

For: State Offices

**New Reports for Non-Federal County Office
Administrative Expenses on the Data Warehouse Website**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

State Offices have been using data warehouse reports, by accessing the Brio Insight Program, to review non-Federal salaries and expenses data. State and County Offices will continue to receive and use County Office Expenditure (COE) Report FM-540R, for **nonpayroll** administrative expenditures.

The non-Federal County Office reports have been enhanced to correct some of the inconsistencies recently encountered. Additionally, there are new reports available and modifications to existing reports for State Offices to monitor non-Federal County Office administrative expenses through the data warehouse "State Reports Page". The new reports and revisions are effective pay period 7. The modified and new reports are:

- Non-Federal County Office Payroll Obligations - Fund 87 Report DW1112CT
- County Office Payroll Obligation Report DW1700CT-A
- County Office Overtime Report DW1700CT-B
- County Office Temporary Employee Report DW1700CT-C
- State Level Pay Period Summary Report DW1700CT-D
- Employee Detail Payroll Report DW1701CT
- Nonpayroll Expenditure Report DW1702CT
- County Office Staff Year Usage Report DW1703CT.

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Disposal Date	Distribution
October 1, 2000	State Offices

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1 Overview (Continued)

B

Purpose

This notice provides:

- data warehouse changes and clarifications
 - instructions on non-Federal reports available on the data warehouse website.
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C

Contacts

If there are particular problems or questions with the data you are viewing, send the State report by e-mail, to Roseanne Bales at rgbales@kcc.usda.gov.

Save the Brio Insight report as a “BQY” file, and explain the problem by e-mail. The State report will also be checked to determine whether the problem is nationwide or in a particular State.

If there are questions:

- on specific reports or their access, contact Terry Luehrs, Kansas City ITS Technical Office, at 816-926-1142.
 - about this notice, contact either of the following:
 - Jerry Bramstedt, KCAO, at 816-926-6866
 - Kathleen Solomon, BUD, at 202-720-2504.
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2 Data Warehouse **Changes and Clarifications**

A

HTML Reports Removed

Currently users may access the reports from the data warehouse website as either:

- pre-formatted HTML report

Note: The HTML report format is a static report that can be viewed or printed. The HTML format was provided because not all users initially had the Brio Insight tool.

- custom query report using the Brio Insight tool.

Note: Now that all users have the Brio Insight tool, the HTML report is being removed from all non-Federal reports. All reports will be designed in the “BQY” format.

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2 Data Warehouse Changes and Clarifications (Continued)

B

Changes to Data Warehouse Status Page

The data warehouse “Status Page” has been changed to separate the **non-Federal** reports current status from the **Federal** reports current status. **Data warehouse users should refer to the “Status Page” before accessing and printing reports so that they are aware of any changes to the reports, such as status dates and new reports.**

Note: Non-Federal payroll reports are generated by pay period, and the County Office nonpayroll expenses are being generated monthly in Report DW1702CT.

C

Additional Clarifications for Report DW1700CT

There have been problems with several items that have resulted in questions and inconsistencies when using Report DW1700CT for projecting expenses. The following describes several of those items and their corrections.

- There is a transaction code problem when the COE system feeds pay period 20 into the CORE accounting system and into the data warehouse reports. A large portion of permanent employee (RE) benefits show up under other employees (MS), thereby causing incorrect data for projection purposes. **Pay period 20 will be removed from all payroll reports.**

Note: Remember to add back pay period 20 when projecting expenses for the year. The pay period 20 issue does not apply to Alabama, Georgia, or Tennessee.

- State Offices are seeing erroneous pay period numbers as “pp30” and “pp40”. This is because of how NFC adjustments or corrections of prior pay periods are being recorded. This reporting problem has been corrected and the new Report DW1700CT-D is being provided. See subparagraph 3 F.
 - Payroll information appeared to be changing on a daily basis even when reviewing the same pay period. This was caused by viewing data loaded during the first transmission from NFC (Cycle 1) and later viewing data from the second transmission from NFC (Cycle 2), which contained all corrections. This difference will no longer occur since all non-Federal payroll reports will now reflect only Cycle 2 final data. Reports will be available 1 week after the official pay day.
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Notice BU-574

3 Non-Federal Payroll Reports Effective Pay Period 7

A

New Standard Print Only Report Option

A new “print only” standard report option has been added to the reports page. Each report may be printed without accessing the report itself, to modify or view, by clicking on “Print State Report” under the standard reports title. This option does not allow users to process, drill down, or alter the reports in any way.

B

Modifications to Non-Federal County Office Payroll Obligations - Fund 87 Report DW1112CT

Report DW1112CT provides monthly and cumulative year-to-date totals for FY 2000. Erroneous payroll estimates were originally included in Report DW1112CT, which affected payroll projections. This report has been modified to remove BOC 1199, Payroll Estimates. See 98-FI, Exhibit 27.

Note: Report DW1112CT will remain on the “State Reports Page” through the end of this FY, for those users who have set up spreadsheets using this temporary report.

C

County Office Payroll Obligation Report DW1700CT-A

Report DW1700CT-A:

- will provide pay period and cumulative year-to-date totals for FY 2000
- is similar to Report DW1112CT but provides the payroll data by pay period.

Note: Remember to add back pay period 20 when projecting expenses for the year. The pay period 20 issue does not apply to Alabama, Georgia, or Tennessee.

D

County Office Overtime Report DW1700CT-B

Report DW1700CT-B will provide pay period and cumulative year-to-date overtime expended by county and employee type for FY 2000.

Note: Remember to add back pay period 20 when projecting expenses for the year. The pay period 20 issue does not apply to Alabama, Georgia, or Tennessee.

E

County Office Temporary Employee Report DW1700CT-C

Report DW1700CT-C will provide pay period and cumulative year-to-date temporary employee expenditures by county and employee type for FY 2000.

Note: Remember to add back pay period 20 when projecting expenses for the year. The pay period 20 issue does not apply to Alabama, Georgia, or Tennessee.

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3 Non-Federal Payroll Reports Effective Pay Period 7 (Continued)

F

State Level Pay Period Summary Report DW1700CT-D

Report DW1700CT-D has been added to the “Non-Federal County Office Payroll Obligation Reports Page”. This summary gives a quick glance at total payroll obligations by pay period. This report:

- reflects miscellaneous NFC payroll adjustments or corrections that have occurred in previous pay periods
- corrects the problem of payroll adjustments appearing under erroneous pay period numbers (ie; pp30, pp40).

Miscellaneous payroll adjustments will now be reflected as pay period “99” in all payroll reports.

G

Employee Detail Payroll Report DW1701CT

Report DW1701CT provides detailed payroll information by:

- county
- pay period
- employee.

This report is a tool to assist States when reviewing personnel payroll coding. It should be used only to review detail payroll information and not to review obligation totals.

Note: At this time, Report DW1701CT is being modified to provide further capabilities.

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3 Non-Federal Payroll Reports Effective Pay Period 7 (Continued)

**H
Nonpayroll
Expenditure
Report
DW1702CT**

Report DW1702CT:

- will provide nonpayroll expenditure data by object class
 - differs from the quad-weekly because it runs monthly, not by pay period.
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**I
County Office
Staff Year Usage
Report
DW1703CT**

Report DW1703CT will:

- provide States with current and cumulative:
 - straight hours and full-time equivalents (FTE's)
 - overtime hours and FTE's
 - total hours and FTE's
- provide a breakout by employee type.

Note: This report will be available on or about May 10, 2000.
