



Payroll Expense Detail

DOTPC_016_BDL_PAYROLL_EXP_DTL

Introduction

Description and Purpose

This query lists project payroll details for fund 1206 and class 30233/30236 for a selected accounting date range including the approver's user ID.

Type of Report

EPM Query – Operational Output to HTML or Excel

Core-CT Records Used:

Project Resources Table and CT Paytime Tables

Role(s) Needed to Access the Query

EPM User + click below link for additional role(s) needed based on above table(s).

http://www.core-ct.state.ct.us/epm/xls/rptng_tbl_to_rl_mppng.xls

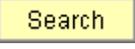
Navigation Path to the Report

EPM Reporting Tools > Query > Query Viewer.

Suggested Run Times

As required. Scheduling this query is preferred. Click on this link to learn how to schedule a query in EPM: http://www.core-ct.state.ct.us/epm/docs/schdlng_epm_qrs.doc

Running the Query

1. Navigate to EPM Query Manager or Viewer: EPM Reporting Tools > Query > Query Viewer.
2. Enter the query name (or part of the name) in the “begins with” field and click .

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By:** begins with

 [Advanced Search](#)

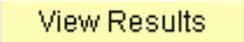
3. You will see the query displayed in the **Search Results** list. Click the [HTML](#) or [Excel](#) link to run the query.

Search Results

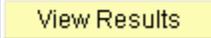
'Folder View:

Query							
<u>Query Name</u>	<u>Description</u>	<u>Owner</u>	<u>Folder</u>	<u>Run to HTML</u>	<u>Run to Excel</u>	<u>Schedule</u>	<u>Add to Favorites</u>
DOTPC_016_BDL_PAYROLL_EXP_DTL	BDL Payroll Expense Details	Public	DOT_PROJECTS	HTML	Excel	Schedule	Favorite

4. On the next screen, you will be prompted to enter information:

Query Prompts		See Screenshots Below
In This Field	Enter	Notes
From Acctg Date:	Type the date.	The first date in the Accounting period range you wish to view results for.
To Acctg Date:	Type the date.	The last date in the Accounting period range you wish to view results for.
	Click the View Results button.	The query results are displayed.

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From Acctg Date:	<input type="text" value="07/01/08"/>	
To Acctg Date:	<input type="text" value="07/08/08"/>	
		

Example of Results Page in Excel:

BDL Payroll Expense Details																	
From Acctg Date = 2008-07-01																	
To Acctg Date = 2008-07-28																	
Unit	Project	Activity	Res Type	An Type	Acct	DeptID	Fund	Class	Program	Bud Ref	Acctg Date	EMPLID	Name	Quantity	Amount	UOM	Approver Id
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50110	DOT57141	12062	30236	33004	2009	7/2/2008			1.00	28.970	HR	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50110	DOT57141	12062	30236	33004	2009	7/2/2008			9.00	396.190	HR	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50110	DOT57141	12062	30236	33004	2009	7/2/2008			42.50	1630.370	HR	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50110	DOT57141	12062	30236	33004	2009	7/2/2008			2.75	93.620	HR	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50110	DOT57394	12062	30236	33004	2009	7/2/2008			20.50	1178.760	HR	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50410	DOT57141	12062	30236	33004	2009	7/2/2008			0.00	0.050	EA	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50410	DOT57141	12062	30236	33004	2009	7/2/2008			0.00	2.550	EA	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50410	DOT57141	12062	30236	33004	2009	7/2/2008			0.00	0.160	EA	
DOTM1	DOT01650313CN	IN0000	IN103	PAY	50410	DOT57394	12062	30236	33004	2009	7/2/2008			0.00	1.160	EA	

Employee Name and IDs have been redacted.