[Where do I find my Cost Distribution and Paylist Reports?]

You’ll notice fewer clicks between you and the information you want in the latest upgrade to Enterprise Reporting. Payroll reports have been organized into two categories:

► **Delivered Reports** – These standard reports are automatically processed at the end of a pay period and prepared for you to pick up. Follow the steps below to access these reports.

► **Prompted Reports** – If you need additional information, you can run a prompted report. Reports have been consolidated in the new system to simplify the menu structure and navigation. See the report map to help you identify where your favorite reports now exist.

### Accessing Delivered Reports

1. Log into myUFL at [https://my.ufl.edu](https://my.ufl.edu) using your GatorLink userid and password.
2. Navigate to Enterprise Reporting > Access Reporting.
3. A new browser window is launched and displays the University’s Acceptable Use policy.

   Note: If you are not familiar with the policies, please read them.
4. If you have read and agree with the statement, click the “Accept” button to continue.
5. Navigate to Public Folders > Human Resources Information > Pay Information > Current Pay Cycle
6. You can access either Cost Distribution or Paylist reports

   ▶ Select **Delivered Payroll Paylist Reports** folder to access pre-run Preliminary Paylist reports
   ▶ Select **Delivered Cost Distribution Reports** folder to access pre-run Cost Distribution reports
In the example above, “Delivered Cost Distribution Reports” was selected. Based on security, you may or may not see the same number of reports.

7. Locate the VP area your report is stored within, and click to view a list of the available reports by pay period in various formats.
In the example above, “Fellowship – Scholarship Cost Distribution - All UFL” was selected.

8. Select the Version of to view the available reports for that Pay Period End Date.

9. Locate the report you want for your department.

   Note: You can scroll through the report list using the arrow buttons and the navigational links. Use the inner buttons (｢ and ｣) to scroll through the list one page at a time. Use the outer arrows to fast-forward you to the end of the list (｢｣) or rewind you back to the beginning (｢｣).

   You also can use the navigational links to scroll one page at a time.

10. Click  to download the report to your computer.

   Note: If the report is in an HTML format, click  to view the report instead.

11. When you have finished viewing and downloading reports, click  to close the list and continue navigation in Enterprise Reporting.
**Prompted Reports**

When you run a report, you can access the report more quickly and select the parameters you want to filter the data by using prompts. The following tables list the new report groupings and names where applicable. Some reports can be found in more than one of the new report groups so you can filter by different prompts.

### Report Mapping – Paylist

<table>
<thead>
<tr>
<th>Looking for this information?</th>
<th>Find it at Human Resources Information &gt; Pay Information &gt; Current Pay Cycle &gt; Prompted Payroll Paylist Reports &gt; ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Paylist with Earning Hours and Rate</td>
<td>Payroll Paylist by Department</td>
</tr>
<tr>
<td>Payroll Paylist Listing with Paycheck Status</td>
<td>Payroll Paylist Off Cycle</td>
</tr>
<tr>
<td>Payroll Paylist with Earning Hours and Rate Off Cycle</td>
<td></td>
</tr>
</tbody>
</table>

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Created 2/14/2005
The following Cost Distribution reports have not been renamed or consolidated:

- Payroll Cost Distribution Summary by Cost Center
- Payroll Cost Distribution Summary by Cost Center List
Navigation

Once you have accessed the report group you want, you will see the new prompt screen that will help you narrow down the data before processing your report request. Here's an example of a prompt screen.

The fields in the **top** half of the screen are the report parameters that you must select to run the report. In this example, the parameters you must select are the Report Type and the Pay End Date.

The fields in the **bottom** half of the screen are the prompts that allow you to filter the report data by one of the criteria sets. The “OR” statements between the prompt fields indicate that you can run this particular report either by Person (EmplID), College/Department(s), or Project(s). Please note that you cannot run the report by more than one of these criteria simultaneously.

When you have completed all of your selections, you can run the report by clicking the Finish button at the bottom of the screen.

**Additional Resources:**

Visit the Enterprise Reporting page at the [UF Bridges](https://ufbridges) website for additional training and reference information.