

Research Financial Summary Report by Fund/FY

The **Research Financial Summary Report by Fund/FY** provides RSAs and fund managers in departments and schools, as well as central office financial managers, a picture of sponsored project fund activity as of the date selected.

The report answers these key questions for Fund-FY as well as for each DPA (project) associated with the Fund:

- How much have we spent and what is the remaining budget?
- How much revenue have we earned?
- How much have we billed the sponsor and how much has the sponsor paid?

As a best practice, RSAs should review this report on a regular basis (preferably monthly or at least quarterly) and highlight any red flags about the results for the Principal Investigator (PI).

Report Options for Research Financial Summary Report by Fund/FY

(*) - At least one of these fields must be selected.

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2 As of Date:

3 Business Unit: Sort/Total:

4 Output Destination:

5 Department Code (*):

Fund-FY (*): To:

(*) - At least one of these fields must be selected.

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Selected	UserId	List Type	List Name
<input type="checkbox"/>	SFCSSJ1	FUNDFY	EXAMPLE FUND LIST

Rows 1-3: Default values for "As of Date", "Business Unit", "Sort/Total", and "Output Destination" will appear when the report is accessed. Use the Down Arrow to list selections.

Search Button: If you are not sure of Department Code or Fund number, enter a partial number and *click Search* to look up values.

Selection Criteria

Row 4	Department Code	If you choose to run this report by Department Code, the result will show all funds owned by the selected department code. Note: This option is not recommended if you have a large number of funds.
Row 5	Fund-FY	You can request one Fund-Fund Year or a continuous range. Key in fund number followed by a hyphen and the 2-digit fund year (e.g., 29163-01) or use an asterisk (e.g., 29163*) to retrieve all fund years.
Row 6	List Selection	Select a list of Fund-FY values Note: Use WebLinks List Maintenance to group funds for reporting (e.g., a list of sponsored project funds for a Principal Investigator).

Terminology

→ Cost Reimbursable Awards (CRB)

Awards that are billed based on actual expenses incurred and posted to the General Ledger; includes Letter-of-Credit awards

→ Prepaid Awards (PPD)

Awards that are NOT billed on actual expenses (payment may come early or in specified amounts)

→ Revenue

Recognition of income when an expense is incurred

→ Accounts Receivable (AR)

Awards that are billed based on actual expenses incurred and posted to the General Ledger; includes Letter-of-Credit awards

→ Billing

Tracking of: (1) invoices for expenses incurred, (2) installment or scheduled payments due, or (3) milestone payments (e.g., clinical trials)

→ Unbilled Accounts Receivable (UAR)

Recognized revenue that has not been billed to the sponsor

→ Deferred Revenue

Prepayment amount that is “utilized” as expenses are incurred

Key Things to Note

- Only the departmental owner of the fund will be able to access fund information.
- Financial transactions that flow through the Unexpended Balance NCA are not reflected in the report. These include STIP, inter-campus transactions, and capital lease re-classification from expense to unexpended balance. **Note:** The **Budget** column will include these transactions.
- For Letter of Credit awards, which are billed twice-weekly, **Unbilled Balance** is probably zero.
- For Cost Reimbursable awards that are billed monthly or quarterly, the **Unbilled Balance** should be the total of expenditures (and revenue) since the cut-off for the last billing. Run the GL Transaction Detail for the current open period to see if the sponsor was billed. If **Unbilled Balance** is a credit amount (-), cost transfers were posted to offset overdrafts. EMF will need to match cost transfers to overdrafts prior to billing.
- The following Revenue, Unbilled Accounts Receivable (UAR), Accounts Receivable (AR), and prepaid Deferred Revenue NCAs are included in the appropriate report columns. **Note:** Build four lists – for each type of NCA – to use in researching balances on the GL Transaction Detail report.

Research Administration System (RAS) NCAs by Award Category				
Category	Revenue	UAR	AR	Def Revenue
Clinical Trials	332041	332046	112625	118425
Federal Contracts	331030	331035	111506	118450
Federal LOC Contracts	331032	331037	111509	118556
Federal Grants	331020	331024	111507	118454
Federal LOC Grants	331021	331025	111508	118455
Local/City/County	330050	330055	112608	118409
Private Contracts – Restricted	332040	332045	112643	118475
Private Grants – Restricted	332030	332035	112642	118472
State Contracts & Grants	330030	330035	111205	118420
SFGH City/County Hospital	330051	330056	112641	118463
Navy Advance Payments	331031	331036	111666	118465

- Refer to the Extramural Funds website under Communication, then Revenue and Cash Management for more information and explanation of the RAS Revenue Cycle transactions for revenue, unbilled accounts receivable, accounts receivable and deferred revenue: http://acctg/extramural_funds/communications/index.htm
- When prior fund years are “closed out” at year-end, and balances at the DPA-Fund level are 0.00, then those DPA-Fund-FY combinations are “dropped” from reporting when the dates are after that UCSF fiscal close. Therefore prior year DPA-Fund-FY budgets and matching expenses that are balanced out will not be included in the **Total Budget** and **Total Expenses** columns. **Note:** You can still see the budgets and expenditures if you change the report date to look at the data prior to the previous fiscal close (FN/yyyy where yyyy is the previous year) when the balance was 0.00.

Research Financial Summary Report by Fund/FY Example

Report Options for Research Financial Summary Report by Fund/FY

(*) - At least one of these fields must be selected.

Start Reset

As of Date: 03/2007

Business Unit: UCSF Sort/Total: Fund-FY,DPA

Output Destination: Screen

Department Code (*): Search

Fund-FY (*): 83632* To: Search

Start Reset

(*) - At least one of these fields must be selected.

Selected	UserId	List Type	List Name
<input type="checkbox"/>	SFCSSJ1	FUNDFY	ACC FUND LIST

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Research Financial Summary Report by Fund/FY for 03/2007 (CLOSED)

Pdf Excel

Row(s) 1 - 2 of 2

Fund	FY	DPA	Total Budget	Total Expenses	Budget Balance	Pre-RAS Revenue	Total Revenue
83632	01		0.00	0.00	0.00	13,598.54-	54,477.13-
83632	01	441968	355,136.00-	210,098.60	145,037.40-	0.00	155,621.47-
Subtotal by Fund - FY			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-
Subtotal by Fund			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-
Grand Totals:			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-

Row(s) 1 - 2 of 2

Selected Report Criteria	
Business Unit:	UCSF
Fund:	83632*
Date:	03/2007

Converted AR	RAS Billing	RAS Applied Payments	AR ADJ	AR Balance	Unbilled Balance	Deferred Revenue
54,477.13	0.00	54,477.13-	0.00	0.00	0.00	0.00
0.00	146,803.97	118,260.32-	0.00	28,543.65	8,817.50	0.00
54,477.13	146,803.97	172,737.45-	0.00	28,543.65	8,817.50	0.00
54,477.13	146,803.97	172,737.45-	0.00	28,543.65	8,817.50	0.00
54,477.13	146,803.97	172,737.45-	0.00	28,543.65	8,817.50	0.00

Converted Cost Reimbursable Award

Total Revenue should = Total Expenses

Fund	FY	DPA	Total Budget	Total Expenses	Budget Balance	Pre-RAS Revenue	Total Revenue
83632	01		0.00	0.00	0.00	13,598.54-	54,477.13-
83632	01	441968	355,136.00-	210,098.60	145,037.40-	0.00	155,621.47-
Subtotal by Fund - FY			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-
Subtotal by Fund			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-
Grand Totals:			355,136.00-	210,098.60	145,037.40-	13,598.54-	210,098.60-

Total Budget	<p>Sum of appropriated budget in the Expense NCA range; re-appropriations are excluded</p> <p>Budget is the authorized spending amount, and ultimately, how much revenue we should recognize. If spending exceeds budget, we do not recognize revenue.</p> <p>If the fund earns STIP, it will be included in the budget amount.</p>
Total Expenses	<p>Sum of financial transactions in the Expense NCA Range; liens are not included</p> <p>Note: The first two columns should always match the DPA Summary report and Expenditure Summary by NCA Group report total for each DPA-Fund/FY combination.</p>
Budget Balance	<p>Sum of Total Budget and Total Expenses columns</p> <p>If the Budget Balance is a credit (-), it represents the amount available to spend. If it is a debit, it is the amount the fund is in overdraft.</p>
Pre-RAS Revenue	<p>Sum of financial transactions for RAS Revenue NCAs through 03/2006 (closed); this column is zero (0.0) for awards added after RAS implementation</p> <p>The primary purpose of this column is for converted awards.</p> <p>In GL Transaction Detail report, select Begin Date of 08/1979, End Date of 03/2006, Account Type of "Revenue," Activity Type of "Detail," your Fund-FY(s), Source range of 130 to CNV.</p> <p>Note: Before RAS, revenue was credited to the Fund-FY only. In RAS, revenue is credited to the Fund-FY-DPA (when an expense is incurred).</p>
Total Revenue	<p>Sum of financial transactions for RAS Revenue NCAs through the report date</p> <p>In GL Transaction Detail report, select Begin Date of 08/1979, End Date of current month, Account Type of "Revenue," Activity Type of "Detail," your Fund-FY(s), Source range of 130 to CNV, and the Revenue NCA list.</p> <p>Note: For LOC awards, F&A is calculated and revenue is recognized only on expenses that have been paid.</p>

Converted Cost Reimbursable Award

Converted AR + RAS Billing + RAS Applied Payments + AR Adjustments = AR Balance

Converted AR	+	RAS Billing	+	RAS Applied Payments	+	AR ADJ	=	AR Balance	Unbilled Balance	Deferred Revenue
54,477.13		0.00		54,477.13-		0.00		0.00	0.00	0.00
0.00		146,803.97		118,260.32-		0.00		28,543.65	8,817.50	0.00
54,477.13		146,803.97		172,737.45-		0.00		28,543.65	8,817.50	0.00
54,477.13		146,803.97		172,737.45-		0.00		28,543.65	8,817.50	0.00
54,477.13		146,803.97		172,737.45-		0.00		28,543.65	8,817.50	0.00

Converted AR	<p>Sum of accounts receivable conversion transactions where Journal ID equals 10RASCNV8, Journal Date equals 4/21/2006 and NCA equals a RAS AR NCA</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of 04/2006, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Journal ID of 10RASCNV8, Source range of 130 to CNV, and the AR NCA list.</p> <p>Note: Converted AR represented either (1) amount to be paid by sponsor or (2) overdraft that needed to be cleared by department. Ultimately, there should have been a payment applied or a credit bill.</p>
RAS Billing	<p>Sum of RAS accounts receivable financial transactions through report date where Journal ID equals A10* and NCA equals a RAS AR NCA</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of current month, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Journal ID of A10*, Source range of 130 to CNV, and the AR NCA list.</p> <p>Note: In RAS, billing and accounts receivable are tracked using Fund-FY-DPA.</p>
RAS Applied Payments	<p>Sum of RAS payment financial transactions through report date where Journal ID equals A30* and NCA equals a RAS AR NCA</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of current month, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Journal ID of A30*, Source range of 130 to CNV, and the AR NCA list.</p>
AR Adjustments	<p>Sum of RAS adjustment financial transactions through report date where Journal ID equals A40* and NCA equals a RAS AR NCA</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of current month, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Journal ID of A40*, Source range of 130 to CNV, and the AR NCA list.</p> <p>Note: Adjustments include small balance write-offs and other maintenance adjustments such as pre-conversion payments that could not be applied against a specific invoice.</p>
AR Balance	<p>Amount that has been billed to the sponsor that has not been paid; it is the sum of Converted AR, RAS Billing, RAS Applied Payments, and AR Adjustment columns.</p>
Unbilled Balance	<p>Sum of unbilled financial transactions through report date where NCA equals a RAS UAR NCA; this amount has not yet been billed to the sponsor.</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of current month, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Source range of 130 to CNV, and the UAR NCA list.</p>

Prepaid Award

Total Budget includes STIP as well as the original and supplemental appropriations

Fund	FY	DPA	Total Budget	Total Expenses	Budget Balance	Pre-RAS Revenue	Total Revenue
86235	01		0.00	0.00	0.00	0.00	0.00
86235	01	404955	75,484.17-	54,626.56	20,857.61-	0.00	54,626.56-
Subtotal by Fund - FY			75,484.17-	54,626.56	20,857.61-	0.00	54,626.56-
Subtotal by Fund			75,484.17-	54,626.56	20,857.61-	0.00	54,626.56-
Grand Totals:			75,484.17-	54,626.56	20,857.61-	0.00	54,626.56-

RAS Applied Payments - Total Revenue – AR Balance = Deferred Revenue

Converted AR	RAS Billing	RAS Applied Payments	AR ADJ	AR Balance	Unbilled Balance	Deferred Revenue
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	75,000.00	75,000.00-	0.00	0.00	0.00	20,373.44-
0.00	75,000.00	75,000.00-	0.00	0.00	0.00	20,373.44-
0.00	75,000.00	75,000.00-	0.00	0.00	0.00	20,373.44-
0.00	75,000.00	75,000.00-	0.00	0.00	0.00	20,373.44-

Deferred Revenue	<p>Sum of financial transactions through report date where NCA equals a RAS Deferred Revenue NCA</p> <p>Deferred Revenue is applicable to Prepaid awards only. It is the balance of all pre-payment transactions in RAS and represents the amount of pre-payment that has not been utilized through spending.</p> <p>In GL Transaction Detail report, select Begin Date of 04/2006, End Date of current month, Account Type of "All," Activity Type of "Detail," your Fund-FY(s), Source range of 130 to CNV, and the Deferred Revenue NCA list.</p>
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Best Practice Report Usage			Summary							Status & Overdraft				Detail			
			Fund Summary	DPA Summary	Revenue Summary	Balance Sheet Summary	Exp Summary by NCA Group	12-Month Exp Summary by NCA	Research Financial Summary by Fund/FY	Gov Contracts and Grants	Private, Opportunity Funds	General & Specific State Funds	All Other Funds	GL Transaction Detail	Budget Status Report	Budget Payroll Detail	
Fund Type																	
Current Funds - Unrestricted	Endowment/Opportunity	04100-09599	Y	Y	N	Y	Y	Y	N	N	Y	N	N	Y	N	N	
	State General Funds	19000-19999	Y	Y	N	N	Y	Y	N	N	N	Y	N	Y	N	N	
	Student Fees	20000-20399	Y	Y	Y	N	Y	Y	N	N	N	N	Y	Y	N	N	
	Department Funds		Y	Y	Y	N	Y	Y	N	N	N	N	Y	Y	N	N	
	Sales & Services-Educational Activities	60000-65999															
	Teaching Hospital	63000-63999															
	Sales & Services-Service Enterprises	66000-66099															
	Other Sources	66100-69999															
Sales & Services-Auxiliary Enterprises	70000-74999																
Reserves	75000-76999																
Current Funds - Restricted	Agency	00200-00299	Y	Y	N	N	Y	Y	N	N	N	N	N	Y	N	N	
	Special State Appropriation and Contracts	18000-18999 20400-20599 88000-88999	N	Y	N	N	Y	Y	Y *	Y	N	Y	N	Y	N	N	
	Local Government	20600-21099 87000-87999	N	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	
	Federal Government Grants & Contracts	21100-33999	N	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	
	Endowment Income	34100-39599	Y	Y	N	Y	Y	Y	Y	N	Y	N	N	Y	N	N	
	Private Gifts	39600-56999 80000-80999	Y	Y	Y	Y	Y	Y	N	N	Y	N	N	Y	N	N	
	Private Grants & Contracts, including Clinical Trials	57000-59999 77000-79999 81000-85999	N	Y	Y	Y	Y	Y	Y	N	Y	N	N	Y	Y	Y	

* Only RAS related funds, not UC program special state awards