Y/N Funds in OASIS

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

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

→ Hit ENTER

Fund: 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

<table>
<thead>
<tr>
<th>Enter the following</th>
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</tr>
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<tbody>
<tr>
<td>Application or Transaction ID:</td>
<td>FS00</td>
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<td>Action:</td>
<td>B</td>
<td>for Browse</td>
</tr>
<tr>
<td>Table:</td>
<td>AF</td>
<td>for Account/CC-Fund</td>
</tr>
<tr>
<td>Request:</td>
<td>FAU #</td>
<td>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.
EXHIBIT A

UCLA-AIS *** FUND TABLE ***  FSM0676A
13:42:15  PAGE 1  06/02/2011
Action:  B  Table:  FN +  Last Update:  09/01/2010
Loc:  4  Fund:  77698 + UCLA Fund Group:  49783 +  Last Upd Logon:  EUCD0

Fund Title:  UNALABAMA/NIH DEER 03/18 54%  Res/UnRes:  R (R/U)
Fund Begin/End Dates:  04 01 2009 / 03 31 2010  Fund Dept:  1553 + CARDIOLOGY
Fund Closed?:  Y (Y or blank)  Closed Date:  08/05/2010  Logon ID:  SOMAT
FYE Processing:  A (A/L/N/P/S)  Fund Type:  0 (Inception 9=Fiscal)
Reappropriative?:  N (Y/N)  Reappropriation Account/CC/Sub:  ____ / ____ / ____
CFDA:  93.357 +
R-Net No:  20000751  + Spon Awd No/Type:  001  2 Awd ERS Cd:  _ +
Sponsor CD:  000050 + UNIVERSITY OF ALABAMA
Prin. Inv:  D265 + DEMER, LINDA
Assoc Inv:  ___________  Fund Purp.:  0101  Letter of Cr:  __________
Cost Share:  N (Y/N)  Fund Flow:  3  FN Flow ERS Cd:  _ +
Meth. of Pay:  10  Campus?  1 (1=On 2=Off)  E-Verify:  N (Y/N or blank)
UCLA Fund Group Title:  PRIVATE CONTRACTS
Site Tracking:  Fed.Branch Code:  _ +
UCOP Fund GP Code:  409418 + CURR, PRIVATE, CONTRACTS-RESTRICTED
MESSAGES:  PRESS ENTER OR FB FOR NEXT, F2 FOR PAGE FLIP

EXHIBIT B

UCLA-AIS *** ACCOUNT/CC-FUND TABLE ***  FSM0673

ACTION:  B  TABLE:  AF +  LOCATION:  4
ACCOUNT/CC-FUND:  441357 LD 57832  LAST UPDATE:  04/21/11

RECHARGE CODE:  ____  SUB:  ____
____  ____  ____
OVERHEAD BASE:  J  OVERHEAD RATE:  54.00%
ACCOUNT/CC-FUND CLOSED?:  Y
ACCOUNT/CC TITLE:  MED-CARDIO-FAC RES & SUP/DEER  DEPT:  1553
FUND TITLE:  UNALABAMA/NIH 232011 DEMER 3/11 54%
SITE TRACKING Acct/CC/Fund:  _
SITE TRACKING CODE:  _
MESSAGES:  PRESS ENTER, FFB, OR PF28 FOR NEXT ON FILE