

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

| 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

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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 (DAB1)
Report Distribution System       (RDS )
Staffing List System            (SLS )
    
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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 █
    
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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
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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
      ER - Error Message      TC - Transaction         SBO - Sub/Object Code
      FG - Fund Group         UA - UAS                 SUB - Sub Code
A → 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
    
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EXHIBIT A

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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: EUC00
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→ 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: 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: 408410 + CURR, PRIVATE, CONTRACTS-RESTRICTED
MESSAGES: PRESS ENTER OR F8 FOR NEXT, F2 FOR PAGE FLIP

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EXHIBIT B

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UCLA-AIS                *** ACCOUNT/CC-FUND TABLE ***                FSM0673
ACTION: B TABLE: AF +                LOCATION: 4
ACCOUNT/CC-FUND: 441357 LD 57832                LAST UPDATE: 04/21/11
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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

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