

## NHIDIST – Labor Distribution Data Inquiry Form

Used to show detail for salary and benefit charges (can be used in place of Finance Report: Labor Distribution)

To search for salary and benefits charged to a specific index for the life of the grant

- Enter Index Number
- Select Go

Labor Distribution Data Inquiry

Secure | https://keys-emock.kent.edu/applicationNavigator/seamless#Labor Distribution Data Inquiry

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Labor Distribution Data Inquiry NHIDIST 9.3.4 (eMOCK)

ADD RETRIEVE RELATED TOOLS

Go

Finance Document: <input type="text"/>	Grant: <input type="text"/>
Number	
COA: <input type="text"/>	Fund: <input type="text"/>
Index: <input type="text"/>	Orgn: <input type="text"/>
Hierarchy Roll Up: <input type="checkbox"/>	Account: <input type="text"/>
From Date: <input type="text"/>	Program: <input type="text"/>
To Date: <input type="text"/>	Activity: <input type="text"/>
Category: * <input type="text"/>	Location: <input type="text"/>

Get Started: Fill out the fields above and press Go.

- To see all salary and benefits charged to the grant for the life of the grant select Go

Below are the results that show all salary and benefits charged to the index (411812) for the life for the grant:

Application Navigator

[←](#)
[→](#)
[🔒](#) Secure
 <https://keys-emock.kent.edu/applicationNavigator/seamless#Labor Distribution Data Inquiry>

☰

🔍

📁

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Labor Distribution Data Inquiry NHIDIST 9.3.4 (eMOCK)

📄 ADD

📄 RETRIEVE

📄 RELATED

⚙️ TOOLS

Finance Document Number:

Grant:

COA: K

Fund: 212204

CMP: Hydrology Monitoring

Index: 411812

Orgn: 100142

Geology

Hierarchy Roll Up: ☐

Account:

From Date:

Program: 2100

Separately Budgeted Research

To Date: 01/10/2018

Activity:

Start Over

Category: Expenses      Location:

LABOR DISTRIBUTION DATA INQUIRY

📄 Insert

🗑️ Delete

📄 Copy

🔍 Filter

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Name	Payroll Event	Payroll ID	Payroll Num
009		11.00	154.00	D	810728693	Scholl	Andrew	E	2015	BW	
009		38.00	532.00	D	810728693	Scholl	Andrew	E	2015	BW	
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		47.25	661.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		54.75	766.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		56.25	787.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		9.02	318.08	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
	Net	337.97	5,586.58								

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Record 1 of 37

- To extract this information to excel select Tools – Export

Application Navigator

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ADD

RETRIEVE

RELATED

TOOLS

Finance Document Number: Grant: COA: K Fund: 212204 CMP: Hydrology Monitoring Index: 411812 Orgn: 100142 Geology Hierarchy Roll Up: Account: From Date: Program: 2100 Separately Budgeted Research To Date: 01/10/2018

Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Name	Payroll Event
009		11.00	154.00	D	810728693	Scholl	Andrew	E	2015
009		38.00	532.00	D	810728693	Scholl	Andrew	E	2015
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015
009		47.25	661.50	D	810728693	Scholl	Andrew	E	2015
009		54.75	766.50	D	810728693	Scholl	Andrew	E	2015
009		56.25	787.50	D	810728693	Scholl	Andrew	E	2015
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016
009		9.02	318.08	D	810722995	Kinsman-Costello	Lauren	E	2016
Net		337.97	5,586.58						

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Search

ACTIONS

Refresh F5

Export Shift+F1

Print Ctrl+P

Clear Record Shift+F4

Clear Data Shift+F5

Item Properties

Display ID Image

Exit Quickflow

About Banner

OPTIONS

View Full Totals F4

BANNER DOCUMENT MANAGEMENT

Retrieve Documents Alt+R

Count Matched Documents

Add Documents

CANCEL SELECT

When extracting data from NHIDIST to excel make sure to change all credit amounts to negative amounts, otherwise the total will be incorrect:

The screenshot displays a Microsoft Excel spreadsheet titled "Finance Document Number". The interface includes the standard Excel ribbon at the top with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and ACROBAT. Below the ribbon, there's a status bar showing "A1" and "Finance Document Number".

The spreadsheet itself has columns labeled from A to AC. The first few rows contain header information, including "ID", "Name", "First Name", "Middle Name", "Payroll E", "Payroll I", "Payroll N", "Sequence", "Position", "Fund", "Key Fund", "Orgn", "Key Orgn", "Account", "Key Acct C", "Program", "Key Prog T", "Activity", "Budget", "Location", "Finance D", "Finance P", "Fiscal Year", "Earnings C", "Benefit C", "Hours", "Amount", and "Debit or Credit".

Rows 2 through 30 contain data entries. Many of these entries have names starting with "J" (e.g., "Jamonnnak Sophaun") and "S" (e.g., "Scholl"). Some cells are highlighted in red, likely indicating errors or specific data points. For example, in row 2, the "Amount" column shows "120 D" and "120 C", both of which are circled in red. Other rows show similar patterns with "120 D" and "120 C" values.

- To restrict the salary and benefits to only see what was charged during a specific month select Start Over

Application Navigator x

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ADD RETRIEVE RELATED TOOLS

Finance Document Number: Grant: COA: K Fund: 212204 CMP: Hydrology Monitoring Index: 411812 Orgn: 100142 Geology Hierarchy Roll Up: Account: From Date: Program: 2100 Separately Budgeted Research To Date: 01/10/2018 Activity: Start Over

Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Name	Payroll Event	Payroll ID	Payroll Num
009		11.00	154.00	D	810728693	Scholl	Andrew	E	2015	BW	
009		38.00	532.00	D	810728693	Scholl	Andrew	E	2015	BW	
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		45.25	633.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		47.25	661.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		54.75	766.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		56.25	787.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		7.80	275.00	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
009		9.02	318.08	D	810722995	Kinsman-Costello	Lauren	E	2016	FA	
	Net	3,412.81	61,962.08								

Record 1 of 372

- Enter the Index Number
- Enter From Date and To Date
- Select Go

Application Navigator x

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ADD RETRIEVE RELATED TOOLS

Go

Finance Document: Number COA: K Index: 411812 Hierarchy Roll Up: From Date: 09/01/2015 To Date: 09/30/2015 Category: Expenses

Grant: Fund: 212204 Orgn: 100142 Account: Program: 2100 Activity: Location:

Get Started. Fill out the fields above and press Go.

- To see all salary and benefits charged for the month selected, Select Go
- Or use the filter to see only salary charged for the month selected
  - o create a filter – Earning Code IS NOT NULL
  - o Select Go

Application Navigator x

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ADD RETRIEVE RELATED TOOLS

Start Over

Finance Document Number: Grant: COA: K Fund: 212204 CMP: Hydrology Monitoring Index: 411812 Orgn: 100142 Geology Hierarchy Roll Up: Account: From Date: 09/01/2015 Program: 2100 Separately Budgeted Research To Date: 09/30/2015 Activity: Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY

Earnings Code IS NOT NULL

Add Another Field ...

Clear All Go

Using the filter, the results returned are only the salary charged between 9/1/15 and 9/30/15:

Application Navigator

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ADD | RETRIEVE | RELATED | TOOLS

Start Over

Finance Document Number: Grant: COA: K Fund: 212204 CMP: Hydrology Monitoring Index: 411812 Orgn: 100142 Geology Hierarchy Roll Up: Account: From Date: 09/01/2015 Program: 2100 Separately Budgeted Research

To Date: 09/30/2015 Activity: Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY

Insert | Delete | Copy | Filter

Filter Again

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name	Middle Name	Payroll Event	Payroll ID	Payroll Num
009		56.25	787.50	D	810728693	Scholl	Andrew	E	2015	BW	
009		43.33	722.22	D	810831754	Sugano	Laura	L	2015	FA	
009		43.33	722.22	D	810831754	Sugano	Laura	L	2015	FA	
009		56.00	560.00	D	810145848	Hawkins	Jessie	L	2015	BW	
009		38.00	380.00	D	810145848	Hawkins	Jessie	L	2015	BW	
	Net	236.91	3,171.94								

1 of 1 | 10 Per Page | Record 1 of 5

READ

Record: 1/5

NHIDIST\_BLOCKID [1]

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NHIDIST (2).csv ^ NHIDIST (1).csv ^

Show all X

CANCEL SELECT