The **LCD Salary Expenditure Projection Report** allows departments to view baseline salaries for positions within their department. Access to this report and specific CMS departments is defined by the user’s security access.

**Frequency:** Ad hoc

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### Step 1:

Navigate to the correct page:

Menu > CSUF HR > LCD > LCD Reports > Salary Expend & Projection

**Note:** You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.

---

The Salary Expenditure Projection Report Page appears.

### Step 2:

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.

- **Search by:** Run Control ID begins with [blank]
- **Case Sensitive**

Click **Search** to see what run controls you have available to you.

If this is your first time running the report, click **Add a New Value**.

### Step 2A:

**Add a Run Control ID**

You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.

Click **Add**.
**Step 3:**

The Salary Expenditure Projection page appears.

The Business Unit automatically defaults to “FLCMP”, you do not need to change this value.

Enter information into the following required fields:
- Fiscal Year
- Fund (leave blank to request all funds)

You may also use the icon to look up the appropriate values.

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>LCD_Reports</th>
</tr>
</thead>
</table>

**Report Parameter(s)**

- **Business Unit**: FLCMP
- **Fiscal Year**: 2007
- **Fund**: CSU Operating Fund

(Leave Fund blank to request all funds.)

**Note**: Not all fields displayed are required

**Step 3a:**

Next, enter the reporting level or department the Salary Expenditure Projection report will be run for.

To run the report without projections or generate a spreadsheet click the box.

**Step 4:**

Once the required fields are complete click **Run**.
Step 5:
The Process Scheduler page appears.
Complete the following fields:
Server Name = PSUNX
Type = Web
Format = PDF
Leave all other fields as is.

Step 6:
For troubleshooting purposes, you must specify the “Distribution” information.
Click on the Distribution link.
Note: This step must be completed only once per report.

Step 7:
The Distribution Detail page appears.
Click on the button to add a new row.

Step 8:
In the new row, complete the following fields:
- ID Type: Role
- Distribution ID: FS HR
Then click the look up icon.
**Step 9:**
The Distribution ID look up page appears. Click on the link [IFS HRReport Distribution List](#).

**Look Up Distribution ID**

**Search by:**
- Distribution ID begins with FS HR

- Look Up  Cancel  Advanced Lookup

**Search Results**

<table>
<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>

**Step 10:**
Verify the Distribution Detail page for accuracy.

Once complete, click OK.

**Distribution Detail**

- **Process Name:** FULLCC01
- **Process Type:** SQR Report
- **Folder Name:**
- **Distribute To**
  - **ID Type**
  - **Distribution ID**
    - User: 092246626
    - Role: FS HRReport Distribution List

**Email Only**

- **Email Subject:**
- **Email With Log:**
- **Email Web Report:**

**Step 11:**
The Salary Expenditure History process page appears with a Process Instance number.
This is a confirmation number for your reference.
**Step 12:**

After you have initiated the process you can check the status and view the attendance reports by clicking **Report Manager**.

**Step 12A:**

The Report Manager page appears.

If the report name does not appear in a hyperlink (i.e. **FULLCD04**), the process has not finished.

Click **Refresh** to update the status of the process. You may have to click this button several times before the process is Posted.

When the status Posted appears next to the process you initiated, you can click the Report name to access the report.

The report will open in a new window.
The Salary Expenditure Project report appears

<table>
<thead>
<tr>
<th>Dept Fund</th>
<th>Project</th>
<th>Account</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>Mgmt</td>
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<td>0.00</td>
<td>34,616.00</td>
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</table>

Subtotal of Fund for Management and Supervisory

Total Fund Original Budget 0.00
Total Fund Revised Budget 0.00

Available -34,616.00

Subtotal of Management and Supervisory

Total Management and Supervisory Original Budget 0.00
Total Management and Supervisory Revised Budget 0.00

Available -34,616.00

611300 - Support Staff Salaries

Original Budget 0.00
 Revised Budget 0.00

<table>
<thead>
<tr>
<th>Dept Fund</th>
<th>Project</th>
<th>Account</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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<th>Jun</th>
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</tr>
</tbody>
</table>

* Indicates Projected Month
The following table lists CMS field names and their definitions used for the LCD Salary Expenditure Projection Report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Displays the employee’s name as Last Name, First Name.</td>
</tr>
<tr>
<td>R/T</td>
<td>This field identifies whether an employee is Regular (R) or Temporary (T).</td>
</tr>
<tr>
<td>Department</td>
<td>This field displays the department number.</td>
</tr>
<tr>
<td>Account</td>
<td>This is the account number and description the employee salaries are being charged to.</td>
</tr>
<tr>
<td>Position #</td>
<td>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.</td>
</tr>
<tr>
<td>Fund</td>
<td>This field identifies the funding source for the employee’s position.</td>
</tr>
<tr>
<td>Class</td>
<td>This field is an extension of the department number. Information in this column only appears if applicable.</td>
</tr>
<tr>
<td>Est. Posn $</td>
<td>This field identifies the estimated dollar amount associated with each employee’s position.</td>
</tr>
<tr>
<td>Program</td>
<td>This field is used by Accounting Services for reporting purposes at the Chancellor’s Office.</td>
</tr>
<tr>
<td>Project</td>
<td>This field is an extension of the account. Departments use this field to track expenditures at a very specific level.</td>
</tr>
</tbody>
</table>