

## WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

Section	Frequently Asked Questions	Answers
<p><b>Revenue and Accounts Receivable using:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Balance Sheet Summary</b></li> <li>▪ <b>DPA Summary</b></li> <li>▪ <b>Fund Summary</b></li> <li>▪ <b>Revenue Summary</b></li> </ul>	<p>How do I look up the total contract or grant revenue of a fund?</p>	<ul style="list-style-type: none"> <li>▪ Run a Revenue Summary for the current period. The Budget column shows the total revenue for prior fiscal years. The Financial column shows the total revenue for the current fiscal year. The Balance column shows the total revenue for the fund. See example #1.</li> </ul>
	<p>What is the difference between appropriations and actual revenue?</p>	<ul style="list-style-type: none"> <li>▪ An appropriation for grants and contracts is the amount of the award (for example, NCA 332060 for private grants). Appropriations are a debit balance. The appropriation is allocated to budget NCA Group expense accounts. For Sales &amp; Service funds this could represent estimated income, such as for Recharge funds.</li> <li>▪ Revenue is what has been billed or collected for the fund. Revenues are a credit balance.</li> </ul>
	<p>How can I get a report that gives me unbilled amount per fund from highest to lowest? For all my funds?</p>	<ul style="list-style-type: none"> <li>▪ Change your WebLinks User Profile to <u>not</u> display headers for Excel.</li> <li>▪ Run a Fund Summary for the current period. Select <b>Destination</b> “Excel.” Type in a Department Code or a Fund range. You could also create a list of funds that you are responsible for managing and select the list. See example #2.</li> <li>▪ In the Excel spreadsheet, format the columns as desired, and add column headings. Select all columns. From the Data menu, select <b>Sort</b>. In the dialog box, select the letter for the “Balance” column and choose “Ascending.”</li> </ul>
<p><b>Reference:</b> WebLinks OLFS Reference Manual Chapter 4.</p>		

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Section	Frequently Asked Questions	Answers
<b>Revenue and Accounts Receivable using:</b> <ul style="list-style-type: none"> <li>▪ <b>GL Transaction Detail</b></li> </ul>	<p>How can I determine what's been billed and collected? How can I create a report to show exactly what has been deposited to a fund?</p>	<ul style="list-style-type: none"> <li>▪ Run a Balance Sheet Summary for the current period for the appropriate Accounts Receivable NCA (for example, the NCA for Private Agreements is "112672." See example #3.</li> <li>▪ Run a GL Transaction Detail. Select <b>Account Type</b> of "Balance Sheet." Type in a <b>Fund</b> code and <b>NCA</b> "112672." See example #4a.</li> </ul> <p><b>Note:</b> Lines with <b>Source Code</b> 535 are accruals, invoices, and adjustments. Lines with <b>Source Code</b> 320 are cash received.</p>
	<p>What do I do to resolve outstanding payments (for example, when an accrual is reversed and I think the money has been received)?</p>	<ul style="list-style-type: none"> <li>▪ Run a GL Transaction Detail. Select <b>Account Type</b> of "Balance Sheet." Type in a <b>Fund</b> code and <b>NCA</b> "112672."</li> <li>▪ Match up invoices to cash received. If an invoice has been reversed and a new invoice issued, then calculate the over/under payment. See example #4b.</li> </ul> <p><b>Note:</b> Lines with <b>Source Code</b> 535 are accruals, invoices, and adjustments. Lines with <b>Source Code</b> 320 are cash received.</p>
<p><b>Reference:</b> WebLinks OLFS Reference Manual Chapter 3.</p>		

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #1 – Revenue Summary Report

**Selection Options for Report Revenue Summary by NCA**

As Of Date:

Business Unit:  Sort/Total:

Fund Type:

Output Destination :

Control Point: (\*)

Department Code: (\*)

DPA:  To:

Fund-FY: (\*)  To:

Program Code:

NCA:  To:

Enter a **Fund** or a range of funds.

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #1 – Revenue Summary Showing Total Revenue for a Fund

NCA	Budget	Financial	Balance	Pct	NCADescription
<b>Fund - 82207- FMLY HLTH INTL(59647)3310-5024 9/01</b>					
<b>DPA - DPA NOT USED</b>					
<a href="#">332040</a>	628,457.68-	621,124.14-	1,249,581.82-	N/A	<a href="#">PRIVATE RESTRICTED CONTRACTS</a>
<a href="#">332060</a>	1,503,325.00	0.00	1,503,325.00	0.0%	<a href="#">PRIVATE GRANTS UNALL (BUD USE)</a>
<b>Total:</b>	<b>874,867.32</b>	<b>621,124.14-</b>	<b>253,743.18</b>	<b>71.0%</b>	
<b>Total:</b>	<b>874,867.32</b>	<b>621,124.14-</b>	<b>253,743.18</b>	<b>71.0%</b>	
<b>Totals:</b>	<b>874,867.32</b>	<b>621,124.14-</b>	<b>253,743.18</b>	<b>71.0%</b>	
Rows 1 - 2	Total Revenue Prior Fiscal Years	Total Revenue Current Fiscal Year	Total Revenue for Fund 82207		

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #2 – Fund Summary Report

**Selection Options for Report Fund/FY Summary by Fund**

As Of Date: 08/2002

Business Unit: UCSF Sort/Total: Fund

Fund Type: Current

Output Destination: Excel

Control Point: (\*)  Search

Department Code: (\*)  Search

DPA:  To:  Search

Fund-FY: (\*) 82200 To: 82220 Search

Program Code:  Search

NCA Group:  To:  Search

NCA:  To:  Search

Principal Investigator:  Search

- Select **Output Destination** “Excel.”
- Enter a **Department Code, DPA,** or range of **DPA** codes or a range of **Funds**.
- You can also create a list of funds you are responsible for managing and select that list.

## WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

**Example #2 – Fund Summary Downloaded to Excel Showing Unbilled Amounts/Funds from Highest to Lowest**

	A	B	C	D	E	F	G	H	I	J	K
1	Fund	Budget	Financial	Lien	Balance	Percent	Fund Description				
2	82207-	0.00	138,740.03	0.00	138,740.03	N/A	FMLY HLTH INTL(59647)3310-5024 9/01				
3	82216-	0.00	67,841.75	0.00	67,841.75	N/A	UNIV OF UTAH #9809032E LANE 9/02				
4	82201-	0.00	11,333.01	0.00	11,333.01	N/A	NEW ENGLAND RES INST CA80811 CR9/02				
5	82209-	0.00	4,959.54	0.00	4,959.54	N/A	U OF ALABAMA(82132)CA70019CR/CT7/02				
6	82202-	0.00	4,597.96	0.00	4,597.96	N/A	ANORMED INC MCKERROW 10/01				
7	82208-	0.00	3,644.28	0.00	3,644.28	N/A	ASIAN IMMIGRANT WOMEN ADVTS 10/02				
8	82215-	0.00	2,667.24	0.00	2,667.24	N/A	HEARING SOCIETY OF BAY AREA 6/01				
9	82214-	0.00	933.79	0.00	933.79	N/A	CPMCRI #3133-01-00 CHANG CR 6/03				
10	82212-	0.00	-1,932.84	0.00	-1,932.84	N/A	NRTHRN SIERRA RURAL HLTH NTWK 12/01				
11	82203-	0.00	-2,443.28	0.00	-2,443.28	N/A	U OF CHICAGO 5-30400-8602 9/01				
12	82206-	0.00	-3,898.90	0.00	-3,898.90	N/A	R W JOHNSON PHARM MELLON 8/01				
13	82213-	0.00	-7,069.40	0.00	-7,069.40	N/A	GENZYME (LYSOSOMAL STORAGE) 8/02				
14	82205-	0.00	-17,102.27	0.00	-17,102.27	N/A	ZYMOGENETICS DAVIS FP 01/03				
15	82217-	0.00	-20,040.69	0.00	-20,040.69	N/A	BRANDEIS U(RWJ FNDN)4-4116 CR 11/01				
16	82219-	0.00	-50,129.35	0.00	-50,129.35	N/A	PFIZER/AGOURON MRI ASSAYS 6/01				
17	82220-	0.00	-103,462.94	0.00	-103,462.94	N/A	ELEKTA AB(RADIOLOGICAL TREAT) 8/04				
18	82218-	0.00	-116,875.94	0.00	-116,875.94	N/A	MERCK & CO. (COX-2 INHIBITION)12/02				
19	82210-	0.00	-137,802.55	0.00	-137,802.55	N/A	SOCIAL-SCNTFC 00027.05071 CR 12/02				
20	82211-	0.00	-342,243.34	0.00	-342,243.34	N/A	GLAXO WELLCOME SHOKAT 12/02				
21	82200-	0.00	-349,715.36	0.00	-349,715.36	N/A	LILLY RESRCH LABS H3S-MC-GGGK 3/05				
22											

The debits in the Financial column are the Expenditure to be Billed.

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #3 – Balance Sheet Summary Report

**Selection Options for Report Balance Sheet Summary By Fund**

As Of Date:

Business Unit:  Sort/Total:

Fund Type:

Output Destination :

Account Type:

Control Point: (\*)

Department Code: (\*)

DPA: (\*)  To:

Fund-FY: (\*)  To:


Program Code:

NCA: (\*)  To:

- Enter a **Fund** or range of Funds.
- Enter **NCA** "112672," which is the Accounts Receivable NCA for Private Agreements.

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #3 – Balance Sheet Summary Showing Outstanding Accounts Receivable



### Balance Sheet Summary by NCA, Fund for 08/2002 (CLOSED)

Main Menu
Excel

Fund	Budget	Financial	Balance	Pct	Fund Description
<b>NCA - 112672 ACCTS RECEIVABLE-PRIVATE AGMTS</b>					
<a href="#">82207-</a>	0.00	626,557.36	<u>626,557.36</u>	N/A	<a href="#">FMLY HLTH INTL(59647)3310-5024 9/01</a>
<b>Total:</b>	0.00	626,557.36	626,557.36	N/A	
<b>Totals:</b>	0.00	626,557.36	626,557.36	N/A	

Rows 1 - 1

Outstanding A/R for Fund 82207

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #4 – GL Transaction Detail Report

**Selection Options for Report GL Transaction Detail**

**Begin Date:**  **End Date:**

**Business Unit:**  **Sort/Total:**

**Fund Type:**

**Output Destination :**

**Account Type:**

**Activity Type:**

**Control Point: (\*)**

**Department Code: (\*)**

**DPA: (\*)**  **To:**

**Fund-FY: (\*)**  **To:**

**NCA Group:**  **To:**

**NCA: (\*)**  **To:**

**Source Code:**  **To:**

**Journal ID: (\*)**

- Select a begin date and end date range to include in the report.
- Select **Account Type** of "Balance Sheet."
- Enter a **Fund** or range of Funds you are researching.
- Enter **NCA** "112672," which is the Accounts Receivable NCA for Private Agreements.

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #4a – GL Transaction Detail Report Showing Billing and Cash Received for a Fund

		UCSF FINANCIALS & PAYROLL WEBLINKS reporting portal		GL Transaction Detail for PL/2001 To 08/2002 (CLOSED)			
Main Menu		Excel					
Sour NCA	Prog Line Description	Budget	Financial	Lien	PO ID	Invoice ID	InvDt Jrn1 ID
<b>DPA - DPA NOT USED</b>							
<b>Fund/FY - 82207- FMLY HLTH INTL(59647)3310-5024 9/01</b>							
<b>NCA Group - 100000 BALANCE SHEET NCA BUDGET GROUP</b>							
<b>Reversal</b>	535 <a href="#">112672</a>	To accrue contract income	0.00	253,802.58	0.00		
	535 <a href="#">112672</a>	05/01, Inv # 05	0.00	138,593.48	0.00		
<b>Invoices &amp; Adjustments</b>	535 <a href="#">112672</a>	06/01, Inv. # 06	0.00	121,896.32	0.00		
	535 <a href="#">112672</a>	Partial reverse jrl 12EVS0224	0.00	121,527.00-	0.00		
	535 <a href="#">112672</a>	02/01, Inv. # 02	0.00	119,406.56	0.00		
	535 <a href="#">112672</a>	07/01 Inv. # 07	0.00	124,807.51	0.00		
<b>Cash Received</b>	320 <a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	24,187.00-	0.00		
	320 <a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	119,406.56-	0.00		
	320 <a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	98,932.00-	0.00		
	320 <a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	120,009.00-	0.00		
	320 <a href="#">112672</a>	FAMILY HEALTH INTERNATIONAL	0.00	138,593.48-	0.00		
	320 <a href="#">112672</a>	FAMILY HEALTH INTERNATIONAL	0.00	121,896.32-	0.00		
	535 <a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	119,406.56-	0.00		
	535 <a href="#">112672</a>	02/01, Inv. # 02	0.00	37,725.56	0.00		
	535 <a href="#">112672</a>	Reversal jrl 12EVS0224	0.00	98,932.00-	0.00		
	535 <a href="#">112672</a>	03/01, Inv. # 03	0.00	105,432.02	0.00		
	535 <a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	138,593.48-	0.00		
	535 <a href="#">112672</a>	05/01, Inv. # 05	0.00	131,947.47	0.00		
<b>Invoices &amp; Adjustments</b>	535 <a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	121,896.32-	0.00		
	535 <a href="#">112672</a>	06/01, Inv. # 06	0.00	115,796.55	0.00		
	535 <a href="#">112672</a>	08/01, Inv. # 08	0.00	105,054.30	0.00		
	535 <a href="#">112672</a>	09/01, Inv. # 09	0.00	359,930.54	0.00		
	535 <a href="#">112672</a>	Final Inv. # 10	0.00	114,691.57	0.00		
	535 <a href="#">112672</a>	02/01, Inv. # 02	0.00	121,527.00	0.00		
	535 <a href="#">112672</a>	03/01, Inv. # 03	0.00	98,932.00	0.00		
	535 <a href="#">112672</a>	04/01, Inv. # 04	0.00	120,009.00	0.00		
<b>Accrual</b>	535 <a href="#">112672</a>	01/01, Inv. # 01	0.00	24,187.00	0.00		
	535 <a href="#">112672</a>	To accrue contract income	0.00	253,802.58	0.00		
	Total:		0.00	626,557.36	0.00		
	Total:		0.00	626,557.36	0.00		
	Total:		0.00	626,557.36	0.00		
	Totals:		0.00	626,557.36	0.00		

**A - Revenue Accrual at 6/30/01 for year end closing**

- Revenue Accrual Reversal at 7/01 that is automatically generated in PeopleSoft
- A Revenue Accrual is generated at quarter end and reversed the following month

**B - Accounts Receivable balance for fund at 8/31/02 is \$626,557.36.**

- Invoice #7, 8, 9, & 10 are outstanding.
- Because of the reversal and re-issue of invoices 2, 3, 5, & 6, an excess payment of \$88,304.48 was made and will be applied against Invoice #7.

# WebLinks OLFS Reporting – Revenue and Accounts Receivable Contracts and Grants

## Example #4b – GL Transaction Detail Report Using NCA Code Range 404200 to 412420

Sour NCA	Prog Line Description	Budget	Financial	Jrnl ID	JrnlDt	Reference	PostDt
<b>DPA - DPA NOT USED</b>							
<b>Fund/FY - 82207- FMLY HLTH INTL(59647)3310-5024 9/01</b>							
<b>NCA Group - 100000 BALANCE SHEET NCA BUDGET GROUP</b>							
535	<a href="#">112672</a>	To accrue contract income	0.00	263,802.68-	14EPS0127	070101 82207	080701
535	<a href="#">112672</a>	05/01, Inv # 05	0.00	138,593.48	(5a) 01EVS0027	073101 82207-05	080901
535	<a href="#">112672</a>	06/01, Inv. # 06	0.00	(6a) 121,896.32	01EVS0027	073101 82207-06	080901
535	<a href="#">112672</a>	Partial reverse jrl 12EVS0224	0.00	121,527.00-	(2a) 01EVS0027	073101 82207-02	080901
535	<a href="#">112672</a>	02/01, Inv. # 02	0.00	(2b) 119,406.66	01EVS0027	073101 82207-02	080901
535	<a href="#">112672</a>	07/01 Inv. # 07	0.00	124,807.51	(7) 02EPA1856	082901 220707	091001
320	<a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	(1) 24,187.00-	03RRC0024	092401 82207-01	100101
320	<a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	119,406.66-	(2b) 03RRC0024	092401 82207-02	100101
320	<a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	(3a) 98,932.00-	03RRC0024	092401 82207-03	100101
320	<a href="#">112672</a>	91395 FAMILY HEALTH INTL	0.00	120,009.00-	(4) 03RRC0024	092401 82207-04	100101
320	<a href="#">112672</a>	FAMILY HEALTH INTERNATIONAL	0.00	(5a) 138,593.48-	07ATM2423	011602 82207-05	012402
320	<a href="#">112672</a>	FAMILY HEALTH INTERNATIONAL	0.00	121,896.32-	(6a) 07ATM2423	011602 82207-06	012402
535	<a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	(2b) 119,406.66-	11EVS0499	053002 82207-02	053002
535	<a href="#">112672</a>	02/01, Inv. # 02	0.00	37,725.66	(2c) 11EVS0499	053002 82207-02	053002
535	<a href="#">112672</a>	Reversal jrl 12EVS0224	0.00	(3a) 98,932.00-	11EVS0499	053002 82207-03	053002
535	<a href="#">112672</a>	03/01, Inv. # 03	0.00	105,432.02	(3b) 11EVS0499	053002 82207-03	053002
535	<a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	(5a) 138,593.48-	11EVS0499	053002 82207-05	053002
535	<a href="#">112672</a>	05/01, Inv. # 05	0.00	131,947.47	(5b) 11EVS0499	053002 82207-05	053002
535	<a href="#">112672</a>	Reversal jrl 01EVS0027	0.00	(6a) 121,896.32-	11EVS0499	053002 82207-06	053002
535	<a href="#">112672</a>	06/01, Inv. # 06	0.00	115,796.55	(6b) 11EVS0499	053002 82207-06	053002
535	<a href="#">112672</a>	08/01, Inv. # 08	0.00	(8) 105,054.30	11EVS0499	053002 82207-08	053002
535	<a href="#">112672</a>	09/01, Inv. # 09	0.00	369,930.64	(9) 11EVS0499	053002 82207-09	053002
535	<a href="#">112672</a>	Final Inv. # 10	0.00	(10) 114,691.67	11EVS0499	053002 82207-10	053002
535	<a href="#">112672</a>	02/01, Inv. # 02	0.00	121,527.00	(2a) 12EVS0224	061101 82207-02	061401
535	<a href="#">112672</a>	03/01, Inv. # 03	0.00	(3a) 98,932.00	12EVS0224	061101 82207-03	061401
535	<a href="#">112672</a>	04/01, Inv. # 04	0.00	120,009.00	(4) 12EVS0224	061101 82207-04	061401
535	<a href="#">112672</a>	01/01, Inv. # 01	0.00	(1) 24,187.00	12EVS0224	061101 82207-01	061401
535	<a href="#">112672</a>	To accrue contract income	0.00	263,802.68	14EPS0127	062901 82207	072301
Total:			0.00	626,557.36			
Total:			0.00	626,557.36			
Total:			0.00	626,557.36			
Totals:			0.00	626,557.36			

Several invoices were reversed and re-issued.  
The overpayment (or underpayment) is applied to  
outstanding invoices.