

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:

HE Actuals Report

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](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

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

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:

HE Actuals Report

Run Control ID HE_actuals Report Manager Process Monitor Run

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

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:

Process Scheduler Request

User ID joanne.barstad Run Control ID HE_actuals

Server Name PSNT Run Date 07/25/2019

Recurrence Run Time 9:39:25AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	HE Actuals Report	NDUCA504	SQR Report	Web	PDF	Distribution

OK Cancel

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:

The screenshot displays a web application interface for an 'HE Actuals Report'. At the top left, there is a tab labeled 'HE Actuals Report'. Below the tab, the text 'Run Control ID HE_actuals' is visible. To the right, there are three navigation links: 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Further right, the text 'Process Instance:4296367' is displayed. The main area is titled 'Process Request Parameter(s)' and contains four input fields with search icons: 'Pay Run ID:' with the value 'UND190715', '*Set ID:' with the value 'UND01', 'Department:' with the value '1045', and 'Empl ID:' which is empty. At the bottom of the interface, there is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Click on the Process Monitor hyperlink.

The following screen appears:

The screenshot displays a web application interface for managing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' containing various search and filter options: 'User ID' (joanne.barstad), 'Type' (dropdown), 'Last' (dropdown), 'Days' (input field with '1'), 'Server' (dropdown), 'Name' (input field), 'Instance From' (input field), 'Instance To' (input field), 'Run Status' (dropdown), 'Distribution Status' (dropdown), and a 'Save On Refresh' checkbox. A 'Refresh' button is located to the right of the search filters. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 8 rows of data, all with 'Success' and 'Posted' status. Below the table are 'Save' and 'Notify' buttons, and a link 'Go back to HE Actuals Report'. At the bottom left, there are links for 'Process List' and 'Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4296367		SQR Report	NDUCA504	joanne.barstad	07/25/2019 9:39:25AM CDT	Success	Posted	Details
<input type="checkbox"/>	4295279		COBOL SQL	PSPLDTL1	joanne.barstad	07/24/2019 2:46:45PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295276		Application Engine	TL_TIMEADMIN	joanne.barstad	07/24/2019 2:44:56PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295179		SQR Report	NDUTC006	joanne.barstad	07/24/2019 1:37:41PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295169		COBOL SQL	PSPLDTL1	joanne.barstad	07/24/2019 1:30:03PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295155		Application Engine	TL_TIMEADMIN	joanne.barstad	07/24/2019 1:28:03PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295062		COBOL SQL	PSPLDTL1	joanne.barstad	07/24/2019 12:42:05PM CDT	Success	Posted	Details
<input type="checkbox"/>	4295053		Application Engine	TL_TIMEADMIN	joanne.barstad	07/24/2019 12:40:13PM CDT	Success	Posted	Details

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 **Update Process**

Run Control ID	HE_actuals	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSNT	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	07/25/2019 9:43:26AM CDT	Parameters	Transfer
Run Anytime After	07/25/2019 9:39:25AM CDT	Message Log	
Began Process At	07/25/2019 9:44:02AM CDT	Batch Timings	
Ended Process At	07/25/2019 9:44:16AM CDT	View Log/Trace	

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

The following screen appears:

View Log/Trace

Report

Report ID	2766998	Process Instance	4296367	Message Log
Name	NDUCA504	Process Type	SQR Report	
Run Status	Success			

HE Actuals Report

Distribution Details

Distribution Node	NDUSXCOPY	Expiration Date	08/01/2019
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File List

Name	File Size (bytes)	Datetime Created
NDUCA504_4296367.PDF	2,823	07/25/2019 9:44:16.120000AM CDT
NDUCA504_4296367.out	204	07/25/2019 9:44:16.120000AM CDT
SQR_NDUCA504_4296367.log	1,755	07/25/2019 9:44:16.120000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	joanne.barstad

[Return](#)

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.

Report ID: NDUCA504 Company: UND Business Unit: UN001 Pay Period End: 2019-07-15 00:00:00.000 Department ID: 1045 Employee ID: ALL	University of North Dakota NDUS Actuals Report	Run date : Jul/25/2019 09:44 Page 1 of 1.
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DEPTID: Project ID: Fund Code:	Empl.ID	EmplRec.	Employee Name	Gross Amt.	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt
	0			0.00			0.00		0.00		0.00

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.