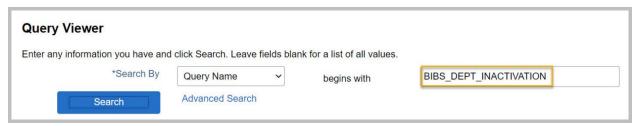
COA Inactivation Report – Reference Guide

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 dflconcierge@berkeley.edu.

Run the COA Inactivation Report

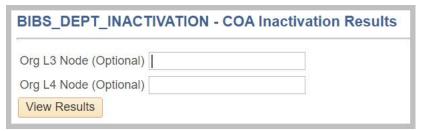
- 1. In BFS, select the Reporting Tools tile to open the Query Viewer
- 2. If you do not have access to the Query Viewer, please submit a request to BFS Security at secbfs@berkeley.edu
- 3. Enter BIBS_DEPT_INACTIVATION in the Begins With text box



- 4. Select Search.
- 5. From the BIBS DEPT INACTIVATION query, select Excel to download the report in an Excel format.



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.



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

Award Primary ChartFields	CAWD	Primary Chartfields associated with an Award	Contact CGA, cgaawards@berkeley.edu
Benefitting	CAVVD	with an Awaru	Contact COA, <u>cgaawarus@berkerey.edu</u>
Department -		Benefitting DepID exists in active	
Foundation	BDPT	fund	Contact Univ Relations, <u>ljw@berkeley.edu</u>
Benefitting Fund -	DENID	Benefitting fund exists in active	Contact Univ Balationa live Charles and
Foundation	BFND	fund	Contact Univ Relations, <u>ljw@berkeley.edu</u>
BI Bill Stg	BIS	Invoiced bills in staging (with status other than Complete)	Contact BPS, nonstu_ar@berkeley.edu
		Non invoiced bills with Invoice	
		status other than Cancelled or	
BI New Bill	BIN	Invoiced	Contact BPS, nonstu ar@berkeley.edu
Campus Solutions Actives	CCAD	Campus Solutions charges,	Contact studentbilling@berkeley.edu for assistance.
	CSAR	awards, waivers, deposits.	
Campus Solutions Itemtypes	CSIT	Campus Solutions charges, awards, waivers, deposits.	Contact studentbilling@berkeley.edu for assistance.
Contract Deferred		Deferred Revenue Chartstrings	
Revenue CFs	CDRV	configured on C&G Contracts	Contact CGA, cgaawards@berkeley.edu
Contract Revenue		Revenue Chartstrings configured	
CFs	CREV	on C&G Contracts	Contact CGA, cgaawards@berkeley.edu
Contract Unbilled AR		Unbilled AR Chartstrings	
CFs	CUAR	configured on C&G Contracts	Contact CGA, cgaawards@berkeley.edu
Department level	DEEVII	Department level default FAU for UC Path	Controller's Office
default FAU	DEFAU		controllers ucpath@berkeley.edu
		Employee has earnings and status of (Active, Leave of	Contact HR rep,
Employee	EMPL	Absence , Leave with Pay)	http://hrweb.berkeley.edu/about/contact
		Active Funds where	
Endowment		UC_ENDOW_DEPARTMENT is	
Department	EDPT	blank	Email <u>leewu@berkeley.edu</u>
CBR/GAEL/LEAVE	CCLA	CBR/GAEL/Leave Access for	Controller's Office
rates accounts	CGLA	UCPath	controllers_ucpath@berkeley.edu
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
p. cocce	00.71	Any Transactions that have not	
Exp need Rev		been revenue recognized. See	CGA to clear, department does not need to take
Recognition	CGRR	note 1 below.	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		Department level default FAU	Controller's Office
default FAU	DFAU	for UCPath	controllers_ucpath@berkeley.edu
FedEx Acct	FED	Active Fedex account COA default values	Central Disbursements, <u>disburse@berkeley.edu</u>
Funding Entry		UC Path Funding Entry	Controller's Office
Distribution	FUED	Distribution	controllers_ucpath@berkeley.edu
Gift Fee Department	CDDT	Gift Fee Department exists in	Compact Units Deletions Househalt
- Foundation	GDPT	active fund	Contact Univ Relations, <u>liw@berkeley.edu</u>
Local Deduction Account Mapping	LDAM	Local Deduction Account Mapping for UCPath	gao@berkeley.edu
Local Earnings		Local Earnings Account Mapping	Controller's Office
Account Mapping	LEAM	for UCPath	controllers ucpath@berkeley.edu

Local Liability Account Map	LLAM	Local Liability Account Mapping for UCPath	gao@berkeley.edu
PCard Default	PCD	default BluCard transactions	Central Procurement, <u>creditcard@berkeley.edu</u>
PCard Trns	PCT	BluCard Credit Card status not closed	Mark as verified or contact Procurement, creditcard@berkeley.edu
Pending JE	PPCJ	Pending Journal Entry - PPS Suspense	Wait till next business day. If item remains, contact payaccounting@berkeley.edu
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 payaccounting@berkeley.edu
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 bearbuyhelp@berkeley.edu
Primary Department	PDPT	Primary Department on active Fund	dfl_concierge@berkeley.edu
Req	REQ	Requisitions with open distribution that are not closed or cancelled	Central Procurement, bearbuyhelp@berkeley.edu
Redir DTL Collections template	RDTC	Redir DTL Collection Template for UCPath	Controller's Office controllers ucpath@berkeley.edu
SpeedChart	SPC	SpeedCharts were inactivated in BFS in Dec 2014	Contact help desk/CSS-IT bfsbairs@berkeley.edu
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 payaccounting@berkeley.edu
UCPath Payroll Suspense	UCPS	UCPath Payroll Suspense for UCPath	gao@berkeley.edu
Voucher	VCH	Entry status is active, Voucher is not Posted, or Payment is not posted	Check payment due date - wait. If problem, contact Disbursements, disburse@berkeley.edu
Workflow Approver Node	WFAP	Route control node has active Approvers	Contact BFS Security, secbfs@berkeley.edu
Workflow Apr. SQ Buyer Node	WFSQ	Route control node has active SciQuest users	Contact BFS Security, secbfs@berkeley.edu
Workflow Preparer Node	WFPR	Route control node has active Preparers	Contact BFS Security, secbfs@berkeley.edu