Monthly Financial Statements (Using SOM’s FPM/QDB)

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

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
Reminder…

• DOM Weekly Fund Manager training sessions are provided to supplement other Departmental training. They are not meant to be stand alone, comprehensive training.

• Suggested Trainings:
  • 1:1 or small group with your supervisor/mentor/coworker
  • Campus Central Office Trainings: OCGA Master Training, EFM LMS classes, Web based trainings, etc.
  • DOM - for those within DOM only
    • 1:1 and small group trainings
    • Q&A Open Houses
    • FM Meetings
    • Request additional specific topic trainings
Financial Statement Vocabulary
Getting hip with the lingo

- **GL** = General Ledgers

- **Financial Statement (FS)/Monthly Statement/Batch Statement** = complete financial statement comprised of anywhere from 1-10 different reports for a single fund.

- **Summary of Funds** = high level compilation of all a PI’s funding sources so they can be viewed in a single spreadsheet.

- **Projections** = best, educated guestimation of future expenses based on UCPath payroll data and/or average expenses over time. In FPM/QDB, these are manual entries.

- **Batch Template** = Excel grid that simplifies the process of FS generation.
Getting hip with the lingo

• **Jump Server** = SOM’s remote desktop portal used to access FPM/QDB. Should be used to run all Financial Statement. [Application found on Desktop](#).

• **FPM** = Financial Projection Module. SOM’s tool used to enter FAU specific data to provide additional detail to statements, such as internal titles, FM name, comments, etc. Also can be used to add [manual expense projections](#).

• **FPM/QDB** = SOM’s Query DataBase Excel-based tool used to create financial statements in conjunction with FPM within the Jump Server. Desktop version can also be used to run adhoc reports, as needed.
Getting hip with the lingo

• Jump Server QDB vs. Desktop QDB
  • FPM data only pulls into the Jump Server version of Excel QDB, i.e. chart of accounts white fields & manual projections
  • FPM & QDB work together to provide the ability for FMs to add source data input into the financial statements
  • QDB downloads financial data from the various campus financial databases
  • FPM adds a layer of information on top that can affect the bottom-line financial data and/or provide more information than is provided in the financial systems
Timing for Running Statements

WHEN TO RUN FINANCIAL STATEMENTS
Timing Matters! Best Practices...

- Run financial statements as near to the GL close date as possible
  - Calendar of Dates: Add GL close dates to your Outlook calendar!

- Run all statements for a single PI within the same day, if possible, to avoid daily transactions (e.g. BruinBuy, Npears & TOFs) affecting Summary of Funds

- Run Summary of Funds report after all individual batches have been run to assure the data is consistent with the individual funds

- Recommend NOT running statements after payroll ledgers close but before that same month’s GL closes otherwise
  - Final GL data is not finalized
  - Payroll data may be available, but not final GL data.
  - Manually added FPM projections may be double counted for the month
Timing Matters! Best Practices...

• May need to rerun statements if updates are made to FPM
• Pay attention to bi-weekly paid staff & manual payroll projections
• Last day financial statements can be run is the day before the next month’s GL closes
  • Example: Recommend starting February 2022 financial statements on 03/08/22, and all FS must be completed by 04/07/22.
Monthly Financial Statement Responsibilities

WHAT TASKS ARE ENCOMPASSED BY “RUNNING STATEMENTS”
Financial statements involves most, if not all of these steps:

1) Creating a list of responsibilities of all active FAUs that require statements

2) Creating/Running individual batches for each FAU

3) Review & Reconciliation of each tab (classes # 6 & 10)

4) Review & Update of projections, as necessary. If FPM adjustments made using FPM, rerun batch!

5) Run Summary of Funds after all PI’s individual FAUs have been finalized (same day, preferred!)

6) Run Summary of Payroll

7) Save all reports to shared network drive

8) Email PI (& Cc MSO?) all financial statements on a monthly basis

9) Meet with PI on a regular basis to review financial data via Zoom or in person

10) Take any actions discussed at meeting, i.e. expense transfers, funding updates

11) Send a summary email of comments/discussion points
1) Creating a list of responsibilities
Which statements do I need to run?

• Use FPM Chart of Accounts (CoA) to create a list of active FAUs to create financial statements
  • Since most Depts assign FM responsibility by PI, look up by PI
    • Make sure to review entire Dept CoA to capture any unassigned Pis
    • Edit CoA as needed prior to running financial statements!

• Each FAU in the CoA should have a batch template created/saved
  • Batch templates only need to be created once, although it can be edited as often as needed

• Save the batch templates on the shared network drive to be used every month until that FAU is closed (Y/Ned)
2) Run Individual Batch Statements
How to run individual financial statements?

• Using the batch template, run a batch statement for each active FAU on the CoA

  • Important to set up batch templates correctly so statements are run accurately, i.e. LYM: YTD/Fiscal (unrestricted) vs. ITD/Fund/Budget (C&G)
3) Review & Reconcile Data

COVERED IN CLASS # 6 & 10 (SKIPPED TODAY)
What is all this data in the batch statement?!

• Review each individual tab for accuracy and compliance with Sponsor & University guidelines

• Stay tuned for detailed information in Class # 6 & 10!
4) Review & Update Projections
How to account for future expenses?

• Use FPM to manually add financial projections – payroll & non-payroll

• Purpose of projections: provide a full financial picture of the expected balance by the end of each budget period including expenses to date and future projections. Projections can include:
  • payroll (most common/important),
  • non-payroll (such as average supplies, DLAM, other regular monthly expenses)
  • expected appropriations (money guaranteed to receive)

• Know the benefits and dangers of projections
How to account for future expenses?

• Accuracy is important! Make sure to review monthly.

• Review previously added projections carefully to ensure they still accurately reflect current state. Things that may have changed:
  • New/removed personnel
  • Effort of personnel that remain on fund
  • Benefit rate (CBR)
  • Average/Monthly non-salary amounts dramatically different
  • Any lump sum projection that may now be realized or no longer needed, i.e. equipment or appropriations
FPM Income & Expense – Income & Non-Salary Expense
5) Run Summary of Funds
6) Run Summary of Payroll
Big picture view is helpful!

**After** finalizing all individual financial statements, run

- **Summary of Funds** batch so PI has a single Excel worksheet that shows the overall Direct Cost fund balances across all his/her active FAUs
- **Summary of Payroll** so the PI can see a single report to show all their current staff on a single report
  - Use the “project” field to enter the internal short title to help PI differentiate between FAUs
    - Can use QDB or DG Inform
    - Enter all PI’s cost centers in search field
Saving, Sharing & Meeting

SHARING ACCURATE FINANCIAL DATA IS A KEY STEP!
I ran my statements...now what?

- Save all reports to shared network drive. Assure the versions saved are identical to the versions shared with your PI!

- Sometimes it is helpful to run a batch, make edits to projections in FPM, rerun batch, then save the 2nd version with edits.

- On a monthly basis...
  - Email PI (& Cc MSO?) all finalized financial statements, including Summary of Funds/Payroll
  - Meet with PI via Zoom or in person on a regular basis (monthly is best practice) to review financial data
  - Take any actions discussed at meeting, i.e. expense transfers, funding updates
  - Send a summary email of comments/discussion points
Ad hoc Reporting
FPM/QDB can be used to run ad hoc reports as needed!

- Sometimes you just need to do research on a particular FAU apart for the monthly financial batches, this can be done in either the Jump Server or on the desktop Excel FPM/QDB Excel add-in tool

- Useful to be able to filter, calculate, sort, etc. within Excel
What to Expect in Tomorrow’s Lab

THURSDAY 3/10/22 2-4 PM
• Be ready to follow along, hands-on! Have a FAU in mind you’d like to work with.

• If you’re SOM, make sure you have the appropriate access to Jump Server, FPM, FPM/QDB and DG Inform!
  • If you do not, try to obtain by tomorrow to maximize class

• If your Department does not use SOM’s FPM/QDB, you may want to consider cancelling your enrollment to the lab.

• Agenda:
  • Create a chart of accounts/list of responsibility
  • Update FPM editable CoA fields
  • Create a financial batch template
  • Create/Edit projections
  • Run a financial batch template
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!