HOW TO PULL UP REPORT

2. Go into Acc/Fund application.
4. Change “Detail Level” to “By CC”. Leave everything else as is.
5. Make sure Microsoft Excel is open. Click “Excel.”

Red boxes indicate action (#3 & 4) needs to be taken. Everything else, leave as default.

WHAT TO LOOK FOR & POSSIBLE ACTIONS TO TAKE

1. C&G - Clinical Trials, Federal, NIH, Private, State

<table>
<thead>
<tr>
<th>LOOK FOR</th>
<th>POSSIBLE ACTIONS TO TAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expired End Date (with funds remaining)</td>
<td>Ensure correct end date is reflected in InfoEd &amp;/or OASIS</td>
</tr>
<tr>
<td></td>
<td>Request time extension via OCGA - no-cost or cost</td>
</tr>
<tr>
<td></td>
<td>Submit close out packet to <strong>EFM</strong></td>
</tr>
<tr>
<td></td>
<td>- return funds to Agency</td>
</tr>
<tr>
<td></td>
<td>- request carry over of funds</td>
</tr>
<tr>
<td></td>
<td>Transfer remaining balance to home department</td>
</tr>
<tr>
<td></td>
<td>Submit close out packet to <strong>EFM</strong> &amp; request funds be transferred to Policy 913 (Fund 69970)</td>
</tr>
</tbody>
</table>
Zero Balance
- Submit close out packet to EFM
- Ensure all subs on general ledgers are $0, if not process TOF

Minimal Balance (<$200)
- Send/Follow up on invoice (CT)
- See if there are other accounts or cost centers balances that can be combined

### 2. Endowments

#### LOOK FOR
- Draw down additional funds from UCLA Foundation via MTF
- See if there are other accounts or cost centers balances that can be combined

#### POSSIBLE ACTIONS TO TAKE
- Spend down (PO or Npear) & contact appropriate FM in General Accounting to close out
- Draw down additional funds from UCLA Foundation via MTF
- Ensure all subs on general ledgers are $0, if not process TOF
- Contact appropriate FM in General Accounting to close out
- Check previous FY June Final ledgers – if $0 last year, f/u with GA. If this is 1st year fund balance is $0, may automatically “fall off” list after this FY June Final

### 3. Gifts

#### LOOK FOR
- See if there are other accounts or cost centers balances that can be combined

#### POSSIBLE ACTIONS TO TAKE
- Spend out (PO or Npear) & contact appropriate FM in General Accounting to close out
- Ensure all subs on general ledgers are $0, if not process TOF
- Contact appropriate FM in General Accounting to close out
- Check previous FY June Final ledgers – if $0 last year, f/u with GA. If this is 1st year fund balance is $0, may automatically “fall off” list after this FY June Final

### 4. Indirect Cost Recovery*, Sales & Service, State Appropriations

#### LOOK FOR
- See if there are other accounts or cost centers balances that can be combined

#### POSSIBLE ACTIONS TO TAKE
- Spend out (PO or Npear) & contact appropriate FM in General Accounting to close out
- Ensure all subs on general ledgers are $0, if not process TOF
- Contact appropriate FM in General Accounting to close out
- Check previous FY June Final ledgers – if $0 last year, f/u with GA. If this is 1st year fund balance is $0, may automatically “fall off” list after this FY June Final

- Find out of S&S will continue. If so, leave as is. If not, work on the close out process with Norma.

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*Division should always have one IDC Recovery FAU open. If more than one is open, can consolidate all but keep one open.

***Should be looking for/dealing with Overdraft in all categories on a monthly basis.***