It is important to review labor distribution reports as part of the reconciliation process. The review assists in confirming that personnel charges are correct and provides the opportunity to identify discrepancies.
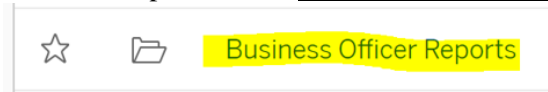
Running the Report

- Access **analytics.uky.edu**, and sign in with your linkblue ID and password.
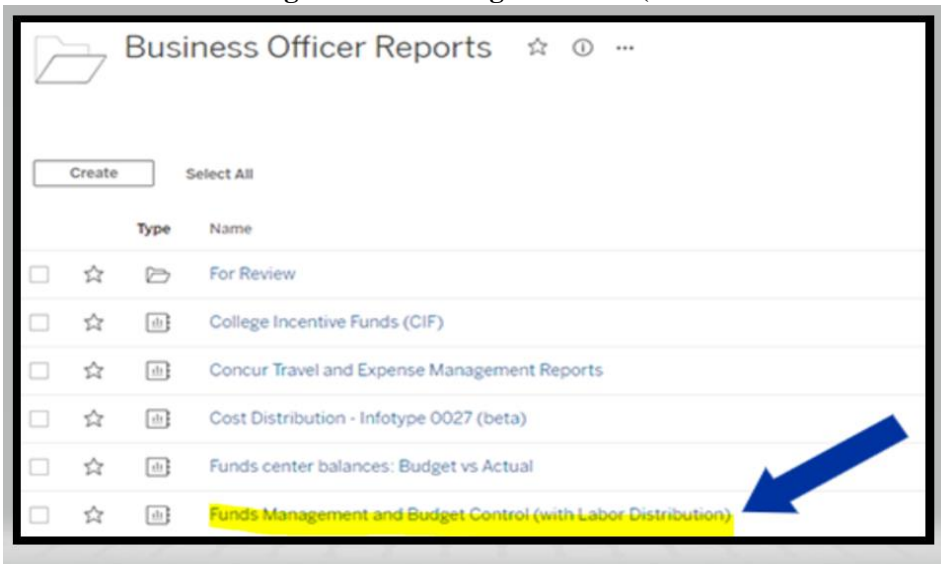- Select **Explore**
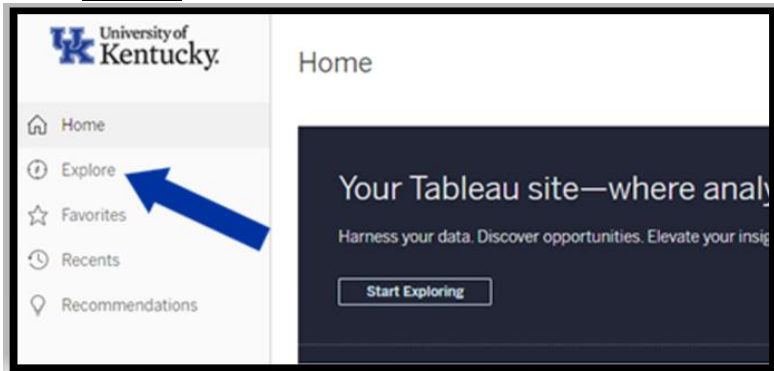
Note: If all options are not displayed please click the right arrow above Home to expand.

- From the Explore, select **Business Officer Reports**

- Select the **Funds Management and Budget Control (with Labor Distribution) Report**

- Select the **Start Page** tab to enter the applicable variables. Be sure to select the applicable Fiscal Period, and Fiscal Year.

Note: Fiscal Periods are 001 = July, 002 = August, 0003 = September, etc.

- Enter the applicable filters, such as department number/fund center and then click the <**Execute**> button.

- The report information will be generated

Review the Report

- Click on the applicable tab(s) to review the reports.

Notes:
Information Displayed by Posting Date – HR Labor Distribution Report
Information Displayed by Fiscal Period – HR Payroll by Period Report
For additional information click the "About" tab.

Resources

For general Tableau help contact analystic@uky.edu

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