

- 3) Use your keyboard & type "fs00" to access the Financial System
 - a. Note: the 0 are zeros, not the letter O.

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UCLA-AIS                                OASIS  MENU                                03/05/24
AISMENU                                AISMENU                                12:04:33

Use cursor to select application OR type Transaction ID: fs00

Student Information Systems              (SIS )
Financial Systems                       (FS00)
Purchasing and Accounts Payable System (APO0)
Personnel/Payroll System                (PPP )
Events System                           (EVM )
UCLA ID System                           (UIDS)
DACSS/ASAP Distributed Access Systems   (DA01)
Report Distribution System               (RDS )

F1 Help  F3 Exit
    
```

- 4) UCLA Department RA may only access "Table Maintenance". Select "1" for "Table Maintenance" and set "Location" to "4" for UCLA

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UCLA-AIS                                *** FINANCIAL SYSTEM SELECTION MENU ***    FS0600M
12:08:56                                ***                                       03/05/2024

1. TABLE MAINTENANCE
2. SUSPENSE CORRECTION
9. GL INQUIRY (RELEASE 2.0)

SELECTION: 1  LOCATION: 4

F3 - EXIT FS
    
```

- 5) Department RA may only "Browse" tables. Set "Action" to "B", then enter the table code from the options below for the table you wish to access

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UCLA-AIS                                *** Financial System Table Maintenance ***  03/05/2024 12:09
FSM0670                                Menu

Location: 4
Action: B
Action Codes: A=Add B=Browse C=Change D=Delete

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AC - Account/CC                OR - Organization              CFS - CFS Object Code
AF - Account/CC-Fund           PA - Plant Asset              FBC - Federal Branch Code
AR - Annual Report            PI - Prin Investigator       FNC - Fund Category Title
CF - CFDA                     RC - Recharge id             FGR - Fund Group Range
CR - Cash Register            SF - Function                 FSC - Fund Sub Ctgty Title
DP - Department               SP - Program                  LOB - Ledger Object Code
DV - Division                 SV - Subdivision              OBJ - Object Code
ER - Error Message            TC - Transaction              SBO - Sub/Object Code
FG - Fund Group               UA - UAS                      SUB - Sub Code
FN - Fund                     OHB- Overhead Base           UAG - UCOP Acc't GP Title
COA - New CCOA -Level C       OHR- Overhead Range          UAR - UCOP Acc't GP Range
                               OPX- Operating Expenses      UFG - UCOP Fund GP Title
                               CCA- Common Chart of Acct   UFR - UCOP Fund GP Range

Enter=Proceed  F3=Exit  Clear=Exit to AIS Main Menu
    
```

COMMONLY ACCESS TABLES

AF – Account/CC-Fund

This table represents profile data for linked Account-CC-Fund combinations. Metrics such as **responsible Department**, **Overhead Base Code and Rate**, and **Closed status** are displayed.

```

UCLA-AIS                *** ACCOUNT/CC-FUND TABLE ***                FSM0673
ACTION: B      TABLE: AF  +                                LAST UPDATE: 06/25/23
LOC: 4  ACCOUNT/CC-FUND: 441357 YW 30 0000                LAST LOGON : FS0226E
-----
OVERHEAD BASE: J      OVERHEAD RATE: 56.00 %      PAYMENT BASIS: 1 +
ACCOUNT/CC-FUND CLOSED?: _
ACCOUNT/CC TITLE: MED-CARDIO-FAC RES & SUP/          DEPT: 1553
FUND TITLE: NIH-NHLBI P01HL 04/24 56%
SITE TRACKING Acct/CC/Fund: _
SITE TRACKING CODE:      +

MESSAGES:  PRESS ENTER, PF8, OR PF20 FOR NEXT ON FILE

```

FN – Fund

This table represents profile data for established funds. All details on the two pages of this table are relevant for various deliverables Fund Managers are responsible for. Some details commonly access include **Restricted/Unrestricted Indicator**, **Fund's Y/N Status**, **Federal Identifiers**, and **STIP indicator**.

```

UCLA-AIS                *** FUND TABLE ***                FSM0678A
12:23:37                PAGE 1                                03/05/2024
Action: B      Table: FN  +                                Last Update: 05/19/2023
Loc: 4      Fund: 30 0000 +  UCLA Fund Group: 47501 +      Last Upd Logon: CGBDM
-----
Fund Title: NIH-NHLBI P01HL 04/24 56%      Res/UnRes: R (R/U)
Fund Begin/End Dates: 05 01 2019 / 04 30 2024 Fund Dept: 1553 + CARDIOLOGY
Fund Closed?: _ (Y or blank)      Closed Date:      Logon ID:
FYE Processing: A + (A/L/N/P/S)      Fund Type: 0 (0=Inception 9=Fiscal)
Reappropriate?: Y (Y/N)      Reappropriation Acct/CC/Sub: / /
Award No: 20184576 + PATS No: 20184576 + Award Issue Date 04 28 2023
CFDA: 93.837 +      Spon Awd No/Type: 5P01HL 05-05      3 Awd ERS Cd: _ +
Sponsor CD: 000062 + NIH-NHLBI NATIONAL HEART, LUNG AND BLOOD INSTITUTE
Primary Sponsor:      +
Prin. Inv:      +      P.I. UID: 803345118
Assoc Inv:      Fund Purp.: 0101 Document Num: PHL1
Cost Share: Y (Y/N)      Fund Flow: _ FN Flow ERS Cd: _ +
Meth. of Pay: 90 +      Campus? 1 (1=On 2=Off)      E-Verify: N (Y/N or blank)
UCLA Fund Group Title: PUBLIC HEALTH SERVICE
Site Tracking: Fed.Branch Code: 22 + PUBLIC HEALTH SERVICE
UCOP Fund GP Code: 406210 + CURR, FEDERAL GRANTS & COOPERATIVE AGRMT
MESSAGES:  PRESS ENTER OR F8 FOR NEXT, F2 FOR PAGE FLIP

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UCLA-AIS                               *** FUND TABLE ***                               FSM0678B
12:27:29                               PAGE 2                                       03/05/2024
Action: B Table: FN +                   Last Update: 05/19/2023
Loc: 4 Fund: 30 NIH-NHLBI P01HL        Last Upd Logon: CGBDM
-----
State Claim Code: Chapter Year Item SubItem
Permanent Budget: _ (Y or blank)

Foundation Gift Code: _ + Foundation Fund Number: _____
Calculate STIP? : N (Y/N) STIP Fund: _____
Use Cash Balance: _ (Y or blank) STIP Account/CC/Sub: _____ / ____ / ____
Calculate If +/-: _ (P=+ N=- E=Either) Fund Notation: _

Budget Start/End Date: 05 01 2019 / 04 30 2024
Project Start/End Date: 05 01 2019 / 04 30 2024

UCPath Attributes (for Current Funds Group):
Fee Remission: Y (Y or blank) Work Study: _ (Y or blank)
GAEL: REDIRECT + Salary Cap Type: HHS + HEALTH AND HUMAN SERVICES

MESSAGES: PRESS ENTER OR F8 FOR NEXT, F2 FOR PAGE FLIP
    
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OHB – Overhead Base

This table contains the definitions of exclusions for common overhead base methods. C&G funds which assess overhead must have one overhead base code assigned per Account-CC-Fund link in order for overhead to be assessed. Should you accept an award that does not meet the logic of any of these base codes the closest logic will be selected, then manual adjustments to indirect costs will be required during post-award administration.

Built-In Base Methods:

- A – SALARIES & WAGES (EXCLUDING EMPLOYEE BENEFITS)
- B – TOTAL DIRECT COSTS (TDC) (EXCLUDING RECHARGE CREDITS-SUB 09)
- C – TOTAL DIRECT COSTS(TDC)(NO SUB 09 RCHRG OR STDNT AID/REMIS)
- D – SALARIES & WAGES (INCLUDING EMPLOYEE BENEFITS)
- J – STANDARD MODIFIED TOTAL DIRECT COST**

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UCLA-AIS                               *** Overhead Base ***                               03/05/2024 12:41
FSM0711
Action: B Table: OHB +                   Last Update: 2007-01-31
Overhead Base : J (A/B/C/D/J)           Last Logon :
Action Code: A=Add, B=Browse, C=Change, D=Delete
-----
OH Base Title : MODIFIED TOTAL DIRECT COSTS (MTDC)

MESSAGES: End of OHB Table reached
           Press PF7 or PF19 for Previous Record on Table.

F3=Exit F4=Prompt F7=Bkwd F8=Fwd
    
```