



## **Miami-Dade County**

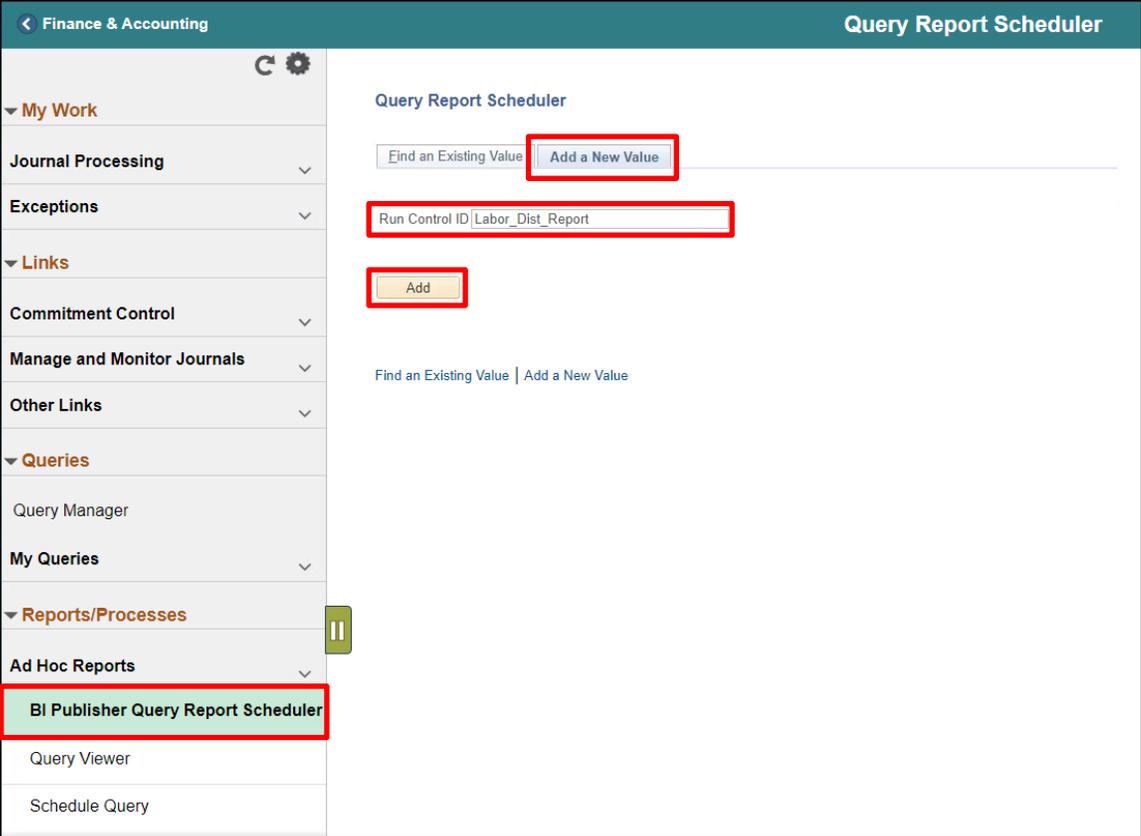
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Labor Distribution Report –Job Aid

## 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.	<ul style="list-style-type: none"> <li>Log into <b>INFORMS</b>.</li> <li>Navigate to BI Publisher Query Report Scheduler to obtain the Labor Distribution Report: <b>Finance/Supply Chain &gt; Finance &amp; Accounting &gt; GL WorkCenter</b>.</li> </ul>
2.	<ul style="list-style-type: none"> <li>On the left-hand navigation, go down to Reports/Process, under Ad Hoc Reports, select <b>BI Publisher Query Report Scheduler</b>.</li> <li>If you do not have a run control, select Add a new value and enter a descriptive name for the report.</li> <li>Select <b>Add</b>.</li> </ul> 

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**.

The screenshot shows the 'Query Report Scheduler' interface. At the top right, a 'Run' button is highlighted with a red box. Below it, the 'Report Definition' section contains a 'Data Source Type' dropdown menu set to 'Query', a 'Report Name' field with 'MD\_GLR506' and a search icon, and a 'Template ID' field with 'MD\_GLR506\_1'. Below this is the 'Update Parameters' section, which contains a table of 'Query Parameters' with columns for 'Prompt Name' and 'Prompt Value'. The table has four rows: ACCOUNTING\_DT (2022-07-29), DEPTID (%), FUND\_CODE (%), and OPERATING\_UNIT (%). At the bottom left, a 'Save' button is highlighted with a red box. Other buttons like 'Notify', 'Add', and 'Update/Display' are also visible.

Prompt Name	Prompt Value
ACCOUNTING_DT	2022-07-29
DEPTID	%
FUND_CODE	%
OPERATING_UNIT	%

4.

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

The screenshot shows the 'Process Scheduler Request' dialog box. It includes fields for 'User ID' (E336) and 'Run Control ID' (Labor\_Dist\_Report). There are dropdown menus for 'Server Name', 'Recurrence', and 'Time Zone'. 'Run Date' is set to 08/10/2022 and 'Run Time' is 10:59:45AM. A 'Process List' table is shown with columns for 'Select', 'Description', 'Process Name', 'Process Type', '\*Type', '\*Format', and 'Distribution'. The first row is selected and has '\*Format' set to 'XLS'. At the bottom, an 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

**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

Report Name  RPT-GL-506 Labor Distribution

Template ID  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     Type     Last     1 Days     **Refresh**

Server     Name     Instance From     Instance To     [Report Manager](#)

Run Status     Distribution Status      Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	277425		BI Publisher	PSXPQRYRPT	E336	08/10/2022 10:59:45AM EDT	Success	<b>Posted</b>	<a href="#">Details</a>

**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**

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
<b><a href="#">MD_GLR506 - MD_GLR506.xlsx</a></b>	MD_GLR506 - MD_GLR506.XLSX	General	08/10/22 11:04AM	99217	277425