Re: New Departmental On-line Financial System Reports

Dear Colleagues:

I am pleased to announce the availability of new management reports within the UCLA On-line Financial System Reports package. The On-line Financial System Reports (OFSR) have been developed jointly by Corporate Financial Services and Administrative Information Systems and continue to be enhanced 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.

In response to campus request, the newly available reports continue to expand and enhance centrally supported financial information. Many of the previous hard copy departmental summary reports are now available and can be accessed through the OFSR.

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

- **Fund Summary Report by Department** - Previously campus users could only select fund balances by department and then drill down to Fund Summary report by individual fund. With this update, the entire fund summary report can now be accessed for the selected department and time period. Drill downs to specific fund summaries or account summaries can be accessed from these reports.

- **Recharge Activity by Department** - Users can view recharge activity for a selected department, month and year. Expenditure activity is subtotaled first by transaction identification, next by fund, next by account and then total recharges are reflected for the selected department and time period.

- **Open Commitment Subsidiary Report by Department** - Users can view open commitment balances and activity for a selected department, month and year. Encumbrance and memo lien balances, including activity, are shown and subtotaled first by commitment identification, next by fund, next by account and then total balances are reflected for the selected department and time period.

- **Gifts Received Undistributed Report** - Users can research their portion of the Chancellor's undistributed, but committed, gift fund balances for account 116030. The report provides transaction information and reference balances for a selected department and time period.

*(Hint: To print a report in its entirety, select "Print Friendly Report" option.)*

These new reports within the OFSR can be accessed at the following web site [http://www.accounting.ucla.edu/](http://www.accounting.ucla.edu/)
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.

Regards,

Maaza Woldemusie
Manager, General Accounting