

## Department Account (DPA) Maintenance

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### DPA Functions

The Account/Fund Profile Menu screen below shows the Functions used for maintaining DPAs and DPA/Fund couplings.

Use the **Account** Functions on the left side of the menu to add, update, display, and list DPAs.

```

UCFMNU0-M0795          Account Fund System          09/10/07 16:03:06
                        Account/Fund Profile Menu      Userid: SFTSTJK

- ACAD Account Add
- ACUP Account Update
- ACUG Account Group Update
- ACDS Account Single Display
- ACBR Account Browse

- FDAD Fund Add
- FDUP Fund Update
- FDUG Fund Group Update
- FDUY Fund FundYear Update
- FDDS Fund Single Display
- FDBR Fund Browse
- FDUI Fund IC Rate Code Update

- ACUA Account Annual Rpt Cd Update
- ACUU Account UAS/Acad Disc Update

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

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

- AFAD Acct/Fund Add
- AFUP Acct/Fund Update
- AFYU Acct/Fund/Project ID/PI Update
- AFDS Acct/Fund Single Display
- AFBR Acct/Fund Browse
- AFYD Acct/Fund/Proj ID/PI Display

- NCAD Natural Class Account Add
- NCUP Natural Class Account Update
- NCUG Natural Class Acct Grp Update
- NCDS Natural Class Account Display
- NCBR Natural Class Account Browse

- AFUR Acct/Fund Proj Rpt Code Update
- AFBD Object Code Browse
- AFUD Object Code Update
  
```

Use the **Acct/Fund** Functions on the right side of the menu to couple a new DPA with the appropriate Funds.

### Steps to Add a DPA

Departments initiate the set-up of a new DPA by submitting a form to the Controller's Office. Forms are located on the Controller's Office website at [http://acctg/AFP\\_DEP/forms/index.htm](http://acctg/AFP_DEP/forms/index.htm).

Step	AFP Function	Description
1.	Off-Line	<ul style="list-style-type: none"> <li>Verify DPA information and request.</li> </ul>
	RAS	<ul style="list-style-type: none"> <li>For sponsored projects, add the new project in RAS before proceeding with AFP setup.</li> </ul>
2.	ACBR	Browse for available DPA.
3.	ACAD	Add new DPA.
4.	AFAD	Add DPA/Fund couplings.
5.	AFYU	For sponsored projects, update PI ID and Project ID for each DPA/Fund.
6.	Off-Line	Send email confirmation to Department.

**Step 1: Verify DPA information and add project to RAS.**

1. Verify the information on the form to ensure it includes the Requestor's name, phone, and box as well as the DPA **Title**, Department Code (**DepCode**), **Function**, **Academic Discipline**, and **Fund(s)** that will be coupled with the DPA (to record expenditures). Do not set up a new DPA for an individual except for EMF Program Project Grants.
  - Return the form to the Requestor if it is missing any information.
  - If necessary, use the **DPBR** function to verify the Department Code.
2. If this is a new DPA to be coupled with a sponsored project fund, set up the new project in RAS first.
  - In Oracle, go to Customer Contracts>Create and Amend>Contract Lines.
  - On the Contract Lines page, select the *Projects* tab.
  - Click [[Projects](#)] to go to the *Related Projects* page.
  - On the *Related Projects* page:
    - Click the Red Pencil icon to activate the amendment, and click [**OK**] to acknowledge the message.
    - Click [**Create Project**]. The *Project General* page is displayed, and a new Project ID has been automatically assigned by the system.
  - On the *Project General* page, type in a **Description** or name of the project, and select an appropriate **Project Type**. Remember this Project Type must be the same as all the other projects. Click [**OK**].
  - On the *Related Projects* page, select the new project by clicking the radio button to its left, and click [**Create Activity**].
  - On the *Project Activities* page, change the value in **Activity ID** to "1", and click [**OK**].
  - On the *Related Projects* page, click [**Save**].
  - Go to Grants>Awards>Project, and search for the **Project ID**.
  - On the *Project Department* page, complete the **Institution ID**, **Dept Code**, and **Project RSA** employee ID.
  - On the *Definition* page, select "GM Object" for **Grants Project**.
  - On the *Manager* page, enter the PI Employee ID in **Project Manager** and enter **Role** value of "PI."
  - Complete any changes on the *Location* page.
  - Go to Grants>Awards>Project Activity, and search for the **Project ID**.
  - On the FA Rates page, verify the "Funded" **FA Base**, **Effective Date**, and **FA Rate %**.
3. Determine the appropriate DPA Function/number range using the [DPA Attributes](#) reference.
4. Gather all information before starting:
  - Determine the DPA Title using the appropriate naming convention.
  - Look up the correct UAS, Academic Discipline, and ARC codes. Refer to [UAS and ARC Listing](#) and [DPA Attributes](#).
    - Remember that the UAS, ARC, UCOP Group Code, Function Code, and DPA must be the same function. Do not use UAS Instruction with ARC Research.
    - UAS and ARC must agree for the Department. Do not use a School of Medicine UAS code with a School of Dentistry ARC.

**Step 2: Browse for Available DPA (ACBR).**

- Search for a DPA as follows:
  - Sort by Account** – Type **ACBR** in **Next Func** and the first several digits of the DPA Function (e.g., **445** or **60** for Academic Support) in **AC** and press **<Enter>**. This provides a listing of all DPAs that begin with those characters.
  - Sort by Department Code** – Type **ACBR** in **Next Func** and Department Code in **DP** and press **<Enter>**. This enables you to search for other DPAs set up for that department. Remember that most departments have multiple Department Codes—so make sure you use the correct one.
- Choose an available (open) DPA to assign to the department.
- Review other DPA titles in the range for title consistency.

```
UCFMNU0-M0795          Account Fund System          09/07/07 15:32:40
                        Account/Fund Profile Menu      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 Update
- ACDS Account Single Display - AFDS Acct/Fund Single Display
- ACBR Account Browse       - AFBR Acct/Fund Browse
                             - AFYD Acct/Fund/Proj ID/PI Display
- 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 -
                             -
- ACUA Account Annual Rpt Cd Update - AFUR Acct/Fund Proj Rpt Code Update
- ACUU Account UAS/Acad Disc Update - AFBO Object Code Browse
Next Func: ACBR : AC: 445 FD: _____ DP: _____ NCA: _____

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

In the example, the search was limited by entering **44501** in **AC**. A range of DPA values from **445019** to **445133** is open.

```
SFACBR0-A4453          Account Fund System          09/07/07 15:38:39
                        Account Browse                Userid: SFTSTJK

LC Account              Account Title              DeptCd Dept Short Name OUC DV
  445
  2 445000 PHYSIOLOGY ASHRAFI START-UP 427443 S/M PHYSIOLOGY 6210 00
  2 445001 S/M PHYSIOLOGY SANDLER AWRD ASHRAFI 427443 S/M PHYSIOLOGY 6210 00
  2 445002 S/M AIDS RESEARCH INSTITUTE 257448 ARI 6011
  2 445003 QB3 OPPORTUNITIES AWARD - LIM 425016 CELL/MOLE PHARM 6200 00
  2 445004 STOMATOLOGY UAB/HPV E7 VAC TRIAL 228756 OROFACIAL SCI 5030
  2 445005 STOMATOLOGY TUSHY 4 BRIDGE SUPPLEMT 228756 OROFACIAL SCI 5030
  2 445006 PHYS THERAPY SPONSORED RESEARCH 470421 S/M PHYS THERAP 6360 00
  2 445007 S/M PHYSIOLOGY ENDOCRINE SOCIETY 427443 S/M PHYSIOLOGY 6210 00
  2 445008 S/M BIO-ENGIN GRAD STD RESEARCH AWD 475417 S/M BIOENGINEER 6381 00
  2 445009 S/M CELLULAR/MOLECULAR PHARM-BOURNE 425016 CELL/MOLE PHARM 6200 00
  2 445010 S/M DISCRETIONARY RESEARCH 427443 S/M PHYSIOLOGY 6210 00
  2 445011 S/M NEUROLOGY-FULLERTON 364493 S/M NEUROLOGY 6130 00
  2 445012 PAIN CLINIC RESEARCH CTR ROWBOTHAM 427443 S/M PHYSIOLOGY 6210 00
Next Func: ACAD L: 2 AC: _____ FD: _____ DP: _____ NCA: _____

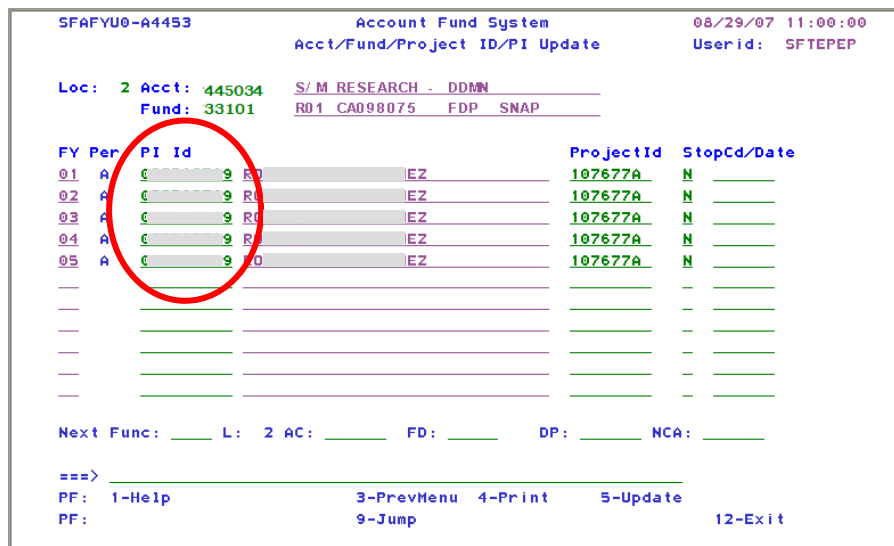
===>
PF: 1-Help                 3-PrevMenu 4-Print
PF: 7-Backward 8-Forward 9-Jump                12-Exit
```





**Step 5: Update PI ID and Project ID (AFYU).**

1. For sponsored project funds, use the Acct/Fund/Project ID/PI screen to update or change the **PI ID** or **Project ID** for any DPA/Fund/Fund Year combination. Initially, the **PI ID** and **Project ID** are populated with values from the Fund.
  - Type **AFYU** in **Next Func**, the DPA code in **AC**, the Fund number in **FD**.
  - Press **<Enter>** to display the Acct/Fund/Project ID/PI Update screen.
2. Tab to the field to be changed.
  - Type the new **PI ID** or **Project ID** over the default values.
  - Later, use this screen to initiate the Stop Code and Stop Date to prevent expenditures from being charged against a DPA/Fund/Fund Year combination.
3. Press **<F5>** to perform Range/Value edits and update.
  - The screen is populated with code names and default values.
  - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
  - Correct the highlighted field(s), and press **<F5>**.
4. If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.



**Step 6: Send E-Mail Confirmation**

1. Send email confirmation to the Department providing them with the DPA number.
2. Ask them to verify information in WebLinks the next day.

**Other DPA Functions**

**To Update a DPA (ACUP)**

Use this screen to update or change any information for a DPA (e.g., Stop Code and Stop Date).

1. Type **ACUP** in **Next Func** and the DPA code in **AC** and press **<Enter>** to display the Account Update screen.
2. Tab to the field to be changed and type in the new information. To activate the Stop feature, change **Stop Cd** to **Y**, and enter the effective date in **Stop Date**. This will prevent transactions from posting to the DPA.
 

**Note:** Use this feature with caution because “no titles” will be created if activity has not ceased.
3. Press **<F5>** to perform Range/Value edits and update.
  - If there is an edit error, the field will be highlighted. Edit messages are displayed in the system message area at the bottom of the screen.
  - Correct the highlighted field(s), and press **<F5>**.
4. If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

```

SFACUP0-A4453          Account Fund System          04/22/05 15:02:15
                        Account Update              Userid: SFTSTJK

Loc:  2 Acct: 445019 Title:  MS BIOPHYSICS & BIOCHEMISTRY
DeptCd: 276436 Dept Name: BIOCHEMISTRY & BIOPHYSICS OUC: 6040 DV: 00
Type:  3 Func: R Ref:  N Site:  Stop Cd: N Stop Date:  UCOF Gp: 300050
UAS: 440500 Acad Disc: 810 ARC: 444910 Sec Summ:  Sub Sec Summ:  _
Owner Gp: C

Default address from Department database:
Usage  Address  Usage  Address  Usage  Address  Usage  Address
-----
Account specific address information:
ALL BOX 0448
-----

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

**To Display a DPA (ACDS)**

Use this screen to view and validate attributes of the DPA or to use as a guide to set up new DPAs for a department.

- Type **ACDS** in **Next Func** and the DPA code in **AC** and press **<Enter>** to display the Account Single Display screen.

```

SFACDS0-A4453                Account Fund System           04/22/05 15:06:02
                               Account Single Display       Userid: SFTSTJK

Loc:  2 Acct: 445019 Title: MS BIOPHYSICS & BIOCHEMISTRY
DeptCd: 276436 Dept Name: BIOCHEMISTRY & BIOPHYSICS OUC: 6040 DV: 00
Type: 3 Func: R Ref: N Site:  Stop Cd: N Stop Date: UCOP Gp: 300050
UAS: 440500 Acad Disc: 810 ARC: 444910 Sec Summ:  Sub Sec Summ:
Owner Gp: C

Default address from Department database:
Usage  Address  Usage  Address  Usage  Address  Usage  Address
-----
Account specific address information:
ALL BOX 0448

Next Func: █ L: 2 AC:  FD:  DP:  NCA:

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

**To Review Account Group Definitions (ACUG)**

This screen is automatically populated when the DPA is initially set up. It is for inquiry only, and no action is required.

- Type **ACUG** in **Next Func** and the DPA code in **AC** and press **<Enter>** to display the Account Group Update screen.

```

SFACUG0-A4453                Account Fund System           04/22/05 15:07:44
                               Account Group Update       Userid: SFTSTJK

Loc:  2 Acct: 445019 Title: MS BIOPHYSICS & BIOCHEMISTRY OUC: 6040
DeptCd: 276436 Dept Name: BIOCHEMISTRY & BIOPHYSICS DV: 00

Acct Group Def: OWNER Acct Group Code: C
UCOP 300050

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

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

**To Browse Through Annual Report Codes (ACUA)**

This table is updated by AIS and is for inquiry only.

- Type **ACUA** in **Next Func** and press **<Enter>** to display the Account Annual Report Code screen.

SFACUA0-A5534		Account Fund System	04/13/05 13:40:38
		Account Annual Rpt Cd Update	Userid: SFTSTJK
Annual Report			
Code	Title	AC	
401905	EDUCATIONAL SERVICES	10	
401910	UNALLOCATED ED SRVCS	10	
401920	GROWTH & DEVELOPMENT	10	
401923	ORAL SURGERY	10	
401925	PUBLIC HEALTH & HYGIENE	10	
401950	PREVENT & RESTOR DENTAL SCI	10	
401970	STOMATOLOGY	10	
401997	INTER-SCHOOL SERVICES	10	
404901	ACADEMIC SERVICES	20	
404902	AREA HEALTH EDUCATION CENTERS	20	
404903	ANATOMY	20	
404906	ANESTHESIA	20	
404908	ANTHROP HISTORY & SOCIAL MED	20	
Next Func: ___ L: 2 AC: ___ FD: ___ DP: ___ NCA: ___			
===>			
PF: 1-Help	3-PrevMenu	4-Print	5-Update
PF: 8-Forward	9-Jump		12-Exit

**To Browse Through UAS and Academic Discipline Codes (ACUU)**

This table is updated by AIS and is for inquiry only.

- Type **ACUU** in **Next Func** and press **<Enter>** to display the Account UAS/Academic Discipline screen.

SFACUU0-A5534		Account Fund System	04/13/05 13:43:43
		Account UAS/Acad Disc Update	Userid: SFTSTJK
UAS Code	Academic Discipline	UAS Title	
4001		GENERAL ACADEMIC	
400100	020	INTERDISCIPLINARY STUDIES	
400100	810	HEALTH PROF. - MED	
400100	830	HEALTH PROF. - DENT	
400100	840	HEALTH PROF. - NURS	
400100	850	HEALTH PROF. - PHARM	
400100	880	NEUROPSYCHIATRIC INSTITUTE	
400100	910	INSTRUCTION-ACCRUED VACAT	
400196		EMPLOYEE BENEFITS-HEALTH SCIEN	
400197		ADM. SUPPORT SUPPLEMENT	
400198		OTHER PROVISIONS	
4002		EDUC FEE EXP PRORATION	
Next Func: ___ L: 2 AC: ___ FD: ___ DP: ___ NCA: ___			
===>			
PF: 1-Help	3-PrevMenu	4-Print	5-Update
PF: 8-Forward	9-Jump		12-Exit

**Other DPA/Fund Functions**

**To Browse Through DPA/Fund Combinations (AFBR)**

Use this screen to search for established DPA/Fund couplings when a department submits a request for a new Fund and DPA coupling or validate that funds are coupled with a DPA.

Search for valid DPA/Fund combinations as follows:

- **Sort by Account** – Type **AFBR** in **Next Func** and a DPA or the first several digits of the DPA Function (e.g., **445** for Research) in **AC** and press **<Enter>**. This provides a listing of all DPAs that begin with those characters and the Funds that are coupled with them.
- **Sort by Fund** – Type **AFBR** in **Next Func** and the Fund number or the first several digits of the Fund (e.g., **83** for private contracts) in **AC** and press **<Enter>**. This provides a listing of all Funds that begin with those characters and the DPAs that are coupled with them.

SFAFBR0-A4453		Account Fund System		09/17/07 09:29:03	
		Acct/Fund Browse		Userid: SFTSTJK	
Lo	Account Fund	Account Title	DP:	Fund Title	DSN:
	33584				
2	119850 33584	Unexpended Balance Sheet NCA	K08	MH068691	FDP SNAP 06/08
2	233584 33584	K08 MH068691 FDP SNAP 06/08	K08	MH068691	FDP SNAP 06/08
2	444653 33584	LPPPI-RESEARCH	K08	MH068691	FDP SNAP 06/08
2	444941 33585	MED RES-PEDIATRICS	K08	DK02412	FDP
2	119850 33586	Unexpended Balance Sheet NCA	K23	AI055510	FDP SNAP 07/06
2	233586 33586	K23 AI055510 FDP SNAP 07/08	K23	AI055510	FDP SNAP 07/06
2	444919 33586	MR-MEDICINE-SFGH	K23	AI055510	FDP SNAP 07/06
2	444941 33587	MED RES-PEDIATRICS	K08	DK02387FDP	
2	119850 33588	Unexpended Balance Sheet NCA	K08	CA098418	FDP SNAP 06/07
2	233588 33588	K08 CA098418 FDP SNAP 06/06	K08	CA098418	FDP SNAP 06/07
2	444941 33588	MED RES-PEDIATRICS	K08	CA098418	FDP SNAP 06/07
2	444918 33589	MR-MEDICINE-GENERAL	K04	AI01348	FDP
2	119850 33590	Unexpended Balance Sheet NCA	K08	MH065983	FDP SNAP 06/0

Next Func: \_\_\_ L: 2 AC: \_\_\_ FD: \_\_\_ DP: \_\_\_ NCA: \_\_\_

===> \_\_\_\_\_

PF: 1-Help 3-PrevMenu 4-Print

PF: 7-Backward 8-Forward 9-Jump 12-Exit

**To Update a DPA/Fund Coupling (AFUP)**

Use this screen to update or change any information for a DPA/Fund coupling.

1. Type **AFUP** in **Next Func**, DPA code in **AC**, Fund number in **FD** and press **<Enter>** to display the Acct/Fund Update screen.
2. Tab to the field to be changed and type in the new information. To activate the Stop feature, change **StopCd** to **Y**, and enter the effective date in **Stop Date**. This will prevent transactions from posting to the DPA/Fund.  
  
**Note:** Use this feature with caution because "no titles" will be created if activity has not ceased.
3. Press **<F5>** to update.
4. If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

```

SFAFUP0-A4453          Account Fund System          09/17/07 11:11:24
                        Acct/Fund Update           Userid: SFTSTJK

Loc:  2 Account: 444653 Title: LPPI-RESEARCH
      Fund: 33584 Title: K08 MH068691 FDP SNAP 06/08
      Project ID: 101658A
      PI Identifier: 020616140 VARGAS,GABRIEL A
StopCd: N Stop Date: _____ Project Report Code: SI Stnd Subs?: Y
Plant Claim No: _____ Plant Lapsing Date: _____
Sub Accounts: C F H L P T U X Y 0 1 2 3 4 6 8 _ _ _ _ _

Default addresses:
Usage Address Usage Address Usage Address Usage Address
ALL LPPI-MITZI PAF BOX 0984EMPR RECH BOX 0984FIN _ _ _ _ _

Account Fund specific address information:
ALL LPPI-C104 _ _ _ _ _

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

**To Display a DPA/Fund Coupling (AFDS)**

Use this screen to view and validate attributes of the DPA/Fund coupling or use as a guide to set up new DPA/Fund couplings for a department.

- Type **AFDS** in **Next Func**, DPA code in **AC**, Fund number in **FD** and press **<Enter>** to display the Acct/Fund Single Display screen.

```

SFAFDS0-A4453          Account Fund System          09/17/07 11:20:01
                        Acct/Fund Single Display     Userid: SFTSTJK

Loc:  2 Account: 444941 Title: MED RES-PEDIATRICS
      Fund: 33585 Title: K08 DK02412 FDP
      Project ID: _____
      PI Identifier: _____
StopCd: N Stop Date: _____ Project Report Code: SI Stnd Subs?: Y
Plant Claim No: _____ Plant Lapsing Date: _____
Sub Accounts: C F H L P T U X Y 0 1 2 3 4 6 7 _ _ _ _ _

Default addresses:
Usage Address Usage Address Usage Address Usage Address
PAF BOX 0503 ALL 0110 _ _ _ _ _

Account Fund specific address information:
DPE BYPASS _ _ _ _ _

Next Func: _ L: 2 AC: _____ FD: _____ DP: _____ NCA: _____

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