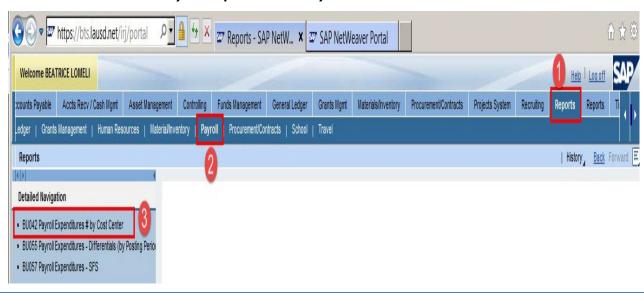# BU042 PAYROLL EXPENDITURES # BY COST CENTER JOB AID

Displays payroll posting details by Posting Period/Fiscal Year and allows for results to be customized by Person ID, LAUSD Program, G/L Account (Commitment Item), Job, Fund, Functional Area, hourly rate, number of hours reported, amount, and other selections.
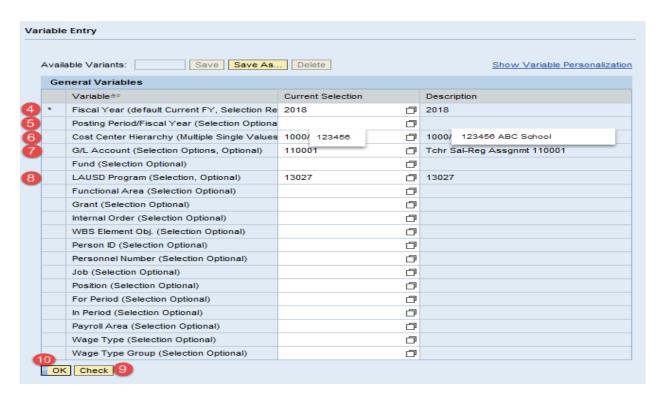
Log on to BTS

Accessing the Report:
1. Go to *Reports* tab,
2. Click on sub-tab *Payroll*
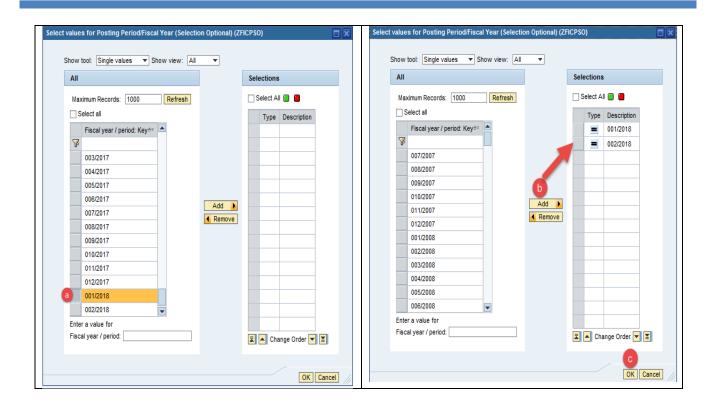3. Click on *BU042 Payroll Expenditures # by Cost Center*

Report **Variable Entry** screen displays
NOTE: More information entered on the variable screen will generate more specific results

Variable Entry

	Variable⬥⯆	Current Selection		Description
(4) *	Fiscal Year (default Current FY, Selection Re	2018	▭	2018
(5)	Posting Period/Fiscal Year (Selection Optiona		▭	
(6)	Cost Center Hierarchy (Multiple Single Values	1000/ 123456	▭	1000/ 123456 ABC School
(7)	G/L Account (Selection Options, Optional)	110001	▭	Tchr Sal-Reg Assgnmt 110001
	Fund (Selection Optional)		▭	
(8)	LAUSD Program (Selection, Optional)	13027	▭	13027
	Functional Area (Selection Optional)		▭	
	Grant (Selection Optional)		▭	
	Internal Order (Selection Optional)		▭	
	WBS Element Obj. (Selection Optional)		▭	
	Person ID (Selection Optional)		▭	
	Personnel Number (Selection Optional)		▭	
	Job (Selection Optional)		▭	
	Position (Selection Optional)		▭	
	For Period (Selection Optional)		▭	
	In Period (Selection Optional)		▭	
	Payroll Area (Selection Optional)		▭	
	Wage Type (Selection Optional)		▭	
	Wage Type Group (Selection Optional)		▭	

Available Variants: [ ] Save | Save As... | Delete   Show Variable Personalization
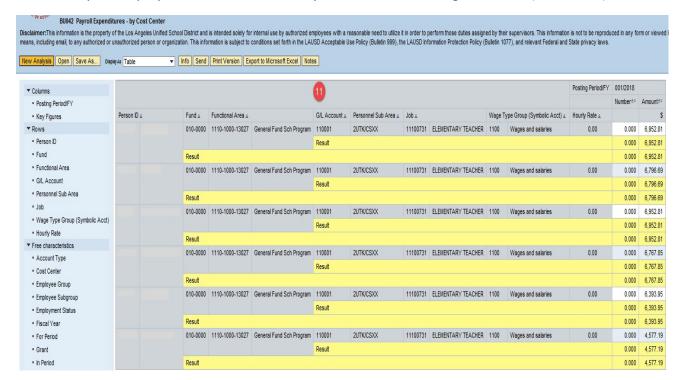
General Variables

(10) OK | Check (9)

4. Enter *Fiscal Year (default is current fiscal year).* This is a **required** field.

5. *Posting Period/Fiscal Year* - Leaving this field blank will download all posting periods with payroll expenditures. To view a single or multiple posting period(s) click on the selection button to select and add a Posting Period/Fiscal Year. *

6. Enter *Cost Center* to view.

7. Enter *G/L Account (commitment item)* - Leaving this field blank will download all commitment items with payroll postings.

8. Enter *LAUSD* Program - Leaving this field blank will download all programs with payroll postings.

9. Click on *Check* to validate input and check for errors

10. Click on *OK* to run report

*NOTE: Should the report time out when leaving the *Posting Period/Fiscal Year* blank, use the selection button to select all desired posting periods to retrieve the report details. This will improve report performance.

11. Report displays in defaulted format by Person ID for Posting Period/FY (Fiscal Year)

12. Free Characteristics can be added to the report using the Drag and Drop feature to provide additional report details. For assistance with Drag and Drop, see *How to Use Drag and Drop in Reports*.
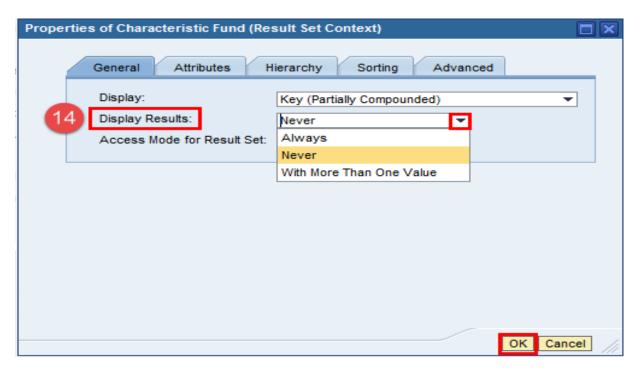

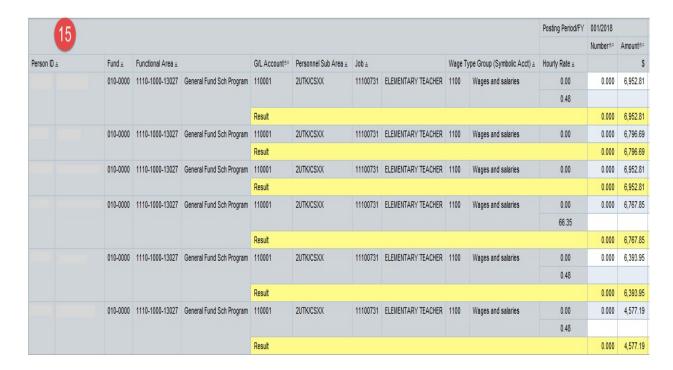**To Add or Remove Total Cost Results**

13. Right click on column name to add or remove results➔ Select **Properties** ——➔ Select **Characteristic**

14. From **Display Results**, click the dropdown and select **Never** to remove results OR select **Always** to add results. Click **OK**

15. Sample of the results removed from the Fund column.

System Default Report Format

Person ID ±		Fund ±	Functional Area ±		G/L Account ±	Personnel Sub Area ±	Job ±		Wage Type Group (Symbolic Acct) ±	Hourly Rate ±	Posting Period/FY 001/2018 Number ±	Amount ± $
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
										0.48		
			Result								0.000	6,952.81
	Result										0.000	6,952.81

Commonly Used Report Format (Customized)

This format can be achieved by using the Drag and Drop feature.
For assistance with drag and drop, refer to the ***How to Use Drag and Drop in Reports***
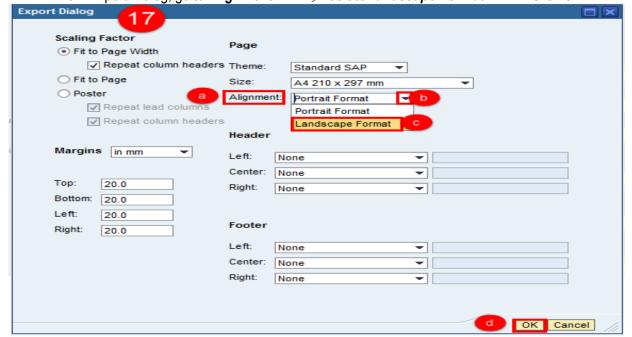job aid for additional information.

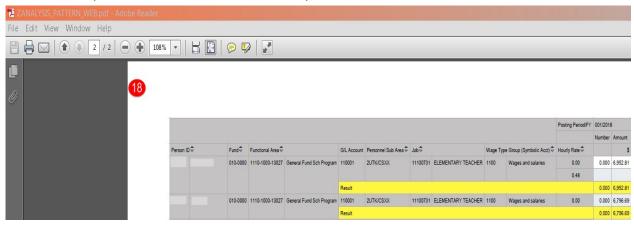| LAUSD Program ±		G/L Account ±	Fund ±	Functional Area ±		Job ±		Person ID ±	Position ±		Posting Period/FY ±	For Period ±	Pay Date (For) ±	Wage Type Group (Symbolic Acct) ±		Hourly Rate ±	Number ±	Amount ± $
13027	General Fund School Program	110001	010-0000	1110-1000-13027	General Fund Sch Program	11100731	ELEMENTARY TEACHER		30361525	ELEMENTARY TEACHER	001/2018	201708	08/04/2017	1100	Wages and salaries	0.00	0.000	4,577.19
											002/2018	201709	09/05/2017	1100	Wages and salaries	0.00	84.000	4,577.19
																0.48	84.000	40.06
				Result													168.000	9,194.44
		240001	010-0000	0000-2700-13027	General Fund Sch Program	24102500	SCH ADMINISTRATIVE ASSISTANT		30338307	SCH ADMINISTRATIVE ASSISTANT	001/2018	201706	06/30/2017	1100	Wages and salaries	0.29	10.500	3.02
												201715	08/08/2017	1100	Wages and salaries	0.29	64.000	18.40
																24.03	64.000	1,538.14
											002/2018	201716	08/23/2017	1100	Wages and salaries	0.29	88.000	25.30
																24.03	88.000	2,114.92
												201717	09/08/2017	1100	Wages and salaries	0.29	96.000	27.60
																24.03	96.000	2,307.19
				Result													506.500	6,034.57
	Result																674.500	15,229.01

Print Report in PDF

16. Select *Print Version*

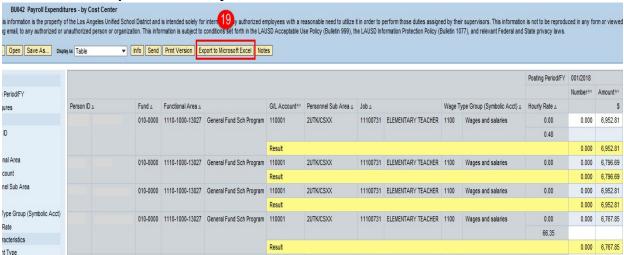**17.** From Export Dialog, go to *Alignment* ⟶ select *Landscape Format* ⟶ Click *OK*

18. File opens in PDF and can be saved or printed
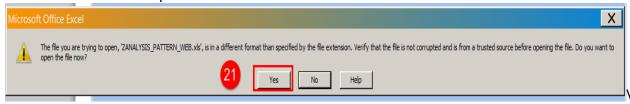

Download Report to Excel
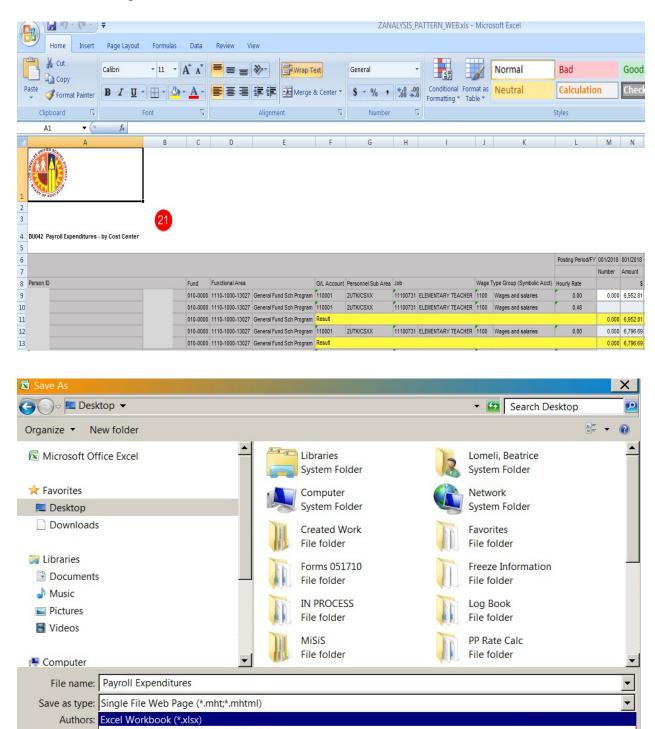
19. Click on *Export to Microsoft Excel*

20. Click on *Open.* The file can also be saved to a specific location using the save option.

21. Click on *Yes* to open the file.

22. File opens in Excel and can now be saved as an Excel Workbook.
    Note: Some formatting features may not work if the file is not saved before you begin formatting.

Person ID ≜	Fund ≜	Functional Area ≜	G/L Account ≜	Personnel Sub Area ≜	Job ≜		Wage Type Group (Symbolic Acct) ≜	Hourly Rate ≜	Posting Period/FY 001/2018 Number≜▽	Amount≜▽	002/2018 Number≜▽	Amount≜▽
										$		$
	010-0000	0000-2700-13027 General Fund Sch Program	240002	1SXX/XXXX	24102500	SCH ADMINISTRATIVE ASSISTANT 1100	Wages and salaries	26.79	56.000	1,500.35		
			360201	1SXX/XXXX	24102500	SCH ADMINISTRATIVE ASSISTANT 1323	Workers Compensation ER	0.00	0.000	41.26		
			Result						56.000	1,541.61		

Report Fields Descriptions

Amount = Amount charged for time reported

For Period = Year and month time reported (201511 = November 2015)

Fund = Fund used to time report hours. Includes a 3 digit Fund number and a 4 digit Resource number, 010-0000

Functional Area = Accounting string used to report hours. Includes 3 groups of numbers, Goal- Function-Program Code (1110-1000-13027)

G/L Account = Commitment item charged for time reported. Composed of 6 digits that represent all things whether goods or service (ex. Salaries, employee benefits, supplies, contracts and equipment)

Hourly Rate = Hourly rate charged for the employee that was time reported

Job = Job Code and Job Description

LAUSD Program = 5 digit program code used to time report

Number = Number of hours reported

Pay Date (For) = Date reported hours are paid

Personnel Sub Area = Personnel Area (Bargaining Unit) and Sub Area (basis and track)

Person ID = Employee number and Name

Position = Position number employee is assigned to

Posting Period/FY = Fiscal year month and year of time reporting posting (006/2016 = December 2015)

Wage Type = Specific description of time reported

Wage Type Group = General description of wage type for time reported