

Natural Class Account (NCA) Maintenance

Steps to Add an NCA	1
Other NCA Functions	6

NCA Functions

The Account Fund Menu screen below shows the Functions used for maintaining NCAs. **Note:** The Object Code Browse (AFBO) and Object Code Update (AFUO) Functions are no longer used.

```

UCFMNU0-M0795          Account Fund System          09/10/07 13:27:15
                        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 -
-                            - AFUR Acct/Fund Proj Rpt Code Update
- ACUA Account Annual Rpt Cd Update - AFBO Object Code Browse
- ACUU Account UAS/Acad Disc Update - 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 **Natural Class Account** Functions on the right side of the menu to add, update, display, and list NCAs.

Steps to Add an NCA

NCA codes are not set up very often. When a Department or Controller's Office unit requests a new NCA, it is critical to know the real need for the NCA and where it falls in the various NCA classification ranges, i.e., Asset, Liability, Revenue, Expenditures, Plan, Loan, Current, or Foundation before setting up the NCA in the AFP system.

Step	AFP Function	Description
1.	Off-Line	Verify NCA information and request.
2.	NCBR	Browse for available NCA in appropriate range.
3.	NCAD	Add new NCA.
4.	NCUP	Review NCA information.
5.	NCUG	Update NCA Group Code attributes.

Step 1: Verify NCA information.

1. Determine the need for the NCA and where it falls in the various NCA classification ranges, i.e., Asset Liability, Revenue, Expenditure, Plant, Loan, Current, Foundation.
2. Obtain the UCOP Group Code or UCOP Object Code and all NCA attributes before starting. Refer to the [Natural Class Account \(NCA\) Attributes](#) reference.

Step 2: Browse for available NCA (NCBR).

1. To search for an NCA, type **NCBR** in **Next Func** and the first several digits of the NCA (e.g., **43** for Non-Payroll Expense) in **NCA** and press **<Enter>**. This provides a listing of all NCAs that begin with those digits.
2. Review NCA titles in the range for consistency. Use a similar NCA as a guide to set up the new NCA. Create a meaningful short description as it is used in many reports.
3. Choose an available (open) NCA. **Note:** The majority of NCAs are associated with Department Code 752563. Expense and Revenue NCAs are not associated with individual departments. Balance Sheet NCAs for Assets and Liabilities can be associated with a department if the NCA is unique to that department, and so they can have access to the information (e.g., Pediatrics Receivable).

```
UCFMNU0-M0795          Account Fund System          09/10/07 12:15:59
                        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 -
                        - AFUR Acct/Fund Proj Rpt Code Update
- ACUA Account Annual Rpt Cd Update - AFBO Object Code Browse
- ACUU Account UAS/Acad Disc Update - AFUD Object Code Update

Next Func: NCBR L: 2 AC: _____ FD: _____ DP: _____ NCA: 10192
```

In the example, the search was limited by entering **10192** in **NCA**. A range of NCA values from **101923** to **101931** is open.

```
====>
PF: 1-Help
PF:

SFNCBR0-A5771          Account Fund System          09/10/07 12:24:24
                        Natural Class Account Browse    Userid: SFTSTJK

NCAcct      NCA Description      NCA UCOP  Dept  Department
10192       10192                       Typ Obj  Code  Short Name

101920     STOP NOTICE - CAMPUS        L        565221 C.O. Pint Accts
101921     ACCOUNTS RECEIVABLE STATE APPR A        565221 C.O. Pint Accts
101922     MBAY BANK LOAN PAYABLE BOFA  L        752563 C.O. Campuswide
101931     LEASEHOLD IMP DEBT-PREIT     L        752563 C.O. Campuswide
101932     CAPITAL LEASE LIAB -LT SPWB  L        565221 C.O. Pint Accts
101935     MC2-NL-BONDS                 L        565221 C.O. Pint Accts
101936     MC2-CL-BONDS                 L        565221 C.O. Pint Accts
101937     CURRENT LIAB LT CAP LEASE SPWB L        565221 C.O. Pint Accts
101938     NON CURREN LIA LT LEASE SPWB L        565221 C.O. Pint Accts
101939     ENDOWMENT FUNDS ADVANCED     L        752563 C.O. Campuswide
101940     LIAB CAP LSE LAND-INFRASTRUCT L        565221 C.O. Pint Accts
101941     LIAB CAP LSE LAND-GROUND LSE L        565221 C.O. Pint Accts
101955     CONSTRUCTION RETENTION LIABILI L        752563 C.O. Campuswide

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

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

Step 3: Add new NCA (NCAD).

1. Type **NCAD** in **Next Func** and press **<Enter>** to display the Natural Class Account Add screen.
2. Enter data in the fields on the screen as applicable, using the [Natural Class Account \(NCA\) Attributes](#) reference.
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. Proceed to Step 4.

```

SFNCAD0-A5571          Account Fund System          09/10/07 12:29:32
                        Natural Class Account Add      Userid: SFTSTJK

Natural Class Acct: 101923 Description: MBAY BANK LOAN PAYABLE2 BOFA
NCA Dept Code: 752563 Short Description: BANK LOAN

UCDP Group Code       : 124630
UCDP Object Code      :
Monetary Account Type : L
System Maintained Account: N
Payroll Account       : N
Owner Group Code      : C
Open Item Account     : N
Open Item Description :
Open Item Edit Record :
Open Item Edit Field  :
Stop Code / Stop Date : N /
Unit of Measure       :
Statistical Account   : N
Next Func:  L: 2 AC:  FD:  DP:  NCA:

===>
PF: 1-Help      2-Cancel      4-Print      5-Update
PF:              9-Jump
    
```



```

SFNCAD0-A5571          Account Fund System          09/10/07 12:34:34
                        Natural Class Account Add      Userid: SFTSTJK

Natural Class Acct: 101923 Description: MBAY BANK LOAN PAYABLE2 BOFA
NCA Dept Code: 752563 Short Description: BANK LOAN

UCDP Group Code       : 124630
UCDP Object Code      :
Monetary Account Type : L
System Maintained Account: N
Payroll Account       : N
Owner Group Code      : C
Open Item Account     : N
Open Item Description :
Open Item Edit Record :
Open Item Edit Field  :
Stop Code / Stop Date : N /
Unit of Measure       :
Statistical Account   : N
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 4: Review NCA information (NCUP).

1. Type **NCUP** in **Next Func** and the NCA code in **NCA**. Press **<Enter>** to display the Natural Class Account Update screen.
2. Verify the data on the screen. Make sure you have completed all necessary entries accurately and consistently.
3. Change incorrect information as required, and press **<F5>** to perform edits and update.

```

SFNCUP0-A5771          Account Fund System          09/10/07 12:42:10
                        Natural Class Account Update      Userid: SFTSTJK

Natural Class Acct: 101923 Description: MBAY BANK LOAN PAYABLE2 BOFA
NCA Dept Code: 752563 Short Description: BANK LOAN

UCDP Group Code       : 124630
UCDP Object Code      : _____
Monetary Account Type : L
System Maintained Account: N
Payroll Account       : N
Owner Group Code      : C
Open Item Account     : N
Open Item Description  : _____
Open Item Edit Record : _____
Open Item Edit Field   : _____
Stop Code / Stop Date : N / _____
Unit of Measure       : _____
Statistical Account   : N
Next Func: _____ L: 2 AC: _____ FD: _____ DP: _____ NCA: _____

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

```

Step 5: Update NCA Group Codes (NCUG).

1. Type **NCUG** in **Next Func** and press **<Enter>** to display the Natural Class Account Group Update screen.
 - **Group Definitions** for OWNER and UCOP are populated from the **NCAD** screen.
2. Enter the applicable NCA Group Definitions in the fields on the screen. Use the [Natural Class Account \(NCA\) Attributes](#) to determine the applicable values.
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.

```

SFNCUG0-LINK1                Account Fund System                09/10/07 12:45:23
                               Natural Class Acct Grp Update        Userid: SFTSTJK

Natural Class Acct: 101923 Title: MBAY BANK LOAN PAYABLE2 BOFA   OUC: 1365
DeptCd: 752563              Dept Name: Controller's Campuswide Accts   DV: 02

Definition Group  Definition Group  Definition Group  Definition Group

OWNER   C
UCOP   124630

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

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

In the example, the **Group Definition** for BUDGET was added. Group Definitions are listed in alphabetical order after you update.

```

SFNCUG0-LINK1                Account Fund System                09/10/07 13:16:03
                               Natural Class Acct Grp Update        Userid: SFTSTJK

Natural Class Acct: 101923 Title: MBAY BANK LOAN PAYABLE2 BOFA   OUC: 1365
DeptCd: 752563              Dept Name: Controller's Campuswide Accts   DV: 02

Definition Group  Definition Group  Definition Group  Definition Group

BUDGET 100000
OWNER   C
UCOP   124630

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
    
```

Other NCA Functions

To Update an NCA (NCUP)

Use this screen to change any information for an NCA.

1. Type **NCUP** in **Next Func** and the NCA code in **NCA** and press **<Enter>** to display the Natural Class 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 stop transactions from posting to the NCA.
3. Press **<F5>** to perform edits and update. If there is an edit error, the field will be highlighted and an edit message displayed 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.

```

SFNCUP0-A5771                Account Fund System                09/10/07 13:20:59
                               Natural Class Account Update        Userid: SFTSTJK

Natural Class Acct: 101923 Description: MBAY BANK LOAN PAYABLE2 BOFA
NCA Dept Code: 752563 Short Description: BANK LOAN

UCDP Group Code      : 124630
UCDP Object Code    : _____
Monetary Account Type : L
System Maintained Account: N
Payroll Account     : N
Owner Group Code    : C
Open Item Account   : N
Open Item Description : _____
Open Item Edit Record : _____
Open Item Edit Field : _____
Stop Code / Stop Date : N / _____
Unit of Measure     : _____
Statistical Account : N
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
  
```

To Display an NCA (NCDS)

Use this screen to view and validate attributes of the NCA or to use as a guide to set up new NCAs.

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

```

SFNCDS0-A5771                Account Fund System                09/10/07 13:25:37
                               Natural Class Account Display        Userid: SFTSTJK

Natural Class Acct: 101923 Description: MBAY BANK LOAN PAYABLE2 BOFA
NCA Dept Code: 752563 Short Description: BANK LOAN

UCDP Group Code      : 124630
UCDP Object Code    : _____
Monetary Account Type : L
System Maintained Account: N
Payroll Account     : N
Owner Group Code    : C
Open Item Account   : N
Open Item Description : _____
Open Item Edit Record : _____
Open Item Edit Field : _____
Stop Code / Stop Date : N / _____
Unit of Measure     : _____
Statistical Account : N
Next Func: _____ L: 2 AC: _____ FD: _____ DP: _____ NCA: _____

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