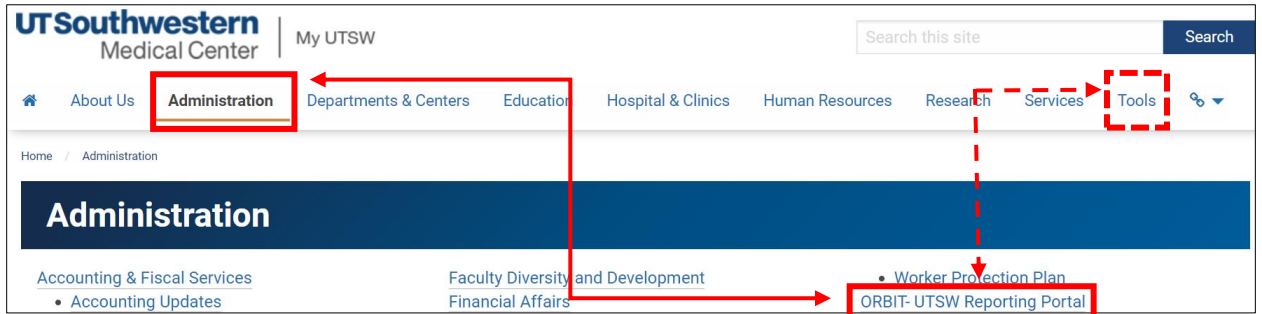


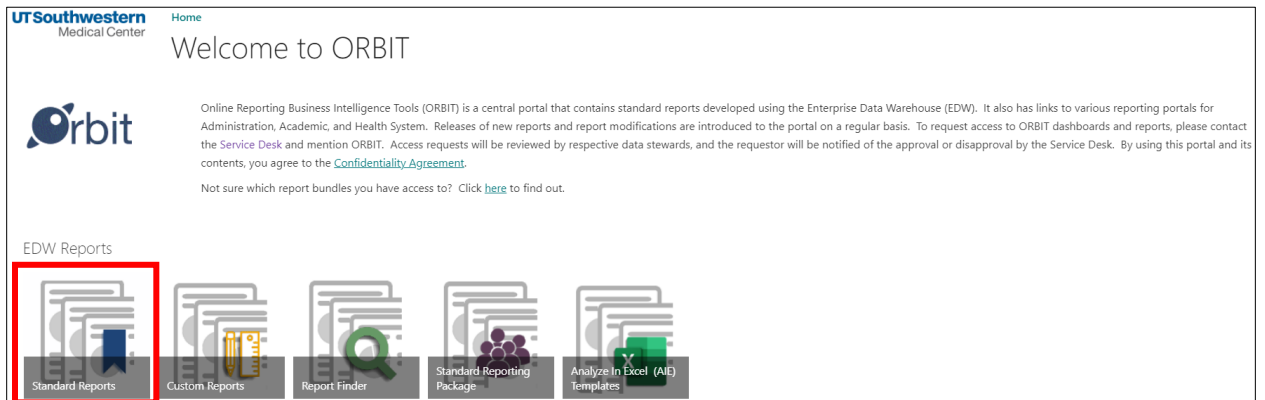
Q10. How do I pull the payroll detail report in Orbit that the financial reporting team uses?

To pull the payroll detail report in Orbit, use the **GL Payroll Employee Expenses (PFI001)** report:

1. Open the link for [Orbit](#) Reporting Portal. Note: Orbit can be found on the UTSW intranet through the tabs labeled Administration or Tools.



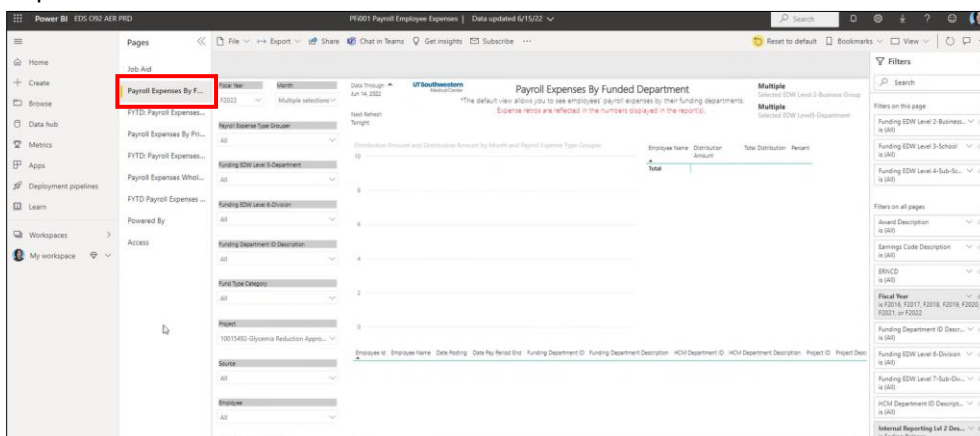
2. The Orbit main page will open. Click “Standard Reports.”



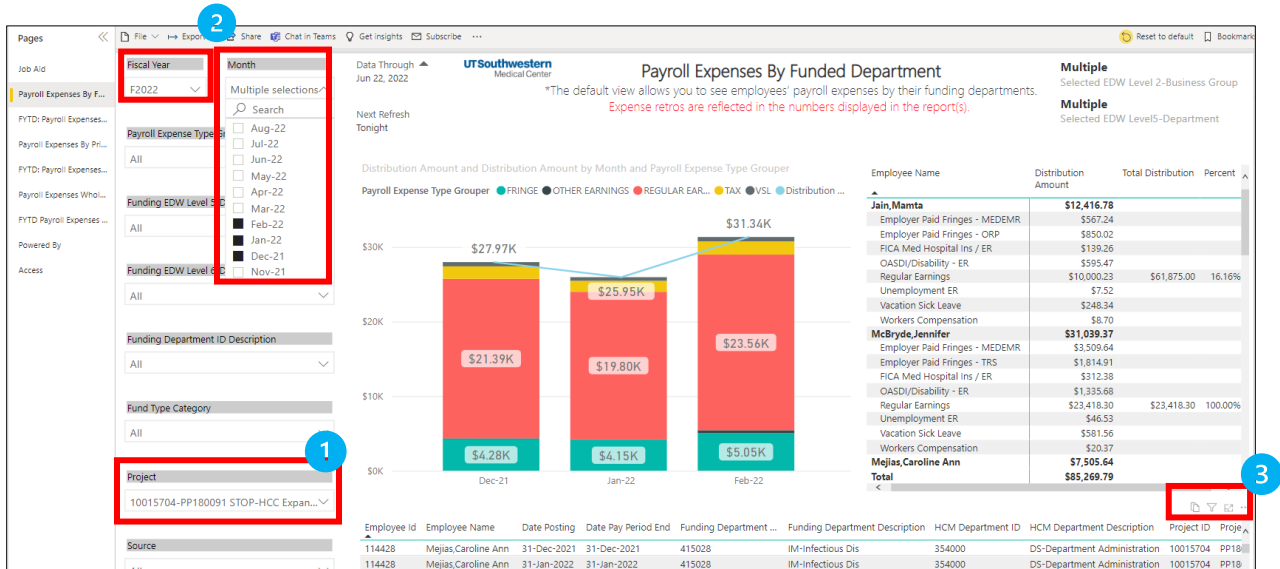
3. Scroll down to the Subject Area for “Leave, Payroll, and Timekeeping”, then locate PFI001 (GL Payroll Employee Expenses). Using the right click button on your mouse, open the Full Version in a new window. (Note: opening in a new window allows users to easily return to the Orbit page).



4. The report should open to the default homepage labeled “Payroll Expenses by Funding Department” as demonstrated below.



- Search for the Project ID in the Project box (see 1). Select the fiscal year and months that you would like to view. To select more than one year/month, hold down the Control key on your keyboard and select the years/months (see 2) for which you are searching.



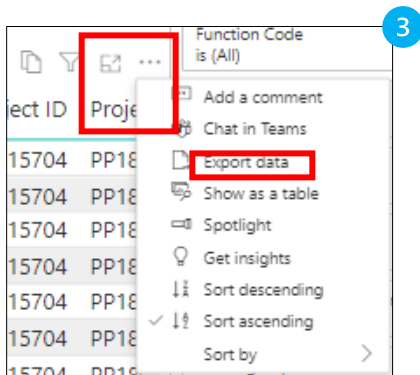
- In the field with the magnifying glass icon, enter the Project ID number.

The screenshot shows the 'Project' filter dropdown menu. The search field contains the Project ID '10015704-PP180091 STOP-HCC Expan...'. A red box and number '1' highlight the search field.

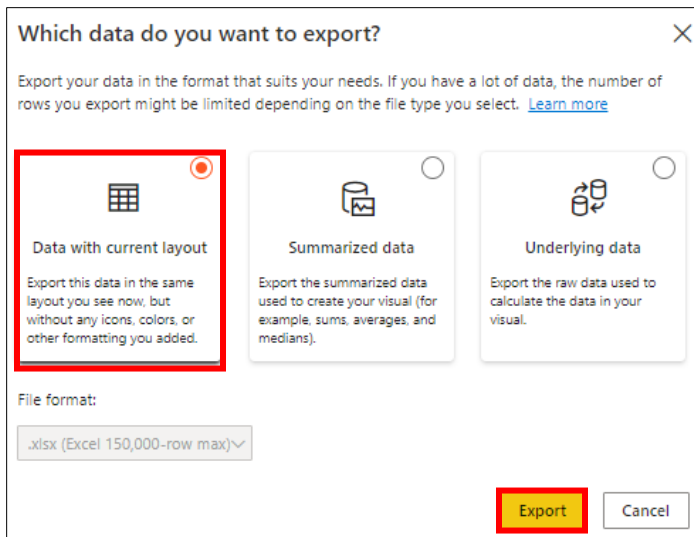
Note: the drop down menu will switch its appearance once you enter the Project ID number – no action needed to correct this. See example below:

The screenshot shows the 'Funding EDW Level 6-Division' dropdown menu. The search field contains the Project ID '10015704'. A red dashed box highlights the search field and the resulting dropdown options.

- Once you have entered your search parameters, the report auto-generates accordingly. You may choose to export the list into Excel. To do this, locate the ellipses in the bottom right corner (see 3 in screenshot on previous page), just above the column labeled Project Description.



A popup will appear. Select "Data with current layout" and click the Export button.



8. Once your data is exported to Excel, you are able to filter the payroll detail data as needed.

END OF INSTRUCTIONS