

## Monthly Payroll Details



### Report Summary

This report is designed to display all Payroll related transaction details for a specified fiscal year and fiscal period.

Current month totals are displayed by Account code.

#### **Note:**

The data warehouse includes all transactions up to and including yesterday's data. Changes made in the Finance system today will only appear in the data warehouse tomorrow.

### Data Warehouse View(s):

FG.Payroll.Distribution

### Prompting query fields are:

Fiscal Year – e.g. 02 (2001/2002)

Fiscal Period – e.g. 08 (January)

Fund Code – e.g. six digit fund code

### Detail Information includes:

Fund title – title of the Fund code related to the transaction

Account code & Description – the account code description related to the transaction

McGill ID – ID number of the individual paid on the fund

Last Name – last name of the individual the transaction is related to

First Name – first name of the individual the transaction is related to

Period – the fiscal period in which the transaction was posted to

Trans date – the date of the transaction

Pay Year - the calendar year in which the pay is related to

Pay Code - the code that identifies the pay type (i.e.: SM = semi monthly pay)

Pay Number – the pay run number the transaction is related to

Finance Document number – e.g. Fxxxxxxx, the document number found in the Finance system to reference back to the payroll transaction.

Additional Information – Include FOAPAL(s) charged

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### Amount fields are:

Amount – the amount of the transaction by account code

Sub-Total – the sum of the transaction amounts by account code

Grand-Total – sum of all transactions amounts in the fund