FI Transaction List by Month – Manual Payroll Entries

Query Technical Name: ZZFIFMMP05_Q003

Location: FI Departmental Reports folder

Purpose: This report is designed to provide a list of manual payroll transactions (cost distribution adjustments to employees that have been withdrawn from their position and some year-end entries) that have posted for the selected period. Transactions are expected to be reconciled monthly; generate a report for a single month to reconcile most efficiently. The report is restricted to Document Types ZG (Year-end Payroll) & ZF (Payroll Correction). These filters may not be removed from the report; to view a comprehensive list of transactions relevant to the account please see the FI Transaction List by Month query.

Standard View: By default this report provides columns detailing the selected fund center(s), & the applicable commitment items, posting dates, fund numbers, doc numbers, any attached descriptions, and the amounts.

Variable Entry screen: Period/Fiscal Year is a required variable. Entering period *000/YEAR – 016/YEAR* will retrieve all data for the desired fiscal year. *YEAR* **refers to the fiscal year; if, for example, one is interested in viewing transaction detail for the month of July during fiscal year 2012 users will input 001/2012.**

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
⊛	Period/Fiscal Year (Interval Entry, Required)	⧉	
	Funds Center Hierarchy	⧉	
	Business Area	⧉	
	Functional Area	⧉	
	Fund	⧉	
	Funded Program	⧉	
	Commitment Item	⧉	
	Posting Date (Selection Option, Optional)	⧉	

Types of questions this report can answer beyond the standard view:

1. There is an expense that is charged to the wrong cost center and/or g/l account. What should I do?
    a. Contact the Office of the Comptroller to recode the expense-be ready to provide the document number, posting date, cost center and g/l account where is expense is *currently charged*, as well as the correct cost center and g/l account.