

### **Pulling EDRs for Entry**

All hourly and monthly payroll expenses need to be exported from Oracle and put into the entry folder on the N-drive as expenses post. An email will be sent out from HRMS\_users list serve when payroll is ready. Once that email is received, follow the below steps to obtain and organize the files.

1. Open Oracle
2. Double click "processes and reports"
3. Double click "Submit processes and reports"
4. Make sure the pop up box is marked for "single request" then click OK
5. In the name field, type: Expensive Distribution then click tab on your keyboard
6. Start date = see email from HRMS\_users
7. End date = see email from HRMS\_users
8. Payroll = click the 3 dots to the right of the box and then choose payroll type (bi weekly or monthly)
9. Organization 1 = type department name or click the 3 dots to the right of the box and choose a department
10. Then click OK
11. Then Click Submit
12. When it asks if you want to submit another request, click NO
13. This brings you back to Oracle's main menu
14. Double click on "view requests"
15. Then click "find"
16. This brings up a list of all Oracle reports you've run, newest should be listed first.
17. Click the refresh data button until the report says complete
18. Then click on the report line then click view output from the options at the bottom of the list

Now you should be in an adobe file where each page is for a different account. Some accounts could be more than one page long so pay attention to that!

1. Save the file to a temp folder or your desktop before starting
2. In Adobe, choose the "organize pages" option for editing
3. In the menu at the top, choose "split"
4. Options should be:
  - a. Split by number of pages
  - b. 1 page(s)
  - c. Then click split
5. This creates individual PDFs for each page in the doc. Now you can delete the master file you had saved but you should see several new files in the place the original file was saved
6. One by one, open and re-name the file for the appropriate account. Naming structure is (note the date listed should be the pay period date!):
  - a. Hourly payroll = Account# EDR DEPT PPE DDMMYY

- b. Salary Payroll = Account# EDR DEPT YYMMM
- 7. Once all individual files are named accordingly, dump them into the Entry folder on the N-drive

Repeat all steps for each department:

- Warner College of Natural Resources (1401)
- Forest and Rangeland Stewardship (1472)
- Fish and Wildlife Biology (1474)
- Colorado Natural Heritage Program (1475)
- Ecosystem Science and Sustainability (1476)
- Human Dimensions of Natural Resources (1480)
- Geosciences (1482)
- CEMML (1490)