



# FBMS Labor Correction Process

# Background



- BLM Employees manually enter their hours into Quicktime each payperiod.
- There is no real validation of that data entered against actual accounting codes in FBMS.
- Each PP, FPPS data which does not conform to FBMS standards is grouped into a default account.
- Then, we must research those default labor charges & adjust them into the correct accounts.

# Summary of Changes



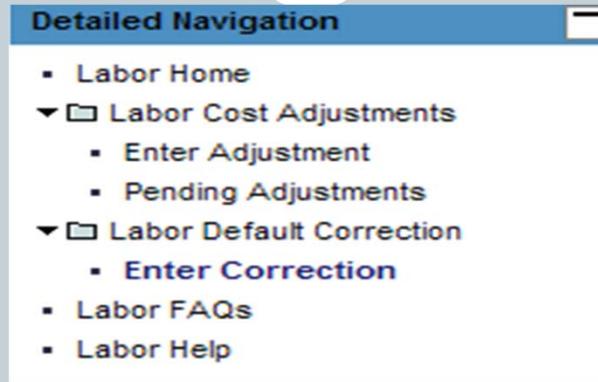
- Created new data entry screens within the Labor module which will enhance the correction of upload errors from Quicktime.
- We can now “Correct” default charges prior to Labor being loaded the FBMS database.
- If corrected, prior to upload, those labor charges will appear in the correct accounts without L0888 charges ever actually hitting the books.

## General Timeframes (Current)



- 1<sup>st</sup> Tuesday of PP (10/25) - Files (PP22) received from FPPS
- 1<sup>st</sup> Friday of PP (10/28) - Loaded into this new module
- Friday-Monday (10/28-31) We have access and the option to view & “correct” default transactions
- 2<sup>nd</sup> Tuesday of PP (11/1) Full payroll loaded into FBMS as before
- 2<sup>nd</sup> Wednesday of PP (11/2) Labor Charges available for EMIS reports – **Default Charges not corrected will show up in the L0888 account as before**

# Navigation



- You may have already noticed these changes to the Labor Module – there is a new module called “Labor Default Correction” with **Enter Correction**
- *It is important to note that since these transactions are not yet loaded, they will NOT show up on EMIS Reports.*

# Process – Enter Selection Criteria



## Labor Cost Processing Corrections



### Correction Process Selections

Business Area

1000

Bureau ID

to



Sub-bureau ID

to



Vendor ID

to



Pay Code

to



Default Step

to



Cost Center

LLAZ000000

to

LLAZ999999



Functional Area

to



WBS

to



FPPS Org

to



### Corrections - Display/Change

Display

Change

# Process – Display Screen



## Display - Labor Cost Correction for BLM

  **Download Correction Records**

### Change

Bus.Area  Proc Pay Per

**Toggle Buttons**

Total selected	40
Defaulted	40
Corrected	0
Invalid	0

**Running Count**



B...	S...	Vendor No	Seq No	Effecti...	Pa...	FPPS Org	D...	BF...	Fund	Functional Area	Cost Center	WBS	Or
05	AZ	0040003510	1	201122	010	LLAZ956000	08	12X	12XL1109AF	L08880000.980000	LLAZ956000		
05	AZ	0040003510	2	201122	010	LLAZ956000	08	12X	12XL1109AF	L08880000.980000	LLAZ956000		

Additional info shown below →

T&A Functional Area	T&A Cost C...	T&A Funds Center	T&A WBS	Pay Hours	Pay Amt	Total Additives
L71300000.BK0000	LLAZ956000		LV TSA1258530	30.00	1,068.90	329.44
L71300000.BK0000	LLAZ956000		LV TSA1258530	35.00	1,247.05	384.33

## Process – Download Records



- **Creates MS-Excel File containing over 100 fields for each record.**
- **Much of this info is the same as on the L0888 report**
- **Use this data to research & to make your corrections.**
- **Keep in mind that you have the option of Cost Center or FPPS Org on the selection screen. This will affect which records appear on your display & report.**

# Process – Making Corrections

- Highly recommend that you do all your research via the Excel printout and just update here.
- Shift from “Display” to “Change” mode
- The fields that are available for correction change from blue to white and are now editable.

**Change - Labor Cost Correction for BLM**

Bus.Area I000 Proc Pay Per 201122

← Previous Current 0040003510 Next → 0040005476

Total selected	40
Defaulted	40
Corrected	0
Invalid	0

B...	S...	Vendor No	Seq No	Effecti...	Pa...	FPPS Org	D...	BF...	Fund	Functional Area	Cost Center	WBS	Or...
05	AZ	0040003510	1	201122	010	LLAZ956000	08	12X	12XL1109AF	3880000.980000	LLAZ956000		
05	AZ	0040003510	2	201122	010	LLAZ956000	08	12X	12XL1109AF	L08880000.980000	LLAZ956000		

Now Editable entries ... →

# Process – Making Corrections

Corrections Goto Options System Help

SAP

## Change - Labor Cost Correction for BLM

Bus.Area I000 Proc Pay Per 201122

← Previous Current → Next

0040010090 0040010986 0040011044

Total selected 40  
Defaulted 40  
Corrected 0  
Invalid 0

Make corrections, toggle thru the records & "Save".

These fields will update as you "Save".

B...	S...	Vendor No	Seq No	Effecti...	Pa...	FPPS Org	D...	BF...	Fund	Functional Area	Cost Center	WBS	Or
05	AZ	0040010986	1	201122	010	LLA2955000	08	12X	12XL1109AF	L08880000.980000	LLA2955000		

Functional Area (1)

Functional Areas

Functional Area

FunctArea text

Maximum No. of Hits

Each editable field has the standard popup option for selecting data to insert

RP1 (1) 100 npr3ap5

# Review of Changes



- We can now “Correct” default charges prior to Labor transactions being loaded into the FBMS database.
- Pre-load of default transactions is available for correction on the Friday before normal upload
- If corrected, prior to that upload, those labor charges will appear in the correct accounts without L0888 charges ever actually hitting the books.

# Questions / Comments?

