Re: On-line Financial System Reports - Release 3.0

Dear Colleagues:

I am pleased to announce the third official release of the UCLA On-line Financial System Reports. The On-line Financial System Reports were developed jointly by Corporate Financial Services and Administrative Information Systems to provide campus users with timely, meaningful financial information for decision making, informational research and financial reporting from the centrally supported official book of record information. The first release provided access to general ledger, transactional and table information from the financial system selected according to desired time frames and based upon certain organizational and accounting criteria. The second official release offered an expanded suite of available reports from the Campus’s general ledger, included reports from subsidiary systems that feed financial information to the general ledger and provided improved navigational features.

The newly available release continues to expand and enhance centrally supported financial information. Release 3.0 contains several new reports which provide campus personnel access to more powerful tools to analyze operating results, to identify overdraft situations so that corrective measures can be implemented, to analyze components and transactions leading to budgetary figures, and to further review specific transactional data by viewing entries to the ledger in their entirety. Additionally, the release offers improved printing capabilities, enabling users to print column headings for all report pages.

The following is a brief overview of the reports offered in this release:

- **Budgetary Summary Report** - Campus users can research summary totals by organizational level as of any selected date of initial budget appropriations, reappropriations, budgetary adjustments and budget total by fund or account/cc/fund.

- **Overdraft Reports** - Users at various levels of the organization can access a listing of funds or account/cc/funds that have deficit balances as of a selected date. These reports reflect applicable deficit financial or budget to actual balances depending on the nature of the funds (fiscal funds or inception funds) and the assignment of those funds to a specified organization or to the campus as a whole. Further detail can be accessed from these reports through links to the fund and account summary reports.

- **Sales and Service Statements** - Users can access a summary of balances by fund including: beginning balance; total income, recharges, expenditures and adjustments; and ending balance (for the 60000 series and related reserve funds) as of a selected date. These amounts can be viewed for the entire campus, by organizational level or by group type (General Campus-Academic or Administrative Departments, or Health Science - Compensation Plans or Other Funds) for a single year or optional two or five year period. Users can also view a financial report for selected funds displaying revenues (including income and recharges), expenditure totals grouped by sub-object codes, the resulting
surplus or deficit and fund balances for the period selected, as well as a two year comparative fund balance summary.

- **Transaction Listing** - Users can research the entire entry for specified transactions by source system identification or by type entry and transaction identification for the selected period.

This new release of the On-line Financial System Reports can be accessed at the following web site [http://www.accounting.ucla.edu/intro.htm](http://www.accounting.ucla.edu/intro.htm)

Corporate Financial Services and Administrative Information Systems will continue to enhance the available reports and develop new reports based upon input from users, management requirements and new accounting guidelines.

Please contact me at mwoldemu@finance.ucla.edu should you have any questions regarding access to, use of, or development of the OFSR reports.

Happy New Year,

[Signature]

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