

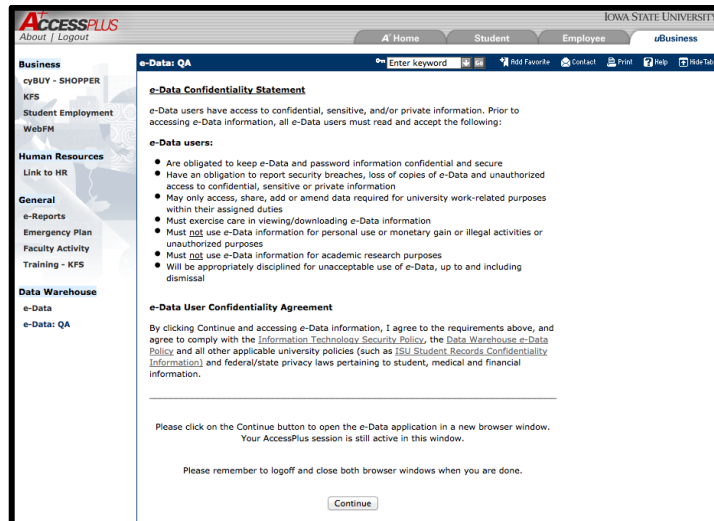
## Quick Reference Guide: Generating Labor Summary Reports

**Instructions:** Use the steps below to generate **Labor Summary Reports** in e-Data. For more information about reports in e-Data, refer to the **Understanding the e-Data Interface Job Aid**.

Labor Summary Reports include:

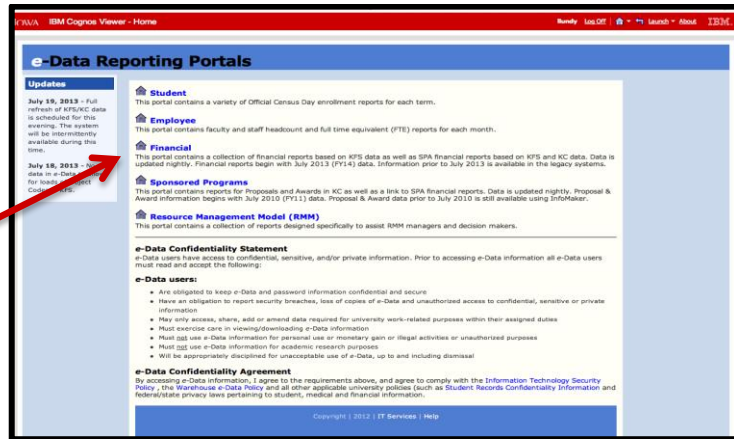
Report Type (Radio Buttons)	Description
Labor Ledger	View summarized salary, wages, benefits, and encumbrances by employee name, account, Resource Unit, or Pay Base.
Labor Object Summary	View summarized labor expenses by account and pay base as well as by object code.
Labor Object Summary by Fund Group	View summarized labor by object and pay base within fund groups.
Labor Budget Summary	View summarized labor expenses by account with budget displayed.
Job Title Summary	View employees by job title and pay base with monthly, YTD encumbrances and original encumbrance.
Overtime Summary	View monthly or YTD overtime pay, by employee or account.

1. Log into **AccessPlus** and enter your **University ID** and **Password**.
2. Click the **uBusiness** tab
3. Click **e-Data**, then **Continue**.

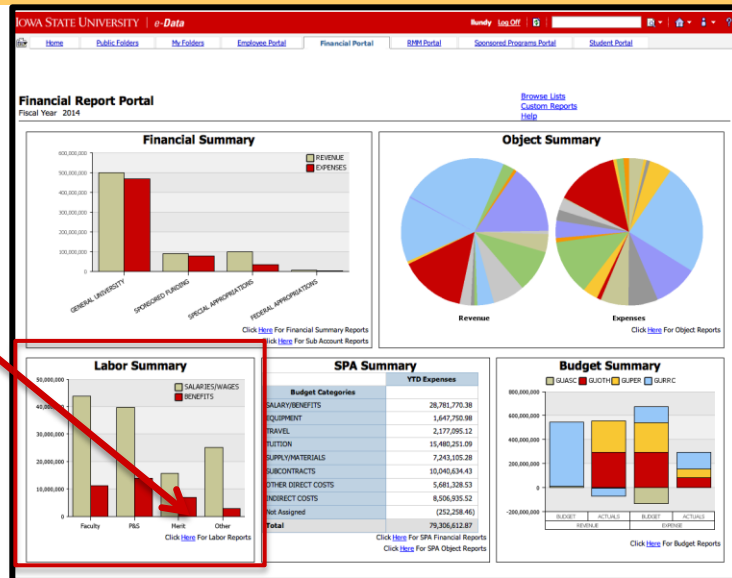


# Quick Reference Guide: Generating Labor Summary Reports

- Click **Financial** on the blue homepage to enter the **Financial Report Portal**.



- Click **Here** for **Labor Reports** on the **Labor Summary** graph.



- Choose on the **Selection Page** how you would like to enter the **Labor Summary Reports** page.

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- A) Click **Account Search** or **Employee Search** tab.
- Enter an Account Number or Employee Name or University ID.
  - Click green **Select** then **Run** button, which appears after you click **Select**.
- B) **Or Search**
- Enter one or more **Keywords** (or characters) separated by spaces, and then click **Search**.
  - Click the green **Select** button to enter the **Labor Summary Reports** page.
- Note:* Choose your selected items from the **Results** box and click **Insert** to move them into the **Choice** box.
- C) Click one of the **underlined blue links** in the Fund Group, Sub Fund Group, Resource Unit, Org Department, or Org Unit boxes.

The screenshot shows the 'Labor Portal Selection Page' with the following components:

- Employee Search:** Includes a text field for 'Enter Account Number', a green 'Select' button (A), and a 'Run' button.
- Or Search:** Includes a 'Keywords' text field, a 'Search' button (B), and an 'Insert' button.
- Select by Resource Unit:** A table with columns 'R/U Name' and 'R/U'. It lists various units like 'BI-ADMINISTRATIVE SUPPORT' and 'BI-AGRICULTURE & LIFE SCIENCES'.
- Select by Org Unit:** A table with columns 'Org Unit' and 'R/U'. It lists units like 'AG EXPERIMENT STATION' and 'COLLEGE OF BUSINESS'.
- Select by Org Department:** A table with columns 'Org Department' and 'R/U'. It lists departments like 'ACCOUNTING' and 'AGRICULTURE & LIFE SCIENCES'.
- Select by Sub Fund Group:** A table with columns 'Sub Fund Group' and 'Code'. It lists groups like 'GENL UNIV REVENUE' and 'SPECIAL APPN - BNSA'.

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7. Select one **Report Title** from the **Report List** in the top left corner of the screen.
8. Select one or more **Report Filters** from the dropdown menus.

IOWA STATE UNIVERSITY Labor Summary Reports  
Labor Ledger

Report List

- Labor Ledger
- Labor Object Summary
- Labor Object Summary by Fund Group
- Labor Budget Summary
- Job Title Summary
- Overtime Summary

Sub Fund Group

- All Sub Fund Groups
- RRC CONTROL
- GEN UNIV OTHER
- GEN UNIV PERSONNEL

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9. Click the yellow **Run** button to produce a report.
10. Click the **Excel** or **PDF** buttons to view, download, or print reports.
11. Click one of the other underlined **blue links** to view detailed information or link to other portals.

[Financial Summary Portal](#)  
[SPA Financial Portal](#)  
[Object Portal](#)  
[Sub Acct Portal](#)  
[Budget Portal](#)  
[Browse Lists](#)  
[Custom Reports](#)  
[Help](#)

Run Excel PDF