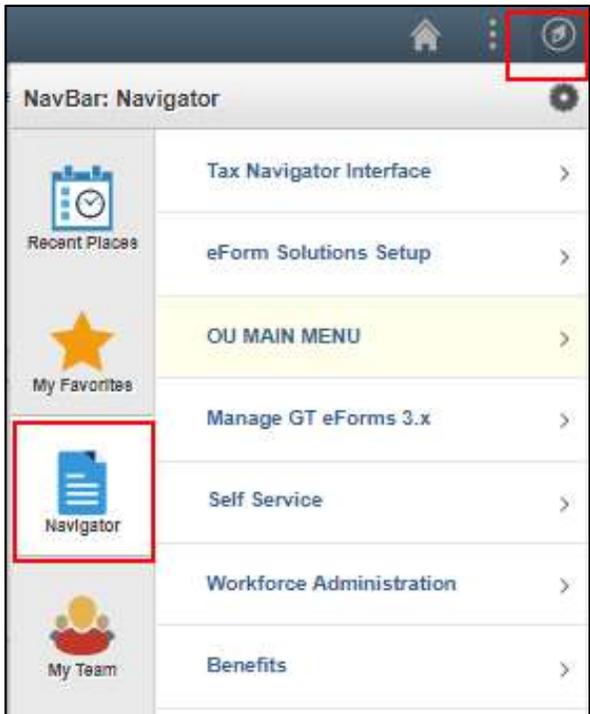




Step	How to run Department Chartfield Register Report
Navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Department Chartfield Register	
1	<p>In this document, we will discuss how to run the Department Chartfield Register Report. This report is the total gross per chartfield for all salary and hourly employees.</p> <p>Please note, use this guide in conjunction with the Biweekly Coordinator Checklist to assist with the timing of when to run the Department Chartfield Register Report to ensure payroll processing accuracy.</p> <p>Biweekly Coordinator Checklist Link https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordinators</p>
2	<p>To run the Department Chartfield Register Report, begin by clicking on the NavBar  to access the Navigator.</p> <div data-bbox="938 695 1528 1409" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a web interface titled "NavBar: Navigator". On the left, there is a sidebar with icons for "Recent Places", "My Favorites", "Navigator", and "My Team". The "Navigator" icon is highlighted with a red box. On the right, there is a list of menu items: "Tax Navigator Interface", "eForm Solutions Setup", "OU MAIN MENU" (highlighted in yellow), "Manage GT eForms 3.x", "Self Service", "Workforce Administration", and "Benefits".</p> </div>
3	<p>Navigate to Department Chartfield Register: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Department Chartfield Register</p> <div data-bbox="927 1493 1528 1900" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a search interface titled "Chart Field Register". It includes a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the search bar are two buttons: "Find an Existing Value" and "Add a New Value". There is a "Search Criteria" dropdown menu. Below that, it says "Search by: Run Control ID begins with:" followed by a text input field. There is also a checkbox for "Case Sensitive". At the bottom, there is a "Search" button and a link to "Advanced Search".</p> </div>



4 On the Chart Field Register page click on the 'Add a New Value tab', enter a new Run Control ID 'REPORT' in the field and Add.

5 On Acct Cd Spread tab enter the necessary fields in steps 1-3, click Run.
 1. Enter the Pay Run ID for payroll being processed.
 • Example: Pay Period End Date 1/2/21, BW210102.
 2. Enter HR Dept ID in the the Department From and To fields.
 • Example: Department From ADM301
 3. Payroll Cycle Check the On-Cycle button.

6 Ensure the box is checked for the OU Dept Chart Field Register, Click OK.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	OU Dept Chart Field Register	OUETRGLD	SQR Report	Web	PDF	Distribution



7 Click on the Process Monitor link.

8 Click on Refresh till the process shows Run Status 'Success' and Distribution Status 'Posted.' Then click on Details link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	343357		SQR Report	OUETRGLD	530208	01/13/2021 5:24:06PM CST	Success	Posted	Details

9 Under Process detail, click on the View Log/Trace link.



10

Click on the You can use the PDF and/or the CSV to download the Department Chartfield Register.

This report is the total gross per chartfield for all salary and hourly employees. If the pay is not on this report, then it will not get paid.

1. Spot check for errors.
2. Verify terminated employees are not listed.
3. Verify all salary employees are listed if should be paid.
4. Check all employees on LWOP and verify payment amount is correct.
5. Pay and FTE changes should be reflected.
6. Chartfields should be checked.

We recommend doing a pivot table and comparing to last pay period to spot check any differences between this period and last pay period, to make sure you can reconcile any change between the two payrolls.

View Log/Trace

Report

Report ID: 52877	Process Instance: 343357	Message Log
Name: OUETRGLD	Process Type: SQR Report	
Run Status: Success		

OU Dept Chart Field Register

Distribution Details

Distribution Node: HCPRD	Expiration Date: 01/20/2021
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File List

Name	File Size (bytes)	Datetime Created
OUETRGLD_343357.PDF	6,422	01/13/2021 5:25:00.597553PM CST
OUETRGLD_343357.out	476	01/13/2021 5:25:00.597553PM CST
SQR_OUETRGLD_343357.log	1,966	01/13/2021 5:25:00.597553PM CST
ouetrgrid.csv	15,343	01/13/2021 5:25:00.597553PM CST