ERS - EXPORT LIST INTO EXCEL & RECONCILIATION

Revised April 25, 2014

- 1. Log into ERS & pull up saved search you wish to export and/or reconcile
- 2. Click "Export List"

UNIVERSITY of CALIFORNIA				
Effort Reporting System	User:	System Administra	<u>tion Sign-Out</u>	
EFFORT REPORT LIST		Export List Send List	Print List ?	
Display Saved Search: My Projects	*	2		
Show Status: ALL-Open 💌	Reporting Perio	ds: 💿 All 🔘 Select: Spring 08: Merced Sem	ester 💌	
Display 100 😪 reports per page		🛿 🗢 🗢 displaying 1 to 20 ((20 total) 🜩 🔿 🛙	
Period -	For	Department	Last Modified	<u>Status</u>
🗐 📝 Summer 06: Reg-Qtr 11/12 Acad		MEDICINE-DEPT	04/15/2008	Certified/AdjustReqd

- 3. Click <u>Save</u> in order to automatically save as Excel file. If you click <u>Open</u>, it will automatically create a <u>web</u> Excel spreadsheet. In order <u>to save</u> as a Microsoft Excel file spreadsheet:
 - a. <u>F</u>ile

3a

- b. Save <u>A</u>s...
- c. Change "Save as type" to Microsoft Excel Workbook (*.xls)
- d. Type File name
- e. Save

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	.ucla.edu/EffortReporting/reportList.do?cmID=10214&type=export				🕶 🔁 Go 🛛 Links 🎽 🍖 👻
C23 🔽	MEDICINE-CARDIOLOGY				
A		С		D	E 🔒
1 University of	California				
2					
3 Effort Report	ing System				
4					
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6 Save As		? 🔀			
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13 St 🖂	EISCALRP		2V		Partially Certified/Overdue
14 Su	🛅 FiscalSetup		//		Partially Certified/Overdue
15 Fa My Documents	EPMSetup		NISTRATION		Certified/AdjustRegd
16 Fa	MDT				Certified/AdjustRegd
17 Fa 🗹	Program Files			06/19/2008 v4.0	Certified/AdjustRegd
18 Fa Desktop	🗀 qdb			04/14/2008 v3.0	Certified/AdjustReqd
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	Save: 💿 Entire Workbook 🛛 🖸 Selection: Sheet	Publish			
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21 W Favorite					Certified/AdjustReqd
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23 SL 24 SL	File name: ERS		71	00	Certified/AdjustRead
25 St My Network		- <u>E</u> save	ISTITUTE		Partially Certified/Overdue
26 Fa	Save as type: Web Page (*.htm; *.html)	Consul I			Certified/AdjustRegd
27 Fall 07: REG 11/12	Academics Microsoft Excel Workbook (*.xls)	EDICINE-DEPT ADMI		03/07/2008 v1.0	
28 Fall 07: REG Non-A	cademics Template (*.xlt)	EDIATRICS-ALLERGY			Certified/AdjustReqd
29 Winter 08: REG No	n-Acad Text (Tab delimited) (*.txt) 💙 3c	EDIATRICS-ALLERGY	/IMMUNOLOGY	06/03/2008 v2.0	Certified/AdjustReqd
30	Unicode Text (*.txt) Microsoft Excel 5.0/95 Workbook (*.xls)	-			•
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- 4. In <u>File</u> \rightarrow Page Set<u>up</u>..., change
 - a. Margins to 0.5" all around
 - b. Orientation to Landscape
 - c. Scaling to Fit to: 1 page wide by 1 tall
- 5. At the top of the report, starting in cell C1, add Department Contact (dept code & dept name), ERS Reviewer's name, extension & email address in the event ERS Support needs a contact person for questions.

	B)	File Edit View Insert Format Tools Date				_ & ×
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4	1	University of California		Department Contact:	1574 - Medicine	- NanoMedicine
<u> </u>	2			Name:	Cathy Rujanuruk	s
	3	Effort Reporting System		Extension: 5	50619	
	4	1 5 7		Email:	crujanuruks@me	dnet.ucla.edu
	5	Effort Report List :: My Proje	cts		, ,	
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		Fall 06: 11/12 Acad				Certified/AdjustRegd
ľ	27	Summer 07: REG Non-Academics	First page number: Auto		01/25/2008 v1.2	Partially Certified/Overdue
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- 6. Place cursor on FIRST CELL directly under "HomeDepartmentName" \rightarrow <u>W</u>indow \rightarrow <u>Freeze</u> Panes
 - ***This allows you to scroll to the right of the spreadsheet without losing the ERS Period & For person information***

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2		C-IN	:	Cathy Rujanuruk	s		
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11	Fall 07: REG Non-Academics		PEDIATRICS-ALLERGY/IMMUNOLOGY	03/19/2008 V2.0	Certified/AdjustReqd		-

- 7. Add 3 additional columns to the right of "Status", starting in column F. Highlight these cells fluorescent yellow.
 - a. Justification Add reasons why each "Certified/AdjustReqd" ERS should be manually changed to "Certified" and closed by EFM. See below for <u>template justifications</u> that should be used in most cases.
 - b. **Date Comment Added to ERS** Add the date when you saved the above justification into the Comment Log in ERS.
 - c. Full Name & UID of Alternate Certifier If an alternate certifier is required for an employee that is no longer at the University, provide the alternate certifier's full name & University/Employee ID #. i.e. Joseph I. Bruin 123456789

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	Fall 07: REG 11/12 Academics		Certified/AdjustReqd																
	Summer 06: Reg-Qtr 11/12 Acad		Exception/Overdue																
	Fall 06: 11/12 Acad		Certified/AdjustReqd																
27	Summer 07: REG Non-Academics		Partially Certified/Overdu																

8. Email reconciliation spreadsheet to Tsegaye Teshome (<u>tteshome@mednet.ucla.edu</u>) for review & submission to ERS Help.

TEMPLATE JUSTIFICATIONS to be used in most cases***

http://medschool.ucla.edu/workfiles/Site-ORA/postawardforms/ERS_Template_Justifications.doc

1. Spring 06 Work Study ERS issue. Paid Effort % to Certify [B] reflects the correct effort as certified. No further action required. ERS Support, please investigate & update the status.

2. Paid Effort % to Certify [B] spread across diff CC for same fd/award # thus same proj. Fund is closed & FSR submitted. [B] across same fund reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.

3. Paid Effort % to Certify [B] spread across cont. fund #s for same award # thus same proj. Fund is closed & FSR submitted. [B] across same award reflects correct effort as certified. No further action required. ERS Support, pls investigate & update status.

4. Payroll % [A] Grand Ttl incorrectly shows % other than 100% due to Unrecognized Earnings in View Pay Details. Paid Effort % to Certify [B] reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.

5. Payroll % [A] & Paid Effort % to Certify [B] don't match, indicating UPAYs are required, even though they have already been processed. [B] reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.

***If the justifications listed above do not fit your situation, please call Tsegaye Teshome (x68351), Cathy Rujanuruks (x66287) or Raellen Man (x58112) for assistance.

In the same Excel spreadsheet, include QDB payroll downloads for <u>each</u> ERS period/transaction you would like manually certified by EFM. The calculated percentage for each FAU on the QDB spreadsheet should match the Adjusted Payroll % column. See ERS Calculations chapter for details of how to run the QDB payroll downloads.

http://medschool.ucla.edu/workfiles/Site-ORA/postawardmanual/ERS-Calculations.pdf

	А	В	С	D	E	F	G	H 4
1	University of Californ	ia	Dept Contact	1565 - Administ	ration			
2	_		Name:	Cathy Rujanuru	ks			
3	Effort Reporting Syste	m	Phone	x62287				
4			E-mail	crujanuruks@m	ednet.ucla.edu			
5	Effort Report List :: Leh	rer/Waring Labs jm						
6								
7	Displaying All Available Perio	ods						
8	Pls in bold and highlighted							
3	Fis in bold and highlighted			Last		Justificatiion	Date	Full Name & UID of
10	Period	For	HomeDepartName	Modified	Status		Comment	Alternate Certifier
11	Spring 07:11/12 Academics	BRUIN, JOSEPH (123456789)	MEDICINE ADMINISTRATION	08/21/08 V.30	Certified/AdjustDead	ERS Original Payroll % is off by 1-2% due to calculation rounding. Adjusted Total % column reflects the correct effort as certified.	4/28/2009	N/A
	Spring 07:11/12 Academics	BROIN, 303EFTT (123430703)	INEDICINE-ADMINISTICATION	00/21/00 0.50	continea/Aujustrioqu	ERS shows that the Original Payroll % and the Adjusted Payroll % do		11/0
						not match, indicating that UPAYs are required, even though the		
12	Summer 07:11/12 Academics	BRUIN, JOSEPH (123456789)	MEDICINE-ADMINISTRATION	08/21/08 V.30	Certified/AdjustReqd	UPAYs have already been processed. Adjusted Total % column ERS shows that the Original Payroll % and the Adjusted Payroll % do	4/28/2009	N/A
						not match, indicating that UPAYs are required, even though the		
		SMITH, JENNIFER		04/14/2009		UPAYs have already been processed. Adjusted Total % column		
	Fall 07: REG 11/12 Academics	(987654321)	MEDICINE-ADMINISTRATION	v5.0	Certified/AdjustReqd	reflects the correct effort as certified.	4/28/2009	N/A
14	L N N ERE / Pruin Sol7 /	Bruin Su07 / Smith F07 /						Þ
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Naming convention of QDB Tabs: Last Name "For" Person Quarter Year. i.e. Bruin Sp07

 $\begin{array}{l} Su = Summer \\ F = Fall \\ W = Winter \\ Sp = Spring \end{array}$

When encountering unexplainable Certified-AdjustReqd, FM should always look at the View Payroll Detail in ERS. See below for screen shots.

Common issue that reflects an ERS glitch:

- 1. Unrecognized Earnings
- 2. Original Payroll % with a grand total of anything other than 100%

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Export Print ? X Close

Version: 2.0 (04/11/2008 11:11) Status: Ce Service Period: July 1, 2007 to September 30 Pay Periods: July 1, 2007 to September 30, 2	0, 2007			Report Vers		l/Adjus 💌 👄
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
4-441357-GF- FDP-NIH/NHLBI HL068980 6 52.5	/08 <u>0%</u> 🔇	0%		0%	0%	0%
Total Sponsored Projects requiring certification	0%	0%		0%	0%	0%
Other Sponsored Projects	<u>0%</u>	0%		+ 0%	0%	0%
Non-Sponsored Activities	<u>87%</u> (2)	100%		- 0%	87%	100%
Total Other Effort not requiring certification	87%	100%		0%	87%	100%
Grand Total	87%	100%		0%	87%	100%
Report opti	Report allo	uires multiple co ws for Cost Sha ler preliminary r	aring Offset Against Other	Sponsored Projects.	·	
Comment for v	2.0: 04/11/08 11:11 Report certified		() on Apr 1	11, 2008		
VIEW PAYROLL DETAILS	1			· · · · · · · ·		FFORT REPORT

ERS :: Report Details - Windows Internet Explorer

https://ers.ais.ucla.edu/EffortReporting/reportDetails.do?rptID=134661&type=full

ERS :: REPORT DETAIL

Effort Report: Summer 07: REG Non-Academics | Status: Certified/AdjustReqd Employee: GOMEZ, CHRISTA MICHELLE | Emp. #: 902528528

·														
Pay Period End Date	Pay Cycle Code			DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441357/GF	-2	REG	LX	7646	\$4,242.46	A	0.1300	0.1300	0.1300	N	1	07-31-2007
07-31-2007	MO	4-441357/GF	-2	REG	E1	7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
08-31-2007	MO	4-441357/GF	-2	REG	LX	7646	\$4,242.46	A	0.1300	0.1300	0.1300	N	1	08-31-2007
08-31-2007	MO	4-441357/GF	-2	REG	E1	7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
09-30-2007	MO	4-441357/GF	-2	REG	LX	7646	\$4,242.48	A	0.1300	0.1300	0.1300	N	1	09-30-2007
09-30-2007	MO	4-441357/GF	-2	REG	E1	7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
										Total	0.0000*			

¹ Line Item Total/Report Total = Original Payroll % (0.0000/2.6100 = 0.0000)

Other Sponsored Projects

Other Sponsored F	Projects											Orig	inal Payroll %: 0%°
Pay Period End Date	Pay Cycle Code		DO S Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
-	-	-	-	-	-	-	-	-	-	-	-	-	-
									Total:	-			

⁰ Line Item Total/Report Total = Original Payroll % (0.0000/2.6100 = 0.0000)^{*}

Non-Sponsored	Activities												Original	Payroll %: 87% ^N
Pay Period End Date	Pay Cycle Code			DO S Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441057/3Y -	-2	REG	LX	7646	\$4,242.48	Α	0.8700	0.8700	0.8700	N	1	07-31-2007
08-31-2007	MO	4-441057/3Y -	-2	REG	LX	7646	\$4,242.48	Α	0.8700	0.8700	0.8700	N	1	08-31-2007
09-30-2007	MO	4-441057/3Y -	-2	REG	LX	7646	\$4,242.48	Α	0.8700	0.8700	0.8700	N	1	09-30-2007
										Total:	2.6100*			

N Line Item Total/Report Total = Original Payroll % (2.6100/2.6100 = 1.0000)

Unrecognized Ea	nrecognized Earnings													
Pay Period End Date	Pay Cycle Code			DO S Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441357/HA -	-2	REG	E3	7646	\$0.00	А	0.0000	0.1300	0.1300	N	1	01-31-2008
08-31-2007	MO	4-441357/HA -	-2	REG	E3	7646	\$0.00	А	0.0000	0.1300	0.1300	N	1	01-31-2008
09-30-2007	MO	4-441357/HA -	-2	REG	E3	7646	\$0.00	А	0.0000	0.1300	0.1300	N	1	01-31-2008
										Total:	0.3900*			
Earnings in this se	ction do not affect	report totals.												
one												😜 Internet		🔍 100% 🔹