

Commitment Accounting-Monitoring FWS Expenditures

MyReports allows you to run reports against ASU's data warehouse, including OASIS PeopleSoft. The query **HR Expenditures by Account** will allow you to create a listing of gross pay including student work-study pay.

There are three pre-built queries within the HR Expenditures by Account query:

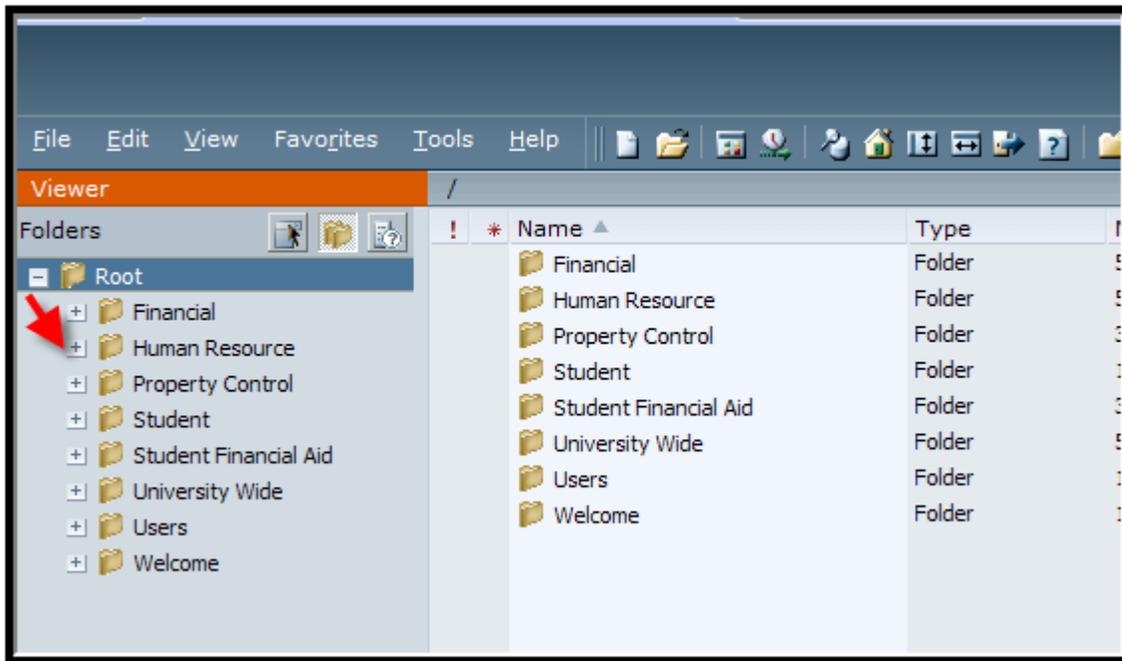
- **Query Salaries, Wages, and ERE** – (this query contains salaries, wages and ERE)
- **Query Salaries and Wages** – (this query contains salaries and wages only)
- **Query ERE** – (this query contains ERE only)

If you already have a Human Resources Data Warehouse ID you will also be able to run queries in myReports. Please refer to the myReports welcome page for information on requesting access to myReports.

<http://www.asu.edu/it/eds/welcome.html>

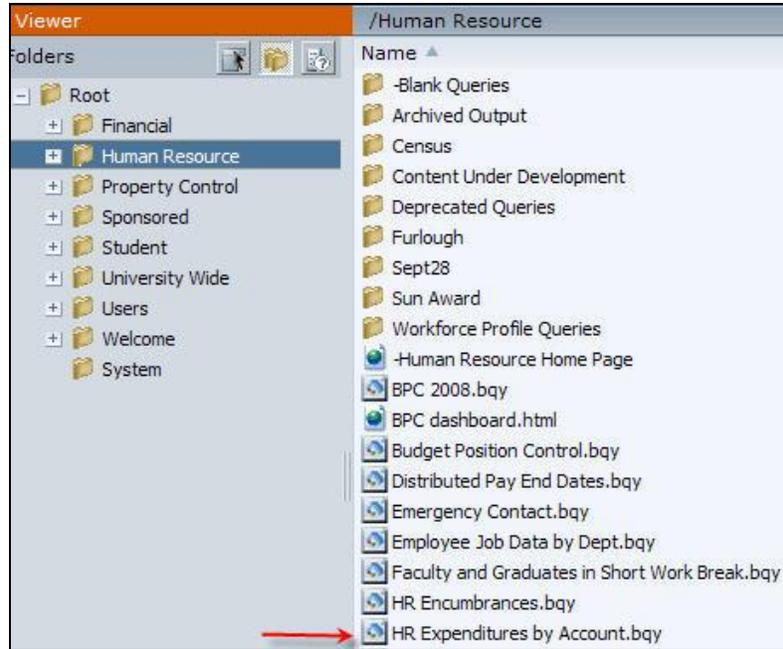
INSTRUCTIONS ON RUNNING THE QUERY:

- Go to the myReports Web site <http://www.asu.edu/it/eds/welcome.html>
- Click on **Go to My Reports**
- Log on using your ASURITE ID and Password
- Double Click on Human Resources folder

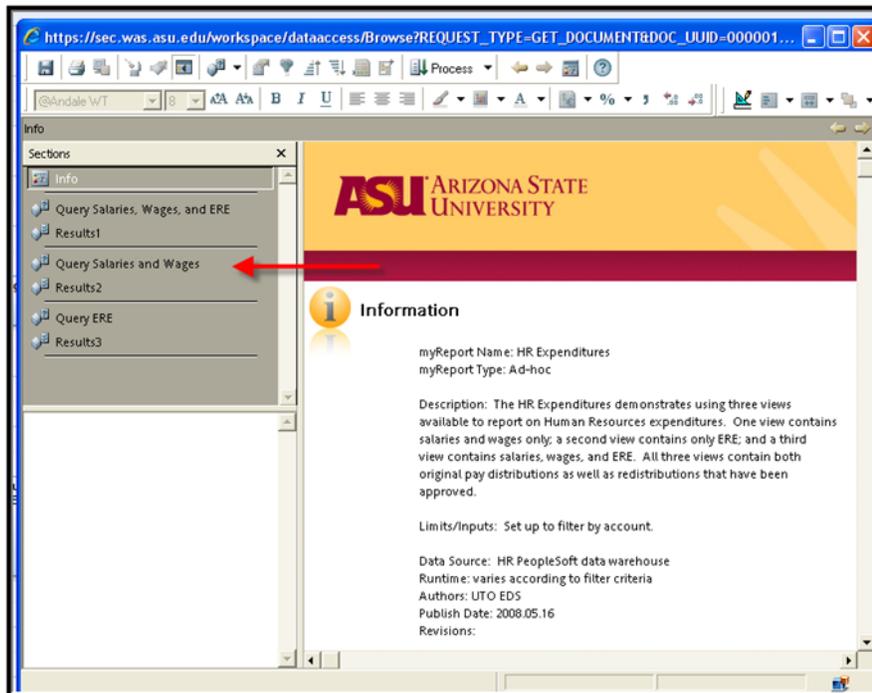


- Double Click on HR.Expenditures by Account.bqy

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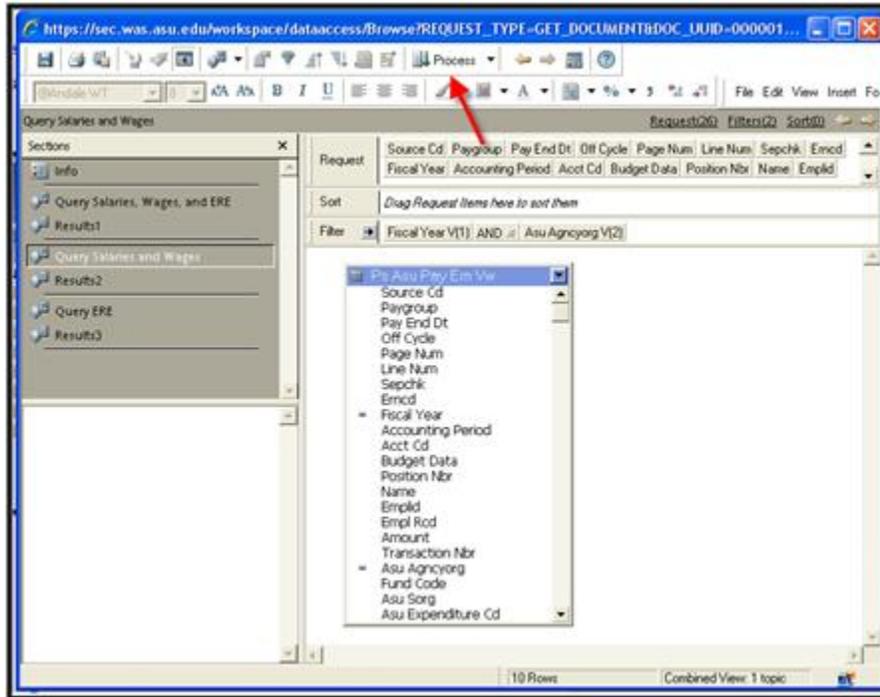


- Choose which query to run, in this example click on Query Salaries and Wages

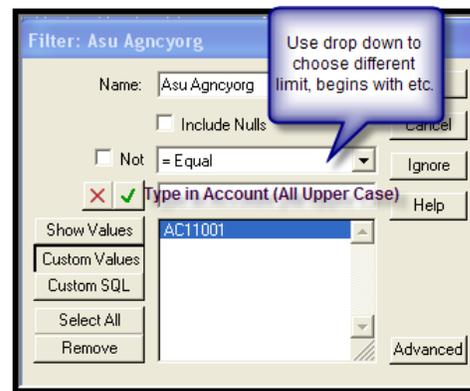
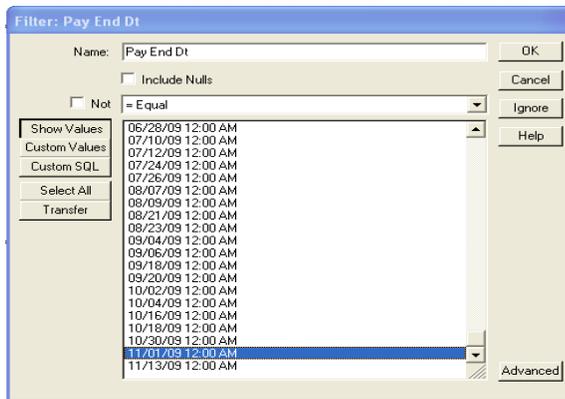


- Click on PROCESS to run the query.

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- Two Limit Boxes will now open. One for **Pay End Date** and One for Account. You must specify the **pay end date** and account. Click on OK. Make sure to use Upper Case letters.



- The results table will include all gross pay, workstudy and non-workstudy.

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	Acct Cd	Budget Data	Position Nbr	Name	Emplid	Empl Rcd	Amount
14	AC11001	7120.01 B1314	139524	C	1000904316	1	163.50
15	AC11001	7120.01 B1314	119008	H	1000876329	0	115.50
16	AC11001	7110.01 B1314	114250	Z	1000048171	0	803.47
17	AC11001	7110.01 B1314	114250	Z	1000048171	0	160.69
18	AC11001	7110.01 B1314	114250	Z	1000048171	0	321.39
19	AC11001	7110.01 B1314	111192	P	1000177137	0	117.98
20	AC11001	7110.01 B1314	111192	P	1000177137	0	1,061.78

- Click on the Pivot section to customize your results to only include fields you want to view in your results.

	Source Cd	Paygroup	Pay End Dt	Off Cy
1	RD		08/24/2008	
2	RD		08/10/2008	
3	RD		08/10/2008	
4	RD		07/27/2008	
5	RD		07/13/2008	
6	RD		07/13/2008	
7	RD		10/19/2008	
8	RD		10/19/2008	
9	RD		10/19/2008	
10	RD		10/05/2008	
11	RD		09/21/2008	

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To customize your Pivot table click on and drag the desired fields into the **Row Labels** and **Facts**. In this example we dragged the following fields into **Row Labels**: Pay End Date, Emplid, Name, ASU Expenditure Cd, Erncd, Transaction Nbr , Approval Oprid. The field Approval Oprid equal to asuca008.sqr will indicate a Redistribution Entry created from the Workstudy job. These entries are the credits to departmental accounts to move the 70% of gross pay for workstudy students to the Federal Workstudy Account. **Facts** drag Amount.

The work-study redistribution program selects all STH earnings code transactions, both work-study and non-work-study employees, and these STH earnings are then matched against the Student Database to identify students with work-study awards. If a work-study award is located, the program creates a Redistribution Entry which credits the account that was charged for the payroll expense for 70% of the expense. You can identify a redistribution entry by the Approval Oprid equal to asuca008.sqr.

If there are any questions regarding these instructions please contact your [accountant](#) in Financial Services.

The screenshot shows a PivotTable in an Internet Explorer browser window. The PivotTable is titled "Pivot" and is displayed in a window titled "Pivot". The PivotTable is filtered by "Pay End Dt" and "Approval Oprid". The PivotTable is sorted by "Amount". The PivotTable is displayed in a window titled "Pivot" with a "Data Layout" and "Sort" button. The PivotTable is filtered by "Pay End Dt" and "Approval Oprid". The PivotTable is sorted by "Amount".

Pay End Dt	Emplid	Name	Asu Expenditure Cd	Erncd	Transaction Nbr	Approval Oprid	Amount
07/13/08 12:00 AM	1000782500	[REDACTED]		71 2001	STH	0	490.15
	1000827597	[REDACTED]		71 2001	STH	0	324.8
	1000869371	[REDACTED]		71 2001	STH	0	203
			156,401	asuca008.sqr			-227.36
			156,431	asuca008.sqr			-142.1
07/27/08 12:00 AM	1000782500	[REDACTED]		71 2001	STH	0	598.25
	1000827597	[REDACTED]		71 2026	OTP	0	34.88
	1000869371	[REDACTED]		71 2001	STH	0	435
			156,953	asuca008.sqr			-304.5
			156,982	asuca008.sqr			-260.1
08/10/08 12:00 AM	1000782500	[REDACTED]		71 2001	STH	0	297.25
			157,583	asuca008.sqr			-208.08
			158,069	-			86.28
			158,072	-			121.8
	1000827597	[REDACTED]		71 2001	STH	0	464
			157,405	asuca008.sqr			-324.8
	1000869371	[REDACTED]		71 2001	STH	0	422.31
			157,430	asuca008.sqr			-295.62
08/24/08 12:00 AM	1000869371	[REDACTED]		71 2001	STH	0	529.26
			178,845	asuca008.sqr			-370.48
09/07/08 12:00 AM	1000782500	[REDACTED]		71 2001	STH	0	166.75
			179,509	asuca008.sqr			-116.73