



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

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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.

Centre and Description	Account and Description	Employee ID Split	Employee
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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

The screenshot shows a web browser window displaying a payroll journal. The browser address bar shows 'https://tm1.uas.ox.ac.uk/ - Payroll Journal | Work In Progress | EW Natural History Museum - Internet Explorer provided by Univ'. The application interface includes a header with 'iPayroll Journal' and a navigation bar with 'Rows:' (LineNos), 'Columns:' (Payroll Journal), and 'Context:' (Dec, 2016-17, EW0000 Natural History Museum - Main A/c). The main area is a table with columns: Journal Name, Module Batch Name, Currency Code, Project, Task, Project Type, Project Transaction ID, Source, Category, Additional Info, Other information, User Name, Entered CR, Entered DR, Entered Net, and Cost Centre and Description. The table contains 25 rows of data, all with 'Adjustment GBP' entries. A 'Subset Editor' dialog box is open in the foreground, titled 'Subset Editor: BFT > Payroll Journal > Payroll Journal (Public)'. It shows a list of 'Available Elements' on the left, including 'Value after Journal', 'Core', 'Journal Value', 'Accounted Dr', 'Accounted Cr', 'Debit Value', 'Credit Value', 'Ledger', 'GL period', 'Supplier/Customer', 'GL date', and 'GL Created Date'. On the right, a list of selected elements is shown, including 'Transaction Number', 'Cost Centre', 'Cost Centre Description', 'Natural Account', 'Account Description', 'Activity Code', 'SoF', 'SOF description', 'Organisation', 'Future', 'Irrecoverable VAT', 'Accounted Dr', and 'Accounted Cr'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.



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 icon to retain just that one item



Subset Editor: BFT > Payroll Journal > Payroll Journal (Public)

Subset: Payroll Journal Alias: Caption

Available Elements: Payroll Journal

- Transaction number
- 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 *

- Cost Centre Description
- 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

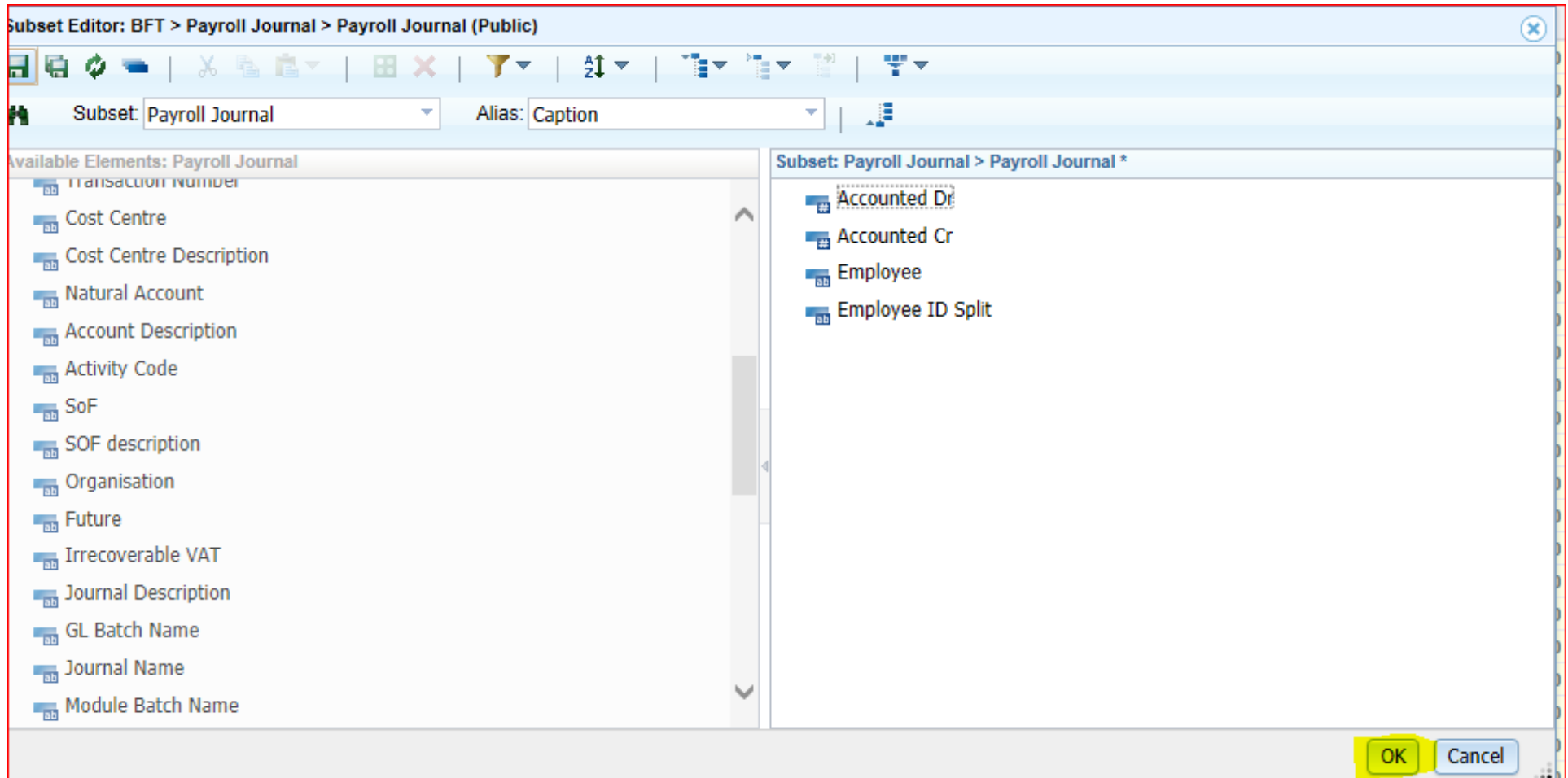
- Transaction number
- Cost Centre
- Cost Centre Description
- Natural Account
- Account Description
- Activity Code

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

The screenshot shows a web browser window with the URL <https://tm1-qa.bsp.ox.ac.uk/>. The page title is "Payroll Journal | Work In Progress | AXA1 English Faculty Depart - Internet Explorer provide". The browser's address bar and toolbar are visible. Below the browser, there is a tab labeled "iPayroll Journal". The application interface includes a "Rows:" section with a dropdown menu set to "LineNos" and a sub-label "[List 1 to n Pay Jnl]". To the right, a "Columns:" section has a dropdown menu set to "Payroll Journal" with a sub-label "[Payroll Journal]". The main content is a table with the following columns: "Accounted Dr", "Accounted Cr", "Employee", and "Employee ID Split". The table contains five rows of data, with the first three rows having yellow backgrounds. A blue-bordered box highlights the "Employee" column for the first three rows, and a vertical line is drawn at the right edge of this column, indicating it has been expanded.

	Accounted Dr	Accounted Cr	Employee	Employee ID Split
001	0	760	B	6028727-AX9981-50120-00000
002	0	760	H	2364170-AX9981-50120-00000
003	0	600	M	2360812-AX9981-50120-00000
004	0	0		
005	0	0		

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



Employee	Employee ID Split
BAY	727-AX9981-50120-00000
HAI	170-AX9981-50120-00000
MA	812-AX9981-50120-00000
BLI	
BEC	
HIR	
LAT	
REE	
SHE	9
BAS	
MA	
GRA	
REE	
KEL	
SET	
BOV	
PHI	
COU	
BAI	
SHA	
BUT	
ALL	
LEE	
HAF	
GLI	
MCC	

Drag this out to make the drop down box bigger

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, if 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).