

School of Medicine Dean's Office QDB/GLPPP FPM AD HOC Reporting Program Adhoc Section

Overall Description

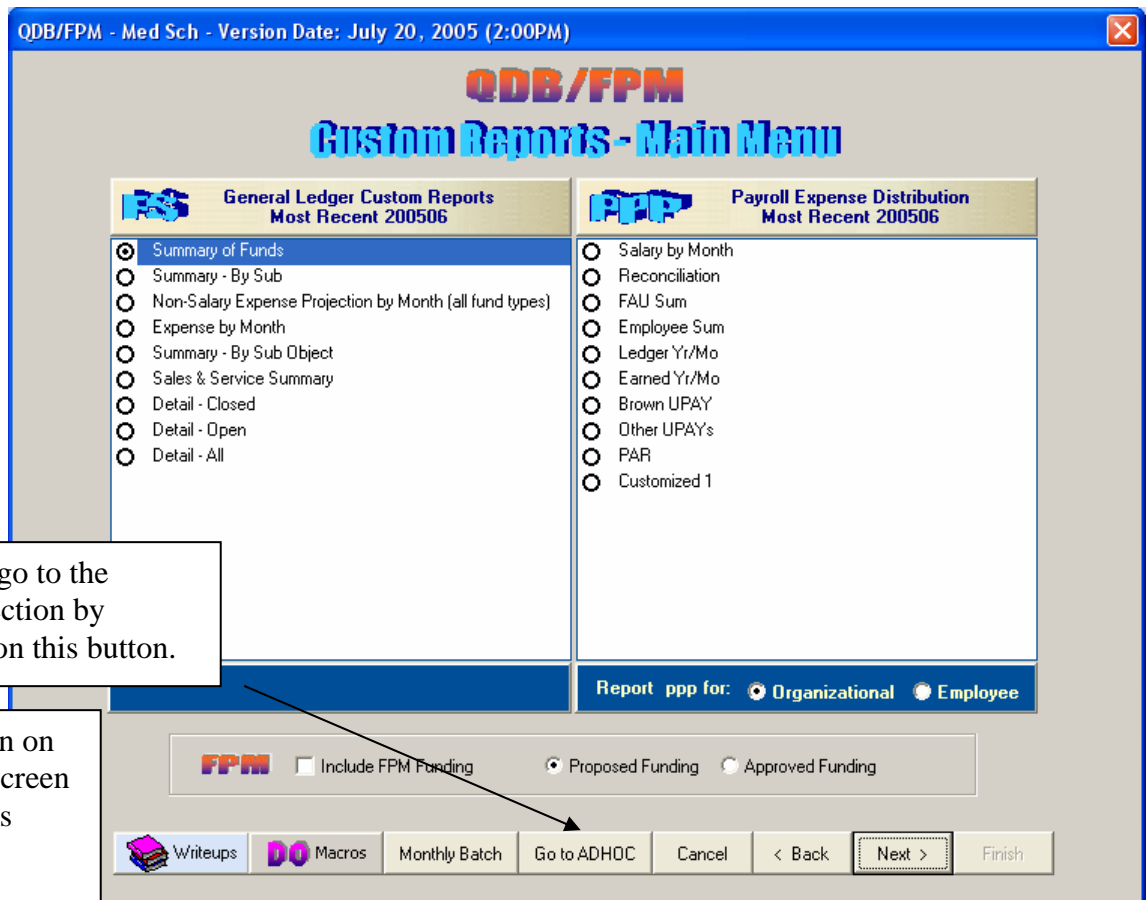
The QDB/GLPPP FPM ADHOC Program is a user-friendly computer program that is used in conjunction with Microsoft Excel to retrieve data from the FS Query Database (QDB) and to format that data in a useful manner. By specifying criteria in a series of screens presented to you, this tool enables you to retrieve information on both financial and payroll transactions. You can also save the criteria for your custom reports. Once you retrieve the information, you will be able to manipulate the data in a variety of ways by taking advantage of functions built into Excel. Currently QDB contains payroll transactions back to February 1995 and General Ledger transactions back to January 1994.

In addition to the flexible "Custom Reports", this program has an "Ad Hoc" component that allows you to easily build and save your own queries, customized to your own unique personalized needs. The variety of these types of reports is quite large.

Downloading the Program

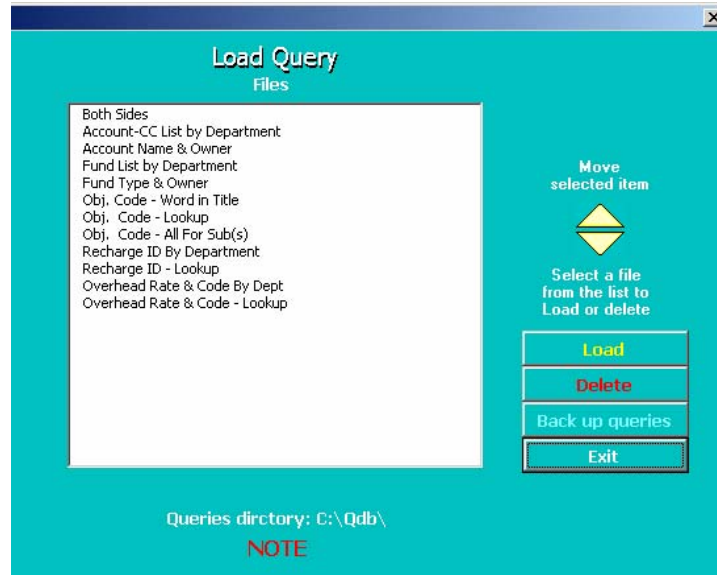
This tool can be downloaded from http://www.deans.medsch.ucla.edu/Deans/dn_load.htm. Click on "All Dean's Office QDB Applications". You will see the QDB GL/PPP AdHoc Program. Saved queries can be downloaded from the same web page.

Once the program is installed, in Excel, under Tools, click on QDB/GLPPP FPM ADHOC REPORTING. The following familiar screen will show up after logging in.



Loading, Modifying, and Saving Existing Queries

When you are in the AdHoc section, if you click on “Load Queries”, the following screen will show up. This is a list of the saved queries as part of the startup package. In a matter of seconds, you can modify the saved queries to better match your personal preferences. You can also create new queries.



- Double click on the saved query that you want to run. You will see a list of the fields that will be displayed in your report. And under “For the following criteria”, you will see the selected criteria.
- Modify the criteria to match your needs by double clicking on the criteria you need to change and change it.
- Click on “Run Query” to get the data
- In addition to the data, you might get a sheet showing the explanation of the codes of certain fields. If you don’t want to get this sheet every time, you can turn it off by unclicking the “Create a value sheet” box at the bottom of the “Menu” screen.
- To save your revised query, containing your own criteria, under Tools, click on QDB/GLPPP FPM ADHOC REPORTING. The most recent query you ran will appear. Click on “Save Query”. If the query name looks fine, just click on “Save” and to the override question, say yes. If not, change the query name and then click on “Save”.

You can also add or delete display fields as you wish. If the saved query has some fields that you don’t need, after loading the query, simply click on “Display Fields”, highlight the field that you don’t want and click on “Delete”. To add a field, click on “Select Display Fields” to see a list of the groups of data. Choose the group you are interested in. A list of the related fields will be displayed for you to choose from by clicking on it. You can subsequently move these fields up or down or delete them as needed. When you are satisfied with your selections, save the query as described below.

Saving Queries

In the Adhoc section, from the Menu screen, click on Save Query; give it a name and click “Save”.

All queries get saved to your “c” drive, under c:\qdb (default directory). Dean’s Office has created some saved queries for the AdHoc section only. You can download and use them as a starting point. First time users can download the AdHoc Program AND the saved queries from the web address indicated on the previous page. As mentioned above, the program only needs to be downloaded once, future updates are done automatically. If for

some reason you wish to download the Dean's Office queries again, you must do so **WITH CAUTION**. If you have customized the saved queries to your own needs or if you have created your own, if you download the saved queries from the web site, they will replace your own saved queries. There is a warning message on the website to help prevent this from happening.

To retrieve/load the saved queries, click the "Load Query" button and the Dean's Office pre-set saved queries plus any that you may have previously created and saved in the Adhoc section will show up on the screen. Once we get used to saving our queries, we tend to become dependant on them. Therefore, we want to make sure we don't lose them by accident!

This kind of accident could happen in the following situations:

- replacing your customized saved queries by the Dean's Office pre-set saved queries, as explained in the 1st paragraph of this page – make sure and discuss this with your CSC.
- the "c" drive on your computer crashes and there is no backup
- you get a new computer and your saved queries don't get copied from your old computer to your new one.

The solution is to **backup your saved queries** every once in a while, to any drive that you like i.e. network drive, cd drive, a:\=floppy etc. To do that, click on "Back up queries" button and indicate which drive/directory to copy to. All your Custom and AdHoc saved queries get backed up.

(Note: in case you are interested to know, each time you save a new query, the program creates a new "query file" on your c:\qdb drive called something like: GLPP0001, GLPP0002, etc. In addition there is a text file which manages/controls the display of the list of saved queries on the screen. The text file is called GLPPPQys).

Creating New Queries

To create a query, using any tool, you need to specify the fields you want to see in a report and you need to specify the criteria for narrowing down the search, i.e. dept. code and/or time period and/or object code, etc. Sometimes you might use a field to specify certain criteria and also display the same field in your report.

To build a new query, in Excel, under Tools, click on QDB/GLPPP FPM ADHOC REPORTING . From the QDB/FPM Custom Reports-Main Menu screen click on "Go to ADHOC" button. On the Menu screen click on "New Query".

- Click on "Select Display Fields" to see a list of the groups of data. Choose the group you are interested in. A list of the related fields will be displayed for you to choose from by clicking on it. You can subsequently move these fields up or down or delete them as needed.
- Click either on the "Menu" button and then "Select Criteria Fields" or click on the "Criteria" button to go straight to the criteria screen. You will see the list of the groups of data. Choose the group you are interested in. A list of the related fields will be displayed for you to choose from by clicking on it. Multiple values for criteria are specified by separating the values with commas in the Enter Value Criteria screen. For example if you wanted to include two accounts as criteria, the values would be entered as 443851, 443852. Once you finish specifying your criteria, click on Menu, review the completed query to make sure the criteria is narrowing it enough either by department code and/or date and/or object code or other so that you don't get a run away query, due to accidentally trying to pull down too much data.

CAUTION: when you choose "Criteria" or "Display" fields from different groups, in the background the program links different tables on the QDB. Linking some tables together might result in not getting all the data that you expect. It is best to start simple, within one group on the list and then expand as we feel more comfortable with the data we are getting.

(If you switch back and forth between "criteria" and "display" screens, you can tell if you are in the criteria or display screens, by looking at the upper left corner of the screen.)

It is a good idea to save your query before running it, so that if it ends up being a run away query, and you end up exiting Excel, you don't have to start over and build your query again. If that happens and you have saved your query, you can load it again and make modifications to improve it and save it and run it again.

Importing and Exporting Saved Queries

If you create a query and your colleague would like to have it as well, or as a manager you wish to distribute a query to your fund managers you can do this through the import and export features of the Adhoc program. In the Adhoc program either design and save a new query or load an already existing one. With the query on the screen, click the "Export Query" button. Information about the query is transferred to an Excel worksheet. Close the Adhoc query window by clicking the "X" at the upper right hand of the window. You then need to email the excel file with the query information to the person(s) you wish to receive it. This can be done in either of two ways. You can either send it within excel by selecting File, Send To, Mail recipient (as Attachment) or you can save the excel file and then send the file as an attachment through your mail program (such as Outlook). For recipients to import the query, you go to File, new in Excel (a blank worksheet), then go to the mail program and open the attachment. Information about the query appears in the excel sheet. Then, go to the Adhoc program and from the Menu select Import Query. The "exported" query will appear in the main menu screen. You can then use, save, modify and run the query as needed.

Start in Custom, Take to Ad Hoc

For some of the Custom Reports you can start a query within the "Custom Reports" section and "take it" to the ADHOC section to modify and enhance it. This will save you some time because you won't have to start building a report from scratch. Choose the custom report that you want to take to AdHoc, go through the various screens. On the last screen, instead of hitting "Finish", click on the "Go to ADHOC" button. Add criteria or display fields as explained above. If you save this query, it will be in the AdHoc section. Please note that starting in "Custom" and taking to AdHoc does not work for all custom reports, for example it doesn't work from the "Summary by Sub" or the "Sales and Service" reports. You will see the "Go to ADHOC" button on the final screen for reports that allow this option.

CAUTION: The month of June has some complications due to the fact that we have Preliminary, Interim, Final, etc. The "Custom" section of the program has all the necessary rules built in to make June work the way we need to for reports that use summarized amounts. However, it was quite impossible to build the same rules on the AdHoc side. Therefore if you use summary amounts in the AdHoc section, be cautious and double check your amounts using other sources. For "Detail" reports, there shouldn't be any problems with the June intricacies.

June Amounts in the "Totals & Balances" Grouping

Whenever you need to report on June amounts from the Totals & Balances grouping in the AdHoc section, REMEMBER to also specify FYE Proc. Ind. = F (Fiscal Year End Processing Indicator = Final). Otherwise, you will get approximately 4 times (!!!!!) the correct amounts!!!

Knowledge Base

Please check out the extracts of the data dictionary that we have placed on our website at the following address:

http://149.142.234.4/Ftproot/pub/Manuals/dn_adhocInstruction.htm

This provides information regarding Accounts – Funds – Overhead Codes and Rates – Type Entry, etc...

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