

Running / Viewing / Printing Reports

Payroll Payments KSU

This report provides the detail of the payroll expenditure information in HRIS that is posted to the Financial Information System (FIS) in summary. FIS Project Number and Voucher Number are used in both FIS and HRIS and are the keys to matching the data between the two systems.

When the report is available for a particular on-cycle pay period, payroll transfers or adjustments, an e-mail notification will be sent to HRIS users.

Payroll Payments KSU reports will be available for six months. Once an on-cycle payroll, payroll transfer or an adjustment has existed for six months, it will be purged.

HRIS allows flexibility in requesting Payroll Payments KSU Reports. A grid is available to assist with requesting information and/or completing the "Report Request Parameters" for selected information.

Grid: http://www.k-state.edu/hr/hris/PPA_Grid_FY2006.pdf

1. Access HRIS Report

Payroll for North America > Payroll Funding > Reports > Payroll Payments KSU

2. Select Run Control ID

Enter an existing Run Control ID or select the "Search" button to produce a list of Run Control ID's ... search results will appear.

Payroll Payments
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Run Control ID: begins with amd

< < < < < Attention: New HRIS User > > > > >

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select **"Add a New Value."** A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME.

The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

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The Report Request Parameters page will appear.

3. Select Page Tab and Complete the Report Request Parameters

Biweekly Report - Prior to FY 2006 - Monthly Report

Print PPA Runc! Wpay605nksu Print Monthly PPA

Run Control ID: amd [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Pay Period: 01/09/2010 Subunit Option Data File Option Print Option
Fiscal Year: 2010 Sort By Subunit? Data File? Print Report?

Cycle Select
 Both
 On-Cycle
 Off-Cycle (Space= All Off-Cycles)

Voucher Number(s) Range
Voucher Scroll Find | View All First 1 of 1
Area Last
From: Or To:

Project(s) Range
Project Scroll Find | View All First 1 of 1
Area Last
(Space = All Projects) Or To:
Wild Card Project:

Department(s) (Space = All Depts) Range
Dept Scroll Find | View All First 1 of 1
Area Last
From: Or To:

Fund
Source All Find | View
Scroll Area First 1 of 1
Last
Fund Source:

Org Scroll Find | View All First 1 of 1
Area Last
Org: 20060

Report Request Parameter Definitions:

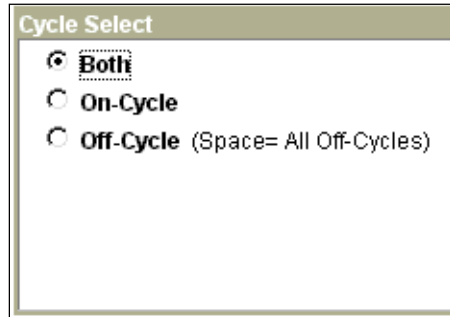
- **Pay Period:** Pay Period End Date (MM/DD/YYYY format).
- **Fiscal Year:** Fiscal year will automatically populate based on the pay period end date.

Pay Period: 01/09/2010
Fiscal Year: 2010

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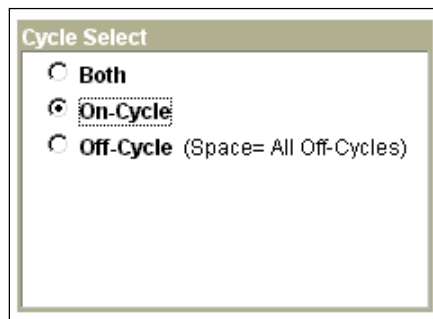
- **Cycle Select**

Both: This option is used to select retroactive funding transfers. Click once on **Both**, if the radio button is not already marked.



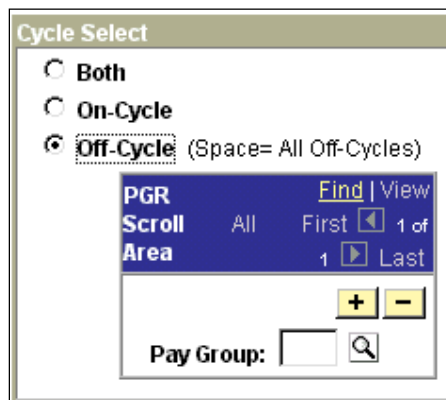
The screenshot shows a dialog box titled "Cycle Select" with three radio button options: "Both" (selected), "On-Cycle", and "Off-Cycle (Space= All Off-Cycles)".

On-Cycle: This option is used to select a normal payroll cycle. Click once on **On-Cycle**, if the radio button is not already marked.



The screenshot shows a dialog box titled "Cycle Select" with three radio button options: "Both", "On-Cycle" (selected), and "Off-Cycle (Space= All Off-Cycles)".

Off-Cycle: This option is used to select a payroll cycle in which an adjustment and/or a supplemental has been processed. Click once on **Off-Cycle**, if the radio button is not already marked. **If you want all off-cycles for a specified pay period, leave pay group blank to catch all of them.** Or, key the pay group(s) desired.



The screenshot shows a dialog box titled "Cycle Select" with three radio button options: "Both", "On-Cycle", and "Off-Cycle (Space= All Off-Cycles)" (selected). A search overlay is visible, showing "PGR" and "Scroll Area" with "All" selected, and "1 of 1" displayed. Below the overlay are "+" and "-" buttons and a "Pay Group:" label with a search icon.

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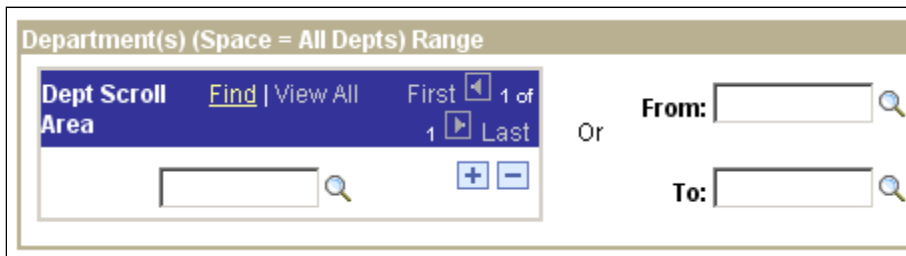
- **Department(s) (Space = All Departments) Range:**

Dept Scroll Area: Used to identify one or more departments not in consecutive Department ID order.

Ex: 3670005050 and 3670020060

From and To: Used to print information for multiple departments in consecutive Department ID order.

Ex: 3670020010 thru 3670020013



- **Subunit Option:** Click indicator "on" to sort report by subunits within selected department(s). This option is only available to those departments who have created subunits.



- **Output Options:** Output options are available by clicking indicator on for either "Date File Option" or "Print Option."

The "Data File Option" is used for specific spreadsheet applications. Normally, the "Print Option" is used.



- **Voucher Number(s) Range:**

Voucher Scroll Area: Enter Voucher Numbers. Used to select information for one or more retroactive funding voucher numbers not in consecutive order. Ex. J####1, J####4, J####8.

Note: This is also a way to balance your FIS statements. *If you only enter Fiscal Year, Voucher Number, and FIS Project Number and want to know who the expenditures are for, you can key these parameters (using Cycle Select...Both) and receive Payroll Payments KSU Report with the pertinent data.*

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- **Voucher Number(s) Range:**


From and To: Used to select information for multiple voucher numbers in consecutive order.
Ex: J#####1 thru J#####10



- **Project(s) Range:**

The Project identifies programs, projects and activities for department or organization. The first character must be either a "G" (Grant Project) an "M" (Matching Project) or an "N" for Non-Grant/Non-Matching Project.

Project Scroll Area: Enter Project Number(s) to select information for one or more projects not in consecutive order.



Wild Card Checkbox:

This option allows users to use the % sign as a wild card in the project scroll area.

The wild card checkbox needs to be turned on for this capability.

Examples:

NMI% Produces all projects beginning with NMI

GOBO% Produces all projects beginning with GOBO

%EGA% Produces all projects that have grant and non-grant identifiers



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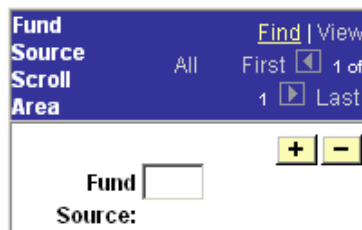
From and To: Used to select a range of Projects in consecutive order.

If Project is left "blank," ALL project information will be printed for selected department(s).



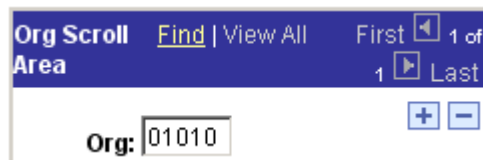
- **Fund Source Scroll Area:**

This field is the Fund Source (Index) for non-grant projects. The Fund Source for a specific project may be found on the Controller's Office web page: <http://www.ksu.edu/controller/systems/fis/>



- **Org Scroll Area:**

This field can be used when requesting specific data on the expending org for payroll. The field reflects the organization (department) that owns the project(s).



4. ***Save and Run the Report***

Select " **Save** " to retain selected report parameters.

Select " **Run** " to run the report and to access the Process Scheduler Request page.

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6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

Select **Report Manager** to produce a list of reports.

Print PPA Runctl Wpay605nksu Print Monthly PPA

Run Control ID: amd

[Report Manager](#) [Process Monitor](#)

Report List

“Refresh” is selected to view reports that are processing or have been processed.

After report status = Posted, select “Description” or “Details.”

List Explorer Administration Archives

View Reports For

User ID: ALMAMD Type: Last: 1 Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	525156	564867	Payroll Payments Acc.	01/26/2010 2:28:04PM	Acrobat (*.pdf)	Posted	Details

Note: Reports will remain on the "Report List" for 30 days.

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Report Manager - Access Report from Report Detail

To view the report, select

CSV File (Comma Separated Values)
PPA 09-JAN-2010.csv
File for Microsoft Excel

or

PDF File (Portable Document Format)
WPAY605M_xxxxxx.PDF
Hard copy report


After selecting either the PDF or CSV file, the report will appear.

Report Detail

Report

Report ID: 525156 Process Instance: 564867 [Message Log](#)
Name: WPAY605M Process Type: SQR Report
Run Status: Success
Payroll Payments Acc.

Distribution Details

Distribution Node: KSU Expiration Date: 02/25/2010 

File List

Name	File Size (bytes)	Datetime Created
PPA_09-JAN-2010.csv	32,734	01/26/2010 2:28:23.000000PM CST
SQR_WPAY605M_564867.log	1,745	01/26/2010 2:28:23.000000PM CST
wpay605m_564867.PDF	127,434	01/26/2010 2:28:23.000000PM CST
wpay605m_564867.out	1,025	01/26/2010 2:28:23.000000PM CST

Note: Red arrows in the original image point from the text ".csv ... file for Microsoft Excel" to the PPA_09-JAN-2010.csv link, and from ".PDF ... hard copy report" to the wpay605m_564867.PDF link.

To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK at (785) 532-7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR liaison at (785) 532-6277 or Alma Deutsch at (785) 532-1448.