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Labor Ledger View

The Labor Ledger View (LLV) screen allows the user to view salary and fringe benefit charges for a University of Hawaii (UH) employee by accounting string (Fiscal Year, Chart Code, Account Number, Object Code). Actual (AC) balances can be viewed separately or with the A21 (A2) balances.

Business Rules

The general business rules for the LLV screen are detailed below:

- Labor data access in the LLV screen is controlled and limited by the Labor Inquiry (10028) KFS user role. Check with your respective business office staff to ensure that you have the appropriate role assignment.
- A valid Fiscal Year and Employee ID number must be input.
- The user can customize query results with the provided LLV query options.
- A2 entries only affect the Labor Ledger, seek to reclassify salary and fringe from Paid Date to Service Date and are an important component of Effort Certification processing.
- The user can access detailed transactional labor data by clicking on monthly totals.

Other Considerations

The LLV screen is used to view labor data only. To transfer salary and fringe, a Salary Expense Transfer (ST) needs to be created and is discussed in the Salary Expense Transfer (ST) User Guide.
Access to the Labor Ledger View Screen

To access the Labor Ledger View screen, go to the Main Menu tab, Balance Inquiries menu group, Labor Distribution sub-group and select Labor Ledger View.

Labor Ledger View (LLV) – Default Screen Display

The Labor Ledger View screen automatically defaults the Fiscal Year search field to the current fiscal year. Both the Fiscal Year and Employee ID are required fields that must be specified to allow the LLV screen to return query results and are denoted with an asterisk (*).

Basic LLV Query

A basic LLV query can be executed with the following steps.
- **Fiscal Year** – *(Required)* Enter the fiscal year of the Paid Date(s) to be viewed. KFS defaults this value to the current fiscal year but the user may specify a prior year if desired.
• **Employee ID – (Required)** A valid 8-digit Employee (UH) ID needs to be entered in this field. Click on the magnifying glass icon (🔍), if needed, to find valid values for the respective field.

• Click 🔍 and your query results will be displayed. A ‘No values match this search’ message may indicate an invalid Fiscal Year or Employee ID was entered, or as the message states, that there are no Labor amounts associated with that Fiscal Year/Employee ID combination.

The Labor Ledger View screenshot shown below displays the results of a successful query. Results can be sorted by heading, and additional transactional and non-transactional information can be displayed.

- Query results sorted by heading – Click on an underlined heading as desired (Fiscal Year, Chart Code, Account Number, etc.) to sort the returned results by the chosen category.

Initial query returned 6106677-2009 and 6106677-2036 as the first 2 results.
Sort order results for the first 2 items after clicking on Object Code displays 6106677-2001 and 6106677-2009 instead of the initial query results 6106677-2009 and 6106677-2036 as shown in the previous screenshot.

- Available drill-down information – Click on underlined query data (2020, MA, etc.) to ‘drill-down’ and view additional information. After clicking on the account number 6106677 link, the following Account Inquiry for MA-6106677 is displayed.

- Transactional detail for underlined amounts – Click on underlined amounts to display specific labor transactions. Be aware that zero amounts may not have transactional information. After clicking on the October amount of $5,378.00, the following ledger entry lookup with transaction detail for paid dates 10/4/19 and 10/18/19 are displayed.
LLV Customizable Query Options

This section will proceed through the LLV query options available on the screen. The LLV screen offers the following query options: **Balance Type Code, Consolidation Option, Include Pending Ledger Entry, Amount View Option, and the Exclude entries with only CG Beginning Balances**.

- **Balance Type Code** - A KFS user may select 3 possible options:
  - **Actual** – Summary totals accumulate labor transactions with Balance Type ‘AC’ (for Actual). Screenshot below includes payroll up to the May 5, 2020 paid date.

  ![Balance Type Options](image1)

- **A21 (A2)** – Balance type ‘AC’ and ‘A2’ entries are accumulated and will display on drill downs for this option. There are two A2 entries associated with the May 5th payroll amount that together move the $788.75 amount from the transaction date (May) to the payroll period end date (April).

  ![A21 Option](image2)
Labor Ledger View - April 2020 drill-down.

- **Internal Encumbrance** – This option will not return any data since balance type ‘IE’ entries are currently NOT being recorded in KFS.

- **Consolidation Option**: There are 3 possible choices:
  - **Consolidation** – The default choice. This option provides aggregate amounts by fiscal year, chart code, account number, and object code. In the screenshots below, all blank (-----) and non-blank (TCP) sub-account transactions are summarized and grouped together.
- **Detail** – Provides aggregate amounts by fiscal year, chart code, account number, sub-account number, object code and sub-object code. In the following screenshot, the amounts for sub-account number blank (----) and non-blank sub-accounts are summarized and displayed separately.

![Consolidation option: Detail](image)

Transactions with a blank (----) sub-account are summarized in this section

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MA</td>
<td>3331432</td>
<td>----</td>
<td>AC</td>
<td>0000GA09</td>
<td>EX</td>
<td>Barnum, PT</td>
<td>0.00</td>
<td>0.00</td>
<td>1,517.00</td>
<td>0.00</td>
<td>16,412.50</td>
</tr>
</tbody>
</table>

Year End: 0.00

Transactions with a non-blank (TCP) sub-account are summarized in this section

- **Exclude Sub-Accounts** – This option is not functioning as intended and currently displays labor data in the same format as the Consolidation option.

- **Include Pending Ledger Entry** – Includes or excludes pending Salary Expense Transfer (ST) eDocs in the displayed labor balances. Note that finalized ST’s that have been processed through the overnight labor scrubber program (if any) are not considered ‘pending’ and will display no matter which option is chosen. A saved ST (eDoc 5207464) and a just finalized but not processed through the overnight labor scrubber ST (eDoc 5207467) are referenced for this section.
- **No** – Pending ST’s (eDocs 5207464 and 5207467) will NOT be reflected in the displayed balances.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MA</td>
<td>3331432</td>
<td><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AC</td>
<td>00000GA09</td>
<td><em>ALL</em></td>
<td>Barnum, PT</td>
<td>17,929.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Include Pending Ledger Entry: No

Pending ST eDocs 5207464 and 5207467 are not displayed.

- **Approved** – This option will display ST eDoc(s) which were approved to Final status but have not been processed through the overnight Labor Scrubber program. ST eDoc 5207467 is displayed in May drill down.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MA</td>
<td>3331432</td>
<td><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AC</td>
<td>00000GA09</td>
<td><em>ALL</em></td>
<td>Barnum, PT</td>
<td>17,529.50</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Include Pending Ledger Entry: Approved

Finalized but not yet processed through the labor scrubber. ST eDoc 5207467 is displayed.

- **All** – Any pending ST eDoc(s) (Saved and Enroute statuses as well as those ST’s considered ‘Approved’) will be displayed under this option. ST eDocs 5207464 and 5207467 are displayed in May drill down.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MA</td>
<td>3331432</td>
<td>TCP</td>
<td>2001</td>
<td>---</td>
<td>AC</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Include Pending Ledger Entry: All

Pending ST eDocs 5207464 and 5207467 are included.
- **Amount View Option** – There are 2 ways to customize the monthly labor totals displayed on this screen.
  
  - **Monthly** (default) - Accumulates labor transactions for each month separately.
  - **Accumulate** - Totals all transactions for that month and all prior months within the fiscal year.

- **Exclude entries with only CG Beginning Balances** - Allows the user to optionally suppress displaying labor results that only had a balance in the Contracts and Grants Beginning Balance Amount field. However, as of FY 2017, this beginning balance was no longer loaded into labor. As a result, this option does not display any meaningful amounts in the Labor Ledger View for FY 2017 and later queries.