PAYROLL EXPENSE DISTRIBUTION REPORT
How to Report on Salary and Fringe Benefit Details Using FWRDIST

Description:

The payroll expense distribution report allows you to monitor detailed salary and fringe benefit expenses by employee and pay period.
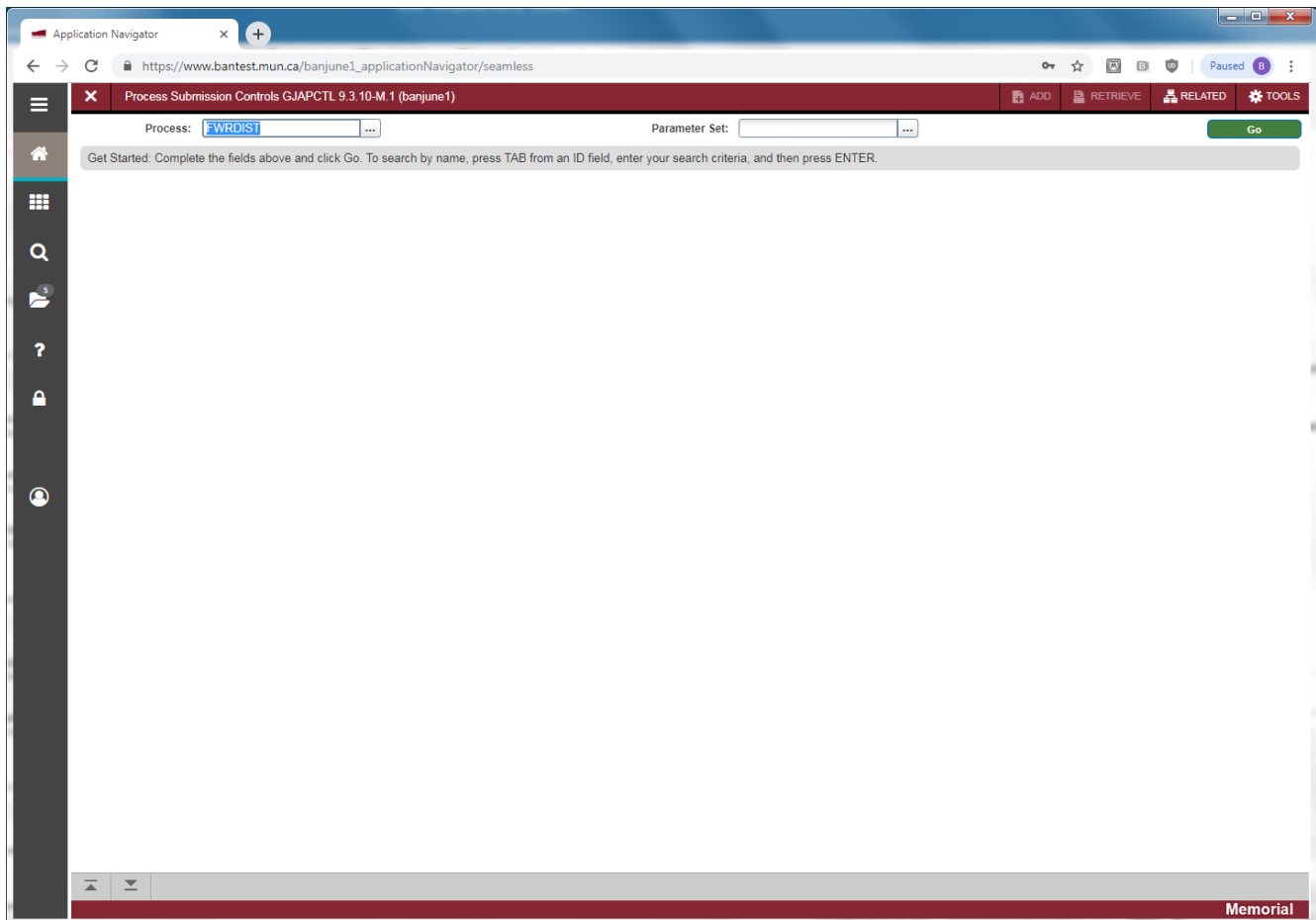
Navigation:

Access to the report can be done in two ways:

1. Type FWRDIST in the search field
2. Type Payroll Expense Distribution in the search field

Step 1:

Follow the navigation process to FWRDIST. This takes you to the Process submission form for running reports. Click *Go* or *Next Section* (ALT + Page Down).

Step 2:

Enter "DATABASE" in the Printer Field. Click *Next Section* (ALT + Page Down) to move to the *Parameters* block.

Step 3:

Input your parameters as follows:

- Fiscal Year (required): Enter the fiscal year code, e.g. 20 for FY 2019-20
- Report Mode (required): Enter 1, 2 or 3 to select the desired Payroll group(s)
  - Enter 1 to report Pension Payroll activity only

- o   Enter 2 to report Regular Payroll activity only
- o   Enter 3 to report both Pension and Regular Payroll activity
- **From Date** (required): Enter the starting pay date, i.e. check/deposit date
- **To Date** (required): Enter the ending pay date, i.e. check/deposit date
- **From Fund Code** (optional): Enter starting Fund code to report
- **To Fund Code** (optional): Enter ending Fund code to report
- **From Orgn Code** (optional): Enter starting Organization code to report, can be data-entry or roll-up code
- **To Orgn Code** (optional): Enter ending Organization code to report, can be data-entry or roll-up code
- **From Acct Code** (optional): Enter starting Account code to report
- **To Acct Code** (optional): Enter ending Account code to report
- **From Prog Code** (optional): Enter starting Program code to report
- **To Prog Code** (optional): Enter ending Program code to report
- **Employee Id** (optional): Enter an Employee Id to report
- **Create Extract File** (required): Enter Y to create a data extract of reported information
- **Include Fringe Benefits:** Enter Y to include detailed Fringe Benefits by account

Please note if you leave the Fund, Orgn, Acct and Prog parameters blank, the report will include all Funds and Orgs that you have been granted access. However, the report will run more efficiently if you specify a range of Funds and/or Orgs to report.

Step 4:

Click *Next Section* (ALT + Page Down) to move to the *Submission* block.

Step 5:

Optionally check Save Parameter Set as to save your entered parameters. Click the *Save* button or press F10 to submit your report.

Step 6:

Select the *Related* menu, then PDF View Output (GWAVRPT). Click on the line containing the report you want to view and click the *SEL* button to open the report in PDF. If your report does not appear immediately, press the F8 key to refresh the screen until the report appears.