

# Monthly PPA (Payroll Payments by Account) Report

This report provides the detail of the payroll expenditure information in HRIS that has posted to the Financial Information System (FIS) for the accounting month ... checks issued within the month.

The steps to produce this report are similar to the regular Payroll Payments by Account Report, with these exceptions:

- ▶ the page tab “**Print Monthly PPA LASER**” is selected;
- ▶ the report parameter “**Check Month**” appears instead of pay period; and
- ▶ the “**Payroll Payments Acc. Monthly**” (WPAY6050) is selected from the Report List.

**Location: North American Payroll > Payroll Funding > Reports > Payroll Payments (new system)**

Select **Print Monthly PPA LASER** page tab

The screenshot shows the 'Print Monthly PPA LASER' report request parameters form. The 'Check Month' dropdown is set to 'November'. Other options include 'Sort By Submit?' (unchecked), 'Data File?' (checked), and 'Print Report?' (checked). There are sections for 'Cycle Select', 'Voucher Number(s) Range', 'Project(s) Range', 'Department(s) Range', and 'Fund Source'.

## New Report Request Parameter:

**Check Month:** The month checks were issued.

July includes checks issued 07/01/05, 07/15/05, and 07/29/05  
 November includes checks issued 11/04/05 and 11/18/05

Select **Payroll Payments Acc. Monthly WPAY6050**

Process List					
Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	Payroll Payments Acc. LASER	WPAY605M	SQR Report	Web	PDF
<input type="checkbox"/>	Payroll Payments Acc. Report	WPAY605N	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	Payroll Payments Acc. Monthly	WPAY605O	SQR Report	Web	PDF