CREATING PAYROLL RECONCILATION RESPONSIBILITY LIST

Revised November 30, 2021

Extract Chart of Accounts from Financial Projection Module (FPM)

Select Chart of Accounts (CoA) Module, and select the appropriate PI from the Internal PI list if you are creating your CoA based on a PI Portfolio **AND/OR** search by other criteria above the blue line to refine your list of FAUs.

🌇 Financial Projection Module - Main Menu - Kayla Brown	_	
Income & Expense Chart of Accounts Overall Reports Utilities Fiscal Year: 2018-19		
P Chart of Accounts		
Chart of Accounts 1198XX Funds		
Department Sub Div Fund Group Account CC Fund Int Agency Funds C&G - Clinical Trials C&G - Clear C&G - Local Rchg ID Fund Manager N	Iternal PI	-
All 0 Balance Expired C&G - NIH	BEL,EMILY BEMAYOR, ELLIOT BERLE, DENISE R BIDL ASAD A	
Account CC Fund Fund End Project End Dept Acct Owner Balance A	BOULHOSN, JAMIL BRAMS,LAURA S	LA

<u>**NOTE: If any of your FAUs are missing "Internal PI" assignment, you will need to correct this</u> <u>first.</u>

Char	t of Accou	nts							
Chart o	f Accounts	119	8XX Fun	ds					
Depar	rtment	· · · ·		Sub Div Fund Group		Account	CC F	und Internal PI	
<u> </u>				 Agency Funds 	^			YOUNG, S	TEPHEN G 👻
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I A	1 1 08	alance	• -	C&G - NIH		I I			Abbrev Sub
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Accou	int CC	Fund	d I	Fund End Project End Dep	t Acct Owr	ner	Bala	ance Rchg ID	Sub Exp
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Eurod	Manager	Hart		Owner Commente Eurod	Owner Co	mmente	E/A Rad		
	manager			Cowner Comments T und	Owner Co	inition to			
_		-	<u> </u>					Show	
	Account	CC	Fund	Internal Fund Title		Balance	Rchg ID	Internal PI Name	Fund Owner
	401357	YV	06627	LAUBISCH		183,069.94		YOUNG, STEPHE	1400 - DEANS OFFIC
	441357	YV	42617	VARIOUS DONORS		24,071.30	YCGA	YOUNG, STEPHE	1553 - MEDICINE-CA
	441357	YV	38807	REDERIVATION - DEAN'S OF	FIC	3,600.00		YOUNG, STEPHE	1400 - DEANS OFFIC
	401357	YV	62165	Dermatology Support - Fellow	(20,238.91	IHP4	YOUNG, STEPHE	1565 - MEDICINE-DE
	401357	Y6	62165	Dean's Commitment 2 of 2		186,964.70	TA7L	YOUNG, STEPHE	1565 - MEDICINE-DE
	441357	YV	69970	POLICY 913		80,267.38		YOUNG, STEPHE	NONE
	401357	¥7	62165	DOM SUPPORT \$100K/year	(164,534.84)	MV73	YOUNG, STEPHE	1565 - MEDICINE-DE
	441357	YV	43517	VARIOUS DONORS DUELL C	:ON	25,827.02	MEQ1	YOUNG, STEPHE	1553 - MEDICINE-CA
<u> </u>	441357	YV	34308	Dean's Commitment 1 of 2		100,000.00		YOUNG, STEPHE	1400 - DEANS OFFIC
<u> </u>	441357	YV	57108	LEDUCQ NCE		86,216.84		YOUNG, STEPHE	1553 - MEDICINE-CA
<u> </u>	44135/	YV	30335	PPG 2013-2019		34,292.05	YC4B	YOUNG, STEPHE	1553 - MEDICINE-CA
	441357	YV	60058	ROYALTIES and Patient Polic	y Inc	32,818.01		YOUNG, STEPHE	1565 - MEDICINE-DE
<u> </u>	/8135/	YV	23563	Curwen F32 - Stipends		(3,381.69)		YOUNG, STEPHE	1553 - MEDICINE-CA
<u> </u>	401357	YV	23563	Curven F32 - Institutional Allo	/wan	(4.12)	MVAB	YOUNG, STEPHE	1553 - MEDICINE-CA
	/81357	TV	43517	VRS UNRS/DUELL CONFERI	ENC	7,253.92	10.010	YOUNG, STEPHE	1553 - MEDICINE-CA
-	441357	TV 2E	311/1	LPL Edward Castro Chair		261,135.94	MVNC	YOUNG, STEPHE	1553 - MEDICINE-CA
	441056	ZE	16427	Edward Carter Chair		107,136.27		YOUNG, STEPHE	1557 - MEDICINE-GE
	/81357	TV	5/108	LEDUCQ NCE - Trainee Supp	on	8,818.43	HERA	YOUNG, STEPHE	1553 - MEDICINE-CA
-	441357	TV V7	313/3	R35 DOM Druhash 2000		540,760.31	METT	YOUNG STEPHE	1553 - MEDICINE-CA
	/8135/	17	02165	DOM Payback 2009	(410 DE4 4E		YOUNG STEPHE	1565 - MEDICINE-DE
	441357	TV	30802	PPG 2019-2024		410,954.45		TOONG, STEPHE	1003 - MEDICINE-CA
4									•
									21 record

The FAUs belonging to your PI will populate below the search fields.

When you have your list, extract it as a "Chart of Accounts" list by selecting the "Batch" option.

**Note: You must have and Excel workbook open for this function to work. You will be prompted to confirm Excel is running before this function runs, in the event you still need to open an Excel Workbook.

FPM		\times
?	ls your Excel running?	
	Yes No	

The same list from FPM will now be populated into a "Chart of Accounts" Batch Template for use with QDB.

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1	Account	CC	Fund	Fund Title	PI Name	Main P	I		
2	401357	YV	06627	LAUBISCH	YOUNG, STEPHEN G				
3	441056	2E	16427	Edward Carter Chair	YOUNG, STEPHEN G				
4	401357	ΥV	23563	Cuiwen F32 - Institutional Allowance	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
5	781357	YV	23563	Cuiwen F32 - Stipends	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
6	441357	YV	30335	PPG 2013-2019	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
7	441357	YV	30802	PPG 2019-2024	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
8	441357	YV	31171	LPL	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
9	441357	YV	31373	R35	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
10	441357	YV	34308	Dean's Commitment 1 of 2	YOUNG, STEPHEN G				
11	441357	YV	38807	REDERIVATION - DEAN'S OFFICE SUPPORT	YOUNG, STEPHEN G				
12	441357	YV	42617	VARIOUS DONORS	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
13	441357	YV	43517	VARIOUS DONORS DUELL CONFERENCE	YOUNG, STEPHEN G	TILLISC	H, JAN H		
14	781357	YV	43517	VRS DNRS/DUELL CONFERENCE/YOUNG	YOUNG, STEPHEN G	TILLISC	H, JAN H		
15	441357	YV	57108	LEDUCQ NCE	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
16	781357	YV	57108	LEDUCQ NCE - Trainee Support	YOUNG, STEPHEN G	YOUNG	, STEPHE	NG	
17	441357	YV	60058	ROYALTIES and Patient Policy Income	YOUNG, STEPHEN G				
18	401357	Y6	62165	Dean's Commitment 2 of 2	YOUNG, STEPHEN G				
19	401357	Y7	62165	DOM SUPPORT \$100K/year	YOUNG, STEPHEN G				
20	781357	Y7	62165	DOM Payback 2009	YOUNG, STEPHEN G				
21	401357	YV	62165	Dermatology Support - Fellow	YOUNG, STEPHEN G				
22	441357	YV	69970	POLICY 913	YOUNG, STEPHEN G				
23	441028								
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	<		Chart	Of Accts Batch Sheet1	(+) : (4)				Þ
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<u>PRO TIP:</u> You may add FAUs for your Batch Report by manually populating the Account, CC, and Fund columns (Title, and PI columns may be blank) <u>AND/OR</u> combine multiple Chart of Accounts extracts via copy-paste to the end of your list.

Pulling Your Responsibility List using QDB: 2 Reports

Select your UCPath Payroll report of preference from the Payroll Expense Distribution Menu. We will use **UCPath Salary and Percentage by Month** Report for this example.

Med Sch QDB Adhoc	- Version Date: 6/26/2019		×
	Custom Rapo	/FPM ns-Main Manu	
FS	General Ledger Custom Reports Most Recent 201907	Payroll Expense Distribution QDB 201907 - UCPath BW 20190727 MO 201907	
Summar Summar Non-Sali Expense Summar Sales & Detail - C Detail - C	y of Funds y - By Sub ary Expense Projection by Month (all fund types) e by Month y - By Sub Object Service Summary Closed Open All	UCPath Salary by Month UCPath Salary & Benefits by Month UCPath Salary & Percentage by Month UCPath Employee Sum UCPath Admin Salary UCPath Payroll After Fund End Date UCPath ERS Detail Report (11/12 Academic and Non Academics) UCPath ERS Detail Report (9/12 Academics)	

When you get to the FAU Details screen, hit the Load Button. This will replace the manual entry fields with your Chart of Accounts Batch list.

FAU for UCPath Salary & Percentage by	Month
Enter the compone the values with co	ants of an FAU to report on. To enter multiple values, separate mmas. To specify all possible values, use an ™.
Account: * CC: * Fund: * Project: * Sub: * Object: * Title Code: *	Find Accounts Get Last FAU Image: Account of the second se
Batch Processing	ort
Convert FAU to	upper case Cancel < Back Next > Finish
FAU for UCPath Salary & Percentage by	Month
	Chart Of Accts Batch
UCPat Account CC Fund 401357 YV 0662 441056 2E 1642 401357 YV 2356 781357 YV 2356 441357 YV 3030 441357 YV 3030 441357 YV 3117 441357 YV 3137 441357 YV 3430 441357 YV 3430 441357 YV 4261 441357 YV 4261 441357 YV 4261 781357 YV 5710 781357 YV 5710 78157 YV	Chart Of Accts Batch h Salary & Percentage by Month Report
UCPate Account CC Fund 401357 YV 0662 41056 2E 1642 401357 YV 2356 781357 YV 2356 441357 YV 3033 441357 YV 3040 441357 YV 3030 441357 YV 3030 441357 YV 380 441357 YV 380 441357 YV 380 441357 YV 4351 781357 YV 4351 781357 YV 4300 441357 YV 5710 781357 YV 5005 Batch Processing Image: Load Run as 1 Rep	Chart Of Accts Batch h Salary & Percentage by Month Report
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**Note: If your Chart of Accounts Batch tab is not your "live tab" when you start this process, you will be asked to select your Chart of Accounts Batch tab from a list. If you have renamed this tab, it is OK, as long as the column headers for the Chart of Accounts Batch Template remain unchanged.

Sheets		×
	Select a Sheet	
	Chart Of Accts Batch Summary of Funds Expense After End Detail CLOSED	
	Exit OK	

Run your Report for the most recent closed month

- **If you used the Load Feature and ran individual reports**: create a list of all unique individuals that appear on your reports.
- **If you used the Form Fields to produce a single report**: you may use the list of individuals that appear on this report to serve as your payroll responsibility list.

Example from Salary and Percentage by Month Report (Salary by Month and Salary and Benefit by Month will be similar)



All of the individuals listed in column A are within your responsibility to reconcile and should be added to your list.

Example from Employee Sum



Recommend minimizing the report to only show subtotal headers by clicking the "2". Again, all individuals noted in column A are within your responsibility to reconcile and should be added to your list.

Payroll Reports will indicate which personnel you are responsible for reconciling from UC Path, but will not include personnel paid via Go.Grad.

Select <u>Detail – Closed</u> from your General Ledger reports. Here you will have three options: General Ledger reports with the option to "Run as 1 Report" are still functioning correctly, and may be selected here to ensure all of your data appears on one report. You may either (1) run using your Chart of Accounts extract as-is, and filter for the relevant object code [7501] later (2) manually add the Go.Grad payments object code [7501] to your Chart of Accounts template for inclusion on the batch report using Load Feature, or (3) Fill Form Fields manually with your FAU+Object Code data

Option 1: Use Load Feature then filter for Go.Grad payments

General Ledger reports with the option to "Run as 1 Report" are still functioning correctly, and should be selected here to ensure all of your data appears on one report.

				Chart Of Acc Detail - Close	ts Batch d Report		
	Account	CC	Fund				•
	401357	YV	06627				-
	441056	2E	16427				
	401357	YV	23563				
	781357	YV	23563				
	441357	YV	30335				
	441357	YV	30802				
	441357	YV	31171				
	441357	YV	31373				
1	441357	YV	34308				
	441357	YV	38807				
	441357	YV	42617				
	441357	YV	43517				_
	781357	YV	43517				
	441357	YV	57108				
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Option 2: Use Load Feature with Object Code manually added to Chart of Accounts Batch Template

Add a column to your template (next to "Fund" is recommended) and title it "Object" with "7501" entered as the value for all entries.

							FAU fo	or Detail - Close	d						
			×	-	-		3				Chart Of Acc Detail - Close	ts Batch d Report			
A	В	C	D	E	F	G	_	Account 401357	CC	Fund 06627	Object 7501				
Account	CC	Fund	Object	Fund Title	PI Name	Main Pl		441056	2E	16427	7501				
401357	YV	06627	7501	LAUBISCH	YOUNG, STEPHEN G			401357	YV	23563	7501				
441056	2E	16427	7501	Edward Carter Chair	YOUNG, STEPHEN G			781357	YV	23563	7501				
401357	YV	23563	7501	Cuiwen F32 - Institutional Allowance	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	ÝV	30802	7501				
781357	YV	23563	7501	Cuiwen F32 - Stipends	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	YV	31171	7501				
441357	YV	30335	7501	PPG 2013-2019	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	YV	31373	7501				
441357	YV	30802	7501	PPG 2019-2024	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	ÝÝ	38807	7501				
41357	YV	31171	7501	LPL	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	YV	42617	7501				
41357	YV	31373	7501	R35	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	YV	43517	7501				
41357	YV	34308	7501	Dean's Commitment 1 of 2	YOUNG, STEPHEN G			441357	YV	57108	7501				
41357	YV	38807	7501	REDERIVATION - DEAN'S OFFICE SUPPORT	YOUNG, STEPHEN G			781357	YV	57108	7501				
41357	YV	42617	7501	VARIOUS DONORS	YOUNG, STEPHEN G	YOUNG, STEPHEN G		441357	YV	60058	7501				-
41357	YV	43517	7501	VARIOUS DONORS DUELL CONFERENCE	YOUNG, STEPHEN G	TILLISCH, JAN H		- Batch Processi	na						
81357	YV	43517	7501	VRS DNRS/DUELL CONFERENCE/YOUNG	YOUNG, STEPHEN G	TILLISCH, JAN H		(*******)							
41357	YV	57108	7501	LEDUCQ NCE	YOUNG, STEPHEN G	YOUNG, STEPHEN G		Load	Col	late Reports	🔽 Run as 1	Report			
81357	YV	57108	7501	LEDUCQ NCE - Trainee Support	YOUNG, STEPHEN G	YOUNG, STEPHEN G		3000000							
441357	YV	60058	7501	ROYALTIES and Patient Policy Income	YOUNG, STEPHEN G										
01357	Y6	62165	7501	Dean's Commitment 2 of 2	YOUNG, STEPHEN G										
01357	¥7	62165	7501	DOM SUPPORT \$100K/year	YOUNG, STEPHEN G										
81357	¥7	62165	7501	DOM Payback 2009	YOUNG, STEPHEN G				Conve	rt FAU to upp	er case				
01357	YV	62165	7501	Dermatology Support - Fellow	YOUNG, STEPHEN G				1		1	1	1	1	1
441357	YV	69970	7501	POLICY 913	YOUNG, STEPHEN G						Cancel	< Back	Next >	Finish	

Option 3: Fill Form Fields, including the Object Code for Go.Grad Stipend Payments

The Object Code for Go.Grad Stipend Payments is 7501. Running your report with this option will prevent the need to filter your report later, but will require you to manually enter all relevant fund details.

FAU for Detail - Closed	\times
Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an ^{ref} .	
Account 401357,441056,781357,441357,	
CC: YV,2E,Y6,Y7,	
Fund: 42617,43517,57108,60058,62165,69970, Find Accounts	
Project: ×	
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Object: 7501	
Source Code: ×	
Dept: ×	
Batch Processing	
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If you ran using Option 1, add filters to your report headers to Filter for the Go.Grad Stipend Payment Object Code 7501.

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1 BATCH - DET	AIL - CLOSED FROM JUL	Y 2018 TO JULY 2019	9 Date: 08/21/2019					
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05 603672535	201808 6492A 7501	781357 YV 23563	STUDENT AWARD - PAY	53 02SBSB	8/27/18 8/2	7/18 HE, CUIWEN - 182		
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05 204587736	201808 6033B 7501	781357 YV 43517	STUDENT AWARD - PAY	53 02SBSB	8/3/18 8	/3/18 CHEN, NATA - 182		
05 204587736	201808 6033B 7501	781357 YV 43517	STUDENT AWARD - PAY	53 02SBSB	8/3/18 8	/3/18 CHEN, NATA - 182		
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05 204587736	201809 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 03SBSB	9/17/18 9/1	7/18 CHEN, NATA - 18F		
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05 204587736	201811 63698 7501	781357 YV 57108	STUDENT AWARD - PAY	53 055B5B	11/15/18 11/1	5/18 CHEN, NATA - 18F		
05 204587736	201901 0309B 7501	781357 10 57108	STUDENT AWARD - PAY	53 075858	1/23/19 1/2	2/19 CHEN, NATA - 19W	Individuals	s should be added to y
05 204587736	201902 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 08SBSB	2/19/19 2/1	9/19 CHEN, NATA - 19W	rocnoncihi	lity liet
05 204587736	201903 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 09SBSB	3/22/19 3/2	2/19 CHEN, NATA - 195	laishodsar	iity iist.
05 204587736	201904 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 10SBSB	4/18/19 4/1	8/19 CHEN, NATA - 195		
05 204587736	201905 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 11SBSB	5/22/19 5/2	2/19 CHEN, NATA - 195		
05 204587736	201906 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 12SBSB	6/17/19 6/1	7/19 CHEN, NATA - 192		
05 204587736	201906 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 12SBSB	6/25/19 6/2	5/19 CHEN, NATA - 192		
05 204587736	201906 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 12SBSB	6/25/19 6/2	25/19 CHEN, NATA - 192		
05 204587736	201907 6369B 7501	781357 YV 57108	STUDENT AWARD - PAY	53 01SBSB	7/18/19 7/1	8/19 CHEN, NATA - 192		
ub Grand Total								

For Individuals on your responsibility list that receive their support through UC Path, we recommend setting up a subscription for the <u>Distribution of Payroll Expenses (DOPE) Report from UCLA Campus</u> <u>Data Warehouse (CDW)</u>.

Select DOPE Report from Team Content \rightarrow UCPath CDW \rightarrow Payroll \rightarrow Distribution of Payroll Expenses (DOPE)



Generate your report by "**Individual Employee**" for all individuals you wish to be included on your DOPE report.

	•	Run By Employee ID Run By Employee Name
		Employee Name
	ords: one or more keywords sep ren ons ⊗ Starts with any of these Starts with the first key Contains any of these Contains all of these ke Case insensitive Its: Cuiwen (10051030/60)	arated by spaces. Search e keywords word and contains all of the remaining keywords keywords accontains all of the remaining keywords accontains accontains all of the remaining keywords accontains accontains all of the remaining keywords accontains accontains accont

Enter the month(s) you wish to run the report for. Two recommended options:

- Set both fields to the latest closed ledger month. This will require monthly updating of the report
- Set the range to match the current fiscal year (eg. July 2019 June 2020)

nter Year a un your rep	and Month range from below time period, t port in the desired format.
	Enter the date range
From	July 🔻 2019 🔻
То	July V 2019 V
	Run the report by below date :
	Pay Calendar End Date
	UC Accounting Date Deselect

Your DOPE Report will default to report in HTML and will look similar to this

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To download this information, click the play-button icon in the top left corner, and select your desired output format. Excel is recommended.



To Save for Re/Auto-Run Every Month

Click the floppy disk icon in the top left corner, and select "Save report as report view"



A pop-up window will appear (if it doesn't check your browser security settings)

- 1) Name your Report this will ultimately be the report name/email subject for subscription notices
- 2) "Select My Folders" to save in your "My Content" folder



This may take a few minutes to appear in your "My Content" folder.

From your "My Content" Folder select the kebab menu (3 dots) icon to the right of your report you just saved to access "More" options.



If you prefer to log in monthly and manually run, select "Run as" to run ad-hoc

If you would like to set up a subscription schedule, select "Properties"



Select schedule, and "New"

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This will bring you to the scheduling assistant. Here you can create your schedule, select the format outputs (multiple OK!), and your delivery method.

< Back	Create schedule		 Form	nat	Delivery	
Schedule		Monthly V	HTML	v	Send report by email	~
Period			PDF		Attach the report	
Start	2021-11-30	⊙ 12:47 PM			To:	>
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					Include a link to the report	\checkmark
					Print report	
					Save report	~
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To Edit Subscription Parameters, this may be necessary to add new-hires to the employee list or change the date range, select the "Prompts" option and click "Edit" at the top of the next menu header

Prompts	27 report prompt values	>	Current values	Edit	Clear

This will take you to the DOPE Parameters Selection Page to select Individuals (or FAU or Dept) and/or change relevant months for your report.

	Full Accounting Unit Department Individual Employee 🜟
	* Run By Employee ID Run By Employee Name
	Employee Name
	Keywords: Type one or more keywords separated by spaces. cuiwen Search Options Starts with any of these keywords Starts with the first keyword and contains all of the remaining keywords Contains any of these keywords Contains all of these keywords Add selected items to your choices B0/60367253
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nter Year in your re From	and Month range from below time period, then choose from one of the report tabs on the riport in the desired format. Enter the date range September 2019
То	September V 2019 V
	Run the report by below date :
	Pay Calendar End Date UC Accounting Date

When all parameters are selected, hit "Run Report" to save changes.

Cancel	Run Report

Edit parameters as needed to ensure future reports capture all relevant data.

****DONE**** Sit Back and wait for your next report to run!

- Months selected in parameter search may need to be updated on a monthly basis if you only set up one month at a time. Set these up in advance or utilize broader date ranges to reduce update frequency. (If using broad ranges, recommend using Excel 2007 Data for output so dates are filterable).
- Personnel should be added/removed according to workgroup changes. Fund Managers are responsible for ensuring personnel lists are comprehensive.