



# Labor Distribution Specialist

## Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Status	AC02.1	Form	Yes	No	No	No		Define and maintain status codes for an activity.
Account Category	AC05.1	Form	Yes	No	No	No		Define and maintain account categories.
Account Category Assignment	AC06.1	Form	Yes	No	No	No		Assign account categories defined in AC05.1 (Account Categories) to an activity group and activities.
Account Category Class	AC06.2	Form	Yes	No	No	No	Found on AC06.1, Mass Add/Change link	Define and maintain account category classes.
Activity	AC10.1	Form	Yes	No	No	No		Define and maintain activities.
Location Assignment	AC10.2	Form	Yes	No	No	No	Subform, access through 10.1, click on locatation	Use this subform to assign an address code to an activity.
Activity Asset	AC10.3	Form	Yes	No	No	No		Define and maintain the parameters used to capitalize activity costs in the Lawson Asset Management application. NOTE You can only use AC10.3 if you use both Project Accounting and Asset Management.
Activity Attributes	AC13.1	Form	Yes	No	No	No		Assign attributes to an activity.
Activity Attributes	AC13.2	Form	Yes	No	No	No	Subform, access through 13.1 click on attributes	Assign values to specific activity attributes.
Activity List Members	AC13.3	Form	Yes	No	No	No	Subform	View activity lists and list members.
Manual Activity List	AC13.4	Form	Yes	No	No	No	Subform, access through 13.1 click on manual	Add or make changes to list members for activity lists defined in MX10.1 (List).
Copy	AC13.5	Form	Yes	No	No	No	Subform	Create a new activity list by copying an existing activity list.
Activity Analysis	AC90.1	Form	Yes	No	No	No		Identify the Activity Management parameters you want to view activity data for.
Account Category	AC90.6	Form	Yes	No	No	No	Subform	View activity balances by account category.
Account Category Totals	AC90.7	Form	Yes	No	No	No	Subform	View summarized totals for activity balances by account category.
Period	AC90.8	Form	Yes	No	No	No	Subform	View actual, commitment, and budget amounts by period and fiscal year.
Activity Account Unit Analysis	AC94.1	Form	Yes	No	No	No		Analyze account categories by accounting units.
Activity, Account Category Analysis	AC94.2	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.
Totals	AC94.3	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.



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Company, Account Unit Analysis	AC94.4	Form	Yes	No	No	No	Subform	Use Co, Acct Unit Analysis (AC94.4) to analyze account categories by accounting units.
Totals	AC94.5	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.
Account Category Analysis	AC94.6	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.
Totals	AC94.7	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.
Account Category Analysis	AC95.1	Form	Yes	No	No	No		Analyze account categories by account category.
Activity	AC95.4	Form	Yes	No	No	No	Subform	View account category data for up to four select activities side-by-side.
Activity Totals	AC95.5	Form	Yes	No	No	No	Subform	View account category totals for up to four select activities side-by-side.
Account Category Summary	AC95.6	Form	Yes	No	No	No	Subform	View actual, commitment, and budget data details summarized by account category.
Account Category Totals	AC95.7	Form	Yes	No	No	No	Subform	Analyze account categories by accounting units.
Transaction Analysis	AC96.1	Form	Yes	No	No	No		To view all transactions, posted and unposted. Balances that display include beginning balance, posted balance, and ending balance.
Transaction Totals	AC96.2	Form	Yes	No	No	No	Subform	View transaction totals by system code, source code, and transaction status.
Filter	AC96.3	Form	Yes	No	No	No	Subform	Use Filter (AC96.3) to narrow down or filter the transactions displayed using various selection fields.
Chart of Accounts	GL00.1	Form	Yes	No	No	No		Define and maintain your account structure.
Detail Accounts	GL00.3	Form	Yes	No	No	No		Define and maintain the detail accounts contained within a summary account.
Account Information	GL00.4	Form	Yes	No	No	No		Define and maintain additional options for a detail account.
Summary Account Options	GL00.5	Form	Yes	No	No	No		Define and maintain options for a summary account.
Move Detail Account	GL00.6	Form	Yes	No	No	No		Move the detail account to a different summary account in the chart of accounts.
System Accounts	GL00.7	Form	Yes	No	No	No		Select the detail accounts used to post retained earnings, undistributed retained earnings, error suspense, translation gain and loss transactions, and report currency transaction gain and loss transactions. The detail acco
Rename Summary Account	GL00.8	Form	Yes	No	No	No		Change the name of a summary account.
Chart Copy	GL00.9	Form	Yes	No	No	No		Create a new chart of accounts by copying an existing chart of accounts and making changes.



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Company	GL10.1	Form	Yes	No	No	No		Define and maintain a general ledger company. The company represents the highest business unit or legal entity in your organization.
Backposting Control	GL10.2	Form	Yes	No	No	No		Use this screen to open a period for backposting. The period must have a Limited Close status.
Accounting Units-Accounts	GL20.1	Form	Yes	No	No	No		Use Accounting Units-Accounts (GL20.1) to define and maintain an accounting unit for a general ledger company.
Posting Accounts	GL20.2	Form	Yes	No	No	No		Use Posting Accounts (GL20.2) to select the detail accounts that are valid for the accounting unit.
Account Options	GL20.3	Form	Yes	No	No	No		Use to define options for a posting account. The Chart Values box displays the options defined for the account in GL00.1 (Chart of Accounts). Leave the fields blank to use the value assigned in the chart of accounts.
System Accounting Units	GL20.6	Form	Yes	No	No	No		Use to select the accounting units associated with the system accounts defined using System Accounts (GL00.7).
Attributes	GL20.7	Form	Yes	No	No	No		Use to assign attribute values to an accounting unit.
Attribute Value Effective Date	GL20.8	Form	Yes	No	No	No		Use to assign attribute values with effective dates to an accounting unit attribute.
Transaction Analysis	GL90.1	Form	Yes	No	No	No		View transactions for a posting account, view transaction amounts and detail, track transaction attributes by source code, mark posted transactions as reconciled, and view transaction totals.
Transaction Totals	GL90.2	Form	Yes	No	No	No		Use to view transaction totals for the account number you selected on the main form.
Filter	GL90.3	Form	Yes	No	No	No		Use to select specific criteria that limits the transactions that display. The Enable Filter field lets you enable and disable specific criteria.
Commitment Analysis	GL94.1	Form	Yes	No	No	No		View a wide range of account information for a company based on specific account and period criteria.
Account Analysis	GL95.1	Form	Yes	No	No	No		View a wide range of account information for a company based on specific account and period criteria.
Fiscal Year Summary	GL95.2	Form	Yes	No	No	No		Use to view the annual current and last year and year-to-date period amounts or units based on the parameters you select in GL95.1 (Account Analysis).
Totals	GL95.3	Form	Yes	No	No	No		Use to view current fiscal year and last fiscal year beginning balances, period range totals, and ending balances.
Chart Query	GL95.4	Form	Yes	No	No	No		View specific chart information. Any information you select overrides the information you selected in GL95.1 (Account Analysis).
YTD Current Year vs. Last Year	GL95.6	Form	Yes	No	No	No		Subform
Accounting Units	GL96.1	Form	Yes	No	No	No		Use to view accounting unit period and year to date amounts.
YTD Current Year vs. Last Year	GL96.2	Form	Yes	No	No	No		Use to view the current year-to-date and last year-to-date amounts for accounting units.



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Periods Current Year vs. Last Year	GL96.3	Form	Yes	No	No	No		Use Periods Current Year vs. Last Year (GL96.3) to view current year and last year period amounts for specific accounting units.
YTD Actual vs. Budget	GL96.4	Form	Yes	No	No	No		Use Periods Current Year vs. Last Year (GL96.3) to view current year and last year period amounts for specific accounting units.
Periods Actual vs. Budget	GL96.5	Form	Yes	No	No	No		Use to view period actual and budget amounts for accounting units.
Accounts	GL97.1	Form	Yes	No	No	No		Use to view accounting period and year to date amounts.
YTD Current Year vs. Last Year	GL97.2	Form	Yes	No	No	No		Use to view current and last year to date amounts for a specific set of accounts.
Periods Current Year vs. Last Year	GL97.3	Form	Yes	No	No	No		Use Periods Current Year vs. Last Year (GL97.3) to view the current year and last year period amounts for the accounts you selected in GL95.1 (Account Analysis).
Fiscal Year Summary	GL97.8	Form	Yes	No	No	No		View all year-to-date period balances for the company base currency and the account currency.
Totals	GL97.9	Form	Yes	No	No	No		View the beginning balance, period range balance, and ending balance for specific account currencies.
Companies	GL98.1	Form	Yes	No	No	No		Use to view company period and year-to-date amounts or units.
YTD Current Year vs. Last Year	GL98.2	Form	Yes	No	No	No		Use to view year-to-date and last year-to-date amounts for a company.
Periods Current Year vs. Last Year	GL98.3	Form	Yes	No	No	No		Use Periods Current Year vs. Last Year (GL98.3) to view current year and last year period amounts for a specific company.
Activity Inquiry	PR55.1	Form	Yes	No	No	No		View the amounts and hours distributed to specific user-defined activities. You can define parameters to view only distributions that fall within a specified date range.
Position	XP02.1	Form	Yes	No	No	No		Establish and maintain positions for the State.
Payroll Distribution Listing	XR223	Report						A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
Total Percent	XR23.2	Form	No	Yes	Yes	No		Subform
Payroll Distribution – Positions	XR23.3	Form	No	Yes	Yes	No		Use Payroll Distribution - Positions (PR23.3) to override, by percent, the normal distribution of wages for a formal position.