

Salary Cost Reports

The salary cost report allows you to monitor fiscal year-to-date payroll expense and forecasted encumbrance against annual salary by employee. The following salary cost reports are available in Banner for reporting on payroll activity from specific years:

- 1) **FWRPSCT** – Payroll Sal-Cost Report Legacy: reports salary data from the legacy Payroll system up to Dec 2012
- 2) **FWRSALC** – Payroll Salary Cost Report: reports salary data from both Banner HR and Legacy for April 2012 onward
- 3) **FWRPSCR** – Payroll Salary Cost Report: this report is obsolete and replaced by FWRSALC.

The instructions for executing the new FWRSALC Payroll Salary Cost Report are as follows:

- 1.) Type FWRSALC in the Go To field on the Banner main menu.
- 2.) Input your desired parameters as follows, see screen captures below for illustration:
 - a. **Fiscal Year** (required) – enter the fiscal year code, e.g. 14 for FY 2013-14
 - b. **As of Date** (required) – enter the desired date, typically the pay period end date
 - c. **From Fund Code** (optional) – enter starting Fund code to report
 - d. **To Fund Code** (optional) – enter ending Fund code to report
 - e. **From Orgn Code** (optional) – enter starting Organization code to report, can be data-entry or roll-up code
 - f. **To Orgn Code** (optional) – enter ending Organization code to report, can be data-entry or roll-up code
 - g. **From Acct Code** (optional) – enter starting Account code to report
 - h. **To Acct Code** (optional) – enter ending Account code to report
 - i. **From Prog Code** (optional) – enter starting Program code to report
 - j. **To Prog Code** (optional) – enter ending Program code to report
 - k. **Employee Id** (optional) – enter an Employee Id to report
 - l. **Report Mode** (required) – enter 1, 2 or 3 to select the desired Payroll group(s)
 - i. Enter 1 to report Pension Payroll activity only
 - ii. Enter 2 to report Regular Payroll activity only
 - iii. Enter 3 to report both Pension and Regular Payroll activity
 - m. **Create Extract** (required) – enter Y to create a data extract file of reported information
- 3.) Perform a next block by using the Next Block icon on the Toolbar, or press Ctrl + Page Down
- 4.) Optionally check Save Parameter Set as to save your entered parameters
- 5.) Click the save icon on your tool bar or press F10 to submit your report
- 6.) The report will generate automatically in a separate browser window

Please note if you leave the Fund, Orgn, Acct and Prog parameters blank, the report will include all Funds and Orgs that you have been granted access. However, the report will run much faster if you specify a range of Funds and/or Orgs to report.

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2M3

Process: FWRSALC Payroll Salary Cost Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Fiscal Year	14
02	As of Date	31-OCT-2013
03	From Fund Code	100001
04	To Fund Code	100001
05	From Orgn Code	10000
06	To Orgn Code	10000
07	From Acct Code	
08	To Acct Code	

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter Fiscal Year.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number; press SEARCH for valid parameters.
Record: 1/? <OSC>

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Process: FWRSALC Payroll Salary Cost Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
06	To Orgn Code	10000
07	From Acct Code	
08	To Acct Code	
09	From Prog Code	
10	To Prog Code	
11	Employee ID	
12	Report Mode	3
13	Create Extract?	N

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter To Orgn Code (Data-entry or Roll-up)

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number; press SEARCH for valid parameters.
Record: 6/13 <OSC>