

Library of Payroll Reports Available in Quantum Analytics

Question	Dashboard	Analytics Report
Which employees is my department paying for? (Note: Sponsored and All Activities Dashboard reports are “budget centric” reports that provide revenue and expenses summary and detail data.)	Sponsored	<u>QA4.P4 – Award Detail</u> you can “Drill Through” on \$\$\$ to open in a report <i>in a second browser tab</i> AND it automatically displays QA4.P4.R2 (this 2 nd report opens below Award Detail report because the “Who Is This Award/Project Funding” radio button is selected by default. Tip: Right Click on Period Salary to the “Include” Posted Pay Period Name column in the result!
	All Activities	<u>QA3.P4.R1 – Budget to Actuals Summary</u> displays “How Much Budget Is Left?”. You can “Drill Through” on \$\$\$) to open QA3.P4.R1.D1 “What is the SOAPF Code Combo Makeup” <i>in a second browser tab</i> – but this answer is SOAPF centric, not Payroll centric! It is a rollup of expenses by SOAPF not payroll, <u>QA3.P5 – Budget to Actuals Detail</u> (Drill Through on \$\$\$) AND a second default report displays below it: QA3.P5.R3 – “Who is being Funded by this SOAPF Code?” (this 2 nd report opens below the Budget to Actuals Detail report because the “Who is being Funded by this SOAPF Code?” radio button is selected by default. Tip: use the Report filter to “View by” Object Code
Which report do I run to reconcile my employees retro pay? Can I do that for a group of employees?	Payroll	<u>QA5.P5 – Employee Detail</u> <i>Includes 2 answers:</i> QA5.P5.R1 (“How is a particular employee's salary being paid?”) QA5.P5.R2 (“When were salary charges posted and affected?”)
Who are the employees on one or more Awards?	Payroll	<u>QA5.P4 – Payroll Detail-Sponsor</u> – answers one question: QA5.P4.R1 – “Who are the employees on this budget?” Includes Pay Period and encumbrances. Can select multiple awards. Tip: Right Click on “Posted Pay Period” to “Include” the “Affected Pay Period Name” row as a column header
Who are the employees on one or more SOAPFs?	Payroll	<u>QA5.P3 – Payroll Detail-GL</u> – results in: QA5.P3.R1 Who are employees on this budget? (Can choose one or more SOAPFs) Tip: Right Click on “Posted Pay Period” to “Include” the “Affected Pay Period Name” row as a column header
Which organizations employees are we paying for and how?	Payroll	<u>QA5.P2 – Payroll Portfolio by Funding Department</u> (QA5.P2.R1) – “What Organizations’ Employees Are We Funding and How Are We Funding Them?” Tip: Right Click on a \$\$ hyperlink to open a 2 nd report in a new browser tab: QA5.P2.R1.D7 – “Who are the employees on this budget?”
Which of my employees get some of their pay from my department and some from other departments?	Payroll	<u>QA5.P1 - Payroll Portfolio by Home Department</u> QA5.P1.R1 – “What Organizations Are Funding Our Employees And How Are They Funding Them?” Tip: Right Click on Funding Department column header to “Include” Home Dept. Also - Right Click on Funding Department and Include Salary & Fringe as a column. Tip: Right Click on a \$\$ hyperlink to open a 2 nd report in a new browser tab: QA5.P1.R1.D1 – “Who are the employees on this budget?”
What Is The Health Of My Payroll Activities? – PCA Info Tiles	Org Health Check	<u>QA2.T11 – PCA Balance</u> “Drill Through” to SOAPF Level
Results are one dataset – not a Pivot Table. Typically saved as Formatted Excel or CSV format.	Downloads Management	<u>QA6.P2 – Payroll</u> results in QA6.P2.X1 <u>QA6.P7 – Transaction Details Union</u> (for Actuals) results in QA9.P1.X01