PY-33 Cost Center Report-Administrator

Purpose

The purpose of this Business Process Procedure is to explain how to view payroll cost center details in the Integrated HR-Payroll System.

Trigger

This report can be used to view payroll cost center details. The user can drill into the time entries supporting an individual employee, the payroll results for an individual employee, or overall general ledger analysis.

Business Process Procedure Overview

The Cost Center Report is used for researching the detail information about a payroll run. The data is available for the user once the payroll documents are posted to the general ledger. This is a unique report for the fiscal user because data is displayed by cost center, then by employee within the cost center, then by cost element (account), and finally each payment date. The report is very powerful with the ability to change the sort order and link to other data. The head count for the cost center is also displayed. The Internal Order is displayed in the last column. The description field of the Internal Order contains the NCAS financial key (NCAS company and center).

Tips and Tricks

Use the multiple selections button (yellow arrow to the right of the cost center field on the report filter screen) to choose more than one cost center. If you click on the Multiple Selection button within this search area, you can choose individual cost centers from with your larger search criteria.

Access Transaction

Via Transaction Code: PC00_MNA_CC_ADM

Procedure

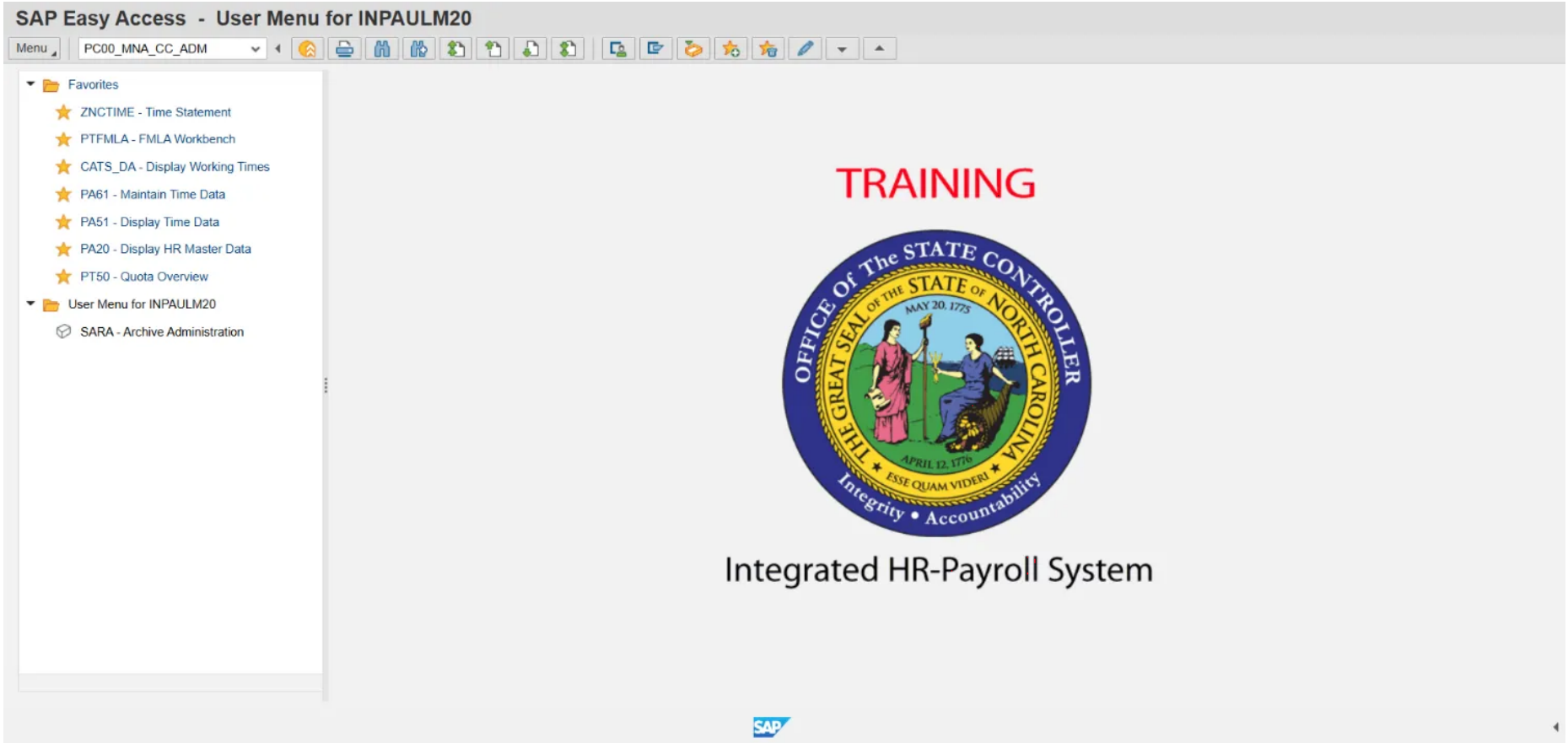
There are 18 steps to complete this process.

Step 1. Update the following required and optional fields:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PC00_MNA_CC_ADM

Step 2. Click **Enter.**

Image



Step 3. Update the following required and optional fields:

Field Name	Description	Values
Company Name	Code identifying a legal entity for accounting and reporting purposes. (NC01 for all NCAS agencies & NC02 for DOT and ESC)	Enter value in Company Code. Example: NC01

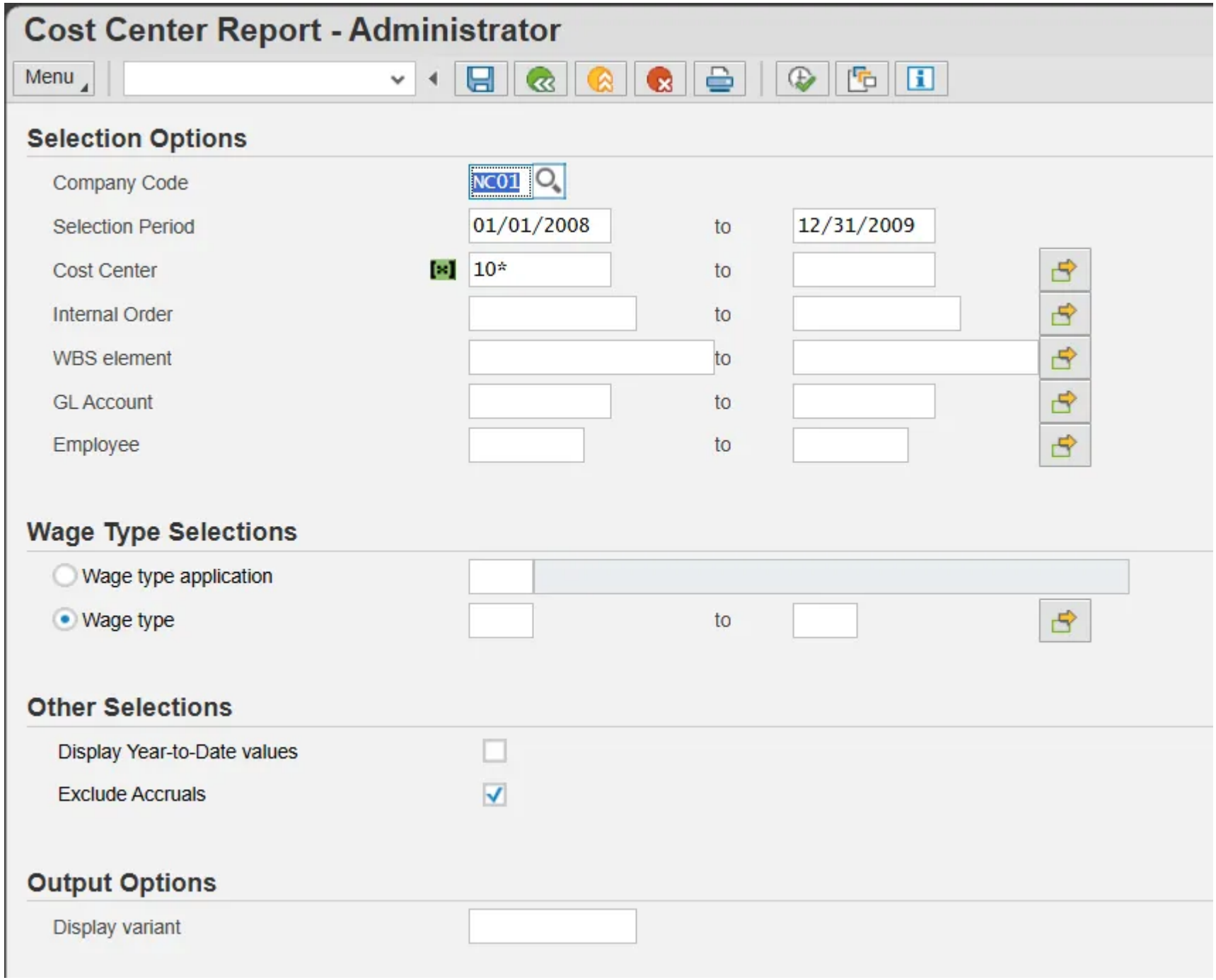
Field Name	Description	Values
Selection Period	Date of the beginning of the selection period for the activity or report	Enter value in Selection Period. Example: 01/01/2008
To	Ending date of the specified date range	Enter value in to. Example: 12/31/2009
Cost Center	Code identifying a cost center	Enter value in Cost Center. Example: 10*

Information: Each of these fields can be filtered to produce a more manageable report. This report will run slowly due to the Agency Structural Security in place. You will not be allowed to view data from outside your Agency. The more you filter the report within your agency (by a cost center or date range, etc.), the quicker the report will run.

Use the filter [10*] in the Cost Center field to run the report on all cost centers beginning with 10.

Use the multiple search criteria button (yellow arrow button) to enter a list of cost centers not within a range, or multiple ranges of cost centers. Within this window there is a button labeled "Multiple Selection" which allows you to choose individual cost centers from the filter range.

Image


Cost Center Report - Administrator
Menu
Selection Options
Company Code
NC01
Selection Period
01/01/2008
to
12/31/2009
Cost Center
10*
to
Internal Order
to
WBS element
to
GL Account
to
Employee
to
Wage Type Selections
Wage type application
Wage type
to
Other Selections
Display Year-to-Date values
Exclude Accruals
Output Options
Display variant

Step 4. Click the **Execute (F8**) button.

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Step 5. Click the **Expand** button.

Step 6. Click **Posting Date** Level.

Information: You can expand the summary data to various levels of display. In this example we are displaying all levels of detail.

Cost Center Report

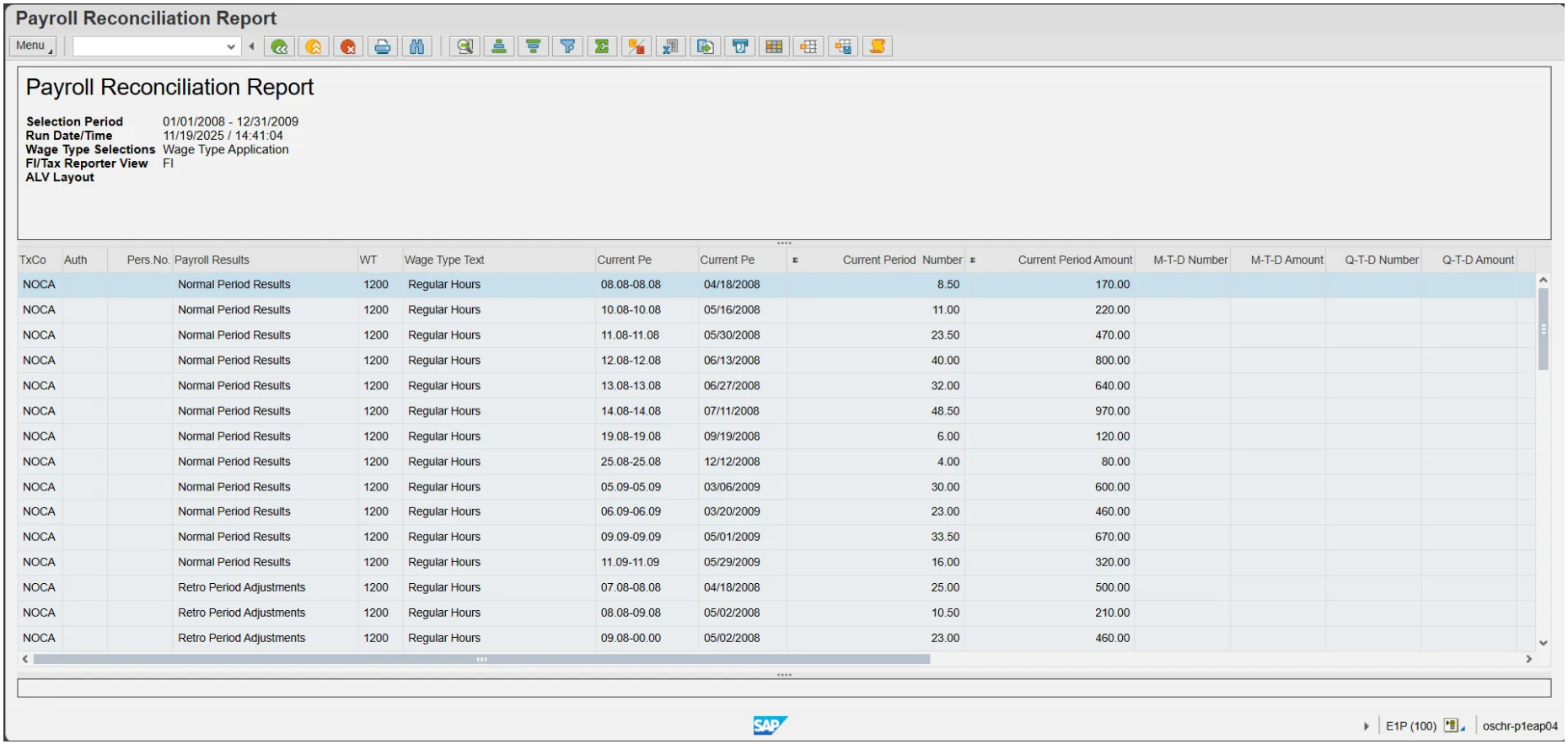
Step 7. Select **EE 95311250 Candace INT**

Step 8. Click **Payroll Details** button.

Information: Click the **Payroll Details** button to run the payroll reconciliation report. The report filter screen will pre-fill with the data you have filtered this cost center report on.

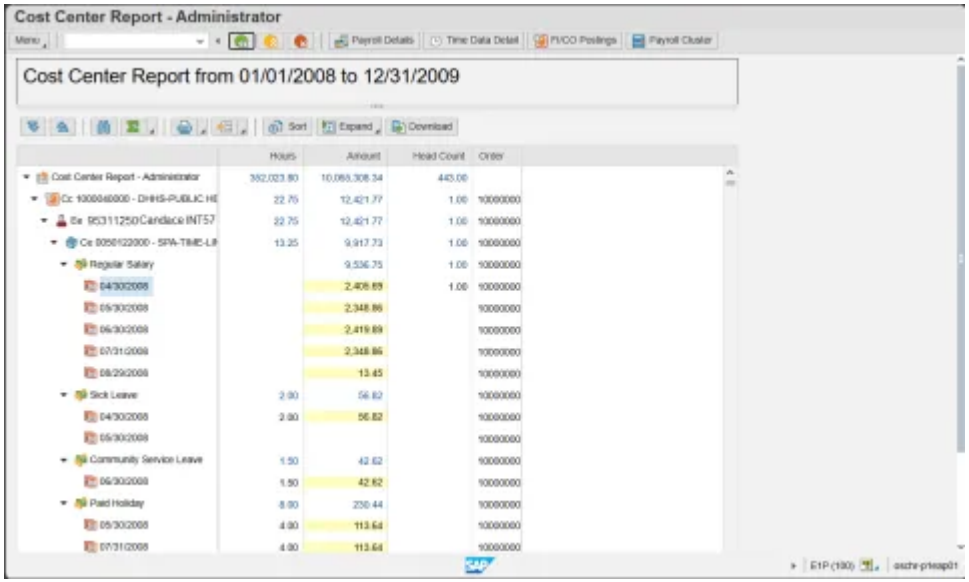
Payroll Reconciliation Report

Image



Step 9. Click **Back (F3**) button.

Image



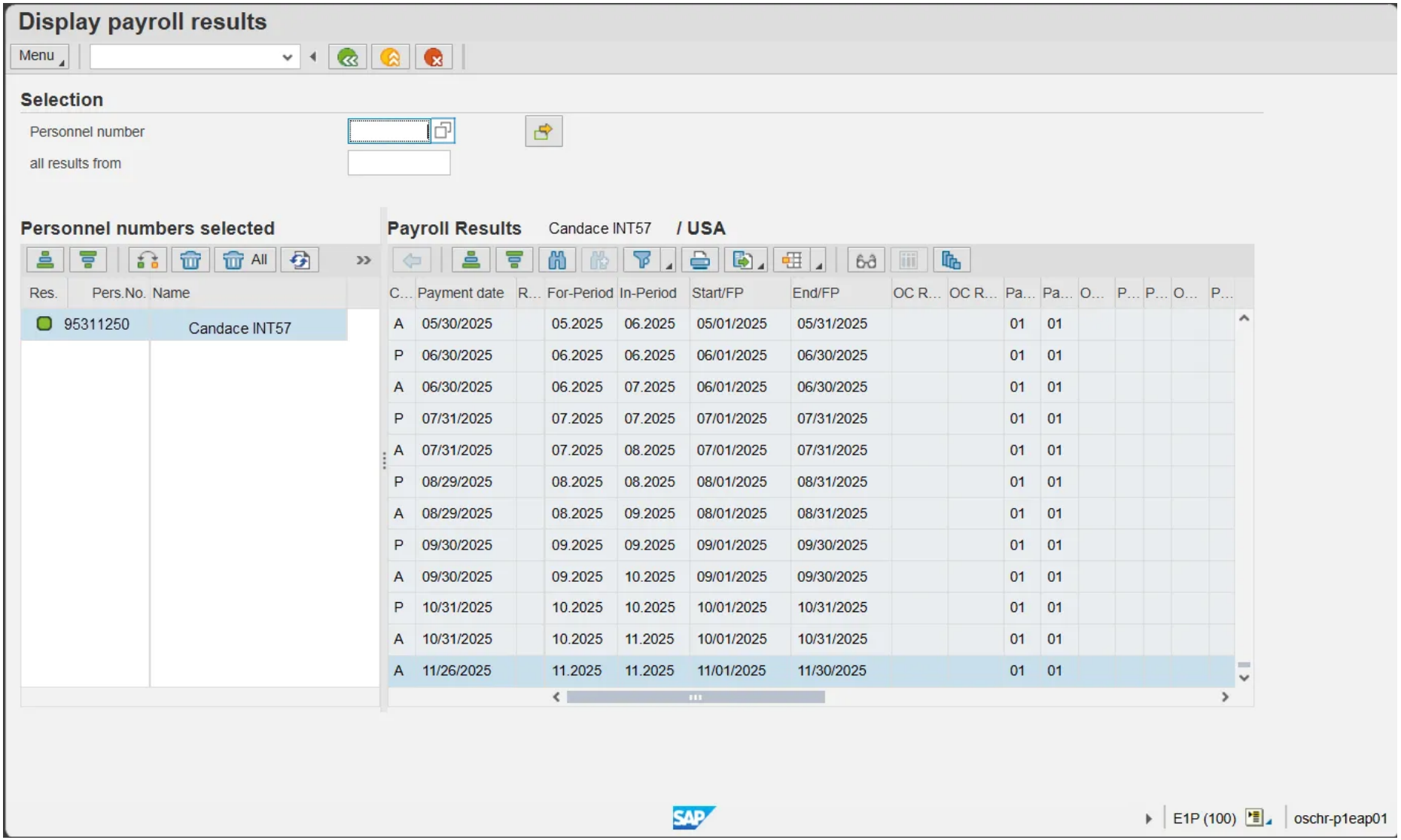
Step 10. Click Time Data Detail button.

Information: Once you have clicked on the name of an individual, click on the **Time Data Detail** button to view their time entry details for the time period viewed on the report.

Note: Not all users will have drill-down access into an individual's time history.

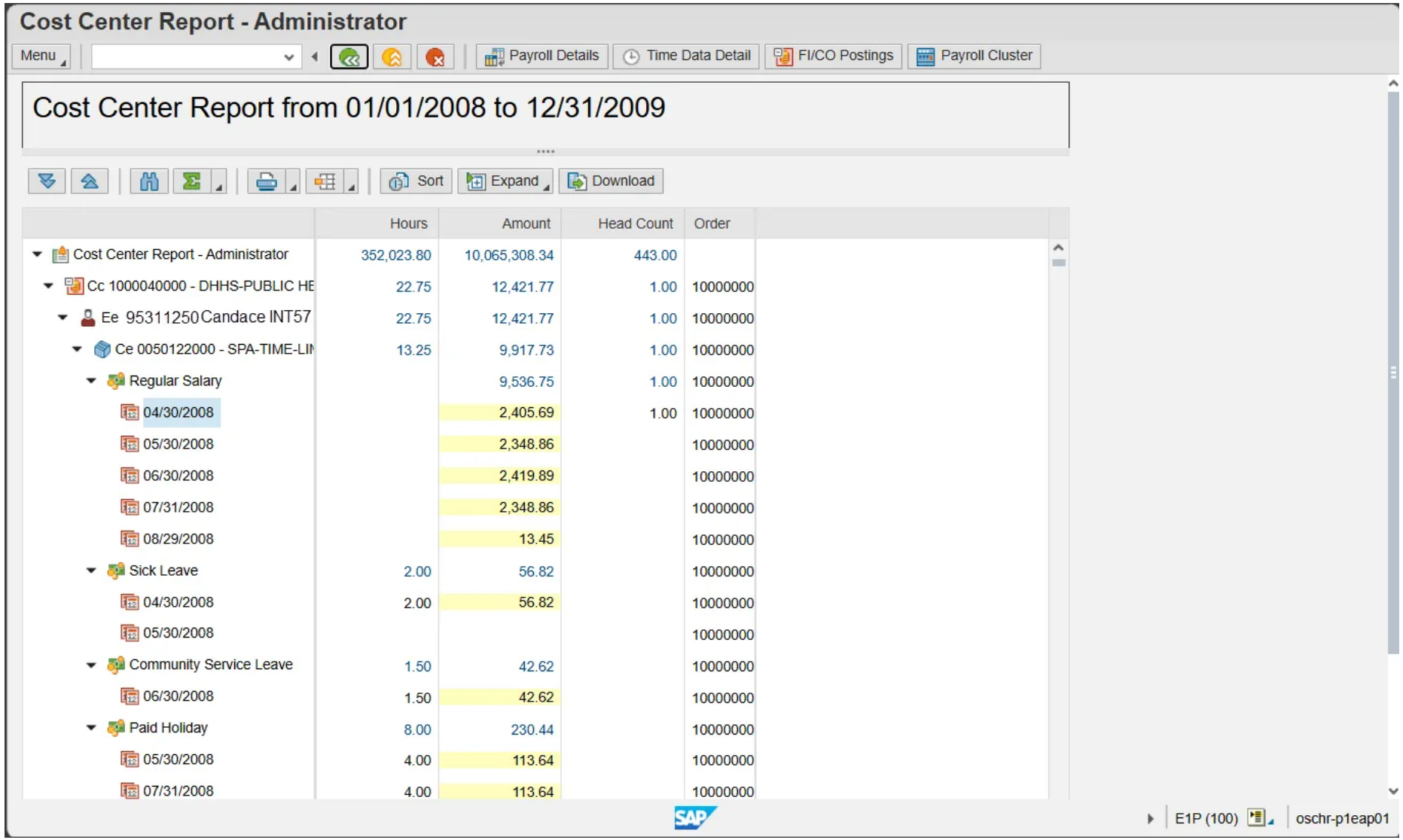
Cumulated Time Evaluation Results: Time Balances/Wage Types

Image



Step 11. Click the **Back (F3)** button.

Image



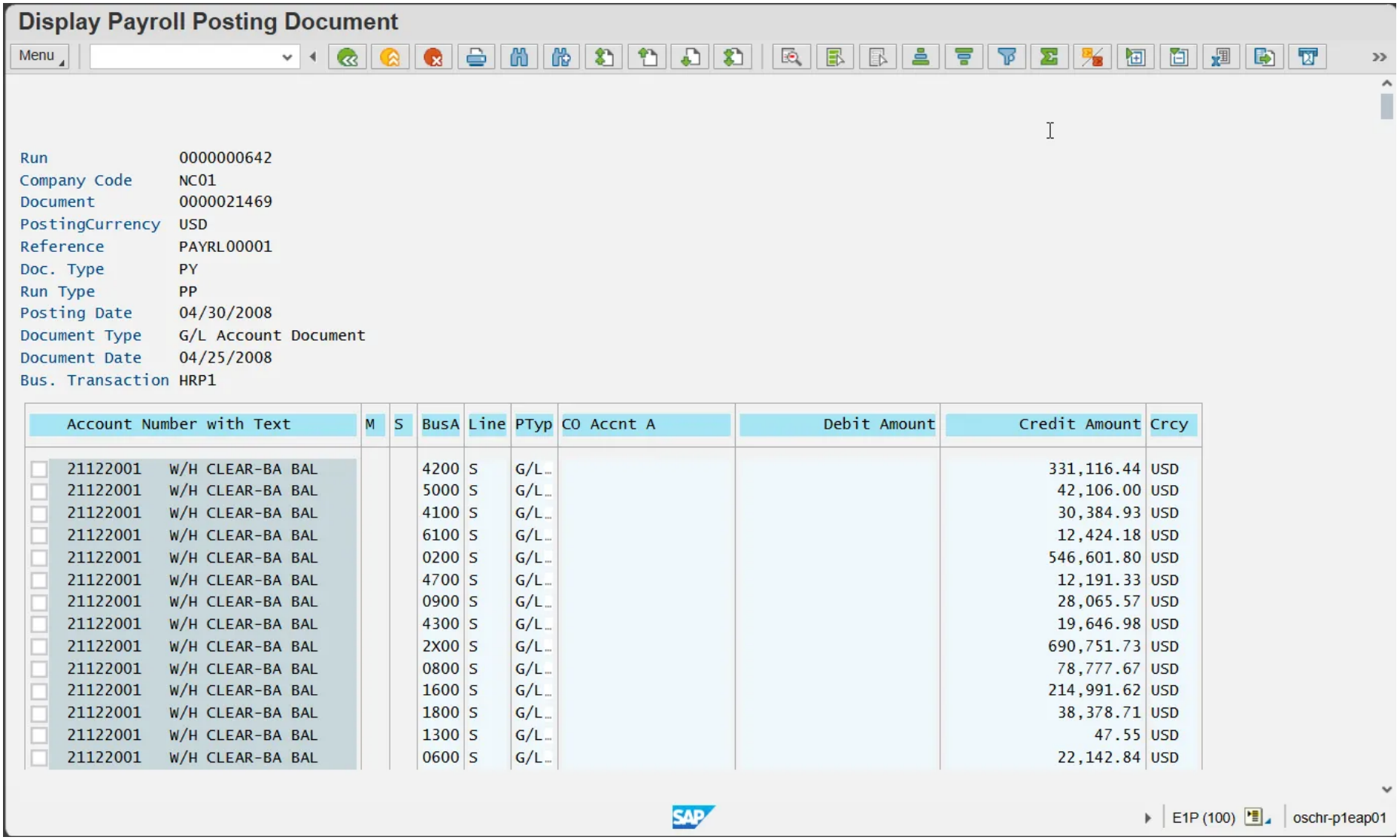
Step 12. Select **05/04/2007**.

Step 13. Click the **FI/CO Postings** button.

Information: Once you have clicked on a specific posting date line item, click on the **FI/CO** Postings button to view the payroll posting document for the time period viewed on the report.

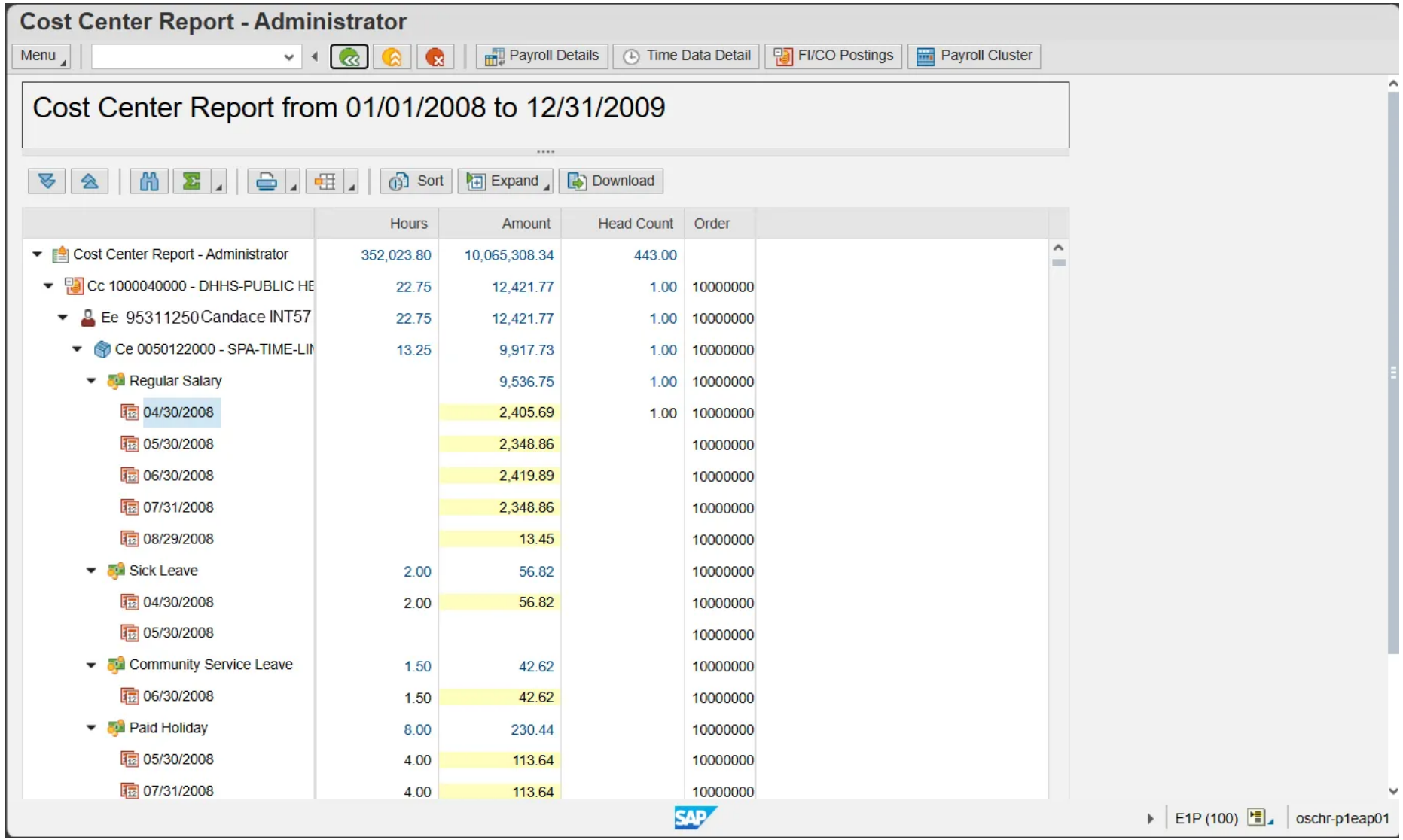
Display Payroll Posting Document

Image



Step 14. Click the **Back (F3)** button.

Image

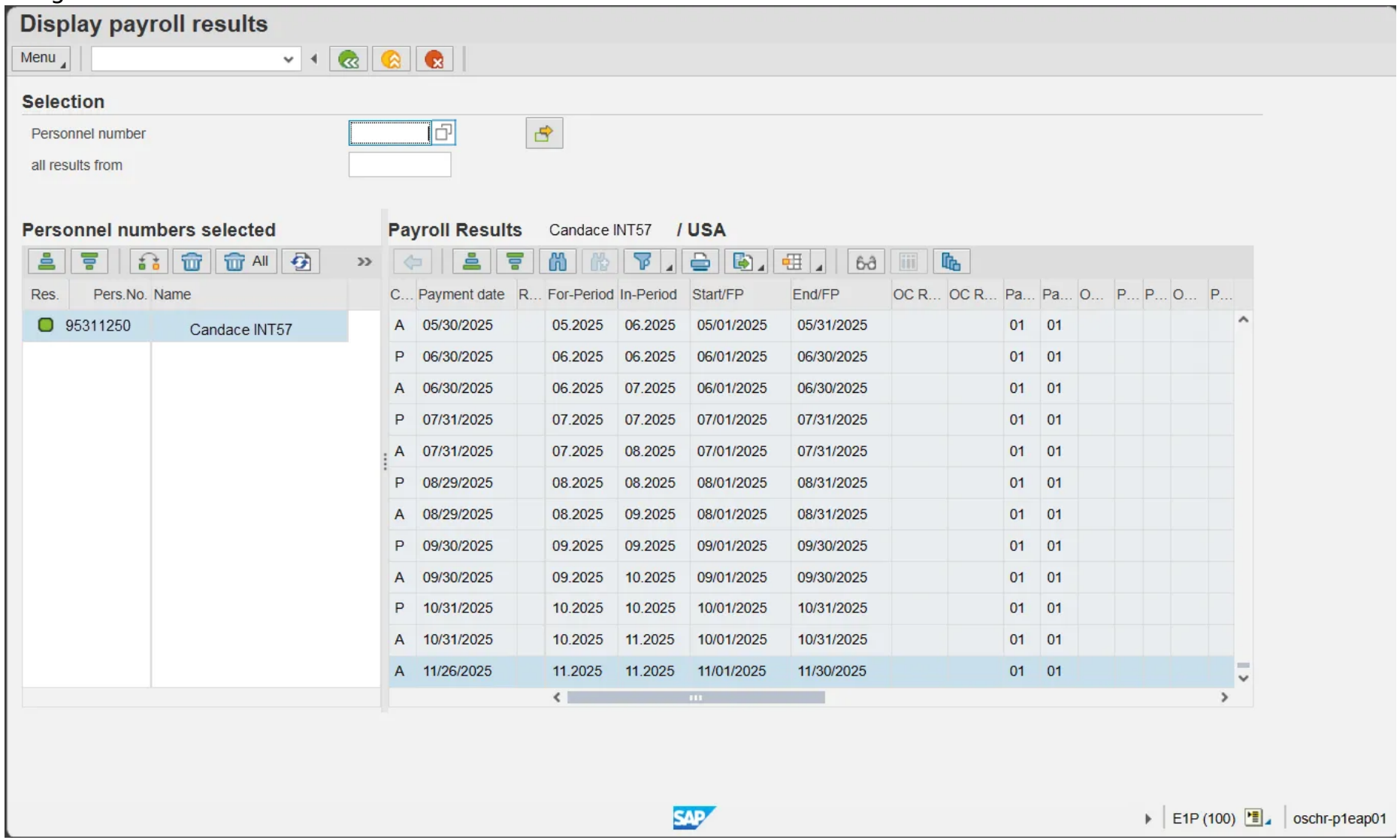


Step 15. Click the **Payroll Cluster** button.

Information: Once you have clicked on a specific posting date line item, click on the **Payroll Cluster** button to view the payroll posting document for the time period viewed on the report.

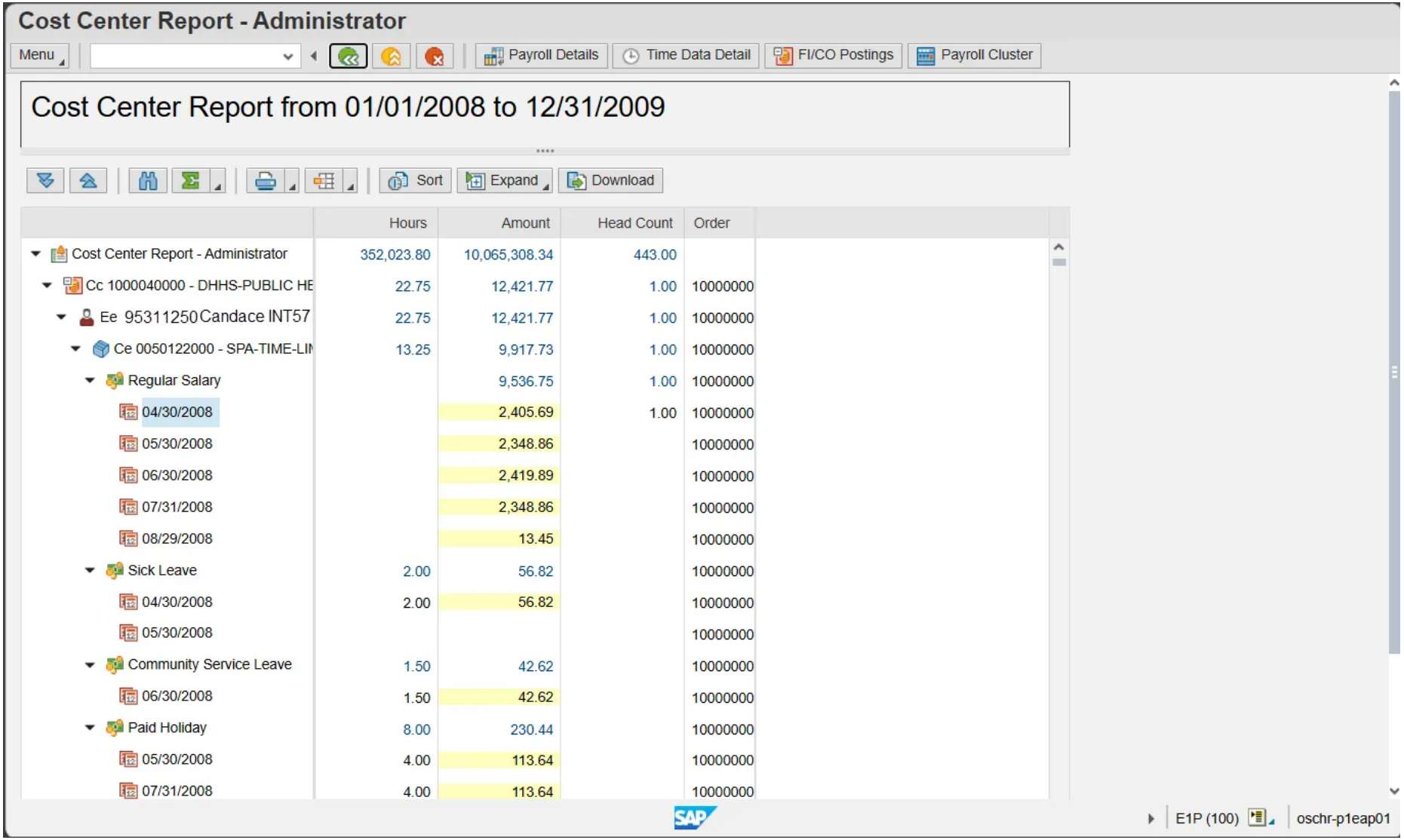
Display payroll results

Image



Step 16. Click the **Back (F3)** button.

Image



Step 17. Click the **Back (F3)** button.

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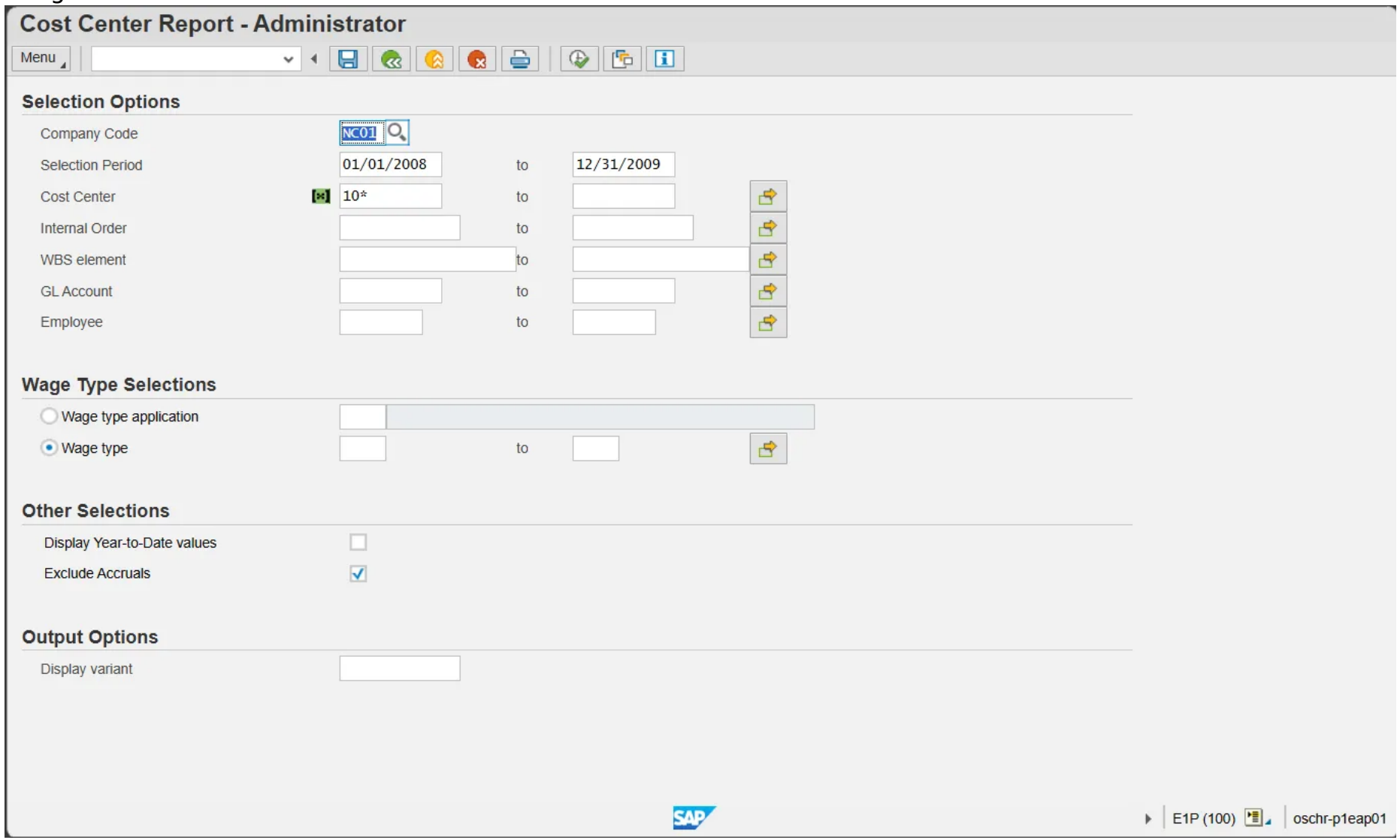
Image



Step 18. Click the **Back (F3)** button.

Information: You can adjust the filter criteria and re-execute the report or click **Back** to exit this transaction.

The system task is complete.

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