LABOUR DISTRIBUTION DATA INQUIRY FORM
How to Inquire on Salary and Fringe Benefit Details Using NHIDIST

Description:

The payroll expense distribution data form provides query access to all payroll expense distribution records. 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:

Access to the form can be done in three ways:
1. Type NHIDIST in the search field
2. Type Payroll Expense Data Inquiry in the search field
3. Select from the Payroll History menu under Applications

Step 1:
Follow the navigation process to FWRDIST.

Step 2:

Enter Key Block fields as necessary to query the records:

- Finance Document Number (optional): Enter a finance document number from FGRODTA or FGITRND, e.g. F0012345, to see activity from a specific Payroll.
- COA: Chart of Accounts. 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.

Step 3:

Click the "Go" button on the right, or press "ALT" and "Page Down". The form automatically opens in Filter search:

Step 4:

Optionally enter additional query criteria in filter search area:

- Earnings Code: Payroll earning code
- Benefit Code: Payroll benefit code
- Id: Banner id (aka person id) of employee
- Last Name: employee last name
- First Name: employee first name
- Use "Add Another Field" drop-down box to select from list of other available filter fields.

Step 5:

Click *Go* or F8 to execute the search using specified filter criteria.

The query returns the expense distribution records matching your search criteria. The following information is displayed:

- Earnings Code: Payroll earning code
- Benefit Code: Payroll benefit code
- Hours: Applicable hours worked for earning s
- Amount: Dollar amount of earning or benefit
- Debit or Credit: Typically debit = expense charge and credit = reversal
- 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: The calendar year for this payroll distribution record

- Payroll Id: B1 = Salaried Employees, B2 = Biweekly (Hourly) Employees and M1 = Retirees
- Payroll Number: The payroll cycle number for this payroll distribution record
- Sequence Number: System assigned one-up number for this payroll distribution record, 0 = original
- Position: Position number for this payroll distribution record
- Suffix: Position suffix number for this payroll distribution record
- Employee Class: Code for employee class representing Management, Staff, Faculty, Student, etc.
- Rule Class: Finance rule class, e.g. HGNL = gross salary or HGRB = employer benefits
- Fund: Finance fund code for this payroll distribution record
- Orgn: Finance organization code for this payroll distribution record
- Account: Finance account code for this payroll distribution record
- Program: Finance program code for this payroll distribution record
- Activity: Finance activity code for this payroll distribution record
- Location: Finance location code for this payroll distribution record
- 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

Step 6:
Optionally extract data to Excel by selecting the *Related* Menu - > *Export* option. The download file will be presented along the bottom of the screen as NHDIST.csv. Click on the file to Open.

Scenario 1:
Query all payroll expense records 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-2019
  - **Fund** = 100001
  - **Orgn** = 10000
  - **Account** = 62001
- Click *Go*. This brings you to filter area
- Click *Go* or F8 to execute the query and see all earning and benefit records
- Use the page navigation buttons to scroll through the earning and benefit records
- Note the **Net** totals will update based on the records viewed

Scenario 2:
Query all payroll expense records 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-2019
  - **Fund** = 100001
  - **Orgn** = 10000
- Click *Go*. This brings you to filter area
- Enter the employee id in the **ID** field.
- Click *Go* or F8 to execute the query and see all earning and benefit records
- Use the page navigation buttons to scroll through all the earning and benefit expenses
- Note the **Net** totals will update based on the records viewed

Scenario 3:

Query all payroll encumbrance records 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-2019
    - **Category** = Encumbrances
    - **Fund** = 100001
    - **Orgn** = 10000
    - **Account** = 62001
- Click *Go*. This brings you to filter area
- Click *Go* or F8 to execute the query and see all encumbrance records
- Use the page navigation buttons to scroll through all the encumbrance records
- Note the **Net** totals will update based on the records viewed