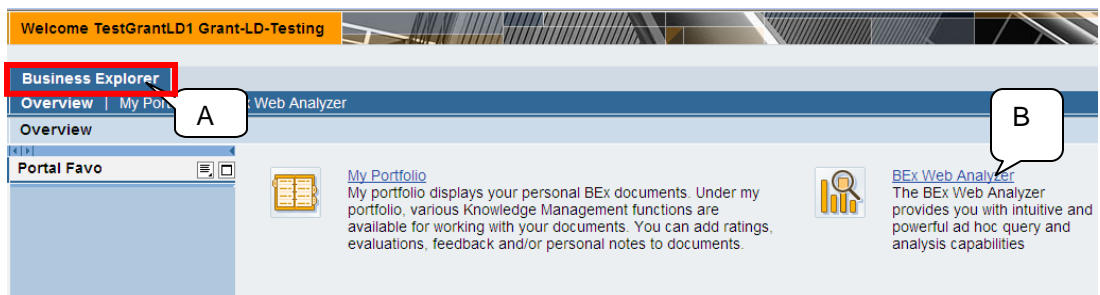


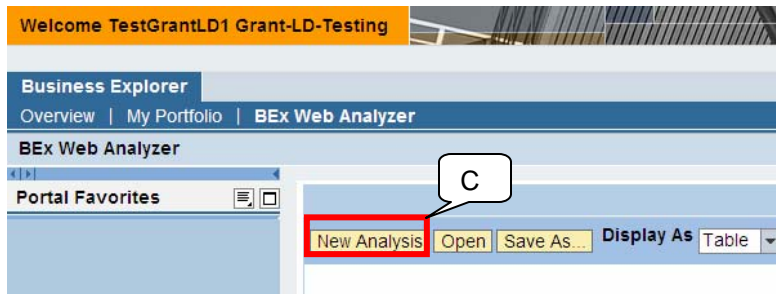
## BW – Grant Labor Distribution

The **Grant Labor Distribution Report** is available in the **Business Warehouse** system.

- Once logged into Portal, click the Business Explorer tab (A).
- Click BEx Web Analyzer (B).

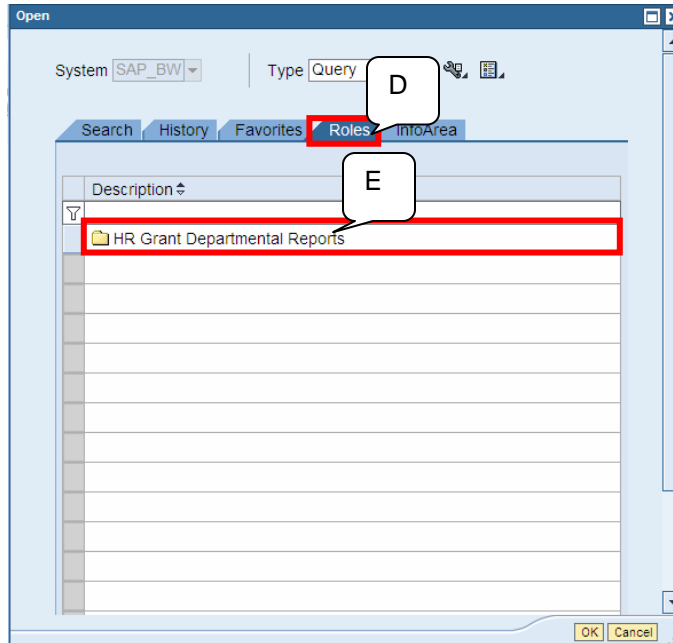


- Click New Analysis (C).

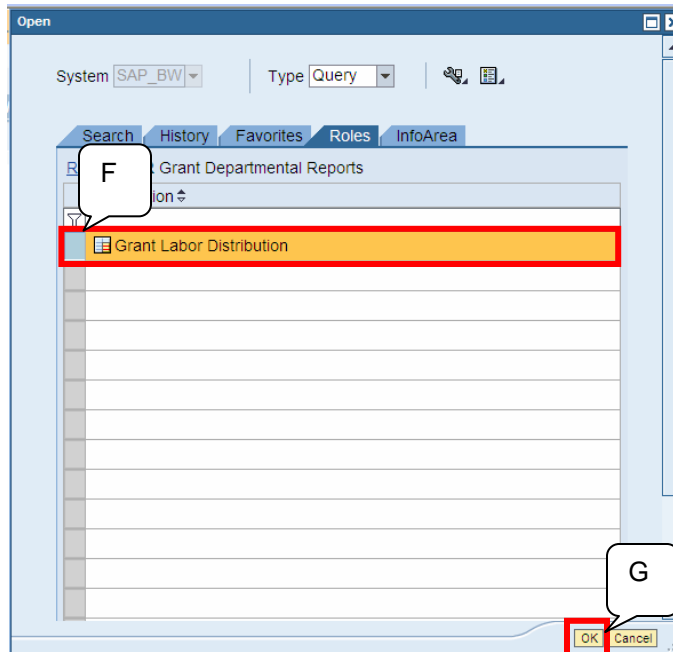


- Click the Roles tab (D).
- Select HR Grant Departmental Reports folder or name (E).

**Note:** Once the report has been accessed, it will be listed under the History tab for quick access.



- Select the Grant Labor Distribution (F).
- Click OK (G).



- Populate the Variable Entry screen (H).



**Fund/Cost Center Hierarchy** will default. Enter **Fiscal Year** and **Grant** which are required fields for the Grant Management Labor Distribution report.

- Click OK (I).

Variable	Current Selection	Description
Fiscal Year (Single Value Entry, Required) (*)	2008	
Personnel Number (Selection Options, Optional)		
Payroll Area		
Employee Group (Selection Options)		
Employee Subgroup (Selection Option)		
Wage type		
G/L Account (Selection Options, Optional)		
Posting Period (Interval, Optional)		
Business Area		
Organizational Unit (Selection Option)		
Grant	4000340	
Fund/Cost Center Hierarchy	+NK01/020901(0FUNDS_CTR); +NK01/030306(0FUNDS_CTR)	WNKU; Student Support Serv

- The details for the Grant Labor Distribution report are displayed.
- **Note:** A message, **Characteristic Grant has no master data for "NOT RELEVANT,"** will appear at the top of the report. Please disregard this message.

BEx Web Analyzer

⚠ Characteristic Grant has no master data for "NOT RELEVANT"

Grant Labor Distribution Last Data Update: 05/19/2

New Analysis | Open | Save As... | Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Employee	Cost Center	G/L Account	Payment Date	Grant
Key Figures					
Rows	4819 Susan Mospens	271060055 NK-Grant-St Supp Svc	Admin-Salary 501110	10/31/2007	4000340
Employee				11/30/2007	4000340
Controlling area				12/18/2007	4000340
Cost Center				01/31/2008	4000340
G/L Account				02/29/2008	4000340
Country Grouping				03/31/2008	4000340
Payment Date				04/30/2008	4000340
Chart of accounts				<b>Result</b>	
FM area				Admin-Spec Comp 502010	10/31/2007 4000340
Grant				Ins-Life 522110	10/31/2007 4000340
Free characteristics					11/30/2007 4000340
Business area					12/18/2007 4000340
Commitment item					01/31/2008 4000340
Customer					
Date of Transfer					
Employee Group					

The report may be modified with the many formatting capabilities of Business Warehouse. Users are encouraged to take a BW facilitator-led course or the E-learning course to learn more about the BW system.

