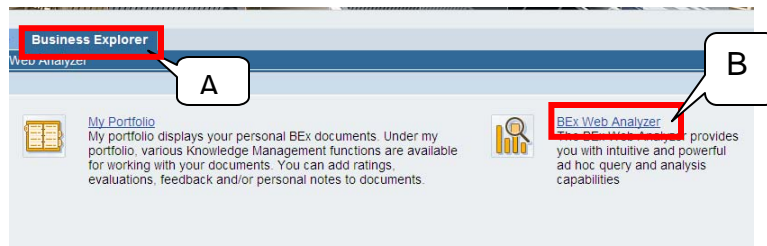


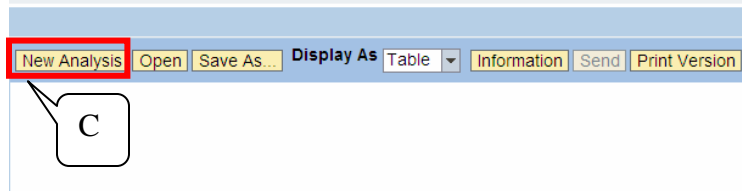
BW – Labor Distribution Report

The **Labor Distribution Report** is available in Business Warehouse (BW) and will be used to validate payroll and assigned expenses for the authorized funds center.

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

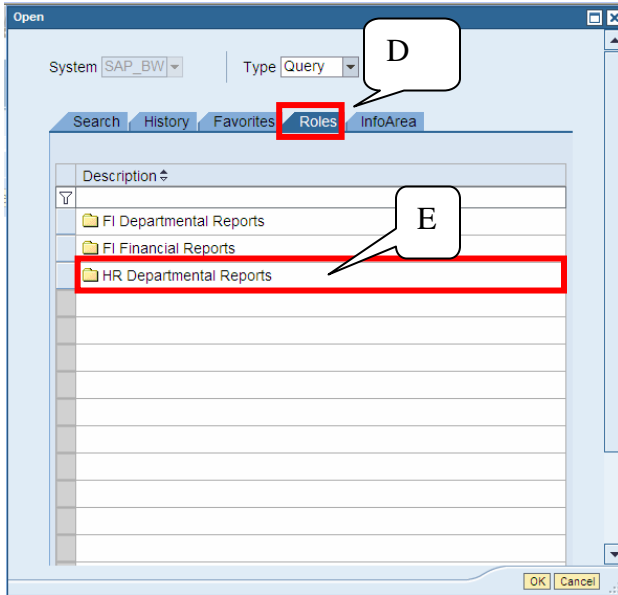


- Click New Analysis (C).

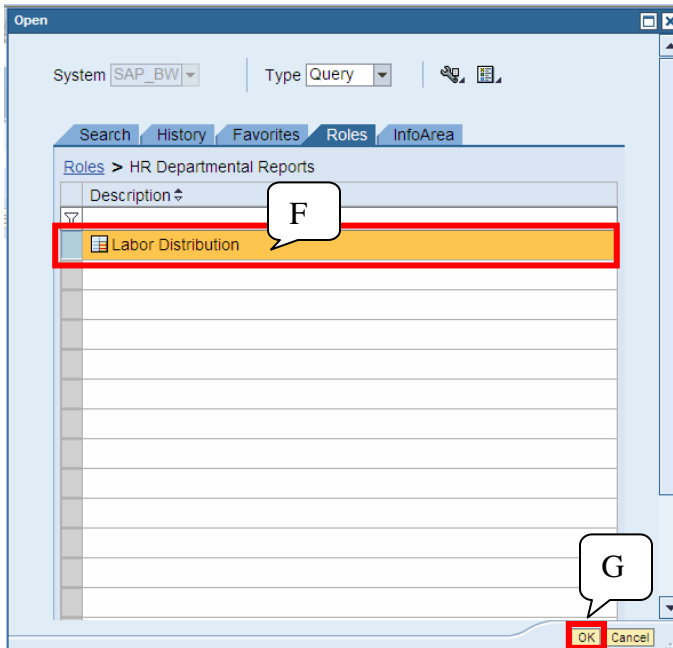


- Select the Roles tab (D).
- Select HR Departmental Reports folder or name (E).

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



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



- Populate the Variable Entry screen (H).
- Click OK (I).

Note: Fiscal year and Fund/Cost Center Hierarchy are required variables and will produce the report for all employees in the area of responsibility; similar to the former HRS report. Other variables can be populated to customize the report to meet your needs. For example, Employee Group, Employee Subgroup and Posting Period

Variable	Current Selection	Description
Fiscal Year (Single Value Entry, Required) (*)	2008	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		
Fund/Cost Center Hierarchy	+NK01/070401(0FUNDS_CTR)	Human Resources

- The labor distribution report will display.

Employee	G/L Account	Wage Type	Payment Date	Posting date	Funds Center
1709 Barbara L Chenault	Student-Hrly-lws 505010	1027 Student	10/05/2007	10/05/2007	Human Resources
			10/19/2007	10/19/2007	Human Resources
			11/02/2007	11/16/2007	Human Resources
			11/16/2007	11/16/2007	Human Resources
			11/30/2007	11/30/2007	Human Resources
			12/14/2007	12/14/2007	Human Resources
1710 Brian W Duncan	Student-Hrly-Fws 505005	1007 Hrly Sal	11/02/2007	11/02/2007	Fcws-Hr
			10/05/2007	10/05/2007	Fcws-Hr
			10/19/2007	10/19/2007	Fcws-Hr
			11/16/2007	11/16/2007	Fcws-Hr
			11/30/2007	11/30/2007	Fcws-Hr
			12/14/2007	12/14/2007	Fcws-Hr

Users are encouraged to take the **Business Warehouse facilitator-led course** to learn the BW tool and apply functionality to all BW reports.

