

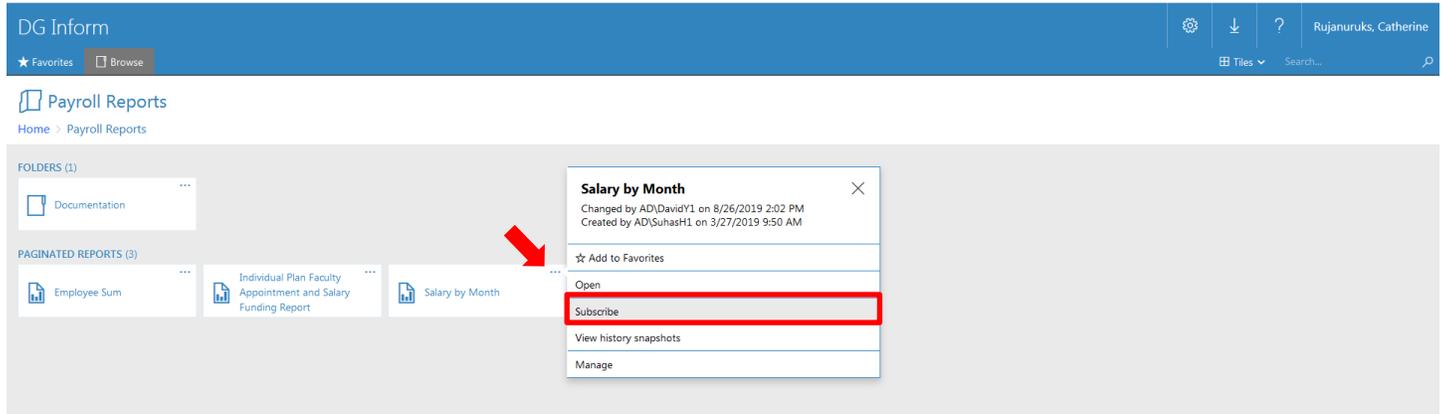
# DG INFORM REPORT SUBSCRIPTIONS & TEMPLATES

Revised April 15, 2020

## Accessing [DG Inform](#)

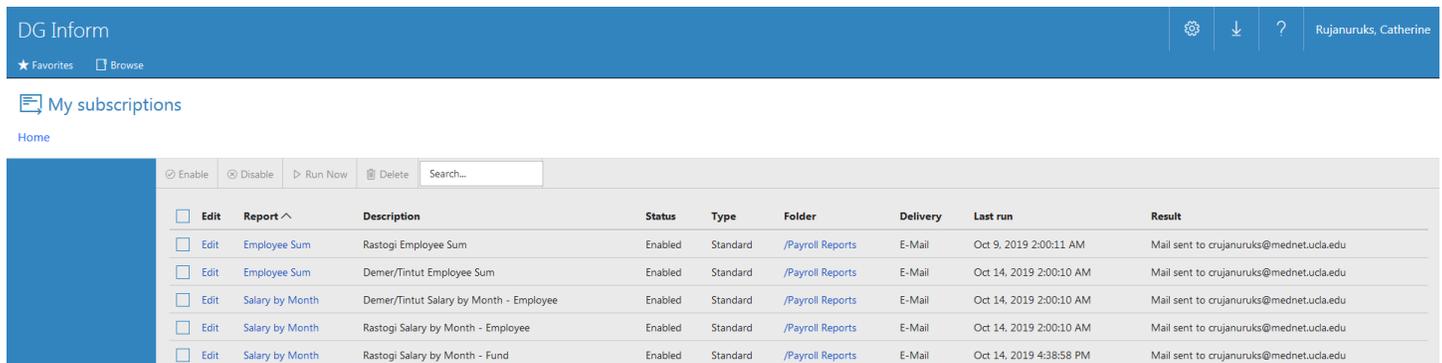
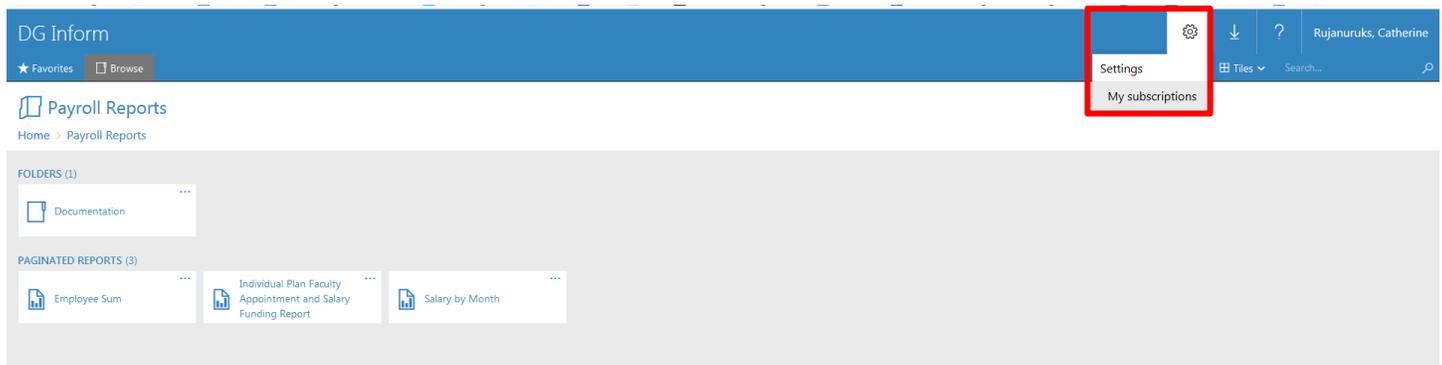
### HOW TO SUBSCRIBE TO REPORTS

1. Click on ellipses (...) in the upper right hand corner you want to subscribe.
2. Click "Subscribe"



### HOW TO ACCESS SAVED SUBSCRIPTIONS

1. Click on the Settings/Gear Icon in the upper right hand corner of the DG Inform screen
2. Click on "My subscriptions"



# SALARY BY MONTH – BY EMPLOYEE TEMPLATE

Edit Subscription

Home > Payroll Reports > Salary by Month > Manage > Subscriptions > Edit Subscription

**Description**  
Rastogi Salary by Month - Employee

**Owner**  
AD/Crujanuruks

**Type of subscription**  
 Standard subscription  
 Generate and deliver one report  
 Data-driven subscription  
 Generate and deliver one report for each row in a dataset  
[Learn more](#)

**Schedule**  
 Deliver the report on the following schedule:  
 Report-specific schedule [Edit schedule](#)  
 At 2:00 AM every Mon of every 2 weeks, starting 8/19/2019

**Destination**  
 Deliver the report to:

**Delivery options (E-Mail)**  
 To:   
 Subject:   
 Include Report   
 Include Link  
 Priority:

**Report parameters**

Parameter	Source of value	Value/field
Period	Use default value	
Account	Use default value	
Title Group	Use default value	<All>
Group By 1	Enter value	Employee
Show Benefits	Enter value	Yes
From	Use default value	2019-07
CC	Enter value	A3,NN,MK
Job Code	Use default value	
Group By 2	Enter value	Fund
Show FTE	Enter value	Yes
To	Enter value	2021-06
Fund	Use default value	
Position Number	Use default value	
Group By 3	Leave null	No Grouping
Raw Data Format	Use default value	No
Include Projections	Use default value	Yes
Project	Use default value	
Search By (Name, UC Path ID, UCLA ID)	Use default value	Employee Name
Additional Columns	Enter value	--Hide All--, UCLA ID, CC, Earr
ExpandOrCollapseRows	Use default value	Yes
Org Hierarchy	Enter value	[-]MEDICINE-CARDIO
Fund Group	Use default value	
Value to Search	Leave blank	
Object	Use default value	
Report Basis	Use default value	Account Owner
Earn Code	Use default value	
Select Employee	Leave null	
Paid/Earned	Enter value	Earned

**Additional Columns** dropdown menu:  
 --Hide All--, UCLA ID, CC, Earr  
 (Select all)  
 --Hide All--  
 Employee Name  
 UCLA ID  
 Account  
 CC  
 Fund  
 Project  
 Object  
 Earn Code  
 Job Code

Title that will show up in Subscriptions List

Edit frequency & date you want report auto-sent

Subject: Add specific report name in the beginning so email subject line differentiates reports

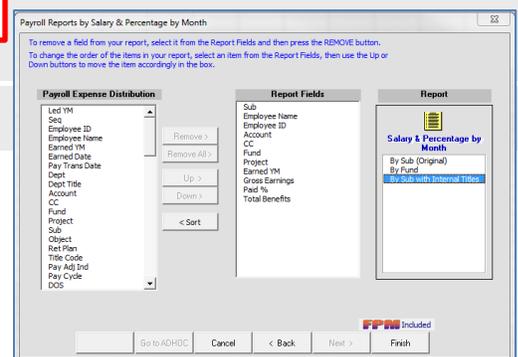
To pull report by EMPLOYEE:  
Group by 1: Employee  
Group by 2: Fund  
Group by 3: Default

Enter ALL PI's cost centers

Add UCLA ID, CC & Earn Code

Choose Division from drop down

Similar to QDB Salary & Percentage by Month – By Sub with Internal Titles



# SALARY BY MONTH – BY FUND TEMPLATE

[Edit Subscription](#)

[Home](#) > [Payroll Reports](#) > [Salary by Month](#) > [Manage](#) > [Subscriptions](#) > [Edit Subscription](#)

Description  
Rastogi Salary by Month - Fund

Owner  
AD/Crujanuruks

### Type of subscription

- Standard subscription  
Generate and deliver one report
- Data-driven subscription  
Generate and deliver one report for each row in a dataset

[Learn more](#)

### Schedule

Deliver the report on the following schedule:

- Report-specific schedule [Edit schedule](#)  
At 2:00 AM every day, starting 9/16/2019

### Destination

Deliver the report to:  
E-Mail

### Delivery options (E-Mail)

To: crujanuruks@mednet.ucla.edu  
Subject: @ReportName was executed at @ExecutionTime

- Include Report **Render Format: Excel**
  - Include Link
- Priority: Normal

### Report parameters

Parameter	Source of value	Value/field
Period	Use default value	
Account	Use default value	
Title Group	Use default value	<All>
Group By 1	Enter value	Fund
Show Benefits	Enter value	Yes
From	Use default value	2019-07
CC	Enter value	A3.NN.MK
Job Code	Use default value	
Group By 2	Enter value	Employee
Show FTE	Enter value	Yes

To pull report by FUND:  
 Group by 1: Fund  
 Group by 2: Employee  
 Group by 3: Blank/Default

To	Use default value	2019-09
Fund	Use default value	
Earn Code	Use default value	
Group By 3	Use default value	No Grouping
Raw Data Format	Use default value	No
Project	Use default value	
Object	Use default value	
Additional Columns	Enter value	--Hide All--, UCLA ID, Earn Co
ExpandOrCollapseRows	Use default value	Yes
Org Hierarchy	Enter value	—MEDICINE-NEPHRC
Employee to Search	Leave blank	
Paid/Earned	Enter value	Earned
Report Basis	Use default value	Account Owner
Select Employee	Leave null	
Position Number	Use default value	

--Hide All--, UCLA ID, Earn Co

- (Select all)
- Hide All--
- Employee Name
- UCLA ID
- Account
- CC
- Fund
- Project
- Object
- Earn Code
- Job Code

Similar to QDB Salary & Percentage by Month – By Fund

Payroll Reports by Salary & Percentage by Month

To remove a field from your report, select it from the Report Fields and then press the REMOVE button.  
To change the order of the items in your report, select an item from the Report Fields, then use the Up or Down buttons to move the item accordingly in the box.

Payroll Expense Distribution	Report Fields	Report
Led Yr Sec Employee ID Employee Name Earned Yr Earned Date Pay Trns Date Dept Dept Title Account CC Fund Project Sub Object Ret Plan Title Code Pay Adj Ind Pay Cycle DOC	Sub Employee Name Employee ID Account CC Fund Project Earned Yr Gross Earnings Paid % Total Benefits	Salary & Percentage by Month By Sub (Original) By Sub with Internal Titles

Go to ADHOC Cancel < Back Next > Finish

# EMPLOYEE SUM - TEMPLATE

 Edit Subscription

Home > Payroll Reports > Employee Sum > Manage > Subscriptions > Edit Subscription

Description  
Rastogi Employee Sum

Owner  
AD/CRujanuruks

### Type of subscription

- Standard subscription  
Generate and deliver one report
- Data-driven subscription  
Generate and deliver one report for each row in a dataset

[Learn more](#)

### Schedule

Deliver the report on the following schedule:

- Report-specific schedule [Edit schedule](#)  
At 2:00 AM every Mon of every 2 weeks, starting 8/19/2019

### Destination

Deliver the report to:

E-Mail

### Delivery options (E-Mail)

To: crujanuruks@mednet.ucla.edu

Subject: @ReportName was executed at @ExecutionTime

Include Report **Render Format: Excel**

Include Link  
Priority: Normal

### Report parameters

Parameter	Source of value	Value/field
Period	Enter value	Curr LYM
Account	Use default value	
Title Group	Use default value	<All>
Paid/Earned	Use default value	Paid
From	Use default value	2019-09
CC	Enter value	A3.NN.MK
Job Code	Use default value	
Expand All Rows	Enter value	Yes

Set to Curr LYM if you want single month/report.  
If you want all months starting with July of current fiscal year, leave default

To: 2019-09

Fund: Use default value

Earn Code: Use default value

Raw Data Format: Use default value No

Project: Use default value

Object: Use default value

Org Hierarchy: Enter value |---MEDICINE-NEPHRC

Employee to Search: Leave blank

Sub Code: Use default value <All>

SubCodeSelected: Use default value <All>

Report Basis: Use default value Account Owner

Select Employee: Leave null

Position Number: Use default value