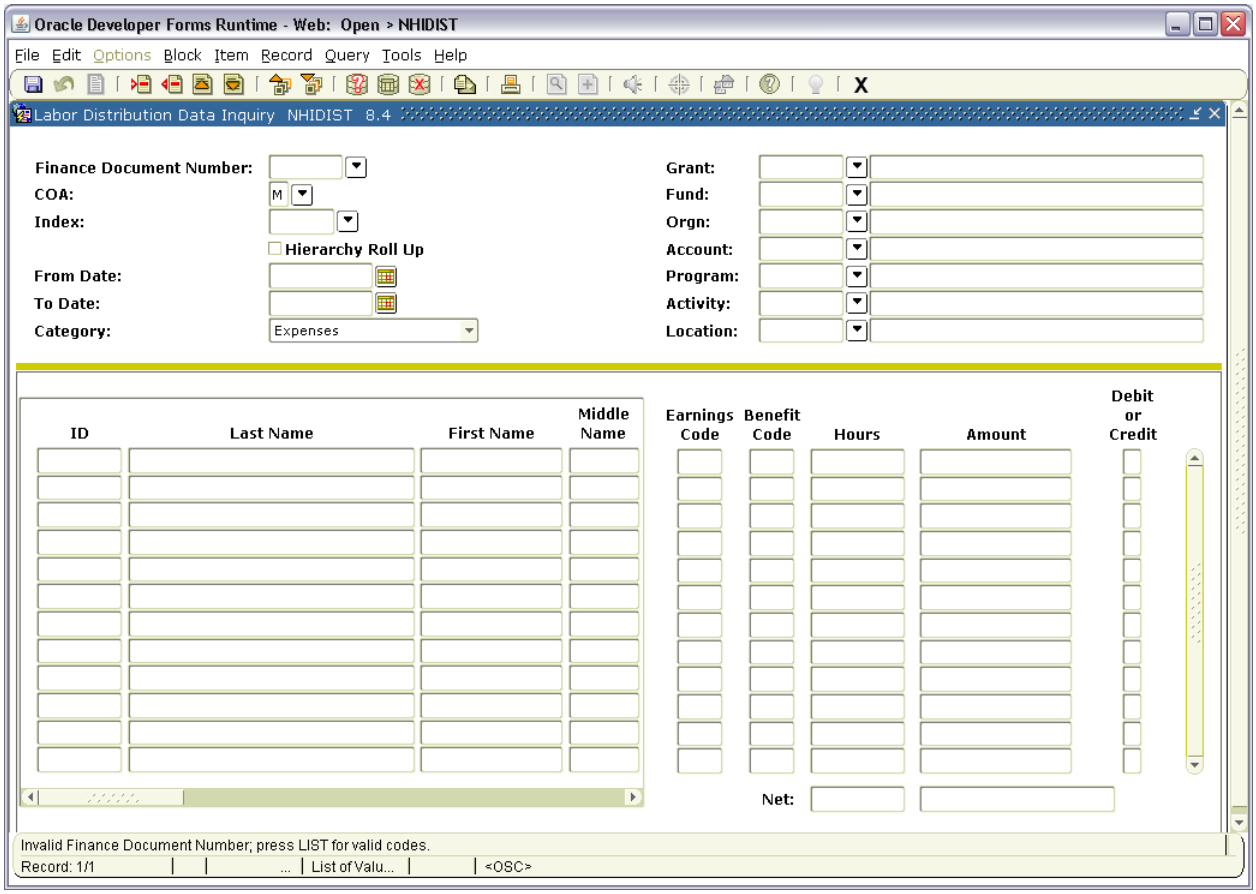
NHIDIST – Labor Distribution Data Inquiry Form

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.

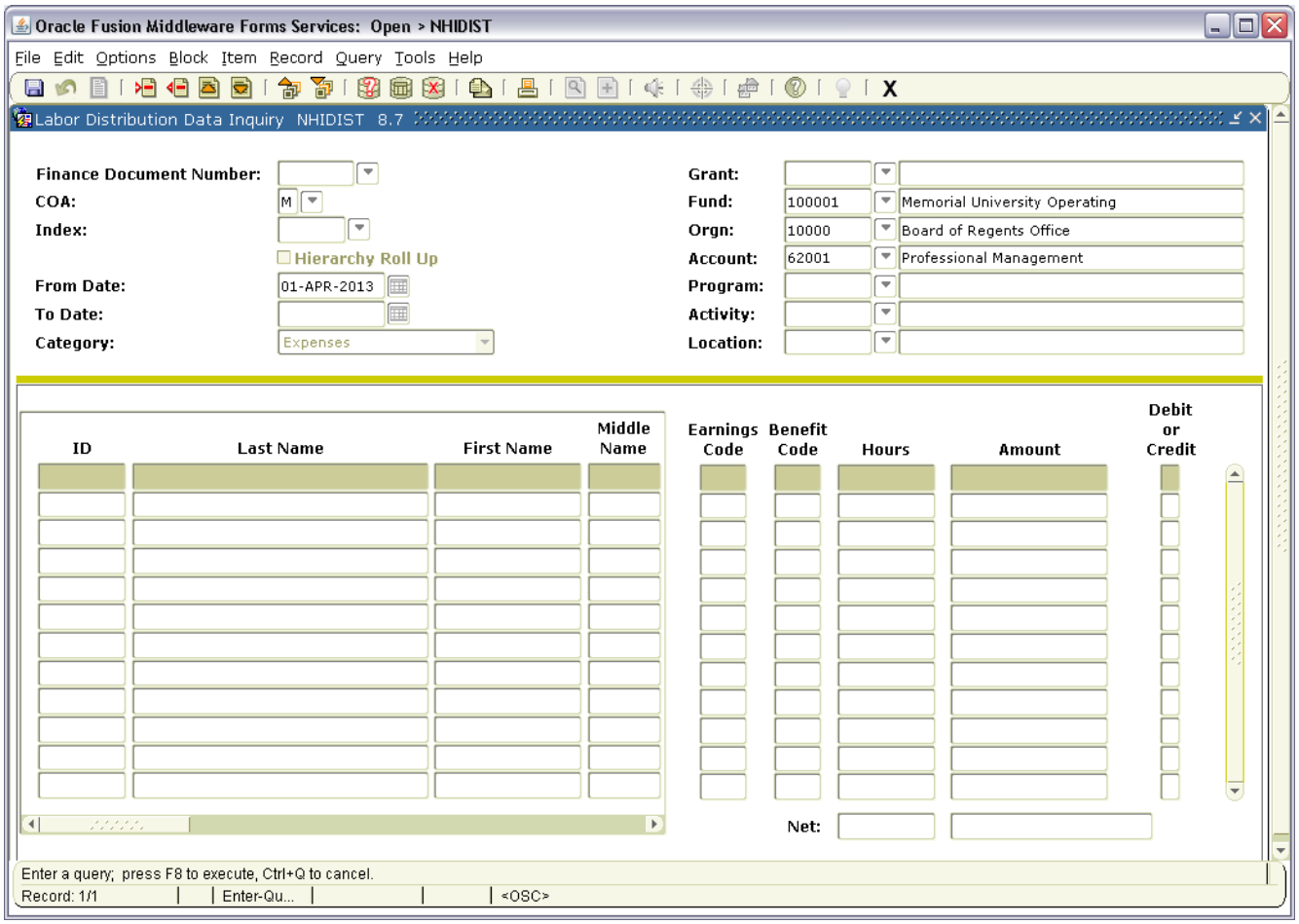
Data Block Fields

- 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 earning s
- 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:

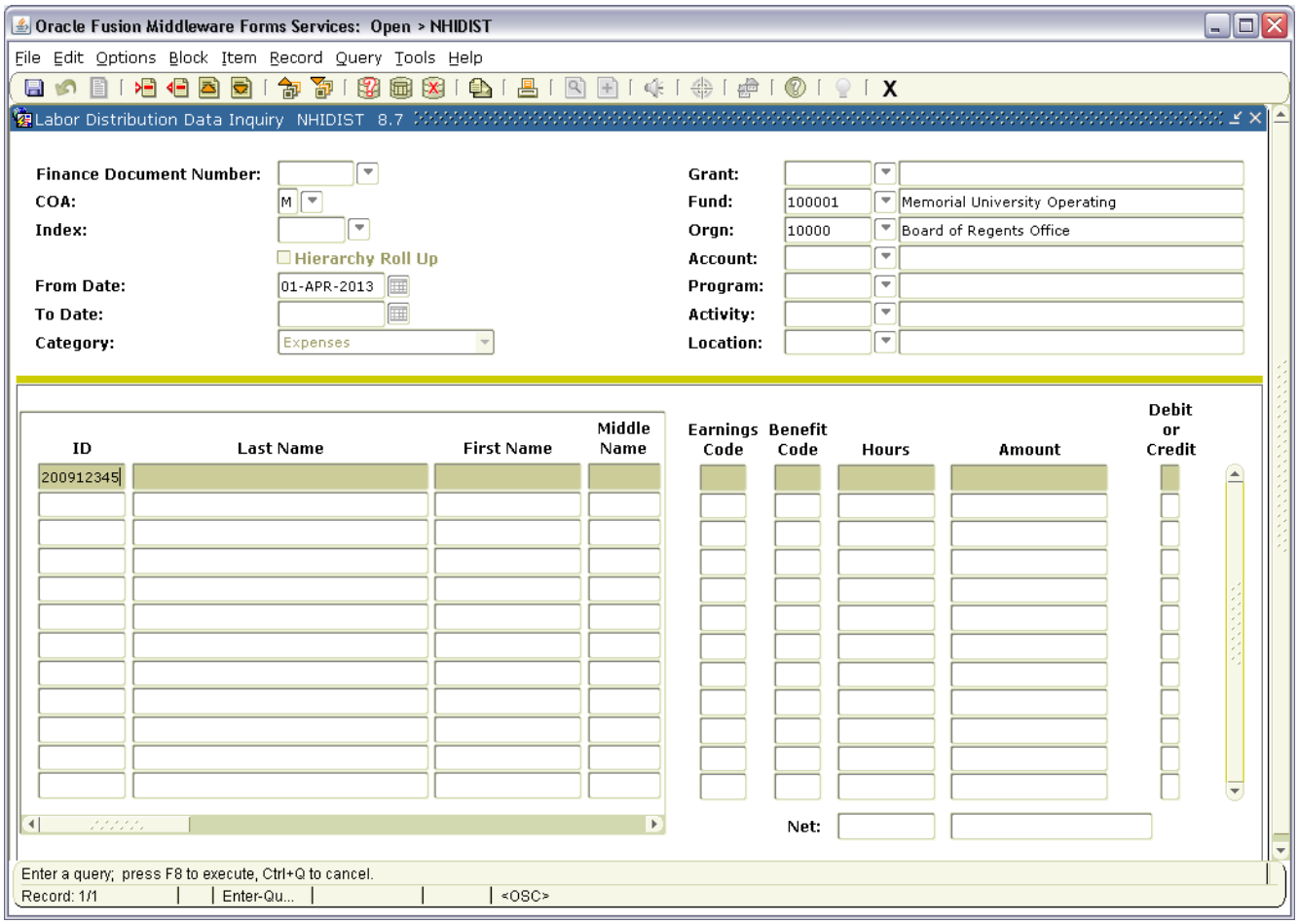
- Go To **NHIDIST**
- Enter Key Block Fields:
  - **COA** = M
  - **From Date** = 01-APR-2013
  - **Fund** = 100001
  - **Orgn** = 10000
  - **Account** = 62001
- Next Block
- Execute Query
- Scroll or Page Down through the earning and benefit expenses
- Note the **Net** totals will update based on the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



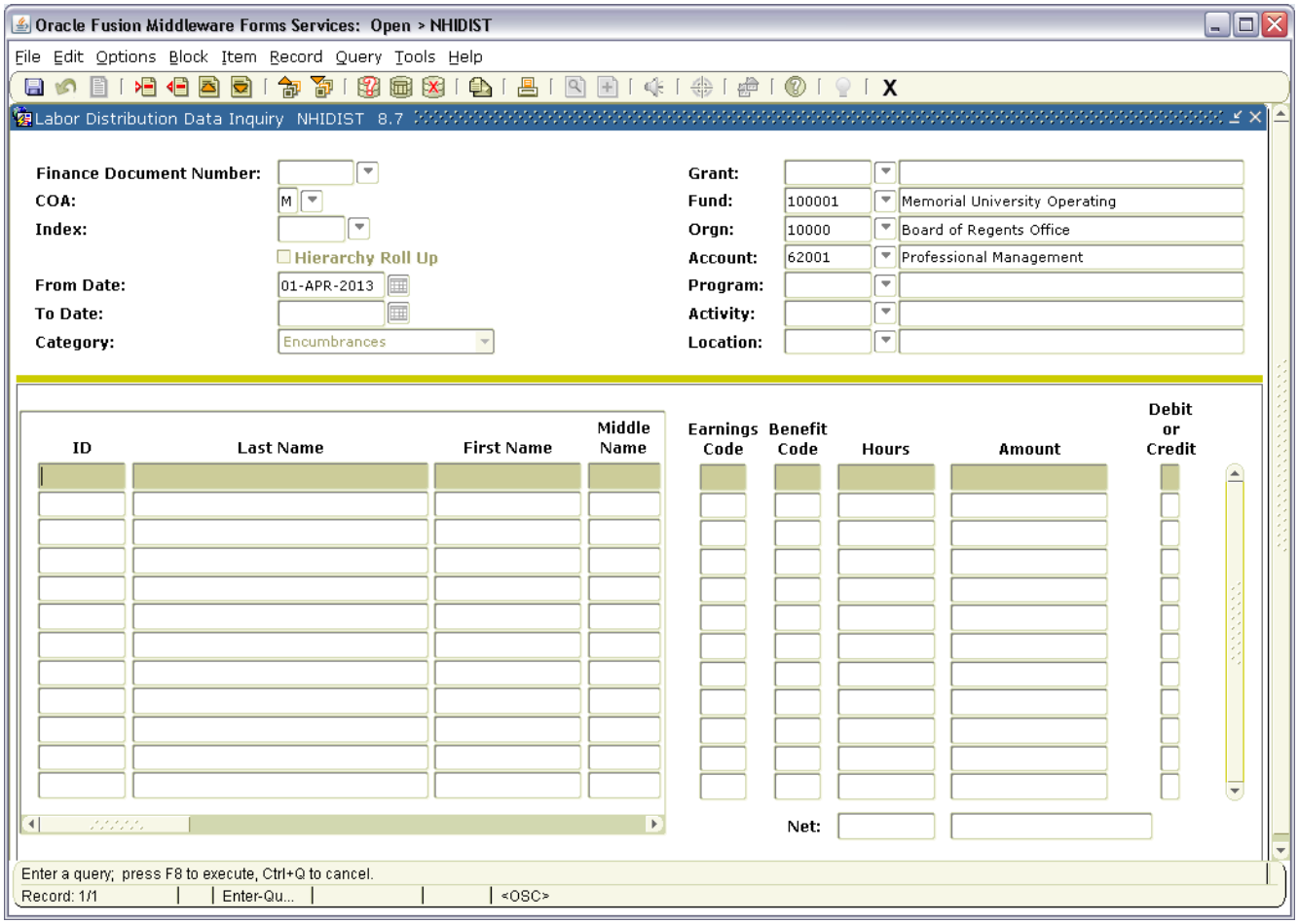
Scenario 2

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** = 10000
- 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