

## How to access and use the Activity Transaction Query, via your Reporting Dashboard (LBI)

- 1) Open SMH Intranet Home page and click **My Business** tab.

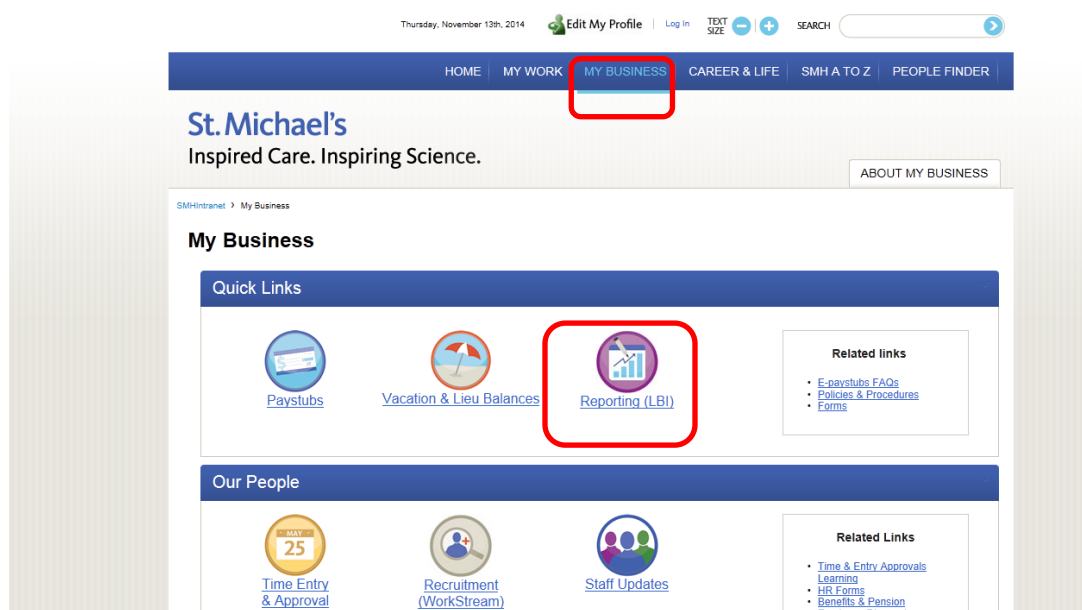
Note: Be sure to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.

This will direct you to the My Business portal, which includes Quick Links to Reporting (LBI).

- 2) Click the **Reporting (LBI)** icon

A security window may appear. If so, enter your login credentials (your SMH network ID & password).

If you are accessing from home/remotely, be sure to add "smh\" before your user name. e.g.: "smh\LastnameA"



- 3) You will then be directed to your Dashboards. The Activity Transaction Query is available on the **My Manager Space** dashboard – within the **My Financials** section – under the **Activity Reports** grouping. Click **Activity Transaction Query**

Lawson Dashboards

**My Manager Space** | EFM-FST | EFM Report Validation | Inter-Department | GoLive-Accounts Payable | GoLive-Corporate Finance | Avaap Security Dashboard | GoLive-Activities

My Manager Space

**My Manager Space**

**My Employees**

- My Staff List
  - Performance Appraisal Reminder
  - Seniority Report
  - Staff Listing
  - Staff Sick Time
  - Staff Vacation and Bank Time

**My Financials**

- Hospital Reports
  - Financial Reports
  - Statistical Reports
  - Payroll Reports
  - R1-2011B GL Transaction Report
- Activity Reports
  - Activity Financial Reports
  - Activity Payroll Reports
  - Physician Invoices
  - My Activities
  - Activity Transaction Query**

**Announcements**

**February 17 2015**

**Part Time Vacation Balance**

As was communicated in May, part time employees will now be awarded a vacation balance and all vacation time will be tracked. Part time Vacation Balance information can now be found on the Vacation and Bank Time Report.

If you have any questions about this, please refer to the Vacation Policy located on the SMH Intranet.

**Payroll Monthly Financials**

We are pleased to announce that fiscal year-to-date financials will be available here in March, 2015.

**FAQs**

"Activity Transaction Query" is a parameter driven query which will allow you to extract up to 3 months of line-by-line transaction detail. Click here to run a transaction query.

4) You will then be directed to another screen where you will need to enter your query parameters. Once you have entered your parameters, click OK to run the report.

Enter prompt values.

Enter the first 5 or 10 digits of the Activity # (required); [Ex. 12345 or 12345-67890]

[0101]

**Required:** Enter the **Activity #**. You can enter the full activity #. Or you can enter the first 5 digits of the activity #, which is useful if you have sub activities within your project.

Select: Fiscal Year (required):

2017 - April 2016 to March 2017

**Required:** Select the **Fiscal Year** you wish to query

Select: Start Period/Month (required):

1 - April

**Required:** Select the 1<sup>st</sup> month of your query range

Select: End Period/Month (required); [maximum 3 month range]

3 - June

**Required:** Select last **month** of your query range.  
**Note:** You can query up to a maximum of 3 months at a time. If you require more than 3 months, you will need to run multiple queries.

Enter specific Account or leave field blank to show all Accounts:

**Optional:** If you would like to isolate your transaction query to a specific expense or revenue account (e.g.: Office Supplies # 541000), you can enter the respective expense or revenue account # here. If left blank, all revenue and expenses accounts will be extracted.

Suppress Payroll Transactions:

No

**Optional:** Default is "No" – which displays all transactions, including payroll. **Note:** Employee names are not available. For employee breakdown of payroll costs, go to Activity Payroll Report (on My Manager Space reporting dashboard) Yes = Suppresses/excludes payroll transactions.

**Required:** Click **OK** to run the report

5) Once the Activity Transaction Query completes, you'll get the following report (scroll right to see all columns on the report):

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**Report Description:** Activity Transaction Report

**Report Parameters**  
Activity: 10104  
Account: All  
Period: August 2016 To August 2016  
Suppress Payroll: Yes

**Legend:**

Systems (Sv)	Source Codes (Sc)	Source Codes (Sc)
AC = Activity Management	50 = PR198 Payroll Adjustment	AS = Asset Adjustment
AM = Asset Management	51 = ZR195 Payroll Adjustment	CL = Banking Transaction
AP = Accounts Payable	52 = GL Manual Payroll Adjustment	CX = Vendor Distribution Adjustment
CB = Cash Ledger	76 = ERMS Petty Cash	DE = Asset Depreciation
GL = General Ledger	77 = Scheduler Plus Catering Charge	IS = Issued Inventory
IC = Inventory Control	78 = Print Shop	JE = Journal Entry
PO = Purchase Order	97 = Opening Balance Adjustment	PD = Employee Payroll Deductions
PR = Payroll	AD = Vendor Invoice Distribution	PO = Purchase Order Receipts
RJ = Recurring Journal	AE = Activity Entry	PR = Employee Payroll
		PW = Employee Payroll Wages

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Co.	Acct Unit	Acct	Subacct Desc	Activity	A. Cat	Year	Pd	Post Date	Tran Date	Sy	Source Code	Trans Description
2	10	591000	0 Service Contracts	10104-26001	21000	2017	5	08/05/2016	07/31/2016	AP	AD	41068TBM SERV
2	10	591000	0 Service Contracts	10104-26001	21000	2017	5	08/05/2016	07/31/2016	AP	AD	13HOS NON REC
2	10	591000	0 Service Contracts	10104-26001	21000	2017	5	08/05/2016	07/31/2016	AP	AD	13HOS NON REC
2	10	541510	0 Paper & Disposable Supplies	10104-26001	41510	2017	5	08/11/2016	07/31/2016	AP	AD	PAPERTOWEL
2	10	541510	0 Paper & Disposable Supplies	10104-26001	41510	2017	5	08/11/2016	07/31/2016	AP	AD	PAPERTOWEL
2	10	561020	0 Telephone Charges	10104-26001	61020	2017	5	08/12/2016	07/31/2016	AP	AD	AUDIO CONFEREN
2	10	561020	0 Telephone Charges	10104-26001	61020	2017	5	08/12/2016	07/31/2016	AP	AD	AUDIO CONFEREN
2	10	562403	0 Staff Travel - Taxi or Public Transpo	10104-26001	62403	2017	5	08/16/2016	07/31/2016	AP	AD	BECK TAXI JULY 20
2	10	562403	0 Staff Travel - Taxi or Public Transpo	10104-26001	62403	2017	5	08/16/2016	07/31/2016	AP	AD	BECK TAXI JULY 20
2	10	549510	0 General Department Supplies	10104-26001	49510	2017	5	08/19/2016	07/31/2016	AP	AD	WATER FILTER JUL
?	10	549510	0 General Department Supplies	10104-26001	49510	2017	5	08/19/2016	07/31/2016	AP	AD	WATER FILTER JUL

The following details are included in this report:

Company	Accounting Unit
Account/Subaccount	Account Description
Activity # & Account Category	Fiscal Year & Period
Posting Date of Transaction	Source System Code (Where Trx From)
Transaction Description	Vendor # and Vendor Name
Transaction Amount in Canadian \$	Transaction Amount in Original Currency
# of Units	Journal Entry #
Invoice # and Invoice Date	PO Number
Cheque # and Cheque Date	Accounts Payable Voucher #
Current Invoice Status, e.g., paid, etc.	

6) You can save and print this report. You are also able to export this report in Excel, export to a PDF file, or export this to a Comma Separated Value (.csv) format.

Click this export icon to export your report to an Excel spreadsheet, or other file format options

Click on this icon to print the report

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**Report Description:** Activity Transaction Report

**Report Parameters**

- Activity: 10104
- Account: All
- Period: August 2016 To August 2016
- Suppress Payroll: Yes

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Export

File Format:

- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Separated Values (CSV)
- XML

If you intend to use Excel to sort and/or use formulas, choose the "Data-Only" option when exporting to Excel. This eliminates merged columns which makes sorting data very difficult.

Click on "Export" once you've chosen the format of report you wish to export to.

Click on "Open" to open the report in the new format you exported to.

Do you want to open or save CrystalReportViewer3MZD8F3E.xls from lawsonlbiteest.smh.smhroot.net?

Open Save Cancel

Once you complete the extract, you can save the report to a separate file.

FAQs

- LBI Information Center
- Pay Deduction Tax Codes
- Running the GL Detailed Transaction Report
- Sorting and Subtotals on Data Extracts
- ECF-Transfer Quick Reference **NEW!**

For additional information and help with sorting and adding subtotals, refer to the FAQ's section of the My Manager Space dashboard. There is a guide to sorting and subtotals on data extracts.