

## WebLinks OLFS Reporting – Fund Status

Section	Frequently Asked Questions	Answers
<b>Fund Status using:</b> <ul style="list-style-type: none"> <li>▪ <b>Status and Overdraft Reports</b></li> </ul>	<p>How can I get a quick profile for all funds in my department?</p>	<ul style="list-style-type: none"> <li>▪ Run a Status Report for the appropriate type of fund. The Status Reports provide you with the complete picture of funds in a department including the balance and what funds are expired or expiring. See example #1.                             <ul style="list-style-type: none"> <li>✓ Government Contracts and Grants</li> <li>✓ Private, Opportunity Funds</li> <li>✓ General and Specific State Funds</li> <li>✓ All Other Funds</li> </ul> </li> </ul> <p><b>Note:</b> For funds held in the Foundation, select <b>Business Unit</b> “FDND.”</p>
	<p>How can I prepare a list of expiring funds by month?</p>	<ul style="list-style-type: none"> <li>▪ Run a Status Report for the appropriate type of fund. Select <b>Months Expiring</b> of “E” to select expired funds, “E1” to select funds expiring in one month, “E2” to select funds expiring in two months, and “E3” to select funds expiring in three months. See example #2.</li> </ul> <p><b>Note:</b> Remember, it may not always be a good thing to have a credit balance in an expired fund, and it does not mean that the balance can be spent or automatically re-budgeted.</p>
<b>Reference:</b> WebLinks OLFS Reference Manual Chapter 4	<p>How can I determine if a fund is in overdraft or has some other problem?</p>	<ul style="list-style-type: none"> <li>▪ Run an Overdraft Report to assist department/grant administrators in clearing the overdraft via payroll and/or cost transfers. See example #3.</li> </ul> <p><b>Note:</b> Always run a status report since you can have a problem situation without an overdraft.</p>

## WebLinks OLFS Reporting – Fund Status

Section	Frequently Asked Questions	Answers
	<p>How can I contact other departments to clear overdrafts (via payroll and/or cost transfers) against funds my department owns?</p>	<ul style="list-style-type: none"><li>▪ On the Status or Overdraft report, refer to the “DPA Department Code” and “DPA Department Code Title” columns (last two columns on the right) to find out the department that owns the DPA with the expense. If the “DPA Department Code” is blank, then your department (used in the selection criteria) owns the DPA. See example #3.</li></ul>

# WebLinks OLFS Reporting – Fund Status

## Example #1 – Government Contracts and Grants Status Report



**Report Options**

[Main Menu](#) [Start](#) [Reset](#)

### Selection Options for Report Government Contracts and Grants Status Report

**As Of Date:** 09/2002

**Business Unit:** UCSF **Sort/Total:** Fed Transaction

**Months Expiring:** ALL

**UCOP Fund Group:** All Government Funds(Federal,State,Local)

**Output Destination :** All Government Funds(Federal,State,Local)  
Federal Grants(21100-33999)  
Federal Contracts(25000-28999)  
State Contracts(18200-18999)  
Local Contracts(20600-20999)


**Control Point: (\*)**  [Search](#)

**Department Code: (\*)** 552896 [Search](#)

- Select **Months Expiring** of “All” to view all funds for a Department.
- Select a **UCOP Fund Group** to limit the report to a specific type of contract or grant.

# WebLinks OLFS Reporting – Fund Status

## Example #1 – Government Contracts and Grants Status Report by Federal Transaction

																	
Government Contracts and Grants Status Report by Fed Transaction for 09/2002 (OPEN)														A credit balance for an active fund indicates there is still budget available to spend.			
<span>Main Menu</span> <span>Excel</span>																	
Per Fund ID	Fund Title	Fund Prin Inv	DPA	Fund FY	Fund End Dt	Fund Yr Begin Dt	Fund Yr End Dt	Fund Yr Status	Budget	Financial	Lien	Balance	Fund Dept	Fund Dept Cd	Fund Dept Title	DPA Dept Cd	DPA Dept Title
<b>Fed Transaction - (STATU</b>																	
BCRP (STATUE	STATE SPECIAL	541139	18101-	06/30/04	07/01/00	06/30/04			24,688.70-	13,868.23	0.02	10,820.45-	531400		SURG-MT ZION		
BCRP (STATUE	STATE SPECIAL	541140	18101-	06/30/04	07/01/00	06/30/04			11,194.25	1,732.83	199.32	13,126.40	531400		SURG-MT ZION		
Total:									13,494.45-	15,601.06	199.34	2,305.95					
<b>Fed Transaction - -9616282</b>																	
A	DGE-9616282	ATTKISSON C	405612	21320-	09/30/02	10/01/96	09/30/02	E	4,000.00-	3,051.57	0.00	948.43-	076599		GRAD DIVISION	952231	BIOP SCI
A	DGE-9616282	ATTKISSON C	405617	21320-	09/30/02	10/01/96	09/30/02	E	2,500.00-	1,924.47	0.00	575.53-	076599		GRAD DIVISION		
Total:									6,500.00-	4,976.04	0.00	1,523.96-					
Totals:									28,835,713.88-	23,713,395.34	73,404.30	5,048,914.24-					
Rows 1 - 161																	

A debit balance for a fund indicates the fund is in overdraft (spent more than the award).

A credit balance in an expired fund does not mean that the balance can be spent or automatically re-budgeted.

# WebLinks OLFS Reporting – Fund Status

## Example #2 – Government Contracts and Grants Status Report



### Report Options

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#### Selection Options for Report Government Contracts and Grants Status Report

**As Of Date:** 09/2002

**Business Unit:** UCSF **Sort/Total:** Fed Transaction

**Months Expiring:** ALL

**UCOP Fund Group:** Expired (E), Expiring 1Month(E1), Expiring 2Months(E2), Expiring 3Months(E3) **General, State, Local)**

**Output Destination :** Expiring 3Months(E3)


**Control Point: (\*)**  [Search](#)

**Department Code: (\*)** 552896 [Search](#)

Select **Months Expiring** of "E3" to select funds expiring in 3 months.

# WebLinks OLFS Reporting – Fund Status

## Example #2 – Government Contracts and Grants Status Report for Funds Expiring in Three Months

													<b>Government Contracts and Grants Status Report by Fed Transaction for 09/2002 (OPEN)</b>				
<a href="#">Main Menu</a>													<a href="#">Excel</a>				
Per Fund ID	Fund Title	Fund Prin Inv	DPA	Fund FY	Fund End Dt	Fund Yr Begin Dt	Fund Yr End Dt	Fund Yr Status	Budget	Financial	Lien	Balance	Fund Dept Cd	Fund Dept Cd	Fund Dept Title	DPA Dept Cd	DPA Dept Title
<b>Fed Transaction - 17-97-C</b>																	
	DAMD17-97-C-7	LIN E	485625	25574-	12/15/02	08/11/97	12/15/02	E3F	1,735,505.00-	1,661,352.61	1,105.40	73,046.99-				552501	S/P PHARM
<b>Total:</b>									1,735,505.00-	1,661,352.61	1,105.40	73,046.99-					
<b>Fed Transaction - GM42230</b>																	
	C	R01 GM42230	GIACOMINI	K	445617	32119-	12/31/02	01/01/99	12/31/02	E3F	694,946.02-	674,103.96	3,292.39	17,549.67-			
<b>Total:</b>									694,946.02-	674,103.96	3,292.39	17,549.67-					
<b>Totals:</b>									2,430,451.02-	2,335,456.57	4,397.79	90,596.66-					

Fund Year Status indicates if the fund is Expired (E), Expiring in 1 month (E1), Expiring in 2 months (E2), or Expiring in 3 months (E3). An "F" next to the Expiring code indicates the final year of the project period.

# WebLinks OLFS Reporting – Fund Status

## Example #3 – Government Contracts and Grants Overdraft Report



**Report Options**

Main Menu Start Reset

**Selection Options for Report Government Contracts and Grants Overdraft Report**

As Of Date:

Business Unit:  Sort/Total:

Months Expiring:

UCOP Fund Group:

Output Destination :


Control Point: (\*)

Department Code: (\*)

- Select **Months Expiring** of “E2” to view funds expiring in two months.
- Select a **UCOP Fund Group** to limit the report to a specific type of contract or grant.

# WebLinks OLFS Reporting – Fund Status

## Example #3 – Government Contracts and Grants Overdraft Report for Funds Expiring in Two Months



### Government Contracts and Grants Overdraft Report by Fed Transaction for 09/2002 (OPEN)

Main Menu
Excel

Per Fund ID	Fund Title	Fund Prin Inv	DPA	Fund FY	Fund End Dt	Fund Yr Begin Dt	Fund Yr End Dt	Fund Yr Status	Budget	Financial	Lien	Balance	Fund Dept	Fund Dept Cd	Fund Dept Title	DPA Dept Cd	DPA Dept Title
<b>Fed Transaction - CA72006</b>																	
A	PO1 CA72006	SHUMAN M	555973	29585-	11/30/02	04/01/97	11/30/02	E2	602,316.00-	604,062.17	0.00	1,746.17	721419	S/P	MOLEC DSGN		
A	PO1 CA72006	SHUMAN M	784393	29585-	11/30/02	04/01/97	11/30/02	E2	4,302.00-	4,707.65	0.00	405.65	721419	S/P	MOLEC DSGN	043651	BPS-PSPG-GRAD
<b>Total:</b>									606,618.00-	608,769.82	0.00	2,151.82					
<b>Totals:</b>									606,618.00-	608,769.82	0.00	2,151.82					

Rows 1 - 2

If there is a budget overrun, use the Overdraft Report to assist department/grants administrators in clearing the overdraft via payroll and/or cost transfers.

The DPA Department Code and Title provides contact information for financial management and close-out planning.