CREATING FINANCIAL STATEMENTS
Revised September 2, 2009

BEFORE YOU BEGIN:
All of the below financial statement reports should be done AFTER FPM, EDB, etc. have been updated and transfers (i.e. UPAYs, TOFs, NPEARs) have been processed. Prior to creating statements:

1. Reconcile General Ledgers
2. Reconcile Payroll Ledgers (PPPs)
3. Process any necessary cost transfers
4. Update FPM to include any future projections and/or adjustments
5. Update EDB as needed

The data in the financial systems need to be as accurate as possible PRIOR to running the reports. See SOM Dean’s Office website for additional detailed information http://www.deans.medsch.ucla.edu/Ftproot/pub/manuals/FPM_Manual.pdf.

TOOLS:

Financial Projection Module (FPM) – used to add/edit future projections to ledger figures

Microsoft Excel with SOM Dean’s Office QDB/GLPPP FPM Ad Hoc Reporting (QDB) – used to pull up ledger figures with future projections that have been added to FPM
BATCHES:
2 Types of Batches:
1) FPM Chart of Accounts Batch – when paired with QDB, is useful to generate either of the two types of FPM batch reports below:
   a) Summary of Funds – provides overall figures of multiple funds for a single PI or Division on one spreadsheet
   b) A single type of report, such as Summary-By Sub, for multiple funds for a single PI or Division resulting in multiple spreadsheets

2) QDB Monthly Financial Statement Batch – tool used to generate all the separate reports/worksheets, such as Summary-By Sub, Expense by Month, Detail – Closed, Detail – Open, Salary by Month, etc., for a single fund into one workbook all at one time.

FPM CHART OF ACCOUNTS BATCH
1. Log into FPM
2. Chart of Accounts
3. Search by Dept and/or Internal PI
4. Batch
5. Make sure Microsoft Excel is open, then click “Yes”

6. Spreadsheet with Chart of Accounts Batch will be generated in Excel

7. Launch QDB in Excel – make sure the Chart of Accts Batch open in the background
   a. Tools
   b. QDB/GLPPP FPM AdHoc Reporting
If you do not see QDB/GLPPP FPM AdHoc Reporting as an option

- Make sure you have QDB installed on your computer. If not, call IS x54398 to have it installed.
- If you know you do have QDB installed, save the Chart of Accts Batch, completely close out of Excel and reopen.
- If it still does not pull up, reboot your computer.

c. Log into QDB

**FPM Summary of Funds Batch** (after completing steps 1-7 from FPM Chart of Accounts Batch)

1. Summary of Funds
2. Next
3. Batch Processing – Load
   - Leave all FAU information blank/default

4. All the FAUs in the “Chart of Accts Batch” will automatically populate - Next
4. You may get the following warning if your batch includes Sales & Service or Compensation Plan funds (i.e. funds 6XXXX). If so, click “Yes”.

![Warning Message]

6. Finish

![Date Selection]

- The default summary will pull up with the most recent closed ledger month (which will be listed – in above example: September, 2008).
- If you wish to pull up data from a previous time period, you must uncheck “Include FPM Funding” prior to step 2 above. Press “Back” in order to do so.
7. Summary of Fund for all the FAUs listed in your Chart of Accts batch will generate

- “Future Exp./Adj.” Column P are figures that are pulled down from EDB and FPM. If FPM is unchecked, FPM and EDB figures will not be included.
- If this batch is pulled by “Internal PI” in FPM, it can be a good tool to give that individual PI to present an overall picture of all his/her funding.
- The summary data is only as accurate as the Internal PI designation in FPM. Ensure all information is correct in FPM Chart of Accounts.
1. Summary – By Sub

2. Steps 2-6 are identical to FPM Summary of Funds Batch instructions above

3. Finished Product – QDB will use the FPM Chart of Accts Batch to create a Summary-By Sub for every FAU listed in the batch. Therefore you can quickly generate any of the below reports for a group of FAUs at one time without having to run each FAU individually:
   1) Summary – By Sub
   2) Non-Salary Expense Projection by Month (all fund types)
   3) Expense by Month
   4) Summary – By Sub Object
   5) Sales & Service Summary
   6) Detail – Closed
   7) Detail – Open
   8) Detail – All

**NOTE:**
This type of batch should NOT be used to run your monthly financial statements. It CAN be useful to generate a single type of report, most beneficial would be the Summary – By Sub, for all the FAUs on the FPM Chart of Accounts batch. For example, if a PI wants to come down within the next 5 minutes to discuss all his accounts and you would like to give him/her a quick overview, you may want to run a Summary – By Sub FPM Chart of Accounts batch.
### SUMMARY REPORT BY SUB (INCEPTION TO DATE) USC PILOT PROJECT (SCENHSC)

<table>
<thead>
<tr>
<th>Sub</th>
<th>General Ledger</th>
<th>Current Expenditures</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appropriation</td>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ITD (09/08)</td>
<td>ITD (05/08)</td>
<td></td>
</tr>
<tr>
<td>00</td>
<td>Salaries-Academic</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Salaries-Staff</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Benefits</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Supplies &amp; Expense</td>
<td>8,546.00</td>
<td>2,716.85</td>
</tr>
<tr>
<td>04</td>
<td>Equipment</td>
<td>14,325.00</td>
<td>15,579.39</td>
</tr>
<tr>
<td>05</td>
<td>Special Items</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Special Items</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Unallocated</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Recharge</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Total Direct</td>
<td>22,824.00</td>
<td>18,269.24</td>
</tr>
<tr>
<td>12</td>
<td>Overhead</td>
<td>4,816.00</td>
<td>1,466.88</td>
</tr>
<tr>
<td>13</td>
<td>Total</td>
<td>27,640.00</td>
<td>19,746.12</td>
</tr>
</tbody>
</table>

**COMMENTS**

- Make sure you have included 91% rec. adj in FTE, sub 91% so it can feed to cell in this report.
- Make sure to adjust for FTE.
- Subtotal 91% and subtract sub 91% of remaining.
- If negative, credit sub 91% and debit sub 00.
- If positive, debit sub 91% and credit sub 00.

QDB MONTHLY FINANCIAL STATEMENT BATCH

If you’ve already created QDB batch templates & would like instructions on just how to run them, do steps 1-3 then skip to 10.

1. Log into QDB in Excel

2. Ledger & PPP Dates of the most recent closed month will pull up as an FYI - Next

3. Monthly Batch
4. Create Batch
5. A default MonthlyBatch worksheet will be generated in Excel (see above). Complete the matrix with the specific parameters for your financial statement. Sections highlighted below in green should be filled out. *only enter data on the top line, the info will autofill the cells below
   a. Run – Enter “y” so that the selected reports will be included as part of your statement.
   b. Include FPM – Enter “y” to include future projections from EDB and/or FPM.
   c. Account, CC, Fund – Enter the FAU information* to tell QDB which fund this batch is for.
   d. LYM – Enter “x” to pull data for a specified time period. Do NOT enter “y”.
      i. Current Grant Year – for contracts & grants
      ii. Current Fiscal Year – for unrestricted funds
   e. Dept – Enter the 4 digit department FS code* for the payroll personnel.

   Recommended reports to include in a typical monthly statement:
   1) Summary – By Sub**
   2) Expense by Month**
   3) Detail – Closed
   4) Detail – Open
   5) Salary by Month** OR Salary & Percentage by Month**
   6) Reconciliation
      ** Include FPM

6. After completing the matrix, leave the worksheet in the background and go back to “Monthly Batch” in QDB
7. As a reminder, the LYM ledger date of the report that will be generated will be displayed on the upper right hand corner. Check to see if FPM is included in the lower right hand corner.

8. Highlight “Detail – Open” and click “Set Sort/Subtotal option”

9. Highlight “Trans Ref GL” and click “Up” to move “Trans Ref GL” to the top of the list - Finish
- Moving the “Trans Ref GL” to the top of the Detail – Open will sort the Open Commitment ledgers and group them by reference/PO # to be able to more easily track/follow up on open items.
- Click on the minus sign “-” to hide the detail for 9H since it is not necessary to show the PI.
10. Run Reports – *make sure the Monthly Batch you would like to run is open in the background*

- Leave default “Create sheets left to right” to have reports generated in the order they appear.

- EDB and FPM projections will be highlighted in yellow.
In order to make TEMPORARY* changes on the Payroll by Month worksheet, you must
1) Go to Tools – QDB/GLPPP FPM AdHoc Reporting – Do Macros
2) **Run Macros**

3) An identical Payroll worksheet ending with a "(2)" will be generated. Delete the original ending with "(1)".
4) Tools – Protection – Unprotect Sheet → You are now able to make changes to the payroll worksheet

* Temporary changes means one-time changes to that single Excel worksheet ONLY.
  ✓ The changes will NOT link to any other worksheet in the workbook unless you manually link it in Excel.
  ✓ If you generate the exact same batch again, these changes will NOT be incorporated in the new batch.
  ✓ If you would like to make non-temporary changes, make the changes in EDB for payroll (salary/benefits) and in FPM under “Income & Expense” – “Income & Non-Salary Expense” for everything else.
✓ Reasons why you may want to make temporary changes (vs. non-temporary)
   - A PI wants to see a number of different scenarios and how they would affect before deciding what the final plan should be.
   - There are adjustments you made recently that you know will hit the ledgers prior to your next set of statements that you want reflected on this most current statement.
   - A PI would like to review his statements with directed changes and you not have sufficient time to make the changes in EDB or FPM to correctly reflect projections.

11. Save As
   a. Save Monthly Financial statement in your personal folder
   b. Save a copy on the Dept of Medicine’s shared O drive under your Division
   c. Print a copy of the financial statement for the fund binder
      - You do not need to print the “MonthlyBatch” worksheet
   d. Save Batch
      i. If you haven’t already saved the “MonthlyBatch” matrix for that particular fund #, delete all other worksheets & save only the “MonthlyBatch” spreadsheet as your batch template to be used each month.
      ii. In order to run the batch next month,
          1. Open saved batch
          2. Run steps 1-3
3. Skip to step 10

- If you saved multiple "MonthlyBatch" worksheets within the same Excel file, after step 3, click "Load Monthly Batch".

- Highlight the fund you wish to run the batch and click "OK".

- Run Reports