Employee Distribution List Inquiry - FIN5000

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Finance > Inquiry > General Ledger Inquiry > Employee Distribution List Inquiry

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 a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

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

Field	Description
Active	Includes only those employees where the **Pay Status** field on the Pay Info tab is selected as Active.
Inactive	
Both	Includes all employees, regardless of the selection in the **Pay Status** field on the Pay Info tab.

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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