Staff Profitability Report Automation

Category: Reporting and dashboards

Problem: Monthly profitability reporting required manual payroll extraction and revenue matching.

What I Built: Created a guided payroll upload and automated revenue summary generator with structured monthly reporting tabs.

Tools Used: Google Sheets, Google Drive, Google Apps Script

Output: Monthly profitability report and revenue summary table

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Staff Profitability Report Automation

Google Sheets + Drive + Apps Script

Quick backstory

This started because month-end staff profitability reporting was getting messy and manual. Payroll data lived inside a PDF, revenue lived in a separate billing export, and the monthly spreadsheet needed a fresh tab every time. It worked, but it relied on copy-paste and careful checking, which is where mistakes usually happen.

So I turned it into a guided monthly flow inside Google Workspace where you upload a file, click a few buttons, and review the result.

The problem

A typical month-end cycle looked like this:

- Find the latest payroll PDF

- Manually pull out staff pay details and allowances

- Paste values into the right rows and columns

- Create the next month tab and clear the correct fields

- Pull billed totals per practitioner from another spreadsheet

- Build a revenue table by month

- Rename and file payroll documents properly

For a growing team, this can easily take 2 to 4 hours per month, plus a high risk of small errors like mis-pastes, wrong month tabs, or missing staff rows.

The system I built

Instead of treating this as manual reporting, I turned it into a guided monthly workflow.

Step 1: Simple payroll PDF upload
 Inside the spreadsheet, there's a sidebar where the user uploads the monthly payroll PDF into the correct Drive folder. It validates file type and shows a clear success message with a Drive link.

Step 2: Automatic payroll extraction into a clean table
 The system reads the latest payroll PDF, extracts key pay components per staff member, and

writes them into a structured sheet (ready for reporting). It automatically cleans duplicates and keeps the most complete record per employee.

Step 3: One click monthly tab preparation
The system creates the next month's tab from the latest template, clears only the fields that need fresh input, then fills the new month tab by matching employee IDs automatically.

Step 4: Monthly revenue summary table
A separate button builds a revenue summary for the current year. It groups billed totals by practitioner and month, then writes a clean monthly table into the report workbook.

Step 5: Auto filing of processed documents
After processing, the payroll PDF and its converted copy are renamed and moved into a "Processed" folder, so month-end files stay organized without manual filing.

The tools used

- Google Sheets

- Google Drive

- Google Apps Script

- Custom sidebar (HTML, CSS, JavaScript)

The measurable result

Typical month-end impact for a small to mid-sized clinic team:

- Before automation: ~2 to 4 hours of manual work per month

- After automation: ~10 to 25 minutes of guided clicks plus review

- Roughly 80 to 90% reduction in admin time

- Fewer reporting mistakes because the system handles matching, tab creation, and structured summaries

Other tasks this same pattern can support

- Monthly dashboards (cost vs revenue vs margin per practitioner)

- Staff performance packs and monthly scorecards

- Revenue variance reports (this month vs last month)

- Auto-generated management reports

- Recurring exports and file organization for payroll, billing, invoices, and statements