

# Payroll Account Report

Navigation: **UHS HRMS Payroll >Reports >Payroll Account Rpt**

<b>Run Control ID</b>	Enter Run Control ID in field.*
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<b>Search</b>	Click on <b>Search</b> to get a list of values previously created.
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*\*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.*

<b>Month Begin Date</b>	Enter start date (mm/dd/yyyy) or click on  and select appropriate date.
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<b>Month End Date</b>	Enter end date (mm/dd/yyyy) or click on  and select appropriate date.
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<b>Business Unit</b>	Enter business unit or click on  to get a list of valid values.
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<b>EmplID &amp; HR Cost Center</b>	<i>These fields are optional</i>
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<b>Sort Order**</b>	Click on  and select option from list of values. Options include: Select one of the following values: <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <ol style="list-style-type: none"> <li>1 By Department by Cost Center</li> <li>2 By Cost Center</li> <li>3 By Department by Employee</li> </ol> </div> Cancel
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<b>Run</b>	Click <b>Run</b> to start the process
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*\*\*Note: For more information on using cost center, see page 7 of this document.*

**Server Name is PSUNX**

**Select report(s)**

**Process Type determines Server**

**Type is Web**

**Format is PDF**

<b>Server Name*</b>	Enter PSUNX in field or click on arrow and select from drop down menu.
<b>Select</b>	Select report(s) that you want. Click on box to insert check mark.
<b>Type</b>	Enter Web or click on arrow and select from drop down menu.
<b>Format</b>	Enter PDF or click on arrow and select from drop down menu.
<b>OK</b>	Click OK button

*\*Note: A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.*

**Process Monitor link**

**Process Instance numbers**

<b>Process Instance Number</b>	Numbers identify the 2 reports requested (Payroll Acct Rpt and Payroll Account-LD History Rpt).
<b>Process Monitor</b>	Click on Process Monitor link.

The screenshot shows the PeopleSoft Process List interface. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, a 'Menu' sidebar is visible on the left. The main area is titled 'View Process Request For' and contains search filters for 'User ID' (UHSPARTT), 'Type' (SQR Report), 'Last' (1 Days), and a 'Refresh' button. Below the filters is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table lists several instances of 'SQR Report' processes, all with a 'Success' status. Callouts point to the 'Refresh' button, a 'Process Instance number' (1072543), the 'Run Status' column (Success), and a 'Details' link.

<b>User ID</b>	Your user id should be in this field. User id should match PS login id.
<b>Server</b>	Enter PSUNX or click on arrow and select from drop down menu.
<b>Refresh</b>	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
<b><a href="#">Details</a></b>	Click on Details link to view the report after Success appears in the Run Status column.

The screenshot shows the 'Process Detail' view in PeopleSoft. It displays information for a specific process instance (1072543) of type 'SQR Report'. The 'Run Status' is 'Success' and the 'Distribution Status' is 'Posted'. There are sections for 'Run' (with fields for Run Control ID, Location, Server, and Recurrence) and 'Update Process' (with radio buttons for Hold, Queue, Cancel, Delete, and Restart requests). A 'Date/Time' section shows the request created on, run anytime after, began process at, and ended process at. At the bottom, there are 'OK' and 'Cancel' buttons. A callout points to the 'View Log/Trace' link in the 'Actions' section.

<b><a href="#">View Log/Trace</a></b>	Click on link to get the Payroll Account report(s).
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**View Log/Trace**  
**Report**

**Report ID:** 31668      **Process Instance:** 1072543      [Message Log](#)  
**Name:** UPAY078      **Process Type:** SQR Report  
**Run Status:** Success

Payroll Account-LD History

**Distribution Details**

**Distribution Node:** PSUNX      **Expiration Date:** 12/27/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,509	11/27/2006 4:15:18.000000PM PST
<a href="#">upay078_1072543.PDF</a>	919,771	11/27/2006 4:15:18.000000PM PST
<a href="#">Trace File</a>	641	11/27/2006 4:15:18.000000PM PST

**Distribute To**

Distribution ID Type	*Distribution ID
User	UHSPARTT

[Return](#)

Filename link

**View Log/Trace**  
**Report**

**Report ID:** 31667      **Process Instance:** 1072542      [Message Log](#)  
**Name:** UPAY042      **Process Type:** SQR Report  
**Run Status:** Success

Payroll Account Report

**Distribution Details**

**Distribution Node:** PSUNX      **Expiration Date:** 12/27/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,509	11/27/2006 4:16:19.000000PM PST
<a href="#">upay042_1072542.PDF</a>	891,015	11/27/2006 4:16:19.000000PM PST
<a href="#">Trace File</a>	634	11/27/2006 4:16:19.000000PM PST

**Distribute To**

Distribution ID Type	*Distribution ID
User	UHSPARTT

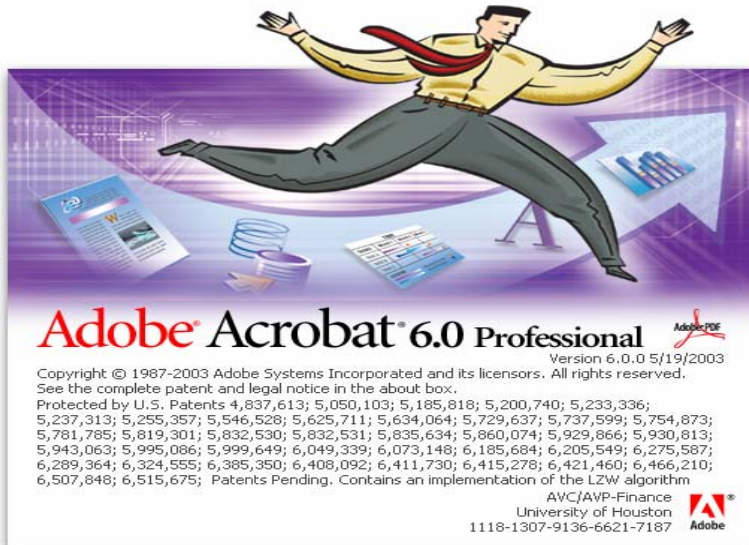
[Return](#)

Filename link

**upay079 1072543.PDF**  
**upay042 1072542.PDF**

These are the filenames. Click on links to view/print the Payroll Account reports. File can only be saved in PDF format

*Note: Notice that the Process Instance number is part of filename.*



**Adobe Acrobat Reader**

The Adobe Acrobat page will appear as shown. The Payroll Account report appears immediately afterward.

*Note: Adobe Acrobat Reader must be on computer.*

Report ID: UPAY078  
 Business Unit: HR730 - U of H Main  
 Department: H0098 - Dean, Law

University Of Houston System  
 PAYROLL ACCOUNT REPORT - NEW  
 Process Dates: 09/01/2005 thru 06/30/2006

Page No. 1  
 Run Date 11/27/2006  
 Run Time 16:14:03

Cost Center 00730-10882- (2063-H0098-E0273-NA)

Employee Name	Emplid	Gross MTD FYTD	51108 Emplr Paid Medicare	51109 Emplr Paid FICA	51110 ORP 6.00	51113\ 51118 ORP 1.31	51112 ORP 1.19	51111 TRS	51104 Ins Prem	51103 UCI	51102 WCI	Total Benefit
Beassie, Rhonda Vickers	0081534	6,083.33 60,833.30	78.47 784.79	335.56 3,355.66	0.00 0.00	0.00 0.00	0.00 0.00	365.00 3,650.00	671.08 6,710.80	33.46 334.58	27.37 273.75	1,510.94 15,109.58
Beauchamp, Carly Eileen	0176193	3,250.00 32,500.00	46.69 466.92	199.65 1,996.45	0.00 0.00	0.00 0.00	0.00 0.00	195.00 1,950.00	343.48 2,404.36	17.88 178.75	14.63 146.25	817.33 7,142.73
Hamlin, Melissa B	0083767	4,077.08 40,770.80	58.54 585.43	250.33 2,503.25	0.00 0.00	0.00 0.00	0.00 0.00	244.62 2,446.20	343.48 3,434.80	22.42 224.24	18.35 183.47	937.74 9,377.39
Jarmon-Joiner, Marion Annette	0173670	928.13 3,621.02	13.46 52.50	57.54 224.50	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	5.10 19.92	4.18 16.29	80.28 313.21
McPeters, Bessie M	0177789	0.00 752.03	0.00 3.10	0.00 13.24	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 4.14	0.00 3.38	0.00 23.86
Wright, Catherine M.	0096452	2,568.00 27,409.60	37.08 395.86	158.54 1,692.67	0.00 0.00	0.00 0.00	0.00 0.00	154.08 1,644.58	343.50 3,435.00	14.12 150.75	11.56 123.34	718.88 7,442.20
Totals for Acct Cd 00730-10882		16,906.54 165,886.75	234.24 2,288.60	1,001.62 9,785.77	0.00 0.00	0.00 0.00	0.00 0.00	958.70 9,690.78	1,701.54 15,984.96	92.98 912.38	76.09 746.48	4,065.17 39,408.97

Save a Copy Print Email Search Review & Comment Sign

Select Text 115%

University Of Houston System  
 PAYROLL ACCOUNT REPORT  
 Report ID: UPAY042  
 Business Unit: HR730 - U of H Main  
 Department: H0098 - Dean, Law  
 Process Dates: 09/01/2005 thru 06/30/2006  
 Page No. 1  
 Run Date 11/27/2006  
 Run Time 16:14:02  
 Cost Center 00730-10585 - (5022-H0067-B0001-G003546)

Employee Name	Emplid	Gross	51108	51109	51110	51113	51112	51111	51104	51103	51102	Total Benefit
		MTD FYTD	Emplr Paid Medicare	Emplr Paid FICA	ORP 6.00	ORP 1.31	ORP 1.19	TRS	Ins Prem	UCI	WCI	
Weaver, Jacqueline L	0080328	0.00 5,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 27.50	0.00 22.50	0.00 50.00
Totals for Acct Cd 00730-10585		0.00 5,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 27.50	0.00 22.50	0.00 50.00

11 x 8.5 in 1 of 194

**Payroll Account Reports**

As shown above the Payroll Account Reports appears.

*Note: User can view, print and/or save this report. Report can only be saved in PDF format.*

## Labor Distribution and Payroll Account Reports by Cost Center (Helpful Hints)

There is a need for departments to be able to run payroll distribution reports by Cost center in order to speed reconciliation with GL journals. \*\*\* *These reports will not reflect any employees that are funded by other cost centers. Please run both the regular distribution reports and the Cost center specific distribution reports to view all employees paid that have a primary job in your department.*

### Labor Distribution Report – Cost Center Specific

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > Labor Distrib Rpt - CC Dept

Run Control ID: 123

[Report Manager](#) [Process Monitor](#)

[Run](#)

#### Report Request Parameters

As Of Date: 08/31/2006  
 Business Unit: HR730 U of H Main  
 Department: H0002 Athletics  
 \*\*\*\*\* See Note Below

#### Cost Centers

HR Cost Center:

Labor Distribution Sort Order: By Department By Cost Center

\*\*\*\* This deptid field selects on the CC deptid. The UPAY044 version uses the Earnings Deptid (Job Deptid).

### Payroll Account Report – Cost Center Specific

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > Payroll Account Rpt - CC Dept

Run Control ID: 123

[Report Manager](#) [Process Monitor](#)

[Run](#)

#### Report Request Parameters

Month Begin Date: 09/01/2005 Month End Date: 08/31/2006  
 Business Unit: HR730 U of H Main  
 Department: H0002 Athletics  
 EmpID:

#### Cost Centers

View All First 1 of 1 Last

HR Cost Center:  [+](#) [-](#)

Sort Order: 3

### Sort Order

The following sort orders are available on this report:

Select one of the following values:

- 1 [By Department by Cost Center](#)
- 2 [By Cost Center](#)
- 3 [By Department by Employee](#)

[Cancel](#)