

Fund Data Elements

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Fund – AFPVZFND_FND (Functions FDAD, FDUP, and FDDS)							
Loc	Location	LOCATION	AN	02	R	✓	Always populates with 2 which is the UCOP location for UCSF
Fund	Fund Number	FUND_NO	AN	06	R	✓	Departments use Fund to identify all activity and transactions for the specific source or award. Fund number is used to retrieve data in all UCSF systems. Fund Number is assigned based on availability within range. Lead character is alpha for Foundation funds only.
Title	Title	FND_TITLE	AN	35	R	✓	36-character Fund name; for contracts and grants: 1-12 = Contract/Grant Number 13-15 = Campus abbreviation for intercampus awards (B-UC Berkeley, LA-UCLA, SD-UC San Diego, SC-Santa Cruz, SB-Santa Barbara) 16-20 = FDP if grant under Federal Demonstration Project otherwise leave blank 21-25 = SNAP/Inter-campus/NASA agency when applicable otherwise leave blank 26-30 = End date for funds without fund year otherwise leave blank 31-35 = Prior fund number when applicable otherwise leave blank; if Fund is established prior to award, type PTA in the last 3 characters of the title Note: The system does not allow the usage of the same title for more than one Fund.
DeptCd	Department Code	FND_DEPT_CD	AN	06	R	✓	6-digit code of department that oversees the Fund. Department Code identifies ownership that enables reporting and access to data.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Dept Name	Department Name		AN	30	Protected	✓	Automatically populates after tabbing out of DeptCd ; retrieved from the DEPDPT table
FundId	Fund ID		AN	03	Protected		System-derived value
Prin Investigator Id	Principal Investigator Employee ID	FND_PI_IDENTIFIER	AN	09	R for sponsored projects	✓	Employee ID for the principal investigator responsible for the fund; used by the Budget Office to report budget and financial information by Principal Investigator.
PI Name	Principal Investigator Name	FND_PRIN_INVEST	AN	20	Protected	✓	Automatically populates after tabbing out of Prin Investigator ID
UCOP Gp	UCOP Group Code Refer to UCOP's Appendix E for more information: http://www.ucop.edu/irc/campus_specs/caf/appendixefunds.pdf	FND_GROUP_CODE	AN	06	R	✓	Code indicating the category to which a fund belongs in the University's fund structure. It was established to identify funding sources in a consistent manner since campuses had to expand beyond the stated range of fund numbers. By using the UCOP Group Code, campuses can use alpha/numeric values or numbers beyond range and still report by correct function. Note: Make sure the correct code is used because this code is used to generate UCOP reports, the Status and Overdraft reports in WebLinks, and many other campus reports. Refer to Fund Maintenance for more information.
SUBs Group	Sub Group for UCOP	FND_SUB_GROUP	AN	06	R	✓	FED 21100 - 33999 Federal Funds PRIV 39600 - 39999 Private Gifts & Grants Unrestricted 40000 - 59999 Private Gifts & Grants Restricted 77000 - 79999 Private Grants & Contracts Restricted 80000 - 85999 Private Grants & Contracts Restricted RESV 75000 - 76999 Reserve Funds OTHER All other Funds not listed above

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Bud/ NonBudget	Budgeted or Non-Budgeted	FND_BUD_NONBUD	AN	01	Default is N		Code indicating whether fund is budgeted: B – Budgeted N – Non-Budgeted
Begin Date	Begin Date	FND_BEGIN_DATE	Date	10	Default is 01/01/0001		For sponsored project funds, this is the starting date from the Contract or Grant award document. For all other funds, this is the AFP set-up date.
End Date	End Date	FND_END_DATE	Date	10	Default is 12/31/9999		For sponsored project funds, this is the end date from the Contract or Grant award document. For all other funds, accept the default.
Sales/Use Tax	Sales and Use Tax Applicability	FND_SALES_USE_TAX	AN	01	Default is Y	✓	Code indicating if sales and use tax are applicable: Y – Yes, sales tax will be calculated when invoices are paid (most funds) N – No, for funds that are considered non-taxable; use for <u>Federal Contracts that specifically say that “title of the goods do not transfer to the university”</u> . The award letter must be read first to make this determination.
STIPId	STIP Identifier Refer to the Controller’s Office web page, General Accounting Overviews and Guidelines for more information about STIP.	FND_STIP_ID	AN	07	R	✓	STIP Id is a fund number plus an “Alpha” character as the last position. The alpha character is a parameter used by the STIP program to help determine where a fund’s STIP should be placed. STIP Id may be the fund itself or another unrestricted fund. This is particularly important for private funds that cannot accept negative STIP. fund# + W Group I: University-wide fund# + G Group II: Gifts, Private Contracts & Grants, Endowments fund# + M Group III: Med Center Comp Plans fund# + H Group III: Hospital Funds fund# + F Group IV: Federal Funds fund# + C Group V: Campus Unrestricted fund# + P Plant fund# + L Loan fund# + X Do not process

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
STIP Acct	<p>STIP Departmental Account (DPA)</p> <p>Refer to Overview and Guidelines under General Accounting on the Controller's web page.</p>	FND_STIP_ACCT	AN	07	O	✓	<p>STIP Acct refers to the DPA to be used when creating journal entries for each fund. The DPA specified here MUST be coupled to the fund. It is important to note that when STIP is going to the fund designated in the STIP Id, the DPA used will be the STIP Acct defined for <u>that fund</u>.</p> <ul style="list-style-type: none"> With Funds in the range 34100 through 56999, all negative STIP is moved by the STIP program to a departmental unrestricted 6xxxx Fund. The STIP DPA must be coupled to the 6xxxx Fund for the STIP budgetary distribution to be completed.
Restrict Cd	Restrict Code	FND_RSTR_CD	AN	01	Default is R	✓	<p>Code indicating if the fund is:</p> <p>R – Restricted U – Unrestricted G – General</p>
Reapprop Cd	<p>Re-appropriation Code</p> <p>For more detail information on re-appropriation, refer to Appendix B in the General Ledger and General Accounting Class training manual: http://acctg.ucsf.edu/general_accounting/training/glmanual.pdf</p>	FND_REAPPROP_CD	AN	01	Default is 2	✓	<p>Code that identifies the rule to be used at the beginning of the year when balances are re-appropriated.</p> <ol style="list-style-type: none"> Fund Balance is re-appropriated at individual DPA level to NCA 438888. This rule is most commonly applied to funds that have multiple DPAs associated with one fund, such as Sales and Service, Continuing Education, Auxiliary Enterprise, and Gift. Fund Balance is re-appropriated at the individual DPA level to each NCA. This rule is for Government, Private & Endowment funds. currently not used Year-end balances are not appropriated automatically. This rule is used for funds that require manual re-appropriation, such as General Funds, Reg Fee and Ed Fee. Fund Balance is re-appropriated to a "specified" DPA to NCA 438888. This rule is most commonly applied to Sales and Service, Recharge funds, and other discretionary funds such as Continuing Education.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Stop Cd	Stop Code	FND_STOP_CD	AN	01	Default is N	✓	Stop Code is not initialized on setup. When the Fund is “closed” and transactions should not be posted to the Fund, change to Y (Yes) and update Stop Date .
Stop Date	Stop Date	FND_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 Fund becomes inactive. A future date is not allowed. A STOP should be activated only if the Fund is reconciled & closed out.
Award Type	Type of Award	FND_AWARD_TYPE	AN	01	O		For sponsored project funds, Award Type designates an award as one of the following: <ol style="list-style-type: none"> 1 - Cooperative Agreement 2 - Contract 3 - Grant 4 - Gift Refer to Guidelines for Type of Award for more information.
Fed Flow Thru	Federal Flow-Through Code	FND_FED_FLOW_THRU	AN	01	O		For sponsored funds funded by Federal Funds received from a private source, the Fed Flow Thru code indicates the following: <ol style="list-style-type: none"> 1 - Gift, Contract, or Grant funded 100% by a state or private source 2 - Gift, Contract, or Grant funded partially by federal funds and partially by a state or private source 3 - Gift, Contract, or Grant funded 100% by federal funds, although allocated by a state or private source Regardless of Fund Range, if Award Type is 4 , valid values are blank, 1, or 2. Note: Old gift funds will always have a blank value.
Report Freq	Report Frequency	FND_REPORT_FREQ	AN	02	O		For sponsored funds, Report Freq indicates: M - Monthly Q - Quarterly A - Annually

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
IC Base	Indirect Cost Base	FND_IC_BASE	AN	01	R for Sponsored Funds	✓	Code that identifies the direct cost base on which the applicable indirect cost rate will be calculated for sponsored project funds: A - Modified Total Direct Cost (normally applies to Research Grants and Program Projects) B - Total Direct Cost excluding Equip, Rental of Space, Tuition & Fees, and Patient Care C - Total Direct Cost D - Total Personnel Cost E - Salaries & Wages F - Total Direct Cost excluding Tuition & Fees (normally applies to Training Grants with Instructional Rate) H - Supplies, Travel and Other Expenses I - Total Direct Cost excluding Subcontract J - Total Direct Cost excluding Equipment K - Total Direct Cost excluding Equip & Subctrct L - Sales & Service Agreement (External Recharge Activities) M - Clinical Trials (based on Services/Revenue)
IC Rate Cd	Indirect Cost Rate Code	FND_IC_RATE_CD	AN	06	O	✓	Code from the Indirect Cost Rate Code table used to obtain the Indirect Cost Rate for this fund. On/Off Campus code is also factored in selecting the rate. IC Rate Codes may be accessed with AFP Function FDUI . AC - American Cancer Society AHA - American Heart Association FIGR - Federal Instruction Grants Report GCRC - General Clinical Research Center IN - Instruction KAWARD - K Awards LABREH - Lab of Radiobiology & Env Health MD - March of Dimes MDA - Muscular Dystrophy Association NMS - National Multiple Sclerosis OR - Organized Research OSA - Other Sponsored Activity SR - Sponsored Research TRNG - Training

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
IC Rate	Indirect Cost Rate	FND_IC_RATE	N	03	Default is 000	✓	<p>Indirect Cost Rate applies only to fund ranges that generate indirect costs. In the case of federal funds, the rate is negotiated & fixed for one year or more.</p> <ul style="list-style-type: none"> For federal grants, the indirect cost rate that appears on the letter of award will remain in effect until the next year's award is made (even if negotiations have resulted in a higher rate). Award is capped regardless of the rate changes. For federal contracts, new indirect cost rates are implemented immediately upon negotiation of the new rate. It is up to the funding agency to award additional funds in the event the rate is higher. In the case of private agencies, the indirect cost rate varies depending on the policies in effect at the individual agency and the terms of each award.
Pmt Method	Method of Payment Code	FND_PMT_METHOD	AN	02	Default is 00	✓	<p>Code used to indicate the manner in which Federal Contract and Grant funds are paid to the University:</p> <ul style="list-style-type: none"> 10 - Reimbursement, billable monthly 20 - Reimbursement, billable quarterly 50 - Reimbursement with billing frequency limited to completion of specified tasks 60 - Advance payment by Treasury check according to a pre-determined automatic payment schedule (Schedule of the amount to be paid on each date is listed in the contract or grant) 80 - Advance payment by Treasury check based upon periodic invoices submitted by campuses (i.e., USN and USAF advance payment pools) 90 - Payment by Letter of Credit (i.e., DOE, DHHS, and NSF Letters of Credit) 95 - Intercampus advances or cost reimbursements on subcontracts or subgrants 99 - Offset Funds for cost of education and institutional allowances

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
On/Off Campus	On or Off Campus Code	FND_ON_OFF_CAMP_US	AN	01	Default is 1	✓	<p>1 - On Campus (default if left blank) 2 - Off Campus</p> <p>When the Indirect Cost Rate Code table is accessed to obtain the IC Rate, On/Off Campus code is factored in when selecting the Indirect Cost Rate.</p>
Endow Restrict	Endowment Restriction Code	FND_ENDOW_RSTR_CD	AN	05	O		<p>Code indicating the restrictions as to general use, specific purpose and campus locations placed upon endowment income by the donor or the Regents. Refer to Endowment Restriction Code for an explanation of the code.</p> <p>For more information on endowment and similar funds, refer to the following section of the UCOP Accounting manual: http://www.ucop.edu/ucophome/policies/acctman/e-525.pdf</p>
Sponsor Cat	Sponsor Category	FND_SPONSOR_CAT	AN	02	R for Sponsored Funds		<p>For sponsored project funds:</p> <p>01 - Federal Government 02 - State Government 03 - Other Government Agency 04 - Business/Profit Entity 05 - Non-Profit, Business Related 06 - Foundation/Charitable Trust 07 - Other Charitable Organization 08 - Higher Education Institution/Association 09 - Campus-Related Organization 10 - Individual 11 - <u>No longer used</u> 12 - Marketing Orders 13 - Major Dept. of Energy Laboratories 14 - UC Campus</p> <p>Refer to the following website for a more detailed description: http://ucop.edu/irc/campus_specs/caf/sponsors_def.html</p>
Sponsor Cd	Sponsor Code	FND_SPONSOR_CD	AN	04	R for Sponsored Funds		<p>Code identifying the federal, state, or private contracting or granting agency, i.e., the agency which is the source of funds. Codes may be looked up at the following UCOP Research Administration Office website: http://ucop.edu/raohome/sponsors/</p>

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Recharge Cd	Recharge Code	FND_RECHARGE_CD	AN	01	Default is N		Code indicating if the fund is being set up for recharge activity: Y - Yes N - No If Y , Departments must have recharge methodology approved by Campus Budget Office prior to coding fund as authorized recharge activity. Funds normally associated with recharge activities are in the 64xxx to 66999 range. Auxiliary Enterprises are in the 70xxx range.
CFDA	Catalog of Federal Domestic Assistance Number	FND_CFDA	AN	06	O		Code that indicates the program of federal assistance assigned by the Federal agencies. This code is required on new federal funds for Appropriations, Grants, Cooperative Agreements, and Contracts. Federal program CFDA number should be on the Award Synopsis. For questions, contact the Office of Sponsored Research. Format for the code is "nn.nnn". Refer to the CFDA website for more information: http://12.46.245.173/pls/portal30/CATALOG.FIND_ASSISTANCE_PROGRAM_DYN.show
UBIT	Unrelated Business Income Tax	FND_UBIT	AN	01	Default is N		Code indicating whether fund will have unrelated business taxable income (e.g., activity such as Millberry Union Bookstore, units that provide services and sales of goods to non-university entities): Y - Yes N - No (most funds) For more information on UBIT: http://acctg.ucsf.edu/tax_services/UBIT/ubit.htm

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Agency Cd	Agency Code	FND_AGENCY_CD	AN	04	O	✓	For Sponsored project funds only: NSF - National Science Foundation AID - Agency for International Development JUST - Department of Justice EPA - Environmental Protection Agency NASA - National Aeronautical and Space Administration EDUC - Department of Education DOE - Department of Energy NIH1 - National Institutes of Health (Fund Range 23405 -> 23506) NIH2 - National Institutes of Health (Fund Range 23600 -> 24899) NIH3 - National Institutes of Health (Fund Range 25700 -> 25799, 26225) NIH4 - National Institutes of Health (Fund Range 25700 -> 25799, 26225)
Owner Gp	Owner Group		AN	01	R	✓	C - Campus Department (all other DPAs) F - Foundation M - Medical Center (DPAs starting with 42) O - Old Medical Center S - Shared
Award ID	Award ID from Research Administration		AN	08	R for Sponsored Funds	✓	For sponsored project funds only, Award ID from the Research Administration system. Award ID and Fund will always maintain a 1:1 relationship.
Project ID	Project ID from Research Administration				R for Sponsored Funds	✓	For sponsored project funds only, Project ID from the Research Administration system.

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Fund Group – AFPVZFGP_FGP (Function FDUG)							
Loc	Location	LOCATION	AN	02	Populated	✓	Always populates with 2 which is the UCOP location for UCSF
Fund	Fund Number	FUND_NO	AN	06	Populated	✓	Fund number (00000-99999, A0000-Z9999) ; lead character is alpha for Foundation funds only.
Fund Group Def	Fund Group Definition	FUND_GROUP_DEF	AN	06	3 groups are Populated	✓	<p>UCOP – Group Code</p> <p>OWNER – Owner Group</p> <p>SUBS – PRIV, FED, RESV, OTHER</p> <p>Other Groups:</p> <p>BUDREV – Budget Revenue NCA; only used with budgeted funds</p> <p>FNDSUM – Code used to generate reports</p> <p>OHFUND – Off-set fund for the collection and recording of overhead for sponsored projects</p> <p>MIRROR – Mirror Fund; if this is a Foundation Fund or an associated Regents fund</p> <p>REVNUE – Revenue NCA; used in combination edits to prevent incorrect coding of transactions into the General Ledger</p> <p>REAPP – Re-appropriation DPA; used to record the specific DPA when a department requests that year-end balances be re-appropriated to a designated DPA</p> <p>UNEXBS – Unexpended Balance NCA; used in combination edits to prevent invalid use of Unexpended Balance</p>

Field	Description	Database Column Name	Type	Length	Required (R)/ Optional (O)	Used in PS	Comments
Fund Group Code	Fund Group Code	FUND_GROUP_CD	AN	06	3 codes are Populated	✓	<p>If Group Def =</p> <p>UCOP</p> <p>Owner</p> <ul style="list-style-type: none"> ▪ C (Campus) ▪ M (Medical Center) ▪ F (Foundation) ▪ S (Shared) ▪ O (old Medical Center) <p>SUBS</p> <ul style="list-style-type: none"> ▪ PRIV ▪ FED ▪ RESV ▪ OTHER <p>BUDREV</p> <p>Budget Revenue NCA</p> <p>FNDSUM</p> <p>Refer to the Fund Reference for more information and valid values.</p> <p>OHFUND</p> <p>Refer to the Fund Reference for more information and valid values.</p> <p>MIRROR</p> <ul style="list-style-type: none"> ▪ For a Foundation fund, this is the Regents fund ▪ For a Regents funds, this is the Foundation fund <p>REVNUE</p> <p>Refer to the Fund Reference for more information and valid values.</p> <p>REAPP</p> <p>DPA used to re-appropriate year-end balances</p> <p>UNEXBS</p> <p>Refer to the Fund Reference for more information and valid values.</p>

Field	Description	Database Column Name	Type	Length	Required @/ Optional (O)	Used in PS	Comments
Fund Year – AFPVZFYR_FYR (Function FDUY)							
Loc	Location	LOCATION	AN	02	Populated	✓	Always populates with 2 which is the UCOP location for UCSF
Fund	Fund Number	FUND_NO	AN	06	Populated	✓	Fund number (00000-99999, A0000-Z9999) ; lead character is alpha for Foundation funds only.
FYR	Fund Year	FUND_YR	AN	02	R	✓	Numbered year corresponding to the year of the award on the letter of award or contract. Fund Year allows the tracking of expenditures and revenue by the period spent. Every sponsored project has at least one fund year (01). For multi-year funded projects, Fund Year indicates each year in the project (01-99). This is a 2-digit field and single-digit fund years should be entered as "01," "02," et cetera.
Begin Date	Fund Year Begin Date	FYR_BEGIN_DATE	Date	10	Default is 01/01/0001	✓	Starting date for the individual fund year.
End Date	Fund Year End Date	FYR_END_DATE	Date	10	Default is 12/31/9999	✓	End date for the individual fund year. For sponsored projects that are less than one year or that are in the last year of funding, the end date of the fund year is the same as the overall End Date .
Federal Transaction No	Federal Transaction Number	FYR_FED_TRANS_NO	AN	14	O	✓	Number unique to Federal Fund Awards. It is the document number assigned by the government to track cumulative disbursements under each award in the Payment Management System (PMS). It is used to track, monitor and report on the award in FSRs, Letters of Credit, etc. For multi-year grants with competitive project periods, the transaction number usually changes by the alpha suffix. For contracts, regardless of the period of performance, there is generally only one transaction number assigned.

Field	Description	Database Column Name	Type	Length	Required @/ Optional (O)	Used in PS	Comments
Per Id	Period Identifier	FYR_PERIOD_ID	AN	01	Default is A	✓	<p>Period Identifier is a single alpha character that indicates the project period of the grant or contract. In the case of most federal funding, the Period ID differentiates competitive funding periods of multiple years.</p> <p>For example, if a grant is awarded during its first competitive cycle with five years of funding, then the Period ID associated with those first five years is "A." If the grant is competitively funded for a second five-year period, then the Period ID associated with Fund Years 06 through 10 is "B."</p>
Authorization Amount	Authorization Amount	FYR_AUTH_AMT	N	11.2	Default is 00		Currently this field is not used.
DD St	Draw Down Status	FYR_DRAW_DOWN	AN	01	O	✓	<p>Code set by the Payment Management Service (PMS) of NIH. It describes the cash management status of the fund year of the grant. It is used by Extramural Funds for cash management and collection purposes.</p> <p>A - Active awards listed on PMS 272-A B - Closed/expired awards listed on PMS 272-B. Changes cannot be made without the agency's approval. G - Inactive awards listed on PMS 272-G. Corrections can be made on "G" awards. Z - Awards deleted from all PMS reports, but remain on UCSF ledgers</p>
Stop Cd	Fund Year Stop Code	FYR_STOP_CD	AN	01	Default is N	✓	<p>Stop Code is not initialized on setup.</p> <p>When the Fund Year is "closed" and transactions should not be posted to the Fund, change to Y (Yes) and update Stop Date.</p>
Stop Date	Fund Year Stop Date	FYR_STOP_DATE	Date	10	Default is 01/01/0001	✓	<p>Stop Date is not initialized on setup.</p> <p>When STOP is activated, enter date (mm/yy/dd) the Fund Year becomes inactive. A future date is not allowed. A STOP should be activated only if the Fund Year is reconciled & closed out.</p>

Field	Description	Database Column Name	Type	Length	Required @/ Optional (O)	Used in PS	Comments
Fund IC Rate – AFPVZFIC_FIC (Function FDUI)							
IC Rate CD	Indirect Cost Rate Code	IC_RATE_CD	AN	06	R	✓	Code used to record an Indirect Cost Rate. This code can be used to obtain the Indirect Cost Rate for a fund. IC Rate Codes may be accessed with AFP Function FDUI . Current Codes are: AC - American Cancer Society AHA - American Heart Association FIGR - Federal Instruction Grants Report GCRC - General Clinical Research Center IN - Instruction KAWARD - K Awards LABREH - Lab of Radiobiology & Env Health MD - March of Dimes MDA - Muscular Dystrophy Association NMS - National Multiple Sclerosis OR - Organized Research OSA - Other Sponsored Activity SR - Sponsored Research TRNG - Training
IC Rate Type	Indirect Cost Rate Type	IC_RATE_TYPE	AN	06	R	✓	ALL - Rate for on-campus and off-campus ONCAM - On-campus IC Rate OFFCAM - Off-campus IC Rate
IC Rate Date	Indirect Cost Rate Date	IC_RATE_DATE	Date	10	Default is 01/01/0001	✓	Effective date for the Indirect Cost Rate
FIC Rate	Federal Indirect Cost Rate	FIC_RATE	N	3	R	✓	Range is .001-.999.
FIC Title	Federal Indirect Cost Title	FIC_RATE	AN	35	R	✓	Title of the Indirect Cost Code/Rate