

## **QDB/FPM Enhancements**

### **September 12, 2005**

We are pleased to announce that we have made some enhancements to QDB/FPM that will take effect immediately. The following is a brief summary of the changes. To take advantage of these, if Excel is open, close it and then reopen and you will have the newest version with these changes. The version date at the top of the screen should say Sept. 12, 2005.

#### **9H Data for Encumbrances and Memo Liens**

A calculation of the F&A value is now done for encumbrances and memo liens and will appear in the Summary by Sub Report. The calculation takes into account rules on equipment and subcontracts and is based on object code. If a department does not wish to use this value, the cell can be unprotected and the amount can be deleted. Please note that the Calculation of the F&A value for encumbrances and memo liens cannot be done if you put an asterisk or multiple values in the account or cost center fields. Also, this calculation is not done for the Summary of Funds report. We would also caution you to review this calculated value carefully and investigate any values that seem erroneous. If you find any problems please let us know immediately.

#### **“Writeups” Button**

The “Writeups” button, which is the left most button along the bottom of the Custom Reports-Main Menu screen now links directly to the Dean’s Office website writeups page ([http://www.deans.medsch.ucla.edu/Deans/dn\\_writeups.htm](http://www.deans.medsch.ucla.edu/Deans/dn_writeups.htm)). This provides easy access to the supplementary information that has been written about various topics in QDB/FPM and FPM. All of these writeups have recently been updated and converted to pdf format for easier accessibility. You will need adobe reader to open them, please see your departmental computer support person if you don’t have adobe. Please note that the writeups button is now only available on the Custom Reports-Main Menu screen.

#### **Reconciliation Report**

The primary objective of this report is to provide a snapshot comparison of FPM projections to actual salary and benefits paid according to the most recent closed PPP. This will provide a “heads up” to discrepancies between the two amounts. Since it is only for the most recent closed payroll ledger and is not meant to provide either historical or future information, the Date Range screen has been grayed but with the most recent payroll closed month visible so you will know for which month the snapshot applies.

#### **New salary by month report with groupings by project code**

Under the Salary by Month option on the Custom Reports-Main Menu screen, when you are on the screen “Payroll Reports by Salary by Month” you can select a new report called “Proj, sub, fund, emp”. This report provides the following values: Project Code, Sub Object Code, Fund Number, Employee Name, Ledger Year-Month, Gross Earnings and Total Benefits. This report may be especially useful for departments and areas that focus on or use project codes to manage their funds.

#### **Updates as a result of New Object Codes for Employee Benefits**

The recent updates to the benefit section of the object code table have been incorporated into the appropriate Payroll Expense Distribution Reports. Specifically the changes required by the Government Accounting Standards Board to allow reporting of “Other Postemployment Benefits (OPEB) have been included in the Brown UPAY report. Two new fields have been added to the selection list on the left hand side which can be used if you customize the standard reports.

#### **“DO Macros” Button**

The “DO Macros” button, located at the bottom of the Custom Reports – Main Menu screen allows the user to generate “what if” scenarios on funding data. The recent update is a macro that generates an editable table from the pivot table created as a result of selecting the “Non-salary Expense Projection by Month” Report from the Custom Reports Main Menu Screen. This is in addition to the macro that did the same thing for a Salary by Month Report. Both macros are available by selecting the DO Macros button once the pivot table has been created.

#### **FPM Salary Projection at PPP Month-end Close**

As you may have noticed, some months, for just one day, the salary expenses which have just closed don’t get fed to the QDB Open Table and therefore are not there for us to display them in column 4 of the Summary by Sub Report. This resulted in the actual and projected payroll being out of synch by one month for that one interim day. This problem is now fixed. Caution: Please be especially careful in reviewing payroll data when doing reports during this interim period. We have tested our “fix” for the problem but if you notice erroneous or discrepant information please let us know.

#### **Summary of Funds – PI Name**

In some situations Summary of Funds would display the name of one of the internal PIs rather than the main PI. This problem has now been fixed.