Balance Inquiries: Labor Distribution

Labor Distribution Balance inquiries are used to get up-to-date detailed salary information by account, person, or permission.

Inquiries can be submitted for
- an account;
- all accounts within an organization;
- a person; or,
- a position

The presentation of salary data is governed by the access/security structure, which contains the permissions by organization of what users can see.

Labor Distribution Balance Inquiry options are located to the far right of the menu as follows:
From the Departmental Menu you are presented with the following choices from the Balance Inquiries: Labor Distribution menu:

**Labor Distribution**
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry

Each bulleted menu option for **Labor Distribution** is explained in the chart below. Some screens are named as look ups while others are termed balance inquiry, view or inquiry.

The three menu options in blue and bold, will provide the detail salary information by account or by person.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Status (Base Funds)</td>
<td>Compares the base budget for each labor object code to the total calculated salary foundation (CSF)</td>
</tr>
<tr>
<td>Account Status (Current Funds)</td>
<td>Lists employees paid on a specific account and object codes; shows all activity for a month, including all actual expenditures and encumbrances.</td>
</tr>
<tr>
<td>Calculated Salary Foundation View</td>
<td>Shows the detailed history of a position as calculated by the CSF Tracker, which accounts for the base salary for a position for a specific account based on the budgeted salary established during budget construction and modified by any personnel actions throughout the year.</td>
</tr>
<tr>
<td>Employee Funding</td>
<td>Shows funding for an employee within the university system by employee identification number</td>
</tr>
<tr>
<td>July 1 Funding</td>
<td>Displays the base budgeted amount of the position as of the beginning of the fiscal year</td>
</tr>
<tr>
<td>Labor Ledger View</td>
<td>Shows compensation by individual across all accounts and object codes for each month.</td>
</tr>
<tr>
<td>Labor Ledger Pending Entry’</td>
<td>Retrieves the data stored in the Labor Ledger Pending Entry table</td>
</tr>
<tr>
<td>Position Inquiry’</td>
<td>Displays information about a position.</td>
</tr>
</tbody>
</table>
Certain Look Up screens will allow the inquirer to choose from a few additional options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Sub-Options and explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidation Option</td>
<td>Consolidation: Aggregates the amounts by sub account, sub object code, and object type.</td>
</tr>
<tr>
<td></td>
<td>Detail: Returns balances for each sub account, sub object code, and object type.</td>
</tr>
<tr>
<td>Include Pending Ledger Entry</td>
<td>No: includes only transactions posted to the G/L (those run in the nightly batch job).</td>
</tr>
<tr>
<td></td>
<td>Approved: includes transactions posted to the G/L and those approved in workflow, but not yet posted.</td>
</tr>
<tr>
<td></td>
<td>All: includes any and all transaction regardless of their pending or posted status.</td>
</tr>
<tr>
<td>Balance Type Code</td>
<td>Actual: This balance type contains labor related transactions recorded in the accounting period in which they were posted to the general ledger.</td>
</tr>
<tr>
<td></td>
<td>A2: This balance type contains transactions used for the time and effort certification process. This balance type shows the affect of labor transactions (salary, wages and benefits) in the accounting period in which the original payroll was posted.</td>
</tr>
<tr>
<td></td>
<td>Internal Encumbrance: This balance type shows future anticipated payroll and benefit expenses, based on assignments of people to positions and their current salaries. Only those amounts that are “certain” are encumbered, such as salaries, stipends, or positions with standard weekly schedules.</td>
</tr>
<tr>
<td>Show Blank Lines</td>
<td>No: Returns only those lines with data based on the criteria requested.</td>
</tr>
<tr>
<td>(Employee Funding Balance Inquiry)</td>
<td>Yes: Will return lines with blank rows if at one time the person had salary or benefits funded by the line, even if it has since been moved.</td>
</tr>
</tbody>
</table>

The options are selected using radio buttons. Shown below are sections of the balance inquiry screens where these options are displayed.

<table>
<thead>
<tr>
<th>Consolidation Option:</th>
<th>[ ] Consolidation</th>
<th>[ ] Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Pending Ledger Entry:</td>
<td>[ ] No</td>
<td>[ ] Approved</td>
</tr>
</tbody>
</table>

| Include Pending Ledger Entry: | [ ] No | [ ] Approved | [ ] All |
| Show Blank Lines: | [ ] No | [ ] Yes |

| Balance Type Code: | [ ] Actual | [ ] A21 | [ ] Internal Encumbrance |
| Consolidation Option: | [ ] Consolidation | [ ] Detail |
| Include Pending Ledger Entry: | [ ] No | [ ] Approved | [ ] All |

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Here is the Lookup screen for the (Labor Distribution) Account Status (Current Funds) Balance Inquiry

Enter the Fiscal Year, Chart Code (SI) and Account Number – all required fields are indicated with an asterisk.*

Click **search**.

The results will look like this. From here, click on the amounts to get details by month. You can drill down further in each month to see each payroll period.

Results will show one line of data for each unique account number/object code combination. The salary detail will include object codes beginning with 51, 52 and 53. Also in this result set, will be the employee benefits detail, the object codes beginning with 54.

You can export the report to a CSV (comma separated values), Excel (spreadsheet), or XML file. The last four pages of this guide contain more details on the **Export options**.
The selection page for the Labor Distribution option **Employee Funding** looks like this.

**University Fiscal Year** and **Employee ID** are required fields. Use the magnifying glass to search for an employee’s ID by their principal name or first and last name.

In this case, the **Employee ID** was known (98765) and was entered directly in the field, rather than doing a search.

Here you enter both the fiscal year and employee ID, and the results will include all of the accounts to which the individual’s salary is charged.
You can also limit this search further by entering just an account number or object code.

In this case, we did not limit the search, and the results contain all of the accounts from which this employee is funded during fiscal year 2014.

The results can be exported to a CSV, spreadsheet, or XML file.

The last four pages of this guide contain more details on the Export options.
The selection page for the **Labor Ledger View** looks like this.

Here you enter both the required fields, the fiscal year and employee ID. The results will include all of the accounts to which the individual’s salary is charged. We will enter 2014 and 98765.

The results look like this, showing the salary and employee benefits for each account and detailed by month. This is just a portion of the items shown.
The employee's name will be listed on each account number, object code, position combination.

The last four pages of this guide contain more details on the Export options.

This report exports very nicely to an excel spreadsheet showing the amounts paid to an individual by account, object code and a column for each month.
Export Functionality:

For the illustration of export functionality we chose an Employee Funding Balance Inquiry for FY2014, for Employee ID # 98765.

At the end of any result set, there are links for exporting the data to a different format.

Each of these three export options are explained on the following three pages.
1. The CSV option

Export options: **CSV** spreadsheet | XML

Click **CSV** (comma separated values) to export the data as a comma delimited file.

In our example, we choose **CSV** and were presented with this screen:

![Image of CSV file download screen](image)

From here we chose **open**. Below is the resulting csv file:

![Image of CSV file content](image)

Note:

1. the column headings did not convert
2. the columns will need to be expanded to accommodate the data
3. leading zeroes do not print (column I)
4. columns with dollar values of zero come over as 0 not 0.00 (column O)
2. The spreadsheet option

Click spreadsheet to export the data as a spreadsheet file.

In our example, we chose spreadsheet and were presented with this screen:

From here we chose open. Below is the resulting spreadsheet (Excel) file:

Note:
1. the column headings DID convert
2. the columns will need to be expanded to accommodate the data
3. leading zeroes do not print (column I)
4. columns with dollar values of zero come over as 0 not 0.00 (column O)
3. The XML option

Export options: CSV | spreadsheet XML

Click XML to export the data as an xml file.

In our example, we choose XML and were presented with this screen:

From here we chose open.

Below are just a few lines of the XML file.

```xml
<?xml version="1.0"?>
<table>
  <row>
    <column>Mickey, Mouse</column>
    <column>98765</column>
    <column>2014</column>
    <column>SI</column>
    <column>1100250</column>
    <column>-----</column>
    <column>5202</column>
    <column>---</column>
    <column>00000706</column>
    <column>/</column>
    <column>/</column>
    <column>/
    <column>/
    <column>/
    <column>/
    <column>/
    <column>/
    <column>/
    <column/>3,528.09</column>
    <column/>0.00</column>
    <column/>3,528.09</column>
  </row>
</table>
```