This session will *not* be recorded, but this PowerPoint can be found [here](https://medschool.ucla.edu/ora/fund-management-training).

**Post-Award Tools**

**UCLA DEPARTMENT OF MEDICINE**  
**OFFICE OF RESEARCH ADMINISTRATION**  
**ZOOM TRAINING**
Types of Logins – Access Matrix

**LOGIN**

- QDB
- AIS
- Medicine Administration
  - AKA AD login
- UCLA Logon

**SAMPLE FORMAT**

- MECYR: 1st 2 digits = Dept. ME for Medicine. Last 3 digits = initials.
- MECYR: Same as QDB. But password may be different!
- Crujanuruks: email address before “@mednet”. Often first initial + last name.
- Created by you. Now requires DUO as secondary authentication
Login Screens

**MEDNET/AD LOGIN**

- Welcome to MyLogin! Please sign in.
- MyLogin or Mednet Username: Do not add your domain (e.g. "AD") or email domain (e.g. @mednet.ucla.edu) to your username.
- crujanuks
- MyLogin or Mednet Password: If you have forgotten your password, please contact Customer Care at 310-267-CARE (2273). Specialists are available 24/7 to provide support.

**UCLA LOGIN**

- Sign In with your UCLA Logon ID
- Sign In
- Helpful Links / Access Terms & Conditions
- Forgot your password?
- Unlock account?
- Campus user trying to log in to a Campus App with your UCLA Logon ID?
- Review HealthLink Terms and Conditions
- Need IT help?

Kee in mind some applications allow either type of logins but some applications require a specific type of login, i.e. NIH eRA Commons requires UCLA login.

Also make sure you’re entering the appropriate username and/or password for the login you’re using!
Tools Covered Today

**IN DEPTH**

- Financial Web Report
- OASIS^*
- Online Resource Center (Portal)
- PI Portal

*to be covered in depth in future classes

^non-web-based tool. All other are web based.

**INTRODUCTION**

- Post-Award Management System*
- DocumentDirect
- BruinBuy
- UCPath*
- Effort Reporting System*
- DGSOM Specific Tools
  - FPM/QDB*^*
  - Financial Reporting Application (FRA)^*
  - DG Inform
  - OnCore*
Taking a deep dive...
UCLA Financial Web Reports

ONLINE FINANCIAL SYSTEM REPORTS (OFSR) – FINANCIAL REPORTS, INQUIRIES & KEY ENTRY TRANSACTIONS
UCLA Financial Web Reports

• Access: UCLA login and password + DSA granting access
• Otherwise known as campus Query Data Base (QDB)
• How do I access it?
  • [Business & Finance Solutions’s Home Page](#)

What do I use it for?

• Reports/Inquiries: Fund Balances, Account Summary, Detail General Ledger, Recharge Activity & ID, Open Commitment, Consolidated Gift Fund, Table of Funds, Table of Accounts, Sub-Object Code Listing, Consolidated Gift Fund Management…
• Actions: Npear, TOFs, Recharges, Create new UCPath Project Codes
• Post Authorization Notification (PANs) & Web Document Direct
Layout & Navigation for Financial System Reports

- Data Range – Fiscal Year (unrestricted) & Inception to Date (C&G)
- Choose Period – default is current ledger
- Output – can download to Excel
- Drill down by clicking blue hyperlinks
- EFM Resource Slide Deck
SUMMARY REPORTS

- Fund Balances*
- Sub-Object Summary*
- Accounts Receivable (A/R)*

USE/PURPOSE

- List of linked account/cost centers, fund titles, & balances
- Summary of selected FAU detailed by sub & object codes
- List of outstanding contract & grant A/R balances

*Ability to drill down into further detail without having to exit report! Except for purchase order (PO #s)
DETAIL REPORTS

- Detail General Ledger*
- Recharge Activity Ledger*
- Open Commitment Subsidiary Ledger*
- Gift Received Undistributed (GRU) – class # 22

USE/PURPOSE

- All transactions posted to the FAU over set accounting period, sorted by sub/object codes
- List of only recharge transactions posted
- Transaction detail that support open encumbrances and/or memo lien balance for FAU, i.e. expenses that have not yet hit the closed ledger. POs will appear on report until balance is $0.
- Transaction information & balances for dept’s portion of the Chancellor’s undistributed gift fund
TABLES REPORTS

• Table of Accounts

• Table of Funds*

• PI Listing

• Recharge ID by Department

• GAEL & Suspense Redirect FAU – classes 7-10

USE/PURPOSE

• List of all linked account/cost centers, cost center assignments, and acct/cc titles assigned to dept

• List of active fund #s assigned to dept

• List PI’s status & UCLA 9 digit ID #

• List of recharge IDs assigned to FAUs within dept, fund title, overhead base & rate

• UCPath redirect FAU information
Financial System Key Entry

- Key Entry Systems allow for us to **make changes** to financial data
  - **Non-Payroll Expenditure Adjustment (NPEAR)** – update any part of the FAU
  - **Transfer of Funds (TOF)** – transfer funds between accounts/cc NOT between funds
  - Recharge System – process internal recharges from a pre-set up sales & service
Applications

• Applications mostly allow for us to **view details** of financial data
  
  • Consolidate Gift Fund Management (class # 22) – mainly useful to look up Foundation gift fund information
  
  • Web DocumentDirect – retrieve University official ledgers
  
  • PAN – Post Authorization Notification – review financial detail for non-payroll transaction processed
UCPath

• UCPath allows us to view UCPath default information such as
  • Project codes already set up & available for use
    • We can also request new project codes to be set up! It takes 1 business day turnaround
  • General Liability (GAEL) & Suspense redirect (classes # 7-9) – where these unallowable/defect expenses are being charged.
OASIS

FINANCIAL DATA LOOKUP
OASIS

• Access: AIS login and password + DSA granting access

• How do I access it?
  • Connection Central or OASIS icon on Desktop. If you don’t see either there, call IT to install

• What do I use it for?
  • Older more cumbersome way to look up old payroll (EDB) & Purchase Order information.
  • **Only way** to look up some fund/FAU financial information.
OASIS

• **FSoo** – Financial systems
  - Used mostly by Central Offices (Accounting, EFM, etc.) for **ACTION**
  - Used by Departments to **VIEW/BROWSE**
    - *Status of fund # or FAUs* – i.e. closed, open, etc
    - Look up recharge IDs, F&A rate, account title, managing investigator, etc
    - Tables: AC, AF, FN, RC

• **APoo** – Purchasing and Accounts
  - Replaced by **BruinBuy**

• **PPP** – Personnel/Payroll System
  - Replaced by **UCPath**
  - Now only useful to find Department association & UCLA 9 digit ID
Use cursor to select application OR type Transaction ID: ___

- Student Information Systems (SIS )
- Financial Systems (FSBO)
- 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 )
Navigation

• FSoo > Selection: 1. Table Maintenance | Location: 4 (UCLA) > Action: B (browse) | Table: AC, AF, FN | Request: Enter parameters

• AC – Account/CC
  • Provides information RE: managing PI (owner of acct/cc), check if account/cc are linked

• AF – Account/CC-Fund
  • Provides information RE: if FAU is open/closed, recharge ID assigned, F&A rate & base, FAU title

• FN – Fund
  • Provides information RE: if fund is open/closed, Sponsor, home PI, project period, fund type, PATS #, etc.
ORA Online Resource Center

(ORA PORTAL) – PROPOSAL & AWARD DATA INQUIRIES
ORA Online Resource Center (ORA Portal)

• Access: UCLA login and password. Request access through the portal (see “Get Help”) *requires additional access request form

• How do I access it?
  • Via Web: http://portal.research.ucla.edu

• What do I use it for?
  • **General Statistics:** Awards, Proposals, IRB & ARC and ERS statistics
  • **Pre-Award:** Investigator Directory Search, NIH/NSF Other Support & PI Portfolio Tools*, Cayuse
  • **Post-Award:** Award Status & Snapshots (class #2), PAMS, ERS, Fund Expiration
  • **Compliance:** PHS Conflict of Interest Status & CITI Training, IRB Protocol Status, Salary Cap Report,
  • Links to other UCLA C&G related forms and information
ORA Online Resource Center (ORA Portal)
**PRE-AWARD TAB TOOLS**

- Investigator Directory Search
- Other Support Tool/PI Portfolio
- **Cayuse**

**USE/PURPOSE**

- Distinguish between those authorized to be PI or require exception; find title, home dept
- Tool to help create NIH/NSF OS – list of current/pending support data
- System to system (S2S) web-based tool for preparing, validating & submitting proposals via grants.gov for Sponsors such as NIH, NSF, AHRQ, CDC, NASA, DOD/CDMRP
<table>
<thead>
<tr>
<th>POST-AWARD TAB TOOLS</th>
<th>USE/PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Award Status &amp; Snapshot Report</td>
<td>• Search/Report to provide C&amp;G award data, past &amp; current, &amp; access to Award Snapshots</td>
</tr>
<tr>
<td>• <strong>PAMS</strong></td>
<td>• Web portal to upload closeout packets, access submitted deliverables, assist in managing closeout/deliverable workload – upcoming, due, and overdue</td>
</tr>
<tr>
<td>• <strong>Effort Reporting System (ERS)</strong></td>
<td>• Web system to assist in the creation, tracking and certification of effort reports required for Federal C&amp;G</td>
</tr>
</tbody>
</table>
**COMPLIANCE TAB TOOLS**

- PHS COI Certification Report
- IRB Protocol Status Report
- ERS Management Report
- CITI Training Lookup Tool

**USE/PURPOSE**

- Report to track conflict of interest (COI) required by Public Health Service (PHS), i.e. NIH. Dates required for EPASS (page 3).
- Report that allows FMs to view the status & grant coverage of IRB approvals for human subject research studies
- Report to assist with monitoring ERS compliance by listing open reports
- Tool to assist with monitoring CITI required research training compliance
PI Portal
PI SPECIFIC TOOL TO SELF-MANAGE RESEARCH ADMINISTRATION
PI Portal

- **Access:** UCLA login and password + PI MUST [grant access to the Fund Manager](https://piportal.research.ucla.edu/piportal/) (via the Settings menu)

- **How do I access it?**
  - Via Web: [https://piportal.research.ucla.edu/piportal/](https://piportal.research.ucla.edu/piportal/)

- **What do I use it for?**
  - View what the PI sees
    - Generally the FM will use FPM/QDB, or other tools, instead of PI Portal
  - View Burn Rate for expenditures vs. time lapsed
  - View **linked account** balances, expenditures & payroll details
  - PI Portfolio Report*: current, expired, pending & not funded awards
  - Other Support templates*

*now available to FM in ORA Portal, if access is granted by Dept Chair
# PI Portal – Burn Rate

## Summary

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Sponsor Award No.</th>
<th>Project Title</th>
<th>Sponsor</th>
<th>Budget</th>
<th>Actual Spent (Month End Close P77)</th>
<th>Actual Spent (Current Month)</th>
<th>Projected Expenses</th>
<th>Projected Balance</th>
<th>Projected Period Start</th>
<th>Project Period End</th>
<th>Project Period B/E</th>
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<td>$86,817.31</td>
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<td>7/10/2018</td>
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</table>

*UCLA Department of Medicine - Office of Research Administration*
PI Portal – Fund Detail

<table>
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<tr>
<th>Budget Category</th>
<th>Budget</th>
<th>Actual Spend</th>
<th>Committed</th>
<th>Current Balance</th>
<th>Anticipated Expenses</th>
<th>Total of Actual &amp; Anticipated Expenses</th>
<th>Manual Adjustments</th>
<th>Projected Balance</th>
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<tr>
<td>Salaries and Wages</td>
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<td>$183,573.80</td>
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<td>$21,659.20</td>
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<td>Employee Benefits</td>
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<td>$2,795.18</td>
<td>$0.00</td>
<td>$64,141.82</td>
<td>$0.00</td>
<td>$2,795.18</td>
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<tr>
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<td>$23,314.69</td>
<td>($83,049.09)</td>
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<td>$229,171.40</td>
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<td>($21,563.68)</td>
<td>$0.00</td>
<td>$292,357.58</td>
<td>($21,563.68)</td>
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<td>S&amp;F and Subcontracts</td>
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<td>$0.00</td>
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<td>Other Expenses</td>
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<tr>
<td>Total Indirect Costs</td>
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<td>$267,056.86</td>
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<tr>
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<tr>
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<td>Linked Account(s) Subtotal</td>
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<tr>
<td>MCA/STIP/Carry-Forward</td>
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<td>$0.00</td>
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<td>$0.00</td>
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<tr>
<td>Grand Total</td>
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<td>$1,033,920.36</td>
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<td>$5,521,918.95</td>
</tr>
</tbody>
</table>

UCLA Department of Medicine - Office of Research Administration
BREAK!

FEEL FREE TO ASK QUESTIONS DURING OUR BREAK BY UNMUTING YOURSELF OR TYPING IN CHAT!
Now to the shallow end...

INTRODUCTION TO VARIOUS OTHER PROGRAMS
Post-Award Management System (PAMS)

FINANCIAL DELIVERABLES, WORKLIST, UPLOAD CLOSEOUT PACKETS
PAMS

• Access: UCLA login and password + New User Form submitted by Authorized Department Administrator

• How do I access it?
  • EFM’s Website or ORA Portal

• What do I use it for? Training Material
  • Now:
    • Review financial responsibilities, deliverables (such as invoices submitted by EFM), when reports are due, access old closeout documents, and expired funds to close report
    • Upload closeout packets created using RAPID Smart Closeout Tool (class #12)
    • Facilities & administrative cost reconciliation report (class #11)
PAMS

UCLA Department of Medicine - Office of Research Administration
DocumentDirect

• Access: UCLA login and password + DSA granting access

• How do I access it? – 2 options
  • Payroll Website under Web Applications
  • UCLA Financial Web Reports under Applications – Web DocumentDirect

• What do I use it for?
  • View & print official document of record for all University reports such as
    • General Ledgers (FS100)
    • Payroll Ledgers (PPP5302) – no longer valid
BruinBuy
PURCHASING
BruinBuy

• Access: UCLA login and password – BruinBuy training must be completed prior to access via DSA with CAO approval.

• How do I access it?
  • Purchasing website under Quick Links

• What do I use it for?
  • Review Purchase Order (PO) or Low Value Order (LVO) details
  • Release encumbrances
  • Process “receiving” for large dollar amount/important POs such as subawards (class # 25)
  • Set up Subaward requisitions (class # 25)
UCPath*
PAYROLL INFORMATION
UCPath

• Access: UCLA login and password - Requires UCPath Training for appropriate role. Access via DSA with CAO approval

• How do I access it?
  • UCPath Website under Access the UCPath Portal

• What do I use it for? (Lab # 7-9b)
  • Look up
    • UCPath ID (different from University ID (UID)/Bruin ID)
    • Department Affiliation, Title & Title Code
    • Pay Rate
  • Review/Process
    • Funding Entries
    • Direct Retros – payroll expense transfers
UCPath Bookmarks

BOOKMARKS

- PeopleSoft - Funding Entry
- PeopleSoft - Funding Entry Inquiry
- PeopleSoft - Process Direct Retro
- PeopleSoft - Review Retro Distribution
- PeopleSoft - Person Organizational Summary
- PeopleSoft - Work Study Award Table
- PeopleSoft - Workforce Job Summary
- PeopleSoft - UC External System IDs
- PeopleSoft - Job Data
- Payroll Calendars
Effort Reporting System (ERS)*
EFFORT TRACKING SYSTEM
ERS

- **Access**: UCLA login and password. Access via DSA with CAO approval

- **How do I access it?**
  - EFM’s Website or ORA Portal

- **What do I use it for? (Class #17 & EFM offer ERS Class)**
  - Review & verify effort contributed on Federal C&G
  - Use as tracking to ensure appropriate person with first hand knowledge certifies effort prior to certification deadline
Effort Reporting System
DGSOM Specific Tools
School of Medicine FPM/QDB*

FINANCIAL REPORTING & INQUIRIES
SOM Financial Projection Module (FPM)

• Access: QDB login and password + CAO email to DeansOfficeDSA. Must have PPDDBINQ access granted by DSA prior to request to Dean’s Office DSA.

• How do I access it?
  • Dean’s Office Application Dashboard icon installed on your Jump Server desktop. Instructions on how to access here.

• What do I use it for? (Class #5)
  • View Chart of Accounts for your division
    • Assign Internal PI Name & Fund Manager
    • Add comments & fund “short names” for the Summary By Sub financial reports
  • Enter manual payroll and non-salary projections to appear in SOM QDB financial statements
SOM Financial Projection Module
School of Medicine (SOM) QDB

• Access: QDB login and password + DSA granting access

• How do I access it?
  • Jump Server Excel – highly recommended. Instructions here.
  • Desktop Excel, under Add-ins, Dean’s Office Programs or QDB/GLPPP FPM Ad Hoc Reporting
    • If you don’t see, go to Dean’s Office Programs website and/or contact your IT

• What do I use it for? (Class #5)
  • In conjunction with FPM, SOM QDB is used to produce monthly financial statements
  • Use to search & sort data quickly
SOM Fiscal Reporting Application

ACCOUNT LISTS & OVERDRAFTS
SOM Financial Reporting Application

• Access: QDB login and password + DSA granting access

• How do I access it?
  • QDB/FPM under General Ledger Custom Reports

• What do I use it for?
  • Monthly Overdraft Report
    • List of all Account/Funds in your Division you are responsible for (current or historical)
SOM Fiscal Reporting Application – QDB/FPM
School of Medicine DG Inform

FINANCIAL REPORTING & INQUIRIES
DG Inform

• Access: AD Mednet user name & password. Complete web-based training in Box & submit survey at the end of training.

• How do I access it?
  • Dean’s Office Financial Affairs Website

• What do I use it for?
  • Replacement system for SOM FPM/QDB
    • Financial Reports: GL Detail Closed & Open, Non-Salary Expense Projections, Summary by Sub, Summary of Funds
    • Payroll Report: Employee Sum, Salary by Month
  • Expectation current SOM FPM and QDB Excel Add-in reports will be sunset after the release of the new DG Inform web-based reports
    • Timeline is aligned with UCLA’s new Ascend Financial System
    • Moving forward, DG Inform expected to be a SOM tool only
OnCore | ResearchConnect*

CLINICAL TRIAL RECONCILIATION
OnCore (aka ResearchConnect)

• Access: AD Mednet login - **online required training** for specific role must be complete prior to access granted by CRIS help desk

• How do I access it?
  • **OnCore web portal**

• What do I use it for?
  • Managing clinical trials
  • Review/enter budget & invoicing details
  • Assist in patient/reconciling
  • View status of studies
  • Will go in depth in clinical trial series (after class # 25)
Links from Today’s Class

Fund Manager Tools

- Dean’s Office Programs & User Manuals
  - [https://medschool.ucla.edu/financial-affairs/business-analytics](https://medschool.ucla.edu/financial-affairs/business-analytics)
- UCLA Financial Web Reports
  - [https://fsw.ais.ucla.edu/menu/](https://fsw.ais.ucla.edu/menu/)
- ORA Online Resource Center (ORA Portal)
  - [http://portal.research.ucla.edu](http://portal.research.ucla.edu)
- PI Portal
  - [https://piportal.research.ucla.edu](https://piportal.research.ucla.edu)
- UCPath
  - [https://ucpath.universityofcalifornia.edu/](https://ucpath.universityofcalifornia.edu/)
Survey Link

http://goo.gl/forms/C3gdjsL5y1

We appreciate if you would take a few moments to complete a short 5 question anonymous survey to help us improve your training experience. Thank you!