QDB/FPM – New Salary by Month Reports

From the Custom Reports-Main Menu select the Salary by Month Option.

Click here to include future funding.

Select Salary by month option.

Select Organizational report.

Enter your department code and FAU on the next two screens. Then click Next to go to the Date for Salary By Month screen. The options available on this screen are very important. You can enter a customized date range by selecting both a From and a To Month from drop down lists. In the example below the date range June 2004 to May 2005 has been entered so this report would include both past and future data. Also note the option of selecting Ledger Year/Month (paid) or Pay Period Ending (earned) as your date source.

Select either “paid” or “earned” date source.

If you wish to match your salary report to the Summary by Sub projections you can select one of the other two options depending on whether your report is based on budget period or fiscal year.
To get the projection from the month after the most recently closed PPP through the fund end date, select
Match Future Sum by Sub-Fund End Date

To get the projection from the month after the most recently closed PPP through the end of the current fiscal year, select
Match Future Sum by Sub-Fiscal Year.

Note that if either of these options is selected, the customized date fields are no longer available and you do not get any past salary information.

This is an appropriate opportunity to remind everyone of the issue of vacation credits and their impact on these reports. To refresh your memory, when vacation time is taken by an employee, an amount equivalent to the salary and benefits is credited to sub 6. In qdb when you do a payroll report you get a breakdown by Gross Earnings, Total Benefits, and Total Pay and vacation credits are broken up into salary and benefits on the reports but the entire credit goes to sub 6. This creates problems reconciling with ledgers. So all variations of Salary By Month Reports of QDB-FPM solve this problem by extracting any earnings credits and adding them to the benefits. The totals then match to the ledgers.

This is a slide from the financial forum where this was explained.
Click Next to go to the next screen which is the new “Payroll Reports by Salary By Month” screen.

Please note the changes to this screen. A listing of different variations of Salary By Month standard reports is provided in a new box at the right hand side. To assist you in selecting the report you wish, the fields that vary on each report are listed. Each report includes the fields in the menu PLUS the three fields Led YM (or Earned YM if that option was selected earlier), Gross Earnings and Total Benefits. The following are two examples of standard reports from the list. In each example the fields enclosed in a circle are those included in every standard report. In example 1 the fields enclosed in a box correspond to the menu choice “Sub, emp, fund”. In the second example the fields enclosed in a box correspond to the menu choice “Cc, fund, sub, emp”.

**Example 1 = Option 2**

**Example 2 = Option 4**

You can also customize the report as before by adding or removing fields and/or adjusting the order of the fields. However, if you create a custom report, you cannot include future data i.e., you must enter a date range in the drop down boxes that ends with the most recently closed ledger. The following are examples of the output from the above examples.