<u>How to access and use the Activity Transaction Query, via your Reporting Dashboard (LBI)</u>

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

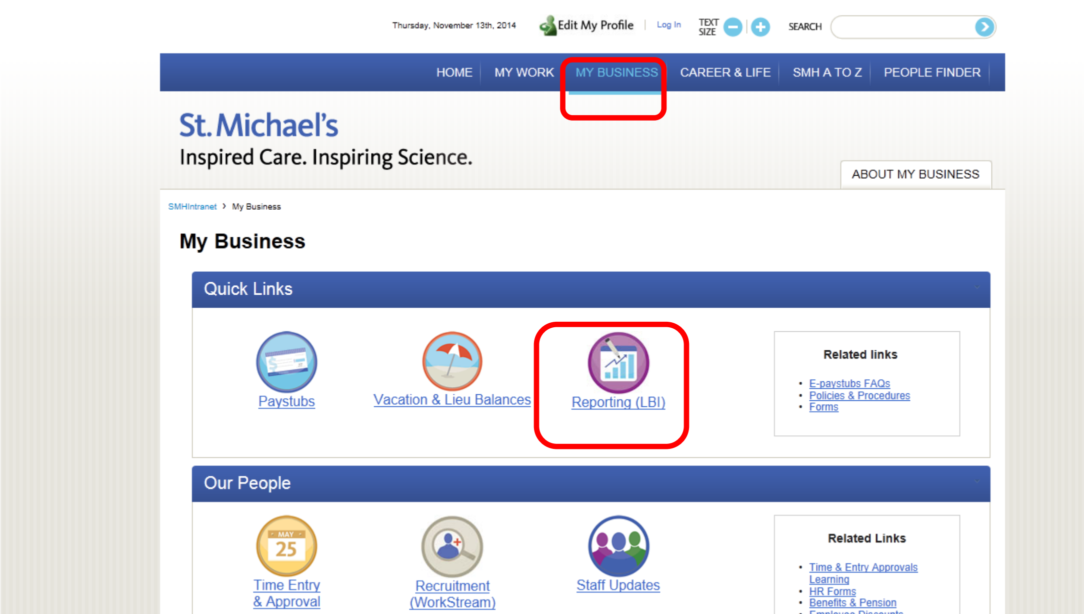
   Note: Be sure to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.

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

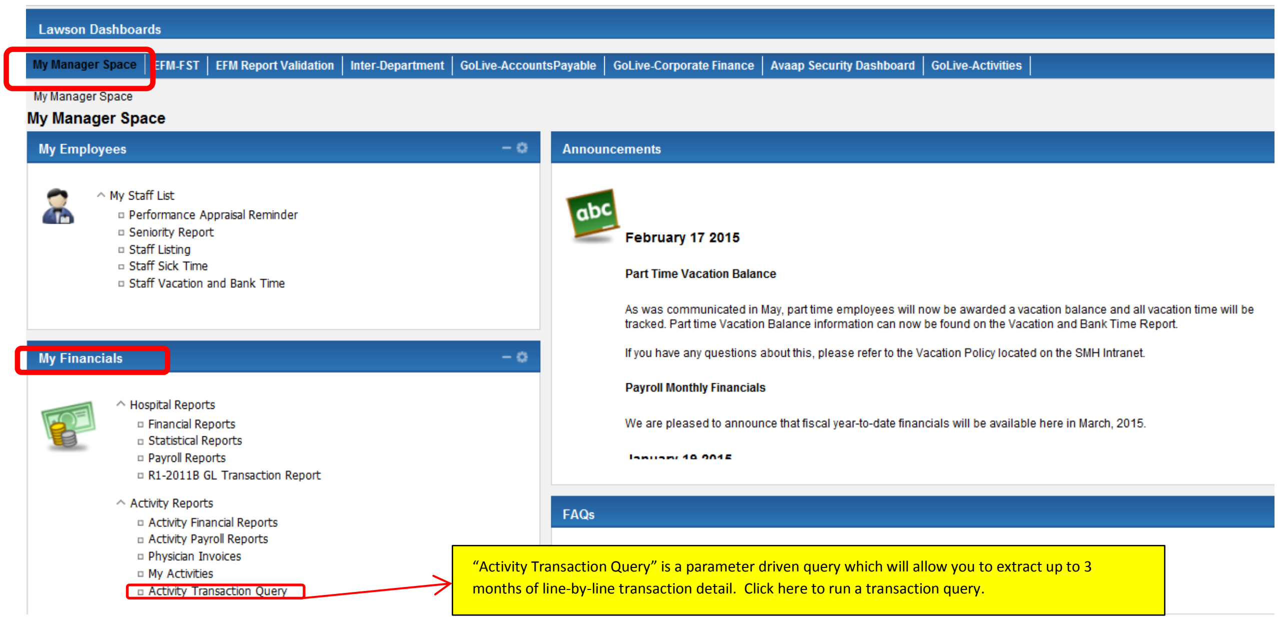
2) Click the **Reporting (LBI)** icon

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

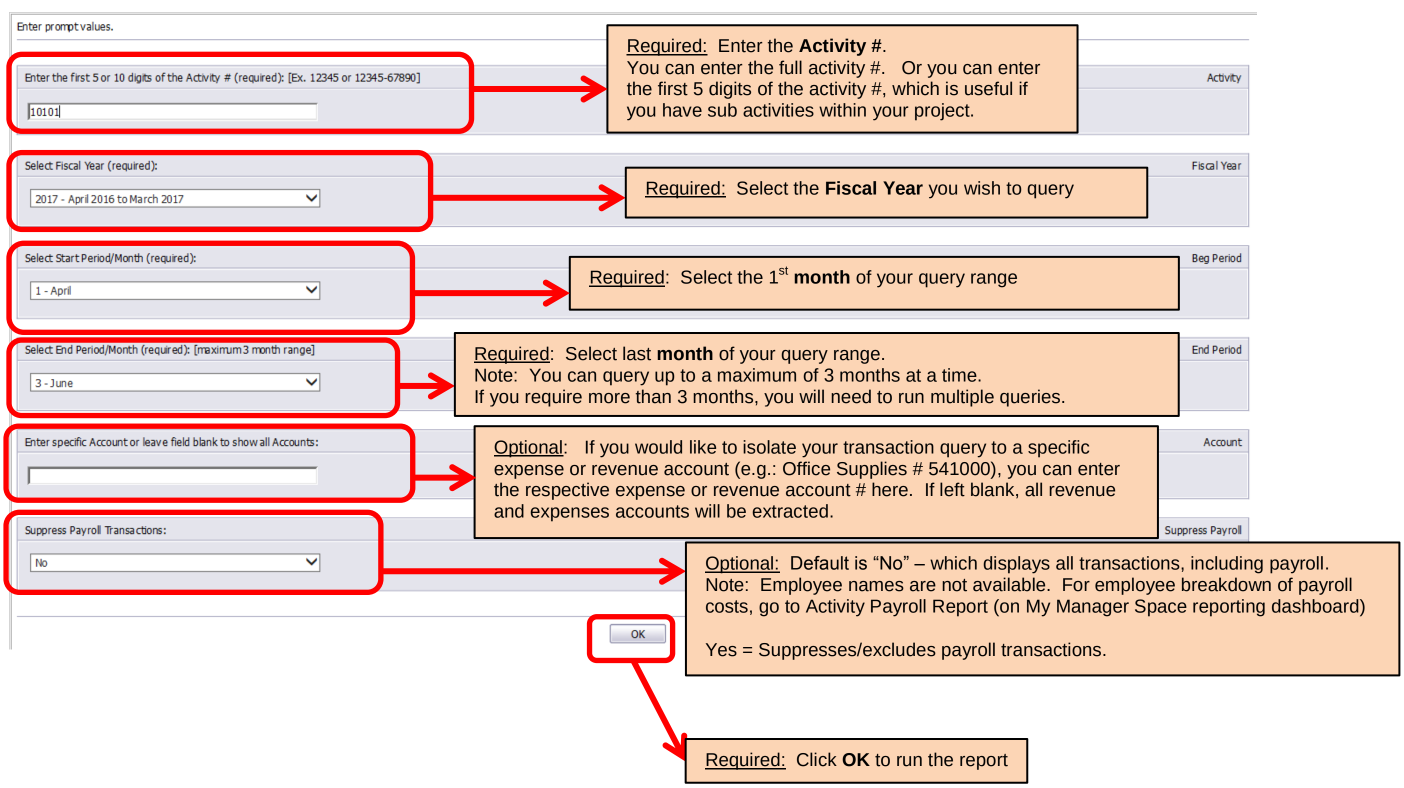
   If you are accessing from home/remotely, be sure to add”smh\” before your user name. e.g.: “smh\LastnameA”



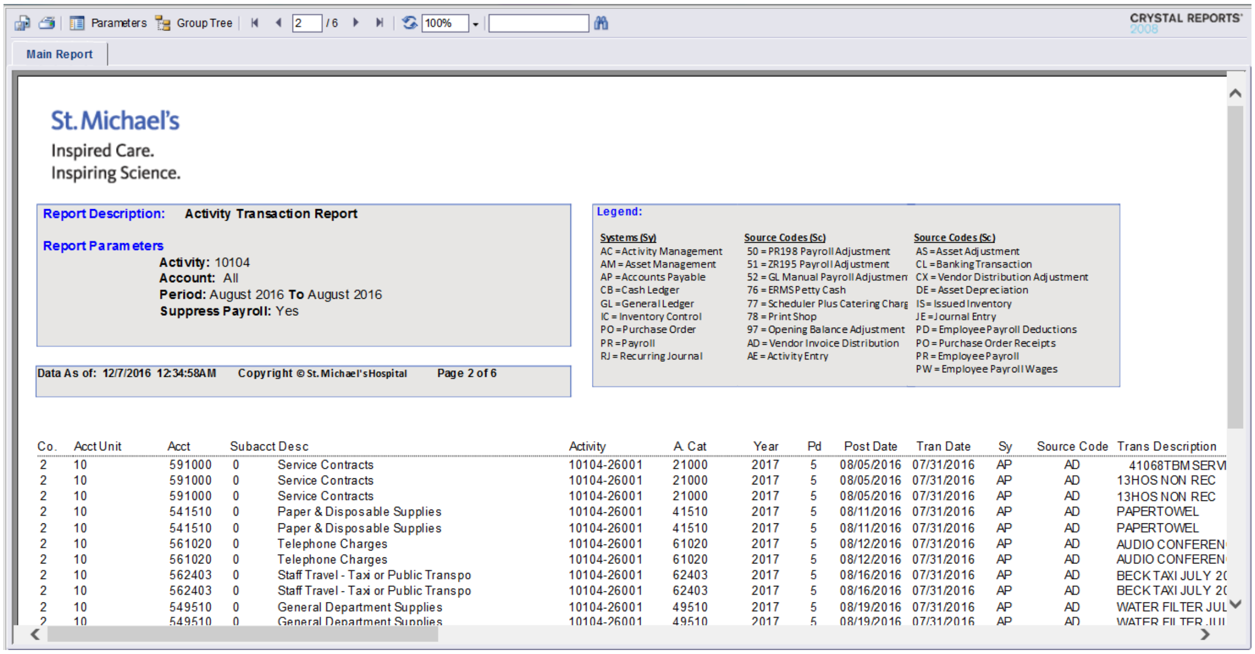
3) You will then be directed to your Dashboards. The Activity Transaction Query is available on the **My Manager Space** dashboard – within the **My Financials** section – under the **Activity Reports** grouping. Click **Activity Transaction Query**



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.



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



Parameters Group Tree 2 / 6 100%

CRYSTAL REPORTS 2008

Main Report

St. Michael's

Inspired Care.
Inspiring Science.

Report Description: **Activity Transaction Report**

Report Parameters

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

Data As of: 12/7/2016 12:34:58AM **Copyright © St. Michael's Hospital** **Page 2 of 6**

Legend:

Systems (Sy)	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 Adjustmen	CX = Vendor Distribution Adjustment
CB = Cash Ledger	76 = ERMS Petty Cash	DE = Asset Depreciation
GL = General Ledger	77 = Scheduler Plus Catering Charg	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

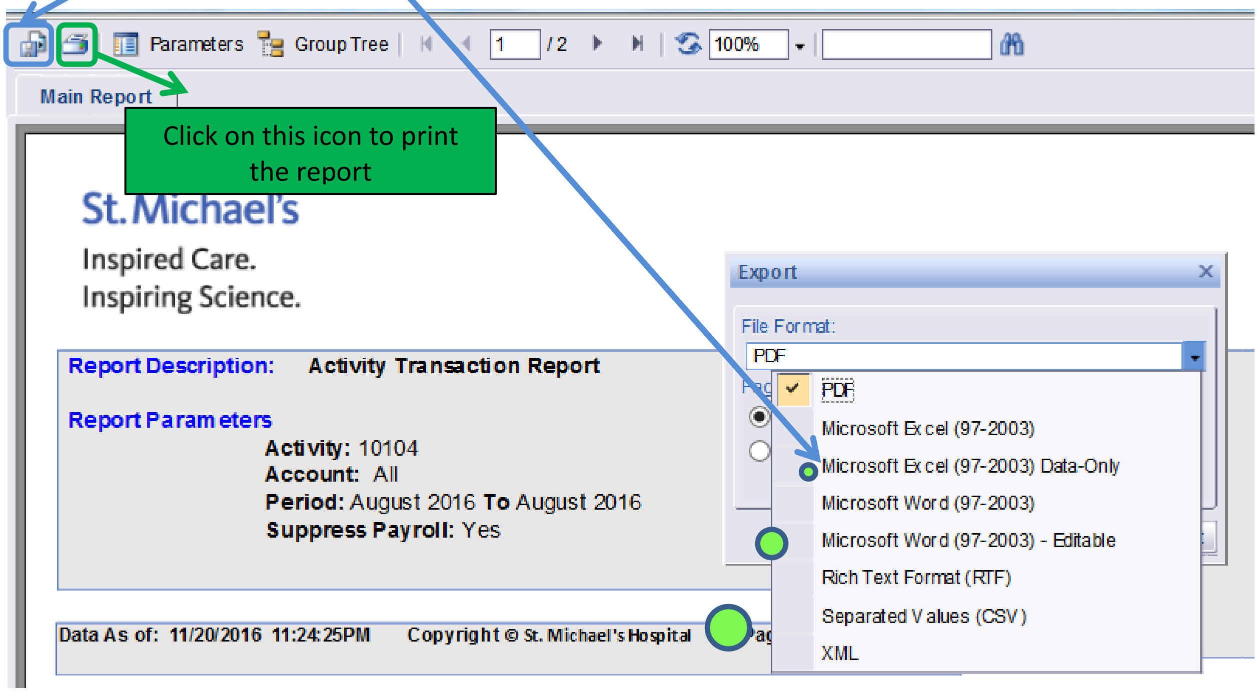
Co.	Acct Unit	Acct	Subacct	Desc	Activity	A. Cat	Year	Pd	Post Date	Tran Date	Sy	Source Code	Trans Description
2	10	591000	0	Service Contracts	10104-26001	21000	2017	5	08/05/2016	07/31/2016	AP	AD	41068TBM SERV
2	10	591000	0	Service Contracts	10104-26001	21000	2017	5	08/05/2016	07/31/2016	AP	AD	13HOS NON 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 2(
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 2(
2	10	549510	0	General Department Supplies	10104-26001	49510	2017	5	08/19/2016	07/31/2016	AP	AD	WATER FILTER JUL
2	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

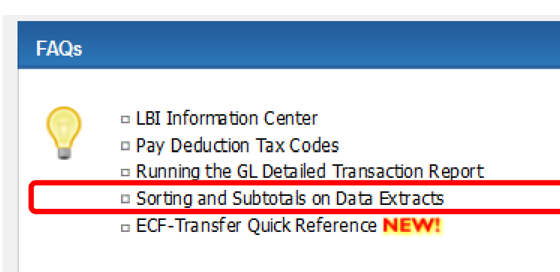


If you intend to use Excel to sort and/or use formulas, choose the "Data-Only" option when exporting to Excel. This eliminates merged columns which makes sorting data very difficult.

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.

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



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.