

**Payroll Payments by Account (PPA) Grid**  
 This grid has been created to assist with requesting PPA reports.

| Function<br>(What do I want?)   | Pay<br>Period<br>(Pay<br>Period<br>End Date) | Fiscal Year                                       | Sort By<br>Subunit? | Data<br>File?<br>(String of<br>Data - Flat<br>File) | Print<br>Report? | Cycle<br>Select | Pay Group | Voucher #'s  | Range of<br>Voucher<br>#'s | Project(s)                 | Range<br>of<br>Projects | Dept(s) | Fund<br>Source<br>(Index) | Organization<br>(Expending<br>Org) |
|---|--|---|---------------------|---|------------------|-----------------|-----------|--|----------------------------|----------------------------|-------------------------|---------|---------------------------|------------------------------------|
| <b>CWSP</b> (College Work Study Program) Expenditures                         | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | Both            |           |  |                            | NZGCCWSxxx                 |                         |         |                           | ####                               |
| <b>Project Expenditures for One Organization and for One Project</b>          | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | Both            |           |  |                            | XXXXXXXXXX                 |                         |         |                           | ####                               |
| <b>Total Project Expenditures Regardless of Organization</b>                  | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | Both            |           |  |                            | XXXXXXXXXX                 |                         |         |                           |                                    |
| <b>Total Organization Expenditures Regardless of Project</b>                  | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | On-Cycle        |           |  |                            | %aaa%<br>or leave<br>blank |                         |         |                           | ####                               |
| <b>All On-Cycle for a Specific Pay Period</b>                                 | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | On-Cycle        |           |  |                            |                            |                         |         |                           | ####                               |
| <b>All Off-Cycles for a Specific Pay Period</b>                               | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | Off-Cycle       |           |  |                            |                            |                         |         |                           | ####                               |
| <b>Off-Cycles for a Specific Pay Group(s) and Pay Period</b>                  | MM/DD/YY                                     | Automatic   | Optional            | Optional  | Optional         | Off-Cycle       | KA1, KE1  |  |                            |                            |                         |         |                           | ####                               |
| <b>Transfers</b><br>(One voucher)   |  | Use FY<br>expenditure<br>posted to FIS<br>Project | Optional            | Optional  | Optional         | Both            |           | J1#####  |                            |                            |                         |         |                           | ####                               |
| <b>Transfers</b><br>(Two or more vouchers<br>but not in consecutive<br>order) |  | Use FY<br>expenditure<br>posted to FIS<br>Project | Optional            | Optional  | Optional         | Both            |           | J#####1,<br>J#####7,<br>etc. (Only<br>one or not<br>consecutive) |                            |                            |                         |         |                           | ####                               |

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 This grid has been created to assist with requesting PPA reports.

| Function<br>(What do I want?)                                | Pay Period<br>(Pay Period End Date) | Fiscal Year                              | Sort By Subunit? | Data File?<br>(String of Data - Flat File) | Print Report? | Cycle Select | Pay Group | Voucher #'s                      | Range of Voucher #'s     | Project(s) | Range of Projects | Dept(s) | Fund Source (Index) | Organization (Expending Org) |
|--|-------------------------------------|--|------------------|--|---------------|--------------|-----------|----------------------------------|--------------------------|------------|-------------------|---------|---------------------|------------------------------|
| <b>Transfers</b><br>(Range of vouchers in consecutive order) |                                     | Use FY expenditure posted to FIS Project | Optional         | Optional                                   | Optional      | Both         |           |                                  | J#####1 through J#####10 |            |                   |         |                     | #####                        |
| <b>I Know FY, FIS Project Number and Voucher Number Only</b> |                                     | Use FY expenditure posted to FIS Project | Optional         | Optional                                   | Optional      | Both         |           | V51##### or V52##### or V53##### |                          | #####      |                   |         |                     | #####                        |

**Tips:**

Do not use "Cycle Select" = "Both" for a given pay period without any other parameters selected.

If you receive a printout that states: **\*\*\* NO DATA FOUND FOR YOUR DEPARTMENT \*\*\***, then you did not have any employee on that particular payroll/voucher.

If you receive a printout that states: **\*\*\* PAYROLL PAYMENTS BY Project FOR THE PARAMETERS SELECTED DO NOT EXIST ANYWHERE IN THE TABLE \*\*\***, then HR has not yet loaded the data or the data has been expunged. After six months, data is expunged from the PPA Report Table.

The same philosophy for Range of Departments as for vouchers and FIS Projects can be used for those with multiple department/project access.

Dept Scroll Area ... using Dept ID(s) ... only produces individuals who are funded from projects owned by the department(s) entered. The report will not include individuals funded from outside sources (i.e., projects owned by other departments).

**On-Cycle Vouchers = V51#####, V52#####, V53#####**

**Off-Cycle Vouchers = V59#####**

**Transfer Vouchers = J1#####**

**Graduate Health Insurance Vouchers = J3367##**

The paycheck issue date determines the accounting month. Ex: 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.

Expenditure subobject codes may be found in PPM Chapter 6030.410 pages 30-32. HRIS used STARS subobject codes (in pay distribution summary) previous to July 1, 2005. HRIS now uses FIS subobject codes.