THE COMPREHENSIVE PAYROLL RECONCILIATION
Report provides actual earnings and estimated fringe figures either for all department cost centers that funded an individual or all current distributed individuals for a particular cost center based on prompts selected. You may also prompt by UFID and select a specific report category (payroll vs fellowship/stipend).

NAVIGATION
1. Login into myUFL and navigate to: Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics
2. To open the report, click on the Team Content folder.
   - The Team Content folder is used for reports shared by you and other members of your team. The My Content folder is used for your personal reports.

CREATING REPORTING VIEW AND SETTING PROMPTS

1. Click the more options (ellipses).

2. Select Create report view.
3. Name the report as desired and save to your My Content folder:

4. Navigate to the saved report view and click the more icon.
5. Click **Properties**.

6. Click **Report**, then **Set Values**:

7. Click **Set**
8. Set the **Required** and **Optional** prompts and then click **Run Report**.
SCHEDULING THE REPORT FOR EMAIL DELIVERY

1. Click Schedule.

2. Click the Create Schedule button.
3. Select when and how frequently you would like to receive the report.
4. Click on the Options Tab and select **Send the report by email**. Set email options by clicking Edit Details.

5. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. This will also ensure that large files are not prevented from being sent through email. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions.
6. Click **Save**

![Image of report view of comprehensive payroll reconciliation with a save button highlighted.]

7. The schedule confirmation message displays. Make sure that **Schedule** is set to enable.
Report Prompts with Explanation

Reminder: Report will filter down to the specific combination of prompts used.

➢ Fiscal Year/Accounting Period or Accounting Date Range
  o Select Employees Using Job Data/ Distributed Dept
    ▪ Select Employees By Job Data Home Dept – Prompt will pull all employees under a dept id/college job data record regardless of distribution
      • Best to run with only dept id or college prompts
      • Example Scenario: Trying to find where all your employees are being paid from
    ▪ Select Employees By Distributed Dept – Prompt will pull all employees distributed to cost center prompted regardless of job data dept
      • Example Scenario: Trying to find all employees paid from a specific funding source
  o Select Employee (by UFID)
    ▪ Runs Payroll data for timeframe selected for individual employee or group of UFIDs.
      • Note: when inserting in multiple UFIDs, copy/paste column from a table
  o Select Date Range
  o Choose Report Category: Report defaults to show both
    ▪ Payroll or Fellowship/Stipend – Prompt will pull only account codes associated with the category selected
  o Include or Exclude Chartfield Descriptions
    ▪ This prompt will allow you to either include or exclude description of Chartfield values
      • Excludes: 731100
      • Includes: 731100 - Lab Supplies
  o Choose Relative Timeframe
    ▪ Current Fiscal Year, Current Acctng Period, Prior Fiscal Year, Prior Acctng Period, Prior Week
  o Select Salary Admin Plan(s)

➢ Chartfield Values: Prompts only if used in Combination Code
  o College
  o Dept ID(s)
  o Fund(s)
  o Source of Fund(s)
  o Budget Reference(s)
  o Flex Code(s)
  o EmplID Chartfield(s)

➢ Project / Award Related Values:
  o Award ID(s)
  o Award PI UFID(s)
  o Project ID(s)
  o Project Manager UFID(s)
Report Export Fields with Explanation

- **Pay End Date**
  - Date pay period ends

- **Budget Date**
  - Last day of the month on original charges
  - Date changes were made for retros

- **Run Date**
  - Date transaction hits GL
    - Typically, Friday after pay end date

- **Accounting Date**
  - Matches pay end date for original charges
  - Date changes were made for retros

- **Fiscal Year**

- **Position number**

- **UFID**

- **Name**

- **Employee Record Number**

- **Combination Code**

- **Employee Type**
  - Salary Admin Plan Type

- **FTE**

- **Earnings Percentage**

- **Salary Plan Code**

- **Retro Indicator**
  - O – Original
  - R – Retro (New Charge)
  - B – Backed Out

- **Earnings Code**

- **Earnings Description**

- **Monetary Amount**

- **Fringe Rate**
  - Percentage

- **Fringe**
  - Estimated Amount

- **Account Code**

- **Dept ID**

- **Fund Code**

- **Program Code**

- **Budget Reference**

- **Source of Funds Code**

- **Project Code**

- **Project Title**

- **Project DeptID**

- **Award ID**

- **Award Full Title**

- **Sponsor Name**

- **Award PI Name**

- **Award PI UFID**
➢ Project Manager UFID
➢ Project PI Name
➢ Flex Code
➢ EmplID
➢ CRIS Code

ADDITIONAL HELP
Technical issues, contact the University of Florida Reporting Services
reporting-services@ufl.edu