

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>

# Post-Award Tools

UCLA DEPARTMENT OF MEDICINE  
OFFICE OF RESEARCH ADMINISTRATION  
ZOOM TRAINING

# Ascend 2.0 Disclaimer (& Commercial 😊)

- Ascend 2.0 is well underway!
  - "...is an ambitious, multi-year initiative to re-imagine the landscape of UCLA's financial systems"
  - "UCLA has experienced remarkable growth since the development of the current financial systems four decades ago. Adopting modern, scalable, cloud-based systems will empower UCLA's continued growth and the financial operations needed to support it."
- Ascend will affect all areas of research administration!
  - Chart of Accounts (aka COA, currently called FAU)
    - Finance
    - Procurement
    - Contract & Grant Administration
    - Payroll....

*Go live:*

*COA*

*June 2023*

*BruinBuy Plus*

*October 2023*

*Bruin Finance*

*December 2024!*

# Types of Logins – Access Matrix

## LOGIN

- QDB
- AIS
- Medicine Administration
  - aka: AD login
- UCLA Logon

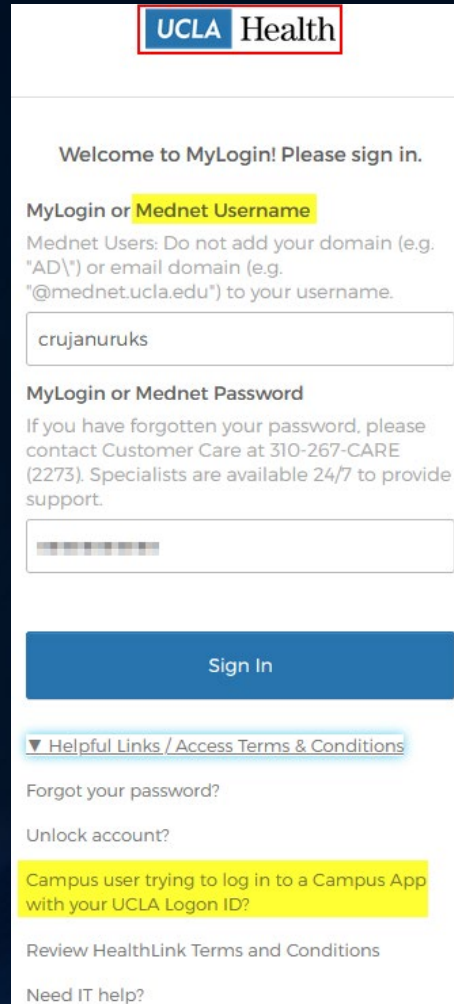
## SAMPLE FORMAT

- MECYR: 1<sup>st</sup> 2 digits = Dept. ME for Medicine. Last 3 digits = initials.
- MECYR: Same as QDB. But password may be different!
- Crujanuruks: email address before “@mednet”. Often first initial + last (or 1<sup>st</sup> & last) name.
- Created by you. Now requires DUO as secondary authentication



# Login Screens

## MEDNET/AD LOGIN



UCLA Health

Welcome to MyLogin! Please sign in.

**MyLogin or Mednet Username**  
Mednet Users: Do not add your domain (e.g. "AD\") or email domain (e.g. "@mednet.ucla.edu") to your username.

**MyLogin or Mednet Password**  
If you have forgotten your password, please contact Customer Care at 310-267-CARE (2273). Specialists are available 24/7 to provide support.

[Sign In](#)

[Helpful Links / Access Terms & Conditions](#)

[Forgot your password?](#)

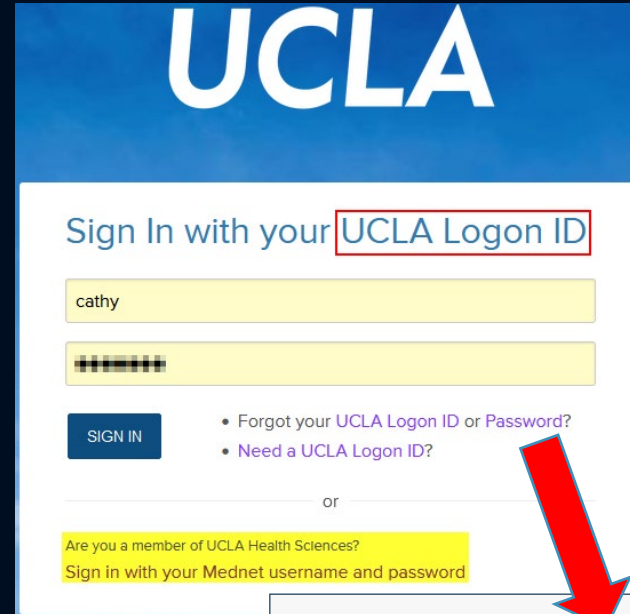
[Unlock account?](#)

[Campus user trying to log in to a Campus App with your UCLA Logon ID?](#)

[Review HealthLink Terms and Conditions](#)

[Need IT help?](#)

## UCLA LOGIN



UCLA

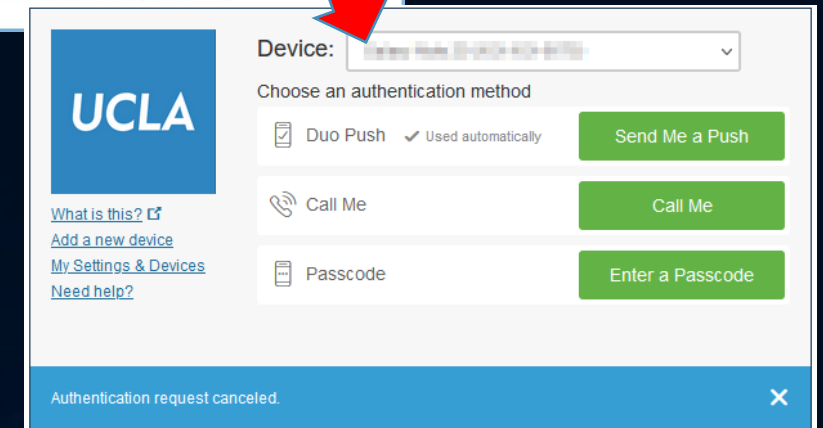
Sign In with your **UCLA Logon ID**

[SIGN IN](#)

- Forgot your **UCLA Logon ID** or **Password**?
- **Need a UCLA Logon ID?**

or

Are you a member of UCLA Health Sciences?  
[Sign in with your Mednet username and password](#)



UCLA

Device:

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push	✓ Used automatically	<a href="#">Send Me a Push</a>
<input type="checkbox"/> Call Me		<a href="#">Call Me</a>
<input type="checkbox"/> Passcode		<a href="#">Enter a Passcode</a>

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Authentication request canceled. ✕

Keep in mind some applications allow either type of logins but some applications require a specific type of login, i.e. NIH eRA Commons requires UCLA login.

Make sure you're entering the appropriate username and/or password for the login you're using!

# Tools Covered Today

## IN DEPTH

- Financial Web Report
- OASIS^
- Online Resource Center (Portal)
- PI Portal

\*to be covered in depth in future classes  
^non-web-based tool. All other are web based.



## INTRODUCTION

- Post-Award Management System\*
- DocumentDirect
- BruinBuy
- UCPath\*
- Effort Reporting System\*
- DGSOM Specific Tools
  - FPM/QDB\*^
  - Financial Reporting Application (FRA)^
  - DG Inform
  - OnCore\*



Taking a deep dive...



# Name of Tool

Icon/Shortcut visual of tool, if available

- **Access:** Type of User Name/Password | Grantor of Access\* | Access Form required
  - **AKA** (also known as): Other names you might hear tool called
  - **How** do I access it?
    - Link to website or other means of getting to tool
  - **What** do I use it for?
    - Various uses for the tool
  - Following slide is a screenshot of the tool
- \* DSA = Departmental Security Administrator

# UCLA Financial Web Reports

ONLINE FINANCIAL SYSTEM REPORTS (OFSR): FINANCIAL REPORTS, INQUIRIES  
& KEY ENTRY TRANSACTIONS





# UCLA Financial Web Reports

UCLA BUSINESS SYSTEMS

- Access: UCLA login and password | DSA | AIS Form (for DOM)
- AKA: campus Query Data Base (QDB) or OFSR
- How do I access it?
  - [Business & Finance Solutions' Home Page](#) or direct [link](#)
- [What do I use it for?](#)
  - [Reports/Inquiries](#): Fund Balances, Account Summary, Detail General Ledger, Recharge Activity & ID, Open Commitment, Consolidated Gift Fund, Table of Funds, Table of Accounts, Sub-Object Code Listing, Consolidated Gift Fund Management...
  - [Actions](#): [Npear](#), [TOFs](#), [Recharges](#), Create new UCPath Project Codes
  - Post Authorization Notification (PANs) & Web DocumentDirect

# UCLA Financial Web Reports

**UCLA BUSINESS SYSTEMS**

General Accounting | Logout  
You are logged in as C. Y. RUJANURUKS

**FINANCIAL SYSTEM REPORTS**

- ▶ UCLA Financial Web Reports (CDW) *Feedback*
- ▶ UCLA Financial Web Reports
- ▶ Payroll Reports
- ▶ CG Reports
- ▶ PAC/BruinBuy Reports
- ▶ BAR Reports
- ▶ CASHNET Reports

**FINANCIAL SYSTEM KEY ENTRY**

- ▶ Non-Payroll Expenditure Adjustment
- ▶ Transfer of Funds
- ▶ Interdepartmental Recharge
- ▶ Recharge Order Request

**APPLICATIONS**

- ▶ Consolidated Gift Fund Management
- ▶ Web DocumentDirect
- ▶ PAN - Post Authorization Notification
- ▶ CASHNET - Processing Cash Receipts
- ▶ CASHNET - Services Application

**MENU** | **HELP** | **QUESTIONS** | **SUGGESTIONS**

**UCLA**

**Financial Systems**

- Summary
- Detail
- Tables

**Payroll**

**CG Reports**

**PAC / BruinBuy**

**DACSS**

**FINANCIAL SYSTEMS NEWS AND INFORMATION**

- Financial Systems Report Descriptions
- A new feature - follow our changes to the system
- New Excel Download Instructions

- ▶ **Fund Balances**  
By Dept *NEW*, Fund, PI, User
- ▶ **Account Summary**  
By Dept, Account, User
- ▶ **Sub-Object Summary**  
By Account/CC/Fund
- ▶ **Budget to Actual**  
By Department, PI
- ▶ **Expenditures by Fund Source**  
By Org / Div / Dept

- ▶ **Custom Balances**  
By Department
- ▶ **Budget Summary**  
By Org / Div / Dept
- ▶ **Overdraft Reports by Fund**  
By Fund, Budget to Actual
- ▶ **Overdraft Reports by Account/Fund**  
By Acct-CC/Fund, Fund Source *NEW*
- ▶ **Sales and Services Statements**  
By Org, Major Grp, Campus *NEW*
- ▶ **Accounts Receivable Report**  
By Department

# Layout & Navigation for Financial System Reports

- Data Range: Fiscal Year (unrestricted) & Inception to Date (C&G)
- Choose Period: default is current ledger
- Output: can download to Excel
- Drill down by clicking blue hyperlinks
- [EFM Resource Slide Deck](#)

Fund Summary

As of February 28, 2022

Location : 4  
Fund: 31569 NIH R01HL152176 DEB 11/24 56%  
Department : 1553 MEDICINE-CARDIOLOGY

Account/CC	Sub	Curr Month Financial	Fiscal Year		Inception to Date		Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
			Appropriation	Financial	Appropriation	Financial				
119850 FUND BALANCES UNEXPENDED-SPECIFIC FUNDS										
	16	(4,736.99)	(44,884.19)	(25,219.82)	(85,095.00)	(65,430.63)		(19,664.37)		(19,664.37)
119850		(4,736.99)	(44,884.19)	(25,219.82)	(85,095.00)	(65,430.63)	0.00	(19,664.37)	0.00	(19,664.37)
229000 FEDERAL PHS GRANTS										
	20	40,022.87	1,088,447.88	362,589.30	1,329,037.00	603,178.42		725,858.58		725,858.58
229000		40,022.87	1,088,447.88	362,589.30	1,329,037.00	603,178.42	0.00	725,858.58	0.00	725,858.58
441357/AD MED-CARDIOLOGY-FAC RES & SUP/DEB										
	00	686.57	218,112.45	54,631.66	273,584.00	110,103.21		163,480.79		163,480.79
	02	31.64	24,717.02	5,012.59	27,167.00	7,462.57		19,704.43		19,704.43
	03	11,427.45	99,538.36	75,083.40	141,622.00	117,167.04	12,103.61	12,351.35		12,351.35
	04			1,355.84		1,355.84		(1,355.84)		(1,355.84)
	05		5,400.00		5,400.00			5,400.00		5,400.00
	06	83.74	75,452.70	20,172.61	89,605.00	34,324.91		55,280.09		55,280.09
	08		132,634.00		132,634.00			132,634.00		132,634.00
	9H	6,848.44	258,841.85	86,744.25	322,770.00	150,672.40		172,097.60		172,097.60
441357/AD		19,077.84	814,696.38	243,000.35	992,782.00	421,085.97	12,103.61	559,592.42	0.00	559,592.42
441357/JL MED-CARDIO-FAC RES & SUP/LUSIS										
	00	3,343.97	58,219.01	26,512.05	69,348.00	37,641.04		31,706.96		31,706.96
	03		71,590.20	36,542.96	71,650.00	36,602.76		35,047.24		35,047.24
	06	927.33	16,900.63	7,345.13	20,002.00	10,446.50		9,555.50		9,555.50
	9H	2,391.93	82,157.47	39,424.08	90,160.00	47,426.61		42,733.39		42,733.39
441357/JL		6,663.23	228,867.31	109,824.22	251,160.00	132,116.91	0.00	119,043.09	0.00	119,043.09
Fund Balance		(4,736.99)	(44,884.19)	(25,219.82)	(85,095.00)	(65,430.63)	0.00	(19,664.37)	0.00	(19,664.37)
Revenue		40,022.87	1,088,447.88	362,589.30	1,329,037.00	603,178.42	0.00	725,858.58	0.00	725,858.58
Expenditure		25,741.07	1,043,563.69	352,824.57	1,243,942.00	553,202.88	12,103.61	678,635.51	0.00	678,635.51
TOTAL		9,544.81	0.00	(15,455.09)	0.00	(15,455.09)	12,103.61	(27,558.70)	0.00	(27,558.70)

ADMINISTRATIVE INFORMATION SYSTEMS

FSWS01B  
3/1/2022 5:52:10 PM

Location4AccountCCFund31569

PeriodFebruary2022Get Report

OutputWeb ReportNEW



## SUMMARY REPORTS

- Fund Balances\*
- Sub-Object Summary\*
- Accounts Receivable (A/R)\*

## USE/PURPOSE

- List of linked account/cost centers, fund titles, & balances
- Summary of selected FAU detailed by sub & object codes
- List of outstanding contract & grant A/R balances

\*Ability to drill down into further detail without having to exit report!  
Except for purchase order (PO #s)

## DETAIL REPORTS

- Detail General Ledger\*
- Recharge Activity Ledger\*
- Open Commitment Subsidiary Ledger\*
- Gift Received Undistributed (GRU) – class # 22

## USE/PURPOSE

- All transactions posted to the FAU over set accounting period, sorted by sub/object codes
- List of only recharge transactions posted
- Transaction detail that support open encumbrances and/or memo lien balance for FAU, i.e. expenses that have not yet hit the closed ledger. POs will appear on report until balance is \$0.
- Transaction information & balances for dept's portion of the Chancellor's undistributed gift fund

## TABLES REPORTS

- Table of Accounts
- Table of Funds\*
- PI Listing
- Recharge ID by Department
- GAEL & Suspense Redirect FAU  
– classes # 7-10

## USE/PURPOSE

- List of all linked account/cost centers, cost center assignments, and acct/cc titles assigned to dept
- List of active fund #s assigned to dept
- List PI's status & UCLA 9 digit ID #
- List of recharge IDs assigned to FAUs within dept, fund title, overhead base & rate
- UCPath redirect FAU information



# Financial System Key Entry

- Key Entry Systems allow for us to **make changes** to financial data
  - Non-Payroll Expenditure Adjustment (NPEAR) – update any part of the FAU
  - Transfer of Funds (TOF) – transfer funds between accounts/cc NOT between funds
  - Recharge System – process internal recharges (UCLA vendor & customer) from a pre-set up sales & service, i.e. UCLA Biology Storeroom charges UCLA PI for supplies purchased from oncampus storehouse.
    - Requires special one-time training and recharge access form to obtain access

# Applications

- Applications mostly allow for us to **view details** of financial data
  - **Consolidate Gift Fund Management** (class # 22) – mainly useful to look up Foundation gift fund information
  - **Web DocumentDirect** – retrieve University official ledgers
  - **PAN – Post Authorization Notification** – review financial detail for non-payroll transaction processed, i.e. Purchase Order details, TOF, Npears, etc.

# UCPath

- UCPath allows us to view UCPath default information such as
  - Project codes already set up & available for use
    - We can also request new project codes to be set up! It takes 1 business day turnaround
  - General Liability (GAEL) & Suspense redirect (classes # 7-9) – where these unallowable/defect expenses are being charged.



# OASIS

## FINANCIAL DATA LOOKUP

# OASIS



- Access: AIS login and password | DSA | AIS Form (DOM)
- How do I access it?
  - Connection Central or OASIS icon on Desktop. If you don't see either there, call IT to install
- What do I use it for?
  - *Only way* to look up some fund/FAU financial information.

# OASIS

- **FSoo** – Financial systems
  - Used mostly by Central Offices (Accounting, EFM, etc.) for ACTION
  - Used by Departments to VIEW/BROWSE
    - Status of fund # or FAUs – i.e. closed, open, etc
    - Look up recharge IDs, F&A rate, account title, managing investigator, etc
    - Tables: AC, AF, FN, RC
- **APoo** – Purchasing and Accounts
  - Replaced by BruinBuy
- **PPP** – Personnel/Payroll System
  - Replaced by UCPath



# OASIS

UCLA-AIS  
AISMENU

OASIS MENU

02/14/17  
07:32:12

Use cursor to select application OR type Transaction ID: \_\_\_\_\_

Student Information Systems	(SIS )
Financial Systems	(FS00)
Purchasing and Accounts Payable System	(AP00)
Personnel/Payroll System	(PPP )
Events System	(EVM )
UCLA ID System	(UIDS)
DACSS/ASAP Distributed Access Systems	(DA01)
Report Distribution System	(RDS )
Staffing List System	(SLS )

# Navigation

- FSoo > Selection: 1. Table Maintenance | Location: 4 (UCLA) > Action: B (browse) | Table: AC, AF, FN | Request: Enter parameters  
\*\*\*FSoo = FS zero zero
- AC – Account/CC
  - Provides information RE: managing PI (owner of acct/cc), check if account/cc are linked
- AF – Account/CC-Fund
  - Provides information RE: if FAU is open/closed, recharge ID assigned, F&A rate & base, FAU title
- FN – Fund
  - Provides information RE: if fund is open/closed, Sponsor, home PI, project period, fund type, PATS #, etc.

# ORA Online Resource Center

(ORA PORTAL) – PROPOSAL & AWARD DATA INQUIRIES

# ORA Online Resource Center (ORA Portal)



- Access: UCLA login and password | [portal@research.ucla.edu](mailto:portal@research.ucla.edu) | see "Get Help" in upper right hand corner - \*[add'l access form](#)
- How do I access it?
  - Via Web: <http://portal.research.ucla.edu>
- What do I use it for?
  - **General Statistics:** Awards, Proposals, IRB & ARC stats, [Dept Dashboard](#)
  - **Pre-Award:** [Investigator Directory Search](#), [NIH/NSF Other Support & PI Portfolio Tools\\*](#), [Cayuse](#),
  - **Post-Award:** [Award Status & Snapshots](#) (class #2), Access to: [PAMS](#), [ERS](#), [Smart Closeout Tool](#) (aka COP)
  - **Compliance:** [PHS Conflict of Interest Status & CITI Training](#), [IRB Protocol Status](#), [Salary Cap Report](#), [ERS Status](#)
  - Links to other UCLA C&G related forms and information



# ORA Online Resource Center (ORA Portal)

[UCLA Home](#) | [UCLA Research](#) | [Subscribe to ORA News](#) | [Get Help](#)

**UCLA**  
Research Administration

10010

**ORA Online Resource Center**

**General Statistics** | **Pre-Award** | **Post-Award** | **Compliance**

**REPORTS**

- Award Data Reports**
  - Current Year Award Stats by Dept, PI
  - Prior Year Data Download by Dept
  - Advanced Search & Snapshot Report
- Proposal Data Reports**
  - Current Year Proposal Stats by Dept, PI
  - Prior Year Proposal Data Download by Dept
  - Advanced Search Tool
- Awarded Dollars for Last 12 Months**
- IRB Statistics**
  - [Approval Counts](#) | [Review Cycle Times](#) | [Award Dollars](#)
- ARC Statistics**
  - [Approval Counts](#) | [Review Cycle Times](#) | [Award Dollars](#)
- IRB and ARC Approval Counts**
  - 2,308 IRB Approvals FY 2022-2023**
  - 487 ARC Approvals FY 2022-2023**

**ORA RESEARCH PROPOSAL & AWARD REPORT**

- Fiscal Year 2017-2018
- Prior Year Annual Reports

**LATEST STATISTICS**

- Current FY Awarded-to-Date Dollars and Counts**  
**\$975,990,599 (4,356)** FY 2022-2023
- Current FY Requested-to-Date Dollars and Counts**  
**\$2,708,402,843 (3,519)** FY 2022-2023
- Awarded Dollars and Transaction Counts**
  - \$1,722,568,065 (7,258)** FY 2021-2022
  - \$1,607,202,701 (7,190)** FY 2020-2021
  - \$1,426,986,822 (6,730)** FY 2019-2020
- Requested Dollars and Transaction Counts**
  - \$4,737,158,337 (6,173)** FY 2021-2022
  - \$5,142,122,294 (6,334)** FY 2020-2021
  - \$4,261,328,286 (5,900)** FY 2019-2020
- Sponsored Project Expenditures**
  - \$1,361,117,092** FY 2021-2022
  - \$1,213,641,508** FY 2020-2021
  - \$1,104,185,397** FY 2019-2020

**DASHBOARDS**

- Department Dashboard

## PRE-AWARD TAB TOOLS

- Investigator Directory Search
- Other Support Tool/PI Portfolio
- Cayuse

## USE/PURPOSE

- Distinguish between those authorized to be PI or require exception; gives title & home dept
- Help create NIH/NSF OS – list of current/pending support data
- System-to-system (S2S) web-based tool for preparing, validating & submitting proposals via grants.gov for Sponsors such as NIH, NSF, AHRQ, CDC, NASA, DOD/CDMRP

## POST-AWARD TAB TOOLS

- Award Status & Snapshot Report
- PAMS (class #12)
- Effort Reporting System (ERS) (class #17)

## USE/PURPOSE

- Provide C&G award data, past & current, access to Award Snapshots
- Web portal to upload closeout packets, access submitted deliverables, assist in managing closeout/deliverable workload – upcoming, due, and overdue
- Web system to assist in the creation, tracking and certification of effort reports required for Federal C&G

## COMPLIANCE TAB TOOLS

- PHS COI Certification Report
- IRB Protocol Status Report
- ERS Certification Status Report
- CITI Training Lookup Tool

## USE/PURPOSE

- Track conflict of interest (COI) required by Public Health Service (PHS), i.e. NIH. Dates required for EPASS (page 3).
- Report that allows FMs to view the status & grant coverage of IRB approvals for human subject research studies
- Report to assist with monitoring ERS compliance by listing open reports
- Tool to assist with monitoring CITI required research training compliance



# PI Portal

PI SPECIFIC TOOL TO SELF-MANAGE RESEARCH ADMINISTRATION

- Access: UCLA login and password | PI MUST grant access to the Fund Manager (via the Settings menu)
- How do I access it?
  - Via Web: <https://piportal.research.ucla.edu/piportal/>
- What do I use it for?
  - View what the PI sees
    - Generally the FM will use FPM/QDB, or other tools, instead of PI Portal
  - View Burn Rate for expenditures vs. time lapsed
  - View linked account balances, expenditures & payroll details
  - PI Portfolio Report\*: current, expired, pending & not funded awards
  - Other Support templates\*

\*now available to FM in ORA Portal,  
if access is granted by Dept Chair

# PI Portal

PI Portal

UCLA  
Research Administration

Home

My Pending Proposals

My Funds

My Agreements

My Personnel

My Deliverables

My Protocols

My PHS Disclosures

My Inventions

Search PI

	PI Name	Home Dept. Code	Home Dept. Title
<a href="#">View</a>	Alan M Fogelman	1565	MEDICINE-DEPT ADMINISTRATION
<a href="#">View</a>	Arjun Deb	1553	MEDICINE-CARDIOLOGY
<a href="#">View</a>	Holly R Middlekauff	1553	MEDICINE-CARDIOLOGY
<a href="#">View</a>	Jesus A Araujo		
<a href="#">View</a>	Linda L Demer		
<a href="#">View</a>	Tamer I Sallam		
<a href="#">View</a>	Thomas James Coates		
<a href="#">View</a>	Yin Tintut		

PI Portal

UCLA  
Research Administration

PI: Arjun Deb

Welcome: Rujanuruks, Catherine Yee 002575883

Home

My Pending Proposals

My Funds

My Agreements

My Personnel

My Deliverables

My Protocols

My PHS Disclosures

My Inventions

Search PI

PI Portfolio Tools

[Download PI Portfolio](#)

Attention

No attention items.

My Research Portfolio Summary

Current Portfolio Balance \$

4

Pending Proposals

10

Active C&G Funds

1

IRB Active Protocols

14

ARC Active Protocols

My Research Reports

Current and Pending Support Report

PHS398/2590 Other Support Report

Quick Links

Grants.gov Proposals (S2S Grants)

Human Protocols (webIRB)

Animal Protocols (RATS)

Request Material Transfer (Online MTA)

Certify Effort (ERS)

Disclose for PHS COI (eDGE)

Funding Opportunities, Events, and News

ORA News Subscriptions

# PI Portal – Burn Rate

<a href="#">My Home</a> <a href="#">My Proposals</a> <a href="#">My Funds</a> <a href="#">My Agreements</a> <a href="#">My Personnel</a> <a href="#">My Deliverables</a> <a href="#">My Protocols</a> <a href="#">My PHS Disclosures</a> <a href="#">My Inventions</a> <a href="#">Search PI</a>															
Viewing Fund(s) for: LINDA L DEMER															
<input type="text"/> Status: <b>ACTIVE</b> <input type="button" value="Search"/> Filter results by entering either the Fund Number, Sponsor Award Number, Project Title or Sponsor.															
Data from Inception to Date (as of 8/28/2017)															
Research Fund(s)															
Fund No.	Sponsor Award No.	Project Title	Sponsor	Budget	Actual Spent (Month End Close 7/31/2017)	Actual Spent (Current Month)	Current Balance	Projected Expenses	Total of Expenses & Projected Transactions	Projected Balance	Project Period Start	Project Period End	Budget Period Start	Budget Period End	<div> <div>% Spent to Date</div> <div>% Time Elapsed</div> </div>
<a href="#">29186</a>	5UL1TR000124-05	UCLA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE	NIH-NCATS NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENC	\$9,896.00	\$10,557.27	\$0.00	(\$661.27)	\$0.00	\$10,557.27	(\$661.27)	6/1/2011	8/31/2016	3/1/2015	8/31/2016	<div> <div>106.7 %</div> <div>100.0 %</div> </div>
<a href="#">29251</a>	5R01HL121019-03	MECHANISMS OF INTERMITTENT PARATHYROID HORMONE EFFECTS ON CALCIFIC AORTIC DISEASE	NIH-NHLBI NATIONAL HEART, LUNG, AND BLOOD INSTITUTE	\$1,155,000.00	\$774,896.20	\$3,956.30	\$376,147.50	\$230,549.05	\$1,009,401.55	\$145,598.45	3/15/2015	2/28/2019	3/15/2015	2/28/2018	<div> <div>67.4 %</div> <div>83.1 %</div> </div>
<a href="#">29401</a>	5UL1TR000124-03:R	UCLA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE	NIH-NCATS NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6/1/2011	8/31/2016	3/1/2013	2/28/2014	<div> <div>0.0 %</div> <div>100.0 %</div> </div>
<a href="#">29927</a>	1R01HL114709-04	ROLE OF INHIBITORY SMADS IN CALCIFIC AORTIC VALVE DISEASE	NIH-NHLBI NATIONAL HEART, LUNG, AND BLOOD INSTITUTE	\$1,486,805.95	\$1,497,208.39	\$0.00	(\$10,402.44)	\$0.00	\$1,497,208.39	(\$10,402.44)	8/23/2012	6/30/2017	8/23/2012	6/30/2017	<div> <div>100.7 %</div> <div>100.0 %</div> </div>
<a href="#">29931</a>	3UL1TR001881-01S2	UCLA CLINICAL TRANSLATIONAL SCIENCE INSTITUTE: ENHANCING INNOVATION AND IMPLEMENTATION IN SAFETY NET...	NIH-NCATS NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	7/1/2016	5/31/2021	4/1/2016	5/31/2017	<div> <div>0.0 %</div> <div>100.0 %</div> </div>
<a href="#">30418</a>	UL1TR000124-04S1	UCLA CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE	NIH-NCATS NATIONAL CENTER FOR ADVANCING TRANSLATIONAL SCIENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6/1/2011	8/31/2016	3/1/2014	3/5/2015	<div> <div>0.0 %</div> <div>100.0 %</div> </div>
<a href="#">30480</a>	5R01HL118650-04	ELECTROCHEMICAL IMPEDANCE TO ASSESS METABOLICALLY ACTIVE PLAQUE	NIH-NHLBI NATIONAL HEART, LUNG, AND BLOOD INSTITUTE	\$107,457.00	\$74,702.11	\$0.00	\$32,754.89	\$24,215.20	\$98,917.31	\$8,539.69	7/10/2014	5/31/2018	7/10/2014	5/31/2018	<div> <div>69.5 %</div> <div>80.7 %</div> </div>



# PI Portal – Fund Detail

**PI Portal**
UCLA  
Research Administration

PI: Thomas B. Mann

Welcome: Rujanuruks, Catherine Yee

Home
My Pending Proposals
My Funds
My Agreements
My Personnel
My Deliverables
My Protocols
My PHS Disclosures
My Inventions
Search PI

Back to C&G Funds / 21662

Award PI  
Sponsor  
Sponsor Award No.  
Project Title  
F&A Rate(s)  
F&A Base Type

DA-ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY  
  
Therapeutic Development of a Monoclonal Antibody to Tr...  
56%  
MTDC

Fund No.  
Project Period  
Budget Period  
Contract/Grant Contact  
EFM Contact

21662  
5/1/20-4/30/23  
5/1/20-4/30/23  
Mann, Thomas B  
Felix, Daniel

% Spent to Date
% Time Elapsed

23%

31%

Data from Inception to Date (as of 2/6/21)

Budget Category	Budget	Actual Spent	Committed	Current Balance	Anticipated Expenses	Total of Actual & Anticipated Expenses	Manual Adjustments	Projected Balance
Salaries and Wages	\$205,233.00	\$183,573.80	\$0.00	\$21,659.20	\$0.00	\$183,573.80	\$ 0.00	\$21,659.20
Employee Benefits	\$66,887.00	\$64,141.82	\$0.00	\$2,745.18	\$0.00	\$64,141.82	\$ 0.00	\$2,745.18
Supplies and Expenses	\$167,092.00	\$229,171.40	\$23,314.69	(\$85,394.09)	\$0.00	\$229,171.40	\$ 0.00	(\$85,394.09)
Equipment	\$180,798.00	\$202,357.58	\$0.00	(\$21,559.58)	\$0.00	\$202,357.58	\$ 0.00	(\$21,559.58)
Travel	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$ 0.00	\$2,000.00
Stipend and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
Subaward/Subcontracts	\$407,943.00	\$0.00	\$0.00	\$407,943.00	\$0.00	\$0.00	\$ 0.00	\$407,943.00
Other Expenses	\$1,879,469.00	\$0.00	\$0.00	\$1,879,469.00	\$0.00	\$0.00	\$ 0.00	\$1,879,469.00
<b>Total Direct Costs</b>	<b>\$2,909,422.00</b>	<b>\$679,244.60</b>	<b>\$23,314.69</b>	<b>\$2,206,862.71</b>	<b>\$0.00</b>	<b>\$679,244.60</b>	<b>\$0.00</b>	<b>\$2,206,862.71</b>
Indirect Costs	\$1,528,030.32	\$267,056.86	\$0.00	\$1,260,973.46	\$0.00	\$267,056.86	\$ 0.00	\$1,260,973.46
<b>My Account(s) Subtotal</b>	<b>\$4,437,452.32</b>	<b>\$946,301.46</b>	<b>\$23,314.69</b>	<b>\$3,467,836.17</b>	<b>\$0.00</b>	<b>\$946,301.46</b>	<b>\$0.00</b>	<b>\$3,467,836.17</b>
MED PULMONARY-FAC ...	\$40,051.44	\$16,551.13	\$0.00	\$23,500.31	\$0.00	\$16,551.13	N/A	\$23,500.31
CHEM&BIOC-FACULTY ...	\$101,250.24	\$71,067.77	\$0.00	\$30,182.47	\$0.00	\$71,067.77	N/A	\$30,182.47
<b>Linked Account(s) Subtotal</b>	<b>\$141,301.68</b>	<b>\$87,618.90</b>	<b>\$0.00</b>	<b>\$53,682.78</b>	<b>\$0.00</b>	<b>\$87,618.90</b>	<b>N/A</b>	<b>\$53,682.78</b>
MCA/STIP/Carry-Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Grand Total</b>	<b>\$4,578,754.00</b>	<b>\$1,033,920.36</b>	<b>\$23,314.69</b>	<b>\$3,521,518.95</b>	<b>\$0.00</b>	<b>\$1,033,920.36</b>	<b>\$0.00</b>	<b>\$3,521,518.95</b>

# BREAK!

FEEL FREE TO ASK QUESTIONS DURING OUR BREAK BY UNMUTING YOURSELF  
OR TYPING IN CHAT!



# Now to the shallow end...

INTRODUCTION TO VARIOUS OTHER PROGRAMS



# Post-Award Management System (PAMS)\*

FINANCIAL DELIVERABLES, WORKLIST, UPLOAD CLOSEOUT PACKETS



# PAMS



- Access: UCLA login and password | Authorized Department Administrator (DOM = Kathryn Hirayanagi) | [New User Form](#)
- How do I access it?
  - [EFM's Website](#) or [ORA Portal – Post-Award tab](#)
- What do I use it for? [EFM Training Material](#)
  - Now:
    - **Review** financial responsibilities, deliverables (such as invoices submitted by EFM), when reports are due, access old closeout documents, and accounts receivable, expired funds to close report
    - **Upload** closeout packets created using RAPID [Smart Closeout Tool](#) (class #12)
    - Facilities & administrative cost **reconciliation** tool (class #11)

# PAMS

Welcome: Catherine Yee Rujanuruks



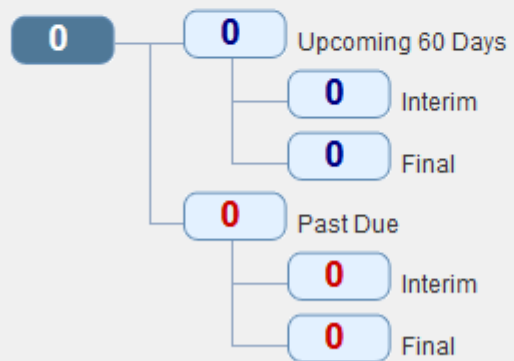
- Worklist
  - Award Overview
  - Financial Deliverables
  - Billing and Reporting
  - Accounts Receivable
  - Closeout
  - Management Reports
  - Administration
- FM Worklist
  - CM Worklist
  - Closeout Packet Search
  - Worklist Summary

## Worklist

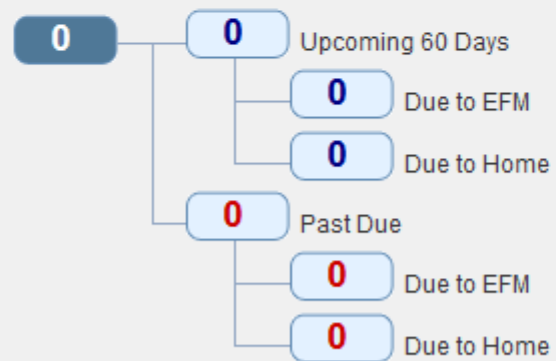
My Action Required

### DASHBOARD

#### Invoices and Reports Due to Sponsor



#### Closeout Packets



#### Unassociated Expense Accounts

44

Expense accounts not associated with a Closeout packet

# DocumentDirect

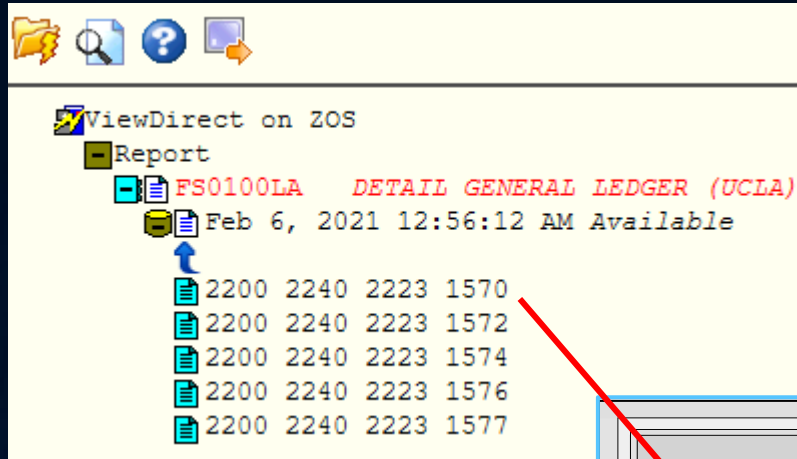
CAMPUS OFFICIAL/LEGAL LEDGER DOCUMENTATION

# DocumentDirect

- Access: UCLA login and password | DSA | AIS Form (for DOM)
- How do I access it? – 2 options
  - Payroll Website under [Web Applications](#)
  - UCLA Financial Web Reports under Applications – [Web DocumentDirect](#)
- What do I use it for?
  - View & print official document of record for all University reports such as General Ledgers (FS100)



# DocumentDirect



UNIVERSITY OF CALIFORNIA, LOS ANGELES

FS0100

DETAIL GENERAL LEDGER

RUN: 02/05/21

PAGE: 29, 71

AS OF 01/31/21

22:49:57

L-ACCOUNT-CC: 4-401030/UC  
FUND: 62165  
DEPARTMENT: 1570

MED-CLIN NUTRITION-OPER-UCPATH  
SCH MED/MEDICINE/MED ADMIN  
MEDICINE-CENTER FOR HUMAN NUTRITION

FUND PI: OVERHEAD  
FUND ASSOCIATE

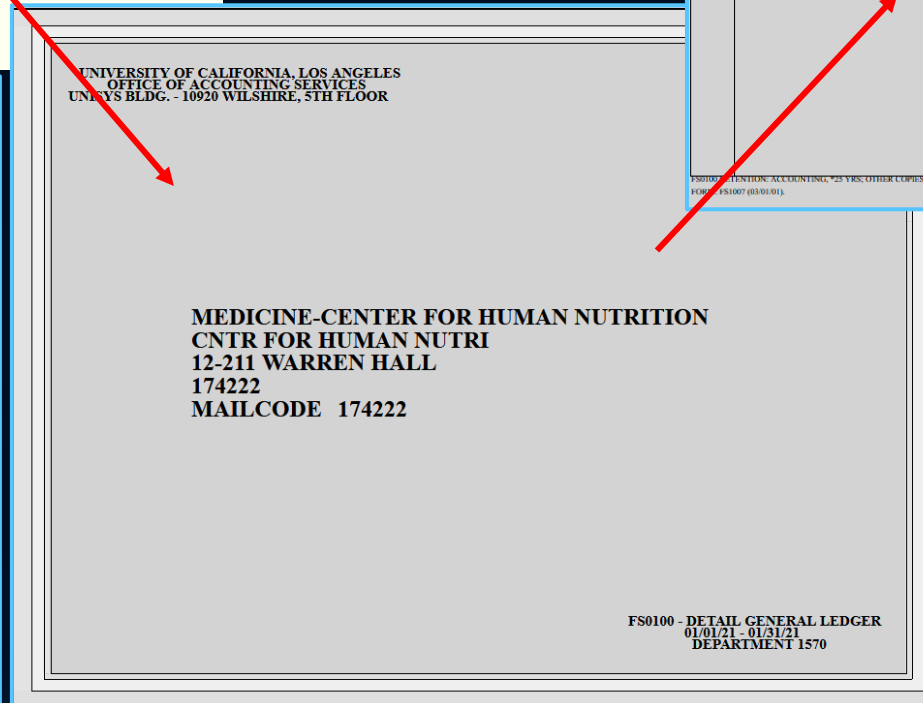
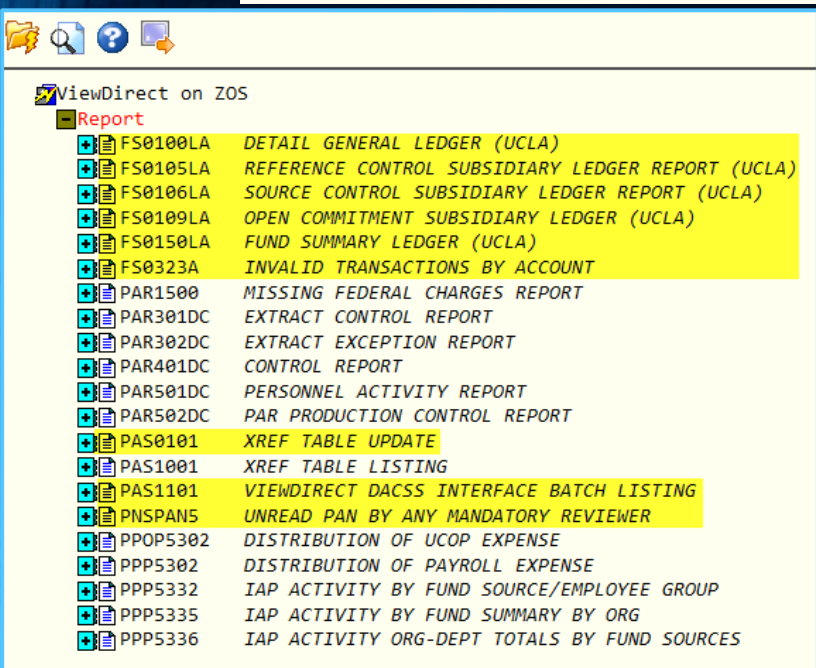
AWARD NO.  
FUND DATES: 07/01/72-12/31/25

EXPENDITURES: SUB-OBJECT SUMMARY

SUB-OBJECT	DESCRIPTION	APPROPRIATION (1) = DEBIT	EXPENDITURE (1) = CREDIT	ENCUMBRANCE	LEDGER BALANCE (1) = OVERDRAFT	MEMO-LIN	OPERATING BALANCE (1) = OVERDRAFT
001000	SALARIES & WAGES-ACADEMIC		12,524.00				
001950	ACCRUED VACATION		5,517.28				
00 **	SALARIES-ACADEMIC FISC YTD	.00	18,041.28		(18,041.28)		(18,041.28)
033380	INSURANCE		43.83				
033388	INSURANCE/GENERAL AND AUTO		31.31				
033390	INSURANCE/EMPLOYMENT PRACTICES		55.11				
034007	TECHNOLOGY INFRASTRUCTURE FEE		15.74				
03 **	SUPPLIES AND EXPENSE FISC YTD	.00	145.99		(145.99)		(145.99)
068690	UCRP SUPPLEMENT ASSESSMENT INTEREST		16.55				
068934	V & S GROSS REDUCTION		(5,517.28)				
06 **	EMPLOYEE BENEFITS FISC YTD	.00	(5,500.73)		5,500.73		5,500.73
080000	UNALLOCATED AMTS-UNDESIGNATED BALANCES	100.00					
08 **	UNALLOCATED FUNDS FISC YTD	100.00	.00		100.00		100.00
***	4-401030/UC-62165 FISC YTD	100.00	12,686.54		(12,586.54)		(12,586.54)

FS010007 EXTENSION: ACCOUNTING, \*25 YRS; OTHER COPIES, 1-5 YRS.  
FORM: FS1007 (03/01/01)

DATE: 01/31/21  
L-ACCOUNT-CC-FUND: 4-401030/UC-62165





# BruinBuy

PURCHASING





- Access: UCLA login and password | DSA w/CAO approval | AIS Form (DOM) [BruinBuy training](#) req'd prior to access
- How do I access it?
  - [Purchasing & Accounts Payable Home Page](#) or direct [link](#)
- What do I use it for?
  - Review Purchase Order (PO) or Low Value Order (LVO) details
  - Release encumbrances
  - Process “receiving” for large dollar amount/important POs such as subawards (class # 25)
  - Set up [Subaward requisitions](#) (class # 25)
  - To be replaced by BruinBuy Plus (powered by Jaggaer) in 10/16/23!

# BruinBuy

[Log Off](#) | **January 23, 2021**

**Account Status** 

**Login ID:** BICYR  
**Name:** RUJANURUKS, CATHERINE  
**Organization:** BruinBuy 

[Open Shopping Carts](#) 1  
[Suspended Transactions](#) 0  
[Open Queue Items](#) 0  
[Open H & I](#) 2  
[My New POCRs](#) 0

[BruinBuy How To Documents](#)  
[BruinBuy User Guide](#)

**NOTICES:**  
 \* Fisher Scientific's hosted catalog is currently being updated and will be unavailable until further notice. In the meantime, you may place orders through the Supplier Site Orders platform. Please contact Claire Tsai (ctsai@finance.ucla.edu) if you have further questions.  
 \* UCLA Campus Purchasing Operations in Response to COVID-19; [click here](#) for details. UCLA Accounts Payable Remote Operations in Response to COVID-19; [click here](#) for details.

**Orders**

Create	Pending	Actions
<ul style="list-style-type: none"> <li><a href="#">Catalog Orders</a></li> <li><a href="#">Supplier Site Orders</a></li> <li><a href="#">Special Request / Non-Catalog</a></li> <li><a href="#">Single-line Order Entry</a></li> <li><a href="#">Change Order</a></li> <li><a href="#">From Favorite Items</a></li> <li><a href="#">From Templates</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Open Shopping Carts</a></li> <li><a href="#">Suspended Transactions</a></li> <li><a href="#">Queue Process</a></li> <li><a href="#">Workflow Approve / Review</a></li> <li><a href="#">My PO Change Requests</a></li> <li><a href="#">PCard Transactions</a></li> </ul>	<b>Status, Fax, Change Order, Receiving and Cancel Order</b> <ul style="list-style-type: none"> <li><a href="#">All Orders</a></li> <li><a href="#">My Orders</a></li> <li><a href="#">BruinBuy Orders</a></li> <li><a href="#">Existing Shopping Carts</a></li> </ul>

Suppliers Status	Suppliers & Catalogs	Queries & Reports	My Account	System Administration
<ul style="list-style-type: none"> <li><a href="#">Catalogs updated since 12/24/2020:</a> 7</li> <li><a href="#">Catalog supplier count:</a> 20</li> <li><a href="#">Sku count:</a> 1,457,546</li> <li><a href="#">Supplier Site Count:</a> 25</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">New Vendor</a></li> <li><a href="#">Setup Request</a></li> <li><a href="#">Vendor Lookup</a></li> <li><a href="#">Catalog Update Info.</a></li> <li><a href="#">Catalog Summary</a></li> <li><a href="#">Catalog Suppliers</a></li> <li><a href="#">Supplier News And Specials</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Queries</a></li> <li><a href="#">Web reports</a></li> <li><a href="#">Orders</a></li> <li><a href="#">Vendors/Invoices</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Profile / Ship To</a></li> <li><a href="#">Default Values</a></li> <li><a href="#">Favorite FAUs</a></li> <li><a href="#">Favorite Items</a></li> <li><a href="#">My Orders</a></li> <li><a href="#">Expedited Mail Shipping Address Book</a></li> <li><a href="#">ShipTo Request / Change</a></li> <li><a href="#">Campus Forms</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">General</a></li> <li><a href="#">Unit of Measure</a></li> <li><a href="#">Base Agreement</a></li> <li><a href="#">UNSPSC / Object Code</a></li> <li><a href="#">Control Entity</a></li> <li><a href="#">Admin News</a></li> <li><a href="#">Custom Form Editor</a></li> <li><a href="#">Cup Review</a></li> <li><a href="#">FTP Files</a></li> <li><a href="#">PCard Admin</a></li> <li><a href="#">System Usage</a></li> <li><a href="#">Attachments</a></li> </ul>



# UCPath\*

## PAYROLL INFORMATION

# UCPath



- Access: UCLA login and password | DSA w/CAO approval | AIS Form (DOM) | [UCPath Training](#) req'd for specific role
- How do I access it?
  - [Central Resource Unit Home Page](#) under [UCPath Login](#)
- What do I use it for? (Lab # 7-9b)
  - Look up
    - UCPath ID (different from University ID (UID)/Bruin ID)
    - Department Affiliation, Title & Title Code
    - Pay Rate
  - Review/Process
    - Funding Entries (future payroll)
    - Direct Retros – payroll expense transfers (correct past payroll)

# UCPath

## UCLA Central Resource Unit

[Home](#) [News](#) [Resources](#) [Training](#) [Tracker I-9](#) [Create a Case](#) [About Us](#) [Quick Access Links](#) [KB Search](#)

### WELCOME TO THE CENTRAL RESOURCE UNIT

**Your UCLA Payroll Partner**

[Create a Case](#)

[UCPath Login](#)

[Calendars](#)

[KB Search](#)  
CRU's comprehensive know

### UCPath

Welcome to UCPath, where you can view and/or update your personal information. If you have questions about UCPath or need assistance, please contact the UCPath Center at 855-982-7284.

Authorized users sign in below

University of California, Agriculture and Natural Resources
University of California, Berkeley
University of California, Davis
University of California, Hastings College of the Law
University of California, Irvine
University of California, Los Angeles
University of California, Merced
University of California, Office of the President
University of California, Riverside
University of California, Santa Barbara
University of California, Santa Cruz
University of California; Former Employees

Primary Title:

Employee ID:

Service Date:

Dashboard

PeopleSoft Homepage

Worklist

Bookmarks

# DASHBOARD

## How to View and Download Your 2022 UC W-2 Statement

Your 2022 W-2 statement is available.

Jan 27, 2023

Workforce Administration

HR Tasks

Search for People

Person Organizational Summary

PayPath/Additional Pay

Job Data Related

Personal Data Related

Emergency Contact

Identification Data

Modify a Person

Person Checklist

Person Profiles

Security Clearance

UC External System IDs

Smart HR Templates

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search Type =

Search Parameter begins with

Ad Hoc Search

Description begins with

Search Clear Basic Search Save Search Criteria

General Ledger Administration

General Ledger Tasks

Budget

Budget Distribution

Snapshot Review

Configuration

Direct Retro

Process Direct Retro

Review Retro Distribution

Funding

Funding Entry

Funding Entry Inquiry

Funding Reallocation Logs

Work Study Award Table

HR Employee Information

Person Organizational Summary

Workforce Job Summary

Position Data

Reporting/Dashboards

Budget Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Set ID begins with

Department begins with

Position Number begins with

Description begins with

Empl ID begins with

Empl Record =

Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

NavBar: My Favorites



Recent Places



My Favorites



Navigator

Edit Favorites

Funding Entry

Funding Entry Inquiry

Job Data

Person Organizational Summary

Process Direct Retro

Review Retro Distribution

UC External System IDs

Work Study Award Table

Workforce Job Summary

Worklist Details



# Effort Reporting System (ERS)\*

EFFORT TRACKING SYSTEM

- Access: UCLA login and password | DSA w/CAO approval | AIS Form (DOM)
- How do I access it?
  - [EFM's Website](#) or [ORA Portal – Post-Award tab](#)
- What do I use it for? (Class #17 & [EFM offers ERS Class](#))
  - Review & verify effort contributed on Federal C&G
  - Use as tracking to ensure appropriate person with first hand knowledge certifies effort prior to certification deadline

# Effort Reporting System

UNIVERSITY of CALIFORNIA

Effort Reporting System

User: CATHERINE RUJANURUKS | Account Settings | System Administration | Sign-Out

REPORT LISTMANAGE SEARCHESSEARCH REPORTS?

EDITING SEARCH: <NEW SEARCH>

Display Reports for:

PeopleDepartmentsFundsProjects

FILTER BY:

☐ Name/Employee ID contains or equals

☐ Person's Home Department name or number contains or equals

☐ Person is Principal Investigator (PI)

☐ Multiple Employee IDs equal

Hint: Primarily intended to facilitate cut/paste of multiple ID's from external documents. Delimiters are space, comma (no trailing space), tab (external documents only).

STEVEN | SUMMER 21: REG NON-ACADEMICS

Emp. ID: | Home Dept: Medicine-Cardiology

Edit ReportView/HistoryComment Log

Version: 1.1 (02/22/2022 06:56) | Status: Open  
Report Period: July 1, 2021 to September 30, 2021  
Pay Periods: July 1, 2021 to September 30, 2021

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
4-441357-KS- FDP-NIH OT2OD023848 SHIVKUMAR 06/22 56%	100%	100%		0%	100%	100%
ADD ADDITIONAL SPONSORED PROJECT						
Total Federal and Federal Flow-Through Sponsored Projects requiring certification	100%	100%		0%	100%	100%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	0%	0%		- 0%	0%	0%
Total Other Effort not requiring certification	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%

UPDATE CALCULATION

Report options:  
☐ Report requires multiple certifications.  
☐ Report allows for Cost Sharing Offset Against Other Sponsored Projects.  
☐ Report is under preliminary review

Add a comment:  

Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILSREVERTSAVECERTIFY EFFORT REPORT



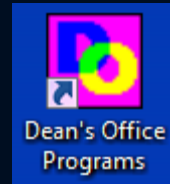
# DGSOM Specific Tools



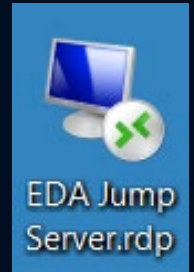
# School of Medicine FPM/QDB\*

FINANCIAL REPORTING & INQUIRIES

# SOM Financial Projection Module (FPM)



- Access: QDB login and password | [DeansOfficeDSA](#) w/CAO approval | Must have PPDDBINQ access granted by DSA prior to request to Dean's Office DSA.
- How do I access it?
  - Dean's Office Application Dashboard icon installed on your Jump Server desktop. Instructions on how to access [here](#).
- What do I use it for? (Class #5)
  - View Chart of Accounts for your Dept or Pls
    - Assign Internal PI Name & Fund Manager
    - Add comments & fund "short names" for the Summary By Sub financial reports
  - Enter manual payroll and non-salary projections to appear in SOM QDB financial statements



# SOM Financial Projection Module

Financial Projection Module - Main Menu - Catherine Y. Rujanuraks - [Chart of Accounts 1198]

Income & Expense   Chart of Accounts   Overall Reports   C&G Data   Utilities   Fiscal Year: 2015-16

Chart of Accounts | 1198XX Funds |

Department: 1553 - M/CARDIOLOGY   Sub Div: ☐   Fund Group: Agency Funds  
 C&G - Clinical Trials  
 C&G - Federal  
 C&G - Local  
 C&G - NIH  
 C&G - Private

☐ Outside Linked Accounts  
☐ All   ☐ Expired   ☐ 0 Balance  
☐ ARRA

Account:   CC:   Fund:   Fund End:   Project End:   Dept Acct Owner:   Balance:   Rchg ID:   Sub:   Internal PI:   Fund Manager:   Abbrev:   Sub:   Search   Clear   To Excel   Batch

Account: 441057   CC: 2E   Fund: 05399   Fund End: 12/31/2025   Project End:   Dept Acct Owner: 1553 - MEDICINE-CARDIOLO...   Balance: (263.37)   Rchg ID: YCM2   Sub: 03   Exp: ☐

PI:   Internal PI:   Add New PI:   Fund Title:   Internal Fund Title:   Fund Group:   Indirect Cost Recove

Fund Manager:   Replace:   Acct Owner Comments:   Fund Owner Comments:   F/A Rate:   ARRA:   Show

Teresa Sanchez   0.00%   Show

	Account	CC	Fu	ARRA	Balance	Rchg ID	Internal PI Name	Fund Owner	Fund Mgr	Exp
▶	441057	2F	05399				NONE	NONE	Teresa Sanche	No
	441357	T2	05399				TANGIRALA, RAJ	NONE	Teresa Sanche	No
	441357	YV	06627				YOUNG, STEPHE	1400 - DEANS OFFICE-S	Cai Ling Wang	No
	441357	AF	06627				FOGELMAN, ALA	1400 - DEANS OFFICE-S	Raellen Man	No
	441357	JI	06627				WEISS, JAMES N	1400 - DEANS OFFICE-S	Cai Ling Wang	No
	401357	YV	06627				YOUNG, STEPHE	1400 - DEANS OFFICE-S	Cai Ling Wang	No
	441357	EP	06627				EDWARDS, PETE	1400 - DEANS OFFICE-S	Raellen Man	No
	441357	JL	06627				LUSIS, ALDONS J	1400 - DEANS OFFICE-S	Farideh Azbijari	No
	441357	LD	06627				DEMER, LINDA L	1400 - DEANS OFFICE-S	Catherine Y. R	No
	441357	JW	06627				WEISS, JAMES N	1400 - DEANS OFFICE-S	Cai Ling Wang	No
	781357	JL	06627				LUSIS, ALDONS J	1400 - DEANS OFFICE-S	Farideh Azbijari	No
	781357	AF	06627				1400 - DEANS OFFICE-S	1400 - DEANS OFFICE-S	Raellen Man	No

# School of Medicine (SOM) QDB

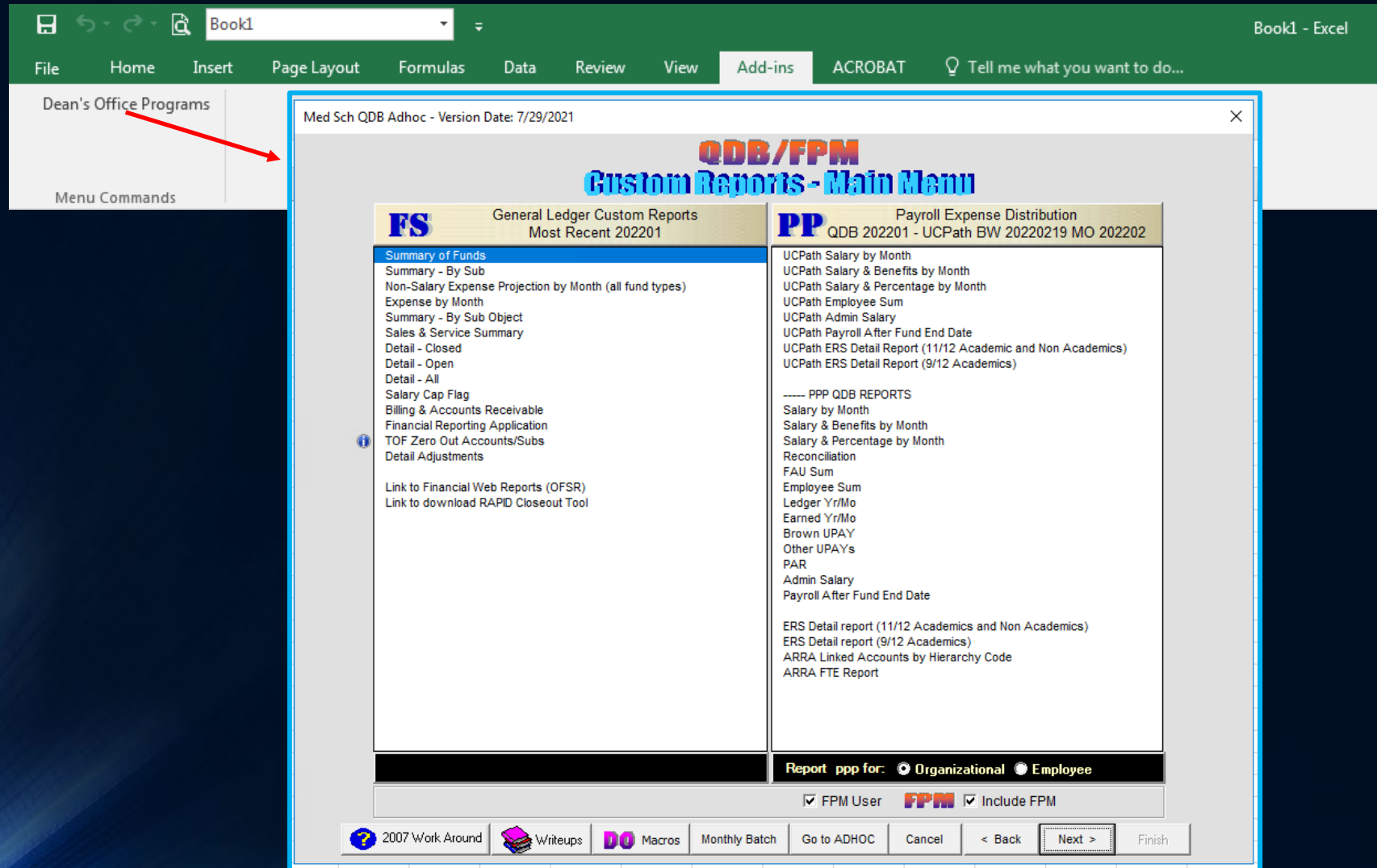


- Access: QDB login and password | DSA | AIS Form (DOM)
- How do I access it?
  - Jump Server Excel – highly recommended. Instructions [here](#).
  - Desktop Excel, under Add-ins, Dean's Office Programs or QDB/GLPPP FPM Ad Hoc Reporting
    - If you don't see, go to contact your IT to ask them to install
- What do I use it for? (Class #5)
  - In conjunction with FPM, SOM QDB is used to produce monthly financial statements and/or run ad hoc financial reports as needed
  - Use to search & sort data quickly





# SOM QDB



# SOM Fiscal Reporting Application

ACCOUNT LISTS & OVERDRAFTS

# SOM Financial Reporting Application



- Access: QDB login and password | DSA | AIS Form (DOM)
- How do I access it?
  - QDB/FPM under General Ledger Custom Reports
- What do I use it for?
  - Monthly Overdraft Report
  - List of all Account/Funds in your Division you are responsible for (current or historical)

# SOM Fiscal Reporting Application – QDB/FPM

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

## QDB/FPM Custom Reports - Main Menu

FS General Ledger Custom Reports Most Recent 202201	PP Payroll Expense Distribution QDB 202201 - UCPath BW 2022019 MO 202202
<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>	<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 Academic)</li><li>ERS Detail report (9/12 Academic)</li><li>ARRA Linked Accounts by Hierarchy</li><li>ARRA FTE Report</li></ul>

Report ppp for: ☐ Organi

### Financial Reporting Application

**Most Recent Closed Ledger**  
June, 2015 Final

**Report As Of**  
Month:   
FYE:   
Year:


**Report By**  
☒ Dept  
☐ Sub Div  
☐ Sub Div by Fund Group

**Historical/Current Data**  
☒ Current Data  
☐ Historical Data

**9H**  
☒ Include 9H  
☐ Exclude 9H

**Overdraft:**  
☐ All Transactions  
☒ Overdraft

**CSER**  
☐ Include CSER  
☒ Exclude CSER

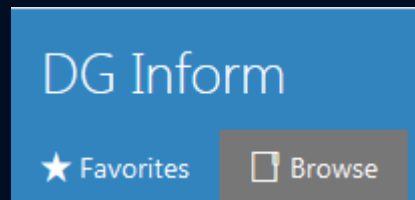




# School of Medicine DG Inform

FINANCIAL REPORTING & INQUIRIES

# DG Inform



- Access: AD Mednet user name & password | [DeansOfficeDSA](#) | Complete [web-based training](#) in Box & submit survey at the end
- How do I access it?
  - [Dean's Office Financial Affairs Home Page](#) or direct [link](#)
- What do I use it for?
  - Replacement system for SOM FPM/QDB
    - **Financial Reports:** GL Detail Closed & Open, Non-Salary Expense Projections, Summary by Sub, Summary of Funds
    - **Payroll Report:** Employee Sum, Salary by Month
    - Expectation current SOM FPM and QDB Excel Add-in reports will be sunset after the release of the new DG Inform web-based reports
      - Timeline is aligned with Ascend 2.0's Bruin Finance system
      - Moving forward, DG Inform expected to be a SOM tool only

# SOM DG Inform

The screenshot displays the SOM DG Inform application interface. The top navigation bar includes the title "DG Inform", user information "Rujanuruks, Catherine", and icons for settings, download, and help. Below the navigation bar, the "Home" page is shown with a breadcrumb "Home". The "FOLDERS (3)" section contains "Commitment Tracking Reports", "Financial Reports", and "Payroll Reports". The "PAGINATED REPORTS (1)" section contains "SAS 115 Reports". The "Financial Reports" page is also shown, with a breadcrumb "Home > Financial Reports". The "FOLDERS (1)" section contains "Documentation". The "PAGINATED REPORTS (23)" section contains various reports, including "Billing And Accounts Receivable", "Clinical MCP Fund Exception Report", "Consolidating Statement by Fund Group", "DGSOM Financial Reports Packet", "GL Detail Closed", "GL Detail Open", "Monthly Consolidated Statement", "Non Salary Expense Projections", "Summary by Sub", "Summary of Funds", and "Year Over Year Consolidated Statement by Fund Group". The "Payroll Reports" page is also shown, with a breadcrumb "Home > Payroll Reports". The "FOLDERS (1)" section contains "Documentation". The "PAGINATED REPORTS (5)" section contains "Employee Sum", "Faculty Salary Summary by DGSOM Fund Group", "Faculty Salary Summary by Pay Component", "Individual Plan Faculty Report", and "Salary by Month". Red arrows indicate the navigation path from the "Financial Reports" folder to the "Financial Reports" page, and from the "Payroll Reports" folder to the "Payroll Reports" page. Red boxes highlight the "Financial Reports" and "Payroll Reports" folders, the "Financial Reports" and "Payroll Reports" pages, and the "Employee Sum" and "Salary by Month" reports.

DG Inform

★ Favorites Browse

Home

FOLDERS (3)

- Commitment Tracking Reports
- Financial Reports
- Payroll Reports

PAGINATED REPORTS (1)

- SAS 115 Reports

Financial Reports

Home > Financial Reports

FOLDERS (1)

- Documentation

PAGINATED REPORTS (23)

- Billing And Accounts Receivable
- Clinical MCP Fund Exception Report
- Consolidating Statement by Fund Group
- DGSOM Financial Reports Packet
- GL Detail Closed
- GL Detail Open
- Monthly Consolidated Statement
- Non Salary Expense Projections
- Summary by Sub
- Summary of Funds
- Year Over Year Consolidated Statement by Fund Group

Payroll Reports

Home > Payroll Reports

FOLDERS (1)

- Documentation

PAGINATED REPORTS (5)

- Employee Sum
- Faculty Salary Summary by DGSOM Fund Group
- Faculty Salary Summary by Pay Component
- Individual Plan Faculty Report
- Salary by Month

# OnCore | ResearchConnect\*

CLINICAL TRIAL RECONCILIATION



# OnCore (aka ResearchConnect)



- Access: AD Mednet user name & password | [CRIS Help Desk](#) | [online required training](#) for specific role must be complete prior to access
- How do I access it?
  - [OnCore web portal](#)
- What do I use it for?
  - Managing clinical trials
    - Review/enter budget & invoicing details
    - Assist in patient procedure, billing reconciliation
    - View status of studies
  - Will go in depth in clinical trial series (after class # 25)


# OnCore

UCLA

researchCONNECT

PROD

Production


 OnCore™

Username

Next

Support Links

Powered By

 FORTE

OnCore. Menu My Console PC Console CRA Console

Announcements

Message

Welcome to OnCore!

For any assistance with OnCore, please contact the CRIS Help Desk at [crishelpdesk@mednet.ucla.edu](mailto:crishelpdesk@mednet.ucla.edu) or call 310-267-2273 (7-CARE)

To learn more about research, click the following link: <https://www.researchgo.ucla.edu>

Please email [fdainspection@mednet.ucla.edu](mailto:fdainspection@mednet.ucla.edu) for any FDA audit related to investigational devices or products.

For Study Team concerns related to study activation, conduct, and close out processes contact [researchquality@mednet.ucla.edu](mailto:researchquality@mednet.ucla.edu)

To access the training materials, click on the following link: <http://careconnect.uclahealth.org/train.cfm?id=671> and enter "researchConnect" as the keyword to view all researchConnect training documents.

Protocols

Protocol No.	Status	Accrual
10-001	OPEN TO ACCRUAL	0
10-002	ABANDONED	0
10-003	IRB STUDY CLOSURE	0
10-004	OPEN TO ACCRUAL	0
10-005	OPEN TO ACCRUAL	0
10-006	OPEN TO ACCRUAL	0
10-007	IRB INITIAL APPROVAL	0
10-008	OPEN TO ACCRUAL	1
10-009	IRB STUDY CLOSURE	2
10-010	IRB STUDY CLOSURE	0
10-011	IRB STUDY CLOSURE	32
10-012	OPEN TO ACCRUAL	0

Reports

Name	Report Type	Last Access
<a href="#">Study Activation Metrics (SAM) - Enterprise (FLAT)</a>	Custom	03/09/2020
<a href="#">Study Activation Metrics (SAM) - HemOnc FLAT</a>	Custom	03/09/2020
<a href="#">Next Actions Report</a>	Custom	11/03/2016

# Homework for Next Week's FPM/QDB Class/Lab

- In order to follow along, hands-on during next week's class, make sure you have the following:

- **Jump Server installed** on your computer desktop. Instructions [here](#).
- **FPM & DGSOM QDB access provisioned** so you can access Excel Add-in reports



# Links from Today's Class

## Fund Manager Tools

- UCLA Financial Web Reports
  - <https://fsw.ais.ucla.edu/menu/>
- ORA Online Resource Center (ORA Portal)
  - <http://portal.research.ucla.edu>
- PI Portal
  - <https://piportal.research.ucla.edu>
- PAMS
  - <https://pams.research.ucla.edu/>
- BruinBuy
  - <https://bruinbuy.ucla.edu/>
- UCPATH
  - <https://ucpath.universityofcalifornia.edu/>
- ERS
  - <https://ers.it.ucla.edu/EffortReporting/enterERS.do>
- DG Inform
  - <https://powerbi.mednet.ucla.edu/pbireports/browse/>
- OnCore
  - <https://www.researchgo.ucla.edu/oncore>



# 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!