

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
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- **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

11XXXX

2XXXXXX

40XXXX

42XXXX

43XXXX

44XXXX – 599999

60XXXX

61XXXX

62XXXX

64XXXX

66XXXX

68XXXX

72XXXX

76XXXX

77XXXX – 799999

80XXXX – 899999

FUNCTION

Accounts Receivable Account

Revenue Account

Training or Instruction

Teaching Hospitals

Academic Support

Research

Libraries

University Extension

Public Service

Physical Plan Operations

Administration

Student Services

Institutional Support

Auxiliary Enterprises

Student Financial Aid

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

00001 - 00299
04100 - 09799
18000 - 18199
18200 - 18887
18888
18889 - 18999
19900 - 19999
20000 - 20399
20500 - 20599
20600 - 20939
20940 - 20999
21000 - 33999
34100 - 39799
39800 - 56999
57000 - 59999
60000 - 65999
66000 - 69999
70000 - 74999
75000 - 75999
76000 - 76999
77001 - 77449
77500-78999
79000-79499
79500-84999

DESCRIPTION

Agency Funds
Endowment Principal
State of California - Special State Appropriation
State of California - Contracts & Grants
Special - Balance Sheet Control
State of California - Contracts & Grants
General Funds
Student Tuition and Fees
State of California - Special State Appropriation
State of California - Contracts & Grants
Local Government
Federal Government
Endowment Income
Private Gifts
Private Contracts and Grants
Sales and Services
Other Sources (Sales and Services)
Auxiliary Enterprises
Reserves
Reserves for Renewal and Replacement
Local Government (Contract and Grants)
Private Contracts and Grants
Private Contracts – Federal Prime
Private Contracts and Grants

Sub Codes

- 00 – Academic Salaries
 - 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
- Payroll Subs in Blue

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

- 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 Corporate Accounting](#) (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: [Corporate Accounting](#) (see Fund Managers by Fund Category)
- [DOM ORA FM Chapter on Linkages](#) (see Cost Centers & Links)

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

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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 2023](#)
 - Semester begins February 8, 2023
- [OCGA Master Training Calendar](#)
 - S2S Grants Basics – February 15, 2023
 - Filling out the EPASS – March 15, 2023
 - Electronic EPASS System – March 22, 2023
 - What Constitutes a Complete Proposal Packet – April 19, 2023
 - Outgoing Subaward Basics – June 21, 2023
 - NIH ASSIST Basics – July 19, 2023
- [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



Who can I call?

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

- All Topics

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- All Topics
- T32s, Grad Division, Go Grad, Form 10s, xTRAIN
- UCPATH

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- 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

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!