

Account Fund Profile (AFP) and Department System Navigation

The Account Fund Profile and Department Systems are distributed, mainframe-based applications.

To navigate between AFP and Department screens and fields, you use keystrokes rather than the mouse. For example, the **<Enter>** key signals that data typed on the screen should be submitted for validation by the system.

Types of navigation within AFP and the Department System include:

- Moving the cursor within a screen
- Scrolling through “pages” of a screen
- Moving from screen to screen

The function keys (e.g., F1, F2, F3, etc.) located in the top row of the keyboard play a significant role in AFP navigation. They are used to navigate between screens, between “pages” of a screen, and between fields.

This guide covers:

- How to log on and access AFP and Department Systems
- AFP and Department System menus
- AFP and Department Code screen types and screen layout
- How to move from screen to screen
- How to scroll between pages of a screen
- Helpful Hints for:
 - Using the browse feature
 - Navigating within a screen
 - Entering data
 - Using the nesting feature to leave an update process to use another function (e.g., browse)
- How to exit and log off the AFP and Department Systems

Log In to the AFP and Department Code Systems

- To access the AFP and Department Code systems, click the RUMBA EDB icon on your desktop. RUMBA is a terminal emulator program that communicates with the AFP mainframe system.



- The Entry Validation screen is displayed.
Type in your **User ID** and **Password** and press **<Enter>**.

```

KLGLGONI ----- Entry Validation -----
Date: 04/04/05                               System: 0001
Time: 08:08:40                               Device: L10TAAH

Identification:
Userid..... sftstjk
Password..... █ Change Password ? N (Y or N)

Additional Information:
Group..... _____
Acct..... _____
Proc..... _____

Bulletins: UCOPHELP (510)987-0349/Benefits HELP (510)987-9911
Benefits CICS 7:00 am to 7:00 pm (Mon - Fri)
UCSF CICS 7:00 am to 9:00 pm (Mon - Fri)
Other CICS 7:00 am to 7:00 pm (Mon - Fri)
All CICS 7:00 am to 6:00 pm (Sat)
UCSF CICS 7:00 am to 6:00 pm (Sun)

ENTER USERID
Enter F1=Help F3=Exit
  
```

- The CL/Supersession Main Menu is displayed.
Press **<F8>** until the **PP2 Session ID** is displayed.
- Tab to the line with "PP2" or place your cursor on the line, and press **<Enter>**.

```

_____ Actions Options Commands Features Help
-----
KLSVSEL1          UCCNET CL/Supersession Main Menu      More: +-

Select sessions with a "/" or an action code.

  Session ID  Description                                     Type  Status
  -----
  UCPS        UC Retirement System                               Multi
  █ PP2        UCSF PROD CICS PAYROLL                             Multi
  - PSME       UCSF PROD CICS LOCAL                               Multi
  - SI2P       UCSF PROD CICS SI                                 Multi
  - TCS0       TITLE CODES PROD CICS                             Multi
  - CICS DASP  CICS ASCULA DEV                                   Multi  Unavailable
  - CICS DCM  CICS DCM UC PAYROLL MAINT                         Multi  Undefined
  - CICS DVP  CICS DV PAYROLL DEV                               Multi  Unavailable
  - CICS DHAP  CICS HASTINGS PAYROLL DEV                         Multi  Unavailable
  - CICS DIAS  CICS INVEST ACCT dev                              Multi  Undefined
  - CICS DNPP  CICS DNPP PAYROLL DEV                             Multi  Unavailable
  - CICS DPPP  PAY DEVEL CICS                                    Multi  Unavailable

Command ==>
Enter F1=Help F3=Exit F5=Refresh F7=Bkwd F8=Fwd F9=Retrieve F10=Action
  
```

5. The Online Applications Main Menu is displayed. From the Main Menu:
 - Type **UCSF** in **Next Func** and press **<Enter>** to display the UCSF Subsystems Menu.
 - Type **AFMN** in **Next Func** and press **<Enter>** to display the Account Fund Profile Menu (screens for DPAs, Funds, and NCAs).
 - Type **DPMN** in **Next Func** and press **<Enter>** to display the Department System Menu (screens for Program Code and Department Code).

```

UCMMNU0-M1325                               Online Applications           04/04/05 08:18:22
                                                Main Menu                          Userid: SFTSTJK

  ---- Employee Data Base ----                ----- PAN Subsystem -----
- IEDB Central Inquiry                        - PSRV PAN Services Menu
- IDDB Departmental Inquiry                  -- Payroll Time Reporting --
- EEDB Central Entry/Update                  - ETHF THF Entry/Update
- EEDB Dept'l Entry/Update                   - IDTC Dept Time Collect
- IDOC Employee Documents                    - EDAT Dept Adj Trans
- IVER Verification                          ---- Abeyance Data Base ----
  --- Payroll Audit Record ---                - SPCL Special Process
- IPAR Central Inquiry                       ----- CSER Subsystem -----
- IPAY Departmental Inquiry                  - EFCR Encumbrance Entry
  ---- History Data Base ----                --- System Administration --
- IHDB Inquiry/Update                        - UCSA Entry/Update
- IHIS Personal History                      ---- UCSF Subsystems ----
- IHHR History Documents                     - UCSF AFP,CLS,DEP & Others
- IHTX Tax History

Next Func: UCSF ID: █ Name: _____ SSN: _____

===>
F: 1-Help                                4-Print
F:                                          12-Exit

```


8. If you entered **DPMN**, the Department System Menu is displayed.

Type one of the Function Codes in **Next Func** and press **<Enter>**. For example:

- Type **DPAD** in **Next Func** to add a new Department Code.
- Type **DPUF** in **Next Func** to add or update functional roles for a Department Code
- Type **DPAG** in **Next Func** to add a new Program Code.
- Type **AFMN** in **Next Func** and press **<Enter>** to display the Account Fund Profile Menu.

```

UCFMNU0-M0795                Department System          04/20/05 19:18:50
                               Department System Menu      Userid: SFTSTJK

- DPAD Department Add          - DEAD Entity Add
- DPUP Department Update       - DEUP Entity Update
- DPDL Department Delete       - DEDL Entity Delete
- DPDS Single Department Display - DEDS Entity Display
- DPBR Department Browse       - DEBR Entity Browse

-                               -
- DPDF DEP Functional Role Display -
- DPUF DEP Functional Role Update -
- DADR DEP Mail Stop Update     - DTAD Tree Add
- DPDC Children Department Display - DTUP Tree Update
-                               - DTDL Tree Delete
- DPAG Program Code Add         - DTDS Tree Display
- DPUG Program Code Update      - DTBR Tree Browse
- DPGD Program Code Delete      -
- DPGD Single Program Code Display -
- DPGB Program Code Browse      -
Next Func: █ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____

===> _____
PF: 1-Help                    3-PrevMenu 4-Print
PF:                            9-Jump                12-Exit

```


Moving from Screen to Screen

To access a particular screen, tab to the **Next Func** field in the footer area and type the corresponding function code.

Note: Press **<F9>** to move from the body of a screen to the **Next Func** field.

- If you have a unique identifier, tab to the appropriate field and type the value and press **<Enter>**. (For example, tab to **AC** to type in a DPA code).
- In the **AFMN** Functions, you can type a partial value if you do not know the complete code (**830** in the example). The Browse screen is automatically displayed and is positioned on the closest match. Use the **<F7>** and **<F8>** keys to scroll through the list and locate the value you need.

- In the **DPMN** Functions, you must type in a complete, valid value or you will receive an error.
- If you need to look up a value, use **DPBR** to look up a valid Department Code or **DPGB** to look up a valid Program Code.

Note: With the Add Function codes, enter the **Next Func** but do not enter a code in **AC, FD, NCA, Dep, or PgmCd**.

```

SFFDUP0-A4453          Account Fund System          04/05/05 10:54:42
                        Fund Update                    Userid: SFTSTJK

Loc:  2 Fund: 83425 Title: TRUDEAU(R01 A1057996)      Fund Years?: Y
DeptCd: 552501 Dept Name: PHARMACEUTICAL CHEMISTRY    FundId: 803000

Prin Investigator Id : 026299404  OPPENHEIMER,NORMAN J

UCOP Group : 408410 SUBs Group : PRIV Bud/NonBudget: N
Begin Date : 040105 End Date : 033108 Sales/Use Tax: Y
STIPId : 84000G STIP Acct : 445625 Restrict Cd : R
Reapprop Cd : 2 Stop Cd : N Stop Date :
Award Type : 2 Fed Flow Thru: 3 Report Freq :
IC Base : A IC Rate Cd : IC Rate : 515
Pmt Method : 10 On/Off Campus: 1 Endow Restrict:
Sponsor Cat : 04 Sponsor Cd : 9854 Recharge Cd : N
CFDA : UBIT : N Agency Cd :
Owner Group : C Award Id : Project Id :

Next Func: ACBR : 2 AC: 830 FD: DP: NCA:
U0007 Update process complete
===>
PF: 1-Help 3-PrevMenu 4-Print 5-Update
PF: 9-Jump 12-Exit
  
```

```

SFDPU0-A5771          Department System          04/05/05 13:28:38
                        Program Code Update          Userid: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd OUC DV
ACCTG-OPER     ACCOUNTING-OPERATIONS           DIVISION   478021 1365 00

Program Code: ACCAO Cost Share?: N

Program Name: ACCOUNTING OFFICE
Manager Name: JANE POWERS

Program Owner's Department Code: 478021
Program Owner's Department Loc: 2

Next Func: DPUP Dep: 478021 SName: PgmCd: Tree/Ent:
U0007 Update process complete
===>
PF: 1-Help 3-PrevMenu 4-Print 5-Update
PF: 9-Jump 12-Exit
  
```

Helpful Hints

AFMN - Browse Function Codes

To browse for a DPA, Fund, DPA/Fund coupling, or NCA, first go to the appropriate browse screen by typing one of the following in **Next Func** then go to step 1 or 2:

- **ACBR**
- **FDBR**
- **AFBR**
- **NCBR**

1. Enter a partial value in the appropriate Chartfield to start the list with that value:

- **AC** for Account (DPA) browse
- **FD** for Fund browse
- **AC** or **FD** for Acct/Fund browse
- **NCA** for NCA browse

2. Enter a Department Code in **DP** to list Chartfields (DPAs, Funds, or NCAs) owned by that department.

```
UCFMNU0-M0795          Account Fund System          04/05/05 13:30:34
                               Userid: SFTSTJK

- ACAD Account Add           - AFAD Acct/Fund Add
- ACUP Account Update        - AFUP Acct/Fund Update
- ACUG Account Group Update  - AFYU Acct/Fund/Project ID/PI Updt
- ACDS Account Single Display - AFDS Acct/Fund Single Display
- ACBR Account Browse        - AFBR Acct/Fund Browse

- FDAD Fund Add              - NCAD Natural Class Account Add
- FDUP Fund Update           - NCUP Natural Class Account Update
- FDUG Fund Group Update     - NCUG Natural Class Acct Grp Update
- FDUY Fund FundYear Update  - NCDS Natural Class Account Display
- FDDS Fund Single Display   - NCBR Natural Class Account Browse
- FDBR Fund Browse           -
- FDUI Fund IC Rate Code Update -
- AFUR Acct/Fund Proj Rpt Code Update
- ACUA Account Annual Rpt Cd Update
- ACUU Account UAS/Acad Disc Update
- AFUO Object Code Update
Next Func: ACBR L: 2 AC: 401 FD: DP: NCA:
===>
PF: 1-Help          3-PrevMenu 4-Print
PF:                9-Jump          12-Exit
```

```
SFACBR0-A4453          Account Fund System          04/05/05 13:31:45
                               Account Browse
                               Userid: SFTSTJK

LC Account      Account Title      DeptCd Dept Short Name OUC  DV
401

2 401901 DENTISTRY-DEAN'S OFFICE      238629 S/D DEAN'S OFC 5010 00
2 401902 DENTISTRY-RESIDENTS SALARIES 238629 S/D DEAN'S OFC 5010 00
2 401903 DENT-MGMT INFO SERVICES      945188 S/D DEAN-ADM CL 5010 02
2 401904 DENT-CTR HEALTH PROF EDUCATION 528414 S/D DEAN CTR HL 5010 04
2 401905 DENT-FUNDING FOR NEW INITIATIVES 238629 S/D DEAN'S OFC 5010 00
2 401906 DENTISTRY/ADMINISTRATION      238629 S/D DEAN'S OFC 5010 00
2 401907 DENTISTRY-STUDENT AFFAIRS      783094 S/D DEAN SDT AF 5010 03
2 401908 SCH OF DENT-PERFORMANCE AWARDS 238629 S/D DEAN'S OFC 5010 00
2 401909 S/M OARG BONE DENISTOMETRY 777154 RAD MQIR 6240
2 401910 DENTISTRY INSTRUCTION        783094 S/D DEAN SDT AF 5010 03
2 401911 DENT-ACADEMIC AFFAIRS        945188 S/D DEAN-ADM CL 5010 02
2 401912 S/D OFFICE OF GRADUATE AFFAIRS 238629 S/D DEAN'S OFC 5010 00
2 401915 DENTISTRY CONTINUING EDUCATION 053845 S/D DEAN CONTED 5010 05
Next Func: L: 2 AC: FD: DP: NCA:
===>
PF: 1-Help          3-PrevMenu 4-Print
PF: 7-Backward 8-Forward 9-Jump          12-Exit
```

DPMN - Browse Function Codes

To browse for a Department Code or Program Code, first go to the appropriate browse screen:

- Type **DPBR** in **Next Func** for Department Code browse.
- Type **PgmCd** in **Next Func** for Program Code browse.

```
UCFMNU0-M0795                Department System                04/05/05 13:32:51
                                Userid: SFTSTJK

- DPAD Department Add          - DEAD Entity Add
- DPUP Department Update      - DEUP Entity Update
- DPDL Department Delete      - DEDL Entity Delete
- DPDS Single Department Display - DEDS Entity Display
- DPBR Department Browse      - DEBR Entity Browse

- DPUF DEP Functional Role Update -
- DADR DEP Mail Stop Update    -
- DPDC Children Department Display -
- DPAG Program Code Add        -
- DPUG Program Code Update     -
- DPDG Program Code Delete     -
- DPGD Single Program Code Display -
- DPGB Program Code Browse     -
Next Func: DPBR Dep: █ SName: _____ PgmCd: _____ Tree/Ent: _____

===>
PF: 1-Help                    3-PrevMenu 4-Print
PF:                            9-Jump                12-Exit
```

On the browse screen, enter a partial value in the appropriate field to start the list with that value.

- **Dep** for Department Code browse
- **PgmCd** for Program Code browse

You will receive a warning message that the code was not found. However, the list will be displayed starting with your search criteria.

```
SFPBRO-E0XXX                Department System                04/04/05 08:36:17
                                Department Browse                Userid: SFTSTJK

Short Name                    Department Name                    Entity    DeptCd
                                (DeptCd circled)

RAD RECHARGE CB              RAD RECHARGE ACT CHINA BASIN      DIVISION  550139
ANESTH/MARKS                 ANESTHESIA/MARKS                  DIVISION  550665
FCM-PAETC                    FCM-PACIFIC AIDS EDU/TRAIN CTR    DIVISION  550898
S/P DEPT CLIN P              DEPARTMT OF CLINICAL PHARMACY     DEPARTMENT 551441
MED-FDN FOR MED              MED-CENTRAL-FOUNDATION FOR MED     DIVISION  551799
MC: EMP HEALTH               MC: EMPLOYEE HEALTH                DIVISION  551851
SURG-SFGH                    SURGERY-S.F. GENERAL HOSPITAL     DIVISION  552020
MED-SFGH-ADMIN               MED-SFGH-ADMIN                     DIVISION  552486
S/P PHARM CHEM               PHARMACEUTICAL CHEMISTRY          DEPARTMENT 552501
S/P BIOPHARM SC              BIOPHARMACEUTICAL SCIENCES        DEPARTMENT 552896
MC2-PAT CR TM 2              MC2-PATIENT CARE TEAM 2           DEPARTMENT 552921
MZ: LEASES/RENT              MZ: LEASES & RENTS                 DIVISION  555553
ADULT CARDIO                 ADULT CARDIO-THORACIC             DIVISION  555759
Next Func: _____ Dep: 55 SName: _____ PgmCd: _____ Tree/Ent: _____
SF500 DEPARTMENT CODE NOT FOUND. PLEASE RE-ENTER DEPARTMENT CODE.

===>
PF: 1-Help                    3-PrevMenu 4-Print
PF: 7-Backward 8-Forward     9-Jump                12-Exit
```

DPMN - Browse Function Codes

Since Department Codes are randomly assigned, search for Departments by entering a value in **SName** if you do not know the Department Code.

SFDPBRO-E0XXX		Department System Department Browse		04/05/05 13:33:43
				Userid: SFTSTJK
Short Name	Department Name	Entity	DeptCd	
			55	
RAD RECHARGE CB	RAD RECHARGE ACT CHINA BASIN	DIVISION	550139	
ANESTH/MARKS	ANESTHESIA/MARKS	DIVISION	550665	
FCM-PAETC	FCM-PACIFIC AIDS EDU/TRAIN CTR	DIVISION	550898	
S/P DEPT CLIN P	DEPARTMT OF CLINICAL PHARMACY	DEPARTMENT	551441	
MED-FDN FOR MED	MED-CENTRAL-FOUNDATION FOR MED	DIVISION	551799	
MC: EMP HEALTH	MC: EMPLOYEE HEALTH	DIVISION	551851	
SURG-SFGH	SURGERY-S.F. GENERAL HOSPITAL	DIVISION	552020	
MED-SFGH-ADMIN	MED-SFGH-ADMIN	DIVISION	552486	
S/P PHARM CHEM	PHARMACEUTICAL CHEMISTRY	DEPARTMENT	552501	
S/P BIOPHARM SC	BIOPHARMACEUTICAL SCIENCES	DEPARTMENT	552896	
MC2-PAT CR TM 2	MC2-PATIENT CARE TEAM 2	DIVISION	552921	
MZ: LEASES/RENT	MZ: LEASES & RENTS	DIVISION	555553	
ADULT CARDIO	ADULT CARDIO-THORACIC	DIVISION	555759	
Next Func: <input type="checkbox"/> Dep: <input type="checkbox"/> SName: S/M PgmCd: <input type="checkbox"/> Tree/Ent: <input type="checkbox"/>				
SF500 DEPARTMENT CODE NOT FOUND. PLEASE RE-ENTER DEPARTMENT CODE.				
===>				
PF: 1-Help 3-PrevMenu 4-Print				
PF: 7-Backward 8-Forward 9-Jump 12-Exit				

The list will be displayed starting with your search criteria.

SFDPBRO-E0XXX		Department System Department Browse		04/04/05 08:48:39
				Userid: SFTSTJK
Short Name	Department Name	Entity	DeptCd	
S/M				
S/M	SCHOOL OF MEDICINE	CNTLPOINT	007940	
S/M ACADEMIC SE	ACADEMIC SERVICES: MED	DEPARTMENT	509514	
S/M AHEC	AHEC	DEPARTMENT	482098	
S/M ALUMNI FAC	ALUMNI FAC ASSOC:SCH OF MED	DEPARTMENT	283810	
S/M ANATOMY	ANATOMY	DEPARTMENT	270593	
S/M ANESTHESIA	ANESTHESIA/PERIOPERATIVE CARE	DEPARTMENT	272662	
S/M BIOCHEMISTR	BIOCHEMISTRY & BIOPHYSICS	DEPARTMENT	276436	
S/M BIOENGINEER	BIOENGINEERING GRAD PROGRAM	DEPARTMENT	475417	
S/M BIOMEDICAL	BIOMEDICAL SCIENCES GRAD PGM	DEPARTMENT	766095	
S/M BIostatISTI	BIostatISTICS	DEPARTMENT	477638	
S/M CANCER CENT	CANCER CENTER	DEPARTMENT	526345	
S/M CANCER RESE	CANCER RESEARCH INSTITUTE	DEPARTMENT	452398	
S/M CARDIOVASCU	CARDIOVASCULAR RESEARCH INST	DEPARTMENT	452619	
Next Func: <input type="checkbox"/> Dep: <input type="checkbox"/> SName: <input type="checkbox"/> PgmCd: <input type="checkbox"/> Tree/Ent: <input type="checkbox"/>				
===>				
PF: 1-Help 3-PrevMenu 4-Print				
PF: 7-Backward 8-Forward 9-Jump 12-Exit				

Screen Navigation

- To display the same screen for a different Chartfield, enter a new Chartfield in **AC, FD, NCA** and press **<Enter>**.
- To display the same screen for a different DepCode or Program Code, enter a new value in **DEP** or **PgmCd** and press **<Enter>**.

```

SFACUP0-A4453          Account Fund System          04/05/05 13:37:59
                        Account Update              Userid: SFTSTJK

Loc:  2 Acct: 445601 Title: PHARMACY RESEARCH
DeptCd: 549963 Dept Name: DEAN'S OFC: SCH OF PHARMACY OUC: 8010 DV: 00
Type:  3 Func: R Ref: N Site:  Stop Cd: N Stop Date:  UCOP Gp: 300050
UAS:  440500 Acad Disc: 850 ARC: 445610 Sec Summ: 06 Sub Sec Summ: 00
Owner Gp: C

Default address from Department database:
Usage Address Usage Address Usage Address Usage Address
-----
Account specific address information:
-----

Next Func:  L:  AC: 661001 FD:  DP:  NCA:

===>
PF:  1-Help          3-PrevMenu  4-Print    5-Update
PF:          9-Jump          12-Exit
  
```

```

Next Func:  Dep: 528414 SName:  PgmCd:  Tree/Ent:

===>
PF:  1-Help          3-PrevMenu  4-Print
PF:          9-Jump          12-Exit
  
```

- To display a different screen for the same Chartfield, enter a new function code in the **Next Func** field and press **<Enter>**.
- To display a different screen for the same DepCode or Program Code, enter a new function code in the **Next Func** field and press **<Enter>**.

```

SFACUP0-A4453          Account Fund System          04/05/05 13:40:07
                        Account Update              Userid: SFTSTJK

Loc:  2 Acct: 661001 Title: ACCOUNTING-OPERATIONS
DeptCd: 478021 Dept Name: ACCOUNTING-OPERATIONS OUC: 1365 DV: 00
Type:  3 Func: IS Ref: N Site:  Stop Cd: N Stop Date:  UCOP Gp: 300120
UAS:  720310 Acad Disc:  ARC: 721010 Sec Summ: 50 Sub Sec Summ: 051
Owner Gp: C

Default address from Department database:
Usage Address Usage Address Usage Address Usage Address
-----
Account specific address information:
-----
ALL BOX 0812JF

Next Func:  ACDS L:  2 AC:  FD:  DP:  NCA:

===>
PF:  1-Help          3-PrevMenu  4-Print    5-Update
PF:          9-Jump          12-Exit
  
```

```

Next Func:  DPUF Dep:  SName:  PgmCd:  Tree/Ent:

===>
PF:  1-Help          3-PrevMenu  4-Print
PF:          9-Jump          12-Exit
  
```

- To display a different screen for a different Chartfield, enter a new function code in the **Next Func** field, enter a new Chartfield in **AC, FD** or **NCA** and press **<Enter>**.
- To display a different screen for a different Department or Program Code, enter a new function code in the **Next Func** field, enter a new Department Code or Program Code in **Dep** or **PgmCd** and press **<Enter>**.

```

SFACD50-A4453          Account Fund System          04/05/05 13:42:57
                        Account Single Display       Userid: SFTSTJK

Loc:  2  Acct: 661001  Title: ACCOUNTING-OPERATIONS
DeptCd: 478021 Dept Name: ACCOUNTING-OPERATIONS  OUC: 1365 DV: 00
Type:  3  Func: IS  Ref: N  Site:  Stop Cd: N  Stop Date:  UCOP Gp: 300120
UAS: 720310 Acad Disc:  ARC: 721010  Sec Summ: 50 Sub Sec Summ: 051
Owner Gp: C

Default address from Department database:
Usage  Address  Usage  Address  Usage  Address  Usage  Address
-----
Account specific address information:
ALL BOX 0812JF

Next Func: ACUP  AC: 662010  FD:  DP:  NCA:

===>
PF: 1-Help          3-PrevMenu  4-Print
PF:                9-Jump          12-Exit
  
```

```

Next Func: DPDS  Dep: 720982  SName:  PgmCd:  Tree/Ent:

===>
PF: 1-Help          3-PrevMenu  4-Print  5-Update
PF:                8-Forward  9-Jump          12-Exit
  
```

Data Entry

- Enter data in either upper or lower case.
- If you type over existing data in a field and the new data does not completely overlay the old data, use the space bar to remove the unneeded data.
- To "blank out" a value in a field, type an asterisk (*) in the first position of the field, and press <F5>.
- Use the **Tab** key to move from one field to the next, and use **Shift+Tab** to move to a previous field. Using the **Tab** key will not erase data.
- Press <Enter> to format data. **Note:** You can skip this step for all functions except **DPAD**. In **DPAD**, pressing <Enter> auto-assigns the DepCode and allows you to write it down before updating erases it.
- Press <F5> to update.

```

SFFDAD0-A4453          Account Fund System          04/04/05 08:57:35
                        Fund Add                      Userid: SFTSTJK

Loc:  2 Fund: 55007 Title: Trudeau(r01 a1057986)      pta
DeptCd: 552501 Dept Name:                               FundId: _____

Prin Investigator Id : 026299404 _____

UCOP Group : 408410 SUBs Group : priv Bud/NonBudget: n
Begin Date : 040105 End Date : 033108 Sales/Use Tax: u
STIPId : 84000g STIP Acct : 445625 Restrict Cd : r
Reapprop Cd : 2 Stop Cd : Stop Date : _____
Award Type : 2 Fed Flow Thru: 3 Report Freq : _____
IC Base : a IC Rate Cd : IC Rate : 515
Pmt Method : 10 On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : 04 Sponsor Cd : 9854 Recharge Cd : _____
CFDA : UBIT : n Agency Cd : _____
Owner Group : c Award Id : Project Id : _____

Next Func: █ L: 2 AC: FD: DP: NCA:

===>
PF: 1-Help 3-PrevMenu 4-Print 5-Update
PF: 9-Jump 12-Exit
  
```

Error Messages

- After you press <Enter> or <F5>, the system validates the entered data.
- If there are any required fields that are blank, any duplicate keys, or invalid values, an error message is displayed in the footer, and the fields in error are highlighted. If there is a compatibility error between two fields, both fields are highlighted. Correct one of the fields.
- Correct any errors and press <F5> again.
- Press <F2> if you do not know the correct value for a field and wish to cancel all data on the screen. You will need to press <F2> once or twice to confirm.

```

SFDPAG0-DEPSV          Department System          04/04/05 08:27:43
                        Program Code Add           Userid: SFTSTJK

Short Name      Department Name      EntityType Loc DeptCd OUC DV
S/P PHARM CHEM PHARMACEUTICAL CHEMISTRY DEPARTMENT 2 552501 8030 80

Program Code 83425 Cost Share?: _

Program Name: TRUDEAU (R01 A1057996) PTA
Manager Name: OPPENHEIMER

Program Owner's Department Code: 552501
Program Owner's Department Loc: 2

Next Func: Dep: █ SName: PgmCd: Tree/Ent:

SF239 Duplicate Program Code value entered.
===>
PF: 1-Help 2-Cancel 4-Print 5-Update
PF: 9-Jump
  
```

Nesting

Nesting is a term used to describe the process of temporarily leaving the current entry/update function to access another online function (such as Department Code Browse) while retaining the data entered.

- Use Nesting to look up a Department Code or Chartfield when you are entering data but want to verify a value.
- Press the <F9> key to jump to the **Next Func** field.
- Then type the browse Function Code in the **Next Func** field and press <Enter> to view the list of values. The message <Upd in Prog>, displayed in the footer, reminds you that an update is in progress.

In the example, the Department Browse (DPBR) was used to list and verify the Department Code.

- To return to the original screen, press <F12>.

Short Name	Department Name	Entity	DeptCd
S/P PHARM CHEM	PHARMACEUTICAL CHEMISTRY	DEPARTMENT	552501
S/P BIOPHARM SC	BIOPHARMACEUTICAL SCIENCES	DEPARTMENT	552896
MC2-PAT CR TM 2	MC2-PATIENT CARE TEAM 2	DEPARTMENT	552921
MZ: LEASES/RENT	MZ: LEASES & RENTS	DIVISION	555553
ADULT CARDIO	ADULT CARDIO-THORACIC	DIVISION	555759
CE MZ-MATL MGMT	CE MZ-MATERIEL MANAGEMENT	DEPARTMENT	557178
S/D-PREV/REST	S/D-PREVEN & RESTOR DNTL SCI	DEPARTMENT	557392
EMERG LOAN FUND	EMERGENCY LOAN FUNDS	DIVISION	558836
PED-CMP-CRITICL	PEDIATRICS-CAMPUS-CRITICAL CAR	DIVISION	559265
MC: MD COMP/ED	MC: MD COMP/EDUC & TRAINING	DIVISION	559354
MC2-RAD	MC2-RADIOLOGY	DEPARTMENT	559773
MC: STRAT DEVEL	MC: STRATEGIC DEVELOPMENT	DIVISION	560949
S/M EPI/BIO RUT	S/M EPID/BIOSTAT RUTHERFORD GR	DIVISION	562242

SFDPBRO-E0XXX Department System 04/04/05 09:01:37
 Department Browse Userid: SFTSTJK

Next Func: █ Dep: _____ SName: _____ PgmCd: _____ Tree/Ent: _____
 ===> <Upd In Prog>
 PF: 1-Help 3-PrevMenu 4-Print
 PF: 7-Backward 8-Forward 9-Jump 12-Exit

Function Keys

Only the function keys available on a given screen will be displayed in that screen's footer area. The display of certain function keys may also depend on where you are in the update process for a given transaction.

Key	Action
Tab	Moves the cursor to the next data entry field
Shift+Tab	Moves the cursor to the previous data entry field
Enter	Edits the entered data for consistency and valid values; in the Department Add (DPAD) function, the Department Code is generated and assigned when the user presses <Enter>
F1 – Help	Currently not available
F2 – Cancel	Cancels all data that has been entered on a screen since the last time the F5-Update function was performed. Must be pressed two (or sometimes three) times.
F3 – Prev Menu	Navigates back to the last menu that was displayed
F5 – Update	Submits the entered data for consistency validation and update
F6 – Print	Prints the screen on the designated printer
F7 – Backward	Displays previous page of available data (e.g., lists created with browse functions)
F8 – Forward	Displays next page of available data (e.g., lists created with browse functions)
F9 – Jump	Moves the cursor to the Next Func field located in the footer of every screen.
F12 – Exit	F12 has two functions, depending on the activity in progress: <ul style="list-style-type: none"> ▪ If no data has been entered, F12 is used to exit the system. ▪ If data has been entered in an AFP or Department system screen, and the user has “nested” to another function, such as the ACBR screen, F12 is used to exit the nested function and return to the entry screen.

Log Off the AFP and Department System

It is important to log off the AFP and Department System correctly when you are finished entering or updating Chartfields or DepCodes. If you do not log off correctly, your User ID remains logged on, which could result in a security violation.

- To exit the AFP and Department Code systems, press <F12> from any screen.

Note: If you have nested to a browse or other screen while an update was in progress, pressing <F12> will return you to your transaction screen.

```

SFFDAD0-A4453          Account Fund System          04/04/05 09:02:35
                          Fund Add                      Userid: SFTSTJK

Loc:  2 Fund: 55007 Title: TRUDEAU(R01 A1057986) PTA
DeptCd: 552501 Dept Name: PHARMACEUTICAL CHEMISTRY FundId: 803000

Prin Investigator Id : 026299404 OPPENHEIMER,NORMAN J

UCOP Group : 408410 SUBs Group : PRIV Bud/NonBudget: N
Begin Date : 040105 End Date : 033108 Sales/Use Tax: Y
STIPId : 84000G STIP Acct : 445625 Restrict Cd : R
Reapprop Cd : 2 Stop Cd : Stop Date :
Award Type : 2 Fed Flow Thru: 3 Report Freq :
IC Base : A IC Rate Cd : IC Rate : 515
Pmt Method : 10 On/Off Campus: 1 Endow Restrict:
Sponsor Cat : 04 Sponsor Cd : 9854 Recharge Cd :
CFDA : UBIT : N Agency Cd :
Owner Group : C Award Id : Project Id :

Next Func: L: 2 AC: FD: DP: NCA:
U0007 Update process complete
===>
PF: 1-Help 3-PrevMenu 4-Print 5-Update 12-Exit
PF: 9-Jump
  
```

- Press <F3> to exit the CL/Supersession Main Menu.

```

_____ Actions Options Commands Features Help
-----
KLSVSEL1          UCCNET CL/Supersession Main Menu          More: -+

Select sessions with a "/" or an action code.

Session ID  Description                                Type  Status
-----
UCRS        UC Retirement System                            Multi
PP2         UCSF PROD CICS PAYROLL                          Multi
PSME        UCSF PROD CICS LOCAL                            Multi
SI2P        UCSF PROD CICS SI                               Multi
TCS0        TITLE CODES PROD CICS                           Multi
CICSDASP    CICS ASCULA DEV                                 Multi  Unavailable
CICSDCMP    CICSDCMP UC PAYROLL MAINT                       Multi  Undefined
CICSDDVP    CICS DV PAYROLL DEV                             Multi  Unavailable
CICSDHAP    CICS HASTINGS PAYROLL DEV                       Multi  Unavailable
CICSDIAS    CICS INVEST ACCT dev                             Multi  Undefined
CICSDNPP    CICSDNPP PAYROLL DEV                             Multi  Unavailable
CICSDPPP    PAY DEVEL CICS                                  Multi  Unavailable

Command ===>
Enter F1=Help F3=Exit F5=Refresh F7=Bkwd F8=Fwd F9=Retrieve F10=Action
I/L I0TAAQS
  
```

