

# Tools of the Job – Queries, Reports, Resources

## Account Management

The minimum required review of every account is a review of summary reports produced by the SOM Dean's Office. This will allow you to check the account balances and do a quick review of revenue and expenses for each project. The majority of the accounts will need a detailed review each month to ensure that expenses and revenue have posted appropriately. A difference in revenue and expenses is a likely indicator that a contract needs to be executed, an executed contract needs to be invoiced or expenses are misapplied to a project.

When PS Financials was upgraded to version 8, it changed its interface to being web based. Unlike PS Human Resources, the non-web based version interface for running queries is still available. The old, non web based interface is called "2- tier." The PeopleSoft support team wrote comprehensive manuals on how to access PeopleSoft Queries using both methods. Since the manuals are well written and someone with little to no PeopleSoft experience should be able to follow its instructions, this manual will not cover the basics of accessing the queries, but will highlight some key queries that every business manager should be familiar with. The link to both sets of instructions as well as a number of other manuals on PeopleSoft Financials can be found at:

<http://www.lsuhs.edu/ps/support/Version%208/training%20materials.aspx>

Financial data can be gathered by utilizing:

- Queries utilizing zz transdetail query
- Crystal reports
- Nvision reports
- SoM Dean's office Fund Balance Report
- SoM Dean's office Fund Balance Report – Detail (available upon request)

In PS Financials, there are four basic sources of data on which most queries and reports are based. They are the ZZ trans detail, Ledger, grants award, and Invoice tables. The invoice tables are used by the dean's office to prepare the invoice reports on the U drive. The grants award table contains the basic demographics of a grant or contract such as the chartstring, begin date, end date, sponsor, etc. The ledger data contains the summary of individual transactions or journal entries. It is also contains the history of a project used to determine the project to date balance.

The ZZ trans detail contains Journal Entries, which are the most basic building blocks in our financial accounting data. The raw journal entry itself is pretty basic and somewhat difficult to decipher at the first glance. For example, the JE line listed below is a sample entry for a payroll transaction.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Acct	Line Descr	Line Date	Date	Source	Ref	Sum Amount	DeptID	Fund	Program	Class	Proj/Grt	Year	Period	Unit	Journal	Line #	
2	501000	Salary-Monthly-Regular Pay	2007-09-30	2007-09-30	HR	0000014940	833.37	1490100	111	30001	10105		2.008		3	LSUNO	HR00378351	1.147

The data is not in the most user friendly format because the data in PeopleSoft is stored in a relational database that reduces the size of the data and increases its integrity by using numbers instead of words. In the example above, the transaction shows the employee ID instead of the employee's name. Several other fields such as Vendor for a purchase will be listed with their unique numeric IDs.

Linking the Journal Entry fields to other tables to translate the data within PeopleSoft isn't always possible. In order to overcome this obstacle, Computer Services builds a table each night from several other tables on the PS Financials Reports Server. The table is entitled "AJ\_ZZ\_NO\_TRANS\_DTL." Below is the same transaction as above, but this time the entry shows the name of the employee that the pay line is for.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Business Unit	DeptID	Acct	Fund	Program	Class	Proj/Grt	Bdgt Pd	Journal Date	Transaction Source	Journal Line Reference	Journal Line Description	GL Journal Line Number	Period	Year	Actuals Amount	Posted Date	VendorID/Emplid	Vendor/Employee	
26	LSUNO	1490100	501000	111	30001	10105		FY_2008	2007-09-30	HR	0000014940	Salary-Monthly-Regular Pay	1.147	3	2.008	833.37	2007-09-27	0014940	Lousteau,Ben	

The ZZ trans detail is the basis for most financial reports generated by the Dean's Office. It also is where Business Managers should look to view the detailed account transactions for each project.

When running the zz transdetail query, you will get the following prompt:

The screenshot shows a dialog box titled "Enter Value(s)" with a close button (X) in the top right corner. The dialog contains several input fields and two buttons: "OK" and "Cancel".

- Department:** [Empty text box]
- Fund:** [Empty text box]
- Program:** [Empty text box]
- Class:** [Empty text box]
- Project/Grant:** [Empty text box]
- Beg Acctg Period:** [Text box containing "0"]
- End Acctg Period:** [Text box containing "0"]
- Fiscal Year:** [Text box containing "0"]

- Fill in the appropriate chartstring when prompted to get the desired transactions.
  - The data available in this table is every transaction for LSUHSC since PeopleSoft implementation in 2001. The fewer criteria entered in the boxes, the longer the query will take to run.
  - Fields can be wildcarded with a % sign.

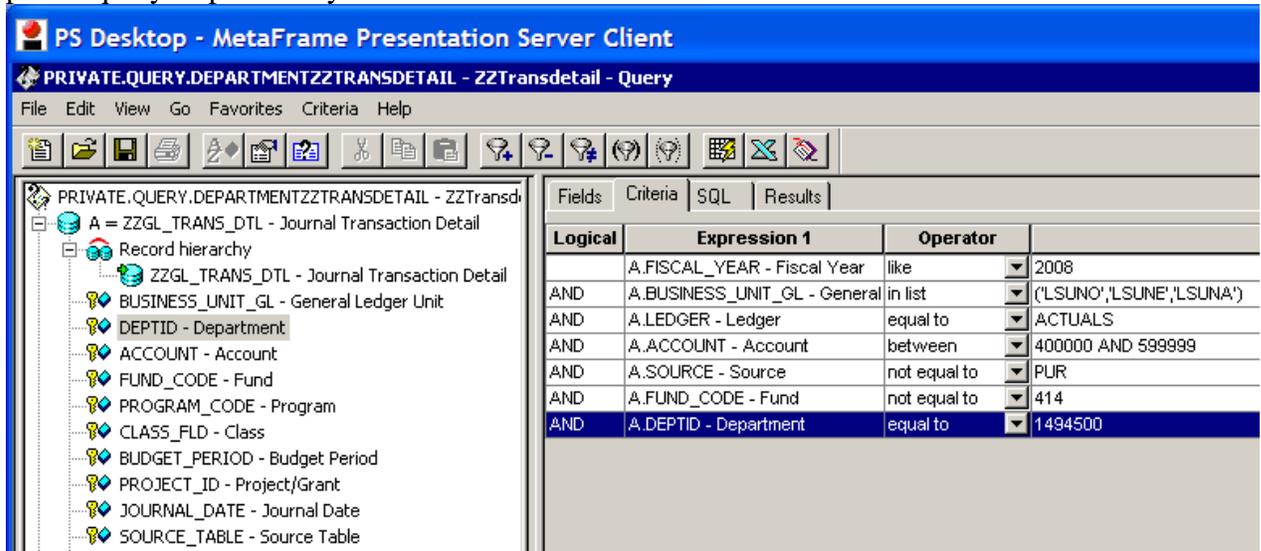
- For example entering the following will yield all the transactions for the Department of Anesthesia for FY 2008.

The screenshot shows a dialog box titled "Enter Value(s)" with a close button (X) in the top right corner. The dialog contains several input fields and two buttons: "OK" and "Cancel". The fields are: Department: 1490500, Fund: %, Program: %, Class: %, Project/Grant: %, Beg Acctg Period: 0, End Acctg Period: 12, and Fiscal Year: 2008.

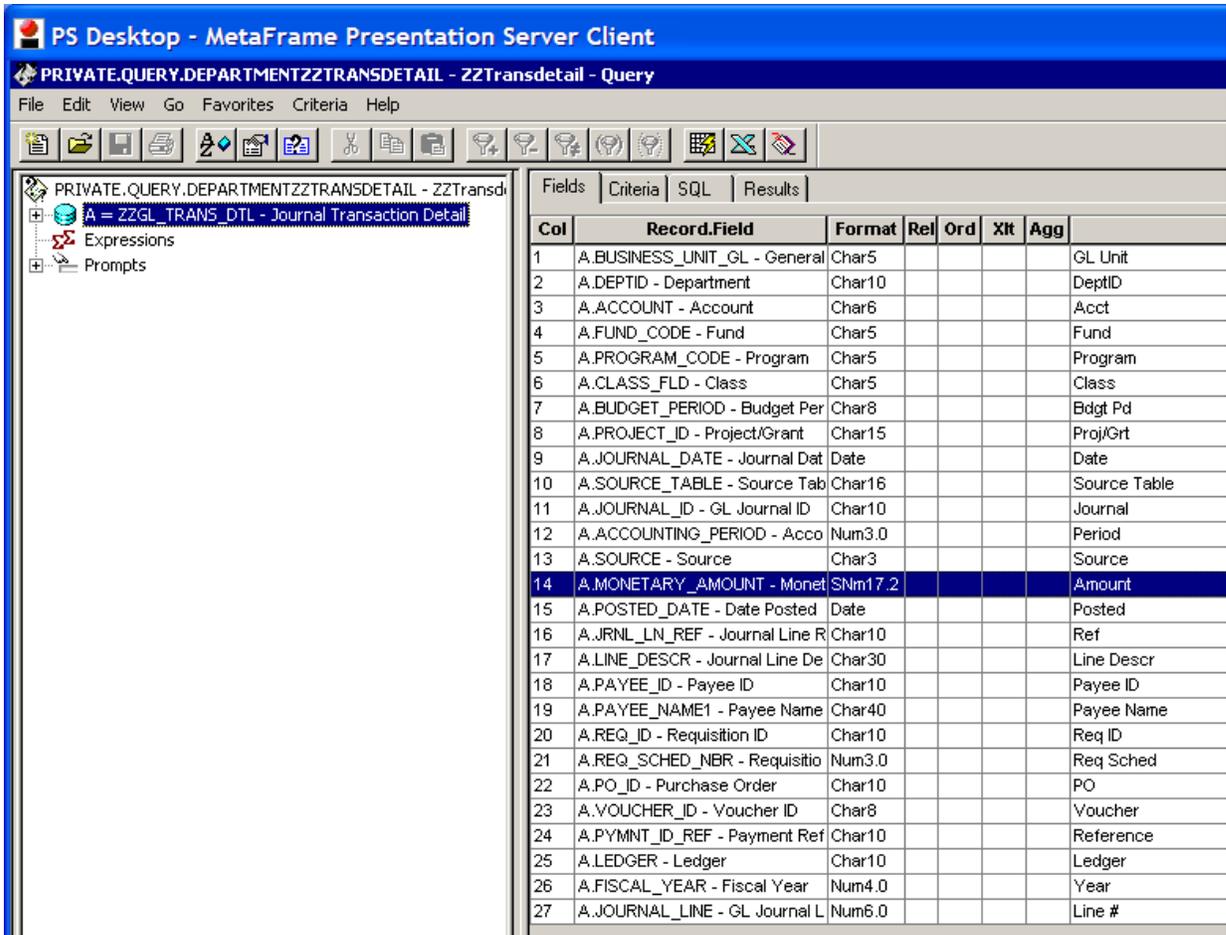
2. If the transactions for a single account (chartstring) are desired, everything can be wildcarded except the date range and the Project/Grant number.

The screenshot shows a dialog box titled "Enter Value(s)" with a close button (X) in the top right corner. The dialog contains several input fields and two buttons: "OK" and "Cancel". The fields are: Department: %, Fund: %, Program: %, Class: %, Project/Grant: 149050010A, Beg Acctg Period: 0, End Acctg Period: 12, and Fiscal Year: 2008.

Customizing the zz transdetail query can be useful to store criteria for data that is repeatedly entered or gathering datasets that are regularly queried. Begin by opening the public query as previously mentioned and customize it as follows:

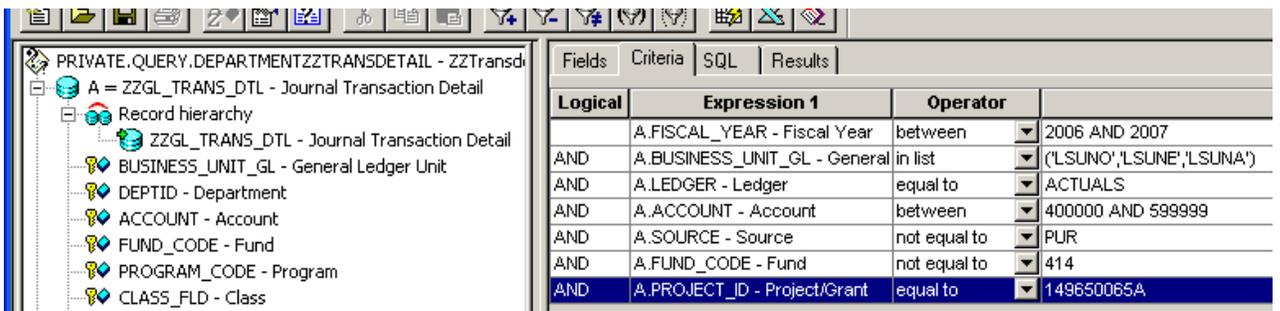


Screen print of the fields that you will pull from the public query:



You can customize this panel to get the information you need. If you have several Departments, utilize in list instead of equal to or if you have a series of Departments in a range you can use “like” and “%” example 14945%.

If you want all activity for a project for a certain period, use a between and bring over the project ID instead of Department.



If you have multiple projects you can use in list or use like and a % sign:

Logical	Expression 1	Operator	Results
	A.FISCAL_YEAR - Fiscal Year	between	2006 AND 2007
AND	A.BUSINESS_UNIT_GL - General	in list	('LSUNO','LSUNE','LSUNA')
AND	A.LEDGER - Ledger	equal to	ACTUALS
AND	A.ACCOUNT - Account	between	400000 AND 599999
AND	A.SOURCE - Source	not equal to	PUR
AND	A.FUND_CODE - Fund	not equal to	414
AND	A.PROJECT_ID - Project/Grant	like	149650065%

To add values: hit button add value, add the project, hit ok.  
 To delete or change a member on list, highlight and hit edit.

Logical	Expression 1	Operator	Results
	A.FISCAL_YEAR - Fiscal Year	between	2006 AND 2007
AND	A.BUSINESS_UNIT_GL - General	in list	('LSUNO','LSUNE','LSUNA')
AND	A.LEDGER - Ledger	equal to	ACTUALS
AND	A.ACCOUNT - Account	between	400000 AND 599999
AND	A.SOURCE - Source	not equal to	PUR
AND	A.FUND_CODE - Fund	not equal to	414
AND	A.PROJECT_ID - Project/Grant	in list	('149650012A','149650035V')

**Edit List**

List Members:

- 149650012A
- 149650035V

## **HR Management Tools**

The two most important sources of data in PS Human Resources are the “Employees” table and the paycheck data. The Employees table is a listing of all non-terminated employees for the department ID’s to which a user has access. The use of this table is relatively straight forward. The paycheck data is critical for accurate preparation of retros and analysis of how employees have been paid. The paycheck data will be discussed later in this chapter.

The most common mistake on retroactive changes in sources of funds is pers being prepared with inaccurate information for the current or existing sources and amounts of funding for an employee. This should not ever happen as the data to properly prepare the Per is readily available. Another common mistake is to use financial data or Journal entries as the source data for a Per. While this data is accurate, Journal Entries are not ever deleted or updated retroactively. The PeopleSoft HR data is updated retroactively to reflect any changes to how an employee was paid. When Accounting Services processes a Retro, they query from PeopleSoft HR, therefore this is the same data that must be used to prepare a Retro.

Additionally, Business Managers sometime believe that retros were done incorrectly or that there was somehow a system error that causes “inaccurate information” to be in PeopleSoft. The cause of a misapplied expense is irrelevant with respect to getting the correct data to prepare a Retro. Inputting anything else other than the exact information as contained in PeopleSoft will cause Accounting to either reject the Retro or improperly process it again; Accounting can only access what is currently reflected in PeopleSoft. Regardless of whether the fault lies with some person other than at the Departmental level, it is the responsibility of the department administrator to submit pers to accurately reflect employee’s time and effort.

The most essential data required in the preparation of a Retro is: EmplID, date range, source(s) of funding, and amount per account. When this data is obtained from PeopleSoft HR, Retros will be processed accurately. This same data should also be used for other analytical purposes as needed. The proper way to gather detailed pay information on an employee or for an entire Department is using a query.

There are several public queries which can be utilized as is or modified to yield the specific data set that you are looking for. An existing query that can be used to list all of the payroll transactions for a specified Department and date range is the public query “LSUSH\_Earnings\_Acct.” The data pulled by this query will enable you to see how a given individual is charged in PeopleSoft. When looking at the HR data, there is no way to distinguish if the records being looked at have been changed with a retro. The data contained in HR payroll data shows no history of changes made to distributions.

Take the following steps to run the query “LSUSH\_Earnings\_Acct:”

3. Log in to Citrix

4. go into PeopleSoft Human Resources



5. Select: *Reporting Tools, Query, Query Manager*

**PS9HERPT** 8.49.19  
PS9HEWEB2 DPS

**Menu**

Search:

- ▶ My Favorites
- ▶ Workforce Administration
- ▶ Benefits
- ▶ Payroll for North America
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Set Up HRMS
- ▼ Reporting Tools
  - Query
  - **Query Manager**
  - Report Manager
- ▶ PeopleTools
- ▶ LSUHSC Processes

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

6. Select “Advanced Search” Change the first box to display *contains*. Type “earnings” in the third box and hit the search button. This will list all queries that contain “earnings” in the title.

7. Select the query *LSUSH EARNINGS ACCT*

**Query Name:** contains   
**Description:** begins with   
**Uses Record Name:** begins with   
**Uses Field Name:** begins with   
**Access Group Name:** begins with   
**Folder Name:** begins with   
**Owner:** =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

**Search Results**

\*Folder View:

\*Action:

Query	Customize	Find	View All	First	1-23 of 23	Last	
<input type="checkbox"/>	<a href="#">DEPT_EARNINGS</a>	Departmental Earning Table	Private	<a href="#">Edit</a>	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	<a href="#">LSUSH_EARNINGS_ACCT</a>	List earn & acct by pay end dt	Public	<a href="#">Edit</a>	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	<a href="#">LSUSH_EARNINGS_ACCT_SUE</a>	List earn & acct by pay end dt	Public	<a href="#">Edit</a>	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	<a href="#">LSUSH_EARNINGS_ACCT_SUM</a>	List earn & acct by pay end dt	Public	<a href="#">Edit</a>	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>

8. Below are the fields that you will obtain from the query.

[Records](#)
[Query](#)
[Expressions](#)
[Prompts](#)
**Fields**
[Criteria](#)
[Having](#)
[View SQL](#)
[Run](#)

**Query Name:** LSUSH\_EARNINGS\_ACCT      **Description:** List earn & acct by pay end dt

View field properties, or use field as criteria in query statement.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmpID	Char11				EmpID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.NAME - Name	Char50	1			Name		<input type="button" value="Edit"/>	<input type="button" value="-"/>
3	B.EARNINGS - Earnings	SNm13.2			Sum	Earnings		<input type="button" value="Edit"/>	<input type="button" value="-"/>
4	A.PAY_END_DT - Pay Period End Date	Date	2			Pay End Date		<input type="button" value="Edit"/>	<input type="button" value="-"/>
5	B.ERNCD - Earnings Code	Char3				Earn Code		<input type="button" value="Edit"/>	<input type="button" value="-"/>
6	B.ACCT_CD - Combination Code	Char25				Combo Code		<input type="button" value="Edit"/>	<input type="button" value="-"/>
7	C.ACCOUNT - Account	Char10				Account		<input type="button" value="Edit"/>	<input type="button" value="-"/>
8	C.FUND_CODE - Fund Code	Char5				Fund		<input type="button" value="Edit"/>	<input type="button" value="-"/>
9	C.DEPTID_CF - Department	Char10				DeptID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
10	C.PROGRAM_CODE - Program Code	Char5				Program		<input type="button" value="Edit"/>	<input type="button" value="-"/>
11	C.CLASS_FLD - Class Field	Char5				Class		<input type="button" value="Edit"/>	<input type="button" value="-"/>
12	C.PROJECT_ID - Project/Grant	Char15				Project/Grant		<input type="button" value="Edit"/>	<input type="button" value="-"/>
13	B.OFF_CYCLE - Off Cycle ?	Char1				Off Cycle		<input type="button" value="Edit"/>	<input type="button" value="-"/>

9. The second screen is the criteria that will be used to filter the payroll data.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: LSUSH\_EARNINGS\_ACCT Description: List earn & acct by pay end dt

Add Criteria Group Criteria Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.COMPANY - Company	equal to	B.COMPANY - Company	Edit	[-]
AND	A.PAYGROUP - Pay Group	equal to	B.PAYGROUP - Pay Group	Edit	[-]
AND	A.OFF_CYCLE - Off Cycle ?	equal to	B.OFF_CYCLE - Off Cycle ?	Edit	[-]
AND	A.PAGE_NUM - Page #	equal to	B.PAGE_NUM - Page #	Edit	[-]
AND	A.LINE_NUM - Line #	equal to	B.LINE_NUM - Line #	Edit	[-]
AND	A.SEPCHK - Separate Check #	equal to	B.SEPCHK - Separate Check #	Edit	[-]
AND	B.ACCT_CD - Combination Code	equal to	C.ACCT_CD - Combination Code	Edit	[-]
AND	A.PAY_END_DT - Pay Period End Date	equal to	B.PAY_END_DT - Pay Period End Date	Edit	[-]
AND	A.PAY_END_DT - Pay Period End Date	between	:2 AND :3	Edit	[-]
AND	A.DEPTID - Department	equal to	:4	Edit	[-]

Save As New Query Preferences Properties New Union Return to Search

10. The query can be customized or run as is. To run the query as is, hit *run* on the bottom of the screen

Save As Run New Query Preferences Properties New Union Return to Search

11. As the query is set up by default, you will be prompted for the Department ID and the dates for which you would like to see payroll data. This query will pull the entire Department for the period specified in the prompt. Note: In PeopleSoft HR, all Department ID's are the same as PS Financials except that they start with "NO" (New Orleans). Also, the date range specified will only capture pay periods that end within the specified range. For example, if the date range specified is June 1-15, not all pay for that time period will be displayed. Most of LSUHSC employees are paid monthly and as such, their pay end date is June 30 and none of their pay data would be displayed, given the criteria above.

**LSUSH\_EARNINGS\_ACCT**

Begin Date: 1/1/09

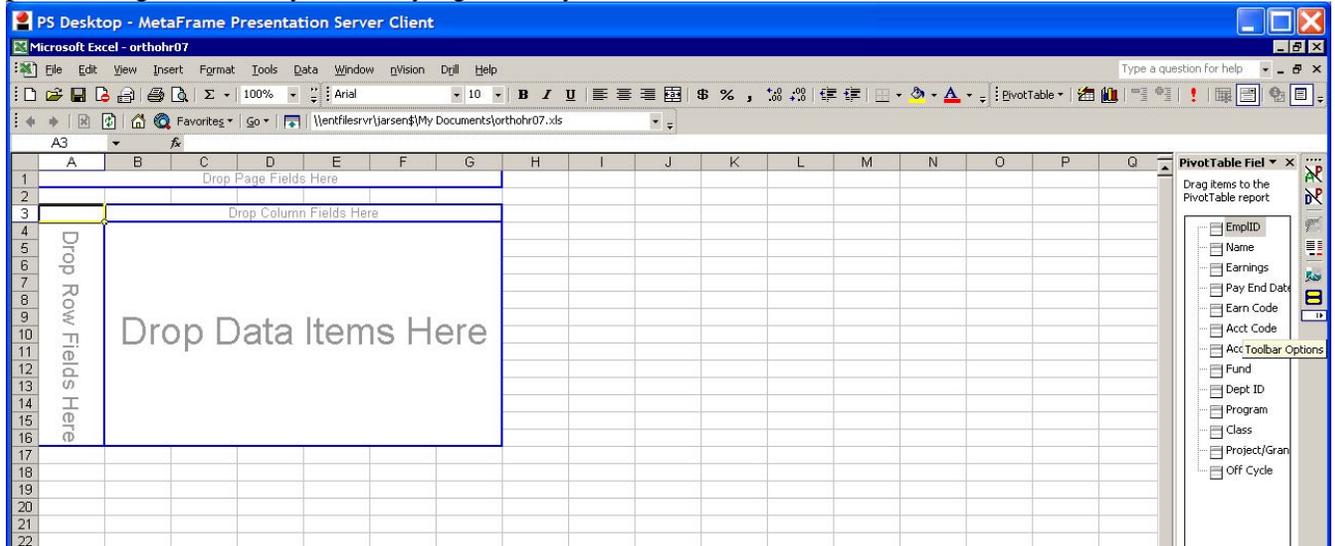
Ending Date: 1/31/09

Enter Department ID:: NO1490100

OK Cancel



The screen below will appear. You will drag the fields that you need from the right into a pattern to get the data you are trying to analyze.



Example of data. You can add name of employee, date of earnings, etc. Once you have collected the data you can use it to find how people were paid. If you update it monthly it will reflect the Pers that you have submitted during the month and will allow you to be able to judge if you have correctly assigned effort.

PS Desktop - MetaFrame Presentation Server Client

Microsoft Excel - orthohr07

File Edit View Insert Format Tools Data Window nVision Drill Help

100% Arial

\\ventfilesrvr\jarsen\$\My Documents\orthohr07.xls

F34

Drop Page Fields Here

Sum of Earnings	Account									Grand Total
Project/Grant	501000	501310	501700	502000	502700	505000	505300	506000		
149450004A	\$432,092.74		\$16,145.19	\$34,703.30	\$4,500.81	\$128.91		\$1,116.75		\$488,687.70
149450005A	\$47,300.04									\$47,300.04
149450010A	\$236,742.68	\$807,119.81								\$1,043,862.49
149450015A		\$146,631.36								\$146,631.36
149450025A					\$0.00					\$0.00
149450035A	\$6,825.00				\$41,922.96					\$41,922.96
149450041A								\$5,648.25		\$6,825.00
149450042A	\$1,029.72									\$5,648.25
149600226G	\$583.47									\$1,029.72
149760009G	\$10,000.00	\$478,019.93								\$583.47
149760060G										\$488,019.93
149760062G						\$186,321.52				\$186,321.52
149760067G						\$87,234.77				\$87,234.77
149760088G						\$5,524.66				\$5,524.66
149760089G						\$8,104.81				\$8,104.81
149760095G						\$3,304.38				\$3,304.38
149760096G	\$117,913.18	\$470,920.08				\$124,864.96				\$124,864.96
149760097A							\$10,000.00			\$588,833.26
149760102G						\$19,254.36				\$10,000.00
149760106G						\$18,078.13				\$19,254.36
14976900BS							\$100.00			\$18,078.13
14976902DU		\$65,224.01								\$100.00
149820002G						\$204,837.95				\$65,224.01
149820007A							\$41,400.00			\$204,837.95
149825002G						\$69,727.95				\$41,400.00
14985901AN		\$40,833.31								\$69,727.95
158200080G	\$4,500.00	\$19,500.00								\$40,833.31
15820077AL							\$600.00			\$24,000.00
15820077AM							\$5,700.00			\$600.00
19800002AS						\$1,231.28				\$5,700.00
449760004G		\$20,833.35								\$1,231.28
449760005G		\$475,215.12								\$20,833.35
449820001G							\$600.00			\$475,215.12
449825001G	\$59,333.36	\$162,336.00								\$600.00
9980000109						\$236.96				\$221,669.36
Grand Total	\$916,320.19	\$2,686,632.97	\$16,145.19	\$34,703.30	\$4,500.81	\$770,773.60	\$58,400.00	\$6,765.00		\$4,494,241.06

PivotTable Field List

- EmpID
- Name
- Earnings
- Pay End Date
- Earn Code
- Acct Code
- Account
- Fund
- Dept ID
- Program
- Class
- Project/Gr
- Off Cycle

Ready

Start | ps8he.lsuhscc | Query Manager Compon... | Nvsuser [Read-Only] | orthohr07 | PS/nVision | Document1 - Microsoft ...

Should you find you need to do a Per to adjust the information, you would select the employee and rearrange the data; A useful data arrangement is as below: (employee's name has been blocked out)

Microsoft Excel - orthohr07

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Reply with Changes... End Review...

PivotTable

D10 5416.83

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	Sum of Earnin			Project/Grant							
4	Name	Accour	Pay End Date		149450010A	149760009G	149760096G	14976902DU	449760005G	449825001G	Grand Total
5		501000	7/31/2006	\$5,416.66			\$416.67				\$5,833.33
6			8/31/2006	\$5,416.66			\$416.67				\$5,833.33
7			9/30/2006	\$5,416.66			\$416.67				\$5,833.33
8			10/31/2006	\$5,416.66			\$416.67				\$5,833.33
9			11/30/2006	\$5,416.66			\$416.67				\$5,833.33
10			12/31/2006	\$5,416.83			\$416.50				\$5,833.33
11			1/12/2007	\$0.00							\$0.00
12		501000 Total		\$32,500.13			\$2,499.85				\$34,999.98
13		501310	7/14/2006				\$5,220.00				\$5,220.00
14			7/28/2006					\$5,000.00			\$5,000.00
15			7/31/2006		\$5,666.67			\$2,000.00	\$5,666.67		\$13,333.34
16			8/25/2006			\$7,830.00					\$7,830.00
17			8/31/2006		\$3,933.34	\$3,500.00		\$900.00	\$5,000.00		\$13,333.34
18			9/22/2006			\$9,135.00				\$5,000.00	\$14,135.00
19			9/30/2006		\$3,933.34	\$3,500.00		\$3,399.99	\$5,000.00		\$15,833.33
20			10/20/2006			\$7,830.00				\$8,000.00	\$15,830.00
21			10/31/2006		\$3,933.34	\$3,500.00		\$3,399.99	\$5,000.00		\$15,833.33
22			11/30/2006		\$4,800.00	\$18,216.66			\$5,866.67	\$11,000.00	\$39,883.33
23			12/31/2006		\$4,800.00	\$14,301.66			\$5,866.67	\$10,000.00	\$34,968.33
24			1/26/2007							\$5,000.00	\$5,000.00
25			1/30/2007			\$10,440.00					\$10,440.00
26			3/23/2007			\$0.00				\$0.00	\$0.00
27			6/1/2007			\$0.00				\$0.00	\$0.00
28		501310 Total			\$27,066.69	\$78,253.32	\$5,220.00	\$14,699.98	\$32,400.01	\$39,000.00	\$196,640.00
29		501700	2/9/2007	\$5,115.38							\$5,115.38
30		501700 Total		\$5,115.38							\$5,115.38
31		tal		\$37,615.51	\$27,066.69	\$78,253.32	\$7,719.85	\$14,699.98	\$32,400.01	\$39,000.00	\$236,755.36
32		Grand Total		\$37,615.51	\$27,066.69	\$78,253.32	\$7,719.85	\$14,699.98	\$32,400.01	\$39,000.00	\$236,755.36

First Per example follows the lines highlighted in pink. Here you have a reliable method to get the exact amount to put on the retro per.

Should you discover that you need to move a portion of a supplement you can move the a portion of the amount over a given period of time.

## Annual and Sick Leave Reports

There are two queries that you should run that show the leave used for a given period of time in your department. They are entitled:

LSUNO\_BIWK\_LEAVE\_USAGE (Payroll Reg and Leave Earnings)

LSUNO\_MONITOR\_ABSENCE (Unclassified ABSENCE)

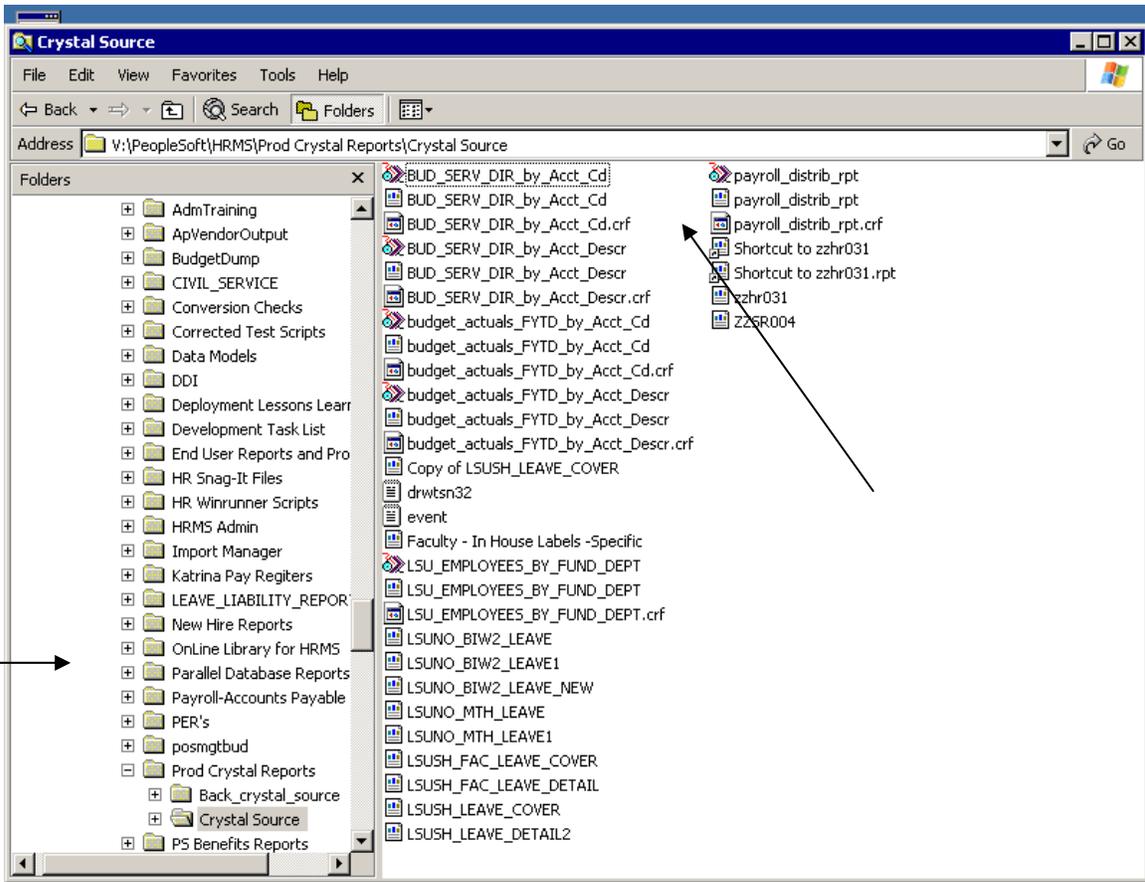
These queries only show what leave is used. Additionally, departments need to verify balances to insure sufficiency of leave before it is taken. Leave balances can be obtained by looking up employees individually in PS as follows:

The screenshot shows the PS9HERPT web interface. The top header includes 'PS9HERPT 8.49.19', 'PS9HEWEB2', and 'DPS'. A 'Menu' sidebar on the left lists various navigation options, with 'Review Accrual Balances' selected. The main content area is titled 'Review Accrual Balances' and contains a search form. The form includes a 'Find an Existing Value' section with the following fields: 'EmpID:' (dropdown: 'begins with', text input), 'Benefit Record Number:' (dropdown: '=', text input), 'Name:' (dropdown: 'begins with', text input), 'Last Name:' (dropdown: 'begins with', text input), 'Organizational Relationship:' (dropdown: '=', dropdown menu), and 'Alternate Character Name:' (dropdown: 'begins with', text input). There is a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

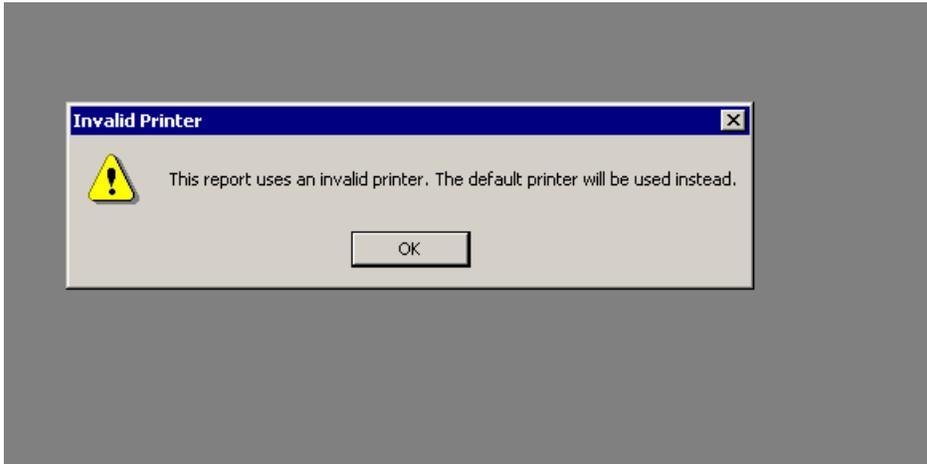
### **Instructions for Accessing and Printing Bi-Weekly and Monthly Leave Reports**

**NOTE: TO PRINT FROM CITRIX, YOU MUST ADD YOUR PRINTER TO YOUR CITRIX DESKTOP: START\SETTINGS\PRINTERS\ADD PRINTER**

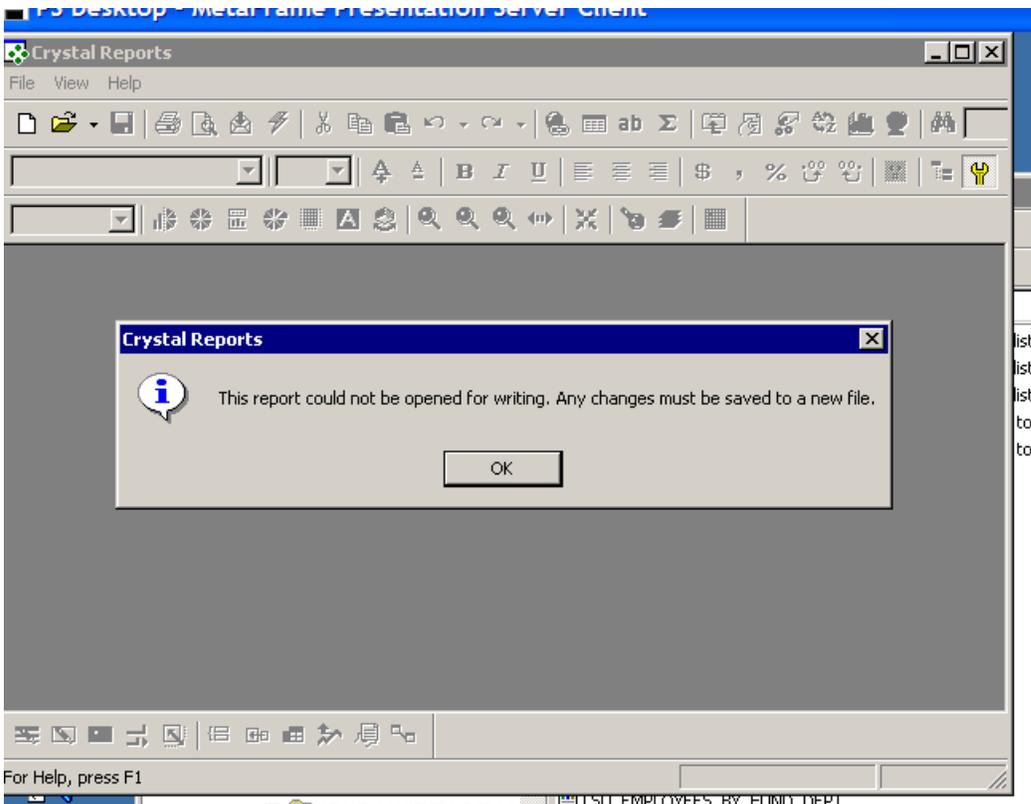
1. Log on to Citrix.
2. Right click on the Citrix Start icon and select Explore. Windows Explorer will open.
3. Navigate to: V:\PeopleSoft\hrms\Prod Crystal Reports\Crystal Source
4. In that folder you will see two reports for the New Orleans campus: LSUNO\_BIWK\_LEAVE and LSUNO\_LSUNO\_MTH\_LEAVE.
5. Double click the desired report.



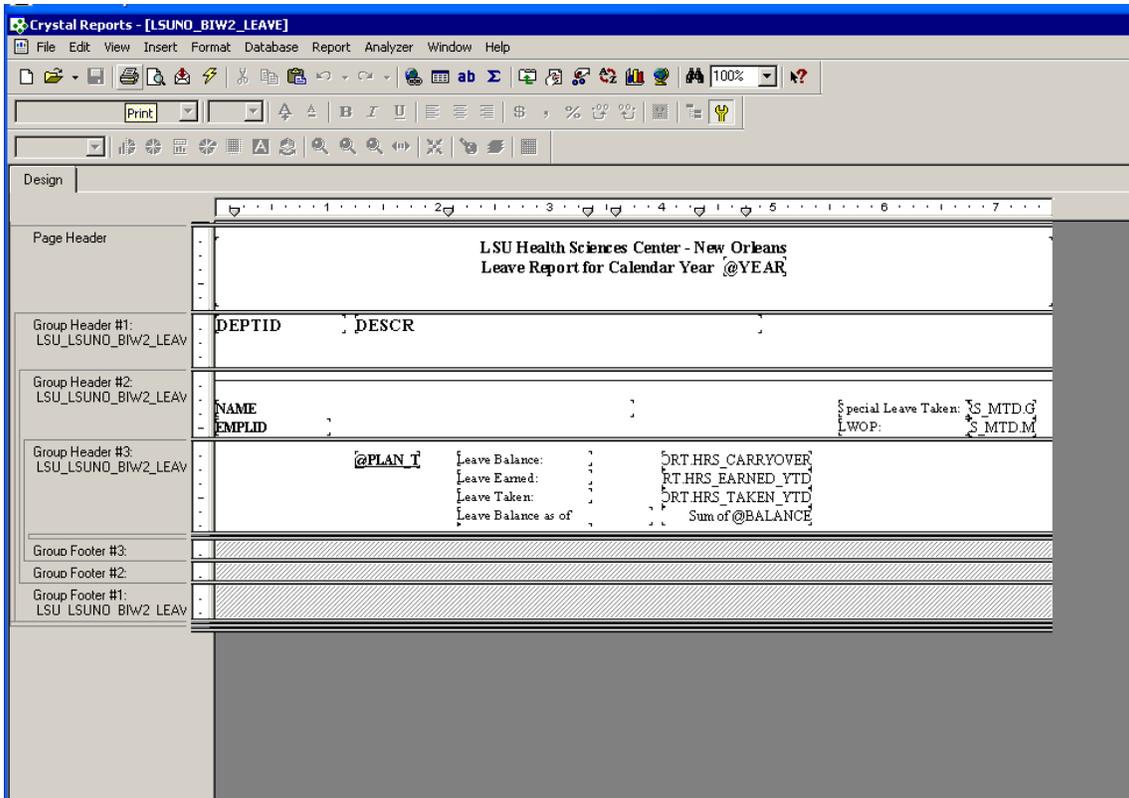
6. If you receive the following message, select “OK.”



7. If you receive the following message, select “OK.”



8. Select the yellow lighting bolt icon on the task bar.



- Log on to the Reports database (PSHERPT) using your Operator ID (CAPS) and Password (lower case.)

**PeopleSoft Signon** [X]

 PeopleTools 8.22.08  
Copyright (c) 1988-2005 PeopleSoft, Inc.  
All rights reserved.

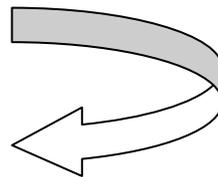
Enter Signon Information Below:

Connection Type:

Database Name:

User ID:

Password:



10. If you select the Bi-Weekly report, you will be prompted to input the Leave Accrual Date. This is the Pay Period End Date; i.e. 03/25/07.



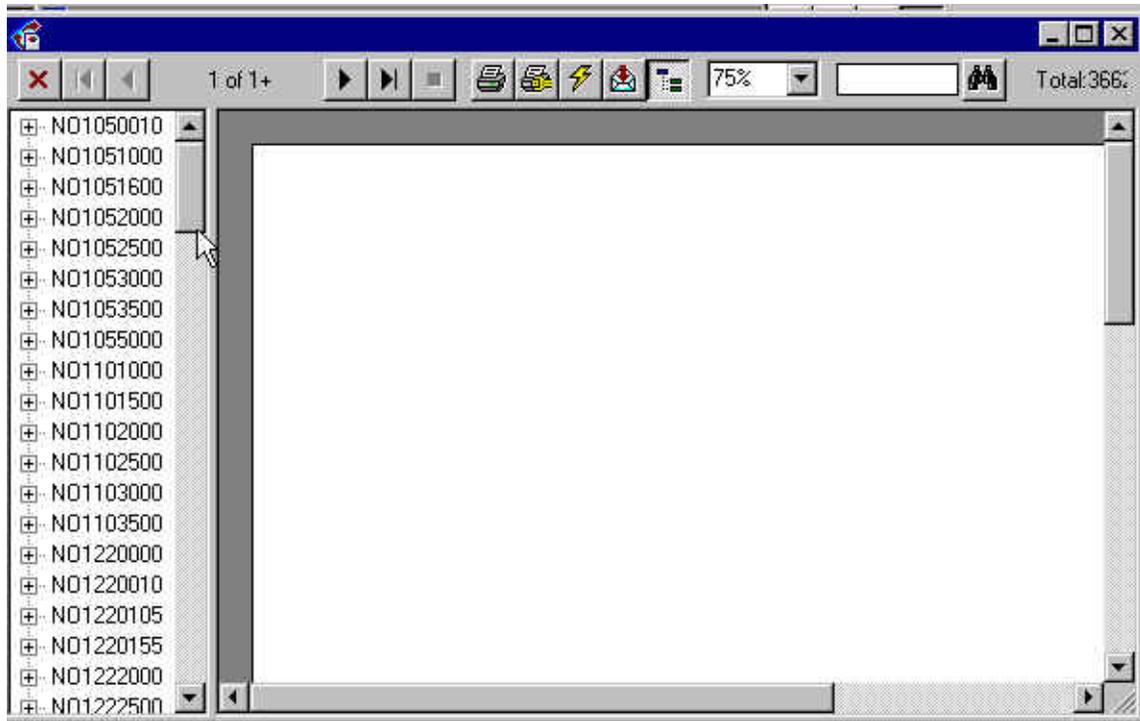
A screenshot of a dialog box titled "Enter Value(s)". It contains a label "Accrual Process Date:" followed by a text input field containing "03/25/2007" and a dropdown arrow. To the right of the input field are two buttons: "OK" and "Cancel".

- If you select the Monthly report, you will be prompted to input the Accrual Process Date and the Pay Period End Date (which will be the same); i.e. 03/31/07.

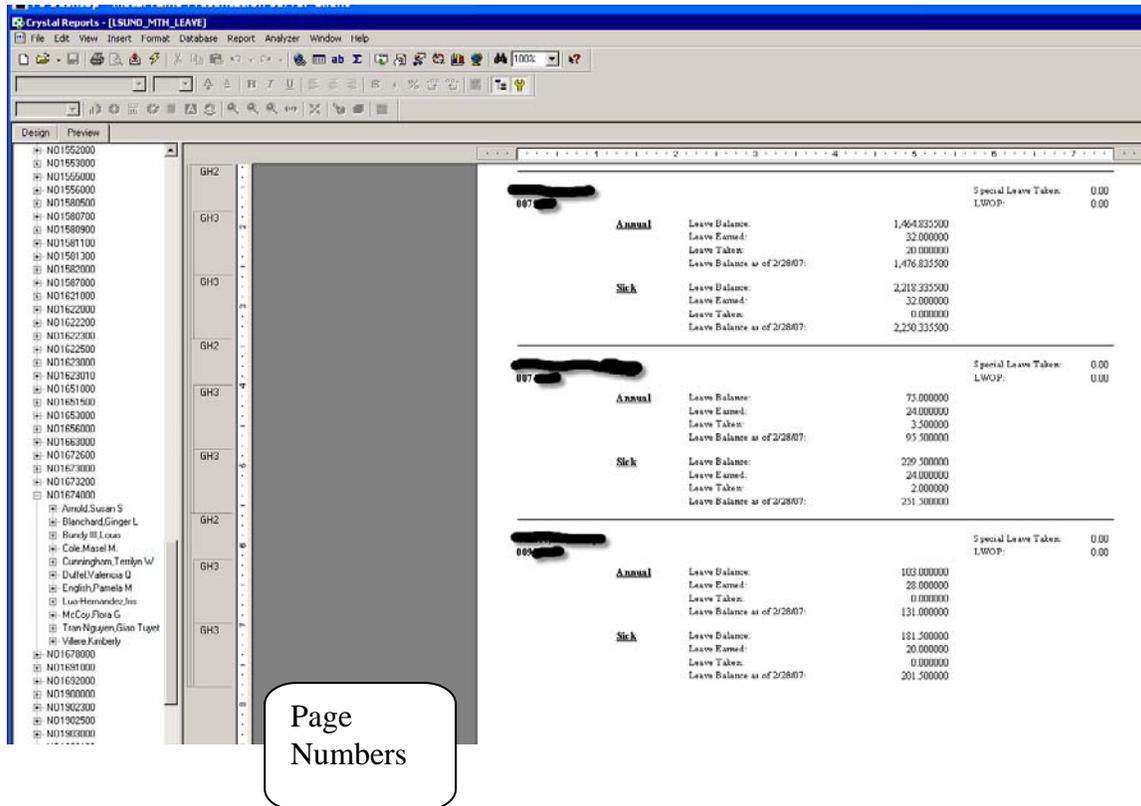


A screenshot of a dialog box titled "Enter Value(s)". It contains two labels: "Accrual Process Date:" and "Pay Period End Date:". Each label is followed by a text input field containing "03/31/2007" and a dropdown arrow. To the right of the input fields are two buttons: "OK" and "Cancel".

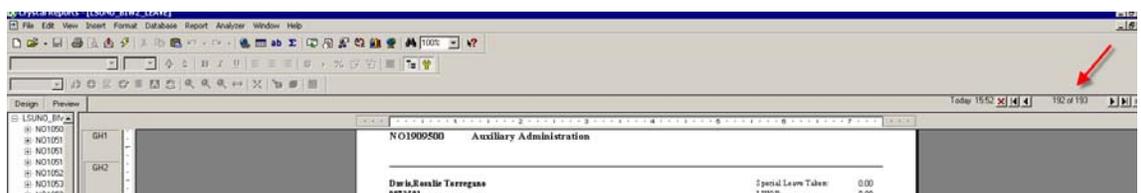
11. Select OK.
12. Your report will consist of two sides; the right side will be blank and the left side will consist of PeopleSoft Department ID's based upon your level of security.



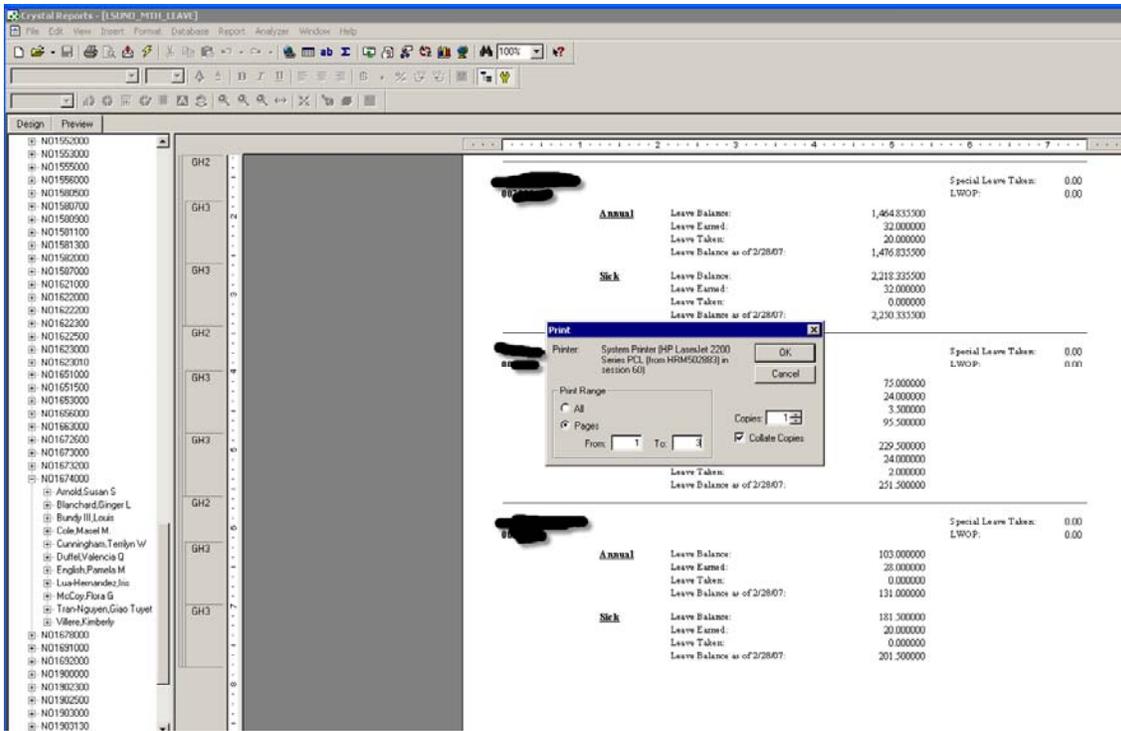
- Double click on the desired Department ID. The leave report for that Department will appear in the window on the right.



- Note the page numbers at the top right.



- To send the report to a printer, select the printer icon on the toolbar. You can print the entire report by setting the radio button to “all”. You can also print specified pages by setting the radio button to “Pages” and identifying the pages to be printed. Page numbers are noted on the toolbar (see previous screen print.)



16. Close the Crystal Report by clicking the X in the upper right hand corner.



