Introduction
The Labor Distribution Report (LDR) displays wages and hours per employee, per payment date, subtotaled by a general ledger account number. The LDR is available electronically on demand. This report can be generated by account managers using Business Objects. This improves the timeliness of reporting and gives account managers the ability to download the data to Excel for further analysis. Account managers can run the report any time after payroll has posted to the general ledger rather than waiting until the end of the month to receive a printed report from the Payroll Department.

Business Objects is a web based self-service reporting tool that enables reports to be stored centrally and made available to communities of password protected users. In other words, when an account manager runs the report, they will only see the data for the accounts for which they are responsible.

For further assistance in this topic or in using this guide, please contact:

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Table of Contents
Logging into Business Objects...........................................................................................................1
Navigation...........................................................................................................................................1
Parameters..........................................................................................................................................4
View Report........................................................................................................................................5
Exporting Data....................................................................................................................................5
Logging Off..........................................................................................................................................6
Logging into Business Objects


Note: If you have problems, please contact ITS Help Desk at 288-7799.

Navigation

Select Payroll Reporting (Document List / Public Folders / Finance / Comptroller / General Ledger / Payroll Reporting)
Click on the plus sign in front of Finance

Click on the plus sign in front of Comptroller

Click on the plus sign in front of General Ledger

Click on Payroll Reporting
A listing of the reports will appear. You might need to scroll up and down to see your desired report. Some reports could be on Page 2, scroll to the bottom of the screen to change pages.

Select Labor Distribution report to Run.

Double click on the Labor Distribution name to run report
Parameters

Note: Only posted Payroll Data to which you have access will be displayed.
View Report

Click on export icon to export data to another format (see next step)

Click on printer icon to print all pages or a page range

Exporting Data

If Exporting Data, Select Format.

*Sample data shown for illustration only

Note: If this is your first time exporting data, you might have to accept the download and Active X before the export will work. If this happens, you may have to rerun the report.
Logging Off

Click on Log Out to exit

*Sample data shown for illustration only