

The UNIVERSITY of OKLAHOMA

Step	How to run Department Chartfield Register Report						
Navigation: N	lavigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports >						
Department	Department Chartfield Register						
1	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. 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. Biweekly Coordinator Checklist Link <u>https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordinators</u>						
2	To run the Department Chartfield Register Report access the Navigator.	, begin by click	king on the NavBar 💿 to				
			🏫 🕴 🥑				
		NavBar: Navig	jator O				
			Tax Navigator Interface >				
		Recent Places	eForm Solutions Setup >				
		My Fayorites	OU MAIN MENU				
			Manage GT eForms 3.x >				
		Navigator	Self Service >				
			Workforce Administration >				
		My Team	Benefits >				
3	Navigate to Department Chartfield Register: Main Departmental Payroll > Departmental Payroll Repo	Menu > OU N orts > Departn Chart Field Register Enter any information you h Find an Existing Value Search Criteria Search by: Run Contro Case Sensitive Search Advanced Se Find an Existing Value Ad	Main Menu > Payroll > nent Chartfield Register ave and click Search. Leave fields blank for a list of all values. Add a New Value IDbegins with sarch d a New Value				



4

5

		Chart Field Register
		Eind an Existing Value Add a New Value
		Run Control ID REPORT
		Add
On Acct Cd S	pread tab enter the necessar	v fields in steps 1-3, click Run.
1. Ente	the Pay Run ID for payroll be	eing processed.
•	Example: Pay Period End D	ate 1/2/21, BW210102.
2. Ente	r HR Dept ID in the the Depart	tment From and To fields.
•	Example: Department Fron	n ADM301
3. Payro	oll Cycle Check the On-Cycle b	outton.
	Acct Cd Spreade	
	Run Control ID REPORT	Report Manager Process Monitor
	Report Request Parameters	

Department From

6	Ensure the box	k is checked for the OU De	ont Chart Fie	ld Register Cl	ick OK		
0		Process Scheduler Request					
		User ID 530208 Run Control ID REPORT		REPORT	H		
		Server Name PSNTOKC	×	Run Date 01/13/2021	3		
		Recurrence	~	Run Time 5.24:06PM	Reset to Current Date/Time		
		Time Zona Q. Process List					
		Select Description	Process Name	Process Type	*Type *Format Distribution		
		OU Dept Chart Field Register	OUETRGLD	SQR Report	Web V PDF V Distribution		



-	Click on the	Process N	Monitor link.						
			Acct Cd Spreads						
			Run Contro	ID REPORT		0	Report Manager Pr	ocess Monitor	Run
			Report Request F	arameters					
			Pay Run ID:	BW210102	BW21	0102			
			Department From:	ADM301	Fina	ncial Services			
			Department To:	ADM301	Firm	neial Specieue			
			Department 10.		1104	Indial and Traca			
			Payroll Cycle						
			On-Cycle	O ott-Cyc	e	O Both			
			Save Save	y				Add 🔰 Up	date/Display
8	Click on Refresh till the process shows Run Status 'Success' and Distribution Status 'Posted.'								
		on Details	ППК. 1						INEW ANUTOON
	Process List Server List								
	View Proces	s Request For							
	User ID 53	30208 Q	Type Name	Last Q Instance From	~	1 Days	Refresh Report Manager		
	Run Status	~	Distribution Status	~	Save O	n Refresh			
	Process List						14 - 4	1-5 of 5 🗸 🕨	▶ View All
	Select Ins	stance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
		3357	SQR Report						Contract of the
9				OUETRGLD	530208	01/13/2021 5:24:06PM CST	Success	Posted	Details
	Under Proc	ess detail,	click on the	View Log/T	⁵³⁰²⁰⁸ race li	01/13/2021 5:24:06PM CST	Success	Posted	Details
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	Under Proc	ess detail,	click on the	View Log/T	race li	nk.	Success	Posted	Detais
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	Under Proc	ess detail,	click on the	View Log/T Process Insta Na Run Sta	race li noe 34336 me OUET tus Succe	01/13/2021 6:24:06PM CST ink. Pr RGLD ss Di	Success Type SQR F Description OU De stribution Status Poster	Posted Report ept Chart Field Regis	Details
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10	Click on the You can use the PDF and/or the CSV to download the Department Chartfield						
	Register.						
	on this report then it will not get naid						
	1. Spot check for errors.						
	 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 a	nd comparing to last p	bay period to spot check any				
	differences between this period and I	ast pay period, to mak	ke sure you can reconcile any change				
	between the two payrolls.						
		View Log/Trace					
		Report					
		Report ID 52877	Process Instance 343357 Message Log Process Type SOR Report				
		Run Status Success					
		OU Dept Chart Field Register					
		Distribution Details					
		Distribution Node HCPRD	Expiration Date 01/20/2021				
		File List	File Size (hytes) 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 5:25:00.597653PM CST				
		ouetrgid.csv	15,343 01/13/2021 5:25:00.597553PM CST				