“Detail Query” – AFCPL Menu Option

The “Detail Query” menu option allows you to obtain detail data including AF Coding. You can specify criteria in a very flexible manner on the bar to the left of the grid, then click Run Query to get your data displayed in the grid itself, with the ability to export to Excel.

IMPORTANT: Enter as much criteria as possible so that you do not end up running a query for an unexpectedly large volume of data.

For GL, to limit data to your operating unit, enter your subdivision code in the criteria field “Sub Div” or department code in the criteria field: “Dept Rpt.” This ensures that your GL query will produce a result that relates exclusively to your operating unit.

Features for both GL and Payroll:

1. Click on “Help” at the bottom of the screen to see the query search options available to you for all the criteria fields
2. In the “Query Filters” section on the left, click on the underlined fields to see available choices. For example “From: ”, “To: ”, “Account”, etc.
3. When you hover your mouse over the input cell for some of the criteria fields, the “tool tip” provides additional format information regarding the specific criteria field.
4. For the grid where query results appear, you can customize the columns to display and their order, by clicking on the blue link at the bottom: “Add/Remove Cols”. After marking the columns to be sorted you can choose the sort order by moving a checked choice up or down using the blue arrows. NOTE: FY and QTR fields are very helpful for analysis when used in pivot tables.
5. The “Export to Excel” button on the upper right corner opens up the possibility of using Excel features such as, Pivot Tables, filtering, subtotaling, etc.
6. You can save your queries by clicking on “Save/Delete Query”, bottom left of the screen. To see a list of your saved queries, left click on the box above “Save Query” icon. You can also scroll through your saved queries by clicking > and <. Any unneeded query can be deleted.
7. Ignore the criteria fields labeled “P&L Name” and “P&L Row”, unless you work in one of the departments who’re using the AFCPL application to generate profit and loss statements (P&L’s) for its Plan faculty.

Reference:
To see a list of all AF Codes, go to the “Definitions” tab in AFCPL and click on Revenue, Expense or Transfers to see the corresponding rows and their AF Codes. The rows in blue have corresponding
object codes which are indicated in the box to the right. To get a complete list of AF Codes and their descriptions exported to Excel, click on the yellow button with the description “AF Code List Definitions”. To see the legend for Fund Group go to “Definitions tab of AFCPL and click on “Fund Group Legend”.

GL

GL SPECIAL FEATURES:

1. Data goes back to FY10-11

2. By clicking the “AF Summary to Excel” button at the bottom of the screen, the AF-Coded portion of the data that you specified in your criteria gets Exported to Excel and summarized in a report similar in format to the AFCPL summary schedules. If you find additional variations of this report helpful, please let us know. We can expand this section by including additional formats.

Note: When you push the “AF Summary to Excel” button, the “AF Sign” next to the Run Query button is automatically checked and data in the grid is refreshed to exactly match how the displayed information would normally be reported on a rolled up basis in AFCPL. For example, the AF Summary to Excel report treats, sub 9 Net Patient Care Recharges as positive amounts, the same as in the AFCPL revenue section. While in the GL, these entries show up with a negative
sign. If you wish to get data in the grid consistent with the way they show up in the GL, simply uncheck the “AF Sign” check box and click on “Run Query”.

Payroll

Remember the query results provided by the Payroll data for a selected period may not equal the total payroll expense in the General Ledger (GL) for the exact same period due to the inclusion of entries made by Corporate Finance in the GL for payroll subs, bypassing Payroll Expense Distribution data. The other reason for differences between Payroll and GL data could be due to “Bi-weekly Accruals”, object codes 1940 (accrued salary costs) and 8940 (accrued benefit costs). These are in GL and not in payroll data.

PAYROLL SPECIAL FEATURES:

1. Data goes back to FY98-99

2. Payroll data can be extracted based upon either Ledger Year Month (LYM) or Pay Period Ending (PPE) by selecting the desired radio button. Note that PPE represents the period in which the pay is earned. The initial default has the LYM radio button selected.
3. For payroll queries you have access to such fields as “FY”, “Qtr”, “EFY” (Earned Fiscal Year), and “EQTR” (Earned Quarter). These fields are very helpful for analysis when used in pivot tables.

4. The “Pivot to Excel” button on the upper right corner provides a basic Pivot table which you can customize. The “Pivot Table Field List” can be modified by dragging & dropping fields into or out of “Row Labels”, “Column Labels”, & “Values”.

The following Pivot table choices are available:
   a. Salary No Variance
   b. Salary with Variance (Compares changes in salary between qtrs. of different FY’s or between different FY’s)
   c. Salary + Benefits No Variance
   d. Salary + Benefits with Variance (Compares changes in sal. & ben. Between qtrs. of different FY’s or between different FY’s)

5. On the lower left side of query bar below the last query criteria field the “Move Sub 6” checkbox is checked by default. Running a query using this default results in the movement of the Sub 6 associated with the VAC DOS code from the “Paid Amount” column to the “Total Benefits” column.