TITLE: Online Availability of Business Management Reports

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ROUTING
All Offices
All Schools
Payroll Time Certifiers
Payroll Time Reporters
Fiscal Managers/ Specialists
School Administrative Assistants

PURPOSE: The purpose of this Reference Guide is to notify schools and offices of the online availability of various business management reports through the Decision Support System.

MAJOR CHANGES: Schools and offices used to receive various printouts of monthly reports on Payroll, PTRS, IFS and HRS. To reduce labor, mailing, and printing costs, and provide reports in a timely manner, some of these reports have now been made available online.
Time reporters, time certifiers and school administrative assistants are the main users of these reports. These reports will provide users the ability to view, track and analyze payroll, financial and personnel information for their schools and offices.

INSTRUCTIONS: The following reports can now be viewed online through the Decision Support System (DSS). Items in italics represent the titles of the printed reports that were previously mailed to schools and offices.

DSS Report Title	Replaces Previous Report
Salary and Fringe Benefit	*Monthly Activity Report – Salary & Fringe Benefits Detail*
Overtime and Mileage Location Detail	*Overtime & Mileage Summary Report*
Overtime and Mileage Division Summary	*Overtime & Mileage Summary Report*
Vacation Balance	*Vacation Balance Report*
Final Time Verification ▪ Regular Time Reports ▪ Lump Sum Time Reports ▪ Substitute Payment Voucher Time Reports ▪ Earned Salary Allowance Time Reports ▪ Non Roster Time Reports ▪ Emergency Time Reports	*Final Time Report Verification* ▪ *Regular Time Reports* ▪ *Lump Sum Time Reports* ▪ *Substitute Payment Voucher Time Reports* ▪ *Earned Salary Allowance Time Reports* ▪ *Non Roster Time Reports* ▪ *Emergency Time Reports*
General Ledger Activity ▪ Monthly Activity Summary by Organization ▪ Year To Date Activity Summary by Organization ▪ Monthly Activity Detail ▪ Year to Date Object Category ▪ Monthly Outstanding Encumbrances	▪ *Monthly Activity Report Summary by Organization* ▪ NEW (Year to Date version) ▪ NEW (Detail Report of Monthly Activity Rpt) ▪ NEW ▪ *Monthly Outstanding Encumbrances Report*

▪ Stock Requisition Back Order Report	▪ *Monthly Stock Requisition Back Order Report*
Notice Of Personnel Action Summary	*Notice of Personnel Action Summary*

1. DSS can only be accessed through Inside LAUSD so any user must have an Inside LAUSD account on http://www.lausd.net (click on Home at the top, and then Inside LAUSD). This will take you to the login page for Inside LAUSD where you can create an account. A DSS account, in addition to the Inside LAUSD account, is necessary to access these reports.

2. Time certifiers and time reporters who wish to register for a DSS account must download and complete the "Request for UserID Authorization" form. This can be found on DSS Home page http://dss.lausd.net. Click on DSS Registration on the right, and then, click on "download" and print the page.

3. Time certifiers and time reporters who currently have DSS accounts can already access these reports. When accessing the reports for the first time, a user must change their current Inside LAUSD password to synchronize it with their DSS account.

4. Once logged-in to Inside LAUSD, go to the Quick Links section and click the Decision Support System link. From the DSS Home Page, click on the Reports link and look for the Business Management Reports link. Click this link to display the different folders for Payroll and Time Reporting, Human Resources, Purchases and General Ledger.

ASSISTANCE: For assistance or further information please contact the Decision Support System Office at (213) 241-1113 or send an email to dsstrain@lausd.net.