

Budget Services and Financial Planning School Fiscal Services

BU042 PAYROLL EXPENDITURES # BY COST CENTER JOB AID

Displays payroll posting details by Posting Period/Fiscal Year and allows for results to be customized by Person ID, LAUSD Program, G/L Account (Commitment Item), Job, Fund, Functional Area, hourly rate, number of hours reported, amount, and other selections.

Person ID	Fund	Functional Area	G/L Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	001/2018		002/2018		
								Number	Amount	Number	Amount	
	010-0000	0000-2700-13027	General Fund Sch Program	240002	1SXXX000X	24102500 SCH ADMINISTRATIVE ASSISTANT	1100 Wages and salaries	26.79	56,000	1,500.35		
				360201	1SXXX000X	24102500 SCH ADMINISTRATIVE ASSISTANT	1323 Workers Compensation ER	0.00	0.000	41.26		
Result									56,000	1,541.61		

Report Field Descriptions

Amount = Amount charged for time reported

For Period = Year and month time reported (201511 = November 2015)

Fund = Fund used to time report hours. Includes a 3 digit Fund number and a 4 digit Resource number, 010-0000

Functional Area = Accounting string used to report hours. Includes 3 groups of numbers, Goal-Function-Program Code (1110-1000-13027)

G/L Account = Commitment item charged for time reported. Composed of 6 digits that represent all things whether goods or service (ex. Salaries, employee benefits, supplies, contracts and equipment)

Hourly Rate = Hourly rate charged for the employee that was time reported

Job = Job Code and Job Description

LAUSD Program = 5 digit program code used to time report

Number = Number of hours reported

Pay Date (For) = Date reported hours are paid

Personnel Sub Area = Personnel Area (Bargaining Unit) and Sub Area (basis and track)

Person ID = Employee number and Name

Position = Position number employee is assigned to

Posting Period/FY = Fiscal year month and year of time reporting posting (006/2016 = December 2015)

Wage Type = Specific description of time reported

Wage Type Group = General description of wage type for time reported

Budget Services and Financial Planning School Fiscal Services

Log on to BTS

Accessing the Report:

1. Go to **Reports** tab,
2. Click on sub-tab **Payroll**
3. Click on **BU042 Payroll Expenditures # by Cost Center**

Budget Services and Financial Planning School Fiscal Services

Report **Variable Entry** screen displays

NOTE: The more information entered on the variable screen will generate more specific results

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable**	Current Selection		Description
4 * Fiscal Year (default Current FY, Selection Re	2018	<input type="checkbox"/>	2018
5 Posting Period/Fiscal Year (Selection Optiona		<input type="checkbox"/>	
6 Cost Center Hierarchy (Multiple Single Values	1000/ 123456	<input type="checkbox"/>	1000/ 123456 ABC School
7 G/L Account (Selection Options, Optional)	110001	<input type="checkbox"/>	Tchr Sal-Reg Assgnmt 110001
8 Fund (Selection Optional)		<input type="checkbox"/>	
LAUSD Program (Selection, Optional)	13027	<input type="checkbox"/>	13027
Functional Area (Selection Optional)		<input type="checkbox"/>	
Grant (Selection Optional)		<input type="checkbox"/>	
Internal Order (Selection Optional)		<input type="checkbox"/>	
WBS Element Obj. (Selection Optional)		<input type="checkbox"/>	
Person ID (Selection Optional)		<input type="checkbox"/>	
Personnel Number (Selection Optional)		<input type="checkbox"/>	
Job (Selection Optional)		<input type="checkbox"/>	
Position (Selection Optional)		<input type="checkbox"/>	
For Period (Selection Optional)		<input type="checkbox"/>	
In Period (Selection Optional)		<input type="checkbox"/>	
Payroll Area (Selection Optional)		<input type="checkbox"/>	
Wage Type (Selection Optional)		<input type="checkbox"/>	
10 Wage Type Group (Selection Optional)		<input type="checkbox"/>	

OK Check 9

4. Enter **Fiscal Year** (default is current fiscal year). This is a **required** field
5. **Posting Period/Fiscal Year** - Optional field. Leaving this field blank will download all posting periods with payroll expenditures. To view a single or multiple posting period(s) click on the selection button to select and add a Posting Period/Fiscal Year to review.*
6. Enter **Cost Center** to view.
7. Enter **G/L Account (commitment item)**. Leaving this field blank will download all commitment items with payroll postings.
8. Enter **LAUSD Program**. Leaving this field blank will download all programs with payroll postings
9. Click on **Check** to validate input and check for errors
10. Click on **OK** to run report

***NOTE:** Should the report time out when leaving the **Posting Period/Fiscal Year** blank, use the selection button to select all desired posting periods to retrieve the report details. This will improve report performance.

Select values for Posting Period/Fiscal Year (Selection Optional) (ZFICPSO)

Show tool: Single values Show view: All

Maximum Records: 1000 Refresh

Select all

Fiscal year / period: Key**

- 003/2017
- 004/2017
- 005/2017
- 006/2017
- 007/2017
- 008/2017
- 009/2017
- 010/2017
- 011/2017
- 012/2017
- 001/2018
- 002/2018

Enter a value for Fiscal year / period:

OK Cancel

Select values for Posting Period/Fiscal Year (Selection Optional) (ZFICPSO)

Show tool: Single values Show view: All

Maximum Records: 1000 Refresh

Select all

Fiscal year / period: Key**

- 007/2007
- 008/2007
- 009/2007
- 010/2007
- 011/2007
- 012/2007
- 001/2008
- 002/2008
- 003/2008
- 004/2008
- 005/2008
- 006/2008

Enter a value for Fiscal year / period:

OK Cancel

Budget Services and Financial Planning School Fiscal Services

11. Report displays in defaulted format by Person ID for Posting Period/FY (Fiscal Year)

BU042 Payroll Expenditures - by Cost Center

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New Analysis Open Save As... Display As: Table Info Send Print Version Export to Microsoft Excel Notes

										Posting Period/FY 001/2018	
										Number ¹¹	Amount ¹¹
Person ID	Fund	Functional Area	General Fund Sch Program	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate			\$
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,796.69
										0.000	6,796.69
										0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,767.85
										0.000	6,767.85
										0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,393.95
										0.000	6,393.95
										0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	4,577.19
										0.000	4,577.19
										0.000	4,577.19

12. Free Characteristics can be added to the report using the Drag and Drop feature to provide additional report details. For assistance with Drag and Drop, see *How to Use Drag and Drop in Reports*.

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New Analysis Open Save As... Display As: Table Info Send Print Version Export to Microsoft Excel Notes

										Posting Period/FY 001/2018	
										Number ¹²	Amount ¹²
Person ID	Fund	Functional Area	General Fund Sch Program	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate			\$
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,796.69
										0.000	6,796.69
										0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81
										0.000	6,952.81
										0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,767.85
										0.000	6,767.85
										0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,393.95
										0.000	6,393.95
										0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/X	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	4,577.19
										0.000	4,577.19
										0.000	4,577.19

Budget Services and Financial Planning School Fiscal Services

To Add or Remove Total Cost Results

13. Right click on column name to add or remove results → Select **Properties** → Select **Characteristic**

Person ID	Fund	Posting Period/FY	Number	Amount
	010	001/2018	0.00	6,952.81
	010	0.48	0.000	6,952.81
	010	0.00	0.000	6,952.81
	010	0.00	0.000	6,796.69
	010	0.00	0.000	6,796.69
	010	0.00	0.000	6,952.81
	010	0.00	0.000	6,952.81
	010-0000	0.00	0.000	6,767.85
	010-0000	66.35	0.000	6,767.85
	010-0000	0.00	0.000	6,767.85
	010-0000	0.48	0.000	6,393.95
	010-0000	0.00	0.000	6,393.95
	010-0000	0.00	0.000	6,393.95
	010-0000	0.00	0.000	4,577.19
	010-0000	0.48	0.000	4,577.19
	010-0000	0.00	0.000	4,577.19

14. From **Display Results**, click the dropdown and select **Never** to remove results OR select **Always** to add results. Click **OK**

The screenshot shows a dialog box titled "Properties of Characteristic Fund (Result Set Context)". It has five tabs: General, Attributes, Hierarchy, Sorting, and Advanced. The "Display:" field is set to "Key (Partially Compounded)". The "Display Results:" dropdown menu is open, showing the following options: "Never" (highlighted), "Always", "Never", and "With More Than One Value". The "OK" button is highlighted in the bottom right corner.

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15. Sample of the results removed from the Fund column.

Person ID	Fund	Functional Area	G/L Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018		
								Number	Amount	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
								0.48		
									0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,796.69
									0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
									0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,767.85
								66.35		
									0.000	6,767.85
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,393.95
								0.48		
									0.000	6,393.95
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	4,577.19
								0.48		
									0.000	4,577.19

System Default Report Format

Person ID	Fund	Functional Area	G/L Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018		
								Number	Amount	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731 ELEMENTARY TEACHER	1100 Wages and salaries	0.00	0.000	6,952.81
								0.48		
									0.000	6,952.81
									0.000	6,952.81

Commonly Used Report Format (Customized)

This format can be achieved by using the Drag and Drop feature.

For assistance with drag and drop, refer to the **How to Use Drag and Drop in Reports** job aid for additional information.

LAUSD Program	G/L Account	Fund	Functional Area	Job	Person ID	Position	Posting Period/FY	For Period	Pay Date (For)	Wage Type Group (Symbolic Acct)	Hourly Rate	Number	Amount
13027 General Fund School Program	110001	010-0000	1110-1000-13027	General Fund Sch Program	11100731	ELEMENTARY TEACHER	001/2018	201708	09/04/2017	1100 Wages and salaries	0.00	0.000	4,577.19
							002/2018	201709	09/05/2017	1100 Wages and salaries	0.00	84.000	4,577.19
											0.48	84.000	40.06
												168.000	9,194.44
	240001	010-0000	0000-2700-13027	General Fund Sch Program	24102500	SCH ADMINISTRATIVE ASSISTANT	001/2018	201706	06/30/2017	1100 Wages and salaries	0.29	10.500	3.02
								201715	08/08/2017	1100 Wages and salaries	0.29	64.000	18.40
											24.03	64.000	1,538.14
							002/2018	201716	08/23/2017	1100 Wages and salaries	0.29	88.000	25.30
											24.03	88.000	2,114.92
								201717	09/08/2017	1100 Wages and salaries	0.29	96.000	27.60
											24.03	96.000	2,307.19
												506.500	6,034.57
												674.500	15,229.01

Budget Services and Financial Planning School Fiscal Services

Print Report in PDF

16. Select *Print Version*

BUD42 Payroll Expenditures - by Cost Center

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										Posting Period/FY 001/2018		
										Number ¹⁵	Amount ¹⁵	
Person ID ^a	Fund ^a	Functional Area ^a	General Fund Sch Program	GL Account ¹⁵	Personnel Sub Area ^a	Job ^a	Wage Type Group (Symbolic Acct) ^a	Hourly Rate ^a				\$
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81	
									0.48			
										0.000	6,952.81	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,796.69	
										0.000	6,796.69	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,952.81	
										0.000	6,952.81	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,767.85	
									66.35			
										0.000	6,767.85	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	6,393.95	
									0.48			
										0.000	6,393.95	
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER 1100	Wages and salaries	0.00	0.000	4,577.19	
									0.48			
										0.000	4,577.19	

17. From Export Dialog, go to *Alignment* → select *Landscape Format* → Click *OK*

Export Dialog

17

Scaling Factor

Fit to Page Width
 Fit to Page
 Poster

Repeat column headers
 Repeat lead columns
 Repeat column headers

Margins in mm

Top: 20.0
 Bottom: 20.0
 Left: 20.0
 Right: 20.0

Page

Theme: Standard SAP
 Size: A4 210 x 297 mm

Alignment: Portrait Format (selected), Landscape Format

Header

Left: None
 Center: None
 Right: None

Footer

Left: None
 Center: None
 Right: None

d

Budget Services and Financial Planning School Fiscal Services

18. File opens in PDF and can be saved or printed

ZANALYSIS_PATTERN_WEB.pdf - Adobe Reader

File Edit View Window Help

108%

Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018				
								Number	Amount			
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
										0.48		
											0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
											0.000	6,796.69

Download Report to Excel

19. Click on **Export to Microsoft Excel**

BU042 Payroll Expenditures - by Cost Center

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Open Save As... Display As Table Info Send Print Version **Export to Microsoft Excel** Notes

Period/FY	Person ID	Fund	Functional Area	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Posting Period/FY 001/2018				
									Number	Amount			
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
											0.48		
												0.000	6,952.81
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
												0.000	6,796.69
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
												0.000	6,952.81
		010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CS/XX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,767.85
										66.35			
												0.000	6,767.85

20. Click on **Open**. The file can also be saved to a specific location using the save option.

Do you want to open or save ZANALYSIS_PATTERN_WEB.xls from bijava.lausd.net?

20 Open Save Cancel

21. Click on **Yes** to open the file.

Microsoft Office Excel

The file you are trying to open, 'ZANALYSIS_PATTERN_WEB.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

21 Yes No Help

Budget Services and Financial Planning School Fiscal Services

22. File opens in Excel and can now be saved as an Excel Workbook.

Note: Some formatting features may not work if the file is not saved before you begin formatting.

ZANALYSIS_PATTERN_WEB.xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Normal Bad Good Neutral Calculation Check

A1

Person ID	Fund	Functional Area	General Fund Sch Program	GL Account	Personnel Sub Area	Job	Wage Type Group (Symbolic Acct)	Hourly Rate	Number	Amount		
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.48		
	010-0000	1110-1000-13027	General Fund Sch Program	Result						0.000		6,952.81
	010-0000	1110-1000-13027	General Fund Sch Program	110001	2UTK/CSXX	11100731	ELEMENTARY TEACHER	1100	Wages and salaries	0.00	0.000	6,796.69
	010-0000	1110-1000-13027	General Fund Sch Program	Result						0.000		6,796.69

Save As

Desktop Search Desktop

Organize New folder

Microsoft Office Excel

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

- Libraries
- System Folder
- Computer System Folder
- Created Work File folder
- Forms 051710 File folder
- IN PROCESS File folder
- MiSiS File folder
- Lomeli, Beatrice System Folder
- Network System Folder
- Favorites File folder
- Freeze Information File folder
- Log Book File folder
- PP Rate Calc File folder

File name: Payroll Expenditures

Save as type: Single File Web Page (*.mht;*.mhtml)

Authors: Excel Workbook (*.xlsx)