This session will *not* be recorded, but this PowerPoint can found
https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training

Fund Manager Basics Post-Award

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

Glossaries & Acronym Lists

- [NIH Glossary & Acronym List](#)

- [DOM ORA Acronyms](#)

UCLA Full Accounting Unit (UCLA)

Understanding the FAU

- Sample Full Accounting Unit (FAU): 4-441357-AF-32222-BRUINS-03-4630-ALAN

Location	Account	Cost Center	Fund	Project	Sub	Object	Source
4	441357	AF	32222	BRUINS	03	4630	ALAN

- Location (1 digit) – Designates which campus within the UC system. UCLA = 4.

- Account (6 digits) – See following slides

- Cost Center (2 digits) – Are either PI or Operational

  - Why have multiple cost centers for a PI?

  - UCLA Corporate Financial Services New Account/CC Request

- Fund (5 digits) – A discrete monetary source. Each contract, grant, new service, or auxiliary activity is given a separate fund number, which is established and controlled by the University (EFM or Accounting).

Understanding the FAU

- Sample Full Accounting Unit (FAU): 4-441357-AF-32222-BRUINS-03-4630-ALAN

Location	Account	Cost Center	Fund	Project	Sub	Object	Source
4	441357	AF	32222	BRUINS	03	4630	ALAN

- Project (6 digits max) – *Optional.* Can be used to identify a group of activities that require financial tracking. The project field is established and controlled by the Department.

- Sub (2 digits) – Combines groups of expenditures for reporting.

- Object Code (4 digits) – Used to break expenditures into categories. Object codes are established and controlled by the University.

- Source (6 digits max) – *Optional.* Can be used to best meet the needs of the Department, such as breaking down an expense into a lower subset or classification, similar to a Project Code. Departments are allowed to establish and control the Source field.

Account Function (most common ones highlighted)

ACCOUNT	FUNCTION
11XXXX	**Accounts Receivable Account**
2XXXXXX	**Revenue Account**
40XXXX	**Training or Instruction**
42XXXX	Teaching Hospitals
43XXXX	Academic Support
44XXXX – 599999	**Research**
60XXXX	Libraries
61XXXX	University Extension
62XXXX	**Public Service**
64XXXX	Physical Plan Operations
66XXXX	Administration
68XXXX	Student Services
72XXXX	Institutional Support
76XXXX	Auxiliary Enterprises
77XXXX – 799999	**Student Financial Aid**
80XXXX – 899999	Non-Reportable Expenditures

Operational Cost Center Definitions

- Common Operational Cost Centers:
  - 1A – Academic Patient Care Salaries
  - 1B – Academic Research Salaries
  - 1C – Academic Teaching Salaries
  - 2D – Division Teaching Administration
  - 2E – Division Research Administration
  - 2X – Department Teaching Administration
  - 2Y – Department Research Administration
  - 3H – House Staff Salaries
  - 3P – Postdoctoral Scholars
  - 3M – Clinical Education Programs
  - 3X – General Teaching Programs
  - 3Y – General Research Programs
  - 4R – Research Recruitment

As with all cost centers, they are 2 digits, but specific to Operational CC:
1st digit = #
2nd digit = letter

Fund Ranges

FUND	DESCRIPTION
00001 - 00299	Agency Funds
04100 - 09799	Endowment Principal
18000 - 18199	State of California - Special State Appropriation
18200 - 18887	State of California - Contracts & Grants
18888	Special - Balance Sheet Control
18889 - 18999	State of California - Contracts & Grants
19900 - 19999	General Funds
20000 - 20399	Student Tuition and Fees
20500 - 20599	State of California - Special State Appropriation
20600 - 20939	State of California - Contracts & Grants
20940 - 20999	Local Government
21000 - 33999	Federal Government
34100 - 39799	Endowment Income
39800 - 56999	Private Gifts
57000 - 59999	Private Contracts and Grants
60000 - 65999	Sales and Services
66000 - 69999	Other Sources (Sales and Services)
70000 - 74999	Auxiliary Enterprises
75000 - 75999	Reserves
76000 - 76999	Reserves for Renewal and Replacement
77001 - 77449	Local Government (Contract and Grants)
77500-78999	Private Contracts and Grants
79000-79499	Private Contracts – Federal Prime
79500-84999	Private Contracts and Grants

Sub Codes

- 00 – Academic Salaries   Payroll Subs in Blue
- 01 – Staff Salaries
- 02 – Staff Salaries/General Assistance Salaries
- 03 – Supplies and Expense
- 04 – Inventorial Equipment (>$5K, useful life > 1 year)
- 05 – Special Items (i.e. travel & student *stipend* fees)
- 06 – Employee Benefits
- 07 – Special Items (i.e. student *tuition* fees, subawards, rent)
- 08 – Special Items (i.e. unallocated direct cost appropriations)
- 09 – Recharges
- 9H – Facilities & Administrative (F&A)/Indirect Costs/Overhead

Type Entry (TE) Codes (most common ones highlighted)
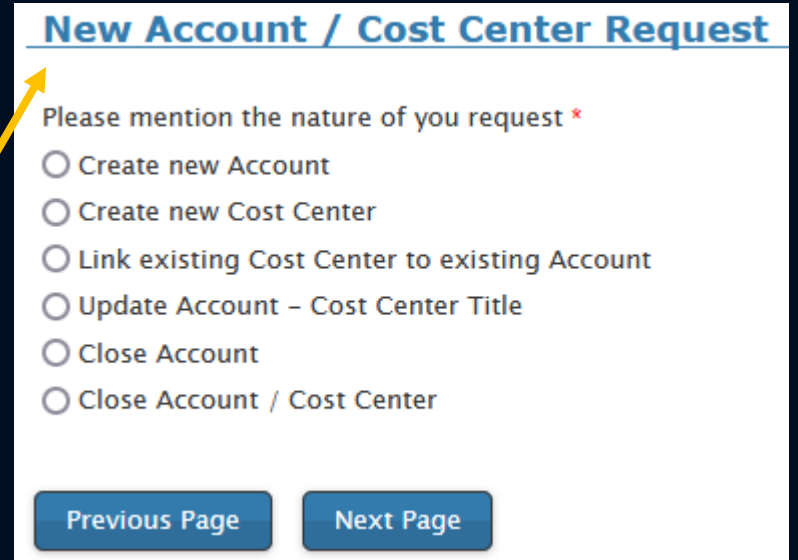
TYPE ENTRY	DESCRIPTION
11	Annual Operation Budget Appropriation
12	Reappropriation of Prior Year Balances
13	Budget Appropriations or Adjustment (Non-Operating Funds)
14	Adjustment to Operating Budget Funds
15	Inter-Campus Budget Transfer
32	Cash Receipts - Main Cashier
33	Cash Receipts - Main Cashier
34	Cash Receipts - Other Cashiers
41	**Accounts Payable - Invoice Accrual**
42	Accounts Payable - Check Issuance
43	Accounts Payable - Check Cancellation
44	Accounts Payable - Invoice Cancellation
50	University Invoice - SBAR
51	Sundry Debtor Bills - General University
52	Sundry Debtor Bills - Tissue Typing Lab
53	**Financial Journal Entry**
54	**Non-Payroll Expenditure Adjustment Request (NPEAR)**
58	On-line Financial Journal and Adjustment
59	**On-line Recharge Billing**
70	Overhead
EN	Encumbrance
ML	Memo Lien

Recharge ID

- The Recharge ID # is a shorthand for the Loc-Account-CC-Fund-Sub, and is essential when ordering goods and services from certain UCLA on-campus vendors.

- Recharge IDs are made up of 4 alpha/numeric characters, e.g. MV22.

- Recharge IDs are being phased out, but some service centers still require them. Examples:

  - DLAM, UCLA Catering, Faculty Center, and Mail & Document Services

- Recharge IDs are not automatically established when a new fund number is created. You have to request one.

  - Recharge ID Self-Service portal only accessible in UCLA network.

FAU Linkages

New Account / Cost Center Request

Please mention the nature of you request *
- Create new Account
- Create new Cost Center
- Link existing Cost Center to existing Account
- Update Account – Cost Center Title
- Close Account
- Close Account / Cost Center

[Previous Page] [Next Page]

- The FAU contains two linkages:

  - Account MUST be linked to the Cost center (Acct-CC)
    - Systems will NOT allow you to process any transactions
    - Contact UCLA Business & Finance Solutions (see New Account/CC)

  - Acct-CC needs to be linked to the Fund
    - System will allow you to process transactions, but you will receive a WARNING
    - Usually upon TOF, cc the appropriate office to request the Acct-CC be linked to the fund:
      - C&G Funds: EFM Fund Manager
      - Unrestricted Funds: UCLA Business & Finance Solutions (see Fund Managers by Fund Type and Number)

  - DOM ORA FM Chapter on Linkages (see Cost Centers & Links)

Knowledge Check #1

Short Break!

FEEL FREE TO UNMUTE YOURSELVES TO ASK QUESTIONS DURING THIS TIME AS WELL!

Fund Manager (FM) Responsibilities

DISCUSSION POINTS

Shared Drive Filing Systems & Naming Conventions

LIVE DEMO

Training Opportunities

- **UCLA Accounting Class** – eLearning Class
  - ALL fund managers should take this class!

- **DOM Weekly FM Training 2024**

- **OCGA Monthly Training Calendar**
  - S2S Grants Basics – February 21, 2024
  - Completing the EPASS – March 20, 2024
  - Electronic EPASS System – March 27, 2024
  - Submitting a Proposal for OCGA Review – April 17, 2024
  - NSF Research.gov – May 15, 2024
  - Outgoing Subaward Basics – June 12, 2024
  - Preparing an NIH Multi-Componet Grant in ASSIST – July 17, 2024
  - Award Processing – August 21, 2024

- **ORA Research Admin Forum (RAF)**
  - Updates from OCGA, EFM, TDG, CTAO, Animal & Human Subject Offices
  - Every Second Thursday of the Month @ 10:00 AM – 11:30 AM

DOM Office of Research Administration

Raellen Man: 310-995-9326 | rman@mednet.ucla.edu
- All Topics

Cathy Rujanuruks: 310-206-6287 | crujanuruks@mednet.ucla.edu
- All Topics

Kayla Brown: 310-825-4749 | kaylabrown@mednet.ucla.edu
- All Topics
- T32s, Grad Division, Go Grad, Form 10s, xTRAIN
- UCPath

Tsegaye Teshome: 310-206-8351 | tteshome@mednet.ucla.edu
- Sales & Service
- Effort Reporting

Leslie Cortez: 310-794-5772 | lecortez@mednet.ucla.edu
- Clinical Trials

Peter Vittachi: 310-825-8349 | pvittachi@mednet.ucla.edu
- Pre-Award

Who can I call?

please help

Survey Link
http://goo.gl/forms/C3gdjsL5y1

We appreciate if you would take a few moments to complete a short 7 question anonymous survey to help us improve your training experience. Thank you!