

For: State Offices

**FSA Core Accounting System (CORE) Data Warehouse Website for State Offices
to Access Non-Federal County Office Payroll Obligation Reports**

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

State Offices have not had any reports available to monitor salary and benefits data, as well as the work hours of staff year usage for each County Office, since the transfer of County Office payroll to NFC. State and County Offices are still receiving the County Office Expenditure (COE) Report, FM-540R. However, these quadweekly reports **only** provide the nonpayroll administrative expenditures for County Offices.

On September 20, 1999, a financial data warehouse website was developed and became operational to give State Offices access to Salaries and Expense (S&E) information.

Note: See Notice FI-2396 for further background about the initial setup of the data warehouse and the introduction and instructions about the use of the Brio Insight program as a query and reporting tool.

Currently there are 3 reports available for State Offices for Federal employees **only** on the data warehouse site. These reports cover:

- monthly obligations
- travel
- overtime.

Non-Federal obligation reporting had not been made available on this website to State Offices until now.

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Disposal Date	Distribution
October 1, 2000	State Offices

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1 Overview (Continued)

B

Purpose

This notice provides:

- a temporary solution for State Offices to monitor County Office payroll obligations
 - a report to use in combination with the COE quadweekly report
 - instructions for accessing the new County Office payroll obligation report
 - Federal accounting terminology and definitions used in reports
 - information about future reports in production.
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Contacts

If there are general questions about this notice, contact Kathleen Solomon, BUD, at 202-720-2504 or Terry Luehrs, KCMO at 816-926-1142 about questions on specific reports or their access.

2 Non-Federal County Office Salary and Expense Funds

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County Office Expense Funds 85 and 87

Although FSA operates from a consolidated S&E account, there are several funding sources. Administrative payments must be associated with the specific fund source from which they are paid. These funds are designated using a 2-digit numeric fund code that identifies the funding to which accounting transactions are posted. Beginning in FY 2000, the funds used for non-Federal obligations are:

- Fund 85 that includes all other nonpayroll operating expenses
 - Fund 87 that includes:
 - all non-Federal County Office administrative obligations for salaries and benefits, including awards, relocation, etc.
 - COC travel, established mileage paid as part of the salary.
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3 Non-Federal County Office Reports for State Offices

**A
Temporary
Payroll Report,
DW1-112P1**

BUD has worked with KCMO to make available Fund 87 non-Federal County Office payroll and certain COC travel obligations in the data warehouse. This information will be accessible only by State Offices. Non-Federal County Office Payroll Obligation - Fund 87, Report DW1-112P1, will provide monthly and cumulative year-to-date totals for FY 2000. This payroll and COC travel report, combined with the COE quadweekly reports of the nonpayroll expenses, will provide State Offices with a temporary means of monitoring total County Office obligations against the State's County Office administrative allotments issued by BUD. Payroll data will be available through the data warehouse for each State Office the week of January 18, 2000, listing all the counties within a State by:

- State and county codes
- the county name.

Total payroll obligations will be available for the following employee type codes used in the T&A accounting classification code:

- “RE”, permanent employee
- “TO”, temporary office employee
- “TF”, temporary field employee
- “CC”, COC member or alternate
- “MS”, all others.

Note: See Notice FI-2379.

**B
Use of Federal
Accounting
Terminology and
Definitions on
Reports**

Payroll reporting data will be grouped by a Budget Object Class (BOC) administrative coding system according to the Federal accounting system. See 98-FI, Exhibit 27, for administrative BOC codes. BOC's used on Report DW1-112P1 are as follows:

- 1100, personnel compensation includes the gross compensation to the employee, before tax deductions
- 1200, personnel benefits includes agency contributions, and other funds for benefit of employees
- 1300, benefits to former personnel
- 1400, spot cash awards
- 2100, travel and transportation includes only COC travel, established mileage when paid with salary.

Note: Using the drilldown functionality of BRIO Insight, the user can drilldown to the BOC and BOC name to also obtain this information.

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3 Non-Federal County Office Reports for State Offices (Continued)

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Use of Federal Accounting Terminology and Definitions on Reports (Continued)

The data warehouse website will be updated nightly from the CORE accounting system to provide managers more timely access to the data. Payroll data becomes available in CORE 4 days after the payroll has been paid. State Offices should note that for comparison purposes, based on the printout data of Report DW1-112P1, it may have a different cutoff date than the COE quadweekly report.

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Future Consolidated Report

NFC sends interface files to FSA's CORE to upload payroll data. The FSA COE (quadweekly) system also interfaces with CORE and uploads:

- all other nonpayroll County Office administrative expense data
- State Office checks issued for County Office expenses.

Steps are being taken to provide a report through the data warehouse that will consolidate the nonpayroll and payroll data into 1 report for State Office use.

4 Data Warehouse Report Access

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Report Descriptions

Users may access the reports from the FSA CORE data warehouse website, as a preformatted HTML report or as a custom query report using Brio Insight, described as follows:

- HTML Report is a static report that can be viewed or printed. The reason HTML reports are provided is that not all users will initially have the Brio Insight tool because:
 - **1 license** of Brio Insight is being issued **per State Office**
 - the required connectivity (56K Frame Relay) to Kansas City is not available.
 - Brio Insight Report gives the user interactive access and connectivity to the data and requires the Brio Insight software plug-in.
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4 Data Warehouse Report Access (Continued)

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**Accessing “State
FY 2000 Reports
Page”**

Follow the instructions in this table to access the reports through the FSA and Field Office Intranet Network.

Step	Action
1	Open web browser.
2	ENTER “ http://intranet.fsa.usda.gov/ ” in the location box and PRESS “Enter” to access the FSA and Field Office Intranet Home Page
3	On the FSA and Field Office Intranet Home Page, click on “CORE Financial Data”.
4	On the Data Warehouse Information System Home Page, click on “State Office Reports”.
5	On the State map page, click on State.
6	A Username and Password Menu will be displayed. Enter assigned data warehouse username and password according to Notice FI-2396.
7	A list of reports will be displayed (Non-Federal County Office Obligations - Fund 87, Report DW1-112P1). Choose the report to view and select either “HTML” or “BQY”. Note: Use the “BQY” report format if the BRIO Insight software has been installed; otherwise, choose the “HTML” option.
