

# Work Instruction for HR550: Kronos Account Line Report

Revised 6/21/2006

1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>)  
Business Warehouse tab→Logon to BW



2. Open Human Resources

Select HR550: Kronos Account Line Report  
This report lists anyone with information in InfoType 9001 in R3.

3. Variable selection:  
Choose your **Org Unit** from the Hierarchy dropdown list, or complete other selection criteria. You can Insert Row to create a list of Org Units.

To select a "range" of Org Units, you can select the highest node at the variable screen, then filter on Org Unit once the data is displayed. Bookmark without data and save the format in your Favorites for the next time you run the report.

Restrict this report by End Date equal or greater than today, to list all **current** Account Lines, or select from a range of dates to check which accounts lines will end for the period indicated.

To find more options on how to use the Variable screen, refer to "BW How to use variable screen" stored on the UC Flex training website.

University of Cincinnati  
**Kronos Account Line Report**  
Data Last Updated: 06/27/2006 04:31:03

Variables Entered

Navigation Block:

Acct Line			
Begin Dt			
Bus Area			
Cost Center			
Employee			
End Dt			
FA			
Fund			
Funded Pgm			
Grant			
Organizational Unit			
Position			
UCID			
Key Figures			


Personnel Assignment Number:  
this number represents the Kronos Id.

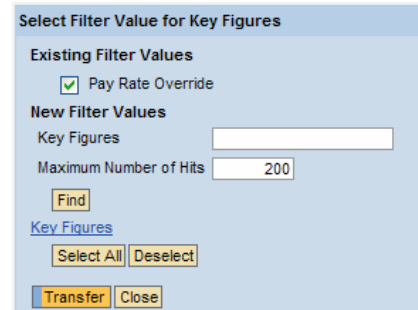
HR550: Kronos Account Line Report														
Organizational Unit	UCID	Employee	Position	Begin Dt	End Dt	Acct Line	Bus Area	Fund	Cost Center	FA	Grant	Funded Pgm	Pay Rate Override	
UL Chem/Bio	M01543226	3087	Schroer Annette L.	Work Study S	02/15/2006	06/10/2006	01	U	D100305	7703001000	3	NOT RELEVANT	00000000	1.50
							02	U	D100363	7700000000	3	NOT RELEVANT	00000000	1.50
	M01772627	9483	White Colin P.	Work Study S	02/15/2006	06/10/2006	01	U	D100305	7703001000	3	NOT RELEVANT	00000000	1.71
								02	U	D100363	7700000000	3	NOT RELEVANT	00000000
	M02089045	8721	Korenchan Jackie	Work Study S	02/15/2006	06/10/2006	01	U	D100305	7703001000	3	NOT RELEVANT	00000000	1.50

For further help understanding the data displayed on the report, refer to the document “BW General HR Data” on the UC Flex training website.

4. You can add/remove columns, sort, filter displayed data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document “BW How to format web report” on the UC Flex training website.

### Key Figures:

Click the filter icon  in the Navigation Block, and select the Key Figures you want to display.



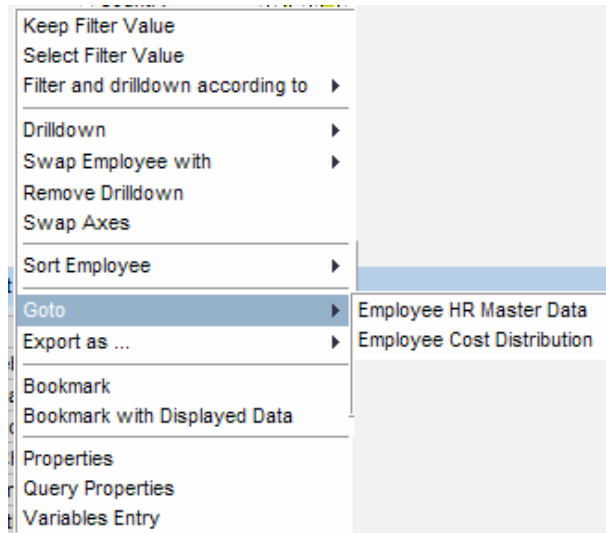
### Sort:

The left-most column is the sort column for the report. You can only sort on fields listed in the Navigation Block. You cannot sort on an attribute of a field such as the address or zip code of an Employee.

### GoTo:

You can go directly to HR UC Flex reports without having to go back to the UC Flex portal, click the HR tab, logon to HR, launch the report or transaction and remember the employee data!

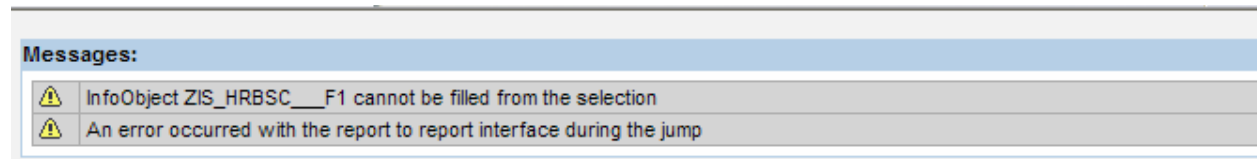
From this report, you can jump to more information on a particular employee by right clicking anywhere on the EMPLOYEE's row. Select GoTo and choose **Employee HR Master Data**. This will launch the HR R3 transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. Menu->System-Logoff to end the R3 session.



To display the Account Lines for a particular employee, choose **Employee Cost Distribution**.

This will launch the HR R3 report ZHRPA\_COST\_DIST, pre-populating employee data and validating your logon authorization. Menu->System-Logoff to end the R3 session.

**NOTE:** Be sure to right click the Employee name whose record in UC Flex HR you want to GoTo. If you click a column heading by mistake, you will get the following warning. If this happens, simply go back to the report and make sure you right click on an **employee row** so the system knows which employee data to pre-populate.



## SPECIAL INSTRUCTIONS:

**Kronos ID:** The Employee Key (Personnel Assignment), NOT the UCid, is the Kronos ID effective June 21st for hourly employees.