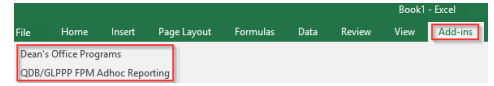


# DIVISION FUND CLEAN UP

Revised October 6, 2023

## HOW TO PULL UP REPORT

1. Log into Financial Reporting Application found within the Excel Add-in tool QDB/FPM of the Dean's Office Programs in the EDA Jump Server.
2. Go into Summary of Account/Fund Balances report.
3. Under "Report By," enter Department Code.
4. All other options, leave as default.



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

<p><b>FS</b> General Ledger Custom Reports Most Recent 202308</p> <ul style="list-style-type: none"> <li>Summary of Funds</li> <li>Summary - By Sub</li> <li>Non-Salary Expense Projection by Month (all fund types)</li> <li>Expense by Month</li> <li>Summary - By Sub Object</li> <li>Sales &amp; Service Summary</li> <li>Detail - Closed</li> <li>Detail - Open</li> <li>Detail - All</li> <li>Salary Cap Flag</li> <li>Billing &amp; Accounts Receivable</li> <li><b>Financial Reporting Application</b></li> <li>TOF Zero Out Accounts/Subs</li> <li>Detail Adjustments</li> <li>Link to Financial Web Reports (OFSR)</li> <li>Link to download RAPID Closeout Tool</li> </ul>	<p><b>PP</b> Payroll Expense Distribution QDB 202308 - UCPath BW 20230930 MO 202309</p> <ul style="list-style-type: none"> <li>UCPath Salary by Month</li> <li>UCPath Salary &amp; Benefits by Month</li> <li>UCPath Salary &amp; Percentage by Month</li> <li>UCPath Employee Sum</li> <li>UCPath Admin Salary</li> <li>UCPath Payroll After Fund End Date</li> <li>UCPath ERS Detail Report (11/12 Academic and Non Academics)</li> <li>UCPath ERS Detail Report (9/12 Academics)</li> <li>----- PPP QDB REPORTS</li> <li>Salary by Month</li> <li>Salary &amp; Benefits by Month</li> <li>Salary &amp; Percentage by Month</li> <li>Reconciliation</li> <li>FAU Sum</li> <li>Employee Sum</li> <li>Ledger Yr/Mo</li> <li>Earned Yr/Mo</li> <li>Brown UPAY</li> <li>Other UPAYs</li> <li>PAR</li> <li>Admin Salary</li> <li>Payroll After Fund End Date</li> <li>ERS Detail report (11/12 Academics and Non Academics)</li> <li>ERS Detail report (9/12 Academics)</li> <li>ARRA Linked Accounts by Hierarchy Code</li> <li>ARRA FTE Report</li> </ul>
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Report ppp for:  Organizational  Employee

**Reports**

- Fund Run
- Summary of Account/Fund Balances**
- Fund Overdraft

Summary of Account/Fund Balances

**Most Recent Closed Ledger**

August, 2023

**Report As Of**

Month: August

FYE:

Year: 2023

**Report By**

Dept

Sub Div

Sub Div by Fund Group

1553

YTD  ITD

**Historical/Current Data**

Current Data

Historical Data

**9H**

Include 9H

Exclude 9H

**Overdraft:**

All Transactions

Overdraft

**CSER**

Include CSER

Exclude CSER

## WHAT TO LOOK FOR & POSSIBLE ACTIONS TO TAKE

### 1. C&G - Clinical Trials, Federal, NIH, Private, State

<u>LOOK FOR</u>	<u>POSSIBLE ACTIONS TO TAKE</u>
Expired End Date (with funds remaining)	Ensure correct end date is reflected in Award Snapshots &/or OASIS
	Request time extension via <a href="#">OCGA</a> , if appropriate
	Submit close out packet to <a href="#">EFM</a>
	- return funds to Agency - request carry over of funds
	Transfer remaining balance to home department

	Submit close out packet to <a href="#">EFM</a> & request funds be transferred to Policy 913 (Fund 69970)
Zero Balance	Submit close out packet to <a href="#">EFM</a>
	Ensure all subs on general ledgers are \$0, if not process TOF
Minimal Balance (<\$200)	Send/Follow up on invoice (CT)
	See if there are other accounts or cost centers balances that can be combined

## 2. Endowments

<u>LOOK FOR</u>	<u>POSSIBLE ACTIONS TO TAKE</u>
Minimal Balance (<\$200)	Draw down additional funds from UCLA Foundation via <a href="#">MTF</a>
	See if there are other accounts or cost centers balances that can be combined
	Spend out (PO or Npear) & contact appropriate FM in <a href="#">General Accounting</a> (GA) to close out & <a href="#">Y/N fund</a>
Zero Balance	Draw down additional funds from UCLA Foundation via <a href="#">MTF</a>
	Ensure all subs on general ledgers are \$0, if not process TOF
	Contact appropriate FM in <a href="#">General Accounting</a> to close out
	Check previous FY June Final ledgers – if \$0 last year, f/u with GA. If this is 1 <sup>st</sup> year fund balance is \$0, may automatically “fall off” list after this FY June Final. Ask GA to <a href="#">Y/N fund</a> .

## 3. Gifts

<u>LOOK FOR</u>	<u>POSSIBLE ACTIONS TO TAKE</u>
Minimal Balance (<\$200)	See if there are other accounts or cost centers balances that can be combined
	Spend out (PO or Npear) & contact appropriate FM in <a href="#">General Accounting</a> (GA) to close out
Zero Balance	Ensure all subs on general ledgers are \$0, if not process TOF
	Contact appropriate FM in <a href="#">General Accounting</a> to close out
	Check previous FY June Final ledgers – if \$0 last year, f/u with GA. If this is 1 <sup>st</sup> year fund balance is \$0, may automatically “fall off” list after this FY June Final. Ask GA to <a href="#">Y/N fund</a> .

## 4. Indirect Cost Recovery\*, Sales & Service, State Appropriations

<u>LOOK FOR</u>	<u>POSSIBLE ACTIONS TO TAKE</u>
Minimal Balance (<\$200)	See if there are other accounts or cost centers balances that can be combined
	Spend out (PO or Npear) & contact appropriate FM in <a href="#">General Accounting</a> (GA) to close out
Zero Balance	Ensure all subs on general ledgers are \$0, if not process TOF
	Contact appropriate FM in <a href="#">General Accounting</a> to close out
	Check previous FY June Final ledgers – if \$0 last year, f/u with GA. If this is 1 <sup>st</sup> year fund balance is \$0, may automatically “fall off” list after this FY June Final. Ask GA to <a href="#">Y/N fund</a> .
	Find out if S&S will continue. If so, leave as is. If not, work on the close out process with Tsegaye Teshome.

\*Division should always have one IDC Recovery FAU open. If more than one is open, can consolidate all but keep one open.

\*\*\*Should be looking for/dealing with [Overdraft](#) in all categories on a *monthly* basis.\*\*\*