

Step	How to run OU Earnings Distribution Qu	ery								
Navigation:	Main Menu > Reporting Tools > Query > Query Viewer									
1	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.									
2	To run the OU Earnings Distribution Query, begin by clicking on the NavBar 🙆 to access the Navigator.									
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		NavBar: Naviç	NavBar: Navigator							
I			Tax Navigator Interface	>						
		Recent Places	eForm Solutions Setup	>						
			OU MAIN MENU	>						
		My ravunues	Manage GT eForms 3.x	>						
		Navigator	Self Service	>						
			Workforce Administration	>						
		My Team	Benefits	>						
3	Navigate to Query Viewer: Main Menu >	Reporting Tools >	Query > Query Viewer							
	Favorites • Main Menu • Reporting Tools • • 0	Duery + > Query Viewer								
	Query Viewer									
	Enter any information you have and click Search. Leave *Search By Query Name	ifields blank for a list of all y	values.							
	Advanced County	begins with								



4	On the *Search by Query Name begins with field enter OUDR_EMPLOYEE_DISTRIBUTIONS. Click Search.											
	Query Viewer											
	*Search By Query Name  begins with OUDR_EMPLOYEE_DISTRIBUTION								DNS			
	Searc	Advanced Sea	rch									
5	The Query will appear i clicking the Favorite lin	in the Search Res k in the Add to Fa	ection. Y es colun	'ou c าท.	an ac	dd th	is query	/ to your fav	orites by			
	Search Results											
	*Folder View - All Folders V											
	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	<u>Favorite</u>		
6	Run the query to Excel	by clicking the Ex	cel lii	nk in the	Run	to E	xcel	column				
	Search Results											
	tE-lder View All Folders -											
	Query											
	町 Q				Dura	Dura (	Dura te	14	1-1 of 1 ♥ ▶	View All		
	Query Name	Description	Owner	Folder	HTML	Excel	XML	Schedule	Definitional Reference	Favorites		
	ODDR_EMPLOYEE_DISTRIBUTIONS	Active Employee Distributions	Public		HIML	5	XIVIL	Schedule	Lookup References	Favorite		
7	Enter the desired As OI	F Date in the field	, and	click Vie	ew Re	esult	s.					
	OLIDE EMPLOYEE DISTRIBUTIONS - Active Employee Distributions											
	As Of DAte											
		Row ID Name F	Empl Record	Dept ID Posi	tion D	escr	Start Date	Last Start Reg	g/Temp Grade To	otal Position Annual Rt		
8	The query will generate	e an excel file witl	h the	results.								