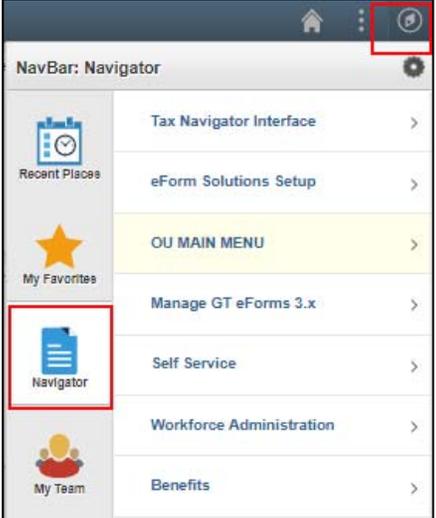
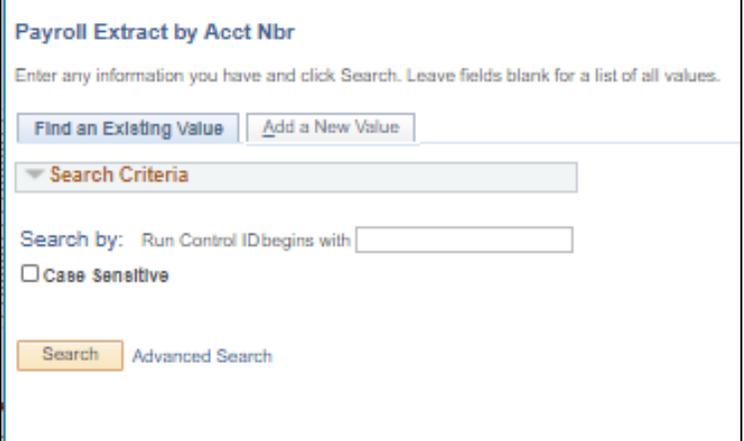




Step	How to run Payroll Extract by Account Number (Funding)
Navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Payroll Extract by Acct Nbr	
1	<p>In this document, we will discuss how to run the Payroll Extract by Account Number Report. This report provides the funding information based upon the Financial Org (not HR Dept ID) and requires the user to have access to the Financial Orgs in PeopleSoft Financials to run the report in HR. The report will provide each employee being paid with the GL account, chartfield spread, and gross pay based upon the payroll and Financial Org selected.</p> <p>Please note, use this guide in conjunction with the Biweekly Coordinator Checklist to assist with the timing of when to run the Payroll Extract by Account Number Report. This extract can be run at the same time the Chartfield Register Report can be run.</p> <p>Biweekly Coordinator Checklist Link https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordiators</p>
2	<p>To run the Payroll Extract by Account Number Report, begin by clicking on the NavBar  to access the Navigator.</p> 
3	<p>Navigate to Payroll Extract by Account Number Report: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Payroll Extract by Acct Nbr</p> 



4 On the Chart Field Register page if you do not have a current run control, click on the 'Add a New Value tab', enter a new Run Control ID 'REPORT' in the field and Add. If you have an existing run control, click on Find an Existing Value and click Search.

5 On Report Request Parameter(s) enter the necessary fields, then click Run. There are two methods of running this report.

All My Accounts:

- 1. Enter the Pay Run ID for payroll being processed.
 - a. Example: Pay Period End Date 1/2/21, BW210102.
- 2. Report on: Ensure the All My Accounts is marked.

Selected Accounts:

- 1. Enter the Pay Run ID for payroll being processed.
 - a. Example: Pay Period End Date 1/2/21, BW210102.
- 2. Report on: Selected Accounts marked.
- 3. Enter the Financial Org in the field provided,
 - a. Note the report is not based upon the HR Dept ID.
 - b. Rows can be added for multiple department IDs by adding a row 



6 Ensure the box is checked for the Department Payroll Extract, then OK.

Process Scheduler Request

User ID: 530208 Run Control ID: REPORT

Server Name: PSNTOJKC Run Date: 02/15/2021

Recurrence: [dropdown] Run Time: 9:01:13AM

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Departmental Payroll Extract	PAY543NW	SQR Report	Web	PDF	Distribution

OK Cancel

7 Click on the Process Monitor link.

Runou Pay543x

Run Control ID: REPORT Report Manager: Process Monitor Run

Language: English Process Instance: 357342

Report Request Parameter(s)

Payroll Run

Pay Run ID: BW210102 Pay End Date: BW210102

Report on

All My Accounts

Selected Account(s)

ORG	Description
1	

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

Process List Server List

View Process Request For

User ID: 530208 Type: [dropdown] Last: [dropdown] 1 Days: [dropdown] Refresh

Server: [dropdown] Name: [dropdown] Instance From: [dropdown] Instance To: [dropdown] Report Manager

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	357342		SQR Report	PAY543NW	530208	02/15/2021 9:01:13AM CST	Success	Posted	Details



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

Process Detail

Process

Instance 357342	Type SQR Report
Name PAY543NW	Description Departmental Payroll Extract
Run Status Success	Distribution Status Posted

Run

Run Control ID REPORT	Update Process
Location Server	<input type="radio"/> Hold Request
Server PSNTOKC	<input type="radio"/> Queue Request
Recurrence	<input type="radio"/> Cancel Request
	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time

Request Created On 02/15/2021 9:01:25AM CST	Parameters
Run Anytime After 02/15/2021 9:01:13AM CST	Message Log
Began Process At 02/15/2021 9:01:41AM CST	Batch Timings
Ended Process At 02/15/2021 9:01:55AM CST	View Log/Trace

[Transfer](#)

10 Click on the PDF to download the Payroll Extract by Account Number Report.

View Log/Trace

[Help](#)

Report

Report ID 63255	Process Instance 357342	Message Log
Name PAY543NW	Process Type SQR Report	
Run Status Success		

Departmental Payroll Extract

Distribution Details

Distribution Node HCPRD	Expiration Date 02/22/2021
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File List

Name	File Size (bytes)	Datetime Created
PAY543NW_357342.PDF	3,260	02/15/2021 9:01:55.396651AM CST
PAY543NW_357342.out	4,406	02/15/2021 9:01:55.396651AM CST
SQR_PAY543NW_357342.log	1,966	02/15/2021 9:01:55.396651AM CST