



**CI 8.9 Business Process Guide
CI Custom LCD Payroll Reports**

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REVISION CONTROL

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Introduction

The CI Custom LCD Payroll Reports Business Process Guide will guide the user through running the LCD Payroll Reports and how to access them at a later time. The primary goal of the LCD payroll reports is to balance to the financial reports and to assist in the data gathering for expenditure adjustments. This guide covers the following functionality:

- Run control setup
 - Single Department
 - Multiple Departments
- Run Report
- Expected output
- Access to report previously ran

Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Assumption	LCD has been successful ran for pay period the user wants to see.

Processing Steps

Run Control Set Up

Navigation: Main Menu > CI Customizations / Interfaces > CI Human Resources > LCD Payroll Reports > Payroll Reports > LCD Payroll Reports > Add a New Value*

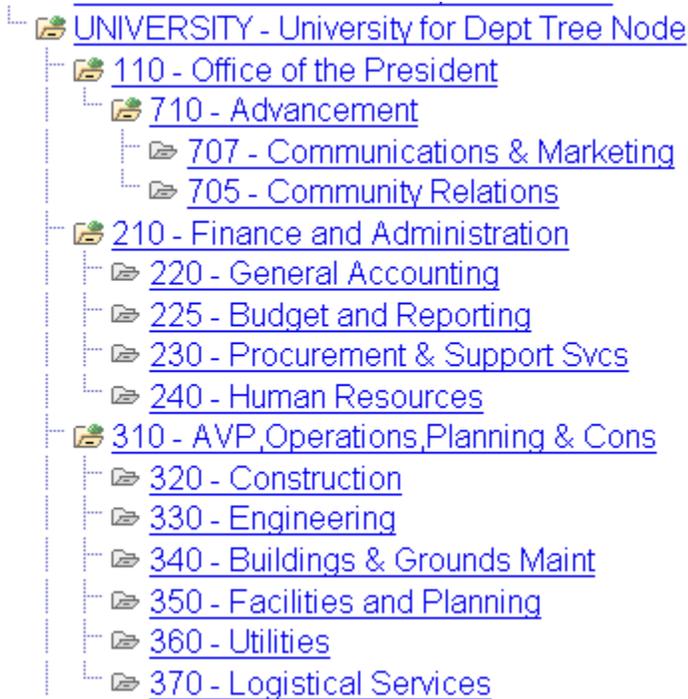
Processing Steps	Screen Shot
<p>Create a run Control ID</p> <ul style="list-style-type: none"> • Can be named anything – this is specific to your login • Cannot have spaces • Once the run control is saved it may be used again and again by selecting the find an existing value. All the previously saved information will be populated and can be updated. • Can create multiple Run controls for multiple departments or one run control to run all departments 	<p>The screenshot shows the 'LCD Payroll Reports' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID:' with a mouse cursor hovering over it. Underneath the input field is a yellow 'Add' button. At the bottom of the screenshot, there are two links: 'Find an Existing Value' and 'Add a New Value'.</p>

Processing Steps	Screen Shot
<p>Once Run Control ID is created, you will have the option to select your criteria.</p> <p>The fields with "*" are required:</p> <ul style="list-style-type: none"> • Fiscal Year • Department <p>All other fields are optional and can limit the amount of information retrieved.</p>	

Explanation of Fields

- **Detail by Chartfield Level** : Report page that show all entries based upon the criteria selected in the Report Parameters by employee
- **Summary by Chartfield Level** : Report page that will show all entries summed by chartfield based upon the Report Parameters
- **Expenditure Adjustment** : Report page that will show all expenditure adjustments based upon the Report Parameter selected
 - These reports can all be selected to run in the same report request and will appear as different tabs in the excel worksheet
- **Fiscal Year** (Required Field): 4 digit fiscal year. Example 2006 is July 2006 to June 2007.
 - Reports must be ran for a particular fiscal year, but users have the ability to run prior fiscal year reports now
- **Account** : Input to view charges on a specific account code.
 - Example 602001 (FWS students)
- **Fund** : Input to view charges on a specific fund.
 - Example GD901 (CI ~ Operating)
- **Program** Input to view charges on a specific program.
 - Example 00102 (CMS)
- **Class** Input to view charges on a specific class.
 - Example 0039A (Trio Main)
- **Project** Input to view charges on a specific project.
 - Example G0039 (Trio)
- **Department** (Required Field) three digit department id
 - Example 110 (Office of the President)

- **Include Rollup** allows reports to be ran based off of the department tree. Entering UNIVERSITY (administrative use only) is the highest level of roll up. Example of the department tree:
 - **Example**
 - If department 210 is input in the **Department** field, only 210 will come back in the results (pending the user requesting this report has access to this department)
 - If department 210 is input in the **Department** field AND **Include Rollup** is selected 210, 220,225,230,240 will come back in the results (pending the user requesting this report has access to all these departments)

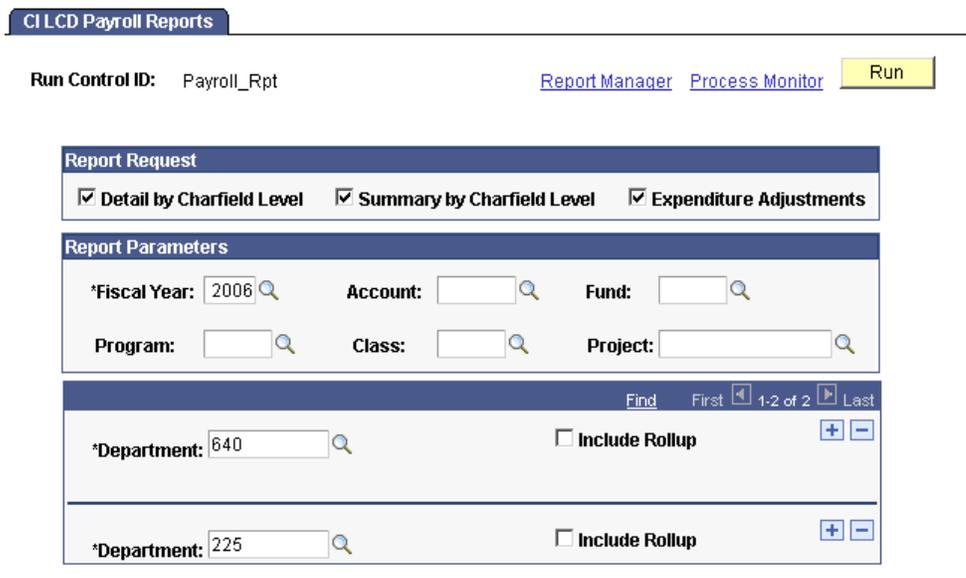


Single Department

Processing Steps	Screen Shot
<p>Running all reports (report request section) and one department for fiscal year 2006 will appear similar to screen shot</p>	

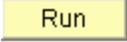
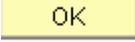
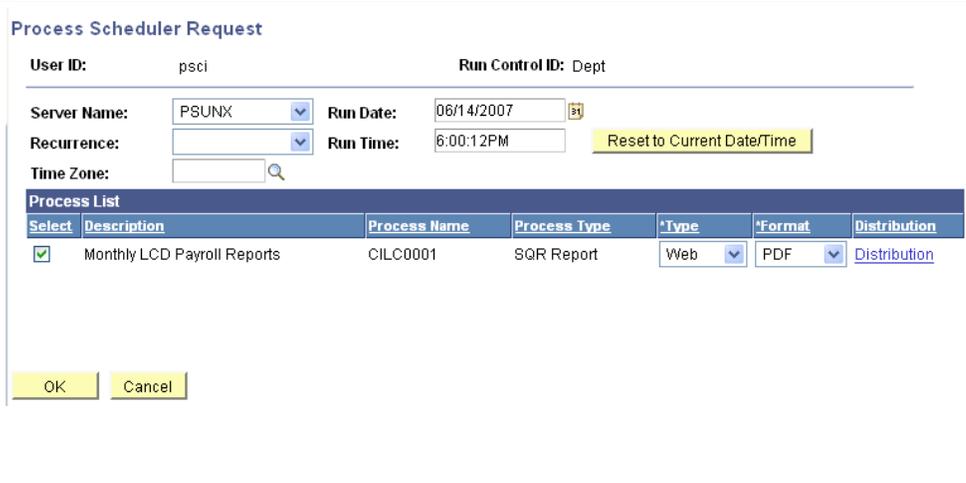
Multiple Department

Processing Steps	Screen Shot

<p>Running all reports (report request section) and multiple departments for fiscal year 2006 will appear similar to screen shot</p> <p>Click  to add another department</p>	 <p>The screenshot shows the 'CI LCD Payroll Reports' interface. At the top, it displays 'Run Control ID: Payroll_Rpt' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are three sections: 'Report Request' with checkboxes for 'Detail by Charfield Level', 'Summary by Charfield Level', and 'Expenditure Adjustments'; 'Report Parameters' with input fields for 'Fiscal Year' (2006), 'Account', 'Fund', 'Program', 'Class', and 'Project'; and a list of departments with 'Department' fields (640 and 225) and 'Include Rollup' checkboxes. A pagination bar at the bottom indicates '1-2 of 2'.</p>
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Output from Multiple Departments Payroll Report will be in one book.

Run Report

Processing Steps	Screen Shot														
<p>Click Run</p> <p></p> <p>Server Name: PSUNX</p> <p>Click OK</p> <p></p> <p>Click Process Monitor</p> <p>Process Monitor</p>	 <p>The screenshot shows the 'Process Scheduler Request' dialog. It includes fields for 'User ID: psci' and 'Run Control ID: Dept'. Below are 'Server Name' (PSUNX), 'Run Date' (06/14/2007), 'Recurrence', and 'Run Time' (6:00:12PM) fields, along with a 'Reset to Current Date/Time' button. A 'Process List' table is shown below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Monthly LCD Payroll Reports</td> <td>CILC0001</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom are 'OK' and 'Cancel' buttons.</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Monthly LCD Payroll Reports	CILC0001	SQR Report	Web	PDF	Distribution
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<p>Click Details</p> <p>Details</p>															

Expected Output

	Screen Shot																																								
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Open the .xls file	<p>View Log/Trace</p> <table border="1"> <thead> <tr> <th colspan="3">Report</th> </tr> </thead> <tbody> <tr> <td>Report ID: 344</td> <td>Process Instance: 138896</td> <td>Message Log</td> </tr> <tr> <td>Name: CILC0001</td> <td>Process Type: SQR Report</td> <td></td> </tr> <tr> <td colspan="3">Run Status: Success</td> </tr> <tr> <td colspan="3">Monthly LCD Payroll Reports</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Distribution Details</th> </tr> </thead> <tbody> <tr> <td>Distribution Node: HCICNV</td> <td>Expiration Date: 06/24/2007</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>Multiple Departments (Charged To) FY2006_138896.xls</td> <td>259,649</td> <td>06/22/2007 2:55:17.000000PM PDT</td> </tr> <tr> <td>Message Log</td> <td>1,568</td> <td>06/22/2007 2:55:17.000000PM PDT</td> </tr> <tr> <td>Trace File</td> <td>1,263</td> <td>06/22/2007 2:55:17.000000PM PDT</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>lacey.lovejoy</td> </tr> </tbody> </table>	Report			Report ID: 344	Process Instance: 138896	Message Log	Name: CILC0001	Process Type: SQR Report		Run Status: Success			Monthly LCD Payroll Reports			Distribution Details		Distribution Node: HCICNV	Expiration Date: 06/24/2007	File List			Name	File Size (bytes)	Datetime Created	Multiple Departments (Charged To) FY2006_138896.xls	259,649	06/22/2007 2:55:17.000000PM PDT	Message Log	1,568	06/22/2007 2:55:17.000000PM PDT	Trace File	1,263	06/22/2007 2:55:17.000000PM PDT	Distribute To		Distribution ID Type	*Distribution ID	User	lacey.lovejoy
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<p>Example of output</p> <ul style="list-style-type: none"> Notice each tab at the bottom of the screen. This will vary based upon what check boxes are selected Reports can be saved to users local drive for further review or see next tab for viewing previously ran reports 	1	California State University, Channel Islands										
	2	Payroll Report										
	3	Detail by Chartfield Level										
	4	DateTime: 06-22-2007 11:43:26 AM										
	5	Fiscal Year: 2006										
	6	Department: Multiple Departments (Charged To)										
	7											
	8	EmployeeID	Name	Position	Union	Acct Desc	Account	Fund	Dept	Program	Class	Project
	9	00000xxxx-0	Herbert Aquino	00000xxx	M80	Management and Supervisory	601201	GD901	640			
	10	00000xxxx-0	Michael Leathers	00000xxx	M80	Management and Supervisory	601201	GD901	640			
	11	00000xxxx-0	Neal Fisch	00000xxx	R09	Support Staff	601300	GD901	640	00102		
	12	00000xxxx-0	Lacey Lovejoy Allen	00000xxx	R09	Support Staff	601300	GD901	640	00102		
	13	00000xxxx-0	Steven Wight	00000xxx	E99	Student Assistant	601303	GD901	640			
	14											
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Access to Previously Ran Reports

Navigation: Main Menu > Reporting Tools > Report Manager > Administration Tab

<p>Process Steps</p> <p>Reports that the user has ran will be listed there.</p> <p>To see older reports change the “Last” to a larger number.</p> <p>Reports will archive after 45 days</p>	<p>Screen Shot</p> <p>The screenshot shows the 'Administration' tab selected. Under 'View Reports For', the 'User ID' is 'lacey.lovejoy', 'Type' is a dropdown, 'Last' is '40 Days' (circled in red), and there is a 'Refresh' button. Below is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. Two reports are listed:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>344</td> <td>138896</td> <td>Monthly LCD Payroll Reports</td> <td>06/22/2007 11:43:20AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>343</td> <td>138895</td> <td>Monthly LCD Payroll Reports</td> <td>06/22/2007 11:35:46AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	344	138896	Monthly LCD Payroll Reports	06/22/2007 11:43:20AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	343	138895	Monthly LCD Payroll Reports	06/22/2007 11:35:46AM	Acrobat (*.pdf)	Posted	Details
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