

# COA Inactivation Report – Reference Guide

This guide provides the procedure to run the COA Inactivation report in BFS and a list of Suggested Contacts for transaction types that may be included in your report. If you have questions, comments, or corrections, please email [dfalconcierge@berkeley.edu](mailto:dfalconcierge@berkeley.edu).

## Run the COA Inactivation Report

1. In BFS, select the Reporting Tools tile to open the Query Viewer
2. If you do not have access to the Query Viewer, please submit a request to BFS Security at [secbfs@berkeley.edu](mailto:secbfs@berkeley.edu)
3. Enter BIBS\_DEPT\_INACTIVATION in the Begins With text box

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

4. Select Search.
5. From the BIBS\_DEPT\_INACTIVATION query, select Excel to download the report in an Excel format.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
BIBS_DEPT_INACTIVATION	COA Inactivation Results	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6. From the BIBS\_DEPT\_INACTIVATION – COA Inactivation Results, enter an L3 or an L4 and then select View Results. If you do not enter an L3 or an L4, the report will return results for the entire campus.

**BIBS\_DEPT\_INACTIVATION - COA Inactivation Results**

Org L3 Node (Optional)

Org L4 Node (Optional)

7. If you plan to run this query again, return to the Query Viewer and select Favorite to add it to your favorite queries. You'll be able to select the query from your favorites instead of having to enter the query name each time.

## Contacts

Trans Type	Type	Description and logic **	Action, suggested contact
AR Bank Acc	BANK	Bank account is used in AR	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
AR Dst	ARD	Invoices posted from staging tables to item tables	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
AR Entry	ARET	Active entry code	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
AR Mis Dst	ARMD	Miscellaneous Payment Distribution table	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
AR Pen Dst	ARPD	Invoiced Bills in Pending	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
AR Product Code	PROD	Distribution code is active	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>

Award Primary ChartFields	CAWD	Primary Chartfields associated with an Award	Contact CGA, <a href="mailto:cgaawards@berkeley.edu">cgaawards@berkeley.edu</a>
Benefitting Department - Foundation	BDPT	Benefitting DepID exists in active fund	Contact Univ Relations, <a href="mailto:ljlw@berkeley.edu">ljlw@berkeley.edu</a>
Benefitting Fund - Foundation	BFND	Benefitting fund exists in active fund	Contact Univ Relations, <a href="mailto:ljlw@berkeley.edu">ljlw@berkeley.edu</a>
BI Bill Stg	BIS	Invoiced bills in staging (with status other than Complete)	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
BI New Bill	BIN	Non invoiced bills with Invoice status other than Cancelled or Invoiced	Contact BPS, <a href="mailto:nonstu_ar@berkeley.edu">nonstu_ar@berkeley.edu</a>
Campus Solutions Actives	CSAR	Campus Solutions charges, awards, waivers, deposits.	Contact <a href="mailto:studentbilling@berkeley.edu">studentbilling@berkeley.edu</a> for assistance.
Campus Solutions Itemtypes	CSIT	Campus Solutions charges, awards, waivers, deposits.	Contact <a href="mailto:studentbilling@berkeley.edu">studentbilling@berkeley.edu</a> for assistance.
Contract Deferred Revenue CFs	CDRV	Deferred Revenue Chartstrings configured on C&G Contracts	Contact CGA, <a href="mailto:cgaawards@berkeley.edu">cgaawards@berkeley.edu</a>
Contract Revenue CFs	CREV	Revenue Chartstrings configured on C&G Contracts	Contact CGA, <a href="mailto:cgaawards@berkeley.edu">cgaawards@berkeley.edu</a>
Contract Unbilled AR CFs	CUAR	Unbilled AR Chartstrings configured on C&G Contracts	Contact CGA, <a href="mailto:cgaawards@berkeley.edu">cgaawards@berkeley.edu</a>
Department level default FAU	DEFAU	Department level default FAU for UC Path	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>
Employee	EMPL	Employee has earnings and status of (Active, Leave of Absence , Leave with Pay)	Contact HR rep, <a href="http://hrweb.berkeley.edu/about/contact">http://hrweb.berkeley.edu/about/contact</a>
Endowment Department	EDPT	Active Funds where UC_ENDOW_DEPARTMENT is blank	Email <a href="mailto:leewu@berkeley.edu">leewu@berkeley.edu</a>
CBR/GAEL/LEAVE rates accounts	CGLA	CBR/GAEL/Leave Access for UCPath	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>
Exp need FA processed	CGFA	F&A that has not been generated. See note 1 below.	CGA to clear, department does not need to take any action
Exp need Rev Recognition	CGRR	Any Transactions that have not been revenue recognized. See note 1 below.	CGA to clear, department does not need to take any action
Exp need to be billed	CGUB	Any unbilled transactions remaining. See note 1 below.	CGA to clear, department does not need to take any action
Department level default FAU	DFAU	Department level default FAU for UCPath	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>
FedEx Acct	FED	Active Fedex account COA default values	Central Disbursements, <a href="mailto:disburse@berkeley.edu">disburse@berkeley.edu</a>
Funding Entry Distribution	FUED	UC Path Funding Entry Distribution	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>
Gift Fee Department - Foundation	GDPT	Gift Fee Department exists in active fund	Contact Univ Relations, <a href="mailto:ljlw@berkeley.edu">ljlw@berkeley.edu</a>
Local Deduction Account Mapping	LDAM	Local Deduction Account Mapping for UCPath	<a href="mailto:gao@berkeley.edu">gao@berkeley.edu</a>
Local Earnings Account Mapping	LEAM	Local Earnings Account Mapping for UCPath	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>

Local Liability Account Map	LLAM	Local Liability Account Mapping for UCPATH	<a href="mailto:gao@berkeley.edu">gao@berkeley.edu</a>
PCard Default	PCD	default BluCard transactions	Central Procurement, <a href="mailto:creditcard@berkeley.edu">creditcard@berkeley.edu</a>
PCard Trns	PCT	BluCard Credit Card status not closed	Mark as verified or contact Procurement, <a href="mailto:creditcard@berkeley.edu">creditcard@berkeley.edu</a>
Pending JE	PPCJ	Pending Journal Entry - PPS Suspense	Wait till next business day. If item remains, contact <a href="mailto:payaccounting@berkeley.edu">payaccounting@berkeley.edu</a>
Pending PET	PPCP	Pending PET - PPS Suspense	Wait till next payroll feed. If item remains on list and has been in suspense less than 90 days, contact CSS Payroll. If item remains and has been in suspense 90 or more days, contact <a href="mailto:payaccounting@berkeley.edu">payaccounting@berkeley.edu</a>
PO	PO	Purchase orders with status other than complete or cancelled, with open distributions	Close PO, or process Change order to update chart string. Contact <a href="mailto:bearbuyhelp@berkeley.edu">bearbuyhelp@berkeley.edu</a>
Primary Department	PDPT	Primary Department on active Fund	<a href="mailto:dfi_concierge@berkeley.edu">dfi_concierge@berkeley.edu</a>
Req	REQ	Requisitions with open distribution that are not closed or cancelled	Central Procurement, <a href="mailto:bearbuyhelp@berkeley.edu">bearbuyhelp@berkeley.edu</a>
Redir DTL Collections template	RDTCT	Redir DTL Collection Template for UCPATH	Controller's Office <a href="mailto:controllers_ucpath@berkeley.edu">controllers_ucpath@berkeley.edu</a>
SpeedChart	SPC	SpeedCharts were inactivated in BFS in Dec 2014	Contact help desk/CSS-IT <a href="mailto:bfsbairs@berkeley.edu">bfsbairs@berkeley.edu</a>
SpeedType	SPT	Speedtype exists	Update or inactivate - Department. should have access
Uncleared and unapproved	PPCN	Uncleared and unapproved -PPS Suspense	If item has been in suspense less than 90 days, fund manager needs to request action via Payroll Suspense module. If item has been in suspense more than 90 days, contact <a href="mailto:payaccounting@berkeley.edu">payaccounting@berkeley.edu</a>
UCPATH Payroll Suspense	UCPS	UCPATH Payroll Suspense for UCPATH	<a href="mailto:gao@berkeley.edu">gao@berkeley.edu</a>
Voucher	VCH	Entry status is active, Voucher is not Posted, or Payment is not posted	Check payment due date - wait. If problem, contact Disbursements, <a href="mailto:disburse@berkeley.edu">disburse@berkeley.edu</a>
Workflow Approver Node	WFAP	Route control node has active Approvers	Contact BFS Security, <a href="mailto:secbfs@berkeley.edu">secbfs@berkeley.edu</a>
Workflow Apr. SQ Buyer Node	WFSQ	Route control node has active SciQuest users	Contact BFS Security, <a href="mailto:secbfs@berkeley.edu">secbfs@berkeley.edu</a>
Workflow Preparer Node	WFPR	Route control node has active Preparers	Contact BFS Security, <a href="mailto:secbfs@berkeley.edu">secbfs@berkeley.edu</a>