CREATING FINANCIAL STATEMENTS

Revised November 18, 2019

BEFORE YOU BEGIN:

All of the below financial statement reports should be done <u>AFTER</u> 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:

Instructions on how to access FPM as of 11/18/19. https://uclahs.app.box.com/s/kv7qyqfs17kx339e24vnc0qm016aaiyo



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



ľ					
ľ		M		1	
I.	Δ			K	l
ľ			1	-	l

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 manually added to FPM.

School of Medicine QDB/FPM Adhoc - Version Date: October 01, 08	×
QDB/FPM	
DEANS OFFICE DAVID GEFFEN SCHOOL OF MEDICINE	
AIS SERVER	
Pwd	
Convert to lower case	
Cancel OK	

BATCHES:

2 Types of Batches:

- <u>FPM Chart of Accounts Batch</u> 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 <u>multiple funds</u> for a single PI or Division on <u>one spreadsheet</u>
 - b) A single type of report, such as Summary-By Sub, for <u>multiple funds</u> for a single PI or Division resulting in <u>multiple spreadsheets</u>

Gustom Roj	B/FPM 1073s - Main Manu
General Ledger Custom Reports Most Recent 200809	Payroll Expense Distribution Most Recent 200809
Summary of Funds (Test Mode) 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 - Closed Detail - Open Detail - All Salary Cap Flag (Test Mode)	Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Eamed Yr/Mo Brown UPAY Other UPAYs PAR

 <u>QDB Monthly Financial Statement Batch</u> – 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 <u>single fund</u> into <u>one workbook</u> 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



FP _M F	Financial Projection Module - Main Menu - Catherine Y. Rujanuruks - [Chart of Accounts 1198]													
	Income	& Expen	ise Cł	nart of Ac	ccounts C&G Data Ove	rall Reports Utilites	Fiscal Year: 2008-09							_ 8 ×
Ch		locourte.	1	WE I	1									
		locounts	1198	XX Funds	5									
S	Search By: Dept Account CC Fund Fund Manager Internal PI													
		r	Evo	ired	- Tong to	Saarah		Pate 1	Batch - Sub					
				iicu	1	Jearch								
A	ccount	t CC	Fund	J F	Fund End Project End	Dept	Balance	Rcha II) Sub					
Г				— г					Exp.					
P	2	,		Interna	al Pl	Fund Title	, Intern	al Fund T	ïtle					
ΪĖ	· · · ·					_								
F	und G	rouping		Fund Ma	anager Redece Com) Iments	F/A Rate							
Шċ	una an	rouping		T unu m		incito								
		A) 				· = · · ·	line internet	LDLN.	5.10		<u> </u>	
		Account		Fund	Balance Rong ID	Internal PI Name	Fund Mgr	Expired	Internal Fund Title	PIName	Fund Group	F&A Ra	Dept	Comments
ĽĽĽ	•	441353	AN		24,5/9.03	NEL,ANDRE	Rowell Ramos	No	CHANCELLOR	CHANCELLOR	Gifts	0 1	15/4	10% Nel - Chance
		441353	AN		94,955.92	NEL,ANDRE	Rowell Ramos	No	PARTICLE CENTER	FROINES, JOHN R	C&G - Federal	54.00 1	15/4	Yr. 1 10/05-09/06
		441353	AN		/4,169./4	NEL,ANDRE	Rowell Ramos	No	ATHERU	NEL, ANDRI E	C&G - NIH	54.00 1	15/4	Budget Years 08/L
		441353	AN		20.021.42	NEL,ANDRE	Rowell Ramos	NO No	ACING	NEL, ANDRI E	C&G - NIH	54.00 1	15/4	1 st NCTE expirat
		441303	AN		10.05		Rowell Ramos	No	PROTEOMICS	NEL, ANDRIE		54.00 1	1574	1'st NCTEx and da
l F		441303	AN		10.33		Rowell Ramos	No			CRG - NIH	54.00 1	1574	Subsward to Duke
		441353	ΔN		34 894 87	NEL ANDRE	Rowell Ramos	No	UNEXPENDED BALANCE - LICLA	HEL, ANDATE	Sales and Ser	0 1	1574	Subaward to Duke
		441353	ΔN		39 600 22	NEL ANDRE	Rowell Ramos	No	NANO TRAINING GRANT		State Appropri	0 1	1574	APPROVED 3 Yrs
		401053	2D		109 606 79	NEL ANDRE	Anna Parras	No	DIVISION ZEE (NANO SKIN TES		Compensation	0 1	1574	6/5/07 06-07 Q3 =
		401353	AN		19.849.64	NELANDRE	Rowell Ramos	No	ZEE BANK		Compensation	0 1	1574	
		441353	AN		(5.369.59)	NEL.ANDRE	Rowell Ramos	No	CNSI ADMIN SUPPORT		C&G - State	0 1	1574	50% Admin suppo
		401053	2D		2.883.41	NEL. ANDRE	Rowell Ramos	No	OPPORTUNITY FUNDS		Indirect Cost R	0 1	1574	

Page 2 of 20

Financial Statements

5. Make sure Microsoft Excel is open, then click "Yes"



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

🖹 Mic	Microsoft Excel - Book1									
: B [jie <u>E</u> dit <u>V</u> iew	Insert	F <u>o</u> rmat	Tools Data Window Help Adobe PDF		Type a question for help 🚽 🗖				
	<u>▶ 😂 🖌 👌 🖄 🛝 🖏 • 🔊 • (* •) 🎭 Σ • 🔃 🛄 150% • (@ 📲 Arial - • 8 • B Z U ≡ ≡ च 🔤 \$ % • 1 ‰ 🕮 🖽 • 💩 • 🗛 •</u>									
1	🐚 🖄 🕼 🕼 🖏 🏷 I 🕉 🎭 🛍 V Reply with Changes End Review									
	D39 👻	fx								
	A	В	С	D	E	F				
1	Account	сс	Fund	Fund Title	PI Name	Main Pl				
2	401053	2D		OPPORTUNITY FUNDS	NEL, ANDRE					
3	441353			SPECIAL STATE PRESIDENT'S WORK STUDY						
4	441353	AN		CNSI ADMIN SUPPORT	NEL,ANDRE					
5	441353	AN		NANO TRAINING GRANT	NEL,ANDRE					
6	441353	AN		PARTICLE CENTER	NEL,ANDRE	FROINES, JOHN R				
7	441353	AN		ATHERO	NEL,ANDRE	NEL, ANDRI E				
8	441353	AN		DEP TOX	NEL,ANDRE	NEL, ANDRI E				
9	441353	AN		AGING	NEL,ANDRE	NEL, ANDRI E				
10	441353	AN		NANO TOX	NEL,ANDRE	NEL, ANDRI E				
11	441353	AN		PROTEOMICS	NEL,ANDRE	NEL, ANDRI E				
12	441353	AN		PARTICLE TOX	NEL,ANDRE	NEL, ANDRI E				
13	13 441352 AN ASTHMA Yr. 3 PROJECT 1 NELANDRE NEL ANDRI E									
H 4	Chart Of Ac	cts Ba	tch / Sheet	t1 / Sheet2 / Sheet3 /						
Ready						NUM				

- Launch QDB in Excel make sure the Chart of Accts Batch open in the background a. <u>T</u>ools
 - b. QDB/GLPPP FPM AdHoc Reporting

🔀 Mic	🛛 Microsoft Excel - Book1										
:B) E	jile <u>E</u> dit <u>V</u> iew	<u>I</u> nsert	F <u>o</u> rmat	Too	s <u>D</u> ata	<u>W</u> indow	<u>H</u> elp	Adobe PDF			
1	🛎 🖬 🖪 🔒 h	3 🗅	🕰 🗈	ABC	Spelling			F7 (
1 1	ka ika 🖾 👒 k	a 13	8	íš,	<u>R</u> esearch.			Alt+Click			
[D39 👻		1	Error Checking							
	A	В	С		Speec <u>h</u>			>			
1	Account	СС	Fund		Share <u>d</u> Wo	orkspace		Γ			
2	401053	2D			Share Wor	'k <u>b</u> ook					
3	441353				Track Cha	nges		• 7			
4	441353	AN			Compare and Merge Workbooks						
5	441353	AN			Protection •						
6	441353	AN			Online Collaboration						
7	441353	AN			<u>G</u> oal Seek						
8	441353	AN			Sc <u>e</u> narios.						
9	441353	AN			Formula A	<u>u</u> diting					
10	441353	AN			Macro			•			
11	441353	AN			Add- <u>I</u> ns						
12	441353	AN		3	<u>A</u> utoCorre	ct Options					
13	441353	AN			<u>C</u> ustomize						
14	441353	N4			Options						
15	441353	AN			QDB/GLPP	P FPM ADH	IOC REP	ORTING			
16	441353	AN			QDB/R-Net 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

School of Medici	chool of Medicine QDB/FPM Adhoc - Version Date: October 17, 08								
	ODB/FPM Gustom Reports - Main Menu								
	General Ledger Custom Reports Most Recent 200809 Payroll Expense Distribution Most Recent 200809								
* Report is not ready	Summary of Funds (Test Mode) Salary by Month Summary - By Sub Salary & Percentage by Month Summary - By Sub Object Salary & Percentage by Month Salary & Percentage by Month Salary & Percentage by Month Summary - By Sub Object Salary & Percentage by Month Salary & Percentage by Month Salary & Percentage by Month Summary - By Sub Object Salary & Percentage by Month Salary & Percentage by Month Salary & Percentage by Month Summary - By Sub Object Salary & Percentage by Month Salary & Percentage by Month Salary & Percentage by Month Subwards Case - Unallowable Beronciliation Cosing Checklist (Draft - pending EFM approval) Eath (All - After fund end date Detai - All - After fund end date (Test Mode) "								
	Report ppp for: Organizational SEmployee								
	FP III 🔽 Include FPM Funding								
	Writeups DO Macros Monthly Batch Go to ADHOC Cancel < Back Next > Finish								

- Batch Processing LoadLeave all FAU information blank/default

FAU for Summary of Funds (Test Mode)	×
Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an ^{tw} .	
Account: * CC: * Fund: I Project: * Sub: * Get Last FAU Object: * Dept: *	
Batch Processing - Load Collate Reports	
Summary of Funds (Test Mode) Options	
PI Version Tind, CSER Tind, Project Tind, 9H Tind, Current Balance	
Convert FAU to upper case	-
Cancel < Back Next > Finish	

4. All the FAUs in the "Chart of Accts Batch" will automatically populate - Next

FAU for Summary of	AU for Summary of Funds (Test Mode)						
		Sumr	Chart (narv of Fu	Of Accts Batch nds (Test Mode) Rec	oort		
	Account	CC	Fund	Fund Title	PT Name		
	401053 441353 441353 441353	2D AN AN		OPPORTUNITY FUNE SPECIAL STATE PRE CNSI ADMIN SUPPOI NANO TRAINING GR	NEL, ANDRE NEL, ANDRE NEL, ANDRE		
	441353	AN		PARTICLE CENTER	NEL, ANDRE		
	441353 441353 441353	AN AN AN		ATHERO DEP TOX AGING	NEL, ANDRE NEL, ANDRE NEL, ANDRE		
	441353	AN		NANO TOX	NEL, ANDRE	: Last	
	441353	AN		PARTICI E TOX	NEL, ANDRE	A0	
	441353	AN		ASTHMA Yr. 3 PROJI	NEL,ANDRE		
	441353	N4		ASTHMA Yr. 3 CORE	NEL, ANDRE		
	441353	AN		REDERIVATION	NEL, ANDRE		
	441353	AN		MERCK FROSST GIF	NEL,ANDRE		
	401053	2D		DIVISION ZEE (NANC	NEL, ANDRE		
- Batch Proces	401353	AN		ZEE BANK	NEL,ANDRE	_	1
Load	C C	llate Reports					
Summary of F	unds (Test	Mode) Option	IS				1
PI Version	L Iu	id, CSER	Incl. Proje	act 🔲 Incl. 9H	Incl. Current Bala	ance	
	Conv		per case			Included	
			Can	cel < Back	Next >	Finish	
			-		11		

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".



6. Finish

Date for Summary of Funds	(Test Mode)	×
	MOST RECENT CLOSED LEDGER MONTH	
	SEPTEMBER, 2008	
	ITD (i.e. Contract & Grants) C. YTD	
		192
		1 3 4 5 6 7 8 8 30 31 2 73 4 55
		20 27 55 50 20 21
		.
		Included
	Cancel Cancel Months	Finish

- 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

🔀 Mie	3 Microsoft Excel - Book2																	
: B) (Ele Edit View Insert Format Tools Data Window Help Adobe PDF																	
1] 📴 🖵 👌 🗇 🖏 🖏 📭 🐘 📲 👘 • (** • 😒 Σ • 🔛 🏨 85% • 🕢 🗑 🛱 Arial 🛛 • 12 • 18 I 🖳 🖬 💲 🐁 • 🐝 🖧 • 🦉																	
1	a the two the second se																	
	B34	▼ fx					Sort /	scending										
1 2 3	3	A	В	С	D	E	H	J	К	L	М	N	Р	Q	R	S	Т	
	1	UCLA																
	2 Department: MEDICINE-NANO MEDICINE													_				
	3 PI: NEL, ANDRE September 2008 Summary of Funds																	
	4	Fund Manager	r: Rowell Ra	amos														
	6	Date: 10/22/200	08															
			Fund	Accoun			Fund	Approp.	Expense	Approp			Future	Projecte	Rchg		Project	
LE E	7	Fund Title	Grouping	t	cc	Fund	End	ITD	s ITD	•	Exp.	EML	Exp./Adj.	d	ld No	Comment	End	_
•	8	OPPORTUNITY	Indirect Cos	401053	2D		12/31/25	11,865	6,533	0	993	1,456	0	2,883	DT28			
·	9	SPECIAL STAT	IC&G - State	441353			05/31/11	272	313	0	0	0	0	(40)				
Ш.	-													(,		50% Admin		
	10	CNSI ADMIN SU	C&G - State	441353	AN		05/31/10	28,101	33,471	0	0	0	63,415	(68,784)		support fron		_
			State Appre	441050	A.N.		06/20/25	10 476	22.072	50.005	1 009	1	02 760	(54.460)		APPROVED	06/20/40	
	11	NANO TRAINING	State Appro	441555	AN		06/30/23	10,470	32,972	36,003	1,906	1	93,769	(04,169)		Yr 1 10/05-	06/30/10	
·	12	PARTICLE CEN	C&G - Fede	441353	AN		09/30/10	409,209	310,891	0	569	2,793	183,284	(88,328)	DTR1	09/06	09/30/10	
Ш.																Budget		
	13	ATHERO	C&G - NIH	441353	AN		07/31/09	290,893	197,161	0	789	18,773	0	74,170	DT14	Years 08/04-	07/31/09	_
·	14	DEP TOX	C&G - NIH	441353	AN		11/30/08	103.464	101.871	0	317	1,164	0	111	DT15	expiration	11/30/08	
								,				.,				1'st NCTEx		
	15	AGING	C&G - NIH	441353	AN		04/30/09	199,413	156,400	0	2,797	3,285	0	36,931	DT16	end date	04/30/09	
·	16	NANO TOX	C&G - NIH	441353	AN		02/28/09	225,000	33,402	0	1,964	44,096	59,032	86,506	DTR2		02/28/13	
																1'st NCTEx		
	17	PROTEOMICS	C&G - NIH	441353	AN		07/31/08	55,712	55,696	0	0	0	0	16		end date	07/31/08	
·	18	PARTICLE TOX	C&G - NIH	441353	AN		06/30/09	289 707	184 419	0	1 956	59 208	40 698	3 427	DT21	Subaward to	06/30/09	
Ш.	-						00/00/00	200,101	101,110	Ŭ	1,000	00,200	-10,000	0,421	0.21	Bano onit:	00,00,00	
	19	ASTHMA YR. 3	C&G - NIH	441353	AN		06/30/09	337,107	57,365	0	943	96,395	155,876	26,528	DT18		06/30/11	
·	20	ASTHMA YR. 3	C&G - NIH	441353	N4		06/30/09	61,584	17,857	0	4,908	1	27,022	11,796	DTR3		06/30/11	
	24		Endowmont	441252	AN		10/01/05	1 900	0	0	0	0	0	1 800				
	21	REDERIVATION	Lindownent	441303	AN		12/31/23	1,000	0	J	0	0	0	1,600				
	22	MERCK FROSS	Gifts	441353	AN		12/31/25	50,000	0	0	0	0	0	50,000	DT4F	10% No.		
·	23	CHANCELLOR	Gifts	441353	AN		09/09/25	34,549	9,970	0	0	0	25,775	(1,196)		Chancellor		
	н	Sum of Funds- Bat	tch(1) Chart	Of Accts Ba	tch /	Sheet1	/ Sheet2 /	Sheet3 /		I					I	LEIEIOZ OE 07		٠Ĺ
	NUM																	

- "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.

FPM BATCH REPORTS – Summary-By Sub Example (after completing steps 1-7 from FPM Chart of Accounts Batch)

- 1. Summay By Sub
- 2. Steps 2-6 are identical to FPM Summary of Funds Batch instructions above

School of Medicine QDB/FPM Adhoc - Version Date: October 23, 08								
ODB/FPM Gustam Reports - Main Menu								
	General Ledger Custom Reports Most Recent 200809	Payroll Expense Distribution Most Recent 200809						
* Report is not ready	Summary of Funds (Test Mode) Summary - By Sub Non-Salary Expense Projection by Month (all fund types) Expense by Month Summary - By Sub Object Salaes & Service Summary Detail - Closed Detail - Open Detail - All Salary Cap Flag (Test Mode) Link to Financial Web Report (DFSR) CLOSING REPORTS Financial Reports Due (Test Mode) Closing Checklist (Drait - pending EFM approval) Detail - All - After fund end date (Test Mode) Object Codes - Unallowable & Warning (Test Mode) Summary - By Sub (Test Mode) Detail - Open Encumbrances (Test Mode) 9H reconciliation link (Test Mode) 	Salary & Percentage by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Barown UPAY Other UPAYs PAR CLOSING REPORTS * After fund end date						
		Report ppp for: 🔮 Organizational 💭 Employee						
		FPM Include FPM Funding						
	Writeups DO Macros Monthly Batch Go to A	ADHOC Cancel < Back Next > Finish						

- Finished Product QDB will use the FPM Chart of Accts Batch to create a Summay-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.

1	licro	soft Excel - Boo	ok2										_	. 🗗 🗙
:2	<u> </u>	e <u>E</u> dit <u>V</u> iew	<u>I</u> nsert F <u>o</u> rmat	<u>T</u> ools <u>D</u> ata <u>W</u>	<u>'indow H</u> elp A	do <u>b</u> e PDF					Туре	e a question fo	r help 🛛 🚽 🗕	.8×
1		i 🖬 🖪 🔒 i e	🖪 🖪 🗱 🗈	n 🛍 • 🌖 • (°		🗼 🛄 100% 🗣	🕡 🚆 Arial	- 8	• B <i>I</i> <u>U</u>		\$ % ,	€.0 .00 .00€	🗄 • 🔕 • 🛓	<u>A</u> -]
1	1 22	1 🖄 🖾 🗞 👌	13512	🖏 🕡 🛛 🗮 Repl	y with <u>C</u> hanges	End Review								
	С	5 🔻	fx			20								
	Α	В	С	D	E	F	G	H		J	K	L	М	.
$\frac{1}{2}$	-		SUMMAR	RY REPORT BY	SUB (INCEPTIC	ON TO DATE): U	SC PILOT PRO	JECT (SCEHSC)						
3		Account/Fund:	441353-H7-12345	project: *		Budget Year(s):	04/01/08 To 03/31	/09	10/24/08 12:25 PM					
4	_	Fund Name:	FDP-USC/NIH H386	08 FROINES 3/9 54	%	Project End Date: Recharge ID:	3/31/09							
6		Fund Mgr:	ROWELL RAMOS			Overhead Rate:	J	54.00	%					
8	-		1	2	3	4	5	6	Projected					
9			General	Ledger	C	Current Expenditur	es		Balance					
10	_	Sub	Approp.	Expenses	Approp.	Expenses	Encumbr. &	Future	1-2					
	-	Salaries	11D (09/08)	11D (09/08)			Memo Lien	10 03/31/09	+3-4-5-6					
12	00	Academic							0.00					
12		Salaries-Staff							0.00					
13	01	Salaries-							0.00					
14	02	General Assistance							0.00					
15	06	Employee Benefits							0.00					
16	03	Supplies & Expense	8.549.00	2.715.85		982.61	2.055.74		2.794.80					
17	04	Equipment	14,375.00	15,579.39					(1,204.39)					
18	05	Special Items							0.00					
19	07	Special Items	0.00	0.00					0.00					
20	08	Unallocated	0.00	0.00					0.00					_
21	09	Recharge							0.00					
22	Tot	al Direct	22,924.00	18,295.24	0.00	982.61	2,055.74	0.00	1,590.41					
23	9H	Overhead	4,616.00	1,466.56	0.00	530.61	1,110.10		1,508.73					
24	Tot	al	27,540.00	19,761.80	0.00	1,513.22	3,165.84	0.00	3,099.14					
25	со	MMENTS						Direct balance	2,012.43					
26				I				Indirect Balance	1,086.71					
28	-			Make sure you have	ve included 9H reco	on adi in FPM, sub 9H	so it can feed to co	l 6 in this report	3,099.14					
29				in the care year har			9H TOF Adj neede	d	422.02					
30							If positive, debit s	ub 9H and credit su	b 08 (if allowable)					_
32							ii negative, credit	SUD 9H and debit SU	D UO (IT AIIOWADIE)					
H	• •	Sub-'44135	3-H7-79394(1)	Sub-'441353-NL-	79208(1) 🖊 Sul	b-'441353-AN-77569	(1) / Sub-'4413	53-AN-69970(1)	Sub-'401353-AN-62165	i(1) / Sub-	'401053-2D-621	.65(1)		٦Ľ
													NUM	

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

School of Medicine QDB/I	PM Adhoc - Version Date: October 23, 08 ODB/FPR AD NOC REPORT	ing.
	QDB Status	
	Operational	
	Most Recent Close Ledger Month	ed
2	September, 2008	■ ◀───
7	Current Fiscal Yea End Process	IT
2	Most Recent Close PPP September, 2008	
Cance	< Back. Next >	Finish

3. Monthly Batch

School of Medici	ne QDB/FPM Adhoc - Version Date: October 23, 08	x
	ODB Gustom Ropo	/FPM As - Main Menu
	General Ledger Custom Reports Most Recent 200809	Payroll Expense Distribution Most Recent 200809
* Report is not ready	Summary of Funds (Test Mode) Summary - By Sub Non-Salay Expense Projection by Month (all fund types) Expense by Month Summary - By Sub Object Sales & Service Summary Detail - Ogen Detail - Ogen Detail - All Salary Cap Flag (Test Mode) Link to Financial Web Report (OFSR) 	Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Barned Yr/Mo Barown UPAY Other UPAYs PAR
		Report ppp for: Organizational Employee
	Writeups DO Macros Monthly Batch 30 to.	ADHOC Cancel < Back Next > Finish

4. Create Batch

UserForm1	×
General Ledger Reports LYM date to report on	Batch Options
	Criate Batch
Payroll Expense Distribution Reports Payroll date to report on	Batch
Batch sheet:	Set Sort/Subtotal option
Create sheets left to right Custom Reports Cancel Run Reports	

2	Microsoft Excel - Book2																										
: 2	<u>E</u> ile	<u>E</u> dit	t <u>V</u> iew <u>I</u> nsert F <u>o</u>	rmat <u>T</u> e	ools	<u>D</u> ata	<u>W</u> indo	w <u>H</u> e	elp Ar	do <u>b</u> e PD	F											Тур	e a ques	tion for l	nelp		8 >
8 🗋	Ċ	; 🔜 (💪 🔒 😂 🖾 🛍	L 🗈 🛙	1	9 -	(°I	2	Σ - 2	1 🛄	85%	•)	Arial			- 8 -	BI	Π	= =	+3+	\$ % ,	+.0 . ♦ 00.	20 🖂	- 👌	- <u>A</u>	• -]
	А	В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q	R	S	Т	U	V	W	Х	Y	Z	AA
2	Gen	eral Leo	dger Reports					FAU							-	LYM			Ty	pes of T	ransactio	ns					
3	Ru	inciud e FPM	Beport Name	Accoun t	CC	Fund	Projec t	Sub	Obje et	Sourc	Dep t	includ e 9H	ш	ΥΤΟ	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	Appro	Ero	Encum Memo Lien	Include Re- appro					
Ē			Summary - By Sub				-			-	-																
5		y	Non-Salary Expense Projection by Month (all fund types)	•	•		•	•					x														
7			Expense by Month																								
8			Summary - By Sub Object																								
9			Sales & Service Summary											•													
10			Detail - Closed																8	8		8					
11			Detail - Open	•			•		•	•	•								×	×	×						
12			Detail - All																×	8	8	8					
13	E	Distrik	ution Desceto					EAU								1.944					0		11-10				
13 20 21	Esp.	Distrib Includ e FPM	oution Reports Report Name	Accoun t	cc	Fund	Projec	FAU	Obje ct	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid)	Pa y Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult	Hous e staff	Staf f	All	
13 20 21	Exp. Run	Distrib Includ e FPM	ution Reports Report Name Salary by Month	Accoun t	cc	Fund	Projec t	FAU	Obje ct	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult 5	Hous e staff	Staf f	All	
13 20 21 22 23	Exp.	Distrib Includ e FPM	Report Name Salary by Month Salary & Percentage by Month	Accoun t	<u>cc</u>	Fund	Projec t	FAU Sub	Obje ct	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) 2	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult 9	Hous e staff	Staf f	AII ×	
13 20 21 22 23 24	Ezp.	Distrib Includ e FPM	Report Name Report Name Salary by Month Salary & Percentage by Month Reconciliation	Accoun t	сс	Fund	Projec t	FAU Sub	Obje ct	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) x	Pa y Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult 9	Hous e staff	Staf f	AII × ×	
13 20 21 22 23 24 25	Exp.	Distrib Includ e FPM	Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum	Account t		Fund	Project t	FAU Sub	Obje et	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) × × ×	Pay Period Ending (earned)	Dept	Sub Div	Div Div	Drg	Unit Facult J	Hous e staff	Staf f	AII × × ×	
13 20 21 22 23 24 25 26	Exp.	Distrib Includ e FPM	Report Name Salary by Month Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum	Account		Fund	Projec t	FAU Sub 	Obje ct	Title Code	DOS • • •		Matc h Fund Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) × ×	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult 9	Hous e staff	Staf f	AII × × ×	
13 20 21 22 23 24 25 26 27	Ezp.	Distrib Includ e FPM	Report Name Salary by Month Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo	Account t		Fund	Projec t	FAU Sub 	Obje ct	Title Code	DOS		Matc h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) × × × ×	Pay Period Ending (earned)	Dept	Sub Div	Div Div	nizational Org	Unit Facult J	Hous e staff	Staf f	AII x x x x x x x x x x x x x x x x x x	
13 20 21 22 23 24 25 26 27 28	Exp.	Distrib Includ e FPM	Report Name Salary by Month Salary by Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo	Account t	cc 	Fund	Projec t	FAU Sub	Obje ct	Title Code	DOS		Matc h Fund End Date	Mato h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) * * * * * *	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	Drg Org	Unit Facult J	Hous e staff	Staf f	AII * * * * * * * * * * * * * * * * * *	
13 20 21 22 23 24 25 26 27 28 29	Exp.	Distrib Includ e <u>FPM</u>	Report Name Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY	Account t	cc 	Fund	Project t	FAU Sub	Obje ot 	Title Code	DOS		Matche h Fund End Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) * * * * * * * * * * * * * * * * * * *	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Org	Unit Facult J	Hous e staff	Staf f	AII x x x x x x x x x x x	
13 20 21 22 23 24 25 26 27 28 29 30	Exp.	Distrib Includ e FPM	Report Name Report Name Salars by Month Salars & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY Other UPAYs	Account t	• •	Fund	Projec t	FAU Sub	Obje et .	Title Code	DOS		Matc h Fund Date	Matc h Fiscal	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) × × × × × ×	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	nizational Drg	Unit Facult 9	Hous e staff	Staf f	AII 2 2 2 2 2 2 2 2 2 2 2 2 2	
13 20 21 22 23 24 25 26 27 28 29 30 31	Exp.	Distrib Includ e FPM	Report Name Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY Other UPAYs Customized 1	Accoun t	cc 	Fund .	Projec t	FAU Sub	Obje ot 	Title Code 	DOS		Mate h Fund Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) * * * * * * * * * * * * * *	Pay Period Ending (earned)		Sub Div	Orga Div	nizational Drg	Facult 5	Hous e staff	Staf f	× × × × × × × × × × × × × × × × × × ×	
13 20 21 22 23 24 25 26 27 28 29 30 31 32 33	Exp.	Distrib Includ e FPM	Report Name Salary by Month Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Brown UPAY Other UPAYs Customized 1	Account t	CC · · · · · · · · · · · · · · · · · ·	Fund	Projec t	FAU Sub	Obje et .	Title Code	DOS		Matc h Fund Date	Matc h Fiscal Year	Curren t Grant Year	LYM Current Fiscal Year	LYM (paid) * * * * * * * * * * * * *	Pay Period Ending (earned)		Sub Div	Orga Div	nizational Org	Unit Facult	Hous e staff	Staf f	All x x x x x x x x x x x x x	

- 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. <u>Run</u> 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. <u>Dept</u> Enter the 4 digit department FS code* for the payroll personnel.

Gen	eral Led	ger Reports					FAU								LYM			Ту	pes of Tr	ansaction	s
Run	Include FPM	Report Name	Account	сс	Fund	Project	Sub	Object	Source	Dept	Include 9H	ITD	YTD	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	Appro	Exp	Encum Memo Lien	Include Re-appre
v	v	Summary - By Sub	441353	AN	30071	±						×									
,	y	Non-Salary Expense Projection by Month (all fund types)	441353	AN	30071	÷	±			±		~									
v	v	Expense by Month	441353	AN	30071	±	ź	ż		÷						x					
Ĺ	,	Summary - By Sub Object	441353	AN	30071					÷			×								
		Sales & Service Summary			30071	×															
у		Detail - Closed	441353	AN	30071	±	ż	ż	ż	±								×	×		×
у		Detail - Open	441353	AN	30071	÷	ż	±	±	±								×	×	x	
		Detail - All	441353	AN	30071	×	*	*	±	±								x	x	x	x
<u> </u>																					
Exp.	Distribu	tion Reports					FAU								LYM					Orga	anizationa
Exp. Run	Distribu Include FPM	ion Reports Report Name	Account	сс	Fund	Project	FAU	Object	Title Code	DOS		Match Fund End Date	Match Fiscal Year	Current Grant Year	LYM Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Orga Div	anizationa
Exp. Run y	Distribu Include FPM y	ion Reports Report Name Salary by Month	Account	CC	Fund 30071	Project	FAU Sub	Object	Title Code	DO S		Match Fund End Date	Match Fiscal Year	Current Grant Year	LYM Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept 1574	Sub Div	Orga Div	anizationa Org
Exp. Run y y	Distribu Include FPM y y	tion Reports Report Name Salary by Month Salary & Percentage by Month	Account 441353 441353	CC AN AN	Fund 30071 30071	Project *	FAU Sub	Object *	Title Code *	DOS *	_	Match Fund End Date	Match Fiscal Year	Current Grant Year x	LYM Current Fiscal Year	LYM (paid) x	Pay Period Ending (earned)	Dept 1574 1574	Sub Div *	Orga Div *	org *
Exp. Run y y y	Distribu Include FPM y y y	tion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation	Account 441353 441353 441353	CC AN AN AN	Fund 30071 30071 30071	Project * *	FAU Sub * *	Object * *	Title Code * *	DO S * * *	-	Match Fund End Date	Match Fiscal Year	Current Grant Year X	LYM Current Fiscal Year	LYM (paid) X X	Pay Period Ending (earned)	Dept 1574 1574 1574	Sub Div * *	Orga Div * *	Org * *
Exp. Run y y y	Distribu Include FPM y y y	ion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum	Account 441353 441353 441353 441353	CC AN AN AN	Fund 30071 30071 30071 30071	Project * * *	FAU Sub * * *	Object * * * * *	Title Code * *	DOS * * *		Match Fund End Date	Match Fiscal Year	Current Grant Year x	LYM Current Fiscal Year	LYM (paid) x x x x	Pay Period Ending (earned)	Dept 1574 1574 1574 1574	<u>Sub Div</u> * * *	Div * * *	Org * * *
Exp. Run y y	Distribu Include FPM y y y	ion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum	Account 441353 441353 441353 441353 441353	CC AN AN AN AN AN	Fund 30071 30071 30071 30071 30071	Project * * *	FAU Sub * * * *	Object * * * * * * * *	Title Code * * *	DOS * * * *		Match Fund End Date	Match Fiscal Year	Current Grant Year x	LYM Current Fiscal Year	LYM (paid) x x x x x	Pay Period Ending (earned)	Dept 1574 1574 1574 1574 1574	Sub Div * * *	0rg: Div * * *	Org * * * *
Exp. Run y y	Distribu Include FPM y y y	tion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo	Account 441353 441353 441353 441353 441353 441353	CC AN AN AN AN AN	Fund 30071 30071 30071 30071 30071 30071	Project * * * * * * *	FAU Sub * * * *	Object * * * * * * * * *	Title Code * * * * *	DOS * * * *		Match Fund End Date	Match Fiscal Year	Current Grant Year X	LYM Current Fiscal Year	LYM (paid) x x x x x x x	Pay Period Ending (earned)	Dept 1574 1574 1574 1574 1574 1574	Sub Div * * * * * *	Orgs Div * * * * *	Org * * * * * * * *
Exp. Run Y Y Y	Distribu Include FPM y y y	ion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo	Account 441353 441353 441353 441353 441353 441353 441353	CC AN AN AN AN AN AN	Fund 30071 30071 30071 30071 30071 30071 30071	Project * * * * * * * * * * * * * * * * * *	FAU Sub * * * * * * * * * * * * * * * * * * *	Object * * * * * * * * * * * * * *	Title Code * * * * * * *	DOS * * * * * *		Match Fund End Date	Match Fiscal Year	Current Grant Year X	LYM Current Fiscal Year	LYM (paid) x x x x x x x x x x	Pay Period Ending (earned)	Dept 1574 1574 1574 1574 1574 1574 1574	Sub Div * * * * * * * * *	Orgs Div * * * * * * * * * * *	org * * * * * * * * *
Exp. Run y y	Distribu Include FPM y y y	ion Reports Report Name Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY	Account 441353 441353 441353 441353 441353 441353 441353 441353	CC AN AN AN AN AN AN AN	Fund 30071 30071 30071 30071 30071 30071 30071 30071	Project 	FAU Sub * * * * * * * * *	Object * * * * * * * * * * * * * * * * * *	Title Code * * * * * * * * * *	DOS * * * * * * * * * *		Match Fund End Date	Match Fiscal Year	Current Grant Year X	LYM Current Fiscal Year	LYM (paid) x x x x x x x x x x x	Pay Period Ending (earned)	Dept 1574 1574 1574 1574 1574 1574 1574 1574	Sub Div - - - - - - - - - - - - -	Orgs Div * * * * * * * * * * * * * * * *	org * * * * * * * * * * *

- 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"

serForm]	1										
	Gene	ral Ledger Reports				LYM o	late to re	eport on	200809		Batch Options
Run	FPM	Report Name	Account	СС	Fund	Project	Sub	Object	Source	Dept	
У	у	Summary - By Sub	441353	AN	30071	*					
ý	ý	Expense by Month	441353	AN	30071	*	*	*		*	
ý		Detail - Closed	441353	AN	30071	*	*	*	*	*	
У		Detail - Open	441353	AN	30071	*	*	*	*	\$	🛃
											Create Batch
											Create battin
•											Load Monthly
	Pa Pa	yroll Expense Distri	bution P	eports		Payrol	date to	report on	200809		Batch
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS	Atl
у	У	Salary by Month	441353	AN	30071	*	*	*	*	*	2 ↓
У	У	Salary & Percentage by M	441353	AN	30071	*	*	*	*	*	
У	У	Reconciliation	441353	AN	30071	*	*	*	*	*	Set Sort/Subtotal option
•	J Þ										
Batch	h sheet: №	IonthlyBatch									
							100 A 10 A				
Creat	ate sheets le	ft to right					Include	£,			
© Crea	ate sheets le	ft to right	tom Reports		Cancel	Run	Reports	° ←			

9. Highlight "Trans Ref GL" and click "Up" to move "Trans Ref GL" to the top of the list - Finish

Order of Columns & SubTotals for Detail - Open	×
Order of Columns & SubTotals for Detail - Open Arrange the fields in the box, from top to bottom, in the order you want your report sorted. Select a field in the box, and click the Up or Down button to move the field accordingly in the box. Sub Trans Ref GL Ledger Year Month Project Object Account CC Fund Sub-Object Title Source Code TE Trans ID GL Trans DC Date Trans. Eff. Date Description	X
How many levels of subtotals do you need?	
Gio to ADHOC Cancel < Back Next > Finish	

Order of Col Arran a field	Alumns & SubTotals for Detail - Open Inge the fields in the box, from top to bottom, in the order you want your report sorted. Select Id in the box, and click the Up or Down button to move the field accordingly in the box. Trans Ref GL Sub Ledger Year Month Project Object Account CC Fund Sub-Object Title Source Code TE Trans ID GL	X
	How many levels of subtotals do you need? How many levels of subtotals do you need? Go to ADHOC Cancel < Back Next > Fini	uded sh

- 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.

1 2	3	A	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	P	Q
	1	GL: 441353-AN	30071	SINCE SE	PTEMBER	2008 Dat	e: 10/24/20	08										
				Ledger														
				Year							Source		Trans ID	Trans	Trans. Eff.			
	2	Trans Ref GL	Sub	Month	Project	Object	Account	CC	Fund	Sub-Object Title	Code	TE	GL	Doc Date	Date	Description	Appropriation	Expense
	· 3		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/2/08	10/2/2008	OVERHEAD CHARGES		19.56
	• 4		9H	200810	0	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/6/08	10/6/2008	OVERHEAD CHARGES		(0.39)
	· 5		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL G		70	04D41	10/7/08	10/7/2008	OVERHEAD CHARGES		301.13
	• 6		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/9/08	10/9/2008	OVERHEAD CHARGES		8.44
	· 7		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL G		70	04D41	10/10/08	10/10/2008	OVERHEAD CHARGES		2.48
	• 8		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/13/08	10/13/2008	OVERHEAD CHARGES		0.36
	• 9		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/14/08	10/14/2008	OVERHEAD CHARGES		99.03
	· 1		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/20/08	10/20/2008	OVERHEAD CHARGES		28.74
	· 1		9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/21/08	10/21/2008	OVERHEAD CHARGES		601.14
	· 1	2	9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/22/08	10/22/2008	OVERHEAD CHARGES		8.20
	· 1	3	9H	200810)	3810	441353	AN	30071	OVERHEAD-FEDERAL GR		70	04D41	10/23/08	10/23/2008	OVERHEAD CHARGES		(0.57)
11 -	1	Trans Ref GL															0.00	1,068.12
ПГ	• 1	1574AKB192	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		EN	AKB192	10/22/08	10/22/2008	FISHER SCIENTIFIC		
	· 10	1574AKB192	03	200810)	9104	441353	AN	30071	THEFT SENS EQUIP \$200		EN	AKB192	10/22/08	10/22/2008	FISHER SCIENTIFIC		
11 -	1	Trans Ref GL	1574AK	B192													0.00	0.00
ШΓ	. 1	3 1574FKB131	03	200810)	4355	441353	AN	30071	CHEMICALS AND COMPO		42	999996	9/26/08	10/2/2008	FISHERSCIC1168935080		(0.13)
11 -	1	Trans Ref GL	1574FKE	3131													0.00	(0.13)
П	. 2	1574FKB136	03	200809	9	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		EN	FKB136	9/30/08	9/30/2008	FISHER SCIENTIFIC		
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		41	999996	10/1/08	10/2/2008	FISHERSCIC1279488081		32.25
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		41	999996	10/1/08	10/2/2008	FISHERSCIC1279489081		4 11
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		41	999996	10/8/08	10/9/2008	FISHERSCIC1480659081		2.83
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		42	999996	10/1/08	10/6/2008	FISHERSCIC1279488081		(0.64)
	. 2	1574EKB136	03	200810		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		42	999996	10/1/08	10/6/2008	FISHERSCIC1279489081		(0.08)
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		42	999996	10/8/08	10/13/2008	FISHERSCIC1480659081		(0.06)
	. 2	1574FKB136	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		FN	EKB136	9/30/08	10/2/2008	FISHER SCIENTIFIC		(,
	. 2	1574EKB136	03	200810		4630	441353	ΔN	30071	LAB/SHOP INSTRUMENTS		EN	EKB136	9/30/08	10/9/2008	FISHER SCIENTIFIC		
11 -	2	Trans Ref GL	1574FKF	3136	-									0.00.00	101012000		0.00	38.41
ПГ	. 3	1574EKB143	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		41	9999996	10/6/08	10/7/2008	FISHERSCIC1393917081		4.31
	. 3	1574EKB143	03	200810		4630	441353	ΔN	30071	LAB/SHOP INSTRUMENTS		42	9999996	10/6/08	10/10/2008	FISHERSCIC1393917081		(0.09)
	. 3	2 1574FKB143	03	200810		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		FN	FKB143	10/2/08	10/2/2008	FISHER SCIENTIFIC		(0.00)
	. 3	1574FKB143	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENT		EN	FKB143	10/2/08	10/7/2008	FISHER SCIENTIFIC		
11 -	3	Trans Ref GL	1574FKF	3143	-									10.2.00	101112000	in cherrore constraints	0.00	4.22
Пг	. 3	1574EKB150	03	200810	5	4630	441353	ΔN	30071	LAB/SHOP INSTRUMENTS		41	999996	10/9/08	10/10/2008	EISHERSCIC1531181081	3.00	4.68
	. 3	1574FKB150	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENT		42	9999996	10/9/08	10/13/2008	FISHERSCIC1531181081		(0.09)
	. 3	1574EKB150	03	200810)	4630	441353	AN	30071	LAB/SHOP INSTRUMENTS		EN	EKB150	10/7/08	10/7/2008	FISHER SCIENTIFIC		(0.00)
	. 3	1574FKB150	03	200810	, 1	4630	441353		30071	LAB/SHOP INSTRUMENTS		EN	EKB150	10/7/08	10/10/2008	FISHER SCIENTIFIC		
	3	Trans Ref GL	1574EKF	3150						2.12.51101 1101110111011101							0.00	4 59
Г	. 4	1574EKB151	03	200810	5	4771	441353	ΔN	30071	PROJECT SPECIFIC OFFIC		41	999931	10/8/08	10/9/2008	OFFICEMAXC918998010	0	12 70
	. 1	1574FKB151	03	200810	, 1	4771	441353		30071	PRO JECT SPECIFIC OFFIC	-	EN	EKB151	10/7/08	10/7/2008	OFFICEMAX CONTRACT	1	12.13
	. 1	1574FKB151	03	200810		4771	441352		30071	PROJECT SPECIFIC OFFIC	-	EN	EKB151	10/7/09	10/9/2009	OFFICEMAX CONTRACT	1	
	A	Trane Def CL	03	200010			441333	~0	33071	TROOLOT OFLIGHTO UFFIC		LN	r Ku ta t	10///00	10/3/2000	OT TIGLINAX CONTRACT	0.00	12 70
Πr	. 1	1574FKB157	02	200810	1	4630	441353	ΔM	30071	LAB/SHOP INSTRUMENTS		41	000031	10/10/08	10/13/2008	OFFICEMAXC961678010	1	0.91
μL		1374110137		200010	1		441333			CHOROTOP INSTRUMENTS	L			10/10/08	10/10/2000	OT HOLIMACOBOTO/0010		0.01
14 4	> >I	Sub-'441353-A	N-3007	1(1)	EXP BY N	IONTH-4	41353-AN-3	0071	(2)	CLOSED-441353-AN-3007	71(1)	OP	EN-4413	53-AN-300	071(1)	Pavroll.Dept=1574-3007	1(2)(1) / Pavr	oll.Dept=1574-300

Financial Statements

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.



N 🔤	licro	soft Excel - Book	2									_ 8 ×
:	Eile	<u>E</u> dit <u>V</u> iew <u>I</u> n	isert F <u>o</u> rmat <u>T</u> ool	ls <u>D</u> ata <u>W</u> indow	<u>H</u> elp Ado <u>b</u> e PDf	=				Туре	a question for help	×
	Α	В	С	D	E	F	G	H		J	K	L
1				SUMMARY RE	PORT BY SUB	(INCEPTION TO	DATE): NANO	тох				
2						1						
3		Account/Fund:	441353-AN-30071	project: *		Budget Year(s):	05/15/08 To 02/28	3/09	10/24/08 2:45 PM			
4		Fund Name:	FDP-NIH ES01674	46 NEL 2/9 54%		Project End Date:	2/28/13					
5		P.I.:	NEL,ANDRE			Recharge ID:	DTR2					
6	-	Fund Mgr:	ROWELL RAMOS			Overhead Rate:	J	54.00	%			
8			1	2	3	4	5	6	Projected			
9			General	Ledger	(Current Expenditure	s		Balance			
10		Sub	Approp.	Expenses	Approp.	Expenses	Encumbr. &	Future	1-2			
11			ITD (09/08)	ITD (09/08)			Memo Lien	To 02/28/09	+3-4-5-6			
		Salaries-										
12	00	Academic	84,634.00	25,736.38				46,372.55	12,525.07			
		Salaries-Staff										
13	01	Career							0.00			
		General										
14	02	Assistance	16,443,00	0.00					16.443.00			
· · ·		Employee										
15	06	Benefits	21,231.00	6,254.47				12,659.00	2,317.53			
		Supplies &										
16	03	Expense	57,208.00	1,102.57		395.73	7,028.74		48,680.96			
47												
-17	04	Equipment							0.00			
18	05	Special Items	4,500.00	309.00		1,582.23	0.00		2,608.77			
10	07	Special Itoms	40.094.00	0.00			40.094.00		0.00			
10	07	speciariterits	40,984.00	0.00			40,984.00		0.00			
20	80	Unallocated							0.00			
21	09	Recharge							0.00			
22	Tot	al Direct	225 000 00	22 402 42	0.00	1.077.06	49.042.74	50.024.55	02 575 22			
22	100		225,000.00	33,402.42	0.00	1,977.90	40,012.74	59,051.55	62,515.55			
23	9H	Overhead	121,500.00	18,037.23	0.00	1,068.12	17,295.52	31,877.04	53,222.09			
24	Tot	al	346,500.00	51,439.65	0.00	3,046.08	65,308.26	90,908.59	135,797.42			
25								Direct Balance	88,180.14			
	CO	MMENTS										
26								Indirect Balance	47,617.28			
27									135,797.42			
28				Make sure you hav	e included 9H rec	on adj in FPM, sub 9	H so it can feed to	col 6 in this report				
29							9H TOF Adj neede	ed	5,604.81			
30	-	-					If positive, debit s	ub 9H and credit s	ub 08 (if allowable)			
31							If negative, credit	sub 9H and debit s	ub 08 (if allowable)			
32												
4 ∢	Þ	N\\Sub-'441353-	AN-30071(1) / E)	(P BY MONTH-441353	-AN-30071(2)	CLOSED-441353-AN-3	0071(1) / OPEN-4	441353-AN-30071(1)	/ Payroll,Dept=1574-3007	/1(2)(1)	Payroll,Dept=1574-3	30071(1)

• EDB and FPM projections will be highlighted in yellow.

1 Payroll: Salary by Month 0071 Paid From March 2008 to February 2009 date: 10/27/2008															
2	Sala	ry - Reported on Led	nth (paid	d) - Curre	ent Grant	Year									
3															
4	Sub	Employee Name	200806	200807	200808	200809	200810	200811	200812	200901	200902	Actual Total	Future Total	Total Salary	
7	00	BRUIN, JOE				901	1,652	1,652	1,652	1,652	1,652	901	8,258	9,159	
8		SMITH, JOHN		2,857	3,458	3,458	3,458	3,458	3,458	3,458	3,458	9,773	17,290	27,063	
9		JOHNSON, JENNIFER		1,593	1,593	1,594	1,594	1,594	1,594	1,594	1,594	4,779	7,971	12,750	
10		DOE, JANE	2,571	2,571	2,571	2,571	2,571	2,571	2,571	2,571	2,571	10,283	12,854	23,138	
11	00 T (otal	2,571	7,020	7,621	8,524	9,275	9,275	9,275	9,275	9,275	25,736	46,373	72,109	
12	Tota	l Salary	2,571	7,020	7,621	8,524	9,275	9,275	9,275	9,275	9,275	25,736	46,373	72,109	
13															
14	Bene	efit - Reported on Leo	onth (pai	d) - Curre	ent Gran	t Year									
15		Employee Name	200806	200807	200808	200809	200810	200811	200812	200901	200902	Actual Total	Future Total	Total Benefit	
18		BRUIN, JOE				15	396	396	396	396	396	15	1,982	1,997	
19		SMITH, JOHN		323	330	330	830	830	830	830	830	983	4,150	5,133	
20		JOHNSON, JENNIFER		287	209	106	303	303	303	303	303	602	1,514	2,117	
21		DOE, JANE	1,191	1,199	1,066	1,199	1,003	1,003	1,003	1,003	1,003	4,654	5,013	9,667	
22		Total Benefit	1,191	1,809	1,606	1,650	2,532	2,532	2,532	2,532	2,532	6,254	12,659	18,913	
23															
24															
25															
26															
H 4	► N	Payroll,Dept=1574-30	071(2)(1)	Ì/							•	·			•[

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)".

💌 M	Microsoft Excel - Book1														×		
:	<u>F</u> ile	<u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u>	rmat <u>T</u> oo	ols <u>D</u> ata	<u>W</u> indow	<u>H</u> elp A	do <u>b</u> e PDF							Туре	a question for he	Þ - 8	×
: 🗋			× 🕰 🐰		- 🍼 🖻) - (" -	Σ -	Ž↓ Ž↓	12	5% • 🕜	-		0	D	0		
									J	K	L	N	0	Р	Q	R	-
2	Payroll: Salary by Month 0071 Paid From March 2008 to Fe						bruary 20	09 da	ate: 10/2//.	2008							-
2	Sala	ry - Reponed on Led	nui (paic	a) - Curre	ent Grant	rear											
4	Sub	Employee Name	200806	200807	200808	200809	200810	200811	200812	200901	200902	Actual Total	Future Total	Total Salary			
7	00	BRUIN, JOE				901	1,652	1,652	1,652	1,652	1,652	901	8,258	9,159			
8		SMITH, JOHN		2,857	3,458	3,458	3,458	3,458	3,458	3,458	3,458	9,773	17,290	27,063			
9		JOHNSON, JENNIFEI	F	1,593	1,593	1,594	1,594	1,594	1,594	1,594	1,594	4,779	7,971	12,750			
10		DOE, JANE	2,571	2,571	2,571	2,571	2,571	2,571	2,571	2,571	2,571	10,283	12,854	23,138			
11	00 T	otal	2,571	7,020	7,621	8,524	9,275	9,275	9,275	9,275	9,275	25,736	46,373	72,109			
12	Tota	l Salary	2,571	7,020	7,621	8,524	9,275	9,275	9,275	9,275	9,275	25,736	46,373	72,109			_
13																	
14	Bene	efit - Reported on Leo	onth (pai	d) - Curr	ent Gran	t Year											
15		Employee Name	200806	200807	200808	200809	200810	200811	200812	200901	200902	Actual Total	Future Total	Total Benefit			
18		BRUIN, JOE				15	396	396	396	396	396	15	1,982	1,997			
19		SMITH, JOHN		323	330	330	830	830	830	830	830	983	4,150	5,133			
20		JOHNSON, JENNIFEI	F	287	209	106	303	303	303	303	303	602	1,514	2,117			_
21		DOE, JANE	1,191	1,199	1,066	1,199	1,003	1,003	1,003	1,003	1,003	4,654	5,013	9,667			
22		Total Benefit	1,191	1,809	1,606	1,650	2,532	2,532	2,532	2,532	2,532	6,254	12,659	18,913			
23																	
24																	
25																	_
26		- -															
14 4	• •	Payroll,Dept=1574-30	0/1(2)(2	C Payro	ll,Dept=15	/4-30071(2)(1) /				•						1

<u>T</u>ools – <u>P</u>rotection – Un<u>p</u>rotect Sheet → You are **now** able to make changes to the payroll worksheet

Microsoft Excel - Book1															
:	<u>F</u> ile	<u>E</u> dit <u>V</u> iew <u>I</u> nsert	F <u>o</u> rmat	Too	ls <u>D</u> ata	<u>W</u> indow	<u>H</u> elp	Ado <u>b</u> e PDF	=						
8 🗋	2	l 🔓 🔒 🗳 🔍 I	ABC 🔛	ABC	Spelling			F7		A∠↓	${}^{\mathbb{Z}}_{\mathbb{A}} \downarrow \mid$	11 43	125% -	 • •	
	Α	В	[12	<u>R</u> esearch			Alt+Click	Ī		I I	J	K	L	
1	Payr	oll: Salary by Mon	th 0071	1	Error Che	Error Checking 09 date: 10/2									
2	Sala	rv - Reported on I	ednth	c	Speec <u>h</u>				<u> </u>						
3		.,			Share <u>d</u> W	orkspace									
Ĕ				1	Share Wo	rk <u>b</u> ook									_
4	Sub	Employee Name	200		Track Cha	anges			•	200	811	200812	20090	01 2009)02
7	00				Compare	and Merge	Workboo	oks							-74
-	00	DRUIN, JUE	_		Protection	ı			•	<u>.</u>	Ungro	otect Shee	et		
8		SMITH, JOHN			O <u>n</u> line Co	llaboration			•	8 1	<u>A</u> llow	Users to I	Edit Range	s	Ę
0					<u>G</u> oal Seek						Protect Workbook				
9	-	JOHNSON, JENNIR		-	Sc <u>e</u> narios						Protect and Share Workbook				
10		DOE, JANE	2,	4	Formula A	uditing			۲	1	2,571	2,57	1 2,5	571 2,	,57
11	00 T	atal	2		<u>M</u> acro				•		0 275	9.2	75 0	275 0	22
	0010	Jiai		1	Add- <u>I</u> ns					-	5,210	5,21		210 5,	,2
12	Tota	Salary	2	3	AutoCorre	ect Options					9,275	9,2	75 9,1	275 <u>9</u> ,) <mark>,2</mark>
					<u>C</u> ustomize	e									
13	_				Options										
14	Bene	efit - Reported on I	.eonth		QDB/GLPPP FPM ADHOC REPORTING										
					QDB/R-Net REPORTING										
15		Employee Name	200	806	200807	200808	20080	9 20081	0	200	811	200812	20090)1 2009)02

* 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.



Income & Non-Salary Expense												
Search By:												
Account CC Fund Project Sub Dept Code												
441353 AN 30071 Search Clear	To Excel											
Edit												
Account CC Fund Fund End Project End Project Sub												
	🔲 Retro/Adj.											
Category Description Amount	Monthly											
	C Lump Sum											
Begin LYM Assess F&A												
eg. 200506	Add											
Dept Account CC Fund Project Sub Category Description	Amount Lump St											

- ✓ 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 <u>A</u>s
 - 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

Address 🗀 O:\Funds			💌 🄁 Go
Folders	x	Name 🔺	Size Type
Folders Image: Second	× 83KF1 (domfs01)' (N:) 8L83KF1 (Domfs01)' (O:)	Name Admin Card Cardio Cardio CARE CIA CInNut DDD CDD CDD Common Cardio Cardio CINNut	Size Type File Folder File Folder
E Dulm			

- 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".

10				_																			_
20	20 Exp. Distribution Reports			FAU								LYM				Organizationa			a				
21	Run	Include FPM	Report Name	Account	сс	Fund	Project	Sub	Object	Title Code	DOS		Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org	
22	у	у	Salary by Month	441353	AN	30071	*	×	ż	±	×				x		×		1574	ż	*	*	
23	у	у	Salary & Percentage by Month	441353	AN	30071	*	±	±	±	×				x		×		1574	*	*	*	
24	у	у	Reconciliation	441353	AN	30071	*	±	ż	ż	±						×		1574	ż	±	*	
25			FAU Sum	441353	AN	30071	*	ż	ż	ż	ż						×		1574	ż	ż	ż	
26	;		Employee Sum	441353	AN	30071	*	±	ź	ż	±						×		1574	ż	*	*	
27	,		Ledger Yr/Mo	441353	AN	30071	*	±	±	÷	*						×		1574	ż	±	*	
28	;		Earned Yr/Mo	441353	AN	30071	*	ź	÷	ż	±						×		1574	ż	ż	ż	
29)		Brown UPAY	441353	AN	30071	*	ź	ż	ż	±						×		1574	ż	*	*	
14	• •	▶ \ 2286	Officer UPAYs 0 / 29492 / 29608 / 298	349 3007	1/-																		ī

serform	1										2	
	Gene	Batch Options										
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept		
У	у	Summary - By Sub	441353	AN	30071	*						
ý	ÿ	Expense by Month	441353	AN	30071	*	*	*		*		
У		Detail - Closed	441353	AN	30071	*	*	*	*	*		
У		Detail - Open	441353	AN	30071	*	*	*	*	*		
											Create Batch	
4												
	Payroll Expense Distribution Reports Payroll date to report on 200810											
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Cod	E DOS		
У	У	Salary by Month	441353	AN	30071	*	*	*	*	*	2I↓	
У	У	Salary & Percentage by M	441353	AN	30071	*	*	*	*	*		
У	У	Reconciliation	441353	AN	30071	•	•	•	•	*	Set	
											Sort/Subtotal	
											opuon	
Batch	h sheet: 3	0071										
Crea	ate sheets le	eft to right				, FPI	Indud	e				
C cros	to choote ri	Cust	om Reports	s (Cancel	Run	Reports					
- Crea	ate sneets n											

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

		Select	a She	et			
22860 29492 29608 29849						_	
30071							
	E	xit		ОК			
	22860 29492 29603 29849 30071	22860 29492 29608 29849 30071	Select 22860 29492 29493 30071 Exit	Select a She 22860 29608 29849 30071	Select a Sheet 22860 29492 29608 29849 30071	Select a Sheet 22860 29492 29608 29849 30071 Exit	Select a Sheet 22860 29492 29608 29849 80071

• Run Reports