1. Log into Financial Projection Module (FPM) 

***Instructions on how to access FPM as of 11/18/19. Requires Duo authentication. **https://uclahs.app.box.com/s/kv7qygfs17kk339e24vnc0qm016aaiyo***

2. Open “Chart of Accounts” under your Division’s Dept code
   - Make sure Internal PIs are assigned accurately and completely**
   - To add new Internal PIs that do not pull up in drop down list, complete FPM New Internal PI List Template & follow instructions on form to submit
   - Choose Internal PI to specify/narrow your search

3. Click on row to highlight the entry you would like to modify

4. Using the drop down menu under “Fund Manager,” locate the name of the fund manager you wish to designate to the highlighted project
   - Names listed in alphabetical order by first name.
   - If a FM is not listed, that means s/he is not in the FPM system. See Access Matrix.

5. To add comments or change internal fund title to QDB/GLPPP FPM reports, type here
6. To **mass replace** a Fund Manager A* with new Fund Manager B
   a. Find Fund Manager A’s name in the “Fund Manager” drop down box
   b. Click “Search”
   c. Highlight 1st row
   d. Click red “Replace” button
   e. Find Fund Manager B’s name in the “Replace With” drop down box
   f. Click “Replace”
   g. Click “Yes”
   h. The change will be made

* If Fund Manager A is no longer with DOM and his/her name is not pulling up under “Fund Manager”, email Charles Lamoreaux cglamoreaux@mednet.ucla.edu with the names of both fund managers and he can manually make the changes on the SOM side.
7. At least once every other month, search for Fund Manager “None Assigned” for new funds in your Division that have no fund manager assigned. Then assign the appropriate FM.