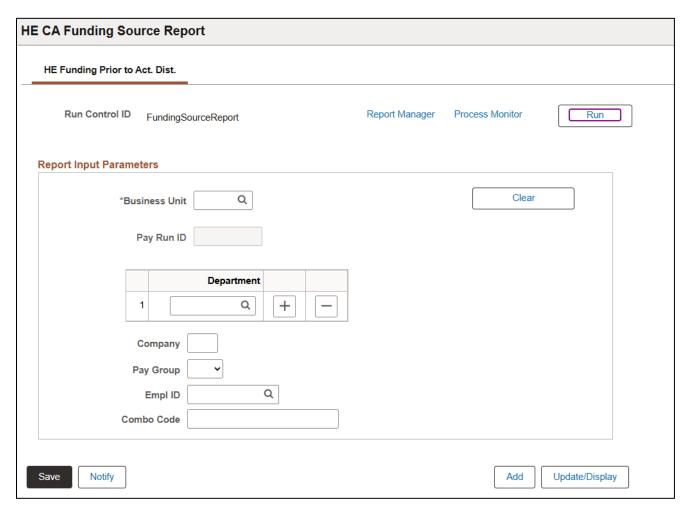# HE Funding Source Report Job Aid

The HE Funding Source Report can be used to assist review of funding distribution (earnings only) prior to pay confirm. The report should be run during an open pay cycle which is the time period that starts the day after Paysheet Creation and ends the day after the Payroll Proof deadline. The report can be run multiple ways by using department number, pay group, emplid or combo code. Business Unit is the only required field.
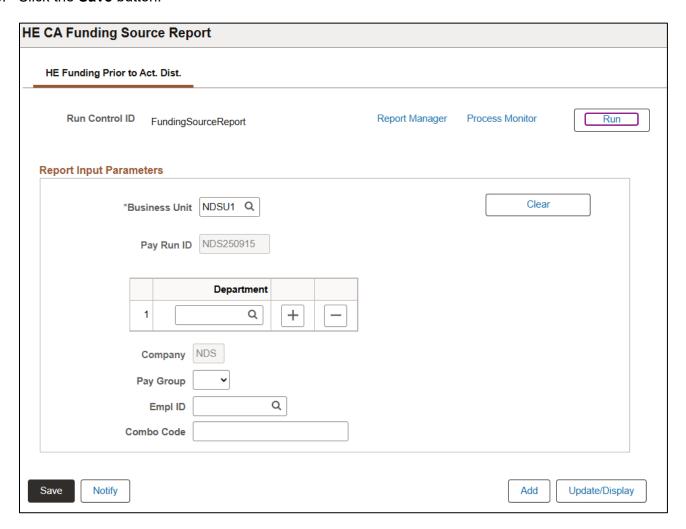
The report may have errors if an employee is in multiple positions that are in multiple pay groups. For these employees, please use the HE Pay Register to verify the amounts being paid.

1. Sign in to PeopleSoft HCM.
2. Navigate to **ND HE Apps > Commitment Accounting > HE CA Funding Source Report**
3. Click the **Add a New Value** button.
    a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
    b. Click the **Add** button.
    c. These steps will only need to be completed the first time. After a Run Control ID has been created the **Find an Existing Value** screen can be used instead.

4. **Report Input Parameters**
   a. Enter the **Business Unit** of *NDSU1.*
      i. The **Company** will populate based on the Business Unit.
   b. The **Pay Run ID** will populate with the current pay cycle.
   c. Optional:
      i. Enter the **Department.**
         1. Enter one or more department numbers. Additional department numbers can be added by using the + button.
         2. If no department is entered the report will return information for all departments a user has been given access to.
         3. If the Department is unknown the magnifying glass next to the box can be used to search for the appropriate value.
   d. Use the drop down to select **Pay Group.**
   e. Enter the **Empl ID.**
      i. The report can be run for one Employee by entering their Empl ID in this box. If no Empl ID is entered the report will return information for all employees in the departments the user has been given access to.
      ii. If the Empl ID is unknown the magnifying glass next to the box can be used to search for the appropriate value.
   f. Enter a **Combo Code.**
      i. If not Empl ID was entered the results will display all employees associated with the combo code even if the employee is not within departments the user has been given access to.
5. Click the **Save** button.

HE CA Funding Source Report

HE Funding Prior to Act. Dist.

Run Control ID	FundingSourceReport	Report Manager	Process Monitor	Run

Report Input Parameters

*Business Unit NDSU1 🔍   Clear

Pay Run ID NDS250915

	Department		
1	🔍	+	—

Company NDS

Pay Group ⌄

Empl ID 🔍

Combo Code

Save Notify   Add Update/Display

6. Click the **Run** button
    a. On the **Process Scheduler Request** page the default for the report is *Web/XLS*.
7. Click the **Ok** button, the Run Control page is returned
8. Click the **Process Monitor** hyperlink, **Process Type** is *BI Publisher Report*, **Process Name** is *NDU_CA_8162.*
9. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
    a. If you had the report emailed to you stop here and check your email. If not, continue below.
10. Click the **Details** hyperlink.
11. Click the **View/Log Trace** hyperlink.
12. Click the link to open the *.csv* file.
    a. The report will open in Excel.

Sample Report

Business Unit	Emplid	Empl Record	First Name	Last Name	Dept Number	Dept Description	Position Number	Jobcode	Paygroup	Pay Period End Date	Combo Code	Combo Code Status	Combo Code Source	Pay Rate	Earnings Code	Reg Hours	Reg Earnings	Oth Hours	Oth Earnings
NDSU1	1111111	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S186272834O	A	DBT	17.69	H14	0	0	10.27	181.59
NDSU1	2222222	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S472002834FAR00388446O	A	DBT	17.69	H14	0	0	30.8	544.77
NDSU1	3333333	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S186272834O	A	DBT	15.5	H14	0	0	6.87	106.41
NDSU1	4444444	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S472002834FAR00388446O	A	DBT	15.5	H14	0	0	20.6	319.23
NDSU1	5555555	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S186272834O	A	DBT	16.77	H14	0	0	3.59	60.21
NDSU1	6666666	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S472002834FAR00388446O	A	DBT	16.77	H14	0	0	10.77	180.62
NDSU1	7777777	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16	H14	0	0	84	1344
NDSU1	8888888	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16	H14	0	0	15.9	254.4
NDSU1	9999999	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16.32	H14	0	0	90.62	1478.92
NDSU1	1234567	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S186272834O	A	DBT	15.5	H14	0	0	7.97	123.54
NDSU1	2345678	0	First Name	Last Name	2834	Financial Aid	23372	880001	NDN	9/15/2025	S472002834FAR00388446O	A	DBT	15.5	H14	0	0	23.91	370.61
NDSU1	3456789	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16.32	H14	0	0	8.14	132.84
NDSU1	4567890	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16	H14	0	0	9.7	155.2
NDSU1	5678901	0	First Name	Last Name	2834	Financial Aid	104091	885601	NDN	9/15/2025	S472002834FAR00388447O	A	DBT	16	H14	0	0	42.06	672.96