## ACCESSING THE CDW UCPATH ODS FUNDING REPORT

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**Step 1:** Logon to the Online Financial System Reports (<u>http://fsw.ais.ucla.edu/menu/</u>) then select '*UCLA Financial Web Reports (CDW*)'

FINA	NCIAL SYSTEM REPORTS
	ICLA Floor de IWeb Deserte (CDW)
► U	JCLA Financial web Reports (CDW) Feedback
► L	JCLA Financial Web Reports
► F	Payroll Reports
▶ (	CG Reports
► F	PAC/BruinBuy Reports
► E	BAR Reports
▶ (	CASHNET Reports

Step 2: From the top menu select 'UCPath Reports,' select from the left frame 'Supplemental Reports,' and 'ODS Funding Report – Current and Future Funding'

Subject Area Administration M	y Folders UCPath Reports DACSS Online Reports Personnel and Payroll Reporting
UCPath Reporting	
Wolcome	
Welcome	InternalliserReportsPages
Systemwide Reports	
	Biweekly Accruals Report - Fringe
Supplemental Reports	Biweekly Accruals Report - Salary and Wages
	E708 Before After Report
	General Accounting Labor Ledger Summary Report
	DDS Funding Reporting - Current and Future Funding
	DDS Funding Reporting - Current Funding
	ODS Funding Reporting - No Funding Info
	Organization Default Account charges assigned to Position Departments
	Position Filled/Unfilled Status Report (Permanent Budget Only)
	Dost Authorization Notice Report

Step 3: Select the appropriate Department code and click on the 'Run Report' button.

Department	Employee
	-Select one of the following in the list-
Business Unit	* LACMP ~
Department	Select an item from this list-
Account Number	
Fund Code	

**Step 4:** Export the report by selecting the HMTL drop-down on the right top menu, followed by 'View in Excel Options' and 'View in Excel 2007 Format.'



If you are having access issues, please contact DOM\_DSA.