

COURSES RECOMMENDED FOR FUND MANAGERS

Revised April 27, 2022

Fund Manager Name: _____ Title: _____

Division: _____ MSO: _____

RECOMMENDED COURSES: *Register for classes here: <http://lms.ucla.edu> unless otherwise stated. *web based*

Accounting

[UCLA Accounting*](#) Date(s): N/A Cost: N/A

Research Administration – Pre-Award

[OCGA Monthly Training Calendar](#) Date(s): _____ Cost: N/A

[S2S Grants System Basics*](#) Date(s): N/A Cost: N/A

Research Administration – Post-Award

Post-Award Administration Date(s): _____ Cost: _____

Effort Reporting – both lecture & lab Date(s): _____ Cost: _____

RAPID Closeout Tool Date(s): _____ Cost: _____

[Post-Award Management System \(PAMS\)*](#) Date(s): N/A Cost: N/A

[DG Inform*](#) Date(s): N/A Cost: N/A

Payroll – UCPath

[General Ledger Required 9 Courses*](#) Date(s): N/A Cost: N/A

- 1) Introduction to UCLA UCPath
- 2) PeopleSoft Overview
- 3) Basics & Navigation
- 4) Approval Workflow Engine (AWE) Overview & Approvals
- 5) Position Control
- 6) Funding Entry and Updates
- 7) Funding Entry Inquiry
- 8) Direct Retro Inquiry
- 9) Budget Distribution

Purchasing

[Introduction to BruinBuy*](#) Date(s): N/A Cost: N/A

[BruinBuy Basic Training*](#) Date(s): N/A Cost: N/A

[BruinBuy Advanced Training*](#) Date(s): N/A Cost: N/A

DOM Office of Research Administration Weekly Fund Manager Training

[See complete course syllabus, schedule & DOM registration form](#) Cost: _____

TOTAL COST: _____ Recharge FAU: _____

Supervisor Approval: _____ Date: _____

ACCOUNTING

UCLA Accounting

This course is designed for new and existing employees who have responsibility for initiating various accounting transactions and for reviewing and reconciling financial system ledgers. Supervisors who have recently assumed responsibilities requiring knowledge about the University's accounting system are encouraged to attend. The class introduces the procedures for performing various accounting and bookkeeping functions, such as transferring funds, ordering and paying for goods and services, and reviewing and reconciling ledgers. Where possible, existing automated systems which can assist the department will be discussed and demonstrated. In addition, staff who wish to have a better understanding of the Full Accounting Unit will benefit from an in-depth discussion of this topic.

The course will cover:

- Purpose and uses of the UCLA Full Accounting Unit
- Basic structure of the Financial System and related systems
- Overview of on-line (mainframe computer) systems which can be used to initiate transactions and inquire on the Financial System
- Understanding and reconciling the general ledger
- Fiscal closing responsibilities
- Discussion of policies

Without exception, students must complete the outlined requirements and earn at least 90% in the course to be eligible for the Certificate of Completion.

Enroll via: <https://www.finance.ucla.edu/e-learning/ucla-accounting>

RESEARCH ADMINISTRATION Post-Award

Post-Award Administration

This two half-day courses will review the sponsored project fund set up process and common post-award financial reporting and compliance requirements that are essential for research administrators to understand in successfully managing sponsored project funds.

The first course is designed for newer research administrators, reviewing key components of the award snapshot and how each information affects the financial management of sponsored project funds. Participants will be introduced to the general ledger to learn how to read expenses, revenues, and account receivables. It will also review key regulations and UCLA policy 910 to define the roles and responsibilities of various parties included in managing sponsored project funds.

The second session is designed to cover more advanced topics. Participants for the second session are expected to have a thorough understanding of all topics covered in the first session. It will interpret UCLA policy 910 in every day fund management practices in more detail. The second session will also include interpretation of complex financial reporting requirements and understanding of corresponding financial activities in the general ledger.

Session 1 (half-day): Key learning objectives:

- UCLA sponsored project funds
- Understanding key elements of the Award Snapshot

- Invoicing, financial reporting, and cash collection
- Understanding general ledger
- Revenue and accounts receivable
- MCA
- Policies and guidelines
- Monthly reconciliation
- Cost transfers

Session 2 (half-day): Key learning objectives:

- Understanding complex financial terms and conditions
 - e.g. Multiple payment basis, Carryforward vs. Offset, Policy 913, program income, STIP
- Interpreting complex financial terms and conditions in the general ledger
 - Single Fund Number (SFN) vs. Multiple Fund Number One Award (MFNOA) and appropriations
- Effort Reporting
- Financial closeout of sponsored project funds
- Financial and compliance risk and audit cases
- Record retention

Duration: Two 3.5 hour sessions – 8:30 am – 12:00 pm

Documentation: <https://efm.research.ucla.edu/wp-content/uploads/post-award-administration.pdf>

Effort Reporting

This two-day course provides a comprehensive overview of the federal requirement for effort certification, review of the UCLA policy and methodology used to certify effort, define and compare differences between effort, salary and cost sharing. Additionally, you will learn the functionality of the Effort Reporting System (ERS), and gain an understanding on the processes and procedures surrounding effort report certification on federal and federal flow-through awards.

Participants are encouraged to come prepared for hands-on experience and:

- Learn how to navigate the Effort Reporting System (ERS)
- Learn how to use the search tools,
- Understand how to fix exception statuses,
- Document cost share
- Learn UCLA's method of best practices

This will ensure effort reports are certified accurately and on-time.

Day 1: Key learning objectives:

- **Effort Reporting Regulations** - Why is reporting effort important?
- **The Effort Report** - What is the effort reporting system?
- **Effort Report Statuses in ERS** - Definitions and required actions
- **Effort Reports with Cost Share** - How to report cost sharing in ERS

Day 2: Key learning objectives:

- **Computer Lab:** Participants must have a UCLA Logon

- **Creating Searches** - How to customize searches for Reviewers and Certifiers
- **Case Study** – How to navigate ERS and resolve issues
- **Best Practices** - How to prepare an effort report for certification

Duration: Two 3.5 hour sessions – times vary

RAPID Closeout Tool

The RAPID Closeout Tool course will teach users how to effectively use the closeout tool to help manage and close out awards. The course will provide a detailed overview of the tool and discuss the following topics:

- How to access the Closeout Tool
- How to navigate through the Closeout Tool
- Closeout Tool Checklist
- Closeout Tool Worksheets
- Submission Process
- EFM Closeout Review Process

Duration: 3.5 Hours for 1 Day – 8:30 am – 12:00 pm

Documentation: <https://efm.research.ucla.edu/wp-content/uploads/rapid-tool-manual.pdf>

PURCHASING

Introduction to BruinBuy

Introduction to BruinBuy is the prerequisite course for BruinBuy Preparer training course. Intended for new BruinBuy users responsible for creating purchase orders and/or approving requisitions in BruinBuy, this introductory course will guide users through the process of a purchasing transaction, setting up an individual profile and establishing default values for time-saving order workflow.

Through detailed screencast videos of various BruinBuy screens, trainees will learn:

- how to setup and manage the Profile/Ship To, Default Values and Favorite FAUs pages
- the individual roles and responsibilities of a Departmental Buyer
- the life cycle of a Purchase Order (PO) in BruinBuy
- where to find resources on the UCLA Purchasing website
- how to navigate the BruinBuy home page
- how to access valuable how-to documents and tutorials for using BruinBuy

BruinBuy Basic Training

This continuation course is intended for BruinBuy users responsible for creating purchase orders and requisitions in BruinBuy.

BruinBuy Basic Training will guide trainees through various ordering processes and demonstrate how to create purchase orders.

This course will cover:

- Review of Departmental Buyer responsibilities
 - [Purchasing Policies](#) – UCLA Policy 740 & 741
 - BruinBuy application integration with UCLA's financial system applications
 - Common terms related to the BruinBuy application
 - An overview of purchasing categories and Classes of Orders
 - Creating hosted catalog orders, supplier site orders, and non-catalog purchase orders
 - Modification and cancellation of existing purchase orders
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BruinBuy Advanced Training

This course is intended for BruinBuy users responsible for creating purchase orders and requisitions in BruinBuy. This course is the third and final BruinBuy online training course. BruinBuy Advance Training will guide trainees through various special ordering processes and demonstrate how to create special purchase orders and requisitions.

This course will cover the following topics and more:

- Employee reimbursements
- Different types of requisitions
- T-class orders for travel and entertainment related transactions
- H & I Invoice Status Report to resolve invoice issues
- Electronic invoicing and payment methods
- Vendor setup and EFT setup requests
- Wire transfer requests
- UCLA Procurement Card and more