



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

**Last Revised: 8/29/2007**

## REVISION CONTROL

---

**Document Title:** CI 8.9 Custom LCD Reports  
**Author:** CI CMS  
**File Reference:** CI\_LCD\_LCD with Recon Reports.doc

Date	By	Action	Pages
6/14/07	L Lovejoy	Release of New Document	All
8/29/2007	M Klep	Update Document	All

## Review/Approval History

Date	By	Action	Pages

## Table of Contents

	Page
Introduction .....	1
Process Prerequisites/Assumptions .....	2
Processing Steps .....	2
Run Control Set Up.....	2
Single Department .....	5
Multiple Department .....	5
Run Report .....	6
Expected Output .....	7
Access to Previously Ran Reports .....	8

## 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

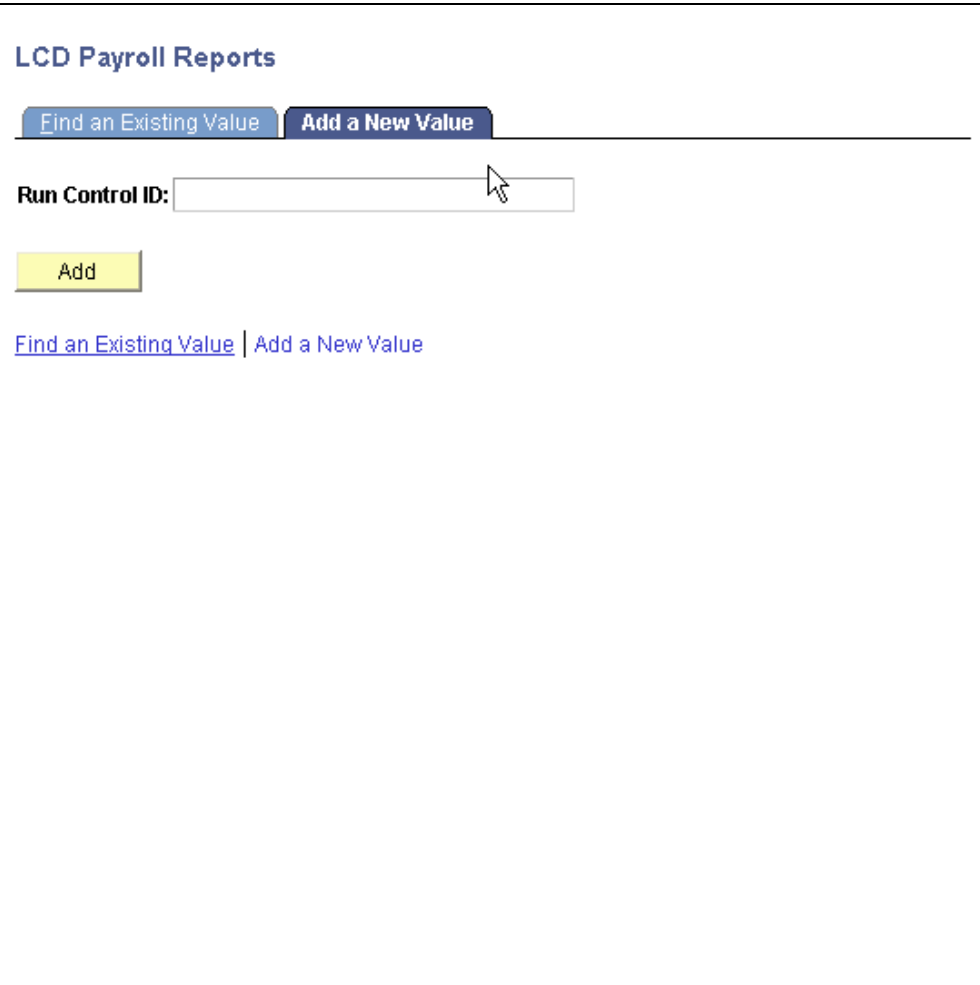
## Process Prerequisites/Assumptions

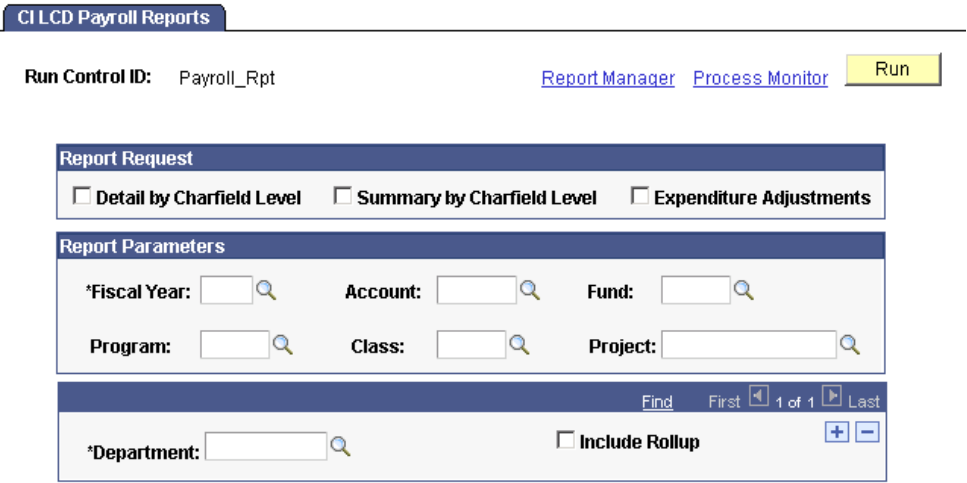
Prerequisite/Assumption	Detail
Assumption	LCD has been successful ran for pay period the user wants to see.

## 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\*

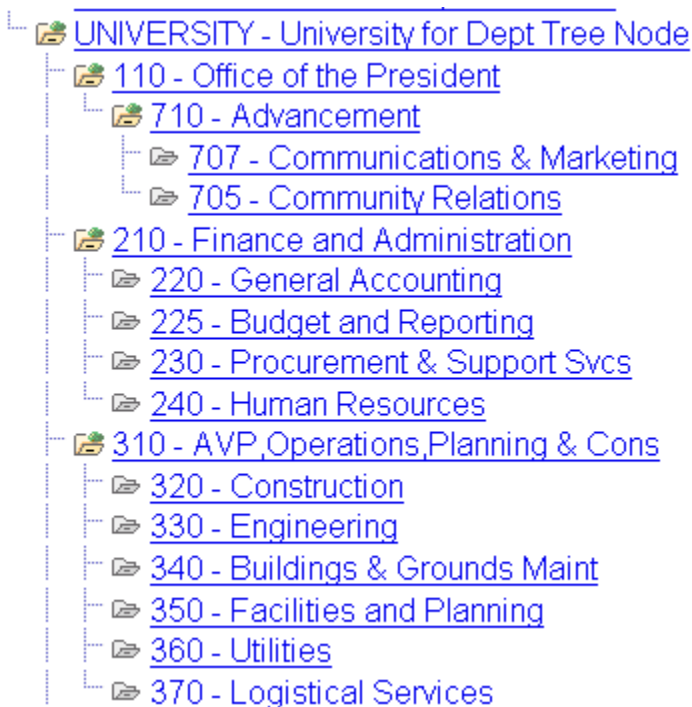
Processing Steps	Screen Shot
<p>Create a run Control ID</p> <ul style="list-style-type: none"> <li>• Can be named anything – this is specific to your login</li> <li>• Cannot have spaces</li> <li>• Once the run control is saved it may be used again and again by selecting the find an existing value. All the previously saved information will be populated and can be updated.</li> <li>• Can create multiple Run controls for multiple departments or one run control to run all departments</li> </ul>	 <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, there 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 screen, 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"> <li>Fiscal Year</li> <li>Department</li> </ul> <p>All other fields are optional and can limit the amount of information retrieved.</p>	

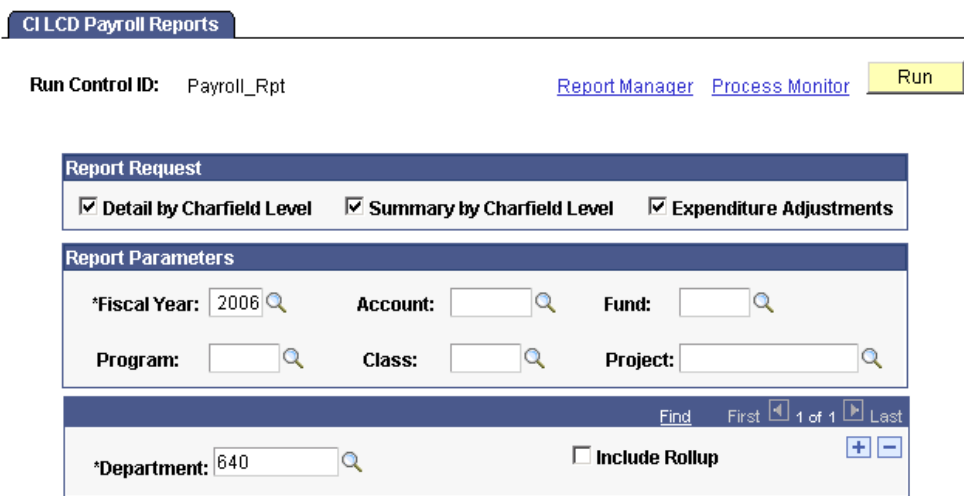
#### Explanation of Fields

- 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
Running all reports (report request section) and one department for fiscal year 2006 will appear similar to screen shot	 <p>The screenshot displays the 'CI LCD Payroll Reports' interface. At the top, there is a 'Run Control ID' field containing 'Payroll_Rpt'. To the right are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a 'Report Request' section with three checked checkboxes: 'Detail by Charfield Level', 'Summary by Charfield Level', and 'Expenditure Adjustments'. The 'Report Parameters' section follows, containing several input fields: '*Fiscal Year' (set to 2006), 'Account', 'Fund', 'Program', 'Class', and 'Project'. At the bottom, there is a '*Department' field set to 640 and an 'Include Rollup' checkbox. Navigation controls like 'Find', 'First', '1 of 1', and 'Last' are also visible.</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><b>CI LCD Payroll Reports</b></p> <p>Run Control ID: Payroll_Rpt <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <span>Run</span></p> <p><b>Report Request</b></p> <p><input checked="" type="checkbox"/> Detail by Charfield Level <input checked="" type="checkbox"/> Summary by Charfield Level <input checked="" type="checkbox"/> Expenditure Adjustments</p> <p><b>Report Parameters</b></p> <p>*Fiscal Year: 2006  Account:  Fund: </p> <p>Program:  Class:  Project: </p> <p>Find First 1:2 of 2 Last</p> <p>*Department: 640  <input type="checkbox"/> Include Rollup <span>+ -</span></p> <p>*Department: 225  <input type="checkbox"/> Include Rollup <span>+ -</span></p>
---	---

Output from Multiple Departments Payroll Report will be in one book.

### Run Report

Processing Steps	Screen Shot														
<p>Click Run</p> <p><span>Run</span></p> <p>Server Name: <b>PSUNX</b></p> <p>Click OK</p> <p><span>OK</span></p> <p>Click Process Monitor</p> <p><a href="#">Process Monitor</a></p>	<p><b>Process Scheduler Request</b></p> <p>User ID: psci Run Control ID: Dept</p> <p>Server Name: PSUNX  Run Date: 06/14/2007 </p> <p>Recurrence:  Run Time: 6:00:12PM <span>Reset to Current Date/Time</span></p> <p>Time Zone: </p> <table border="1"> <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><a href="#">Distribution</a></td> </tr> </tbody> </table> <p><span>OK</span> <span>Cancel</span></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Monthly LCD Payroll Reports	CILC0001	SQR Report	Web 	PDF 	<a href="#">Distribution</a>
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Monthly LCD Payroll Reports	CILC0001	SQR Report	Web 	PDF 	<a href="#">Distribution</a>									
<p>Click Details</p> <p><a href="#">Details</a></p>															

## Expected Output

	<b>Screen Shot</b>																
Click “View Log/Trace”	<div><div><b>Process Detail</b></div><div><div><b>Process</b></div><div><div><b>Instance:</b> 138896</div><div><b>Name:</b> CILC0001</div><div><b>Run Status:</b> Success</div></div><div><div><b>Type:</b> SQR Report</div><div><b>Description:</b> Monthly LCD Payroll Reports</div><div><b>Distribution Status:</b> Posted</div></div></div><div><div><b>Run</b></div><div><div><b>Run Control ID:</b> PR1</div><div><b>Location:</b> Server</div><div><b>Server:</b> PSUNX</div><div><b>Recurrence:</b></div></div><div><div><b>Update Process</b></div><div><div><input type="radio"/> <b>Hold Request</b></div><div><input type="radio"/> <b>Queue Request</b></div><div><input type="radio"/> <b>Cancel Request</b></div><div><input type="radio"/> <b>Delete Request</b></div><div><input type="radio"/> <b>Restart Request</b></div></div></div><div><div><b>Date/Time</b></div><div><div><b>Request Created On:</b> 06/22/2007 11:43:20AM PDT</div><div><b>Run Anytime After:</b> 06/22/2007 11:43:15AM PDT</div><div><b>Began Process At:</b> 06/22/2007 11:43:26AM PDT</div><div><b>Ended Process At:</b> 06/22/2007 2:55:17PM PDT</div></div><div><div><b>Actions</b></div><div><div><a href="#">Parameters</a> Transfer</div><div><a href="#">Message Log</a></div><div>Batch Timings</div><div><a href="#">View Log/Trace</a></div></div></div></div></div></div>																
Open the .xls file	<div><div><b>View Log/Trace</b></div><div><div><b>Report</b></div><div><div><b>Report ID:</b> 344</div><div><b>Name:</b> CILC0001</div><div><b>Run Status:</b> Success</div></div><div><div><b>Process Instance:</b> 138896</div><div><b>Process Type:</b> SQR Report</div></div><div><a href="#">Message Log</a></div><div>Monthly LCD Payroll Reports</div><div><b>Distribution Details</b></div><div><div><b>Distribution Node:</b> HCICNV</div><div><b>Expiration Date:</b> 06/24/2007</div></div><div><div><b>File List</b></div><div><table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td><a href="#">Multiple Departments (Charged To) FY2006 138896.xls</a></td><td>259,649</td><td>06/22/2007 2:55:17.000000PM PDT</td></tr><tr><td><a href="#">Message Log</a></td><td>1,568</td><td>06/22/2007 2:55:17.000000PM PDT</td></tr><tr><td><a href="#">Trace File</a></td><td>1,263</td><td>06/22/2007 2:55:17.000000PM PDT</td></tr></table></div><div><div><b>Distribute To</b></div><div><table><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr><tr><td>User</td><td>lacey.lovejoy</td></tr></table></div></div></div></div></div>	Name	File Size (bytes)	Datetime Created	<a href="#">Multiple Departments (Charged To) FY2006 138896.xls</a>	259,649	06/22/2007 2:55:17.000000PM PDT	<a href="#">Message Log</a>	1,568	06/22/2007 2:55:17.000000PM PDT	<a href="#">Trace File</a>	1,263	06/22/2007 2:55:17.000000PM PDT	Distribution ID Type	*Distribution ID	User	lacey.lovejoy
Name	File Size (bytes)	Datetime Created															
<a href="#">Multiple Departments (Charged To) FY2006 138896.xls</a>	259,649	06/22/2007 2:55:17.000000PM PDT															
<a href="#">Message Log</a>	1,568	06/22/2007 2:55:17.000000PM PDT															
<a href="#">Trace File</a>	1,263	06/22/2007 2:55:17.000000PM PDT															
Distribution ID Type	*Distribution ID																
User	lacey.lovejoy																

Example of output

- 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

	A	B	C	D	E	F	G	H	I	J	K
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	00000xxxx	M80	Management and Supervisory	601201	GD901	640			
10	00000xxxx-0	Michael Leathers	00000xxxx	M80	Management and Supervisory	601201	GD901	640			
11	00000xxxx-0	Neal Fisch	00000xxxx	R09	Support Staff	601300	GD901	640	00102		
12	00000xxxx-0	Lacey Lovejoy Allen	00000xxxx	R09	Support Staff	601300	GD901	640	00102		
13	00000xxxx-0	Steven Wright	00000xxxx	E99	Student Assistant	601303	GD901	640			
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											

Navigation Bar: Detail by Chartfield Level | Summary by Chartfield Level | Expenditure Adjustments | Run Cntl Values

## Access to Previously Ran Reports

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

Process Steps	Screen Shot
<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>	