COLUMBIA UNIVERSITY
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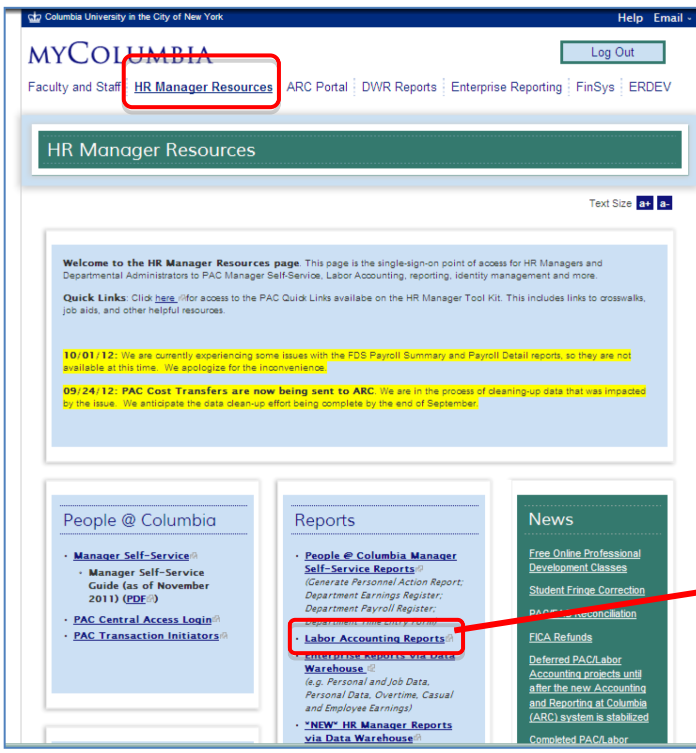
Labor Accounting – Reporting – Job Aid

To access PAC training information, go to http://managers.hr.columbia.edu/tig/PAC

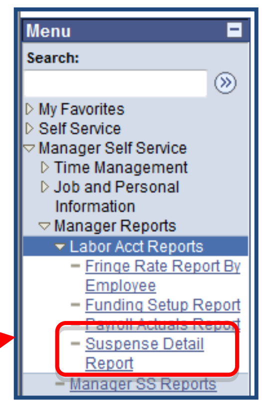
Purpose:
The purpose of this job aid is to provide you with the steps to run the PAC Suspense Detail Report.

STEP . . .	ACTION . . .	RESULT . . .
Access PAC Labor Accounting Reports	The Labor Accounting Suspense Report is available through the myColumbia portal. 1. Navigate to myColumbia portal @ https://my.columbia.edu 2. Log in with your UNI and Password 3. Click on the “HR Manager Resources” tab **4. Click on “Labor Accounting Reports” in the Reports section of the page** 5. In the PAC menu click Manager Self Service > Manager Reports > Labor Acct Reports	You accessed the Labor Accounting Reports section.

MyColumbia Links



PAC Reporting Link



NOTES:

- If you are already logged into PAC via Manager Self-Service, you will not be able to access the Labor Accounting reports. The LA reports are available only via the Labor Accounting Reports link in the Reports menu on myColumbia.
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- PAC report data is “day old data”. That is, running a report today displays information as of yesterday
- Access to Labor Accounting Reports is provided to the following PAC roles:
  - Manager Self-Service
  - Management Reporter
  - Labor Accounting Approver

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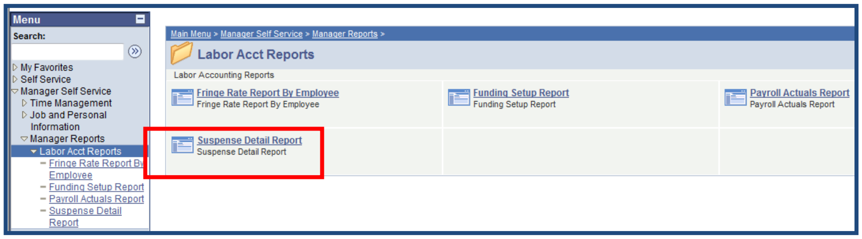
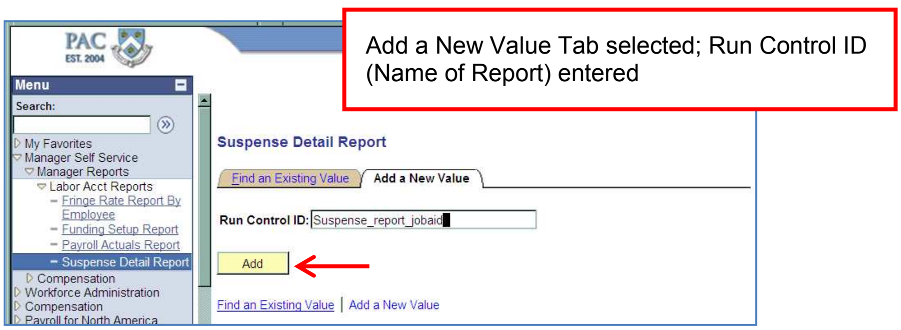
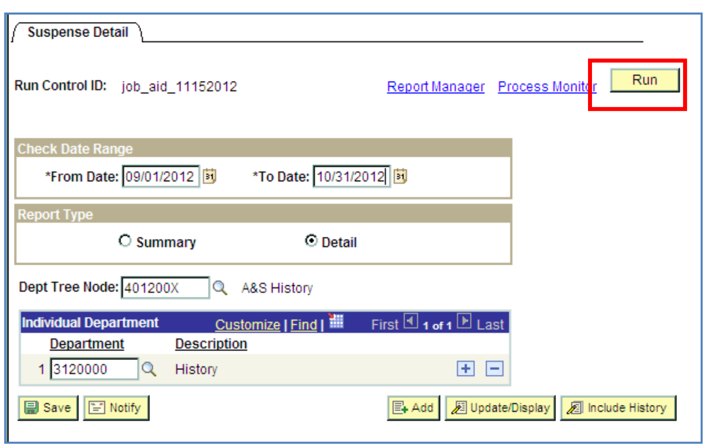
<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr><td>Select the suspense detail report</td><td>1. Click on the link for the Report you would like to run

</td><td>The run control page appears</td></tr>
<tr><td>Create a Run Control ID</td><td>1. Either create a new, or find an existing Run Control ID
2. If you are reusing an existing run control ID, type in the name and click “search”
3. If you are creating a new ID, select the “Add New Value” tab and then type in the name you want to use and click “Add”
Note:
• A Run Control ID is the name you give a report. Do not use special characters or spaces in the ID
• You can reuse the same run control after you set up a report, and just change the parameters, for example the date(s) for which you want to run the report

</td><td>You created the name of your report.</td></tr>
<tr><td>Enter the requested criteria for the report</td><td>1. Date Range: enter the from and through date (mm/dd/yyyy)
2. Report Type: report can be run at either the summary or the detail level.
3. Department Tree Node: report can be run at any level of the department tree. Entering a node value will display the suspense for all employees within that tree node. Reports run by tree node will only return payroll transactions from on or after 7/9/2012.
4. Individual Department: report can be run for an individual department
a. This department value can be either a new department or a historical department
b. For suspense transactions prior to conversion (earlier than 7/8/2012) you can enter individual historical department. Each value must be added (e.g., 5270000, 5270100)


5. Click on “Run” in the upper-right corner of the screen.</td><td>Your report is ready to run.</td></tr>
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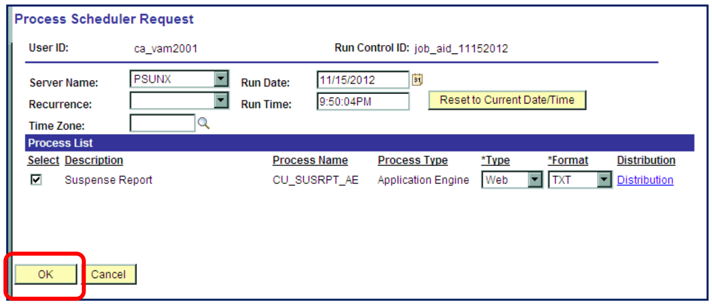
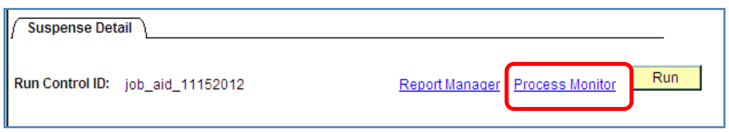
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr><td>Run the Report</td><td>

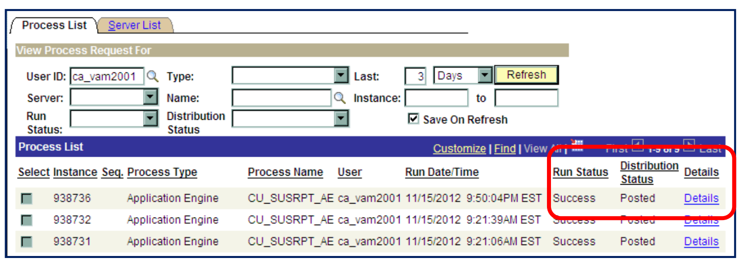
1. After you click “Run”, the system will take you to the Process Scheduler Request Screen. This serves as the confirmation page. If you want to request the report, click ‘OK”. If you do not want to run the report, click “Cancel”



</td><td>You requested the report to be run and confirmed that it is ready to be viewed.</td></tr>
<tr><td>Review the Process Monitor</td><td>

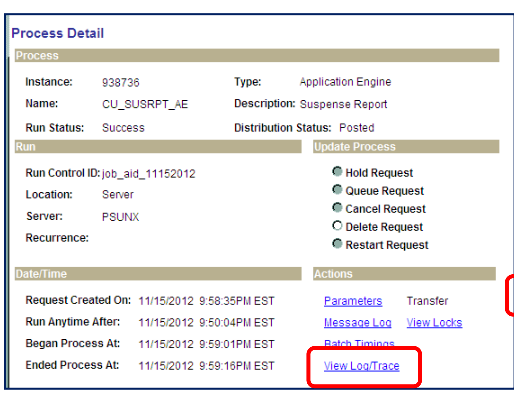
1. Once you click “OK” you will be brought back to the report set-up page.
2. Click on “Process Monitor” to view the status of your report request.
3. Once the Run Status = success and the Distribution Status = posted you can view your report. If the status is anything else (e.g., queued, pending) you can click “Refresh” to update the page.

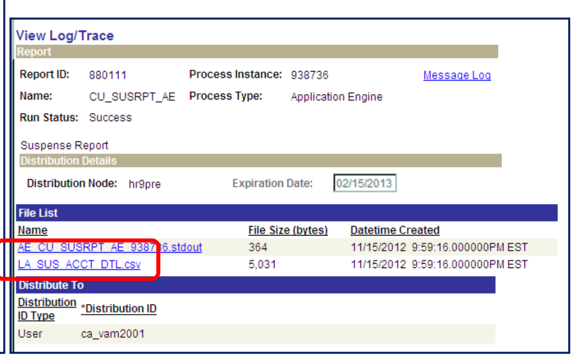




</td><td></td></tr>
<tr><td>View the Report</td><td>

Once the report is complete, you can view it as a .csv file.
1. Click on “Details” on the process monitor page. This will bring you to the Process Detail page for your report.
2. Click on “View Log/Trace”
3. Click on the.CSV file





Note:

- If you run more than one report in a session, you will need to convert the .csv file from a single column to the proper Excel format (you can use “text to column” in Excel).

</td><td>You retrieved the report.</td></tr>
</table>