

Addition of UCOP Group Codes in WebLinks Reports

What is the UCOP Group Code?

- Since traditional fund blocks ran out of numbers, UCOP Group Code was established to identify types of funds that are contained in more than one fund range.
- For example, private gift funds are now in fund range 40000-56999 and 80000-80999.

Group Code Usage in WebLinks Reports

- Because the fund ranges are no longer contiguous, separate WebLinks reports must be run for each fund block to see a complete report for some fund types.
- To obtain a complete report on Contract Funds up to four separate WebLinks reports might be necessary.
- Inclusion of the UCOP group code field in WebLinks reports allows for the combining of multiple non-contiguous fund ranges.

3

Group Codes can be found at:

- The UCOP Group codes can be found on the Controllers Office web site at http://www.ucop.edu/irc/campus_specs/caf/appendixFUNDS.pdf or
- A somewhat easier document to use can be found on pages 9-12 at http://acctg/training/Docs/Fund_Attributes_Dept_Ref.pdf
- The group codes can also be found on the WebLinks Report Option page by clicking the search button next to the UCOP field and selecting from the menu.

4

Single UCOP Group Code

- To run a report on a non-contiguous fund range that uses a single group code, select the UCOP Group Code from one of the UCOP Group Code lists or from the list obtained by clicking the search button next to the UCOP group field selection on the WebLinks Report Options page.

5

Enter Code or Click Search Button for a List of UCOP Group Codes

The screenshot displays the 'Report Options for Fund Summary by Fund' page. At the top, there is a navigation bar with 'webLinks' and various menu items. Below the navigation bar, there is a header section with the title 'Report Options for Fund Summary by Fund' and a note: '(*) - At least one of these fields must be selected.' Below this, there are two columns of input fields. The left column includes fields for 'As of Date', 'Business Unit', 'Fund Type', 'Output Destination', 'Department Code (*)', 'DPA', 'Fund-FY (*)', 'Program Code', 'NCAGroup', 'NCA', 'Principal Investigator', and 'UCOP Group Code (*)'. The right column includes a 'Sort/Total' dropdown and several 'To:' fields, each with a 'Search' button. The 'UCOP Group Code (*)' field and its 'Search' button are circled in red. At the bottom of the form, there are 'Start' and 'Reset' buttons.

6

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Report Options Lookup

Code	Value
404120	SPECIAL STATE APPROPRIATIONS
404210	STATE CNTRS GRNTS & COOPERATIVE AG
405210	LCL APPROP,GRNTS,CNTRS,COOPERTV AG
406210	FED GRNTS & COOPERATIVE AGREEMENTS
406310	FEDERAL CONTRACTS
407100	ENDOW FUNDS INCOME
407105	FNDN-ENDOW FUNDS INCOME
407210	ENDOW FUNDS PRIN APPROP-EX OPP FNDS
407220	ENDOW FUNDS PRIN APPROP-OPP FUNDS
407230	EDUCATIONAL FUND
408100	UNRESTRICTED GIFTS
408200	RESTRICTED GIFTS

Clicking on the button will produce this list

Note: Departments are primarily interested in current funds, which are in the 4xxxx series of UCOP Group Codes.

Clicking on 408200 will select restricted gift funds

7

webLinks

Administration | User Tools | Employee Data | Inquiries | Financial Summary | Financial Detail

Reports & Tools | Home | Log Out

Report Options for Fund Summary by Fund

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

As of Date:

Business Unit: Sort Total:

Fund Type:

Output Destination:

Department Code (*): **Add Dep Code**

DPA:

Fund-FY (*):

Program Code:

NCA Group:

NCA:

Principal Investigator:

UCOP Group Code (*):

webLINKS

Administration | User Tools | Employee Data | Inquiries | Financial Summary | Financial Detail

Reports & Tools | Home | Log Out

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Fund Summary by Fund/FY for 08/2007 (CLOSED)

Row(s) 1 - 6 of 6

Fund/FY	Budget	Financial	Lien	Balance	Pct	Fund Title
41131-	0.00	19,264.75-	0.00	19,264.75-	1	
41231-	0.00	10,084.25-	0.00	10,084.25-	N/A	UCSF I
41246-	252,445.46-	0.00	0.00	252,445.46-	0.00%	UCSF I
41326-	31,850.54-	42,910.09	32,658.50	43,718.05	134.72%	UCSF I
41455-	0.00	8,248.72-	0.00	8,248.72-	N/A	UCSF I
80039-	0.00	100,243.09-	14,993.67	85,249.42-	N/A	UCSF I
Totals:	284,296.00-	94,930.72-	47,652.17	331,574.55-	N/A	

Row(s) 1 - 6 of 6

UCOP Group Code selects funds by type across ranges.

Selected Report Criteria

Business Unit: UCSF

Fund Type: Current

Department Code

Date: 08/2007

UCOP Group Code: 408200

Done Trusted sites

Multiple UCOP Group Code

- For a fund type with more than one UCOP Group Code a list can be prepared using the WebLinks list function.

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Administration | User Tools | Employee Data | Inquiries | Financial Summary | Financial Detail

Reports & Tools | Home | Log Out | 10/19/2007

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[HR Home Page](#)
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WebLinks Tools For

Administration

- User Profile

User Tools

- List Maintenance
- Change Password
- User Information
- Access Permission

The list function can be found under User Tools, List Maintenance link on the WebLinks Reports & Tools page.

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weBLinks

Administration | User Tools | Employee Data | Inquiries | Financial Summary | Financial Detail

Reports & Tools | Home | Log Out | 10

List Maintenance - List Edit UCOPCD List: UCOP CONTRACTS GROUP CODE

- To add a value to the list, enter the value and click "Add"
- To see available values, enter a Search String and click "Search"
- To delete an entry, click "Delete?"
- To return to List Maintenance View, click "CANCEL"

Add Search List Home

This list selects all Contract Fund UCOP Group Codes

UCOP Code

UCOP Code	Description	
404210	STATE CNTRS GRNTS & COOPERATIVE AG	Delete ?
405210	LCL APPROP, GRNTS, CNTRS, COOPERTV AG	Delete ?
406310	FEDERAL CONTRACTS	Delete ?
408410	PRIVATE RESTRICTED CONTRACTS	Delete ?

Reports - Reports for a date summary by date

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

Start Reset

With List Maintenance select list and Department Code

As of Date: 08/2007

Business Unit: UCSF Sort/Total: Fund

Fund Type: Current

Output Destination: Screen

Department Code (*): **Select Department Code**

DPA: To: Search

Fund-FY (*): To: Search

Program Code: Search

NCAGroup: To: Search

NCA: To: Search

Principal Investigator: Search

UCOP Group Code (*): Search

Start Reset

Check box for lists to include in report

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

Selected	UserId	List Type	List Name
<input type="checkbox"/>	SFSMDM3	NCAGRP	NEW FUND SUMMARY
<input checked="" type="checkbox"/>	SFSMDM3	UCOPCD	UCOP CONTRACTS GROUP CODE
<input type="checkbox"/>	SFSMDM3	UCOPCD	UCOP FEDERAL GRANTS

DPA --

DPA Summary by Fund/FY for 08/2007 (CLOSED)

18824-	0.00	0.00	0.00	0.00	N/A
25727-	58,780.00-	58,779.57	0.00	0.43-	100.00%
25774-01	1,000.00-	999.70	0.00	0.30-	99.97%
25776-01	3,000.00-	3,000.40	0.00	0.40	100.01%
26263-	27,179.00-	26,513.32	0.00	665.68-	97.55%
26292-01	28,399.00-	21,319.10	0.00	7,079.90-	75.07%
26298-01	10,000.00-	9,950.44	0.00	49.56-	99.50%
26764-01	0.00	0.00	0.00	0.00	N/A
26845-01	24,899.00-	19,699.52	0.00	5,199.48-	79.12%
26879-01	133,934.00-	105,807.91	0.00	28,126.09-	79.00%
59380-	38.17-	833.87	0.00	795.70	N/A
59559-	0.00	1,351.43	0.00	1,351.43	N/A
82473-	348,595.00-	349,507.14	0.00	912.14	100.26%
82612-	323,010.92-	319,236.97	0.00	3,753.95-	98.84%
82705-	147,786.28-	139,038.74	0.00	8,747.54-	94.08%
83065-	85,500.00-	60,996.15	0.00	24,503.85-	71.34%
83329-	0.00	0.00	0.00	0.00	N/A
83568-01	19,184.00-	16,422.72	0.00	2,761.28-	85.61%
83693-01	64,501.71-	1,486.60	0.00	63,015.11-	2.30%
84514-01	80,743.00-	103,765.14	0.00	23,022.14	128.51%
84641-01	10,000.00-	0.00	0.00	10,000.00-	0.00%
84673-01	26,099.00-	0.00	0.00	26,099.00-	0.00%
87060-01	362,892.00-	375,394.33	0.00	12,502.33	103.45%
88173-01	3,715.00-	0.00	0.00	3,715.00-	0.00%
88173-02	101,833.00-	0.00	0.00	101,833.00-	0.00%
88173-03	104,452.00-	0.00	0.00	104,452.00-	0.00%
Total:	1,965,541.08-	1,614,123.05	0.00	351,418.03-	82.12%
Totals:	1,965,541.08-	1,614,123.05	0.00	351,418.03-	82.12%

Row(s) 1 - 26 of 26

This report includes State, Local, Federal, and Private Contracts from four different fund ranges.

Selected Report Criteria

Lists Selected

List Name	List Type	User ID
UCOP CONTRACTS GROUP CODE	UCOPCD	SFSMDM3

WebLinks Reports with UCOP Group Code Fields

UCOP Group Code will be available on the following WebLinks reports:

WebLinks Report	Sponsored Contracts and Grants	All Other Funds
Fund Summary	Contains prior fiscal year carry forward balances plus current year activity for all unexpended balance, revenue, and expense NCAs. Note: does not include AR or Deferred Revenue NCAs.	Contains prior fiscal year carry forward balances plus current year activity for all unexpended balance, revenue, and expense NCAs.
DPA Summary	Provides a <u>cumulative history</u> of expenditures only. Unexpended balance and revenue NCAs are not included.	Provides <u>current year activity</u> for expenditures only.
Revenue Summary	Provides current year balances for revenue NCAs (3xxxx series).	Provides current year balances for revenue NCAs (3xxxx series).
Balance Sheet Summary	Provides year-to-date balances for balance sheet NCAs (1xxxx series). Departments should use an NCA list for the AR and Deferred Revenue NCAs to limit the report to these NCAs, or a better report to use is Research Financial Summary by Fund/FY.	For central use only