

Quick Reference Guide for Viewing Expense Detail


Viewing Expense Detail By Employee

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Employee**

1. To view expense allocation data by employee, choose **Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Employee**.
2. At the prompt, enter at least one parameter to identify the data you would like to view. For pay period end date, the date will be the last day of the month for which you want the expenses. For July 2004 expenses, you would type in '07/31/04' to get all the labor expenses paid in July.
3. Click **Search**.
4. If necessary, choose an item from the list of Search Results presented.

Viewing Expense Detail By Department

[Home](#) > [SFO Self Service](#) > [Labor Cost Distribution](#) > [Inquire](#) > **Expense Detail by Dept**

1. To view expense allocation data by employee, choose **Home > SFO Self Service > Labor Cost Distribution > Inquire > Expense Detail by Department**.
2. At the prompt, enter at least one parameter to identify the data you would like to view. For pay period end date, the date will be the last day of the month for which you want the expenses. For July 2004 expenses, you would type in '07/31/04' to get all the labor expenses paid in July.
3. Click **Search**.
4. If necessary, choose an item from the list of Search Results presented.
5. Choose a tab under **LCD Expense Details** to select which type of data you would like to see. Choices include by **Job**, **ChartFields**, **Earnings**, **Benefits – Employer Costs**, and **Benefits Taxes – Employer Share**.
6. If you like, click  to view full detail on each employee.

Running LCD Expense Allocation Queries

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > [Query Manager](#)

1. To run a query, choose **PeopleTools > Query Manager > Use > Query Manager**.
2. To search for a Labor Cost Distribution query choose **Search by Name begins with SFO_LCD_DEPT** and **Query Type User**.

Find an Existing Query

Search by: Name begins with SFO_LCD_DEPT *Query Type: User

3. Click **Search**.
4. Click **Run** to the right of and on the same line as the query you would like to run.
5. At the prompt, enter the parameters to identify the data you would like to view. For queries, you must enter a value into each field with the exception of SFO_LCD_DEPT_EXP_N_DTL_BY_LIST where you can input 1 to 10 department ids. For pay period end date, the date will be the last day of the month for which you want the expenses. For July 2004 expenses, you would type in '07/31/04' to get all the labor expenses paid in July.

Note: For the LCD Expense Allocation by ChartField query, you must enter a wildcard symbol (%) into any parameter field you want to leave blank.

6. Click **View Results**.
7. If you like, click on either **Excel Spreadsheet** or **CSV Text File** to download the results in that format. Be very careful to make note of where the file is saved on your hard drive so that you can find it later.

Available queries include the following:

Query Name	Query Use
SFO_LCD_DEPT_EXP_N_DTL	LCD Expense Allocation Detail by Single Department Number
SFO_LCD_DEPT_EXP_N_DTL_BY_LIST	LCD Expense Allocation Detail by List of Department Numbers
SFO_LCD_DEPT_EXP_N_DTL_BY_RANGE	LCD Expense Allocation Detail by Range of Department Numbers
SFO_LCD_DEPT_EXP_N_DTL_CHRT_FLD	LCD Expense Allocation Detail by ChartField

Note: You will only have access to employees who work in the department(s) to which you are secured for access.
