## 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.

## <u>STEPS</u>

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

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File Home Insert	Page Layout	Formulas	Data	Review	View	Add-ins	ACROBAT	${\mathbb Q}$ Tell me what you want to do	
Dean's Office Programs QDB/GLPPP FPM Adhoc Repo Menu Commands	orting	<u> </u>	Dea	n's Office Program Dean's I QDB/GLI QDB/GLI QDB/R-N	s - Version: 6/1 Diffice at David PPP FPM Adh PPP FPM Adh et Reporting	5/2016	edicine		
				2	Add/Remove a	a Program	Exit		

From the PPP side of the menu  $\rightarrow$  Employee Sum  $\rightarrow$  Report ppp for: Organizational  $\rightarrow$  Click Next

Med Sch QDE	3 Adhoc - Version Date: 2/9/2016	×						
	Gustom Rano	/FPM ns - Main Manu						
	General Ledger Custom Reports Most Recent 201601	CODE/FFM         Constraint Reports       Chain Hamman         edger Custom Reports       Payroll Expense Distribution Most Recent 201601         Month (ail fund types)       Salary by Month Salary & Percentage by Month Recent 201601         Month (ail fund types)       Earned YrMo Earned YrMo Brown UPAY Other UPAY's PAR Admin Salary         R)       ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics)         ARRA Linked Accounts by Hierarchy Code ARRA FTE Report       ARRA Linked Accounts by Hierarchy Code ARRA FTE Report Training Grant — Postdoc Allowabie/Unallowabie Benefits Training Grant = Postdoc Allowabie/Unallowabie Benefits Training Grant = Postdoc Allowabie/Unallowabie Benefits Payroll After Fund End Date         Vorksheet Ints rd/STIP)       Report ppp for: Organizational Complexe         weble Expenses of Expiration       Report ppp for: Organizational Complexe						
0	Summary of Funds Summary - By Sub Non-Salary Expense Projection by Month (all fund types) Expense by Month Summary - By Sub Object Sales & Service Summary Detail - Closed Detail - Closed Detail - All Salary Cap Flag Billing & Accounts Receivable Financial Reporting Application TOF Zero Out Accounts/Subs Link to Financial Web Report (OFSR)	Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY Other UPAYs PAR Admin Salary ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics)						
	Pre-Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Checklist (Recommended 2 months prior to fund end date) Financial Reports Due Expenses - After End Date Expenses - Unallowable and Warning Object Codes Summary - By Sub Detail Adjustments Remaining Encumbrances F&A Reconciliation Link Training Grant -Trainee Expense Worksheet Subawards/Subcontracts/Subgrants 1198XX (Intercampus/Carryforward/STIP) Detail - After Closeout Detail - Closed Warning and Unallowable Expenses Detail Equipment – Within 90 days of Expiration	ARRA FTE Report ARRA FTE Report CLOSING REPORTS Training Grant – Postdoc Allowable/Unallowable Benefits Training Grant Benefits Payroll After Fund End Date Report ppp for: Organizational Employee						
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Zee Paid Report

Enter your Division's 4 digit Department Code  $\rightarrow$  Leave rest default asterisk "\*" & all Staffing Groups checked  $\checkmark \rightarrow$  Click Next

Organization Unit for Employee Sum		x
Select the organize	ation unit to report by	
	To specify all possible values, use an <sup>tet</sup> .	
Department	1565	
Sub Division	×	
Division	× GetLast	
Organization	* Org Unit	
Select the staffing g	roup or groups to report by	
✓ Faculty	🔽 Housestaff 🔽 Staff 🔽 All	
	Cancel < Back Next > Finish	

Enter DOS code **ZDN**  $\rightarrow$  click Next

FAU for Employee Sum	×							
Enter th the valu	e components of an FAU to report on. To enter multiple values, separate es with commas. To specify all possible values, use an <sup>tet</sup> .							
Account:	× 🧖 🦉							
CC:	x							
Fund:	* Find Accounts							
Project:	x							
Sub:	× Get Last FAU							
Object:	*							
Title Code:	×							
DOS:	ZDN							
Batch Processing								
Conve	rt FALL to upper case							
	Cancel < Back Next > Finish							

## Zee Paid Report

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)**  $\rightarrow$  Click Next  $\rightarrow$  Click Finish

Date for Employee Sum										
	MOST RECENT CLOSED PPP									
MARCH, 2017										
Enter a date range on which to report. Choose 'All' in order to get all available QDB data for your selected FAU.										
EITHER select here	From         January         2017         Image: Constraint of the second seco									
OR here	Γ All									
	Date Source           Image: Construction (paid)         Image: Pay Period Ending (earned)									
	Cancel < Back Next > Finish									

## Sample report below:

PAYROLL: EMPLOYEE SUM	ALL-ALL-AL	L PAID FF	ROM JANUA	RY 201	7 TO MARCH	201	7 Da	te: 04/17	/2017									
Employee Name	Employee ID	Led YM	Earned Date	Fund	Account	сс	Sub	Project	Object	DOS	Title Code	Time	н %	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, J	IOSEPH														79,650.00	7,216.31	86,866.31	1
		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, J	OSEPHINE														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	1
Employee Name Grand T	otal														173,675.00	15,734.98	189,409.98	i