

Fund Maintenance

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Fund Functions

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

Use the **Fund** 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
- FDSS Fund Single Display
- FDBR Fund Browse
- FDUI Fund IC Rate Code Update

- 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
- NCU6 Natural Class Acct Grp Update
- NCDS Natural Class Account Display
- NCBR Natural Class Account Browse

- AFUR Acct/Fund Proj Rpt Code Update
- AFBO Object Code Browse
- AFUO Object Code Update

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

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

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

Steps to Add a Fund

The set-up of a fund is triggered by many different things including submission of a form requesting a new fund (http://acctg/AFP_DEP/forms/index.htm):

- Extra-Mural Funds receives:
 - Email notification of a new award, award supplement, continuation, fund advance request or other award activity from the Office of Sponsored Research (OSR)
 - Agency Fund Form
- General Accounting receives Non-Sponsored Fund Form.
- Foundation downloads daily gift logs from Gift Administration, and adds new Foundation funds on the logs. They also create new Regents (mirror) funds on the logs or when there is a Transfer of Fund Request (http://acctg.ucsf.edu/foundation_accounting/forms/index.htm).

Step	AFP Function	Description
1.	Off-Line	<ul style="list-style-type: none"> ▪ Verify DPA information and request. ▪ For sponsored projects, request PI information for all projects (DPA/Fund combinations).
2.	RAS Setup	For sponsored projects, complete RAS setup of award information.
3.	ACBR	Browse for available DPA if a new DPA was requested.
4.	ACAD	Add new DPA.
5.	FDBR	Browse for new Fund number.
6.	FDAD	Add new Fund.
7.	FDUG	Update Fund group codes
8.	FDUY	For sponsored projects, add fund year(s).
9.	AFAD	Add DPA/Fund couplings.
10.	AFYU	For sponsored projects, update PI ID and Project ID for each DPA/Fund.
11.	DPAG	For sponsored projects, add Program Code, if committed cost sharing.
12.	Off-Line	Send email confirmation to Department.

Step 1: Verify DPA information.

1. For sponsored project funds, OSR sends an email to the Department RSA requesting that they provide EMF with DPAs that are associated with an award. The RSA then forwards an email to EMF that documents DPAs to be coupled to the new Fund.
2. Verify the information from the department to ensure you have Fund **Title**, Department Code (**DepCode**), STIP Account, and all other departmental information that is required to add a Fund to the AFP system. Refer to [Fund Attributes](#) for required fields.
 - Return the form to the department if it is missing any information.
 - If necessary, use the **DPBR** function to verify the Department Code.
3. Determine the appropriate Fund number range using the table on pages 1 and 2.
4. Gather all information before starting:
 - Determine the DPA and Fund Titles using the appropriate naming convention.
 - Search for UCOP Group Code, FNDSUM Code, and other codes using the table on pages 18 through 24 of the [Fund Attributes](#) reference.
 - For sponsored project funds, confirm Sponsor Category, Sponsor Code, CFDA (if applicable) indirect cost information, and all other fields required for sponsored projects.

Step 2: For sponsored projects, complete RAS setup of award information.

1. Set up Contract Data as follows:

Grants>Awards>Award Profile>Award>View Contract link
or **Customer Contracts>Create & Amend>General Information**

- General page, update *Contract Type* and *Contract signed on date*.
- Lines page > General tab: update *Start Date* and *End Date*.
- Lines page > Detail tab: update *LOC Doc ID* and save.
- Lines page > Detail tab: select the [Pending](#) hyperlink under *Billing Plan*. Update B101 Billing Plan and save.
 - *Bill To Contact*
 - *Addr Num*
 - *Bill Type*
 - *Pre Approved* and *Direct Invoice* checked for LOC and Prepaid and unchecked for Cost Reimb
 - *Invoice Form* (LOC = LOC, Cost Reimb = GM270, GMGEN or GM_103X, Prepaid = NOPRINT)
 - *Cycle ID* (LOC = TWICE-WEEKLY, Cost Reimb = ADHOC, MTH_END, QTRLY_XXXX, Prepaid = ON_DEMAND)
 - *Bill By ID* (LOC = GM_LOC, Cost Reimb = GM_INV, Prepaid = BM_INV)
 - *Payment Method* = Check
 - *Billing Specialist*
 - *Billing Authority*
 - [Return to General Information](#) hyperlink
- Lines page > Detail tab: [Contract Terms](#) hyperlink, update *Billing Limit* (Should be cumulative of all awards received to date and save).
 - **Create Project** to add a new project.
 - [Return to General Information](#) hyperlink.
- Billing Options page: verify [Bill To Address](#), *Bill Type*, *Payment Terms*, *Cost Reimbursable* radio button if appropriate and save.

2. Set up all Projects and save.

Grants>Awards>Project

- General Information page: update *Project Type*.
- Project Department page: update *Dept Code* and *Project RS*.
- Definition page: update *Grants Project* and *Project Primary Flag*.
- Location page: update if additional *Location Code*.

3. Set up all Projects F&A for Funded: *FA Base*, *Eff Date*, *FA Rate %* and save.

Grants>Awards>Project Activity

4. Print AFP Setup Report for Award ID, *Server Name* – PSUNX, select checkbox by report name.

Grants>UCSF Reports>AFP Setup Report

- When Run Status = Success, [Details](#) hyperlink
- Process Detail page: [View Log/Trace](#) hyperlink
- View Log/Trace page: [zqmef01_nnnnnn.PDF](#) hyperlink

Step 3: If a new DPA was requested, browse for an available DPA (ACBR).

1. Determine the type of DPA using page 1 of [DPA Attributes](#).
2. 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** for Research) in **AC** and press **<Enter>**. This provides a listing of all DPAs that begin with those characters.
 - **Restrict by Department Code** – Type **ACBR** in **Next Func** and Department Code value 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.
3. Choose an available (open) DPA to assign to the department.
4. Review other DPA titles in the range for title consistency.

Step 4: Add new DPA (ACAD).

1. Type **ACAD** in **Next Func** and press **<Enter>** to display the Account Add screen. Tab to the first unprotected field.
2. Enter data in the fields on the screen as applicable, using the [DPA Maintenance Procedure](#) and the New DPA request form. If the DPA has a specific delivery address different from the Default address, enter that **Address** information. For full definitions of each of the fields, refer to [DPA Attributes](#).
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 in the footer at the bottom of the screen.
5. Optionally, review new DPA information.
 - Type **ACUP** in **Next Func** and press **<Enter>** to display the Account Update screen.
 - Verify the data on the screen against the New DPA Request Form. Make sure you have completed all necessary entries accurately and consistently.
 - Change incorrect information as required, and press **<F5>** to perform edits and update.
6. Proceed to Step 5.

Step 5: Browse for available Fund number (FDBR).

1. Search for a Fund as follows:
 - **Sort by Fund** – Type **FDBR** in **Next Func** and the first several digits of the Fund (e.g., **8342** for Sales & Service-Educational Activities) in **FD** and press **<Enter>**. This provides a listing of all DPAs that begin with those characters.
 - **Restrict by Department Code** – Type **FDBR** in **Next Func** and Department Code value in **DP** and press **<Enter>**. This enables you to search for other Funds set up for that department. Remember that most departments have multiple Department Codes—so make sure you use the correct one.
2. Choose an available (open) Fund number.
3. Review other Fund titles in the range for title consistency.

```
UCFMNU0-M0795          Account Fund System          09/14/07 15:53:56
                        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
- ACSR Account Browse       - 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
- ACUA Account Annual Rpt Cd Update
- ACUU Account HAS/Acad Disc Update
Next Func: FDBR : 2 AC: _____ FD: 3352 DP: _____ NCA: _____

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

In the example, the search was limited by entering **3352** in **FD**. There are three open fund numbers in this range.

```
SFFDBR0-A4453          Account Fund System          09/14/07 15:45:56
                        Fund Browse                    Userid: SFTSTJK

LC Fund FY? Fund Title DeptCd Dept Short Name FundId
3352
2 33521 Y K08 NS01755 FDP L 364493 S/M NEUROLOGY 613000
2 33523 Y K08 HL02883 FDP L 650888 MED-SFGH-CARDIO 616826
2 33525 Y K08 NS01746 FDP L 721133 INT NEURO DIS 6340
2 33526 0 K12 DE14609 FDP SNAP 08/07 238629 S/D DEAN'S OFC 501000
2 33527 Y K08 AI01247 FDP L 287843 MED-ID 611464
2 33528 0 K23 CA82584 FDP SNAP 06/04 413305 MED-HEM DNC 611751
2 33529 Y K11 AI01163 FDP L 774950 PED-CMP-DNCOL 619856
2 33530 0 K08 MH01750 FDP SNAP 07/04 072851 LPP1 INST & RES 112000
2 33531 Y K05 AA00172 FDP L 546635 S/N SOCIAL & BE 705000
2 33532 0 K08 MH64110 FDP SNAP 08/07 374936 LPP1 HLTH PSYCH 112400
2 33533 Y K08 CA61797 FDP L 284221 OB/GYN REPR B10 614300
2 33534 Y K08 HS11416 FDP EXPA 866726 MED-HOSPITALIST 613624

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

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

Step 6: Add new Fund (FDAD).

1. Type **FDAD** in **Next Func** and press **<Enter>** to display the Fund Add screen.

Sponsored Project Funds

2. Enter **Fund** number, **Title**, **Award ID**, **UCOP Group** and **Owner Group**. Refer to the Fund Attributes Combination table on pages 18-24 in the [Fund Attributes](#) reference.
3. Press **<Enter>**.

SFFDAD0-A4453 Account Fund System 08/29/07 10:32:59
Fund Add Userid: SFTEPEP

Loc: 2 Fund: 33520 Title: K07 HL088923 FDP
Award ID: A107677 Title: _____ DfltProj: _____
Dept Code: _____ Title: _____ FundId: _____
Prin Investigator Id : _____

Begin Date : _____ End Date : _____ Sales/Use Tax: _
UCDP Group : 406210 SUBs Group : _____ Unxpd Bal Grp: _____
Owner Group : C Revenue Group: _____ Bud/NonBudget: _
STIPId : _____ STIP Acct : _____ Restrict Cd : _
Reapprop Cd : _ Stop Cd : _ Stop Date : _____
Award Type : _ Fed Flow Thru: _ Report Freq : _
IC Base : _ IC Rate Cd : _____ IC Rate : 000
Pmt Method : _ On/Off Campus: _ Endow Restrict: _____
Sponsor Cat : _ Sponsor Cd : _____ Recharge Cd : _
CFDA : _____ UBIT : _ Agency Cd : _____

Next Func: _____ L: _____
PF: 1-Help
PF: _____

SFFDAD0-A4453 Account Fund System 08/29/07 10:40:01
Fund Add Userid: SFTEPEP

Loc: 2 Fund: 33520 Title: K07 HL088923 FDP
Award ID: A107677 Title: A Multidisciplinary Approach t DfltProj: 107677A
Dept Code: 329996 Title: PEDIATRICS-CAMPUS-HEMATOLOGY FundId: 619739
Prin Investigator Id : 022583769 ROSEN, ROSA SANCHEZ

Begin Date : 081007 End Date : 063012 Sales/Use Tax: _
UCDP Group : 406210 SUBs Group : FED Unxpd Bal Grp: 119850
Owner Group : C Revenue Group: M16 Bud/NonBudget: _
STIPId : 33520F STIP Acct : _____ Restrict Cd : _
Reapprop Cd : _ Stop Cd : _ Stop Date : _____
Award Type : _ Fed Flow Thru: _ Report Freq : _
IC Base : A IC Rate Cd : _____ IC Rate : 000
Pmt Method : _ On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : 01 Sponsor Cd : 3435 Recharge Cd : _
CFDA : _____ UBIT : _ Agency Cd : _____

Next Func: _____ L: 2 AC: _____ FD: _____ DP: _____ NCA: _____
U0001 Input accepted
PF: 1-Help 2-Cancel 4-Print 5-Update
PF: _____ 9-Jump

4. Review the information that is retrieved from Oracle and populated from the UCOP Group Code. Refer to the AFP Setup Report and the [Fund Attributes](#) reference.
5. Enter remaining fields that are applicable to the type of fund: **Reapprop Cd**, **Award Type**, **Fed Flow Thru**, **IC Rate Cd**, **IC Rate**, **Pmt Method**, **CFDA**, and **Agency Cd**.
6. Go to number 8.

Non-Sponsored Project Funds

7. Enter data in the fields on the screen as applicable. Use the [Fund Attributes](#) reference for full definitions of each field as well as the Attributes Combination table located on pages 18-24.

All Funds

8. 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>**.

9. If there are no errors, the message **Update Process Complete** is displayed in the footer at the bottom of the screen.

```

SFFDAD0-A4453          Account Fund System          08/29/07 10:46:50
                        Fund Add                    Userid: SFTEPEP

Loc:  2 Fund: 33520 Title: K07 HL088923 FDP
Award ID: A107677 Title: A Multidisciplinary Approach t DfltProj: 107677A
Dept Code: 329996 Title: PEDIATRICS-CAMPUS-HEMATOLOGY FundId: 619739
Prin Investigator Id : 022583769 ROSEN,ROSA SANCHEZ

Begin Date : 081007 End Date : 063012 Sales/Use Tax: _
UCOP Group : 406210 SUBs Group : FED Unxpd Bal Grp: 119850
Owner Group : C Revenue Group: M16 Bud/NonBudget: _
STIPId : 33520F STIP Acct : Restrict Cd : _
Reapprop Cd : 2 Stop Cd : _ Stop Date : _
Award Type : 3 Fed Flow Thru: 3 Report Freq : _
IC Base : A IC Rate Cd : KAWARD IC Rate : 080
Pmt Method : 90 On/Off Campus: 1 Endow Restrict: _
Sponsor Cat : 01 Sponsor Cd : 3435 Recharge Cd : _
CFDA : 93.839 UBIT : _ Agency Cd : NIH4

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
  
```



10. Review and new fund information and print a copy of the screen for your records.
 - Type **FD** in **Next Func**, the fund number in **FD**, and press **<Enter>** to display the Fund Single Display screen.
 - Verify the data on the screen. Make sure you have completed all necessary entries accurately and consistently.
 - Change incorrect information as required, and press **<F5>** to perform edits and update.

```

SFFD050-A4453          Account Fund System          08/29/07 10:51:29
                        Fund Single Display          Userid: SFTEPEP

Loc:  2 Fund: 33520 Title: K07 HL088923 FDP Fund Years?: Y
Award ID: A107677 Title: A Multidisciplinary Approach t DfltProj: 107677A
Dept Code: 329996 Title: PEDIATRICS-CAMPUS-HEMATOLOGY FundId: 619739
Prin Investigator Id : 022583769 ROSEN,ROSA SANCHEZ

Begin Date : 081007 End Date : 063012 Sales/Use Tax: Y
UCOP Group : 406210 SUBs Group : FED Unxpd Bal Grp: 119850
Owner Group : C Revenue Group: M16 Bud/NonBudget: N
STIPId : 33520F STIP Acct : Restrict Cd : R
Reapprop Cd : 2 Stop Cd : N Stop Date : _
Award Type : 3 Fed Flow Thru: 3 Report Freq : _
IC Base : A IC Rate Cd : KAWARD IC Rate : .080
Pmt Method : 90 On/Off Campus: 1 Endow Restrict: _
Sponsor Cat : 01 Sponsor Cd : 3435 Recharge Cd : N
CFDA : 93.839 UBIT : N Agency Cd : NIH4

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

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

Step 7: Update Fund Group Codes (FDUG).

Take great care when assigning these codes in AFP. Many programs are used to generate financial transactions, UCOP reports, and campus reports using these codes, and accuracy and data integrity are critical. Refer to the [Fund Attributes](#) reference, especially the Fund Attributes Combination table on pages 18-24, for values.

1. Type **FDUG** in **Next Func** and the Fund number in **FD**. Press **<Enter>** to display the Fund Group Update screen. **Group Definitions** for UNEXBS, REVNU, OWNER, UCOP and SUBS are populated from the **FDAD** screen.
2. Enter the applicable Fund Group Definitions and Fund Group Codes in the fields on the screen.
3. Verify the data on the screen. Make sure you have completed all necessary entries accurately and consistently.
4. Change incorrect information as required, and press **<F5>** to perform edits and update.

```

SFFDUG0-A4453          Account Fund System          08/29/07 10:52:50
                        Fund Group Update           Userid: SFTEPEP

Loc:  2 Fund: 33520 Title: K07 HL088923 FDP          Fund Years?: Y
DeptCd: 329996 Dept Name: PEDIATRICS-CAMPUS-HEMATOLOGY Fundid: 619739

Fund Group Def: OHFUND Fund Group Code: 24999
                UNEXBS                119850
                REVNU                  H16
                OWNER                  C
                UCOP                   406210
                SUBS                   FED
                FNDSUM                 F03400

Next Func:  L: 2 AC:  FD:  DP:  NCA:
U0007 Update process complete
===>
PF: 1-Help      3-PrevMenu  4-Print    5-Update
PF:      8-Forward  9-Jump    12-Exit

```

In the example, **Group Definitions** for FNDSUM and OHFUND were added. The Group Definitions are re-ordered after you update.

Step 8: Add Fund Years for sponsored project funds (FDUY).

ALL sponsored project funds are assigned fund years, based upon reporting cycle:

- If a fund has an annual reporting requirement, ALL fund years within the non-competitive cycle will be set up when EMF receives the award notification.

For example, if a new program project P01 federal grant has a five-year non-competitive cycle with an annual reporting requirement, all fund years FY-01 through FY-05 will be set up at the outset. This will prevent the need to fill out an advance fund request when there are delays in the notice of grant award of future years within the non-competitive cycle.

- If a fund has a reporting requirement other than annually, the fund year will correspond to the reporting cycle.

For example, if a new basic science R01 federal grant has a four-year non-competitive reporting requirement, the following fund year structure will be established:

<u>Reporting Budget Period</u>	<u>Fund Year</u>
Years 01 through 04	FY-01
Years 05 through 08	FY-02
Years 09 through 12	FY-03
...and so forth...	

1. Type **FDUY** in **Next Func** and press **<Enter>** to display the Fund Fund/Year Update screen.
2. Type 01 in **FYr** and **Federal Transaction Number** (if applicable). Press **<Enter>**. The system populates **FYr**, plus the **Begin** and **End Date**, **Per ID**, and **DD St** for each Fund Year: Refer to [Fund Attributes](#) for more information.
3. Verify the data on the screen. Make sure you have completed all necessary entries accurately and consistently.
4. Change incorrect information as required, and press **<F5>** to perform edits and update.

```

SFFDUY0-A4453          Account Fund System          08/29/07 10:56:32
                        Fund FundYear Update       Userid: SFTEPEP

Loc:  2 Fund: 33520 Title: K07 HL088923 FDP          Agency Cd: NIH4
DeptCd: 329996 Dept Name: PEDIATRICS-CAMPUS-HEMATOLOGY Fundid: 619739
Prin Invest: ROSEN, ROSA SANCHEZ Begin: 061007 EndDate: 063012 IC Bs/rt: A 080

      Dates          Federal      Per Authorization  DD  Stop
      FYr  Begin    End      Transaction No  Id    Amount      St  Cd  Date

01  081007  063008  KHL088923A    A      _____  A  N  _____
02  070108  063009  KHL088923A    A      _____  A  N  _____
03  070109  063010  KHL088923A    A      _____  A  N  _____
04  070110  063011  KHL088923A    A      _____  A  N  _____
05  070111  063012  KHL088923A    A      _____  A  N  _____
--  --      --      --      --      --      --  --  --
--  --      --      --      --      --      --      --  --  --

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

Step 9: Update DPA/Fund (AFAD).

- To couple the Fund with the associated DPAs, type **AFAD** in **Next Func** and press **<Enter>** to display the Acct/Fund Add screen. **Note:** Any request to couple a Hospital DPA with a fund owned by Campus must be verified with Michael Wittgen, Manager of General Accounting for the Hospital.
- Type in a **DPA** and the new **Fund** you just added. For sponsored project funds, enter the **Project ID** associated with this DPA/Fund combination
- If the DPA/Fund has a specific delivery address different from the Default address, enter that **Address** information. For full definitions of each of the fields, refer to the **Address** field in the [Fund Attributes](#) reference.
- 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>**.
- If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

```

SFAD0-A4453          Account Fund System          08/29/07 10:57:47
                    Acct/Fund Add                Userid: SFTEPEP

Loc:  2 Account: 404941 Title: _____
                    Fund: 33520 Title: _____
                    Project ID: 107677A
PI Identifier: _____
StopCd:  Stop Date: _____ Project Report Code: _____ Stnd Subs?:  _
Plant Claim No: _____ Plant Lapsing Date: _____
Sub Accounts: _____

Default addresses:
Usage  Address  Usage  Address  Usage  Address  Usage  Address
_____

Account Fund specific address information:
_____

Next Func:  L: 2 AC:
==>
PF: 1-Help
PF:

SFAD0-A4453          Account Fund System          08/29/07 10:59:09
                    Acct/Fund Add                Userid: SFTEPEP

Loc:  2 Account: 404941 Title: MED SCH-PEDIATRICS
                    Fund: 33520 Title: K07 HL088923 FDP
                    Project ID: 107677A
PI Identifier: 022583769 ROSEN, ROSA SANCHEZ
StopCd: N Stop Date: _____ Project Report Code: _____ Stnd Subs?:  _
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
_____

Account Fund specific address information:
_____

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
  
```


Step 11: Add Program Code for sponsored project funds with cost sharing (DPAG).

1. Type **DPAG** in **Next Func** to display the Program Code Add screen.
2. Enter the following information:
 - **Program Code** equals the Fund number. The system will populate **Cost Sharing** with **Y**.
 - **Program Name** equals **Cost Sharing for Fund xxxxx** where xxxxx equals the Fund number.
 - **Manager Name** equals the PI name.
 - **Program Owner's Department Code** equals the Fund's Department Code.
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 in the system message area at the bottom of the screen.

SFDPAGO-DEPSV Department System 04/22/05 16:11:04
Program Code Add Userid: SFTSTJK

Short Name	Department Name	EntityType	Loc	DeptCd	OCU	DV
Program Code: 23955	Cost Share?: Y					
Program Name: Cost Sharing for Fund 23955	Manager Name: Kelly, Regis B					
Program Owner's Department Code: 276436	Program Owner's Department Loc: 2					

Next Func: █ Dep: _____
===>
PF: 1-Help
PF:

Short Name, Department Name, Entity Type, Loc, OUC, and DV are automatically populated by the system from the Department Code when you update.

SFDPAGO-DEPSV Department System 04/22/05 16:13:11
Program Code Add Userid: SFTSTJK

Short Name	Department Name	EntityType	Loc	DeptCd	OCU	DV
S/M BIOCHEMISTR	BIOCHEMISTRY & BIOPHYSICS	DEPARTMENT	2	276436	6040	60
Program Code: 23955	Cost Share?: Y					
Program Name: COST SHARING FOR FUND 23955	Manager Name: KELLY, REGIS B					
Program Owner's Department Code: 276436	Program Owner's Department Loc: 2					

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

Step 12: Send e-mail confirmation.

1. Send email confirmation to the Department providing them with the DPA code (if added) and Fund number.
2. Ask them to verify information in WebLinks the next day.

Other Fund Functions

To Update a Fund (FDUP)

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

1. Type **FDUP** in **Next Func** and the Fund number in **FD** and press **<Enter>** to display the Fund 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 stop 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 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.

SFFDUP0-A4453		Account Fund System	09/17/07 09:06:20
		Fund Update	Userid: SFTSTJK
Loc: <u>2</u>	Fund: <u>33584</u>	Title: <u>K08 MH068691 FDP SNAP 06/08</u>	Fund Years?: <u>Y</u>
Award ID: <u>A101658</u>	Title: <u>Membrane Trafficking Regulatio</u>		DfltProj: <u>101658A</u>
Dept Code: <u>072851</u>	Title: <u>LPMI: INSTR & RESEARCH</u>		FundId: <u>112000</u>
Prin Investigator Id: <u>020616140</u>		<u>VARGAS,GABRIEL A</u>	
Begin Date: <u>070103</u>	End Date: <u>063010</u>	Sales/Use Tax: <u>Y</u>	
UCOP Group: <u>406210</u>	SUBS Group: <u>FED</u>	Unxpd Bal Grp: <u>119850</u>	
Owner Group: <u>C</u>	Revenue Group: <u>M16</u>	Bud/NonBudget: <u>N</u>	
STIPId: <u>33584F</u>	STIP Acct: _____	Restrict Cd: <u>R</u>	
Reapprop Cd: <u>2</u>	Stop Cd: <u>N</u>	Stop Date: _____	
Award Type: <u>3</u>	Fed Flow Thru: <u>3</u>	Report Freq: _____	
IC Base: <u>A</u>	IC Rate Cd: <u>KAWARD</u>	IC Rate: <u>080</u>	
Pmt Method: <u>90</u>	On/Off Campus: <u>1</u>	Endow Restrict: _____	
Sponsor Cat: <u>01</u>	Sponsor Cd: <u>3170</u>	Recharge Cd: <u>N</u>	
CFDA: <u>93.281</u>	UBIT: <u>N</u>	Agency Cd: <u>NIH4</u>	
Next Func: _____ L: <u>2</u> 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 Fund (FDDS)

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

- Type **FDDS** in **Next Func** and the Fund number in **FD** and press **<Enter>** to display the Fund Single Display screen.

```

SFFD50-A4453          Account Fund System          08/29/07 10:51:29
                          Fund Single Display          Userid: SFTEPEP

Loc:  2 Fund: 33520 Title: K07 HL088923 FDP Fund Years?: Y
Award ID: A107677 Title: A Multidisciplinary Approach t DfltProj: 107677A
Dept Code: 329996 Title: PEDIATRICS-CAMPUS-HEMATOLOGY FundId: 619739
Prin Investigator Id : 022583769 ROSEN,ROSA SANCHEZ

Begin Date : 081007 End Date : 063012 Sales/Use Tax: Y
UCDP Group : 406210 SUBs Group : FED Unxpd Bal Grp: 119850
Owner Group : C Revenue Group: M16 Bud/NonBudget: N
STIPId : 33520F STIP Acct : Restrict Cd : R
Reapprop Cd : 2 Stop Cd : N Stop Date :
Award Type : 3 Fed Flow Thru: 3 Report Freq :
IC Base : A IC Rate Cd : KAWARD IC Rate : .080
Pmt Method : 90 Dn/Off Campus: 1 Endow Restrict:
Sponsor Cat : 01 Sponsor Cd : 3435 Recharge Cd : N
CFDA : 93.039 UBIT : N Agency Cd : NIH4

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

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

To Update or List Indirect Cost Rate Codes (FDUI)

Use this screen to list or add new Indirect Cost Rate Codes.

To list the codes:

- Type **FDUI** in **Next Func** and press **<Enter>** to display the Fund IC Rate Code screen.
- Press **<F8>** to page forward, and press **<F7>** to page backward.

To add a new code:

- Type **FDUI** in **Next Func** and press **<Enter>** to display the Fund IC Rate Code screen.
- Place your cursor on a current line for the **IC Code** and **IC Type** that you want to update.
- Type in the new **Date** and **Rate**.
- Press **<F5>** to update.
- If there are no errors, the new line for the **IC Code**, **IC Type**, **Date** and **Rate** is added. The message **Update Process Complete** is displayed at the bottom of the screen.

```

SFFDU10-A4453        Account Fund System          09/17/07 09:15:03
                          Fund IC Rate Code Update          Userid: SFT5TJK

IC Code  IC Type  Date   Rate   Title
AC       ALL       070194 .250   American Cancer Society
AHA      ALL       070194 .100   American Heart Association
FIGR     ALL       010195 .080   Federal Instruction Grants Report
GCRC     ALL       070194 .281   General Clinical Research Center
IN       OFFCAM    070193 .320   INSTRUCTION
IN       OFFCAM    070194 .260   Instruction
IN       ONCAM     070193 .440   INSTRUCTION
IN       ONCAM     070194 .352   Instruction
IN05     OFFCAM    070105 .260   INSTRUCTION DECEMBER14 2005
IN05     ONCAM     070105 .380   INSTRUCTION DECEMBER14 2005
IN05     ONCAM     070106 .432   INSTRUCTION DECEMBER14 2005
KAWARD   ALL       070194 .080   K Awards

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 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 value 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 to stop transactions from posting to the DPA/Fund in **Stop Date**.

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 value 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
  
```

To Update or List Project Report Codes (AFUR)

The Budget Office uses the Project Report Codes found on the Acct/Fund linkage screens (AFAD and AFUP) to assign A-21 function codes. The A-21 code is used for various reporting purposes, including preparing F&A Rate Proposals for federal government. The AFUR screen contains the full description for the values entered into the Project Report Code field.

To list the codes:

- Type **AFUR** in **Next Func** and press **<Enter>** to display the Acct/Fund Proj Rprt Code Update screen.
- Press **<F8>** to page forward, and press **<F7>** to page backward.

To add a new code:

- Type **AFUR** in **Next Func** and press **<Enter>** to display the Acct/Fund Proj Rprt Code Update screen.
- On a blank line, type in the **Project Code** and **Title**.
- Press **<F5>** to update.
- If there are no errors, the message **Update Process Complete** is displayed at the bottom of the screen.

```

SF&AFUR0-A4453          Account Fund System          09/17/07 11:23:52
                        Acct/Fund Proj Rpt Code Update      Userid: SFTSTJK

      Project Report
      Code           Title

AGCY  AGENCY ACCOUNTS
AH    AFFILIATED HOSPITALS
BD    BAD DEBT EXPENSE
BINT  BUILDING RELATED INTEREST
BLDG  BUILDING DEPRECIATION
CA    COLLEGE ADMINISTRATION
CNTL  CONTROL ACCOUNTS
CT    CLINICAL TRIALS ON-CAMPUS
CTA   CLINICAL TRIALS OFF-CAMPUS
DA    DEPARTMENT ADMINISTRATION
EA    EQUIPMENT & CONSTRUCTION AWARDS
EINT  EQUIPMENT RELATED INTEREST

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

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

Fund Examples

Plant Fund

```

SFFDDS0-A4453          Account Fund System          09/17/07 11:28:15
                        Fund Single Display          Userid: SFTSTJK

Loc:  2 Fund: 01507 Title: EQP LEASE PURCHASE Fund Years?: N
Award ID: _____ Title: _____ DfltProj: _____
Dept Code: 752563 Title: Controller's Campuswide Accts FundId: 136502
Prin Investigator Id : _____

Begin Date : 010101 End Date : 123199 Sales/Use Tax: Y
UCOP Group : 100510 SUBs Group : OTHER Unxpd Bal Grp: 101507
Owner Group : C Revenue Group: _____ Bud/NonBudget: N
STIPId : 01507P STIP Acct : _____ Restrict Cd : R
Reapprop Cd : 4 Stop Cd : N Stop Date : _____
Award Type : _ Fed Flow Thru: _ Report Freq : _____
IC Base : _ IC Rate Cd : _____ IC Rate : .000
Pmt Method : 00 On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : _ Sponsor Cd : _____ Recharge Cd : N
CFDA : _____ UBIT : N Agency Cd : _____

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

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

Loan Fund

```

SFFDDS0-A4453          Account Fund System          09/17/07 11:31:08
                        Fund Single Display          Userid: SFTSTJK

Loc:  2 Fund: 02210 Title: ALAMEDA CO MED ASSN-WOM AUX Fund Years?: N
Award ID: _____ Title: _____ DfltProj: _____
Dept Code: 752563 Title: Controller's Campuswide Accts FundId: 136502
Prin Investigator Id : _____

Begin Date : 010101 End Date : 123199 Sales/Use Tax: Y
UCOP Group : 201000 SUBs Group : OTHER Unxpd Bal Grp: 102210
Owner Group : C Revenue Group: _____ Bud/NonBudget: N
STIPId : 02210L STIP Acct : _____ Restrict Cd : R
Reapprop Cd : 4 Stop Cd : Y Stop Date : 061005
Award Type : _ Fed Flow Thru: _ Report Freq : _____
IC Base : _ IC Rate Cd : _____ IC Rate : .000
Pmt Method : 00 On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : _ Sponsor Cd : _____ Recharge Cd : N
CFDA : _____ UBIT : N Agency Cd : _____

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

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

General Fund

```

SFFDDS0-A4453          Account Fund System          09/17/07 11:33:38
                        Fund Single Display          Userid: SFTSTJK

Loc:  2 Fund: 19900 Title: GENERAL FUNDS          Fund Years?: N
Award ID: _____ Title: _____          DfltProj: _____
Dept Code: 040823 Title: CHANCELLOR'S PLANNING ACCTS FundId: 102200
Prin Investigator Id : _____

Begin Date : 010101 End Date : 123199 Sales/Use Tax: Y
UCOP Group : 401000 SUBs Group : OTHER Unxpd Bal Grp: 119900
Owner Group : 5 Revenue Group: M12 Bud/NonBudget: B
STIPId : 19900M STIP Acct : _____ Restrict Cd : C
Reapprop Cd : 4 Stop Cd : N Stop Date : _____
Award Type : _ Fed Flow Thru: _ Report Freq : _____
IC Base : _ IC Rate Cd : _____ IC Rate : .000
Pmt Method : 00 On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : _ Sponsor Cd : _____ Recharge Cd : Y
CFDA : _____ UBIT : N Agency Cd : _____

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

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

Federal Fund

```

SFFDDS0-A4453          Account Fund System          09/17/07 11:36:32
                        Fund Single Display          Userid: SFTSTJK

Loc:  2 Fund: 23109 Title: W81XWH-06-1-0383      02/09 Fund Years?: Y
Award ID: A100112 Title: The Unfolded Protein Response DfltProj: 100112A
Dept Code: 276436 Title: BIOCHEMISTRY & BIOPHYSICS FundId: 604000
Prin Investigator Id : 028704864 WALTER,PETER

Begin Date : 022106 End Date : 022009 Sales/Use Tax: Y
UCOP Group : 406210 SUBs Group : FED Unxpd Bal Grp: 119850
Owner Group : C Revenue Group: M16 Bud/NonBudget: N
STIPId : 23109F STIP Acct : _____ Restrict Cd : R
Reapprop Cd : 2 Stop Cd : N Stop Date : _____
Award Type : 3 Fed Flow Thru: 3 Report Freq : _____
IC Base : A IC Rate Cd : OR IC Rate : .515
Pmt Method : 60 On/Off Campus: 1 Endow Restrict: _____
Sponsor Cat : 01 Sponsor Cd : 2735 Recharge Cd : N
CFDA : 12.420 UBIT : N Agency Cd : NIH4

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

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

Sales and Service Fund

SFFDDS0-A4453		Account Fund System	09/17/07 11:40:08
		Fund Single Display	Userid: SFTSTJK
Loc: <u>2</u>	Fund: <u>66097</u>	Title: <u>TECHNOLOGY STORE 8AENS3</u>	Fund Years?: <u>N</u>
Award ID: _____	Title: _____	DfltProj: _____	
Dept Code: <u>680784</u>	Title: <u>TECHNOLOGY STORE</u>	FundId: <u>176801</u>	
Prin Investigator Id : _____			
Begin Date : <u>010101</u>	End Date : <u>123199</u>	Sales/Use Tax: <u>Y</u>	
UCOP Group : <u>410100</u>	SUBs Group : <u>OTHER</u>	Unxpd Bal Grp: <u>119850</u>	
Owner Group : <u>C</u>	Revenue Group: <u>M08</u>	Bud/NonBudget: <u>B</u>	
STIPId : <u>66097C</u>	STIP Acct : <u>725135</u>	Restrict Cd : <u>U</u>	
Reapprop Cd : <u>5</u>	Stop Cd : <u>N</u>	Stop Date : _____	
Award Type : <u>-</u>	Fed Flow Thru: <u>-</u>	Report Freq : _____	
IC Base : <u>-</u>	IC Rate Cd : _____	IC Rate : <u>.000</u>	
Pmt Method : <u>00</u>	On/Off Campus: <u>1</u>	Endow Restrict: _____	
Sponsor Cat : _____	Sponsor Cd : _____	Recharge Cd : <u>Y</u>	
CFDA : _____	UBIT : <u>N</u>	Agency Cd : _____	
Next Func: _____ L: <u>2</u> AC: _____ FD: _____ DP: _____ NCA: _____			
===> _____			
PF: <u>1</u> -Help	<u>3</u> -PrevMenu	<u>4</u> -Print	
PF: _____	<u>9</u> -Jump	<u>12</u> -Exit	