

Dist Adj Submitted by Org

The Distribution Adjustment Submitted by Organization report is designed to show the user a list of distribution adjustments that have been submitted to the Labor Distribution module (LD) but have not yet been approved.

The parameters required to run the report are:

- **Submitted Distribution Adjustment Dates:** the range entered must include the date the distribution adjustment was created. 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 Submitted Distribution Adjustment Transaction Register". It features a date range input field labeled "Submitted Distribution Adjustment Dates" with "To" between two empty text boxes. Below this is a "Show Organizations" button. Underneath are two empty list boxes, one on the left and one on the right. Between these boxes are four arrow buttons: a right-pointing arrow (>>), a single down-pointing arrow (>), an up-pointing arrow (<), and a left-pointing arrow (<<). 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 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 |
| Submitter | Name of person who created and submitted the distribution adjustment |
| Date Submitted | Date the distribution Adjustment was submitted to 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 11:39 AM
                                Yale University
                                Labor Distribution
Submitted, Not Approved Distribution Adjustment Register
                                By Approved Date and Organization

Selection Parameters:
Submitted Dates Between: 01-OCT-2000 and 31-OCT-2000

Submitted, Not Approved Distribution Adjustment Register Report by Organization      Page: 2 of 3
                                Organization Name: MCMED Administration 697001

LD Batch  Submitter  Date Submitted  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.