



## AGENCY LABOR DISTRIBUTION SPECIALIST Forms and Reports

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Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
AC00.1	Activity Group	Define and maintain an activity group. Use an activity group to organize activities related by process or function.	I,N,P	
AC00.2	Calendar	Define the periods used for tracking actual amounts, commitments, and budgets for activities. You assign one calendar to an activity group.	I,N,P	
AC01.1	Mass Activity Copy	Use Mass Activity Copy (AC01.1) to copy multiple activities with automatic naming and addressing.	I,N,P,+,-	
AC01.2	Additional Parameters	Use Add Parameters (AC01.2) to define the From Activity fields on Mass Activity Copy (AC01.1). Select the activity group, range of levels in an activity group, range of activities, or list of activities to use when populating the From Activity fields.	I	
AC01.3	Inquire Filter	Use Inquire Filter (AC01.3) to define Copy From or Copy To parameters such as specifying a specific level of activities to copy when using Mass Activity Copy (AC01.1).	I	
AC02.1	Status	Define and maintain status codes for an activity.	+,-,I	
AC05.1	Account Categories	Define and maintain account categories.	I,+,-	
AC06.1	Override Account Categories	Assign account categories defined in AC05.1 (Account Categories) to an activity group and activities.	+,-,I,N,P	HRISLABORDISTSPEC-1
AC06.2	Override Mass Add/Change	Define and maintain account category classes.	I	
AC07.1	Account Assignment	Assign General Ledger companies, accounting units, accounts, and subaccounts to activity group, activities, and account categories.	+,-,I,N,P	
AC08.1	Category Structure	Define and maintain an account category group. An account category group is a combination of account categories for reports and analysis.	+,-,I,N,P	
AC08.2	Define Category Structure	Use Activity Group Collection (AC08.2) to define and maintain an activity group collection. An activity group collection is a group of activity groups for reports and analysis.	I,N,P	
AC10.1	Activity	Define and maintain activities.	I,N,P	HRISLABORDISTSPEC-1
AC10.2	Location Assignment	Use this subform to assign an address code to an activity.	I,N,P	
AC10.3	Activity Asset	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.	I,N,P	
AC11.1	Copy Activities	Use Copy Activities (AC11.1) to define multiple activities you want to copy. You can copy information from an activity group only, an activity group and individual activities (these activities can be from any activity group), or only individual activities	+,-,I,N,P	
AC12.1	Activity Status	Use Activity Status (AC12.1) to view and change the status assigned to each activity. A status identifies the processes an activity can perform.	I,+,-	
AC13.1	Activity Attributes	Assign attributes to an activity.	+,-,I,N,P	HRISLABORDISTSPEC-1



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Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
AC13.2	Values by Activity Attributes	Assign values to specific activity attributes.	+,-,I,N,P	
AC13.3	Activity List Members	View activity lists and list members.	MAX_ALLOWED	
AC13.4	Manual Activity List	Add or make changes to list members for activity lists defined in MX10.1 (List).	+,-,I	
AC13.5	Copy	Create a new activity list by copying an existing activity list.	I	
GL00.1	Chart of Accounts	Define and maintain your account structure.	+,-,I,N,P	
GL00.2	Define Chart	Use Chart of Accounts (GL00.1) to define and maintain your account structure.	I,N,P	
GL00.3	Detail Accounts	Define and maintain the detail accounts contained within a summary account.	+,-,I,N,P	
GL00.4	Account Information	Define and maintain additional options for a detail account.	I	
GL00.5	Summary Account Options	Define and maintain options for a summary account.	I	
GL00.6	Move Detail Account	Move the detail account to a different summary account in the chart of accounts.	I	
GL00.7	System Accounts	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.	I	
GL00.8	Rename Summary Account	Change the name of a summary account.	I	
GL00.9	Chart Copy	Create a new chart of accounts by copying an existing chart of accounts and making changes.	I	
GL10.1	Company	Define and maintain a general ledger company. The company represents the highest business unit or legal entity in your organization.	I,N,P	
GL10.2	Backposting Control	Use this screen to open a period for backposting. The period must have a Limited Close status.	I	
GL11.1	Company Group	Use Company Group (GL11.1) to define and maintain a company group. A company group is a group of multiple companies.	+,-,I,N,P	
GL20.1	Accounting Units - Accounts	Use Accounting Units-Accounts (GL20.1) to define and maintain an accounting unit for a general ledger company.	ALL_INQUIRES	HRISLABORDISTSPEC-1
GL20.2	Posting Accounts	Use Posting Accounts (GL20.2) to select the detail accounts that are valid for the accounting unit.	ALL_INQUIRES	
GL20.3	Account Options	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.	ALL_INQUIRES	
GL20.6	System Accounting Units	Use to select the accounting units associated with the system accounts defined using System Accounts (GL00.7).	ALL_INQUIRES	
GL20.7	Attributes	Use to assign attribute values to an accounting unit.	ALL_INQUIRES	HRISLABORDISTSPEC-1
GL20.8	Attribute Value Effective Date	Use to assign attribute values with effective dates to an accounting unit attribute.	ALL_INQUIRES	



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GL210	Company Listing	Run Company Listing (GL210) to list the company parameters defined in GL10.1 (Company).	MAX_ALLOWED	
GL211	Company Group Listing	Run Company Group Listing (GL211) to list company groups defined in GL11.1 (Company Group).	MAX_ALLOWED	
XR223	SOA Percent Distribution Listing	A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.	MAX_ALLOWED	HRISLABORDISTSPEC-1
XR23.3	Payroll Distribution - Positions	Use Payroll Distribution - Positions (PR23.3) to override, by percent, the normal distribution of wages for a formal position.	MAX_ALLOWED	HRISLABORDISTSPEC-1
ZP02.1	Position	Used by agencies to update certain fields on the position.	MAX_ALLOWED	HRISLABORDISTSPEC-1