

Exercise: List Costs per Paycode

Suppose you need the costs per person and crew of non-labor on a report with the following features:

- Limit the contents to standing work orders
- Prompt for the date ranges
- Show the non-labor paycodes, rate, hours reported, and total cost
- List all costs per person and group the personnel by crew.

The list report will use the Labor Star with the data elements and the calculation below:

- Filters – Work Order Type: Standing Work Order AND Maintenance Type: Personnel AND Work Order Crew AND Work Performed Date AND NOT Paycode: Regular
- Dimensions – Work Order Crew, Employee Name, Paycode
- Facts – Current Rate and Hours Worked
- Created Calculation – Total Cost.

Insert filters and prompts

1. From the Insert Data menu, expand AdHoc 2.0 View > Labor Star.
2. Expand the Work Order dimension.
 - a. Right-click Work Order Type and click *Filter for report*.
 - Select Standing Work Order.
 - Click OK.
 - b. Right-click Maintenance Type and click *Filter for report*.
 - Select Personnel.
 - Click OK > Apply > OK.
 - c. Double-click Work Order Crew to place the element on the report canvas.
 - Right-click the Work Order Crew column heading and click Filter.
 - Select *Prompt every time the report runs*.
 - Click OK > Apply > OK.
 - d. Close the dimension.
3. Expand the Pay Code dimension.
 - a. Right-click the Paycode element.
 - b. Click *Filter for report*.
 - c. Select the Condition *Do not show the following (NOT)*.
 - d. In the list, scroll to and select *Regular*.
 - e. Click OK > Apply > OK.
4. Expand the Work Performed Date dimension.
 - a. Right-click the Work Performed Date element and click *Filter for report*.
 - b. Select *Prompt every time the report runs*.
 - c. Click Apply > OK.
 - d. Close the dimension.

Insert dimensions

5. Expand the Technician dimension.
 - a. Double-click Name.
 - b. Close the dimension.
6. Expand the Paycode dimension.
 - a. Double-click the Paycode element.
 - b. Close the dimension.
7. Expand the Historical Crew Rates dimension.
 - a. Double-click the Current Rate element.
 - b. Close the dimension.

Insert the fact element

8. Expand the Fact table to find hours worked.
 - a. Double-click Hours Worked.
 - b. Click Insert.

Rearrange columns using cut and paste

9. Position Work Order Crew at the front of the report, followed by name, paycode, rate, and hours.
 - a. On the canvas, select Work Order Crew > click Cut.
 - b. Select Name > click Paste. Result: Work Order Crew appears first, before Name.
 - c. Repeat as necessary to achieve the desired order.

Create the calculation of Total Cost

10. To create the calculation, Ctrl + click the column headings of Current Rate and Hours Worked.
 - a. Click the Calculate icon.
 - b. Verify the following about the calculation: arithmetic, multiplication, Rate * Hours Worked.
 - c. Name the calculation "Total Cost" in the *New item name* field.
 - d. Click Insert. Result: a new column named "Total Cost" appears.

Apply finishing touches

11. Group the report by Work Order Crew and Technician Name.
 - a. Click the Work Order Crew column heading and click the Group icon.
 - b. Click the Name column heading and click the Group icon.
12. Give the report a title.
 - a. Double-click Title and type "Costs of Personnel SWOs."
 - b. Click OK.

Save and run the report

13. Save the file to My Folders and name it "Costs of Personnel SWOs."
14. Click Save and Run. Result: Prompts appear.
 - a. In the Work Order Crew prompt, click Select All.
 - b. In the Date Range prompt, select January 1, 2014 through Latest Date.
 - c. Click OK. Result: The report runs with all data.