FPM - Chart of Accounts

To load Chart of Accounts, in FPM, click on “Chart of Accounts” from the menu bar.

You will see the following screen:

All account/cc/funds of a department with a balance other than zero will be in this database. The total balance of all subs excluding 9H will be displayed. This data is refreshed every night. Note: balances include encumbrances but not memo-liens. The top section is the “Search” area. If you wish to limit the search to your department accounts only, be sure to select your dept. code as a criteria, before clicking on “Search”. On the other hand, if you wish to see all accounts linked to a fund, even if they are not your department accounts, click on “Clear”, then enter the fund number, then click “Search”. The bottom of the screen is the grid where search results show up. To edit a row that shows up in the grid, click on it. It will appear in the middle section and the white boxes will be editable. You can look up FAUs of other departments but can only edit FAUs owned by department codes to which you are given FPM access.
Purpose & Benefits

1. **Identify Fund Manager** - Each FAU will be assigned to a fund manager or other department staff. Any question that comes up about an FAU, you can identify who is in charge of it.

2. **No FAUs Falling Through the Cracks** - Fund Managers will have access to a complete list of FAUs they are in charge of. This will help prevent overlooking an FAU. For this reason, it is especially important that a fund manager be assigned in FPM to any new FAU that is issued. Likewise, any reassignments of fund managers should be reflected in FPM. Especially when printing of FSO100 ledgers gets discontinued, Chart of Accounts will provide a complete list of FAUs that need to be reconciled.

3. **Discover New Links** - Newly created FAU links with funding show up with blank Fund Manager which triggers the need to assign it to someone. It is crucial to check periodically for unassigned FAUs in FPM. Note: Clinical Trials won’t show up when they are newly assigned because they have no funding. The fund manager will need to rely on COEUS or a notification from EFM of the new FAU. CAUTION, if EFM processes a TOF with an effective date in the future, the FAU won’t show up in FPM until the effective month.

4. **Create Batch Sheets** - Each FAU will be assigned to an “Internal PI”. This will facilitate creating “batch sheets” for running QDB/FPM reports by PI. To create a batch sheet, simply enter your criteria in the top “Search by” area and click on “Batch”.

5. **Don’t Place PAC orders on overdrawn FAUs** - Your PAC preparers can refer to Chart of Accounts to see if there are enough funds to place orders on a given FAU.

Updates to Chart of Accounts

It should be made clear within the Department as to who is responsible for updating FPM. Guidelines should be established and followed. Managers should ensure that updates are made and should review the Chart of Accounts on a regular basis.

Fields that can be edited

1. “Fund Manager” – will be prepopulated by Dean’s Office based on information obtained from the department. Subsequently, the department will maintain this data, by double checking entries made by Dean’s office and assigning new FAU’s as described above.

2. “Internal PI” – will be prepopulated by Dean’s Office based on Acct(CC) Titles in QDB which provide PI names. Subsequently, the department will maintain this data.

3. “Internal Fund Title” – helps display on reports, fund names that the PI recognizes for his/her grant (buzz name). Official fund title will also remain in the database.

4. “Comments” – these comments regarding the overall FAU will be listed in the new and improved “Summary of Funds” report.

5. “Expired” – certain FAUs just need fund manager follow up for close out and don’t necessarily need to be reported to the PIs every month. The “Expired”
check box helps us distinguish these and exclude them from reports to PIs and yet be able to monitor them until they zero out. Once they zero out, they don’t show up in Chart of Accounts any more. By default, we get the list excluding “Expired” ones. To get the “Expired” ones, check the “Expired” box in the “Search By” area. To get all FAUs, click on the “All” box in the “Search by” section.

**Other valuable fields (non-editable)**
- Recharge ID
- Fund end date
- Project end date
- F&A rate

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