

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>

Monthly Financial Statements

(Using SOM's FPM/QDB)

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM 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 Monthly Training, EFM LMS classes, Web based trainings, etc.
 - DOM - for those within DOM only
 - 1:1 and small group trainings
 - Q&A Open Houses (every Thursday 1-2 pm)
 - FM Meetings (3rd Thursday, bi-monthly)
 - Request additional specific topic trainings



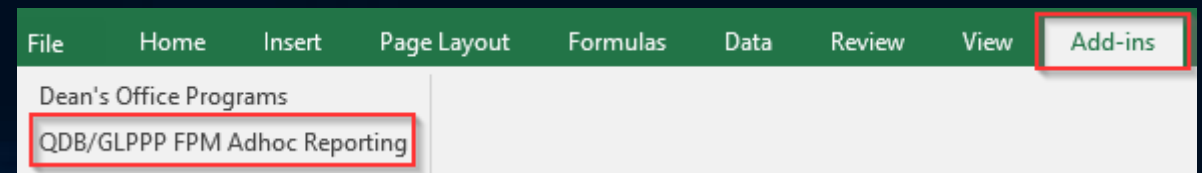
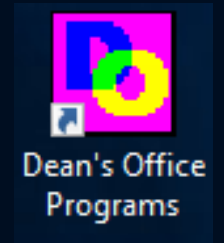
Financial Statement Vocabulary

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 guesstimation 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.

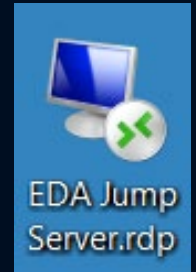
Getting hip with the lingo

- **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...

Med Sch QDB Adhoc - Version Date: 7/29/2021

QDB/FPM AD HOC REPORTING

QDB Status



Operational

Most Recent Closed Ledger Month
February, 2023

Current Fiscal Year End Process

Most Recent Closed PPP
December, 2019

UCPath Status

Most Recent Biweekly UCPath
02/18/2023

Most Recent Monthly UCPath
February, 2023

General Ledger

Payroll

Cancel < Back Next > Finish

Med Sch QDB Adhoc - Version Date: 7/29/2021

QDB/FPM Custom Reports - Main Menu

FS	General Ledger Custom Reports Most Recent 202302	PP	Payroll Expense Distribution QDB 202302 - UCPath BW 20230218 MO 202302
Summary of Funds		UCPath Salary by Month	
Summary - By Sub		UCPath Salary & Benefits by Month	
Non-Salary Expense Projection by Month (all fund types)		UCPath Salary & Percentage by 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 2023 financial statements on 03/08/23, and all FS must be completed by 04/07/23.

LEDGER AVAILABILITY:	
12/8/2022:	November Ledger data available
1/10/2023:	December Ledger data available
2/8/2023:	January Ledger data available
3/8/2023:	February Ledger data available
4/8/2023:	March Ledger data available

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, 10/10b, & 11)
- 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/actions taken

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/update 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)

Chart of Accounts

Financial Projection Module - Main Menu - Catherine Y. Rujanuruks - [Chart of Accounts]

Income & Expense | Chart of Accounts | Overall Reports | Utilities | Fiscal Year: 2018-19

Chart of Accounts | 1198XX Funds |

Department: Sub Div Fund Group: Agency Funds, C&G - Clinical Trials, C&G - Federal, C&G - Local, C&G - NIH

Account: CC: Fund: Internal PI:

Rchg ID: Fund Manager:

Outside Linked Accounts All 0 Balance Expired ARRA Abbrev Sub

Search Clear To Excel Batch

Account	CC	Fund	Fund End	Project End	Dept Acct Owner	Balance	Rchg ID	Sub	Exp
441357	LD		12/31/9999		1553 - MEDICINE-CARDIOLOC	84,396.67	YCA1	03	<input type="checkbox"/>

PI: Internal PI: Add New PI Fund Title: THEODORE LAUBISCH RESE Internal Fund Title: DEMER - LAUBISCH RESEAF Fund Group: Endowments

Fund Manager: Replace Acct Owner Comments: YT=5%. Previously 36627. \$ Fund Owner Comments: F/A Rate: 0.00% ARRA Show

Account	CC	Fu	Internal Fund Title	Balance	Rchg ID	Internal PI Name	Fund Owner
441357	LD		DEMER - LAUBISCH RESEARCH		YCA1	DEMER, LINDA L	1400 - DEANS OFFIC
441357	LD		CARDIOVASCULAR THEME (DE		YC15	DEMER, LINDA L	NONE
621348	LD		DOVA IPA FOR EVELYN ARIAS			DEMER, LINDA L	1564 - MEDICINE-VA
401357	LD		R38 STARR YR 2 of 3		HAHL	DEMER, LINDA L	1553 - MEDICINE-CAI
441357	LD		R21 AGING YR 3 of 2			DEMER, LINDA L	1553 - MEDICINE-CAI
441357	LD		R01 SEROTONIN YR 3 of 4		QJ4V	DEMER, LINDA L	1553 - MEDICINE-CAI
441357	LD		R01 EXERCISE YR 2 of 4		B9AI	DEMER, LINDA L	1553 - MEDICINE-CAI
441357	LD		DEMER - LAUBISCH RESEARCH			DEMER, LINDA L	1400 - DEANS OFFIC
441357	LD		UCLA FDN/CALCIFIC AORTIC VA		ME10	DEMER, LINDA L	1553 - MEDICINE-CAI
441357	LD		TIBOR FABIAN FUND		YC92	DEMER, LINDA L	1553 - MEDICINE-CAI
401357	DM		AUTISM GRANT (AUTRAIN)			DEMER, LINDA L	1565 - MEDICINE-DE
401357	LD		MEDICINE-BASIC SCIENCE PLA			DEMER, LINDA L	1565 - MEDICINE-DE

14 records

2) Run Individual Batch Statements

How to run individual financial statements?

- Using the batch template, create/run a batch statement for each active FAU on the CoA
- Important to set up batch templates correctly so statements are run accurately
 - LYM (Columns M-R): YTD/Fiscal (unrestricted) vs. ITD/Fund/Budget (C&G)
 - Include (aka mark “y” in Column A under “Run”) all individual reports in batch statement applicable to specific fund

Batch Template

Med Sch QDB Adhoc - Version Date: 2/18/2021

QDB/FPM Custom Reports - Main Menu

FS General Ledger Custom Reports
Most Recent 202201

- Summary of Funds
- Summary - By Sub
- Non-Salary Expense Projection by Month (all fund types)
- Expense by Month
- Summary - By Sub Object
- Sales & Service Summary
- Detail - Closed
- Detail - Open
- Detail - All
- Salary Cap Flag
- Billing & Accounts Receivable
- Financial Reporting Application
- TOF Zero Out Accounts/Subs
- Detail Adjustments
- Link to Financial Web Reports (OFSR)
- Link to download RAPID Closeout Tool

PP Payroll Expense QDB 202201 - UCPath

- UCPath Salary by Month
- UCPath Salary & Benefits by Month
- UCPath Salary & Percentage by Month
- UCPath Employee Sum
- UCPath Admin Salary
- UCPath Payroll After Fund End Date
- UCPath ERS Detail Report (11/12 Academic)
- UCPath ERS Detail Report (9/12 Academic)
- PPP QDB REPORTS
- Salary by Month
- Salary & Benefits by Month
- Salary & Percentage by Month
- Reconciliation
- FAU Sum
- Employee Sum
- Ledger Yr/Mo
- Earned Yr/Mo
- Brown UPAY
- Other UPAYs
- PAR
- Admin Salary
- Payroll After Fund End Date
- ERS Detail report (11/12 Academic)
- ERS Detail report (9/12 Academic)
- ARRA Linked Accounts by Hierarchy
- ARRA FTE Report

General Ledger Reports											FAU					LYM					Types of Transactions			
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept	9H	YTD	YTD	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	Appro	Exp	Encum Memo Lien	Include Re-appro			
		Summary of Funds			*	*	*	*	*	*														
		Summary - By Sub	*	*	*	*																		
	y	Non-Salary Expense Projection by Month (all fund types)	*	*	*	*																		
	y	Expense by Month	*	*	*	*																		
		Summary - By Sub Object	*	*	*																			
		Sales & Service Summary			*	*																		
		Detail - Closed	*	*	*	*	*	*	*	*									x	x		x		
		Detail - Open	*	*	*	*	*	*	*	*									x	x	x			
		Detail - All	*	*	*	*	*	*	*	*									x	x	x	x		

Exp. Distribution Reports											FAU					LYM					Organizational Unit			
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Title Code	DOS	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org	Faculty	House staff	Staff	All
		Salary by Month	*	*	*	*		*	*	*					x			*	*	*				x
		Salary & Percentage by Month	*	*	*	*		*	*	*					x			*	*	*				x
	y	Reconciliation	*	*	*	*		*	*	*					x			*	*	*				x
		FAU Sum	*	*	*	*		*	*	*					x			*	*	*				x
		Employee Sum	*	*	*	*		*	*	*					x			*	*	*				x
		Ledger Yr/Mo	*	*	*	*		*	*	*					x			*	*	*				x
		Earned Yr/Mo	*	*	*	*		*	*	*					x			*	*	*				x
		Brown UPAY	*	*	*	*		*	*	*					x			*	*	*				x
		Other UPAYs	*	*	*	*		*	*	*					x			*	*	*				x
		Customized 1	*	*	*	*		*	*	*					x			*	*	*				x
		UCPath Salary & Percentage by Month	*	*	*	*		*	*	*					x			*	*	*				x
		UCPath Employee Sum	*	*	*	*		*	*	*					x			*	*	*				x

Report ppp for:

2007 Work Around

Monthly Batch

General Ledger Reports											FAU					LYM					Organizational Unit			
Run	FPM	Report Name	Account	CC	Fund	Project	Sub	Object	Source	Dept	Match Fund End Date	Match Fiscal Year	Current Grant Year	Current Fiscal Year	LYM (paid)	Pay Period Ending (earned)	Dept	Sub Div	Div	Org	Faculty	House staff	Staff	All
		Summary of Funds			*	*	*	*	*	*					x			*	*	*				x
		Summary - By Sub	*	*	*	*									x			*	*	*				x
	y	Non-Salary Expense Projection by Month (all fund types)	*	*	*	*									x			*	*	*				x
	y	Expense by Month	*	*	*	*									x			*	*	*				x
		Summary - By Sub Object	*	*	*										x			*	*	*				x
		Sales & Service Summary			*	*									x			*	*	*				x
		Detail - Closed	*	*	*	*	*	*	*	*					x			x	x					x
		Detail - Open	*	*	*	*	*	*	*	*					x			x	x	x				x
		Detail - All	*	*	*	*	*	*	*	*					x			x	x	x				x

Batch sheet: MonthlyBatch

Create sheets left to right Create sheets right to left

3) Review & Reconcile Data

COVERED IN CLASS # 6, 10 & 11 (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 & 11!
- Once all tabs are reviewed, add comment on Summary by Sub tab to notate financial statement has been reconciled.
 - i.e. Add comment "All tabs reconciled by <fund manager full name> on <date>."

Acknowledgment of Reconciliation

SUMMARY REPORT BY SUB (INCEPTION TO DATE): R38 STARR YR 3 of 4							All tabs reconciled by Cathy Rujanuruks 02/15/23.	
Account/Fund:		401357-LD- [REDACTED] project: *		Budget Year(s):		03/01/2022 - 02/28/2023	2/10/23 11:22 AM	
Fund Name:		NIH-NHLBI [REDACTED] 02/24 56%		Project Period:		03/01/2020 - 02/29/2024		
P.I.:		[REDACTED]		Recharge ID:		HAHL		
Fund Mgr:		CATHERINE Y. RUJANURUKS		Overhead Rate:		J 56.00 %		
Sub	General Ledger		Current Expenditures			Future To 02/28/23	Projected Balance 1-2 +3-4-5-6	
	Approp. ITD (01/23)	Expenses ITD (01/23)	Approp.	Expenses	Encumbr. & Memo Lien			
00	Salaries-Academic	281,369.00	146,333.57			5,408.40	129,627.03	
01	Salaries-Staff Career						0.00	
02	Salaries-General Assistance	18,143.00	18,503.23			522.56	(882.79)	
06	Employee Benefits	31,672.00	14,142.76			497.48	17,031.76	
03	Supplies & Expense	134,842.95	21,670.60			39.56	113,132.79	
04	Equipment						0.00	
05	Special Items	24,000.00	0.00				24,000.00	
07	Special Items						0.00	
08	Unallocated						0.00	
09	Recharge						0.00	
Total Direct		490,026.95	200,650.16	0.00	0.00	0.00	6,468.00	282,908.79
9H	F & A	274,415.07	112,364.03	0.00			3,622.08	158,428.96
Total		764,442.02	313,014.19	0.00	0.00	0.00	10,090.08	441,337.75

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
 - Extension of budget/project period of projections

FPM Income & Expense – Income & Non-Salary Expense

Financial Projection Module - Main Menu - Catherine Y. Rujanuruks - [Income & Non-Salary Expense]

Income & Expense Chart of Accounts Overall Reports Utilities Fiscal Year: 2018-19

Account CC Fund Project Sub Dept Code Desc Category

Notes To/From Dept Fulfilled Future Clear Search To Excel

Edit

Account CC Fund Fund End Project End Project Sub To/From Dept (Optional)

441357 LD 30649 3/31/2022 3/31/2023 07 Retro/Adj.

Category Description Amount Monthly Lump Sum Assess F&A

Other Sub 00 - Y. Tintut - 25% Salary

Begin LYM End LYM Notes

202107 202303 eg. 200506

Program PI ID Delete Add

	Dept	Account	CC	Fund	Project	Sub	Category	Description	Amount	Lump Sum	F&A
▶	1553	441357	LD	30649		07	Other	Sub 00 - Y. Tintut - 25% Salary		No	Yes
	1553	441357	LD	30649		03	Supplies - Sci	Lab Supplies (Average)		No	Yes
	1553	441357	LD	30649		08	Other	Sub 02 - O. Lu - 10% Salary		No	Yes
	1553	441357	LD	30649		06	Other	Benefits - O. Lu (53.6%)		No	Yes
	1553	441357	LD	30649		07	Other	Sub 00 - L. Demer - 7.5% Salary		No	Yes
	1553	441357	LD	30649		03	TIF	Technology Infrastructure Fee		No	Yes
	1553	441357	LD	30649		06	Other	Benefits - L. Demer (39.3%)		No	Yes
	1553	441357	LD	30649		06	Other	Benefits - Y Tintut (39.3%)		No	Yes

No. of records:8

- 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

7-11) 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/actions taken

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 (if projections are not required for analysis)
- Useful to be able to filter, calculate, sort, share, etc. within Excel

Any batch report can be run individually, as needed!

Med Sch QDB Adhoc - Version Date: 2/18/2021

QDB/FPM Custom Reports - Main Menu

FS General Ledger Custom Reports Most Recent 202201	PP Payroll Expense Distribution QDB 202201 - UCPath BW 20220219 MO 202202
<ul style="list-style-type: none">Summary of FundsSummary - By SubNon-Salary Expense Projection by Month (all fund types)Expense by MonthSummary - By Sub ObjectSales & Service SummaryDetail - ClosedDetail - OpenDetail - AllSalary Cap FlagBilling & Accounts ReceivableFinancial Reporting ApplicationTOF Zero Out Accounts/SubsDetail Adjustments <p>Link to Financial Web Reports (OFSR) Link to download RAPID Closeout Tool</p>	<ul style="list-style-type: none">UCPath Salary by MonthUCPath Salary & Benefits by MonthUCPath Salary & Percentage by MonthUCPath Employee SumUCPath Admin SalaryUCPath Payroll After Fund End DateUCPath ERS Detail Report (11/12 Academic and Non Academics)UCPath ERS Detail Report (9/12 Academics) <p>----- PPP QDB REPORTS</p> <ul style="list-style-type: none">Salary by MonthSalary & Benefits by MonthSalary & Percentage by MonthReconciliationFAU SumEmployee SumLedger Yr/MoEarned Yr/MoBrown UPAYOther UPAYsPARAdmin SalaryPayroll After Fund End Date <p>ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics) ARRA Linked Accounts by Hierarchy Code ARRA FTE Report</p>

Report ppp for: Organizational Employee

2007 Work Around Writeups DO Macros **Monthly Batch** Go to ADHOC Cancel < Back Next > Finish

What to Expect in Tomorrow's Lab

THURSDAY 3/9/23 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 7 question anonymous survey to help us improve your training experience. Thank you!