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 is set to *Active* on the Pay Info tab.
Inactive	Includes only those employees where the **Pay Status** field is set to *Inactive* on the Pay Info tab.
Both	Includes 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 for each of the account code components or click to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes.

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.

Other functions and features:

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


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