

Questica HR Expenditure Reporting User Guide

1. Purpose / Overview

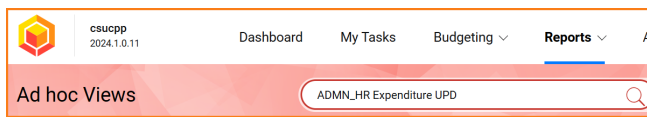
This guide provides step-by-step instructions for accessing, filtering, and exporting data from the Questica Ad Hoc View HR report.

2. Prerequisites

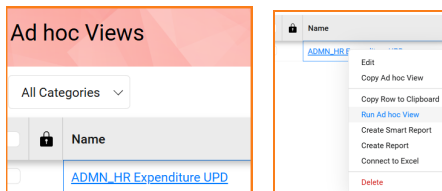
- Questica system access
- Report name provided in the Questica Welcome Email

3. Accessing the Report

1. Log into Questica. [Questica - Dashboard](#)
2. Navigate to Reports > Configuration > Ad Hoc Views.
3. Search for the report name.

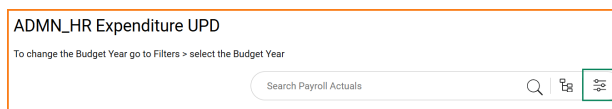


4. Right-click the report and select "Run Ad Hoc View."

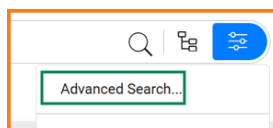


4. Filtering the Report: Single Pay Period End Date

1. Select the Advanced Search icon.

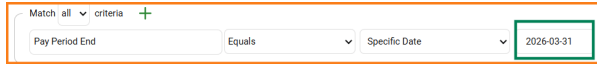


2. Select Advanced Search to Open filter criteria.

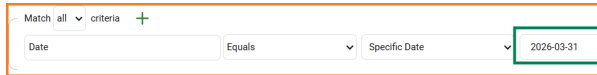


3. Select 'Pay Period End Date' to retrieve Actuals for the current month.

Select 'Date' to retrieve records for Actuals and Adjustments processed in the current month.



Match all criteria +
Pay Period End Equals Specific Date 2026-03-31

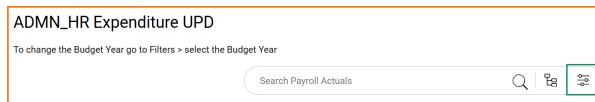


Match all criteria +
Date Equals Specific Date 2026-03-31

4. Click Search.

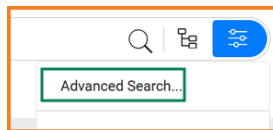
5. Filtering the Report: Multiple Pay Period End Dates

1. Select the Advanced Search icon.



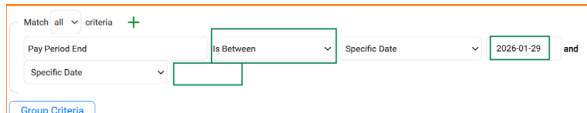
ADMN_HR Expenditure UPD
To change the Budget Year go to Filters > select the Budget Year
Search Payroll Actuals

2. Select Advanced Search to Open filter criteria.



Advanced Search...

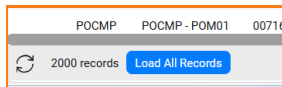
3. Select highlighted boxes to change filter Criteria by Pay Period End Dates.



Match all criteria +
Pay Period End Is Between Specific Date 2026-01-29 and
Specific Date
Group Criteria

6. Exporting Data

1. Select Load All Records (located bottom left corner of screen)



POCMP POCMP - POM01 00716
2000 records Load All Records

2. Select Export icon to download the data into Excel (located upper right corner of screen)



Open Ad hoc View Value Bar Layout Export