

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>

**PLEASE HAVE AN FAU READY TO FOLLOW ALONG. THIS LAB WORKS BEST WITH ACTIVE PARTICIPATION!**

Acct -

CC -

Fund

# Financial Statements FPM/QDB Lab

UCLA DEPARTMENT OF MEDICINE  
OFFICE OF RESEARCH ADMINISTRATION  
ZOOM TRAINING

# Agenda

- Available Reporting Tools
- Live Demo

# DG Inform – Will Replace QDB, ASCEND Go-Live

The screenshot shows the 'Home' page of the DG Inform system. At the top, there is a blue header with the text 'DG Inform' and two buttons: 'Favorites' (with a star icon) and 'Browse' (with a folder icon). Below the header, the word 'Home' is displayed with a folder icon. Underneath, there is a section titled 'FOLDERS (3)' containing three tiles: 'Commitment Tracking Reports', 'Financial Reports', and 'Payroll Reports'. Each tile has a folder icon and three dots to its right.

The screenshot shows the 'Financial Reports' page in the DG Inform system. The header is blue with 'DG Inform' and 'Favorites'/'Browse' buttons. The page title is 'Financial Reports' with a breadcrumb 'Home > Financial Reports'. Below this, there is a 'FOLDERS (1)' section with a 'Documentation' tile. The main section is 'PAGINATED REPORTS (12)', which contains several report tiles. Two tiles are highlighted with green boxes: 'GL Detail Closed' and 'Summary of Funds'. Other visible tiles include 'Consolidating Statement by Fund Group', 'Monthly Consolidated Statement', and 'Year Over Year Consolidated Statement by Fund Group'.

The screenshot shows the 'Payroll Reports' page in the DG Inform system. The header is blue with 'DG Inform' and 'Favorites'/'Browse' buttons. The page title is 'Payroll Reports' with a breadcrumb 'Home > Payroll Reports'. Below this, there is a 'FOLDERS (1)' section with a 'Documentation' tile. The main section is 'PAGINATED REPORTS (6)', which contains several report tiles. One tile is highlighted with a green box: 'Salary by Month'. Other visible tiles include 'Employee Sum', 'Faculty Salary Summary by DGSOM Fund Group', 'Faculty Salary Summary by Pay Component', and 'Individual Plan Faculty Report'.

# Web Reports – *Generic for Campus*

- Better for Day-to-Day at-a-glance reviews
- Some (but not all) Useful/Common Functions for DOM Fund Managers:
  - Reviewing Multiple Transaction Details (*Alternate to PAN Notices*)
    - Who Processed
    - What Explanation Included
  - Fund/FAU(s) Current Balance(s)
    - Compare with Summary By Sub QDB Report
  - Open Commitment Subsidiary Ledger
    - *If you need to ask AP to clear a faulty encumbrance*
  - Reviewing Gift Deposits Pending Distribution
    - *Gifts Recv'd Undistributed (Detail) Report*
  - Sales and Service Reporting
    - *Recommend reviewing in conjunction with QDB S&S Report*



# QDB Reports – *Customized for Medicine*

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

## QDB/FPM Custom Reports - Main Menu

<b>FS</b> General Ledger Custom Reports Most Recent 202301	<b>PP</b> Payroll Expense Distribution QDB 202301 - UCPath BW 20230218 MO 202302
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	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 and Non Academics) UCPath ERS Detail Report (9/12 Academics)
<a href="#">Link to Financial Web Reports (OFSR)</a> Link to download RAPID Closeout Tool	----- 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 Academics and Non Academics) ERS Detail report (9/12 Academics) ARRA Linked Accounts by Hierarchy Code ARRA FTE Report

Report ppp for:  Organizational  Employee

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

# QDB Reports – *Customized for Medicine*

- *Run In Jump Server If FPM Data Is Needed*

- Projections from FPM
- FAU Department Demographics
  - Fund Manager Assigned
  - Fund Title (Nickname) as assigned in FPM
  - FAU Comments

- Reports That DO NOT use FPM Data

- Detail (Closed, All, Open)
- Billing & Accounts Receivable
- Financial Reporting Application
- UCPath and PPP (EDB) Reports

# Batch Reporting: Only Available in QDB

- Batch Types, and when you need them:
  1. Run Single Report for Many FAU combinations
    - Summary of Funds Report (Balance Sheet) for whole portfolio
    - Review cost liability for specific cost type (PI asks “How much did I spend on DLAM in the past 12 months from all my funds?”)
  2. Run Multiple Reports for Single FAU combinations
    - Monthly Statement for individual FAUs
    - Need to look at information for the same FAU combination in different formats (I need to run both Detail-Closed and Employee Sum (Paid) for the same FAU)

# Batch Type 1: Single Report for multiple FAUs

## Two Ways to Run

- Template**

- Use FPM To Create Template For You (**FAU Core Fields Only**)
- Edit FPM Batch Template** to add FAU Reporting Fields (as needed)

- Manual Entry** in QDB

	A	B	C	D	E	F
	Account	CC	Fund	Fund Title	PI Name	Main PI
1	401357	YV	06627	LAUBISCH	YOUNG, STEPHEN G	
2	441056	2E	16427	Edward Carter Chair	YOUNG, STEPHEN G	
3	441357	YV	22657	FEDERAL WORK-STUDY 06/20	YOUNG, STEPHEN G	JOHNSON, RONALD W
4	441357	YV	29915	NANOSIMS R01 YR. 1 OF 4	YOUNG, STEPHEN G	YOUNG, STEPHEN G
5	441357	YV	30335	PPG 2013-2019	YOUNG, STEPHEN G	YOUNG, STEPHEN G
6	441357	YV	30802	PPG 2019-2024	YOUNG, STEPHEN G	YOUNG, STEPHEN G
7	441357	YV	31171	LPL	YOUNG, STEPHEN G	YOUNG, STEPHEN G
8	441357	YV	31373	R35	YOUNG, STEPHEN G	YOUNG, STEPHEN G
9	441357	YV	34308	Dean's Commitment 1 of 2	YOUNG, STEPHEN G	
10	441357	YV	38807	REDERIVATION - DEAN'S OFFICE SUPPORT	YOUNG, STEPHEN G	
11	441357	YV	42617	VARIOUS DONORS	YOUNG, STEPHEN G	YOUNG, STEPHEN G
12	441357	YV	43517	VARIOUS DONORS DUELL CONFERENCE	YOUNG, STEPHEN G	TILLISCH, JAN H
13	441357	YV	43517	VRS DNRS/DUELL CONFERENCE/YOUNG	YOUNG, STEPHEN G	TILLISCH, JAN H
14	781357	YV	57108	LEDUCQ.NCE	YOUNG, STEPHEN G	YOUNG, STEPHEN G
15	441357	YV	57108	LEDUCQ.NCE - Trainee Support	YOUNG, STEPHEN G	YOUNG, STEPHEN G
16	441357	YV	60058	ROYALTIES and Patient Policy Income	YOUNG, STEPHEN G	
17	401357	Y6	62165	Dean's Commitment 2 of 2	YOUNG, STEPHEN G	
18	401357	Y7	62165	DOM SUPPORT \$100K/year	YOUNG, STEPHEN G	
19	401357	Y7	62165	DOM Payback 2009	YOUNG, STEPHEN G	
20	441357	YV	62165	Dermatology Support - Fellow	YOUNG, STEPHEN G	
21	441357	YV	69970	POLICY 913	YOUNG, STEPHEN G	
22	441357	YV	80139	Leducq 19CVD04 TONTONOZ	YOUNG, STEPHEN G	TONTONOZ, PETER J

	A	B	C	D	E	F	G	H	I	J
	Account	CC	Fund	Sub	Object	Project	Source Code	Dept	Fund Title	PI Name
1	401357	YV	06627						LAUBISCH	YOUNG, STEPHEN G
2	441056	2E	16427						Edward Carter Chair	YOUNG, STEPHEN G
3	441357	YV	22657						FEDERAL WORK-STUDY 06/20	YOUNG, STEPHEN G
4	441357	YV	29915						NANOSIMS R01 YR. 1 OF 4	YOUNG, STEPHEN G
5	441357	YV	30335						PPG 2013-2019	YOUNG, STEPHEN G
6	441357	YV	30802						PPG 2019-2024	YOUNG, STEPHEN G
7	441357	YV	31171						LPL	YOUNG, STEPHEN G
8	441357	YV	31373						R35	YOUNG, STEPHEN G



# Batch Type 2: Multiple FAUs for (typically) a single FAU Template Only

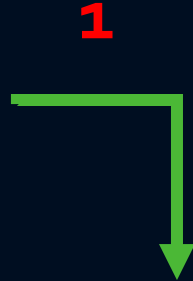
Med Sch QDB Adhoc - Version Date: 5/5/2020

**QDB/FPM Custom Reports - Main Menu**

<b>FS</b> General Ledger Custom Reports Most Recent 202006	<b>PP</b> Payroll Expense Distribution QDB 202006 - UCPATH BW 20200725 MO 202007
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 TOP Zero Out Accounts/Subs Detail Adjustments Link to Financial Web Reports (OPSR) Link to download SAPD Caseflow Tool	UCPATH Salary by Month UCPATH Salary & Benefits by Month UCPATH Salary & Percentage by Month UCPATH Employees Sum UCPATH Admin Salary UCPATH Payroll After Fund End Date UCPATH ERS Detail Report (11/12 Academic and Non Academic) UCPATH ERS Detail Report (9/12 Academic) ----- PPR QDB REPORTS Salary by Month Salary & Benefits by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger YrMo Earned YrMo Bonus UPAY Other UPAYs PAR Admin Salary Payroll After Fund End Date ERS Detail report (11/12 Academic and Non Academic) ERS Detail report (9/12 Academic) ARRA Linked Accounts by Hierarchy Code ARRA FTE Report

Report ppp for:  Organizational  Employee

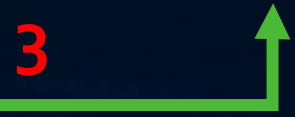
2007 Work Around Writeups Macros Monthly Batch Go to ADHOC Cancel < Back Next > Finish



General Ledger Reports		FAU										LTM				Type of Transaction						
Re	Incl	Report Name	Account	CC	Fund	Proj	Sub	Obj	Swrc	Dep	Incl	ITD	TYD	Match End Date	Match Fiscal Year	Current Year	Current Fiscal Year	Appra	Exp	Encum	Include	
		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																				

Exp. Distribution Reports		FAU										LTM				Organizational Unit							
Incl	Report Name	Account	CC	Fund	Proj	Sub	Obj	Title	DOS	Match End Date	Match Fiscal Year	Current Year	Current Fiscal Year	LTM (paid)	Period Ending (year 4)	Dept	Sub Div	Div	Org	Faculty	Health Staff	Staff	All
	Salary by Month																						
	Percentage by Month																						
	Reconciliation																						
	FAU Sum																						
	Employee Sum																						
	Ledger TrfMo																						
	Earned TrfMo																						
	Bonus UPAY																						
	Other UPAYs																						
	Customized 1																						
	UCPATH Salary & Percentage by Month																						
	UCPATH Employee Sum																						



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

Monthly Batch

General Ledger Reports LYM date to report on

Blank Template

Payroll Expense Distribution Reports Payroll date to report on

Batch Options

Create Batch

Load Monthly Batch

Set Sort/Subtotal option

Batch sheet:

Create sheets left to right  Create sheets right to left

Custom Reports Cancel Run Reports



# BREAK!

# DEMO!

- Today:
  - DOApps Jump Server: doapps.medsch.ucla.edu (*via Remote Desktop Connection*)
  - How to use FPM
  - How to run various reports
  - How to enter projections into FPM (*entering only, calculations next class*)
- Next Week: What To Review By Report *Non-Payroll*
  - If you are following along please ensure you save your work to follow along next week!
  - Includes NPEAR, TOF and Recharge Reversal Demos
  - How to calculate Non-Payroll projections

# 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!