HOW TO CHECK IF A FUND/FAU IS “Y/N” IN OASIS

Revised August 25, 2015

BACKGROUND
An FAU/Fund is not fully closed until EFM or General Accounting (G/A) has “Y/N’d” the FAU/Fund in Oasis. After the final closing TOFs have been processed by EFM or G/A, it is extremely important the Fund Manager checks the Y/N status of both the Fund and the FAU. This will ensure no future expenses will hit the FAU/Fund. Exhibit A & B below describes how to check the Y/N status.

If the status of either the Fund or FAU is not Y/N, contact EFM or G/A (depending on the fund type). Complete the Recharge ID Request Form to have associated recharge ID canceled.

Log into OASIS using your AIS Logon ID (5 digit code, last 3 of which are usually your initials)

TO CHECK IF A FUND IS CLOSED (Exhibit A) – for fund which your PI is the home/main PI/owner

Enter the following

<table>
<thead>
<tr>
<th>Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application or Transaction ID:</td>
<td>FS00 for Financial Systems</td>
</tr>
<tr>
<td>Selection:</td>
<td>1 for Table Maintenance</td>
</tr>
<tr>
<td>Location:</td>
<td>4 for UCLA Location Code</td>
</tr>
<tr>
<td>Action:</td>
<td>B for Browse</td>
</tr>
<tr>
<td>Table:</td>
<td>FN for Fund</td>
</tr>
</tbody>
</table>

➤ Hit ENTER

Fund: for the fund # you want to research

Double check Fund Title to ensure correct fund # was entered.

If Fund Closed?: = Y. This means the fund is closed.
If Fund Closed?: = blank. This means the fund is open & has not been fully closed by EFM or G/A.

If Reappropriate?: = N. This means the fund is closed and will not be reappropriated the next budget/fiscal period, i.e. ledgers will cease to be generated.
If Reappropriate?: = Y. This means the fund is open & will be reappropriated the next budget/fiscal period. i.e. ledgers will continue to be generated.

TO CHECK IF A FAU IS CLOSED (Exhibit B) – for linked acct/cc only. i.e your PI doesn’t own fund

Enter the following

<table>
<thead>
<tr>
<th>Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application or Transaction ID:</td>
<td>FS00 for Financial Systems</td>
</tr>
<tr>
<td>Selection:</td>
<td>1 for Table Maintenance</td>
</tr>
<tr>
<td>Location:</td>
<td>4 for UCLA Location Code</td>
</tr>
<tr>
<td>Action:</td>
<td>B for Browse</td>
</tr>
<tr>
<td>Table:</td>
<td>AF for Account/CC-Fund</td>
</tr>
<tr>
<td>Request:</td>
<td>FAU # for the full accounting unit you want to research</td>
</tr>
</tbody>
</table>

Double check Fund Title to ensure correct FAU # was entered.

If Account/CC-Fund Closed?: = Y. This means the FAU is closed.
If Account/CC-Fund Closed?: = blank. This means the FAU is open.
SCREEN SHOTS

Use cursor to select application OR type Transaction ID: FS088

- Student Information Systems (SIS)
- Financial Systems (FS88)
- Purchasing and Accounts Payable System (AP88)
- Personnel/Payroll System (PPP)
- Events System (EVM)
- UCLA ID System (UIDS)
- DACSS/ASAP Distributed Access System (DABI)
- Report Distribution System (RDS)
- Staffing List System (SLS)

*** FINANCIAL SYSTEM SELECTION MENU ***

1. TABLE MAINTENANCE
2. SUSPENSE CORRECTION
9. GL INQUIRY (RELEASE 2.0)

SELECTION: 1 LOCATION: 4

*** Financial System Table Maintenance ***

Action: B Table: ___ Request: _________
Action Codes: A=Add B=Browse C=Change D=Delete

- RC - Account/CC
- AF - Account/CC-Fund
- AR - Annual Report
- CF - CFDA
- CR - Cash Register
- DP - Department
- DV - Division
- ER - Error Message
- FS - Fund Group
- FN - Fund
- DR - Organization
- PI - Prin Investigator
- RF - Recharge id
- SF - Function
- SP - Program
- SV - Subdivision
- TC - Transaction
- UR - URS
- DB - OHB
- DRA - OHB
- OBE - Operating Expenses
- OBC - OHB
- OGB - UCOP Fund GP Title
- OGR - UCOP Fund GP Range
### EXHIBIT A

| Fund Title: UCLA/NIH 232801 DEMER 3/11 54% |
| Fund Begin/End Dates: 03/11 2010 / 03/11 2011 |
| (Inception: 03/11 2010) |
| Fund Dept: 1593 + CARDIOLOGY |
| Res/UnRes: R (R/U) |
| Fund Closed: Y (Y or blank) |
| Logon ID: EUCD0 |

### EXHIBIT B

| Fund Title: UNALABAMA/NIH 232801 DEMER 3/11 54% |
| Site Tracking Code: + |
| MESSAGES: PRESS ENTER OR FB FOR NEXT, F2 FOR PAGE FLIP |