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

This session will *not* be recorded, but this PowerPoint can be found [here](https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training)
Agenda

- Available Reporting Tools
- Live Demo
DG Inform – Will Replace QDB, ASCEND Go-Live

UCLA Department of Medicine - Office of Research Administration
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
  - 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
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
  - Internal PI Name

- **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
Batch Type 2: Multiple FAUs for (typically) a single FAU Template Only
DEMO!

**Today:**
- DOApps Jump Server: doapps.medsch.ucla.edu *(via Remote Desktop Connection)*
- How to use FPM to generate batch 1 template
- How to use QDB to run various reports via batch 2 template
- How to record projections Manual vs. 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!
- What to review for on each tab
- 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!