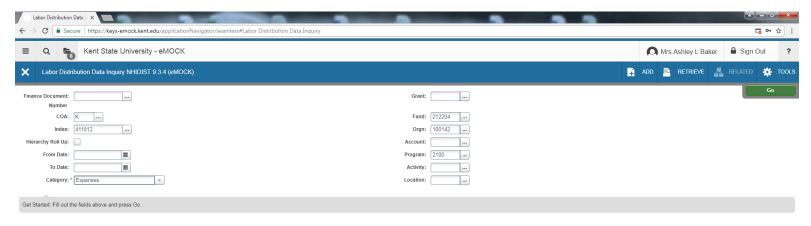
NHIDIST – Labor Distribution Data Inquiry Form

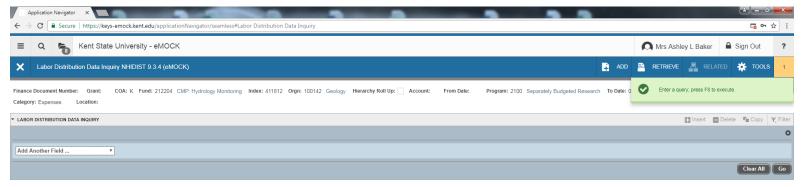
Used to show detail for salary and benefit charges (can be used in place of Finance Report: Labor Distribution)

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

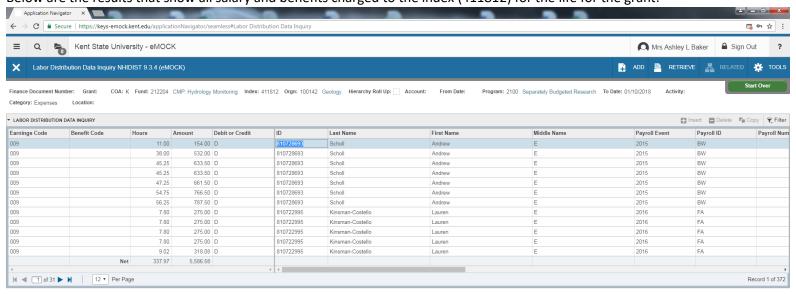
- Enter Index Number
- Select Go



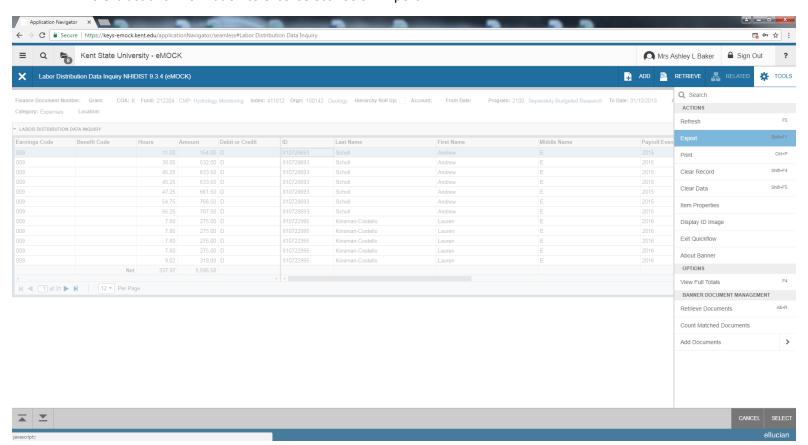
To see all salary and benefits charged to the grant for the life of the grant select Go



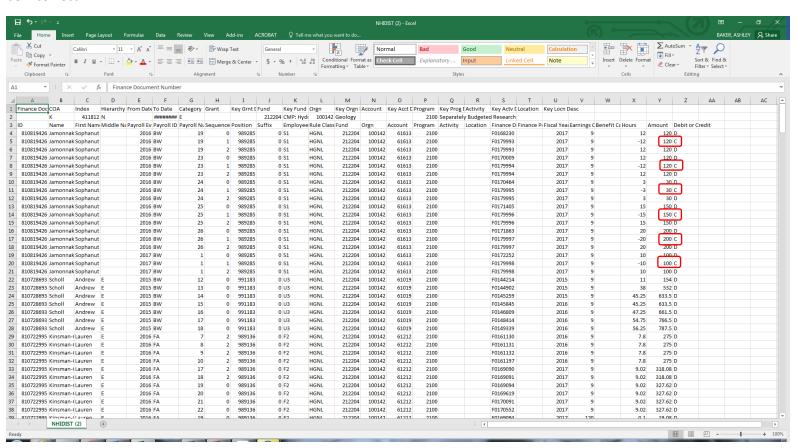
Below are the results that show all salary and benefits charged to the index (411812) for the life for the grant:



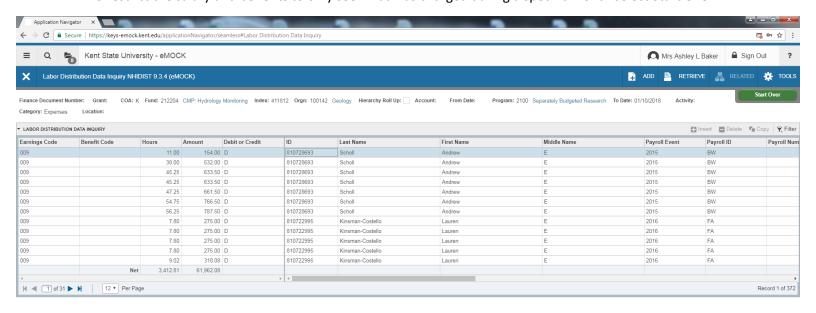
- To extract this information to excel select Tools – Export



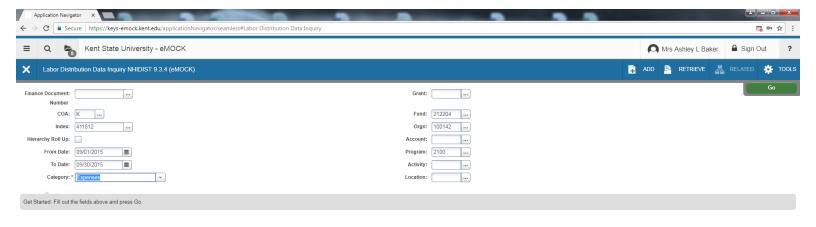
When extracting data from NHIDIST to excel make sure to change all credit amounts to negative amounts, otherwise the total will be incorrect:



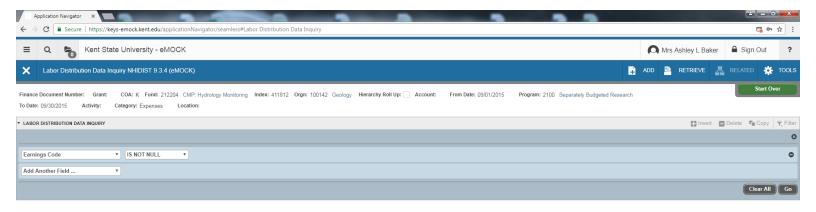
- To restrict the salary and benefits to only see what was charged during a specific month select Start Over



- Enter the Index Number
- Enter From Date and To Date
- Select 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
 - create a filter Earning Code IS NOT NULL
 - o Select Go



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

