**Enhancements to AFCPL Dec. 2015**

**Detail Query OR Detail Query and Edit (based on AFCPL access rights)**

Drop down menu provides choice of GL and Payroll

**GL** – added field: Qtr – It is very helpful to use this field in conjunction with the “FY” field which already existed.

**Payroll** – New Query tab – has fields: FY, Qtr, EFY, EQtr (Earned FY and Earned Qtr)

**Features of both GL and Payroll:**

In the “Query Filters” section on the left, click on the underlined fields to see available choices. When you hover over the white boxes in the criteria section, the tooltip provides information regarding the format of criteria to be entered.

**IMPORTANT:** Please enter as much criteria as possible so you don’t end up running the query for an unexpected very large volume of data!

After you click “Run Query”, data shows up in the grid which can be exported to Excel.

In addition, for GL, the “AF Summary To Excel” button exports the data to Excel in the format of AFCPL reports.

For Payroll, the “Pivot to Excel” button provides a basic Pivot which you can customize. The “Move Sub 6” checkbox which is checked by default, moves sub 6 associated with VAC DOS code, from “Paid Amount” column to “Total Benefits” column.

Additional features for both tabs are listed below. Please explore!

- Save/Delete Query
- Add/Remove Columns
- Sorting Columns
- Help

**Enhancements to QDB/FPM version dated Dec. 2, 2015**

**Enhancements to QDB/FPM FS-GL Reports**

- **Summary of Funds** – Added “Restricted CF” notation in the “Comment” column for the row: restricted carryforward on account 400005-8A, when applicable.
- **Detail Closed and Detail All** – Added ITD & YTD options.
- **Detail Closed and Detail All** – Added “Sub-Obj Sort” button on the last screen to allow sort and subtotal on Sub-Object Title. To revert back to the original sort order, click this button again.
- **Detail Open** – Changed default sort and subtotal to be based on Trans Ref GL (i.e. PO numbers) – for both “monthly batch”, as well as individual report. (Already saved batches are not affected by this change; only new monthly batches)
- **TOF Zero Out Accounts/Subs** – Added “I” Instructions button to the left of the report title on the main menu.
- **F&A Reconciliation Link** – Allows choosing a month to run it for, as opposed to only running for the most recent available GL data.

### Enhancements to QDB/FPM Payroll Reports

- **Most Salary Reports**
  - “Capped fund” shows up in the heading, when applicable.

- **FAU Sum, Employee Sum & Training Grant – Postdoc Allowable/Unallowable Benefits**
  - Changed secondary sort order to “Earned Date”

**Upcoming:** Additional version of “Sal & Percentage by month” report – sort by fund and subtotal by Internal Fund Title.