#### **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.



#### **Report Field 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

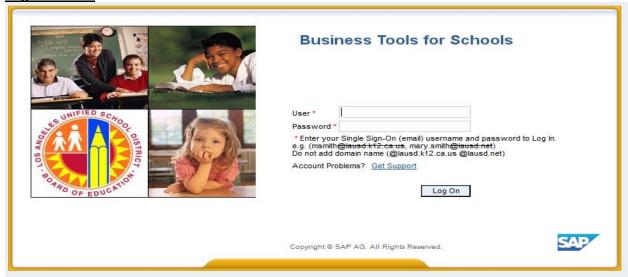
**Position** = Position number employee is assigned to

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

Wage Type = Specific description of time reported

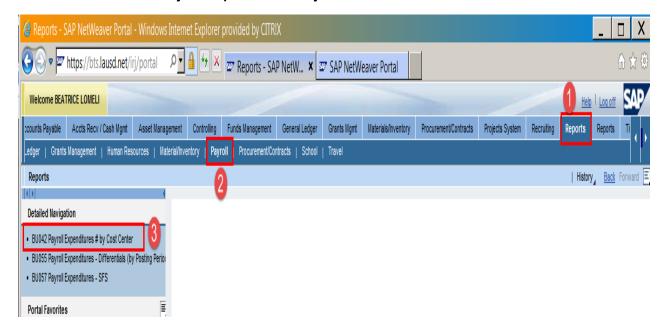
Wage Type Group = General description of wage type for time reported

#### Log on to BTS



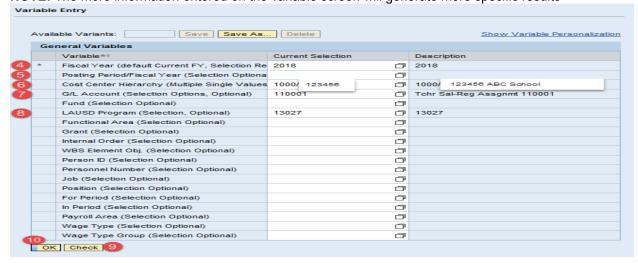
### **Accessing the Report:**

- 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

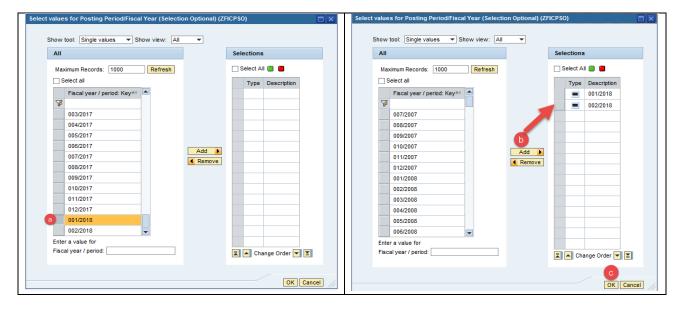
**NOTE:** The more information entered on the variable screen will generate more specific results



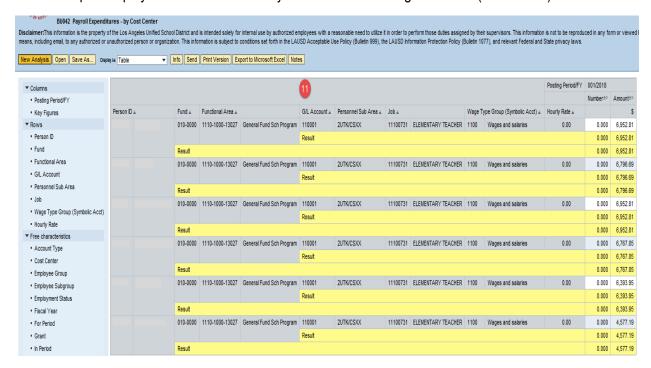
- 4. Enter Fiscal Year (default is current fiscal year). This is a required field
- 5. **Posting Period/Fiscal Year** Optional field. Leaving this field blank will download all posting periods with payroll expenditures. To view a single or multiple posting period(s) click on the selection button 

  to select and add a Posting Period/Fiscal Year to review.\*
- 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

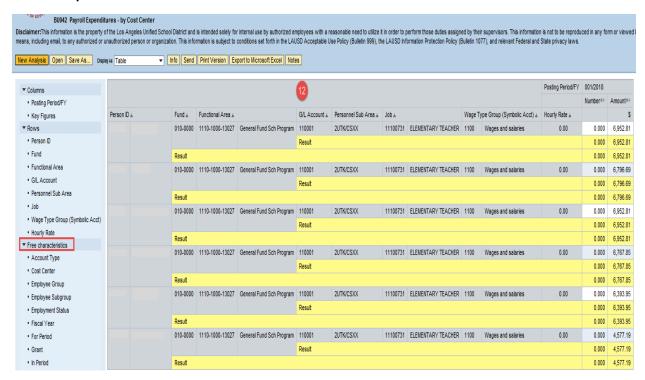
\*NOTE: Should the report time out when leaving the *Posting Period/Fiscal Year* blank, use the selection button to select all desired posting periods to retrieve the report details. This will improve report performance.



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



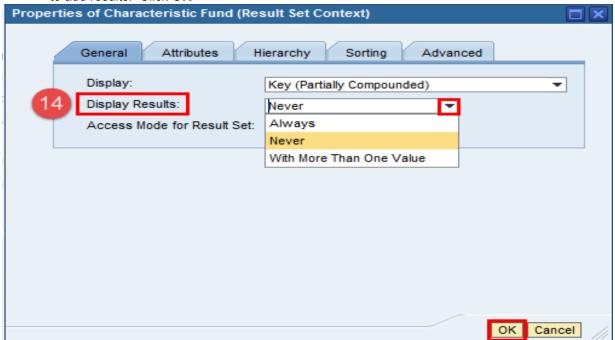
12. Free Characteristics can be added to the report using the Drag and Drop feature to provide additional report details. For assistance with Drag and Drop, see How to Use Drag and Drop in Reports.



#### To Add or Remove Total Cost Results



 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.

15									Posting Period/FY	001/2018		
											Number≜₹	Amount≜≂
Person ID ±	Fund ±	Functional Area ±		G/L Account≜≂	Personnel Sub Area ±	Job ≞		Wage Type Group (Symbolic Acct) ±		Hourly Rate ±		\$
	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	esuit						0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
				Result								6,796.69
	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
				Result								6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85
										66.35		
				Result								6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001 2	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,393.95
										0.48		
				Result								6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	4,577.19
										0.48		
				Result							0.000	4,577.19

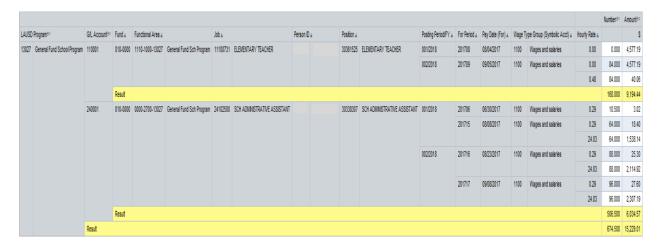
**System Default Report Format** 

									Posting Period/FY	001/2018			
											Number≜≂	Amount≜≂	
Person ID ± Fund ±		Functional Area ±		G/L Account≜⊽	Personnel Sub Area ±	Job ≟		Wage Type Group (Symbolic Acct) ±		Hourly Rate ±		\$	
		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											6,952.81

#### **Commonly Used Report Format (Customized)**

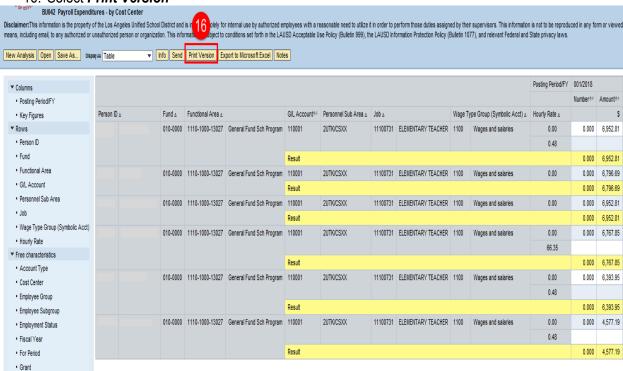
This format can be achieved by using the Drag and Drop feature.

For assistance with drag and drop, refer to the *How to Use Drag and Drop in Reports* job aid for additional information.

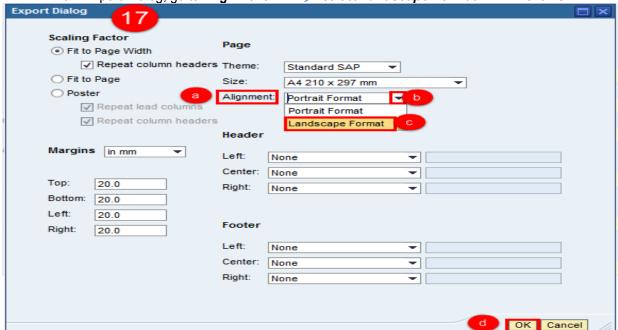


#### **Print Report in PDF**

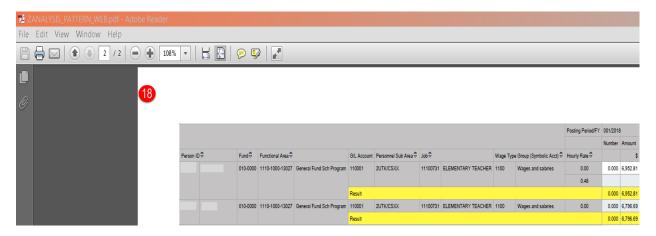
#### 16. Select Print Version



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



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

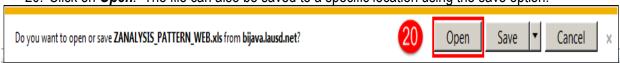


### **Download Report to Excel**

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.

