

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.

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Labor Distribution Data Inquiry NHIDIST 9.3.6 (banjune1)". The form contains the following fields:

Finance Document: <input type="text"/>	Grant: <input type="text"/>	<input type="button" value="Go"/>
Number: <input type="text"/>	Fund: <input type="text"/> Memorial University Operating	
COA: <input type="text"/> M	Org: <input type="text"/> 63002 Finance Office - Financial Services	
Index: <input type="text"/>	Account: <input type="text"/>	
Hierarchy Roll Up: <input type="checkbox"/>	Program: <input type="text"/>	
From Date: <input type="text"/> 01/01/2019	Activity: <input type="text"/>	
To Date: <input type="text"/> 06/12/2019	Location: <input type="text"/>	
Category: <input type="text"/> Expenses		

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Memorial

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:

The screenshot shows a web browser window displaying the "Labor Distribution Data Inquiry" application. The browser address bar shows the URL: https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The application header includes a navigation menu and a status bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. A blue banner at the top right contains the text "Enter a query, press F8 to execute".

The main interface features a search filter section with the following fields:

- Finance Document Number: Grant: COA: M Fund: 100001 Memorial University Operating Index: Orgn: 63002 Finance Office - Financial Services
- Hierarchy Roll Up: Account: From Date: 01/01/2019 Program: To Date: 06/12/2019 Activity: Category: Expenses Location:

Below the filter section, there are input fields for "Earnings Code", "Benefit Code", "ID", "Last Name", and "First Name". An "Add Another Field ..." dropdown menu is also present. At the bottom right of the filter section, there are "Clear All" and "Go" buttons.

The main data table has the following columns: Earnings Code, Benefit Code, Hours, Amount, Debit or Credit, ID, Last Name, First Name, and Middle Na. The table is currently empty.

The footer of the application displays the name "Memorial".

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 screenshot displays the 'Labor Distribution Data Inquiry' application interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, the application shows search criteria: Finance Document Number, Grant, COA: M, Fund: 100001, Memorial University Operating, Index: Orgn: 63002, Finance Office - Financial Services, Hierarchy Roll Up, Account, From Date: 01/01/2019, Program, To Date: 06/12/2019, Activity, Category: Expenses, and Location. A 'Start Over' button is visible. The main data area is a table titled 'LABOR DISTRIBUTION DATA INQUIRY' with columns: Earnings Code, Benefit Code, Hours, Amount, Debit or Credit, ID, Last Name, First Name, and Middle Name. The table contains 14 rows of data, including a 'Net' row at the bottom. The bottom of the screen shows a footer with 'Memorial' and a record count of 'Record 1 of 476'.

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Name
REG		70.00	7,285.85	D	008236184	Zoellick	Virgie	Bettie
REG		70.00	5,290.81	D	008716896	Reetz	Normand	
REG		70.00	5,535.96	D	008818114	Hacking	Dreama	Lawrence
RSC		70.00	5,889.35	D	200910497	Marchitto	Howard	
REG		70.00	3,442.85	D	008210098	Gerhardt	Porfirio	Paige
REG		70.00	2,125.77	D	008308629	Meskill	Latosha	Nelida
REG		70.00	3,288.50	D	008523391	Farrens	Aurelia	Paige
REG		70.00	2,939.92	D	009723073	Varquera	Eldridge	Abigail
REG		70.00	2,762.70	D	009823667	Bloxom	Cammy	Christeen
REG		70.00	2,125.77	D	200118404	Fuerstenberg	Cammy	
REG		70.00	2,071.19	D	200128270	Mcpherran	Renna	Wesley
REG		70.00	2,071.19	D	200156479	Ketchen	Rebeca	
		Net	840.00	44,829.86				

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 earnings
- 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