Department Access to Actuals Distribution Report (Salary/Fringe Report)

The Actuals Distribution report lists the funding sources and accounts for salary and fringe expenses charged to your department.   This report is first available on-line two business days before the selected pay day.   Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the Actuals Distribution (Salary/Fringe Report) for their department:

Navigator>ND HE Applications>Payroll>Reports>HE Actuals Report

Follow the navigation above to get to the Run Control Page for this report.   The Run Control Page will look like this:

If you have accessed this page previously, please enter the Run Control ID you have created and click the Search button.

If you have never access this page before, you will need to click Add A New Value.   The following page will appear:

HE Actuals Report

Find an Existing Value | Add a New Value

Run Control ID [ ]

[Add]

Find an Existing Value | Add a New Value

Enter a Run Control ID of your choice.   Recommended Run Control value to enter: HEActuals.   Click the Add button. The following screen appears:

HE Actuals Report

Run Control ID HE_actuals   Report Manager   Process Monitor   [Run]

Process Request Parameter(s)

Pay Run ID: [ ]

*Set ID: [ ]

Department: [ ]

Empl ID: [ ]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]   [Add] [Update/Display]

Enter the Pay Run ID.   The Pay Run ID is UND followed by the ending date of the pay period (YYMMDD) for which you are requesting the Actuals Report.   For Example: To access an Actuals Report for July 15, 2019, you would enter the following: UND190715.   For the Actuals Report for July 31, 2019, you would enter: UND190731.

SetID: UND01
Department: Enter your department number

If you were requesting the July 15, 2019 Actuals Report for department 1045, the screen would look like this:

The Empl ID box can be used if wanting to run the report for just one particular employee. The magnifying glasses next to each box can be used to search for appropriate values, if you do not know what they are.

Click Save.   Click Run.

The following screen appears:

Verify the following: 1) the Server Name is PSNT, 2) the NDU504CA Select box is checked, 3) Type is Web   4) Format is PDF.   Click OK.

The following screen appears:

| HE Actuals Report |

Run Control ID HE_actuals   Report Manager   Process Monitor   Run

Process Instance:4296367

Process Request Parameter(s)

Pay Run ID: UND190715

*Set ID: UND01

Department: 1045

Empl ID:

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

Click on the Process Monitor hyperlink.

The following screen appears:

If Success and Posted does not appear immediately under the Run Status and Distribution Status (located under the light blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success. The screen will not update status, unless you click the Refresh button.

When Success and Posted appears, Click on the Details hyperlink, located to the right of the word Posted (immediately below the light blue bar).

The following screen appears:

Process Detail

Process

Instance 4296367	Type SQR Report
Name NDUCA504	Description HE Actuals Report
Run Status Success	Distribution Status Posted

Run

Run Control ID HE_actuals
Location Server
Server PSNT
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On 07/25/2019 9:43:26AM CDT
Run Anytime After 07/25/2019 9:39:25AM CDT
Began Process At 07/25/2019 9:44:02AM CDT
Ended Process At 07/25/2019 9:44:16AM CDT

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

Click on the View Log/Trace hyperlink – located in the bottom right hand corner.

The following screen appears:

You must have Adobe Acrobat on your computer to view this report. Click on the middle file name that ends with a .PDF extension to view the report. A report like the following will appear, but will contain the data for your department for the selected pay period.

This report may be viewed on line or printed.   Unless you need a printed copy, you do not need to print this report for future reference.   This report will be available for you to recreate through this process any time in the future. In the future, a decision may be made to purge certain records after a specified number of years.   If this decision is made, you will be notified as to the length of time these reports will be available.

After you have viewed or printed the report, click on the X box in the top right corner of your screen.   This closes the document and returns you to the View Log/Trace screen. Click Return.   This returns you to the Process Detail page. Click OK. Click on the hyperlink at the bottom of the screen that says Go Back to HE Actuals Report.   This will return you to your starting screen.