# Labor Tally Sheet

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 **Report: Labor Tally Sheet** 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:** Receipts
   - **Report Name:** Labor Tally Sheet
3. Click **Run**. A PDF downloads.