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# Office of the Comptroller

## Business Objects Manual for Labor Distribution Report

### Version 2.0

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#### 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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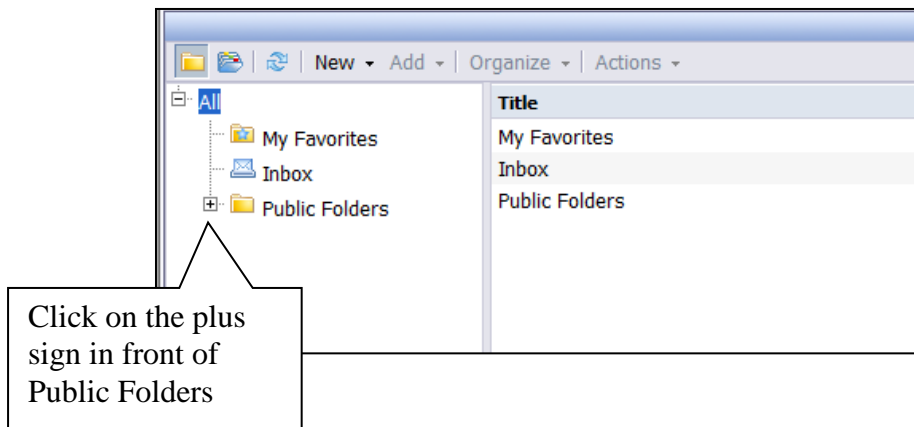
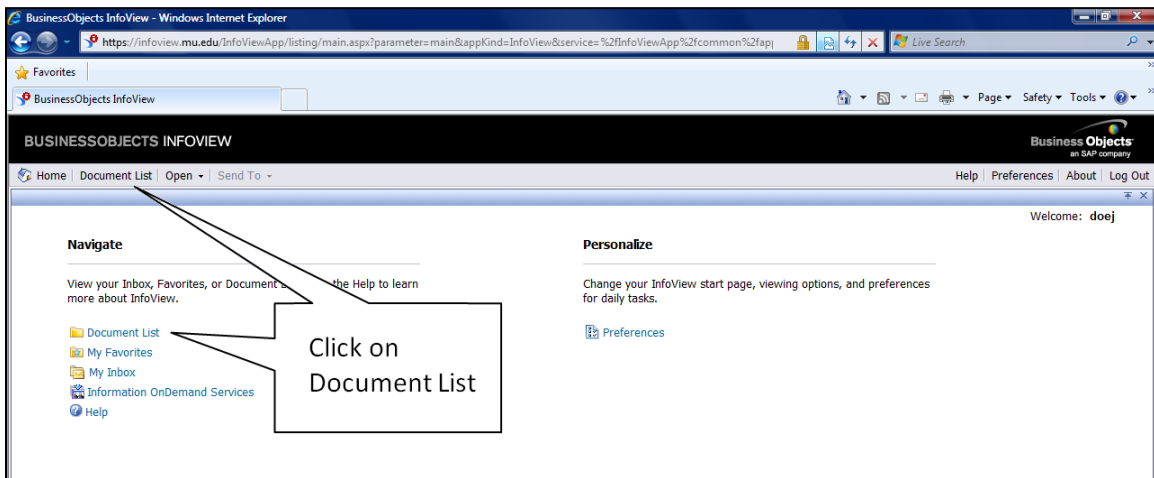
## Logging into Business Objects

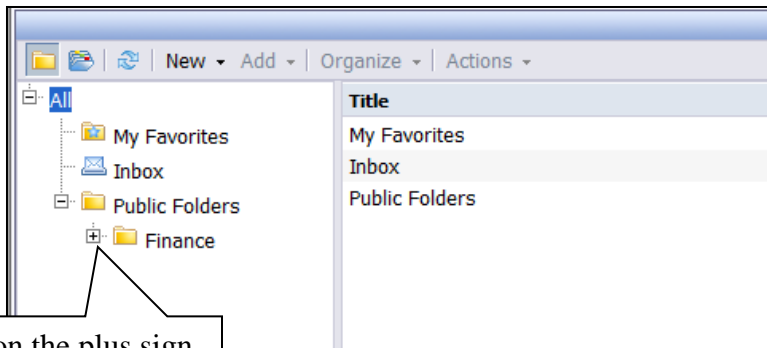
Log on to Business Objects (<https://infoview.mu.edu/InfoViewApp/Logon.aspx>).

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

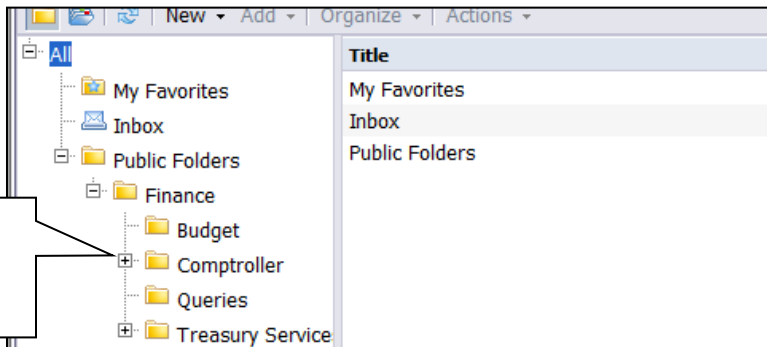
## Navigation

Select Payroll Reporting (Document List / Public Folders / Finance / Comptroller / General Ledger / Payroll Reporting)

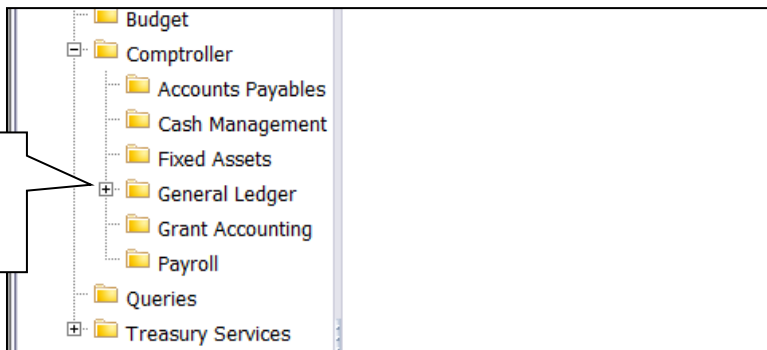




Click on the plus sign in front of Finance



Click on the plus sign in front of Comptroller



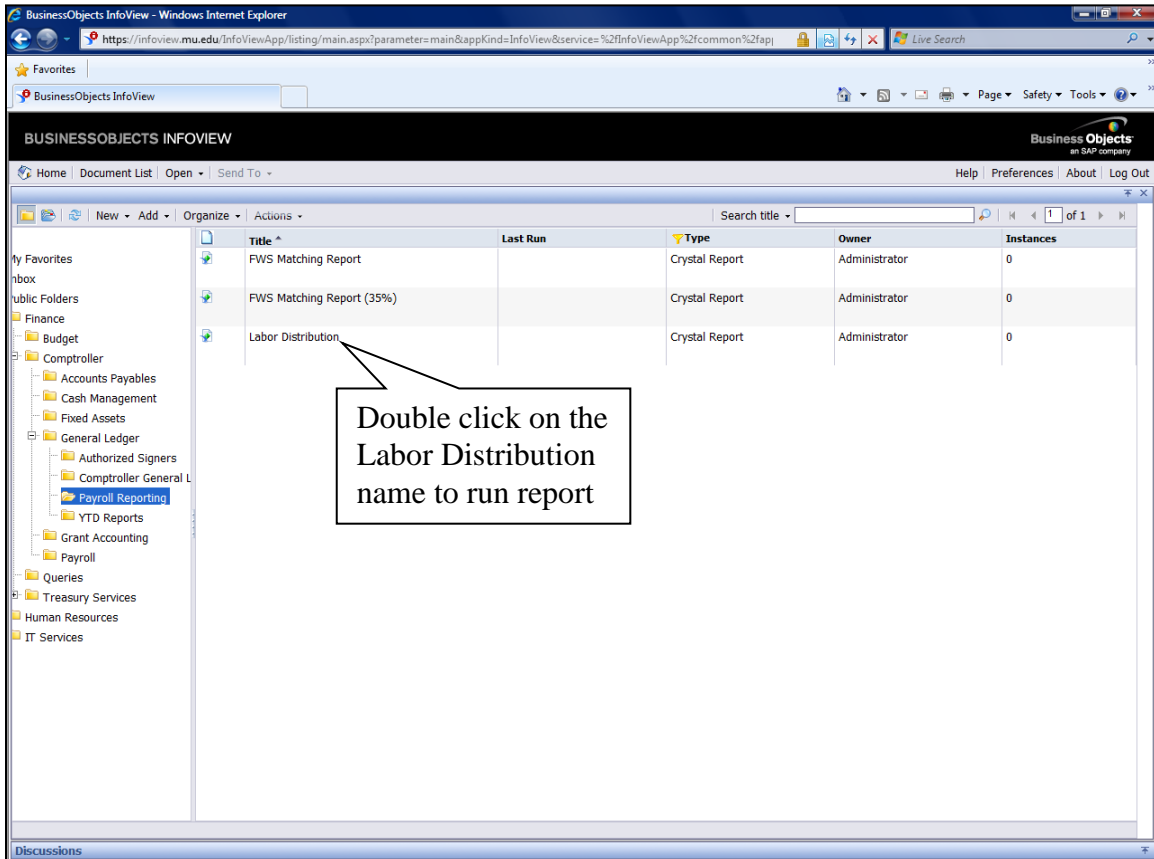
Click on the plus sign in front of General Ledger



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.



# Parameters

The screenshot shows a web form titled "View - Labor Distribution - Comptrollers Use". The form contains several input fields and a callout box. The fields are:

- User Name:** A text input field with a callout box pointing to it that says "Your MU User Name".
- Payroll Type:** A dropdown menu with a callout box pointing to it that says "Select Payroll type from pull down selections".
- Starting Payroll Date:** A date input field with a callout box pointing to it that says "REQUIRED".
- Ending Payroll Date:** A date input field with a callout box pointing to it that says "REQUIRED".
- From Responsibility Center (Optional):** A text input field.
- To Responsibility Center (Optional):** A text input field.
- From Restriction (Optional):** A text input field.
- To Restriction (Optional):** A text input field with a callout box pointing to it that says "Can be left blank".
- From Natural (Optional):** A text input field.
- To Natural (Optional):** A text input field.
- Employee Number (Optional):** A text input field.

At the bottom of the form is an "OK" button with a callout box pointing to it that says "Click OK".

**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

Emp. #	Employee Name	Emp. Cat	Date	GL Account	Amount	Hours	Payroll Name
1-01001-00000-6000							
2673	Blake, Cindy	FR	30-Jun-2010	01-01001-00000-6000	691.67	0.00	Monthly
4898	Sampson, Stanley	FR	30-Jun-2010	01-01001-00000-6000	83.05	0.00	Monthly
16904	Shaw, Flo	FR	30-Jun-2010	01-01001-00000-6000	833.37	0.00	Monthly
2589	Thornton, Ron	FR	30-Jun-2010	01-01001-00000-6000	100.04	0.00	Monthly
3258	Smitherman, Bernard	FR	30-Jun-2010	01-01001-00000-6000	499.85	0.00	Monthly
6594	Pendergraph, Austin	FR	30-Jun-2010	01-01001-00000-6000	9,056.25	0.00	Monthly
5173	Shepherd, Joan	FR	30-Jun-2010	01-01001-00000-6000	4,179.16	0.00	Monthly
2537	Brooks, Tim	FR	30-Jun-2010	01-01001-00000-6000	599.66	0.00	Monthly
6926	Cornell, Roberta	FR	30-Jun-2010	01-01001-00000-6000	83.00	0.00	Monthly
6833	Slade, Chester	FR	30-Jun-2010	01-01001-00000-6000	83.31	0.00	Monthly
3967	Wright, Wendy	FR	30-Jun-2010	01-01001-00000-6000	50.17	0.00	Monthly
2559	Swain, Dee	FR	30-Jun-2010	01-01001-00000-6000	14,157.29	0.00	Monthly
6449	Skidmore, Troy	FR	30-Jun-2010	01-01001-00000-6000	83.32	0.00	Monthly
6396	Whitlock, Kimberly	FR	30-Jun-2010	01-01001-00000-6000	299.74	0.00	Monthly

\*Sample data shown for illustration only

## Exporting Data

If Exporting Data, Select Format.

Use drop down selection to pick type of format

**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

The screenshot shows the BusinessObjects InfoView application in a web browser. The main report is titled "Marquette University Labor Distribution for All Payroll Types" for the period of 01-Jun-2010 to 30-Jun-2010. The report displays a table of employee data. A callout box with a white background and black border points to the "Log Out" button in the top right corner of the application window, with the text "Click on Log Out to exit".

Emp #	Employee Name	Emp Cat	Date	GL Account	Amount	Hours	Payroll Name
<b>01-01001-00000-6000</b>							
2673	Blake, Cindy	FR	30-Jun-2010	01-01001-00000-6000	691.67	0.00	Monthly
4898	Sampson, Stanley	FR	30-Jun-2010	01-01001-00000-6000	83.05	0.00	Monthly
16904	Shaw, Flo	FR	30-Jun-2010	01-01001-00000-6000	833.37	0.00	Monthly
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6926	Cornell, Roberta	FR	30-Jun-2010	01-01001-00000-6000	83.00	0.00	Monthly
6833	Slade, Chester	FR	30-Jun-2010	01-01001-00000-6000	83.31	0.00	Monthly
3967	Wright, Wendy	FR	30-Jun-2010	01-01001-00000-6000	50.17	0.00	Monthly
2559	Swain, Dee	FR	30-Jun-2010	01-01001-00000-6000	14,157.29	0.00	Monthly
6449	Skidmore, Troy	FR	30-Jun-2010	01-01001-00000-6000	83.32	0.00	Monthly
6396	Whitlock, Kimberly	FR	30-Jun-2010	01-01001-00000-6000	299.74	0.00	Monthly

\*Sample data shown for illustration only