

Creative Utilization of NHIDIST

Presented by: Steven Sullivan
Senior Banner HR Consultant, SunGard Higher Education
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Session ID 1206

Session Rules of Etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session

Thank you for your cooperation!

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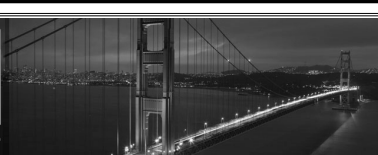
Introduction

- This course will demonstrate the reasons why your institution should be using the NHIDIST form, as well some tips and tricks for navigating this form.
- We will also review the NHIEDST form and the NHRDIST report.

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Our Agenda

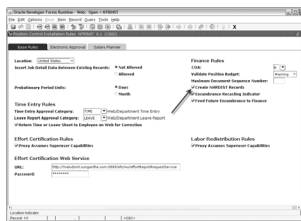
- **NHIDIST 101: The rule forms & security setup**
 - NTRINST, PTRINST, PTRUSER, FOMPROF
- **NHIDIST Basics: What am I supposed to do with this form?**
 - What can we do with it? Several scenarios.
 - Basic queries using the key block fields
- **NHIDIST Advanced: Beyond the basics**
 - More advanced queries by Employee, Pay Event, Position and Suffix, Employee Class, FOAPAL, and more!
 - NHIEDST — The Employee Distribution Inquiry Form
- **NHIDIST Reporting: Reporting**
 - NHRDIST — The Organization Payroll Distribution Report
 - Custom reports from the NHRDIST table



NHIDIST 101: Rule Forms & Security

Rule Forms & Security

- **NTRINST**
 - The Create NHRDIST Records checkbox must be checked



Rule Forms & Security

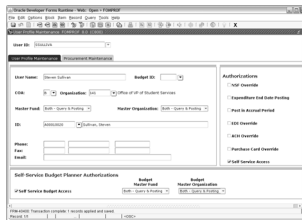
- HR Security (Employer Code, Employee Class, Organization, and Salary Level)
 - If HR Security is enabled on PTRINST, users must have a record on PTRUSER
 - If using Employer Code Security, access needs to be defined on PSAEMPR
 - If using Employee Class Security, access needs to be defined on PSAECLS
 - If using Organization Security, access needs to be defined on PSAORGN
 - If using Salary Level Security, the maximum salary level needs to be defined on PTRUSER

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Rule Forms & Security

- FOMPROF
 - Users with access to NHIDIST need to have security access on FOMPROF, if Fund/Organization Security is enabled



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NHIDIST Basics: What am I supposed to do with this form?

NHIDIST — The Labor Distribution Inquiry Form

- NHIDIST provides a detailed view of transactions that have been interfaced from Banner HR to Banner Finance
 - Payroll Expenses
 - Benefit/Deduction Liabilities
 - Salary and/or Benefit/Deduction Encumbrances
 - Deferred Pay Accruals
 - Deferred Pay Payouts
 - Payroll Clearing Account
 - Fringe Chargeback Actual Expenses
 - Position Budgets (Both Salaries and Benefits and Deductions)

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NHIDIST — The Labor Distribution Inquiry Form

- What can we do with this form?
 - Query transaction details by:
 - Dates – Payroll History Date, Fiscal Year, etc.
 - Finance Document Number (Only if document is in GURFEED)
 - Transaction Type
 - Chart of Accounts & FOAPAL
 - Grant
 - Employee
 - Job Assignment (Position/Suffix)
 - Pay Event (Year/Pay ID/Pay Number)
 - Employee Class
 - Earn Code
 - Benefit/Deduction Code

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NHIDIST — The Labor Distribution Inquiry Form

- When would we use NHIDIST? Three scenarios.

— Scenario #1:



Gabriella Grants, Director of Research Accounting, wants to quickly know exact details on everything that has been charged to a grant.

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NHIDIST — The Labor Distribution Inquiry Form

- When would we use NHIDIST? Three scenarios.

— Scenario #2:



Arnold Accountant, CPA, the institution's chief accountant, needs to tell HR which benefit/deduction code is causing the payroll to not post so that it can be fixed.

And Paula Payroll and Henrietta H. Resources, the Directors of Payroll and HR, would really like to know too so that Arnold will quit bugging them about it.



NHIDIST — The Labor Distribution Inquiry Form

- When would we use NHIDIST? Three scenarios.

— Scenario #3:



Ernie Encumbrance wants to audit the institution's salary encumbrances through queries, rather than searching the institution's 2,594 page NBPENCM report by hand.

NHIDIST — The Labor Distribution Inquiry Form

A live demonstration!

ID	Last Name	First Name	Middle Name	Earnings Code	Benefits Code	Hours	Amount	Debit	Credit
00000001	Smith	John		000		170.00	1,733.00		
00000002	Smith	John		000		170.00	1,733.00		
00000003	Smith	John		000		170.00	1,733.00		
00000004	Smith	John		000		170.00	1,733.00		
00000005	Smith	John		000		170.00	1,733.00		
00000006	Smith	John		000		170.00	1,733.00		
00000007	Smith	John		000		170.00	1,733.00		
00000008	Smith	John		000		170.00	1,733.00		
00000009	Smith	John		000		170.00	1,733.00		
00000010	Smith	John		000		170.00	1,733.00		
00000011	Smith	John		000		170.00	1,733.00		
00000012	Smith	John		000		170.00	1,733.00		
00000013	Smith	John		000		170.00	1,733.00		
00000014	Smith	John		000		170.00	1,733.00		
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00000097	Smith	John		000		170.00	1,733.00		
00000098	Smith	John		000		170.00	1,733.00		
00000099	Smith	John		000		170.00	1,733.00		
00000100	Smith	John		000		170.00	1,733.00		

NHIEDST — The Employee Distribution Inquiry Form

- Allows you to see the details of where an employee's salary, benefits, and deductions have been charged in the Finance system
- Easier and more potentially accurate than looking at NBAJOBS or PHAHOUR
- Can query by:
 - Category
 - Date
 - Earn code
 - Benefit/deduction code
 - FOAPAL
 - Chart of Accounts

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NHIDIST Reporting

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NHRDIST — The Organization Payroll Distribution Report

- Reports information from the NHRDIST table
- Provides a hard copy of the data that can be viewed on NHIDIST
- Parameters allow you to include very specific data
- BUT...
 - Understanding what to enter on all 42 NHRDIST parameters can be a very daunting task!

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NHRDIST — The Organization Payroll Distribution Report

- Unraveling the mysteries of those 42 parameters...
 - The Hierarchy Option (06) allows you to either report data under the FOAPALS where it exists, or roll it up to higher levels, using the Chart of Accounts hierarchy
 - If you select "E" (as exists) or "F" (specific FOAP items), skip to parameter 11
 - If you select "L" (specific levels), enter parameters 7-10
 - Many parameters require you to enter the chart of accounts code, then a comma, then either a wildcard (%), specific FOAP, or other option:
 - Parameter 17 Fund Option: B,R
 - Parameter 18 From Fund: B,1110

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Custom Reporting

- The NHRDIST table provides many possibilities for custom reports
 - Budget or expenditure reporting by any FOAPAL element, with details
 - Report of employees charged to a specific organization code, keyed by organization code and date range
 - Benefit/deduction code totals with accounting details
 - Total cost of health insurance to a department by keying a report to benefit/deduction code, organization code, and rule class
 - Earnings totals with accounting details
 - Total cost of overtime to the institution by keying a report to earn code and the overtime account

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Summary

- NHRDIST provides a very flexible interface for accessing the details of the transactions that have been interfaced from Banner HR to Banner Finance.
- NHRDIST is your best friend when it comes to troubleshooting payroll, budget, and encumbrance problems.
- NHRDIST is the easiest place to answer questions about where an employee's salary and benefits and deductions are being charged in Banner Finance.
- NHRDIST allows you to print all of this information in a hard-copy report.
- The NHRDIST table allows for you to create custom reports

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Questions & Answers

- What questions do you have?

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Thank You!

Steven Sullivan
steven.sullivan@sungardhe.com

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