Instructions:
Note: This quiz was designed for a Fund Manager in Medicine/Cardiology, FS Code 1553. If you are in another Department/Division, just substitute your own FAUs, Recharge ID #s, FS Code, etc.
-Where you can, download the results into one Excel file, and label each Tab result with the corresponding question number below.
-In addition to the answer, include which tool you used and specific report name ran within that tool. If you are able to use more than one tool to get the answer, list all possible tools.

ACCOUNTING

How much was spent in supplies on 441357-BN-31405 from July 1, 2010 through December 31, 2010?
SOM QDB/FPM – Expense by Month
SOM QDB/FPM – Detailed – Closed
OFSR Web Reports – Financial Systems – Summary – Sub-Object Summary – Click Sub code for supplies (03)

How much was spent on Chemicals and Compounds on 441357-EP-31405 for the same period?
SOM QDB/FPM – Detailed – Closed
OFSR Web Reports – Financial Systems – Summary – Sub-Object Summary – Click Sub/Object code for supplies (03-4355)

What is the Recharge ID # for 441357-AF-34527?
SOM QDB/FPM – Summary of Funds
SOM QDB/FPM – Summary - By Sub
SOM FPM – Chart of Accounts
OFSR Web Reports – Financial Systems – Recharge ID by Department
OASIS/AIS – FS00 – Table Maintenance – Browse (B) – Account/CC-Fund (AF) Table

What is the FAU that is linked to Recharge ID # MY99?
OFSR Web Reports – Financial Systems – Tables - Recharge ID by Department

Download to Excel a list of all active FAUs for FS code 1553.
SOM Financial Reporting Application (FRA) – Acc/Fund
SOM FPM – Chart of Accounts

Who is the fund manager for 441357-JL-29273?
SOM QDB/FPM – Summary - By Sub
SOM FPM – Chart of Accounts

List all the Account/CCs are linked to fund 30417.
SOM QDB/FPM – Summary of Funds, or any report enter fund number and click the Find Accounts button
SOM Financial Reporting Application (FRA) – Fund Run
OFSR Web Reports – Financial Systems – Summary – Fund Balances - Fund

What is Object Code 4540 used for?
OFSR Web Reports – Financial Systems – Tables – Sub-Object Code Listing

What is the current Project Balance for 441357-RM-58327?
SOM QDB/FPM – Summary of Funds
SOM QDB/FPM – Summary - By Sub
SOM FPM – Chart of Accounts
What is the total amount of Open Encumbrances on 441357-HI-31742, under sub code 03 only?

Are there any Remaining Encumbrances on 441357-BN-31405 that you feel need to be closed (i.e. x’d out, cancelled)? If so, in the report highlight these expenses in pink.

On 441357-JO-36627, determine (i.e. provide Description) what the $17.03 credit is that recently hit the ledger.
1) SOM QDB/FPM – Detail – Closed or Detail - All OR OFSR Web Reports – Financial Systems – Detail – Detail General Ledger
2) BruinBuy to look up PO # OR OASIS/AIS AP00 - MLT

What is the latest closed General Ledger, and what is the latest closed PPP (payroll) ledger?

What is the latest closed General Ledger, and what is the latest closed PPP (payroll) ledger?

What is the deadline to process TOFs to hit the February 2011 ledger?

Who is the General Accounting Fund Manager for fund 19900?

Was the invoice paid for PO # 1553NMF353? If so, what is the check # and check date, and did the vendor cash the check?

What is the current available balance to transfer from the Foundation fund the Campus fund (i.e. via a Monetary Transfer Form-MTF) on Dr. Demer’s Tibor Fabian fund, 52249?

What is the fund number for Dr. Fogelman’s Leducq Fondation grant?

Provide a list of the FAUs in 1553 that are currently in overdraft (including salary projections, but not including F&A).
**RESEARCH/FUND MANAGEMENT**

What is the project period end date, and the current budget period end date for fund 31405?
SOM QDB/FPM – Summary - By Sub
ORA Online Resource Center/Portal – Award Status & Synopsis Report
http://portal.research.ucla.edu/searchtools/synopsissearch.aspx

Who is the Primary PI, and who is the Secondary PI for 441357-GF-31487?
SOM QDB/FPM – Summary - By Sub
SOM FPM – Chart of Accounts
OFSR Web Reports – Financial Systems – Summary – Fund Balances - Fund

Print the latest UCLA Award Synopsis for Dr. Srinivasa Reddy’s NIH R01 HL082823, fund 30008.
UCLA ORA Online Resource Center/Portal – Post-Award – Award Status & Synopsis Report
http://portal.research.ucla.edu/searchtools/synopsissearch.aspx

What is the Overhead Rate (i.e. F&A rate, Indirect Cost rate) for 441357-DC-58117?
ORA Online Resource Center/Portal – Award Status & Synopsis Report
http://portal.research.ucla.edu/searchtools/synopsissearch.aspx
SOM QDB/FPM – Summary – By Sub, or Summary of Funds
SOM FPM – Chart of Accounts
OFSR Web Reports – Financial Systems
OASIS/AIS – FS00 – Table Maintenance – Browse (B) – Account/CC-Fund (AF) Table

When is the next scheduled Department of Medicine Fund Manager meeting?
DOM DRA Website - http://www.ora.med.ucla.edu/index.php?html=8_Calendar

When is the next scheduled campus ORA Research Administrator’s Forum (RAF)?
UCLA ORA RAF Website - http://www.research.ucla.edu/ora/training/raf.htm

What is Dr. Holly Middlekauff’s PI Code for the Goldenrod? Does she need an Exception Letter?
UCLA ORA Online Resource Center/Portal – Pre-Award – Directory Search – Investigators -

What is UCLA’s Dun & Bradstreet Number?
OCGA Commonly Needed Information Website - http://www.research.ucla.edu/ocga/sr2/cni.htm
CCR Search Website - https://www.bpn.gov/ccr/default.aspx

Who is the EFM Team Leader for Medicine/Cardiology, 1553?
EFM Department Team Assignment Website - http://www.efm.ucla.edu/documents/EFM_Team_Assignments_as_of_Jan_2011.xls

List the OCGA Contract & Grant Officer, Grant Analyst, and Contract & Grant Assistant for Medicine/Cardiology?
OCGA Staff Assignments Website - http://www.research.ucla.edu/SRassn.htm

For FY 2009-2010, how much was Medicine Cardiology (1553) AWARDED in contract and grant dollars?
UCLA ORA Online Resource Center/Portal – General Statistics – Proposed vs. Awarded Dollars -
http://portal.research.ucla.edu/AwardStats/awardstats.aspx
List the names of the employees paid on 441357-YV-29907 for the month of December 2010.
SOM QDB/FPM – various PPP Reports by Organization
OFSR Web Reports – Payroll – Payroll Expense Distribution Report

What is the deadline to process UPAYs (PETs) for review for the February 2011 ledger?
Payroll Charts and Calendars Website – PPS Schedule – Current
http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02dd848344a/?vgnextoid=b61d5145d5231110VgnVCM200000ddd76180RCRD

List all the FAUs that Aldons J. Lusis was paid from for December 2010.
SOM QDB/FPM – FAU Sum (by Employee)
SOM QDB/FPM – Employee Sum
SOM QDB/FPM – ERS Detail
SOM FPM – Income and Expenses – Plan Faculty – Reports by Indiv. – Ricky’s Worksheet (Approved) or Monthly Reports

What is the employee ID # for Alan Wagner?
SOM QDB/FPM - PPP
SOM FPM – Income & Expense – Plan Faculty or Staff & Other Academics
OASIS/AIS – PPP
ERS

What benefit rate do we currently use for Staff Employees on a grant proposal budget?
OCGA Employee Benefit Rate Website - http://www.research.ucla.edu/ocga/sr2/ben_rate.htm

What is the default benefit rate (i.e. Benefit Rate to be used to calculate future monthly costs on financial statements) for Dr. Holly Middlekauff?
SOM FPM – Income & Expense – Plan Faculty – Defaults – Benefit Rate

What is the Total Negotiated Salary (TNS) for Dr. Jesus Araujo?
SOM FPM – Income and Expenses – Plan Faculty – Reports by Indiv. – Ricky’s Worksheet (Approved) or Monthly Reports