

Work Instruction for: R3 Cost Distribution Reports

Revised 6/21/2006

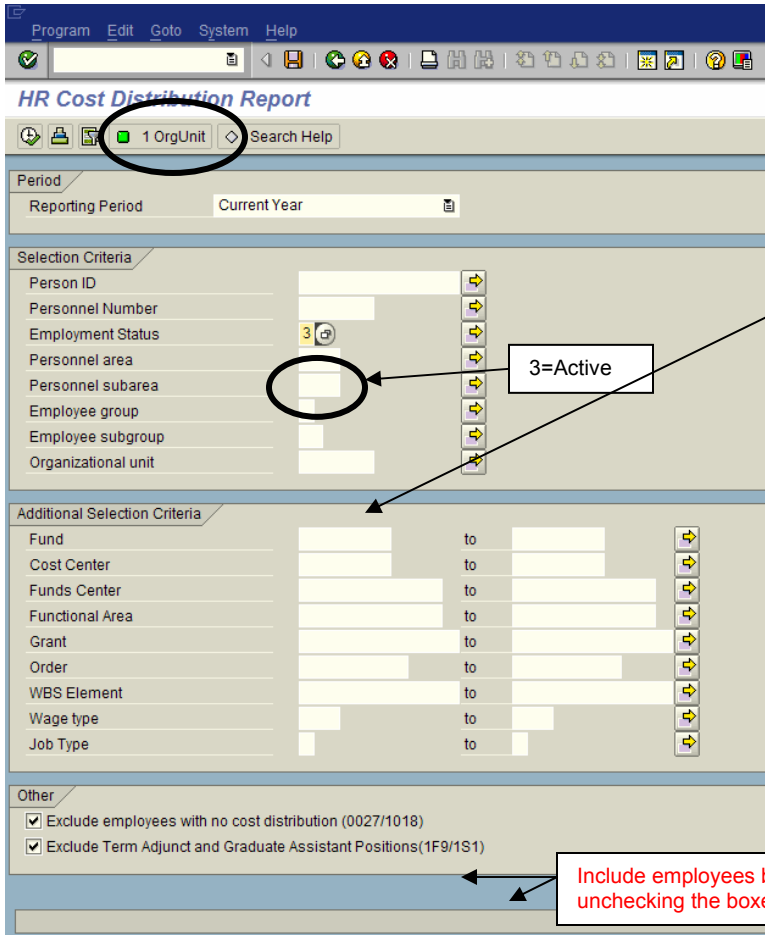
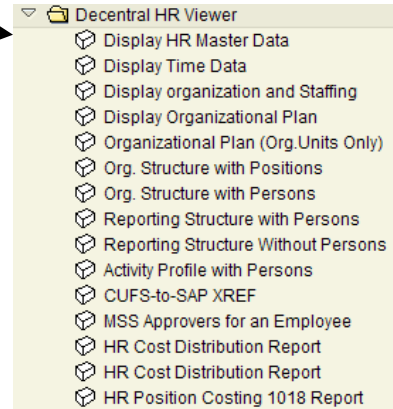
1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>)
Click HR tab → Logon to R3



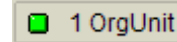
2. Open **Decentral HR Viewer** folder
Select **HR Cost Distribution Report**

This report does not list anyone with information in InfoType 9001 Kronos Account Lines in HR R3. Run the BW HR550 report for Kronos account assignments.

There are two variations shown at the end of this Work Instruction.



3. Choose an Org Unit with its underlying nodes, by clicking the button and choosing from the **hierarchy** structure.



To pick an **individual** Org Unit, select from this selection box.

4. Choose additional Selection Criteria

5. Include or exclude Term Adjuncts and Graduate Assistants or employees with no cost distribution.

6. Click Execute .

For further help understanding the data to be filtered, refer to [Where Have My People Gone?](#) and [Data Structures, Attributes and Codes](#) documents on the UC Flex website or training portal.

Slower response time

HR Cost Distribution Report

Cost Distribution Report

Program: ZHRPA_COST_DIST
 User: MUELLEKT
 Date/Time: 06/28/2006 17:13:04
 Reporting Date Range: 01/01/2006-12/31/2006

UNIVERSITY OF Cincinnati

Name of employee or applicant	Person ID	Pers.No	Position Text	Infty	Valid From	End Date	Fund	Cost Center	FA	Grant
Atthipalli Gowtam	M02586332	15158	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Barnes Amanda	M01949701	9106	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Berling Karen	M01753215	12308	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Beumer Andrew	M01893824	9598	Academic Adviser #	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Carl Janet	M01885680	12475	Head Coach Min Sports	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
			Head Coach Min Sports	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Catron Susan A	M01807551	3447	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Chapman Glen L.	M00153226	4843	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Cleary Brian M.	M00737846	2772	Head Coach Min Sports	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Collet Jill	M01671244	11981	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Cywanowicz Krista	M02277548	276	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Davis Michael	M00731225	9754	Academic Adviser #	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Dayes Hylton	M01525968	9354	Head Coach Min Sports	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Deline Bradley L.	M02040807	13644	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Dicker Jane	M02330484	3244	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Dixon Shelmaria Alisa	M00301057	6725	Admin Sec 1-9	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Drummer Lakeda M.	M01959977	4354	Student Worker	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV
Enley Daniel	M02454743	2276	Asst C	0027	06/01/2006	12/31/2006	C100013	2801018000	8	NOT RELEV

Scroll to see more information →

List Edit Goto Views Settings System Help

Print Preview Ctrl+Shift+F10
 Print Ctrl+P
 Crystal Reports Batch Printing
 Export
 Send To
 Exit Shift+F3

Word Processing... Ctrl+Shift+F8
 Spreadsheet...
 Local file... Ctrl+Shift+F9

Information
 Filter criteria, sorting, totals and subtotals are not taken into account

To download and format for print, click

List → Export → Spreadsheet

Click Enter to acknowledge the Informational warning.

Export list object to XXL

An XXL list object is exported with 51 lines and 17 columns
 Choose a processing mode:

Table
 Pivot table

Export list object to XXL

Microsoft Excel
 Lotus 1-2-3

Select Table, then Enter

Microsoft Excel, then Enter

Format displayed report:

To add or remove columns, click

Settings→Layout→Change

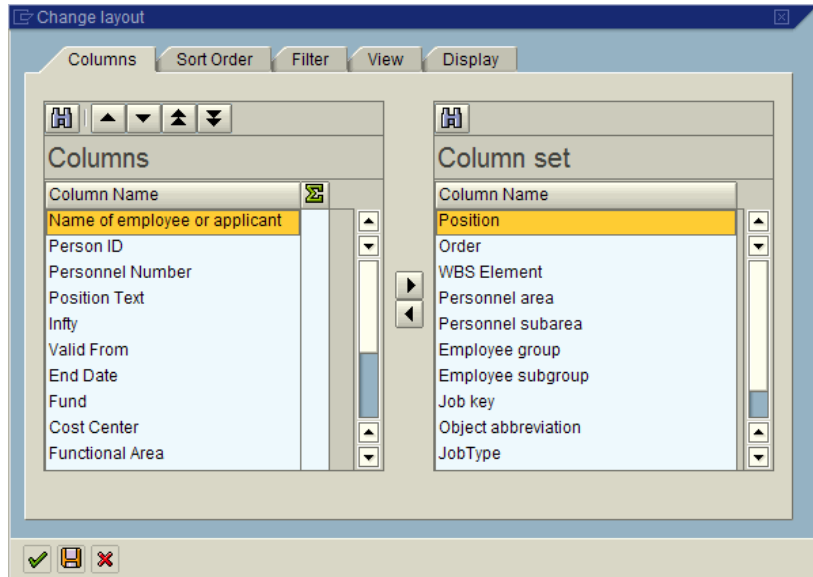
Make desired format changes,
then to save that format:

Settings→Layout→Save

To use your new layout the next
time you run the report:

Settings→Layout→Choose

*You can use the icons instead of
menu selections if you want:*



HR Position Costing (ZHRPA_1018_COST)

This is a variation of the original Cost Distribution report. This report pulls the cost distribution for the 1018 and allocates it based on the holders annual salary and percentage for the particular cost distribution.

Cost Distribution Report (ZHRPA_14_COST_DIST)

This is another variation of the original Cost Distribution report. This report identifies the Recurring Payments (IT 0014) and Additional Payments (IT 0015) for a particular employee. In the Additional Selection Criteria at the bottom of the selection screen, you can choose which info types you want to see, either 0014, or 0015, or both (the default). Within the report, there is an additional identifier column called IT (CD) that denotes which IT the cost distribution is coming from, either the 14 or 15 or defaulting back to the 27.

