How to Run Payroll Labor Distribution Reports

1) Log into Datamart (gsource.gwu.edu) using your NetID credentials
2) Access the following folders: Analysis & Reporting > HRIS Reports > HR Finance
3) Open the Payroll Labor Distribution Report

4) Select your date range (it can be one month, many months or many years)
5) Next enter either an Org Code (Home org or banner alias), Account Code (natural account) or GWID(s)
6) If you enter an Org Code, hit “Search” to see the results; Otherwise enter an Account Code or GWID
7) Highlight the Results and “Insert” to move your result into the Choice box
8) “Select All” and “OK”. Report will generate as an Excel spreadsheet.
9) Depending on the report you run, the spreadsheet may have multiple sheets/tabs; a separate tab for each funding source and natural account