

NHIDIST - Labor Distribution Data Inquiry Banner version 7.x

The screenshot shows the Oracle Developer Forms Runtime interface for the NHIDIST Labor Distribution Data Inquiry. The form includes several input fields and a data table. Red callout boxes with numbers 1 through 6 point to specific elements:

- 1:** Points to the **Hierarchy Roll Up** checkbox.
- 2:** Points to the **From Date** field.
- 3:** Points to the **To Date** field.
- 4:** Points to the **Account** dropdown menu.
- 5:** Points to the **ID** column header in the data table.
- 6:** Points to the **Last Name** column header in the data table.

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

At the bottom of the form, there is a status bar with the text: "Finance Document Number; press LIST for documents waiting to be interfaced in Gurfeed. Record: 1/1 | | List of Valu... | <OSC>"

1. Hierarchy Roll Up: Select box to enter any FOAP element or combination of elements and obtain all the data that rolls up into those parameters. For example Org = 453000 (Food Services) and Account = 520300 (Classified Employees). Without checking the box there will be no results. However, checking the box

```

453000      Foodservices
  453100      Center Food Sales
  453200      Catering - Conference Center
  453300      Catering - General
  453400      Vending
  
```

will return data that includes all the orgs in that section of the hierarchy report (above).

2. From Date: (MMDDYY) No date will return data since Banner's inception, which takes a really long time. Not what you're looking for? Be sure to specify a beginning date.

To Date (MMDDYY): End of date of data to be retrieved. Again, useful to only get the data you need and minimize the time it takes your query to run. Hint: For today's date simply type "D". Banner will format the date when you move to the next field.

3. Category: Default is Expenses, which is the typical query, but try selecting Budget and get a quick amount, then Expenses to see how they compare.

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4. FOAP Elements: Again, these are optional but one or more parameters will focus your query. If you do not know what to enter, please refer to the hierarchy reports at <http://www.lanecc.edu/ic/resources.html>. As with any query, you may not get it right the first time. You are encouraged to write down your parameters once you are successful. Ex: to get PT Credit Instructors, enter 550000 in the account parameter.

Once you are in the next block, press F8 to execute as is. To limit your data further, press F7 and then enter one or more parameters in the first line before you press F8.

Below the Block: the parameters you enter here must work with those in the previous block. The FOAP elements can be blank if you are going to enter parameters here.

5. ID: Enter an L Number here if desired.

6. Last name/First name/MI: Enter the last name exactly as spelled, with the first letter capitalized only. Alternately enter part of the name with a wildcard (%) in front, at the end or both! For example %art% will return Smart, Martin, etc.

More...

Payroll Event: The first field is calendar year, 2nd = "SM" – you don't need to enter that. 3rd field is which SM number – this is handy to just get one payroll event. The 4th field is the payroll run number, which is usually zero.

Position Number: This is very useful for reconciling individual position budgets. There may be more than one employee in a given position. To see all earnings charged to a single position, *do not* specify a fund, org, account, or program. If any of these elements are incorrect, the error will be revealed in the query. The second field is the suffix. For example: If you use 36 for backfill, enter that here for a complete list.

Rule Class: For earnings enter HGRS, for OPE enter HFRD, or leave blank for both.

You get the idea. The more you enter in your first line, the more you define the data you want. However, caution should be exercised as you may eliminate data you need, and interpret the results as complete.

After entering desired element(s), press F8 to execute the query.

Some helpful information about parameters

Position Codes: Contracted

- | | |
|---------------------------------|-----------------------------|
| ○ C13xxx = Classified Gen Fund | ○ C18xxx = Classified Grant |
| ○ F15xxx = Faculty General Fund | ○ F18xxx = Faculty Grant |
| ○ M12xxx = Management Gen Fd | ○ M18xxx = Management Grant |

Position Codes: Other (the most commonly used)

- | | |
|------------------------------|-----------------------------|
| ○ C93xxx = Classified Hourly | ○ C98xxx = Grant Classified |
| ○ C94xxx = Student Workers | ○ F98xxx = Grant Faculty |

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Employee Class: (the most commonly used)

- o C1 = Classified 1.0 FTE
- o C2 = Classified .5 - .99 FTE
- o C3 = Classified Hourly
- o F1 = Contracted Faculty
- o F2 = Faculty PT Credit
- o F3 = Faculty Hourly
- o M1 = Management Contracted
- o W9 = Work Study

Fiscal Year: may not be the same as calendar year. This tells you in which FY the charges actually were booked, and to the listed FOAP.

To the right of the scroll box is pay data:

Earnings Code: Type of earnings – e.g., SAL, VAC, SIC, PSL (personal leave), CPO (comp time used), OT, EHS (extra hours at regular pay)

Hours: Hours paid for each type of earning

Amount: Gross pay for each earning type

Debit or credit: normally a debit; C(redit) indicates a journal entry has been done to correct something. *When a query that is downloaded contains C(redit)s, subtraction signs or brackets have to be manually inserted to arrive at the correct total.*

More on Hierarchy Roll-Up: This feature allows for the retrieval of payroll data from multiple orgs and accounts in one report. It can be done at several different levels as long as an org has roll ups attached to it. To execute a query using this feature, the Hierarchy Roll Up box **must** be checked each time (the system will default to an unchecked box), and From and To dates **must** be entered. If either of these two steps are omitted, the error message at the bottom of the screen will indicate Query caused no records to be retrieved.

The Hierarchy Roll Up queries can be as broad or as defined as one would wish, depending on which parameters are used. The fewer the parameters, the larger the pool of data retrieved will be. The lower the level of the roll up, the more defined the search will be.

Downloading to an Excel Spreadsheet:

Select **Help** on the menu bar at the top of the screen; from the drop-down menu, select **Extract Data No Key**; a pop-up screen should appear (if it does not pop-up, notify FinanceHelp@lanecc.edu); select either **Open** or **Save**. Go to **File** on menu bar; select a file name and location convenient for you.

Important: Save As Type: select **Microsoft Excel Workbook**; click **Save**. If your columns do not have headings, select Preferences from the Banner File menu. On the Display Options tab, check the box under Data Extract: Include Header Row in Data Extract.