

Dist Adj Approved by Emp

The Distribution Adjustment Approved by Employee report is designed to show the user a list of distribution adjustments that have been approved in the Labor Distribution module (LD).

The parameters required to run the report are:

- **Approved Distribution Adjustment Dates:** the range entered must include the date the distribution adjustment was approved. Please note that this is **not** the actual dates worked.
- **Show Employees:** Clicking this button opens an additional window that shows the field **Enter Your Restriction for Employee Name**. Type the employee's last name, followed by a wildcard (%). This is not case sensitive. A list of all employees who fit the parameters will show.

The screenshot shows a dialog box titled "Parameters for Approved Distribution Adjustment Transaction Register". It features a date range input field labeled "Approved Distribution Adjustment Dates" with "To" and "From" boxes. Below this is a "Show Employees" button. Underneath are two empty list boxes. Between these boxes are four navigation buttons: ">>", ">", "<", and "<<". At the bottom center is a "Run Report" button.

The screenshot shows a dialog box titled "Restriction Criteria". It contains a text input field with the label "Enter Your Restriction for Employee Name :". Below the input field are two buttons: "Cancel" and "OK".

Select the appropriate employee by highlighting the name and using the single arrow to move it to the right hand column. After the employee name appears in the right-hand column, use the **Run Report** button. Use **Help, View My Requests** to view the report.

The report will show the following columns.

Column	Description
LD Batch	Name of distribution adjustment as entered by submitter
Approver	Name of person who approved the distribution adjustment
Approval Date	Date the distribution Adjustment was approved in LD
Employee	Employee's name
Assg	Employee's assignment number
Job	Job category
Element	Element type
Period Name	Name of the payroll period and the corresponding dates of the period
P.T.A.E.O.	PTAEO of the adjustment. The first PTAEO listed is the PTAEO the distribution was moved from; the following PTAEO(s) is/are the accounts the distributions were moved to.
Amount	Dollar amount moved. Negative amounts indicate a credit.
Comments	The comments entered by the submitter in the Comment field. This field is very important for the audit trail.

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Run Date: FEB-08-01 03:53 PM
                                Yale University
                                Labor Distribution
                                Approved Distribution Adjustment Register
                                By Approved Date and Employee

                                Selection Parameters:
                                Approved Date 01-OCT-2000 and 31-OCT-2000

                                Approved Distribution Adjustment Register Report by Employee
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                                Approval
LD Batch  Approver  Date      Employee  Assg  Job  Element  Period Name  P. T. A. E. O.  Amount Comments
    
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Complete instructions will be posted on the OBOE Learning Modules web site shortly.