Employee Distribution List Inquiry - FIN5000

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This tab displays a list of employees whose account in master distribution matches the account(s) selected. The amount that displays for each employee reflects the annual amount assigned to that specific account code with the exception of the business allowance. The business allowance accounts (account types B and T) reflect the amount paid each time payroll is processed and are not reflective of an annual amount. This is because the master distribution only reflects the amount paid each pay period. Under each account number displayed, the employee names are sorted alphabetically. A summary total for each object code is displayed at the end of each fund/year combination. On this tab, you may:

- Review the balances on individual accounts.
- View a detailed listing of the account or just the balances in a summary view of the account.
- View records by page or by printing.

Perform an employee distribution list inquiry:

Select from one of the following employee types to include in the inquiry:

Field	Description
Active	Select to include only those employees where the **Pay Status** field is set to *Active* on the Pay Info tab.
Inactive	Select to include only those employees where the **Pay Status** field is set to *Inactive* on the Pay Info tab.
Both	Select to include all employees, regardless of the selection in the **Pay Status** field on the Pay Info tab.
Details	Select to display account code details. If not selected, the inquiry displays the account code summary.
Include Supplemental Pay	Select to include all extra-duty supplemental pay records on the report. By default, the field is not selected.
Account Code	Type an account code in each of the account code field components. Click ⋮ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all payroll accounts for campus 001, the account mask would look like the following: XXX-XX-61XX-XX-001-XXXXXX

Click **Retrieve** to process the inquiry based on the values selected. The page displays the general ledger account summary report. Fund totals by class are reported at the end of each fund.

[Review the report.](#)

Review the report using the following buttons:

Click ⬚First⬚ to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click ⬚Last⬚ to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 🗎 to save and print the report in PDF format.

Click 🗎 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

/*Inline folded include*/

Other functions and features:

Reset	Click to clear the account code and return to the default setting (all Xs).