BW Labor Distribution Reports

1. Select BW from MyUK Portal: BW Web Reporting

2. If you have taken the necessary training (BEx 300), you should then find the following items listed in your BW roles:
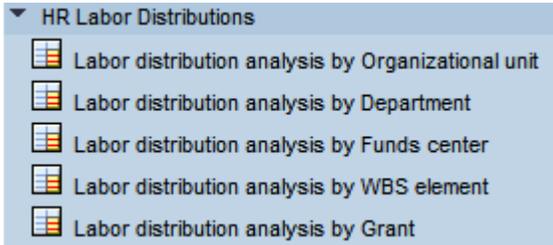
3. These labor distribution reports should show you all people charged to a specific account regardless of area. Meaning, if you have someone that is not a College of Ag employee being charged to your accounts, you will be able to see them in these reports.

4. To run a report by Fund Center select Labor distribution analysis by Funds center

5. This will bring you to the variable screen for the report. Here you may enter the account (Fund Center) that you want to view. Be sure to remove the 9999999999 so that you don't get a range of fund centers. You will also want to specify either a fiscal period or a payroll period. You could also specify a range of payroll periods.

6. Once you have the variables set, run the report by clicking on the Execute button.

7. From within the report you can add or remove characteristics to simplify or further detail the report as necessary.

8. To run a report by Grant select **Labor distribution analysis by Grant**

9. This will bring you to the variable screen for the report. Here you may enter the account (Grant) that you want to view. You will also want to specify either a fiscal period or a payroll period. You could also specify a range of payroll periods.

Variables for Ad-Hoc Report						
Company Code (Single Value Entry, Required) (*)		UK00	University of Kentucky			
Employment Status (Multi_Single, Required) (*)		3	Active			Insert Row
Employee Group (Selection, Optional)	=				Include	Insert Row
Employee Subgroup (Selection, Optional)	=				Include	Insert Row
Funds Center	[]	#	UK00/Not assigned	to 9999999999 UK00/9999999999	Include	Insert Row
Fiscal Period/Year						
WBS Element (Selection, Optional)	=				Include	Insert Row
Payroll End Dates	[]	07/01/2007	07/01/2007	to 08/31/2007 08/31/2007	Include	Insert Row
Grant	=	2350016000	AG-H-A AGR EXP STAT		Include	Insert Row
Fund	=				Include	Insert Row
Position	=				Include	Insert Row
GL Account	=				Include	Insert Row

Execute Check

10. Keep in mind that the Fund can further filter the details you receive in the report. By using the Fund selections on the variable screen you can filter in/out cost share, direct expenses, and also specify the federal fiscal year for federal funds.

- To filter out cost share: **Fund** * 00118* exclude
- To filter for cost share: **Fund** * 00118* Include
- To filter for Fed FY07: **Fund** * 025*7 Include
- To filter for Fed FY08: **Fund** * 025*8 Include

11. Once you have the variables set, run the report by clicking on the **Execute** button.

12. From within the report you can add or remove characteristics to simplify or further detail the report as necessary.

13. Reports can also be run by ORG UNIT which will give you labor distribution info for all accounts (fund centers & grants).

14. The **In period** characteristic will show what period the labor charges were posted "IN".

15. The **For period** characteristic will show what period the labor charges were posted "FOR".