

NDU CA GL RECON – Salary Distribution Query

The Salary Distribution query gives you detailed information about salary and fringe expenditures for a project, including retrodistribution posting information and dates. This query is available in HRMS Production environment.

Navigation: Main Menu > Reporting Tools > Query > Query Viewer. Choose Query name: NDU_CA_GL_RECON, Description: Gross/Frng to Reconcile to GL

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Query Download	Remove
NDU_CA_GL_RECON	Gross/Frng to Reconcile to GL	Public		HTML	Excel	XML	Schedule	Query Download	

Run to your preferred format (HTML, Excel or XML), the output will be easiest to work with in Excel.

To collect information only pertaining to your project you will need to fill in the following query fields:

1. Bus Unit: UND01
2. From Check Dt: (could be the start date of the project, or you could start 1/1/1900)
3. Thru Check Dt: (the end date of data you need)
4. Optional FROM Proj/Grt: enter your project number
5. Optional TO Proj/Grt: re-enter your project number

It is possible to use the other prompt fields depending on the results you are looking for.

NDU_CA_GL_RECON - Gross/Frng to Reconcile to GL

Bus Unit:	<input type="text" value="UND01"/>
From Check Dt:	<input type="text" value="1/1/1900"/>
Thru Check Dt:	<input type="text" value="3/31/2015"/>
Optional from DeptID:	<input type="text"/>
Optional TO DeptID:	<input type="text"/>
Optional FROM Proj/Grt:	<input type="text" value="UND0019550"/>
Optional TO Proj/Grt:	<input type="text" value="UND0019550"/>
Optional EMPLID:	<input type="text"/>
Optional FROM Fund:	<input type="text"/>
Optional TO Fund:	<input type="text"/>
Optional Check Nbr:	<input type="text" value="0"/>

Click **View Results**

Because the output is an Excel spreadsheet, you are able to sort the data as needed. GCA has found the most helpful sorting is to first sort the Name column (column K), A-Z and then sort the column for "Pay Period End" (column G) by oldest to newest.

