

Dist Adj Approved by Org

The Distribution Adjustment Approved by Organization 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 Organizations:** Clicking this button opens an additional window that shows the field **Enter Your Restriction for Organization Name**. Organizations may be searched by name, e.g., FESADM, followed by a wildcard (%), or by a wildcard followed by the organization number. Please note that this search is case sensitive, and the organization name must be entered in all capital letters.

The screenshot shows a dialog box titled "Parameters for Approved Distribution Adjustment Transaction Register". At the top, there are two text input fields for "Approved Distribution Adjustment Dates" and "To". Below these fields is a button labeled "Show Organizations". Underneath the button are two empty list boxes. Between these list boxes are four buttons with arrow symbols: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). At the bottom center of the dialog is a button labeled "Run Report".

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

Select the appropriate organization(s) by highlighting an organization and using the single arrow to move it to the right hand column. After all the organizations for a report are selected, 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.

```

Run Date: FEB-08-01 03:33 PM
                                Yale University
                                Labor Distribution
                                Approved Distribution Adjustment Register
                                By Approved Date and Organization

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

Approved Distribution Adjustment Register Report by Organization           Page: 2 of 8

Organization Name: ACSCLS Language Lab 878029

Approval
LD Batch  Approver  Date      Employee  Assg  Job  Element  Period Name  P. T. A. E. O.  Amount Comments
    
```

Complete instructions will be posted on the OBOE Learning Modules web site shortly.