NHIDIST – Labor Distribution Data Inquiry Form

NHIDIST provides query access to all payroll expense distribution data. The form displays earnings and/or benefits data for the Chart of Accounts, FOAPAL elements, category, date range and Finance document number entered in the key block. Data can be queried by data-enterable FOAPAL or can be rolled up by the FOAPAL hierarchy. The data block lists earnings and benefits distributed by FOAPAL and Employee.

**Note:** In order to use this form, you must have access to the requested Funds and Orgs in Banner Finance as well as access to the employee Home Organization in Banner HR.

**Navigation**

- Navigate to NHIDIST via
  - direct access = NHIDIST
  - menu = Banner -> Main Human Resources -> Payroll History -> Labor Distribution Data Inquiry
- Enter required Key Block fields *(see Key Block section below for more details)*
- Perform next block using next block icon, block menu -> next, or Ctrl-PgDn.
- Optionally enter additional query criteria in the Data Block fields.
- Perform query using execute query icon, query menu -> execute or F8 function key.
- Optionally extract data to Excel by selecting the Help Menu - > Extract Data no Key option.
Key Block Fields

- **Finance Document Number** (optional) – enter a finance document number from FGRODTA or FGITRND, e.g. F0012345, to see activity from a specific Payroll.
- **COA** – use M.
- **Index** – currently not used at Memorial.
- **Hierarchy Roll Up** (optional) – check to use hierarchy FOAPAL’s; leave unchecked for data-enterable FOAPAL’s. If checked, must enter **To Date**.
- **From Date** (optional) – enter begin date to query.
- **To Date** (optional) – enter ending date to query.
- **Category** (required) – enter or select one of the following items:
  - Expenses (default)
  - Liabilities
  - Encumbrances
- **Grant** (optional) – enter a Grant code to query.
- **Fund** (required) – enter a Fund code to query.
- **Orgn** (required) – enter an Organization code to query.
- **Account** (optional) – enter an Account code to query.
- **Program** (optional) – enter a Program code to query.
- **Activity** (optional) – enter an Activity code to query.
- **Location** (optional) – enter a Location code to query.

Data Block Fields

- **Employee Id** – Banner id (aka person id) of employee
- **Last Name** – employee last name
- **First name** – employee first name
- **Middle Name** – employee middle name or initial
- **Payroll Event** – includes calendar year, payroll type (B1 = Salary, B2 = Biweekly and M1 = Monthly Pension), payroll number and adjustment number (0 = original)
- **Position** – position number and suffix
- **Employee Class** – employee class (Management, staff, faculty, student, etc)
- **Rule Class** – Finance rule class (e.g. HGNL = gross salary, HGRB = employer benefits)
- **Fund** – Finance fund code
- **Orgn** – Finance organization code
- **Account** – Finance account code
- **Program** – Finance program code
- **Activity** – Finance activity code
- **Location** – Finance location code
- **Finance Document** – document number earning or benefit amount was posted in Finance
- **Finance Position Budget Document** – currently not used by Memorial
- **Fiscal Year** – fiscal year earning or benefit was posted in Finance
- **Earnings Code** – Payroll earning code
- **Benefit Code** – Payroll benefit code
- **Hours** – applicable hours worked for earnings
- **Amount** – dollar amount of earning or benefit
- **Debit or Credit** – typically debit = expense charge and credit = reversal
Scenario 1

Query all payroll expenses for the current fiscal year for a specific Fund, Org and Account:

- Go To NHIDIST
- Enter Key Block Fields:
  - COA = M
  - From Date = 01-APR-2013
  - Fund = 100001
  - Orgn = 10000
  - Account = 62001
- Next Block
- Execute Query
- Scroll or Page Down through the earning and benefit expenses
- Note the Net totals will update based on the records viewed
Scenario 2

Query all payroll expenses for the current fiscal year for a specific Fund, Org and Employee:

- Go To NHIDIST
- Enter Key Block Fields:
  - COA = M
  - From Date = 01-APR-2013
  - Fund = 100001
  - Orgn = 1000
- Next Block
- Enter the employee id in the ID field
- Execute Query
- Scroll or Page down through all the earning and benefit expenses
- Note the Net totals will update based on the records viewed
Scenario 3

Query all payroll encumbrances for the current fiscal year for a specific Fund, Org and Account:

- Go To **NHIDIST**
- Enter Key Block Fields:
  - COA = M
  - From Date = 01-APR-2013
  - Category = Encumbrances
  - Fund = 100001
  - Orgn = 10000
  - Account = 62001
- Next Block
- Execute Query
- Scroll or Page down through all the encumbrance records
- Note the Net totals will update based on the records viewed