This session will not be recorded, but this PowerPoint can be found at: https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training

Post-Award Tools

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

<table>
<thead>
<tr>
<th><strong>LOGIN</strong></th>
<th><strong>SAMPLE FORMAT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• QDB</td>
<td>• MECYR: 1st 2 digits = Dept. ME for Medicine. Last 3 digits = initials.</td>
</tr>
<tr>
<td>• AIS</td>
<td>• MECYR: Same as QDB. But password may be different!</td>
</tr>
<tr>
<td>• Medicine Administration</td>
<td>• Crujanuruks: email address before “@mednet”. Often first initial + last name.</td>
</tr>
<tr>
<td>• AKA AD login</td>
<td>• Created by you. Now requires <strong>DUO as secondary authentication</strong></td>
</tr>
<tr>
<td>• UCLA Logon</td>
<td></td>
</tr>
</tbody>
</table>
Login Screens

**MEDNET/AD LOGIN**

Welcome to MyLogin! Please sign in.

MyLogin or Mednet Username:
Mednet Users: Do not add your domain (e.g. "AD") or email domain (e.g. "@mednet.ucla.edu") to your username.

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.

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!

**UCLA LOGIN**

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.
Tools Covered Today

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

*to be covered in depth in future classes

**INTRODUCTION**
- Post-Award Management System*
- DocumentDirect
- BruinBuy
- UCPath*
- Effort Reporting System*
- DGSOM Specific Tools
  - FPM/QDB*^  
  - Financial Reporting Application (FRA)^
  - DG Inform
  - OnCore*

^non-web-based tool. All other are web based.
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 DocumentDirect
UCLA Financial Web Reports
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)
DETAILED 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

• 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
<table>
<thead>
<tr>
<th>Application</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information Systems</td>
<td>SIS</td>
</tr>
<tr>
<td>Financial Systems</td>
<td>FSBO</td>
</tr>
<tr>
<td>Purchasing and Accounts Payable System</td>
<td>AP00</td>
</tr>
<tr>
<td>Personnel/Payroll System</td>
<td>PPP</td>
</tr>
<tr>
<td>Events System</td>
<td>EVM</td>
</tr>
<tr>
<td>UCLA ID System</td>
<td>UIDS</td>
</tr>
<tr>
<td>DACSS/ASAP Distributed Access Systems</td>
<td>DA01</td>
</tr>
<tr>
<td>Report Distribution System</td>
<td>RDS</td>
</tr>
<tr>
<td>Staffing List System</td>
<td>SLS</td>
</tr>
</tbody>
</table>
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)

• 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
POST-AWARD TAB TOOLS

• Award Status & Snapshot Report
• PAMS
• Effort Reporting System (ERS)

USE/PURPOSE

• Search/Report to provide C&G award data, past & current, & access to Award Snapshots
• Web portal to upload closeout packets, access submitted deliverables, assist in managing closeout/deliverable workload – upcoming, due, and overdue
• Web system to assist in the creation, tracking and certification of effort reports required for Federal C&G
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 (via the Settings menu)

• How do I access it?
  • Via Web: 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

![Image of PI Portal showing burn rate for research projects](ucla_portal_burn_rate.png)

## Research Fundings

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Sponsor</th>
<th>Budget</th>
<th>Actual Spent</th>
<th>Actual Spent</th>
<th>Current Balance</th>
<th>Projected Expenses</th>
<th>Projected Balance</th>
<th>Project Period Start</th>
<th>Project Period End</th>
<th>Budget Period Start</th>
<th>Budget Period End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCLC CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE</strong></td>
<td>NIH-NIDDK</td>
<td>$9,896.00</td>
<td>$10,517.27</td>
<td>$0.00</td>
<td>$10,517.27</td>
<td>$(661.27)</td>
<td>$0.00</td>
<td>6/1/2011</td>
<td>6/30/2013</td>
<td>6/1/2016</td>
<td>6/30/2018</td>
</tr>
<tr>
<td><strong>MECHANISMS OF INTERMITTENT PARATHYROID HORMONE EFFECTS ON CALCIFIC ARTERY DISEASE</strong></td>
<td>NIH-NHLBI</td>
<td>$1,155,508.00</td>
<td>$774,389.20</td>
<td>$395.30</td>
<td>$216,147.59</td>
<td>$230,549.35</td>
<td>$0.00</td>
<td>3/1/2015</td>
<td>3/31/2019</td>
<td>3/1/2014</td>
<td>3/31/2018</td>
</tr>
<tr>
<td><strong>UCLC CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE</strong></td>
<td>NIH-NIDDK</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>6/1/2011</td>
<td>6/30/2013</td>
<td>6/1/2016</td>
<td>6/30/2018</td>
</tr>
<tr>
<td><strong>ROLE OF INHIBITOR EMBOI IN CALCIFIC AORTIC VALVE DISEASE</strong></td>
<td>NIH-NHLBI</td>
<td>$1,406,825.95</td>
<td>$1,407,230.39</td>
<td>$0.00</td>
<td>$(10,425.44)</td>
<td>$0.00</td>
<td>$1,407,230.39</td>
<td>6/23/2012</td>
<td>6/30/2017</td>
<td>6/25/2012</td>
<td>6/30/2017</td>
</tr>
<tr>
<td><strong>UCLC CLINICAL TRANSLATIONAL SCIENCE INSTITUTE; ENHANCE INNOVATION AND IMPLEMENTATION IN SAFETY NET</strong></td>
<td>NIH-NIDDK</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>7/1/2016</td>
<td>7/31/2018</td>
<td>7/1/2016</td>
<td>7/31/2018</td>
</tr>
<tr>
<td><strong>UCLC CLINICAL TRANSLATIONAL SCIENCE INSTITUTE</strong></td>
<td>NIH-NIDDK</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>6/1/2011</td>
<td>6/30/2013</td>
<td>6/1/2016</td>
<td>6/30/2018</td>
</tr>
<tr>
<td><strong>ELECTROCHEMICAL IMPEDEANCE TO ABSESS METABOLICALLY ACTIVE PLAQUE</strong></td>
<td>NIH-NHLBI</td>
<td>$107,457.00</td>
<td>$74,702.11</td>
<td>$0.00</td>
<td>$32,754.89</td>
<td>$24,215.20</td>
<td>$86,171.31</td>
<td>7/10/2014</td>
<td>7/31/2018</td>
<td>7/10/2014</td>
<td>7/31/2018</td>
</tr>
</tbody>
</table>
### PI Portal – Fund Detail

#### Fund Data

<table>
<thead>
<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</th>
<th>Manual Adjustments</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$203,233</td>
<td>$183,573.80</td>
<td>$0.00</td>
<td>$21,659.20</td>
<td>$0.00</td>
<td>$180,573.60</td>
<td>$0.00</td>
<td>$2,1659.20</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$50,837</td>
<td>$54,411.82</td>
<td>$0.00</td>
<td>$2,715.18</td>
<td>$0.00</td>
<td>$54,411.82</td>
<td>$0.00</td>
<td>$2,715.18</td>
</tr>
<tr>
<td>Supplies and Expenses</td>
<td>$167,692</td>
<td>$229,171.40</td>
<td>$0.00</td>
<td>$53,314.69</td>
<td>($58,394.09)</td>
<td>$229,171.40</td>
<td>($58,394.09)</td>
<td>$53,314.69</td>
</tr>
<tr>
<td>Equipment</td>
<td>$180,798</td>
<td>$202,357.58</td>
<td>$0.00</td>
<td>($21,569.86)</td>
<td>$0.00</td>
<td>$202,357.58</td>
<td>$0.00</td>
<td>($21,569.86)</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,000</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Stipend and Fees</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subaward/Subcontracts</td>
<td>$947,543</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$947,543.00</td>
<td>$0.00</td>
<td>$947,543.00</td>
<td>$0.00</td>
<td>$947,543.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$1,879,469</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,879,469.00</td>
<td>$0.00</td>
<td>$1,879,469.00</td>
<td>$0.00</td>
<td>$1,879,469.00</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$2,093,422</td>
<td>$679,244.60</td>
<td>$0.00</td>
<td>$2,256,822.71</td>
<td>$0.00</td>
<td>$2,256,822.71</td>
<td>$0.00</td>
<td>$2,256,822.71</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$1,529,039</td>
<td>$267,056.86</td>
<td>$0.00</td>
<td>$1,262,973.46</td>
<td>$0.00</td>
<td>$1,262,973.46</td>
<td>$0.00</td>
<td>$1,262,973.46</td>
</tr>
<tr>
<td><strong>My Account(s) Subtotal</strong></td>
<td>$4,423,462</td>
<td>$946,301.46</td>
<td>$0.00</td>
<td>$2,519,796.17</td>
<td>$0.00</td>
<td>$2,519,796.17</td>
<td>$0.00</td>
<td>$2,519,796.17</td>
</tr>
<tr>
<td>MED PULMONARY-FAC...</td>
<td>$43,051</td>
<td>$16,551.13</td>
<td>$0.00</td>
<td>$23,500.31</td>
<td>$0.00</td>
<td>$23,500.31</td>
<td>N/A</td>
<td>$23,500.31</td>
</tr>
<tr>
<td>CHEMISTRY-FAC...</td>
<td>$101,250</td>
<td>$71,667.77</td>
<td>$0.00</td>
<td>$30,182.47</td>
<td>$0.00</td>
<td>$30,182.47</td>
<td>$0.00</td>
<td>$30,182.47</td>
</tr>
<tr>
<td>Linked Account Subtotal</td>
<td>$141,301</td>
<td>$87,618.90</td>
<td>$0.00</td>
<td>$53,682.78</td>
<td>$0.00</td>
<td>$53,682.78</td>
<td>N/A</td>
<td>$53,682.78</td>
</tr>
<tr>
<td>MCA/STIP/Curr-Forward</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>N/A</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$4,573,764</td>
<td>$1,033,920.36</td>
<td>$0.00</td>
<td>$3,521,819.96</td>
<td>$0.00</td>
<td>$3,521,819.96</td>
<td>$0.00</td>
<td>$3,521,819.96</td>
</tr>
</tbody>
</table>

*Data from Inception to Date (as of 2/6/21)*
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
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

• 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

UNIVERSITY of CALIFORNIA

Effort Reporting System

Search Reports for:

Filter By:
- Name/Employee ID contains or equals
- Person's Home Department name or number contains or equals
- Person is Principal Investigator (PI)
- Multiple Employee IDs equal

Note: Primarily intended to facilitate cut/paste of multiple IDs from Delimiters are space, comma (no trailing space), tab (external doc)
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

UCLA Department of Medicine - Office of Research Administration
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!