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

Revised February 28, 2023

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).

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	Code	Action
Application or Transaction ID:	FS00	for Financial Systems
Selection:	1	for Table Maintenance
Location:	4	for UCLA Location Code
Action:	B	for Browse
Table:	FN	for Fund
➔ 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

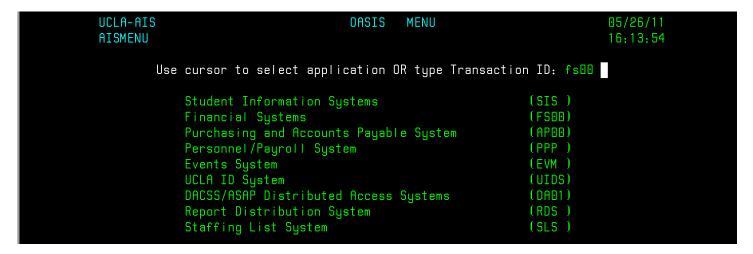| Enter the following	Code	Action
Application or Transaction ID:	FS00	for Financial Systems
Selection:	1	for Table Maintenance
Location:	4	for UCLA Location Code
Action:	B	for Browse
Table:	AF	for Account/CC-Fund
Request:	FAU #	for the full accounting unit you want to research

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

```
UCLA-AIS                        OASIS   MENU                      05/26/11
AISMENU                                                           16:13:54

             Use cursor to select application OR type Transaction ID: fs00 █

                    Student Information Systems            (SIS )
                    Financial Systems                     (FS00)
                    Purchasing and Accounts Payable System (AP00)
                    Personnel/Payroll System              (PPP )
                    Events System                         (EVM )
                    UCLA ID System                        (UIDS)
                    DACSS/ASAP Distributed Access Systems (DA01)
                    Report Distribution System            (RDS )
                    Staffing List System                  (SLS )
```

```
UCLA-AIS            *** FINANCIAL SYSTEM SELECTION MENU ***            FS0600M
16:16:59                                                            05/26/2011




                        1. TABLE MAINTENANCE

                        2. SUSPENSE CORRECTION

                        9. GL INQUIRY (RELEASE 2.0)








                    SELECTION: 1    LOCATION: 4 █
```
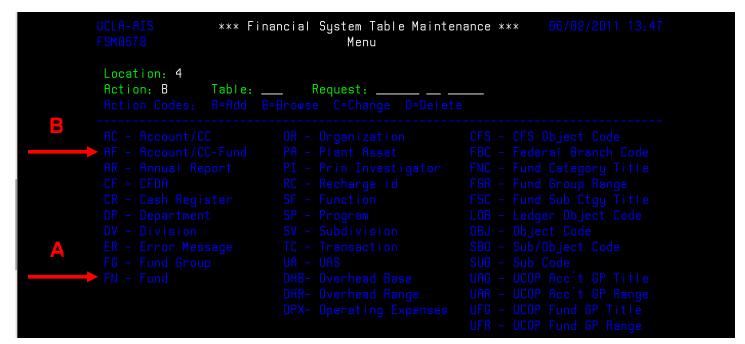
```
UCLA-AIS            *** Financial System Table Maintenance ***    06/02/2011 13:47
FSM0670                              Menu

        Location: 4
        Action: B       Table: ___    Request: _____ __ _____
        Action Codes:  A=Add   B=Browse  C=Change  D=Delete
    -----------------------------------------------------------------------
B       AC - Account/CC        OR - Organization      CFS - CFS Object Code
→       AF - Account/CC-Fund    PA - Plant Asset       FBC - Federal Branch Code
        AR - Annual Report      PI - Prin Investigator FNC - Fund Category Title
        CF - CFDA               RC - Recharge id       FGR - Fund Group Range
        CR - Cash Register      SF - Function          FSC - Fund Sub Ctgy Title
        DP - Department         SP - Program           LOB - Ledger Object Code
        DV - Division           SV - Subdivision       OBJ - Object Code
A       ER - Error Message      TC - Transaction       SBO - Sub/Object Code
        FG - Fund Group         UA - UAS               SUB - Sub Code
→       FN - Fund               OHB- Overhead Base     UAG - UCOP Acc't GP Title
                                OHR- Overhead Range    UAR - UCOP Acc't GP Range
                                OPX- Operating Expenses UFG - UCOP Fund GP Title
                                                        UFR - UCOP Fund GP Range
```

EXHIBIT A

```
UCLA-AIS                     *** FUND TABLE ***                    FSM0678A
13:42:15                          PAGE 1                          06/02/2011
Action: B  Table: FN  +                           Last Update: 09/01/2010
Loc: 4     Fund:  77690 +  UCLA Fund Group: 49703 +   Last Upd Logon: EUCD0
---------------------------------------------------------------------------
Fund Title: UALABAMA/NIH 001 DEMER 03/10 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: AOMAT

FYE Processing: A (A/L/N/P/S)  Fund Type: 0 (0=Inception  9=Fiscal)
Reappropriate?: N (Y/N)        Reappropriation Account/CC/Sub: _____ / __ / __
CFDA: 93.837  +
R-Net No: 20080751   + Spon Awd No/Type: 001              2 Awd ERS Cd: _ +
Sponsor CD: 008050 + 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: 408410 + CURR, PRIVATE, CONTRACTS-RESTRICTED
MESSAGES:  PRESS ENTER OR F8 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/DEMER          DEPT: 1553

FUND TITLE: UNALABAMA/NIH 232001 DEMER 3/11 54%

SITE TRACKING Acct/CC/Fund: _
SITE TRACKING CODE:      +

MESSAGES:  PRESS ENTER, PF8, OR PF20 FOR NEXT ON FILE
```