

## UOT HR Lookup Function

The HR Lookup function enables you to enquire on the detail of salary related payments that are made from the HRMS and transacted in the FMIS in summary format. For Schools and Sections this function is restricted to transactions that have been processed within your particular Budget Centre.

### Important note:

The HR lookup screen is produced by updating tables on the FMIS from information held on the HRMS. The information supplied by the HRMS will be from a historical perspective. If payroll journals or other such transfers have been actioned in the FMIS then they **will not** be shown under the HR lookup screen. If the HR Lookup screen information does not reconcile with the balance of the FMIS account then it is more than likely that a transfer or journal has been actioned on the FMIS. These journals can be found using the *Account Inquiry* function.

### Example:

The following example will explain how to understand the information presented on the FMIS.

Figure 1 shows a *Funds Available Inquiry* for a particular project in February 2000. As you can see from the screen shot there are items of expenditure that have been incurred on the 4121, 4123, 4124 and 4125 lines.

Figure 1

Account	Budget	Encumbrance	Actual	Funds Available
1.10.500.99999.4000	40,000.00	0.00	0.00	40,000.00
1.10.500.99999.4121	0.00	30,675.37	2,835.54	<33,510.91>
1.10.500.99999.4122	0.00	0.00	0.00	0.00
1.10.500.99999.4123	0.00	5,214.82	482.07	<5,696.89>
1.10.500.99999.4124	0.00	2,368.76	218.98	<2,587.74>
1.10.500.99999.4125	0.00	153.37	14.16	<167.53>
1.10.500.99999.4200	0.00	0.00	0.00	0.00
1.10.500.99999.4221	0.00	0.00	0.00	0.00

Encumbrance Amounts

Purchase Encumbrance	0.00	Other	0.00
----------------------	------	-------	------

Account Description

If we go and perform an *Account Inquiry* for this particular project and select the 4121 line we would be presented with a screen as per Figure 2.



work out that the second transaction was an entry relating to payrun 990150 and relates to the pay of the 18-Jan-2000.

The payrun numbers are produced such that the first digit signifies the type of payrun (9 ~ Fulltime/Fractional Payrun; 5 ~ Casual Payrun; 1~ Teacher Supervision Payrun). The next two digits signify the financial year relating to the payments (ie: 90 signifies the 1999/2000 Financial Year - 01/07/1999 to 30/06/2000). The next three digits are the payrun within the financial year (ie: 140 is the 14<sup>th</sup> payrun in the 1999/2000 financial year). Normally these numbers will increment by ten for each pay. Payments in relation to termination pays or special pays end in digits other than a zero. This information can be particularly useful if you are wanting to work out the costs in relation to a financial year rather than a calendar year.

Taking the information we have found using the Account Inquiry function we can enquire on these details using the HR Lookup Screen. After selecting the HR lookup function from the menu you will be presented with a screen that looks similar to Figure 4.

Figure 4

Budget Centre	Project	Expense	A/E	Payrun No	Employee No
	99999	4121			

In A/E field  
Enter A for Actual Payroll Details  
Enter E for Salary Encumbrance Details  
or leave blank for both

If we enter our project from our example and the expense line 4121 (leaving the expense field blank will return all transacted lines). After clicking on the 'Find' button we will be presented with the results as shown under Figure 5.

If no items are returned from your query, the message 'FRM-40350: Query caused no records to be retrieved.' will appear in the toolbar screen. If you get this message check that you have entered the project/expense correctly. If you have then return to the *Account Inquiry* function and confirm that the entries were sourced from the HRMS.

