

# DIVISION FUND CLEAN UP

*Revised August 15, 2008*

## HOW TO PULL UP REPORT



1. Log into Financial Reporting Application.
2. Go into Acc/Fund application.
3. Under "Report By," enter Department Code.
4. Change "Detail Level" to "By CC". Leave everything else as is.
5. Make sure Microsoft Excel is open. Click "Excel."

Red boxes indicate action (#3 & 4) needs to be taken. Everything else, leave as default.

## 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 <i>(with funds remaining)</i>	Ensure correct end date is reflected in InfoEd &/or OASIS
	Request time extension via OCGA - no-cost or cost
	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> to close out
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

**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> 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

**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> 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
	Find out if S&S will continue. If so, leave as is. If not, work on the close out process with Norma.

\*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.](#)\*\*\*