CREATING MANUAL PAYROLL PROJECTIONS IN FPM
*Revised February 7, 2020*

OVERVIEW
Payroll expenses often make up 60-70% of project budgets. We need to include payroll projections within our financial statements in order to accurately project obligated fund balances. With the inception of UCPath, automatic payroll projections are no longer available. Until systems are able to automatically calculate and include future payroll projections using UCPath, we need to add manual payroll projections with the tools we have available.

SCREEN SHOTS OF FPM

1. Log using QDB Login ID into Dean's Office FPM – Financial Projection Module via Desktop
***Instructions on how to access FPM as of 11/18/19. Requires using the Jump Server & Duo authentication. https://uclahs.app.box.com/s/kv7qygfs17kx339e24vnc0qm016aaiyo
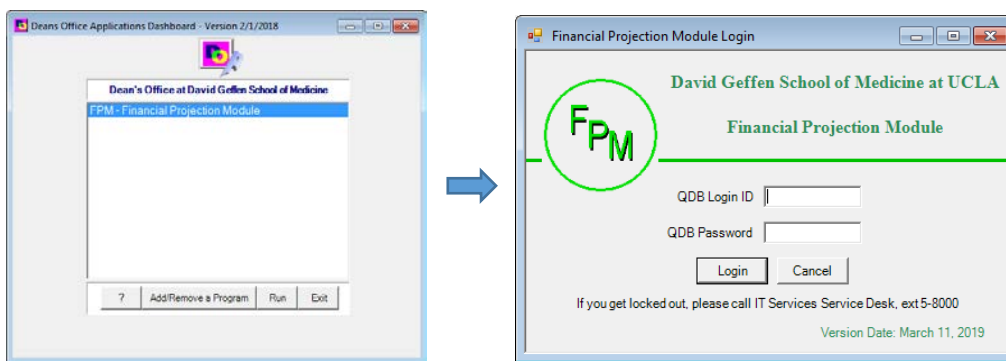
2. Click on Income & Expense – Income & Non-Salary Expense
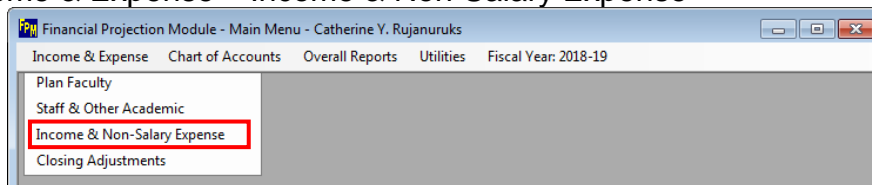
3. Search FAU to see if projections already exist – Enter FAU & Click Search
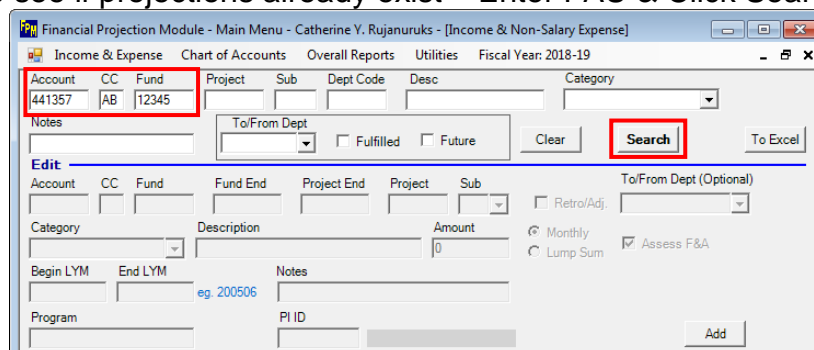
4. To add projections, click on Add.
   a. Add Academic Salary payroll (sub 00) projections into sub 08
   b. Add Staff Salary payroll (sub 02) projections into sub 09
   c. Add Benefit payroll projections into sub 06
   d. Add Technology Infrastructure projections into sub 03
   e. Make **sure to have "Monthly" and "Assess F&A" checked**

f. Enter Begin & End LYM (ledger year month). Projections will stop when the End LYM passes.
g. Hint: Pay attention to the difference between "Save As" and "Save"
   i. Save As – creates a new line of data
   ii. Save – overwrites the line of data you are editing

MONTHLY UPKEEP

Each month, be sure to update the salary, benefits & TIF projections as needed, e.g. change in effort, add/subtract personnel, change in salary/benefit/TIF rate, etc. Please note FPM will automatically only project for future months. Therefore, you do not need to update the "Begin LYM" field each month.

PULLING MONTHLY PROJECTIONS

Projections will show up in the following reports: Summary of Fund, Summary by Sub, Non-Salary Expense by Month, and Expense by Month.

* In your monthly financial statement batch, make sure to run "Non-Salary Expense Projection by Month" report and check "Match Fund End Date" for C&G funds "Match Fiscal Year" for unrestricted funds.

- In the Summary of Funds, suggest cutting projections from Subs 08 and 09 and pasting them into Subs 00 and 02 to match actual sub these expenses will eventually hit.

	Sub	1 General Ledger Approp. ITD (12/19)	2 Expenses ITD (12/19)	3 Approp.	4 Current Expenditures Expenses	5 Encumbr. & Memo Lien	6 Future To 07/31/20	Projected Balance 1-2 +3-4-5-6
00	Salaries-Academic							0.00
01	Salaries-Staff Career							0.00
02	Salaries-General Assistance							0.00
06	Employee Benefits						12,054.00	(12,054.00)
03	Supplies & Expense						264.00	(264.00)
04	Equipment							0.00
05	Special Items							0.00
07	Special Items							0.00
08	Unallocated						34,224.00	(34,224.00)
09	Recharge						15,828.00	(15,828.00)
	Total Direct	0.00	0.00	0.00	0.00	0.00	62,370.00	(62,370.00)
9H	F & A	0.00		0.00			34,927.20	(34,927.20)
	Total	0.00	0.00	0.00	0.00	0.00	97,297.20	(97,297.20)

Sample Expense by Month Report

EXPENSE BY MONTH REPORT 441357-AB-31234 FROM FEBRUARY 2020 TO DECEMBER 2020 Date: 2/7/2020

Cost	Sub	Sub-Object Title	202002	202003	202004	202005	202006	202007	202008	202009	202010	202011	202012	Grand Total
Direct	03 Supplies		44	44	44	44	44	44	44	44	44	44	44	484
	06 Benefits		2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	22,099
	08 Unalloc		5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	62,744
	09 Recharges		2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	29,018
Direct Total			10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	114,345

Sample Non-Salary Projection by Month Report

NON-SALARY PROJECTION BY MONTH 441357-AB-31234 From January 2020 to December 2020   2/7/2020

Direct	Sub	Category	Description	F & A	202002	202003	202004	202005	202006	202007	202008	202009	202010	202011	202012	Grand Total
Direct	03	TIF	Technology Infrastructure Fee		44	44	44	44	44	44	44	44	44	44	44	484
	03 Total				44	44	44	44	44	44	44	44	44	44	44	484
	06	Other	Sub 06 - J. Bruin Ben 11.9%		679	679	679	679	679	679	679	679	679	679	679	7,469
			Sub 06 - T. Cruise Ben 50.4%		1,330	1,330	1,330	1,330	1,330	1,330	1,330	1,330	1,330	1,330	1,330	14,630
	06 Total				2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	2,009	22,099
	08	Other	Sub 00 - J. Bruin Sal 49%		5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	62,744
	08 Total				5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	5,704	62,744
	09	Other	Sub 02 - T. Cruise Sal 50%		2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	29,018
	09 Total				2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	29,018
Direct Total					10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	114,345
Grand Total					10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	10,395	114,345