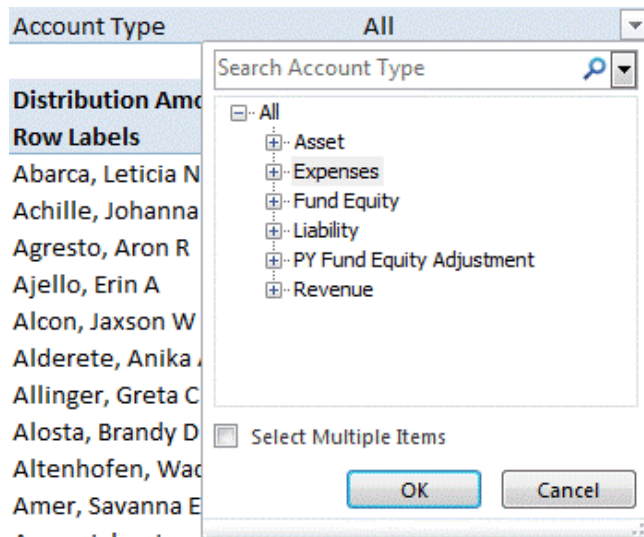
Select Employee from the Employee section to add it to the Row Labels area.



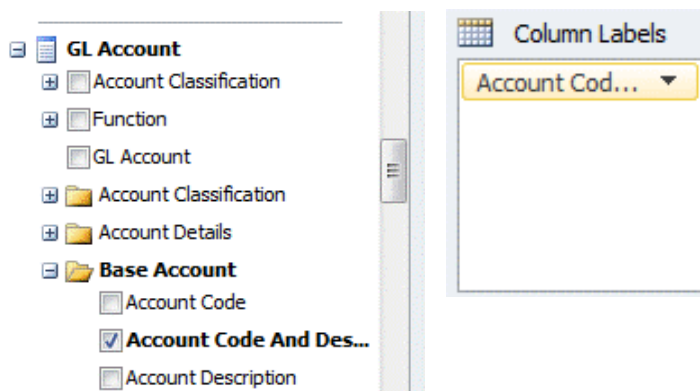
Locate Account Type in the **GL Account > More Fields** folder and drag it to the Report Filter area.



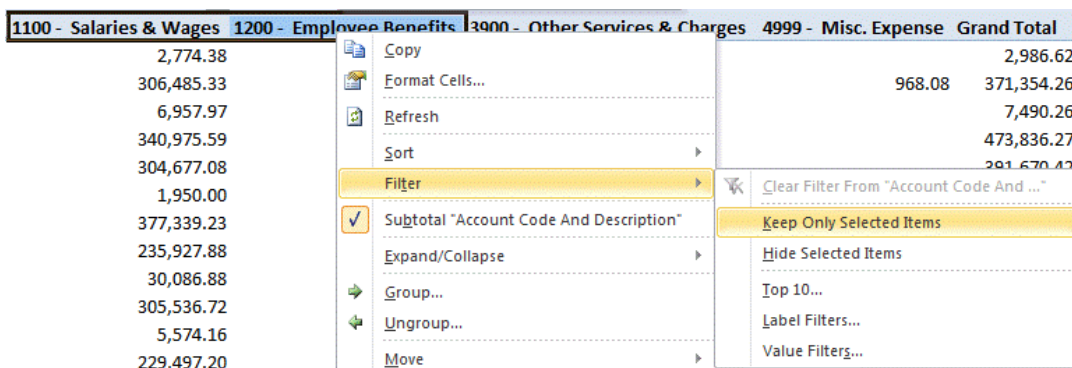
Click the arrow next to the Account Type filter and select Expenses from the expanded Account Type list. Click **OK**.



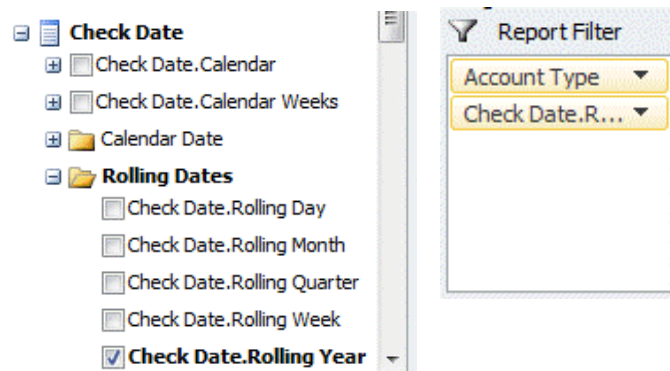
Locate Account Code and Description in the **GL Account > Base Account** folder and drag it to the Column Labels area.



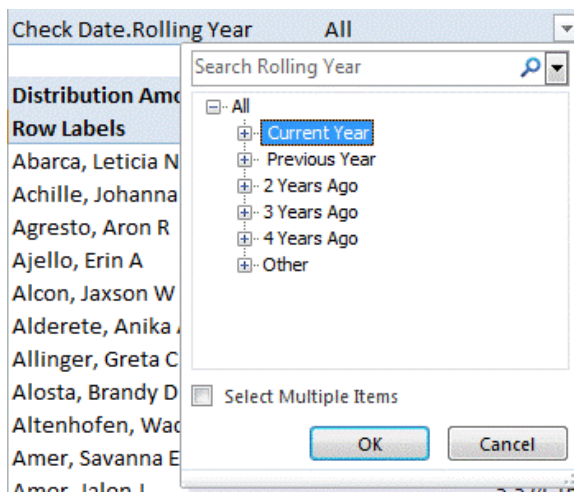
To filter the Base Accounts in our display, highlight the 1100 - Salaries & Wages and 1200 - Employee Benefits column headers. Right-click one of them and select **Filter > Keep Only Selected Items**.



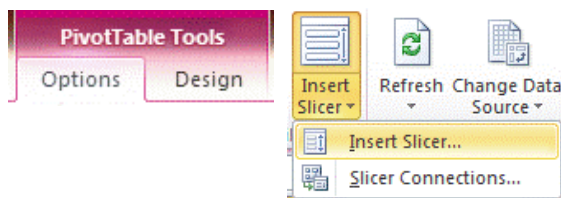
Locate Check Date.Rolling Year in the Check Date > Rolling Dates folder and drag it to the Report Filter area below the Account Type.



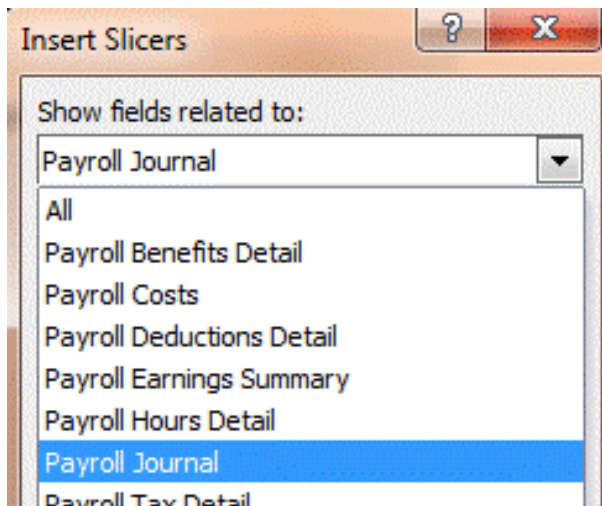
Click the filter icon next to the Check Date.Rolling Year filter and select Current Year from the expanded list of date ranges. Click **OK**.



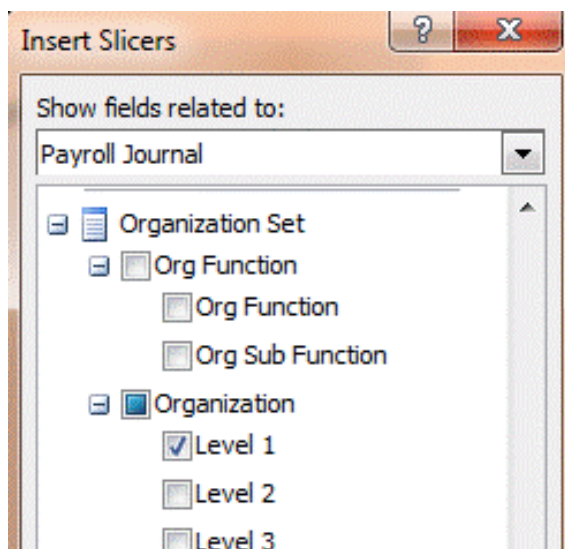
Choose the Insert Slicer tool from the **PivotTable Tools > Options** tab at the top of Excel.



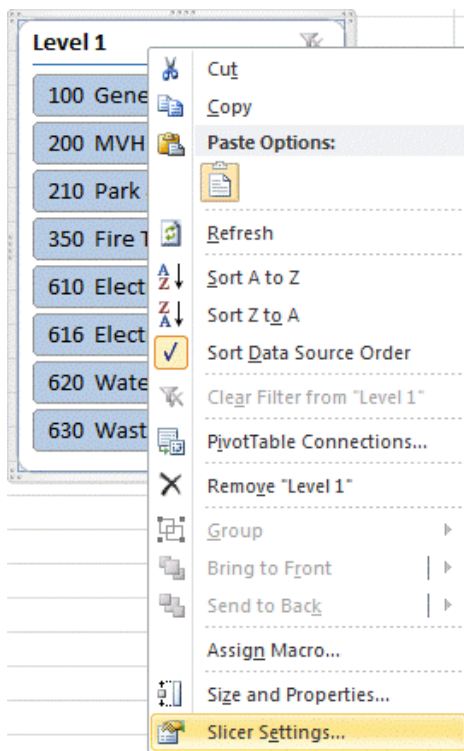
Choose Payroll Journal from the Show fields related to: drop-down.



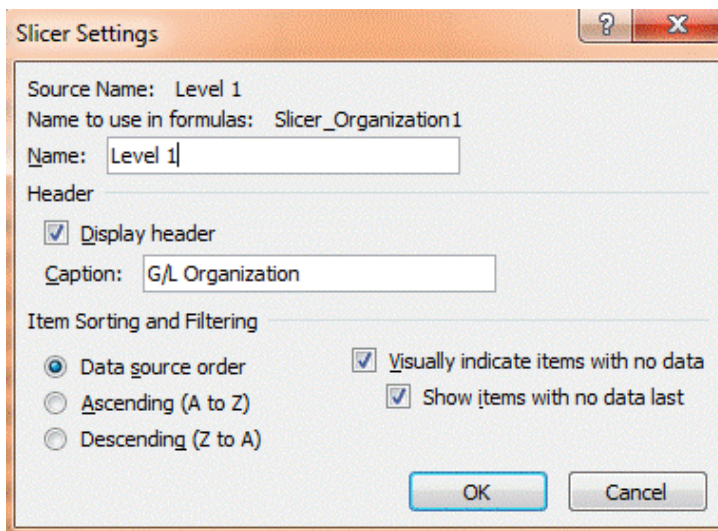
Select Level 1 from the Organization Set > Organization folder. Click **OK** to add the Slicer.



Right-click on the white header of the Slicer (in the header region) and select Slicer Settings.



In the Slicer Settings, change the Caption to G/L Organization. Click **OK**.





Click on difference Organizations in the Slicer to change the filtered employee expenses displaying in the PivotTable.

Account Type	Expenses				
Check Date.Month	June 2012				
Distribution Amount	Column Labels				
Row Labels	1100 - Salaries & Wages	1200 - Employee Benefits	Grand Total		
Amer, Savanna E	3,341.18	1,905.06	5,246.24		
Dekorte, Bryant E	3,540.56	1,051.89	4,592.45		
Derienzo, Carrie C	3,509.37	967.10	4,476.47		
Dore, Corbin T	3,720.51	1,919.38	5,639.89		
Ferg, Autumn L	3,835.65	1,934.06	5,769.71		
Gapen, Hamza A	4,956.90	1,384.56	6,341.46		
Georgeson, Carrie G	4,176.60	1,534.85	5,711.45		
Graubard, Jerome A	4,680.46	1,363.41	6,043.87		
Grundmeier, Myron S	3,358.42	1,891.67	5,250.09		
Guyet, Rayna A	4,157.31	1,952.78	6,110.09		
Herrea, Xavier L	3,841.21	1,943.31	5,784.52		
Hoerr, Adonis P	4,903.32	2,024.58	6,927.90		
Kalich, Johnnie R	4,628.60	2,003.55	6,632.15		
Merseal, Emilia M	3,720.51	983.27	4,703.78		
Polycarpe, Kaci C	3,540.56	969.49	4,510.05		
Rautenstrauch, Anika R	2,261.29	769.82	3,031.11		
Sakihara, Carolina L	3,554.40	1,639.43	5,193.83		
Smarra, Leroy W	3,755.96	1,257.39	5,013.35		
Smeby, Skyla A	3,554.40	1,921.37	5,475.77		
Weiser, Myah R	3,341.18	1,260.95	4,602.13		
<b>Grand Total</b>	<b>76,378.39</b>	<b>30,677.92</b>	<b>107,056.31</b>		

**G/L Organization**

100 General Fund  
 200 MVH  
 210 Park & Recreation  
**350 Fire Territory Fund**  
 610 Electric Operating & Maintenance  
 616 Electric AES Operating Fund  
 620 Water Operating & Maintenance  
 630 Wastewater Operating & Maint