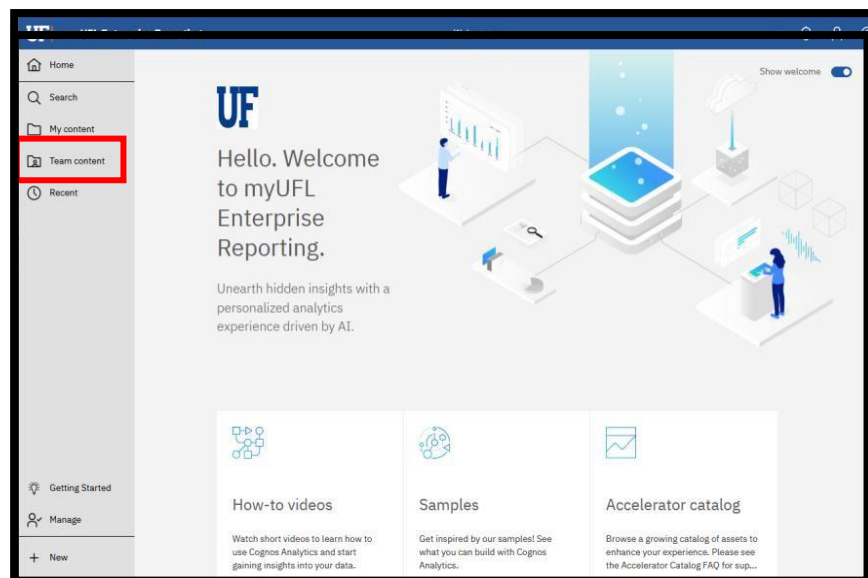


## THE COMPREHENSIVE PAYROLL RECONCILIATION

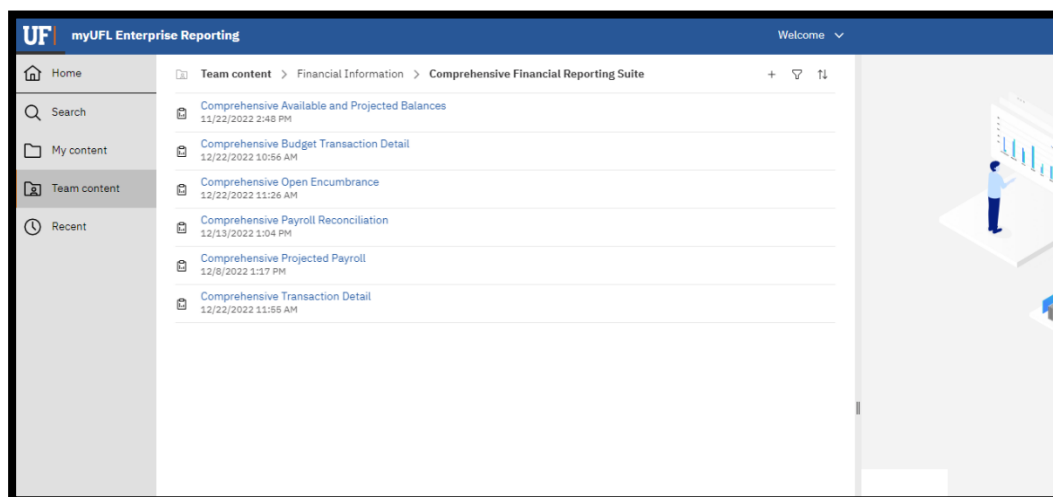
Report provides actual earnings and estimated fringe figures either for all department cost centers that funded an individual or all current distributed individuals for a particular cost center based on prompts selected. You may also prompt by UFID and select a specific report category (payroll vs fellowship/stipend).

### 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.

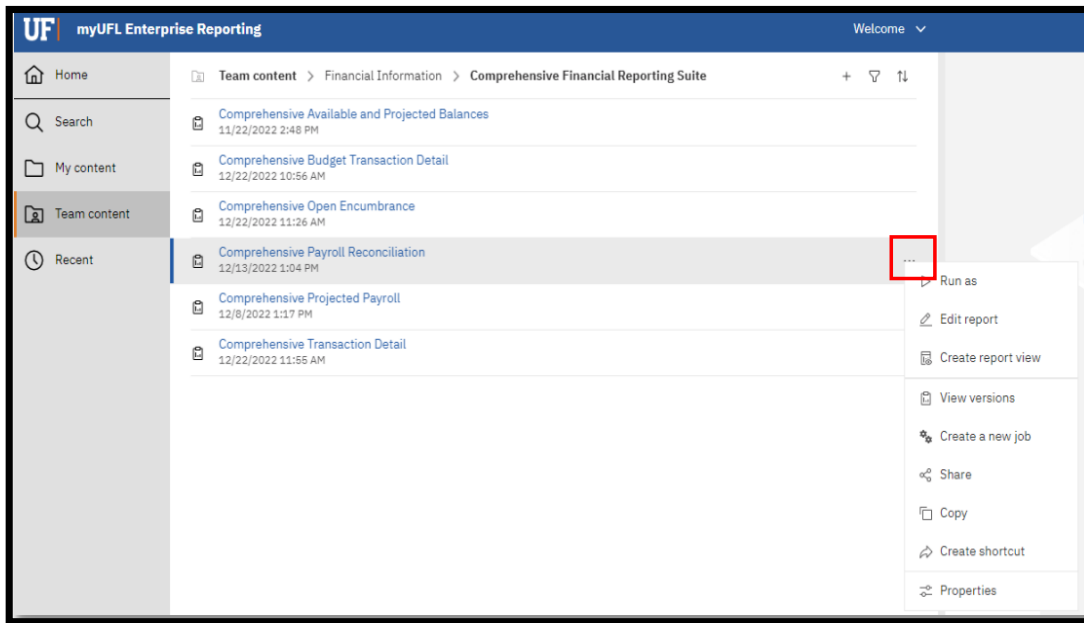


3. Navigation to the report: **Team content > Financial Information > Comprehensive Financial Reporting Suite**

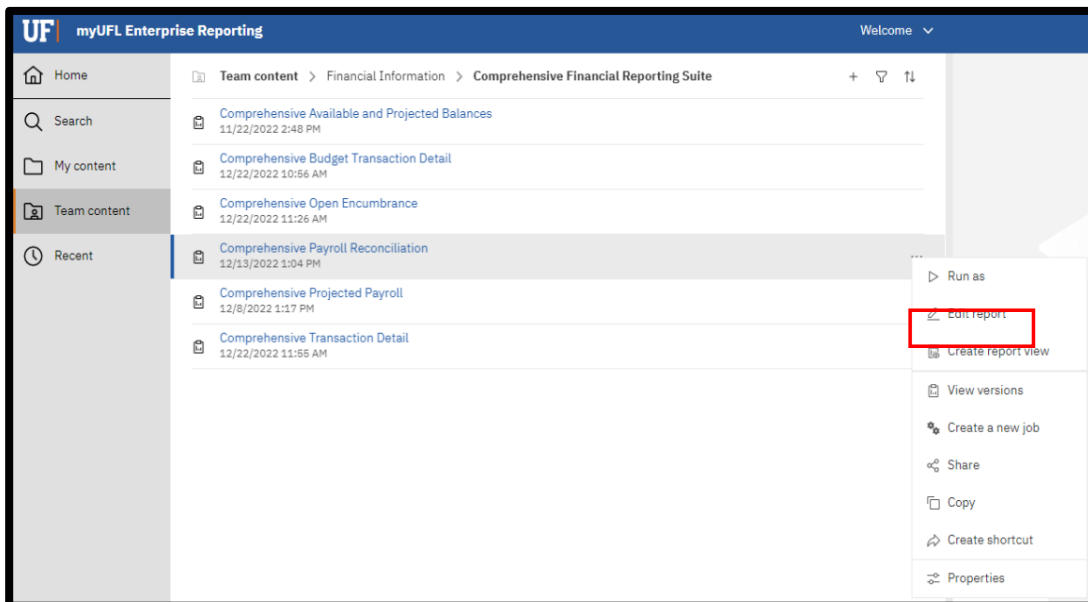


## CREATING REPORTING VIEW AND SETTING PROMPTS

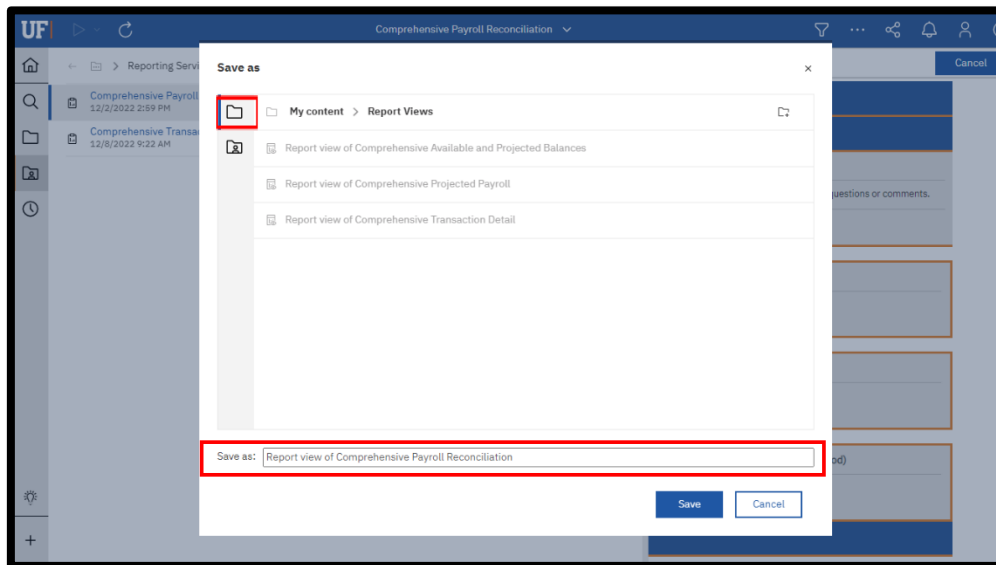
1. Click the **more** options (ellipses).



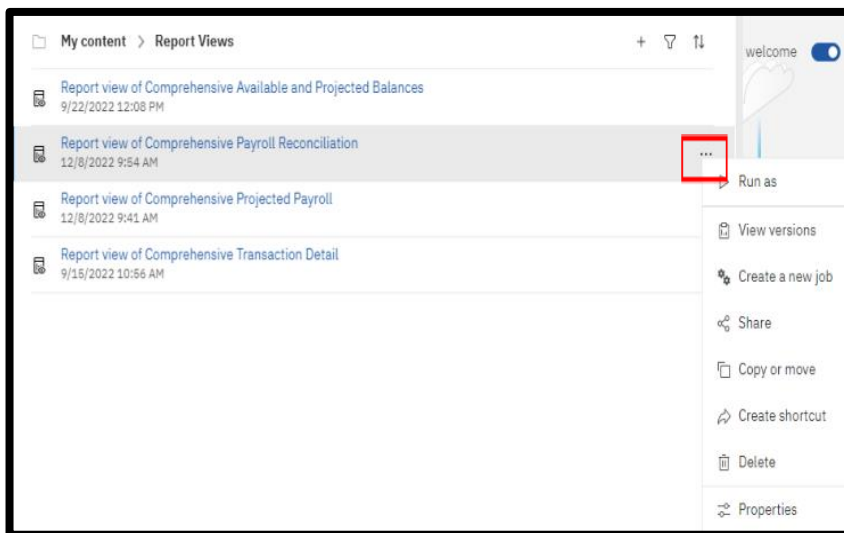
2. Select **Create report view**.



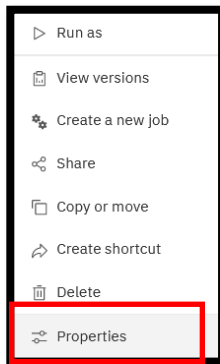
3. Name the report as desired and save to your **My Content** folder:



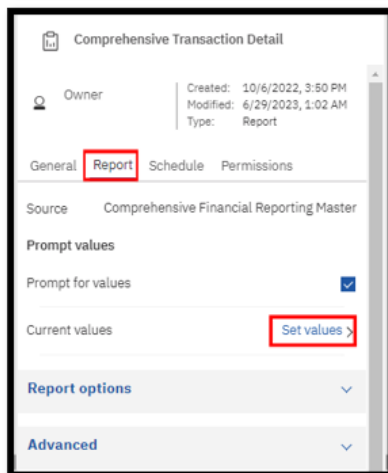
4. Navigate to the saved report view and click the **more** icon.



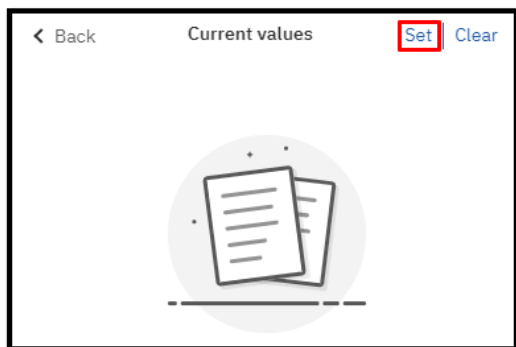
5. Click **Properties**.



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



7. Click **Set**



8. Set the **Required** and **Optional** prompts and then click **Run Report**.

This report will be downloaded in Excel format Cancel

**Fiscal Year/Accounting Period or Accounting Date Range**

Select Employees Using Job Data Home College / DeptID(s)?  
Employees by Distributed Dept

Select Employee (by UFID)  
Value:  → Selections:   
Select all Deselect all

Select Date Range  
From: ☐ Jun 29, 2023    
☒ Earliest date  
To: ☐ Jun 29, 2023    
☒ Latest date

**Choose Report Category**  
ReportType

**Include or Exclude Chartfield Descriptions?**  
Exclude Chartfield Descrs

**Choose Relative Timeframe: (ie Current or Prior Accounting Period)**  
Relative Timeframe

**Select Salary Admin Plan(s)**  
☐ CPFI--Clin Postdoc Assoc/Inte  
☐ CTSY--Courtesy Faculty Appoi  
☐ FA09--Salaried Faculty - 9 Mo  
☐ FA10--Salaried Faculty - 10 Mo  
☐ FA12--Salaried Faculty - 12 Mo  
Select all Deselect all

**Comprehensive Payroll Reconciliation**  
Description: 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).  
Inquiries: Please contact reporting-services@ufl.edu with any questions or comments.  
Last Modified: 6/28/23

**Chartfield Values**

Select College  
College Code Mask and Desc

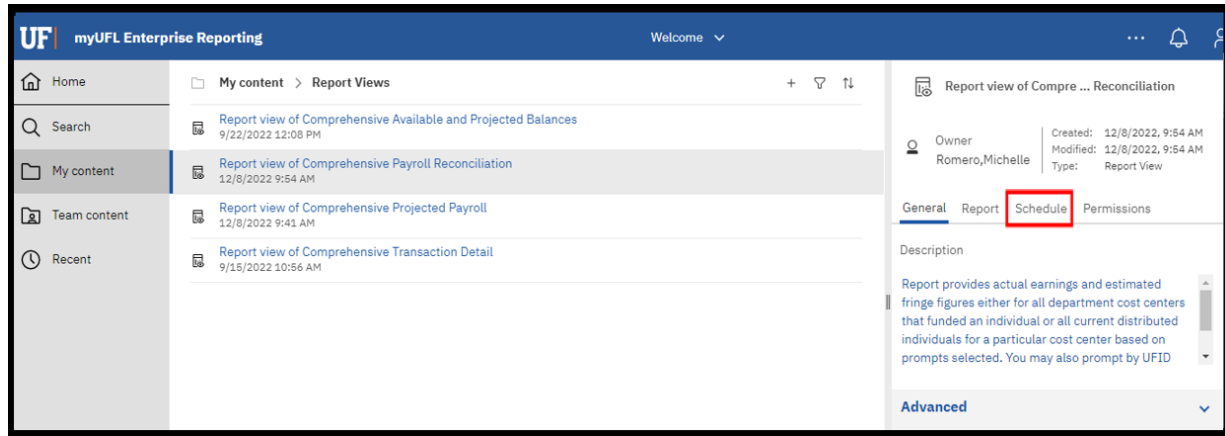
OR

Select DeptID(s)  
Keywords:  Choices:

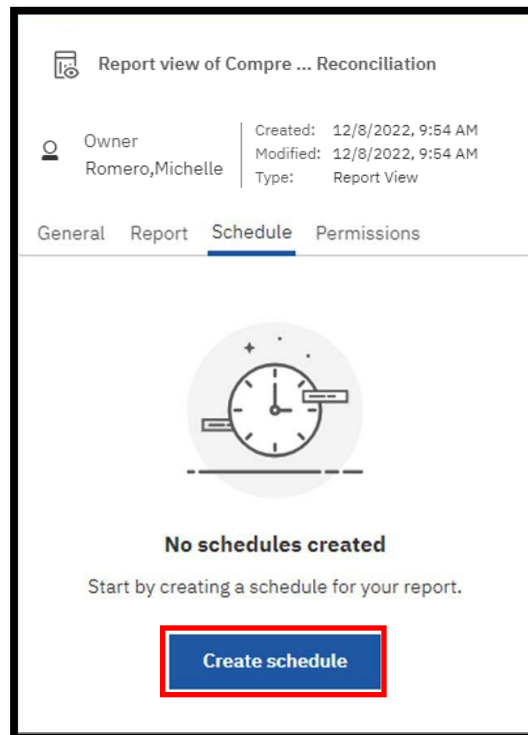
Select Fund(s)  
Keywords:  Input keywords here   
Choices:

## 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.

Report view of Comprehensive Payroll Reconciliation

Schedule Options Prompts

Frequency

Type Weekly

Repeat every 1 week

Repeat on M T W T F S S

☐ Daily time interval ⓘ

Period

Start 2022-07-05 4:00 PM

☒ No end date

- Click on the Options Tab and select **Send the report by email**. Set email options by clicking Edit Details.

Report view of Comprehensive Payroll Reconciliation

**Format**

☐ HTML ☐ PDF ☒ Excel

☐ Excel Data ☐ CSV

**Accessibility**

☐ Enable accessibility support

**Delivery**

☒ Save

☒ Save report

☒ Send report by email  
1 recipient

☐ Send report to mobile device

☐ Print

**Languages**

English (United States)

**Credentials**

Moran, Emily  
emoran@ufl.edu

**Priority**

3

**Format**

Excel

**Delivery**

Save, Email

**Languages**

English (United States)

[Reset default options](#)

**Edit details**

**Save** **Cancel**

- 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.

Report view of Comprehensive Payroll Reconciliation

Moran, Emily

Cc | Bcc Directory

Subject

A new version of Report view of Comprehensive Payroll Reconciliation is available

Message

Include the following with my message

☒ Include link

☐ Attach report output

6. Click **Save**

Report view of Comprehensive Payroll Reconciliation

Schedule Options Prompts

You currently have no prompt values

Set values

Summary

Schedule  
Run every 1 week(s) from July 6, 2022 at 4:00 PM on Tuesday

Credentials  
Moran, Emily  
emoran@ufl.edu

Priority  
3

Format  
Excel

Delivery  
Save

Languages  
English (United States)

Reset default options

Save Cancel

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

Report view of Comprehensive Payroll Reconciliation

Owner: Romero, Michelle  
Created: 12/8/2022, 9:54 AM  
Modified: 12/8/2022, 10:12 AM  
Type: Report View

General Report Schedule Permissions

Enable

Schedule  
Run every 1 week(s) from December 8, 2022 at 10:14 AM on Thursday

Credentials  
Romero, Michelle  
michelle.romero@ufl.edu

Priority  
3

Format  
Excel

Delivery  
Save

Languages  
English (United States)

## Report Prompts with Explanation

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

- Fiscal Year/Accounting Period or Accounting Date Range
  - 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
  - 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
  - Select Date Range
  - Choose Report Category: Report defaults to show both
    - Payroll or Fellowship/Stipend – Prompt will pull only account codes associated with the category selected
  - 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
  - Choose Relative Timeframe
    - Current Fiscal Year, Current Acctng Period, Prior Fiscal Year, Prior Acctng Period, Prior Week
  - Select Salary Admin Plan(s)
- Chartfield Values: Prompts only if used in Combination Code
  - College
  - Dept ID(s)
  - Fund(s)
  - Source of Fund(s)
  - Budget Reference(s)
  - Flex Code(s)
  - EmplID Chartfield(s)
- Project / Award Related Values:
  - Award ID(s)
  - Award PI UFID(s)
  - Project ID(s)
  - 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](mailto:reporting-services@ufl.edu)