

Monthly Payroll Reconciliation (exempt and non-exempt payroll) Utilizing PS Financial Reporting Queries

1. PS Reporting

MIS Web Applications - Windows Internet Explorer

https://webapps.umsystem.edu/

File Edit View Favorites Tools Help

UMC UMKC S&T UMSL UI

UM Web Applications

VP for IT Contact Us

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

- Employee Directory
- Employee Information
- Legacy Applications
- MoCode Create
- myHR
- PaymentNet Reconciliation
- PS Authorization
- PS Budget Development Reports
- PS CRR
- PS DocumentDirect Reports
- PS Feeder Upload
- PS Finance Production-FSPRD
- PS Finance Reporting-FSRPT**
- PS Financial Reports
- PS HR CAPS Request

2. Reporting Tools, Query Viewer

Base Navigation Page - Windows Internet Explorer

https://fsrpt.umsystem.edu/pspr/rpt/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFor

File Edit View Favorites Tools Help

ORACLE

Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- UM Applications
- Accounts Payable
- Accounts Receivable
- Allocations
- Asset Management
- Billing
- Commitment Control
- General Ledger
- Grants
- Purchasing
- Vendors
- eProcurement
- Project Costing
- Supplier Contracts
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools**
- Query
- Report Manager
- PeopleTools

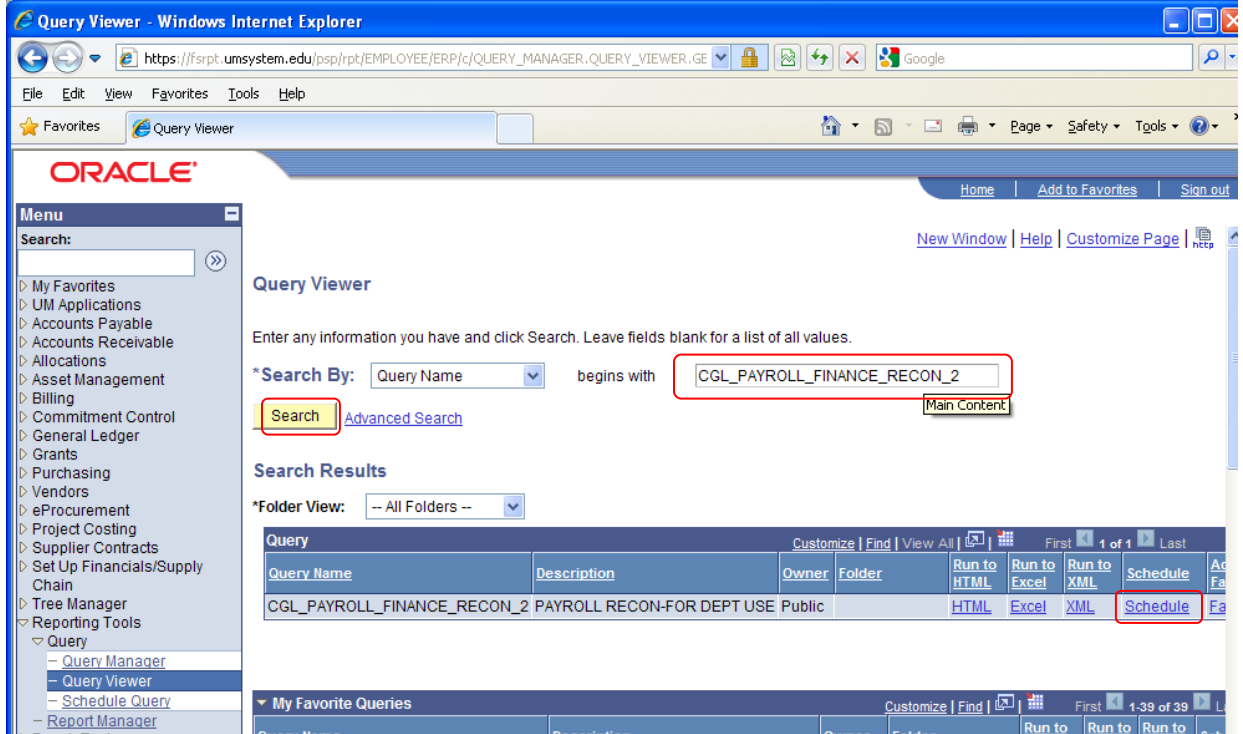
Main Menu >

Reporting Tools

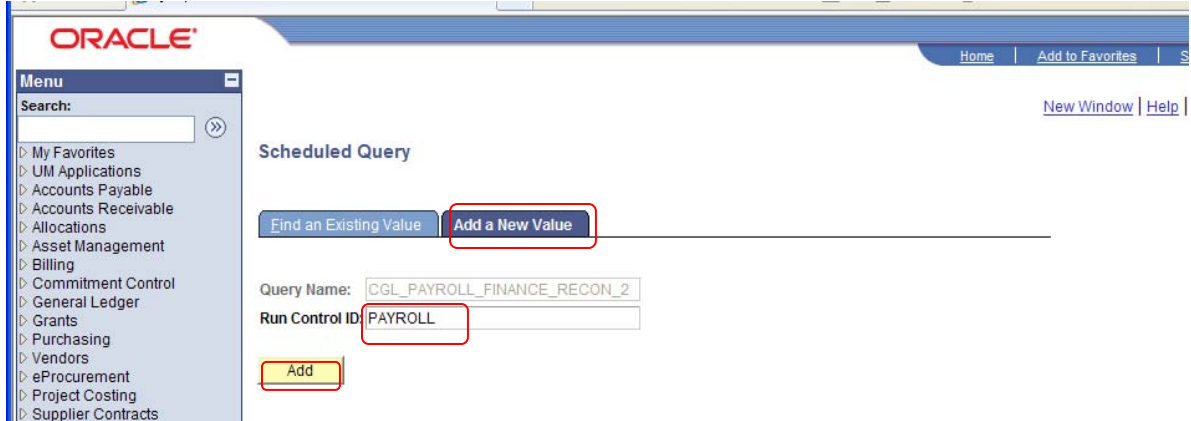
Run, create, and manage queries and nVision reports.

- Report Manager**
Review report list.
- Query**
Extract information using visual representations of your PS database.
 - Query Manager**
 - Query Viewer**
 - Schedule Query

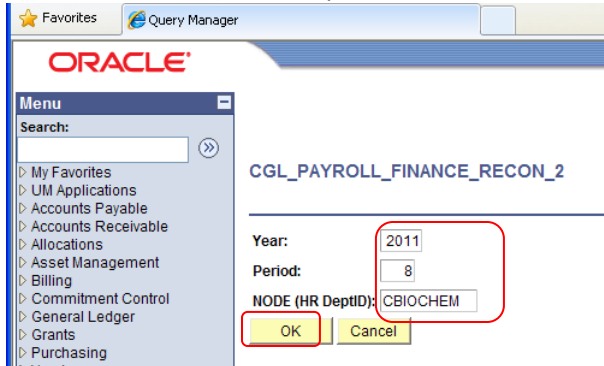
3. Type "PAYROLL_FINANCE_RECON_TOOL" or "CGL_PAYROLL_FINANCE_RECON_2" in the search by section and select "Search"; then select "Schedule"



4. On the "Add a New Value" tab type "PAYROLL" into the Run Control ID, then select "Add". If you have previously established this you can utilize the "Find an Existing Value" tab.



5. Enter the criteria (for example Feb 2011 CBIOCHEM) and select "OK"



- Type "PAYROLL" in the Description field and select "OK"

Oracle

Home | A

New Window | Help

Schedule Query

Run Control ID: PAYROLL [Report Manager](#) [Process Monitor](#)

Query Name: CGL_PAYROLL_FINANCE_RECON_2

*Description: PAYROLL

[Update Parameters](#)

Prompt Name	Value
FISCAL_YEAR	2011
ACCOUNTING_PERIOD	8
UM_DEPT	CBIOCHEM

OK Cancel Apply

- Select Server Name "PSUNX" and Format "XLS", then select "OK"

Oracle

Process Scheduler Request

User ID: GREENJEN Run Control ID: PAYROLL

Server Name: PSUNX Run Date: 03/25/2011

Recurrence: Run Time: 10:30:26AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK Cancel

- Select "Schedule Query" from the Menu and type "PAYROLL", then select "Search"

Oracle

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300): 300

Search by: Run Control ID begins with PAYROLL

Case Sensitive

Search [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

9. Select "Process Monitor"

Schedule Query

Run Control ID: PAYROLL [Report Manager](#) **Process Monitor** [Run](#)

Query Name: CGL_PAYROLL_FINANCE_RECON_2 [Search](#)

*Description: PAYROLL

[Update Parameters](#)

Prompt Name	Value
FISCAL_YEAR	2011
ACCOUNTING_PERIOD	8
UM_DEPT	CBIOCHEM

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

10. Select "Refresh" periodically until the Distribution Status is "Posted", then select "Details"

Process List [Server List](#)

View Process Request For

User ID: GREENJEN [Type](#): [Last](#) [1](#) [Hours](#) [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"/>	3800512		Application Engine	PSQUERY	GREENJEN	03/25/2011 10:53:23AM CDT	Initiated	N/A	Details
<input type="checkbox"/>	3800510		Application Engine	PSQUERY	GREENJEN	03/25/2011 10:30:26AM CDT	Success	Posted	Details

11. Select "View Log/Trace"

Process Detail

Process

Instance: 3800510 Type: Application Engine

Name: PSQUERY Description: PSQUERY

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: PAYROLL

Location: Server

Server: PSUNX

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time **Actions**

Request Created On: 03/25/2011 10:31:34AM CDT [Parameters](#) [Transfer](#)

Run Anytime After: 03/25/2011 10:30:26AM CDT [Message Log](#) [View Locks](#)

Began Process At: 03/25/2011 10:31:44AM CDT [Batch Timings](#)

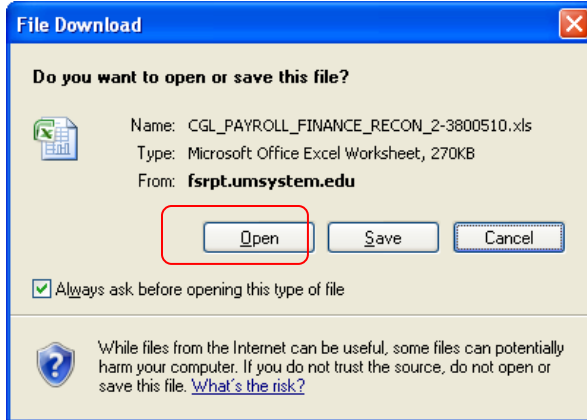
Ended Process At: 03/25/2011 10:40:46AM CDT [View Log/Trace](#)

12. Select the xls file

File List		File Size (bytes)	Datetime Created
Name	AE_PSQUERY_3800510.log	153	03/25/2011 10:40:46.037675AM CDT
Name	CGL_PAYROLL_FINANCE_RECON_2-3800510.xls	276,992	03/25/2011 10:40:46.037675AM CDT

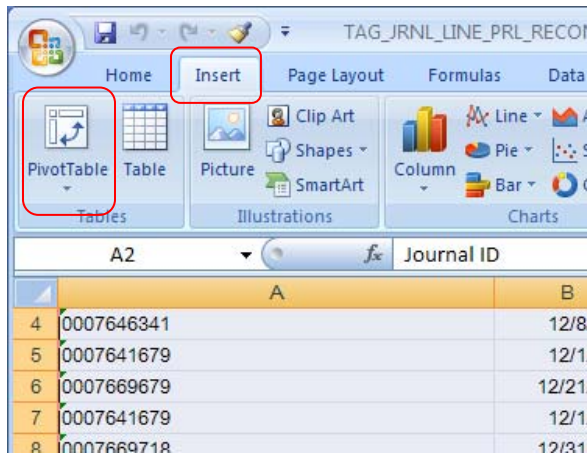
Distribute To		*Distribution ID
Distribution ID Type	User	GREENJEN

13. Select "Open" when prompted

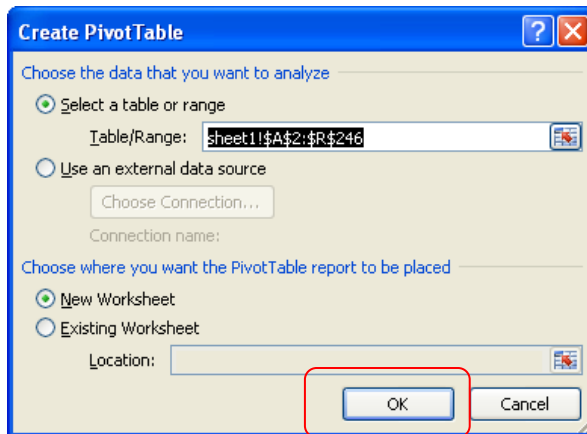


14. Save the Excel file, then insert PIVOT Table (YOU MUST SAVE FIRST!)

a. Highlight your data, select "Insert" and "PIVOT Table"



b. Select "OK"



- c. On the PivotTable Field List check GL DEPARTMENT, ACCOUNT, SOURCE and AMOUNT so they appear in the row and values sections. You can add more fields for additional detail.

The screenshot shows an Excel PivotTable with the following data:

GL Department	Account	Source	Total
CAGBIOCH	705100	PRL	9847.51
	705100 Total		9847.51
	705200	PRL	1080.69
	705200 Total		1080.69
	710500	PRL	2979.73
710500 Total		2979.73	
710600	PRL	322.35	
710600 Total		322.35	
CAGBIOCH Total			14230.28
CBIOCHEM	701000	PCE	-2135.41
		PRL	121155.5
	701000 Total		119020.09
	702000	PRL	16944.12
	702000 Total		16944.12
703000	PCE	-3750	
703000 Total		38198	

- d. Add column header for I/S #11 and DIFFERENCE

The screenshot shows the PivotTable with the following data and new columns:

GL Department	Account	Source	Total	I/S #11	DIFFERENCE
CAGBIOCH	705100	PRL	9,847.51		
	705100 Total		9,847.51		
	705200	PRL	1,080.69		
	705200 Total				
	705200 Total				

15. Compare WebApps Financial Reports

UM Web Application

Please select from the list below to proceed. Move your mouse over each item for a description of the application.

- MO Code Create
- PS Authorization
- PS DocumentDirect Reports
- PS Finance Reporting-FSRPT
- PS HR PAF
- myrik
- PS Budget Development Reports
- PS Feeder Upload
- PS Financial Reports**
- PS HR PRODUCTION Database

a. Summary Income Statement #11

Summary Income Statement - Windows Internet Explorer

Click to show/hide selection criteria

Financial Reports Budget Development Reports

SUMMARY INCOME STATEMENT

*Dept Node: CBIOCHEM *Business Unit: COLUM *Fiscal Year: 2011 *Month: Feb. *YTD,PTD, or ALL: Fiscal Year to Date

*Budget Level: Budget Level 1 Funds: [dropdown] Report: 11-Sum. Fund.Dept. Node

*Run Report to Excel?: No Run Report

Please be patient. Do not click the 'Run Report' button again until after you have received results.

707100	S&W-Student employees	7,869.59	62,235.48
	707100-S&W-Student employees	7,869.59	62,235.48
708000	S&W-Other	0.00	56,740.61
708300	S&W-Non-payroll salaries	0.00	194.77
	708000-S&W-Other	0.00	56,935.38
	TOTAL SALARIES & WAGES	259,216.20	2,176,468.07
710100	SB-Ranked Fac (ten & ten tr)	30,301.54	231,573.74
710200	SB-Ranked Faculty - other	3,305.10	25,933.49
710300	SB-Other teaching and research	6,372.65	61,852.83
710400	SB-GTA's/GRA's	0.00	0.00
710500	SB-Executive/Admin	1,153.47	9,459.42
710600	SB-Professional	7,800.49	59,042.25
710800	SB-Non-Exempt Technical	404.24	2,516.29
710900	SB-Non-Exempt Office/clerical	1,230.22	10,854.66
711100	SB-Non-Exempt Service	99.88	1,510.30
711200	SB-Non-Exempt Students	174.91	1,132.10
718000	SB-Other	0.00	2,876.77
	710000-Staff Benefits	50,842.50	406,751.85
	TOTAL BENEFITS	50,842.50	406,751.85

16. Enter the total of SALARY & WAGES and BENEFITS into the I/S #11 column on the PIVOT Table. Also, enter a formula in the DIFFERENCE column to calculate a variance in the two totals.

	A	B	C	D	E	F	G	H	I	J
4	GL Department	Account	Source	Total	I/S #11	DIFFERENCE				
63		711100 Total		99.88						
64		711200	PRL	174.91						
65		711200 Total		174.91						
66	CBIOCHEM Total			310,058.70	310,058.70	-				
67	CCHEMIST	704000	PRL	1,765.00						
68		704000 Total		1,765.00						
69	CCHEMIST Total			1,765.00						

17. If there is a variance... (please note that this is a different division than above to show a variance)
- Run the TAG_JRNL_LINE_PRL_RECON query (see instructions in Paperless Payroll Reconciliation guide)

	A	B	C	D	E	F
4						
5	Sum of Amount					
6	GL Department	Account	Source	Total		I/S #11
7	CPATHANT	702000	PRL	8,251.37		8,251.37
8		705100	PRL	3,122.34		3,122.34
9		705200	PRL	3,952.39		3,952.39
10		706200	PRL	28,443.31		28,443.31
11		706300	PRL	4,320.85		4,320.85
12		710200	PRL	2,261.13		1,802.52
13		710500	PRL	840.60		685.78
14		710600	PRL	1,079.64		867.09
15		710800	PRL	5,758.52		5,658.56
16		710900	PRL	1,063.01		1,063.01
17	CPATHANT Total			59,093.16		58,167.22
18	Grand Total			59,093.16		
19						
20			ALO	(925.94)	a	
21						
22		TOTAL	GL	58,167.22		
23						
24	a: Per query TAG_JRNL_LINE_PRL_RECON_CPAFR					
25						

OR

b. Compare each PS Account to the I/S #11 to identify the accounts with variances, then

	A	B	C	D	E	F	G	H
4								
5	Sum of Amount							
6	GL Department	Account	Source	Total		I/S #11	DIFF	
7	CPATHANT	702000	PRL	8,251.37		8,251.37	-	
8		705100	PRL	3,122.34		3,122.34	-	
9		705200	PRL	3,952.39		3,952.39	-	
10		706200	PRL	28,443.31		28,443.31	-	
11		706300	PRL	4,320.85		4,320.85	-	
12		710200	PRL	2,261.13		1,802.52	458.61	
13		710500	PRL	840.60		685.78	154.82	
14		710600	PRL	1,079.64		867.09	212.55	
15		710800	PRL	5,758.52		5,658.56	99.96	
16		710900	PRL	1,063.01		1,063.01	-	
17	CPATHANT Total				59,093.16	58,167.22	925.94	
18	Grand Total				59,093.16			

c. Drill down into the PS Account to identify variances and note them

H15 fx =-47.12-2.86-47.12-2.86

	A	B	C	D	E	F	G	H	I
4									
5	Sum of Amount								
6	GL Department	Account	Source	Total		I/S #11	DIFF	ALO	COMMENTS
7	CPATHANT	702000	PRL	8,251.37		8,251.37	-		
8		705100	PRL	3,122.34		3,122.34	-		
9		705200	PRL	3,952.39		3,952.39	-		
10		706200	PRL	28,443.31		28,443.31	-		
11		706300	PRL	4,320.85		4,320.85	-		
12		710200	PRL	2,261.13		1,802.52	458.61	(458.61)	0007713377, 0007713380
13		710500	PRL	840.60		685.78	154.82	(154.82)	0007713377, 0007713380
14		710600	PRL	1,079.64		867.09	212.55	(212.55)	0007713377, 0007713380
15		710800	PRL	5,758.52		5,658.56	99.96	(99.96)	0007701119, 0007701121, 0007687585, 0007687587
16		710900	PRL	1,063.01		1,063.01	-		
17	CPATHANT Total				59,093.16	58,167.22	925.94	(925.94)	

Sheet2 sheet1 Ready 75%

18. Add heading and document completion, Managerial Reviewer can document review on the electronic file or sign and date a printed copy.

	A	B	C	D	E	F
1	University of Missouri-Columbia					
2	Payroll Reconciliation					
3	Department	CBIOCHEM				
4	Month	FEB 2011				
5	COMPLETED BY: JEN GREEN 4-7-11					
6	REVIEWED BY: (MANAGERIAL REVIEWER & DATE)					
7						
8	Sum of Amount					
9	GL Department	Account	Source	Total	I/S #11	DIFFERENCE
10	CAGBIOCH	705100	PRL	9,847.51		
11		705100 Total		9,847.51		
12		705100	PRL	9,847.51		

19. The alternative payroll reconciliation is complete.