

Banner Finance Access to Form NHIDIST – Labor Distribution Data Inquiry

For college department chairpersons, division directors and support staff, Banner Finance offers a form named NHIDIST which enables an authorized Banner Finance user to view payroll data which includes employee IDs, names, the payroll period, labor distribution, hours paid and related expensed dollar amounts. Not all Banner Finance users have the capability to access screen/form NHIDIST. Special approval is needed.

If your job/position requires that you review employee payroll data, you can request access to NHIDIST by completing the Data Access Authorization Form at this link: <https://www.ccri.edu/it/forms/access.html>. The form will need to be completed on-line. First, click on Finance/Purchasing and enter the FOAPAL information (**if you do not already have access**) and then enter “NHIDIST Access Needed” in either field. If you already have access to your required Fund and Organization forms for your department, enter “NHIDIST Access Needed” in either field since there is no specific field to enter this. Complete the rest of the form and print out for signatures. Once fully signed, submit the completed form to the Business Office at the Warwick Campus. You will be notified once access to NHIDIST is granted.

Using Banner Form NHIDIST

The first step in order to effectively use NHIDIST, is to view your department’s budget via form FGIBDST and review the latest payroll activity charged to that Fund and Organization code. Using Banner Organization Code WB2020 as an example, enter WB2020 into the Organization field and Fund code 111000 into the Fund Field and then click Go. You will see the department’s budget, Year to Date, Commitments and Available Balance show below.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
611020	L	Classified Permanent	90,699.00	38,181.11	0.00	0.00
611030	L	Classified Permanent OT	2,716.00	0.00	0.00	0.00
612012	L	Staff	330,830.00	140,647.64	0.00	0.00
612014	L	Administration	319,289.00	111,029.02	0.00	0.00
641010	L	ERS Retirement	72,988.00	31,239.63	0.00	0.00
641020	L	ERS RetirementHealth	18,392.00	7,872.21	0.00	0.00
642010	L	TIAA/CREF	34,882.00	15,433.14	0.00	0.00
642040	L	TIAA/CREF 401(a)	2,401.00	1,029.26	0.00	0.00
643000	L	TIAA Disability	1,471.00	774.91	0.00	0.00
643020	L	BOG Retirement Health	10,135.00	4,349.65	0.00	0.00
644010	L	FICA Biweekly	56,672.00	20,863.14	0.00	0.00
645000	L	Assessed Fringe Benefit	26,233.00	11,449.31	0.00	0.00
647010	L	Medical Insurance	132,718.00	56,768.60	0.00	0.00
647030	L	Dental Insurance	5,991.00	2,417.70	0.00	0.00
647040	L	Vision Insurance	942.00	336.94	0.00	0.00
714030	E	Office Expense	2,000.00	727.05	472.95	
714040	E	Dues and Subscriptions	640.00	0.00	720.00	
714181	E	Computer Software	800.00	758.52	0.00	
714231	E	Computer Supplies	500.00	13.98	153.09	
714283	E	Staff Education	500.00	0.00	0.00	
Net Total			-1,112,663.00	-444,120.64	1,371.04	

Next, go to the budget line where you would like to see additional information and click on the Year to Date amount on that same line. For example, Account 611020 - Classified Permanent. Click on the YTD amount (\$38,181.11 as shown in the below example).

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
611020	L	Classified Permanent	90,699.00	38,181.11		0.00

Next, go to “Related” at the top right corner of the screen and then click on “Transaction Detail Information”. You will be brought to Banner Form FGITRND and you will transactions listing in the lower section of that screen.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084905	11/29/2019	12/06/2019	HR Payroll 2019 BW 24 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084842	11/15/2019	11/25/2019	HR Payroll 2019 BW 23 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084768	11/01/2019	11/13/2019	HR Payroll 2019 BW 22 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084693	10/18/2019	10/24/2019	HR Payroll 2019 BW 21 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084644	10/04/2019	10/10/2019	HR Payroll 2019 BW 20 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084596	09/20/2019	10/03/2019	HR Payroll 2019 BW 19 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084535	09/06/2019	09/16/2019	HR Payroll 2019 BW 18 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084444	08/23/2019	08/28/2019	HR Payroll 2019 BW 17 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084393	08/09/2019	08/20/2019	HR Payroll 2019 BW 16 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084345	07/26/2019	08/08/2019	HR Payroll 2019 BW 15 0
611020	WB2020	60	YTD	3,471.01	+	HGNL	F0084273	07/12/2019	07/24/2019	HR Payroll 2019 BW 14 0
			Total	38,181.11	+					

Each transaction will have a date it was posted to Banner as well as a Finance Document number beginning with the letter F. It is this document number that will be used in form NHIDIST to see the employee detail behind the dollar amount posted to this Organization and account codes. You can copy the document number or write it down so that it can be used in NHIDIST. To copy the number, double click on it so it is highlighted, and then on your keyboard, press CTRL and C at the same time.

Go to Banner Screen NHIDIST by exiting the above screen and going back to the main Banner Finance screen. Type NHIDIST (uppercase or lowercase) in the field below “Welcome”. Then press Enter on the keyboard or click on the “Labor Distribution Data Inquiry” search result below the field.

Welcome

nhidist
✕

Labor Distribution Data Inquiry
(NHIDIST)

You will be brought to NHIDIST:

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS

Finance Document: ... Grant: ...

Number

COA: C ... Fund: ... General Funds Regular

Index: ... Orgn: ... Business Manager's Office

Hierarchy Roll Up: Account: ...

From Date: ... Program: ... Institutional Support

To Date: 12/13/2019 ... Activity: ...

Category: Expenses ... Location: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

On NHIDIST, click within the Finance Document field and then press Ctrl and V at the same time to paste the previously copied Finance document number from FGITRND.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS

Finance Document: F0084905 ... Grant: ...

Number

COA: C ... Fund: ...

Index: ... Orgn: ... Business Manager's Office

Hierarchy Roll Up: Account: ...

From Date: ... Program: ... Institutional Support

To Date: 12/13/2019 ... Activity: ...

Category: Expenses ... Location: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

After this, click on "Go" and you will be brought to the Query mode of NHIDIST.

ellucian Labor Distribution Data Inquiry NHIDIST 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS 1

Finance Document Number: F0084905 Grant: COA: C Fund: Index: Orgn: Hierarchy Roll Up: Account: Fro Enter a query; press F8 to execute.

To Date: 12/13/2019 Activity: Category: Expenses Location:

LABOR DISTRIBUTION DATA INQUIRY Insert Delete Copy Filter

Basic Filter Advanced Filter

Earnings Code Benefit Code ID Last Name First Name

Add Another Field ...

Clear All Go

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name

Record 1 of 1

Press the Go button on the lower right and the employee payroll data will show below:

The screenshot shows the 'LABOR DISTRIBUTION DATA INQUIRY' screen. At the top, there are search criteria: Finance Document Number: F0084905, Grant: COA: C, Fund: Index: Orgn: WB200 Business Manager's Office, Hierarchy Roll Up: Account: Start Over. Below this is a table with columns: Earnings Code, Benefit Code, Hours, Amount, Debit or Credit, Payroll Event, Payroll ID, and Payroll Number. The table contains 10 rows of data, including a 'Net' row at the bottom.

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Number
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	2,034.38	D	2019	BW	
REG		70.00	3,180.58	D	2019	BW	
REG		70.00	2,892.27	D	2019	BW	
REG		70.00	2,315.04	D	2019	BW	
REG		70.00	2,444.69	D	2019	BW	
REG		70.00	5,897.38	D	2019	BW	
REG		70.00	4,377.04	D	2019	BW	
	300		536.87	D	2019	BW	
	300		496.63	D	2019	BW	
	300		763.27	D	2019	BW	
	Net	630.00	28,409.16				

At the top of this section, you will see regular earnings followed by fringe expenditures below. In the right section of the screen, use the scroll bar to see additional information.

You can also use NHIDIST without an Finance Document number. Enter a date range and Organization code in the appropriate fields:

The screenshot shows the search criteria form for the Labor Distribution Data Inquiry. Fields include: Finance Document Number, Grant, COA: C, Index, Hierarchy Roll Up, From Date: 07/01/2019, To Date: 09/30/2019, Category: Expenses, Fund, Orgn: WB200 Business Manager's Office, Account, Program, Activity, and Location. A 'Go' button is visible on the right. A message at the bottom says: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Click Go and then Go again on the next screen:

The screenshot shows the filter and results screen. At the top, there is a green message: 'Enter a query, press F8 to execute.' Below this are filter fields: Earnings Code, Benefit Code, ID, Last Name, and First Name. There is an 'Add Another Field ...' dropdown and 'Clear All' and 'Go' buttons. Below the filters is a table with columns: Earnings Code, Benefit Code, Hours, Amount, Debit or Credit, ID, Last Name, and First Name. The table is currently empty. At the bottom, there is a pagination bar showing '1 of 1' and 'Record 1 of 1'.

The results will show the payroll data for the time period you have specified.

Finance Document Number: Grant: COA: C Fund: Index: Orgn: WB2020 Business Manager's Office Hierarchy Roll Up: Account: Start Over

From Date: 07/01/2019 Program: To Date: 09/30/2019 Activity: Category: Expenses Location:

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Number
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
REG		70.00	1,589.12	D	2019	BW	
	Net	840.00	20,826.06				

Record 1 of 533

For reviewing payroll data by specific account code, enter the account code you will need data from in the Account field:

Finance Document: Grant: COA: C Fund: Index: Orgn: WB2020 Business Manager's Office Hierarchy Roll Up: Account: 611020 Classified Permanent From Date: 07/01/2019 To Date: 12/16/2019 Program: Activity: Expenses Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click Go and then go again in the next screen:

Finance Document Number: Grant: COA: C Fund: Index: Orgn: WB2020 Business Manager's Office Hierarchy Roll Up: Account: 611020 Classified Permanent From Date: 07/01/2019 Program: To Date: 12/16/2019 Activity: Enter a query, press F8 to execute.

Category: Expenses Location:

Basic Filter Advanced Filter

Earnings Code Benefit Code ID Last Name

First Name Add Another Field ...

Clear All Go

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	ID	Last Name	First Name

Record 1 of 1

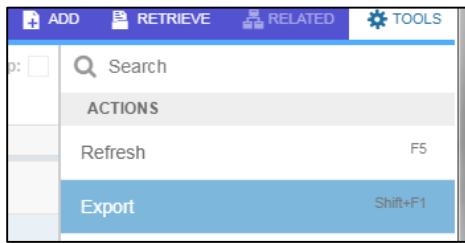
The results will show below.

Earnings Code	Benefit Code	Hours	Amount	Debit or Credit	Payroll Event	Payroll ID	Payroll Nu
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
REG		70.00	1,881.89	D	2019	BW	
Net		840.00	22,289.91				

Notice that there are only 2 pages of data as shown in the lower left corner. This is because only the account code data (along with Organization code as shown above) was downloaded and all other payroll data which was not part of the inquiry and will not show. The more specific the input into NHIDIST, the more specific the results.

Exporting Data from NHIDIST

You can export the data into Excel by going to “Tools” at the top right of the screen and then “Export”.



Using the Google Chrome web browser, you will see the CSV file listed at the bottom left of the screen. Click on it and Excel will open with the exported data:

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	2019 BW	24	0	400618	0	C1	HGNL	111000	WB2020	611020	60				F0084905
2	2019 BW	24	0	400018	0	C1	HGNL	111000	WB2020	611020	60				F0084905
3	2019 BW	24	0	502256	0	N2	HGNL	111000	WB2020	612012	60				F0084905
4	2019 BW	24	0	501372	0	N2	HGNL	111000	WB2020	612012	60				F0084905
5	2019 BW	24	0	501462	0	N1	HGNL	111000	WB2020	612012	60				F0084905
6	2019 BW	24	0	501483	0	N2	HGNL	111000	WB2020	612012	60				F0084905
7	2019 BW	24	0	501478	0	N1	HGNL	111000	WB2020	612012	60				F0084905
8	2019 BW	24	0	501020	0	N1	HGNL	111000	WB2020	612014	60				F0084905
9	2019 BW	24	0	501330	0	N1	HGNL	111000	WB2020	612014	60				F0084905
10	2019 BW	24	0	502256	0	N2	HGRB	111000	WB2020	641010	60				F0084905
11	2019 BW	24	0	400618	0	C1	HGRB	111000	WB2020	641010	60				F0084905
12	2019 BW	24	0	501462	0	N1	HGRB	111000	WB2020	641010	60				F0084905
13	2019 BW	24	0	400018	0	C1	HGRB	111000	WB2020	641010	60				F0084905
14	2019 BW	24	0	501478	0	N1	HGRB	111000	WB2020	641010	60				F0084905
15	2019 BW	24	0	502256	0	N2	HGRB	111000	WB2020	641020	60				F0084905
16	2019 BW	24	0	400618	0	C1	HGRB	111000	WB2020	641020	60				F0084905
17	2019 BW	24	0	501462	0	N1	HGRB	111000	WB2020	641020	60				F0084905
18	2019 BW	24	0	400018	0	C1	HGRB	111000	WB2020	641020	60				F0084905
19	2019 BW	24	0	501478	0	N1	HGRB	111000	WB2020	641020	60				F0084905
20	2019 BW	24	0	501372	0	N2	HGRB	111000	WB2020	642010	60				F0084905
21	2019 BW	24	0	501020	0	N1	HGRB	111000	WB2020	642010	60				F0084905
22	2019 BW	24	0	501330	0	N1	HGRB	111000	WB2020	642010	60				F0084905
23	2019 BW	24	0	501483	0	N2	HGRB	111000	WB2020	642010	60				F0084905