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

• HR Report Name - provided in the Questica Welcome Email

3. Accessing the Report

1. Log into Questica. Questica - Dashboard

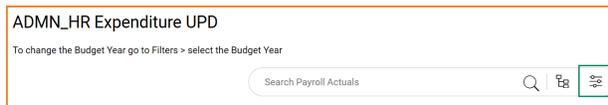2. Navigate to Reports > Configuration > Ad Hoc Views.

3. Search for the report name.
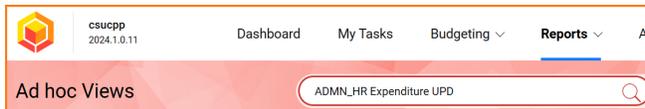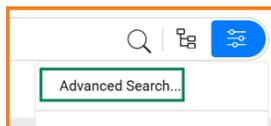

4. Right-click the report and select "Run Ad Hoc View."

4. Filtering the Report: Single Pay Period End Date

1. Select the Advanced Search icon.

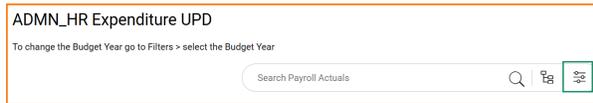2. Select Advanced Search to Open filter criteria.
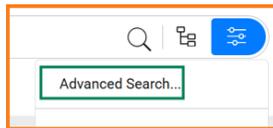
3. Select Pay Period End Date.

4. Click Search.

5. Filtering the Report: Multiple Pay Period End Dates
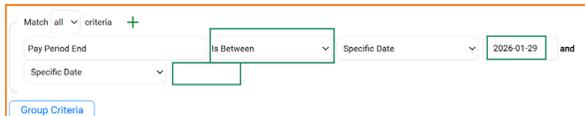
1. Select the Advanced Search icon.

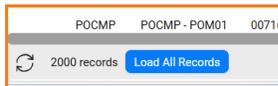2. Select Advanced Search to Open filter criteria.

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

6. Exporting Data

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

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