<div style="background:#b01c2e;color:white">

Introduction

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Description

This report secures data based on payments made from sources associated with Funds Center(s) to which you have access. The report answers the question "who am I paying, regardless of what organizational unit is their home base?" In other words, this report enables you to track payroll payments you make to anyone at the university, independent of whether those recipients are inside or outside of your organization.

One example of a payee category that would be visible in this report is students, who are not typically assigned to any organizational unit. Another example is a faculty member based in another School/College/department whom you are paying to teach a course in your area.

Menu Path

Reporting → Human Capital Management (HCM) → Payroll (Distributed) → Labor Distributions: Funds Center Report

Tips and Tricks

- As stated previously, this report restricts data based on payments from your Funds Center(s). An alternative to the Funds Center perspective is an organizational unit perspective. The PA15 report (*Labor Distributions: Payroll Inquiry by Employee*) provides data based on org unit. The report implicitly answers the question "who in my organization is being paid, regardless of what the source of that funding is?"

- This is the report to use when viewing payments to students.

- This report contains several hidden Key Figures. Use the *Filter* command to show/hide the figures as described in this Help Guide: BW How to - Hide or Show a Key Figure. Among the hidden Key Figures are **Salary % Distribution** and **Total Gross % Distribution**. Adding either of these to the report will allow you to view both amount paid and the corresponding percentage the amount represents. Percentage is calculated based on the total paid during the period being examined. An example is provided in Use Case #2 on page 3.

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Procedure

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Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

Note that no variable is required.

Posting Date: this is the date range during which payroll expenses posted. The variable is initially populated with a start date of July 1 in the current fiscal year through the current day[1].

The default date can be overwritten with whatever time period is required. Note that report syntax requires that when specifying a date in any field that contains a date range, this form must be used:

> Start-date + " – " + end-date (space dash space must separate the dates)

Report Output – Initial View

These data fields are included in the initial report result:

Free Characteristics

The report contains 40 data Characteristics and Free Characteristics.

Key Figures (metrics)

The report initially displays only **Annual Salary**, but there are several other metrics available. Refer to the Help Guide [BW How to - Hide or Show a Key Figure](link) for instructions regarding how to add any of the hidden metrics to your report.

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[1] Keep in mind that the Business Warehouse is always one day behind the rest of SAP, so report data will run through the day prior to the end date specified.
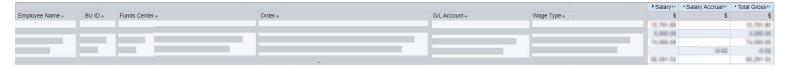
Use Cases

1. Aggregate payroll results by employee

   Based on column position, data in the initial report layout is organized primarily by **Posting Date**, then by **Payment Date** and **Employee**, in that order. Therefore, to organize by employee name, **Employee** must be positioned in the left-most column. This can be accomplished by moving this Characteristic to the left, moving the two date fields to the right of **Employee** or simply removing the date fields.

   Here's what the result would look like with the date fields were removed. The report data is now organized (aggregated) by employee.

Employee Name ⏶	BU ID ⏶	Funds Center ⏶	Order ⏶	G/L Account ⏶	Wage Type ⏶	Salary⏶⏷ $	Salary Accrual⏶⏷ $	Total Gross⏶⏷ $
						12,791.80		12,791.80
						3,000.00		3,000.00
						74,366.68		74,366.68
							-0.92	-0.92
						66,281.52		66,281.52

2. Show payment source amounts as a percentage of total paid to an employee

   In this example, report output has been filtered to select the salary results for a single faculty member. Other changes to the report include adding **Cost Center** (to show payment amounts from an unrestricted budget) and removing extraneous fields – **BUID**, **Funds Center**, **G/L Account** and **Wage Type**. Using the technique described in this Help Guide, BW How to - Hide or Show a Key Figure, the **Salary % Distribution** Key Figure was added. All salary amounts and the corresponding percentages of the total paid are now visible.

Employee Name ⏶	BU ID ⏶	Cost Center ⏶	Order ⏶		Salary % Distribution ⏶⏷ %	Salary⏶⏷ $
					7.01	
					61.81	
					10.98	
					0.00	
					10.48	
					9.72	
	Result				100.00	