

# Quick Reference Guide

# Payroll Expense Report

In MEMFIS Discoverer Reports

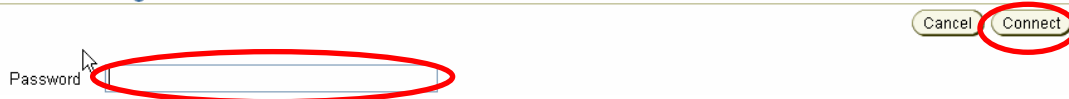
## RUNNING THE PAYROLL EXPENSE REPORT

Biweekly and Monthly Payroll Expense reports can be accessed from MEMFIS Reports in MyUNiverse.

- Available to users via MEMFIS Reports
- Includes regular payroll information; does not include adjustments, deposits, and special paycheck information
- Access is based on the same security rules used for running other MEMFIS Financial Reports
- Replaces the Departmental Expense Voucher (legacy greenbar report)
- Questions should be directed to [payroll@uni.edu](mailto:payroll@uni.edu)

1. Login to MyUNiverse with your MEMFIS username and password.
2. Click MEMFIS Reports in your MEMFIS channel.
3. Click MEMFIS Discoverer Reports in the MEMFIS Payroll Reports section.
4. Select your financial responsibility, for example: ITS Administration, VP Admin & Finance, Biology.
5. Enter your MEMFIS password and click Connect.

You are connecting to OracleAS Discoverer



6. Select workbook UNI.UNIPRO49D – Payroll Expense Report
7. Select the Biweekly or Monthly worksheet (in the upper left-hand corner).
8. Select a Payroll Date.
9. Enter the Account Code Parameters (optional)
10. Click Apply.

University of Northern Iowa							
BIWEEKLY Payroll Date : '19-JAN-2005'							
Biweekly Payroll Expense Report							
Run Date: 29-MAR-2005							
Fund Low Value : '0011'	Fund High Value : '0011'						
Org Low Value : '20201'	Org High Value : '20201'						
Obj Low Value : '00000'	Obj High Value : '99999'						
Pgm Low Value : '0000'	Pgm High Value : '9999'						
Fct Low Value : '00'	Fct High Value : '99'						
Act Low Value : '0000'	Act High Value : '9999'						
Fund		Organization		Object		Program	
<All>		<All>		<All>		<All>	
Function		Activity					
<All>		<All>					
Effective Date	GL Account Code	UID	Asg Num	Full Name	Element Name	Distribution Amt	
1 08-JAN-2005	0011.00.20201.54010.0000.61.0000.000	000001	3100-2	Panther, Joe	Hourly Earnings	158.79	
2						Subtotal: 158.79	
3						Total: 158.79	

11. The Effective Date is the date these charges were posted to the Statement of Account.
12. To rerun the report with different parameters, select Edit Parameters.
13. Click the Printable Page to redisplay the page for printing.
14. Click on Export to export the report to Excel.

For questions, please contact the Help Desk at 3-5555, option #2 or email [memfis-help@uni.edu](mailto:memfis-help@uni.edu).

For questions about this document, please contact Karen Paulsen, MEMFIS Trainer, at 3-6815.