

# CREATING FINANCIAL STATEMENTS

Revised June 20, 2024

## **BEFORE YOU BEGIN:**

All of the below financial statement reports should be done AFTER the Financial Projection Module (FPM), UCPATH, etc. have been updated and expense transfers (i.e. transfer of funds (TOFs), non-payroll expense adjustment requests (NPEARs), direct retros (DRs)) have been processed. Prior to creating statements:

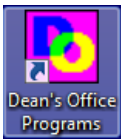
1. Reconcile General Ledgers
2. Reconcile Payroll Ledgers
3. Process any necessary expense transfers
4. Update FPM to include any comments, gift balances (see pages 18-21), future projections and/or adjustments
5. Update UCPATH, as needed

The data in the financial systems need to be as accurate as possible PRIOR to running the reports. See SOM Dean's Office [FPM Manual](#) for additional information.

## **TOOLS:**

Instructions on how to access FPM in the DGSOM Jump Server.

<https://uclahs.app.box.com/s/kv7qygfs17kx339e24vnc0gm016aaiyo>



**Financial Projection Module (FPM)** – used to add/edit future projections to ledger figures.

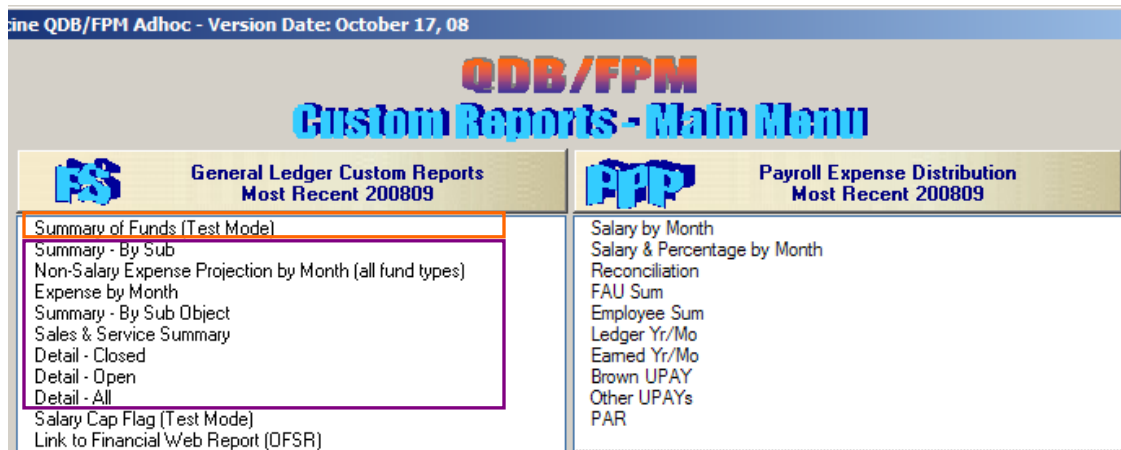


**Microsoft Excel with SOM Dean's Office QDB/GLPPP FPM Ad Hoc Reporting (QDB)** – used to pull up ledger figures with future projections that have been manually added to FPM.

**BATCHES:**

2 Types of Batches:

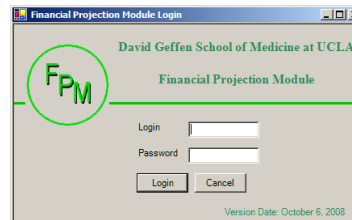
- 1) FPM Chart of Accounts Batch – when paired with QDB, is useful to generate either of the two types of FPM batch reports below:
  - a) Summary of Funds – provides overall figures of multiple funds for a single PI or Division on one spreadsheet
  - b) A single type of report, such as Summary-By Sub, for multiple funds for a single PI or Division resulting in multiple spreadsheets



- 2) QDB Monthly Financial Statement Batch – tool used to generate all the separate reports/worksheets, such as Summary-By Sub, Expense by Month, Detail – Closed, Detail – Open, Salary by Month, etc., for a single fund into one workbook all at one time.

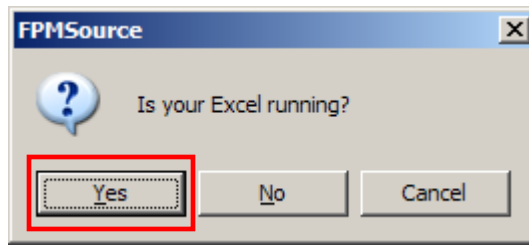
**FPM CHART OF ACCOUNTS BATCH**

1. Log into FPM
2. Chart of Accounts
3. Search by Dept and/or Internal PI
4. Batch



Account	CC	Fund	Balance	Rchg ID	Internal PI Name	Fund Mgr	Expired	Internal Fund Title	PI Name	Fund Group	F&A Ra	Dept	Comments
441353	AN		24,579.03		NEL ANDRE	Rowell Ramos	No	CHANCELLOR	CHANCELLOR	Gifts	0	1574	10% Nel - Chance
441353	AN		94,955.92		NEL ANDRE	Rowell Ramos	No	PARTICLE CENTER	FROINES, JOHN R	C&G - Federal	54.00	1574	Yr. 1 10/05-09/06
441353	AN		74,169.74		NEL ANDRE	Rowell Ramos	No	ATHERO	NEL ANDRI E	C&G - NIH	54.00	1574	Budget Years 08/0
441353	AN		111.17		NEL ANDRE	Rowell Ramos	No	DEP TOX	NEL ANDRI E	C&G - NIH	54.00	1574	1'st NCTEx expirat
441353	AN		36,931.42		NEL ANDRE	Rowell Ramos	No	AGING	NEL ANDRI E	C&G - NIH	54.00	1574	1'st NCTEx end di
441353	AN		16.35		NEL ANDRE	Rowell Ramos	No	PROTEOMICS	NEL ANDRI E	C&G - NIH	54.00	1574	1'st NCTEx end di
441353	AN		44,124.90		NEL ANDRE	Rowell Ramos	No	PARTICLE TOX	NEL ANDRI E	C&G - NIH	54.00	1574	Subaward to Duke
441353	AN		34,894.87		NEL ANDRE	Rowell Ramos	No	UNEXPENDED BALANCE - UCLA		Sales and Ser	0	1574	
441353	AN		39,600.22		NEL ANDRE	Rowell Ramos	No	NANO TRAINING GRANT		State Appropri	0	1574	APPROVED 3 Yrs
401053	2D		109,606.79		NEL ANDRE	Anna Parras	No	DIVISION ZEE (NANO SKIN TES		Compensation	0	1574	6/5/07 06-07 Q3 =
401353	AN		19,849.64		NEL ANDRE	Rowell Ramos	No	ZEE BANK		Compensation	0	1574	
441353	AN		(5,369.59)		NEL ANDRE	Rowell Ramos	No	CNSI ADMIN SUPPORT		C&G - State	0	1574	50% Admin supp
401053	2D		2,883.41		NEL ANDRE	Rowell Ramos	No	OPPORTUNITY FUNDS		Indirect Cost R	0	1574	

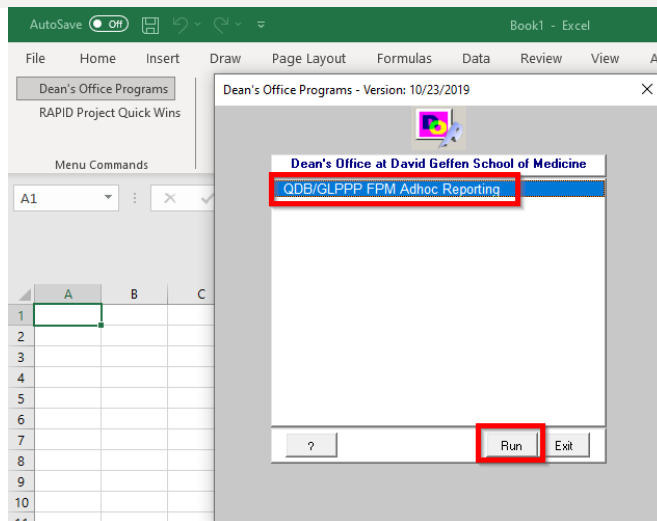
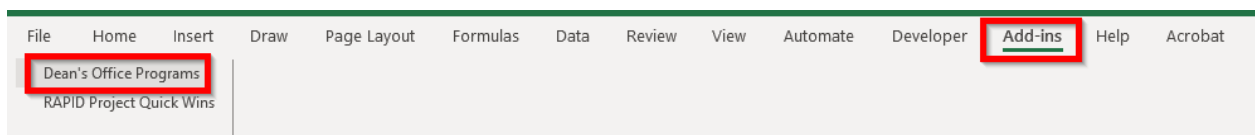
5. Make sure Microsoft Excel is open, then click "Yes"



6. Spreadsheet with Chart of Accounts Batch will be generated in Excel

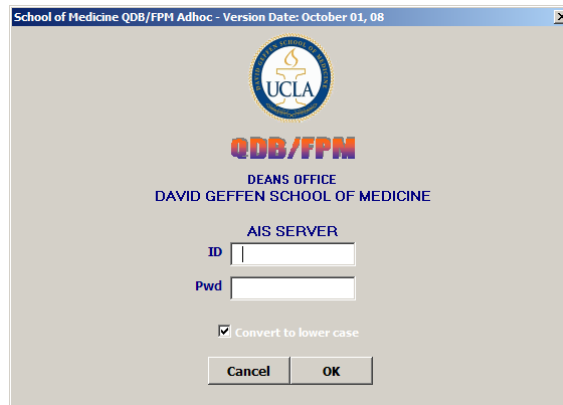
	A	B	C	D	E	F
	Account	CC	Fund	Fund Title	PI Name	Main PI
1	401053	2D		OPPORTUNITY FUNDS	NEL, ANDRE	
2	441353			SPECIAL STATE PRESIDENT'S WORK STUDY		
3	441353	AN		CNSI ADMIN SUPPORT	NEL,ANDRE	
4	441353	AN		NANO TRAINING GRANT	NEL,ANDRE	
5	441353	AN		PARTICLE CENTER	NEL,ANDRE	FROINES, JOHN R
6	441353	AN		ATHERO	NEL,ANDRE	NEL, ANDRI E
7	441353	AN		DEP TOX	NEL,ANDRE	NEL, ANDRI E
8	441353	AN		AGING	NEL,ANDRE	NEL, ANDRI E
9	441353	AN		NANO TOX	NEL,ANDRE	NEL, ANDRI E
10	441353	AN		PROTEOMICS	NEL,ANDRE	NEL, ANDRI E
11	441353	AN		PARTICLE TOX	NEL,ANDRE	NEL, ANDRI E
12	441353	AN		ASTHMA Yr. 3 PROJECT 1	NEL,ANDRE	NEL, ANDRI E
13	441353	AN		ASTHMA Yr. 3 PROJECT 1	NEL,ANDRE	NEL, ANDRI E

7. Launch QDB in Excel – make sure the Chart of Accts Batch open in the background
  - a. Add-ins
  - b. Dean's Office Programs
  - c. QDB/GLPPP FPM AdHoc Reporting



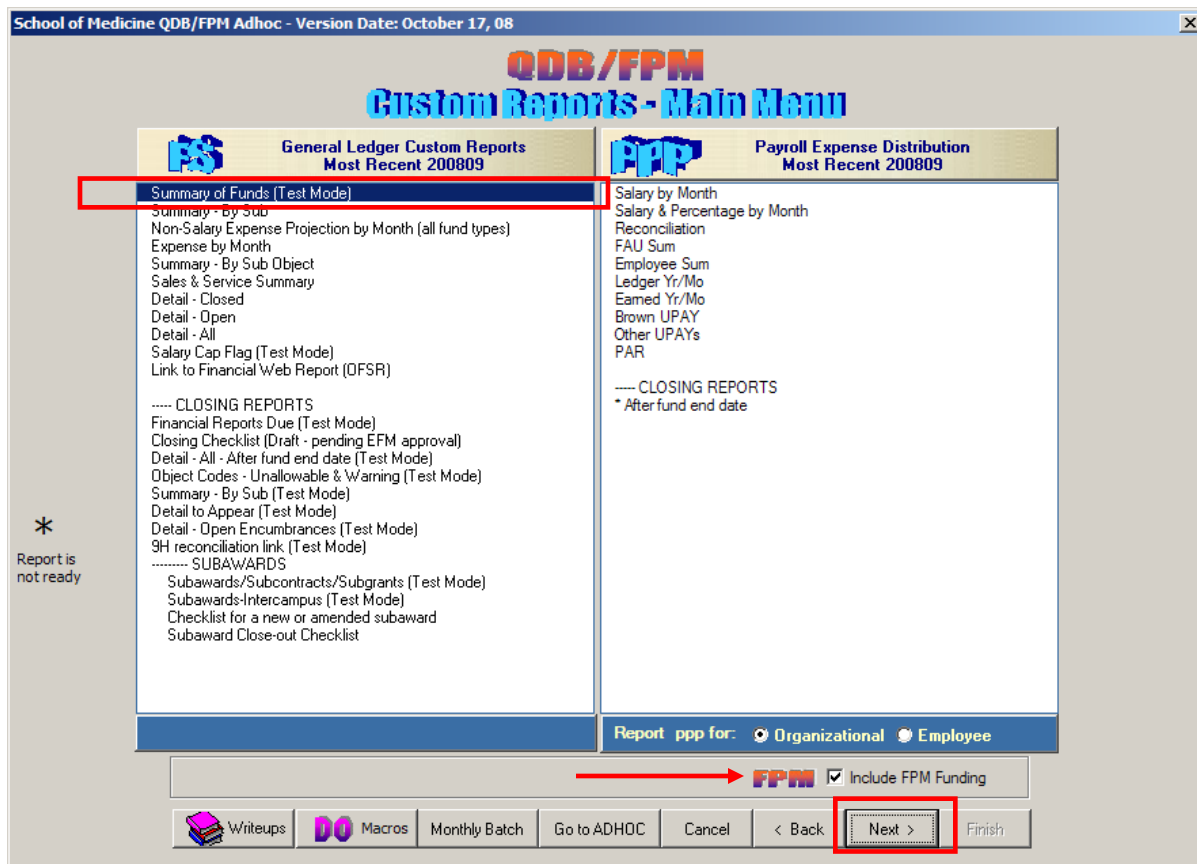
- If you do not see QDB/GLPPP FPM AdHoc Reporting as an option
  - ✓ Make sure you have QDB installed on your computer. If not, call IT support 310-825-4398 to have it installed.
    - i. If using the Jump Server: Make sure you launched Excel using the "Excel QDB GLPP" file from the Desktop.*
  - ✓ If you know you *do* have QDB installed, save the Chart of Accts Batch, completely close out of Excel and reopen.
  - ✓ If it still does not pull up, reboot your computer.

d. Log into QDB

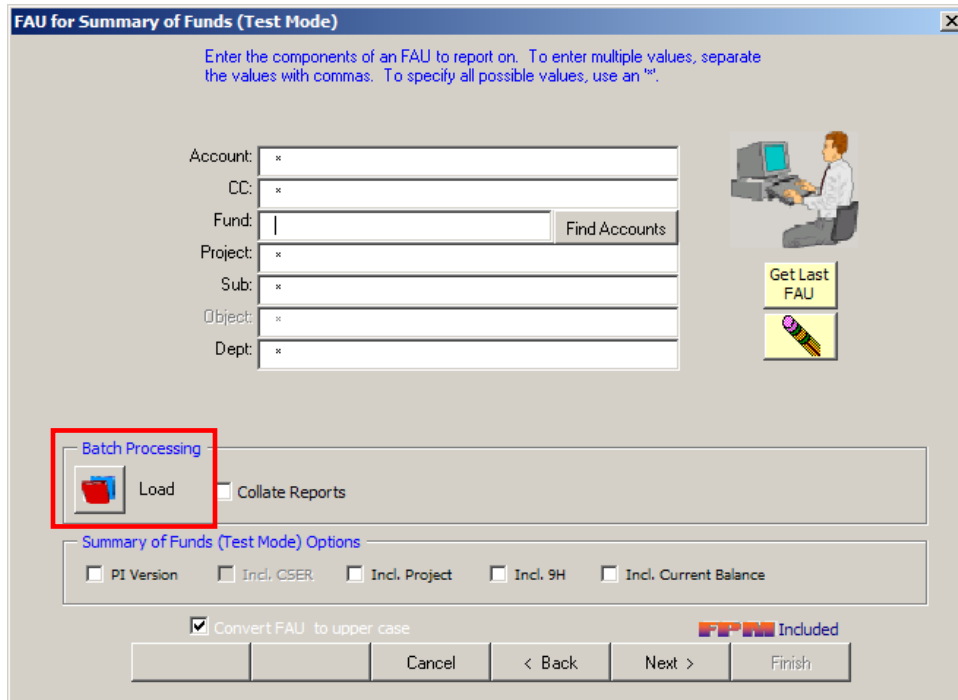


**FPM Summary of Funds Batch** (after completing steps 1-7 from FPM Chart of Accounts Batch)

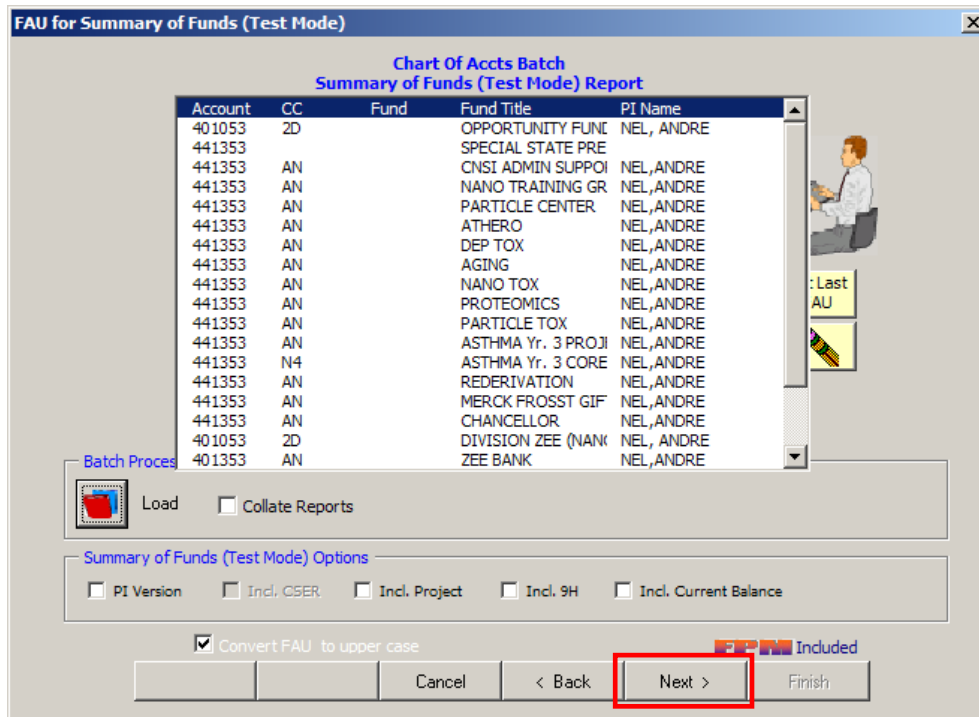
1. Summary of Funds
2. Next



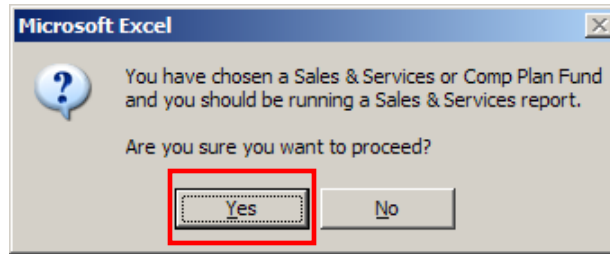
3. Batch Processing – Load
  - Leave all FAU information blank/default



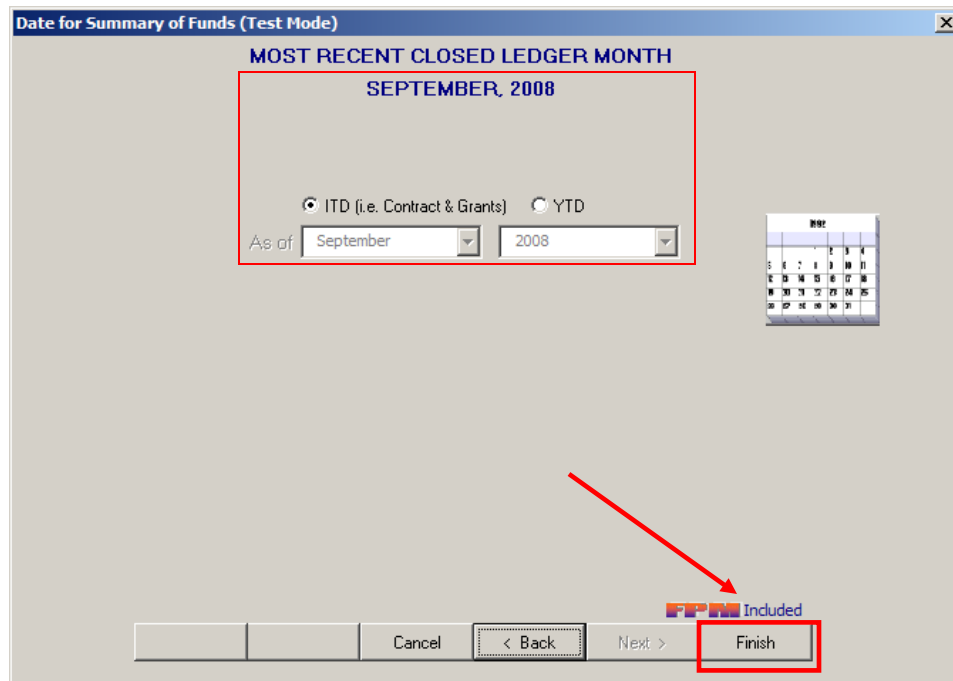
4. All the FAUs in the “Chart of Accts Batch” will automatically populate - Next



4. You may get the following warning *if* your batch includes Sales & Service or Compensation Plan funds (i.e. funds 6XXXX). If so, click “Yes”.



## 6. Finish



- The default summary will pull up with the most recent closed ledger month (which will be listed – in above example: September, 2008).
- If you wish to pull up data from a previous time period, you must uncheck “Include FPM Funding” prior to step 2 above. Press “Back” in order to do so.

7. Summary of Fund for all the FAUs listed in your Chart of Accts batch will generate

Fund Title	Fund Grouping	Account	CC	Fund	Fund End	Approp. ITD	Expense s ITD	Approp.	Exp.	EML	Future Exp./Adj.	Projecte d	Rchg Id No	Comment	Project End
OPPORTUNITY	Indirect Cos	401053	2D		12/31/25	11,865	6,533	0	993	1,456	0	2,883	DT28		
SPECIAL STATC&G - State		441353			05/31/11	272	313	0	0	0	0	(40)			
CNSI ADMIN SU C&G - State		441353	AN		05/31/10	28,101	33,471	0	0	0	63,415	(68,784)		50% Admin support fron APPROVED 3 Yrs	06/30/10
NANO TRAININC	State Apprc	441353	AN		06/30/25	18,476	32,972	56,005	1,908	1	93,769	(54,169)		Yr. 1 10/05-09/06	09/30/10
PARTICLE CEN C&G - Fede		441353	AN		09/30/10	409,209	310,891	0	569	2,793	183,284	(88,328)	DTR1	Budget Years 08/04-	07/31/09
ATHERO	C&G - NIH	441353	AN		07/31/09	290,893	197,161	0	789	18,773	0	74,170	DT14	1'st NCTE expiration	11/30/08
DEP TOX	C&G - NIH	441353	AN		11/30/08	103,464	101,871	0	317	1,164	0	111	DT15	1'st NCTEx end date	04/30/09
AGING	C&G - NIH	441353	AN		04/30/09	199,413	156,400	0	2,797	3,285	0	36,931	DT16		
NANO TOX	C&G - NIH	441353	AN		02/28/09	225,000	33,402	0	1,964	44,096	59,032	86,506	DTR2		02/28/13
PROTEOMICS	C&G - NIH	441353	AN		07/31/08	55,712	55,696	0	0	0	0	16		1'st NCTEx end date	07/31/08
PARTICLE TOX	C&G - NIH	441353	AN		06/30/09	289,707	184,419	0	1,956	59,208	40,698	3,427	DT21	Subaward to Duke Univ.	06/30/09
ASTHMA YR. 3	C&G - NIH	441353	AN		06/30/09	337,107	57,365	0	943	96,395	155,876	26,528	DT18		06/30/11
ASTHMA YR. 3	C&G - NIH	441353	N4		06/30/09	61,584	17,857	0	4,908	1	27,022	11,796	DTR3		06/30/11
REDERIVATION	Endowment	441353	AN		12/31/25	1,800	0	0	0	0	0	1,800			
MERCK FROSS	Gifts	441353	AN		12/31/25	50,000	0	0	0	0	0	50,000	DT4F		
CHANCELLOR	Gifts	441353	AN		09/09/25	34,549	9,970	0	0	0	25,775	(1,196)		10% Nel - Chancellor	

- “Future Exp./Adj.” Column P are figures that are pulled down from FPM. If FPM is unchecked, FPM figures will not be included.
- If this batch is pulled by “Internal PI” in FPM, it can be a good tool to give that individual PI to present an overall picture of all his/her funding.
- *The summary data is only as accurate as the Internal PI designation in FPM. Ensure all information is correct in FPM Chart of Accounts.*

**FPM BATCH REPORTS – Summary-By Sub Example** (after completing steps 1-7 from FPM Chart of Accounts Batch)

1. Summary – By Sub
2. Steps 2-6 are identical to **FPM Summary of Funds Batch** instructions above

School of Medicine QDB/FPM Adhoc - Version Date: October 23, 08

## QDB/FPM Custom Reports - Main Menu

GLS General Ledger Custom Reports Most Recent 200809	PPP Payroll Expense Distribution Most Recent 200809
<ul style="list-style-type: none"> <li>Summary of Funds (Test Mode)</li> <li><b>Summary - By Sub</b></li> <li>Non-Salary Expense Projection by Month (all fund types)</li> <li>Expense by Month</li> <li>Summary - By Sub Object</li> <li>Sales &amp; Service Summary</li> <li>Detail - Closed</li> <li>Detail - Open</li> <li>Detail - All</li> <li>Salary Cap Flag (Test Mode)</li> <li>Link to Financial Web Report (OFSR)</li> <li>----- CLOSING REPORTS</li> <li>Financial Reports Due (Test Mode)</li> <li>Closing Checklist (Draft - pending EFM approval)</li> <li>Detail - All - After fund end date (Test Mode)</li> <li>Object Codes - Unallowable &amp; Warning (Test Mode)</li> <li>Summary - By Sub (Test Mode)</li> <li>Detail to Appear (Test Mode)</li> <li>Detail - Open Encumbrances (Test Mode)</li> <li>9H reconciliation link (Test Mode)</li> <li>----- SUBAWARDS</li> <li>Subawards/Subcontracts/Subgrants (Test Mode)</li> <li>Subawards-Intercampus (Test Mode)</li> <li>Checklist for a new or amended subaward</li> <li>Subaward Close-out Checklist</li> </ul>	<ul style="list-style-type: none"> <li>Salary by Month</li> <li>Salary &amp; Percentage by Month</li> <li>Reconciliation</li> <li>FAU Sum</li> <li>Employee Sum</li> <li>Ledger Yr/Mo</li> <li>Earned Yr/Mo</li> <li>Brown UPAY</li> <li>Other UPAYs</li> <li>PAR</li> <li>----- CLOSING REPORTS</li> <li>* After fund end date</li> </ul>

\* Report is not ready

Report ppp for:  Organizational  Employee

→ **FPM**  Include FPM Funding

3. Finished Product – QDB will use the FPM Chart of Accts Batch to create a Summary – By Sub for every FAU listed in the batch. Therefore you can quickly generate any of the below reports for a group of FAUs at one time without having to run each FAU individually:

- 1) Summary – By Sub
- 2) Non-Salary Expense Projection by Month (all fund types)
- 3) Expense by Month
- 4) Summary – By Sub Object
- 5) Sales & Service Summary
- 6) Detail – Closed
- 7) Detail – Open
- 8) Detail – All

**NOTE:**

This type of batch should NOT be used to run your monthly financial statements. It CAN be useful to generate a single type of report, most beneficial would be the Summary – By Sub, for all the FAUs on the FPM Chart of Accounts batch. For example, if a PI wants to meet within the next 5 minutes to discuss all his accounts and you would like to give him/her a quick overview, you may want to run a Summary – By Sub FPM Chart of Accounts batch.

SUMMARY REPORT BY SUB (INCEPTION TO DATE): USC PILOT PROJECT (SCEHSC)							
Account/Fund:		441353-H7-12345 project: *		Budget Year(s):		04/01/08 To 03/31/09	10/24/08 12:25 PM
Fund Name:		FDP-USC/NIH H38608 FROINES 3/9 54%		Project End Date:		3/31/09	
P.I.:				Recharge ID:			
Fund Mgr:		ROWELL RAMOS		Overhead Rate:		J	54.00 %
Sub	General Ledger		Current Expenditures			Future To 03/31/09	Projected Balance 1-2 +3-4-5-6
	Approp. ITD (09/08)	Expenses ITD (09/08)	Approp.	Expenses	Encumbr. & Memo Lien		
00 Salaries-Academic							0.00
01 Salaries-Staff Career							0.00
02 Salaries-General Assistance							0.00
06 Employee Benefits							0.00
03 Supplies & Expense	8,549.00	2,715.85		982.61	2,055.74		2,794.80
04 Equipment	14,375.00	15,579.39					(1,204.39)
05 Special Items							0.00
07 Special Items	0.00	0.00					0.00
08 Unallocated	0.00	0.00					0.00
09 Recharge							0.00
<b>Total Direct</b>	<b>22,924.00</b>	<b>18,295.24</b>	<b>0.00</b>	<b>982.61</b>	<b>2,055.74</b>	<b>0.00</b>	<b>1,590.41</b>
9H Overhead	4,616.00	1,466.56	0.00	530.61	1,110.10		1,508.73
<b>Total</b>	<b>27,540.00</b>	<b>19,761.80</b>	<b>0.00</b>	<b>1,513.22</b>	<b>3,165.84</b>	<b>0.00</b>	<b>3,099.14</b>
COMMENTS						Direct Balance	2,012.43
						Indirect Balance	1,086.71
							3,099.14
Make sure you have included 9H recon adj in FPM, sub 9H so it can feed to col 6 in this report							
9H TOF Adj needed							422.02
If positive, debit sub 9H and credit sub 08 (if allowable)							
If negative, credit sub 9H and debit sub 08 (if allowable)							

Sub-441353-H7-79394(1) / Sub-441353-NL-79208(1) / Sub-441353-AN-77569(1) / Sub-441353-AN-69970(1) / Sub-401353-AN-62165(1) / Sub-401053-2D-62165(1)

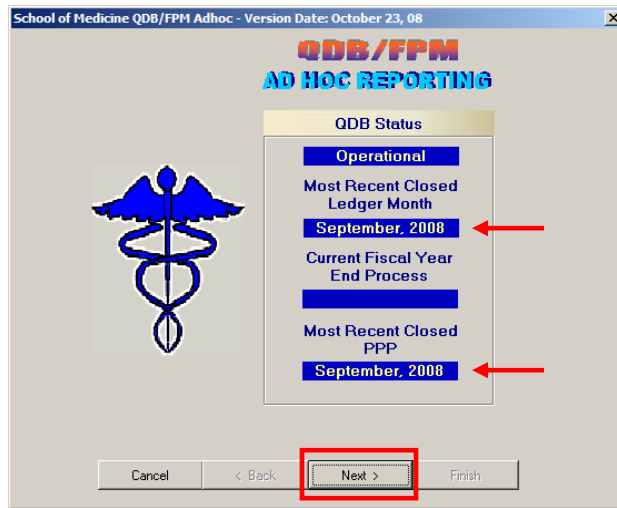
## QDB MONTHLY FINANCIAL STATEMENT BATCH

If you've already created QDB batch templates & would like instructions on just how to run them, do steps 1-3 then skip to 10.

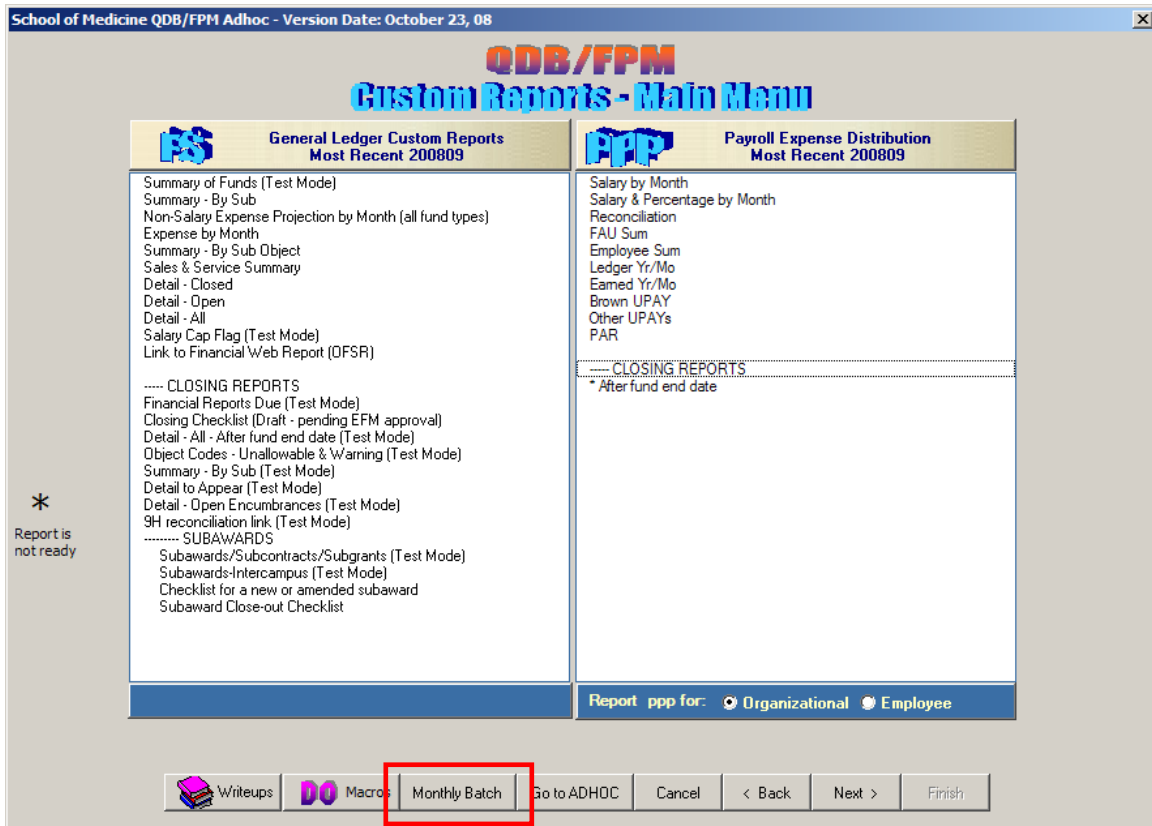
1. Log into QDB in Excel



2. Ledger & PPP Dates of the most recent closed month will pull up as an FYI - Next



3. Monthly Batch



### 4. Create Batch


UserForm1
General Ledger Reports LYM date to report on


Payroll Expense Distribution Reports Payroll date to report on


Batch sheet:
FPM Include

Create sheets left to right
 Create sheets right to left
Custom Reports
Cancel
Run Reports

**Batch Options**

  
 Create Batch

  
 Load Monthly Batch

  
 Set Sort/Subtotal option

General Ledger Reports		FAU										LYM				Types of Transactions								
Run	Include FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept	Include SH	ITD	YTD	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	Appro	Esp	Encum Memo Lien	Include Re-appro			
		Summary - By Sub											x											
		Non-Salary Expense Projection by Month (all fund types)																						
		Expense by Month																						
		Summary - By Sub Object												x										
		Sales & Service Summary																						
		Detail - Closed																	x	x		x		
		Detail - Open																	x	x	x			
		Detail - All																	x	x	x	x		
Exp. Distribution Reports		FAU										LYM				Organizational Unit								
Run	Include FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org	Faculty	House staff	Staff	All
		Salary by Month														x								x
		Salary & Percentage by Month														x								x
		Reconciliation														x								x
		FAU Sum														x								x
		Employee Sum														x								x
		Ledger Yr/Mo														x								x
		Earned Yr/Mo														x								x
		Brown UPAY														x								x
		Other UPAYs														x								x
		Customized 1														x								x

5. A default MonthlyBatch worksheet will be generated in Excel (see above). Complete the matrix with the specific parameters for your financial statement. Sections highlighted below in green should be filled out. \*only enter data on the top line, the info will autofill the cells below
  - a. Run – Enter “y” so that the selected reports will be included as part of your statement.
    - i. Under “Exp. Distribution Reports” (aka payroll section) Only include the UCPATH payroll reports. All other payroll reports are outdated.
  - b. Include FPM – Enter “y” to include future projections from EDB and/or FPM.
  - c. Account, CC, Fund – Enter the FAU information\* to tell QDB which fund this batch is for.
    - i. For “Detail – Closed/Open” reports, make sure to choose the “Sub” drop down to include non-salary subs only. Leaving this field with “\*” would cause all subs to run, which is unnecessary.
  - d. LYM – Enter “x” to pull data for a specified time period. Do NOT enter “y”.
    - i. Current Grant Year – for contracts & grants
    - ii. Current Fiscal Year – for unrestricted funds
  - e. Dept – Enter the 4 digit department FS code\* for the payroll personnel.

General Ledger Reports			FAU									LYM				Types of Transactions						
Run	Include FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept	Include 9H	ITD	YTD	Match Fund Budget End Date	Match Fiscal Year	Current Budget Year	Current Fiscal Year	Appro	Exp	Encum Memo Lien	Include Re-appro	
y	y	Summary of Funds			30071	*	*	*		*		x										
y	y	Summary - By Sub	441353	AN	30071	*						x										
y	y	Non-Salary Expense Projection by Month (all fund types)	441353	AN	30071	*	*			*				x								
y	y	Expense by Month	441353	AN	30071	*	*	*		*						x						
y		Summary - By Sub Object	441353	AN	30071	*				*		x										
		Sales & Service Summary			30071	*																
y		Detail - Closed	441353	AN	30071	*	05,07,08,09	*	*	*									x	x		x
y		Detail - Open	441353	AN	30071	*	05,07,08,09	*	*	*									x	x	x	
		Detail - All	441353	AN	30071	*	03,04,05,07,08,09	*	*	*									x	x	x	x

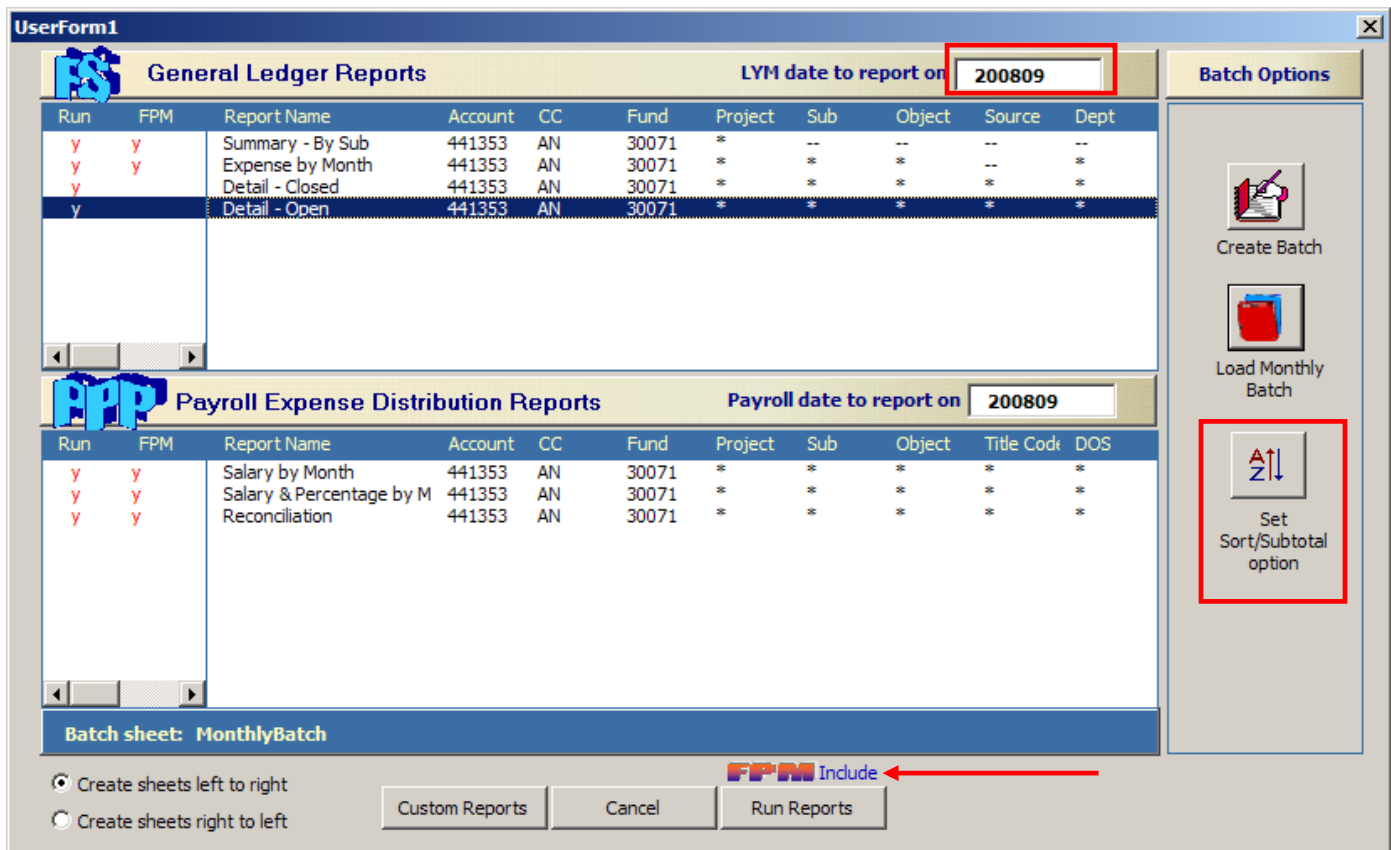
  

Exp. Distribution Reports			FAU									LYM				Organizational L					
Run	Include FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org	
		Salary by Month	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Salary & Percentage by Month	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
	y	Reconciliation	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		FAU Sum	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Employee Sum	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Ledger Yr/Mo	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Earned Yr/Mo	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Brown UPAY	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Other UPAYs	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
		Customized 1	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*
y		UCPath Salary & Percentage by Month	441353	AN	30071	*	*	*	*	*			x			x		1574	*	*	*
y		UCPath Employee Sum	441353	AN	30071	*	*	*	*	*						x		1574	*	*	*

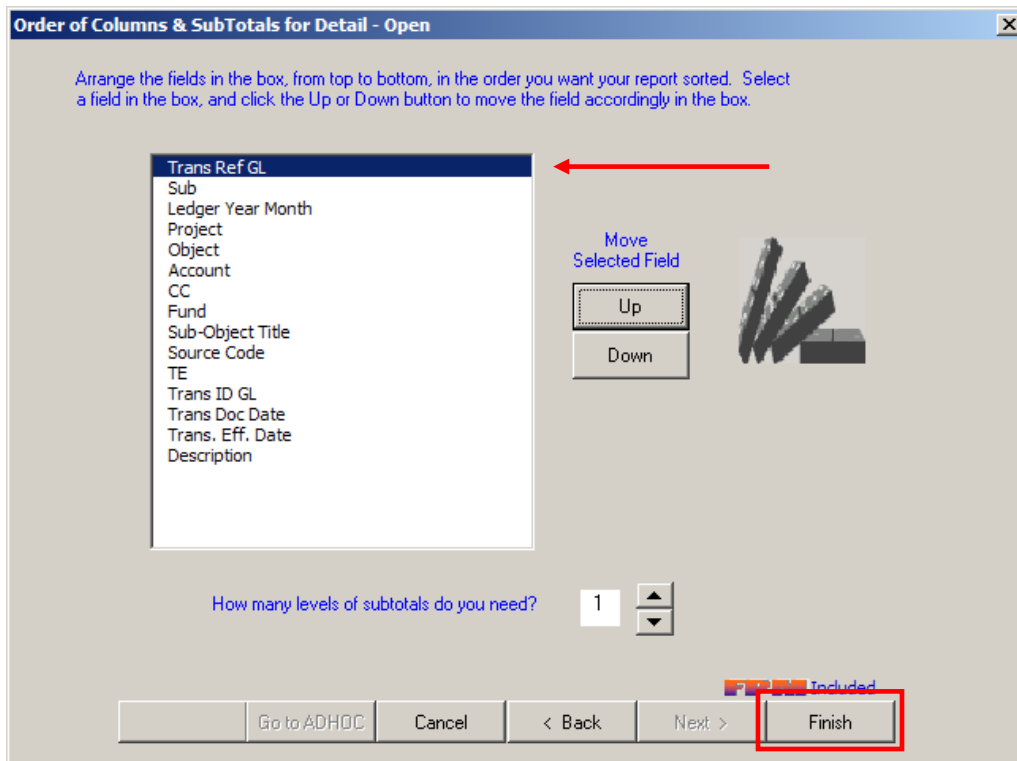
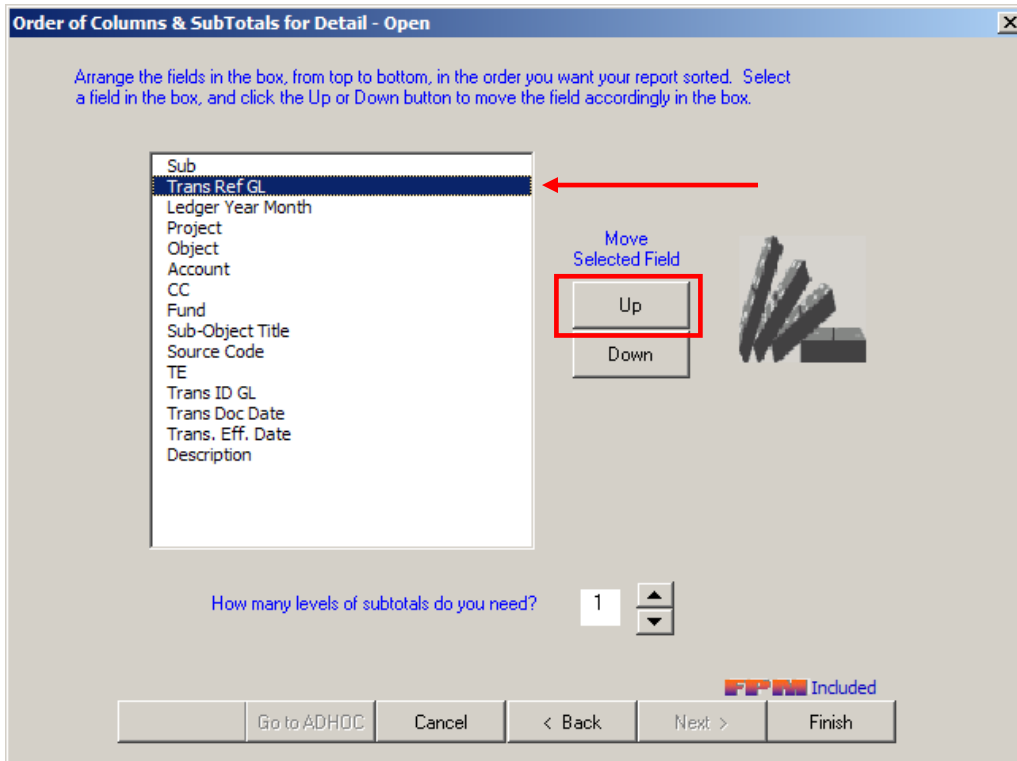
- Recommended reports to include in a typical monthly statement:
  - 1) Summary – By Sub\*\*
  - 2) Expense by Month\*\*
  - 3) Detail – Closed
  - 4) Detail – Open
  - 5) Salary by Month\*\* OR Salary & Percentage by Month\*\*
  - 6) Reconciliation

\*\* Include FPM

6. After completing the matrix, leave the worksheet in the background and go back to “Monthly Batch” in QDB
7. As a reminder, the LYM ledger date of the report that will be generated will be displayed on the upper right-hand corner. Check to see if FPM is included in the lower right-hand corner.
8. Highlight “Detail – Open” and click “Set Sort/Subtotal option”



9. Highlight “Trans Ref GL” and click “Up” to move “Trans Ref GL” to the top of the list > Finish



- Moving the “Trans Ref GL” to the top of the Detail – Open will sort the Open Commitment ledgers and group them by reference/PO # to be able to more easily track/follow up on open items.
- If you did not complete step 5.c.i, then click on the minus sign “-“ to hide the detail for 9H since it is not necessary to show the PI. If you did complete step 5.c.i. skip this.

1	2	3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1			GL: 441353-AN-30071			SINCE SEPTEMBER 2008	Date: 10/24/2008													
2	Trans Ref GL	Sub	Year	Month	Project	Object	Account	CC	Fund	Sub-Object Title	Source Code	TE	Trans ID	Trans Doc Date	Trans. Eff. Date	Description	Appropriation	Expense		
3		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/2/08	10/2/2008	OVERHEAD CHARGES		19.56			
4		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/6/08	10/6/2008	OVERHEAD CHARGES		(0.39)			
5		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/7/08	10/7/2008	OVERHEAD CHARGES		301.13			
6		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/9/08	10/9/2008	OVERHEAD CHARGES		8.44			
7		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/10/08	10/10/2008	OVERHEAD CHARGES		2.48			
8		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/13/08	10/13/2008	OVERHEAD CHARGES		0.36			
9		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/14/08	10/14/2008	OVERHEAD CHARGES		99.03			
10		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/20/08	10/20/2008	OVERHEAD CHARGES		28.74			
11		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/21/08	10/21/2008	OVERHEAD CHARGES		601.14			
12		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/22/08	10/22/2008	OVERHEAD CHARGES		8.20			
13		9H	2008	10		3810	441353	AN	30071	OVERHEAD-FEDERAL GF	70	04D41	10/23/08	10/23/2008	OVERHEAD CHARGES		(0.57)			
14	Trans Ref GL																0.00	1,068.12		
15	1574AKB192	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	AKB192	10/22/08	10/22/2008	FISHER SCIENTIFIC					
16	1574AKB192	03	2008	10		9104	441353	AN	30071	THEFT SENS EQUIP \$200	EN	AKB192	10/22/08	10/22/2008	FISHER SCIENTIFIC					
17	Trans Ref GL 1574AKB192																0.00	0.00		
18	1574FKB131	03	2008	10		4355	441353	AN	30071	CHEMICALS AND COMPC	42	999996	9/26/08	10/2/2008	FISHERSCIC1168935080		(0.13)			
19	Trans Ref GL 1574FKB131																0.00	(0.13)		
20	1574FKB136	03	2008	09		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB136	9/30/08	9/30/2008	FISHER SCIENTIFIC					
21	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999996	10/1/08	10/2/2008	FISHERSCIC1279488081		32.25			
22	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999996	10/1/08	10/2/2008	FISHERSCIC1279489081		4.11			
23	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999996	10/8/08	10/9/2008	FISHERSCIC1480659081		2.83			
24	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	42	999996	10/1/08	10/6/2008	FISHERSCIC1279488081		(0.64)			
25	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	42	999996	10/1/08	10/6/2008	FISHERSCIC1279489081		(0.08)			
26	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	42	999996	10/8/08	10/13/2008	FISHERSCIC1480659081		(0.06)			
27	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB136	9/30/08	10/2/2008	FISHER SCIENTIFIC					
28	1574FKB136	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB136	9/30/08	10/9/2008	FISHER SCIENTIFIC					
29	Trans Ref GL 1574FKB136																0.00	38.41		
30	1574FKB143	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999996	10/6/08	10/7/2008	FISHERSCIC1393917081		4.31			
31	1574FKB143	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	42	999996	10/6/08	10/10/2008	FISHERSCIC1393917081		(0.09)			
32	1574FKB143	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB143	10/2/08	10/2/2008	FISHER SCIENTIFIC					
33	1574FKB143	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB143	10/2/08	10/7/2008	FISHER SCIENTIFIC					
34	Trans Ref GL 1574FKB143																0.00	4.22		
35	1574FKB150	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999996	10/9/08	10/10/2008	FISHERSCIC1531181081		4.68			
36	1574FKB150	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	42	999996	10/9/08	10/13/2008	FISHERSCIC1531181081		(0.09)			
37	1574FKB150	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB150	10/7/08	10/7/2008	FISHER SCIENTIFIC					
38	1574FKB150	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	EN	FKB150	10/7/08	10/10/2008	FISHER SCIENTIFIC					
39	Trans Ref GL 1574FKB150																0.00	4.59		
40	1574FKB151	03	2008	10		4771	441353	AN	30071	PROJECT SPECIFIC OFFIC	41	999931	10/8/08	10/9/2008	OFFICEMAXC9189980100		12.79			
41	1574FKB151	03	2008	10		4771	441353	AN	30071	PROJECT SPECIFIC OFFIC	EN	FKB151	10/7/08	10/7/2008	OFFICEMAX CONTRACT I					
42	1574FKB151	03	2008	10		4771	441353	AN	30071	PROJECT SPECIFIC OFFIC	EN	FKB151	10/7/08	10/9/2008	OFFICEMAX CONTRACT I					
43	Trans Ref GL 1574FKB151																0.00	12.79		
44	1574FKB157	03	2008	10		4630	441353	AN	30071	LAB/SHOP INSTRUMENTS	41	999931	10/10/08	10/13/2008	OFFICEMAXC9616780101		0.81			

10. Run Reports – make sure the Monthly Batch you would like to run is open in the background


- Leave default “Create sheets left to right” to have reports generated in the order they appear.


**UserForm1**


**General Ledger Reports** LYM date to report on **200809**

Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept
y	y	Summary - By Sub	441353	AN	30071	*	*	*	*	*
y	y	Expense by Month	441353	AN	30071	*	*	*	*	*
y	y	Detail - Closed	441353	AN	30071	*	*	*	*	*
y	y	Detail - Open	441353	AN	30071	*	*	*	*	*

**Batch Options**

 Create Batch

 Load Monthly Batch

 Set Sort/Subtotal option

**Payroll Expense Distribution Reports** Payroll date to report on **200809**

Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS
y	y	Salary by Month	441353	AN	30071	*	*	*	*	*
y	y	Salary & Percentage by M	441353	AN	30071	*	*	*	*	*
y	y	Reconciliation	441353	AN	30071	*	*	*	*	*

Batch sheet: MonthlyBatch

Create sheets left to right

Create sheets right to left

Microsoft Excel - Book2

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

SUMMARY REPORT BY SUB (INCEPTION TO DATE): NANO TOX

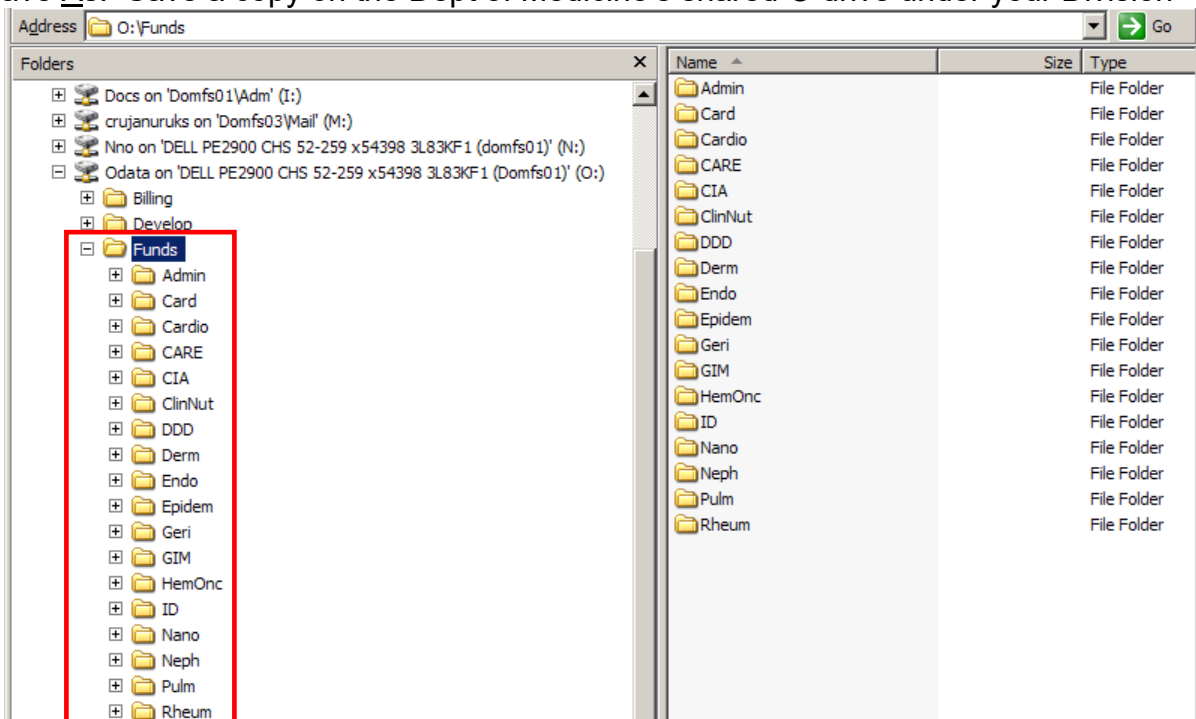
Account/Fund: 441353-AN-30071 project \* Budget Year(s): 05/15/08 To 02/28/09 10/24/08 2:45 PM  
 Fund Name: FDP-NIH ES016746 NEL 2/9 54% Project End Date: 2/28/13  
 P.I.: NEL ANDRE Recharge ID: DTR2  
 Fund Mgr: ROWELL RAMOS Overhead Rate: J 54.00 %

		1 General Ledger		3		4 Current Expenditures		5		6		Projected Balance
Sub		Approp. ITD (09/08)	Expenses ITD (09/08)	Approp.	Expenses	Encumbr. & Memo Lien	Future To 02/28/09			1-2 +3-4-5-6		
00	Salaries-Academic	84,634.00	25,736.38				46,372.55			12,525.07		
01	Salaries-Staff									0.00		
02	Career Salaries-General Assistance	16,443.00	0.00							16,443.00		
06	Employee Benefits	21,231.00	6,254.47				12,659.00			2,317.53		
03	Supplies & Expense	57,208.00	1,102.57		395.73	7,028.74				48,680.96		
04	Equipment									0.00		
05	Special Items	4,500.00	309.00		1,582.23	0.00				2,608.77		
07	Special Items	40,984.00	0.00			40,984.00				0.00		
08	Unallocated									0.00		
09	Recharge									0.00		
Total Direct		225,000.00	33,402.42	0.00	1,977.96	48,012.74	59,031.55			82,575.33		
9H	Overhead	121,500.00	18,037.23	0.00	1,068.12	17,295.52	31,877.04			53,222.09		
Total		346,500.00	51,439.65	0.00	3,046.08	65,308.26	90,908.59			135,797.42		
										Direct Balance	88,180.14	
COMMENTS										Indirect Balance	47,617.28	
											135,797.42	
Make sure you have included 9H recon adj in FPM, sub 9H so it can feed to col 6 in this report												
9H TOF Adj needed										5,604.81		
If positive, debit sub 9H and credit sub 08 (if allowable)												
If negative, credit sub 9H and debit sub 08 (if allowable)												

Sub-441353-AN-30071(1) / EXP BY MONTH-441353-AN-30071(2) / CLOSED-441353-AN-30071(1) / OPEN-441353-AN-30071(1) / Payroll,Dept=1574-30071(2)(1) / Payroll,Dept=1574-30071(1)

- FPM projections will be highlighted in yellow.

11. Save As: Save a copy on the Dept of Medicine's shared O drive under your Division



a. Save Batch

- i. If you haven't already saved the "MonthlyBatch" matrix for that particular fund #, delete all other worksheets & save *only* the "MonthlyBatch" spreadsheet as your batch template to be used each month.
- ii. In order to run the batch next month,
  1. Open saved batch
  2. Run steps 1-3
  3. Skip to step 10

- If you saved multiple "MonthlyBatch" worksheets within the same Excel file, after step 3, click "Load Monthly Batch".

20		Exp. Distribution Reports										FAU				LYM				Organizational			
Run	Include FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org			
22	y	y	Salary by Month	441353	AN	30071	*	*	*	*			x		x		1574	*	*	*			
23	y	y	Salary & Percentage by Month	441353	AN	30071	*	*	*	*			x		x		1574	*	*	*			
24	y	y	Reconciliation	441353	AN	30071	*	*	*	*					x		1574	*	*	*			
25			FAU Sum	441353	AN	30071	*	*	*	*					x		1574	*	*	*			
26			Employee Sum	441353	AN	30071	*	*	*	*					x		1574	*	*	*			
27			Ledger Yr/Mo	441353	AN	30071	*	*	*	*					x		1574	*	*	*			
28			Earned Yr/Mo	441353	AN	30071	*	*	*	*					x		1574	*	*	*			
29			Brown UPAY	441353	AN	30071	*	*	*	*					x		1574	*	*	*			

**UserForm1**

**General Ledger Reports**

LYM date to report on: 200809

Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept
y	y	Summary - By Sub	441353	AN	30071	*	--	--	--	--
y	y	Expense by Month	441353	AN	30071	*	*	*	*	*
y	y	Detail - Closed	441353	AN	30071	*	*	*	*	*
y	y	Detail - Open	441353	AN	30071	*	*	*	*	*

**Batch Options**

Create Batch

**Load Monthly Batch**

Set Sort/Subtotal option

**Payroll Expense Distribution Reports**

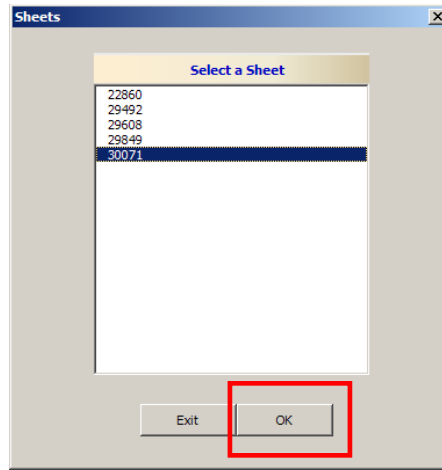
Payroll date to report on: 200810

Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS
y	y	Salary by Month	441353	AN	30071	*	*	*	*	*
y	y	Salary & Percentage by M	441353	AN	30071	*	*	*	*	*
y	y	Reconciliation	441353	AN	30071	*	*	*	*	*

Batch sheet: 30071

Create sheets left to right  
 Create sheets right to left

- Highlight the fund you wish to run the batch and click "OK"



- Run Reports

**ADDITIONAL INSTRUCTIONS FOR GIFT FUNDS:**

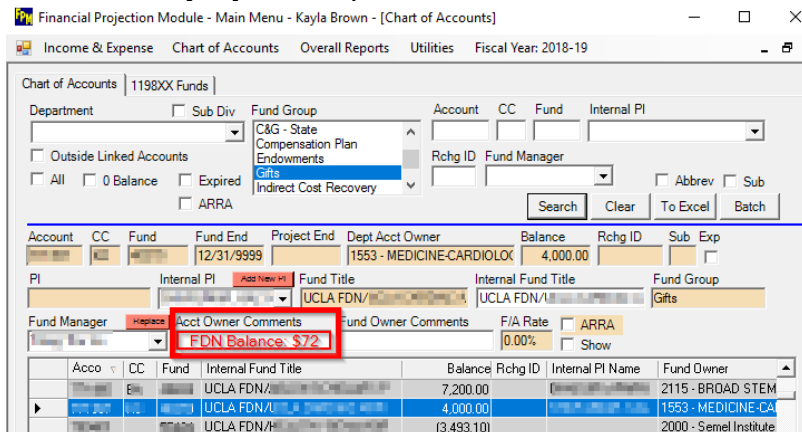
It is important for PIs to be aware of the current defined fund purpose **and** gift balances held outside the Campus FAU. Fund Managers should provide these details to PIs on their financial statements quarterly via comment on their Financial Statement.

SUMMARY REPORT BY SUB (INCEPTION TO DATE):

Sub	General Ledger		Current Expenditures			Projected Balance 1-2 +3,-4,-5,-6
	Approp. ITD (06/24)	Expenses ITD (06/24)	Approp.	Expenses	Encumbr. & Memo Lien	
00 Salaries-Academic	370,225.90	431,075.34				(60,849.44)
01 Salaries-Staff						0.00
02 General Assistance	112,444.00	0.00				112,444.00
06 Employee Benefits	158,701.00	125,656.95				34,044.05
03 Supplies & Expense	387,479.80	226,418.11	64.88	8,540.51		152,456.30
04 Equipment	12,712.93	12,712.93				0.00
05 Special Items	0.00	228.99				(228.99)
07 Special Items						0.00
08 Unallocated						0.00
09 Recharge						0.00
<b>Total Direct</b>	<b>1,042,563.63</b>	<b>796,092.32</b>	<b>0.00</b>	<b>64.88</b>	<b>8,540.51</b>	<b>237,865.92</b>
9H F & A	576,716.37	438,692.36	0.00	36.33		137,987.68
<b>Total</b>	<b>1,619,280.00</b>	<b>1,234,784.68</b>	<b>0.00</b>	<b>101.21</b>	<b>8,540.51</b>	<b>375,853.60</b>

COMMENTS: Comments should be included here.

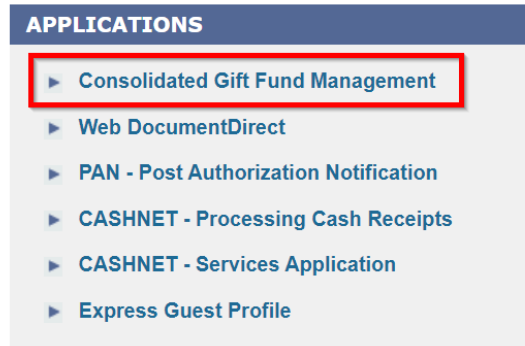
Fund Managers have the option of saving comments to FPM to facilitate auto-population on Summary of Funds & Summary By Sub reports when FPM data is marked for inclusion.



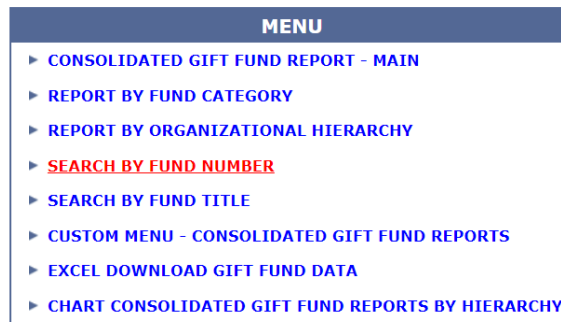
*Note: If balances are saved to FPM, it is expected Fund Managers update these quarterly, and include in the comment the last date updated.  
e.g. Foundation Balance \$70.12 last updated 06/20/24*

**Fund Balances:**

1. Run The Consolidated Gift Fund Management Application in OFSR



2. Search by Fund Number



3. What to include by type of gift fund:

a. Endowment

i. Inform Pls of Additional Income and Remaining Principal

CONSOLIDATED GIFT FUND MANAGEMENT DETAIL			
University of California, Los Angeles AS of April 30, 2024			
<a href="#">Chart Principal</a> - <a href="#">Chart Income</a> - <a href="#">PDF Version</a>			
Fund Type:	TRUE ENDOWMENT		
Fund Number:	[REDACTED]		
Fund Title:	[REDACTED]		
Department:	1557 - MEDICINE-GENERAL MEDICINE & HLTH SRVCS.		
Fund Purpose:	Instruction - Chair . . . . .		
Fund Market Value	2,904,546.90		
Projected Net Payout (August of Next FY)	103,305.60		
Projected Net Payout Added to Principal	0.00		
<hr/>			
<b>Principal (Book Value)</b>	<b>UCOP</b>	<b>Campus (Principal Drawdown) UNLINKED</b>	<b>Total</b>
Beginning Fund Balance, July 1 *	[REDACTED]	0.00	[REDACTED]
New Contributions	0.00	0.00	0.00
Principal Transfer to UCLA	0.00	0.00	0.00
Investment Income	0.00	0.00	0.00
Realized Gain(Loss)	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00
Transfer/Adjustments	0.00	0.00	0.00
<b>Ending Fund Balance, April 30, 2024</b>	<b>[REDACTED]</b>	<b>0.00</b>	<b>[REDACTED]</b>
<hr/>			
<b>Income</b>	<b>UCOP</b>	<b>Campus</b>	<b>Total</b>
Beginning Fund Balance, July 1	98,506.52	447,317.95	545,824.47
Income Transfer to UCLA	(98,506.52)	98,506.52	0.00
Investment Income	14,664.93	0.00	14,664.93
Stip Income	1,047.61	0.00	1,047.61
Total Expenditures	0.00	1,419.89	1,419.89
Transfers/Adjustments	0.00	(421.72)	(421.72)
<b>Ending Fund Balance, April 30, 2024</b>	<b>15,712.54</b>	<b>543,982.86</b>	<b>559,695.40</b>
<hr/>			
<b>Available Balance</b>	<b>543,982.86</b>		
<b>Unavailable Balance</b>	<b>15,712.54</b>		
<b>Principal Value</b>	<b>1,628,697.08</b>		
<hr/>			
<b>Other Fund Information</b>			
Number of Endowed (GEP) Shares	48,728.14	Annual Total Return Rate (%)	4.750
GEP Income Per Share Current Month	0.042287	Total Return Enrolled	YES
GEP Price Per Share Current Month	59.607	Annual Cost Recovery Rate (%)	0.55
60 Month Ave Share Price	49.955	Cost Recovery Enrolled	YES
Income Added to Principal	NO		
<hr/>			
* Includes Prior Year Adjustments			

- b. Regental (Current Expenditure)
  - i. N/A – balances are exclusively held in Campus FAU
- c. Foundation
  - i. Inform PIs of Balances in Foundation Fund

CONSOLIDATED GIFT FUND MANAGEMENT DETAIL			
University of California, Los Angeles AS of March 31, 2024			
UCLA Foundation information is only published on a quarterly basis, approximately 7 to 8 weeks after the quarter-end. To view the current Available balance please log into the MTF system, or click on the Foundation fund number below for a direct link.			
<a href="#">Chart Foundation &amp; Campus</a> - <a href="#">Chart Foundation</a> - <a href="#">Chart Campus</a> - <a href="#">Chart Total</a> - <a href="#">PDF Version</a>			
Fund Type:	CURRENT EXPENDITURE FNDTN		
Fund Number:	██████████		
Fund Title:	UCLA FDN/CARDIOLOGY DISCRETIONARY FUND		
Department:	1553 - MEDICINE-CARDIOLOGY		
Fund Purpose:	Department Support - General . . .		
	<b>Foundation</b>	<b>Campus</b>	<b>Total</b>
Beginning Fund (Book) Balance, July	14,389.76	100.00	14,489.76
New Contributions	3,611.00	0.00	3,611.00
Investment Income	0.00	0.00	0.00
Realized Gain(Loss)	0.00	0.00	0.00
Transfer to University	(17,609.76)	17,609.76	0.00
Total Expenditures	86.16	595.13	681.29
Transfer/Adjustments	(234.72)	0.00	(234.72)
<b>Ending Fund Balance, March 31, 2024</b>	<b>70.12</b>	<b>17,114.63</b>	<b>17,184.75</b>
<b>Available Balance</b>	<b>70.12</b>	<b>17,114.63</b>	<b>17,184.75</b>
<b>Unavailable Balance . . .</b>	<b>0.00</b>		

**Fund Purpose:**

Gift funds should be used regularly according to Donor wishes. The Fund Purpose can be reviewed by selecting the yellow arrow at the top of the Consolidated Gift Fund Management Report. This Fund Purpose should be reviewed periodically by the PI, and updated as needed.

CONSOLIDATED GIFT FUND MANAGEMENT DETAIL			
University of California, Los Angeles AS of March 31, 2024			
UCLA Foundation information is only published on a quarterly basis, approximately 7 to 8 weeks after the quarter-end. To view the current Available balance please log into the MTF system, or click on the Foundation fund number below for a direct link.			
<a href="#">Chart Foundation &amp; Campus</a> - <a href="#">Chart Foundation</a> - <a href="#">Chart Campus</a> - <a href="#">Chart Total</a> - <a href="#">PDF Version</a>			
Fund Type:	CURRENT EXPENDITURE FNDTN		
Fund Number:	██████████		
Fund Title:	UCLA FDN/CARDIOLOGY DISCRETIONARY FUND		
Department:	1553 - MEDICINE-CARDIOLOGY		
Fund Purpose:	Department Support - General . . .		
	<b>Foundation</b>	<b>Campus</b>	<b>Total</b>
Beginning Fund (Book) Balance, July	14,389.76	100.00	14,489.76
New Contributions	3,611.00	0.00	3,611.00
Investment Income	0.00	0.00	0.00
Realized Gain(Loss)	0.00	0.00	0.00
Transfer to University	(17,609.76)	17,609.76	0.00
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<b>Available Balance</b>	<b>70.12</b>	<b>17,114.63</b>	<b>17,184.75</b>
<b>Unavailable Balance . . .</b>	<b>0.00</b>		

CONSOLIDATED GIFT FUND REPORT FUND DESCRIPTION & RESTRICTION	
University of California, Los Angeles	
<a href="#">PDF Version</a>	
Fund Type:	CURRENT EXPENDITURE FNDTN
Fund Number:	[REDACTED]
Fund Title:	UCLA FDN/CARDIOLOGY DISCRETIONARY FUND
Department:	1553 - MEDICINE-CARDIOLOGY
Fund Purpose:	Department Support - General

**Fund Description**

To support core priorities and related efforts in Cardiology, under the direction of Dr. [REDACTED]

**Fund Restriction**

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If gift funds are not used regularly, Fund Managers should include the rationale behind reserving the funds in Financial Statement Comments. It is recommended to save these in FPM so they automatically appear on Financial Statements when they are ran.

DOM ORA will audit 1x per year gift funds with balances <\$1,000 to close out \$0 funds and document reserve rationale for those intentionally being reserved effective FY24 close (likely in October when ledgers are released).