Agenda

- Update on FPM Reports to Help With RX/LX
- Benefits Projections to Include UCRP Contributions
- FPM/Plan Faculty – Entering C&G Funding Data For Future Fiscal Years
- FPM/Retro Tabs – FPM/C&G Data Tab
- New QDB/FPM Reports
  - Billing & Accounts Receivable
  - Payroll After Fund End Date
  - Detail General Ledger Data After Close-Out
- Future of Financial Reporting Application (Foxpro application)
- Miscellaneous Hints & Tips
User Groups

1) FPM with Plan Faculty - School of Medicine, NPI & MIMG

2) FPM without Plan Faculty (11-month) - School of Public Health, IPAM, Mathematics, CNSI, Atmospheric & Oceanic Sciences, soon Chemistry & Biochemistry (L&S)

3) No FPM – just QDB Excel tool
PPP/FPM Comparison Report
Helpful for RX/LX
ACKNOWLEDGEMENTS

- Elif Fanuscu, Dean’s Office
- Ricky Lee, Dean’s Office
- Josephine Alviar, Dept. of Neurology
- Ernie Norris, Dept. of Medicine
PPP/FPM Comparison Report

- The purpose of this report is to show the discrepancies between actual payroll and FPM worksheets and help determine what adjustments need to be made so that payroll will match FPM.
- This report is in TEST MODE
- You can find it in FPM/Plan Faculty under “Reports by Individual”.

![Image showing report interface with dates and options for different reports]
PPP/FPM Comparison Report

The report consists of a comparison section and when applicable a transfers section.
Comparison section consists of two blocks for each ledger year month. The block on the left is titled PPP – PAID and lists the pay lines in payroll. The block on the right is titled FPM – S/B Paid and lists the pay lines in the worksheets in FPM.

If a line in the PPP section, doesn’t have an exact corresponding line in the FPM section, it is considered a discrepancy and highlighted yellow. Similarly if a line in the FPM section doesn’t have an exact corresponding line in the PPP section, it is considered a discrepancy and highlighted yellow.
### PPP/FPM Comparison Report

#### PPP - Paid

<table>
<thead>
<tr>
<th>Title</th>
<th>FAU</th>
<th>DOS</th>
<th>%Time</th>
<th>Rate</th>
<th>NE Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### FPM-S/B Paid

<table>
<thead>
<tr>
<th>Title</th>
<th>FAU</th>
<th>DOS</th>
<th>%Time</th>
<th>Rate</th>
<th>NE Amt</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Discrepancies

- LYM 1
- LYM 2
- LYM 3
- LYM 4
Transfers section displays all the information needed to process the needed expense transfers in the payroll system.

Some of the discrepancies can be fixed just with expense transfers. Some discrepancies will require RX/LX adjustments in addition to or independent from transfers. If a yellow highlighted discrepancy line has a corresponding transfer line, the FAU on that line is highlighted green. Potentially, all yellow lines are candidates for RX/LX transactions.
PPP/FPM Comparison Report

PPP - Paid

FPM-S/B Paid

Discrepancies

Green FAUs signify corresponding transfer lines.
PPP/FPM Comparison Report

NEXT STEPS

- Fine tune report based on March 2011 Payroll Expense Distribution
- More testing – need more volunteers to help
- Once everyone is comfortable with the accuracy of these reports, look into creating reports to help with benefits clean-up that has become necessary due to processing RX/LXs before expense transfers.
Benefits Projections – FPM - Staff

ONE-TIME POPULATING OF BENEFIT RATES
Effective 7/1/11
For existing staff
Take average rate Jan-Dec 2010, incl. vacation for example:
Add the following to it:
UCRP goes from 4 to 7% 27.0%
Increase in health benefits 0.5%
Make up for UCRP during (1/1/10 to 4/15/10) 1.2%
31.7%
Will continue displaying old "white box" for reference but it will no longer affect projections and it will not be editable any more.

PROJECTIONS IN EXCEL REPORTS WILL BE BASED ON THE NEW WHITE BOX
For new staff
Will set default in new white box at 28%
From then on, users can edit the white box based on average rates displayed at the top of the screen which get updated once a month.

Discussion regarding subsequent years.
Benefits Projections – FPM – Plan Faculty

### ONE-TIME POPULATING OF BENEFIT RATES

Effective 7/1/11
For existing faculty - need split rate

For Base X, covered comp:
- Take avg rate Jan-Dec 2010, incl. vacation for Base X X for example: 15.0%
- Add the following to it:
  - UCRP goes from 4 to 7% 3.0%
  - Increase in health benefits 0.5%
- Make up for UCRP during (1/1/10 to 4/15/10) 1.2%
  - 19.7%
- For Delta Y, add 0.5% to Y avg rate i.e. 8+.5=8.5%

**Rule:** Rate on X will be at least 10% > rate on Y
Will continue displaying old "white box" for reference but it will no longer affect old projections and it will not be editable any more.

### PROJECTIONS IN EXCEL REPORTS WILL BE BASED ON THE NEW WHITE BOXES

**For new faculty**
Will set default in new white boxes at 14% and 24%
From then on, users can edit the white boxes based on average rates displayed at the top of the screen which get updated once a month.

Discussion regarding subsequent years.
FPM/PF – Enter C&G Funding for Future FYs

Warning!! Missing a few projection months!!

In January, depts input following FY Plan Faculty funding in FPM

i.e. in November, reporting on a fund that began in Sept. and will end August, will miss 2 months.
FPM – Retro Tabs – Staff & Plan Faculty

Data back to 2005 - needs clean up.
FPM – C&G Data – Effort According to Budget and/or Progress Reports
Billing & Accounts Receivable on Contract & Grant Funds

DGSOM Excel QDB/FPM Reports
ACKNOWLEDGEMENTS

- Michelle Phillips
- Mike Hassanvand & Alan Illescas
- EFM & Huron Consulting Group
**Billing & A/R**

- **Step 1** – Run Summary by Sub, with * for both the account and cost center fields
- **Step 2** – Look at the bottom of your Summary by Sub report for summary Billing & A/R information
- **Step 3** – Follow instructions in this section for running detail reports as appropriate

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<th>0.00</th>
<th>978.54</th>
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<td>F &amp; A</td>
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<td>20,645.72</td>
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<td>978.54</td>
<td>0.00</td>
<td>3,811.26</td>
<td>5,064.41</td>
</tr>
</tbody>
</table>

**COMMENTS**

- Make sure you have included 9H recon adj in FPM, sub 9H so it can feed to col 6 in this report
- 9H TOF Adj needed
- If positive, debit sub 9H and credit sub 08 (if allowable)
- If negative, credit sub 9H and debit sub 08 (if allowable)

**Test Mode**

- Billing & Accounts Receivable - Payment Method (10) - Invoiced - Monthly (Run Billing & A/R for detail)
- Amount billed, $20,646 minus amount received $16,060 = Outstanding $4,585
- Amount spent, $21,624 minus amount billed or received $20,646 = Accrued unbilled $979
3 Types

- Invoiced
- Non-Invoiced (Letter Of Credit)
- Intercampus
Example for Invoiced

Payment Method (10) - Invoiced - Monthly (Run Billing & A/R for detail)

- Amount billed, $545,430 minus amount received $493,945 = Outstanding $51,485
- Amount spent, $554,864 + 37,057 on 1198XX minus amount billed or received $545,430 = Accrued unbilled $46,491
- 119850: (37,057) minus (37,057) = 0 (Run 1198XX - Intercampus, C/F, STIP for detail)
Example for Non-Invoiced Payment Method (90) – Non-Invoiced – Letter of Credit (LOC)
(for most LOC funds, only above line will show – EFM handles all LOCs)

For a fund with MCA (Multi-Campus Agreement), you will see:
119850: (219,732) minus (185,797) = (33,935) (Run 1198XX - Intercampus, C/F, STIP for detail)
Example for Intercampus

Payment Method (95) – Intercampus –
(Run 1198XX-Intercampus, C/F, STIP for detail)

Amount spent, $278,321 minus amount received $240,040 = Unpaid amount $38,281
Billing & Accounts Receivable

On the next screen, date defaults to the beginning of the fund you entered. Just click Finish and you will get the following.

Default: All possible receivable accounts
Billing & Accounts Receivable

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<th>Sub</th>
<th>LYM</th>
<th>Object</th>
<th>Acct</th>
<th>CC</th>
<th>Fund</th>
<th>TE</th>
<th>GL</th>
<th>Trans Doc Date</th>
<th>Trans Eff Date</th>
<th>Description</th>
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<td>80XX</td>
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<td>2,905.16</td>
<td>Billing/Adj</td>
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<td></td>
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</tbody>
</table>

Should match outstanding amount on row 33 of Summary by Sub
Other Related Reports

The following reports can be run as necessary:

1198XX (Intercampus/Carryforward/STIP) – for Intercampus

**Detail Revenue** - Use Detail Closed, Open or All – indicate revenue or contra revenue account(s) linked to your fund. Or enter “Fund” on FAU screen and click “Find Accounts” to pick account(s) starting with 2.
Switch to Live Demo
Payroll After fund End Date
Detail GL After Close-out

Jennifer Aguilar - EFM
Payroll After fund End Date - TEST MODE

On the following hierarchy screen you can indicate * for all 4 fields of the organizational hierarchy codes. Results will follow your DACSS access level.
Payroll After fund End Date

Information needed for processing Upays

Rows that zero each other out, will be marked "Delete".

Highlights indicate that timesheets need to be checked to see if hours during bi-weekly period were worked before 3/31/10 when fund ended.

Filter on “blanks” to see which rows may need to be moved off.
### Detail After Closeout – TEST

**General Ledger Custom Reports**
- Summary of Funds
- Summary - By Sub
- Non-Salary Expense Projection by Month (all fund types)
- Expense by Month
- Summary - By Sub Object
- Sales & Service Summary
- Detail - Closed
- Detail - Open
- Detail - All
- Salary Cap Flag
- Billing & Accounts Receivable
- Link to Financial Web Report (OFSR)

**Payroll Expense Distribution**
- Salary by Month
- Salary & Percentage by Month
- Reconciliation
- FAU Sum
- Employee Sum
- Ledger Yr/Mo
- Earned Yr/Mo
- Brown UPAY
- Other UPAYs
- PAR
- ERS Detail
- ARRA Linked Accounts by Hierarchy Code
- ARRA FTE Report

**Closing Reports**
- Pre-Closeout Checklist (Recommended 2 months prior to fund end date)
- Smart Closeout Tool
- Financial Reports Due
- Expenses - After End Date
- Expenses - Unallowable and Warning Object Codes
- Summary - By Sub
- Detail to Appear
- Remaining Encumbrances
- F&A Reconciliation Link
- Training Grant - Trainee Expense Worksheet
- Subawards/Subcontracts/Subgrants
- 1198XX (Intercampus/Carryforward/STIP)
- Detail - After Closeout - TEST MODE

**Report ppp for:**
- Organizational
- Employee
Detail After Closeout – TEST

Step 1 - Go to the checklist sheet of your closeout packet.

![Checklist Sheet](image)

Step 2 - Select “Detail After Closeout” from the Main Menu and click Next. You will get a list of transactions that were posted to the Financial System after the “Run Date” of your close-out packet. “Posting Date” of each transaction will be listed.

Get transactions on 3 different acct/cc all at once, in one report.
Switch to Live Demo
Financial Reporting Application – TEST
NOT ROLLED OUT YET

### QDB/FPM Custom Reports - Main Menu

<table>
<thead>
<tr>
<th>General Ledger Custom Reports</th>
<th>Payroll Expense Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent 201102</td>
<td>Most Recent 201102</td>
</tr>
</tbody>
</table>

| Financial Reporting (TEST)   |                               |
|------------------------------|-----|-----|
| ----- CLOSING REPORTS        |     |     |
| Pre-Closeout Checklist (Recommended 2 months prior to fund end date) |     |     |

**General Ledger Custom Reports**
- Summary of Funds
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- Other UPAYs
- PAR
- ERS Detail
- ARRA Linked Accounts by Hierarchy Code
- ARRA FTE Report

**Closing Reports**
- Training Grant – Postdoc Allowable/Unallowable Benefits
- Training Grant Benefits
- Payroll After Closing - TEST MODE

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**Smart Closeout Tool**

**Financial Reports Due**
- Expenses - After End Date
- Expenses - Unallowable and Warning Object Codes
- Summary - By Sub
- Detail to Appear
- Remaining Encumbrances
- F&A Reconciliation Link
- Training Grant - Trainee Expense Worksheet
Switch to Live Demo
Financial Reporting Application – TEST
NOT ROLLED OUT YET

Volunteers to help with testing and providing feedback?
**Miscellaneous Hints & Tips**

I. For all payroll reports, if searching for an employee who has left and doesn’t show up with “Find Employee”, type in employee’s ID and press “Next”. Proceed with the remaining screens and you will get data.

![NOTE: You can type in the employee's id and press 'Next'.](image)

II. OFSR Detail reports have links to the actual TOF, Recharge, NPEAR, etc. which show the preparer, explanations, etc.

III. FPM/Chart of Accounts – “Department Owner” has been added to the grid and to Excel import. This allows you to see which department transferred the funds to you.
The End