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Looking Up PETs in m-Fin [1]

How-to Video

Procedure

1. In the Public Folders area of the Reporting System, navigate to Finance > m-Fin Financial Detail.
2. This report defaults to run for the entire fiscal year.
3. Use the Fiscal Year and Accounting Period dropdowns to select a different time period if necessary.
4. To search by SpeedType, enter the SpeedType, click Search, select the SpeedType from the Results list, and click Insert.
5. Then, very importantly, click the Next button.
6. Since we are interested in pay data we can limit to the salaries and wages range of account codes by using the level03 and level04 prompts.
7. In the “Extras” section, check the option labeled PET OPER ID, DATE, SEQ – this will make the report show three PET identifier columns.
8. Here we also have specified that we want to see the payroll end date column.
9. Then, click the Finish button.
10. Your m-Fin Financial Detail report displays, showing the HCM PET identifiers on each PET journal line, in the last three columns.
11. Clicking the PET SEQ NUM drill runs m-Fin PET, which shows the complete PET.
12. A summary of the net effect of the PET is displayed in the upper right.
13. m-Fin PET also can be run directly, which is useful when you want to find a PET by who created it and when.
14. To see the effects of PETs on an individual’s pay, use m-Fin COMPENSATION SUMMARY and m-Fin PAYROLL TRANSACTIONS.

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Controller

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Links
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