

Decentralised Costing Report

The decentralised costing report provides access to remuneration costing, for a specific period, per Cost Centre OR Position Number OR Employee Number.

It is important to note that you require access to the cost centre before you can access the information. To obtain access to cost centre information on this report, you must **'Apply for Access'** for specific Cost Centres via the **'SUN Employee Self Service'** responsibility, on the **sun-e-HR** system.

Cost Centre information for a specific month is only available at the end of the month, once the Finance division has completed all costing processes.

How to use the report:

1. When the report opens, you must enter the period for which you would want to view the information (**Period Date Start** and **Period Date End** parameters at the top of the report). Also choose which **Cost Centre OR Position OR Employee Number** information you would want to view. Click on the **'Go'** button to execute the report (Fig. 1).

The screenshot shows a web form titled 'Home'. It contains the following fields:

- *Payroll Date Start: 01-APR-2019
- *Payroll Date End: 30-APR-2019
- Cost Centre: R677 (dropdown menu)
- Position Number: (empty text box)
- Employee Number: (empty text box)
- A 'Go' button is located at the bottom left of the form.

Fig. 1

2. The report will execute your request and return the information (Fig. 2). The period and the number of cost centres' information requested, is directly related to the length of time it will take for information to return. **Please be patient!**

The screenshot shows the report output table with the following data:

Payroll Date	Assignment Id	Assignment Number	Payroll Id	Assignment End Date	Amount	Cost Centre	Account Number	Project Number	Element Name	Position	Employment Category	C-Factor
30-APR-2019	10641	14705516-2	61	31-DEC-4712	335	R677	999	-	SUN Allowance Cellphone	101481	SUN_FF	2
30-APR-2019	2920	A21861	61	31-DEC-4712	335	R677	999	-	SUN Allowance Datacard	94097	SUN_FF	2
30-APR-2019	3257	A23538	61	31-DEC-4712	4777.54	R677	999	-	SUN Allowance Non Pensionable	107850	SUN_FF	2
30-APR-2019	3990	A31536	61	31-DEC-4712	1194.38	R677	999	-	SUN Allowance Non Pensionable	104069	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	13819.32	R677	999	-	SUN Cash Salary	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	34.55	R677	999	-	SUN COIDA Provision	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	22.66	R677	999	-	SUN Temporary Worker Severance Package	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	148.72	R677	999	-	SUN UIF Employer Contribution	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	72.79	R677	999	-	SUN Medical Disability Insurance	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	1760.97	R677	999	-	SUN USAF Retirement Fund	107992	SUN_FF	2
30-APR-2019	509315	21629218-2	61	30-SEP-2020	101	R677	999	-	SUN IT Infrastructure	107992	SUN_FF	2
30-APR-2019	14772	12649074-2	61	31-DEC-4712	595	R677	999	-	SUN Allowance Datacard	94093	SUN_FF	2

Fig. 2

3. In order to export the information to a Microsoft Excel file, click on the **'Actions'** button at the top of the information that was returned (Fig.3).

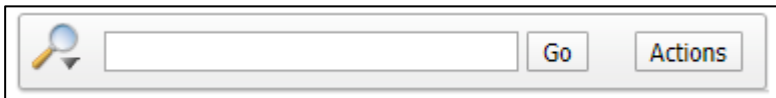


Fig. 3

4. Select the **'Download'** option from the list (Fig. 4).

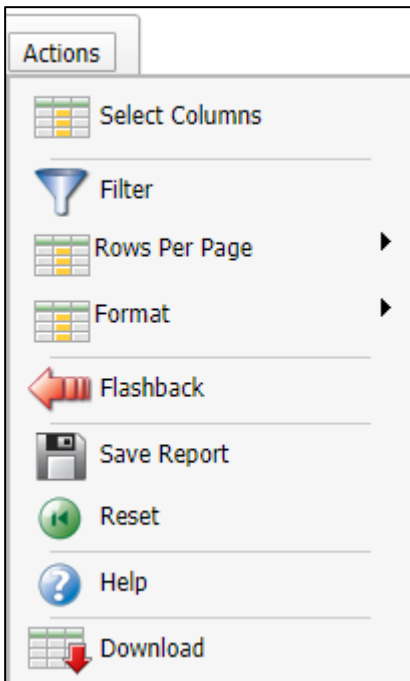


Fig. 4

5. The **'Download'** options will appear (Fig. 5). Once you select the **'CSV'** option the file will be downloaded to your computer under the **'Downloads'** directory. You can open the file in Microsoft Excel and save it as a proper .xlsx file.

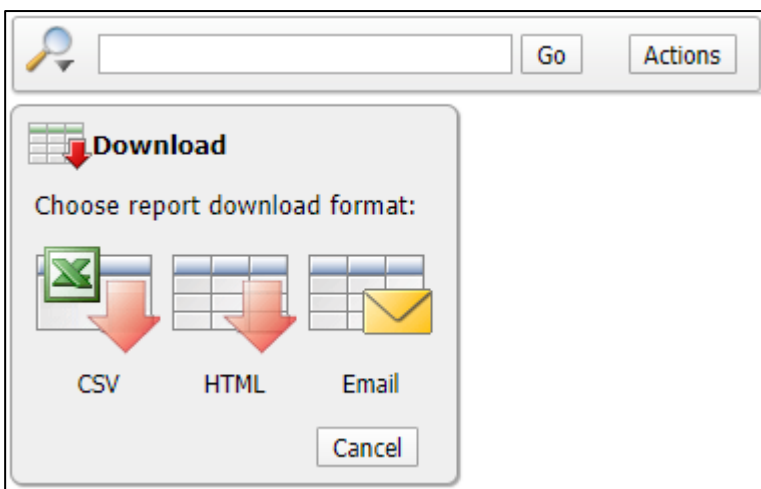
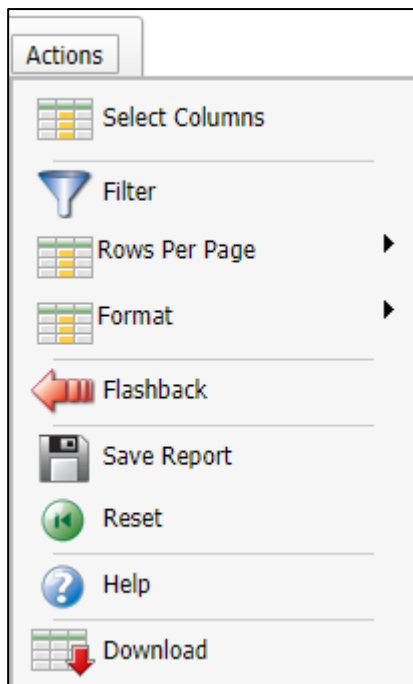


Fig. 5

6. Other options under the **'Actions'** button are:



Action	Description
Select Columns	View only specific columns on the report. (Add/Remove columns on your report)
Filter	View only specific records on your report by filtering on values on any of the columns
Rows Per Page	Decide how many rows you want to see on one page in the report.
Format	You can format the report to your personalised requirements.
Flashback	A flashback query allows you to view the data as it existed at a previous point in time
Save Report	You can save your report for easy access at a later point in time
Reset	Restore the report to its default setting
Help	Further information on all of the above actions