

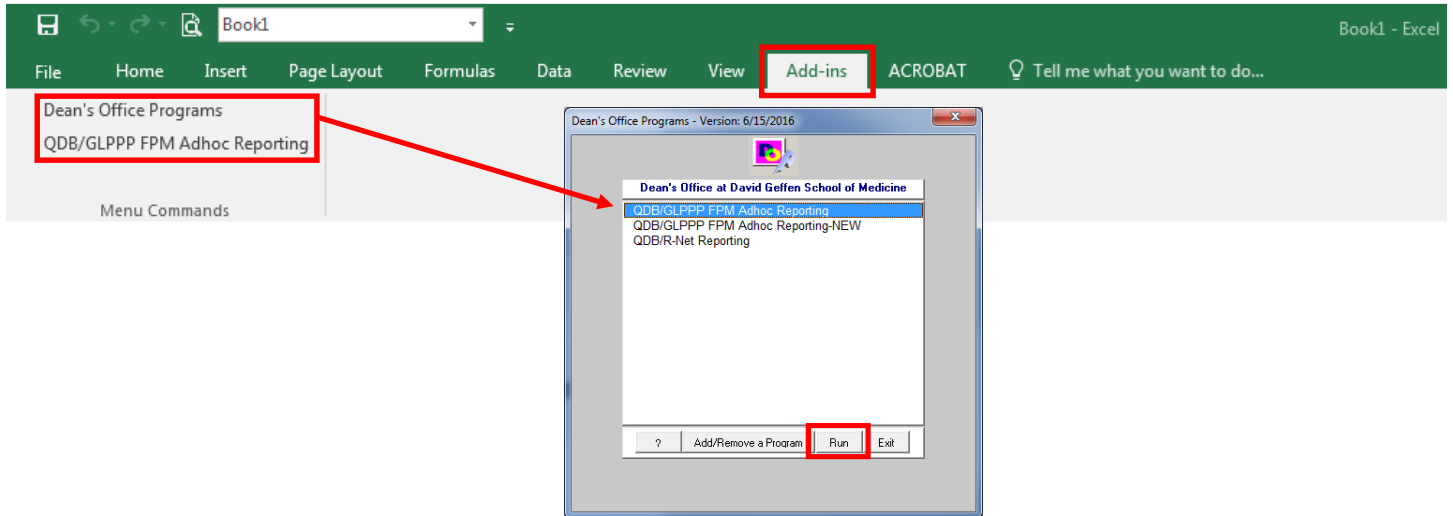
HOW TO DOWNLOAD/RUN ZEE PAID REPORT

Created April 17, 2017

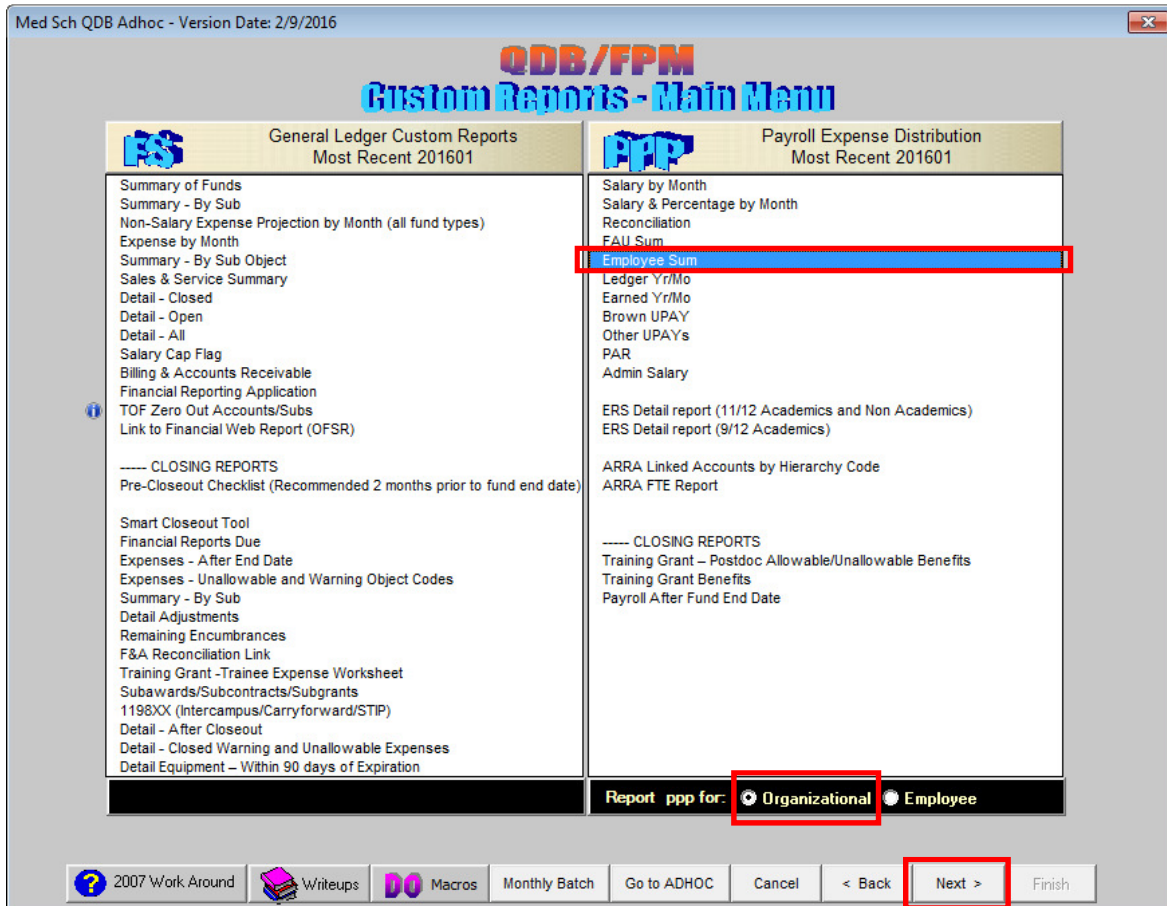
To enter z paid into the LAY, you'll need to reference your Zee request and run a QDB download.

STEPS

Open Excel → go to Add-Ins → Dean's Office Programs → QDB/GLPPP FPM Adhoc Reporting → Click Run



From the PPP side of the menu → Employee Sum → Report ppp for: Organizational → Click Next



Enter your Division's 4 digit Department Code → Leave rest default asterisk "*" & all Staffing Groups checked ✓ → Click Next

Organization Unit for Employee Sum

Select the organization unit to report by

To specify all possible values, use an "*".

Department	1565
Sub Division	*
Division	*
Organization	*

Get Last Org Unit

Select the staffing group or groups to report by

Faculty Housestaff Staff All

Cancel < Back **Next >** Finish

Enter DOS code **ZDN** → click Next

FAU for Employee Sum

Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an "*".

Account:	*	
CC:	*	
Fund:	*	Find Accounts
Project:	*	
Sub:	*	
Object:	*	
Title Code:	*	
DOS:	ZDN	

Get Last FAU

Batch Processing

Load Collate Reports

Convert FAU to upper case

Cancel < Back **Next >** Finish

For period, you can run it by quarter or YTD. It's really whatever best suits your needs (i.e. if you want to see what's been paid to date or what was paid in the last quarter). Once you've selected your period, run by **Date Source: Ledger Year/Month (paid)** → Click Next → Click Finish

Sample report below:

PAYROLL: EMPLOYEE SUM ALL-ALL-ALL PAID FROM JANUARY 2017 TO MARCH 2017 Date: 04/17/2017																		
Employee Name	Employee ID	Led YM	Earned Date	Fund	Account	CC	Sub	Project	Object	DOS	Title Code	Time	H %	Pay Rate	Gross Earnings	Total Benefits	Total Pay	Trf Ind
		201703	12/31/16	62165	401028	1A	02		1031	ZDN	1732	0.0000	%	79,650.00	79,650.00	7,216.31	86,866.31	Y
Employee Name BRUIN, JOSEPH															79,650.00	7,216.31	86,866.31	
		201703	12/31/16	62165	401028	1A	02		1031	ZDN	1454	0.0000	%	62,500.00	62,500.00	5,662.50	68,162.50	Y
Employee Name BRUIN, JOSEPHINE															62,500.00	5,662.50	68,162.50	
		201703	12/31/16	62165	401028	1A	02		1031	ZDN	1733	0.0000	%	31,525.00	31,525.00	2,856.17	34,381.17	Y
Employee Name CRUISE, THOMAS															31,525.00	2,856.17	34,381.17	
Employee Name Grand Total															173,675.00	15,734.98	189,409.98	