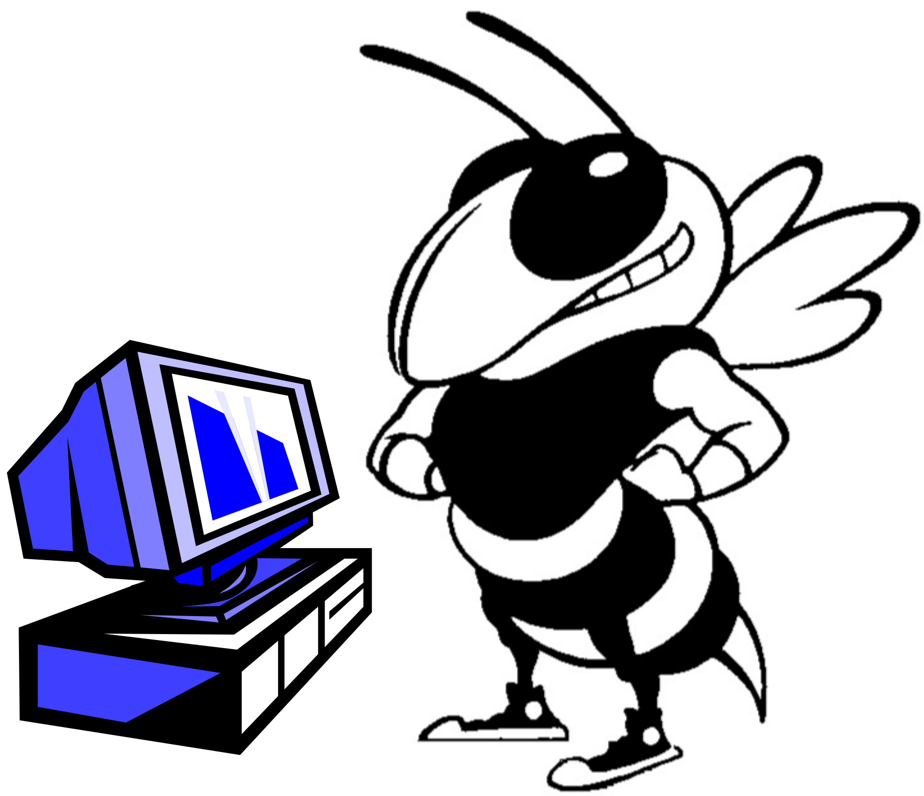
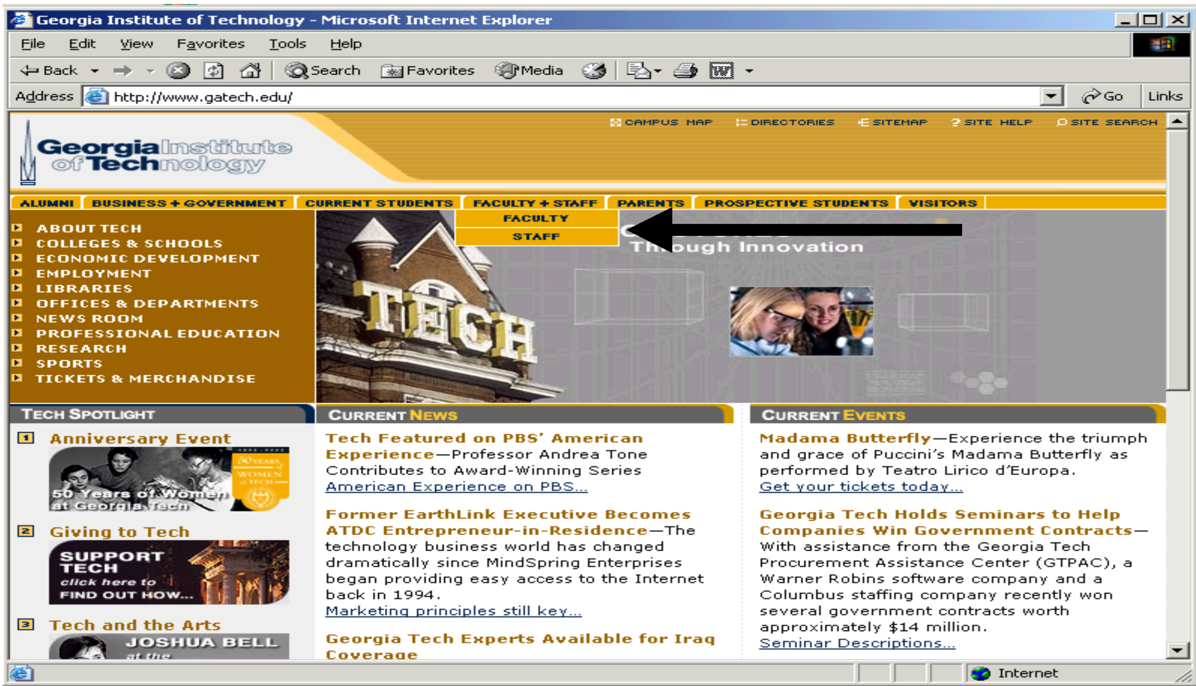
Salary and Planning Distribution (SPD) Ad-Hoc Reporting Tool



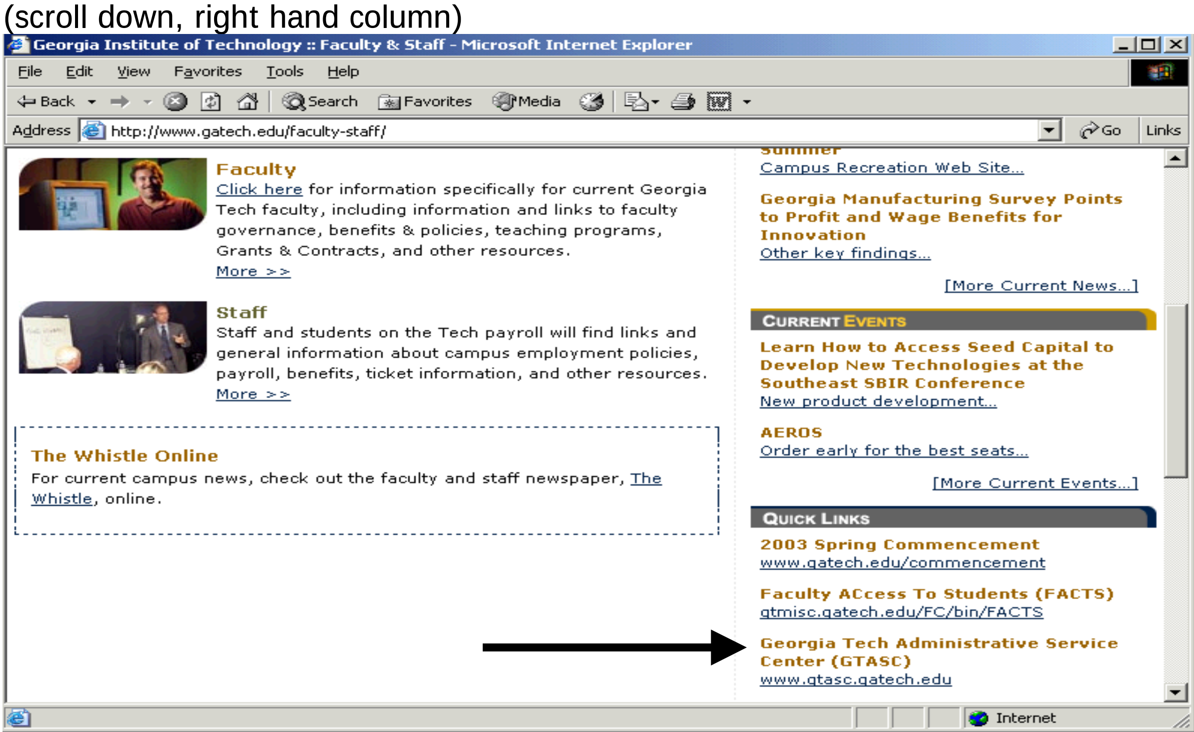
Georgia Institute of Technology
HRMS Systems Training

Getting Started

Navigation: Go to the GA Tech Home Page (WWW.GATECH.EDU)
Click on **"Faculty & Staff."**

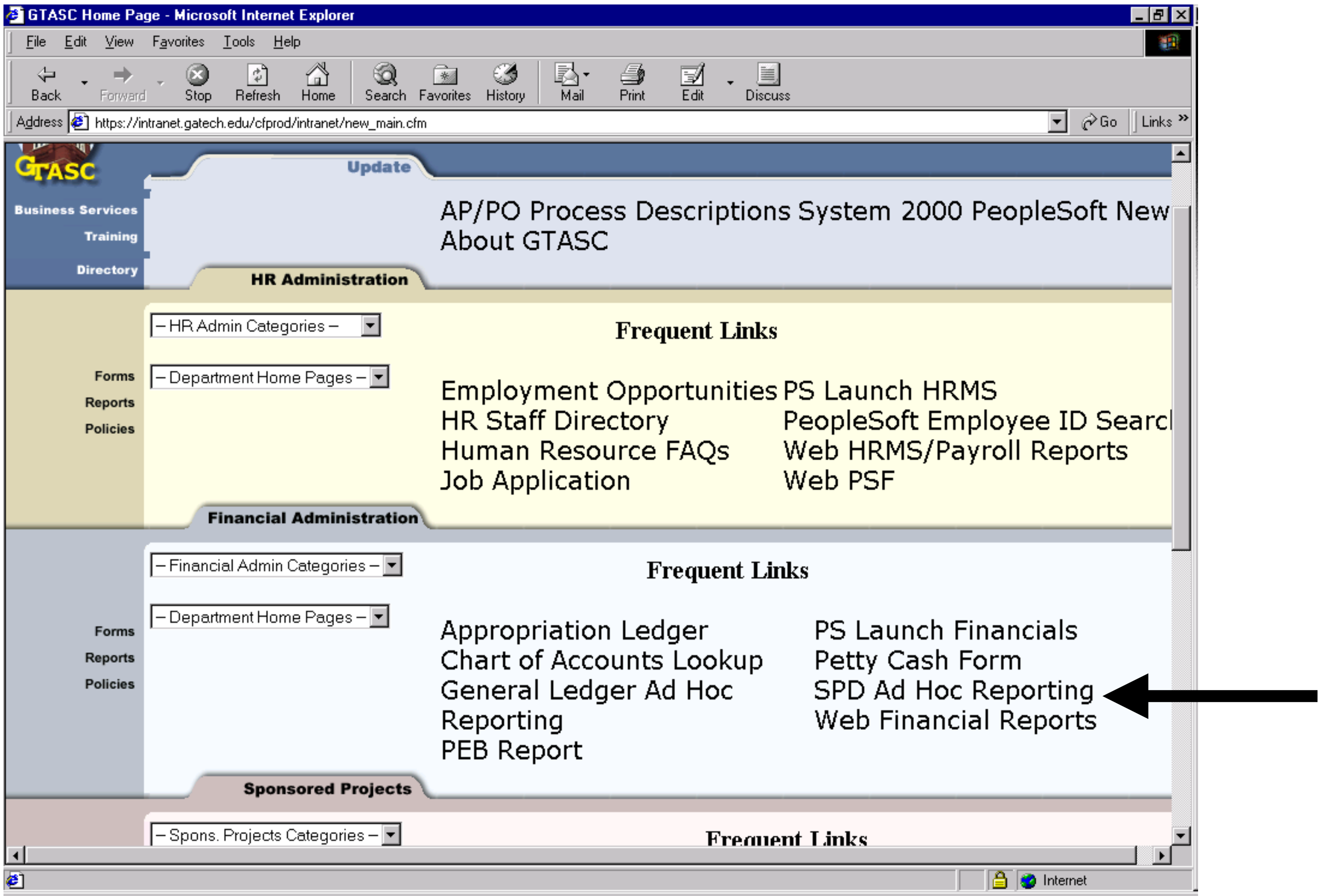


Next, click on **"Georgia Tech Administrative Services Center"** (scroll down, right hand column)



The Georgia Tech Administrative Services center home page is displayed.

Under Financial Administration, Frequent Links, click **SPD Ad Hoc Reporting.**

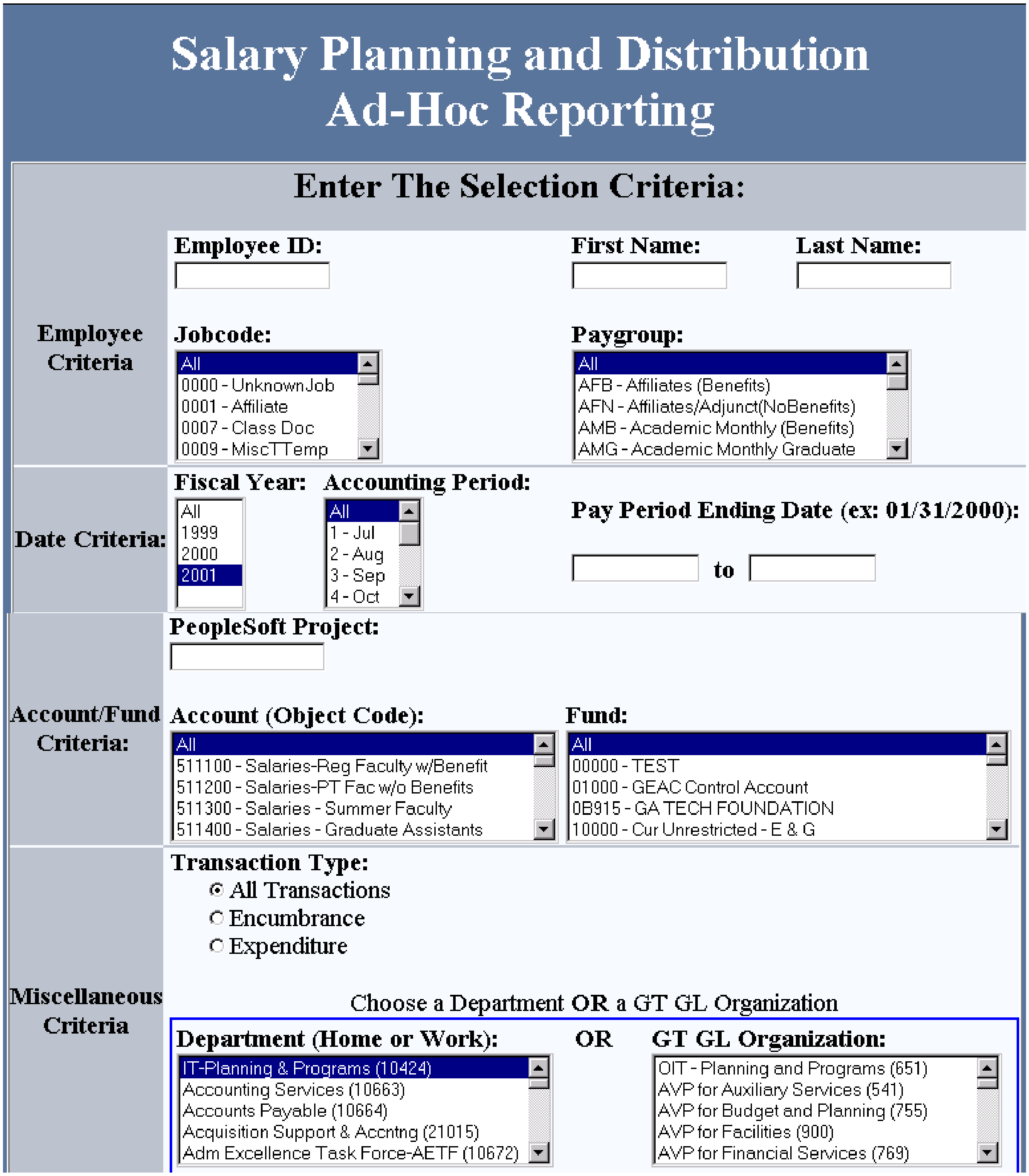


SPD Ad-hoc Reporting Log On

The logon screen is displayed.

Enter your assigned Data Warehouse ID and password. Click Login.

Note: Your browser release must be 4.5 or higher. If your browser is not the appropriate release, click on your browser logo and download the latest version before you login to SPD Ad-hoc Reporting.



The top portion of the SPD Ad-hoc Reporting Tool contains the selection criteria.

Select the columns you wish to see:

☐ Clear All

Employee Items	☑ Employee Name ☐ Employee Record Number ☐ Jobcode ☑ Job Title ☑ Paygroup	☑ Paygroup Description ☑ PeopleSoft Employee ID ☐ Position Description ☐ Position Number
Date Items	☐ Action Date ☑ Accounting Period ☑ Ending Pay Date	☑ Fiscal Year ☐ Post Date
Account/Fund Items	☑ Account ☑ Account Description ☐ Class Field ☐ Fund Code ☐ Fund Name	☐ Program Code ☐ Program Description ☑ Peoplesoft Project ☑ Peoplesoft Project Description
Miscellaneous	☑ Department ID (Home) ☑ Department Name (Home) ☑ Department ID (Work) ☑ Department Name (Work) ☐ GT GL Organization ☐ GT GL Organization Description ☐ GT Action Accounting Period ☐ GT Create Date	☐ GT Created By ☑ GT Earnings Amount ☑ GT Fringe Amount ☐ GT Last Update Date ☐ GT Last Updated By ☑ GT Tuition Amount ☐ Sequence Number ☑ Transaction Type

Select the columns you wish to sort by:

First Choice:	None	◉ Ascending	○ Descending
Second Choice:	None	◉ Ascending	○ Descending
Third Choice:	None	◉ Ascending	○ Descending

Select the columns you wish to group by:

☐ Account (Object Code)
☐ Accounting Period
☐ Employee
☐ Pay End Date
☐ Peoplesoft Project

File Format:

◉ Excel Output
○ Fixed Width Text File
○ HTML

Submit Query | Reset

The middle portion contains the output selection criteria. The bottom portion provides sorting, grouping and the output format option

SPD Ad-hoc Reporting Tool Navigation

The navigation features and functionality of your internet browser are used.

Printing
Use the File/Print command or the Print icon to print output.

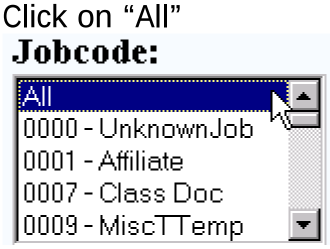
Back Button
Always use the Back button to return to the Ad-hoc Reporting Selection page

Selecting Value(s) from the drop down box

Within the drop down boxes you have the ability to "search" by highlighting any value within the selected box and then typing in the first character (number or alpha depending on the type of values listed) of the value you want. This technique works on all drop down boxes.

For example

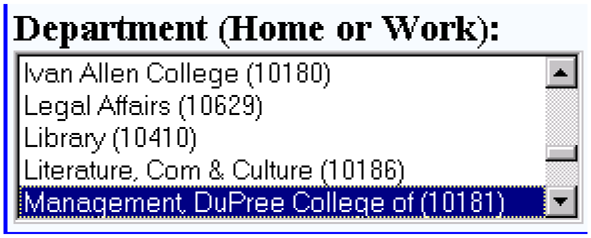
Click on "All"



Type "7"

SPD Ad-hoc moves your cursor to the first value that begins with "7." Scroll to find the value you want. Click on the value. This value is now your selection criteria.

Click on the default value then enter the FIRST character when the list is alphabetical. For example if you type "m."

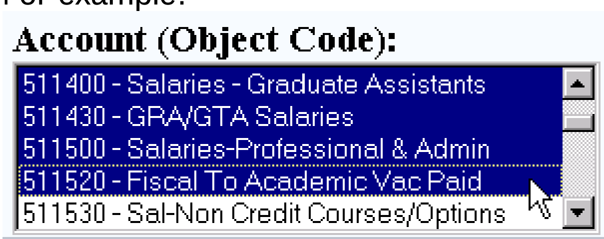


SPD Ad-hoc moves your cursor to the first value that begins with "M"

What if you want several values in a range?

Click on the first value, hold down the SHIFT key, click on the last value in the range. The first, last, and all the values are selected.

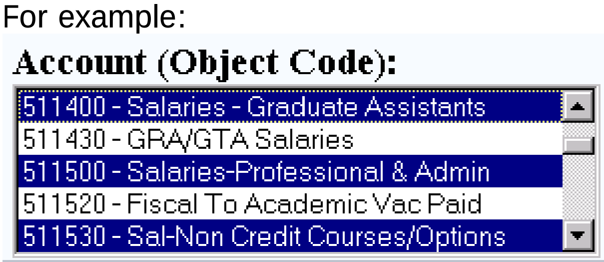
For example:



What if you want several values that are not in a range?

Click on the first value, hold down the CONTROL key, and click on the other values you want to select.

For example:

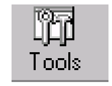


Note: If you have highlighted a value you do not want while holding down the Control key you can "unselect" it by clicking on the value again.

Using Excel

The Ad-hoc Reporting Tool loads the raw data from your query into predefined fields (based on your selection criteria) into the Excel spreadsheet. Once the data is loaded you have access to the full functionality of Excel.

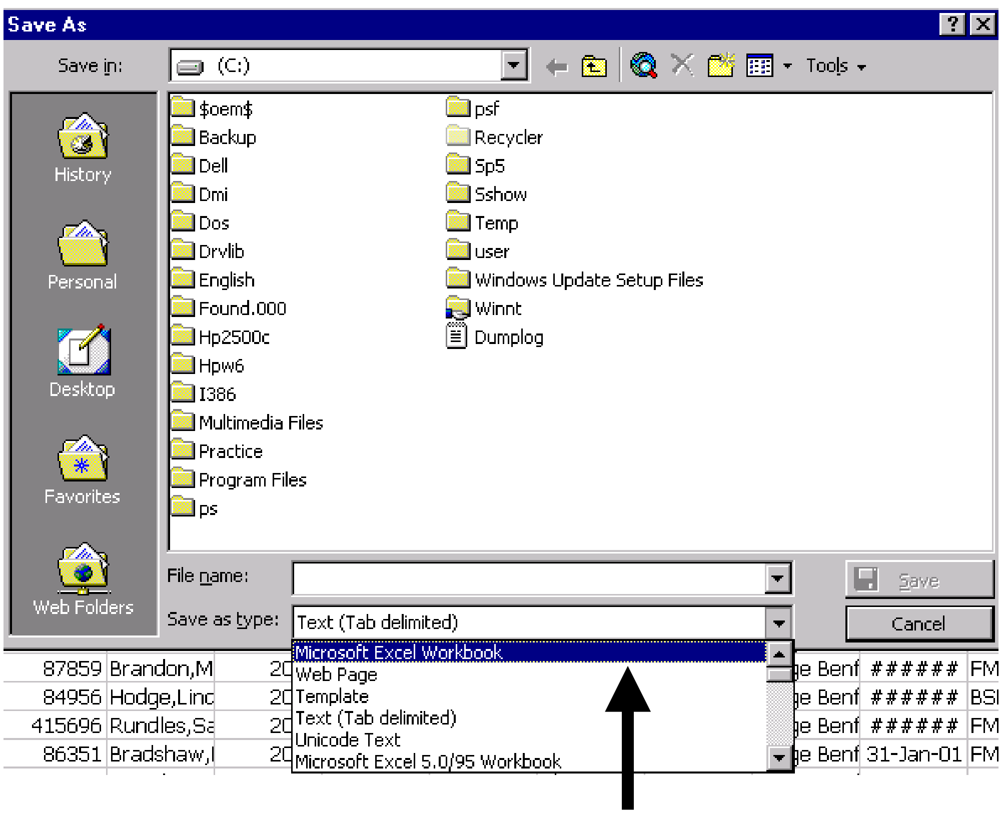
If you are using the Netscape browser the Excel toolbar opens automatically.

If you are using the Internet Explorer browser click on the Tools icon 

to open the Excel toolbar.

Saving Output

You can save the spreadsheet to any directory/file on your desktop. When you save be sure to change the file format to Microsoft Excel Workbook



Be sure to change the "Save as type"

Selection Criteria Relationships

SPD Ad-hoc Reporting Tool has three main sections:

Section 1: The data criteria provides the ability to specify your search requirements as broad or as narrow as you need. Data selection criteria includes Employee, Date, Account/Fund, and Miscellaneous Data.

Section 2: The output columns define how the selected data will be displayed in the spreadsheet. Many of the columns are already displayed as defaults. Any column can be “checked” or “unchecked” for display.

Section 3: The sorting and grouping functions allow you to organize how you want to sort and sum your data.

When making criteria selections for your query, it is important to understand the relationship within the box and outside of the boxes in each category.

Within the drop down boxes, you are asking the query to pull item A **OR** item B. In other words, if there is not an Item A, your query will still select Item B.

> Example: You select two jobcodes, Affiliate and Misc Temp. Your department does not have any Affiliate employees. The query only returns records for jobcode Misc Temp.

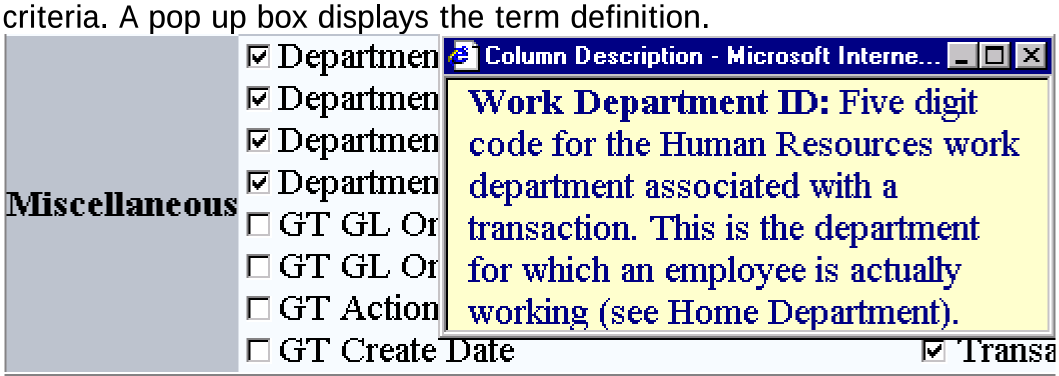
Outside the box, you are asking the query to pull Group A **AND** Group B. If your data meets criteria A but not criteria B, there will no data displayed.

> Example: You choose a specific jobcode and a specific project. When you run the query, you will get no data even though all accounts was selected. The jocode you chose was not charged to the project you chose.

Leaving as many default options to “ALL” is a safe way to run the query. This way if any value in the list meets the other selection criteria data will be returned. If you select a specific value that conflicts with other selection criteria no rows will be returned.

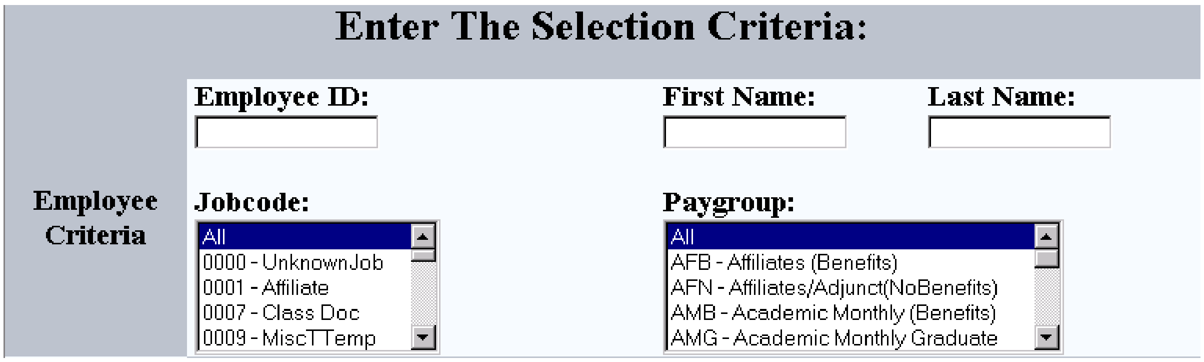
SPD Term Definitions

Move your mouse over any term listed on the SPD AD-hoc Reporting Tool selection criteria. A pop up box displays the term definition.



SPD Ad-hoc Reporting Tool Selection Criteria Options: Employee Criteria

The first selection criteria option is employee information.



Employee ID, First Name, Last Name

If you are searching for data for a particular individual enter either the PeopleSoft assigned Employee ID or the First Name/Last Name.

If you enter the entire First or Last Name it must match exactly. For example entering “Debbie Bradshaw” retrieves no records. Entering “Deborah Bradshaw” retrieves one employee record.

You can enter a *portion* of the First/Last Name to retrieve all employees whose name begins with the characters entered. For example entering “Bradshaw” retrieves fewer records than entering “BRAD”

When the Employee ID, First/Last Name are left blank ALL employees matching your other selection criteria are retrieved.

JobCodes

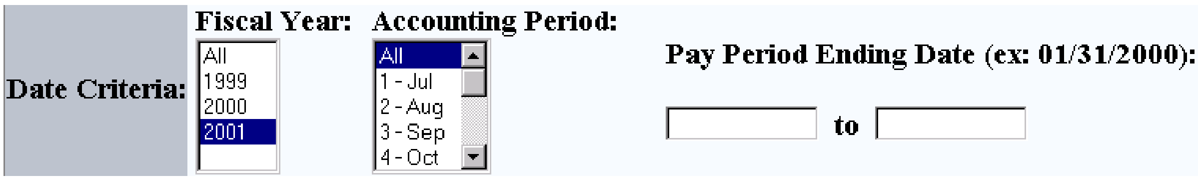
Official Jobcode as assigned by OHR. Default value is “ALL.”

Paygroup

Official description of employees based on his/her payment frequency and benefit status. Default value is “ALL.”

SPD Ad-hoc Reporting Tool Selection Criteria Options: Date Criteria

The second selection criteria is date.



Fiscal Year

Multiple years of data is available. The default value is the current Fiscal Year.

Accounting Period

An Accounting Period is defined a one month. Accounting Periods are numbered one through twelve based ion the fiscal year calendar. For example July is 1, January is 7, and June is 12.

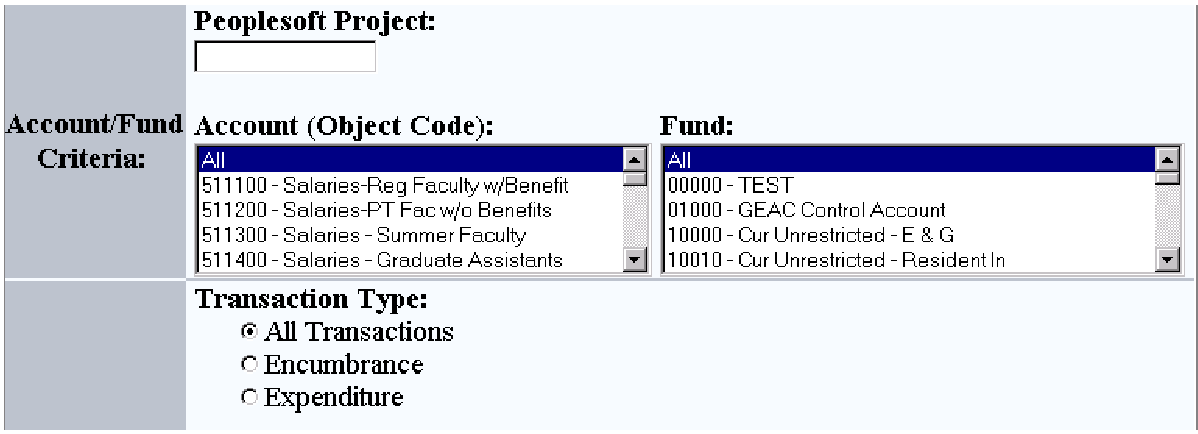
Select a specific accounting period, a range of accounting periods, or non-sequential accounting periods. Be very careful how you choose your selection criteria if you select multiple Fiscal Years. It may be more prudent to select individual fiscal years and append your spreadsheets.

Pay Period Ending Dates

You can choose to retrieve data for a specific Pay Period rather than Fiscal Year/Accounting Period. The Pay Period Ending Date must be a valid pay period ending date as designated by Payroll.

SPD Ad-hoc Reporting Tool Selection Criteria Options: Project / Account / Fund

The third selection option is by Project, Account, or Fund.



PeopleSoft Project

You can select data based on the salary distribution encumbered or expensed in PeopleSoft. More than one project can be selected by entering the number then a comma no space and the next Project.

Example: 6571163,35001200,2106Z99

Note: If you enter an invalid Project Number no error message of any kind is displayed. SPD Ad-hoc Reporting simply retrieves the rows matching the valid Project Numbers entered.

Note: If you enter a project you must also choose the associated department.

Note: If you enter PeopleSoft Project Id(s) leave Fund set to the default of "ALL."

Account (Object Code)

Account is the PeopleSoft General Ledger Chart of Accounts defined element. The account is automatically assigned within the SPD application based on paygroup, jobcode, etc. The default is "ALL."

Fund

Fund is the PeopleSoft General Ledger Chart of Accounts defined element associated with Project Number. The Fund is automatically assigned within the SPD application based on Project Id. The default is "ALL."

Note: Fund is especially useful when retrieving data for a specific sponsored grant. Selecting by Fund ensures that all associated projects are included in your query.

Transaction Type

There are two SPD transaction types; Encumbrance and Expenditure.

Salary distribution records are recorded as Encumbrances until the payroll transaction is posted to PeopleSoft General Ledger. Once the payroll has been processed and posted the salary distribution record for that Pay Period is recorded as an Expenditure. (There are no “unencumbrace” transactions in SPD.)

Encumbrance

All distribution records for future Pay Periods are recorded as Encumbrance.

Expenditure

All distribution records for past Pay Periods are recorded as Expenditure.

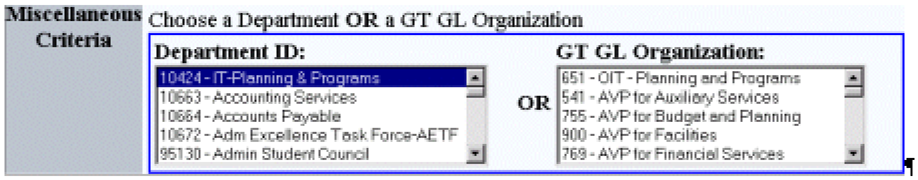
Both

The default is “Both.” All Encumbrance and Expenditure records matching your other select criteria are retrieved.

Note: A Transaction Type column is listed in the output for easy identification of an Encumbrance and Expenditure record.

SPD Ad-hoc Reporting Tool Selection Criteria Options: Miscellaneous Criteria

The final selection criteria is Department.



There are two ways to select a department. You can select by the5 digit HR Department Number OR, by the 3 digit GL Organization Number. You must choose one method or the other; you cannot use both options.

The HR Department defaults to your Home Department. There is no default for GL Organization Id.

HR Department Id

Employees are assigned one Home Department and one or more Work Departments. In the HR Department ID field select all departments that are applicable to your search criteria. Records that have the Department ID(s) you have selected in **either** the Home Department **or** Work Department will be retrieved. The output includes a separate column for Home Department and Work Department. The separate column facilitates any further data manipulation in Excel.

GT GL Organization

The GL Organization Id is used for to identify the General Ledger department. SPD Ad-hoc converts the selected Organization ID to the appropriate HR Department ID.

Note: You can select a range (Shift key) or multiple (Control key) departments. Selecting the appropriate department is critical if you have other selection criteria that require an exact match with the department.

Criteria that **must match** department includes

Employee ID, Name
Project ID

For example if you use Employee Id as selection criteria but choose a Department that is not his/her Home or Work Department no records will be returned.

If you select a Project for Chemistry but select Architecture as the Department Id no records will be returned.

SPD Ad-hoc Reporting Tool Output Display Options: Selecting Columns

This section allows you to select the Columns (data elements) you want displayed in the output file. Columns that would typically be in included in most queries are already checked for selection as “default” columns.

Select the columns you wish to see:

☐ **Clear All**

Employee Items	☑ Employee Name	☑ Paygroup Description
	☐ Employee Record Number	☑ PeopleSoft Employee ID
	☐ Jobcode	☐ Position Description
	☑ Job Title	☐ Position Number
	☑ Paygroup	
Date Items	☐ Action Date	☑ Fiscal Year
	☑ Accounting Period	☐ Post Date
	☑ Ending Pay Date	
Account/Fund Items	☑ Account	☐ Program Code
	☑ Account Description	☐ Program Description
	☐ Class Field	☑ Peoplesoft Project
	☐ Fund Code	☑ Peoplesoft Project Description
	☐ Fund Name	
Miscellaneous	☑ Department ID (Home)	☐ GT Created By
	☑ Department Name (Home)	☑ GT Earnings Amount
	☑ Department ID (Work)	☑ GT Fringe Amount
	☑ Department Name (Work)	☐ GT Last Update Date
	☐ GT GL Organization	☐ GT Last Updated By
	☐ GT GL Organization Description	☑ GT Tuition Amount
	☐ GT Action Accounting Period	☐ Sequence Number
	☐ GT Create Date	☑ Transaction Type

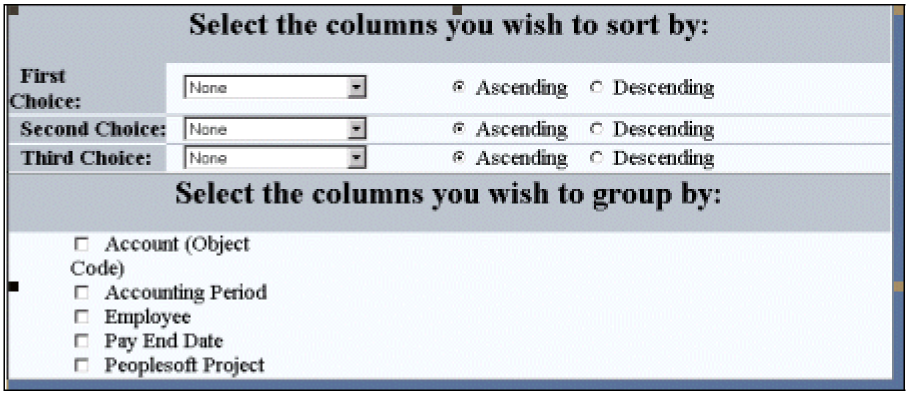
Click your mouse in the box adjacent to the column you want displayed. This action places a check mark in the box. The “click” acts as a toggle switch so you “check” and “uncheck” a column.

The **Clear All** box at the top pf the page removes all check marks (including the default ones).

Hint: Go ahead and check a box if you are not sure you want to see the data. Once you are in the spreadsheet it is very easy to delete the column if you do not want the data. Otherwise you would have to go back, make additional selections, and rerun the query. Remember you can easily Sort or Delete within the spreadsheet.

SPD Ad-hoc Reporting Tool Sorting and Grouping Options

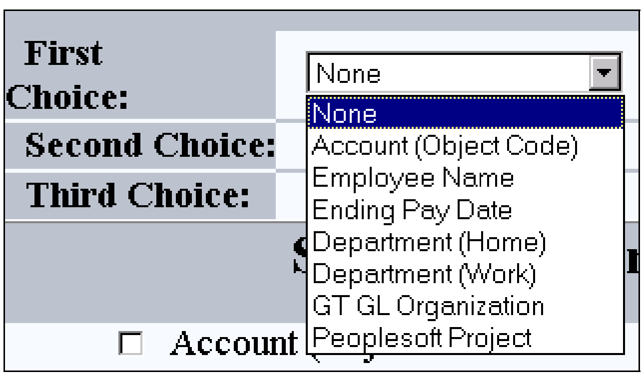
The last section of the Reporting Tool contains formatting and data organization options.



Sorting the Data

There are three sorting levels available. These sorting options function the same as the sorting function in Excel.

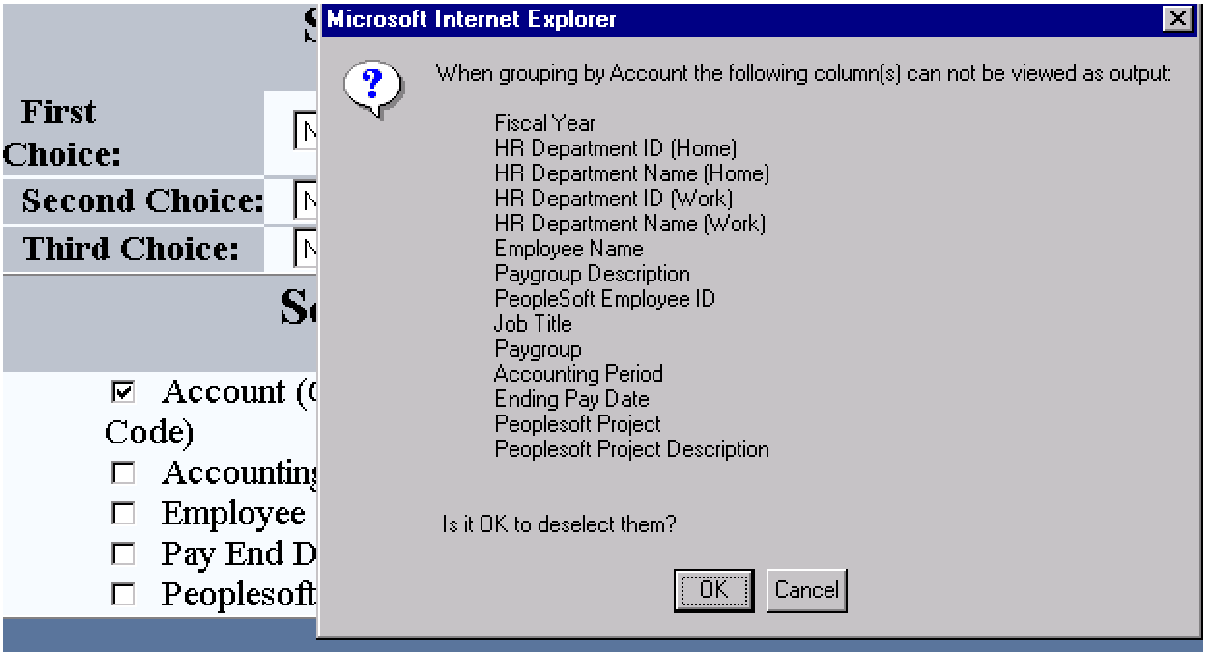
Your sorting options include:



Group By Function

The Group By function is used to summarize transactions. In order to summarize the Group By eliminates detail data.

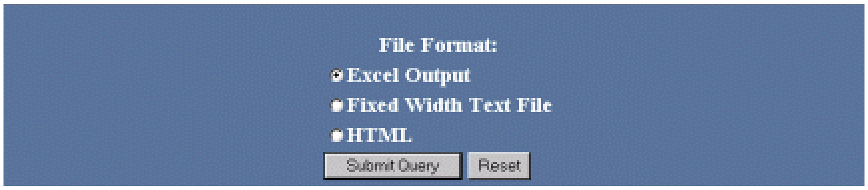
When you select a Group By category SPD Ad-hoc Reporting displays a list of the detail data that will be collapsed into a summarized transaction.



Select only **ONE** Group By category. Each selection displays the detail data that will be collapsed into a summarized transaction. Click OK to continue.

Hint: It is important to make sure you have “deselected” columns that will interfere with the data summarization. For example you should deselect Project Id, Project Title, Fund ID, and Fund title.

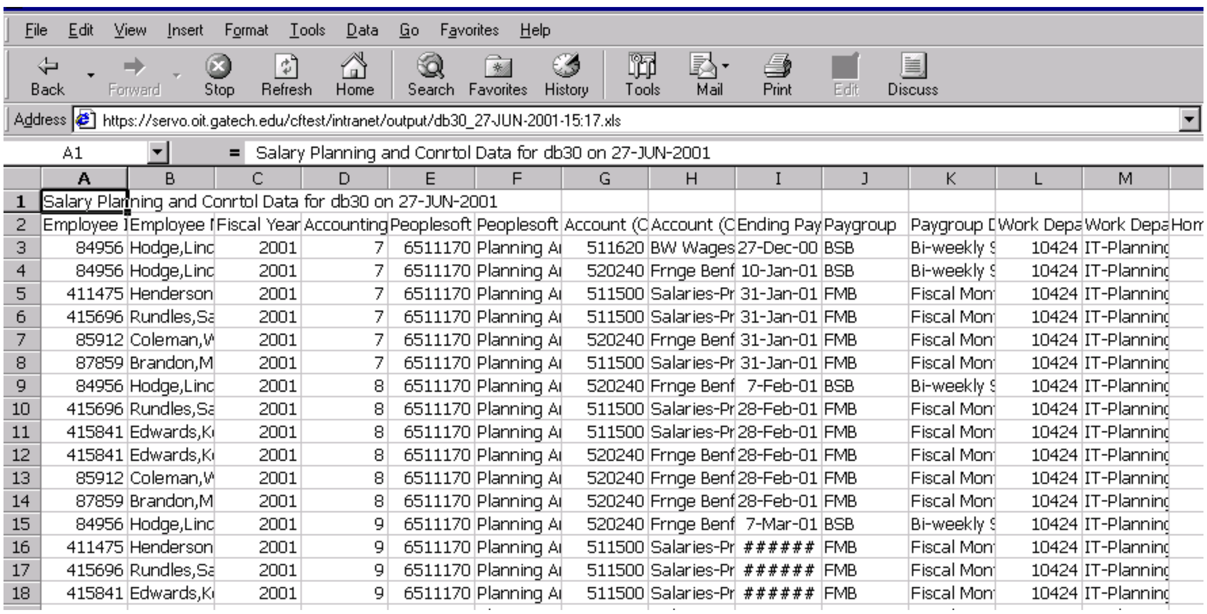
File Format and Output



Excel

Excel is the default output. The raw SPD data is loaded into an Excel spreadsheet. The data can be summed, manipulated, sorted, etc using the full functionality of Excel. The output file can be saved as an Excel Workbook file or deleted.

Sample Excel Output file



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Salary Planning and Conrtol Data for db30 on 27-JUN-2001													
2	Employee I	Employee I	Fiscal Year	Accounting	Peoplesoft	Peoplesoft	Account (C	Account (C	Ending Pay	Paygroup	Paygroup D	Work Depa	Work Depa	Horr
3	84956	Hodge,Linc	2001	7	6511170	Planning Ar	511620	BW Wages	27-Dec-00	BSB	Bi-weekly S	10424	IT-Planning	
4	84956	Hodge,Linc	2001	7	6511170	Planning Ar	520240	Frnge Benf	10-Jan-01	BSB	Bi-weekly S	10424	IT-Planning	
5	411475	Henderson	2001	7	6511170	Planning Ar	511500	Salaries-Pr	31-Jan-01	FMB	Fiscal Mon	10424	IT-Planning	
6	415696	Rundles,Sa	2001	7	6511170	Planning Ar	511500	Salaries-Pr	31-Jan-01	FMB	Fiscal Mon	10424	IT-Planning	
7	85912	Coleman,W	2001	7	6511170	Planning Ar	520240	Frnge Benf	31-Jan-01	FMB	Fiscal Mon	10424	IT-Planning	
8	87859	Brandon,M	2001	7	6511170	Planning Ar	511500	Salaries-Pr	31-Jan-01	FMB	Fiscal Mon	10424	IT-Planning	
9	84956	Hodge,Linc	2001	8	6511170	Planning Ar	520240	Frnge Benf	7-Feb-01	BSB	Bi-weekly S	10424	IT-Planning	
10	415696	Rundles,Sa	2001	8	6511170	Planning Ar	511500	Salaries-Pr	28-Feb-01	FMB	Fiscal Mon	10424	IT-Planning	
11	415841	Edwards,K	2001	8	6511170	Planning Ar	511500	Salaries-Pr	28-Feb-01	FMB	Fiscal Mon	10424	IT-Planning	
12	415841	Edwards,K	2001	8	6511170	Planning Ar	520240	Frnge Benf	28-Feb-01	FMB	Fiscal Mon	10424	IT-Planning	
13	85912	Coleman,W	2001	8	6511170	Planning Ar	520240	Frnge Benf	28-Feb-01	FMB	Fiscal Mon	10424	IT-Planning	
14	87859	Brandon,M	2001	8	6511170	Planning Ar	520240	Frnge Benf	28-Feb-01	FMB	Fiscal Mon	10424	IT-Planning	
15	84956	Hodge,Linc	2001	9	6511170	Planning Ar	520240	Frnge Benf	7-Mar-01	BSB	Bi-weekly S	10424	IT-Planning	
16	411475	Henderson	2001	9	6511170	Planning Ar	511500	Salaries-Pr	######	FMB	Fiscal Mon	10424	IT-Planning	
17	415696	Rundles,Sa	2001	9	6511170	Planning Ar	511500	Salaries-Pr	######	FMB	Fiscal Mon	10424	IT-Planning	
18	415841	Edwards,K	2001	9	6511170	Planning Ar	511500	Salaries-Pr	######	FMB	Fiscal Mon	10424	IT-Planning	

First row is an identifier record listing the type of data and the date file is created.

Fixed Width Text File

Text files are simply your Excel spreadsheet in a basic report format. Text cannot be manipulated in this format. The text files have pre-set column widths which cannot be changed.

HTML

The HTML files are a cleaner version of the text file. Column widths are not as large and column titles are formatted Bold. Text cannot be manipulated.