LCD Report Guide for FDW

Summary

The Financial Data Warehouse (FDW) has three reports for Labor Cost Distribution (LCD) purposes. This guide will discuss the principle reports used to manage LCD at Sac State. The advantages and disadvantages of each report are discussed, along with the steps to run each report.

Note that only users with HR privileges will have access to the FDW LCD reports.

This guide assumes the following:
- The user has access to the FDW application
- The user has access to the Labor Cost Distribution dashboard in FDW
- The user has defined the default primary business unit ("SACST") for the LCD dashboard.

LCD Reports in FDW

This section lists and describes the three LCD reports available in FDW.
Employee Detail – Produces a report for one employee selected by name or EMPLID.
Payroll Detail – Provides more filters and allows you to search for multiple departments.
> You can filter on chart fields (Fund, Dept, Account, etc.) or NOT chart fields.
> The reports in this report guide use the Payroll Detail report.

Payroll Summary – Similar to the Payroll Detail, but also includes a department tree for hierarchy.
> This report does not allow you to filter on NOT chart fields.

Recommended LCD Reports

This guide will discuss three reports:
1. LCD by Charge Period
   This report is useful as a base to project future labor costs. It will report recent LCD by charge period, which you can download to Excel and use it as a base to project future periods.
   This report is used for HR Adjustment Requests.
2. LCD by Charge Period with FTE
   This report is similar to the first report, but it focuses on Full Time Equivalents (FTE) instead of labor cost.
3. LCD by Accounting Period
   This report is intended for finance reconciliation as it groups the LCD data into accounting periods for easy comparison to the ledger.

All three of the following reports are started in the LCD dashboard in FDW by running the "Payroll Detail" report.
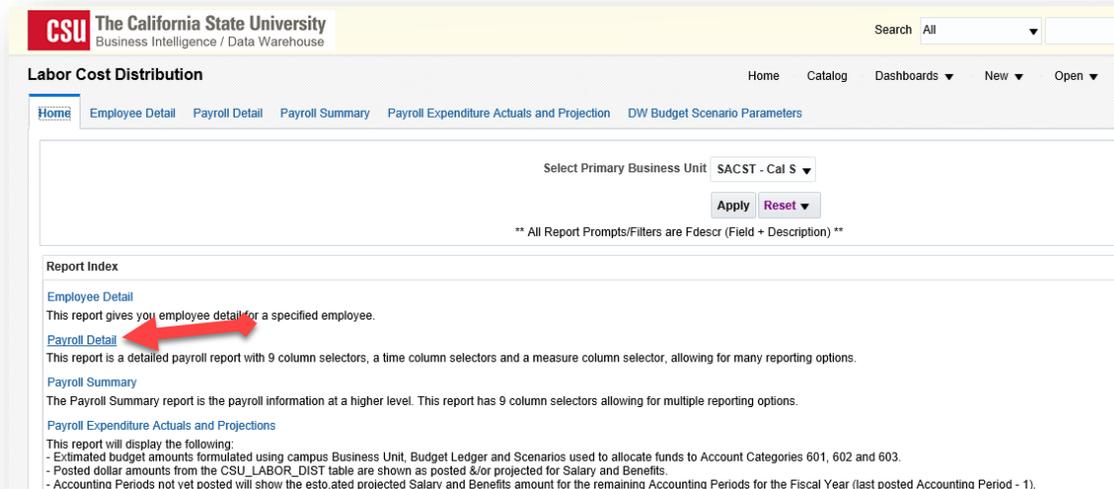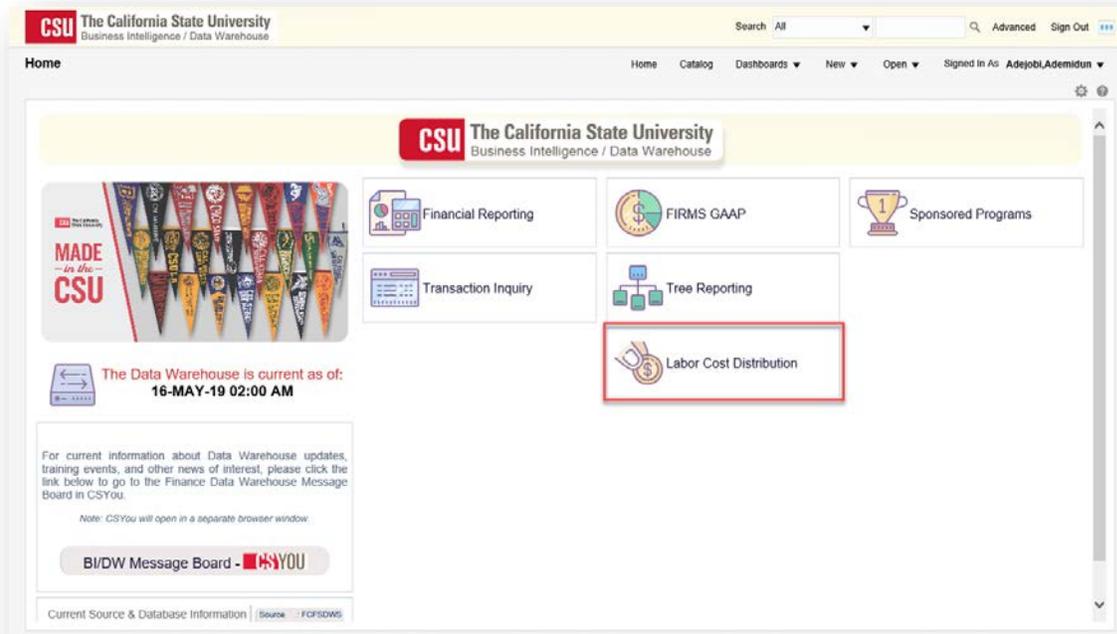
LCD by Charge Period

Steps to run the report:

1. Define your Business Unit, "SACST".
2. You do not need to select the Fiscal Year when you specify the charge period (next step).
3. Select the CSU Charge Period(s) that you want. This example uses 201801, 201802, and 201803.
4. Select the Fund(s) that you want. This example uses MDS01.
5. Select the Dept(s) that you want. This example uses 47900.
6. Select the Account(s) that you want. This example uses all of the 601 accounts. Note that you have to select each Account Number. This is not like the Financial Summary As of Period report where you can enter an Account Type or Account Category.

Here is a good way to select all the 601 accounts:
a.   Click the "More/Search…" link under the Account drop-down.
b.   Search for "601".
c.   Click the Search button.

d.   Click the ⟫ button to move all account number to the selected pane.
      Optionally, you may remove other accounts that you do not want, like 601100.
e.   Click OK.
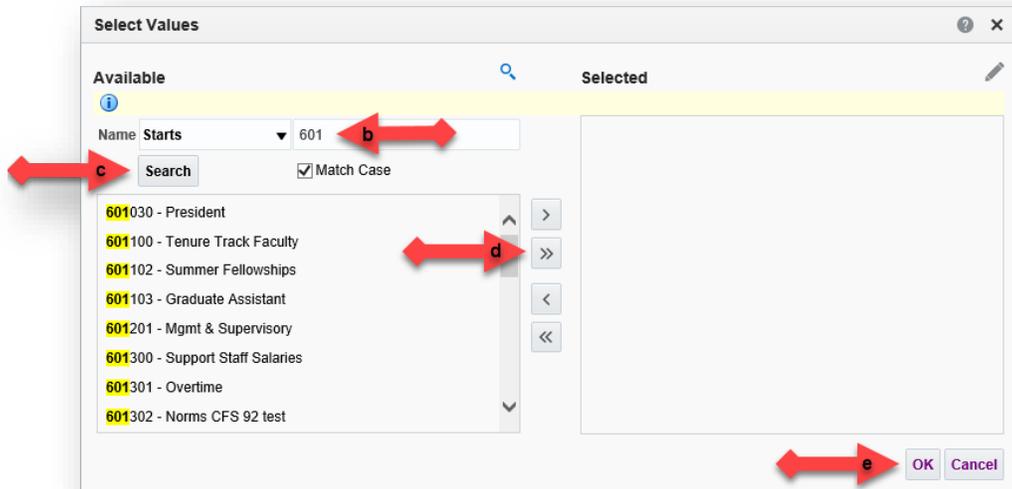
7.   Click "Apply Filters".
8.   Change Column 1 to "LCD Job Function Code".
9.   Change Column 2 to "LCD Empl ID".
10. Change Column 3 to "Account Fdescr".
11. Change Column 4 to "LCD CSU Charge Period".
12. Hide Columns 5s through 9.
13. Change "Show Time" to "CSU Charge Period Descr".
14. Change "Show Measure" to "LCD Posted Total Amount".
15. Click "OK" to apply the column settings.
16. Move column "LCD CSU Charge Period Descr" to "columns":
      a.   Right-click on the heading for "LCD CSU Charge Period Descr"
      b.   Click on "Move Column"
      c.   Click on "To Columns"

16. An optional step is to remove the subtotals for "LCD Empl ID" (Right-click > Show Subtotal > None).

Here is a sample report:

LCD by Charge Period for HR Adjustment Request

The LCD by Charge Period Report provides all the required information for an HR Adjustment Request. Use this format to support an HR Adjustment. Budget requires this report to accompany all HR Adjustment Requests beginning April 1, 2019.

Sample report:

LCD Name	LCD Empl ID	LCD Empl RCD	LCD CSU Paycheck Nbr	Fund	Dept ID	Class	Account	Period 7 - 2018-01-01 LCD Posted Total Amount	Period 8 - 2018-02-01 LCD Posted Total Amount
		1	0	MDS01	47900	-	601100		
		0	0	MDS01	47900	-	601100		
		0	0	MDS01	47900	-	601100		
		0	0	MDS01	47900	-	601100		
		0	0	MDS01	47900	-	601100		

This report for HR Adjustments has these differences from the previous LCD by Charge Period Report:

- "LCD Name" has been added.
- "LCD Job Function Code" has been removed.
- "LCD Empl Record" (Employee Record Number) has been added.
- "LCD CSU Paycheck Nbr" (Paycheck Number) has been added.
- All the chart fields have been added.

Here is how to run this report:

1. Define and apply the filters for this report just like the previous report, steps 1-7.
   After that, perform the following changes:
2. Change Column 1 to "LCD Name"
3. Change Column 2 to "LCD Empl ID"
4. Change Column 3 to "LCD Empl Record"
5. Change Column 4 to "LCD CSU Paycheck Nbr"
6. Change Column 5 to Fund
7. Change Column 6 to "Dept ID"
8. Change Column 7 to Class
9. Change Column 8 to Account
10. Change "Show Time" to "LCD CSU Charge Period Descr"
11. Change "Show Measure" to "LCD Posted Total Amount"
12. Click the OK button
13. Move the column "LCD CSU Charge Period Descr" to "columns".
    See step 15 at the bottom of page 2 for an illustration.

Tip – if your report includes multiple employees, but you are only requesting an HR adjustment for one employee, then you can modify this report to display just that one employee. Use these optional steps:

1. Right-click the yellow heading for "LCD Name". You can also do this for the "LCD Empl ID" if you prefer.
2. Click "Move Column"
3. Click "To Prompts"
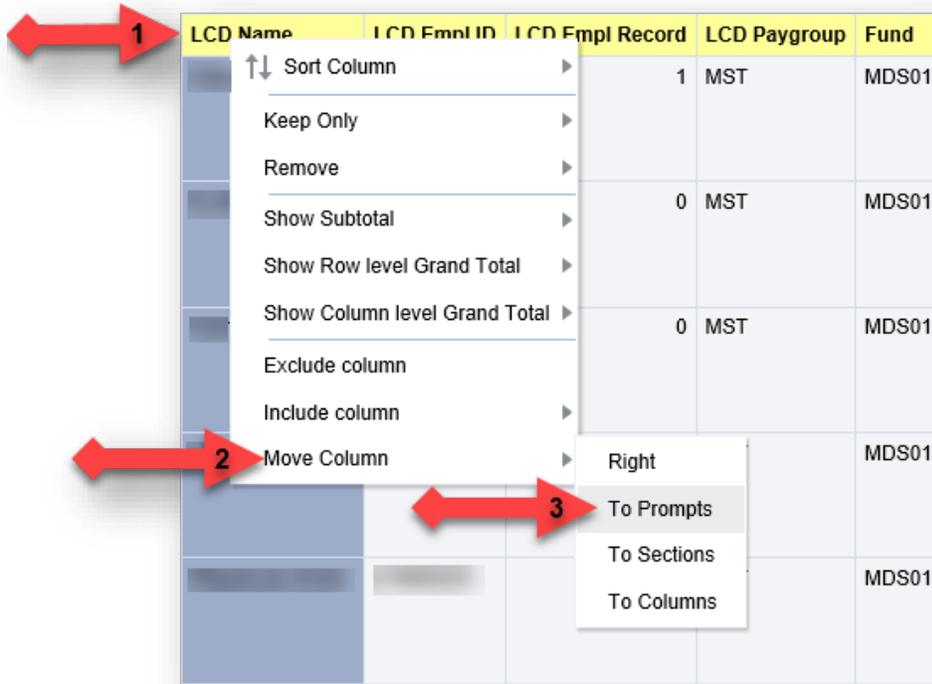
This will create a new prompt at the top of the report which will allow you to pick one Name to display. Click the drop-down arrow and select one name. The report will then contain only the data for that name.

Here is an example report in the format required by Budget for an HR Adjustment Request:

Column 4:	Column 5:	Column 6:	Column 7:	Column 8:
LCD CSU Paycheck Nbr ▼	Fund ▼	Dept ID ▼	Class ▼	Account ▼

Select Report View All ▼

LCD Name [_____] ▼

LCD Empl ID	LCD Empl RCD	LCD CSU Paycheck Nbr	Fund	Dept ID	Class	Account	201707 LCD Posted Total Amount	201708 LCD Posted Total Amount	201709 LCD Posted Total Amount
		1		MDS01		-	601300			
		1		MDS01		-	603001			
		1		MDS01		-	603003			
		1		MDS01		-	603004			
		1		MDS01		-	603005			
		1		MDS01		-	603011			
		1		MDS01		-	603012			
		1		MDS01		-	603013			
		1		MDS01		-	601300			
		1		MDS01		-	603001			
		1		MDS01		-	603003			
		1		MDS01		-	603004			
		1		MDS01		-	603005			
		1		MDS01		-	603011			
		1		MDS01		-	603012			
		1		MDS01		-	603013			
		1		MDS01		-	601300			
		1		MDS01		-	603001			
		1		MDS01		-	603003			
		1		MDS01		-	603004			
		1		MDS01		-	603005			
		1		MDS01		-	603011			
		1		MDS01		-	603012			
		1		MDS01		-	603013			
	Total								

LCD by Charge Period with FTE

Sometimes a manager will need Full Time Equivalents (FTE) instead of or in addition to dollars. This report will display LCD in terms of FTE.

The first step to run this report is to run the "LCD by Charge Period" report above.
Then add the FTE column via the following steps:
1. Right-click on the heading for "LCD Posted Total Amt".
2. Click on "Include column".
3. Click on "FTE".

Here is a sample report:
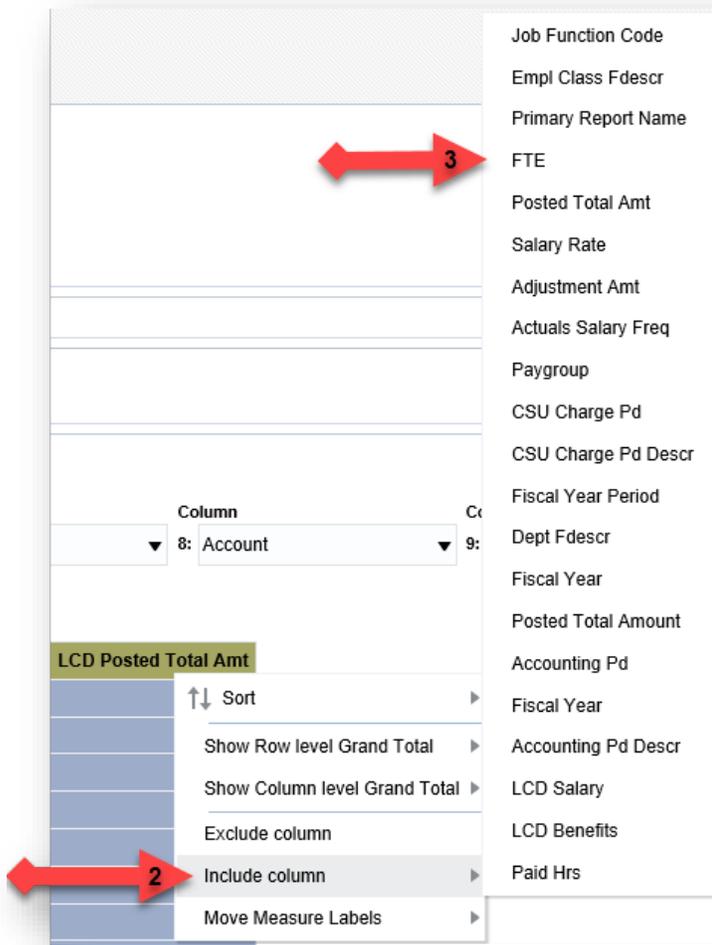
			201801		201802		201803	
LCD Job Function Code	LCD Empl ID	Account Fdescr	LCD Posted Total Amt	FTE	LCD Posted Total Amt	FTE	LCD Posted Total Amt	FTE
MPP - Management Personnel Plan	101047527	601201 - Mgmt & Supervisory		1.00		1.00		1.00
MPP - Management Personnel Plan Total				**1.00**		**1.00**		**1.00**
STF - Staff	101057862	601300 - Support Staff Salaries		1.00		1.00		1.00
	210780766	601300 - Support Staff Salaries		1.00		1.00		1.00
	211784535	601300 - Support Staff Salaries		1.00		1.00		1.00
	216333560	601300 - Support Staff Salaries		1.00		1.00		1.00
	219668281	601300 - Support Staff Salaries		1.00		1.00		1.00
	220265163	601300 - Support Staff Salaries				0.60		1.00
STF - Staff Total				**5.00**		**5.60**		**6.00**

LCD by Accounting Period

This report includes benefits and salaries. It displays LCD in terms of Accounting Periods, which is useful to reconcile to LCD journals.

Steps to run the report:
1. Select the Fiscal Year(s) that you want. This example uses 2017.
2. Select the Accounting Period(s) that you want. This example uses 6, 7, and 8.

3. Select the Fund(s) that you want. This example uses MDS01.
4. Select the Dept(s) that you want. This example uses 47900.
5. Click the "Apply Filters" button.
6. Change Column 1 to "LCD Name".
7. Change Column 2 to "Acct Cat Fdescr".
8. Change Column 3 to "Acct Fdescr".
9. Hide Columns 4 through 9.
10. Select "Accounting Period Descr" for column "Show Time":
    a. Click the drop-down arrow for "Show Time".
    b. Click "Accounting Period Descr".
    c. Click the "OK" button.
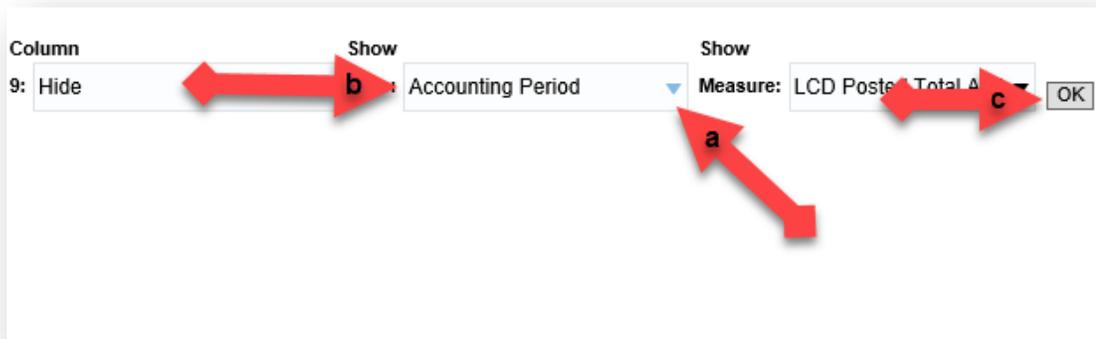
11. Change the "Accounting Period Descr" to columns:
    a. Right-click on the column heading for "Accounting Period Descr".
    b. Click on "Move Column"
    c. Click on "To Columns"
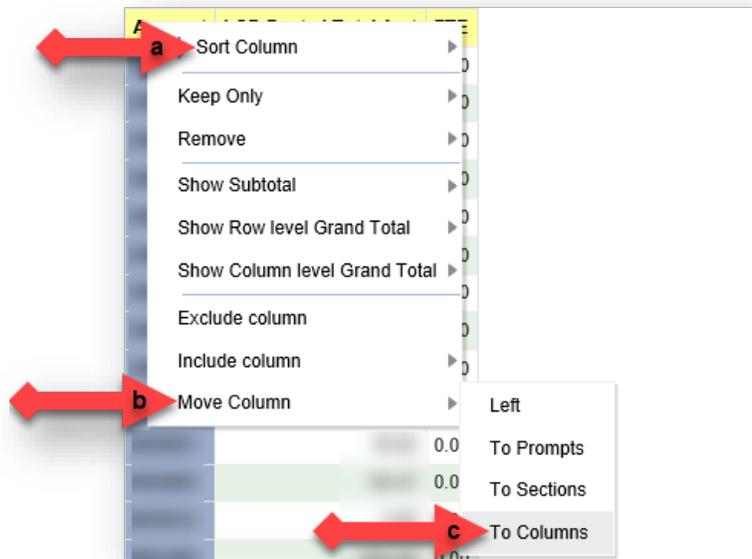
12. Optionally, remove the subtotals for "Acct Fdescr" (Right-click the column heading > Show Subtotal > None).

Here is a sample report:

LCD Name	Acct Cat Fdescr	Account Fdescr	6 LCD Posted Total Amount	7 LCD Posted Total Amount	8 LCD Posted Total Amount
	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			
	603 - Benefits Group	603001 - OASDI			
		603003 - Dental Insurance			
		603004 - Health & Welfare			
		603005 - Retirement			
		603011 - Life Insurance			
		603012 - Medicare			
		603013 - Vision Care			
	Total				
	601 - Regular Salaries and Wages	601300 - Support Staff Salaries			
	603 - Benefits Group	603001 - OASDI			
		603003 - Dental Insurance			
		603004 - Health & Welfare			
		603005 - Retirement			
		603011 - Life Insurance			
		603012 - Medicare			
		603013 - Vision Care			
	Total				