

Expense Distribution Reports

The expense distribution report allows you to monitor detailed salary and fringe benefit expenses by employee and pay period. The following Expense Distribution reports are available in Banner for reporting on Payroll activity from specific years:

- 1) **FWREXP** – Payroll Expense Distribution Report Legacy: reports bi-weekly payroll data from the legacy Payroll system up to Dec 2012
- 2) **FWRDIST** – Payroll Expense Distribution Report: reports bi-weekly payroll data from Banner HR from Jan 2013 onward

The instructions for executing the new FWRDIST Payroll Expense Distribution Report are as follows:

- 1.) Type FWRDIST in the Go To field on the Banner main menu.
- 2.) Input your desired parameters as follows, see screen captures below for illustration:
 - a. **Fiscal Year** (required) – enter the fiscal year code, e.g. 14 for FY 2013-14
 - b. **Report Mode** (required) – enter 1, 2 or 3 to select the desired Payroll group(s)
 - i. Enter 1 to report Pension Payroll activity only
 - ii. Enter 2 to report Regular Payroll activity only
 - iii. Enter 3 to report both Pension and Regular Payroll activity
 - c. **From Date** (required) – enter the starting pay date, i.e. check/deposit date
 - d. **To Date** (required) – enter the ending pay date, i.e. check/deposit date
 - e. **From Fund Code** (optional) – enter starting Fund code to report
 - f. **To Fund Code** (optional) – enter ending Fund code to report
 - g. **From Orgn Code** (optional) – enter starting Organization code to report, can be data-entry or roll-up code
 - h. **To Orgn Code** (optional) – enter ending Organization code to report, can be data-entry or roll-up code
 - i. **From Acct Code** (optional) – enter starting Account code to report
 - j. **To Acct Code** (optional) – enter ending Account code to report
 - k. **From Prog Code** (optional) – enter starting Program code to report
 - l. **To Prog Code** (optional) – enter ending Program code to report
 - m. **Employee Id** (optional) – enter an Employee Id to report
 - n. **Create Extract File** (required) – enter Y to create a data extract of reported information
 - o. **Include Fringe Benefits** – enter Y to include detailed Fringe Benefits by account
- 3.) Perform a next block by using the Next Block icon on the Toolbar, or press Ctrl + Page Down
- 4.) Optionally check Save Parameter Set as to save your entered parameters
- 5.) Click the save icon on your tool bar or press F10 to submit your report
- 6.) Select the Options menu, then PDF View Output (GWAVRPT).
- 7.) 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.

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 much faster if you specify a range of Funds and/or Orgs to report.

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2M3

Process: FWRDIST Payroll Expense Distr. Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Fiscal Year	14
02	Report Mode	3
03	Start Date	01-APR-2013
04	End Date	31-OCT-2013
05	From Fund Code	100001
06	To Fund Code	100001
07	From Orgn Code	63002
08	To Orgn Code	63002

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter Fiscal Year

Submission

Save Parameter Set as Name: Description: Hold Submit

FRM-40100: At first record.
Record: 1/1 <OSC>

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Process: FWRDIST Payroll Expense Distr. Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
08	To Orgn Code	63002
09	From Acct Code	
10	To Acct Code	
11	From Prog Code	
12	To Prog Code	
13	Employee ID	
14	Create Extract (*.csv) File	Y
15	Include Fringe Benefits	N

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter To Orgn Code (Data-entry or Roll-up)

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number; press SEARCH for valid parameters.
Record: 8/15 <OSC>