

General Ledger

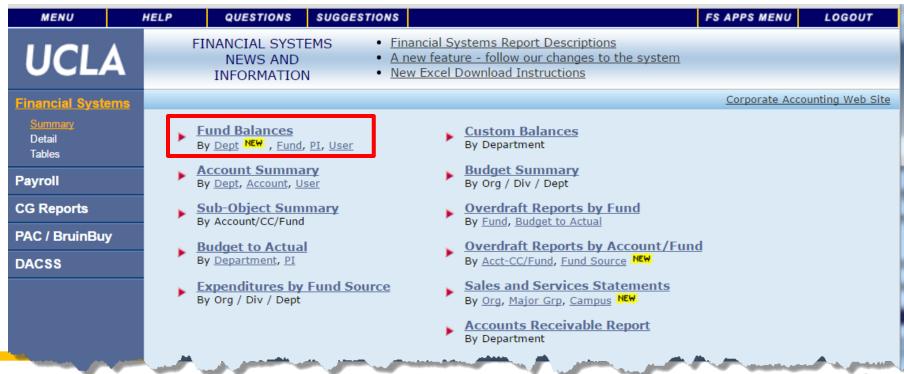
February 16, 2017 Victor Arechiga



General Ledger (GL)

General Ledger: The Official Financial "Book of Record" for the Campus

- All campus transactions are recorded to the general ledger for a stated accounting period; whether input directly to the General Ledger System or passed from subsidiary ledger systems.
- The record is used by the department, and by other campus departments as well as external agencies to review and audit departmental activities.





General Ledger: Key reports

Fund Summary Ledger

- It provides the status of a fund by summarizing expenditure, revenue and fund balance in account-fund number level at a given point of time
- It is designed to aid campus departments in reviewing and monitoring the overall status of fund

Expenditure – Sub/Object Summary Ledger

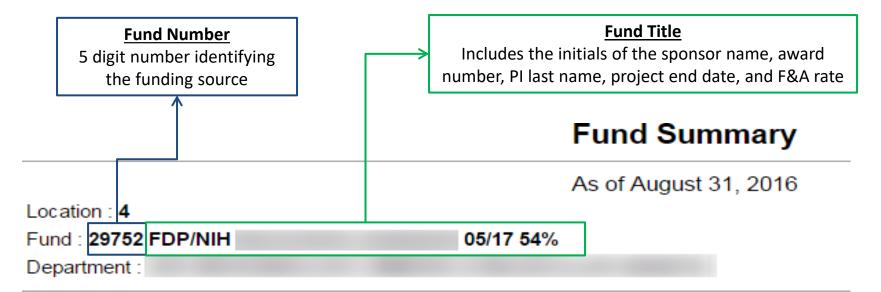
 It provides financial and budgetary ending balances for each Sub-Object within Location/Account/Cost-Center Fund.

Detail General ledger:

- It is the principal part of the official financial "book of record" for the campus.
- It lists all campus transactions for a stated accounting period followed by the summary of each account/cost center-fund combination

General Ledger: Fund Summary Fund Number and Fund Title





			Fiscal Y	ear ear	Inception	to Date
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial
229000 FEDE	RAL	PHS GRAN	TS			
	20	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91
229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91
441406/WJ I						
	00		(1,079.47)		21,531.00	22,610.47
TOTAL .	23_	Strategy.	(0.06)		62.00	62.96

General Ledger: Fund Summary Revenue, Expenses, Cost Center



Revenue Account (2xxxxx)

The revenue amount earned:

Cash could have been collected or not collected yet: check account receivable

Expense Account

(400000 – 999999) All chargeable costs incurred

Cost Center (CC)

Lower level of the account number

Fund Summary

As of August 31, 2016

Location: 4

Department :

Fund: 29752 FDP/NIH 05/17 54%

Fund Type : INCEPTION

			Fiscal Y	/ear	Inception	to Date				
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial	Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
229000 FEDE	RAL	PHS GRAN	TS							
	20	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91		621,503.09		621,503.09
229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
441406 WJ										
	00		(1,079.47)		21,531.00	22,610.47		(1,079.47)		(1,079.47)
	03		(0.96)		62.00	62.96		(0.96)		(0.96)
	06		1,197.60		6,681.00	5,483.40		1,197.60		1,197.60
	9H		62.74		15,267.38	15,204.64		62.74		62.74
141406/\\		0.00	170.01	0.00	43,541,38	43,361.47	0.00	179.91	0.00	179.91

9H	116.	1,2vz.k.	233.53	24 يادرن	2,517.87	and hall he	1,019.37		າ,ບາອໍ.37
443976/MP	330.84	3,573.65	665.93	10,088.24	7,180.52	1,139.05	1,768.67	0.00	1,768.67
Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
Expenditure	72,658.97	693,255.39	121,941.10	2,338,300.00	1,766,985.71	23,149.51	548,164.78	219,752.24	328,412.54
TOTAL	(18,705.68)	0.00	(50,188.80)	0.00	(50,188.80)	23,149.51	(73,338.31)	219,752.24	(293,090.55)

General Ledger: Fund Summary Fiscal year vs. Inception to Date



UC Fiscal Year to Date

shows the total transactions from the University fiscal year to date (UC FY: July 1 – June 30)

Location: 4

Fund Inception to Date

shows the total transactions from the inception of the fund to date → "important to monitor for sponsored project fund as a whole"

Fund Summary

As of August 31, 2016

Inception fund: carried forward over fiscal years → extramurally sponsored project funds
 Fiscal fund: lapse at the close of the fiscal year. Amounts will appear only in the "Fiscal Year" columns.

Fund : 29752 FDP/NIH 05/17 54%

Department : Fund Type : INCEPTION

							_			
			Fiscal	Year	Inception	to Date				
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial	Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
229000 FEDE	RAL	PHS GRAN	TS			·				
	20	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91		621,503.09		621,503.09
229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
441406/WJ										
	00		(1,079.47)		21,531.00	22,610.47		(1,079.47)		(1,079.47)
	03		(0.96)		62.00	62.96		(0.96)		(0.96)
	06		1,197.60)	6,681.00	5,483.40		1,197.60		1,197.60
	9H		62.74		15,267.38	15,204.64		62.74		62.74
141406/\\\		0.00	170.01	0.00	43,541,38	43,361.47	0.00	179.91	0.00	179.91
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	9H	116.	1,202.8	233.53	24_ الران	2,517.87	and belleville.	1,019.37		າ,ບາອ໌.37
443976/MP		330.84	3,573.65	665.93	10,088.24	7,180.52	1,139.05	1,768.67	0.00	1,768.67
Fund Balanc	e	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Revenue		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
Expenditure		72,658.97	693,255.39	121,941.10	2,338,300.00	1,766,985.71	23,149.51	548,164.78	219,752.24	328,412.54
TOTAL		(18,705,68)	0.00	(50.188.80)	0.00	(50.188.80)	23,149,51	(73.338.31)	219.752.24	(293.090.55)

General Ledger: Fund Summary Appropriation vs. Financial



Appropriation: Budget

Expenditure: ORDM allocates all DC to sub08 and all IDC to sub9H > important for the department to reallocate budget from sub08 to other subs to reflect line budgets in the award/proposal for proper monitoring. Revenue: Total anticipated income

Fund balance: directly related to financial transactions

Financial Transactions

Expenditure: total expenses incurred Revenue: total income earned Fund balance: transfers of balances between campuses, STIP income, or other fund adjustments

Fund	Summary
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As of August 31, 2016

Location : 4

Location . 4	EDD	NIII.I		05/47 549/						Frank Trans	INCEPTION
Fund : 29752 Department :		NIH		05/17 54%	_					Fund Type	INCEPTION
			Fiscal \	/ear	Inception	o Date					
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial		Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
229000 FEDE	RAL	PHS GRAN	TS								
	20	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.9	91		621,503.09		621,503.09
229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.9	91	0.00	621,503.09	0.00	621,503.09
441406/WJ [
	00		(1,079.47)		21,531.00	22,610.4	47		(1,079.47)		(1,079.47)
	03		(0.96)		62.00	62.9	96		(0.96)		(0.96)
	06		1,197.60		6,681.00	5,483.4	40		1,197.60		1,197.60
	9H		62.74		15,267.38	15,204.6	64		62.74		62.74
141406/\/\		0.00	179.91	0.00	43,541.38	43,361.4	47	0.00	179.91	0.00	179.91
							-0.00		Married World		
	9H	116.	1,2028	233.53	24 يادرد	2,517.6	σr	militarii. I	1,019.37		1,019.37
443976/MP		330.84	3,573.65	665.93		7,180.5	52	1,139.05	1,768.67	0.00	1,768.67
Fund Balanc	e	0.00	0.00	0.00	0.00	0.0	00	0.00	0.00	0.00	0.00
Revenue		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.9	91	0.00	621,503.09	0.00	621,503.09
Expenditure		72,658.97	693,255.39	121,941.10				23,149.51	548,164.78	219,752.24	328,412.54
TOTAL		(18,705,68)	0.00	(50.188.80)	0.00	(50.188.8)	(0)	23.149.51	(73.338.31)	219.752.24	

General Ledger: Fund Summary Encumbrance vs. Memo-Lien



Encumbrance

Legal obligation to pay for goods or services ordered through a formal purchase order or various maintenance, consultant, or rental agreement, etc.

Memo Lien

Amounts yet to be expended.

Not supported by legal obligatory documents.

Initiated and controlled by the department.

Fund Type: INCEPTION

Fund Summary

As of August 31, 2016

Location: 4

Fund: 29752 FDP/NIH 05/17 54%

Department:

			Fiscal Y	ear ear	Inception	to Date				
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial	Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
229000 FEDE	RAL	PHS GRAN	TS							
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229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
441406/WJ I										
	00		(1,079.47)		21,531.00	22,610.47		(1,079.47)		(1,079.47)
	03		(0.96)		62.00	62.96		(0.96)		(0.96)
	06		1,197.60		6,681.00	5,483.40		1,197.60		1,197.60
	9H		62.74		15,267.38	15,204.64		62.74		62.74
141406/\\\		0.00	170.01	0.00	43,541.38	43,361.47	0.00	179.91	0.00	179.91
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443976/MP		330.84	3,573.65	665.93	10,088.24	7,180.52	1,139.05	1,768.67	0.00	1,768.67
Fund Balance	е	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
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TOTAL		(18,705.68)	0.00	(50,188.80)	0.00	(50,188.80)	23,149.51	(73,338.31)	219,752.24	(293,090.55)

General Ledger: Fund Summary Fund Total | Ledger Balance | Operating Balance



Fund Total = Revenue less Expenditure

If Revenue > Expenditure: the positive balance. If Revenue < Expenditure: the total in brackets

Ledger Balance

Appropriation – Financial – outstanding encumbrances

Operating Balance

Ledger balance – Memo Lien

Fund Summary

As of August 31, 2016

Location: 4

Fund: 29752 FDP/NIH 05/17 54%

Department:

Fund Type : INCEPTION

			Fiscal \	ear ear	Inception	to Date				
Account/CC	Sub	Curr Month Financial	Appropriation	Financial	Appropriation	Financial	Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
229000 FEDE	RAL	PHS GRAN	TS							
	20	53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91		621,503.09		621,503.09
229000		53,953.29	693,255.39	71,752.30	2,338,300.00	1,716,796.91	0.00	621,503.09	0.00	621,503.09
441406/WJ [
	00		(1,079.47)		21,531.00	22,610.47		(1,079.47)		(1,079.47)
	03		(0.96)		62.00	62.96		(0.96)		(0.96)
	06		1,197.60		6,681.00	5,483.40		1,197.60		1,197.60
	9H		62.74		15,267.38	15,204.64		62.74		62.74
141406/\\\		0.00	170.01	0.00	43,541,38	43,361.47	0.00	179.91	0.00	179.91
						-		-		
							and the	a district		
	9H	116.	1,2vz.b.	233.53	24 بادرات	2,517.87		1,019.37	and the second	່ ,ບາຢ.37
443976/MP		330.84	3,573.65	665.93	10,088.24	7,180.52	1,139.05	1,768.67	0.00	1,768.67
Fund Balanc	е	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revenue		53,953.29	· ·	71,752.30	_,,			1	0.00	-
Expenditure		72,658.97	•	121,941.10	2,338,300.00		23,149.51	-		-
TOTAL		(18,705.68)	0.00	(50,188.80)	0.00	(50,188.80)	23,149.51	(73,338.31)	219,752.24	(293,090.55)

General Ledger: Expenditure-Sub/Object Summary



Sub-Object (6 digit code)

Identifying a natural classification of expenditures. The sub code (the first 2 digit) identifies a broad category of expenditures. The object code (the last 4 digit) identifies specific types of expenditures within that broad category.

Expenditure - Sub/Object Summary

As of August 31, 2016

Location: 4

Account/CC: 441406/WJ

Fund: 29752 FDP/NIH 05/17 54%

Department :

Click here to go to Detail General Ledger for account transactions

ſ			Fiscal	Year	Inception	to Date
	Sub	Description	Appropriation	Expenditure	Appropriation	Expenditure
	Object	Description	()=DEBIT	()=CREDIT	()=DEBIT	()=CREDIT
١	00-0000	SALARIES-ACADEMIC-UNDESIGNATED BALANCES	(1,079.47)		21,531.00	
	00-1011	S&W-TENURE FAC-HLTH SCIENCE COMP PLANS				22,610.47
	<u>00</u>	S <mark>alaries-academic</mark>	(1,079.47)	0.00	21,531.00	22,610.47
	03-0000	SUPPLIES & EXPENSE-UNDESIGNATED BALANCES	(0.96)		62.00	
4	03-4007	T <mark>ECHNOLOGY INFRASTRUCTURE FEE</mark>				62.96
	<u>03</u>	S <mark>UPPLIES AND EXPENSE</mark>	(0.96)	0.00	62.00	62.96
	06-0000	EMPLOYEE BENEFITS-UNDESIGNATED BALANCES	1,197.60		6,681.00	
	06-8291	B <mark>ENEFITS FOR ACADEMICS</mark>				5,483.40
	<u>06</u>	EMPLOYEE BENEFITS	1,197.60	0.00	6,681.00	5,483.40
	9H-0000	CVERHEAD	62.74		15,267.38	
1	9H-3810	C <mark>VERHEAD-FEDERAL GRANT</mark>				15,204.64
	<u>9H</u>	CVERHEAD EXPENSE	62.74	0.00	15,267.38	15,204.64
1	Total		179.91	0.00	43,541.38	43,361.47

General Ledger: Expenditure-Sub/Object Summary



List of Sub Codes

00 – Salaries – Academic

01 – Salaries – Staff

02 – General Assistance

03 – Supplies and Expense

04 – Equipment and Facilities

05 – Special items

06 – Benefits

07 – Special Items

08 – Special Items

09 – Recharges to Other Departments

9H - Overhead

List of Object Codes

1xxx – Salaries and Wages

2xxx – Travel

3xxx – Transportation of Things

31xx – Maintenance Agreements, repairs, etc.

3200-3599 – Various Services and Charges

36xx – Loan Payments and Taxes

39xx – Recharges

40xx – Communication, Mail, Messenger

4300 – 4999 – Various Supplies

52xx – Utilities

58xx – Rental/Lease of Space

https://www.finance.ucla.edu/corporate-accounting/object-codes-for-expenditures

General Ledger: Expenditure-Sub/Object Summary

29752

Fund:



Incention to Date

Sub-Object (6 digit code)

Identifying a natural classification of expenditures. The sub code (the first 2 digit) identifies a broad category of expenditures. The object code (the last 4 digit) identifies specific types of expenditures within that broad category.

Expenditure - Sub/Object Summary

05/17 54%

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As of August 31, 2016
Location: 4
Account/CC: 441406/WJ

Department :

Click here to go to Detail General Ledger for account transactions

FDP/NIH

ſ			Fiscal	Year	Inception	to Date
١	Sub	Description	Appropriation	Expenditure	Appropriation	Expenditure
۱	Object	Description	()=DEBIT	()=CREDIT	()=DEBIT	()=CREDIT
۱	00-0000	SALARIES-ACADEMIC-UNDESIGNATED BALANCES	(1,079.47)		21,531.00	
۱	00-1011	S&W-TENURE FAC-HLTH SCIENCE COMP PLANS				22,610.47
۱	<u>00</u>	SALARIES-ACADEMIC	(1,079.47)	0.00	21,531.00	22,610.47
۱	03-0000	SUPPLIES & EXPENSE-UNDESIGNATED BALANCES	(0.96)		62.00	
4	03-4007	TECHNOLOGY INFRASTRUCTURE FEE				62.96
۱	<u>03</u>	SUPPLIES AND EXPENSE	(0.96)	0.00	62.00	62.96
۱	06-0000	EMPLOYEE BENEFITS-UNDESIGNATED BALANCES	1,197.60		6,681.00	
۱	06-8291	BENEFITS FOR ACADEMICS				5,483.40
۱	<u>06</u>	EMPLOYEE BENEFITS	1,197.60	0.00	6,681.00	5,483.40
۱	9H-0000	CVERHEAD	62.74		15,267.38	
۱	9H-3810	CVERHEAD-FEDERAL GRANT				15,204.64
1	<u>9H</u>	C VERHEAD EXPENSE	62.74	0.00	15,267.38	15,204.64
	Total		179.91	0.00	43,541.38	43,361.47

General Ledger: Detail General Ledger



Detail General Ledger

For the period from July 1, 2016 to August 31, 2016 Location Account/CC: : 441802/YX USC/NIH 12/16 54% Fund: 57528 Department Appropriation Expenditure Sub Effective **Trans** Doc Source Project TE Description Reference Object Date Date ()=DEBIT ()=CREDIT 000000 FS0815 070116 REAPPROPRIATION 12 7/1/2016 4.663.32 M9 7/31/2016 04014 073116 ESTABLISH AUG HEN 000000 PAYRLIENO: 021080 53 7/31/2016 01D10 U73116 JUL PAYROLL 1.598.33 021080 53 8/31/2016 02D10 083116 AUG PAYROLL 1.598.33 02 ** 13,025.84 3,196.66 12 7/1/2016 FS0815 070116 6,472.68 030000 REAPPROPRIATION 034007 59 7/31/2016 01R002 073116 TECHNOLOGY INFRASTRU 07312016 13.92 59 8/31/2016 02R002 083116 TECHNOLOGY INFRASTRU 08312016 13.92 034007 03 ** 27.84 6,472.68 060000 12 7/1/2016 FS0815 070116 REAPPROPRIATION 4,214.97 PAYRLIEN12 53 [7/31/2016 01D10 | U/SHO BENEFITS FOR ACADEMICS 1.406.62 03825 53 8/31/2016 02D10 083116 BENEFITS FOR ACADEMICS 068291 1,593.10 06 ** 4.214.97 2,999.92 12 7/1/2016 FS0815 070116 9H0000 REAPPROPRIATION 15.322.42 53 7 9/2016 011269 072916 57528 OH AF 0.06

70 8/31/2016 02D41 083116 OVERHEAD CHARGES

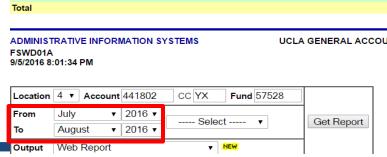
70 8/31/2016 02D41 083116 OVERHEAD CHARGES

9H3840

9H3840

Total

- It displays detailed transactions in each specific sub/object in each expense/cc account
- It lists all campus transactions for a stated accounting period



2.136.52

4.189.22

11,946.88

15.322.42

43,699,23

7.52

General Ledger: Revenue and Accounts Receivable



- As UCLA delivers services and/or goods to sponsors as required by sponsor's agreements, revenue will be recognized and account receivable will be recorded to the general ledger unless payment has already been received.
- Distinguished revenue accounts and account receivable accounts are established for sponsored project funds by sponsor type.
- The amount recorded in the revenue account does not mean that cash is received (accrual basis of accounting).
- It is important to monitor the balance in account receivable account to ensure recovery of full cost.

Туре	Revenue Account Number	A/R Account Number
State Cont. & Grants (C&G)	218200	111200
Local Gov't C&G	220950	112664
Federal Grants	221100	111505
Federal Contracts	229000	111500
Private Contracts	257000	112679
Private Grants	258000	112678
Letters Of Credit (LOC)	221100 / 229000	111501



General Ledger: Accounts Receivable

Accounts Receivable Report

- Monitoring the balance in the account receivable is an essential part of properly managing project sponsored funds.
- Significant amount of account receivable balance outstanding for long time may have direct financial implication to the sponsored project fund.

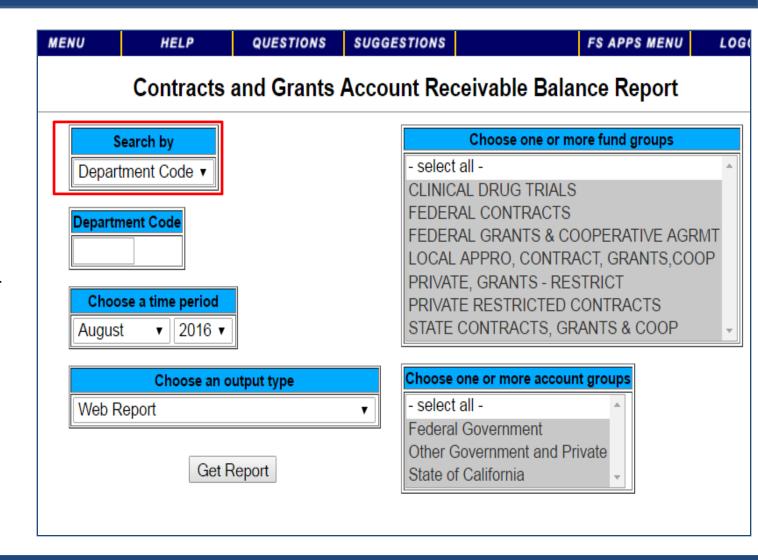




General Ledger: Accounts Receivable

Search by

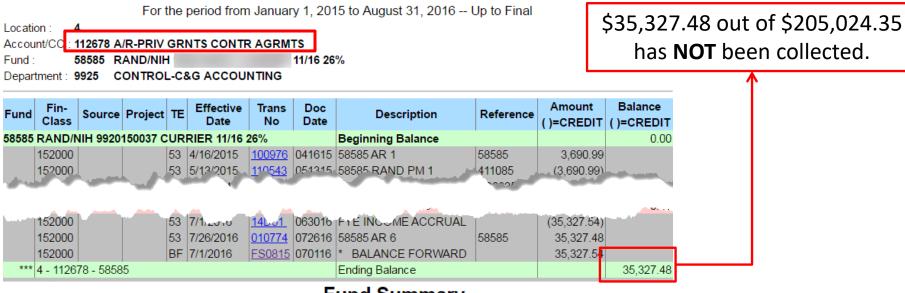
- Department code
- Fund range
- PI code
- Sponsor code
- Or using other parameters available



General Ledger: <u>Revenue and Accounts Receivable</u>

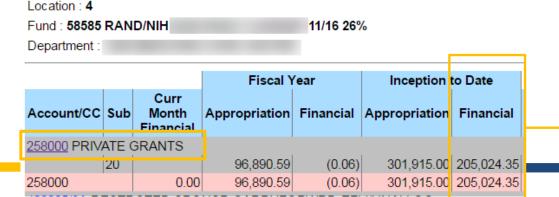


Detail General Ledger



Fund Summary

As of August 31, 2016



Revenue is recognized in the amount of \$205,024.35.



Effort Reporting

Contact information

Duy Dang x63006 <u>duy.dang@research.ucla.edu</u>

Victor Arechiga x46988 <u>victor.arechiga@research.ucla.edu</u>

EFM Website http://ora.research.ucla.edu/efm

