On the Accounting View of Payroll Activity selection screen:

1. **REQUIRED**: Enter a **Fiscal Period** – (e.g., 02).

2. **REQUIRED**: Enter a **Fiscal Year** – (e.g., 2003).

3. **Organization unit** (Use *Drop-down* to view Org hierarchy selection window – shown here)

6. Execute

4. **Cost Object** (optional)

See Step 5 on the next page.

1. **REQUIRED**: Enter a **Fiscal Period** – (e.g., 02).

2. **REQUIRED**: Enter a **Fiscal Year** – (e.g., 2003).
3. **REQUIRED**: Enter an **Organization unit number** – (e.g., 50012345).

   *Note:* Click in the field and click on the **Down arrow** button to find an **Organizational unit number**. Select **Structure Search**. Open the hierarchy by clicking on the **plus (+) folders** next to the appropriate areas. The HR/Payroll hierarchy mirrors the Cost Center hierarchy. On-line users are limited to only those Organizational units to which they should have security access. If no Cost Center selections are entered, then all Cost Objects (Cost Centers or WBS Elements) in the selected organization will be reported.

4. **OPTIONAL**: Enter a **Cost Object** or a range of **Cost Objects**.

   *Note:* **Cost Objects must belong to selected Organizational unit.** Click on the **Multiple selection** button to add additional cost centers or ranges.
Accounting View of Payroll (cont.)

5. Select one of the two radio buttons – Cost Center Funding View OR Employee Funding View (per guidelines below):

- **Cost Object View:** to view all employees paid from a cost center or range of cost centers for a fiscal period, ***regardless of the organizational unit for the position***. For purposes of this report, WBS Elements are included in the Cost Center selection.

- **OR**

- **Employee Funding View:** to view all funding sources for all employees in your organizational unit(s). This view will show all funding sources for individuals in a particular fiscal period, ***regardless of whether the funding source belongs to your organization or not***.

6. To run the report, click on the Execute button (F8) (See Screen Captures and Data Descriptions of Two Different Views of Report on Next Pages).
On the **Cost Center Funding (Accounting View of Payroll Activity)** report screen:

**Cost Center**

**GL Account Total**

Organization to which the employee is assigned. In this example, all of the employees paid from this cost center belong to the same organization as the cost center.

**Cost Center Total**

Scroll to the bottom to see Total for all Cost Objects in the Organization

**NOTE:** See data elements outlined on next page.
For the **Cost Center Funding View**: review the list of employees and subtotals for each GL Account within a Cost Center.

**Data elements include:**
- Cost Object (Cost Center or WBS Element)
- GL Account
- Employee ID (Duke Unique ID) - *not displayed below.*
- Employee Name
- Personnel Subarea (Exempt, Nonexempt, Casual Labor, etc.)
- Pay Point
- Owning Organization (Organization to which the employee is assigned. The report reflects all employees paid by a Cost Object, whether the employee is assigned to another Organization or not).
- Dollar Total
- Percentage of Employee Pay for the period.

**Salary G/L Accounts for DUHS:**

*Note: With the new salary GL accounts for DUHS used with SAP HR/Payroll, users will be able to analyze the dollar amount of salary by different categories of pay within a Cost Center. The salary GL accounts for DUHS are:*

<table>
<thead>
<tr>
<th>Exempt (Monthly)</th>
<th>Nonexempt (Biweekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>Description</td>
</tr>
<tr>
<td>600010</td>
<td>Primary Salary</td>
</tr>
<tr>
<td>600020</td>
<td>Supplemental Pay</td>
</tr>
<tr>
<td>601710</td>
<td>House Staff-Base Pay</td>
</tr>
<tr>
<td>601720</td>
<td>House Staff-Suppl Pay</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. For the **Employee Funding View**: review the list of employees with funding sources.

**Data elements include:**
- **Org** - Organizational Unit number, eight digits beginning with 500.
- **Organization Description** – Title of the organization
- **Personnel Subarea** (Exempt, Nonexempt, Casual Labor, etc.)
- **Employee ID** (Duke Unique ID)
- **Employee Name**
- **Cost Center** (Cost Center or WBS Element)
- **Cost Center Description** (Cost Object description)
- **G/L Accounts**
- **Dollar Total** - for the fiscal period. Double click on name for pay period data.
- **Percentage** of Employee Pay for the fiscal period from the Cost Object-GL Account combination. The Total of each employee should equal 100%.
- **Hours for biweekly employees**, on both summary and drilldown screens. Exempt staff or faculty will display N/A.

**To export either view of the report to Excel:**

9. Follow the menu path: **List → Save → File.**

*Note: Follow Steps 2-7 per the Export section, Page 50 of the Guide, (where no Export button is available).*
To drill down on one employee and view the payroll activity (from the Accounting View of Payroll Activity summary screen):

Note: The drill down provides the **payroll activity that comprises an employee’s total payroll amount for a fiscal period**. This is particularly useful for viewing non-exempt employees since the total for the fiscal month is the sum of two or three payroll periods (based on the month) OR in the case of off-cycle adjustments (e.g. manual checks or retroactive adjustments).

10. Double click on the desired **employee or salary amount** to be viewed in further detail (see below).

11. View the payroll activity for that employee (see below).

To exit the report when ready:

12. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.