
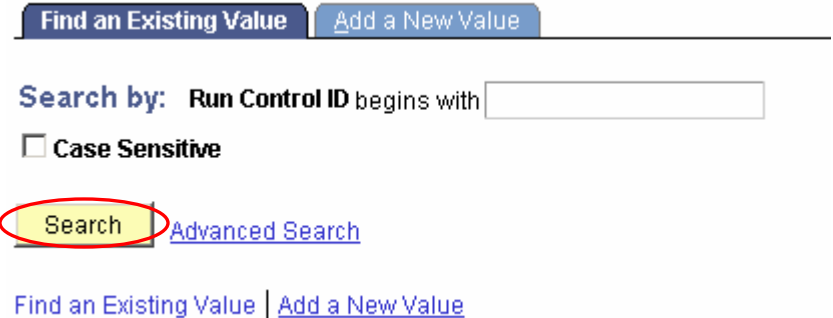




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **LCD Employee Funding Report** allows identified users to view positions that are funded from their department based upon a ChartField string. Access to this report and specific CMS departments is defined by the user's security access.



Frequency: Ad hoc

<p>Step 1: Navigate to the correct page:</p> <p>Menu > CSUF HR > LCD > LCD Reports > Employee Funding</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The Employee Funding Report Page appears.</p> <p>Step 2:</p> <p>Run Control ID identifies specific run control settings for a specific report or process. A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click Search to see what run controls you have available to you.</p> <p>If this is your first time running the report, click Add a New Value.</p>	
<p>Step 2A:</p> <p>Add a Run Control ID</p> <p>You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	



<p>Step 3:</p> <p>The Employee Funding page appears.</p> <p>The Business Unit automatically defaults to "FLCMP", you do not need to change this value.</p> <p>Enter information into the following required fields:</p> <ul style="list-style-type: none"> - Department ID - As of Date <p>You may also use the icon to look up the appropriate values.</p> <p>To print non-funded employees only, click the box <input type="checkbox"/></p>	<p>Funding by Employee</p> <p>Run Control ID: LCD_Employee_Funding</p> <p>'Business Unit' <input type="text" value="FLCMP"/> </p> <p>Department <input type="text" value="10057"/> </p> <p>As of Date <input type="text" value="03/01/2008"/> </p> <p>Additional Report Parameters</p> <p><input type="checkbox"/> Print Non-Funded Employees Only</p>														
<p>Step 4:</p> <p>Once the required fields are complete click <input type="button" value="Run"/>.</p>	<p>Funding by Employee</p> <p>Run Control ID: LCD_Reports Report Manager Process Monitor <input type="button" value="Run"/></p>														
<p>Step 5:</p> <p>The Process Scheduler page appears.</p> <p>Complete the following fields:</p> <p>Server Name=PSUNX Type = Web Format = PDF</p> <p>Leave all other fields as is.</p>	<p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: LCD_Reports</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="07/31/2007"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="10:00:12AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FULLCD01</td> <td>FULLCD01</td> <td>SQR Report</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FULLCD01	FULLCD01	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution
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<p>Step 6:</p> <p>For troubleshooting purposes, you must specify the "Distribution" information.</p> <p>Click on the Distribution link.</p> <p><i>Note: This step must be completed only once per report.</i></p>	<p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: LCD_Reports</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="07/31/2007"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="10:00:12AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FULLCD01</td> <td>FULLCD01</td> <td>SQR Report</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td><input type="text" value="Distribution"/></td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FULLCD01	FULLCD01	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	<input type="text" value="Distribution"/>
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<p>Step 7:</p> <p>The Distribution Detail page appears.</p> <p>Click on the  button to add a new row.</p>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> </tbody> </table>	Distribute To		ID Type	*Distribution ID	User	892248626		
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User	892248626								
<p>Step 8:</p> <p>In the new row, complete the following fields:</p> <ul style="list-style-type: none"> - ID Type: Role - Distribution ID: FS HR <p>Then click the look up icon .</p>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> <tr> <td>Role</td> <td>FS HR</td> </tr> </tbody> </table>	Distribute To		ID Type	*Distribution ID	User	892248626	Role	FS HR
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User	892248626								
Role	FS HR								
<p>Step 9:</p> <p>The Distribution ID look up page appears. Click on the link FS HRReport Distribution List.</p>	<p>Look Up Distribution ID</p> <p>Search by: <input type="text" value="Distribution ID"/> begins with <input type="text" value="FS HR"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FS HRReport Distribution List</td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	FS HRReport Distribution List	HR Report Distribution List				
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<p>Step 10:</p> <p>Verify the Distribution Detail page for accuracy.</p> <p>Once complete, click <input type="button" value="OK"/>.</p>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> <td><input type="button" value="Search"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>Role</td> <td>FS HRRreport Distribution List</td> <td><input type="button" value="Search"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p>Email Only</p> <p>Email Subject: <input type="text"/> Email With Log <input type="checkbox"/> Email Web Report <input type="checkbox"/></p> <p>Message Text: <input type="text"/></p> <p>Email Address List: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	ID Type	*Distribution ID			User	892248626	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Role	FS HRRreport Distribution List	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>		
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<p>Step 11:</p> <p>At the Process Scheduler page, click <input type="button" value="OK"/>.</p>	<p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: LCD_Reports</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="07/31/2007"/> <input type="button" value="BT"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="10:00:12AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FULLCD01</td> <td>FULLCD01</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FULLCD01	FULLCD01	SQR Report	Web	PDF	Distribution
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<p>Step 12:</p> <p>The Employee Funding process page appears with a Process Instance number.</p> <p>This is a confirmation number for your reference.</p>	<p>Funding by Employee</p> <p>Run Control ID: LCD_Reports</p> <p>Report Manager Process Monitor <input type="button" value="Run"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> Process Instance:51610</p>														



<p>Step 13:</p> <p>After you have initiated the process you can check the status and view the attendance reports by clicking Report Manager.</p>													
<p>Step 13a:</p> <p>The Report Manager page appears.</p> <p>If the report name does not appear in a hyperlink (i.e. FULLCD01), the process has not finished.</p> <p>Click Refresh to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status Posted appears next to the process you initiated, you can click the Report name to access the report.</p> <p>The report will open in a new window.</p>	<table border="1"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>FULLCD01</td> <td>FULLCD01</td> <td>General</td> <td>07/31/07 10:03AM</td> <td>2225</td> <td>51610</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	FULLCD01	FULLCD01	General	07/31/07 10:03AM	2225	51610
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FULLCD01	FULLCD01	General	07/31/07 10:03AM	2225	51610								



The Employee Funding report appears

Report ID: FULCD01-00
Page 1 of 3

California State University at Fullerton
Funding by Employee/Department Report
Department: 10057 - CMS Project
Using an Effective Date of: 07/02/2007

Report Date: 07/31/07
Report Time: 10:03:08

Name	Budget Level	Pool	Empl ID - Rcd# Agency / Unit	Effdt	Department	Acct Cd / Pct	Position	Class	Project	Jobcode Program
Apple, Marilyn Posn Pool		G01	892493487 - 4 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00025690 - Student Assistant THEFD			1870
Apple, Marilyn Position			892493487 - 5 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601803 / 100	00025059 - Brdg Student Assistant THEFD			1874
Barabj, Row Posn Pool		G01	899981344 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00027135 - Admin Support Coord 12 Mo THEFD			1035
Coet, Mel Posn Pool		G01	800744344 - 2 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026763 - Admin Support Coord 12 Mo THEFD			1035
Deaver, Steve Posn Pool		G01	892259052 - 0 /541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00027137 - Info Tech Consultant 12 Mo THEFD			0420
Emberr, Paul Posn Pool		G01	800020836 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026660 - Analyst/Programmer 12 Mo THEFD			0400
Frailer, Jim Posn Pool		G01	800100646 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00027166 - Admin Analyst/Splclst 12 Mo THEFD			1038
Garnoa, Ted Posn Pool		G01	892832478 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00027115 - Admin Analyst/Splclst 12 Mo THEFD			1038
Lester, Mary Posn Pool		G01	800564585 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026088 - Admin Analyst/Splclst 12 Mo THEFD			1038
Marter, Melba Posn Pool		G01	899856496 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00024338 - Analyst/Programmer 12 Mo THEFD			0400
Ortkly, Peter Posn Pool		G01	800427460 - 0 242/538	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00023064 - Network Analyst 12 Mo THEFD			0430
Tompson, Mary Posn Pool		G01	800120727 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026919 - Info Tech Consultant 12 Mo THEFD			0400
Wilcox, Jim Posn Pool		G01	892780545 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026830 - Analyst/Programmer 12 Mo THEFD			0400
Williamson, Will Posn Pool		G01	800527384 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00023102 - Admin Analyst/Splclst 12 Mo THEFD			1038
Zee, Harry Posn Pool		G01	899853576 - 0 242/538	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00023585 - Info Tech Consultant 12 Mo THEFD			0420
Zentky, Jerry Posn Pool		G01	892248626 - 0 242/541	07/01/2007	10057 - CMS Project	10057-G- - -601300 / 100	00026348 - Admin Analyst/Splclst 12 Mo THEFD			1038



The following table lists CMS field names and their definitions used for the LCD Employee Funding Report:

Field	Definition
Name	Displays the employee's name as Last, First Middle Initial.
Budget Level	This field identifies the budgeting level for the employee's position.
Pool	Used to identify a group of positions with a funding source.
Empl ID – Rcd #	This identifies the employee's Campus Wide Id Number and Employee Record Number.
Agency/Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Effdt	This field identifies the date in which the employee's position information is effective.
Department	This field displays the department number and name for each employee listed.
Acct Cd/Pct	
Position	This field identifies the CMS position that an employee occupies within a specific department. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Fund	This field identifies the funding source for the employee's position.
Class	This field is an extension of the department number. Information in this column only appears if applicable.
Jobcode	Identifies the job classification of the employee.
Program	This field is used by Accounting Services for reporting purposes at the Chancellor's Office.
Project	This field is an extension of the account. Departments use this field to track expenditures at a very specific level.