


How to...


Interim Labor Distribution Summary - Operations (Detailed listing of employee salary/wages for an organization (index) by account code)

1. Choose Fiscal Year
 2. Enter the Organization Code (Index)
 3. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Column Headings


- FYTD (Year to Date Compensation Expenses)
- Last Payroll (Compensation Expenses for Last Payroll Paid)
- Labor Distr (Full-Time-Equivalent percentage allocated to Organization Code)

Labor Distribution by Document Number - Operations (Detailed listing of employee salary/wages by document code)

1. Enter the Document Number (Fxxxxxxx)
 2. Enter the Organization Code (Index)
 3. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

You can find the Document Number (Fxxxxxxx) by running a budget query in Murphy On-line Finance and drilling down on the salary/wage information.

Interim Labor Distribution Report- Restricted (Detailed listing of employee salary/wages for a restricted fund by account code)


1. Choose Fiscal Year
 2. Enter the Fund Code
 3. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Column Headings

- FYTD (Year to Date Compensation Expenses)
- Last Payroll (Compensation Expenses for Last Payroll Paid)
- Labor Distr (Full-Time-Equivalent percentage allocated to Organization Code)

Finance – ReportNet Reference

Labor Distribution by Document Number - Restricted (Detailed listing of employee salary/wages by document code)

1. Enter the Document Number (Fxxxxxxx)
 2. Enter the Fund Code
 3. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

You can find the Document Number (Fxxxxxxx) by running a budget query in Murphy On-line Finance and drilling down on the salary/wage information.

Running the Excel Reports

1. In the Excel Folder Choose the Report you would like to run
2. Run the report per instructions above depending on the report you are running
3. If File Download prompt appears-Click Open
4. If the Microsoft Excel prompt appears- Click Yes
5. To Save, Go to File and Choose Save As.
6. If a Client Authentication warning comes up, click ok.
7. Then chose Save As again and save the file. Make sure to change the file type to .xls.
8. Close excel.