

HE Salary Distribution Report

Navigation: **ND HE Applications > Commitment Accounting > HE Salary Distribution Report**

OR ND HE Applications > Effort Certification > HE Salary Distribution Report

- 1) Set up a new run control (Click 'Add a New Value' tab)

HE Salary Distribution Report

Find an Existing Value

Add a New Value

Run Control ID: HE_SAL_DIST_REPORT

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 2) Add your information on what you would like your report to show. Click 'Run' & 'Process Monitor'

Run Control ID: HE_SAL_DIST_REPORT

[Report Manager](#)

[Process Monitor](#)

Run

*Business Unit: NDSU1

*Check Date From: 01/01/2017

*Through: 04/06/2017

*Subtotal by? Projects Awards

*Include Retro Date? Yes No

*Include Emplid? Yes No

*Include Earnings Code? Yes No

*Include Hourly Rate? Yes No

*Include Check/ACH Number? Yes No

*FERPA Applied? Yes No

*Select one option below:

1. Dept From: Through:

2. Award:

Clear All Options

3. Projects (Y/N):

Save

Add

Update/Display

3) Click 'Details' once success and posted

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3374656		Application Engine	NDU_CA_4798		04/05/2017 11:16:10AM CDT	Success	Posted	Details
<input type="checkbox"/>	3374546		Application Engine	NDU_CA_4798		04/05/2017 9:10:41AM CDT	Success	Posted	Details
<input type="checkbox"/>	3374539		Application Engine	NDU_CA_4798		04/05/2017 9:04:30AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373545		Application Engine	NDU_CA_4798		04/04/2017 9:18:19AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373535		Application Engine	NDU_CA_4798		04/04/2017 9:12:08AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373533		Application Engine	NDU_CA_4798		04/04/2017 9:08:17AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373531		Application Engine	NDU_CA_4798		04/04/2017 9:04:45AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373530		Application Engine	NDU_CA_4798		04/04/2017 9:01:05AM CDT	Success	Posted	Details
<input type="checkbox"/>	3373518		Application Engine	NDU_CA_4798		04/04/2017 8:56:29AM CDT	Success	Posted	Details
<input type="checkbox"/>	3372923		Application Engine	NDU_CA_4798		04/03/2017 2:36:47PM CDT	Success	Posted	Details
<input type="checkbox"/>	3372887		Application Engine	NDU_CA_4798		04/03/2017 2:06:19PM CDT	Success	Posted	Details
<input type="checkbox"/>	3372723		Application Engine	NDU_CA_4798		04/03/2017 10:56:56AM CDT	Success	Posted	Details

[Go back to HE Salary Distribution Report](#)

[Process List](#) | [Server List](#)

4) Click 'View Log/Trace'

Process Detail

Process	
Instance 3374656	Type Application Engine
Name NDU_CA_4798	Description AE for Salary Distribution Rpt
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID salaryreport	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On 04/05/2017 11:16:13AM CDT	Parameters Transfer
Run Anytime After 04/05/2017 11:16:10AM CDT	Message Log View Locks
Began Process At 04/05/2017 11:16:34AM CDT	Batch Timings
Ended Process At 04/05/2017 11:18:50AM CDT	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5) Open up PDF to view report

View Log/Trace

Report

Report ID 2082537 **Process Instance** 3374656 [Message Log](#)

Name NDU_CA_4798 **Process Type** Application Engine

Run Status Success

AE for Salary Distribution Rpt

Distribution Details

Distribution Node NDUSXCOPY **Expiration Date** 07/13/2017

File List

Name	File Size (bytes)	Datetime Created
AE_NDU_CA_4798_3374656.stdout	337	04/05/2017 11:18:50.383000AM CDT
AE_NDU_CA_4798_3374656.trc	0	04/05/2017 11:18:50.383000AM CDT
XMLP_CA_4798_SalaryDistributionReport_3374656.pdf	8,299	04/05/2017 11:18:50.383000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	laura.lutkemeier

[Return](#)

6) There will still be instances where the report information does not agree to the General Ledger. You *must* run a PI report and verify that in balances. If there is a discrepancy- please contact your applicable Grants Officer to assist you.