

## CORE LDC Reports Cheat Sheet

**infoAdvantage**

Document List - Public Folders - State Wide Reports - LDC Folder

<b>REPORT ID</b>	<b>REPORT NAME</b>	<b>Report Data Elements</b>	<b>Helpful Information</b>	
<b>FIN-LDC-SR-001</b>	LDC/CPPS Payroll Hours Reconciliation	These reports will provide information by: Unit Cabinet Division Payroll Schedule Department	Contains Hours Recorded and Earnings Amount by Payroll Code, and Pay Code Name by Employee for the selected pay schedule.	
<b>FIN-LDC-SR-002</b>	YTD Actual Position Cost and Variance	These reports will provide information by: Fiscal Year Accounting Period Unit Department Cabinet Division Appropriation Unit Major Program	Program Activity Function Fund CPPS Job Class Location Task	Cotains Total Postion Cost, Assigned FTE, Actual FTE data by Position Number, Job Class, Job Class Description, by definded funding source data.
<b>FIN-LDC-SR-003</b>	Labor Distribution Positions Paid - by Month/Qtr/YTD	These reports will provide information by: Fiscal Year Accounting Period CPPS Job Class Cabinet Department Unit Fund Appropriation Unit	Major Program Program Activity Task Location Function Division	Contains Current Month, Quarter to Date, and Year to Date Hours Paid, FTE, Amount Paid by Position Number, Job Class, Job Class Description by defined funding source data.
<b>FIN-LDC-SR-004</b>	Year to Date State Fringe Cost by Position	These reports will provide information by: Cabinet Department Division Unit Accounting Period Fiscal Year CPPS Job Class	Fund Appropriation Unit Major Program Program Activity Location Task	Contains Current Month, Quarter to Date, and Year to Date State Fringe Cost by Position Number, Job Class, Job Class Description by defined funding source data.
<b>FIN-LDC-SR-005</b>	Labor Distribution Positions Worked - by Month/Qtr/YTD	This report will provide information by: Fiscal Year Accounting Period CPPS Job Class Cabinet Department Unit Fund	Appropriation Unit Major Program Program Activity Location Division Task	Contains Current Month, Quarter to Date, and Year to Date Hours Worked, Actual FTE by Position Number, Job Class, Job Class Description by defined funding source data.
<b>FIN-LDC-SR-006</b>	Position Cost by Month	This report will provide information by: Cabinet Department Division Unit Fund Accounting Period Fiscal Year Appropriation Unit	Major Program Program Task Activity Location Function Payroll Schedule	Contains Hours Worked, Hours Paid, Actual FTE, Salary and All Fringe Data by object code, and Total by Postion Number, CPPS Job Class, CPPS Job Description, GTN Number, Pay Period Start and End Date, Fiscal Month, Pay Schedule, Employee ID, Employee Name by defined funding source data.

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<b>FIN-LDC-SR-007</b>	Position Cost by Employee	This report will provide information by: Payroll Schedule                      Fund Cabinet                                    Appropriation Unit Department                                Location Employee ID                                A Fiscal Year                                 Function Accounting Period                        Major Program Division                                     Program Unit    Task	Contains Hours Worked, Hours Paid, Actual FTE, Salary and All Fringe Data by object code, Total and Percent by Position Number, CPPS Job Class, CPPS Job Description, GTN Number, Pay Period Start and End Date, Fiscal Month, Pay Schedule, COA Elements, Employee Name by Employee ID.  <b>**There are two tabs, one for data by Division and one for data by Department**</b>
<b>FIN-LDC-SR-008</b>	LDC General Ledger Payroll Voucher Report	This report will provide information by: Fiscal Year Accounting Period Cabinet Department	Contains Credit Amount and Debit Amount by Document ID, Fund, Appropriation, Object, Major Program, Program Code, Function, Activity, Location, Task and BSA. <b>**Used by Accounting for General Ledger Reconciliation**</b>
<b>FIN-LDC-SR-009</b>	PYRL Documents to Employee ID Listing	These reports will provide information by: Payroll Schedule Doc Department Code Document ID Payroll Document Type	Contains Employee ID, Employee Name, Amount, Fund, Department, Unit, Object, Appropriation, Major Program, Program Period, Act (?), Location, Task, Function, Rept, BSA information related to a Document ID.
<b>FIN-LDC-SR-010</b>	PYRL Documents by Employee ID	These reports will provide information by: Employee ID Payroll Schedule Payroll Document Type	Enables user to find PYRL docs associated with the employee ID within the payroll/payrolls specified.
<b>FIN-LDC-SR-011</b>	Listing of Accounting Profiles by Percentages	These reports will provide information by: Department	Contains Accounting profile data and associated template data with the applicable percentages.  <b>**There are two tabs, one for the data that equals 100% and one for the data that does not equal 100%**</b>
<b>FIN-RF-SR-012</b>  Financial Reference Folder	Accounting Templates with COA Elements	This report will provide information by: Security Department = FAAA                      Task Fiscal Year    Major Program Fund    Program Unit    Program Period BSA    Location Activity    CPPS Indicator = 1 Appropriation Unit	Contains Accounting Template data and applicable COA element.