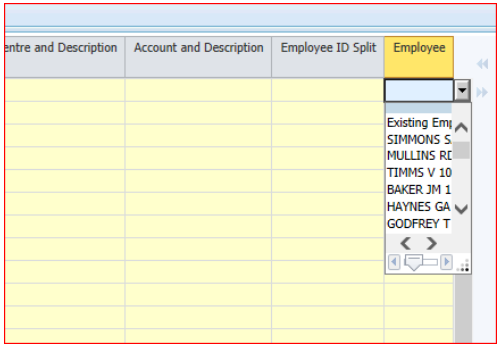
Case Study 3: How to make entering the employee number easier in the journal screen

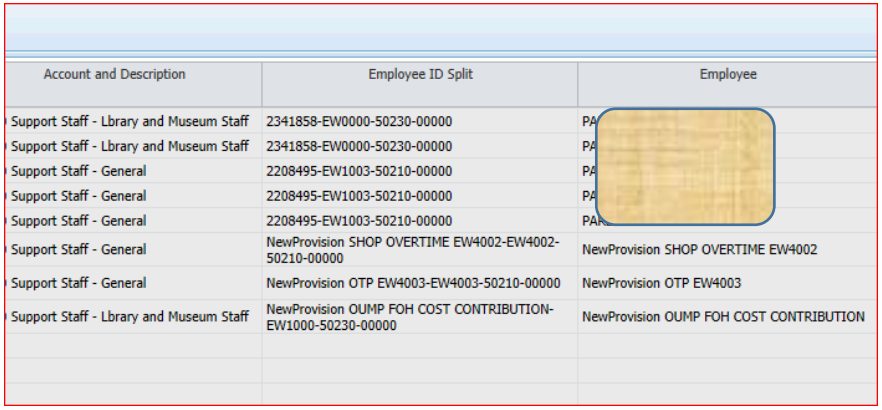
By Diana Boxall and Robert Bouse

The final right hand column on the journal application screen is one where the employee number needs to be selected. However due to the number of columns in the screen it is narrow and can be quite fiddly to interact with.



Irritatingly narrow column

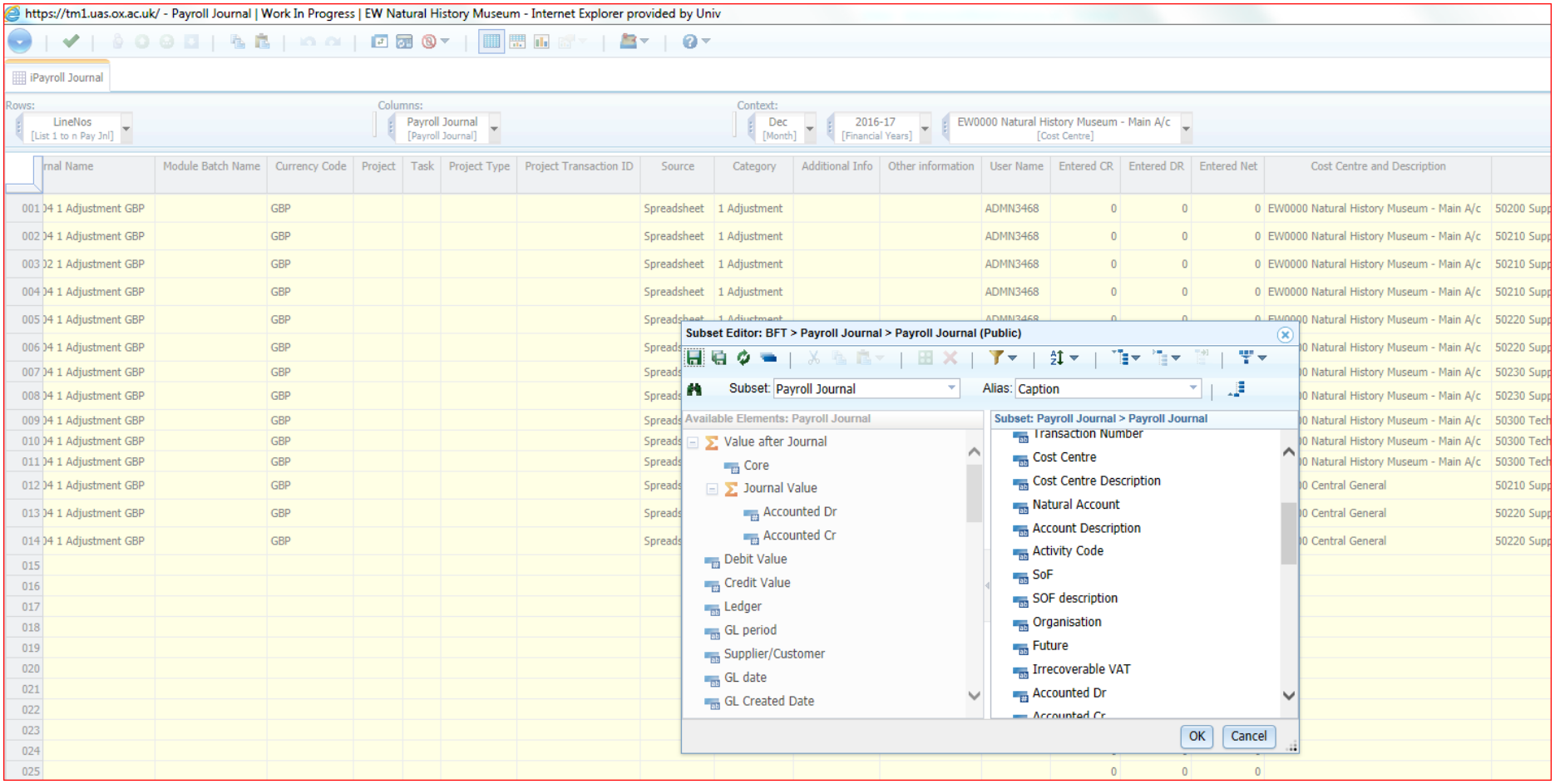
One way to widen it slightly is to insert the first employee and the column expands to fit the text – see example below



Account and Description	Employee ID Split	Employee
Support Staff - Library and Museum Staff	2341858-EW0000-50230-00000	PA
Support Staff - Library and Museum Staff	2341858-EW0000-50230-00000	PA
Support Staff - General	2208495-EW1003-50210-00000	PA
Support Staff - General	2208495-EW1003-50210-00000	PA
Support Staff - General	2208495-EW1003-50210-00000	PA
Support Staff - General	NewProvision SHOP OVERTIME EW4002-EW4002-50210-00000	NewProvision SHOP OVERTIME EW4002
Support Staff - General	NewProvision OTP EW4003-EW4003-50210-00000	NewProvision OTP EW4003
Support Staff - Library and Museum Staff	NewProvision OUMP FOH COST CONTRIBUTION-EW1000-50230-00000	NewProvision OUMP FOH COST CONTRIBUTION

However the best way, assuming that you have completed the line posted in on the other columns and have merely the employee to match to each line is to transform the screen by cutting out unnecessary columns from the view from the data using the sub editor on the columns. N.B by doing this you are not cutting out data, just altering the view which can be restored in the normal way by using the blue action reset button on the top left.

Open up the sub editor by clicking the down arrow by the box “payroll journal” in the column section of the screen



All the many columns in the journal application screen as displayed as a list in the right hand side of the editor.

Assume that we will cut down the screen to show only the four following columns in the following order:-

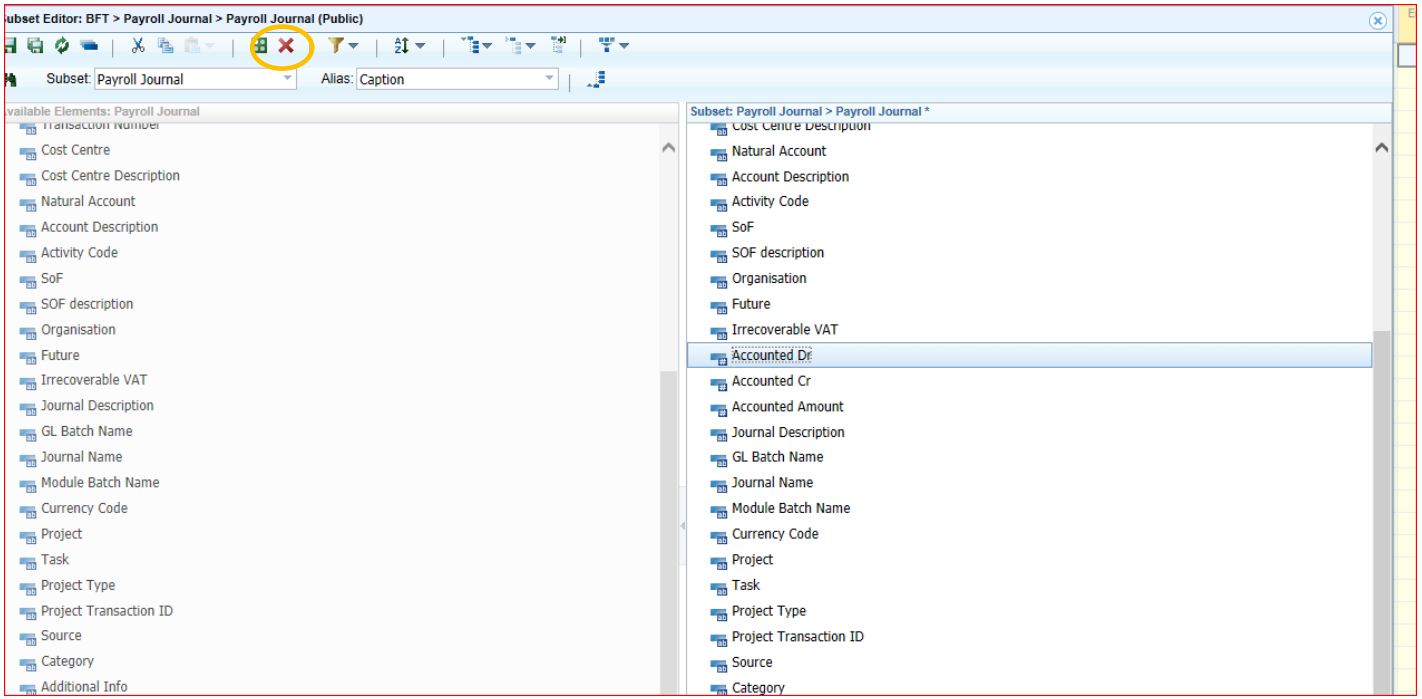
Accounted DR

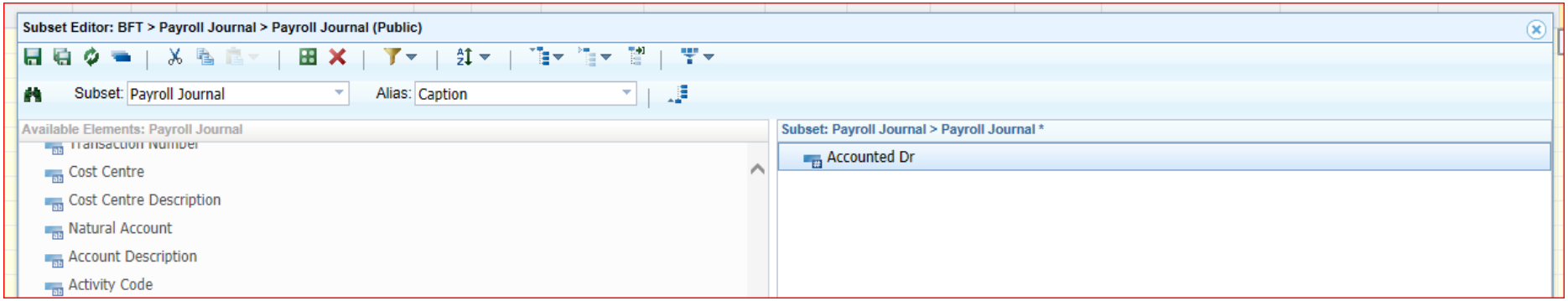
Accounted CR

Employee (this is the drop down we wish to interact with)

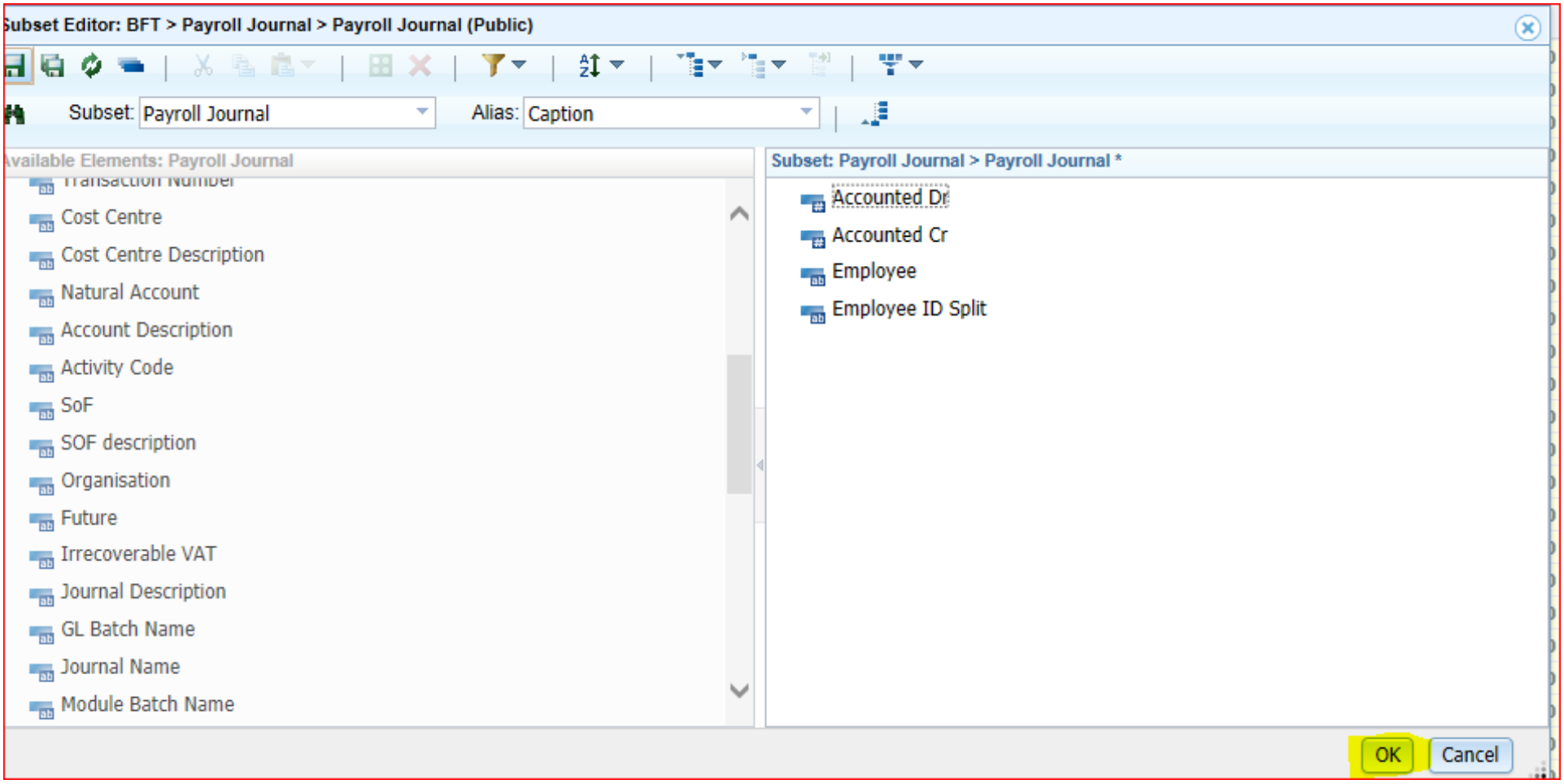
Employee ID split

First of all select the first one “Accounted Dr” and click on the green grid iron icon to retain just that one item

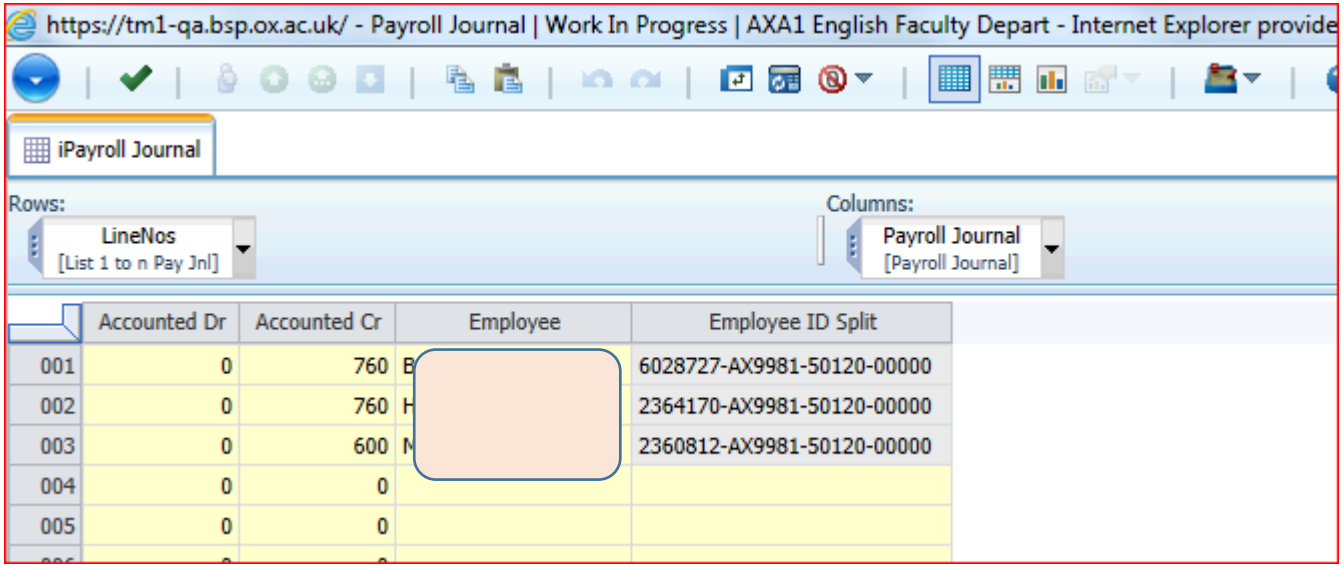

Subset Editor: BFT > Payroll Journal > Payroll Journal (Public)
Subset: Payroll Journal
Alias: Caption
Available Elements: Payroll Journal
Cost Centre
Cost Centre Description
Natural Account
Account Description
Activity Code
SoF
SOF description
Organisation
Future
Irrecoverable VAT
Journal Description
GL Batch Name
Journal Name
Module Batch Name
Currency Code
Project
Task
Project Type
Project Transaction ID
Source
Category
Additional Info
Subset: Payroll Journal > Payroll Journal *
Natural Account
Account Description
Activity Code
SoF
SOF description
Organisation
Future
Irrecoverable VAT
Accounted Dr
Accounted Cr
Accounted Amount
Journal Description
GL Batch Name
Journal Name
Module Batch Name
Currency Code
Project
Task
Project Type
Project Transaction ID
Source
Category


Subset Editor: BFT > Payroll Journal > Payroll Journal (Public)
Subset: Payroll Journal
Alias: Caption
Available Elements: Payroll Journal
Cost Centre
Cost Centre Description
Natural Account
Account Description
Activity Code
Subset: Payroll Journal > Payroll Journal *
Accounted Dr

Then drag across the other items in the desired order from the left hand side of the sub editor to the right hand



Only the selected columns will now appear



It is now easy to make the whole drop down columns for “employee” much wider by simply dragging down the right hand corner

The other values have not been lost and can be viewed again if using the default view.

The drop down list appears by surname, sorted in payroll order, it you type the surname you jump to the first instance of it in the list . However this can be a bit tricky -if you have several Smiths, for example they will all be in the list but not next to each other, so you may jump to the wrong smith in the list, and need the extra verification of the payroll number.

Also, as is good practice, the journal description may only show the employee number.

To get a reference list sorted by employee you can export from the main payroll planning screen using the excel snapshot function (large blue action button at the top left of the screen ruller).