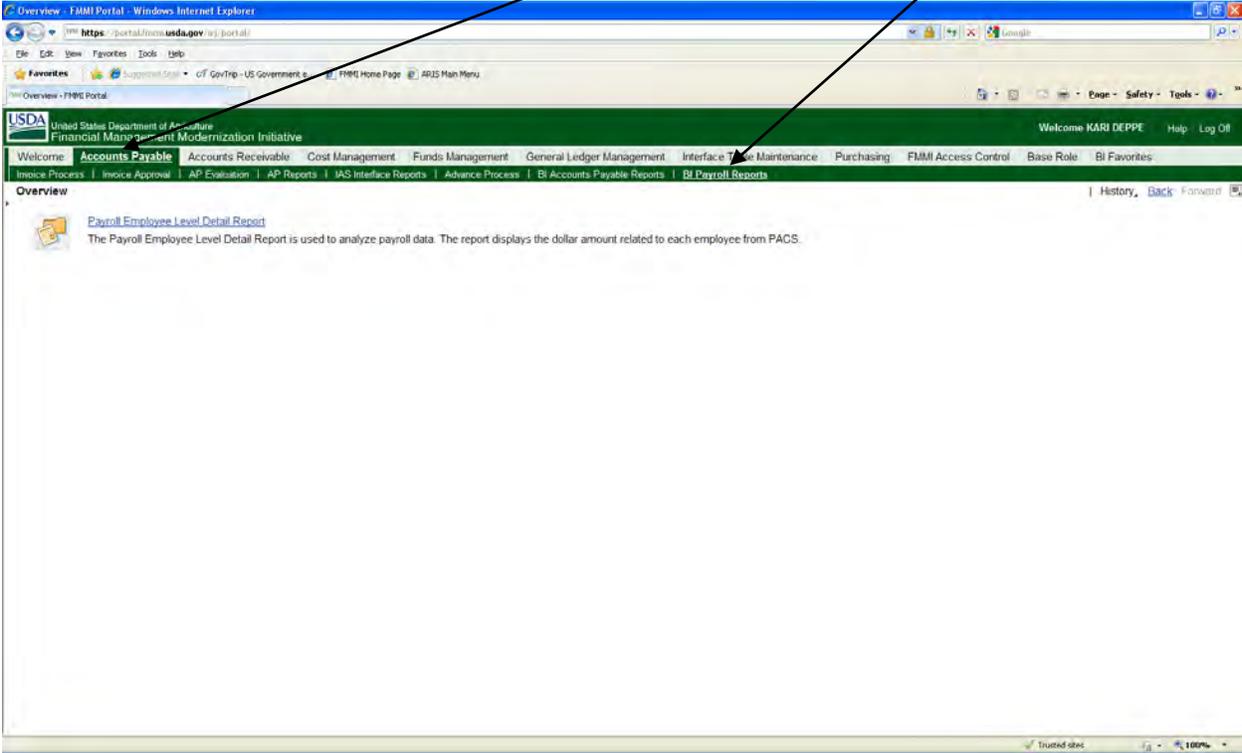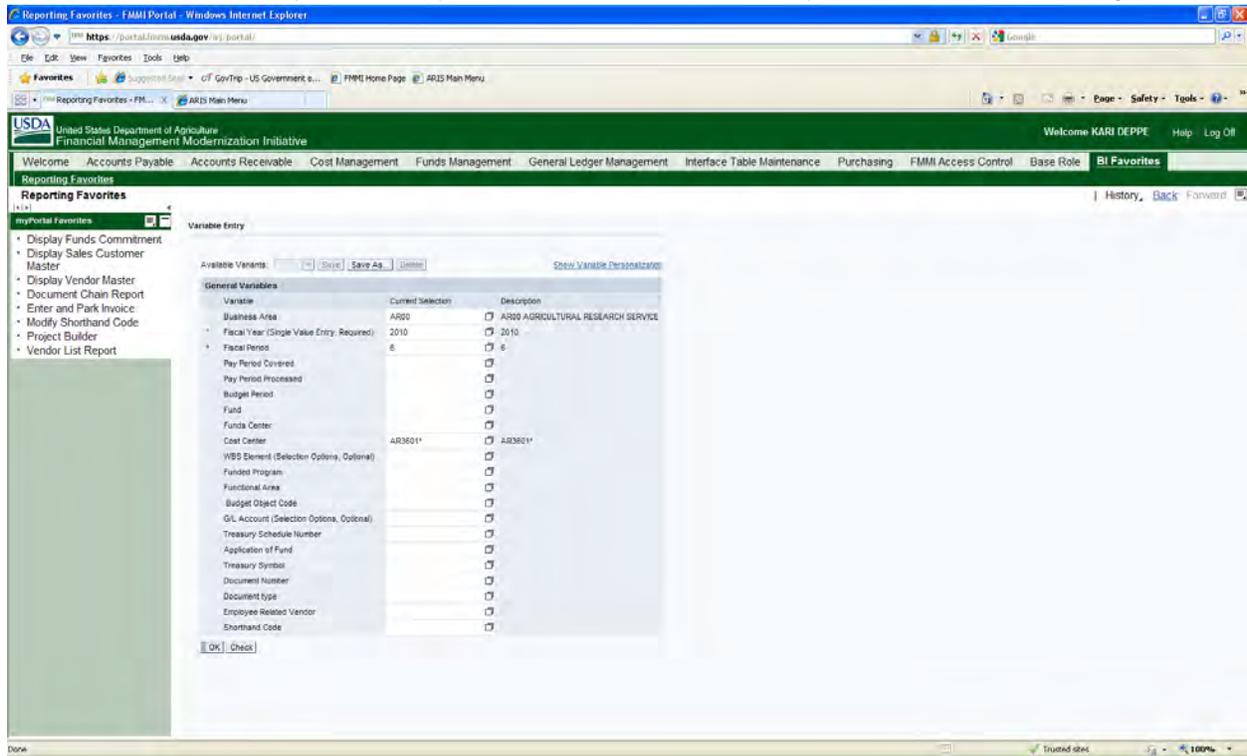# Running Payroll Employee Level Detail Report (PDL)

From the FMMI Welcome screen click on **Accounts Payable** then **BI Payroll Reports**

Click on the link for Payroll Employee Level Detail Report and you will see the following screen:

In order to run the report for your whole location you will need to enter the following:

Business Area = AR00; Fiscal Year = 2010; Fiscal Period = 6; Cost Center = AR36xx* (xx = the last 2 digits of your location code)

Once you have entered the above information click **OK** and you will receive the following result:
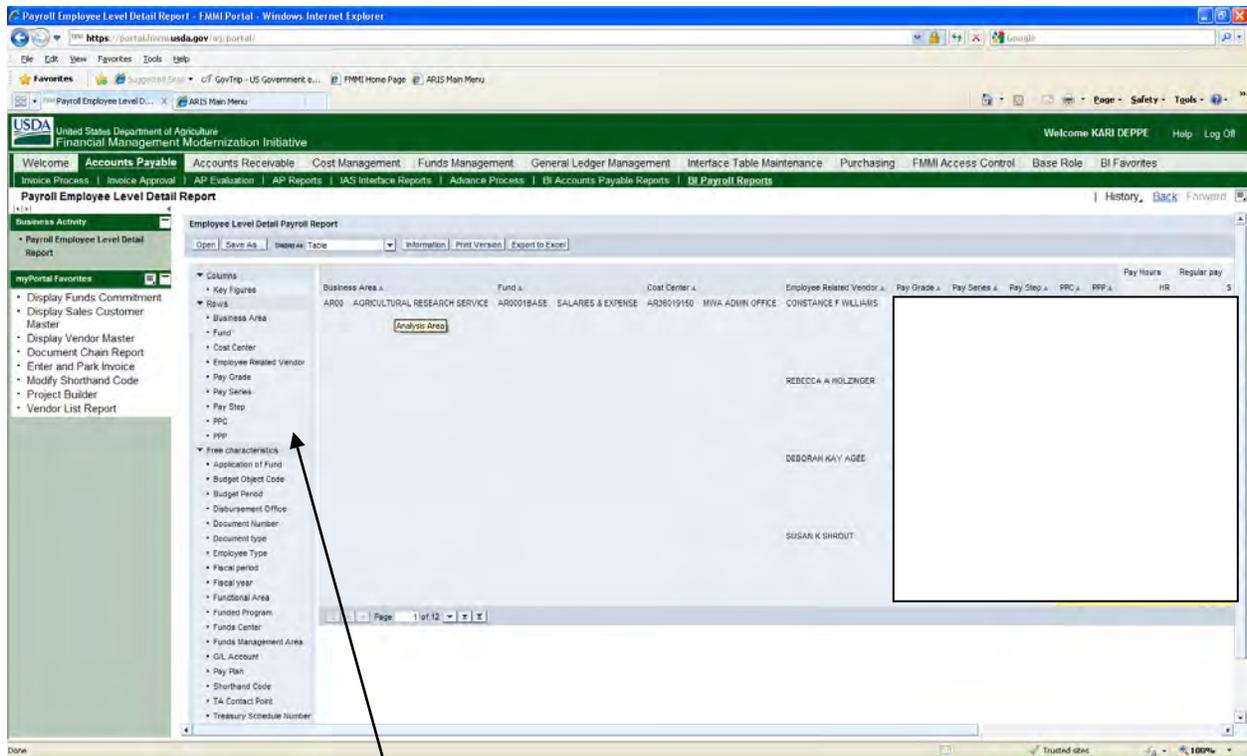
You will notice the column titles on the left side of the report. The titles listed under *Rows* are what are included in your report and those listed under *Free Characteristics* are titles that you can add to your report. If you want to remove a title from your report you simply click on the title and drag it down to *Free Characteristics*. The same option is available if you see something under *Free Characteristics* that you would like to add to your report (click on the title and drag it up to *Rows*). You also have the option of rearranging the order of your column titles by clicking on the title you want to move and dragging it above or below where you want it to be.

I prefer to include the following titles: Shorthand Code, WBS Element, Cost Center, Employee Related Vendor, Pay Grade, Pay Step, and PPC (pay period covered).
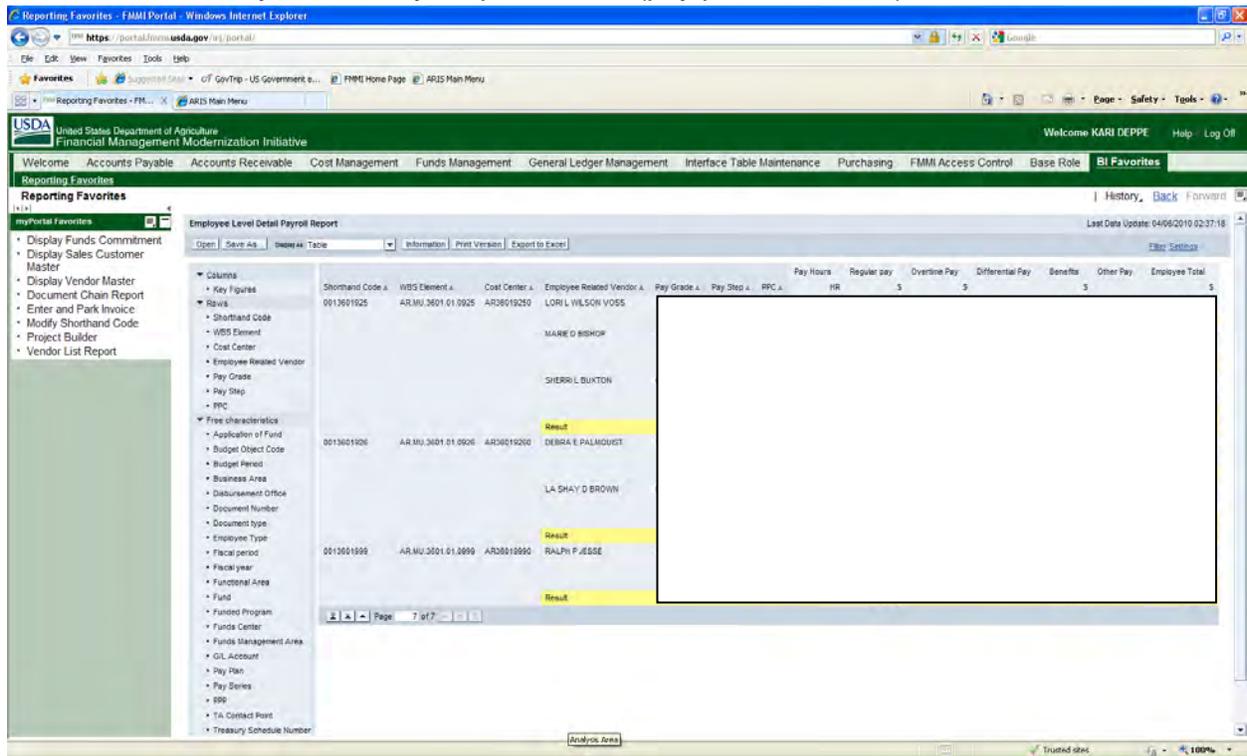
You can print your report directly from FMMI or you can also export to Excel and print.
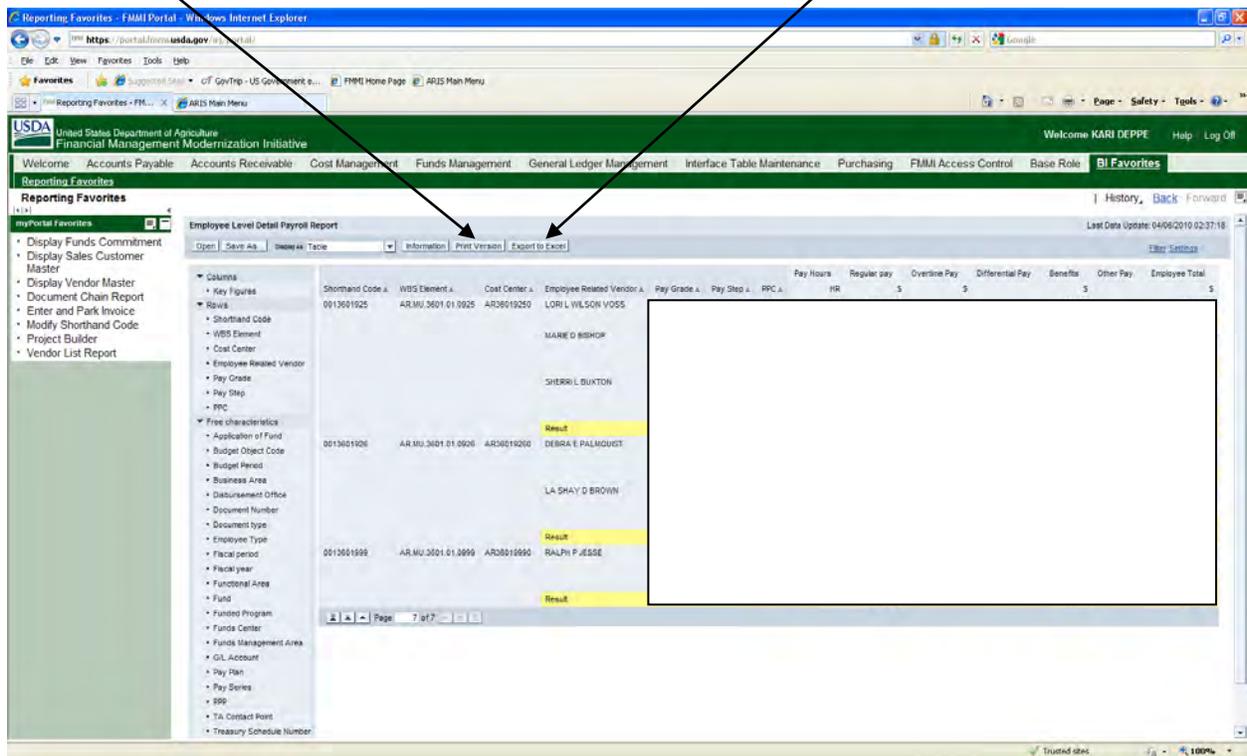
If you want to keep this report format every time you run your PDL then click on the **Save As...** button and the following box will appear.
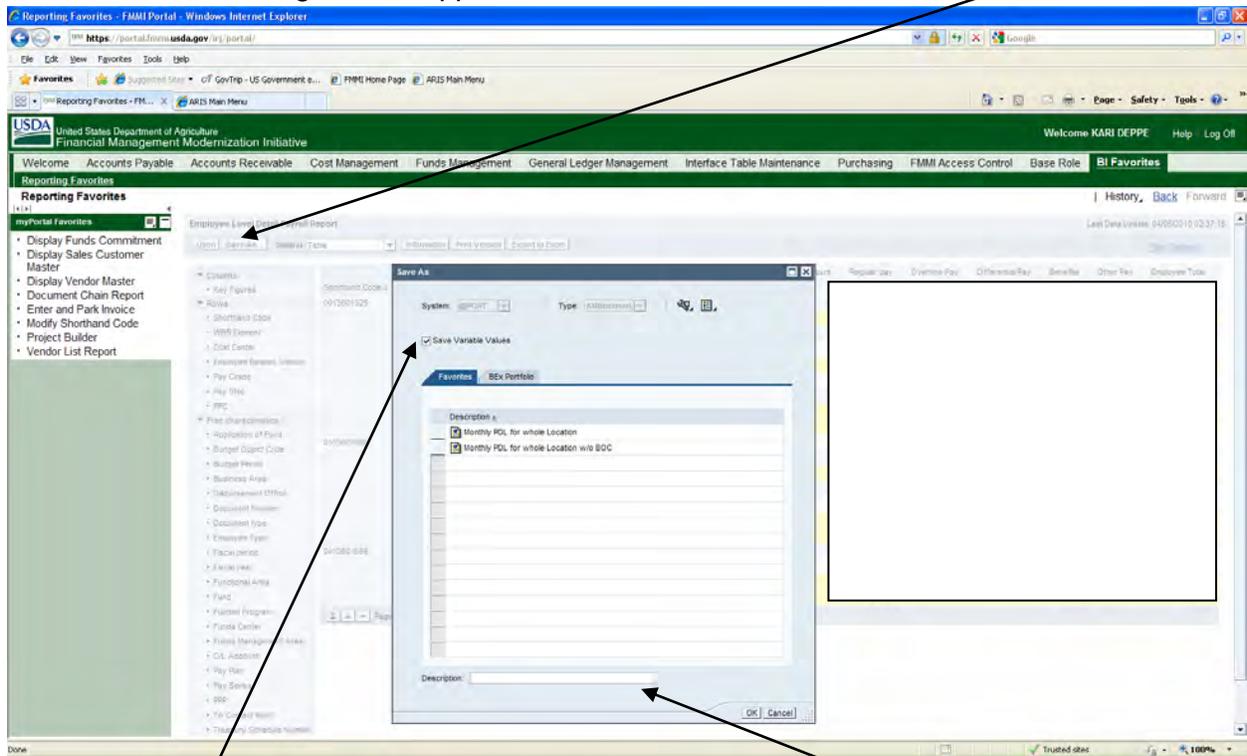

Be sure to **<u>uncheck</u>** the box to save variable values and in the description field enter the title you would like to save this report format under and then click **OK** to save.

Then the next time you want to run your PDL with this format all you need to do is click on **BI Favorites** and then **Open**.
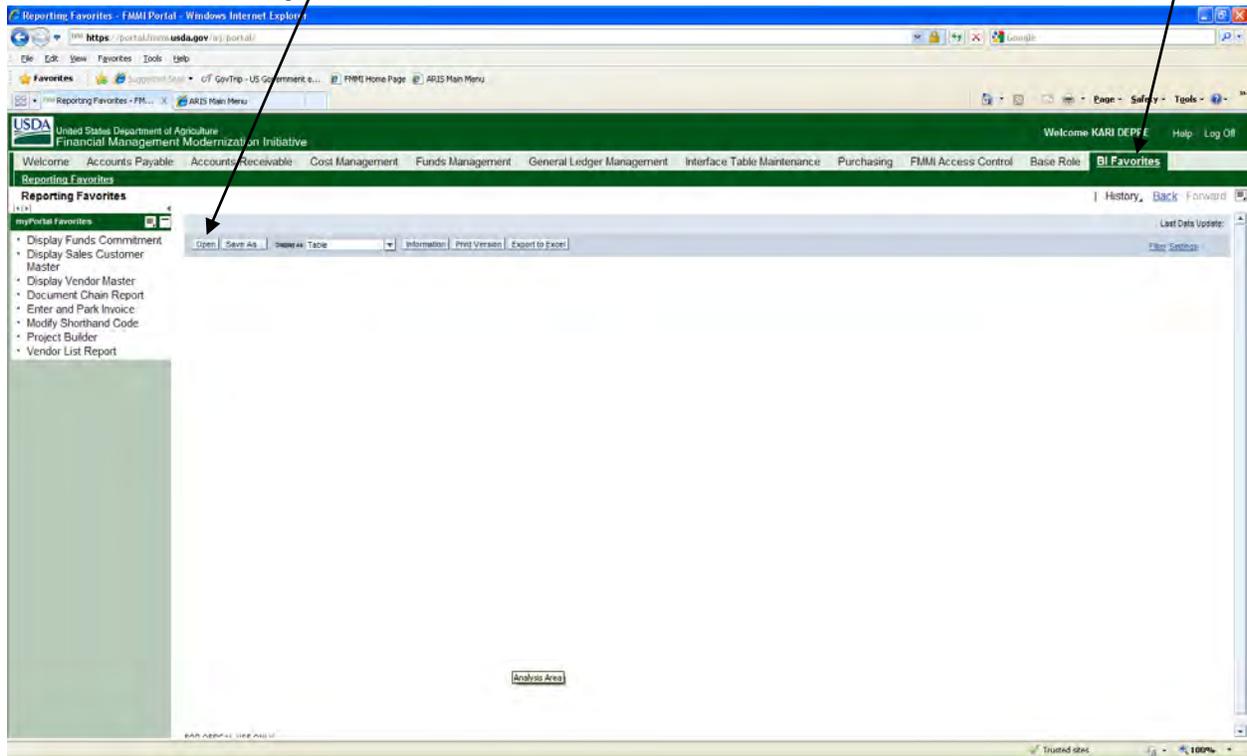
Then highlight the report you want to open by clicking the box to the left of the report name then click **OK**.
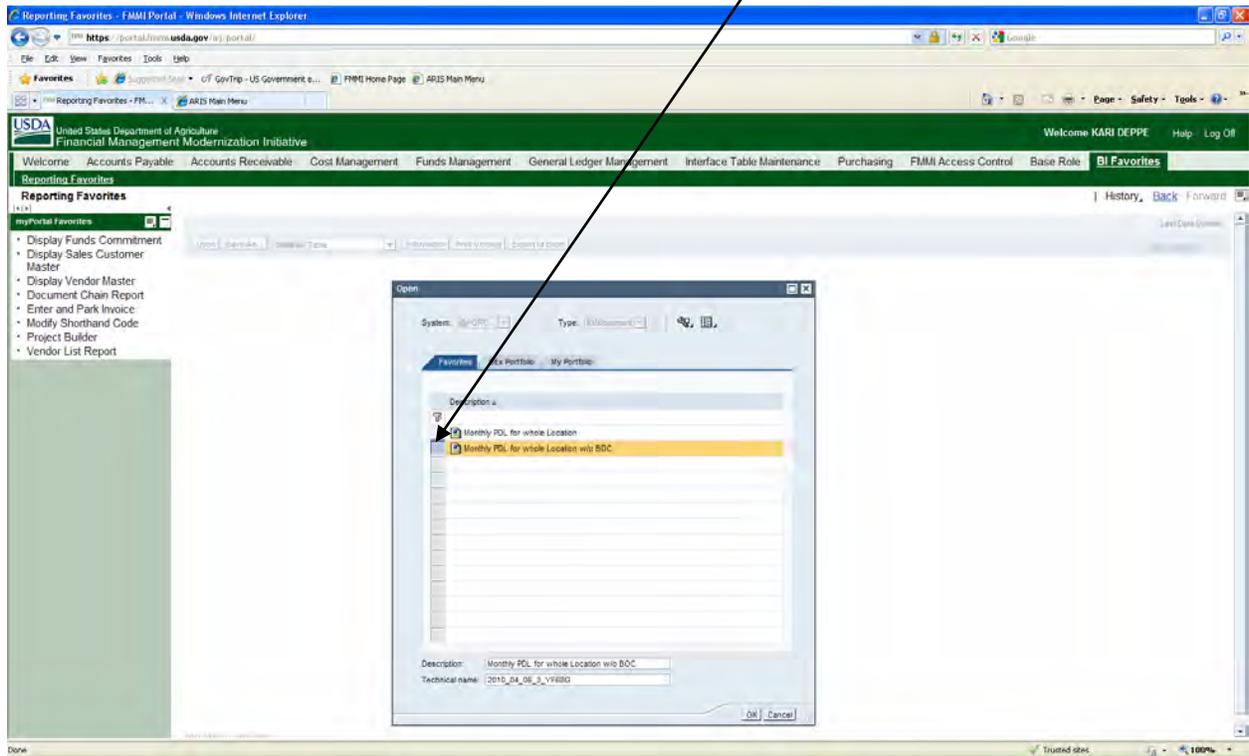
The next screen that will appear is the PDL screen to run your report and if you need to change the Fiscal Period or any other inforamation you can and it will still keep the same report format.