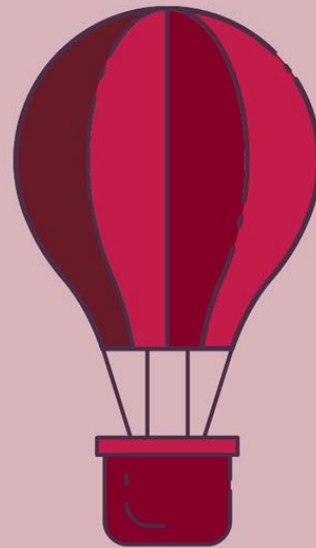


Payroll Details Report Instructions



The future of
work is here

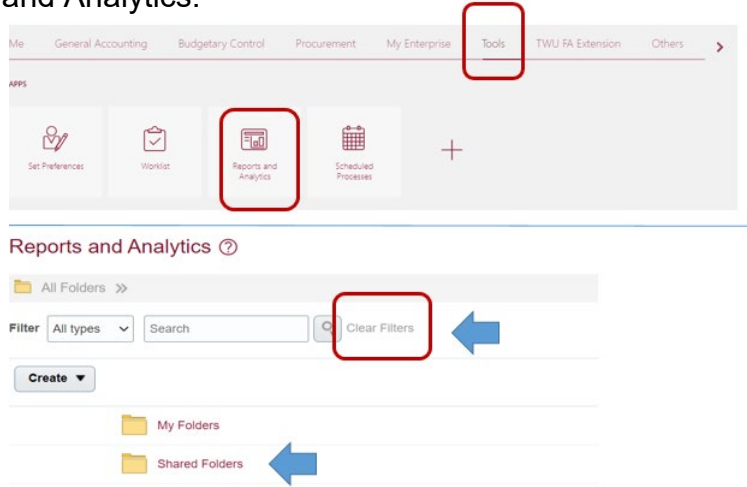


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Run the Payroll Details Report

The Payroll Details Report is found in the Cloud under Tools, and within Reports and Analytics.



First, Click on Clear Filters. Then Click on Shared Folders, and follow this path:

➡ Custom ➡ Reports ➡ Administrative Management ➡ TWU Payroll Details by Account

(Helpful Tip: Set as a Favorite for easy access in the future.)



Next, enter the date range and other fields depending on the level of detail desired. For **p_date from** and **p_date to**, this report uses the actual pay date and not the monthly budget period. This will require selecting a broader date range to capture the pay activity in the budget period desired. To run year-to-date enter 09-1-2023 and today's date.

Example, for reconciling November payroll activity, select a date range from October 15 through December 15 using the Calendar icon. This will ensure the November payroll expense activity that is paid in December will be included.

The screenshot displays the 'TWU Payroll Details by Account Report' interface. The top section contains filters for 'p_date_from', 'p_date_to', 'Fund Class', 'Fund Source', 'Department', 'Function', and 'Project'. Below these, a 'Select Date and Time' dialog box is open, showing a calendar for December 2023. The calendar grid is as follows:

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Arrows indicate the flow from the 'p_date_from' and 'p_date_to' fields to the calendar selection process.

Next, use the drop down menu to select the Department number. Click on Search and enter the department number, click Search again. Click on the Department and press OK. Note: Further specificity and detail can be obtained by entering the Fund Class, Fund Source, Function, and/or Project as desired.

TWU Payroll Details by Account Report

p_date_from 10-15-2023 Fund Class All Department All Protect All
 p_date_to 12-15-2023 Fund Source All Function

TWU_Payroll_Summary_Rep...

00000 - Default
 24201 - School of the Sciences-Chemistry & Biochemistry
 35001 - Parking-Denton
 50201 - Admissions
 22201 - Institutional Research & Data Management
 25001 - Dean Professional Education
 20202 - Research and Sponsored Programs
 Search ...

F12

Home

Report

TWU Payroll Details by Account Report

p_date_from

10-15-2023

Fund Class

All

Department

35001 - Parking-Denton

p_date_to

12-15-2023

Fund Source

All

Function

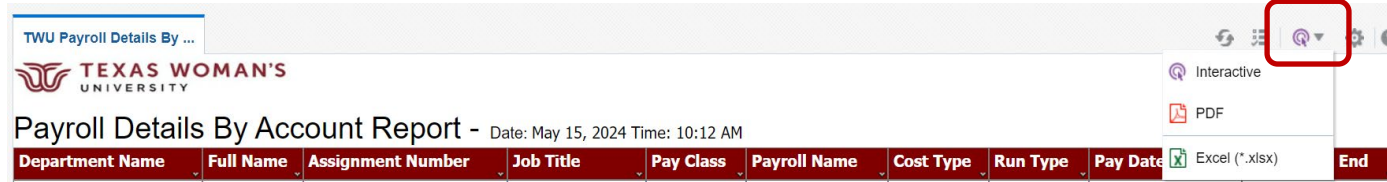
All

Apply

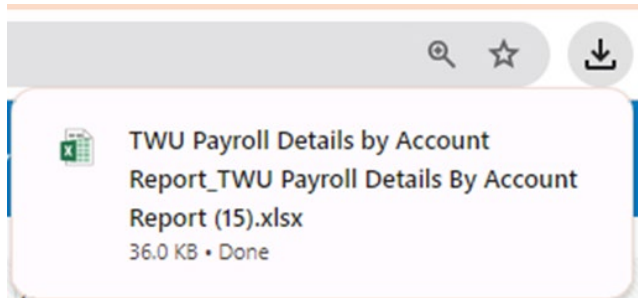
TWU_Payroll_Summary_Rep...

By clicking on **Apply**, the report will be shown on the screen with the time and date it was run along with payroll detail.

To download into an Excel file **Click** on the purple “View Report” button.



Next, Click on the Download xls file that will appear in the top right of the computer screen.



Note: The Excel file will include significant detail for each payroll transaction including the following:

Department, Employee Name, Assignment Number, Job Title, Payclass, Payroll Name, Cost Type, Run Type, Pay Date, Run Period End, True period End, Object, Object Description, Full Account Number, Element Name, Amount, Docking, CWS, FICA Match, Retirement Match, INS Match and Total.



Thank you!

For further information visit the
Budget & Financial Planning webpage at
<https://twu.edu/finadmin/budget--financial-planning/>