

# Running / Viewing / Printing Reports

## Payroll Payments by Account

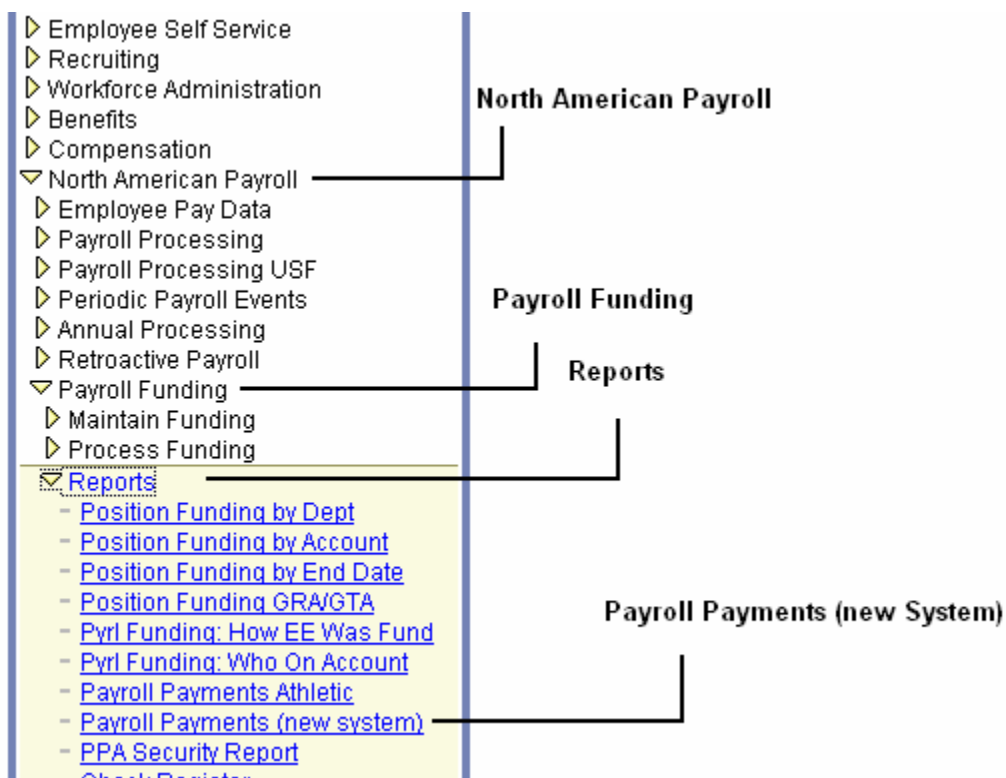
This report provides the detail of the payroll expenditure information in HRIS that is posted to the Financial Information System (FIS) in summary. FIS Project Number and Voucher Number are used in both FIS and HRIS and are the keys to matching the data between the two systems.

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

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

HRIS allows flexibility in requesting Payroll Payments by Account reports. A grid is available to assist with requesting information and/or completing the "Report Request Parameters" for selected information. [Grid for Payroll Payments by Account: http://www.ksu.edu/hr/hris/hris-reports.html#fun](http://www.ksu.edu/hr/hris/hris-reports.html#fun)

### 1. Access HRIS Report



# Payroll Payments by Account

## 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.

Select a Run Control ID from the list. <Enter>


### Payroll Payments (new system)

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](#)

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Run Control ID: begins with

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

< < < < **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.

# Payroll Payments by Account

The Report Request Parameters page will appear.

## 3. Complete the Report Request Parameters

Report Request Parameters

Pay Period: 06/18/2005

Fiscal Year: 2006

Subunit Option:  Sort By Subunit?

Data File Option:  Data File?

Print Option:  Print Report?

Cycle Select:

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

Voucher Number(s) Range:

Voucher Scroll Area:   First

From:  Or To:

Project(s) Range:

Project Scroll Area:   First

(Space = All Projects)

Wild Card  Project: GOAA53533

From:   Or To:

Department(s) (Space = All Depts) Range:

Dept Scroll Area:   First

From:   Or To:

Fund Source Scroll Area:   All First

Fund Source:

Org Scroll Area:   First

Org:

### Report Request Parameter Definitions:

- **Pay Period:** Pay Period End Date (MM/DD/YYYY format). Approximately 12 pay periods that have been confirmed/completed may be accessed. Once a payroll or retroactive funding transfer has existed for six months, it will be purged.
- **Fiscal Year:** Fiscal year will automatically populate based on the pay period end date.

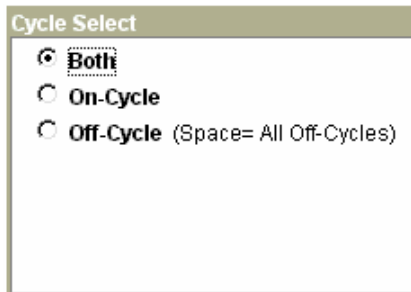
Pay Period: 06/18/2005

Fiscal Year: 2006

# Payroll Payments by Account

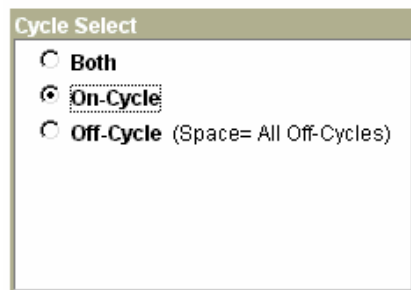
- **Cycle Select**

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



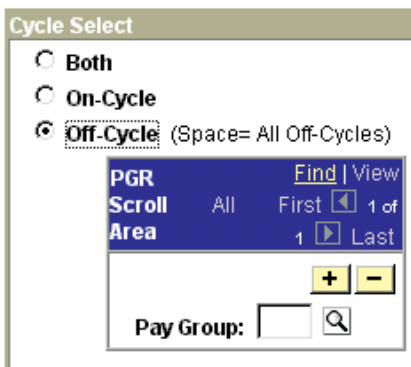
The screenshot shows a dialog box titled "Cycle Select" with three radio button options: "Both" (selected), "On-Cycle", and "Off-Cycle (Space= All Off-Cycles)".

**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 adjustments and/or supplementals are 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.** Else 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 "Pay Group:" with a search icon and navigation buttons.

## Payroll Payments by Account

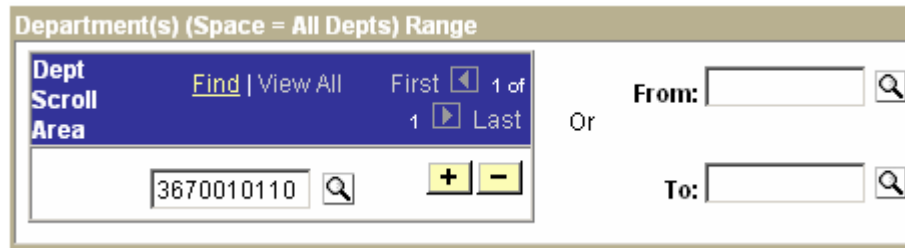
- **Department(s) (Space = All Depts) Range:**

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.



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- **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 FRS 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 a Payroll Payments by Account report with the pertinent data.*

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

Voucher Number(s) Range

Voucher Scroll Area Find | View All First 1 of 1 Last

From: [ ]

Or

To: [ ]

- **Project(s) Range:**

The Project identifies programs, projects and activities for department or organization. The first character must be either a “G” (Grant Account) an “M” (Matching Account) or an “N” for Non-Grant/Non-Matching Account. The second through fourth character identifies the organization (department). The last six characters are free form and may be the “old” FRS Account number.

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

Project(s) Range

Project Scroll Area Find | View All First 1 of 1 Last

(Space = All Projects)

Wild Card  Project: [ ]

From: [ ]

Or To: [ ]

# Payroll Payments by Account

## 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

The screenshot shows a dialog box titled "Project(s) Range". It has a blue header bar with "Project Scroll Area" and "Find | View All" buttons. Below the header, there are navigation buttons: "First", "1 of 1", and "Last". A "(Space = All Projects)" label is present. The "Wild Card" checkbox is checked and highlighted with a red box. The "Project:" field is empty. To the right, there are "From:" and "To:" input fields, both empty, with search icons.

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).

This screenshot is identical to the one above, but the "Wild Card" checkbox is unchecked.

- **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 FRS to FIS Account Conversion Sheet: <http://www.ksu.edu/controller/systems/fis/>

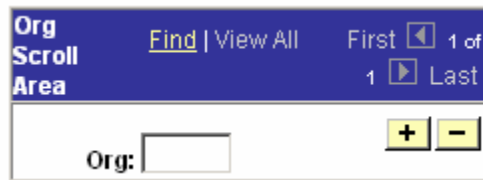
The screenshot shows a dialog box titled "Fund Source Scroll Area". It has a blue header bar with "Fund Source Scroll Area" and "Find | View All" buttons. Below the header, there are navigation buttons: "All", "First", "1 of 1", and "Last". The "Fund Source:" field is empty. There are "+" and "-" buttons to the right of the field.

# Payroll Payments by Account

- **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.

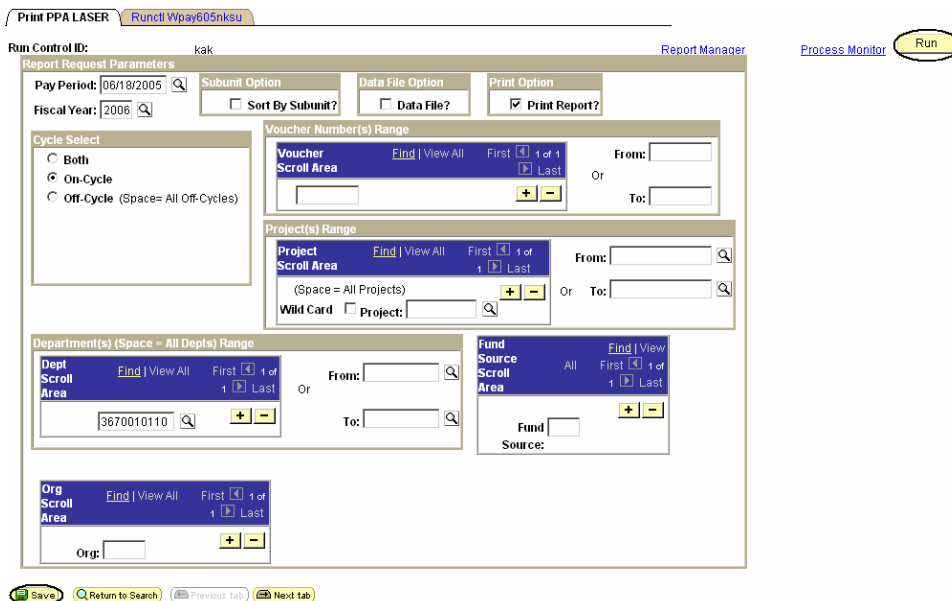
For example, to produce a PPA report of those employees on a specific project and the Org (Organization), the user would enter the pay period end date, fiscal year, select the cycle, enter the project and expending organization. All other fields should remain blank.



## 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.



# Payroll Payments by Account

## 5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

### Web Option

### Microsoft Excel Spreadsheet

<b>To view/print report via the <u>Web</u>:</b>	<b>To view/print report via <u>Electronic Mail</u>:</b>
<u>Server Name</u> : <b>PSUNX</b>	<u>Server Name</u> : <b>PSUNX</b>
<u>Type</u> : <b>Web</b>	<u>Type</u> : <b>WEB</b>
<u>Format</u> : <b>PDF</b>	<u>Format</u> : <b>CSV</b>
Runs report to the process scheduler.	Runs report to e-mail.

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). **Select report for prior to FY 2006: Payroll Payments Acc. Report or for FY 2006 and beyond reports: Payroll Payments Acc. Report.** After completing the options, select "OK" to run the report.

### Process Scheduler Request

User ID: KKUGLE      Run Control ID: kak

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Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

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**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	

Prior to FY 2006 reports
FY 2006 and beyond reports

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**Process List**

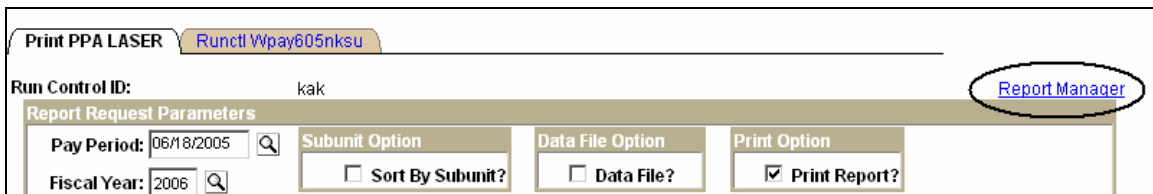
Select	Description	Process Name	Process Type	Type	Format	
<input checked="" type="checkbox"/>	Payroll Payments Acc. LASER	WPAY605M	SQR Report	Email	PDF	
<input checked="" type="checkbox"/>	Payroll Payments Acc. LASER	WPAY605M	SQR Report	Web	CSV	
<input type="checkbox"/>	Payroll Payments Acc. LASER	WPAY605M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

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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 that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.



Print PPA LASER    Runcctl Wpay605nksu

Run Control ID: kak [Report Manager](#)

Report Request Parameters

Pay Period: 06/18/2005	Subunit Option	Data File Option	Print Option
Fiscal Year: 2006	<input type="checkbox"/> Sort By Subunit?	<input type="checkbox"/> Data File?	<input checked="" type="checkbox"/> Print Report?

## Report List



Explorer    List    Administration    Archives

View Reports For

User ID: KKUGLE    Type: SQR Report    Last: 1 Days    Refresh

Status: Posted    Folder:    Instance:    to:

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

Select	Report ID	Pracs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	2199	2770	Payroll Payments Acc. LASER	05/20/2005 3:23:14PM	Acrobat (*.pdf)	Posted	Details	View

Status ... Posted

Select **"Refresh"** to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select **"View"**

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

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## Report Manager -Access Report from Report Detail

- \* A Message Log, Trace File, and File Name(s) will appear.
- \* To view the report, select the file name ...  
wpay605n\_268.PDF
- \* After selecting the PDF file, the report will appear.

Report Detail		
<b>Report ID:</b> 2199	<b>Process Instance:</b> 2770	
<b>Name:</b> WPAY605M	<b>Process Type:</b> SQR Report	
<b>Run Status:</b> Success		
Payroll Payments Acc. LASER		
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,629	05/20/2005 3:23:34.000000PM CDT
<a href="#">wpay605m_2770.PDF</a>	1,654	05/20/2005 3:23:34.000000PM CDT
<a href="#">Trace File</a>	1,045	05/20/2005 3:23:34.000000PM CDT

- \* To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK at 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 532-6277 or Alma Deutsch at 532-1448.