



DALHOUSIE NOTES ON PAYROLL EXPENSE DETAIL IN FINANCE SELF SERVICE

QUICK REFERENCE

As of September 1, 2015

Quick reference document outlining the basic steps to access the payroll expense detail results through Finance Self Service. The detail information you will see in this query is coming from Human Resources. **All inquiries regarding the data should be directed to Payroll.**

How do I access the payroll expense detail query?

1. Go to **Dal Online**. <https://dalonline.dal.ca/>
2. Click on **LOGIN** in the upper left hand side of the screen (in the black/white section)
3. Enter your **Net ID** and **Net ID password** (same password used to access your email) then click on **LOGIN**
4. Click on **Web for Administrators**
5. Click on **Finance**
6. At this point there are two different locations for access this information.
 - A. Click on **Budget Queries**
This method can be used for all organization codes. However, it is suggested for research and special purpose organization codes that you access this information through the **Researcher: Summary & Detail Query** so you don't have to complete the parameter section of this query.

There are two different ways to access the information from this query:

1. Select **Payroll Expense Detail** from the drop down box (See below for parameters)
 2. Process a **Budget Status by Account** query and click on the **salary account number** (4-digit code) (See below for processing a Budget Status by Account query)
- B. Click on **Researcher: Summary & Detail Query**
This method can only be used for research and special purpose organization codes.

How do I process a Payroll Expense Detail Query through the Budget Queries (Option A1 above)?

1. First **complete Steps 1 – 5** above.
2. Click on **Budget Queries**
3. From the drop down list, select **Payroll Expense Detail**
4. Click on the **Create Query** button.

5. Parameters:

- a. **Fiscal Year** – if the fiscal year is 2015-2016, you will want to select the **second year** 2016
- b. **Fiscal Period** – if you leave it at period **14**, you will always get year to date information and save yourself from having to change it month.
- c. **Chart of Accounts** – Enter **1**
- d. **Organization** – Enter your **5 digit account code OR use a percent sign (%) for a wildcard for any missing digits**. For example: 1% will bring back all operating accounts that start with a “1” that you have access to in FSS.
- e. **Account** – (Optional) If you only want the transactions from a specific **salary code**, enter the **4 digit code** here; otherwise, leave it blank
- f. Remaining fields to be **left blank** (Fund, Fund Type, Account, Account Type, Program)

Fiscal year:	2016 ▾	Fiscal period:	14 ▾
Chart of Accounts	1		
Fund			
Organization	1		
	Fund Type		
Account		Account Type	
Program			
Save Query as:			
<input type="checkbox"/> Shared			
Submit Query			

- g. Click on the **Submit Query** button.

The following screen will return the results of your query.

Report Parameters

Chart of Accounts	1 Dalhousie University
Fund	All
Organization	1
Program	All
Activity	All
Account	All
Location	All
From Date	Apr 01, 2015
To Date	Mar 31, 2016

Query Results

Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
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The screen only handles 15 lines, after that you would click on the **Next 15** button. It will probably be easier for you to click on the **Download All Columns** button to take the information

into Excel for analysis. **NOTE:** Please make sure you save the file on your network in a secure location.

How do I Access the Payroll Expense Detail results through the Budget Status by Account Query (Option A2 above)?

1. First **complete Steps 1 – 5** above.
2. From the drop down list, select **Budget Status by Account**
3. Click on the **Create Query** button.
4. Make sure there is a **check mark** in each of the following boxes: **Year to Date, Adjusted Budget, Commitments and Available Balance.**
5. Click **Continue.**
6. Parameters:
 - a. **Fiscal Year** – if the fiscal year is 2015-2016, you will want to select the **second year** 2016
 - b. **Fiscal Period** – if you leave it at period **14**, you will always get year to date information and save yourself from having to change it month.
 - c. **Chart of Accounts** – Enter **1**
 - d. **Organization** – Enter your **5 digit account code OR use a percent sign (%) for a wildcard for any missing digits.** For example: 1% will bring back all operating accounts that start with a “1” that you have access to in FSS.
 - e. **Account** – (Optional) If you only want the transactions from a specific **salary code**, enter the **4 digit code** here; otherwise, leave it blank for all accounts
 - f. Remaining fields to be **left blank** (Fund, Fund Type, Account, Account Type, Program)
 - g. **Include Revenue Accounts** box –This box is **checked.**
 - h. Click **Submit Query**

Fiscal year:	2016 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	1		
Fund			
Organization	1		
	Fund Type		
Account		Account Type	
Program			
<input checked="" type="checkbox"/>	Include Revenue Accounts		
Save Query as:	<input type="text"/>		
<input type="checkbox"/>	Shared		
<input type="button" value="Submit Query"/>			

When the results return, you will notice the Year to Date and Account columns have the information in blue font.

If you **click** on the **Year to Date** value, you will drill into the list of **Finance transactions** making up the year to date total.

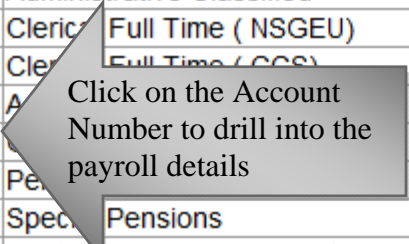
If you **click** on the **salary expense code**, you will drill into the **Payroll Expense Detail** information which comes from Human Resources data. This will return the same information if you had ran the Payroll Expense Detail query mentioned above.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Mar 31, 2016			
As of Jul 15, 2015			
Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	1		
Account	All		

Query Results

Account	Account Title	FY16/PD14 Adjusted Budget	FY16/PD14 Year Date
6160	Administrative Classified	0.00	4
6165	Clerical Full Time (NSGEU)	0.00	2
6166	Clerical Full Time (CCS)	0.00	
6250	Administrative	0.00	
6390	Administrative	0.00	
6391	Professional	0.00	
6396	Special Pensions	0.00	
7050	Photo/AudVis/Graphics Internal Exp	0.00	

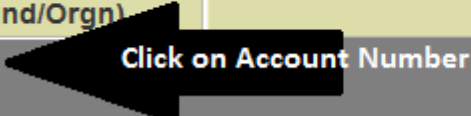


How do I Access the Payroll Expense Detail results through the Researcher: Summary & Detail Query (Option B above)?

1. First **complete Steps 1 – 5** above.
2. From the menu, select **Researcher: Summary & Detail Query**
3. Either select a **principal investigator** from the drop down box and click **submit** OR you will already be presented with a list of a particular Researcher's accounts.
4. From the list of accounts listed, click on the **account number** you wish to view the payroll expense detail on in FSS.

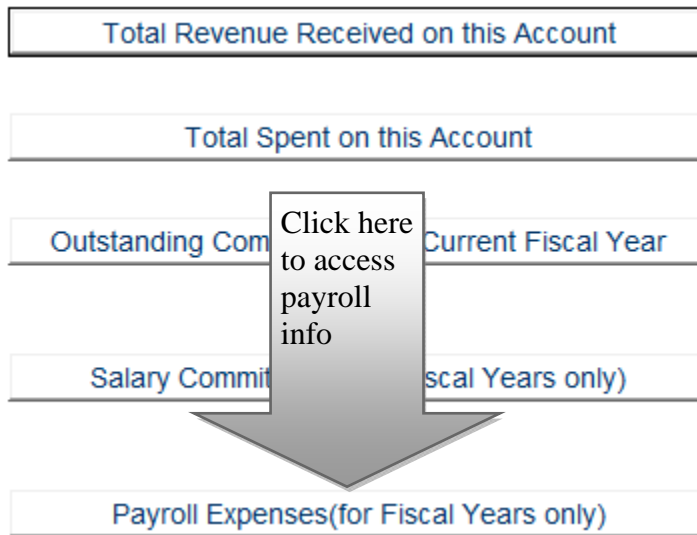
Click on the Account code to drill into detail information about the account

Account (Fund/Orgn)	Title	Agency
45		NSERC
		RESEARCH Internal



5. Scroll down to the bottom of the screen. You should see **"Payroll Expenses (for Fiscal Years only)"** button.
6. Enter a **Fiscal Year**

7. Click on the “**Payroll Expenses**” button.



Can I download the information into Excel?

Yes, once you have your payroll expense detail results, **click** on the **Download All Columns** button. This will want to open the file in a .csv file which can be used in Microsoft Excel.

More columns will be downloaded than what you see on screen. A few important fields to point out are Dalhousie ID, Last Name of Employee, Position Number, Hours, Finance document id, Earn/Benefit Code and Earn/Benefit Code Description.

Helpful Tricks & Tips:

- On the Payroll Expense Detail report under Budget Queries (option A1), if you use the percent sign (%) as a wildcard in the Organization field with a partial five digit code, you are able to retrieve all payroll information for those codes that meet your criteria.

For example, you have security access to organization codes 12345, 12346, 12348.

If you enter 1234% or 123%, etc. in the Organization field, the query will retrieve all payroll transactions posted to all three of these codes.

NOTE: When you use the wildcard, the speed of the query will slow down quite a lot since it is trying to retrieve more transactions.

- If you take the information into Microsoft Excel, a feature in Excel you may or may not be aware of is “**Filter**” on the **Data tab**. This is a great feature that will allow you to **easily limit your data**. Before turning the filters on, remove any lines above the column headings. Click on **Filter** on the **Data tab**. A **drop down box** will be placed on the **first row in each column**. You can then click on this drop down box and deselect “Select All” and click on the different data you wish to display. If you click on Text Filters above the list of data, you can change it from Equal to Not Equal, Begins with, Contains, etc.