Accessing PANs for Review

1. Navigate to the following web link: http://www.finance.ucla.edu
2. Select “Online Financial System”
3. Log on to the Online Financial System Report (OFSR) using your UCLA logon ID and password
4. Select PAN Post Authorization Notifications

```
\underline{\textbf{UCLA Financial Web Reports}}

\underline{\textbf{UCLA Key Entry}}
\begin{itemize}
  - Non-Payroll Expenditure Adjustment
  - Transfer of Funds
\end{itemize}

\underline{\textbf{PAN Post Authorization Notification}}
```

5. Select Inbox

```
\textbf{UCLA}

\textbf{PAN Main Menu}

\textbf{Post Authorization Notification Functions:}
\begin{itemize}
  \item \underline{Inbox}
  \item \underline{Notification Selection}
  \item \underline{Audit Review}
  \item \underline{Logout}
\end{itemize}
```

6. Select the notice to review by clicking on its Doc ID link; un-reviewed PANs are marked with a “U” status