

Run State Payroll Reports



State Payroll Reports are run by each Department to verify payroll related charges for the Department. Instructions are provided to:

1. Run the reports.
2. Find the reports in Process Monitor.
3. Save the reports.
4. Create expenditure projections and save data to Excel.
5. Use a Position Funding Form (PFF) when new or existing positions do not meet the desired funding conditions.

NOTE: Only State payroll detail is stored in CMS Student/HR. Therefore, the only Business Unit value you can use to run State Payroll Reports is **MB000**, for California State University Monterey Bay. For Corporation of Monterey Bay payroll information, please contact the Corporation payroll office.

Review/Approval History

Date	By	Action	Pages
September 2005	M Galligan	Update with information about future report formats	9
31 October 2005	M Galligan	Update with new reports, captions	22
9 May 2007	J Stone	Updated to v. 8.9	24
20 November 2007	C Frakes	Revised text throughout to make menu names, run control page names and process/report IDs consistent throughout. New screenshots throughout.	25
9 September 2008	L Dixon	Corrections	25
16 December 2008	J Stone & L Dixon	Updated section relating to Projection Reports	30
29 July 2009	C Frakes	Rebranded to CMS Student/HR and removed login information	27
29 February 2012	A Marbach	Convert to new template and rebranded 9.0	23

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Navigate to the Report Menu

1. From the main menu, follow this path to the Payroll Reports menu: **Home > Monterey Bay Custom HR > Budget**



Figure 1: Select the payroll-budget report you wish to run.

The following reports are available to the **College Analyst**:

Report Name in Main Menu	Report Name on Run Control Tab/Page	Process/Report ID	Description
Dept Expenditure Report	BD – Department Expenditure	MBBDG006	Payroll transactions by the accounting period(s) (months) in which they were posted to the General Ledger in CMS Finance
Expenditure by Rollup Dept	BD - Expenditures by Rollup	MBBDG010	Payroll transactions by the accounting period(s) (months) in which they were posted to the General Ledger in CMS Finance using the Dept Rollup Tree
Dept Expenditure by Chg (Charge) Period	BD – Dept Expen – Chg Period	MBBDG012	Shows the same information as the Dept Expenditure but shows payroll transactions by the period(s) to which they were charged
Dept Rollup by Chg (Charge) Period	BD – Dept Rollup by Chg Period	MBBDG013	Shows the same information as the Expenditure by Rollup Dept, for multiple departments (e.g., Division, Sub-division) for payroll transactions by charge period.
Exp Projection by Dept	BD – Exp Projection by Dept	MBBDG014D	Projects the payroll by person, by month in a department. Can open report in Excel.
Projection by Rollup/Dept	BD – Projection by Rollup/Dept	MBBDG014	Projects the payroll by person, by month for multiple departments. Can open report in Excel.

Table 1: State Payroll Reports available to College Analyst.

NOTE: Only reports MBBDG006 (Department Expenditure Report), MBBDG012 (Dept Expenditure by Chg (Charge) Period) and MBBDG014 (Exp Projection by Dept) are available to the **Departmental Analyst**.

NOTE: Use the Dept Expenditure and the Expenditure by Rollup Dept reports when reconciling to the nVision reports.

2. Select the payroll report you wish to run (for example, the **Dept. Expenditure Report—MBBDG006**).

Select or Enter a Run Control ID

NOTE: A **Run Control ID** is a label associated with the parameters you enter to run the payroll report. You create a Run Control ID one time, the first time you run a report, and use it every time you run the same report.



Figure 2: Search for an existing Run Control ID, or Add a New Value.

3. Enter or select a Run Control ID.

If you **have run** this payroll report before, click **Search** to use the Run Control ID you used previously. If there is more than one Run Control ID, you will be shown a list. Select the Run Control ID associated with this report (e.g., **State_Payroll**).

If you **have never run** this payroll report, click on Add a New Value, enter the Run Control ID such as **State_Payroll** (no spaces allowed) and click **Add** (Figure 4).

NOTE: A Run Control ID may not contain spaces. For example, type **State_Payroll** using an underscore (_) in place of the space.

8. When you add or select a Run Control ID and click OK the report run control page opens.

Dept Expenditure Report

BD – Dept Expenditure Run Control

PeopleSoft®

Home

Menu

Search:

My Favorites

CSU Temp Faculty

Monterey Bay Custom HR

Academic Personnel

Budget

Dept Expenditure Report

Expenditure by Rollup Dept

Dept Expenditure by Chg Period

Dept Rollup by Chg Period

Human Resources

Time and Labor

MB - Names

MB - Review Personal Info

Self Service

Manager Self Service

Workforce Administration

Workforce Development

Organizational Development

Set Up HRMS

Reporting Tools

PeopleTools

MB Employee Self Service

Change My Password

My Dictionary

BD - Dept Expenditure

Run Control ID: state_payroll_reports

Report Manager Process Monitor Run

Report Parameter(s)

*Business Unit: MB000

*Fiscal Year: 2006

*Begin Date: 01/01/2007 *End Date: 01/31/2007

Dept ID: 1022

Fund:

Save Return to Search

Figure 5: BD – Dept Expenditure run control.

9. Enter the following, or use to select a valid value for a field from the list shown. Fields marked with an * on the screen are required.

- **Business Unit*** - MB000 for California State University
- **Fiscal Year*** - 2007 for 2007-2008
- **Begin Date*** - Start date of a pay period
- **End Date*** - End date of a pay period
- **Dept ID*** - ID for the Dept you wish to view
- **Fund** – Fun (e.g., General Fund, Trust Fund)

NOTE: CSUMB runs on a 7/1 – 6/30 fiscal year (not a calendar year). Therefore, reports run for 1/1 - 6/30/2007 should use the PRIOR YEAR (2006) in the Fiscal Year field.

NOTE: Leave Fund blank to see all funds charged in a particular department.

NOTE: You can run this report for **multiple periods** (months) at one time, within the same fiscal year.

10. Click in the bottom left corner of the window to save the Run Control ID and the associated parameters.

Running the Report

11. After saving a report on the Report page, click **Run** to run the report. This will bring up the Process Scheduler request page.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	MBBDG006	MBBDG006	SQR Report	Web	PDF	Distribution

Figure 6: Process Scheduler Request.

12. Verify the following values, or set them, if necessary:

- Server Name: **PSUNX**
- Type: **Web**
- Format: **PDF**

13. Click **OK**.

14. You will be returned to the run control data entry page, and you will notice a Process Instance number below the Run button.

Report Parameter(s)

'Business Unit: MB000

'Fiscal Year: 2006

'Begin Date: 01/01/2007 'End Date: 01/31/2007

Dept ID: 1022

Fund:

Figure 7: Note the Process Instance number below the Run button.

15. Click on **Process Monitor** to view the progress of the report in the Process List screen.

16. Press **Refresh** until the Run Status for the report at the top of the list changes to “Success” and the Distribution Status changes to “Posted” as illustrated in Figure 8.

Process List | Server List

View Process Request For

User ID: ca1 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	68393		SQR Report	MBBDG006	ca1	11/20/2007 1:48:52PM PST	Success	Posted	Details
<input type="checkbox"/>	68379		SQR Report	MBBDG013	ca1	11/20/2007 11:07:48AM PST	Success	Posted	Details
<input type="checkbox"/>	68378		SQR Report	MBBDG012	ca1	11/20/2007 11:05:58AM PST	Success	Posted	Details
<input type="checkbox"/>	68377		SQR Report	MBBDG010	ca1	11/20/2007 11:04:30AM PST	Success	Posted	Details
<input type="checkbox"/>	68376		SQR Report	MBBDG006	ca1	11/20/2007 11:02:21AM PST	Success	Posted	Details

Figure 8: Process Scheduler - Process List.

17. When the **Run Status** is **Success**, and the **Distribution Status** is **Posted**, click on the **Details** link.

NOTE: If the Run Status is **Error**, verify the values of all the fields on the Run Control ID page, and the Process Scheduler Request page, and run the report again. If the Run Status is Error the second time you run the report, please email cmsquestions@csumb.edu for assistance.

Process Detail

Process

Instance: 68393 Type: SQR Report

Name: MBBDG006 Description: MBBDG006

Run Status: Success Distribution Status: Posted

Run

Run Control ID: state_payroll_reports

Location: Server

Server: PSUNX

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 11/20/2007 1:51:15PM PST

Run Anytime After: 11/20/2007 1:48:52PM PST

Began Process At: 11/20/2007 1:51:25PM PST

Ended Process At: 11/20/2007 1:51:38PM PST

Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

Figure 9: Process Detail page.

18. Click on **View Log/Trace** at the bottom of the window to view the File Name List.

View Log/Trace

Report

Report ID: 53398 Process Instance: 54673 [Message Log](#)

Name: MBBDG006 Process Type: SQR Report

Run Status: Success

MBBDG006

Distribution Details

Distribution Node: HMBTRN Expiration Date: 07/20/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,563	07/18/2007 6:12:30.000000PM PDT
mbbdg006_54673.PDF	1,825	07/18/2007 6:12:30.000000PM PDT
Trace File	648	07/18/2007 6:12:30.000000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
----------------------	------------------

Figure 10: Select the Adobe Acrobat (PDF) file.

19. In the File Name List, click on the PDF file to launch Adobe Acrobat in a new browser window and view the report.

Contents of Payroll Reports In General

Payroll reports contain the following columns (not every report has all columns).

- **Employee Name** – Employee Name
- **Empl ID** – Employee ID Number (unique to an employee)
- **Empl Rec#** - Employee Record number (unique to an employee's job)
- **Home Dept** – Employee's home department, which is where the position resides
- **Position No.** - Position Number
- **Reg/Temp Position** - Position is Regular or Temporary
- **Appt End Date** - End date of a temporary appointment, if applicable
- **Job Code** - Job Code associated with the Position Number
- **Funding Level** - Pool or Appointment
- **Pool ID** - Position Pool ID
- **Actual Amount** - Salaried amount prior to deductions booked in CMS Finance
- **Adj** - Payroll adjustments appear with an **A** in this column
- **Act FTE** - Payroll adjustments appear with an **A** in this column
- **Paid Hours** - For hourly employees, hours worked
- **Rate** - Monthly / Hourly pay rate for this employee in this position
- **Program** - Program code charged, if applicable
- **Class** - Class code charged, if applicable
- **Project** - Project code charged, if applicable
- **Charge Period** - Year and Month (YYYYMM) in which the transaction was charged
- **Acct Period** - Month and Year (MMYYYY) in which the transaction was posted

Contents of the Dept Expenditure Report (MBDG006)

The Dept Expenditure report shows all employees charged to the department you select. For those employees who are paid out of a department other than the department they work in, the "Home Department" also appears on the report.

The following fields appear on the Dept Expenditure report:

Funding Level

Funding Level can be Pool or Appointment. Most positions are funded at the pool level. Appointment level funding is used primarily for short duration funding changes in multiple head count positions.

Accounting Period

The Accounting period is the period to which a transaction was posted in CMS Finance from CMS Student/HR.

Charge Period

The charge period indicates the period in which the employee worked. For positive pay (hourly pay) employees, this will differ from the accounting period.

Adjustments (Adj)

If this transaction is a payroll adjustment, an A will appear in the Adjustments column.

Budget Balance Available (BBA)

The budget figures shown on this report are as follows:

- **Budget Amount** is the budget for the listed expense account for the full fiscal year
- **Total** is the total actual amount spent for the listed expense account for only the periods shown on the report
- **BBA** is the Budget Amount less the "Total" amount.

If the report is run from the beginning of the fiscal year (e.g., 7/1/06), the BBA figure will be accurate as of the End Date selected

View, Print or Save the Report

View

Click once on the report name (the PDF file) to launch Adobe Acrobat and view the report.

Print

From Adobe Acrobat, you can print the report by clicking the Printer icon on the toolbar.

Save

From Adobe Acrobat, you can save the report by clicking the Save icon on the toolbar.

To save a version of the report, you could also right click on the file name (TXT or PDF) and Save Target As (on a Mac, use Control-Click rather than right click, and select a download option).

20. After you have viewed, printed or saved the report, click on the Close button (X) to close the Adobe Acrobat window.

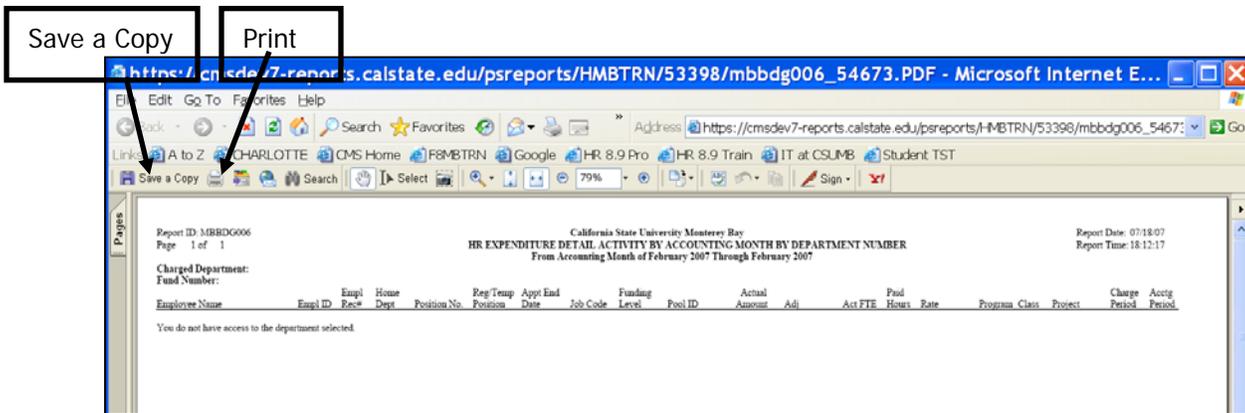


Figure 11: Department Expenditure Report (MBBDG006).

21. The Process Detail page in CMS Student/HR is still displayed after the Adobe Acrobat window is closed.

22. Click the [Home](#) link in the page header. This navigates you back to the CMS Student/HR Home menu page from where you can navigate to the run control pages for other State payroll reports, if desired.

Dept Expenditure By Chg (Charge) Period Report (MBBDG012)

BD – Dept Expen - Charge Period Run Control

1. From the Main Menu select **Monterey Bay Custom HR > Budget > Dept Expenditure by Chg Period**.
2. **Add or Find an Existing** run control for the report as for the Dept Expenditure report on page 6.

The screenshot shows the PeopleSoft interface for the 'BD - Dept Expen - Chg Period' report. The 'Run Control ID' is 'state_payroll_reports'. The 'Report Parameter(s)' section contains the following fields:

- 'Business Unit': MB000
- Charge Period From: 200601 (YYYYMM)
- Charge Period To: 200602 (YYYYMM)
- 'Dept ID': 1022
- Fund: (blank)

Two callout boxes provide additional instructions:

- Top callout: Note: You can run this report for **multiple periods** at one time.
- Bottom callout: Note: Leave Fund blank unless a different default fund is required

Figure 12: BD - Dept Expen - Chg Period Run Control (Payroll Detail Report by Accounting Period).

3. On the report run control page, enter the following, or use to select a valid value for a field from the list shown. Fields marked with an * on the screen are required.
 - **Business Unit*** - MB000 for California State University
 - **Charge Period From*** - In YYYYMM format (e.g. 200711 for November, 2007)
 - **Charge Period To*** - In YYYYMM format (e.g. 200712 for December, 2007)
 - **Dept ID*** - ID for the Department you wish to view
 - **Fund** - Fund out of which employees were paid
4. Click in the bottom left corner of the window to save the Run Control ID and the associated parameters.
5. Run the report using the same steps as in the BD – Dept Expenditure Run Control on pages 8-11:
 - a. On the Process Scheduler page verify the **Server Name** is set to **PSUNX**, the **Type** to **Web**, and the **Format** to **PDF**, and click **OK**.
 - b. On the Run Control page click the **Process Monitor** link.
 - c. On the Process List page click Refresh until the **Run Status** is **Success** and the **Distribution Status** is **Posted**, and click the **Details** link.
 - d. On the Process Details page click **View Log/Trace**.
 - e. On the View Log/Trace page click the **PDF file name** to open the report in Adobe Acrobat.

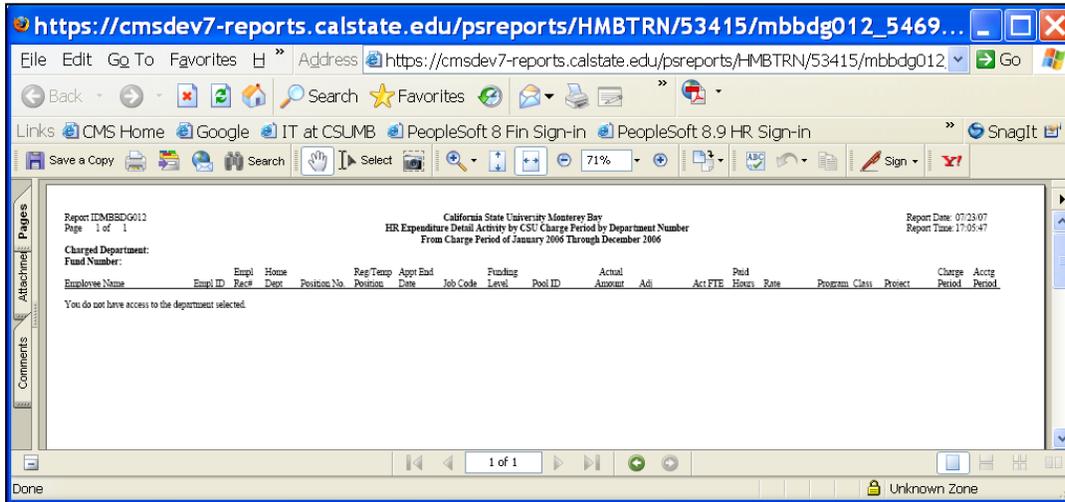


Figure 13: Dept Expenditure by Chg Period Report (MBBDG012) (Payroll Detail Report by Accounting Period).

- View, Print and Save the report using the same steps as for the Department Expenditure report on page 13.

Contents of the Dept Expenditure By Chg (Charge) Period Report

This report shows all employees charged to the department you select.

This report is identical in format to the Dept Expenditure report. It ALSO summarizes information by the Charge Period but does not have any budget information.

NOTE: This report **does not** reconcile to nVision, as nVision is run by Accounting Period and this report is run by Charge Period.

NOTE: This report shows positive (hourly) pay (pay that comes from a trigger such as a timecard). Positive Pay includes hourly pay, Student Assistant pay, overtime and other types of pay.

Expenditures By Rollup Dept (MBBDG010)

NOTE: This report is available only to users who see multiple departments' hierarchical data.

Expenditures by Rollup Run Control

1. From the Main Menu select **Monterey Bay Custom HR > Budget > Expenditure by Rollup Dept.**
2. **Add or Find an Existing** run control for the report as for the Dept Expenditure report on page 7.

The screenshot displays the PeopleSoft interface for the 'Expenditures by Rollup' report. On the left is a navigation menu with 'Budget > Expenditure by Rollup Dept' selected. The main area shows the 'Run Control ID' as 'state_payroll_reports' and a 'Run' button. Below this is the 'Report Parameter(s)' section with the following values: Business Unit: MB000, Fiscal Year: 2006, Begin Date: 01/01/2007, End Date: 01/31/2007, and Fund: (empty). The 'Choose One Rollup Level' section has 'Division: AF' circled in black, with 'Sub-Division' and 'Group/School' fields below it. The 'Budget Office Only' section contains a checkbox for 'Process All CSUMB Departments'.

Figure 14: Expenditures by Rollup run control (MBBDG010) ((Payroll Detail Rollup by Accounting Period).

3. On the run control page, enter the following, or use  to select a valid value for a field from the list shown. Fields marked with an * on the screen are required.
 - **Business Unit*** - MB000 for California State University
 - **Fiscal Year*** - 2007 for 2007-2008
 - **Begin Date*** - Start date of the pay period
 - **End Date*** - End date of the pay period
 - **Fund*** (may leave blank to see all funds) - Fund out of which employees were paid
 - **Division, Sub-Division, Group/School*** (Select ONE/available based on Access)
4. Click  in the bottom left corner of the window to save the Run Control ID and the associated parameters.
5. Run the report using the same steps as in the BD – Dept Expenditure Run Control on pages 8-11:
 - a. On the Process Scheduler page verify the **Server Name** is set to **PSUNX**, the **Type** to **Web**, and the **Format** to **PDF**, and click **OK**.
 - b. On the Run Control page click the **Process Monitor** link.
 - c. On the Process List page click Refresh until the **Run Status** is **Success** and the **Distribution Status** is **Posted**, and click the **Details** link.
 - d. On the Process Details page click **View Log/Trace**.
 - e. On the View Log/Trace page click the **PDF file name** to open the report in Adobe Acrobat.

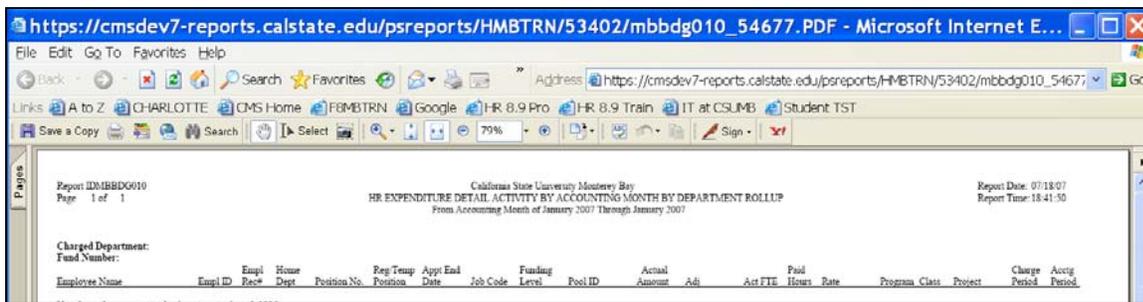


Figure 15: Expenditure by Rollup Dept Report (MBBDG010).

Contents of the Expenditure By Rollup Dept Report

This report shows the same information as the Dept Expenditure Report, but for multiple departments. This report can be run by one of the following Rollup levels:

- Division
- Sub-Division (division defaults when this is selected)
- Group/School

Order

The report is delivered by department, with expenditures from each fund under each department heading.

Dept 1 - Fund A
 Fund B
 Dept 2 - Fund A
 Fund B

Fund

Leave the Fund field blank to see all funds for your Division, Subdivision, Group or School.

Department Rollup by Charge Period (MBBDG013)

NOTE: This report is available only to users who see multiple departments' hierarchical data.

Dept Rollup by Chg (Charge) Period Run Control

1. From the Main Menu select **Monterey Bay Custom HR > Budget > Dept Rollup by Chg Period**.
2. **Add or Find an Existing** run control for the report as for the Dept Expenditure report on page 6.

The screenshot shows the 'BD - Dept Rollup by Chg Period' run control interface. On the left is a 'Menu' sidebar with a search bar and a tree view containing categories like 'My Favorites', 'CSU Temp Faculty', 'Monterey Bay Custom HR', 'Budget', 'Human Resources', 'Time and Labor', and 'Monterey Bay Custom CS'. The 'Budget' section is expanded, and 'Dept Rollup by Chg Period' is selected. The main area has a title bar 'BD - Dept Rollup by Chg Period' and a 'Run Control ID: STATE_PAYROLL' label. There are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below is a 'Report Parameter(s)' section with fields: '*Business Unit: MB000', 'Dept Rollup Fiscal Year: 2008', 'Charge Period From: 200901 (YYYYMM)', 'Charge Period To: 200902 (YYYYMM)', and 'Fund: MB500'. At the bottom, there are two sections: 'Choose One Rollup Level' with fields for 'Division', 'Sub-Division: CPS', and 'Group/School'; and 'Budget Office Only' with a checkbox for 'Process All CSUMB Departments'.

Figure 16: BD - Dept Rollup by Chg Period run control (MBBDG013) (Payroll Detail Rollup Report by Charge Period)

3. On the run control page, enter the following, or use  to select a valid value for a field from the list shown. Fields marked with an * on the screen are **required**.
 - **Business Unit*** - MB000 for California State University
 - **Charge Period From*** - First period you wish to see
 - **Fiscal Year*** - 2007 for 2007-2008
 - **Charge Period To*** - Last period you wish to see
 - **Dept ID*** - ID for the Dept you wish to view
 - **Fund** - Fund out of which employees were paid
 - **Division, Sub-Division, Group/School*** (Select ONE/available based on Access)
4. Click  in the bottom left corner of the window to save the Run Control ID and the associated parameters.
5. Run the report using the same steps as in the BD – Dept Expenditure Run Control on pages 7-13:
 - a. On the Process Scheduler page verify the **Server Name** is set to **PSUNX**, the **Type** to **Web**, and the **Format** to **PDF**, and click **OK**.
 - b. On the Run Control page click the **Process Monitor** link.
 - c. On the Process List page click Refresh until the **Run Status** is **Success** and the **Distribution Status** is **Posted**, and click the **Details** link.
 - d. On the Process Details page click **View Log/Trace**.
 - e. On the View Log/Trace page click the **PDF file name** to open the report in Adobe Acrobat.

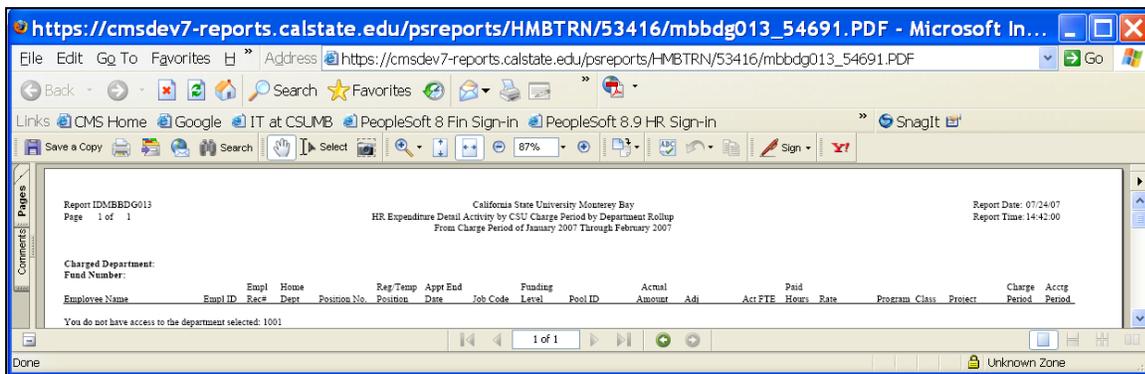


Figure 17: Dept Rollup by Chg Period report (MBBDG103).

Expenditure Projection Reports (MBBDG014)

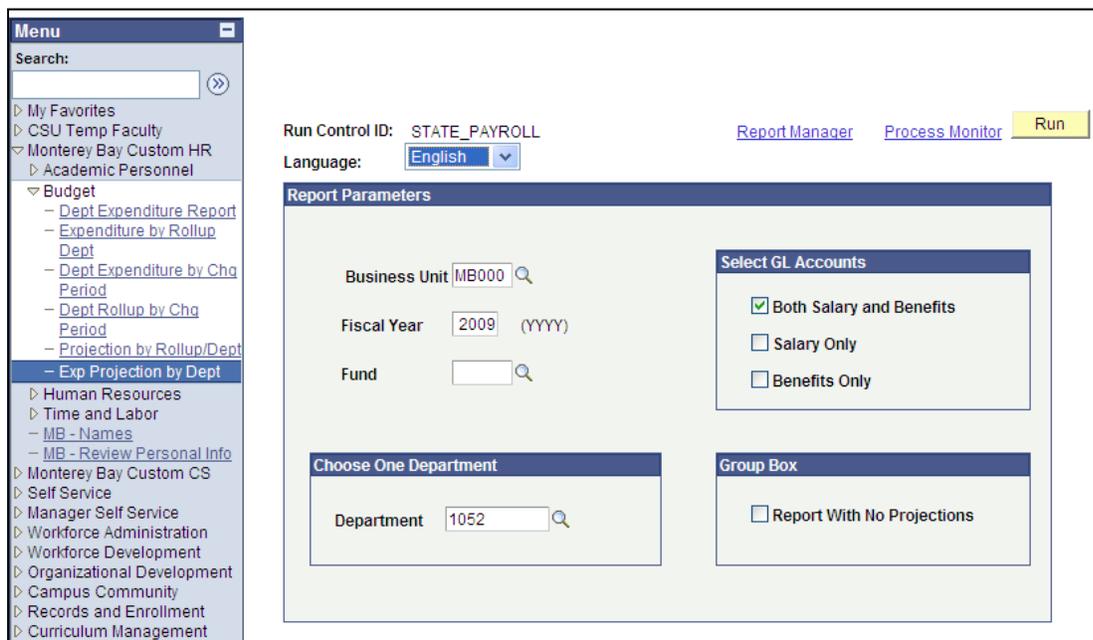
There are two Projection Reports: 1) Department Level (available to the Departmental Analyst); and 2) Rollup of several Departments that is accessed by College Analysts only.

These reports show accounting period totals and projections by month for employees' salary and/or benefits (depending on the option you select) for all positions in a department when you run the report. In addition, while the report shows vacant positions, it does not project for vacant positions or positive pay positions. Only the actuals by month are shown for positive pay positions. Another feature of the projection report is the ability to open it up as both a PDF and an Excel worksheet. The Excel worksheet even has formulas, allowing for the user to look at "what if" scenarios.

As with the Payroll Detail reports by accounting period, the projection report includes budget from CMS Finance, allowing for a projection of the budget balance available (BBA) at the end of the fiscal year.

Expenditure Projection by Department

1. **Navigation:** Home > **Monterey Bay Custom HR > Budget > Expenditure Projection by Dept**
2. **Add or Find an Existing** run control for the report as for the Dept Expenditure report on page 6.
3. On the run control page, enter the following, or use  to select a valid value for a field from the list shown. Fields marked with an * on the screen are required.
 - **Business Unit*** - MB000 for California State University
 - **Fiscal Year*** - 2008 for 2008-2009
 - **Department*** - ID for the Dept you wish to view
 - **Fund** – Fund out of which employees were paid
 - **Select GL Accounts*** - Choose both salary and benefits, salary only, or benefits only
 - **Group Box*** - To generate a spreadsheet or to run the report without projections



The screenshot displays the 'Run Control' interface for the 'Expenditure Projection by Dept' report. On the left is a 'Menu' sidebar with a search box and a tree view containing categories like 'My Favorites', 'CSU Temp Faculty', 'Monterey Bay Custom HR', and 'Budget'. The 'Budget' section is expanded, showing 'Exp Projection by Dept' as the selected item. The main form area includes: 'Run Control ID: STATE_PAYROLL' with a 'Run' button; 'Language: English' dropdown; 'Report Parameters' section with 'Business Unit' (MB000), 'Fiscal Year' (2009), and 'Fund' fields; 'Select GL Accounts' section with radio buttons for 'Both Salary and Benefits' (checked), 'Salary Only', and 'Benefits Only'; 'Choose One Department' section with 'Department' (1052) field; and 'Group Box' section with a 'Report With No Projections' checkbox.

Figure 18: MBBDG014 run control page for the BD – Expenditure Projection report by Department.

4. Click  in the bottom left corner of the window to save the Run Control ID and the associated parameters.

5. Run the report:

- a. On the Process Scheduler page verify the **Server Name** is set to **PSUNX**, the **Type** to **Web**, and the **Format** to **PDF**, and click **OK**.
- b. On the Run Control page click the **Process Monitor** link.
- c. On the Process List page click Refresh until the **Run Status** is **Success** and the **Distribution Status** is **Posted**, and click the **Details** link.
- d. On the Process Details page click **View Log/Trace**.
- e. On the View Log/Trace page click the **.PDF file name** to open the report in Adobe Acrobat, **or follow the instructions below to open the .TXT file as a Microsoft Excel spreadsheet.**

NOTE: The BD Expenditure Projection report is available in both text (.TXT) and Portable Document /Adobe Acrobat (.PDF) format.

Report ID: MBEDG014		California State University Monterey Bay														Report Date: 12/10/08			
Page 1 of 10		HR Expenditure Actuals and Projection by Department Rollup for Fiscal Year 2008														Report Time: 14:41:37			
		As Of The Month Of October 2008																	
Department: 1010, Center for Creative Learning																			
Dept	Fund	Prgm	Class	Proj	Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Projected	
Posn#	E/T	Employee Name			Salary														
Budget for the Following Salary Expenses:																		0.00	
1***	MB500				601201	Actual/Projected Amounts for: Management and Supervisory												0.00	
1	T				83,004.00	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	
1	T				95,496.00	4,702.45	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	92,240.45
Total Salaries and Projection					178,500.00	4,702.45	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	7,958.00	92,240.45
																	Total Projected Expense	92,240.45	
																	Projected Budget Available	-92,240.45	

Figure 19: Sample Output for Expenditure Projection Report by Department.

The Projection report contains much of the same information as the existing payroll detail reports. The Departmental Projection report will sort by fund and account code within the department. The PDF format shows the position number, regular/temporary, employee name, their annual salary, before showing by month the actual salary and the projections for the remainder of the year. The Excel worksheet will also show the employee ID and the associated empl record. An asterisk (*) below the name of a month in the PDF version of the report indicates that the monthly figures are projected. Projections are based on the salary paid in the most recent month processed.

Expenditure Projection Roll-up Report

1. **Navigation:** Home > Monterey Bay Custom HR > Budget > Projection by Rollup/Dept.
2. **Add** or **Find an Existing** run control for the report.
3. On the run control page, enter the following, or use  to select a valid value for a field from the list shown. Fields marked with an * on the screen are required.
 - **Business Unit*** - MB000 for California State University
 - **Fiscal Year*** - 2008 for 2008-2009
 - **Fund** – Fund out of which employees were paid
 - **Division**
 - **Sub-Division**
 - **Group/School**
 - **Department**
 - **Select GL Accounts*** - Choose both salary and benefits, salary only, or benefits only
 - **Group Box*** - To generate a spreadsheet or to run the report without projections

The Projection report contains much of the same information as the existing payroll detail reports. The Departmental Projection report will sort by fund and account code within the department. The PDF format shows the position number, regular/temporary, employee name, their annual salary, before showing by month the actual salary and the projections for the remainder of the year. The Excel worksheet will also show the employee ID and the associated empl record. An asterisk (*) below the name of a month in the PDF version of the report indicates that the monthly figures are projected. Projections are based on the salary paid in the most recent month processed.

Import into Microsoft Excel (For the Expenditure Projection reports)

1. In the CMS Student/HR Report Viewer page, right click on the file ending in .TXT, and select **Save Target As**. Save the file to a network drive or your hard drive. This will save the report as a text file, which you can then import in to Excel.
2. Using the Windows File Explorer, navigate to the folder where you saved the file. (From the Windows Task Bar on the bottom of your Windows desktop, right click on Start. Then select Explore from the options menu.) Right click on the TXT file in its folder, select Open With, and select Microsoft Excel from the sub menu. The system opens the file as a spreadsheet using Microsoft Excel, and the formulae in the spreadsheet are intact.

NOTE: The *first* time you open the report with Excel, you may need to search for the application. In this case, verify that the check box marked *Always open this type with this application* is **not checked**.

Dept - Description	Fund	Account	Account Description	Empl ID	Rcd	Employee Name
		601000	Budget for the Following Salary Expenses:			Budget Amount
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000004149	0	Ana Albertson
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000004624	0	Bill Johnson
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000004624	1	Bill Johnson
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000003061	0	Danny Jones
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000003507	0	Erika King
Department 9999 - Pretend Department	AD205	601100	Academic Salaries	000001464	0	Fred Moran
Department 9999 - Pretend Department	AD205	601100	Academic Salaries		0	PROF 100.00%
Department 9999 - Pretend Department	AD205	601100	Actual/Projected Amounts for: Academic Salaries			Total Projection
Department 9999 - Pretend Department	AD205	601100	Budget Available			Budget Available
Department 9999 - Pretend Department	AD205	601300	Budget for the Following Salary Expenses:			Budget Amount
Department 9999 - Pretend Department	AD205	601300	Support Staff Salaries	000002175	0	Wanda Clark
Department 9999 - Pretend Department	AD205	601300	Support Staff Salaries	000002009	0	Oliver Harris
Department 9999 - Pretend Department	AD205	601300	Support Staff Salaries	000004134	0	Mindy Jackson
Department 9999 - Pretend Department	AD205	601300	Actual/Projected Amounts for: Support Staff Salaries			Total Projection
Department 9999 - Pretend Department	AD205	601300	Budget Available			Budget Available
Department 9999 - Pretend Department	AD205	601303	Budget for the Following Salary Expenses:			Budget Amount
Department 9999 - Pretend Department	AD205	601303	Student Assistant	000001234	0	Francine Hall
Department 9999 - Pretend Department	AD205	601303	Actual/Projected Amounts for: Student Assistant			Total Projection
Department 9999 - Pretend Department	AD205	601303	Budget Available			Budget Available
Department 9999 - Pretend Department	AD205	601804	Budget for the Following Salary Expenses:			Budget Amount
Department 9999 - Pretend Department	AD205	601804	Academic Salaries - Lecuturers	000004327	0	Sondra Brown
Department 9999 - Pretend Department	AD205	601804	Academic Salaries - Lecuturers	000004118	0	Eduardo Guittierez
Department 9999 - Pretend Department	AD205	601804	Academic Salaries - Lecuturers	000004249	0	Leslie Lorcan
Department 9999 - Pretend Department	AD205	601804	Actual/Projected Amounts for: Academic Salaries - Lecuturers			Total Projection
Department 9999 - Pretend Department	AD205	601804	Budget Available			Budget Available

Figure 22: Text file imported into Microsoft Excel.

3. While viewing the file opened as a spreadsheet in Microsoft Excel, set the width of the columns. (Select all columns and choose **Format | Column | AutoFit** (Auto width in earlier versions of Excel) from the menu.
4. To save the spreadsheet, use **File | Save As**.

5. If there are square brackets [] in the file name, remove them. Excel will not permit you to save a file with these brackets in the file name.
6. Change the value in the field labeled Save as type to Microsoft Excel Workbook (*.xls) or Microsoft Excel 97-2000 (*.xls). This will save the file as a Microsoft Excel spreadsheet rather than a Comma Separated Value (CSV) file.
7. Next, begin formatting your worksheet. It is best to somehow identify which months are the projections as soon as possible as you format your worksheet.

**If you have questions or problems with your reports, please contact
the CSUMB Budget Office for assistance.**

Appendix A: Position Funding Form Instructions

Purpose

At the time UHR sets up a new position in CMS Student/HR, default Position Pools are used, which direct the payroll costs to a chart string in CMS Finance.

The default Position Pools are

- **G01** which is 100% funded from DEPT - MB500¹
- **W01** which is 75% funded from federal funds in trust and 25% funded by the dept., DEPT-MB500
- **W02 which is 100% funded from federal funds in trust**

[The Position Funding Form \(PFF\)](#) is used when funding for payroll is **not** one of the defaults listed above.

Position Funding Forms must be received by the Budget Office at least one week before the last day of the month, in order for the funding change to be reflected in that month's payroll cycle.

Approvals & Routing

The department analyst completes the PFF, and sends the PFF to obtain appropriate approvals for their department and division. The approved PFF form is sent to the Budget Office. You need to send the form to:

1. The Budget Office if a position already exists, or
2. UHR if a new position is being requested.
 - a. UHR assigns a new position number and forwards PFF to Budget office.

The Budget Office confirms the completed action to the requestor.

Please direct any questions to the Budget Office.

Appointments on the Department Budget Table

If **either** of these statements is true:

- The person with unique funding is in a multiple headcount position
- The timeframe for the unique funding is less than one year

You need to note in the Reason for Change area of the PFF: **Appointment on the Department Budget Table.**

Include both the Effective Date of the Funding Change and the Ending Date of the Funding Change. Appointments on the Budget Table are set up to become **inactive** after the Ending Date of the Funding Change. Funding will automatically revert to the Position Pool ID set up when the appointment-level funding setup becomes inactive.

This information from the CSUMB Budget Office is current as of July, 2007.

¹ DEPT is the 4 digit Department ID of the work location of the position.

MB500 is CSUMB's General Fund Business ID and does not change from year to year.