Miami-Dade County

Labor Distribution Report –Job Aid

DESCRIPTION

This job aid will show the steps how to run the Labor Distribution Report in INFORMS Financials.

LABOR DISTRIBUTION REPORT – JOB AID

Step	Action
1.	• Log into **INFORMS**. • Navigate to BI Publisher Query Report Scheduler to obtain the Labor Distribution Report: **Finance/Supply Chain > Finance & Accounting > GL WorkCenter**.
2.	• On the left-hand navigation, go down to Reports/Process, under Ad Hoc Reports, select **BI Publisher Query Report Scheduler**. • If you do not have a run control, select Add a new value and enter a descriptive name for the report. • Select **Add**.
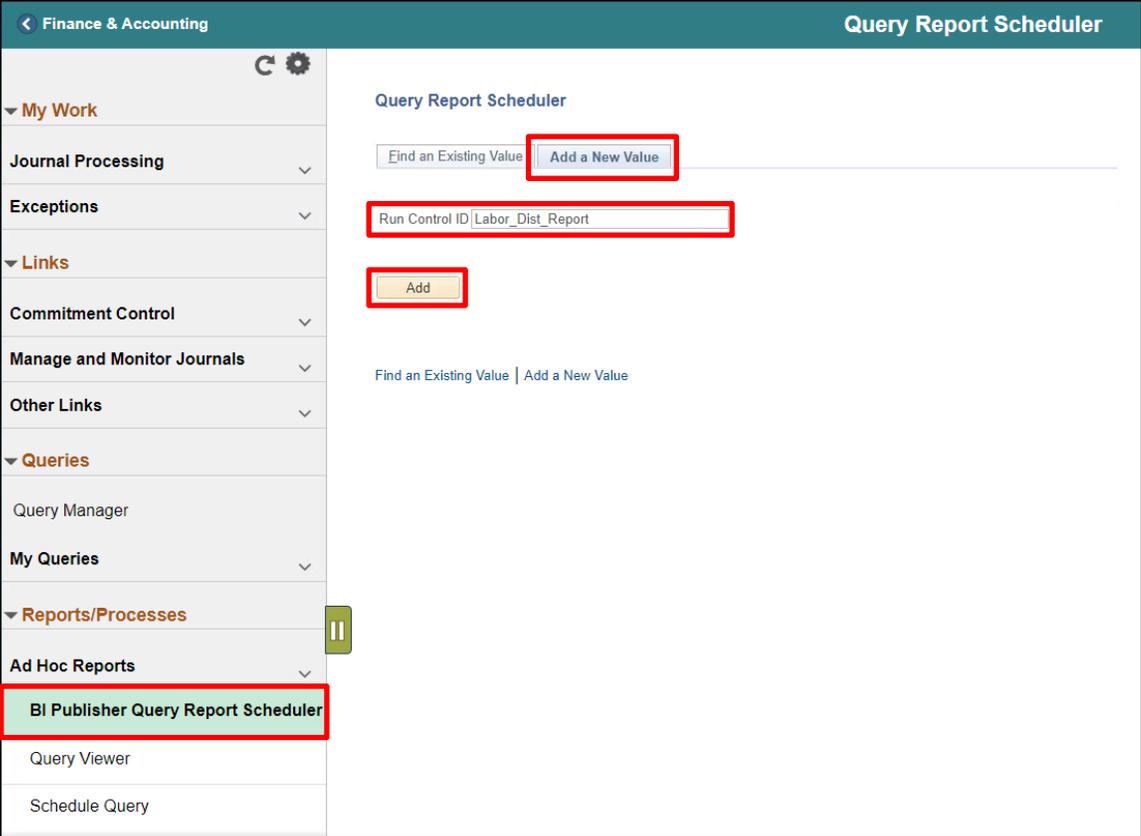
3.	• For Data Source Type select Query.
	• For Report Name select **MD_GL0506_LBR_DIST**.
	• Under Parameters, enter your criteria.
	    ○ Accounting Date = Pay Date
	    ○ % stands for wildcard.
	        ▪ If you wish to look at an entire business unit, you can enter XX%, where XX stands for the 2-character Business Unit.
	• Select **Save**.
	• Select **Run**.

4.	• Select either **PDF** or **XLS** under format (whichever is your preference). • Select **OK**.

5.	• Select **Process Monitor**. Query Report Scheduler Run Control ID Labor_Dist_Report Report Manager Process Monitor Run Language English Process Instance:277425 **Report Definition** Data Source Type Query Report Name MD_GLR506 RPT-GL-506 Labor Distribution Template ID MD_GLR506_1 RPT-GL-506 Labor Distribution Template As Of Date Channel
6.	• Select the **Refresh** button as needed until the Distribution Status = **Posted**. • Select **Report Manager**. Process List Server List **View Process Request For** User ID E336 Type Last 1 Days Refresh Server Name Instance From Instance To Report Manager Run Status Distribution Status ☑ Save On Refresh **Process List** 1-3 of 3 View All | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
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☐	277425		BI Publisher	PSXPQRYRPT	E336	08/10/2022 10:59:45AM EDT	Success	Posted	Details	
7.	• Select the Report hyperlink to view the report. List Explorer Administration Archives **View Reports For** Folder Instance to Refresh Name Created On Last 1 Days **Reports** 1-3 of 3 View All 	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
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MD_GLR506 - MD_GLR506.xlsx	MD_GLR506 - MD_GLR506.XLSX	General	08/10/22 11:04AM	99217	277425	