



# PAYROLL FINANCIAL POSTINGS ANALYSIS

## REPORT DESCRIPTION B0028 | WEB INTELLIGENCE

**BOBJ**

The purpose of this report description is to describe the Payroll Financial Postings Analysis report and how to generate it in the system.

### REPORT DESCRIPTION:

This report provides the components of processed payroll postings. It allows the user to incorporate components (for both SAP and NCAS) from personnel administration, organizational management, and financial funding information for analysis.

### REPORT LOCATION:

FI: Payroll Financial Postings Analysis

### REPORT USES:

Answer payroll related inquiries.

- Agency total payroll cost
- Total Employer's cost of benefits
- Comp time payouts
- Overtime costs
- Actual longevity payments
- Total payroll expenses by position or job

### Quick Links

How to Generate this Report .....	2
Mandatory Prompts .....	3
Optional Prompts .....	5
Initial Layout .....	21
Available Objects .....	22
Special Report Considerations/Features .....	23
Change Log.....	24

### How to Generate this Report

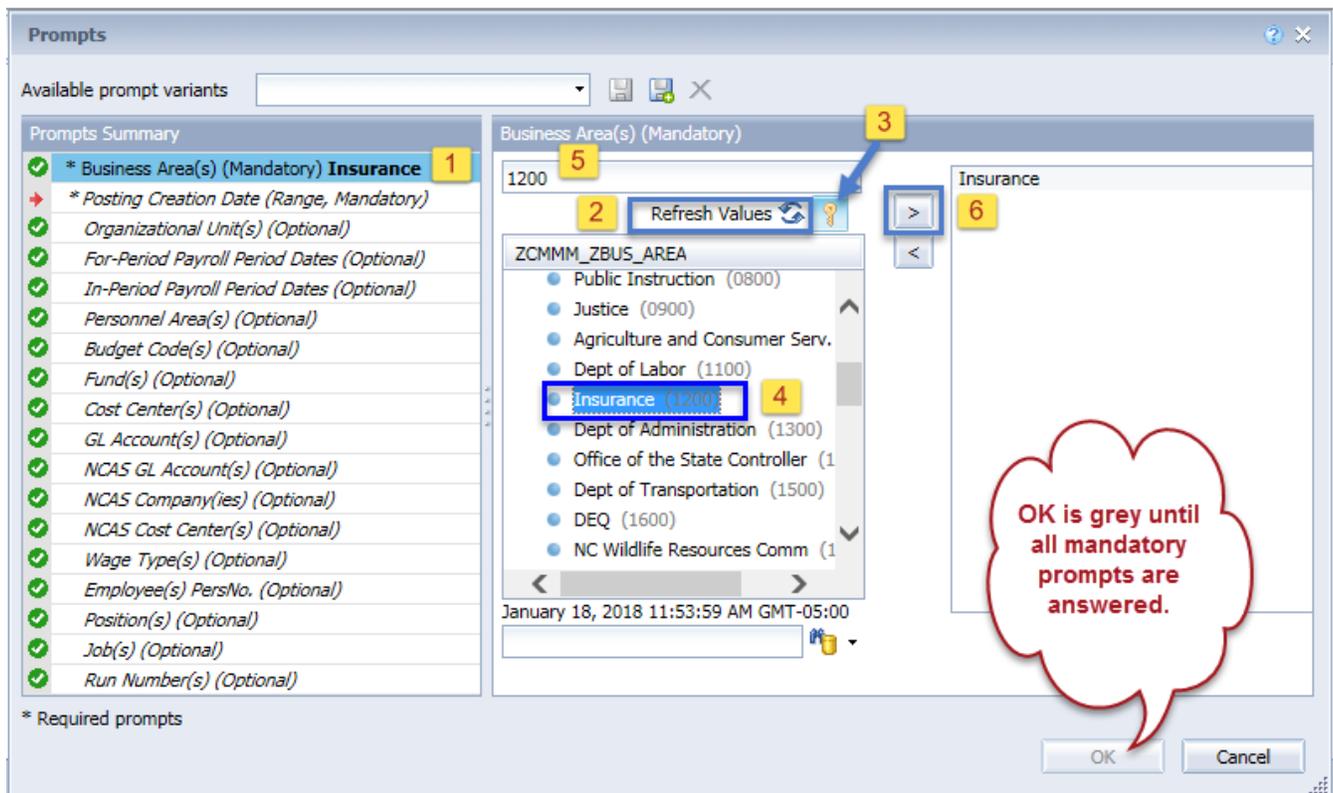
The screenshot shows a 'Prompts' dialog box with the following elements:

- Available prompt variants:** A dropdown menu at the top left.
- Prompts Summary:** A list of prompts on the left side, including:
  - \* Business Area(s) (Mandatory)
  - \* Posting Creation Date (Range, Mandatory)
  - Organizational Unit(s) (Optional)
  - For-Period Payroll Period Dates (Optional)
  - In-Period Payroll Period Dates (Optional)
  - Personnel Area(s) (Optional)
  - Budget Code(s) (Optional)
  - Fund(s) (Optional)
  - Cost Center(s) (Optional)
  - GL Account(s) (Optional)
  - NCAS GL Account(s) (Optional)
  - NCAS Company(ies) (Optional)
  - NCAS Cost Center(s) (Optional)
  - Wage Type(s) (Optional)
  - Employee(s) PersNo. (Optional)
  - Position(s) (Optional)
  - Job(s) (Optional)
  - Run Number(s) (Optional)
- Business Area(s) (Mandatory):** A larger input area on the right with a text field and a 'Refresh' button.
- Annotations:**
  - A blue cloud labeled 'Mandatory' points to the first two prompts in the list.
  - A green cloud labeled 'Optional' points to the remaining prompts in the list.
  - A red cloud contains the text: 'OK is grey until all mandatory prompts are answered.'
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. The 'OK' button is currently disabled (grey).

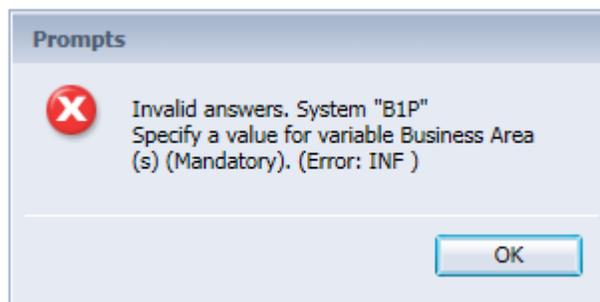
### Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*Business Area(s) (Mandatory):** To select data for this prompt:
  - Make sure you have “Business Area(s) (Mandatory)” prompt selected (1).
  - Click on the “Refresh Values” icon to see the list of Business Areas (2).
  - To see the key value of each Business Area, click on the key icon (3).
  - Navigate down to the desired Business Area (4).
  - If the Business Area key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the Business Area to the selection box (6).



**Note!** If a value for Business Area is entered manually and that value does not exist or you do not have security to see that Business Area, the following error may occur.

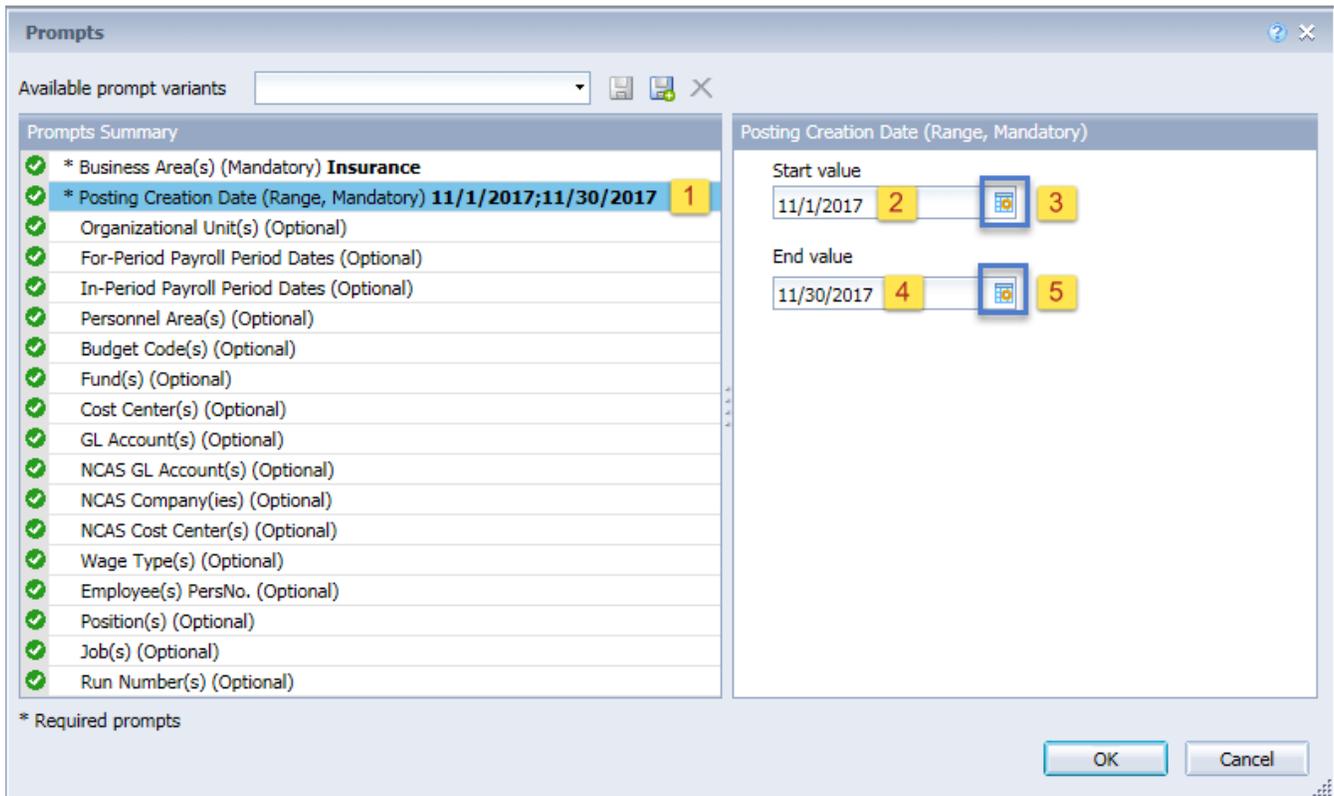


➔ **\*Posting Creation Date (Range, Mandatory):**

This prompt is pre-filled with date range for previous month.

To select a different date range for this prompt:

- Make sure the “Posting Creation Date (Range, Mandatory)” prompt is selected (1).
- Type in the Start date (2).
- OR click on the calendar icon to select the Start date (3).
- Type in the End date (4).
- OR click or click on the calendar icon to select the End date (5).

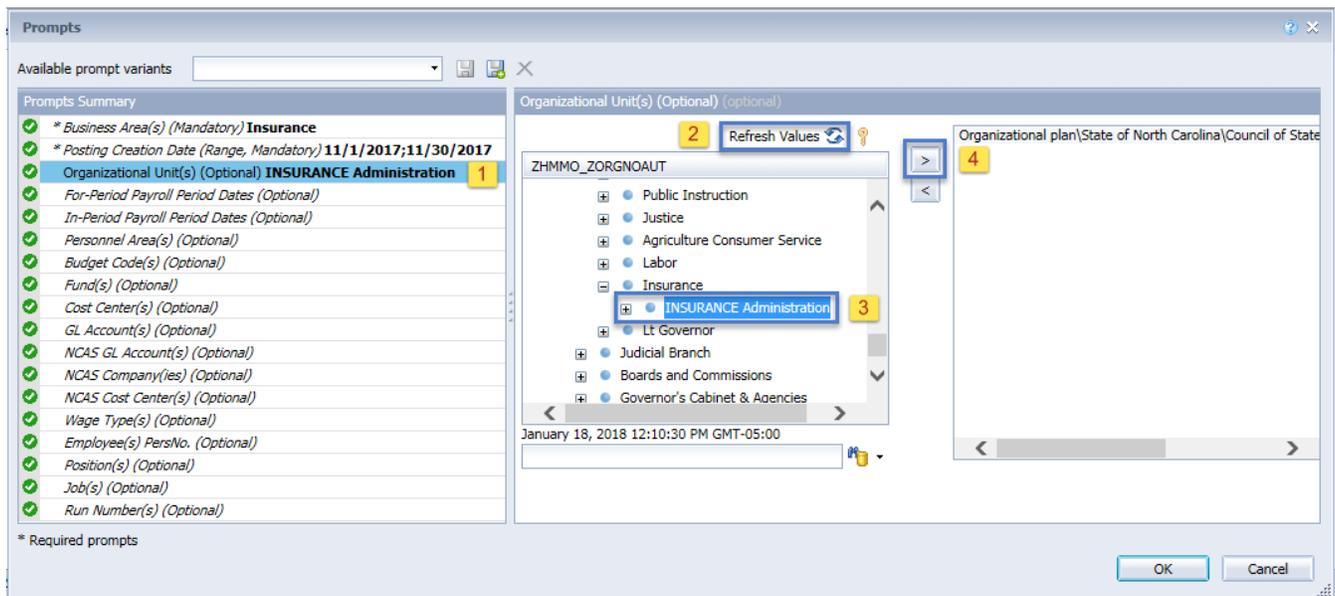


### Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

**Note!** When doing a ‘Refresh Values’ or using the Search box, the list of values returned (LOV) will show all values available in the system. The values displayed are independent of what has been selected for the two mandatory prompts above. Even though all values are displayed, not all may be applicable to your agency.

- ✓ **Organizational Unit(s) (Optional):** To select data for this prompt:
  - Make sure the “Organizational Unit(s) (Optional)” prompt is selected (1).
  - Click the “Refresh Values” icon (2).
  - Navigate down to the desired OrgUnit (3).
  - Click on the right arrow to add it to the selection box (4).

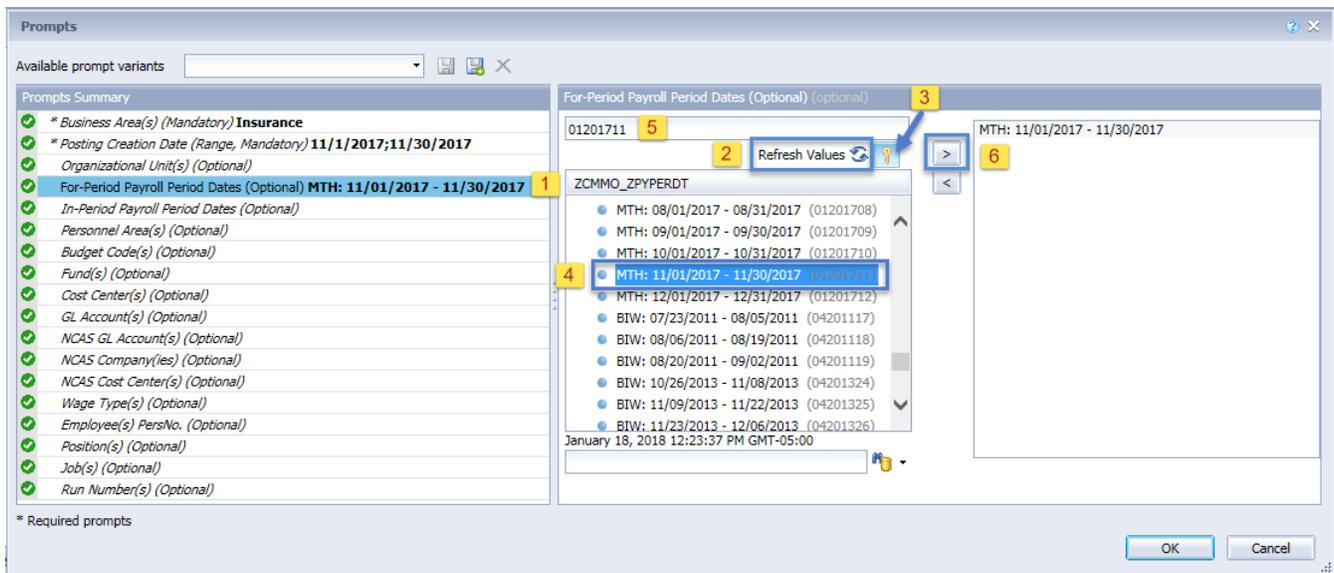


**Note!** Because the report is not securing by OrgUnit, the **entire Statewide tree structure** will be listed after clicking on ‘Refresh values’. However, **Business Area security** will prevent unauthorized access to other Agency data. **In other words, the entire Statewide structure is visible but if an OrgUnit is selected outside of the designated Business Area no data will be retrieved in the report.**

- ✓ **For-Period Payroll Period Dates (Optional):** To select data for this prompt:
  - Make sure the “For-Period Payroll Period Dates (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of For-Period date ranges (2).
  - To see the key value of each For-Period range, click on the key icon (3).
  - Navigate down to the desired For-Period date range (4).
  - If the For-Period key is known, skip steps 2 through 4 and enter it directly in (5).

**Note!** The key value consists of eight characters based on the following format

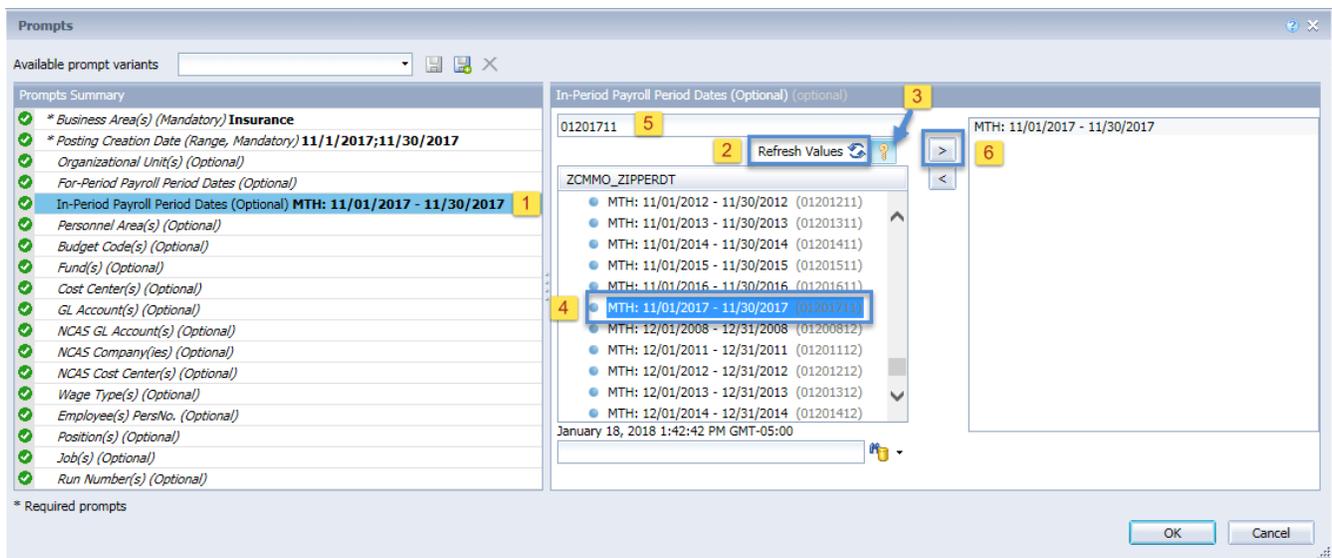
  - ◆ 2-digit Payroll Area (ex ‘01’ for Monthly, ‘04’ for Bi-Weekly)
  - ◆ 4-digit Payroll Year
  - ◆ 2-digit Payroll Period
    - for Monthly the periods are 01 through 12.
    - for Bi-Weekly the period starts with 01 and can go up to 26 depending on the year
  - Click on the right arrow to add the For-Period range to the selection box (6).



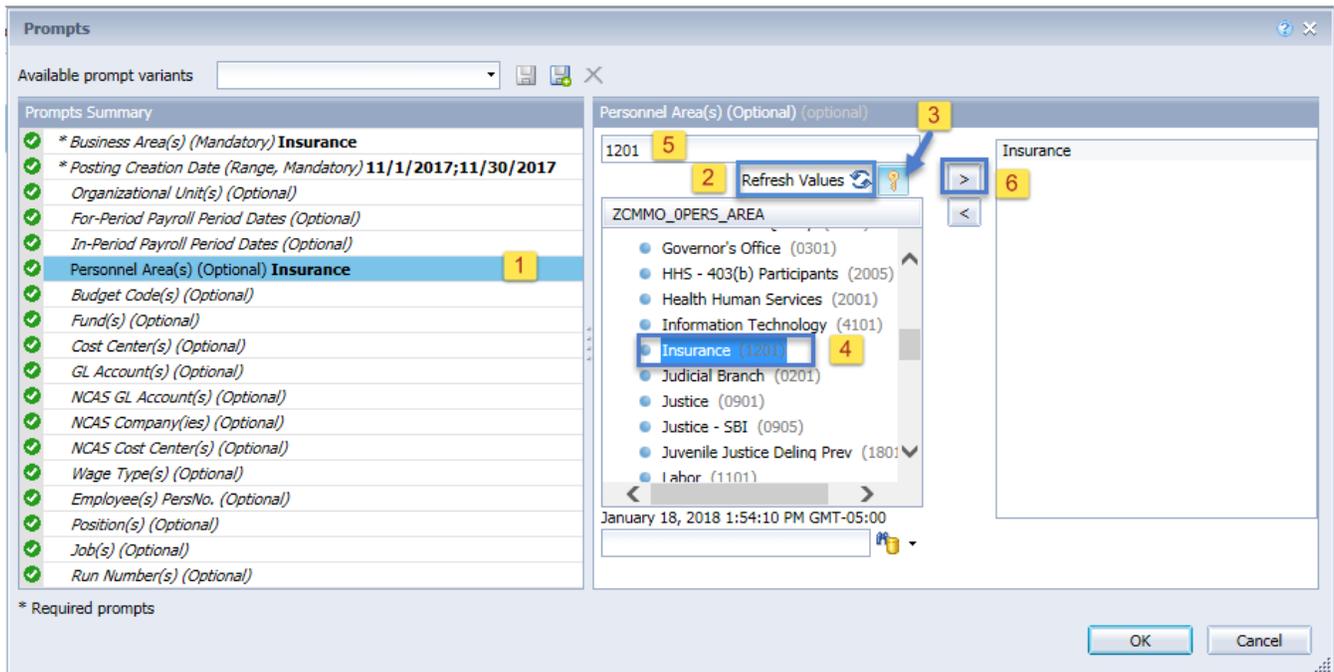
- ✓ **In-Period Payroll Period Dates (Optional):** To select data for this prompt:
  - Make sure the “In-Period Payroll Period Dates (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of In-Period date ranges (2).
  - To see the key value of each In-Period range, click on the key icon (3).
  - Navigate down to the desired In-Period date range (4).
  - If the In-Period key is known, skip steps 2 through 4 and enter it directly in (5).

**Note!** The key value consists of 8 characters based on the following format

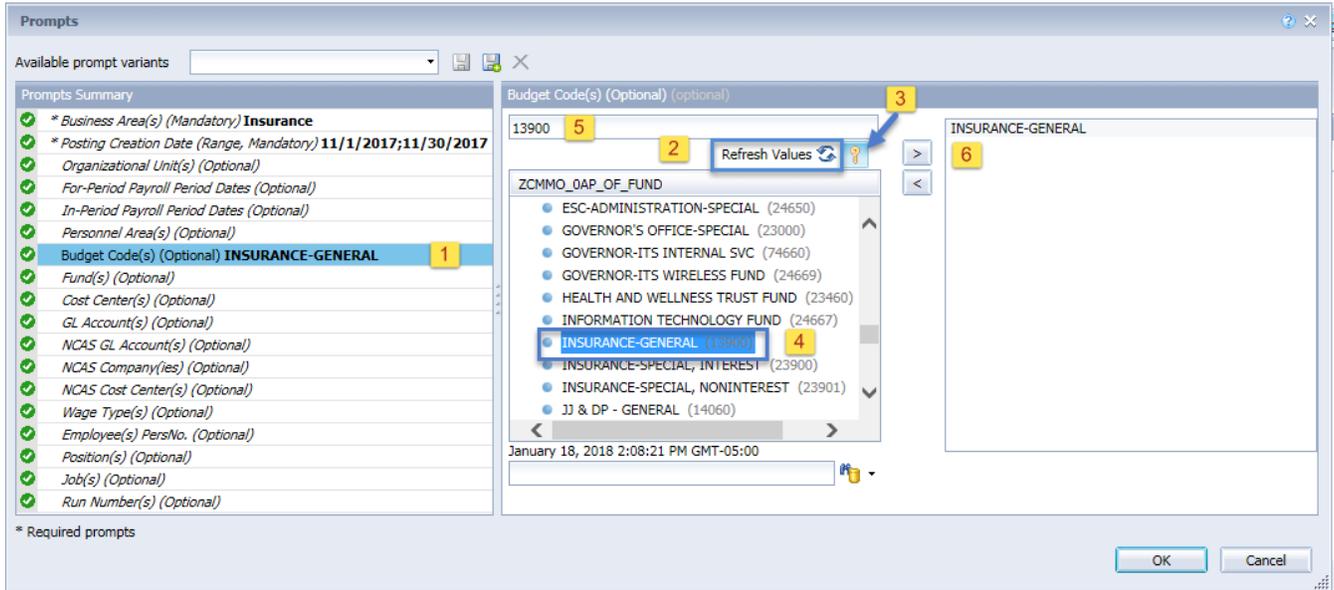
- ◆ 2-digit Payroll Area (ex ‘01’ for Monthly, ‘04’ for Bi-Weekly)
- ◆ 4-digit Payroll Year
- ◆ 2-digit Payroll Period
  - for Monthly the periods are 01 through 12.
  - for Bi-Weekly the period starts with 01 and can go up to 26 depending on the year
- Click on the right arrow to add the In-Period range to the selection box (6).



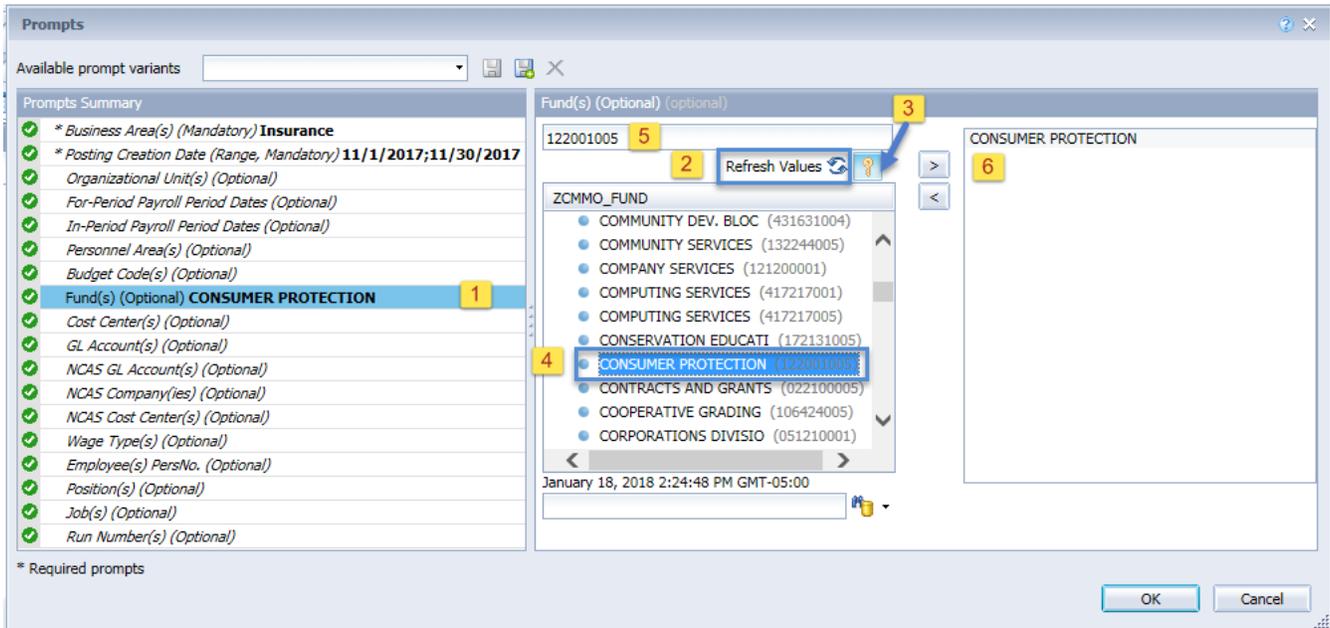
- ✓ **Personnel Area(s) (Optional):** To select data for this prompt:
  - Make sure the “Personnel Area(s) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of Personnel Areas (2).
  - To see the key value of each Personnel Area, click on the key icon (3).
  - Navigate down to the desired Personnel Area (4).
  - If the Personnel Area key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the Personnel Area to the selection box (6).



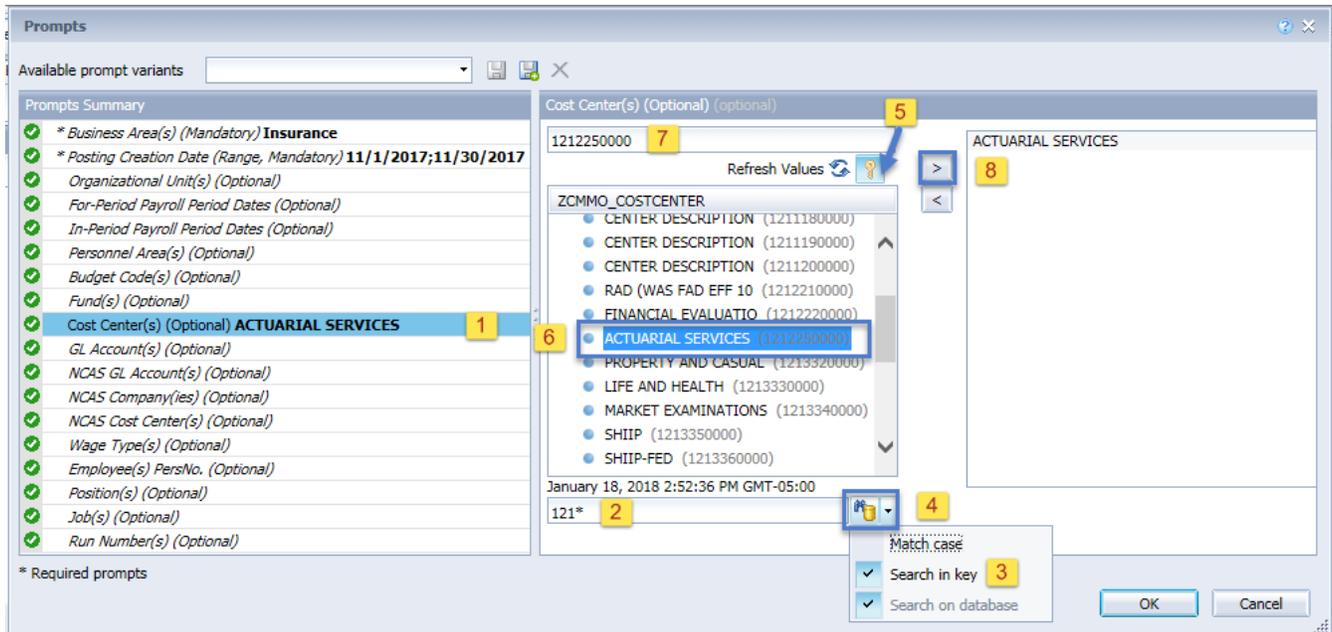
- ✓ **Budget Code(s) (Optional):** To select data for this prompt:
  - Make sure the “Budget Code(s) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of Budget Codes (2).
  - To see the key value of each Budget Code, click on the key icon (3).
  - Navigate down to the desired Budget Code (4).
  - If the Budget Code key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the Budget Code to the selection box (6).



- ✓ **Fund(s) (Optional):** To select data for this prompt:
  - Make sure the “Fund(s) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of Funds (2).
  - To see the key value of each Fund, click on the key icon (3).
  - Navigate down to the desired Fund (4).
  - If the Fund key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the Fund to the selection box (6).



- ✓ **Cost Center(s) (Optional):** To select data for this prompt:
  - Make sure the “Cost Center(s) (Optional)” prompt is selected (1).
  - **Note!** There are many Cost Centers in the system, so it is best to do a wildcard search.
  - Type in the first few digits of the Cost Center followed by \* (2).
  - Click on the search icon drop down arrow and select “Search in key” (3).
  - Then click on the search icon (4).
  - To see the key value for each Cost Center, click on the Key icon (5).
  - Navigate to the desired Cost Center (6).
  - If the Cost Center key is known, skip steps 2 through 6 and enter it directly in (7).
  - Click on the right arrow to add the Cost Center to the selection box (8).

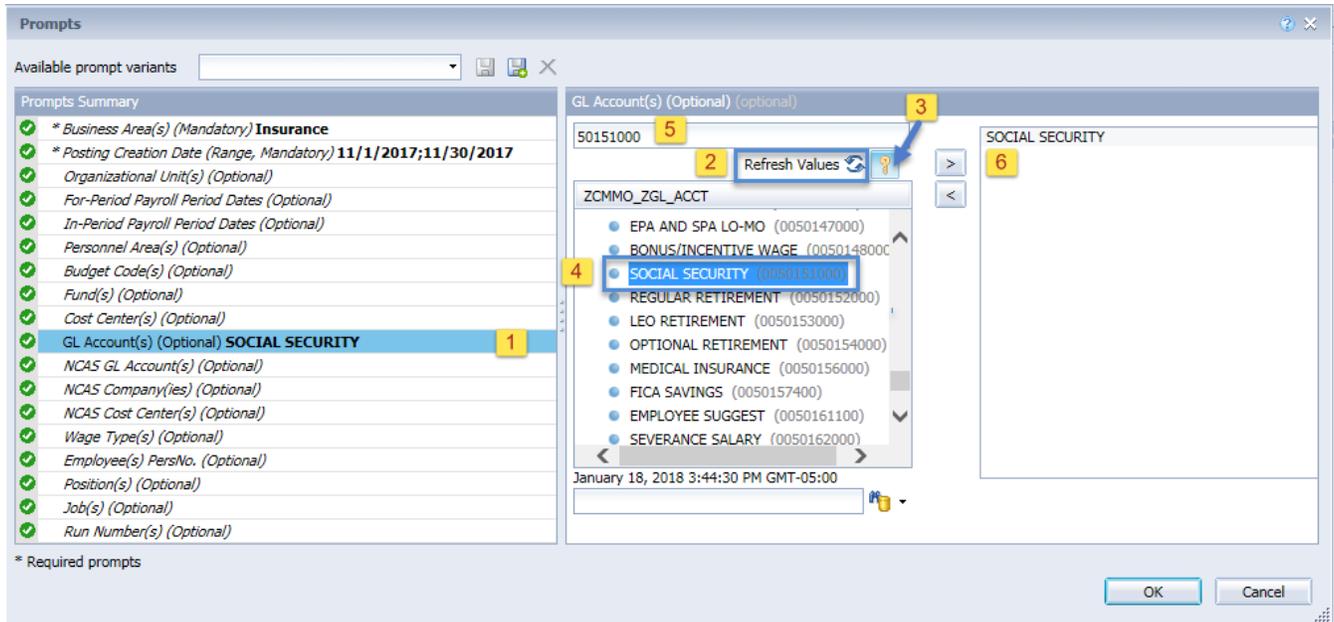


✓ **GL Account(s) (Optional):** To select data for this prompt:

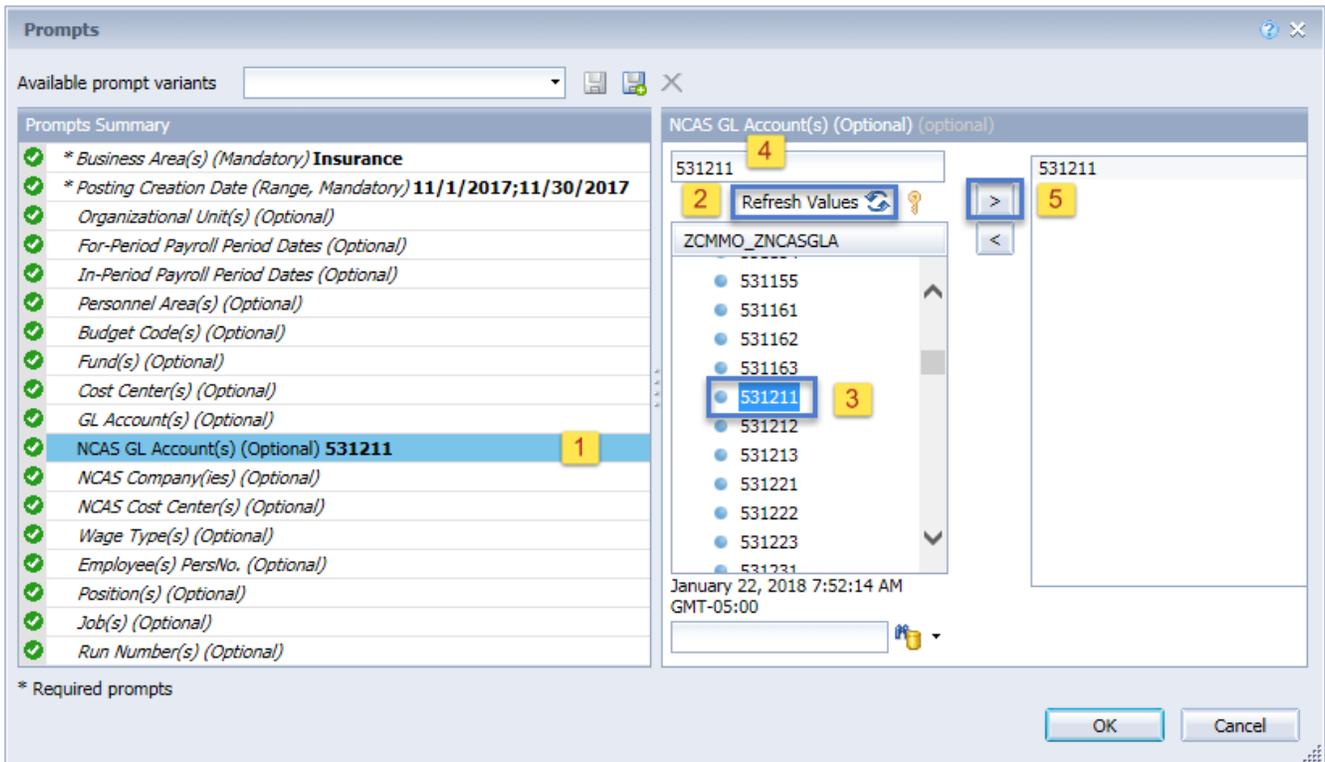
- Make sure the “GL Account(s) (Optional)” prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of GL Accounts (2).
- To see the key value of each GL Account, click on the key icon (3).
- Navigate down to the desired GL Account (4).
- If the GL Account key is known, skip steps 2 through 4 and enter it directly in (5).

**Note!** Although the key value displays with leading zeros, when using the direct entry box, **Do Not** type in the leading zeros.

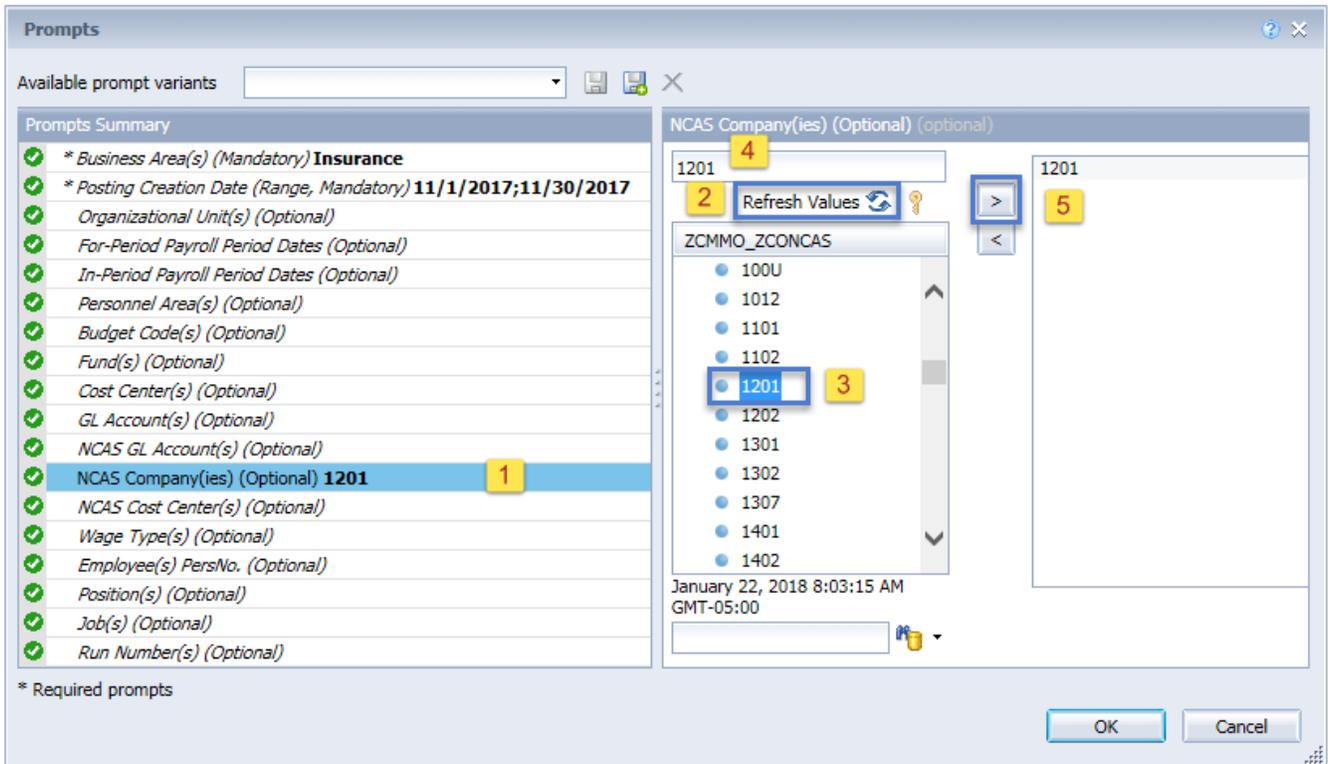
- Click on the right arrow to add the GL Account to the selection box (6).



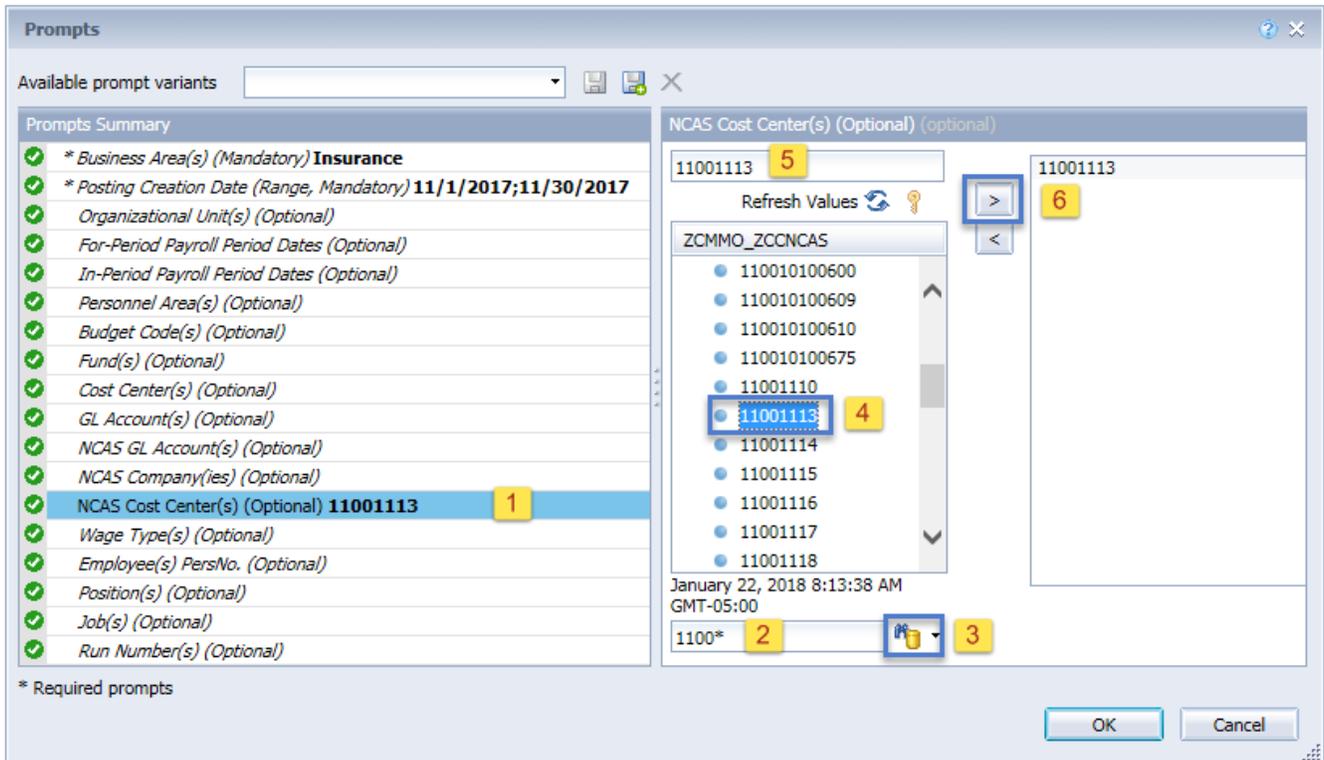
- ✓ **NCAS GL Account(s) (Optional):** To select data for this prompt:
  - Make sure the “NCAS GL Account(s) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of NCAS NGL Accounts (2).
  - Navigate down to the desired NCAS GL Account (3).
    - Note!** There are no text descriptions available for NCAS GL Accounts, so the list displayed represents both Key & Text.
  - If the NCAS GL Account key is known, skip steps 2 through 3 and enter it directly in (4).
  - Click on the right arrow to add the NCAS GL Account to the selection box (5).



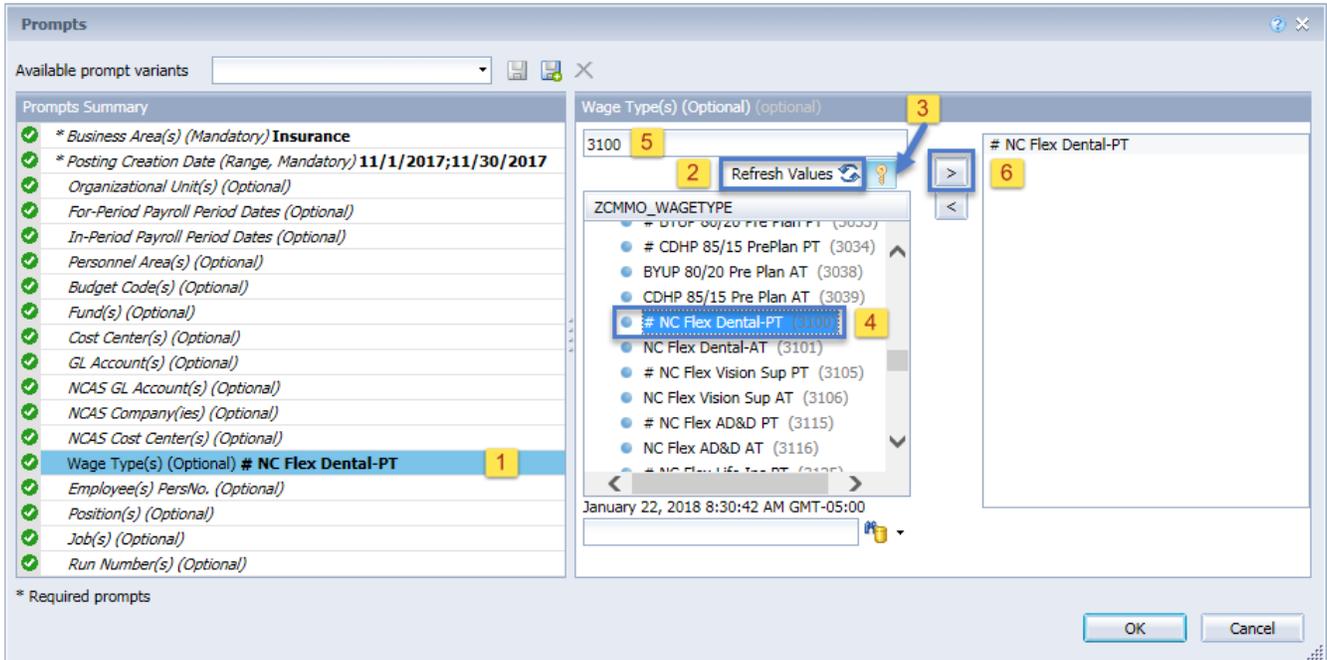
- ✓ **NCAS Company(ies) (Optional):** To select data for this prompt:
  - Make sure the “NCAS Company(ies) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of NCAS Companies (2).
  - Navigate down to the desired NCAS Company (3).
  - Note!** There are no text descriptions available for NCAS Companies, so the list displayed represents both Key & Text.
  - If the NCAS Company key is known, skip steps 2 through 3 and enter it directly in (4).
  - Click on the right arrow to add the NCAS Company to the selection box (5).



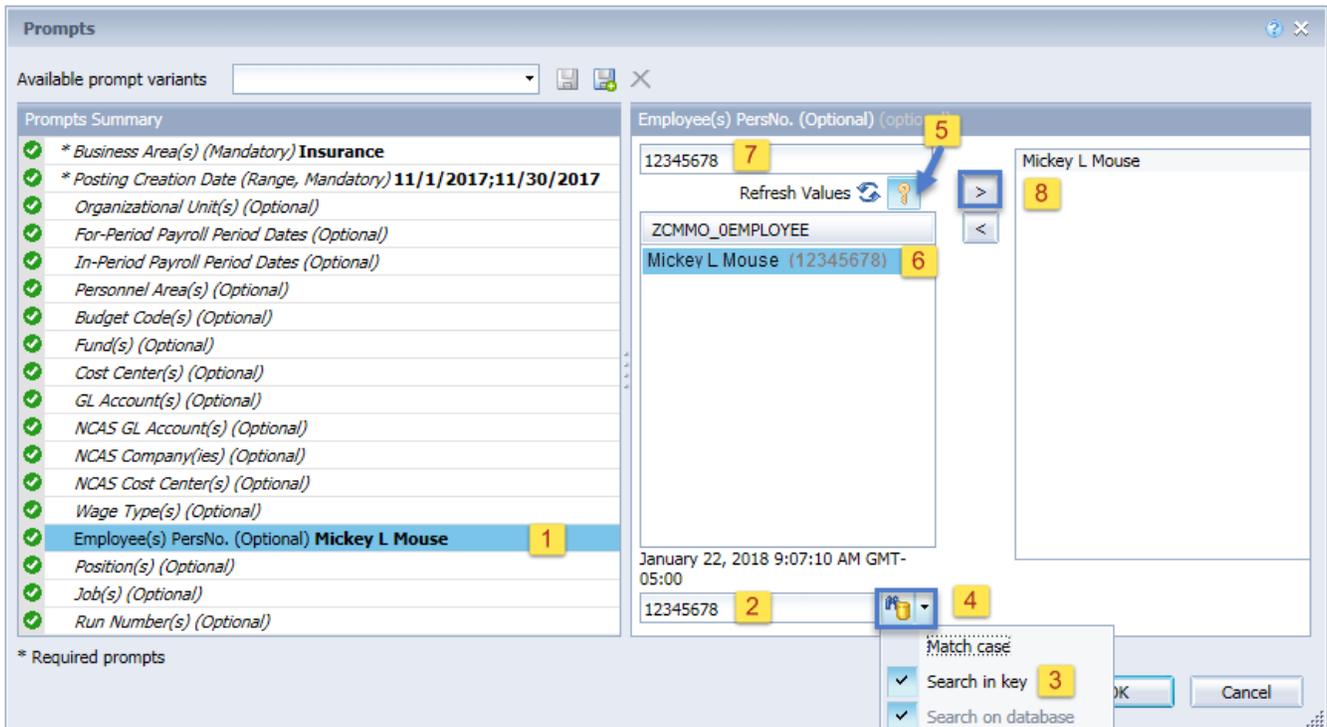
- ✓ **NCAS Cost Center(s) (Optional):** To select data for this prompt:
  - Make sure the “NCAS Cost Center(s) (Optional)” prompt is selected (1).
  - **Note!** There are many NCAS Cost centers in the system, so it is best to do a wildcard search.
  - Type in the first few digits of the NCAS Cost Center followed by \* (2).
  - Then click on the search icon (3).
  - Navigate to the desired Cost Center (4).
  - **Note!** There are no text descriptions available for NCAS Cost Centers, so the list displayed represents both Key & Text.
  - If the NCAS Cost Center key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the NCAS Cost Center to the selection box (6).



- ✓ **Wage Type(s) (Optional):** To select data for this prompt:
  - Make sure the “Wage Type(s) (Optional)” prompt is selected (1).
  - Click on the “Refresh Values” icon to see the list of Wage Types (2).
  - To see the key value of each Wage Type, click on the key icon (3).
  - Navigate down to the desired Wage Type (4).
  - If the Wage Type key is known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow to add the Wage Type to the selection box (6).



- ✓ **Employee(s) PersNo. (Optional):** To select data for this prompt:
  - Make sure the “Employee(s) PersNo. (Optional)” prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click on the search icon drop down arrow and select “Search in key” (3).
  - Then click the search icon (4).
  - To see the employee number, click on the key icon (5).
  - Click on the desired Employee (6).
  - If the employee number does not need to be verified, skip steps 2 through 6 and enter it directly in (7).
  - Click on the right arrow to add the Employee to the selection box (8).



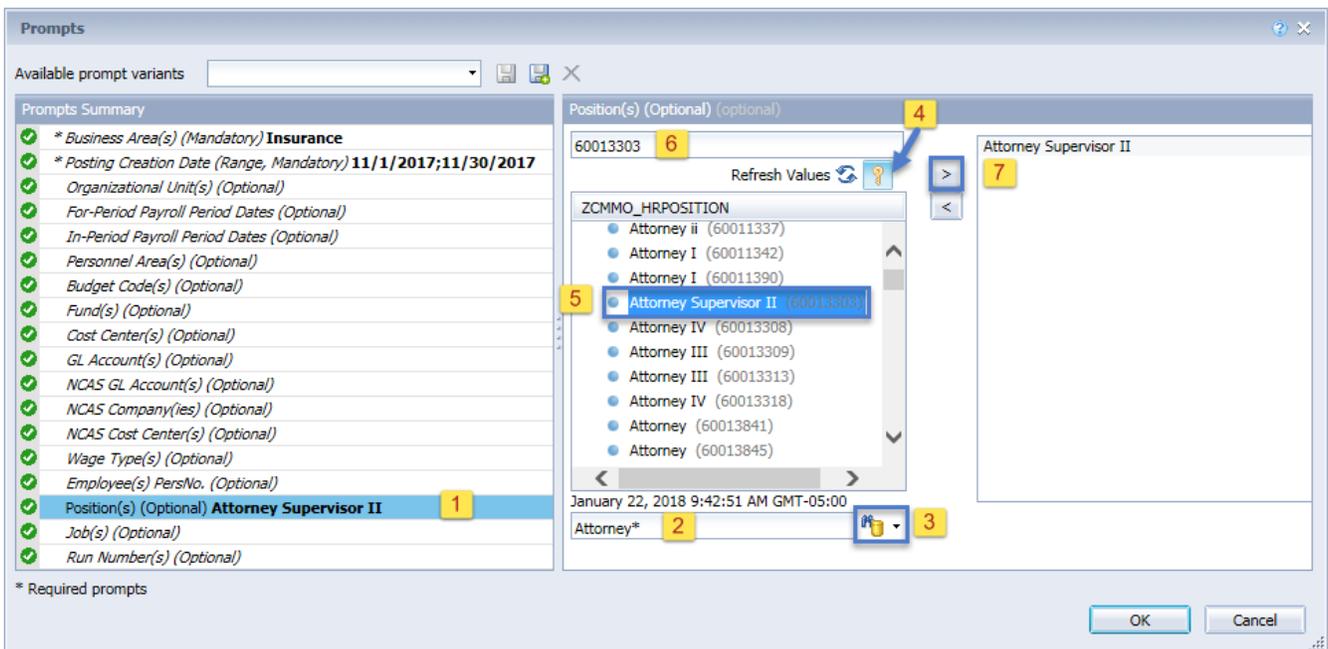
**Note!** Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and must be searched for, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

Mickey\*Mouse\*

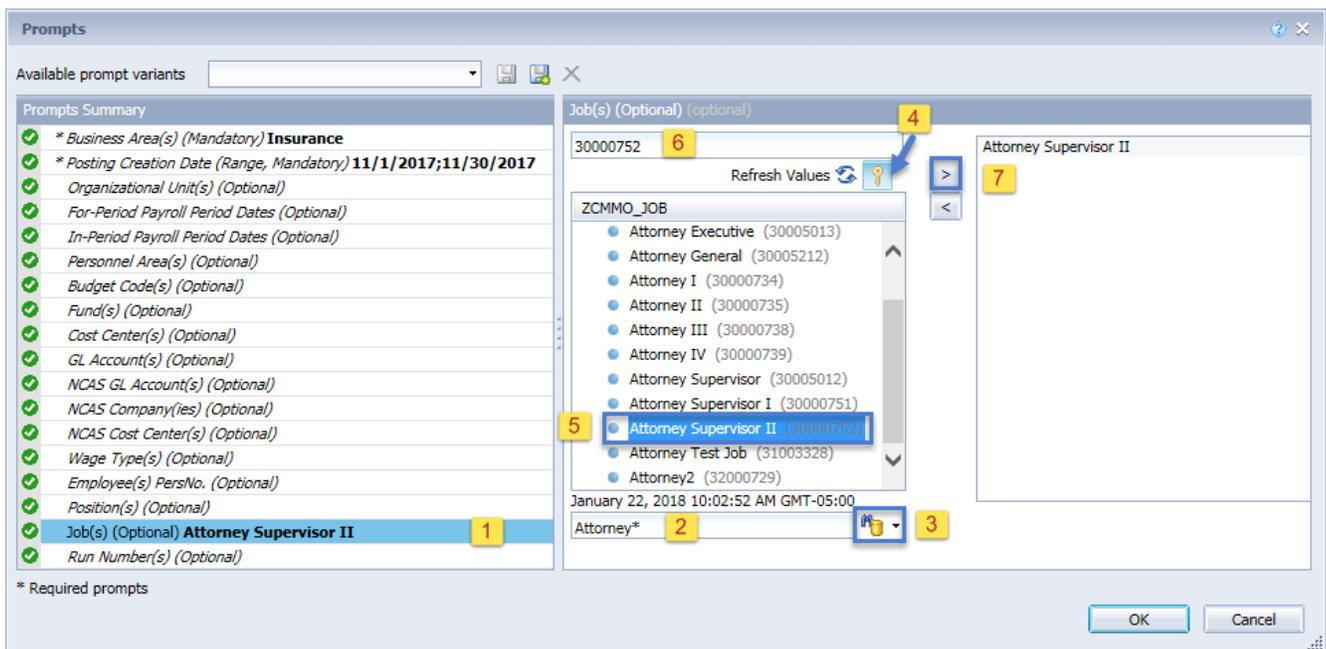
\*Mouse

If the employee number is known, it is best to use the manual entry field (in step 7) to enter your selection.

- ✓ **Position(s) (Optional):** To select data for this prompt:
  - Make sure the “Position(s) (Optional)” prompt is selected (1).
    - Note!** There are many Positions in the system, so it is best to do a wildcard search. Text searches are case sensitive and wildcard characters can be used anywhere in the search string, i.e., at the beginning, in the middle, at the end. See examples below.
      - i. \*Attorney\*
      - ii. Attorney\*
      - iii. Attorney\*General\*
  - Type in a search string using the wildcard \* (2).
  - Then click on the search icon (3).
  - To see the key value for each Position, click on the Key icon (4).
  - Navigate to the desired Position (5).
  - If the Position key is known, skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the Position to the selection box (7).



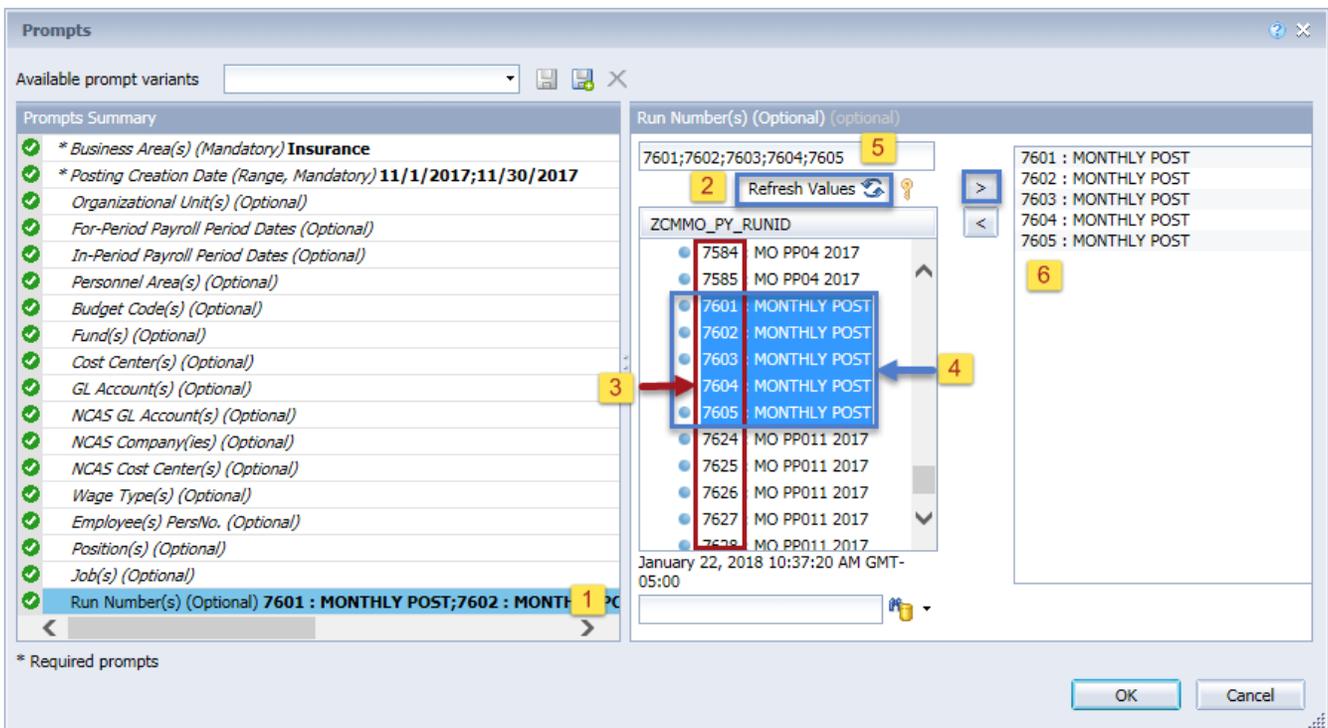
- ✓ **Job(s) (Optional):** To select data for this prompt:
  - Make sure the “Job(s) (Optional)” prompt is selected (1).
    - Note!** There are many Jobs in the system, so it is best to do a wildcard search. Text searches are case sensitive and wildcard characters can be used anywhere in the search string, i.e., at the beginning, in the middle, at the end. See examples below.
      - i. \*Attorney\*
      - ii. Attorney\*
      - iii. Attorney\*General\*
  - Type in a search string using the wildcard \* (2).
  - Then click on the search icon (3).
  - To see the key value for each Job, click on the Key icon (4).
  - Navigate to the desired Job (5).
  - If the Job key is known, skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the Job to the selection box (7).



✓ **Run Number(s) (Optional):** To select data for this prompt:

**Note!** This prompt is available so that specific run numbers can be used to reconcile with data provided on the ERP ZFIR report. The ERP report does not provide the ability to select data based on Posting Creation Date. Instead there are Variants created by the FI Functional Team to help agencies select data for a specific month. These variants contain specific Run Numbers that represent each Payroll Posting. The BOBJ prompt allows agencies to enter specific Run Numbers to match with the ERP ZFIR report variants for purposes of data comparison.

- Make sure the “Run Number(s) (Optional)” prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of Run Numbers (2).
- The digits at the front of the text description represent the key value of each Run Number (3).
- Navigate down to the desired Run Number(s) (4).
- If the Run Number key is known and the text descriptions do not need to be seen, skip steps 2 through 4 and enter it directly in (5).
- Click on the right arrow to add the Run Number to the selection box (6).



**Initial Layout**

The report lists all postings for the prompt values selected. Below is a sample of the initial layout rendered.

<b>B0028: Payroll Financial Postings Analysis</b>									
									Execution Date : 1/22/18
Posting Creation Date: 11/1/2017 - 11/30/2017									
Budget Code	Fund	Funding Source	Cost Center	GL Account	GL Account Desc	NCAS Company	NCAS Cost Center	NCAS GL Account	Debit/Credit Net
<b>Total</b>									<b>3,441.11</b>
12345	123456789	Federal	1234567890	511111111	SPA-TIME-LIMITED SAL	#	#	577777	2,375.33
12345	123456789	Federal	1234567890	522222222	SOCIAL SECURITY	#	#	588888	178.67
12345	123456789	Federal	1234567890	533333333	REGULAR RETIREMENT	#	#	599999	406.89
12345	123456789	Federal	1234567890	544444444	MEDICAL INSURANCE	#	#	500000	479.48
12345	123456789	Federal	1234567890	566666666	FICA SAVINGS	#	#	555555	0.74

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

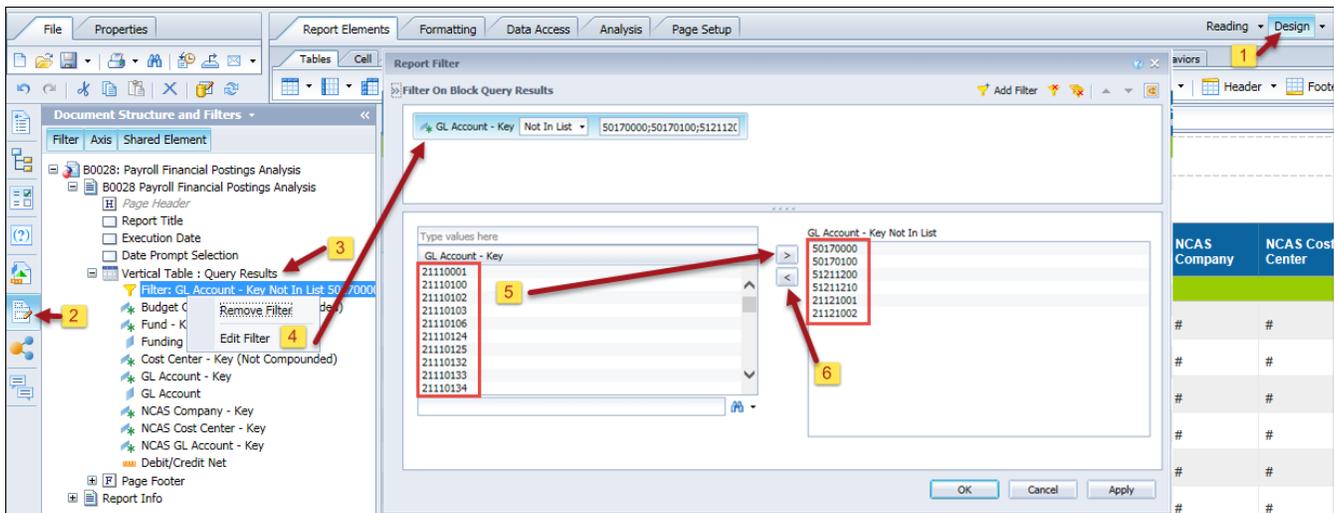
B0028: Payroll Financial Postings Analysis	
+	Accrual Indicator
	Addl. Center Ref.
+	Agency Id
	Annual Salary (char)
+	Budget Code
+	Budget Fund
+	Business Area
+	Company Code
+	Cost Center
+	Cost Center Category
	Document Number
+	Employee
	Employee's Name
	Employee Count (Char)
+	Employee Grade Range Reference
+	Employee Group
	Employee Hours Per Week
+	Employee Pay Area
+	Employee Pay Group
+	Employee Pay Level
+	Employee Pay Type
+	Employee Salary Range
+	Employee Subgroup
+	Employee Time Mngt. Status
+	FCTR Cat
+	FCTR Ref
	For-Period End Date
+	For-Period Payroll Area
+	For-Period Payroll Period Dates
	For-Period Start Date
+	Fund
+	Funding Source
+	Fund Type
+	GL Account
+	GL Account Group
	In-Period End Date
+	In-Period Payroll Area
+	In-Period Payroll Period Dates
+	Job
+	NCAS Company
+	NCAS Company Paid From
+	NCAS Cost Center
+	NCAS Cost Center Paid From
+	NCAS GL Account
+	NCAS GL Account Paid From
+	Order
+	Organizational Unit
+	Personnel Area
+	Personnel Subarea
+	Position
+	Position County Code
	Position FTE (Char)
+	Position Region
+	Posting Creation Cal Mth/Yr
	Posting Creation Cal Qtr/Yr
	Posting Creation Cal Yr
	Posting Creation Date
+	Posting Creation Fisc Period/Yr
+	Posting Creation Fisc Yr
+	Run Number
+	SFCTR Ref
+	Wage Type
+	Wage Type Category
+	Work Contract
+	Working Week
+	Work Schedule Rule
	Credit
	Debit
	Debit/Credit Net
	Hours
	Record Count
	Variables
	Employee PERNR
	Prompt Response Budget Code
	Prompt Response Business Area
	Prompt Response Cost Center
	Prompt Response Employee PersNo
	Prompt Response For-Period Payroll Period Dates
	Prompt Response Fund
	Prompt Response GL Account
	Prompt Response In-Period Payroll Period Dates
	Prompt Response Job
	Prompt Response NCAS Company
	Prompt Response NCAS Cost Center
	Prompt Response NCAS GL Account
	Prompt Response Organizational Unit
	Prompt Response Personnel Area
	Prompt Response Position
	Prompt Response Posting Creation Date
	Prompt Response Run Number
	Prompt Response Wage Type

Special Report Considerations/Features

- Data for this report uses the same source as the ERP ZFIR report. In BOBJ, the data set has been extended by providing additional employee, position, and NCAS data elements.
- Report is secured by Business Area rather than Organizational Unit.
- There are six Compensated Absence Accrual accounts excluded by default.
  - ◆ 50170000
  - ◆ 50170100
  - ◆ 51211200
  - ◆ 51211210
  - ◆ 21121001
  - ◆ 21121002

This filter can be modified as desired.

- Click on Design mode. (1)
- Click on the ‘Document Structure and Filters’ icon. (2)
- Expand the ‘Vertical Table: Query Results’ icon. (3)
- Highlight the yellow filter icon → Right Mouse → Edit Filter (4)
- To exclude additional accounts, select them from the left panel and click the right arrow to add them to the right panel. (5)
- To remove the default exclusions, select them from the right panel and click the left arrow to remove. (6)



- When trying to compare B0028 data with data from the ERP ZFIR report, please ensure that all filters represented in the ZFIR variant being used match the prompt values used on the BOBJ report.

**Change Log**

***Effective 12/7/2017***

Original implementation of report.

***Effective 4/16/2019***

**NO** changes have been made to the content of the report description. ONLY formatting changes to the headers and footers as well as grammatical changes

***Effective 7/25/2019***

Supervising Employee added to Employee attributes list (can be seen when expanding Employee data element under Available Objects).

***Effective 8/8/2019***

The 'Posting Creation Date' prompt was modified to pre-fill with date range for previous month. However, a different date range may still be selected if desired.