DIVISION FUND CLEAN UP
Revised August 15, 2008

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 EFM</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 EFM &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

<table>
<thead>
<tr>
<th>LOOK FOR</th>
<th>POSSIBLE ACTIONS TO TAKE</th>
</tr>
</thead>
</table>
| Minimal Balance (<$200) | Draw down additional funds from UCLA Foundation via MTF  
See if there are other accounts or cost centers balances that can be combined |
| Zero Balance | 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 |

3. Gifts

<table>
<thead>
<tr>
<th>LOOK FOR</th>
<th>POSSIBLE ACTIONS TO TAKE</th>
</tr>
</thead>
</table>
| Minimal Balance (<$200) | See if there are other accounts or cost centers balances that can be combined  
Spend out (PO or Npear) & contact appropriate FM in General Accounting to close out |
| Zero Balance | 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

<table>
<thead>
<tr>
<th>LOOK FOR</th>
<th>POSSIBLE ACTIONS TO TAKE</th>
</tr>
</thead>
</table>
| Minimal Balance (<$200) | See if there are other accounts or cost centers balances that can be combined  
Spend out (PO or Npear) & contact appropriate FM in General Accounting to close out |
| Zero Balance | 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. |

*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.***

Page 2 of 2