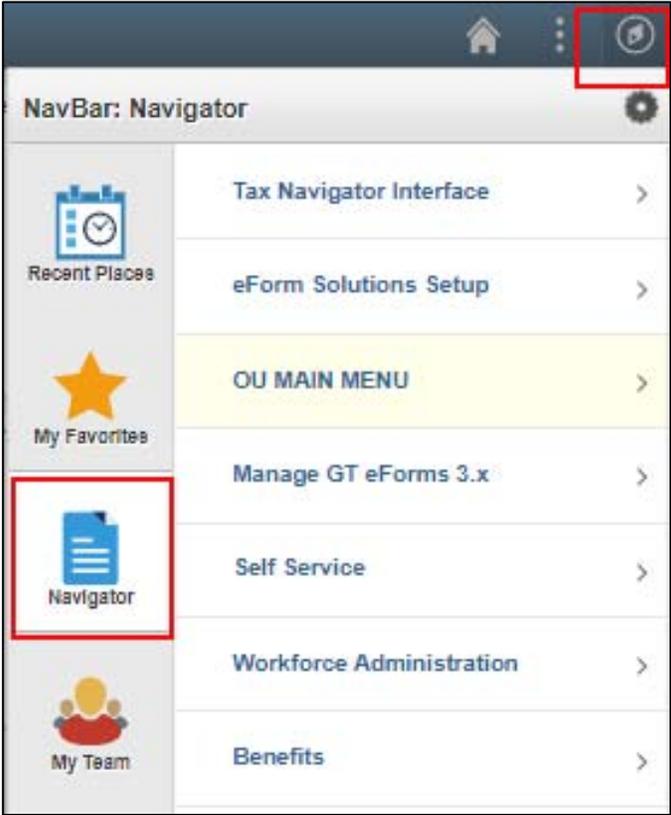
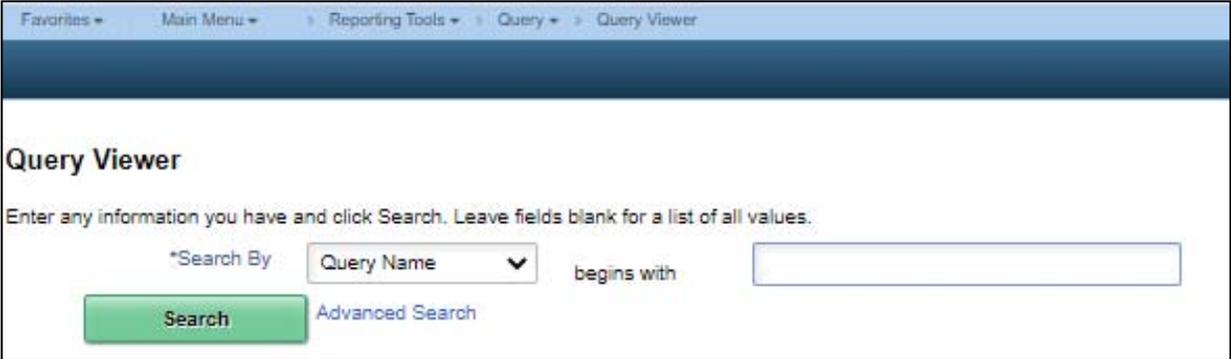




Step	How to run OU Earnings Distribution Query
Navigation: Main Menu > Reporting Tools > Query > Query Viewer	
1	<p>In this document, we will discuss how to run the OU Earnings Distribution Query (OUDR_EMPLOYEE_DISTRIBUTIONS) and how to add this query to your favorites. This query provides employee’s earnings distribution details such as employee Total Position Annual Rate, Combo Code information, Distribution percentage, Distribution Amount along with other earnings information.</p>
2	<p>To run the OU Earnings Distribution Query, begin by clicking on the NavBar  to access the Navigator.</p> 
3	<p>Navigate to Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer</p> 



4 On the *Search by Query Name begins with field enter OUDR_EMPLOYEE_DISTRIBUTIONS. Click Search.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

5 The Query will appear in the Search Results section. You can add this query to your favorites by clicking the Favorite link in the Add to Favorites column.

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OUDR_EMPLOYEE_DISTRIBUTIONS	Active Employee Distributions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6 Run the query to Excel by clicking the Excel link in the Run to Excel column.

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
OUDR_EMPLOYEE_DISTRIBUTIONS	Active Employee Distributions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

7 Enter the desired As Of Date in the field, and click View Results.

OUDR_EMPLOYEE_DISTRIBUTIONS - Active Employee Distributions

As Of Date

Row	ID	Name	Empl Record	Dept ID	Position	Descr	Start Date	Last Start	Reg/Temp	Grade	Total Position Annual Rt
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8 The query will generate an excel file with the results.