

# Labor Tally Sheet

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CST

The Labor Tally Sheet provides a way for center staff to record time spent on CACFP tasks, such as menu planning, purchasing food, and so on.

**Required Permissions:** You must have the **Financial Reports** permission enabled on your account to run the Labor Tally Sheet report.

To run the report:

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
  - **Category:** Finance
  - **Report Name:** Labor Tally Sheet
3. Click **Run**. A PDF downloads.