

DPA/Fund Data Elements

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Acct Fund – AFPVZAF AFT (Functions AFAD, AFUP, and AFDS)							
Loc	Location	LOCATION	AN	02	R	✓	Always populates with 2 which is the UCOP location for UCSF
Account	DPA Number	ACCT_NO	AN	07	R	✓	Must be a valid DPA number
Fund	Fund Number	FUND_NO	AN	06	R	✓	Must be a valid Fund number
Project Report Code	Project Report Code	AFT_PROJ_REPT	AN	07	Optional	✓	The Budget Office uses the Project Report Code field to assign an A-21 function code. The A-21 code is used for various reporting purposes, including preparing F&A Rate Proposals for the federal government. The AFUR screen contains the full description for values entered into the Project Report Code field.
StopCd	Stop Code	AFT_STOP_CD	AN	01	Default is N	✓	Stop Code is not initialized on setup. When the DPA/Fund coupling is “closed” and transactions should not be posted to the DPA/Fund combination, change to Y (Yes) and update Stop Date .
Stop Date	Stop Date	AFT_STOP_DATE	Date	10	Default is 01/01/0001	✓	Stop Date is not initialized on setup. When STOP is activated, enter date (mm/yy/dd) the DPA/Fund combination becomes inactive. A future date is not allowed. A STOP should be activated only if the DPA/Fund is reconciled & closed out.
Std Subs	Standard SUBS	AFT_STD_SUBS	AN	01	Default is Y		This field and the Sub Accounts are automatically populated. Sub Accounts are no longer used since the implementation of PeopleSoft.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Acct Fund Addresses – AFPVZAF_AFA (Functions AFAD, AFUP, and AFDS)							
Loc	Location	LOCATION	AN	02	Populated	✓	Always populates with 2 which is the UCOP location for UCSF
Account	DPA Number	ACCT_NO	AN	07	R	✓	DPA number
Fund	Fund Number	FUND_NO	AN	06	R	✓	Fund number
Usage	Address Usage	ADDR_Usage	AN	04	O	✓	Default is ALL . Otherwise code unique address for this DPA. Most of these codes are no longer used since reports are available in WebLinks or OPTRS. ALL – All mailings DPE – Department of Payroll Expense report (WebLinks) GL – General Ledger (WebLinks) PAF – Personnel Action Form PREL – Pre-Lists for Payroll (OPTRS) RECH – Recharge
Address	DPA Address	AAD_ADDR	AN	12	O	✓	Default is the DepCode address. Set up new addresses as follows: BOX 0812 – Campus Box Address SFGHBIRM203 – San Francisco General Hospital VAMC114 – Veterans Admin Medical Center If the department requests a name, initials or other identifier, use the remaining spaces (12 in total), for example, Box 0812JTW.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Acct Fund Fund Year, PI ID, Project ID – AFPVZAFY_AFY (Function AFYU)							
Loc	Location	LOCATION	AN	02	Populated	✓	Always populates with 2 which is the UCOP location for UCSF
Account	DPA Number	ACCT_NO	AN	07	R	✓	DPA number
Fund	Fund Number	FUND_NO	AN	06	R	✓	Fund number
Fund Yr	Fund Year	FUND_YR	AN	02	R	✓	Fund Year
PI ID	Principal Investigator ID	AFY_PI_IDENTIFIER	AN	09	Defaults from the Fund	✓	Principal Investigator for this DPA/Fund coupling.
ProjectID	Project ID	AFY_PROJECT_ID	AN	08	Defaults from the Fund	✓	Project ID for this DPA/Fund coupling.
StopCd	Stop Code	AFY_STOP_CD	AN	01	Default is N	✓	Stop Code is not initialized on setup. When the DPA/Fund/Fund Year is “closed” and transactions should not be posted to the DPA/Fund/Fund Year combination, change to Y (Yes) and update Stop Date .
Stop Date	Stop Date	AFY_STOP_DATE	Date	10	Default is 01/01/0001	✓	Stop Date is not initialized on setup. When STOP is activated, enter date (mm/yy/dd) the DPA/Fund/Fund Year combination becomes inactive. A future date is not allowed. A STOP should be activated only if the DPA/Fund/Fund Year is reconciled & closed out.