

# Payroll Expenditures by Employee

Updated: January, 2014

*Portal*

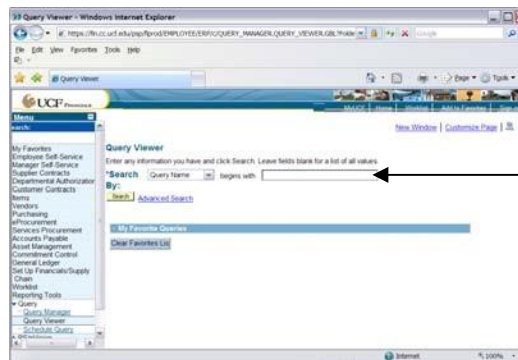
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1. The UCF Portal can be accessed at <http://my.ucf.edu>
2. Your login ID is your PID (if you do not know your PID you can click the link “What is my PID & NID?”).
3. The initial password for the portal is Pymmdd (“P” year year month month day day of your birthday).
4. Click sign on.
5. The screen to the right will appear.
6. Click Staff Applications
7. Then select UCF Financials

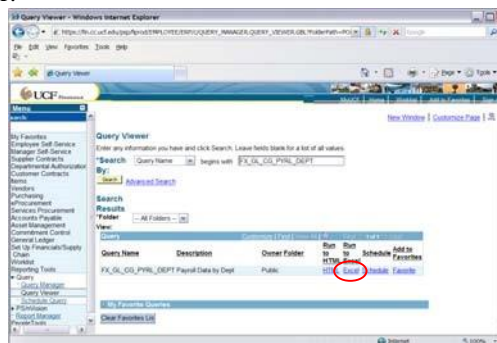


### Running Query

1. **Menu Navigation:** Reporting Tools > Query > Query Viewer 2.  
The screen below will appear.



3. **Depending on the type of funds** you searching, the following needs to be typed in the Query Name field:
  - a. For department number, type FX\_GL\_CG\_PYRL\_DEPT
  - b. For project number, type FX\_GL\_PYRL\_PROJ
4. Then click Search
5. The following screen will appear:



6. If you click the “Favorite” hyperlink it will be added to the “My Favorite Queries” list so that the next time you navigate to the Query screen it will automatically be listed on the first page.
7. To run the query click the excel hyperlink 8. This will open a new internet explorer window.

9. The following screen will appear:
10. The following information should be completed:
  - a. **Depart (like%)** = the specific department number you are searching for (i.e. 24xx0074-OPS) = or a wild card can be used to search for your entire department (i.e. 2408%%%) would search for all Physics' department numbers
  - b. **From Acctg Period:** type 1 so that the search starts with July
  - c. **To Acctg Period:** type 12 so that the search ends with June
  - d. **Fiscal Year:** peoplesoft fiscal year should be used (i.e. FY 2007-08 in PeopleSoft is 2008)
11. Then click View Results (*processing may take some time so please be patient*)
12. A file download box will appear that asks "Do you want to open or save this file?"
13. Select Save
14. Name the file and save to the location of your choice (*I use the desktop so that I can easily find it—and then move it the appropriate folder after I am done with it*).
15. Next a Download Complete box will appear.
16. Select the Open button which should open the file in excel. If not, you will need to open excel and then open the file.
17. ***If you use Excel 2003 please proceed to step 18. If you use Excel 2007 please proceed to step 32.***

**EXCEL 2003 USERS**

18. Click the Data menu and select Pivot Table and PivotChart Report... 19. The following screen will appear:



20. Click Next
21. The following screen will appear
22. Notice that excel will automatically select all of the data – marked by a dotted line
23. Click Next
24. The following box will appear:

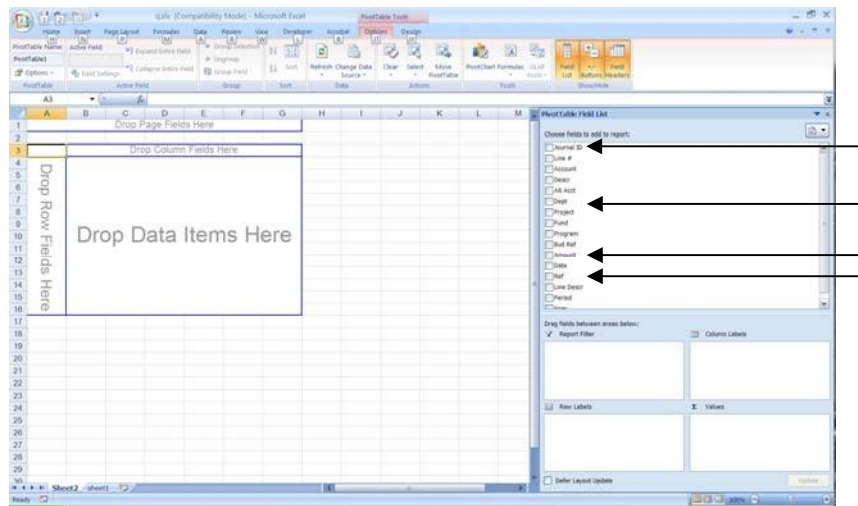
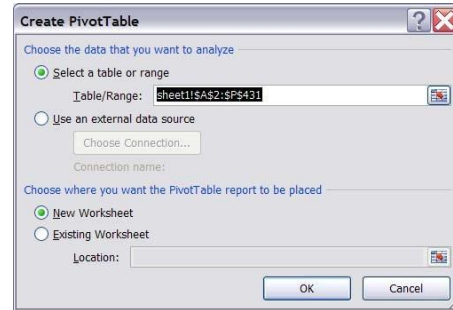


25. Then click the layout button
26. Click and drag the following boxes on the left to their appropriate location within the table:
  - a. DeptNum to the first location in the ROW

- b. Account to the second location in the ROW (optional—this will allow you to distinguish between salary and fringe)
  - c. AcctPD to the first location in the COLUMN
  - d. Amount to the DATA
27. xxxxClick the box on the right and drag them to the appropriate areas on the left.
28. To mirror the monthly status report you would move the following boxes:
30. Then click FINISH

**FOR EXCEL 2007 USERS**

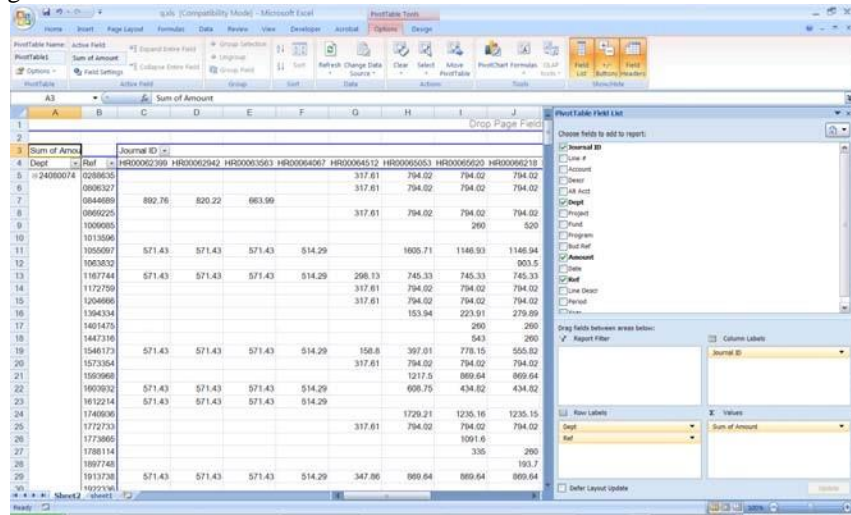
- 31. Select the Insert Tab at the top
- 32. Then click Pivot Table (first icon listed).
- 33. The window on the right will open
- 34. You will also notice that excel place a dotted line around the data. *If not select the table range button and then 'highlight' the data in the excel file by clicking A2 and dragging your mouse to the right and down including all of the data.*
- 35. Click OK



- 29. Then click the OK bottom

- 36. The following screen will appear:

37. Next place a check mark next to Journal ID, Dept (or Proj depending on funding), Amount and Ref.
38. Then drag the Journal ID box from Row Labels to Column labels which should result in the following:



Dept	Ref	HR00002369	HR00002942	HR00003563	HR00004067	HR00004512	HR00005053	HR00005623	HR00006218
02080520						317.61	794.02	794.02	794.02
04040074						317.61	794.02	794.02	794.02
08440089	892.76	820.22	863.99						
08662205						317.61	794.02	794.02	794.02
10090005								280	520
10115096									
10550007	571.43	571.43	571.43	514.29			1605.71	1146.93	1146.94
10030332									603.5
1187744	571.43	571.43	571.43	514.29	208.13	745.33	745.33	745.33	
11727709						317.61	794.02	794.02	794.02
12040086						317.61	794.02	794.02	794.02
13043334							153.94	223.91	279.89
14014175								260	260
14473116								543	260
15481173	571.43	571.43	571.43	514.29	156.6	397.61	779.15	555.82	
15733654						317.61	794.02	794.02	794.02
15030668							1217.5	869.64	869.64
16030332	571.43	571.43	571.43	514.29			608.75	434.82	434.82
16132214	571.43	571.43	571.43	514.29					
17460096							1726.21	1235.16	1235.15
17727733						317.61	794.02	794.02	794.02
17730665								1091.6	
17881114								335	200
1897740									163.7
19137338									869.64
19225361	571.43	571.43	571.43	514.29	347.86	880.64	880.64	880.64	

39. If you would like separate the charges for each employee between salary and fringe select the “Account” field from the “Choose fields to add to report.” It should be added to the Row Labels under the Ref field.
40. To identify payperiods utilize the colleges HR Journal Tracking sheet that is distributed by Sonia Ugran. If you do not receive it already you can email her at [sugran@mail.ucf.edu](mailto:sugran@mail.ucf.edu) to get the most recent version. She can also add you to the distribution list.