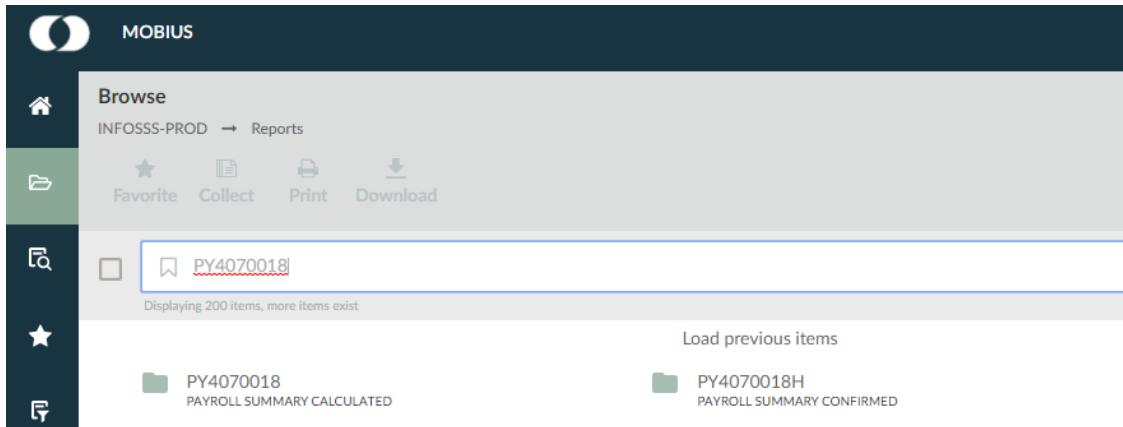


Report Naming Conventions in Report Manager

For Report Manager, we have updated some of our naming conventions. In the current system, all of our reports have started with the Module (PY, HR, etc.), then the Company Name, and then the ID of the Report; PY4070018. In Mobius, the description of the report displays underneath the Report ID.

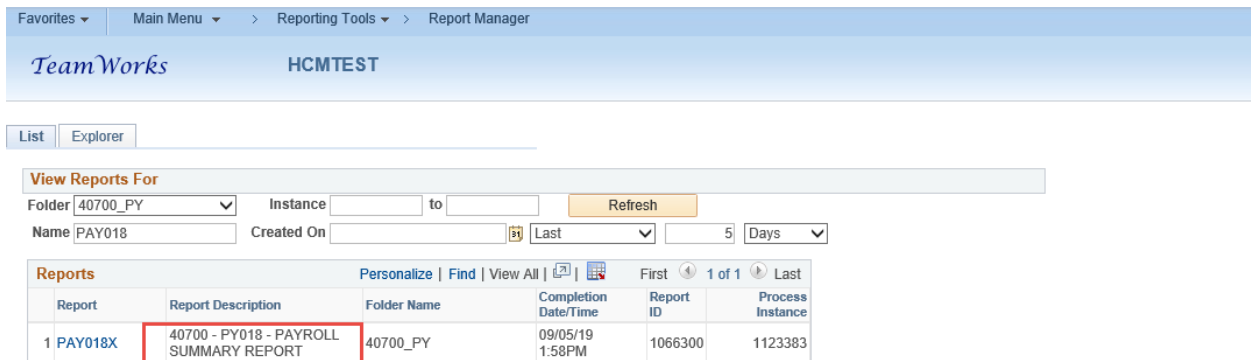


The Reports themselves will not change and, in the upper right corner, will display the same Report ID they always have.

Process Names vs. Report Names

In Report Manager, the search pages will display the list of reports a bit differently.

If you are using the 'List' tab, please note that the column labeled 'Report' is, more precisely, the Teamworks *process* used to create that report. The report *name* will actually be in the 'Report Description' column. Moving forward in Report Manager, the report name will now have the Business Unit listed first, THEN the Module and the ReportID separated by dashes, i.e. 40700 – PY018 – PAYROLL SUMMARY. [Note – Also on the 'List' tab, you will see a Report ID and a Process Instance; these are system generated and you will not need to reference these].



If you are using the 'Explorer' tab, you will not see the process name, you will only see the 'Report Description' within each folder. Note that this page automatically sorts by the Report Description. The description is slightly truncated due to space limitations, but the way you look for the reports is similar to the way you would for it in Mobius.

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Report Manager](#)

TeamWorks HCMTEST

[List](#) | [Explorer](#)

[First](#) | [Previous](#) | [Next](#) | [Last](#) | [Left](#) | [Right](#)

- 40300_PY
- 47700_HR
- 40700_PY
 - [40700 - DP002 - DDP REGISTER - 2019-07-26-16.41.58.206458]
 - [40700 - DP004 - DDP ADVICE REG - 2019-07-26-16.42.00.206059]
 - [40700 - PY001 - DEDUCTION REGI - 2019-07-26-17.42.49.433253]
 - [40700 - PY002 - PAYROLL REGIST - 2019-07-26-17.42.55.170161]
 - [40700 - PY004 - PAYROLL CHECK - 2019-07-26-17.52.49.432507]
 - [40700 - PY006 - OTHER EARNINGS - 2019-07-26-17.43.14.169509]
 - [40700 - PY015E - CHECK RECONCI - 2019-07-19-18.20.04.233050]
 - [40700 - PY015E - CHECK RECONCI - 2019-07-19-18.00.00.280891]
 - [40700 - PY015E - CHECK RECONCI - 2019-07-19-17.50.00.281569]
 - [40700 - PY015E - CHECK RECONCI - 2019-07-19-16.59.59.038070]
 - [40700 - PY015E - CHECK RECONCI - 2019-07-19-16.09.50.364676]
 - [40700 - PY015 - CHECK RECONCIL - 2019-07-19-20.50.23.751273]
 - [40700 - PY018H - PAYROLL SUMMA - 2019-07-26-17.43.05.169675]
 - [40700 - PY018 - PAYROLL SUMMAR - 2019-09-05-13.58.49.092284]
 - [40700 - PY021 - BENEFITS REGIS - 2019-07-26-17.43.13.433216]

The following list is included as an additional guide in helping you find the Report you are looking for.

Report Process	Report Description
BDG200X	BG200 - Current Year Budget Projection
BDG208X	BG208 - Program Budget Report
BDG230X	BG230 - Next Year Budget Projection
BEN012X	BN012 - TRS Member Monthly Report
BEN014X	BN014 - Return To Pay Status
BEN015X	BN015 - Health Ins Termination of Coverage Rpt
BEN016X	BN016 - Flex Deduction Exception Report
BEN018X	BN018 - Deferred Compensation Change Report
BEN019X	BN019 - Deferred Comp Non-Active Employee Status R
BEN024X	BN024X - Deferred Compensation Ded. Balance Report
BEN500X	BN500 - Leave Accrual Process Error Report
BEN503X	BN503 - PS FLEX Open Enrollment Interface Err Rpt

BEN504XR	BN504 - Military Leave Audit Report
BEN504XI	BN504B - Military Leave Mass Adj. Report
BEN506X	BN506 - Forfeited Leave Audit Report
BEN508X	BN508 - Create SSN Change Report
BEN511X	BN511 - Deferred Compensation Error Report
BEN513X	BN513 - Time and Attendance Error Report
BEN518X	BN518 - Annual Personal Leave Process Audit
BEN525X	BN525 - Annual Clearing of Leave Balances Report
BEN540X	BN540X - Flex Audit Trail Component Code Summ Rpt
BEN554X	BN554X - Ga Defined Contribution Report
BEN555X	BN555 - Retirement Report Normal Processing
BEN673X1	BN557 - ERS Retirement Adjustment Report
BEN673X2	BN558 - ERS Retirement Interface Detail
BEN673X3	BN559 - ERS Retirement Interface Recap
BEN568X	BN568X - Charitable Contrib Deduction Register
BEN580X	BN580 - Fiscal Year End Leave Liability Report
BEN591X1	BN591A - ACA Monitoring Report Ongoing
BEN591X2	BN591B - ACA Monitoring Report New Hire
BEN591X3	BN591C - ACA Monitoring Report Protected Leave
BEN507X1	BN5A7 - Daily Update Report
BEN507X2	BN5B7 - Daily Exception Report
BEN507X3	BN5C7 - Daily Error Report
BEN507Y1	BN5L7 - Open Enrollment Update Report
BEN507Y2	BN5M7 - Open Enrollment Exception Report
BEN507Y3	BN5N7 - Open Enrollment Error Report
BEN672X	BN672 - Consolidated Monthly Retirement Data
BEN674X	BN674 - Retirement Review Report
DDP002X	DP002 - DDP Register
DDP004X	DP004 - DDP Advice Register
DDP005X	DP005 - Direct Deposit Prenotification Report
DDP012X	DP012 - Direct Deposit Transmittal
POS005X	HR005 Position/incumbent FLSA Status Discrepancies
PER021X	HR021X - Pending Future Actions
PER036X	HR036 - New Hire Reporting
PER510X	HR510 - Salary Plan Increases Exception list
PER511X	HR511 - Salary Plan Increases Successfully Process
PER760X1	HR760 - Mass Department Change Update Report
PER760X2	HR761 - Mass Department Change Error Report
PER968X	HR968 - Update Department Budget Table
PAY001X	PY001 - Deduction Register
PAY002X	PY002 - Payroll Register
PAY004X	PY004 - Payroll Check Register
PAY006X	PY006 - Other Earnings Register

PAY008X	PY008 - Deductions Not Taken
PAY008PX	PY008P - Pension Deductions Not Taken Report
PAY010X	PY010 - Employees Not Processed
PAY011X	PY011 - Payroll Error Messages
PAY015BX	PY015 - Check Reconciliation Report
PAY015AX	PY015E - Check Reconciliation Error Listing
PAY018X	PY018 - Payroll Summary Calculated
PAY018H	PY018H - Payroll Summary Confirmed
PAY021X	PY021 - Benefits Register
PAY201X	PY201 - Rapid Data Entry Import Error Report
PAY210X	PY210 - Populate Paysheets from RPDE
PAY210E	PY210E - Pay Sheet Update Exceptions
PAY400X	PY400 - Garnishment Answers
PAY405X	PY400E - Garnishment Exception Report
PAY412X	PY412 - Garnishment Report / Wage Assignment Recap
PAY413X	PY413 - Year to Date Balance Report.
PAY414X	PY414 - Garnishment Deductions
PAY445X	PY445 - Payroll Summary Report
PAY500X	PY500 - Pre-confirm Payroll Change Report
PAY541X	PY541 - Payroll Warning Messages
PAY560X	PY560 - Deduction Rate Change
PAY561X	PY561 - Deduction Code Change
PAY571X1	PY571 - Mass actions on Additional Pay
PAY571X2	PY571E - Mass Actions on Additional Pay-Errors
PAY771X	PY771 - Payroll Shared Service EE and ER Tax Summ
TAX001X	TX001 - Tax Deposit Summary
TAX002X	TX002 - Quarterly State Employee Wage Listing
TAX004X	TX004 - Multiple Worksite Report
TAX010X	TX010 - Quarterly Tax Summary
TAX100X	TX100 - W-4 Exemptions Report
TAX103X	TX103 - W-4 Exempt Employees Report
TAX510X	TX510 - G-1003 State Tax Transmittal Totals
TAX571X	TX571 - Taxable Gross Error Report
TAX810GX	TX810 - GA Qtrly U/I Wage List
TAX900X	TX900 - Annual Reporting Error Listing
TAX910AX	TX910A - W-2 Audit Report
TAX910EX	TX910E - W-2 Record Error Report
TAX914X	TX914 - Form 6559 Transmitter Report
TAX916SX	TX916 - State W-2 Tax Totals Report